Baker College
1911-2011

2010/11 CATALOG
UNDERGRADUATE/GRADUATE

100 YEARS
Successfully preparing
people for careers.
1911-2011

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BAKER Online®

BAKER Center for Graduate Studies

THE AUTO/DIESEL INSTITUTE OF MICHIGAN®
Baker College of Owosso

cim THE CULINARY INSTITUTE of MICHIGAN®
BAKER COLLEGE OF MUSKEGON

BAKER COLLEGE DIRECTORY

① Baker College of Allen Park
"Downriver Campus"
4500 Enterprise Dr.
Corner of Enterprise and Outer Dr.
Allen Park, MI 48101
(313) 425-3700 or (800) 767-4120

② Baker College of Auburn Hills
1500 University Dr., Auburn Hills, MI 48326
(248) 340-0600 or (888) 429-0410

③ Baker College of Cadillac
9600 E. 13th St., Cadillac, MI 49601
(231) 876-3100 or (888) 313-3463

CADILLAC EXTENSION SITE:

④ Center for Truck Driving
(231) 876-3100 or (888) 313-3463

⑤ Baker College of Clinton Township
Admissions:
34401 S. Gratiot Ave.
Main Campus:
34950 Little Mack Ave.
Clinton Township, MI 48035
(586) 791-3000 or (888) 272-2842

⑥ Baker College of Flint
1050 W. Bristol Rd., Flint, MI 48507
(810) 766-4000 or (800) 964-4299

FLINT BRANCH CAMPUS:

⑦ Cass City
6667 Main St., Cass City, MI 48726
(989) 872-6000 or (800) 572-8132

FLINT EXTENSION SITES:

⑧ Center for Transportation Technology
1717 S. Dort Hwy., Flint, MI 48503
(810) 766-4000 or (800) 964-4299

⑨ Center for Truck Driving
Saginaw: (989) 872-6000 or (800) 572-8132

⑩ West Branch
Ogemaw Heights High School
960 S. M-33, West Branch, MI 48661
(989) 343-2036 or (800) 572-8132

⑪ Baker College of Jackson
2800 Springport Rd., Jackson, MI 49202
(517) 788-7800 or (888) 343-3683

JACKSON EXTENSION SITE:

⑫ Coldwater
370 E. Chicago St., Suite 380
Coldwater, MI 49036
(517) 781-4484 or (877) 489-6357

⑬ Baker College of Muskegon
1903 Marquette Ave., Muskegon, MI 49442
(231) 777-5200 or (800) 937-0337

MUSKEGON BRANCH CAMPUS:

⑭ The Culinary Institute of Michigan
336 W. Clay Ave., Muskegon, MI 49440
www.culinaryinstitutemi.com

MUSKEGON EXTENSION SITE:

⑮ Fremont
c/o Newaygo County
Educational Service Center
4747 W. 48th St., Fremont, MI 49412
(231) 924-8850 or (800) 937-0337

⑯ Baker College of Owosso
Admissions:
1309 S. M-52
Main Campus:
1020 S. Washington St., Owosso, MI 48867
(989) 729-3350 or (800) 879-3797

OWOSSO BRANCH CAMPUS:

⑰ The Auto/Diesel Institute of Michigan
www.autodieselinstitute.com

⑱ Baker College of Port Huron
3403 Lapeer Rd., Port Huron, MI 48060
(810) 985-7000 or (888) 262-2442

PORT HURON EXTENSION SITES:

⑲ Center for Truck Driving
(810) 985-7000 or (888) 262-2442

⑳ Sandusky
(888) 262-2442

㉑ Baker College Online
1116 W. Bristol Rd., Flint, MI 48507
(810) 766-4390 or (800) 469-4062
www.bakercollegeonline.com

㉒ Baker Center for Graduate Studies
1116 W. Bristol Rd., Flint, MI 48507
(810) 766-4390 or (800) 469-3165
www.bakercollegeonline.com

㉓ Baker Corporate Services
34401 S. Gratiot Ave., Clinton Township, MI 48035
(800) 743-5172

Established In 1911

A Non-Profit, Independent, Co-Educational Institution

2010 – 2011 CATALOG

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

Specialized Program Accreditations are Listed on Page 257

Visit our Web site at **www.baker.edu**

Table of Contents

NOTE: In various sections of this catalog you will find a code indicating the Baker College campus or site on which the subject, program, scholarship, faculty member, etc., is available. The key to the code is as follows:

AH	= Auburn Hills	CW	= Coldwater	OL	= Online
AP	= Allen Park	CY	= Cass City	OW	= Owosso
CA	= Cadillac	FL	= Flint	PH	= Port Huron
CG	= Center for Graduate Studies	FR	= Fremont	PS	= Professional Services
CS	= Corporate Services	JK	= Jackson	WB	= West Branch
CT	= Clinton Township	MU	= Muskegon		

This catalog is not to be construed as a contract. The College reserves the right to change fees, tuition, or other charges; add or delete courses; revise academic programs; or alter regulations and requirements as deemed necessary. Baker College offers both equal education and equal employment opportunities.

Information in this catalog is accurate as of the date of publication, August 1, 2010.

Updated program information can be located on the Baker College Web site at **www.baker.edu**.

Baker College Academic Calendar – 2010-2011

Fall – 2010

Orientation and Registration (New Students) ....Varies by Campus
Classes Start...September 27
Thanksgiving Break ....November 22-26
Winter Quarter Registration (Returning Students) and Graduation Registration........Varies by Campus
Quarter Ends ....December 11

Winter – 2011

Orientation and Registration (New Students) ....Varies by Campus
Classes Start ....January 10
Spring Quarter Registration (Returning Students) and Graduation Registration.........Varies by Campus
Quarter Ends ....March 19

Spring – 2011

Orientation and Registration (New Students) ....Varies by Campus
Classes Start..April 4
Good Friday - College Closed...April 22
Memorial Day - College Closed..May 30
Summer Quarter Registration (Returning Students) and Graduation Registration .....Varies by Campus
Fall Quarter Registration (Returning Students) and Graduation Registration ....Varies by Campus
Quarter Ends...June 11

Graduation — Allen Park...*June 24
Graduation — Auburn Hills ....*June 11
Graduation — Cadillac ....*June 10
Graduation — Cass City ....*June 10
Graduation — Clinton Township ....*June 11
Graduation — Flint ....*June 12
Graduation — Center for Graduate Studies/Online ....*June 3
Graduation — Jackson ....*June 10
Graduation — Muskegon ....*June 10
Graduation — Owosso ....*June 10
Graduation — Port Huron ....*June 10

Summer – 2011

Orientation and Registration (New Students) ....Varies by Campus
Classes Start...June 27
Independence Day Observation - College Closed ....July 4
Quarter Ends..August 27

Fall – 2011

Orientation and Registration (New Students) ....Varies by Campus
Classes Start..September 26
Thanksgiving Break ....November 21-25
Winter Quarter Registration (Returning Students) and Graduation Registration........Varies by Campus
Quarter Ends..December 10

Dates may be subject to change. Please check with your campus.

Baker College Mission and Purposes

The mission of Baker College is to provide quality higher education and training which enable graduates to be successful throughout challenging and rewarding careers.

To this end, the following purposes have been established:

- To prepare students for competency in business, health, human services, and technical careers in today's global economy.
- To provide general education which expands students' horizons, develops strong communication skills, and encourages critical thinking.
- To provide students with practical experience and training in a chosen field of study.
- To encourage social and classroom related activities which promote both personal and professional growth.
- To enhance students' success through continuous assessment and improvement of teaching, learning, and institutional effectiveness.
- To assist graduates throughout their careers in securing employment and improving career opportunities.
- To encourage graduates to continue their education and to lead effectively through service in a world without boundaries.
- To offer graduate programs which provide students with advanced study, research, scholarly activity, and the opportunities for professional development.

Baker College Institutional Student Learning Outcomes

Students will demonstrate upon the completion of their programs:

- Career-ready knowledge and skills.
- Attitudes and behaviors that promote success in the workplace and effective social interaction with diverse people.
- Information literacy which includes recognizing the need for information and identifying, locating, evaluating, and effectively using that information.
- Effective communication in various academic and career settings using technology as appropriate.
- Critical thinking including analysis, synthesis, and problem solving which are applicable to the field of study, the workplace, and other life situations.
- Broad-based knowledge, which includes an understanding of cultural, ethical, social, political, and global issues.

The Baker College System – A Brief History

Within a few years on either side of the turn of the twentieth century, two proprietary institutions of higher education were founded, sharing a common mission—to provide students with the skills needed for employment in the great industries of their times. In 1965, after half a century of separate but parallel existence, the two institutions came together under a single management group headed by Robert Jewell of Muskegon.

The organization has flourished and is now known as the Baker College System, the largest independent college in Michigan, with over 43,000 students in more than 150 programs at 17 on-ground locations and one virtual site. Throughout the years Baker College has maintained its original mission: to provide quality higher education and training which enable graduates to be successful throughout challenging and rewarding careers. Following are some highlights in the history of the Baker College System:

1888 Entrepreneur Woodbridge Ferris founded Muskegon College.

1911 In a similar venture, Eldon E. Baker founded Baker Business University.

1965 Robert Jewell purchased Flint's Baker Business University and brought both schools under a single management group.

1969 Muskegon College became a non-profit corporation.

1974 The two colleges received authorization to grant the Associate of Business degree. Baker Business University became Baker Junior College.

1977 Baker Junior College became a non-profit corporation.

1981 The colleges were approved to grant the Associate of Applied Science degree.

1983 An Owosso branch of Baker Junior College was established on the property of the former John Wesley College.

1985 After each receiving regional accreditation from the North Central Association of Colleges and Schools, the three campuses merged to form the Baker College System. Muskegon College began offering extension classes in Cadillac.

1986 The Baker College System was authorized to grant the Bachelor of Business Administration degree. Baker Junior College became Baker College of Flint.

1988 The renovated Mandeville School property becomes Baker College of Flint, its current site.

1990 Baker College acquired locations in Pontiac, Mount Clemens, and Port Huron, forming Baker College of Eastern Michigan. Muskegon College changed its name to Baker College of Muskegon.

1991 The Cadillac extension of Baker College of Muskegon opened a new, 40-acre campus site.

1992 The Pontiac campus relocated and became Baker College of Auburn Hills.

1994 The Center for Graduate Studies opened in Flint, launching the System's first graduate degree program. Jackson Business Institute was acquired to create Baker College of Jackson.

1995 Baker College of Flint added its Cass City extension.

1996 A "college without walls" was created when the development of Baker College Online enabled delivery of courses to students entirely via computer.

1997 Baker College of Muskegon moved to a new 40-acre site. Baker College of Flint opened its West Branch extension.

2000 Baker College of Mount Clemens became Baker College of Clinton Township and began offering an Associate of Nursing degree.

2001 Record enrollment achieved with more than 21,000 students across the System. Baker College Online enrollment topped 4,000, reinforcing its position as a leader in distance education. The Center for Graduate Studies was granted full accreditation from the International Assembly for Collegiate Business Education.

2002 Baker College gained preliminary approval to offer the Elementary and Secondary Teacher Preparation programs. The Nursing program was expanded to Flint and Owosso. Baker College now enrolled over 25,000 students making it the largest private college in Michigan.

2003 Baker College of Allen Park became the newest addition to the Baker College System, offering a bachelor's degree program, as well as a variety of certificates and associate's degrees.

2005 Baker College of Jackson added the Coldwater extension. Baker College reaches record-high enrollment of nearly 34,000.

2006 Baker College is accepted by the Higher Learning Commission as a participant in the highly innovative AQIP accreditation process. Baker College of Port Huron signed a memorandum of understanding with Lambton College of Sarnia, Ontario, after receiving written consent from the Ontario Minister of Training, Colleges, and Universities, to deliver the accelerated Bachelor of Business Administration degree onsite in Canada.

2007 The Baker College Center for Graduate Studies received approval from the Higher Learning Commission to offer the Doctor of Business Administration (DBA) degree, becoming the fourth graduate program at Baker College. The other three are the MBA, the Master of Occupational Therapy and the Master of Science in Information Systems. Baker College of Owosso opened the state-of-the-art Auto/Diesel Institute of Michigan.

2008 Baker College of Muskegon broke ground on the 40,000 square foot, state-of-the-art, Culinary Institute of Michigan (CIM). System enrollment grows to over 38,000. Baker College of Flint students dethrone Texas A&M to win first place in the National Cyber Defense competition. Baker College of Flint purchased a closed auto dealership to transform into the Center for Transportation Technologies.

2009 Fall enrollment surpasses 43,000 students. Baker College of Flint successfully defends its Cyber Defense National Championship.

Why?
✦ Our number one goal is for you to gain the knowledge, skills, and practical experience for a better employment future.
✦ Our Graduate Employment Rate is over 97%.
✦ You will be in a great learning environment at a small, friendly college.

When you come to Baker College, your studies and college life focus on classes that are geared toward helping you gain the skills you need to begin or enhance a rewarding career.

At Baker, we can help you do better because we know what you'll need to do well in today's world and job market—and by helping you gain the skills and education that will prepare you for a bright future.

This has been our mission since Baker College first opened its doors in 1911. Since that time, we have grown to serve over 43,000 students on 13 campuses and four branch locations. Our degree programs and course selections are designed to keep pace with advancing technology and a changing workplace.

You'll Do Better With Baker . . .
Gaining the Skills You Need to Enter the Job Market

At Baker College, our Admissions Advisors work closely with you to identify the course of study—and career—that's right for you.

Our more than 150 doctoral, master's, bachelor's, and associate's degree programs and our certificate programs are designed by experienced educators and dedicated advisory board members from the working world to give you the specialized skills and training you need to enter your field of interest.

Business Administration, Computer Information Systems, Health Sciences, Human Service, Teaching, Engineering, and Technical studies are just some of the career areas we offer. Our programs are purposely limited to fields in which employment probability is high and opportunity for growth abounds.

Our Smart Degree Option gives you even more flexibility in planning for your future. Start out with a two-year associate's degree, and then, with two more years of study, build to a bachelor's degree. This gives you the opportunity to take courses in your area of interest right from the beginning of your college career. Not to mention you'll start your career two years sooner. Master's degree programs provide avenues for enriching job skills and broadening career objectives.

You'll Do Better With Baker . . .
Learning in a Small College Environment

At Baker College, we combine the best of college life with the education and training you need to be ready for the job market.

Our 17 campuses are professional and comfortable, located in beautiful settings both in urban and suburban areas. Our faculty are experts in their fields, and are supported by modern classrooms and libraries and the most up-to-date equipment available.

We keep our classes small so you can build a close, working relationship with our faculty members. This helps you get the individualized attention you need to get the most out of your coursework.

You can build good relationships with your fellow students too. Whether full-time or part-time, our students are serious about their education and where it will lead them.

We understand the importance of time, so our classes are designed to be practical and no-nonsense. Class schedules are designed to accommodate busy student lifestyles. For those whose job responsibilities preclude attending weekday classes, online classes and weekend program options are available.

You'll Do Better With Baker . . .
Finding a Job Once Your Training Is Complete

At Baker College, a very high percentage of our available graduates are employed in meaningful, satisfying jobs. That's a proven track record made possible by the application of customized employment seminars, personalized job search assistance, and continuous contact with hundreds of employers.

At anytime throughout your career, our Lifetime Employment Service can help you find the job for which you've worked so hard to prepare. While you're attending Baker, we'll help you find part-time positions, including co-op or internship programs, which often can lead to permanent positions.

Our goal is to help our graduates successfully enter—and remain in—the job market. Your success is our success.

You'll Do Better With Baker . . .
Come See for Yourself

Please read through this catalog to learn more about how Baker College can help you build a brighter future.

Better yet, take the time to visit us. We would welcome the opportunity to meet with you to hear your goals, tell you about our programs, and give you a tour of the campus. You may schedule an appointment with an Admissions Advisor by contacting our Admissions Department or by visiting our Web site at **www.baker.edu**, then Future Students, and then on Schedule a Visit.

Please join our Baker family. We'll help you meet your aspirations to be a better employee, a better person, and to enjoy a better life. Yes, look to Baker College. ***For a career. For a future. For a life.***

Baker College of Allen Park *(Downriver Campus)*

General Location/Description

Baker College of Allen Park is conveniently located with easy access to major interstates and freeways (I-94, I-75, and Southfield Freeway), as well as Detroit Metropolitan Airport. This area is a thriving hub for businesses, manufacturing, and commerce. The campus is a short drive from the headquarters of major corporations such as Ford Motor Company, AAA, and Belle Tire. The world's largest tire, the Uniroyal tire, is a recognizable landmark located just west of the campus on I-94.

Campus

Visible from I-94, the campus is situated on a 31-acre site at Enterprise and Outer Drive. Baker College of Allen Park continues to grow as enrollment reached approximately 3,300 students fall term, 2009. To increase space for socializing, studying, and enjoying a delicious snack or meal, the Baker Café and expanded Student Center welcomes students. The second and third floors of the Student Center will house seven new classrooms, the Early Childhood Education Program, the Learning Center, Writing Center and Library beginning this fall. Health Science programs will be centralized on the second floor of Building A with state-of-the-art anatomy/physiology and chemistry labs.

Specialty Programs

The Allen Park campus offers a number of certificates as well as associate's and bachelor's degree programs. Specialty programs include Health Information Technology, Medical Assistant, Therapeutic Massage, Occupational Therapy Assistant, Paralegal, Physical Therapist Assistant, Surgical Technology, and Web Design. Bachelor degree programs include Accounting, Business Administration (Accelerated), Early Childhood Education, Human Resources Management, Human Service, Management, and Marketing.

Places to Explore

Detroit Institute of Arts
Detroit Lions Training Facility
Detroit Science Center
Detroit Zoo
Fairlane Green Shopping Center
Greenfield Village
Henry Ford Museum
IMAX Theater
Independence Marketplace

Events

Allen Park Arts & Crafts Fair
Detroit Lions Football
Detroit Red Wings Hockey
Detroit Tigers Baseball
Lincoln Park Cruise
Wyandotte Boat Club Races
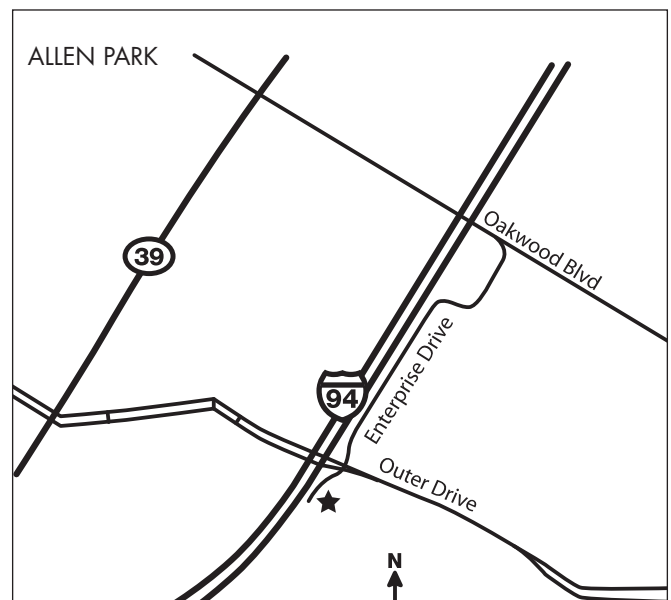
Baker College of Auburn Hills

General Location/Description

Located in Oakland County, Baker College of Auburn Hills is in the epicenter of Automation Alley, one of the country's flourishing economic and business centers. Oakland County boasts the second highest per capita income in the nation and is home to some of the fastest growing companies in the world. Oakland County is home to one-third of Michigan's research and development firms, and one-third of all U.S. automobile production takes place within 70 miles. The area is surrounded by 88,000 acres of wooded parkland with over 450 lakes nearby.

AUBURN HILLS

– N –

FROM FLINT

PERRY ST

UNIVERSITY DRIVE EXIT

UNIVERSITY DR

BAKER COLLEGE

75

PONTIAC SILVERDOME

59

WIDE TRACK

DOWTOWN PONTIAC

OPDYKE RD

FROM DETROIT

Campus

Within a half mile of the I-75 and University Drive interchange, the campus occupies a 17-acre site in the fastest growing city in southeast Michigan. The latest addition to the campus was completed in 2006. There are 65 classrooms in all, including nine computer labs, and several special purpose rooms.

Specialty Programs

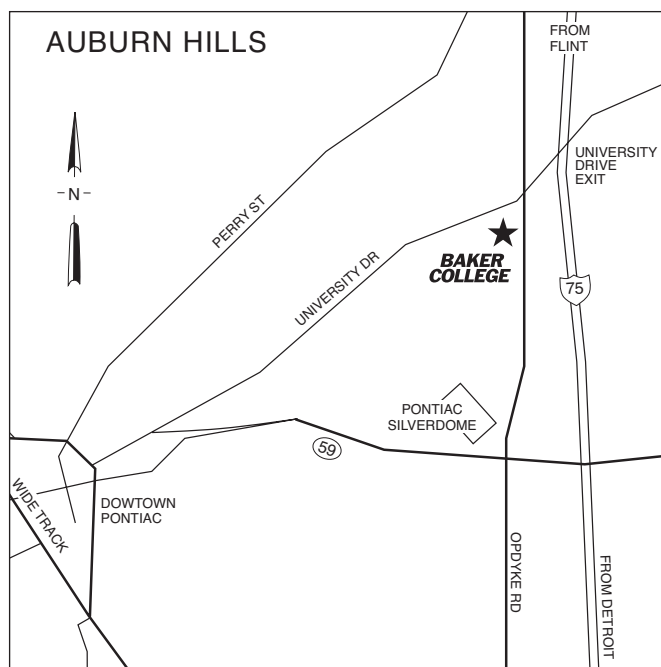The Auburn Hills campus offers a full array of both associate's and bachelor's degree programs. Specialty programs include Automotive Service Technology, Computer Animation, Dental Assisting, Dental Hygiene, Echocardiographic Technology, Interior Design, Internet/LAN Security, Licensed Practical Nurse, Teacher Preparation, Respiratory Care, Wireless and VOIP as well as the Accelerated Bachelor of Business Administration degree.

Places to Explore

Bald Mountain Recreation Area
DTE Energy Music Theatre
Pontiac Lake Recreation Area
The Palace of Auburn Hills

Events

Chrysler Arts, Beats, & Eats
Cool Nights Festival
Woodward Dream Cruise
Numerous concerts and sporting events

Baker College of Cadillac

General Location/Description

Located in scenic northwestern Michigan, with its abundant lakes, streams, and woods, the Cadillac area is a recreational "wonderland." Noted for its naturally-inviting beauty, students have ample opportunities to enjoy year-round, four-season activities, such as golfing, hiking, camping, boating, fishing, downhill and cross-country skiing, snowmobiling, small and large game hunting, and canoeing.

Campus

Baker College of Cadillac's campus has a "country" feel, with its hilly 66 acres just outside of the city. The Cadillac area has the distinct feel of a small-town community—secure, comfortable, safe, and very friendly. Across the street from the campus is an extensive trail system for hiking and cross-country skiing. The campus features an outside patio, where "tail gate" parties are provided by the College, an ample student center, several computer labs, a very nice learning center that offers free tutoring services, extensive parking, a fitness center, an operating room for our Surgical Technology Program, and many other amenities.

Specialty Programs

The Cadillac campus offers 60 certificates as well as associate's and bachelor's degree programs. Specialty programs offered on our campus include: Nursing, Surgical Technology, Web Design, Truck Driving, Veterinary Technician, Emergency Medical Technician-Paramedic, Early Childhood Education, Therapeutic Massage, Interior Design, and the Accelerated Bachelor of Business Leadership.

Places to Explore

12 area golf courses
Carl T. Johnson Hunting & Fishing Center
Keith McKellop Walkway
Lakes Cadillac, Mitchell, and Missaukee
Mitchell State Park
Wexford County Historical Museum

Events

Cadillac Art Fair
Cadillac Lakefront Summer Jazz Series
Cadillac Symphony Orchestra Concerts
First Night Cadillac (New Year's Eve celebration)
Footlighters Theatre Guild
Gopherwood Concert Series
Lake City's Greatest Fourth in the North
Manton Harvest Festival
Mesick Mushroom Festival
North American Snowmobile Festival
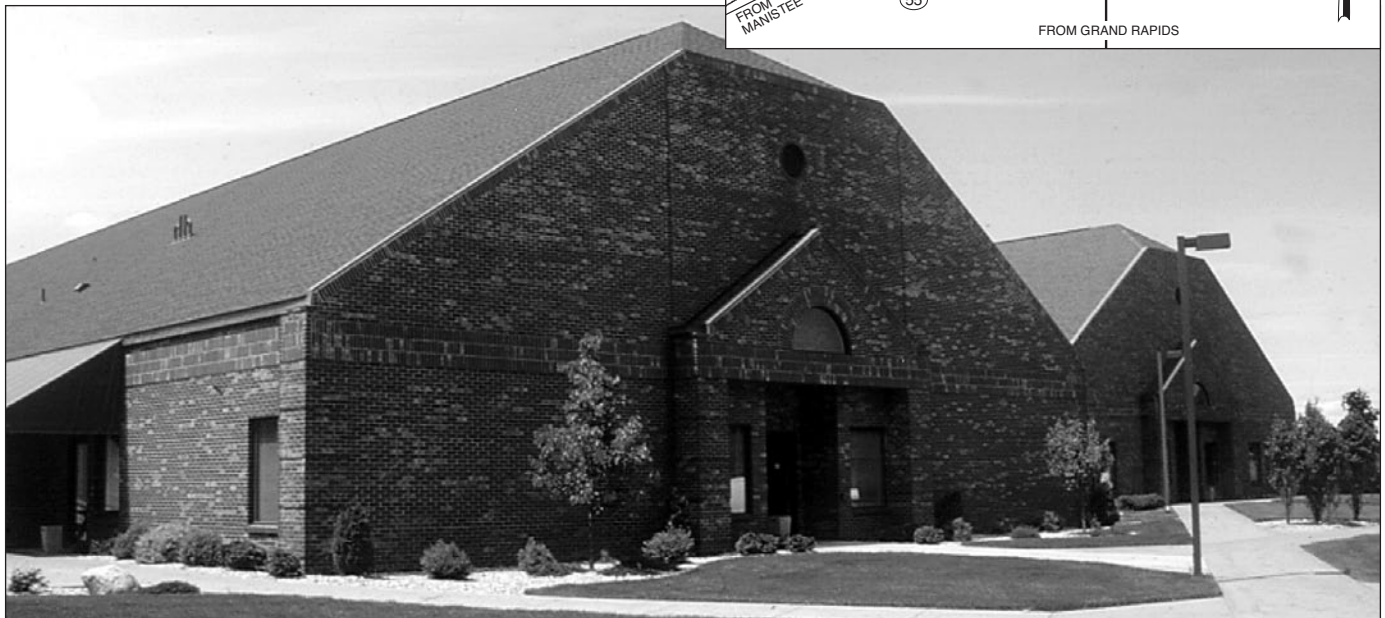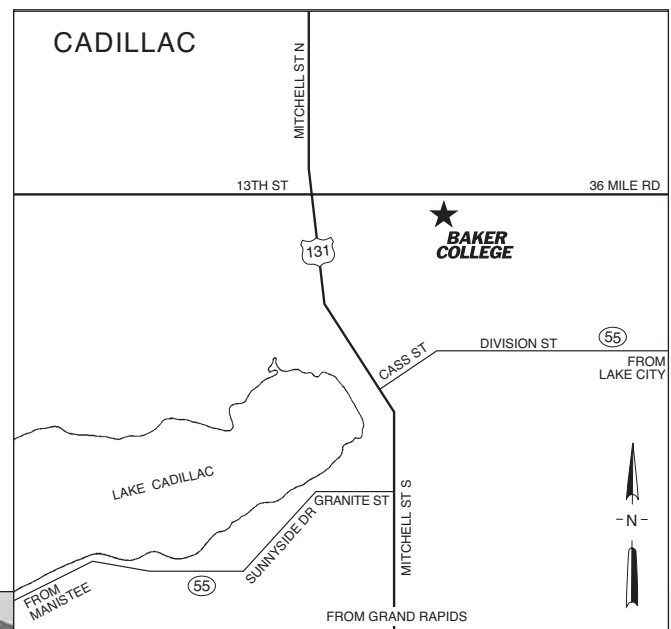
The Center for Graduate Studies offers graduate programs providing advanced preparation in the fields of Business, Information Systems, and Occupational Therapy. These programs are designed to build upon a well-balanced undergraduate education. Students are expected to develop a thorough understanding of their chosen academic discipline. Graduate education provides students with the opportunity to increase knowledge, broaden understanding, and develop specialized skills beyond the baccalaureate degree.

The Center for Graduate Studies' administrative offices are located on the Flint campus. These administrative offices are the headquarters for the graduate programs offered at various Baker campus locations, corporate sites throughout Michigan, and online.

Leadership and administration of graduate programs are provided by the President of the Center for Graduate Studies and the Graduate Faculty Council.

All graduate programs are accredited through The Higher Learning Commission of the North Central Association of Colleges and Schools. The MBA program has additional international accreditation through the International Assembly for Collegiate Business Education (IACBE). The Occupational Therapy program also has additional accreditation through The Accreditation Council for Occupational Therapy Education (ACOTE).

The Center for Graduate Studies' administrative offices are located on the Flint Campus. These administrative offices are the headquarters for the graduate programs offered at various Baker campus locations, corporate sites throughout Michigan, and Online.

Baker College of Clinton Township

General Location/Description

Located in the cultural hub of Macomb County, the Clinton Township campus of Baker College features a modern three-story building and spacious atrium. Our students enjoy the convenience of a suburban location in the Gratiot and 15 Mile Road area, near I-94. You'll find the campus easily, and you'll find Baker College of Clinton Township the ideal starting point for your career.

Campus

A unique central courtyard planted with a variety of trees, shrubs, and flowers is one of the many focal points on campus. Attractively-landscaped grounds and parking areas surround the campus. The spacious library offers electronic access to all materials in the Baker College System Libraries. A newly constructed facility on the Gratiot site houses Career Services and Corporate Services and also includes a spacious Student Center with food service.
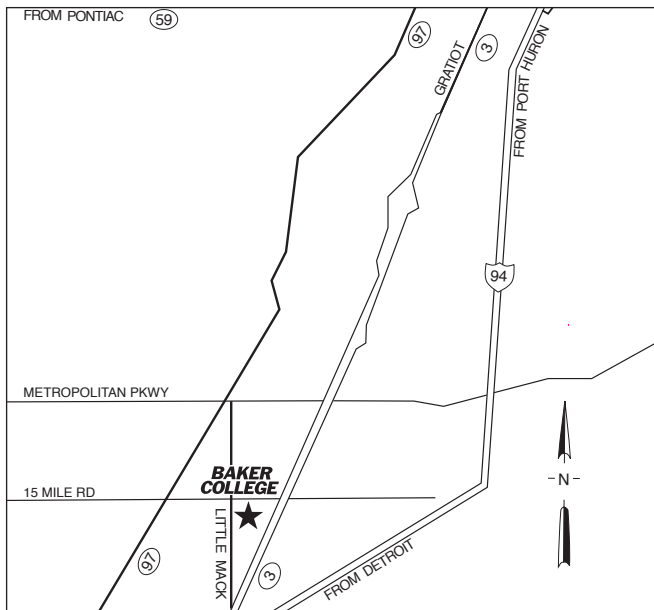
An expansive learning support service center is available to students requiring extra practice time or special project work. Since the summer of 1996, ongoing site development projects have resulted in an increase in classroom and parking spaces. However, the atmosphere of the Clinton Township campus remains personal. Classes are small, and staff and faculty are readily accessible.

Specialty Programs

The Clinton Township campus offers a full array of both associate's and bachelor's degree programs. Specialty offerings include programs in Autobody Technician, Automotive Service Technology, Criminal Justice, Emergency Medical Services, Hemodialysis Technician, HVAC, Microsoft Authorized Academic Training Program in Computer Networking Technology, Nursing, Pharmacy Technician, Radiologic Technology, Surgical Technology, Teacher Preparation, Therapeutic Massage, and Veterinary Technology.

Places to Explore

Comerica Park
Ford Field
Fox & Fisher Theaters
Greenfield Village
Henry Ford Museum
IMAX Theater
Joe Louis Arena
Macomb Symphony Orchestra
Metro Beach
Detroit Zoo

Events

Christmas Aglow
Classic Cars Cruise Night
Detroit Autorama
International Freedom Festival
North American International Auto Show
Selfridge Air Show

Baker College Corporate Services of Clinton Township

Baker College Corporate Services of Clinton Township follows the Baker College mission by taking certificate, associate, bachelor, and master degree programs directly to adult, lifelong learners at their places of employment. The Corporate Services campus was established in 1989 and it remains focused on making attending college courses ultra-convenient for adult students who work full-time. Classes are held at the work site, in company conference rooms and classrooms, yet retain the rigorous college course content experienced in a campus classroom setting. Corporate Services' instructors are highly credentialed, "real world" experienced professionals. Day and evening classes accommodate every work schedule.

The Professional Development Division of Corporate Services offers high-end, non-credit programs. Corporate competitive advantage occurs when employees at every level of the organization have strategic skills necessary to attain personal and professional goals. Baker College faculty and instructional designers create classes and certifications that are tailored to meet a company's specific needs. Employees enrolled in Corporate Services of Clinton Township work site training programs create a culture in which employees are focused on improving the company's performance in the short term and its overall value in the long term. Classes and seminars are focused on real-world scenarios that participants face in their daily jobs. Our focus provides participants with powerful tools to meet personal and professional challenges in areas of leadership, quality tools and methods, team development, allied health, personal finance, and project management.

Baker College of Flint

General Location/Description

Strategically located in the southwest corner of Flint, just minutes from major highways, is Baker College of Flint. Ease of access enables students to enjoy the best of urban living as they take advantage of year-round opportunities at the Flint Cultural Center or enjoy swimming, boating, fishing, camping, skiing, and skating at area parks and lakes. Nearby public golf courses, restaurants, and shopping malls are also accessible.

Campus

Designed with students' interests and convenience in mind, the College's beautifully landscaped 40-acre main campus features contemporary buildings, marked by a clean and inviting décor, creating an ambience as close as possible to today's business workplace. The Center for Undergraduate Studies building features modern offices, classrooms, industry-like laboratories, and houses the growing health sciences and business divisions' programs along with excellent student support services, including a health/fitness center/gymnasium, a comfortable auditorium, state-of-the-art video classrooms, a large bookstore/gift shop, and a student center. "Bits and Bytes" and the outdoor courtyard provide popular places to snack or visit with friends. The well-equipped, spacious library is mere steps away and just beyond it is Baker Hall East, a modern, 35-apartment residence hall. The Campus Safety Offices, Career and Corporate Services, and the Engineering and Computer Technology Center are easily accessible in the middle of the campus. Baker Hall West offers very accessible residence hall/apartments, surrounded by picnic areas and landscaping, and is located on the west end of the campus. Parking is abundant and adjacent to each building. There are also a number of single family homes available for students. Other residence apartments are in downtown Flint at the Riverfront Residence Hall. The Center for Transportation Technology is located at the junction of I-69 and Dort Highway on 11 acres. The Center was completely renovated in 2009-2010 and includes 50,000 square feet of classroom, lab and office space supporting programs in Automotive Technology, Autobody Technology, Transportation Management, Truck Driving and Welding.

The Baker College Center for Graduate Studies and the growing Baker College Online as well as the College's System Headquarters are also located on the Flint campus. One block east of campus is the Living Center, another residence hall and My First School. The Baker College Early Learning Center, which is available for children of students attending classes, is also open to the public.

Specialty Programs

The Flint campus offers over 100 programs, a full array including certificates through bachelor degrees via on-ground, online, and video delivery. Specialty programs are numerous and varied. They include Polysomnography, Mechanical Engineering, several Computer Networking and Technology options, Nursing, Orthotics/Prosthetics, Physical Therapist Assistant, Surgical Technology, Veterinary Technician, P.T.D.I. certified Truck Driving, and Teacher Preparation to name just a few. The Center for Transportation Technology is a division of Baker College of Flint. Conveniently located approximately 6 miles from the main campus, in the city of Flint, at the junction of I-69 and Dort Highway. This division supports the Autobody Technician degrees, Automotive Services degrees, Truck Driving certificate and the associate's degree in Transportation Management. The facility has been recently renovated and features up-to-date automotive labs, classrooms, a computer lab, multimedia rooms and a new truck terminal.

Places to Explore

Crossroads Village, Flint Cultural Center, Holloway Reservoir, Huckleberry Railroad, Mott Lake, Sloan Museum, Timber Wolf and Wolverine Campgrounds.

Events

Antique Car Show, Flint Art Show, Flint Symphony Orchestra Series, Frankenmuth Bavarian Festival, Michigan Renaissance Festival, Music in the Parks, Whiting Showcase Series and the world-renowned Crim Races.

CASS CITY BRANCH

About 75 miles northeast of Flint, in the center of Michigan's thumb area, the friendly, rural community of Cass City is home to one of two extension sites. The Cass City extension offers selected business programs, including the Accelerated Bachelor of Business degree.

Others include Computer, Health Sciences, Early Childhood, and Human Service programs. The modern, one-story building near the center of town features its own library, student center, and classrooms, including a video classroom, medical and computer labs, and state-of-the-art multimedia rooms.

WEST BRANCH EXTENSION SITE

About 90 miles north of Flint, minutes from I-75, is the West Branch extension, located at Ogemaw Heights High School. Centrally located, this site serves students from West Branch, Rose City, and surrounding areas. Classes are located in the newly constructed, affectionately named, "Baker-wing," with easy access to parking. Programs offered include associate's degrees in Business Management, Early Childhood Education, as well as the Accelerated Bachelor of Business degree.
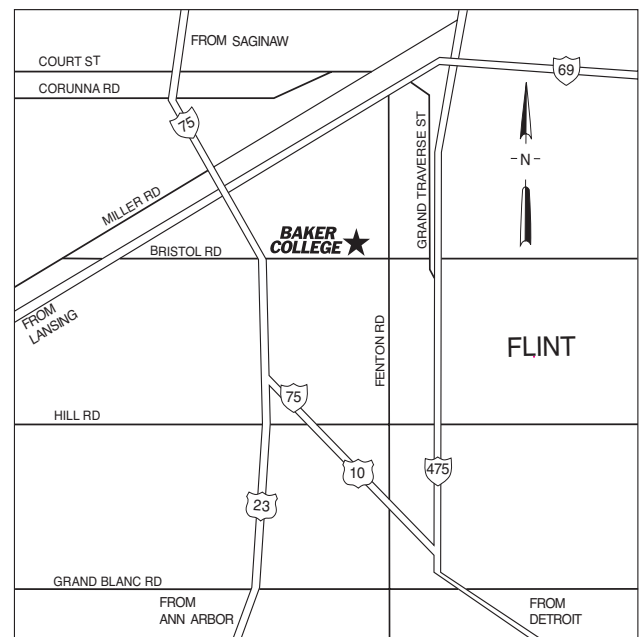
Baker College of Jackson

General Location/Description

Baker College of Jackson is located in the vigorous and vital community of Jackson, in south central Michigan. The campus is located north of the Jackson Airport, just north of I-94 at exit 137 and a few minutes west of the U.S. 127 Springport Road exit. This location provides a convenient commuter distance for Jackson County and surrounding communities.

Campus

Centered on 42 acres of near-rural property at the northwest corner of the city, this contemporary facility is spacious and provides a comfortable learning environment. In 2000, completion of a new wing housing the library, bookstore, admissions offices, and a multimedia room dramatically updated the campus. Computer facilities are continually updated to provide students with access to the latest equipment. A second building opened in 2004 providing a large Learning Support Center, as well as Radiation Therapy, Science, Surgical Technology, and Veterinary Technology laboratories, offering a real-world environment for students in health sciences and human service career programs. A Welcome center was opened in 2010, adding learning center and computer technology services for students. In addition, the Welcome Center also adds additional admissions and testing offices.

Specialty Programs

Underlying all of this space and equipment is the Baker College tradition of teaching excellence and its reputation for quality education, both confirmed by consistently high employment rates for graduates. The Jackson campus offers a full array of both associate's and bachelor's degree programs. Specialty programs in Radiation Therapy, Medical Assisting, Health Information Technology, Surgical Technology, Teacher Preparation, Paralegal, and numerous computer-related programs are just a few of the programs which compliment higher education and training at Baker College of Jackson.

Places to Explore

Cascade Falls & Park
Ella Sharp Museum
Irish Hills
Michigan International Speedway
Michigan Space & Science Center
Michigan Theatre
W.J. Hayes State Park

Events

Cascade Civil War Muster
Hot Air Jubilee Balloon Festival
Jackson Symphony Orchestra
Michigan Shakespeare Festival
Mini Grand Prix
Rose Festival
Summerfest

COLDWATER EXTENSION SITE

About 50 miles southwest of Jackson, in the friendly community of Coldwater, is the Jackson extension site. Programs offered include: Accounting, Computer Networking Technology - Microsoft, Management, Medical Administrative Assistant, Medical Assistant, Medical Insurance Specialist, and Medical Receptionist.
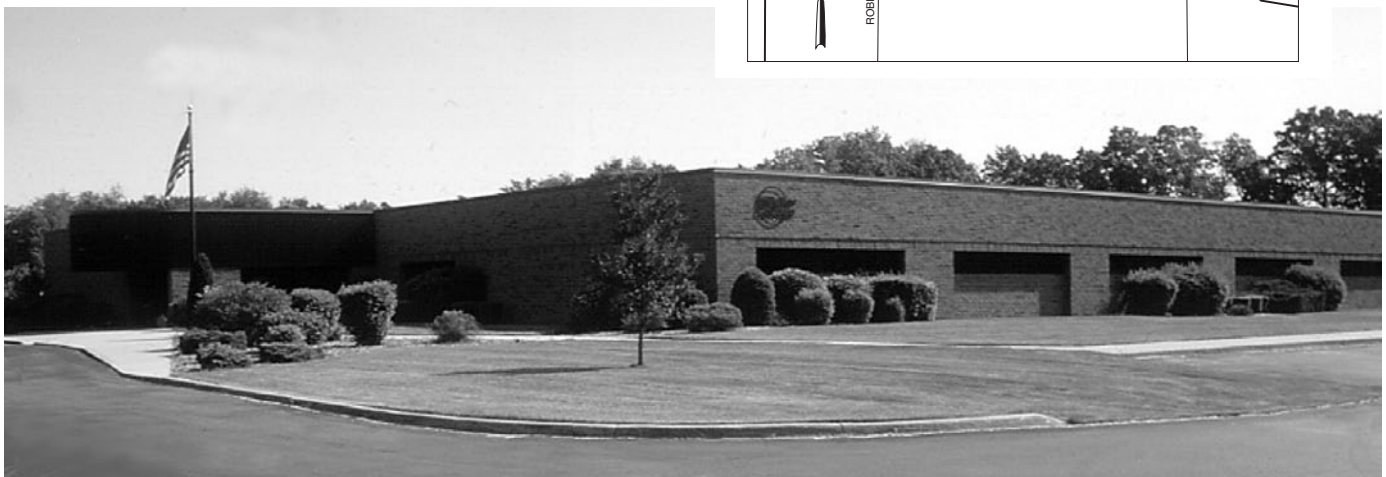
Baker College of Muskegon

General Location/Description

Baker College of Muskegon is nestled in western Michigan along the beautiful shoreline of Lake Michigan and its scenic sandy beaches. Students can take advantage of Muskegon Lake, Bear Lake, and Mona Lake, as well as nearby parks and recreation areas for hiking, boating, skiing, snowmobiling, and camping.

Campus

The College campus sits on 50 wooded acres and offers five distinct residence hall choices. The Quarterline Grill, the West End Café, the Library-Learning Connection, a popular student center, and pine-scented courtyards provide inviting venues for eating, studying, or just relaxing. Students can participate in fitness and recreational activities in the gymnasium or at the BRIC (Baker Recreation and Information Center).

Specialty Programs

The Muskegon campus offers a full array of certificates as well as associate's and bachelor's degree programs. Specialty program offerings include Physical Therapist Assistant, Occupational Therapy Assistant, Aviation, Surgical Technology, Veterinary Technician, Culinary Arts, Computer Networking (Microsoft and Cisco), Digital Media Design, Human Resources Management, Radiologic Technology, Paralegal, Interpreter Training (American Sign Language), Interior Design, Teacher Preparation, Human Service, Early Childhood Education, and Nursing.

Culinary Institute of Michigan

The three-story, state-of-the-art Culinary Institute of Michigan (CIM) is located just a few miles west of the main campus. In addition to the American Culinary Federation accredited associate's degree in Culinary Arts, students can earn an associate's degree in Baking and Pastry or an associate's or bachelor's degree in Food and Beverage Management. These programs combine personalized instruction with hands-on experience. The public is invited to sample the students' creations in the student-run restaurant, *Courses*, and in the on-site pastry and coffee shop, The Sweet Spot.

Places to Explore

Michigan's Adventure Theme Park, Muskegon County Museum, Muskegon Art Museum, Muskegon State Park P.J. Hoffmaster State Park and Grand Haven State Park.

Events

Grand Haven Coast Guard Festival, Michigan Irish Music Festival, Miss Michigan Scholarship Pageant Muskegon Summer Celebration, Unity Festival and Winterfest.

FREMONT EXTENSION SITE

The Baker College of Muskegon Fremont Extension, located just 29 miles northeast of the main campus, provides residents of Newaygo County the opportunity to begin career training in select degrees, certificates, and courses.

Baker College Online
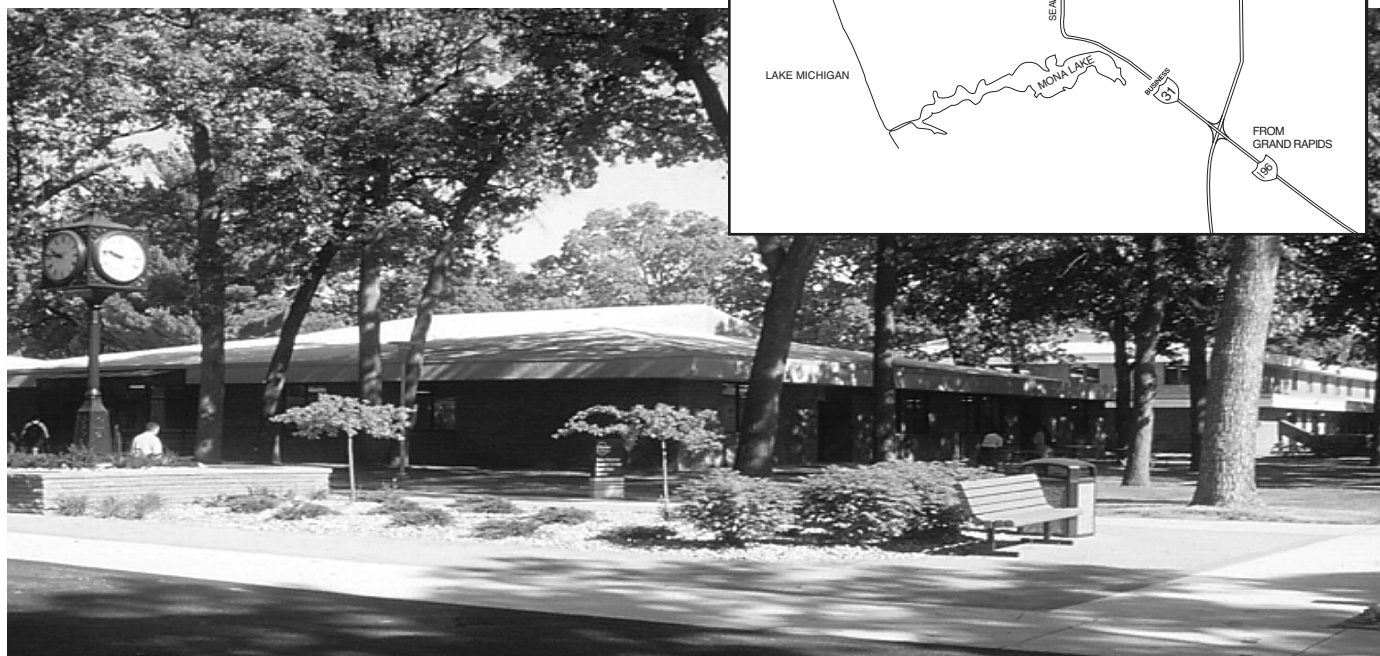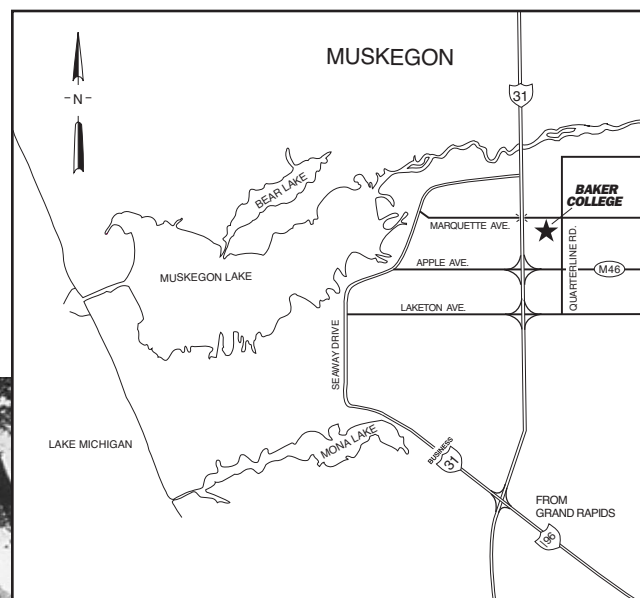
Baker College Online is the "virtual campus" of the Baker College System. Baker's online programs are accredited and are of the highest quality, with the convenience of classroom accessibility 24 hours a day, seven days a week, from virtually anywhere in the world. Students can complete assignments and communicate with instructors and classmates from any computer with Internet access. Baker Online is more than an exciting delivery method for higher education. It breaks down barriers that working people have struggled to overcome for years. It enables people to fit a college education in to their busy schedules, instead of modifying their schedules for classes. With faculty members and students based all over the world, Baker Online students benefit from a truly world-class perspective.

Online courses are delivered in an asynchronous mode using a Web-based learning management system specifically designed for course delivery. Students have personal e-mail addresses and are assigned to "virtual classrooms" facilitated by qualified online instructors. The virtual classroom is the common meeting area for faculty and students registered for a particular course. Students work on readings, submit assignments, ask questions, and participate in discussions in the virtual classroom just as they would in a traditional classroom setting. Faculty members facilitate the virtual classroom, provide feedback and comments, and keep students informed of their status weekly. Online courses, available year-round, are accelerated and six weeks long.

Baker College of Owosso

General Location/Description

Although Baker College of Owosso is located just four blocks south of the busy downtown, when you step onto our campus you'll find a beautiful "home away from home" with rolling and wooded hills, and the classic European architectural style of Swiss chalets—an idyllic site for your college education and collegiate lifestyle.

Campus

Located in a historic and safe community, our classroom buildings, student center, snack shop, bookstore, gymnasium, and apartment-style residence halls sit amid a cluster of small stone and brick office buildings with a comfortable, quaint courtyard and the five-story Don R. Mitchell bell tower.

Specialty Programs

Over the past ten years, the College has focused on diversifying its programs and services to better meet the changing needs of both its student body and its community. In 1998, the College renovated a historic downtown home to create the new Baker College of Owosso Bentley campus. This site is the location of the Business and Corporate Services divisions, which provides non-traditional training for the community and assists with job training and employee recruitment services. In 2001, the College constructed a Technology Center, which allowed the curriculum offerings to expand into automotive services, HVAC, welding, and computer networking. The campus, over the past five years, has also added the Teacher Preparation and Nursing programs as a career option for its students. In 2007, the campus opened the state-of-the-art Auto/Diesel Institute of Michigan (ADI) (**www.autodieselinstitute.com**) to meet job market demands and further expand its curricular offerings.

Places to Explore

Amos Gould House
Comstock Cabin
Curwood Castle
Durand Depot
Hopkins Lake
James S. Miner River Walkway
Rails-to-Trails
Shiawassee Arts Council Gallery
Shiawassee River
Thomas E. Dewey Boyhood Home

Events

Cruise to the Castle
Curwood Festival
Mid-Winter Pow-Wow
Performances by the Owosso Community Players
Summer shows at the Mitchell Performing
    Arts Amphitheater
Steam Railroading Institute
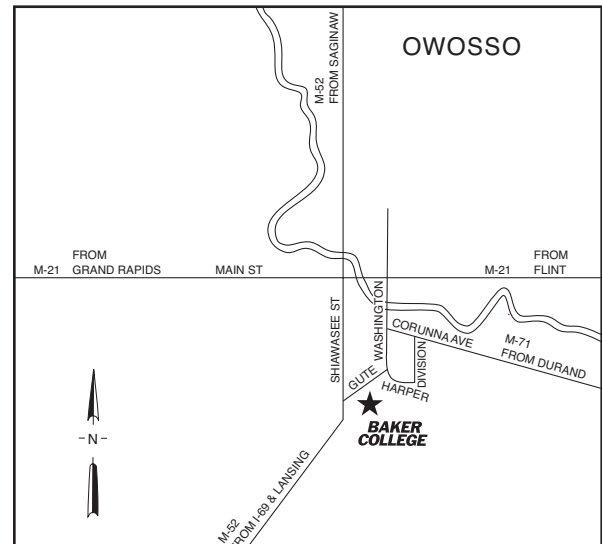
Baker College of Port Huron

General Location/Description

Welcoming the rising sun over the beautiful Blue Water area by Lake Huron and the St. Clair River, Baker College of Port Huron anchors the Baker College System on Michigan's eastern shoreline. The wonderful quality of life that our students find from Port Huron north through the thumb of Michigan and east into Ontario, Canada includes various water activities, hunting, and golf.

Campus

Located in the safe, small, friendly town of Port Huron, the College is situated on 12 acres that border the 40th Street Pond, providing our staff and students with a relaxing environment in which to work and study. Located on the west side of town, convenient to I-69 and I-94, and only five minutes from the Blue Water Bridge which connects Port Huron with Sarnia, Ontario the campus sits at an international border crossing. Convenience, safety, and quality are among the reasons students from throughout the eastern shoreline of Michigan and the western shoreline of Ontario, Canada; choose to make a better life for themselves at the Port Huron campus.

Specialty Programs

The Port Huron campus offers a wide variety of associate's and bachelor's degree programs. Specialty programs include Dental Hygienist, Surgical Technology, Medical Assistant, Certified Microsoft Systems Engineer, Veterinary Technician, Web Design, and the Accelerated Bachelor of Business Administration. Baker College of Port Huron also offers Truck Driving, located at 69096 Powell Road, Armada, MI 48005.

Place to Explore

Fort Gratiot Lighthouse
Huron Lightship Museum
Sightseeing on Huron Lady II
Thomas Edison Museum
Two International Blue Water Bridges
Cutter Bramble Museum
U.S. Coast Guard Cutter

Events

Blue Water Indian Celebration-Pow Wow
Feast of St. Clair
Port Huron to Mackinac Yacht Race
Sarnia Celebration of Lights
Sarnia Highland Days
St. Clair Art Fair

SANDUSKY EXTENSION SITE

Baker College of Port Huron's Sandusky Extension offers a variety of courses. Housed at Sandusky High School, this extension offers Sanilac County residents a convenient opportunity to pursue and complete a college education.
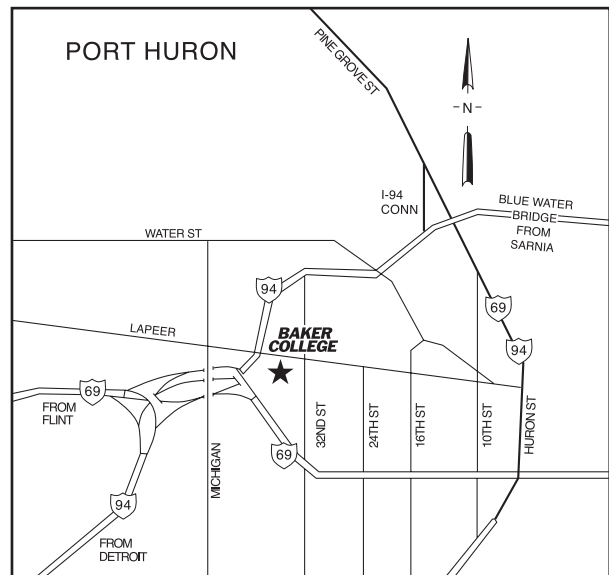
Undergraduate Academic Information

General Education Program Requirements

The mission of Baker College is to provide quality higher education and training which enable graduates to be successful throughout challenging and rewarding careers. Required courses in the major field of study are complemented and enhanced by required general education courses. General education provides a foundation of knowledge and skills that every educated person should possess. Its purpose is to stimulate curiosity and promote intellectual inquiry and lifelong learning.

General Education Mission Statement

General education provides students with an array of critical skills and knowledge essential to the college-educated person in any career path and builds a foundation for more specialized learning.

General Education Goals

1. To provide students with opportunities to develop and refine essential skills in written and oral communication, mathematical reasoning, scientific inquiry, global and cultural awareness, personal and social relations, and information literacy
2. To teach a body of common knowledge necessary for students to be successful in professional, intellectual, and social contexts
3. To assist students in developing a breadth of knowledge, curiosity, and critical thinking skills
4. To promote informed citizenship in an increasingly diverse world
5. To advocate lifelong learning

General education is required for all certificates of substantial length, as well as associate and bachelor degrees. Some degree programs may have general education requirements specific to the program that go beyond the basic requirements. In most degree programs, the general education requirements are met through general education curriculum. In some programs, however, a general education requirement is met through cognitive experiences.

Baker College Institutional Student Learning Outcomes are the General Education Outcomes:

- Career-ready knowledge and skills

- Attitudes and behaviors that promote success in the workplace and effective social interaction with diverse people

- Information literacy which includes recognizing the need for information and identifying, locating, evaluating, and effectively using that information

- Effective communication in various academic and career settings using technology as appropriate

- Critical thinking including analysis, synthesis, and problem solving which are applicable to the field of study, the workplace, and other life situations

- Broad-based knowledge, which includes an understanding of cultural, ethical, social, political, and global issues

GENERAL EDUCATION COURSE REQUIREMENTS

General Education Course Requirements (16 quarter hours) for Certificates of Substantial Length

(68 or more quarter hours)

Communication: 4-quarter hours
> ENG101 Composition I

Mathematical Reasoning: 4-quarter hours
> MTH101 Mathematics for Business or MTH111 Introductory Algebra or higher level math course

Personal and Social Environments: 4-quarter hours
> PSY101 Human Relations or PSY111 General Psychology

Computer Literacy: 4-quarter hours
> *Two of the following courses:* INF112 Word Processing, INF113 Electronic Spreadsheets, INF114A Introduction to Database Applications, INF121 Introduction to Windows, INF131 Internet and the World Wide Web, or INF141A Microsoft PowerPoint. (In some programs, competency will be met by courses in the major.)

Please note that certificates of less than 68 quarter hours may also contain general education requirements as determined by individual programs.

General Education Course Requirements (32 quarter hours) for Associate Degrees

Communication: 16-quarter hours
> *All of the following:* ENG101 Composition I, ENG102 Composition II, and SPK201 Oral Communication
> *One of the following:* ENG221 Critical Writing and Literary Analysis, ENG231 Language and Culture, ENG311 Creative Writing, ENG411 Foundations of Mass Communications, LIT301 Contemporary Literature, LIT331 American Literature I, LIT332 American Literature II, or WRI115 Workplace Communication

Mathematical Reasoning: 4-quarter hours
> MTH101 Mathematics for Business or MTH111 Introductory Algebra or higher level math course

Personal and Social Environments: 4-quarter hours
> PSY101 Human Relations or PSY111 General Psychology

Computer Literacy: 8-quarter hours
> *Four of the following courses:* INF112 Word Processing, INF113 Electronic Spreadsheets, INF114A Introduction to Database Applications, INF121 Introduction to Windows, INF131 Internet and the World Wide Web, or INF141A Microsoft PowerPoint. (In some programs, competency will be met by courses in the major.)

General Education Course Requirements (72 quarter hours) for Bachelor Degrees

Communication: 24-quarter hours
> *All of the following:* ENG101 Composition I, ENG102 Composition II, and SPK201 Oral Communication
> *Two of the following:* ENG221 Critical Writing and Literary Analysis, ENG231 Language and Culture, ENG311 Creative Writing, ENG411 Foundations of Mass Communications, LIT301 Contemporary Literature, LIT331 American Literature I, LIT332 American Literature II, WRI115 Workplace Communication, or WRI301A Report Writing (prerequisite of WRI115)
> *One of the following:* SPK211 Group Dynamics or SPK401 Presentational Speaking

For Accelerated Bachelor Degrees, WRI312R Research Writing and either SPK211 Group Dynamics or SPK401 Presentational Speaking meet the general education communication requirement.

Mathematical Reasoning: 8-quarter hours
> *One of the following:* MTH101 Mathematics for Business or MTH111 Introductory Algebra
> *One of the following:* MTH112 Intermediate Algebra or a higher level MTH course

For Accelerated Bachelor Degrees, MTH312R Research and Statistics meets the general education mathematical reasoning requirement.

Personal and Social Environments: 16-quarter hours

HUM401A Philosophy of Ethics (In some programs, competency will be met by courses in the major.)
One of the following: PSY101 Human Relations or PSY111 General Psychology
Two of the following: POL201A American Political Systems, PSY211 Psychology of Death and Dying, PSY221 Developmental Psychology, PSY231 Organizational Psychology, PSY335 Human Sexuality, PSY351 Adolescent Psychology, PSY401 Social Psychology, SOC201 Sociology, or SOC301 Social Problems

For Accelerated Bachelor Degrees, PSY231R Organizational Psychology, HUM401A Philosophy of Ethics, and a personal and social elective, meet the general education personal and social environments requirement.

Computer Literacy: 8-quarter hours

Four of the following: INF112 Word Processing, INF113 Electronic Spreadsheets, INF114A Introduction to Database Applications, INF121 Introduction to Windows, INF131 Internet and the World Wide Web, or INF141A Microsoft PowerPoint (In some programs, competency will be met by courses in the major.)

Global and Cultural Perspectives: 12-quarter hours

SOC321 Cultural Diversity
Two of the following: ECN301 International Economics, GEO101B World Geography I, GEO102B World Geography II, HIS301 Women's Studies, HIS321 Ancient World, HIS331A European History I, HIS332 European History II, HIS411 Emerging Nations, HIS421 World History Since 1945, ITP111 American Sign Language I, ITP112 American Sign Language II, POL401 International Relations, SOC341 Global Perspectives, SPN101 Spanish I, SPN102 Spanish II, or SPN103 Spanish III

Note: Any four quarter hour equivalent of a language course (other than English) meets one of the courses for the global and cultural perspectives requirement, other than SOC321 Cultural Diversity.

For Accelerated Bachelor Degrees, SOC321R Cultural Diversity and ECN301R International Economics meet the general education global and cultural perspective requirement.

Scientific Inquiry: 4-quarter hours

One of the following: SCI101C Human Anatomy and Physiology I, SCI111 Biology, SCI215 Integrated Physics, SCI220A Microbiology, SCI246 Chemistry I, SCI251 General Physics I,SCI321 Principles of Astronomy, or SCI451 Environmental Science

For Accelerated Bachelor Degrees, a scientific inquiry elective meets the general education scientific inquiry requirement.

Developmental Education Mission Statement

The mission of developmental education is to provide a comprehensive preparatory program enabling students to acquire academic skills necessary to complete a college-level course of study.

Developmental Education Goals

1) To provide appropriate educational opportunities and services
2) To ensure proper placement of students
3) To maintain high academic standards that will support student success in college-level courses
4) To enhance the quality of student life and learning
5) To promote continued development and application of adult learning theory, adhering to best practices
6) To provide students with opportunities to build strong foundational skills
7) To be sensitive and responsive to individual differences and special needs among students

Developmental Education Objectives

1) Students will utilize the developmental education services provided by the College in their academic pursuit of higher education.
2) All entry-level students will complete appropriate placement testing.
3) Students will perform basic mathematical computations.
4) Students will organize and write a paper using the format suggested in English Review.
5) Students will demonstrate proficiency in college-level reading.

The following courses are designed to meet the above objectives:

ENG091	English Review
ENG098B	College Reading
MTH091	Essential Math Concepts
MTH099E	Pre-Algebra

In addition to these developmental education courses, there may be other developmental courses specific to a program area. See individual program area requirements for details.

The Baker College Smart Degree Option, leading to any one of several bachelor's degree options, is an effective degree completion strategy. It is a significantly different and more beneficial approach than that taken by most colleges.

In this format, enthusiasm for degree completion is established early and maintained throughout the program. Students interested in Business Administration, for example, are motivated by experiencing computer, management, and marketing courses early in their program.

Baker College's emphasis on degree completion also helps avoid the "professional student" syndrome by encouraging progress toward graduation. During the junior and senior years, the student completes a major and a minor while finishing the general education requirements. Many students are also employed during this period. Work experiences give greater meaning to the general education coursework, since career-minded students can better understand the importance of achieving a well-balanced education.

Consider the Baker College Smart Degree Option for a bachelor's degree . . . a better way!

Associate's Degree Students

Entering freshmen pursuing an associate's degree will find a wide selection of business and technical programs designed for direct entry into jobs which do not require completion of a bachelor's degree.

The Smart Degree Option for Freshmen Students

Freshmen who desire a Baker College Smart Degree

Option bachelor's degree begin by enrolling in an associate's degree program. Most associate's degree programs lead to related bachelor's degrees. Following completion of the associate's degree, two options are available to the student:

1. Enter a bachelor's degree program as a full-time student.
2. Begin full-time employment and continue toward a bachelor's degree as a part-time student.

The Smart Degree Option for Transfer Students

Baker College is eager to assist transfer students who choose to enter any Baker bachelor's degree program. Transfer students must first request official transcripts from their high school and from all colleges attended for evaluation by the registrar. Requests for financial aid transcripts will also be required for those students applying for financial assistance. Transfer students should become familiar with the Baker College policy regarding acceptance of transfer credit. Students will find that Baker College is committed to applying this policy for maximum transfer of credit. The number of credits accepted by Baker College will determine entry at the associate's or bachelor's degree level.

Smart Degree — Program Selector Guide

for Students Completing an Associate's Degree

An Associate's Degree in this subject...
   ...is prelude to this Bachelor's Degree:

Accounting
   Bachelor of Business Administration Accounting
   Bachelor of Business Administration - Accelerated Program
   Bachelor of Business Administration Human Resource
      Accelerated Program
   Bachelor of Business Leadership

Accounting/Computer Information Systems
   Bachelor of Business Administration Accounting
   Bachelor of Business Administration - Accelerated Program
   Bachelor of Business Administration Human Resource
      Accelerated Program
   Bachelor of Business Leadership

Accounting/Management
   Bachelor of Business Administration Accounting
   Bachelor of Business Administration Management
   Bachelor of Business Administration - Accelerated Program
   Bachelor of Business Leadership

An Associate's Degree in this subject...
   ...is prelude to this Bachelor's Degree:

Administrative Assistant/Secretary
   Bachelor of Business Administration - Accelerated Program
   Bachelor of Business Leadership

Allied Health Technology
   Bachelor of Health Service Administration

Architectural/Construction Technology
   Bachelor of Science in Architectural Technology
   Bachelor of Science in Construction Management

Autobody Technician
   Bachelor of Industrial Technology

Automotive Services Technology
   Bachelor of Industrial Technology

Baking and Pastry
   Bachelor of Science in Food and Beverage Management

CAD and Design Technology
   Bachelor of Industrial Technology
   Bachelor of Science in Industrial Engineering

for Students Completing an Associate's Degree

An Associate's Degree in this subject...
   ...is prelude to this Bachelor's Degree:

Computer Animation
Bachelor of Computer Science
Bachelor of Digital Media Technology

Computer Networking Technology Cisco Option
Bachelor of Information Systems
Bachelor of Computer Science
Bachelor of Cyber Defense
Bachelor of Information Technology and Security

Computer Networking Technology Microsoft Option
Bachelor of Information Systems
Bachelor of Computer Science
Bachelor of Cyber Defense
Bachelor of Information Technology and Security

Computer Programming
Bachelor of Information Systems
Bachelor of Computer Science
Bachelor of Database Technology

Computer Programming-Java Option
Bachelor of Information Systems
Bachelor of Computer Science
Bachelor of Database Technology

Computer Systems and Internetworking Technology
Bachelor of Computer Science
Bachelor of Cyber Defense
Bachelor of Industrial Technology
Bachelor of Information Technology and Security

Criminal Justice
Bachelor of Science in Criminal Justice

Culinary Arts
Bachelor of Science in Food and Beverage Management

Cyber Security
Bachelor of Information Technology and Security
Bachelor of Cyber Defense

Dental Assisting
Bachelor of Health Services Administration

Dental Hygienist
Bachelor of Health Services Administration

Diagnostic Medical Sonography
Bachelor of Health Services Administration
Bachelor of Radiation Therapy

Diesel Service Technology
Bachelor of Industrial Technology

Digital Media Design
Bachelor of Digital Media Technology

Digital Video Production
Bachelor of Digital Media Technology

Echocardiographic Technology
Bachelor of Health Services Administration

An Associate's Degree in this subject...
   ...is prelude to this Bachelor's Degree:

Early Childhood Education
Bachelor of Science in Early Childhood Education
Bachelor of Science in Education

Electronic Systems Technology
Bachelor of Industrial Technology

Electronic Technology
Bachelor of Industrial Technology

Emergency Services Management
Bachelor of Health Services Administration

Food and Beverage Management
Bachelor of Science in Food and Beverage Management

General Business Administration
Bachelor of Business Administration Management
Bachelor of Business Administration Marketing
Bachelor of Business Administration - Accelerated Program
Bachelor of Business Administration Human Resource -
   Accelerated Program
Bachelor of Business Administration Human Resource
   Management
Bachelor of Business Leadership

Health Information Technology
Bachelor of Health Services Administration

Heating, Ventilation, Air Conditioning and
Refrigeration/Construction Technology
Bachelor of Industrial Technology

Human Resource Management
Bachelor of Business Administration Human Resource
   Management
Bachelor of Business Administration - Accelerated Program
Bachelor of Business Administration Human Resource -
   Accelerated Program
Bachelor of Business Leadership

Human Service
Bachelor of Human Service

Industrial Relations
Bachelor of Industrial Technology

Industrial Technology
Bachelor of Industrial Technology

Information Technology Support Specialist
Bachelor of Information Systems
Bachelor of Computer Science
Bachelor of Information Technology and Security

Interior Design
Bachelor of Interior Design

Linux/Unix Systems Technology
Bachelor of Information Systems
Bachelor of Computer Science
Bachelor of Cyber Defense
Bachelor of Information Technology and Security

for Students Completing an Associate's Degree

An Associate's Degree in this subject...
   ...is prelude to this Bachelor's Degree:

Management
   Bachelor of Business Administration Management
   Bachelor of Business Administration - Accelerated Program
   *Bachelor of Business Administration Human Resource
      Accelerated Program*
   Bachelor of Business Leadership

Marketing
   Bachelor of Business Administration Marketing
   Bachelor of Business Administration - Accelerated Program
   *Bachelor of Business Administration Human Resource -
      Accelerated Program*
   Bachelor of Business Leadership

Mechanical Technology
   Bachelor of Science Industrial Engineering
   Bachelor of Science Mechanical Engineering

Medical Administrative Assistant
   Bachelor of Health Services Administration

Medical Assistant
   Bachelor of Health Services Administration

Medical Insurance Specialist
   Bachelor of Health Services Administration

Medical Laboratory Technician
   Bachelor of Health Services Administration

Nursing
   Bachelor of Health Services Administration
   Bachelor of Nursing

Occupational Therapy Assistant
   Bachelor of Health Services Administration
   Bachelor of Rehabilitation Services

Opticianry
   Bachelor of Health Services Administration

Orthotic/Prosthetic Technology
   Bachelor of Health Services Administration

Paralegal
   Bachelor of Business Administration - Accelerated Program
   *Bachelor of Business Administration Human Resource -
      Accelerated Program*
   Bachelor of Business Leadership
   Bachelor of Science in Legal Studies

Paraprofessional: Early Elementary
   Bachelor of Science in Education

Pharmacy Technician
   Bachelor of Health Services Administration

An Associate's Degree in this subject...
   ...is prelude to this Bachelor's Degree:

Physical Therapist Assistant
   Bachelor of Health Services Administration
   Bachelor of Rehabilitation Services

Polysomnographic Technology
   Bachelor of Health Services Administration

Professional Pilot/Aviation Technology
   Bachelor of Aviation Management

Radiologic Technology
   Bachelor of Health Services Administration

Respiratory Therapy
   Bachelor of Health Services Administration

Small Business Management/Entrepreneurship
   Bachelor of Business Administration Management
   Bachelor of Business Administration - Accelerated Program
   *Bachelor of Business Administration Human Resource -
      Accelerated Program*
   Bachelor of Business Leadership

Surgical Technology
   Bachelor of Health Services Administration

Therapeutic Massage
   Bachelor of Health Services Administration

Transportation Management
   Bachelor of Business Administration Management

Vascular Ultrasound Technology
   Bachelor of Health Services Administration

Veterinary Technician
   Bachelor of Business Administration - Accelerated Program

Web Development
   Bachelor of Information Systems
   Bachelor of Computer Science
   Bachelor of Web Development

*The following choices may also be a prelude to the
indicated bachelor's degree program. These options
are available to transfer students as well as Baker
College students.*

Any Associate's Degree Program and Program
Entrance Requirements
   Bachelor of Business Administration - Accelerated Program
   *Bachelor of Business Administration Human Resource -
      Accelerated Program*

Any Associate's Degree Program
   Bachelor of Business Leadership
   Bachelor of Health Services Administration
   Bachelor of Industrial Management

Business Administration Programs

The mission of the business department is to enable graduates to meet the challenges of the dynamic and complex business environment. Our quality-focused, market-driven, and rigorous program curricula will establish and enhance core business knowledge and the ability to anticipate and react to societal changes, as well as provide students with technological proficiency, the ability to make ethical decisions, and the communication skills that embody the professional acumen graduates need to make positive contributions to their chosen fields.

Programs guided by the preceding mission are denoted with an asterisk; those programs not denoted with an asterisk are guided by other, unique missions.

CERTIFICATES
Baking and Pastry
Clerical Bookkeeping
Office Support
Small Business Management/Entrepreneurship

ASSOCIATE'S DEGREES
Associate of Applied Science
  Baking and Pastry
  Culinary Arts
  Food and Beverage Management
Associate of Business
  Accounting*
  Accounting/Computer Information Systems*
  Accounting/Management*
  Administrative Assistant/Secretary
  Human Resource Management*
  Management*
  Marketing*
  Paralegal
  Small Business Management/Entrepreneurship*
  Small Business Management/Entrepreneurship – Articulated Credit Program*
  Transportation Management*

BACHELOR'S DEGREES
Bachelor of Business Administration
  Accounting*
  Human Resource Management*
  Management*
  Marketing*
Bachelor of Business Administration – Accelerated Program*
Bachelor of Business Leadership – Accelerated Program*
Bachelor of Food and Beverage Management
Bachelor of Leadership in Public Safety – Accelerated Program
Bachelor of Science in Legal Studies

POSTBACCALAUREATE CERTIFICATE
Project Management and Planning

General education requirements must be met for all certificates of substantial length (68 or more quarter hours), as well as associate and bachelor degree programs. All graduates must meet the general education outcome requirements established by each academic program. The general education requirements are listed below each program's requirements. In addition, any student who places into a developmental education course(s) must meet those course requirements within the first academic year, prior to enrolling in the college level general education course(s).

College Success Strategies (COL 111A) is required for all first-time freshmen. College Success Online (COL 112) is required for all Baker College Online first-time freshmen and for all students enrolled in an online certificate or degree program. These courses will inform students of campus services, policies and procedures, and address learning styles and study strategies.

Many of the courses and programs at Baker College are offered in an online delivery format. See page 119 for Baker College Online programs. Contact your campus Academic/Administrative Office for details about online courses.

If electives are indicated in a program, please refer to the list of Elective Options on page 44.

If general education electives are indicated in a program, please refer to the General Education Course Requirements on page 21. (General education electives may consist of one or more of the following General Education Outcomes: communication, mathematical reasoning, personal and social environments, computer literacy, global and cultural perspectives, and scientific inquiry.)

A new student may choose an "Undeclared but Degree Seeking" program. A student also may add a limited number of "Student Elected Classes" to his/her program with the approval of an academic advisor. Information about both of these options, including course and credit hour limitations, can be obtained in the Academic Office.

Information regarding double majors and/or minors is located on page 253. Contact your campus academic staff to discuss requirements.

Baking and Pastry
Certificate

The one-year Baking and Pastry Certificate is designed to prepare graduates for employment in retail deli-bakeries, fine dining restaurants, pastry and bakery shops, commercial baking, and hotel and resort bake shops. This program provides a combination of extensive classroom hands-on training, work experience, and classroom study to prepare students in the baking and pastry field. Successful graduates will be prepared to enter the workforce and obtain positions such as assistant pastry chefs, assistant bakers, head bakers, lead bakers, wedding cake decorators, and executive pastry chefs. Students receive extensive training in the development and preparation of breads, pies, pastries, cookies, petit fours, specialty breads and pastries, fruit bars, tortes, centerpieces, wedding cakes, and international desserts.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 56 HOURS			
BPA	111	Baking Techniques I	06
BPA	112	Baking Techniques II	06
BPA	151	Pastry Techniques I	06
BPA	152	Pastry Techniques II	06
BPA	153	Pastry Techniques III	06
BPA	251	Cafe and Restaurant Production	04
CUL	100	Culinary Portfolio Prep	01
CUL	115	Culinary Math	02
CUL	131B	Food Safety	02
CUL	141	Nutrition	02
CUL	271	Culinary Portfolio	02
ENG	101	Composition I	04
FBM	221	Menu Planning and Analysis	04
MTH	101	Mathematics for Business	04
WRK	291B	Professional Career Strategies	01
QUARTER HOURS REQUIRED FOR GRADUATION			**56**

This program is offered at the following Baker College campus: Muskegon.

Clerical Bookkeeping
Certificate

This program combines the skills of a general office worker with those of a bookkeeper. This combination is highly desirable in today's employment market.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 45 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	141A	Microsoft PowerPoint	02
MGT	101	Introduction to Business	04
MTH	101	Mathematics for Business	04
WPG	122	Introduction to Document Processing	04
WPG	123	Intermediate Document Processing	04
WRI	115	Workplace Communication	04
WRK	291B	Professional Career Strategies	01
QUARTER HOURS REQUIRED FOR GRADUATION			**45**

This program is offered at the following Baker College campuses and extension: Allen Park, Auburn Hills, Cadillac, Cass City, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Office Support
Certificate

This program emphasizes development of basic office support and computer application skills in the shortest time possible. There is a high demand for these skills.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 49 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MGT	114	Customer Service	04
MTH	101	Mathematics for Business	04
OAD	121A	Technologies and Procedures	04
PSY	101	Human Relations	04
WPG	101B	Office Grammar Skills	04
WPG	122	Introduction to Document Processing	04
WPG	123	Intermediate Document Processing	04
WRI	115	Workplace Communication	04
WRK	291B	Professional Career Strategies	01
QUARTER HOURS REQUIRED FOR GRADUATION			**49**

This program is offered at the following Baker College campuses and extensions: Auburn Hills, Cadillac, Cass City, Clinton Township, Flint, Fremont, Jackson, Muskegon, Owosso, Port Huron.

Small Business Management/Entrepreneurship
Certificate

This program is designed for those individuals who are operating small businesses and wish to enhance their small business management knowledge and skills. It is also appropriate for those individuals who desire to work in a small business environment, or begin their own small business.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 44 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ENG	101	Composition I	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MGT	101	Introduction to Business	04
MTH	111	Introductory Algebra	04
SBM	115	Small Business Development and Planning	04
SBM	121A	Small Business Marketing and Promotion Techniques	04
SBM	131	Managing Small Business Operations	04
SBM	241	Managing Human Resources in Small Business	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**44**

This program is offered at the following Baker College campuses: Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Port Huron.

Baking and Pastry
Associate of Applied Science Degree

This program trains and prepares graduates for pastry chef and other bakery supervisory positions. People with baking and pastry skills are employed in retail bakeries, fine dining restaurants, pastry and bakery shops, commercial baking operations, country clubs, and hotel and resort bake shops, where they utilize their experience to artfully prepare baked goods and specialty sugar and chocolate pieces. This program also prepares graduates to skillfully manage the respective operations as well as prepare them for leadership roles in the bakeshop and in the special knowledge and techniques used in professional baking and pastry outlets. Typical duties include production of pastries, baked goods and specialty items, staff selection and training, purchasing, inventory control, item costing and overall bakeshop management. Instruction is provided through a combination of classroom, hands-on laboratory, and internship education experience.

The nature of this work requires graduates to be able to spend long hours on their feet, work in a fast-paced, detail oriented production environment, have strong mathematical and critical thinking skills, and be able to control and manage a multitude of tasks while working within budgetary and time restrictions.

Course Number		Course Title	Quarter Hours
BAKING AND PASTRY ARTSMAJOR - 82 HOURS			
BPA	111	Baking Techniques I	06
BPA	112	Baking Techniques II	06
BPA	151	Pastry Techniques I	06
BPA	152	Pastry Techniques II	06
BPA	153	Pastry Techniques III	06
BPA	221	Advanced Confectionary Arts I	06
BPA	222	Advanced Confectionary Arts II	06
BPA	223	Advanced Confectionary Arts III	06
BPA	251	Cafe and Restaurant Production	04
CUL	100	Culinary Portfolio Prep	01
CUL	110	Product Identification	02
CUL	115	Culinary Math	02
CUL	131B	Food Safety	02
CUL	141	Nutrition	02
CUL	221	Purchasing and Cost Control	04
CUL	271	Culinary Portfolio	02
FBM	221	Menu Planning and Analysis	04
FBM	241	Food and Beverage Management	04
WRK	288	Baking and Pastry Work Experience	06
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
MTH	101	Mathematics for Business	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**114**

This program is offered at the following Baker College campus: Muskegon.

Culinary Arts
Associate of Applied Science Degree

This program trains and prepares graduates for chef and other kitchen supervisory positions. People with culinary arts skills are employed in restaurants, hotels, institutional settings, delis, and catering companies, where they utilize their experience to artfully prepare culinary specialties and skillfully manage these respective operations. This program prepares graduates for leadership roles in the kitchen and in the knowledge and techniques used in quantity gourmet food preparation. The Baker College Culinary Arts Program is accredited by the ACF (American Culinary Federation) accrediting commission. Successful graduates will be eligible to take their Certified Culinarian Certification examination. Instruction is provided through a combination of classroom, hands-on labs, and internship experience.

Course Number		Course Title	Quarter Hours
CULINARY ARTS MAJOR - 88 HOURS			
BPA	111	Baking Techniques I	06
CUL	100	Culinary Portfolio Prep	01
CUL	105	Introduction to Gastronomy	02
CUL	110	Product Identification	02
CUL	115	Culinary Math	02
CUL	131B	Food Safety	02
CUL	141	Nutrition	02
CUL	151	Culinary Skills I	08
CUL	152	Culinary Skills II	08
CUL	153	Culinary Skills III	08
CUL	201	Restaurant Techniques	08
CUL	202A	Bar and Beverage Service	04
CUL	221	Purchasing and Cost Control	04
CUL	222A	Table Service	08
CUL	231	Charcuterie	06
CUL	271	Culinary Portfolio	02
FBM	221	Menu Planning and Analysis	04
FBM	241	Food and Beverage Management	04
WRK	287	Culinary Arts Internship	06
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
MTH	101	Mathematics for Business	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**120**

This program is offered at the following Baker College campus: Muskegon.

Food and Beverage Management
Associate of Applied Science Degree

This program provides training in the supervision and management of food and beverage operations focusing on food preparation, dining room services, and beverage operations. This program provides a combination of extensive laboratory hands-on training, cooperative work experience, and classroom training. Successful graduates will be prepared for careers as supervisors in food and beverage operations, in restaurants, hotels, hospitals, delis and catering operations, and in corporate food settings. Successful graduates will be prepared to work in such positions as assistant chefs, assistant dining room and/or catering managers, catering and event sales people, assistant managers, assistant food and beverage directors, and as food and beverage owners/operators.

Course Number		Course Title	Quarter Hours
FOOD AND BEVERAGE MANAGEMENT MAJOR - 80 HOURS			
ACC	121	Fundamentals of Accounting I	04
CUL	100	Culinary Portfolio Prep	01
CUL	105	Introduction to Gastronomy	02
CUL	110	Product Identification	02
CUL	115	Culinary Math	02
CUL	131B	Food Safety	02
CUL	141	Nutrition	02
CUL	151	Culinary Skills I	08
CUL	152	Culinary Skills II	08
CUL	202A	Bar and Beverage Service	04
CUL	221	Purchasing and Cost Control	04
CUL	222A	Table Service	08
CUL	271	Culinary Portfolio	02
FBM	221	Menu Planning and Analysis	04
FBM	241	Food and Beverage Management	04
FBM	281	Restaurant Operations	08
MGT	101	Introduction to Business	04
MKT	201	Sales	04
WRK	286	Food and Beverage Management Work Experience	06
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**112**

This program is offered at the following Baker College campus: Muskegon.

Accounting
Associate of Business Degree

This program prepares students for entry level positions in the accounting field. The coursework will develop the skills necessary to record, present, and analyze financial data as well as provide learning experiences that will shape the competencies required for successful office management, accounting clerk, staff accountant, and bookkeeper positions. Students wishing to obtain the national certification for bookkeepers may elect this option. Students who desire CPA licensure should elect the BBA-Accounting program.

Course Number		Course Title	Quarter Hours
ACCOUNTING MAJOR - 31 HOURS			
ACC	231	Computerized Accounting	04
ACC	241	Accounting Concepts	04
ACC	251	Payroll Accounting	04
ACC	301	Intermediate Accounting I	04
ACC	341B	Individual Taxation	04
INF	113	Electronic Spreadsheets	02
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
ACC	295	Bookkeeper Certification Prep	04
ELECT	100A	Elective	04
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
BUSINESS REQUIREMENTS - 32 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**95**

This program is offered at the following Baker College campuses and extensions: Allen Park, Auburn Hills, Cadillac, Cass City, Clinton Township, Coldwater, Flint, Jackson, Muskegon, Owosso, Port Huron.

Accounting/Computer Information Systems
Associate of Business Degree

In a dynamic technological environment, accounting and computer information systems are highly interrelated. The utilization of the computer in information retention, maintenance, and summarization has greatly enhanced the accountant's effectiveness in presenting relevant, useful information. Students completing this degree will develop a combination of analytical skills and technological knowledge of benefit to any organization.

Course Number		Course Title	Quarter Hours
ACCOUNTING/COMPUTER INFORMATION SYSTEMS MAJOR - 41 HOURS			
ACC	231	Computerized Accounting	04
ACC	241	Accounting Concepts	04
ACC	251	Payroll Accounting	04
ACC	301	Intermediate Accounting I	04
ACC	341B	Individual Taxation	04
CIS	302A	Intermediate Database Management	04
CIS	310	Visual BASIC	04
CIS	313A	Intermediate Spreadsheets	04
CS	111	Introduction to Programming	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
BUSINESS REQUIREMENTS - 32 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**105**

This program is offered at the following Baker College campuses and extension: Allen Park, Auburn Hills, Cadillac, Cass City, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Accounting/Management
Associate of Business Degree

In a global marketplace, the integration of an accountant's skills and a manager's understanding of the social, ethical, economic, legal, and regulatory atmosphere in which businesses operate are essential for effective strategic planning. Students completing this degree will develop the problem-solving, communication, and critical thinking skills necessary to the dynamic decision-making process demanded by a competitive environment.

Course Number		Course Title	Quarter Hours
ACCOUNTING/MANAGEMENT MAJOR - 41 HOURS			
ACC	231	Computerized Accounting	04
ACC	241	Accounting Concepts	04
ACC	251	Payroll Accounting	04
ACC	301	Intermediate Accounting I	04
ACC	341B	Individual Taxation	04
MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04
MGT	231	Small Business Management	04
MGT	241	Business Success Seminar	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
BUSINESS REQUIREMENTS - 32 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**105**

This program is offered at the following Baker College campuses and extension: Allen Park, Auburn Hills, Cadillac, Cass City, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Administrative Assistant/Secretary
Associate of Business Degree

Office and support staff personnel are in great demand everywhere today – in every geographical area and in every type of business. This program focuses on the development of high-demand traditional office skills and includes training in a variety of software applications. The administrative assistant program with concentration electives prepares the students for employment in a wide range of office environments.

Course Number		Course Title	Quarter Hours
ADMINISTRATIVE ASSISTANT/SECRETARY MAJOR - 65 HOURS			
ACC	121	Fundamentals of Accounting I	04
CIS	302A	Intermediate Database Management	04
CIS	313A	Intermediate Spreadsheets	04
ELECT	200A	Office Administration Elective	04
ELECT	200B	Office Administration Elective	04
MGT	114	Customer Service	04
OAD	121A	Technologies and Procedures	04
OAD	210A	Records Management and Computer Applications	04
OAD	231A	Desktop Publishing	04
OAD	291	Advanced Office Applications	04
WPG	101B	Office Grammar Skills	04
WPG	122	Introduction to Document Processing	04
WPG	123	Intermediate Document Processing	04
WPG	221A	Transcription Applications	04
WPG	224	Advanced Document Processing	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	101	Mathematics for Business	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**97**

Completion of PAR coursework to meet this elective option does not prepare students to work as a paralegal/legal assistant.

This program is offered at the following Baker College campuses and extension: Auburn Hills, Cadillac, Cass City, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Human Resource Management
Associate of Business Degree

This program is an excellent career choice for students who want to perform an identifiable set of activities that affect and influence the employees who work in an organization. These activities include recruitment, selection, compensation, and evaluation.

Course Number		Course Title	Quarter Hours
HUMAN RESOURCE MANAGEMENT MAJOR - 29 HOURS			
HRM	215	Securing Human Resources	04
HRM	225	Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315	Evaluating Human Resources	04
MGT	212	Human Resource Management	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
BUSINESS REQUIREMENTS - 32 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**93**

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Jackson, Muskegon, Port Huron.

Management

Associate of Business Degree

At the associate's degree level, the Business Administration curricula are designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of cases, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Course Number		Course Title	Quarter Hours
MANAGEMENT MAJOR - 29 HOURS			
MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04
MGT	222	Management Seminar	04
MGT	250	Conflict Management	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
MGT	151	Introduction to E-Business	04
MGT	231	Small Business Management	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MGT	114	Customer Service	04
MGT	241	Business Success Seminar	04
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
BUSINESS REQUIREMENTS - 32 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**93**

This program is offered at the following Baker College campuses and extensions: Allen Park, Auburn Hills, Cadillac, Cass City, Clinton Township, Coldwater, Flint, Fremont, Jackson, Muskegon, Owosso, Port Huron, West Branch.

Marketing

Associate of Business Degree

The study of marketing encompasses a wide range of activities, such as advertising, sales, retailing, wholesaling, warehousing, packaging, and distribution. This program prepares students for a variety of positions in areas such as sales, wholesale distribution, customer service, retailing, advertising, buying, and many others.

Course Number		Course Title	Quarter Hours
MARKETING MAJOR - 29 HOURS			
MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	291	Marketing Seminar	04
MKT	312	Consumer Behavior	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
MGT	114	Customer Service	04
MGT	231	Small Business Management	04
MGT	241	Business Success Seminar	04
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
BUSINESS REQUIREMENTS - 32 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**93**

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Paralegal
Associate of Business Degree

This program is designed to offer education in paralegal studies. Core courses prepare students to assist attorneys by drafting legal documents, interacting with clients, and assisting in court. Students will conduct research and prepare memoranda to aid attorneys in resolving legal issues. Students will learn to assist attorneys with discovery, which includes responding to interrogatories, producing documents, and interviewing witnesses. Students may use their paralegal education in private law firms, corporations, nonprofit organizations, court systems, real estate title companies, banks, insurance companies, health care companies, local, state, and federal government agencies. A paralegal is qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals may not provide legal services directly to the public except as permitted by law.

This program has been approved by the American Bar Association at the Auburn Hills and Clinton Township campuses.

Course Number		Course Title	Quarter Hours
PARALEGAL MAJOR - 62 HOURS			
ACC	121	Fundamentals of Accounting I	04
MGT	250	Conflict Management	04
PAR	101	Law, Legal Profession, and Terminology	04
PAR	111	Legal Writing, Research, and Analysis I	04
PAR	112	Legal Writing, Research, and Analysis II	04
PAR	113A	Legal Writing, Research, and Analysis III	04
PAR	131	Law Office Management and Ethics	04
PAR	201	Torts	04
PAR	211	Criminal Law and Procedures	04
PAR	221	Business Organizations	04
PAR	231A	Wills, Trust, and Probate Administration	04
PAR	241	Contract Law	04
PAR	291	Civil Litigation	04
PAR	299	Paralegal Seminar	01
POL	201A	American Political Systems	04
WRK	215	Paralegal Work Experience	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**94**

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Jackson, Muskegon.

Small Business Management/Entrepreneurship
Associate of Business Degree

ACCREDITED BY IACBE

This program is designed for those who desire to own, operate, or manage a small business. This program focuses on establishing, financing, marketing, and managing a small business.

Course Number		Course Title	Quarter Hours
SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP MAJOR - 29 HOURS			
SBM	115	Small Business Development and Planning	04
SBM	121A	Small Business Marketing and Promotion Techniques	04
SBM	131	Managing Small Business Operations	04
SBM	211A	Accounting, Finance, and Tax for Small Businesses	04
SBM	241	Managing Human Resources in Small Business	04
SBM	291	Small Business Management Seminar	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
BUSINESS REQUIREMENTS - 32 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**93**

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Small Business Management/ Entrepreneurship - Articulated Credit
Associate of Business Degree

This program is designed for those individuals who currently own or plan to own or operate a small business. This program focuses on establishing, financing, marketing, and managing a small business. This program is intended for those individuals who have licensure in an occupation that has been approved for articulated credit by Baker College. Please consult with the Admissions Office to determine license eligibility or for further information.

Articulation Credit 40

Course Number		Course Title	Quarter Hours
SMALL BUSINESS MGT/ENTREPRENEURSHIP (AC) MAJOR - 33 HOURS			
ACC	121	Fundamentals of Accounting I	04
SBM	115	Small Business Development and Planning	04
SBM	121A	Small Business Marketing and Promotion Techniques	04
SBM	131	Managing Small Business Operations	04
SBM	211A	Accounting, Finance, and Tax for Small Businesses	04
SBM	241	Managing Human Resources in Small Business	04
SBM	291	Small Business Management Seminar	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	101	Mathematics for Business	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**105**

This program is offered at the following Baker College campuses: Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Transportation Management
Associate of Business Degree

Traditional business and general education classes are blended with a variety of transportation classes designed to allow students to acquire the knowledge and skills required to enter the transportation industry within a broad array of responsibilities such as third party brokering, warehouse management, logistics/supply chain management, and safety positions.

Course Number		Course Title	Quarter Hours
TRANSPORTATION MANAGEMENT MAJOR - 66 HOURS			
ACC	121	Fundamentals of Accounting I	04
ECN	202	Principles of Microeconomics	04
HSC	100B	Community First Aid	01
LAW	211	Business Law	04
MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04
MGT	222	Management Seminar	04
MKT	111B	Principles of Marketing	04
MTH	101	Mathematics for Business	04
TRN	131	Technology in Transportation	02
TRN	141	Introduction to Safety Supervisor's Functions	02
TRN	211	Regulations and Procedures	04
TRN	231	Transportation Management	04
TRN	242	Supply Chain Management	04
TRN	251	Logistics Management	04
TRN	271	Intermodal Transportation	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
MGT	101	Introduction to Business	04
MGT	231	Small Business Management	04
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 30 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**96**

This program is offered at the following Baker College campus and extensions: Cass City, Flint, West Branch.

Accounting
Bachelor of Business Administration

ACCREDITED BY IACBE

This program emphasizes practical application as well as the theoretical aspects of the discipline of accounting to prepare students for professional careers in public, managerial, and governmental accounting and/or advanced study within the discipline. Students will gain an understanding of the social, ethical, economic, legal, and regulatory environment in which businesses operate and develop the problem-solving, decision-making, communication, and leadership skills necessary to compete in a dynamic global marketplace. Students completing this degree are eligible to sit for the Uniform Certified Public Accountant Examination in Michigan (see note below). Beginning July 1, 2003, students pursuing a CPA licensure in the State of Michigan will be required to have obtained 225 quarter hours of credit prior to applying for a CPA license. While the BBA Accounting Program satisfies the requirements to sit for the Uniform Certified Public Accountant Examination, additional credit is needed for licensure. Individuals are therefore advised to contact the Michigan State Board of Accountancy Licensing Bureau for further information. Students wishing to become eligible to sit for the examination in other states are recommended to check with the National Association of State Boards of Accountancy (www.nasba.org), which services as a forum for the 54 U.S. boards of accountancy, for the state in which they intend to practice.

Course Number		Course Title	Quarter Hours
ACCOUNTING MAJOR - 63 HOURS			
ACC	241	Accounting Concepts	04
ACC	301	Intermediate Accounting I	04
ACC	302	Intermediate Accounting II	04
ACC	303	Intermediate Accounting III	04
ACC	312B	Business Entities Taxation	04
ACC	331A	Cost Accounting	04
ACC	341B	Individual Taxation	04
ACC	411	Auditing, Systems, and Controls I	04
ACC	412	Auditing, Systems, and Controls II	04
ACC	431B	Governmental and Non-Profit Accounting	04
ACC	441	Advanced Accounting	04
ELECT	100A	Elective	04
INF	113	Electronic Spreadsheets	02
LAW	312	Advanced Business Law	04
MGT	431	Strategic Management	04
WRK	291B	Professional Career Strategies	01
WRK	495	Accounting Work Experience	04
BUSINESS REQUIREMENTS - 48 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
FIN	301A	Principles of Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MGT	311	Organizational Change	04
MGT	321	Management Information Systems	04
MKT	111B	Principles of Marketing	04
MTH	401	Statistical Methods	04
GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
SELECT 1 COURSE FROM THE FOLLOWING:			
SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
QUARTER HOURS REQUIRED FOR GRADUATION			**183**

The Finance, Project Management, and Psychology Minor courses are only offered in the online format.

This program is offered at the following Baker College campuses and extension: Allen Park, Auburn Hills, Cadillac, Clinton Township, Coldwater, Flint, Jackson, Muskegon, Owosso, Port Huron.

COMPUTER INFORMATION SYSTEMS MINOR

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

FINANCE MINOR

This minor is offered at the following Baker College campuses and extension: Auburn Hills, Cadillac, Clinton Township, Coldwater, Flint, Jackson, Muskegon, Owosso.

FLEX-STUDIES MINOR

This minor is offered at the following Baker College campuses and extension: Allen Park, Auburn Hills, Cadillac, Clinton Township, Coldwater, Flint, Jackson, Muskegon, Owosso, Port Huron.

HUMAN RESOURCE MANAGEMENT MINOR

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Muskegon.

MANAGEMENT, MARKETING, MEDICAL OFFICE MINORS

These minors are offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

PROJECT MANAGEMENT, PSYCHOLOGY MINORS

These minors are offered at the following Baker College campuses and extension: Auburn Hills, Cadillac, Clinton Township, Coldwater, Jackson, Muskegon, Owosso.

Human Resource Management
Bachelor of Business Administration

ACCREDITED BY IACBE

This program offers an opportunity for students to acquire a career focused human resource management undergraduate degree with an integrative approach to understanding various human resource management functions. This program provides an intensive strategic understanding of workforce planning and development, compensations and benefits; global human resource management; and employee health and safety.

Course Number		Course Title	Quarter Hours
HUMAN RESOURCE MAJOR - 41 HOURS			
HRM	215	Securing Human Resources	04
HRM	225	Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315	Evaluating Human Resources	04
HRM	401	Human Resources and Employment Law	04
HRM	435B	International Human Resource Management	04

HRM	491	Strategic Human Resource Management	04
MGT	212	Human Resource Management	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

WRK	201	Internship	04
WRK	211	Cooperative Education I	04

BUSINESS REQUIREMENTS - 48 HOURS

ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
FIN	301A	Principles of Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MGT	321	Management Information Systems	04
MKT	111B	Principles of Marketing	04
MTH	401	Statistical Methods	04

SELECT 1 COURSE FROM THE FOLLOWING:

MGT	301	Organizational Behavior	04
MGT	311	Organizational Change	04

GENERAL EDUCATION REQUIREMENTS - 72 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

SELECT 1 OF THE FOLLOWING MINORS:

ACCOUNTING MINOR - 24 HOURS

ACC	241	Accounting Concepts	04
ACC	301	Intermediate Accounting I	04

SELECT 4 COURSES FROM THE FOLLOWING:

ACC	231	Computerized Accounting	04
ACC	251	Payroll Accounting	04
ACC	295	Bookkeeper Certification Prep	04
ACC	302	Intermediate Accounting II	04
ACC	303	Intermediate Accounting III	04
ACC	312B	Business Entities Taxation	04
ACC	331A	Cost Accounting	04
ACC	341B	Individual Taxation	04
ACC	411	Auditing, Systems, and Controls I	04
ACC	412	Auditing, Systems, and Controls II	04
ACC	431B	Governmental and Non-Profit Accounting	04
ACC	441	Advanced Accounting	04

QUARTER HOURS REQUIRED FOR GRADUATION   **185**

COMPUTER INFORMATION SYSTEMS MINOR - 24 HOURS

CIS	251	Systems Development Methods	04
CIS	302A	Intermediate Database Management	04
CIS	310	Visual BASIC	04
CIS	313A	Intermediate Spreadsheets	04

CIS	314	Advanced Software Solutions	04
CS	111	Introduction to Programming	04

QUARTER HOURS REQUIRED FOR GRADUATION   **185**

FINANCE MINOR - 24 HOURS

ACC	241	Accounting Concepts	04

SELECT 5 COURSES FROM THE FOLLOWING:

FIN	315	Risk Management	04
FIN	325	Banking and Financial Institutions	04
FIN	341	Credit Analysis and Commercial Lending	04
FIN	355	Financial Markets	04
FIN	401	Personal Financial Planning	04
FIN	451A	International Financial Management	04
FIN	461	Investment Management	04
FIN	471	Financial Statement Analysis	04

QUARTER HOURS REQUIRED FOR GRADUATION   **185**

FLEX-STUDIES MINOR - 24 HOURS

FLEX	1	Flex Studies	04
FLEX	2	Flex Studies	04
FLEX	3	Flex Studies	04
FLEX	4	Flex Studies	04
FLEX	5	Flex Studies	04
FLEX	6	Flex Studies	04

QUARTER HOURS REQUIRED FOR GRADUATION   **185**

5 YEAR MBA PROGRAM - 25 HOURS

BUS	572	Human Resource Management	04
BUS	609	Graduate Seminar	01
BUS	615	Human Behavior Management of Organizations	04
BUS	630	Accounting for the Contemporary Manager	04
BUS	660	The Marketing Environment	04
BUS	675	Management Information Systems	04
BUS	678	Research and Statistics for Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION   **186**

MANAGEMENT MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

MGT	211	Management and Supervision	04
MGT	222	Management Seminar	04
MGT	250	Conflict Management	04
MGT	350	Services Management	04
MGT	405	Contemporary Management Strategies	04
MGT	422	Operations Management	04
MGT	431	Strategic Management	04
MGT	442	Global Management	04

QUARTER HOURS REQUIRED FOR GRADUATION   **185**

MARKETING MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	291	Marketing Seminar	04
MKT	312	Consumer Behavior	04
MKT	401	Marketing Research	04
MKT	402	Advertising Management	04
MKT	421	Marketing Management	04

QUARTER HOURS REQUIRED FOR GRADUATION   **185**

MEDICAL OFFICE MINOR - 24 HOURS

HSC	102	BLS Provider Training and First Aid	01
HSC	104	Introduction to Disease	04
HSC	111	Introduction to Health Care	04
HSC	161	Legal Concepts to Medical Practice	02
MED	103	Medical Terminology	04
MED	106	Asepsis	01
MED	109	Physician's Office Coding	02
MIS	101	Overview of Medical Insurance	02
SCI	100E	Basic Human Anatomy	04

QUARTER HOURS REQUIRED FOR GRADUATION   **185**

PROJECT MANAGEMENT MINOR - 24 HOURS

PPM	301	Project Management	04
PPM	311	Project Planning	04
PPM	321	Negotiation Strategies	04
PPM	401	Project Cost and Budget Management	04
PPM	411	Leading Project Teams	04
PPM	421	Contracting and Procurement for Project Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION　　**185**

PSYCHOLOGY MINOR - 24 HOURS

PSY	121	History of Psychology	04

SELECT 5 COURSES FROM THE FOLLOWING:

PSY	201A	Cognitive-Behavior Therapy	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	281	Stress Management	04
PSY	311	Abnormal Psychology	04
PSY	331	Human Development I	04
PSY	335	Human Sexuality	04
PSY	350	Child Psychology	04
PSY	401	Social Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION　　**185**

The Finance, Project Management, and Psychology Minor courses are only offered in the online format.

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Muskegon.

ACCOUNTING, COMPUTER INFORMATION SYSTEMS, FLEX-STUDIES, 5 YEAR MBA PROGRAM, MANAGEMENT, MARKETING, MEDICAL OFFICE MINORS

These minors and program are offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Muskegon.

FINANCE, PROJECT MANAGEMENT, PSYCHOLOGY MINORS

These minors are offered at the following Baker College campuses: Auburn Hills, Clinton Township, Muskegon.

Management

Bachelor of Business Administration

ACCREDITED BY IACBE

The major objective of the management program is to train broadly competent administrators for service in a wide variety of organizations public or private, product or service oriented, profit or not for profit. To accomplish this basic objective, this program offers students the opportunity to acquire knowledge about the management of human and physical resources and to acquire skills useful in the management of any organization. This program emphasizes the importance of effective oral and written communication, teamwork, decision making, entrepreneurial management, and diversity in the business environment. In addition, this program introduces students to the application and strategic use of the acquired knowledge and skills in areas such as personnel management, organizational behavior, production management, international business, and small business.

Course Number		Course Title	Quarter Hours

MANAGEMENT MAJOR - 45 HOURS

MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04
MGT	222	Management Seminar	04
MGT	250	Conflict Management	04
MGT	422	Operations Management	04
MGT	431	Strategic Management	04
MGT	442	Global Management	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

MGT	151	Introduction to E-Business	04
MGT	231	Small Business Management	04

SELECT 1 COURSE FROM THE FOLLOWING:

MGT	114	Customer Service	04
MGT	241	Business Success Seminar	04

SELECT 1 COURSE FROM THE FOLLOWING:

MGT	350	Services Management	04
MGT	405	Contemporary Management Strategies	04

SELECT 1 COURSE FROM THE FOLLOWING:

WRK	201	Internship	04
WRK	211	Cooperative Education I	04

BUSINESS REQUIREMENTS - 48 HOURS

ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
FIN	301A	Principles of Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MGT	321	Management Information Systems	04
MKT	111B	Principles of Marketing	04
MTH	401	Statistical Methods	04

SELECT 1 COURSE FROM THE FOLLOWING:

MGT	301	Organizational Behavior	04
MGT	311	Organizational Change	04

GENERAL EDUCATION REQUIREMENTS - 72 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

SELECT 1 OF THE FOLLOWING MINORS:

ACCOUNTING MINOR - 24 HOURS

ACC	241	Accounting Concepts	04
ACC	301	Intermediate Accounting I	04

SELECT 4 COURSES FROM THE FOLLOWING:

ACC	231	Computerized Accounting	04
ACC	251	Payroll Accounting	04
ACC	295	Bookkeeper Certification Prep	04
ACC	302	Intermediate Accounting II	04
ACC	303	Intermediate Accounting III	04
ACC	312B	Business Entities Taxation	04
ACC	331A	Cost Accounting	04
ACC	341B	Individual Taxation	04
ACC	411	Auditing, Systems, and Controls I	04
ACC	412	Auditing, Systems, and Controls II	04
ACC	431B	Governmental and Non-Profit Accounting	04
ACC	441	Advanced Accounting	04

QUARTER HOURS REQUIRED FOR GRADUATION　　**189**

COMPUTER INFORMATION SYSTEMS MINOR - 24 HOURS

CIS	251	Systems Development Methods	04
CIS	302A	Intermediate Database Management	04
CIS	310	Visual BASIC	04
CIS	313A	Intermediate Spreadsheets	04
CIS	314	Advanced Software Solutions	04
CS	111	Introduction to Programming	04

QUARTER HOURS REQUIRED FOR GRADUATION   **189**

FINANCE MINOR - 24 HOURS

ACC	241	Accounting Concepts	04

SELECT 5 COURSES FROM THE FOLLOWING:

FIN	315	Risk Management	04
FIN	325	Banking and Financial Institutions	04
FIN	341	Credit Analysis and Commercial Lending	04
FIN	355	Financial Markets	04
FIN	401	Personal Financial Planning	04
FIN	451A	International Financial Management	04
FIN	461	Investment Management	04
FIN	471	Financial Statement Analysis	04

QUARTER HOURS REQUIRED FOR GRADUATION   **189**

FLEX-STUDIES MINOR - 24 HOURS

FLEX	1	Flex Studies	04
FLEX	2	Flex Studies	04
FLEX	3	Flex Studies	04
FLEX	4	Flex Studies	04
FLEX	5	Flex Studies	04
FLEX	6	Flex Studies	04

QUARTER HOURS REQUIRED FOR GRADUATION   **189**

HUMAN RESOURCE MANAGEMENT MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

HRM	215	Securing Human Resources	04
HRM	225	Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315	Evaluating Human Resources	04
HRM	401	Human Resources and Employment Law	04
HRM	435B	International Human Resource Management	04
HRM	491	Strategic Human Resource Management	04

QUARTER HOURS REQUIRED FOR GRADUATION   **189**

5 YEAR MBA PROGRAM - 25 HOURS

BUS	572	Human Resource Management	04
BUS	609	Graduate Seminar	01
BUS	615	Human Behavior Management of Organizations	04
BUS	630	Accounting for the Contemporary Manager	04
BUS	660	The Marketing Environment	04
BUS	675	Management Information Systems	04
BUS	678	Research and Statistics for Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION   **190**

MARKETING MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	291	Marketing Seminar	04
MKT	312	Consumer Behavior	04
MKT	401	Marketing Research	04
MKT	402	Advertising Management	04
MKT	421	Marketing Management	04

QUARTER HOURS REQUIRED FOR GRADUATION   **189**

MEDICAL OFFICE MINOR - 24 HOURS

HSC	102	BLS Provider Training and First Aid	01
HSC	104	Introduction to Disease	04
HSC	111	Introduction to Health Care	04
HSC	161	Legal Concepts to Medical Practice	02
MED	103	Medical Terminology	04
MED	106	Asepsis	01
MED	109	Physician's Office Coding	02
MIS	101	Overview of Medical Insurance	02
SCI	100E	Basic Human Anatomy	04

QUARTER HOURS REQUIRED FOR GRADUATION   **189**

PROJECT MANAGEMENT MINOR - 24 HOURS

PPM	301	Project Management	04
PPM	311	Project Planning	04
PPM	321	Negotiation Strategies	04
PPM	401	Project Cost and Budget Management	04
PPM	411	Leading Project Teams	04
PPM	421	Contracting and Procurement for Project Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION   **189**

PSYCHOLOGY MINOR - 24 HOURS

PSY	121	History of Psychology	04

SELECT 5 COURSES FROM THE FOLLOWING:

PSY	201A	Cognitive-Behavior Therapy	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	281	Stress Management	04
PSY	311	Abnormal Psychology	04
PSY	331	Human Development I	04
PSY	335	Human Sexuality	04
PSY	350	Child Psychology	04
PSY	401	Social Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **189**

The Finance, Project Management, and Psychology Minor courses are only offered in the online format.

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

ACCOUNTING, COMPUTER INFORMATION SYSTEMS, FLEX-STUDIES, 5 YEAR MBA PROGRAM, MARKETING, MEDICAL OFFICE MINORS

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

FINANCE MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso.

HUMAN RESOURCE MANAGEMENT MINOR

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Jackson, Muskegon.

PROJECT MANAGEMENT, PSYCHOLOGY MINORS

These minors are offered at the following Baker College campuses: Auburn Hills, Cadillac, Clinton Township, Jackson, Muskegon, Owosso.

Marketing
Bachelor of Business Administration

Marketers provide the link between businesses that have goods and services to sell and customers who want to purchase them. The marketing process involves a variety of activities, including research, strategic planning, product development, sales management, and marketing communications. Students in this program will participate in active learning and demonstrate an understanding of basic business principles using case studies, business simulations; use computer technology and demonstrate communication skills in preparing spreadsheets, writing reports, analyzing business problems, and preparing professional presentations; develop and demonstrate ethical values, a global perspective, and human relations skills through individual and team activities in class and in business situations. This degree offers a solid background in the concepts of marketing and business. A marketing degree can lead to a career in such areas as marketing management, marketing research, personal selling and sales management, retail merchandising and management, and promotional strategy and management.

Course Number		Course Title	Quarter Hours
MARKETING MAJOR - 41 HOURS			
MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	291	Marketing Seminar	04
MKT	312	Consumer Behavior	04
MKT	401	Marketing Research	04
MKT	402	Advertising Management	04
MKT	421	Marketing Management	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
MGT	114	Customer Service	04
MGT	231	Small Business Management	04
MGT	241	Business Success Seminar	04
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
BUSINESS REQUIREMENTS - 48 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
FIN	301A	Principles of Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MGT	311	Organizational Change	04
MGT	321	Management Information Systems	04
MKT	111B	Principles of Marketing	04
MTH	401	Statistical Methods	04
GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
SELECT 1 COURSE FROM THE FOLLOWING:			
SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
SELECT 1 OF THE FOLLOWING MINORS:			
ACCOUNTING MINOR - 24 HOURS			
ACC	241	Accounting Concepts	04
ACC	301	Intermediate Accounting I	04
SELECT 4 COURSES FROM THE FOLLOWING:			
ACC	231	Computerized Accounting	04
ACC	251	Payroll Accounting	04
ACC	295	Bookkeeper Certification Prep	04
ACC	302	Intermediate Accounting II	04
ACC	303	Intermediate Accounting III	04
ACC	312B	Business Entities Taxation	04
ACC	331A	Cost Accounting	04
ACC	341B	Individual Taxation	04
ACC	411	Auditing, Systems, and Controls I	04
ACC	412	Auditing, Systems, and Controls II	04
ACC	431B	Governmental and Non-Profit Accounting	04
ACC	441	Advanced Accounting	04
QUARTER HOURS REQUIRED FOR GRADUATION			**185**
COMPUTER INFORMATION SYSTEMS MINOR - 24 HOURS			
CIS	251	Systems Development Methods	04
CIS	302A	Intermediate Database Management	04
CIS	310	Visual BASIC	04
CIS	313A	Intermediate Spreadsheets	04
CIS	314	Advanced Software Solutions	04
CS	111	Introduction to Programming	04
QUARTER HOURS REQUIRED FOR GRADUATION			**185**
FINANCE MINOR - 24 HOURS			
ACC	241	Accounting Concepts	04
SELECT 5 COURSES FROM THE FOLLOWING:			
FIN	315	Risk Management	04
FIN	325	Banking and Financial Institutions	04
FIN	341	Credit Analysis and Commercial Lending	04
FIN	355	Financial Markets	04
FIN	401	Personal Financial Planning	04
FIN	451A	International Financial Management	04
FIN	461	Investment Management	04
FIN	471	Financial Statement Analysis	04
QUARTER HOURS REQUIRED FOR GRADUATION			**185**
FLEX-STUDIES MINOR - 24 HOURS			
FLEX	1	Flex Studies	04
FLEX	2	Flex Studies	04
FLEX	3	Flex Studies	04
FLEX	4	Flex Studies	04
FLEX	5	Flex Studies	04
FLEX	6	Flex Studies	04
QUARTER HOURS REQUIRED FOR GRADUATION			**185**
HUMAN RESOURCE MANAGEMENT MINOR - 24 HOURS			
SELECT 6 COURSES FROM THE FOLLOWING:			
HRM	215	Securing Human Resources	04
HRM	225	Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315	Evaluating Human Resources	04
HRM	401	Human Resources and Employment Law	04
HRM	435B	International Human Resource Management	04
HRM	491	Strategic Human Resource Management	04
MGT	212	Human Resource Management	04
QUARTER HOURS REQUIRED FOR GRADUATION			**185**

5 YEAR MBA PROGRAM - 25 HOURS

BUS	572	Human Resource Management	04
BUS	609	Graduate Seminar	01
BUS	615	Human Behavior Management of Organizations	04
BUS	630	Accounting for the Contemporary Manager	04
BUS	660	The Marketing Environment	04
BUS	675	Management Information Systems	04
BUS	678	Research and Statistics for Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION **186**

MANAGEMENT MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04
MGT	222	Management Seminar	04
MGT	250	Conflict Management	04
MGT	350	Services Management	04
MGT	405	Contemporary Management Strategies	04
MGT	422	Operations Management	04
MGT	431	Strategic Management	04
MGT	442	Global Management	04

QUARTER HOURS REQUIRED FOR GRADUATION **185**

MEDICAL OFFICE MINOR - 24 HOURS

HSC	102	BLS Provider Training and First Aid	01
HSC	104	Introduction to Disease	04
HSC	111	Introduction to Health Care	04
HSC	161	Legal Concepts to Medical Practice	02
MED	103	Medical Terminology	04
MED	106	Asepsis	01
MED	109	Physician's Office Coding	02
MIS	101	Overview of Medical Insurance	02
SCI	100E	Basic Human Anatomy	04

QUARTER HOURS REQUIRED FOR GRADUATION **185**

PROJECT MANAGEMENT MINOR - 24 HOURS

PPM	301	Project Management	04
PPM	311	Project Planning	04
PPM	321	Negotiation Strategies	04
PPM	401	Project Cost and Budget Management	04
PPM	411	Leading Project Teams	04
PPM	421	Contracting and Procurement for Project Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION **185**

PSYCHOLOGY MINOR - 24 HOURS

PSY	121	History of Psychology	04

SELECT 5 COURSES FROM THE FOLLOWING:

PSY	201A	Cognitive-Behavior Therapy	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	281	Stress Management	04
PSY	311	Abnormal Psychology	04
PSY	331	Human Development I	04
PSY	335	Human Sexuality	04
PSY	350	Child Psychology	04
PSY	401	Social Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION **185**

The Finance, Project Management, and Psychology Minor courses are only offered in the online format.

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Flint, Muskegon, Owosso, Port Huron.

ACCOUNTING, COMPUTER INFORMATION SYSTEMS, FLEX-STUDIES, 5 YEAR MBA PROGRAM, MANAGEMENT, MEDICAL OFFICE MINORS

These minors are offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Flint, Muskegon, Owosso, Port Huron.

FINANCE MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Muskegon, Owosso.

HUMAN RESOURCE MANAGEMENT MINOR

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Muskegon, Port Huron.

PROJECT MANAGEMENT, PSYCHOLOGY MINORS

These minors are offered at the following Baker College campuses: Auburn Hills, Clinton Township, Muskegon, Owosso.

Business Administration Accelerated Program
Bachelor of Business Administration

This program provides an opportunity for a holder of an associate's degree or equivalent, with significant full-time work experience, to earn a baccalaureate degree at an accelerated pace. This program is designed for the working professional and combines core coursework with experiential credit to provide a contemporary business degree for today's business environment. For more details on application requirements see the Admissions Procedures section in the catalog. Elective credit requirements may be satisfied through portfolio, transfer credit, or additional coursework.

PROGRAM CONDITIONAL REQUIREMENTS

File approved by Dean	
Resume/Work experience	
Writing sample	
Associate's Degree in Business	90

Course Number	Course Title		Quarter Hours

BUSINESS ADMINISTRATION MAJOR - 33 HOURS

BUS	301	Accelerated Program Workshop	01
BUS	311	Accounting for Managers	06
BUS	371	Financial Analysis and Applications	06
BUS	401	International Business	06
BUS	421	Marketing Management	06
BUS	431	Management Strategy	06
BUS	499A	Integration Portfolio	02

GENERAL EDUCATION REQUIREMENTS - 46 HOURS

ECN	301R	International Economics	06
ELECT 111A		Scientific Inquiry Elective	04
ELECT 141A		Personal and Social Environments Elective	04
HUM	401A	Philosophy of Ethics	04
MTH	312R	Research and Statistics	06
PSY	231R	Organizational Psychology	06
SOC	321R	Cultural Diversity	06
WRI	312R	Research Writing	06

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
ELECTIVE CREDIT			11

QUARTER HOURS REQUIRED FOR GRADUATION **180**

This program is offered at the following Baker College campuses and extensions: Allen Park, Auburn Hills, Cass City, Clinton Township, Flint, Jackson, Owosso, Port Huron, West Branch.

Business Leadership Accelerated Program

Bachelor of Business Leadership

This program provides an opportunity for the holder of an approved associate's degree or equivalent, with significant full-time work experience, to earn a baccalaureate degree at an accelerated pace. This degree will blend concepts and practical application, preparing the graduate for a position in business or organizational leadership.

PROGRAM CONDITIONAL REQUIREMENTS

File approved by Dean	
Resume/Work experience	
Writing sample	
Associate's Degree	90

Course Number	Course Title	Quarter Hours

BUSINESS LEADERSHIP MAJOR - 33 HOURS

ACC	351R	Accounting and Financial Management	06
BUS	301	Accelerated Program Workshop	01
BUS	499A	Integration Portfolio	02
HRM	401R	Human Resources and Employment Law	06
MGT	414R	Strategic Leadership	06
MGT	451R	Management Styles and Strategies	06
MKT	431R	Marketing Strategies	06

GENERAL EDUCATION REQUIREMENTS - 46 HOURS

ECN	301R	International Economics	06
ELECT	111A	Scientific Inquiry Elective	04
ELECT	141A	Personal and Social Environments Elective	04
HUM	401A	Philosophy of Ethics	04
MTH	312R	Research and Statistics	06
PSY	231R	Organizational Psychology	06
SOC	321R	Cultural Diversity	06
WRI	312R	Research Writing	06

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
ELECTIVE CREDIT			11

QUARTER HOURS REQUIRED FOR GRADUATION — 180

This program is offered at the following Baker College campuses: Auburn Hills, Cadillac, Clinton Township.

Food and Beverage Management

Bachelor of Food and Beverage Management

This program prepares graduates for positions as general food service managers, restaurant and dining room managers, large-volume kitchen managers, banquet and catering directors, catering and event directors/coordinators, food service owners/operators, and potential culinary/food and beverage educators.

Skilled graduates will be employed by commercial and private restaurants, hotels, hospitals, deli and catering operations, schools, and in corporate food settings. Food and beverage managers are responsible for the total management of a food service operation. Typical duties include staff selection and training, menu planning, purchasing and inventory control, coordination of marketing activities, dining room management, and the overall management of a food service operation. Instruction is provided through a combination of classroom, hands-on laboratory, and cooperative education experience.

Course Number	Course Title	Quarter Hours

FOOD AND BEVERAGE MANAGEMENT MAJOR - 138 HOURS

ACC	121	Fundamentals of Accounting I	04
BPA	111	Baking Techniques I	06
CUL	100	Culinary Portfolio Prep	01
CUL	105	Introduction to Gastronomy	02
CUL	110	Product Identification	02
CUL	115	Culinary Math	02
CUL	131B	Food Safety	02
CUL	141	Nutrition	02
CUL	151	Culinary Skills I	08
CUL	152	Culinary Skills II	08
CUL	153	Culinary Skills III	08
CUL	202A	Bar and Beverage Service	04
CUL	221	Purchasing and Cost Control	04
CUL	222A	Table Service	08
CUL	271	Culinary Portfolio	02
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FBM	221	Menu Planning and Analysis	04
FBM	241	Food and Beverage Management	04
FBM	281	Restaurant Operations	08
FBM	331A	Hospitality Marketing	04
FBM	341	Wine and Viticulture	06
FBM	351A	Banquet Meeting and Planning	04
FBM	401	Hospitality Human Resource Management	04
FBM	441	Hospitality Ownership and Entrepreneurship	04
FBM	451A	Controlling and Analyzing Foodservice Operational Costs	04
MGT	101	Introduction to Business	04
MGT	211	Management and Supervision	04
MKT	201	Sales	04
WRK	286	Food and Beverage Management Work Experience	06
WRK	291B	Professional Career Strategies	01
WRK	486	Food and Beverage Management Externship	06

GENERAL EDUCATION REQUIREMENTS - 72 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	101	Human Relations	04
PSY	231	Organizational Psychology	04
SCI	451	Environmental Science	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SPK	401	Presentational Speaking	04
SPN	101	Spanish I	04
SPN	102	Spanish II	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04

QUARTER HOURS REQUIRED FOR GRADUATION — 210

This program is offered at the following Baker College campus: Muskegon.

Leadership in Public Safety Accelerated Program
Bachelor of Leadership

ACCREDITED BY IACBE

This program provides an opportunity for a holder of an approved associate's degree or equivalent, with significant full-time work experience in a public safety environment, to earn a baccalaureate degree at an accelerated pace. This program provides students with an advanced understanding and application of the fundamentals of business management and leadership in today's global, diverse, highly competitive, and rapidly changing environment, thereby preparing them for successful careers as leaders in the area of Public Safety.

ASSOCIATE'S DEGREE OR APPROVED EQUIVALENT OF 90 CREDIT HOURS FROM AN ACCREDITED INSTITUTION, INCLUDING THE REQUIRED CORE COURSES BELOW. (MINIMUM GPA 2.0)

PROGRAM CONDITIONAL REQUIREMENTS

File approved by Dean		
Resume/Work experience		
Writing sample		
Associate's Degree		90

Course Number	Course Title	Quarter Hours

MAJOR CORE - 27 HOURS

Course Number		Course Title	Quarter Hours
BUS	301	Accelerated Program Workshop	01
BUS	499A	Integration Portfolio	02
HRM	401R	Human Resources and Employment Law	06
MGT	445R	Administration and Public Policy	06
MGT	446R	Current Issues in Management and Budgeting in Public Safety	06
MGT	451R	Management Styles and Strategies	06

GENERAL EDUCATION CORE – 48 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	141A	Personal and Social Environments Elective	04
HUM	401A	Philosophy of Ethics	04
MTH	312R	Research and Statistics	06
PSY	231R	Organizational Psychology	06
SOC	321R	Cultural Diversity	06
SOC	325R	Current Topics in Global Terrorism	06
SPK	435R	Effective Communication in Crisis Environments	06
WRI	312R	Research Writing	06
ELECTIVE CREDIT			15

QUARTER HOURS REQUIRED FOR GRADUATION **180**

This program is offered at the following Baker College campus: Clinton Township.

Legal Studies
Bachelor of Science in Legal Studies

This program offers students the opportunity to obtain a Bachelor of Science in Legal Studies and receive a quality higher education and appropriate training to enable them to be successful in their careers as paralegals. This program provides students with practical paralegal skills in conjunction with a well-rounded education in anticipation of their service in a modern, multicultural society. Highly competent graduates will be able to assist attorneys in various areas of law and in diverse legal settings. These objectives are met through carefully designed, application-driven academic requirements; practical internship experience; and academic advising throughout the program.

A paralegal is qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals may not provide legal services directly to the public except as permitted by law.

This program has been approved by the American Bar Association at the Auburn Hills campus only.

Course Number		Course Title	Quarter Hours

LEGAL STUDIES MAJOR - 110 HOURS

ACC	121	Fundamentals of Accounting I	04
MGT	250	Conflict Management	04
PAR	101	Law, Legal Profession, and Terminology	04
PAR	111	Legal Writing, Research, and Analysis I	04
PAR	112	Legal Writing, Research, and Analysis II	04
PAR	113A	Legal Writing, Research, and Analysis III	04
PAR	131	Law Office Management and Ethics	04
PAR	201	Torts	04
PAR	211	Criminal Law and Procedures	04
PAR	221	Business Organizations	04
PAR	231A	Wills, Trust, and Probate Administration	04
PAR	241	Contract Law	04
PAR	291	Civil Litigation	04
PAR	299	Paralegal Seminar	01
PAR	321	Family Law	04
PAR	341	Elder Law	04
PAR	351	Property and Real Estate Law	04
PAR	361	Employment and Labor Law	04
PAR	371	Debtor/Creditor Law (Bankruptcy)	04
PAR	421	Administrative Law	04
PAR	431	Legal Technology and Software	04
PAR	491	Evidence (Litigation II)	04
POL	201A	American Political Systems	04
SOC	201	Sociology	04
WRK	215	Paralegal Work Experience	04
WRK	291B	Professional Career Strategies	01

SELECT 2 COURSES FROM THE FOLLOWING:

PAR	335	Health Care and Insurance Law	04
PAR	345	Alternative Dispute Resolution	04
PAR	435	Immigration Law	04
PAR	445	Intellectual Property Law	04

SELECT 1 COURSE FROM THE FOLLOWING:

ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
ITP	111	American Sign Language I	04
MED	103	Medical Terminology	04

GENERAL EDUCATION REQUIREMENTS - 72 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04

SELECT 2 COURSES FROM THE FOLLOWING:

ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	411	Studies in Literature	04

SELECT 2 COURSES FROM THE FOLLOWING:

GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
GER	101	Conversational German I	04
GER	102	Conversational German II	04
HIS	301	Women's Studies	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04

HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
POL	401	International Relations	04
SPN	101	Spanish I	04
SPN	102	Spanish II	04
SPN	103	Spanish III	04

SELECT 1 COURSE FROM THE FOLLOWING:

| PSY | 101 | Human Relations | 04 |
| PSY | 111 | General Psychology | 04 |

SELECT 2 COURSES FROM THE FOLLOWING:

PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	335	Human Sexuality	04
PSY	351	Adolescent Psychology	04
PSY	401	Social Psychology	04
SOC	301	Social Problems	04

SELECT 1 COURSE FROM THE FOLLOWING:

SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

SELECT 1 COURSE FROM THE FOLLOWING:

| SPK | 211 | Group Dynamics | 04 |
| SPK | 401 | Presentational Speaking | 04 |

QUARTER HOURS REQUIRED FOR GRADUATION   **182**

This program is offered at the following Baker College campus: Auburn Hills.

Business Administration Electives

OFFICE ADMINISTRATION ELECTIVES

GRC	121	Introduction to Desktop Publishing	04
GRC	131A	Introduction to Graphic Imaging	04
MED	103	Medical Terminology	04
MED	241	Practice Management	04
MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04
MKT	111B	Principles of Marketing	04
MKT	201	Sales	04
PAR	101	Law, Legal Profession, and Terminology	04
PAR	111	Legal Writing, Research, and Analysis I	04
PAR	131	Law Office Management and Ethics	04
PAR	201	Torts	04
PAR	211	Criminal Law and Procedures	04
PAR	221	Business Organizations	04
PAR	231A	Wills, Trust, and Probate Administration	04

General Education Electives

COMMUNICATION ELECTIVES

ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04

GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES

ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
ITP	111	American Sign Language I	04
ITP	112	American Sign Language II	04
POL	401	International Relations	04
SOC	341	Global Perspectives	04
SPN	101	Spanish I	04
SPN	102	Spanish II	04
SPN	103	Spanish III	04

PERSONAL AND SOCIAL ENVIRONMENTS ELECTIVES

POL	201A	American Political Systems	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	335	Human Sexuality	04
PSY	351	Adolescent Psychology	04
PSY	401	Social Psychology	04
SOC	201	Sociology	04
SOC	301	Social Problems	04

SCIENTIFIC INQUIRY ELECTIVES

SCI	101C	Human Anatomy and Physiology I	05
SCI	111	Biology	05
SCI	215	Integrated Physics	04
SCI	220A	Microbiology	05
SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
SCI	251	General Physics I	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

Computer Information Systems Programs

CERTIFICATE
Cisco Networking with Wireless and VoIP
Computer Service Technician
Microsoft Networking Professional
Web Development

ASSOCIATE'S DEGREES
Associate of Applied Science
- Computer Animation
- Computer Networking Technology
    - Cisco Option
    - Microsoft Option
- Computer Programming
- Computer Programming - Java Option
- Computer Systems and Internetworking Technology
- Computer Systems and Internetworking Technology – Cisco Option
- Cyber Security
- Digital Media Design
- Digital Video Production
- Information Technology Support Specialist
- Linux/Unix Systems Technology
- Web Development

BACHELOR'S DEGREES
Bachelor of Computer Science
- Computer Science
- Game Software Development

Bachelor of Digital Media Technology
- Digital Media Design
- Digital Video Production

Bachelor of Information Systems

Bachelor of Information Technology and Security
- Cyber Defense
- Information Technology and Security

General education requirements must be met for all certificates of substantial length (68 or more quarter hours), as well as associate and bachelor degree programs. All graduates must meet the general education outcome requirements established by each academic program. The general education requirements are listed below each program's requirements. In addition, any student who places into a developmental education course(s) must meet those course requirements within the first academic year, prior to enrolling in the college level general education course(s).

College Success Strategies (COL 111A) is required for all first-time freshmen. College Success Online (COL 112) is required for all Baker College Online first-time freshmen and for all students enrolled in an online certificate or degree program. These courses will inform students of campus services, policies and procedures, and address learning styles and study strategies.

Many of the courses and programs at Baker College are offered in an online delivery format. See page 119 for Baker College Online programs. Contact your campus Academic/Administrative Office for details about online courses.

If electives are indicated in a program, please refer to the list of Elective Options on page 58.

If general education electives are indicated in a program, please refer to the General Education Course Requirements on page 21. (General education electives may consist of one or more of the following General Education Outcomes: communication, mathematical reasoning, personal and social environments, computer literacy, global and cultural perspectives, and scientific inquiry.)

A new student may choose an "Undeclared but Degree Seeking" program. A student also may add a limited number of "Student Elected Classes" to his/her program with the approval of an academic advisor. Information about both of these options, including course and credit hour limitations, can be obtained in the Academic Office.

Information regarding double majors and/or minors is located on page 253. Contact your campus academic staff to discuss requirements.

Cisco Networking with Wireless and VoIP
Certificate

Wireless connectivity and VoIP (Internet-based telephone calling) are emerging leading edge technologies. This program will provide students with the framework and foundational skills necessary for employment in this expanding area. Many courses are hands-on, based on the Cisco Academy curriculum. Students will learn skills which will assist them in testing for the Cisco CCNA (Certified Network Associate), Wireless and VoIP certifications. Students also study materials preparing them to take the CompTIA A+, Network+, and Security+ certification.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 68 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CSC	121A	Network Fundamentals	04
CSC	221A	Routing Protocols and Concepts	08
CSC	222	Cisco Wireless Networking	04
CSC	223	Cisco Voice Networking	04
CSC	231A	LAN Switching and Wireless	08
CSC	241	WAN Design and Network Management	08
CSS	111	Introduction to Information System Security	04
CSS	211	Introduction to Network Security	04
ENG	101	Composition I	04
MTH	111	Introductory Algebra	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
SPK	201	Oral Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**68**

This program is offered at the following Baker College campus: Auburn Hills.

Computer Service Technician
Certificate

This program prepares students for entry-level positions as computer service/repair technicians and helps those currently employed update their knowledge of computer systems; learn about computer equipment and the networking software used to connect them. Typically, service technicians work in repair facilities or maintain equipment in the field. Other computer technicians are employed in manufacturing facilities. This program will help to prepare individuals to sit for qualifying examinations, which may lead to certification as a Microsoft Certified Technology Specialist (MCTS) or Microsoft Certified IT Professional (MCITP).

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 46 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	107B	Computer Operating Systems and Maintenance II	04
EET	111A	Electrical Technology	04
EET	115	DC Circuits	06
EET	136	Digital Circuits I	04
ENG	101	Composition I	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MNP	171	Windows Vista Configuration	04
MTH	111	Introductory Algebra	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
QUARTER HOURS REQUIRED FOR GRADUATION			**46**

This program is offered at the following Baker College campuses: Cadillac, Flint, Muskegon, Owosso.

Microsoft Networking Professional
Certificate

This program will help prepare individuals to sit for qualifying examinations which may lead to certification as a Microsoft Certified Technology Specialist (MCTS) or Microsoft Certified IT Professional (MCITP).

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 48 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	107B	Computer Operating Systems and Maintenance II	04
ENG	101	Composition I	04
MNP	171	Windows Vista Configuration	04
MNP	211	Configuring Windows Server 2008 Active Directory	04
MNP	221	Configuring Windows Server 2008 Network Infrastructure	04
MNP	231	Administering Windows Server 2008	04
MTH	111	Introductory Algebra	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**48**

This program is offered at the following Baker College campuses and extension: Allen Park, Auburn Hills, Cadillac, Clinton Township, Coldwater, Jackson, Muskegon, Owosso, Port Huron.

Web Development
Certificate

This program will provide students with the background and foundation skills required for developing and implementing World Wide Web (WWW) sites for public and private organizations.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 60 HOURS			
CS	111	Introduction to Programming	04
ENG	101	Composition I	04
ENG	102	Composition II	04
GRC	131A	Introduction to Graphic Imaging	04
INF	114A	Introduction to Database Applications	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WEB	111A	HTML Programming	04
WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WEB	211	Web Scripting	04
WEB	221	Interactive Web Design	04
WEB	222	Internet Commerce	04
WEB	231	Server-side Programming	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**60**

Due to sequence and availability of courses, this program cannot be completed in one year.

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Muskegon, Port Huron.

Computer Animation
Associate of Applied Science Degree

Computer animation skills are in high demand in our media rich society. The explosion of the Internet, animated movies, and other interactive media such as cable and computer gaming have created enormous demand for computing specialists with animation skills. The associate's degree of Computer Animation prepares students foundationally for careers in interactive media, Web design, 3D modeling and animation, video game development, and 2D motion graphic effects. The program will provide students with practical job skills in graphics and Web design and in state-of-the-art computer animation and visual effects software.

Course Number		Course Title	Quarter Hours
COMPUTER ANIMATION MAJOR - 63 HOURS			
CAP	101	Concept and Character Development	04
CAP	151	Introduction to Computer Animation	04
CAP	161	Digital Imaging for Animation	04
CAP	201A	Computer Animation I	06
CAP	202	Computer Animation II	04
CAP	203	Computer Animation III	04
CAP	211	Interactive Design and Game Development	04
CAP	271	Computer Animation Portfolio Project	04
GRC	101A	Introduction to Graphic Communications	04
GRC	131A	Introduction to Graphic Imaging	04
MTH	112	Intermediate Algebra	04
WEB	111A	HTML Programming	04
WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	141A	Microsoft PowerPoint	02
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**95**

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint.

Computer Networking Technology Cisco Option
Associate of Applied Science Degree

The Associate of Computer Networking Technology (CISCO option) is a CISCO Networking Academy Partner program that prepares students for careers in designing, building, and maintaining computer networks. This degree provides a practical framework that incorporates training in CISCO networking products specifically and in the area of networking hardware and software infrastructure. This program will provide students with practical job skills, richly expanding their employment opportunities in these critical job areas. Students who successfully complete this two-year program will be prepared to sit for the CompTIA Network+ and CCNA (Cisco Certified Network Associate) certifications.

Course Number		Course Title	Quarter Hours
COMPUTER NETWORKING TECHNOLOGY-CISCO MAJOR - 73 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CSC	121A	Network Fundamentals	04
CSC	221A	Routing Protocols and Concepts	08
CSC	231A	LAN Switching and Wireless	08
CSC	241	WAN Design and Network Management	08
CSS	211	Introduction to Network Security	04
LUX	205	Introduction to Linux/Unix	04
MNP	171	Windows Vista Configuration	04
MNP	221	Configuring Windows Server 2008 Network Infrastructure	04
MTH	112	Intermediate Algebra	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
CSC	222	Cisco Wireless Networking	04
NET	211	Wireless Networking	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CSC	223	Cisco Voice Networking	04
ELECT	105A	Computer Information Systems Elective	04
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 24 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**97**

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Muskegon, Port Huron.

Computer Networking Technology Microsoft Option
Associate of Applied Science Degree

Computer networking technology is one of the fastest growing markets for employment of individuals skilled in computer connectivity both through local and Internet sites, PC and server maintenance, system troubleshooting, and network security which are the foundations of this field. This program will help prepare individuals to sit for qualifying examinations that may lead to certification as a Microsoft Certified Technology Specialist (MCTS) or Microsoft Certified IT Professional (MCITP). Courses within this program also help prepare students for CompTIA's A+ and Network+ certifications.

Microsoft® IT Academy Program Member

Course Number		Course Title	Quarter Hours
COMPUTER NETWORKING TECHNOLOGY-MICROSOFT MAJOR - 69 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	107B	Computer Operating Systems and Maintenance II	04
CIS	331	Database Management Using SQL	04
CSS	211	Introduction to Network Security	04
ELECT	105A	Computer Information Systems Elective	04
ELECT	105B	Computer Information Systems Elective	04
LUX	205	Introduction to Linux/Unix	04
MNP	171	Windows Vista Configuration	04
MNP	211	Configuring Windows Server 2008 Active Directory	04
MNP	221	Configuring Windows Server 2008 Network Infrastructure	04
MNP	231	Administering Windows Server 2008	04
MTH	112	Intermediate Algebra	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
NET	211	Wireless Networking	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
CSC	121A	Network Fundamentals	04
NET	222	Introduction to Routers and Routing	04
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 24 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**93**

This program is offered at the following Baker College campuses and extension: Allen Park, Auburn Hills, Cadillac, Clinton Township, Coldwater, Flint, Jackson, Muskegon, Owosso, Port Huron.

Computer Programming
Associate of Applied Science Degree

Students with skills in computer science are in high demand to design and develop business information systems. Students in this program acquire skills in programming, systems analysis, and design. Instruction in multiple programming languages provides students with diverse, flexible, and employable skill sets in a variety of businesses and industries in positions such as programmers, developers, and systems analysts.

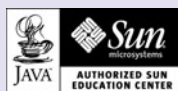| Course Number		Course Title	Quarter Hours
COMPUTER PROGRAMMING MAJOR - 69 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	119A	iSeries CL and File Design	04
CIS	251	Systems Development Methods	04
CIS	303A	Computer Architecture	04
CIS	331	Database Management Using SQL	04
CS	111	Introduction to Programming	04
CS	217A	C++ Programming	04
CS	218A	Object Oriented Programming With C++	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
MTH	124	Trigonometry	04
SOC	201	Sociology	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
CIS	132A	RPG IV	04
CS	241	Java Programming	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CIS	233A	Advanced RPG IV	04
CS	242	Advanced Java Programming	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CIS	310	Visual BASIC	04
WEB	111A	HTML Programming	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CIS	311	Advanced Visual BASIC	04
CS	332A	Advanced HTML Programming	04
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	101	Mathematics for Business	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**97**

This program is offered at the following Baker College campuses: Allen Park, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Computer Programming
Java Option
Associate of Applied Science Degree

Students with skills in computer science are in high demand to design and develop business information systems. Students in this program acquire skills in programming, systems analysis, and design based on the curricula developed under the Sun/Java Academic Initiative. This program concentrates instruction with the Java programming language while also introducing students to C++ and VisualBASIC programming concepts. The knowledge gained in this program provides students with the skill sets for employability in a variety of businesses and industries in positions such as programmers, developers, and systems analysts.

Course Number		Course Title	Quarter Hours
COMPUTER PROGRAMMING-JAVA MAJOR - 65 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	251	Systems Development Methods	04
CIS	310	Visual BASIC	04
CIS	331	Database Management Using SQL	04
CS	111	Introduction to Programming	04
CS	217A	C++ Programming	04
CS	221	Introduction to Java	04
CS	222	Programming with Java Technology	04
CS	223	Java Object Oriented Programming	04
ELECT	105A	Computer Information Systems Elective	04
ELECT	105B	Computer Information Systems Elective	04
ELECT	105C	Computer Information Systems Elective	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
MTH	124	Trigonometry	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	101	Mathematics for Business	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**97**

This program is offered at the following Baker College campus: Auburn Hills.

Computer Systems and
Internetworking Technology
Associate of Applied Science Degree

The Internet is the most powerful information system the world has ever known, and it is based upon the everyday use of both personal computers and routing technology. This program provides detailed training in both of these areas. Classroom and hands-on training focus on the skills required for two of today's most sought after computer certifications: CompTIA's A+ and the CCNA (Cisco Certified Network Associate). Students learn how to install, diagnose, and repair PC systems in addition to installing, configuring, and troubleshooting routers.

Course Number		Course Title	Quarter Hours
COMPUTER SYSTEMS AND INTERNETWORKING MAJOR - 81 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	107B	Computer Operating Systems and Maintenance II	04
EET	111A	Electrical Technology	04
EET	115	DC Circuits	06
EET	125	AC Circuits	06
EET	136	Digital Circuits I	04
EET	211	Solid State Devices I	04
EET	216	Digital Circuits II	04
EET	221	Fiberoptics and Data Communications	04
EET	226A	Microprocessor/Microcontroller Fundamentals	04
MNP	171	Windows Vista Configuration	04
MTH	112	Intermediate Algebra	04
MTH	124	Trigonometry	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
NET	222	Introduction to Routers and Routing	04
NET	224	Advanced Routers and Routing	04
NET	226A	Designing Internetwork Solutions	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 24 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**105**

This program is offered at the following Baker College campuses: Flint, Owosso.

Computer Systems and Internetworking Technology - Cisco Option
Associate of Applied Science Degree

This program blends a subset of foundational electronics courses with routing courses offered in partnership with the CISCO Networking Academy. Upon completion of this two-year program, students will have the fundamental skills needed to diagnose, troubleshoot, and implement networks based on routing technologies. Graduates of this program will be prepared to sit for the CompTIA A+ and Network+, as well as the CCNA (Cisco Certified Network Associate) certifications which may enhance career opportunities in networking and electronics. Students interested in developing or refining basic skills needed to design and support today's growing Internet-based networks will find this degree most fitting.

Course Number		Course Title	Quarter Hours
COMPUTER SYSTEMS AND INTERNETWORKING-CISCO MAJOR - 81 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CSC	121A	Network Fundamentals	04
CSC	221A	Routing Protocols and Concepts	08
CSC	231A	LAN Switching and Wireless	08
CSC	241	WAN Design and Network Management	08
EET	111A	Electrical Technology	04
EET	115	DC Circuits	06
EET	125	AC Circuits	06
EET	136	Digital Circuits I	04
EET	216	Digital Circuits II	04
EET	226A	Microprocessor/Microcontroller Fundamentals	04
MNP	171	Windows Vista Configuration	04
MTH	112	Intermediate Algebra	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 24 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**105**

This program is offered at the following Baker College campus: Muskegon.

Cyber Security
Associate of Applied Science Degree

This is a computer-networking program offered in conjunction with Check Point Software Technologies. Check Point Software is the world leader in securing the Internet. This associate's degree is an academic partnership program that prepares students for careers in designing, managing, and securing virtual private networks using firewall technologies. This program will provide students with practical job skills in information security, security management, and the technical components of security, expanding their employment opportunities in this critical and timely job area. Completion of the two-year program will help prepare students for the CompTIA Network+ and CCSA (Check Point Certified Security Administrator) certifications. Students will also have acquired skills mapping to the more advanced CCSE exam (Check Point Certified Security Expert).

Course Number		Course Title	Quarter Hours
CYBER SECURITY MAJOR - 69 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	107B	Computer Operating Systems and Maintenance II	04
CIS	331	Database Management Using SQL	04
CSC	121A	Network Fundamentals	04
CSS	111	Introduction to Information System Security	04
CSS	211	Introduction to Network Security	04
CSS	221	VPN/Firewall Architecture and Management I	04
CSS	222	VPN/Firewall Architecture and Management II	04
ELECT	105A	Computer Information Systems Elective	04
LUX	205	Introduction to Linux/Unix	04
MNP	171	Windows Vista Configuration	04
MNP	221	Configuring Windows Server 2008 Network Infrastructure	04
MTH	112	Intermediate Algebra	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
NET	211	Wireless Networking	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 24 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**93**

This program is offered at the following Baker College campuses: Auburn Hills, Jackson.

Digital Media Design
Associate of Applied Science Degree

This program is designed for students who desire employment in the field of graphic communication. This program focuses on application of the latest concepts and technology relating to the presentation of information in a creative, organized, and effective manner. People with these skills have career choices in areas such as digital and/or graphic design and production, marketing, public relations, sales, and communications.

Course Number		Course Title	Quarter Hours
DIGITAL MEDIA DESIGN MAJOR - 69 HOURS			
GRC	101A	Introduction to Graphic Communications	04
GRC	104	Introduction to Digital Design/Illustration	04
GRC	121	Introduction to Desktop Publishing	04
GRC	131A	Introduction to Graphic Imaging	04
GRC	201B	Typography	04
GRC	211B	Corporate Identity Design	04
GRC	212B	Publication Design Processes	04
GRC	213B	Advanced Design Processes	04
GRC	241	Graphic Production Methods	04
GRC	251	Digital Media Business Practices	04
GRC	291	Portfolio Seminar	04
HUM	102	Survey of Art and Architecture II (Baroque to Modern)	04
MKT	202	Advertising	04
WEB	111A	HTML Programming	04
WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04

GENERAL EDUCATION REQUIREMENTS - 32 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **101**

This program is offered at the following Baker College campuses and extension: Allen Park, Auburn Hills, Cadillac, Cass City, Clinton Township, Flint, Muskegon, Owosso, Port Huron.

Digital Video Production
Associate of Applied Science Degree

Graduates of this program understand the fundamentals of digital video production - from concept through completion. Students become versed in the use of computers as well as specific software for digital editing and graphic effects. Students will gain a historical perspective of the evolution of video to help build a foundation for creating creative productions. Students will produce a finished product for use in their portfolio while seeking employment and/or further training.

Course Number		Course Title	Quarter Hours
DIGITAL VIDEO PRODUCTION MAJOR - 65 HOURS			
DVP	101	Digital Media Fundamentals	04
DVP	111	Script Writing and Storyboarding	04
DVP	121	Introduction to Audio Recording	04
DVP	131	Video Field Production	04
DVP	151	Introduction to Digital Video Editing	04
DVP	201	Motion Graphics	04
DVP	252	Intermediate Digital Video Editing	04
DVP	261	Editing/Motion/Audio - Direct Study Lab	02
DVP	271	DVD Production Techniques	02
GRC	101A	Introduction to Graphic Communications	04
GRC	104	Introduction to Digital Design/Illustration	04
GRC	131A	Introduction to Graphic Imaging	04
GRC	201B	Typography	04
GRC	251	Digital Media Business Practices	04
MKT	202	Advertising	04
WEB	121A	World Wide Web Design	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

WRK	201	Internship	04
WRK	211	Cooperative Education I	04

GENERAL EDUCATION REQUIREMENTS - 32 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **97**

This program is offered at the following Baker College campus: Clinton Township.

Information Technology Support Specialist
Associate of Applied Science Degree

This program focuses on a growing segment of the Information Technology market that focuses on providing service and support for software applications configuration, training of users, maintenance of information, and communication processes between a company's back-end network administrators and middle to front-line employees and customers. The graduate's employment opportunities include a wide range of occupations within an IS/IT department and/or within the layers between an IS/IT department and the users it serves. Graduates would not only be proficient in the content and use of common business software applications and information processes (word processing, spreadsheet, database operating systems, network connectivity), but also be able to install, configure, train users, troubleshoot, and support those applications.

Course Number		Course Title	Quarter Hours
INFORMATION TECHNOLOGY SUPPORT SPECIALIST MAJOR - 69 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	107B	Computer Operating Systems and Maintenance II	04
CIS	119A	iSeries CL and File Design	04
CIS	211	Information Technology Customer Service and Support	04
CIS	302A	Intermediate Database Management	04
CIS	310	Visual BASIC	04
CIS	313A	Intermediate Spreadsheets	04
CIS	314	Advanced Software Solutions	04
CIS	331	Database Management Using SQL	04
CS	111	Introduction to Programming	04
CSS	211	Introduction to Network Security	04
LUX	205	Introduction to Linux/Unix	04
MNP	171	Windows Vista Configuration	04
MNP	221	Configuring Windows Server 2008 Network Infrastructure	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

WRK	201	Internship	04
WRK	211	Cooperative Education I	04

GENERAL EDUCATION REQUIREMENTS - 30 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **99**

This program is offered at the following Baker College campuses and extension: Allen Park, Cadillac, Cass City, Clinton Township, Muskegon, Port Huron.

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Linux/Unix Systems Technology
Associate of Applied Science Degree

Linux and Unix systems have been the foundation of the Internet and services like the World Wide Web (WWW). One of the fastest areas of growth and employment is in the area of Linux and Unix system and Internet service administration. Individuals completing this associate of applied science program will have an understanding of open systems standards and technologies associated with Linux and Unix platforms.

Course Number		Course Title	Quarter Hours
LINUX/UNIX SYSTEMS TECHNOLOGY MAJOR - 73 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	107B	Computer Operating Systems and Maintenance II	04
CS	111	Introduction to Programming	04
CSS	211	Introduction to Network Security	04
ELECT	105A	Computer Information Systems Elective	04
ELECT	105B	Computer Information Systems Elective	04
ELECT	105C	Computer Information Systems Elective	04
LUX	205	Introduction to Linux/Unix	04
LUX	211	Shell Programming	04
LUX	261	Linux/Unix System Administration I	04
LUX	262	Linux/Unix System Administration II	04
LUX	263	Linux/Unix System Administration III	04
LUX	269	Linux/Unix Systems Project	04
MTH	112	Intermediate Algebra	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
NET	222	Introduction to Routers and Routing	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 24 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**97**

This program is offered at the following Baker College campuses: Flint, Jackson.

Web Development
Associate of Applied Science Degree

The Internet explosion has led to the creation of a new career path: the Web Developer. Web developers are the people responsible for developing and maintaining World Wide Web (WWW) sites for public and private organizations. This program includes courses in marketing and computer information systems, as well as the skills needed to develop and maintain Web pages.

Course Number		Course Title	Quarter Hours
WEB DEVELOPMENT MAJOR - 69 HOURS			
CIS	310	Visual BASIC	04
CIS	331	Database Management Using SQL	04
CS	111	Introduction to Programming	04
CSS	111	Introduction to Information System Security	04
ENG	311	Creative Writing	04
GRC	131A	Introduction to Graphic Imaging	04
LUX	205	Introduction to Linux/Unix	04
SPK	401	Presentational Speaking	04
WEB	111A	HTML Programming	04
WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04

Course Number		Course Title	Quarter Hours
WEB	211	Web Scripting	04
WEB	221	Interactive Web Design	04
WEB	222	Internet Commerce	04
WEB	231	Server-side Programming	04
WEB	241	ActionScript Programming	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	114A	Introduction to Database Applications	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**97**

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Muskegon, Port Huron.

Computer Science
Bachelor of Computer Science

This program prepares students for a career in computer software development. Students will acquire skills in software development, Internet communications, and database administration, as well as foundational knowledge in the field of computer science.

Course Number		Course Title	Quarter Hours
COMPUTER SCIENCE MAJOR - 121 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	251	Systems Development Methods	04
CIS	303A	Computer Architecture	04
CIS	310	Visual BASIC	04
CIS	311	Advanced Visual BASIC	04
CIS	331	Database Management Using SQL	04
CIS	403	Systems Development Project	04
CIS	404	Advanced Computer Architecture	04
CIS	421B	Database Administration I	04
CS	111	Introduction to Programming	04
CS	217A	C++ Programming	04
CS	218A	Object Oriented Programming With C++	04
CS	321	Data Structures and Algorithms I	04
CS	322	Data Structures and Algorithms II	04
CS	332A	Advanced HTML Programming	04
CS	335B	Perl Programming	04
CS	422A	Database Programming I	04
ELECT	105A	Computer Information Systems Elective	04
ELECT	105B	Computer Information Systems Elective	04
ELECT	105C	Computer Information Systems Elective	04
MTH	101	Mathematics for Business	04
MTH	124	Trigonometry	04
MTH	340	Discrete Mathematics	04
MTH	401	Statistical Methods	04
WEB	111A	HTML Programming	04
WEB	361	Web Server Administration	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
CIS	119A	iSeries CL and File Design	04
CS	221	Introduction to Java	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CIS	132A	RPG IV	04
CS	222	Programming with Java Technology	04
CS	241	Java Programming	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CIS	233A	Advanced RPG IV	04

| CS | 223 | Java Object Oriented Programming | 04 |
| CS | 242 | Advanced Java Programming | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| WRK | 201 | Internship | 04 |
| WRK | 211 | Cooperative Education I | 04 |

GENERAL EDUCATION REQUIREMENTS - 68 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

| PSY | 101 | Human Relations | 04 |
| PSY | 111 | General Psychology | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| SPK | 211 | Group Dynamics | 04 |
| SPK | 401 | Presentational Speaking | 04 |

QUARTER HOURS REQUIRED FOR GRADUATION __189__

This program is offered at the following Baker College campuses: Clinton Township, Muskegon, Owosso.

Game Software Development
Bachelor of Computer Science

This program is designed to immerse students in the core knowledge of software engineering emphasizing animation and gaming development. This program will focus on leading programming technologies and will prepare students for entry level positions in the gaming industry. A comprehensive approach will carry students from modeling through animation and game programming, to the senior design project.

Course Number		Course Title	Quarter Hours

GAME SOFTWARE DEVELOPMENT MAJOR - 109 HOURS

CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	251	Systems Development Methods	04
CIS	310	Visual BASIC	04
CIS	311	Advanced Visual BASIC	04
CIS	331	Database Management Using SQL	04
CS	111	Introduction to Programming	04
CS	217A	C++ Programming	04
CS	218A	Object Oriented Programming With C++	04
CS	321	Data Structures and Algorithms I	04
CS	322	Data Structures and Algorithms II	04
GSD	301	Game Scripting	04
GSD	311	C# Programming	04
GSD	321	Game Console Design	04
GSD	331	Application Security Practices	04
GSD	341	Flash Game Development	04
GSD	401	3-D Character Design	04
GSD	411	3-D Character Animation	04
GSD	421	Artificial Intelligence	04
GSD	431	Game Programming I	04
GSD	432	Game Programming II	04
GSD	499	Senior Design Project in Game Software Development	04
MTH	124	Trigonometry	04
MTH	340	Discrete Mathematics	04
PPM	301	Project Management	04

WEB	111A	HTML Programming	04
WEB	201	Web Multi-Media	04
WRK	291B	Professional Career Strategies	01
WRK	301	Internship	04

GENERAL EDUCATION REQUIREMENTS - 72 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

| PSY | 101 | Human Relations | 04 |
| PSY | 111 | General Psychology | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| SPK | 211 | Group Dynamics | 04 |
| SPK | 401 | Presentational Speaking | 04 |

QUARTER HOURS REQUIRED FOR GRADUATION __181__

This program is offered at the following Baker College campus: Clinton Township.

Digital Media Design
Bachelor of Digital Media Technology

This program is designed for students who want to combine graphic communication proficiency in both print and digital formats, with marketing and Web development skills. It emphasizes technical, business, and creative development skills necessary for the presentation of information and ideas. Furthermore, the curricula focuses on the application of graphic communication in a variety of business environments where graphic design, marketing, advertising, sales, public relations, training and education are essential to the success of the business.

Course Number		Course Title	Quarter Hours

DIGITAL MEDIA DESIGN MAJOR - 117 HOURS

GRC	101A	Introduction to Graphic Communications	04
GRC	104	Introduction to Digital Design/Illustration	04
GRC	121	Introduction to Desktop Publishing	04
GRC	131A	Introduction to Graphic Imaging	04
GRC	201B	Typography	04
GRC	211B	Corporate Identity Design	04
GRC	212B	Publication Design Processes	04
GRC	213B	Advanced Design Processes	04
GRC	241	Graphic Production Methods	04
GRC	251	Digital Media Business Practices	04
GRC	291	Portfolio Seminar	04
GRC	301B	Intermediate Graphic Imaging	04
GRC	311B	Advanced Graphic Imaging	04
GRC	331	Integrated Design and Conceptual Media	04
GRC	401	Multi-Media Production I	04
GRC	402	Multi-Media Production II	04
GRC	411	Graphic Presentation	04
HUM	102	Survey of Art and Architecture II (Baroque to Modern)	04
MKT	111B	Principles of Marketing	04
MKT	201	Sales	04
MKT	202	Advertising	04

MKT	215	Applied Marketing	04
MKT	401	Marketing Research	04
WEB	111A	HTML Programming	04
WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WEB	241	ActionScript Programming	04
WRK	291B	Professional Career Strategies	01
WRK	411	Graphic Communications Field Experience	04

SELECT 1 COURSE FROM THE FOLLOWING:

WRK	201	Internship	04
WRK	211	Cooperative Education I	04

GENERAL EDUCATION REQUIREMENTS - 72 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SPK	401	Presentational Speaking	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **189**

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Muskegon.

Digital Video Production
Bachelor of Digital Media Technology

This program is designed for students who want to combine graphic communication proficiency with a special focus on digital video production. Technical courses emphasize the creative development of concepts and ideas using a variety of graphic art and Web design media. Students also complete a sequence of digital video production courses that range from storyboarding through the final phases of filming, editing, and DVD development. Skills developed in related areas such as marketing, advertising, sales, and public relations are essential to success in today's fast-paced and highly competitive graphic design and digital media businesses.

Course Number		Course Title	Quarter Hours

DIGITAL VIDEO PRODUCTION MAJOR - 129 HOURS

DVP	101	Digital Media Fundamentals	04
DVP	111	Script Writing and Storyboarding	04
DVP	121	Introduction to Audio Recording	04
DVP	131	Video Field Production	04
DVP	151	Introduction to Digital Video Editing	04
DVP	201	Motion Graphics	04
DVP	252	Intermediate Digital Video Editing	04
GRC	101A	Introduction to Graphic Communications	04
GRC	104	Introduction to Digital Design/Illustration	04
GRC	131A	Introduction to Graphic Imaging	04
GRC	201B	Typography	04
GRC	211B	Corporate Identity Design	04
GRC	212B	Publication Design Processes	04
GRC	213B	Advanced Design Processes	04
GRC	251	Digital Media Business Practices	04
GRC	301B	Intermediate Graphic Imaging	04

GRC	311B	Advanced Graphic Imaging	04
GRC	331	Integrated Design and Conceptual Media	04
GRC	401	Multi-Media Production I	04
GRC	411	Graphic Presentation	04
HUM	102	Survey of Art and Architecture II (Baroque to Modern)	04
MKT	111B	Principles of Marketing	04
MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	401	Marketing Research	04
WEB	111A	HTML Programming	04
WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WRK	291B	Professional Career Strategies	01
WRK	411	Graphic Communications Field Experience	04

SELECT 1 GROUP FROM THE FOLLOWING:

DVP	261	Editing/Motion/Audio - Direct Study Lab	02
DVP	271	DVD Production Techniques	02
OR			
GRC	291	Portfolio Seminar	04

SELECT 1 COURSE FROM THE FOLLOWING:

WRK	201	Internship	04
WRK	211	Cooperative Education I	04

GENERAL EDUCATION REQUIREMENTS - 72 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SPK	401	Presentational Speaking	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **201**

This program is offered at the following Baker College campus: Clinton Township.

Information Systems
Bachelor of Information Systems

Information Systems professionals serve as strategic liaisons between administrative and technological functions of an organization. I.S. professionals integrate business processes and complex information technology while serving as consultants, designers, or implementers of new solutions that assist an organization in achieving goals. Related occupations include Information Systems Manager, Chief Information Officer, Project Manager, Computer Systems Analyst, and Systems Administrator.

Course Number		Course Title	Quarter Hours

INFORMATION SYSTEMS MAJOR - 85 HOURS

CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	331	Database Management Using SQL	04
CIS	351	System Modeling and Design	04
CIS	421B	Database Administration I	04
CIS	431	Enterprise Architecture	04

CIS	441	IS Strategy, Management and Acquisition	04
CIS	495	Special Topics in Information Systems	04
CIS	499	Senior Project in Information Systems	04
CS	111	Introduction to Programming	04
CS	422A	Database Programming I	04
CSS	211	Introduction to Network Security	04
ITS	321	Legal and Ethical Issues in Information Technology	04
MTH	401	Statistical Methods	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
PPM	301	Project Management	04
PPM	311	Project Planning	04
PPM	401	Project Cost and Budget Management	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

| CS | 217A | C++ Programming | 04 |
| CS | 241 | Java Programming | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| CS | 218A | Object Oriented Programming With C++ | 04 |
| CS | 242 | Advanced Java Programming | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| WRK | 201 | Internship | 04 |
| WRK | 211 | Cooperative Education I | 04 |

BUSINESS REQUIREMENTS - 20 HOURS

ACC	121	Fundamentals of Accounting I	04
MGT	101	Introduction to Business	04
MGT	151	Introduction to E-Business	04
MGT	211	Management and Supervision	04
MGT	321	Management Information Systems	04

GENERAL EDUCATION REQUIREMENTS - 64 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	231	Organizational Psychology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

| PSY | 101 | Human Relations | 04 |
| PSY | 111 | General Psychology | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| SPK | 211 | Group Dynamics | 04 |
| SPK | 401 | Presentational Speaking | 04 |

SELECT 1 OF THE FOLLOWING MINORS:

ACCOUNTING MINOR - 24 HOURS

ACC	122	Fundamentals of Accounting II	04
ACC	241	Accounting Concepts	04
ACC	301	Intermediate Accounting I	04

SELECT 3 COURSES FROM THE FOLLOWING:

ACC	231	Computerized Accounting	04
ACC	251	Payroll Accounting	04
ACC	302	Intermediate Accounting II	04
ACC	303	Intermediate Accounting III	04
ACC	312B	Business Entities Taxation	04
ACC	331A	Cost Accounting	04
ACC	341B	Individual Taxation	04

| **QUARTER HOURS REQUIRED FOR GRADUATION** | | | **193** |

CONTINUOUS QUALITY IMPROVEMENT MINOR - 24 HOURS

CQI	301	Quality Theory	04
CQI	311	Statistical Process Control I	04
LNM	311	Introduction to Lean	04
LNM	312	Lean Applications	04
LNM	411	Six Sigma Basics-Green Belt	04
LNM	412	Advanced Six Sigma-Green Belt	04

| **QUARTER HOURS REQUIRED FOR GRADUATION** | | | **193** |

HEALTHCARE INFORMATICS MINOR - 24 HOURS

CIS	371	Introduction to Healthcare Informatics	04
CIS	451	Advanced Healthcare Informatics	04
HSC	111	Introduction to Health Care	04
HSC	312	Health Law and Regulations	04
MED	103	Medical Terminology	04
MED	171	Electronic Medical Records	04

| **QUARTER HOURS REQUIRED FOR GRADUATION** | | | **193** |

INFORMATION ASSURANCE MINOR - 28 HOURS

ITS	305	Security Policies and Auditing	04
ITS	315	Information Systems Threat Assessment	04
ITS	325	Securing Systems	04
ITS	405	Internet and Web Security	04
ITS	415	Firewall Concepts	04
ITS	425	Computer Forensics and Investigation	04
ITS	435	Disaster Recovery	04

| **QUARTER HOURS REQUIRED FOR GRADUATION** | | | **197** |

MANAGEMENT MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

MGT	212	Human Resource Management	04
MGT	222	Management Seminar	04
MGT	250	Conflict Management	04
MGT	350	Services Management	04
MGT	405	Contemporary Management Strategies	04
MGT	422	Operations Management	04
MGT	442	Global Management	04

| **QUARTER HOURS REQUIRED FOR GRADUATION** | | | **193** |

5 YEAR MSIS PROGRAM - 25 HOURS

BUS	615	Human Behavior Management of Organizations	04
BUS	678	Research and Statistics for Managers	04
MIS	501	Management Information Systems Seminar	01
MIS	511	Management Information Systems	04
MIS	521	Information Systems Project Management	04
MIS	531	Database Design and Management	04
MIS	541	Data Communications and Networking	04

| **QUARTER HOURS REQUIRED FOR GRADUATION** | | | **194** |

WEB DEVELOPMENT MINOR - 24 HOURS

WEB	111A	HTML Programming	04
WEB	211	Web Scripting	04
WEB	221	Interactive Web Design	04

SELECT 3 COURSES FROM THE FOLLOWING:

WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WEB	222	Internet Commerce	04
WEB	231	Server-side Programming	04
WEB	241	ActionScript Programming	04

| **QUARTER HOURS REQUIRED FOR GRADUATION** | | | **193** |

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Jackson, Muskegon, Owosso, Port Huron.

ACCOUNTING MINOR

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Jackson, Muskegon, Owosso, Port Huron.

CONTINUOUS QUALITY IMPROVEMENT MINOR

This minor is offered at the following Baker College campuses: Muskegon.

HEALTHCARE INFORMATICS MINOR

This minor is offered at the following Baker College campuses: Allen Park, Muskegon, Owosso.

INFORMATION ASSURANCE MINOR

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Muskegon, Port Huron.

MANAGEMENT MINOR

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Jackson, Muskegon, Owosso, Port Huron.

5 YEAR MSIS PROGRAM

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Jackson, Muskegon, Owosso, Port Huron.

WEB DEVELOPMENT MINOR

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Muskegon, Port Huron.

Cyber Defense
Bachelor of Information Technology and Security

This program prepares graduates for career opportunities in information technology and security with a concentration in cyber defense. Protection of multiple platform hardware, software, networking, and operating systems is considered an integral part of any business' information technology topology. Information technology specialists work in health care, business, information systems, technical, and engineering fields. Cyber defense technologists' possess the necessary skills to identify, correct, and defend against internal and external threats as well as other problematic issues relative to an organizations computing and networking infrastructure on a multiple platform topology.

Course Number		Course Title	Quarter Hours
CYBER DEFENSE MAJOR - 141 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	107B	Computer Operating Systems and Maintenance II	04
CIS	331	Database Management Using SQL	04
CSS	211	Introduction to Network Security	04
ITS	305	Security Policies and Auditing	04
ITS	315	Information Systems Threat Assessment	04
ITS	321	Legal and Ethical Issues in Information Technology	04
ITS	331	Designing for Security	04
ITS	341	Scripting for Network Administrators	04
ITS	421	Tactical Perimeter Defense	04
ITS	491	Information Security Research and Design Project	04
LUX	205	Introduction to Linux/Unix	04
LUX	211	Shell Programming	04
LUX	261	Linux/Unix System Administration I	04
LUX	262	Linux/Unix System Administration II	04
LUX	263	Linux/Unix System Administration III	04
MNP	171	Windows Vista Configuration	04
MNP	211	Configuring Windows Server 2008 Active Directory	04
MNP	221	Configuring Windows Server 2008 Network Infrastructure	04
MNP	231	Administering Windows Server 2008	04
MNP	301	Implementing and Maintaining Microsoft SQL Server	04
MNP	401	Configuring Windows Server 2008 Applications Infrastructure	04
MNP	411	Windows Server 2008 Enterprise Administrator	04
MNP	421	Configuring Microsoft Perimeter Defense	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
NET	211	Wireless Networking	04
NET	222	Introduction to Routers and Routing	04
NET	224	Advanced Routers and Routing	04
NET	226A	Designing Internetwork Solutions	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:			
CIS	251	Systems Development Methods	04
PPM	301	Project Management	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MGT	211	Management and Supervision	04
MGT	231	Small Business Management	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MNP	311	Configuring Microsoft Office Sharepoint Server	04
MNP	321	Configuring Microsoft Exchange Server	04
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	212	Cooperative Education II	04
WRK	301	Internship	04
GENERAL EDUCATION REQUIREMENTS - 64 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
SELECT 1 COURSE FROM THE FOLLOWING:			
SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
QUARTER HOURS REQUIRED FOR GRADUATION			**205**

This program is offered at the following Baker College campuses: Clinton Township, Flint, Jackson.

Information Technology and Security
Bachelor of Information Technology and Security

This program prepares graduates for career opportunities in information technology and security technology as network administrators, system analysts, or similar positions. Employees with information technology and security knowledge are considered an integral part of many business' information technology teams. Information technology workers work in health care, business, information systems, technical, and engineering fields. They possess the skills to manage information technology teams as well as handle the technical aspects of the network infrastructure.

Course Number		Course Title	Quarter Hours
INFORMATION TECHNOLOGY AND SECURITY MAJOR - 97 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CSS	211	Introduction to Network Security	04
ITS	321	Legal and Ethical Issues in Information Technology	04
ITS	331	Designing for Security	04
ITS	341	Scripting for Network Administrators	04
ITS	421	Tactical Perimeter Defense	04
ITS	491	Information Security Research and Design Project	04
LUX	205	Introduction to Linux/Unix	04
MNP	171	Windows Vista Configuration	04
MNP	221	Configuring Windows Server 2008 Network Infrastructure	04
MTH	401	Statistical Methods	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

| MGT | 211 | Management and Supervision | 04 |
| MGT | 231 | Small Business Management | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| CIS | 251 | Systems Development Methods | 04 |
| PPM | 301 | Project Management | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| CSC | 121A | Network Fundamentals | 04 |
| NET | 222 | Introduction to Routers and Routing | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| CSC | 222 | Cisco Wireless Networking | 04 |
| NET | 211 | Wireless Networking | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| WRK | 201 | Internship | 04 |
| WRK | 211 | Cooperative Education I | 04 |

SELECT 1 GROUP FROM THE FOLLOWING:

COMPUTER SYSTEM SECURITY

CIS	107B	Computer Operating Systems and Maintenance II	04
CIS	331	Database Management Using SQL	04
CSS	111	Introduction to Information System Security	04
CSS	221	VPN/Firewall Architecture and Management I	04
CSS	222	VPN/Firewall Architecture and Management II	04
ELECT	105A	Computer Information Systems Elective	04

OR

ROUTER

CIS	107B	Computer Operating Systems and Maintenance II	04
ELECT	105A	Computer Information Systems Elective	04
ELECT	105B	Computer Information Systems Elective	04
ELECT	105C	Computer Information Systems Elective	04
NET	224	Advanced Routers and Routing	04
NET	226A	Designing Internetwork Solutions	04

OR

CISCO CERTIFIED NETWORK

CSC	221A	Routing Protocols and Concepts	08
CSC	231A	LAN Switching and Wireless	08
CSC	241	WAN Design and Network Management	08

OR

MICROSOFT

CIS	107B	Computer Operating Systems and Maintenance II	04
CIS	331	Database Management Using SQL	04
ELECT	105A	Computer Information Systems Elective	04
ELECT	105B	Computer Information Systems Elective	04
MNP	211	Configuring Windows Server 2008 Active Directory	04
MNP	231	Administering Windows Server 2008	04

GENERAL EDUCATION REQUIREMENTS - 64 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

| PSY | 101 | Human Relations | 04 |
| PSY | 111 | General Psychology | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| SPK | 211 | Group Dynamics | 04 |
| SPK | 401 | Presentational Speaking | 04 |

SELECT 1 OF THE FOLLOWING MINORS:

INFORMATION ASSURANCE MINOR - 28 HOURS

ITS	305	Security Policies and Auditing	04
ITS	315	Information Systems Threat Assessment	04
ITS	325	Securing Systems	04
ITS	405	Internet and Web Security	04
ITS	415	Firewall Concepts	04
ITS	425	Computer Forensics and Investigation	04
ITS	435	Disaster Recovery	04

QUARTER HOURS REQUIRED FOR GRADUATION 189

MICROSOFT MINOR - 28 HOURS

ITS	305	Security Policies and Auditing	04
ITS	315	Information Systems Threat Assessment	04
MNP	301	Implementing and Maintaining Microsoft SQL Server	04
MNP	401	Configuring Windows Server 2008 Applications Infrastructure	04
MNP	411	Windows Server 2008 Enterprise Administrator	04
MNP	421	Configuring Microsoft Perimeter Defense	04

SELECT 1 COURSE FROM THE FOLLOWING:

| MNP | 311 | Configuring Microsoft Office Sharepoint Server | 04 |
| MNP | 321 | Configuring Microsoft Exchange Server | 04 |

QUARTER HOURS REQUIRED FOR GRADUATION 189

5 YEAR MSIS PROGRAM - 25 HOURS

BUS	615	Human Behavior Management of Organizations	04
BUS	678	Research and Statistics for Managers	04
MIS	501	Management Information Systems Seminar	01
MIS	511	Management Information Systems	04
MIS	521	Information Systems Project Management	04
MIS	531	Database Design and Management	04
MIS	541	Data Communications and Networking	04

QUARTER HOURS REQUIRED FOR GRADUATION 186

ROUTER MINOR - 28 HOURS

NET	301	Building Multi-Layer Switched Networks	04
NET	311	Building Scalable Internetworks	08
NET	321A	Implementing Secure Converged Wide Area Networks	04
NET	401	Internetwork Troubleshooting	04
NET	411A	Securing Networks with Firewalls	04
NET	421A	Internetwork Design Project	04

QUARTER HOURS REQUIRED FOR GRADUATION 189

Due to the complexity of this program, students are strongly encouraged to seek the assistance of an advisor during each registration period.

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

INFORMATION ASSURANCE MINOR

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Muskegon, Port Huron.

MICROSOFT MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Flint, Owosso.

5 YEAR MSIS PROGRAM

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Flint, Muskegon, Owosso, Port Huron.

ROUTER MINOR

This minor is offered at the following Baker College campus: Clinton Township.

Computer Information Systems Electives

CIS/TECHNICAL ELECTIVES

CIS	119A	iSeries CL and File Design	04
CIS	132A	RPG IV	04
CIS	211	Information Technology Customer Service and Support	04
CIS	233A	Advanced RPG IV	04
CIS	303A	Computer Architecture	04
CIS	310	Visual BASIC	04
CIS	311	Advanced Visual BASIC	04
CIS	404	Advanced Computer Architecture	04
CIS	421B	Database Administration I	04
CIS	422	Database Administration II	04
CS	111	Introduction to Programming	04
CS	217A	C++ Programming	04
CS	218A	Object Oriented Programming With C++	04
CS	221	Introduction to Java	04
CS	222	Programming with Java Technology	04
CS	223	Java Object Oriented Programming	04
CS	241	Java Programming	04
CS	242	Advanced Java Programming	04
CS	332A	Advanced HTML Programming	04
CS	422A	Database Programming I	04
CS	423	Database Programming II	04
CSC	121A	Network Fundamentals	04
CSC	221A	Routing Protocols and Concepts	08
CSC	222	Cisco Wireless Networking	04
CSC	223	Cisco Voice Networking	04
CSC	231A	LAN Switching and Wireless	08
CSC	241	WAN Design and Network Management	08
CSS	111	Introduction to Information System Security	04
CSS	211	Introduction to Network Security	04
EET	111A	Electrical Technology	04
EET	115	DC Circuits	06
EET	136	Digital Circuits I	04
EET	216	Digital Circuits II	04
GRC	131A	Introduction to Graphic Imaging	04
ITS	341	Scripting for Network Administrators	04
LUX	205	Introduction to Linux/Unix	04
LUX	211	Shell Programming	04
LUX	261	Linux/Unix System Administration I	04
LUX	262	Linux/Unix System Administration II	04
LUX	263	Linux/Unix System Administration III	04
MNP	171	Windows Vista Configuration	04
MNP	211	Configuring Windows Server 2008 Active Directory	04
MNP	221	Configuring Windows Server 2008 Network Infrastructure	04
MNP	231	Administering Windows Server 2008	04
NET	102	Networking Essentials II	04
NET	211	Wireless Networking	04
NET	222	Introduction to Routers and Routing	04
NET	224	Advanced Routers and Routing	04
NET	226A	Designing Internetwork Solutions	04
WEB	111A	HTML Programming	04
WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WEB	211	Web Scripting	04
WEB	221	Interactive Web Design	04
WEB	222	Internet Commerce	04
WEB	231	Server-side Programming	04
WEB	241	ActionScript Programming	04

General Education Electives

COMPUTER LITERACY ELECTIVES

INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02

COMMUNICATION ELECTIVES

ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04

GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES

ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
ITP	111	American Sign Language I	04
ITP	112	American Sign Language II	04
POL	401	International Relations	04
SOC	341	Global Perspectives	04
SPN	101	Spanish I	04
SPN	102	Spanish II	04
SPN	103	Spanish III	04

PERSONAL AND SOCIAL ENVIRONMENTS ELECTIVES

POL	201A	American Political Systems	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	335	Human Sexuality	04
PSY	351	Adolescent Psychology	04
PSY	401	Social Psychology	04
SOC	201	Sociology	04
SOC	301	Social Problems	04

SCIENTIFIC INQUIRY ELECTIVES

SCI	101C	Human Anatomy and Physiology I	05
SCI	111	Biology	05
SCI	215	Integrated Physics	04
SCI	220A	Microbiology	05
SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
SCI	251	General Physics I	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

Health Sciences Programs

CERTIFICATES
Coding Specialist
Dental Assisting
Emergency Medical Technician-Basic
Emergency Medical Technician-Paramedic
Emergency Medical Technician-Specialist
Hemodialysis Patient Care Technician
Medical Insurance Specialist
Medical Receptionist
Medical Transcriptionist
Opticianry
Patient Care Aide
Pharmacy Technician
Phlebotomy Technician
Practical Nurse
Sterile Processing Technician
Therapeutic Massage

ASSOCIATE'S DEGREES
Associate of Applied Science
- Allied Health Technology
- Dental Assisting
- Dental Hygienist
- Diagnostic Medical Sonography
- Echocardiographic Technology
- Emergency Services Management
- Health Information Technology

ASSOCIATE'S DEGREES (CONTINUED)
- Medical Administrative Assistant
- Medical Assistant
- Medical Insurance Specialist
- Medical Laboratory Technician
- Occupational Therapy Assistant
- Opticianry
- Orthotic/Prosthetic Technology
- Pharmacy Technician
- Physical Therapist Assistant
- Polysomnographic Technology
- Radiologic Technology
- Respiratory Care
- Surgical Technology
- Therapeutic Massage
- Vascular Ultrasound Technology
- Veterinary Technician

Associate Degree in Nursing
- Nursing
- Practical Nurse to Associate Degree in Nursing Ladder

BACHELOR'S DEGREES
Bachelor of Health Science in Pre-Occupational Therapy
Bachelor of Health Services Administration
Bachelor of Nursing
Bachelor of Radiation Therapy
Bachelor of Rehabilitation Studies

Students may be required to pass a health screening and a criminal background check prior to particular courses, admittance into programs, or for their clinical externship.

General education requirements must be met for all certificates of substantial length (68 or more quarter hours), as well as associate and bachelor degree programs. All graduates must meet the general education outcome requirements established by each academic program. The general education requirements are listed below each program's requirements. In addition, any student who places into a developmental education course(s) must meet those course requirements within the first academic year, prior to enrolling in the college level general education course(s).

College Success Strategies (COL 111A) is required for all first-time freshmen. College Success Online (COL 112) is required for all Baker College Online first-time freshmen and for all students enrolled in an online certificate or degree program. These courses will inform students of campus services, policies and procedures, and address learning styles and study strategies.

Many of the courses and programs at Baker College are offered in an online delivery format. See page 119 for Baker College Online programs. Contact your campus Academic/Administrative Office for details about online courses.

If electives are indicated in a program, please refer to the list of Elective Options on page 78.

If general education electives are indicated in a program, please refer to the General Education Course Requirements on page 21. (General education electives may consist of one or more of the following General Education Outcomes: communication, mathematical reasoning, personal and social environments, computer literacy, global and cultural perspectives, and scientific inquiry.)

A new student may choose an "Undeclared but Degree Seeking" program. A student also may add a limited number of "Student Elected Classes" to his/her program with the approval of an academic advisor. Information about both of these options, including course and credit hour limitations, can be obtained in the Academic Office.

Information regarding double majors and/or minors is located on page 253. Contact your campus academic staff to discuss requirements.

Coding Specialist
Certificate

Coding is at the heart of both healthcare reimbursement and clinical analysis, which requires a highly trained professional. This certificate prepares the individual to assign codes to diagnoses, symptoms, and procedures using ICD-9-CM and CPT-4 classification systems. Graduates are eligible to take a coding certification exam.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 65 HOURS			
CCP	211	Healthcare Reimbursement	04
CCP	221	Claims and Adjudication	04
CCP	261	Coding Capstone	02
ENG	101	Composition I	04
HSC	104	Introduction to Disease	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MED	103	Medical Terminology	04
MIS	101	Overview of Medical Insurance	02
MIS	111A	CPT Coding	08
MIS	131	ICD-9-CM Coding	04
MIS	201A	Medical Claims Processing	08
MTH	101	Mathematics for Business	04
SCI	100F	Structure and Function of the Human Body	04
WRK	228	Coding Externship	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**65**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Auburn Hills.

Dental Assisting
Certificate

Registered Dental Assistants are licensed healthcare professionals who administer direct restorative and preventive dental services to dental patients, under the supervision of a licensed dentist. Registered Dental Assistants are unique members of the dental healthcare team as they care for their patients providing a variety of services. The Registered Dental Assistant, licensed by the State of Michigan, is able to: place, pack and carve amalgam restorations; inspect and chart the oral cavity; expose, process and mount dental radiographs; remove sutures; size and place temporary fillings and crowns; perform selective coronal polish; capture vital signs; achieve pulp vitality tests; apply fluoride and dental sealants; as well as place and remove a dental dam, periodontal dressing and retraction cords.

Additionally, a Registered Dental Assistant can assist the doctor at chairside, relate home healthcare instructions to patients, prepare instruments and operatories for sterilization and disinfection, as well as perform the role of an administrative assistant. The profession blends technical skills with people skills. Successful completion of this program allows the individual to sit for two board exams: (1) the State of Michigan Board Exam, to earn the credential RDA, Registered Dental Assistant, and (2) the Dental Assisting National Board Exam to earn the credential CDA, Certified Dental Assistant. This program is accredited by the Commission on Dental Accreditation of the American Dental Association. This is a specialized accrediting body recognized by the Commission on Recognition of Post-Secondary Accreditation and by the United States Department of Education. Please reference www.ada.org for further information.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 78 HOURS			
DAS	101	Dental Assisting I	05
DAS	102	Dental Assisting II	05
DAS	111	Dental Anatomy/Histology and Embryology	04
DAS	121	Biomedical Science	03
DAS	131	Dental Materials	04
DAS	141	Dental Radiology	04
DAS	151	Dental Office Management	03
DAS	161	Nutrition and Preventative Dentistry	02
DAS	201	Clinical Practice I	06
DAS	202	Clinical Practice II	07
DAS	211A	Registered Dental Assistant Functions	03
DAS	221	Dental Specialties	02
DAS	231	Professional Concepts	01
DAS	261	CDA/RDA Exam Preparatory	04
ENG	101	Composition I	04
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
PSY	101	Human Relations	04
SCI	100F	Structure and Function of the Human Body	04
SPK	201	Oral Communication	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

MTH	101	Mathematics for Business	04
MTH	111	Introductory Algebra	04
QUARTER HOURS REQUIRED FOR GRADUATION			**78**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Port Huron.

Emergency Medical Technician Basic
Certificate

This program provides a thorough understanding of the role of the emergency medical technician and stresses recognition of abnormal conditions through analysis of diagnostic signs and care for persons with specific illnesses or injury, at the scene and during transport to a medical facility. Special considerations, such as response to incidents involving hazardous materials, terrorist incidents, and emergency vehicle operations are explored. Successful completion of the program will make candidates eligible to apply for the National Registry of EMTs written exam which is necessary for licensure in the State of Michigan.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 24 HOURS			
EMS	101A	Basic EMT I	08
EMS	102A	Basic EMT II	10
INF	112	Word Processing	02
SCI	100F	Structure and Function of the Human Body	04
QUARTER HOURS REQUIRED FOR GRADUATION			**24**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Cadillac, Clinton Township, Muskegon.

Emergency Medical Technician Paramedic
Certificate

This program provides a thorough understanding of the role of the paramedic and stresses recognition of abnormal conditions through analysis of diagnostic signs and care for the persons with specific illnesses or injury, at the scene and during transport to a medical facility. In addition, students will acquire knowledge and skills in advanced topics such as advanced airway, intravenous therapy, cardiology, pharmacology, pediatrics, and trauma care. Special considerations, such as response to

incidents involving hazardous materials, terrorist incidents, and emergency vehicle operations are explored. Successful completion of the program will make candidates eligible to apply for the National Registry for EMTs written and practical exams which are necessary for licensure in the State of Michigan. A valid EMT license, certificate of completion, or any transcripts of postsecondary EMT basic education must be presented to the College before beginning EMS 201B.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 84 HOURS			
EMS	101A	Basic EMT I	08
EMS	102A	Basic EMT II	10
EMS	201B	Specialist EMT/Paramedic Training I	12
EMS	202A	Paramedic Training II	12
EMS	203A	Paramedic Training III	12
EMS	204	Paramedic Training IV	12
EMS	205	Paramedic Training V	12
INF	112	Word Processing	02
SCI	100F	Structure and Function of the Human Body	04
QUARTER HOURS REQUIRED FOR GRADUATION			**84**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Cadillac, Clinton Township, Muskegon.

Emergency Medical Technician Specialist
Certificate

This program provides a thorough understanding of the role of the emergency medical technician specialist and stresses recognition of abnormal conditions through analysis of diagnostic signs and care for persons with specific illnesses or injury, at the scene and during transport to a medical facility. In addition, students will acquire knowledge and skills in advanced topics such as advanced airway procedures and intravenous therapy. Special considerations, such as response to incidents involving hazardous materials, terrorist incidents, and emergency vehicle operations are explored. Successful completion of the program will make the candidates eligible to apply for the National Registry for EMTs written and practical exams which are necessary for licensure in the State of Michigan.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 36 HOURS			
EMS	101A	Basic EMT I	08
EMS	102A	Basic EMT II	10
EMS	201B	Specialist EMT/Paramedic Training I	12
INF	112	Word Processing	02
SCI	100F	Structure and Function of the Human Body	04
QUARTER HOURS REQUIRED FOR GRADUATION			**36**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Cadillac, Muskegon.

Hemodialysis Patient Care Technician
Certificate

This program prepares the Hemodialysis Patient Care Technician student to provide direct dialysis patient care duties assisting with provision of treatment and documentation, under the supervision of an RN. The technician is responsible to assess the patient's vital signs and weight and to report any abnormalities to the RN. The technician will utilize venipuncture to connect the patient to the dialysis machine, obtain blood samples, and will monitor medication and treatment. Following each treatment the technician is responsible for disinfecting the dialysis machine and preparing the machine for future patient use. Graduates will be eligible to write a national exam for certification as Hemodialysis Technician (CHT).

This program is offered at the following Baker College campuses: Clinton Township, Flint.

Medical Insurance Specialist
Certificate

This program prepares students to identify the major sources of health insurance and their rules and policies affecting billing and payment. An emphasis will be placed on the student's ability to abstract diagnostic and procedure codes, process claims in outpatient and ambulatory care settings, and management of account receivables to maximize optimum reimbursement. Individuals completing the program are encouraged to take the national certification examination.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 67 HOURS			
ENG	101	Composition I	04
HSC	104	Introduction to Disease	04
INF	112	Word Processing	02
MED	103	Medical Terminology	04
MED	207	Medical Office Procedures	04
MED	241	Practice Management	04
MIS	101	Overview of Medical Insurance	02
MIS	111A	CPT Coding	08
MIS	131	ICD-9-CM Coding	04
MIS	161A	Advanced Medical Coding	04
MIS	201A	Medical Claims Processing	08
MIS	231	Advanced Billing Concepts	04
MIS	291	Coding Review	02
SCI	100F	Structure and Function of the Human Body	04
WRK	261	Medical Insurance Specialist Externship	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	101	Mathematics for Business	04
MTH	111	Introductory Algebra	04
QUARTER HOURS REQUIRED FOR GRADUATION			**67**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses and extensions: Allen Park, Auburn Hills, Cadillac, Cass City, Clinton Township, Coldwater, Flint, Jackson, Muskegon, Owosso, Port Huron.

Medical Receptionist
Certificate

Medical Receptionists are members of the health care team with responsibility for performing and coordinating the medical office's administrative and clerical activities. Skills include storing, retrieving and integrating information for dissemination to physicians, staff, and patients. Opportunities for employment are found in physician offices, clinics or any organization that performs medical services.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 42 HOURS			
ELECT	166A	Computer Literacy Elective	02
ELECT	166B	Computer Literacy Elective	02
ENG	101	Composition I	04
HSC	102	BLS Provider Training and First Aid	01
INF	112	Word Processing	02
MED	103	Medical Terminology	04
MED	112	Medical Office Finance	02
MED	207	Medical Office Procedures	04
MED	241	Practice Management	04
SCI	100F	Structure and Function of the Human Body	04
SPK	201	Oral Communication	04
WPG	101B	Office Grammar Skills	04
WRK	216	Medical Receptionist Externship	04
WRK	291B	Professional Career Strategies	01
QUARTER HOURS REQUIRED FOR GRADUATION			**42**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses and extensions: Auburn Hills, Cadillac, Cass City, Clinton Township, Coldwater, Flint, Jackson, Muskegon, Owosso, Port Huron.

Medical Transcriptionist
Certificate

The medical transcriptionist transcribes dictated medical reports for hospitals, clinics, and independent transcription companies. These reports are important for the continuity of patient care, for statistical reports, for legal protection, and for proper billing. Medical transcriptionists must have a strong background in medical terminology, anatomy and physiology, pharmacology, radiology, and laboratory data areas as well as superb listening, grammar, and typing skills.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 51 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
HSC	104	Introduction to Disease	04
HSC	161	Legal Concepts to Medical Practice	02
INF	112	Word Processing	02
INF	131	Internet and the World Wide Web	02
MED	103	Medical Terminology	04
MED	221	Medical Transcription I	04
MED	222A	Medical Transcription II	06
MED	223A	Medical Transcription III	06
SCI	100F	Structure and Function of the Human Body	04
WRK	220	Medical Transcription Externship	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**51**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Flint.

Opticianry
Certificate

An optician is a professional who has the responsibility for the dispensing of eyewear, including spectacles, low-vision aids, and accessories. The optician may fabricate, verify, and fit eyeglasses, and other optical devices upon the written prescription of a medical doctor or doctor of optometry. An optician is responsible for analyzing and interpreting the prescription to determine the lenses that are best suited to the patient's lifestyle and visual needs. The optician takes measurements to insure proper lens placement in the frame, and must verify the accuracy of the finished product. The glasses are adjusted to the patient by the optician at the time of delivery. Courses in this program will prepare students for the American Board of Opticianry Certification examination. Students may also sit for state licensure or certification to practice this profession.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 42 HOURS			
ELECT	166A	Computer Literacy Elective	02
ENG	101	Composition I	04
INF	112	Word Processing	02
MTH	111	Introductory Algebra	04
OP	101	Introduction to Opticianry	04
OP	111	Ocular Anatomy, Physiology, and Pathology	04
OP	121A	Optical Laboratory Theory	03
OP	211	Optical Theory I	03
OP	212	Optical Theory II	03
OP	221A	Optical Dispensing I Theory	03
OP	222A	Optical Dispensing II Theory	03
OP	261	Optical Dispensing Laboratory	03
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**42**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Jackson.

Patient Care Aide
Certificate

This program is designed to prepare students to work as a patient care aide in a hospital, nursing home, long term care, or home health agency. Clinical skills and hands-on practice are obtained in the college laboratory setting and by supervised clinical experiences. Students must pass the State of Michigan Certification Exam for Nurse Aides at the completion of MED105A Certified Nurse Aide. Proof of certification must be presented to the program coordinator prior to registering for professional courses.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 38 HOURS			
ELECT	166A	Computer Literacy Elective	02
ENG	101	Composition I	04
HSC	102	BLS Provider Training and First Aid	01
INF	112	Word Processing	02
MED	103	Medical Terminology	04
MED	105A	Certified Nurse Aide	08
MED	190A	Advanced Nurse Aide Theory	04
MED	191A	Advanced Nurse Aide Lab	02
MED	192A	Advanced Nurse Aide Practicum	02
SCI	100F	Structure and Function of the Human Body	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**38**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Cadillac, Flint, Owosso.

Pharmacy Technician
Certificate

Pharmacy technicians help licensed Pharmacists provide medication and other health care products to patients. Technicians usually perform routine tasks to help prepare prescribed medication, such as counting tablets and labeling bottles. They also perform administrative duties, such as answering phones, maintaining inventory, and operating cash registers. Technicians refer any questions regarding prescriptions, drug information, or health matters to a pharmacist.

Graduates of this program will be prepared for entry-level employment in a wide variety of pharmacies, including retail, hospital, mail-order, nursing homes, and assisted-living facilities. Current information on opportunities for pharmacy technicians can be found at the Bureau of Labor and Statistics Web site (www.bls.gov/oco).

In addition to employment, courses in the program have been developed to prepare individuals to successfully complete the national certification exam administered by the Pharmacy Technician Certification Board.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 51 HOURS			
ENG	101	Composition I	04
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
MED	103	Medical Terminology	04
MTH	111	Introductory Algebra	04
PHT	101	Introduction to Pharmacy Technology	02
PHT	111A	Pharmacy Technology I	04
PHT	112A	Pharmacy Technology II	04
PHT	121	Interpretation of Medication Orders	04
PHT	211B	Hospital Pharmacy	04
PHT	212B	Community Pharmacy	04
SCI	100F	Structure and Function of the Human Body	04
WRK	252	Pharmacy Clinical	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**51**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses and extension: Allen Park, Auburn Hills, Cass City, Clinton Township, Flint, Muskegon, Owosso, Port Huron.

Phlebotomy Technician
Certificate

This program is designed to prepare students to work as a phlebotomy technician in a variety of medical settings. Students will learn the blood drawing skills in the college laboratory setting and by supervised phlebotomy experiences in medical settings. Additionally, students will understand the pre-analytical variables that affect laboratory specimens and how to work successfully as part of the extended laboratory team. After successful completion of this program students are eligible to sit for one of the national Phlebotomy Technician certification exams.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 39 HOURS			
ELECT	166A	Computer Literacy Elective	02
ENG	101	Composition I	04
HSC	102	BLS Provider Training and First Aid	01
HSC	104	Introduction to Disease	04
HSC	161	Legal Concepts to Medical Practice	02
INF	112	Word Processing	02
MED	103	Medical Terminology	04
MED	225A	Phlebotomy Integration	04
MLT	111	Phlebotomy for Laboratory Professionals	03
SCI	100F	Structure and Function of the Human Body	04
WRK	225	Phlebotomy Externship	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**39**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses and extension: Auburn Hills, Coldwater, Jackson, Owosso.

Practical Nurse
Certificate

The Practical Nursing Program at Baker College prepares students to attain the necessary knowledge, attitudes, and skills for a career as a practical nurse. Upon completion of the program, graduates will obtain a Certificate in Practical Nursing and be eligible to sit for the PN-NCLEX Exam. The curriculum is designed to assist students to become critical thinkers and problem-solvers. Students are encouraged to develop an appreciation for the legal, moral, ethical, and cultural dimensions of issues they confront in an ever-evolving health care system. The Michigan Board of Nursing may deny licensure to an applicant who has been convicted of a crime or is addicted to drugs or alcohol. All nursing programs must complete the approval process of the Michigan Board of Nursing. The nursing programs within the Baker College system have been approved. The Practical Nurse Program of Baker College of Auburn Hills has received full approval from the Michigan Board of Nursing.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 81 HOURS			
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
HSC	102	BLS Provider Training and First Aid	01

Course Number		Course Title	Quarter Hours
HSC	103	The Human Body-Holistic Perspective	04
HSC	207	Nursing Pharmacology	04
MTH	111	Introductory Algebra	04
NUR	101	Nursing Fundamentals	04
NUR	102	Nursing Fundamentals Lab	02
NUR	103	Nursing Fundamentals Practicum	02
NUR	111	Health Assessment	02
NUR	121	Medical/Surgical Nursing I	04
NUR	122	Medical/Surgical Nursing I Practicum	03
NUR	131	Nursing Strategies Across the Lifespan and Across the Continuum	02
NUR	141	Nursing Drug Applications	02
NUR	171	Legal Issues in Nursing	02
PN	131A	Maternity Nursing for Practical Nurses	02
PN	132A	Maternity Nursing for Practical Nurses - Clinical Applications	01
PN	136A	Pediatric Nursing for Practical Nurses	02
PN	137A	Pediatric Nursing for Practical Nurses - Clinical Applications	01
PN	151	Practical Nurse Care of Adults	04
PN	152	Practical Nurse Care of Adults Practicum	04
PN	171	Practical Nursing Seminar	04
PSY	111	General Psychology	04
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
WRK	291B	Professional Career Strategies	01
QUARTER HOURS REQUIRED FOR GRADUATION			**81**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Auburn Hills.

Sterile Processing Technician
Certificate

This program prepares graduates to enter the field of sterile processing. Sterile processors work in hospitals, outpatient surgery centers, and private offices, as well as for instrument and supply companies. This program focuses on cleaning, disinfection, sterilization and distribution of sterile supplies, instruments, and equipment used in various health care settings. Students will gain hands-on experience in a sterile processing department during the clinical portion of the program. Graduates will be eligible to sit for the national certification exam.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 36 HOURS			
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
HSC	102	BLS Provider Training and First Aid	01
MED	103	Medical Terminology	04
SCI	100F	Structure and Function of the Human Body	04
SPT	101	Introduction to Sterile Processing	02
SPT	188B	Sterile Processing, Distribution, and Materials Management	04
SPT	192	Surgical Instrumentation, Decontamination, and Sterilization (with Lab)	04
WRK	227	Sterile Processing Technician Externship	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**36**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Flint, Jackson, Muskegon.

Therapeutic Massage
Certificate

Students are prepared to enter the field of massage therapy. The program focuses on therapeutic massage techniques used in a clinical setting. Individuals will be prepared and eligible to take any nationally recognized certification examination including the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB).

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 58 HOURS			
ENG	101	Composition I	04
INF	112	Word Processing	02
MSG	101	Massage Therapy I	04
MSG	102	Massage Therapy II	04
MSG	111	Anatomy of Movement	04
MSG	121	Energy-Based Massage Techniques	04
MSG	141	Therapeutic Massage Techniques	04
MSG	151A	Business Applications for Massage Therapists	03
MSG	161	Sports/Occupational Massage Techniques	04
MSG	171A	Documentation for Therapeutic Massage	03
MSG	211B	Pathology and Pharmacology for Therapeutic Massage	04
MSG	220	Therapeutic Massage Lab I	01
MSG	221B	Therapeutic Massage Lab II	02
MSG	222A	Therapeutic Massage Lab III	03
MSG	231A	Preparation for Certification Examination	01
MSG	261A	Ethics for Therapeutic Massage	02
SCI	100F	Structure and Function of the Human Body	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**58**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses and extension: Allen Park, Cadillac, Cass City, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Allied Health Technology
Associate of Applied Science Degree

This program is offered to those who are certified, licensed, and/or registered in an allied health profession. Up to 40 quarter hours of college credit may be awarded toward an associate's degree in allied health. Additional courses from the elective list will be required in cases where individuals do not receive the full 40 credits for their portfolio. A valid registration, license, or certificate number must be presented to the College along with any transcripts of post secondary education from any other institutions. Students must complete at least 48 quarter hours of credit through actual class time with Baker College to receive a degree.

APPROVED 40 QUARTER HOURS FROM AN ACCREDITED INSTITUTION. (MINIMUM GPA OF 2.0)

Professional/Allied Health Clinical Portfolio		40

Course Number		Course Title	Quarter Hours
ALLIED HEALTH TECHNOLOGY MAJOR - 21 HOURS			
ELECT	100A	Elective	04
HSC	104	Introduction to Disease	04
HSC	111	Introduction to Health Care	04
MED	103	Medical Terminology	04
SCI	100F	Structure and Function of the Human Body	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	120A	Communication Elective	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02

Course Number		Course Title	Quarter Hours
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	101	Mathematics for Business	04
MTH	111	Introductory Algebra	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**93**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Dental Assisting
Associate of Applied Science Degree

Registered Dental Assistants are licensed healthcare professionals who administer direct restorative and preventive dental services to dental patients, under the supervision of a licensed dentist. Registered Dental Assistants are unique members of the dental healthcare team as they care for their patients providing a variety of services. The Registered Dental Assistant, licensed by the State of Michigan, is able to: place, pack and carve amalgam restorations; inspect and chart the oral cavity; expose, process and mount dental radiographs; remove sutures; size and place temporary fillings and crowns; perform selective coronal polish; capture vital signs; achieve pulp vitality tests; apply fluoride and dental sealants; as well as place and remove a dental dam, periodontal dressing and retraction cords.

Additionally, a Registered Dental Assistant can assist the doctor at chairside, relate home healthcare instructions to patients, prepare instruments and operatories for sterilization and disinfection, as well as perform the role of an administrative assistant. The profession blends technical skills with people skills. Successful completion of this program allows the individual to sit for two board exams: (1) the State of Michigan Board Exam, to earn the credential RDA, Registered Dental Assistant, and (2) the Dental Assisting National Board Exam to earn the credential CDA, Certified Dental Assistant. This program is accredited by the Commission on Dental Accreditation of the American Dental Association. This is a specialized accrediting body recognized by the Commission on Recognition of Post-Secondary Accreditation and by the United States Department of Education. Please reference www.ada.org for further information.

Course Number		Course Title	Quarter Hours
DENTAL ASSISTING MAJOR - 58 HOURS			
DAS	101	Dental Assisting I	05
DAS	102	Dental Assisting II	05
DAS	111	Dental Anatomy/Histology and Embryology	04
DAS	121	Biomedical Science	03
DAS	131	Dental Materials	04
DAS	141	Dental Radiology	04
DAS	151	Dental Office Management	03
DAS	161	Nutrition and Preventative Dentistry	02
DAS	201	Clinical Practice I	06
DAS	202	Clinical Practice II	07
DAS	211A	Registered Dental Assistant Functions	03
DAS	221	Dental Specialties	02
DAS	231	Professional Concepts	01
DAS	261	CDA/RDA Exam Preparatory	04
SCI	100F	Structure and Function of the Human Body	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02

INF	131	Internet and the World Wide Web	02
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

MTH	101	Mathematics for Business	04
MTH	111	Introductory Algebra	04

QUARTER HOURS REQUIRED FOR GRADUATION **90**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Port Huron.

Dental Hygienist
Associate of Applied Science Degree

Dental hygienists are licensed oral health professionals who focus on preventing and treating oral diseases of the teeth and gums, and protection of patients' total health. As part of dental hygiene services, dental hygienists may: perform oral healthcare assessments that include reviewing patients' health histories, dental charting, oral cancer screening, and taking of blood pressure; expose, process and interpret dental radiographs; remove plaque and calculus from the teeth; apply cavity prevention agents; apply sealants; teach patients proper oral hygiene techniques; counsel patients on good nutrition; provide local anesthesia and nitrous oxide for pain and/or anxiety control. Dental hygienists can work as clinicians, educators, researchers, administrators, managers, consumer advocates, sales managers and consultants. They may work in a variety of healthcare settings such as private dental offices, schools, public health clinics, hospitals, correctional institutions, or nursing homes. Successful completion of the program allows graduates to site for the National Dental Hygiene written board examination, along with the required regional board examinations required for licensure to practice.

The program in dental hygiene is accredited by the Commission on Dental Accreditation of the American Dental Association. This is a specialized accrediting body recognized by the Commission on Recognition of Post-secondary Accreditation and by the United States Department of Education. Please reference www.ada.org for further information.

Course Number		Course Title	Quarter Hours
DENTAL HYGIENIST MAJOR - 128 HOURS			
DHY	111A	Dental Hygiene I	06
DHY	112A	Principles of Dental Hygiene	03
DHY	113A	Dental Histology and Embryology	03
DHY	114	Oral Anatomy	04
DHY	116	Head and Neck Anatomy I	02
DHY	117	Head and Neck Anatomy II	01
DHY	121	Clinical Dental Hygiene II	06
DHY	122	Oral Pathology	03
DHY	123	Dental Radiography	04
DHY	131	Clinical Dental Hygiene III	06
DHY	132	Periodontics I	02
DHY	133	Dental Materials	04
DHY	134	Dental Health Education	02
DHY	141	Clinical Dental Hygiene IV	04
DHY	201	Dental Pain and Anxiety Control	04
DHY	211A	Clinical Dental Hygiene V	08
DHY	212	Periodontics II	02
DHY	214A	Pharmacology for the Dental Hygienist	03
DHY	221	Clinical Dental Hygiene VI	08
DHY	222	Community Dentistry	04
DHY	223	Radiographic Interpretation	01
DHY	231	Clinical Dental Hygiene VII	08
DHY	232	Dental Law and Ethics	02
DHY	233	Special Topics Seminar	02
HSC	221	Nutrition	04
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04

SCI	220A	Microbiology	05
SCI	231	Biochemistry	04
SCI	246	Chemistry I	04
SOC	201	Sociology	04
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 32 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION **160**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Port Huron.

Diagnostic Medical Sonography
Associate of Applied Science Degree

Through academic and clinical training, students are prepared for the field of sonography to provide patient care utilizing diagnostic ultrasound equipment. Students will use knowledge gained in this program, experience close patient contact, and utilize diagnostic ultrasound equipment to provide physicians with images necessary to diagnose conditions and diseases. Sonographers are able to: apply knowledge of anatomy and physiology, as well as pathophysiology to accurately demonstrate anatomical structures on a sonogram or digital medium; apply principles of sonographic physics to assess anatomical structures; recognize sonography's role in the healthcare environment; and provide patient care and comfort. Graduates are eligible to take the registry certification following acceptance of the graduate's application by the American Registry of Diagnostic Medical Sonography (ARDMS). Enrollment is limited for this program.

The mission of the Diagnostic Medical Sonogrpahy program is to provide didactic and clinical education that enables qualified students to achieve strong communication, critical thinking and technical skills required to obtain entry-level employment and become a Registered Diagnostic Medical Sonographer.

Course Number		Course Title	Quarter Hours
DIAGNOSTIC MEDICAL SONOGRAPHY MAJOR - 90 HOURS			
DMS	100A	Introduction to Sonography	04
DMS	201	Sonographic Technique	04
DMS	210A	Ultrasound of the Normal Abdomen and Pelvis	04
DMS	211A	Ultrasound of Abdominal Pathology	04
DMS	212A	OB/GYN Ultrasound Normal and Pathology	04
DMS	213A	Small Parts and Specialty Ultrasound	04
DMS	215A	Principles of Ultrasound and Instrumentation I	04
DMS	216A	Principles of Ultrasound and Instrumentation II	04
DMS	220	Clinical I	06
DMS	221	Clinical II	06
DMS	222	Clinical III	06
DMS	223	Clinical IV	06
DMS	230A	Ultrasound Review	04
HSC	105B	Patient Care for the Imaging Professional	05
MED	103	Medical Terminology	04
MTH	112	Intermediate Algebra	04
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	121	Physics Concepts	02
SCI	211	Pathophysiology	04
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 28 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04

INF	112	Word Processing	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   __118__

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Owosso.

Echocardiographic Technology
Associate of Applied Science Degree

This program prepares students by academic and clinical training to provide patient services using diagnostic ultrasound to perform cardiac echo testing under the supervision of a doctor of cardiology. This program will prepare students to perform these skills in a variety of health care settings. Enrollment for this program is limited.

Course Number		Course Title	Quarter Hours
ECHOCARDIOGRAPHIC TECHNOLOGY MAJOR - 90 HOURS			
ECT	105	EKG Technology	04
ECT	121A	Introduction to Echocardiography	03
ECT	141	Cardiovascular Procedures	02
ECT	201	Fundamentals of Sonography	04
ECT	202	Cross-Sectional Sonography	04
ECT	208A	Advanced Echocardiographic Procedures	02
ECT	210A	Advanced Sonography - Valve Disease	04
ECT	211A	Advanced Sonography - Ventricular Disease	04
ECT	212A	Advanced Sonography - Advanced Disease	04
ECT	220A	Cardiovascular Clinical	05
ECT	221B	ECT Clinical Affiliation #1	07
ECT	231B	ECT Clinical Affiliation #2	07
HSC	105B	Patient Care for the Imaging Professional	05
HSC	181	Acoustical Physics	04
HSC	206	Basic Pharmacology	04
MED	103	Medical Terminology	04
MTH	112	Intermediate Algebra	04
MTH	401	Statistical Methods	04
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	120A	Communication Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   __122__

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Auburn Hills.

Emergency Services Management
Associate of Applied Science Degree

This program is designed to meet the needs of students who are currently employed in or planning to pursue a career in Emergency Services Management. Emphasis will be placed on individual and group problem solving, management and supervision, and an exploration of current issues specific to emergency services. Admission requirements: Students must enter the program with a total of 48 credits derived from any combination of the following: Basic EMT credentials, Paramedic credentials, or Fire Fighter I & II credentials. The remaining credits may consist of approved portfolio, previous credits from an approved accredited institution, life-long learning experiences, or any combination. ESM courses are offered online only.

ESM Professional Credentials		48

Course Number		Course Title	Quarter Hours
EMERGENCY SERVICES MANAGEMENT MAJOR - 19 HOURS			
ESM	201	Law and Ethics for Emergency Services Personnel	02
ESM	211	Emergency Services Management Operations and Finance	04
ESM	251	Emergency Services Management Seminar	04
MGT	211	Management and Supervision	04
SPK	211	Group Dynamics	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	121A	Communication Elective	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

MTH	101	Mathematics for Business	04
MTH	111	Introductory Algebra	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   __99__

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Cadillac, Clinton Township, Muskegon.

Health Information Technology
Associate of Applied Science Degree

A health information technician is responsible for maintaining, organizing, and producing medical information. The curriculum prepares students for any health care setting. A health information technician is a skilled person who has completed a program accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM) and has passed the RHIT national certification examination. This program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Course Number		Course Title	Quarter Hours
HEALTH INFORMATION TECHNOLOGY MAJOR - 69 HOURS			
HIT	100	Health Care Delivery Systems	04
HIT	101A	Health Data Content and Structure	04
HIT	103A	Organization and Supervision	04
HIT	201	Health Care Statistics	02
HIT	211	Coding/Classification Systems I	04
HIT	212	Coding/Classification Systems II	04
HIT	213	Coding/Classification Systems III	04
HIT	214A	Coding/Classification Systems IV	02
HIT	221B	Clinical Quality Assessment and Performance Improvement	04

HIT	231A	Legal and Ethical Issues	04
HIT	235	Reimbursement Methodologies and Information Management	04
HIT	243A	Health Information Technology Professional Practice Experience	04
HIT	291	RHIT Review	02
HSC	206	Basic Pharmacology	04
MED	103	Medical Terminology	04
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 28 HOURS

ELECT	120A	Communication Elective	04
ELECT	164A	Computer Literacy Elective	02
ELECT	164B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **97**

See the Health Sciences Catalog Supplement for specific program requirements and optional coursework.

This program is offered at the following Baker College campuses: Allen Park, Clinton Township, Flint, Jackson.

Medical Administrative Assistant
Associate of Applied Science Degree

This program is designed for the person who wants to specialize in the administrative assistant aspects of a medical setting, including physician offices, clinics, and hospitals.

Course Number		Course Title	Quarter Hours
MEDICAL ADMINISTRATIVE ASSISTANT MAJOR - 62 HOURS			
HSC	104	Introduction to Disease	04
HSC	161	Legal Concepts to Medical Practice	02
MED	103	Medical Terminology	04
MED	109	Physician's Office Coding	02
MED	112	Medical Office Finance	02
MED	203C	Physician's Office Billing	04
MED	207	Medical Office Procedures	04
MED	221	Medical Transcription I	04
MED	241	Practice Management	04
OAD	210A	Records Management and Computer Applications	04
SCI	100F	Structure and Function of the Human Body	04
WPG	101B	Office Grammar Skills	04
WPG	122	Introduction to Document Processing	04
WPG	123	Intermediate Document Processing	04
WPG	224	Advanced Document Processing	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

WRK	219	Medical Administrative Assistant Externship	04
WRK	224	Unit Coordinator Externship	04

SELECT 1 GROUP FROM THE FOLLOWING:

MED	106	Asepsis	01
MED	116	Patient Assessment	02
OR			
MED	120	Unit Coordinator	04

GENERAL EDUCATION REQUIREMENTS - 32 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
SPK	201	Oral Communication	04

WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

MTH	101	Mathematics for Business	04
MTH	111	Introductory Algebra	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **94**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses and extensions: Auburn Hills, Cadillac, Cass City, Clinton Township, Coldwater, Flint, Jackson, Muskegon, Owosso, Port Huron.

Medical Assistant
Associate of Applied Science Degree

Medical assisting is a multi-skilled allied health profession in which practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team and perform administrative duties and clinical procedures. Graduates are encouraged to take the national certifying exam. Passing this exam entitles the candidate to the credential CMA (Certified Medical Assistant), AAMA (American Association of Medical Assistants).

Course Number		Course Title	Quarter Hours
MEDICAL ASSISTANT MAJOR - 65 HOURS			
HSC	102	BLS Provider Training and First Aid	01
HSC	104	Introduction to Disease	04
HSC	161	Legal Concepts to Medical Practice	02
MED	103	Medical Terminology	04
MED	106	Asepsis	01
MED	109	Physician's Office Coding	02
MED	112	Medical Office Finance	02
MED	113	Math for Health Occupations	02
MED	116	Patient Assessment	02
MED	171	Electronic Medical Records	04
MED	185	Phlebotomy	02
MED	186	EKG	02
MED	203C	Physician's Office Billing	04
MED	205D	Specialty Examination	04
MED	207	Medical Office Procedures	04
MED	208	Minor Office Surgery	02
MED	218B	Administration of Medications	04
MED	220C	Physician's Office Laboratory	04
MED	241	Practice Management	04
MED	291A	CMA Review	02
SCI	100F	Structure and Function of the Human Body	04
WRK	221	Medical Assistant Externship	04
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 28 HOURS

ELECT	166A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

MTH	101	Mathematics for Business	04
MTH	111	Introductory Algebra	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **93**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses and extensions: Allen Park, Auburn Hills, Cadillac, Cass City, Clinton Township, Coldwater, Flint, Jackson, Muskegon, Owosso, Port Huron.

Medical Insurance Specialist
Associate of Applied Science Degree

This program prepares students to identify the major sources of health insurance and their rules and policies affecting billing and payment. An emphasis will be placed on the student's ability to abstract diagnostic and procedure codes, process claims in outpatient, inpatient, and ambulatory care settings, and the management of account receivables to maximize optimum reimbursement. Graduates are encouraged to take a national certification examination.

Course Number		Course Title	Quarter Hours
MEDICAL INSURANCE SPECIALIST MAJOR - 62 HOURS			
HSC	102	BLS Provider Training and First Aid	01
HSC	104	Introduction to Disease	04
MED	103	Medical Terminology	04
MED	207	Medical Office Procedures	04
MED	241	Practice Management	04
MIS	101	Overview of Medical Insurance	02
MIS	111A	CPT Coding	08
MIS	131	ICD-9-CM Coding	04
MIS	161A	Advanced Medical Coding	04
MIS	201A	Medical Claims Processing	08
MIS	211	Facility Insurance Billing	04
MIS	231	Advanced Billing Concepts	04
MIS	291	Coding Review	02
SCI	100F	Structure and Function of the Human Body	04
WRK	261	Medical Insurance Specialist Externship	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	120A	Communication Elective	04
ELECT	166A	Computer Literacy Elective	02
ELECT	166B	Computer Literacy Elective	02
ELECT	166C	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	101	Mathematics for Business	04
MTH	111	Introductory Algebra	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**94**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses and extensions: Allen Park, Auburn Hills, Cadillac, Cass City, Clinton Township, Coldwater, Flint, Jackson, Muskegon, Owosso, Port Huron.

Medical Laboratory Technician
Associate of Applied Science Degree

The Medical Laboratory Technician is a skilled professional who works in a clinical laboratory setting under the supervision of a qualified physician and/or medical technologist. The technician performs laboratory procedures involving body fluids in the areas of hematology, microbiology, immunohematology, immunology, clinical chemistry, and urinalysis. A laboratory technician operates automated analyzers and monitors quality control programs. Although technicians have limited patient contact, clinical laboratory testing plays a crucial role in the detection, diagnosis and treatment of disease. Upon completion of this program, students will be eligible to sit for national certification as a Medical Laboratory Technician. Enrollment is limited for this program.

Course Number		Course Title	Quarter Hours
MEDICAL LABORATORY TECHNICIAN MAJOR - 80 HOURS			
MLT	102	Clinical Laboratory Techniques	04
MLT	111	Phlebotomy for Laboratory Professionals	03
MLT	201	Immunohematology	04
MLT	202	Laboratory Chemistry	04
MLT	203A	Medical Microbiology	04
MLT	204	Hematology	04
MLT	205B	Immunology/Serology	03
MLT	206B	Urinalysis	02
MLT	207	Mycology, Parasitology/Virology	02
MLT	209	Coagulation	02
MLT	271	Clinical Laboratory I	12
MLT	272	Clinical Laboratory II	12
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
SCI	220A	Microbiology	05
SCI	246	Chemistry I	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	120A	Communication Elective	04
ELECT	166A	Computer Literacy Elective	02
ELECT	166B	Computer Literacy Elective	02
ELECT	166C	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**112**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Allen Park, Jackson, Owosso, Port Huron.

Occupational Therapy Assistant
Associate of Applied Science Degree

The occupational therapy assistant is a skilled healthcare practitioner who works under the supervision of a licensed occupational therapist in the planning and treatment implementation of individuals affected by physical, emotional, and developmental disabilities. Accreditation Status: The Occupational Therapy Assistant Program on the Muskegon campus is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), c/o American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, Maryland 20824-1220; Phone: (301) 652-2682. Graduates from the accredited program at Muskegon are eligible to take the national certification examination. The Occupational Therapy Assistant program on the Allen Park campus has applied for accreditation and has been granted Developing Status by ACOTE. Enrollment is limited for this program.

Course Number		Course Title	Quarter Hours
OCCUPATIONAL THERAPY ASSISTANT MAJOR - 85 HOURS			
HSC	111	Introduction to Health Care	04
HSC	112	Clinical Documentation	01
HSC	211	Lifespan Development	02
HSC	281	Neurological Foundations of Motor Control	02
HSC	285	Clinical Pathology	03
MED	103	Medical Terminology	04
OTA	111	Introduction to Occupational Therapy Assisting	02
OTA	120	Elements of Therapeutic Media	03
OTA	141A	Fundamentals of Occupational Therapy Assistant Practice	03
OTA	171A	OTA Level I Fieldwork A	01
OTA	172A	OTA Level I Fieldwork B	01

OTA	201B	OTA Clinical Techniques in Mental Health	02
OTA	202B	OTA Clinical Techniques in Physical Dysfunction	02
OTA	211B	OTA Principles and Applications in Mental Health	04
OTA	221A	OTA Principles and Applications in Physical Dysfunction	04
OTA	231C	OTA Principles and Applications in Pediatrics	03
OTA	251	OT in Specialty Areas	02
OTA	252	Geriatric Patient Care	03
OTA	261	OTA Professional Preparation	01
OTA	262	OTA Fieldwork Integration	01
OTA	271B	OTA Level II Fieldwork A	06
OTA	272B	OTA Level II Fieldwork B	06
OTA	291	OTA Board Review	01
PSY	311	Abnormal Psychology	04
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
SCI	271A	Clinical Kinesiology	05
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 28 HOURS

ELECT	120A	Communication Elective	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   <u>113</u>

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Allen Park, Muskegon.

Opticianry
Associate of Applied Science Degree

An optician is a professional who has the responsibility for the dispensing of eyewear, including spectacles, contact lenses, low-vision aids, and accessories. The optician may fabricate, verify, and fit eyeglasses, contact lenses and other optical devices upon the written prescription of a medical doctor or doctor of optometry. Once presented with this prescription, an optician is responsible for analyzing and interpreting the prescription to determine the lenses that are best suited to the patient's lifestyle and visual needs. Frame selection, including size and material, is then chosen. The optician takes measurements to insure proper lens placement in the frame, and must verify the accuracy of the finished product. The glasses are adjusted to the patient by the optician at the time of delivery. Other duties include occasional adjustments to retain proper fit, replacements, and repairs of lenses and frames.

Graduates are eligible to sit for the National Opticianry Competency Exam administered by the American Board of Opticianry and the National Contact Lens Examination. Students may also sit for state licensure exams in states where applicable. At this time the state of Michigan does not require licensure or certification to practice this profession. Enrollment for this program is limited.

Course Number		Course Title	Quarter Hours

OPTICIANRY MAJOR - 59 HOURS

ELECT	100A	Elective	04
MGT	114	Customer Service	04
OP	101	Introduction to Opticianry	04
OP	111	Ocular Anatomy, Physiology, and Pathology	04
OP	121A	Optical Laboratory Theory	03
OP	201	Ophthalmic Procedures	04
OP	211	Optical Theory I	03
OP	212	Optical Theory II	03
OP	221A	Optical Dispensing I Theory	03

OP	222A	Optical Dispensing II Theory	03
OP	231	Introduction to Contact Lenses	02
OP	232	Contact Lenses	04
OP	241	Opticianry Management	02
OP	251	Current Trends in Opticianry	04
OP	261	Optical Dispensing Laboratory	03
OP	271	Opticianry Externship	08
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 32 HOURS

ELECT	120A	Communication Elective	04
ELECT	165A	Computer Literacy Elective	02
ELECT	165B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   <u>91</u>

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Jackson.

Orthotic/Prosthetic Technology
Associate of Applied Science Degree

This program is designed to provide students with a comprehensive education in both disciplines of Orthotic Technology (fabrication of orthopedic braces) and Prosthetic Technology (fabrication of artificial limbs). Students will learn to interpret orthometry forms, apply bio-mechanical principles and fabricate orthotic/prosthetic devices.

The program is accredited by the National Commission of Orthotics and Prosthetics Education (NCOPE), 330 John Carlyle Street, Suite 200, Alexandria, VA 22314, phone: (703) 836-7114, fax: (703) 836-0838, Web address: http://www. ncope.org, e-mail: info@ncope.org. Accreditation will give graduates eligibility to take the national registry examinations for technicians offered by the American Board for Certification. Upon completion of the program students are eligible to sit for the national exams to become a Registered Technician Orthotics (RTO), Registered Technician Prosthetics (RTP), or Registered Technician Prosthetics/Orthotics (RTPO). Enrollment is limited for this program.

Course Number		Course Title	Quarter Hours

ORTHOTIC/PROSTHETIC TECHNOLOGY MAJOR - 82 HOURS

HSC	111	Introduction to Health Care	04
MED	103	Medical Terminology	04
OPT	101	Introduction to Orthotic/Prosthetic Technology	05
OPT	201	Diabetic and Foot Orthotics	06
OPT	203	Lower Extremity Plastic Orthotic Systems	06
OPT	204	Lower Extremity Metal Orthotic Systems	06
OPT	211A	Partial Foot and Symes Prosthetics	06
OPT	212	BK Lower Extremity Prosthetics	06
OPT	213	AK Lower Extremity Prosthetics	06
OPT	221	Upper Extremity Orthotics	06
OPT	233	Upper Extremity Prosthetics	06
OPT	241A	Spinal Orthotics	06
OPT	251	Orthotics/Prosthetic Clinical Externship	06
SCI	100F	Structure and Function of the Human Body	04
SCI	246	Chemistry I	04
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 28 HOURS

ELECT	120A	Communication Elective	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04

SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION <u>**110**</u>

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Flint.

Pharmacy Technician
Associate of Applied Science Degree

Pharmacy technicians help licensed Pharmacists provide medication and other health care products to patients. Technicians usually perform routine tasks to help prepare prescribed medication, such as counting tablets and labeling bottles. They also perform administrative duties, such as answering phones, maintaining inventory, and operating cash registers. Technicians refer any questions regarding prescriptions, drug information, or health matters to a pharmacist.

Graduates of this program will be prepared for entry-level employment in a wide variety of pharmacies, including retail, hospital, mail-order, nursing homes, and assisted-living facilities. Current information on opportunities for pharmacy technicians can be found at the Bureau of Labor and Statistics Web site (www.bls.gov/oco).

In addition to employment, courses in the program have been developed to prepare individuals to successfully complete the national certification exam administered by the Pharmacy Technician Certification Board.

Course Number		Course Title	Quarter Hours
PHARMACY TECHNICIAN MAJOR - 59 HOURS			
ELECT	100A	Elective	04
ELECT	100B	Elective	04
ELECT	100C	Elective	04
HSC	104	Introduction to Disease	04
HSC	111	Introduction to Health Care	04
MED	103	Medical Terminology	04
MTH	101	Mathematics for Business	04
PHT	101	Introduction to Pharmacy Technology	02
PHT	111A	Pharmacy Technology I	04
PHT	112A	Pharmacy Technology II	04
PHT	121	Interpretation of Medication Orders	04
PHT	211B	Hospital Pharmacy	04
PHT	212B	Community Pharmacy	04
SCI	100F	Structure and Function of the Human Body	04
WRK	252	Pharmacy Clinical	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	120A	Communication Elective	04
ELECT	165A	Computer Literacy Elective	02
ELECT	165B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION <u>**91**</u>

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses and extension: Allen Park, Auburn Hills, Cass City, Clinton Township, Flint, Muskegon, Owosso, Port Huron.

Physical Therapist Assistant
Associate of Applied Science Degree

The physical therapist assistant (PTA) is a technical health care worker who performs patient care under the supervision of a licensed physical therapist. Typical settings include hospitals, rehabilitation clinics, private practice, geriatric care facilities, sport medicine centers, school systems, and industrial sites. Graduates will be eligible for licensure or certification examinations in any state. For information about the licensure examination see http://www.fsbpt.org. Enrollment is limited for this program.

Course Number		Course Title	Quarter Hours
PHYSICAL THERAPIST ASSISTANT MAJOR - 82 HOURS			
HSC	111	Introduction to Health Care	04
HSC	112	Clinical Documentation	01
HSC	211	Lifespan Development	02
HSC	281	Neurological Foundations of Motor Control	02
HSC	285	Clinical Pathology	03
MED	103	Medical Terminology	04
PTA	111	Introduction to PTA	02
PTA	171	Level I Fieldwork	01
PTA	172	Level I Fieldwork	01
PTA	211	PTA Techniques I	04
PTA	212	PTA Techniques II	04
PTA	221A	Therapeutic Exercise I	04
PTA	222B	Therapeutic Exercise II	05
PTA	231B	Functional Mobility	04
PTA	241C	Acute and Long-Term Care	03
PTA	258	Special Topics in Physical Therapy	03
PTA	261B	Professional Preparation I	01
PTA	262A	PTA Capstone	01
PTA	263	Professional Preparation II	01
PTA	271C	PTA Level II Fieldwork	06
PTA	272C	PTA Level II Fieldwork	06
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
SCI	271A	Clinical Kinesiology	05
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
PSY	111	General Psychology	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION <u>**110**</u>

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Allen Park, Flint, Muskegon.

Polysomnographic Technology
Associate of Applied Science Degree

Polysomnography is a new, rapidly growing, health related field dedicated to the study of sleep disorders. With millions of people being tested in sleep laboratories and few formal training programs nationwide, opportunities for qualified polysomnographers (sleep study technologists) are outstanding. These specialists work in state of the art laboratories where they assess patients and prepare them for sleep studies. They also operate, monitor, and troubleshoot highly sophisticated sleep computers to analyze sleep patterns. With the information they gather, sleep technologists help physicians diagnose and treat sleep disorders.

Baker College's Associate of Applied Science Degree program in Polysomnographic Technology offers comprehensive preparation for entry into this important field. Specialized laboratories help students develop the expertise needed to become independent clinicians. Enrollment is limited for this program.

Course Number		Course Title	Quarter Hours

POLYSOMNOGRAPHIC TECHNOLOGY MAJOR - 64 HOURS

HSC	102	BLS Provider Training and First Aid	01
MED	103	Medical Terminology	04
MTH	112	Intermediate Algebra	04
PST	101	Introduction to Polysomnography	04
PST	111	Polysomnographic Seminar I	01
PST	112	Polysomnographic Seminar II	01
PST	121	Patient Preparation	02
PST	131	Professional Management and Legal Issues	02
PST	201	Electronic Theory and Instrumentation Monitoring	04
PST	211	Therapeutic Interventions	04
PST	221A	Neuroanatomy and Pathology	02
PST	231	Cardiorespiratory Pharmacology	02
PST	241	Sleep Analyzing Computers	04
PST	261	Polysomnography Clinical I	02
PST	262	Polysomnography Clinical II	02
PST	271	Polysomnography Internship	04
PST	281	Advanced Polysomnography	04
PST	291	Polysomnography Registry Review	02
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	246	Chemistry I	04
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 28 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION **92**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Flint.

Radiologic Technology
Associate of Applied Science Degree

Radiographers are highly skilled professionals qualified to perform diagnostic imaging procedures and examinations prescribed by licensed medical practitioners. Technologists apply knowledge of anatomy and physiology, positioning, and radiographic techniques to provide quality health care services.

The mission of the Baker College Radiologic Technology program is to enable qualified students to develop into competent and professional entry level radiographers who are prepared to successfully sit for the ARRT examination and acquire gainful employment. We believe that this is done through exercises in critical thinking, varied clinical experience, the encouragement of universally responsible behavior, and foundations in guiding radiologic principles. Enrollment is limited for this program.

Course Number		Course Title	Quarter Hours

RADIOLOGIC TECHNOLOGY MAJOR - 99 HOURS

MED	103	Medical Terminology	04
RAD	131	Introduction to Radiographic Practice	02
RAD	141	Patient Care in Radiography	05
RAD	151	General Imaging I	05
RAD	152	General Imaging II	05
RAD	161	Digital Imaging Concepts	02
RAD	211	Radiographic Positioning I	05
RAD	212	Radiographic Positioning II	05
RAD	213	Radiographic Positioning III	05
RAD	221	Radiographic Pharmacology	02
RAD	231	Radiographic Science Theory	02
RAD	241	Radiographic Biology and Protection	02
RAD	251	CT and Advanced Procedures	04
RAD	271	Radiographic Clinical I	12
RAD	272	Radiographic Clinical II	12
RAD	273	Radiographic Clinical III	10
RAD	291	Preparation to Achieve Student Success (PASS)	02
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 28 HOURS

ELECT	120A	Communication Elective	04
ELECT	166A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION **127**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Clinton Township, Muskegon, Owosso.

Respiratory Care
Associate of Applied Science Degree

This program is designed to prepare graduates for a highly professional and dynamic career as competent Respiratory Care Practitioners. Respiratory Therapists, also known as Respiratory Care Practitioners, as members of a team of health care professionals work to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders in a wide variety of clinical settings. Respiratory Care Practitioners must behave in a manner consistent with the standards and ethics of all health care professionals. In addition to performing respiratory care procedures, respiratory therapists are involved in clinical decision making (such as patient evaluation, treatment selection, and assessment of treatment efficacy) and patient education.

Respiratory Care Practitioners work in hospitals, home care companies, physicians' offices, extended care facilities, in outpatient centers, in respiratory care equipment sales, and as educators in hospitals, colleges, and universities. Therapists may choose to specialize in neonatology or pediatrics (caring for infants or children), sleep diagnostics, pulmonary function testing, rehabilitation, providing home care services, or they may choose critical and emergent care settings. Enrollment is limited. Baker College of Auburn Hills is accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road Bedford, TX 76021; (817) 283-2835; Web address: www.coarc.com. Enrollment is limited for this program.

Course Number		Course Title	Quarter Hours
RESPIRATORY CARE MAJOR - 98 HOURS			
HSC	102	BLS Provider Training and First Aid	01
MED	103	Medical Terminology	04
MTH	112	Intermediate Algebra	04
RSC	201	Respiratory Care Practices and Procedures I	04
RSC	202	Respiratory Care Practices and Procedures II	04
RSC	203	Respiratory Care Practices and Procedures III	04
RSC	204	Respiratory Care Practices and Procedures IV	04
RSC	205	Respiratory Care Practices and Procedures V	04
RSC	206A	Respiratory Care Practices and Procedures Lab I	02
RSC	207A	Respiratory Care Practices and Procedures Lab II	02
RSC	208A	Respiratory Care Practices and Procedures Lab III	02
RSC	211	Cardiopulmonary Anatomy and Physiology	04
RSC	221	Cardiopulmonary Pathophysiology I	04
RSC	222	Cardiopulmonary Pathophysiology II	04
RSC	231	Respiratory Care Pharmacology	04
RSC	241	Neonatal/Pediatric Respiratory Care	04
RSC	261A	Clinical Care I	02
RSC	262A	Clinical Care II	04
RSC	263	Clinical Care III	06
RSC	264A	Clinical Care IV	06
RSC	265	Clinical Care V	06
RSC	271	Contemporary Topics in Respiratory Care	04
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	246	Chemistry I	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ELECT	120A	Communication Elective	04
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**126**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Auburn Hills.

Surgical Technology
Associate of Applied Science Degree

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, pathophysiology, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of surgery. The surgical technologist works under the supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Currently, the role of the surgical technologist is expanding to include other areas of surgery such as Labor and Delivery Units, Cardiac Catheterization Labs, Outpatient Surgery Facilities, and for physicians in private practice. Enrollment is limited for this program.

Course Number		Course Title	Quarter Hours
SURGICAL TECHNOLOGY MAJOR - 75 HOURS			
HSC	102	BLS Provider Training and First Aid	01
MED	103	Medical Terminology	04
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
SCI	220A	Microbiology	05
STC	100	Overview of Surgical Services	02
STC	101A	Introduction to Surgical Technology with Lab	05
STC	201A	The Surgical Patient	04
STC	211A	Surgical Pharmacology	04
STC	221	Perioperative and Surgical Techniques Lab	03
STC	231	Surgical Procedures	06
STC	232	Advanced Surgical Procedures and Topics	03
STC	271	Surgical Clinical Externship I	10
STC	272	Surgical Clinical Externship II	10
STC	291	Professional Preparation	03
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	120A	Communication Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**107**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Allen Park, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Port Huron.

Therapeutic Massage
Associate of Applied Science Degree

Students are prepared to enter the field of massage therapy. The program focuses on therapeutic massage techniques used in a clinical setting. Additionally, students will complete a clinical externship in their last quarter of study. Graduates will be prepared and eligible to take any nationally recognized certification examination including the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB).

Course Number		Course Title	Quarter Hours
THERAPEUTIC MASSAGE MAJOR - 62 HOURS			
HSC	102	BLS Provider Training and First Aid	01
MSG	101	Massage Therapy I	04
MSG	102	Massage Therapy II	04
MSG	111	Anatomy of Movement	04

MSG	121	Energy-Based Massage Techniques	04
MSG	141	Therapeutic Massage Techniques	04
MSG	151A	Business Applications for Massage Therapists	03
MSG	161	Sports/Occupational Massage Techniques	04
MSG	171A	Documentation for Therapeutic Massage	03
MSG	201	Integrative Bodywork	04
MSG	205	Complementary Modalities for the Massage Therapist	04
MSG	211B	Pathology and Pharmacology for Therapeutic Massage	04
MSG	220	Therapeutic Massage Lab I	01
MSG	221B	Therapeutic Massage Lab II	02
MSG	222A	Therapeutic Massage Lab III	03
MSG	231A	Preparation for Certification Examination	01
MSG	241A	Therapeutic Massage Clinical Externship	03
MSG	251	Massage Therapy Seminar	02
MSG	261A	Ethics for Therapeutic Massage	02
SCI	100F	Structure and Function of the Human Body	04
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 32 HOURS

ELECT	120A	Communication Elective	04
ELECT	166A	Computer Literacy Elective	02
ELECT	166B	Computer Literacy Elective	02
ELECT	166C	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

| MTH | 101 | Mathematics for Business | 04 |
| MTH | 111 | Introductory Algebra | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| PSY | 101 | Human Relations | 04 |
| PSY | 111 | General Psychology | 04 |

QUARTER HOURS REQUIRED FOR GRADUATION   **94**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Allen Park, Clinton Township, Jackson, Muskegon, Owosso, Port Huron.

Vascular Ultrasound Technology
Associate of Applied Science Degree

This program prepares students by academic and clinical training to provide patient services using diagnostic ultrasound to perform vascular testing under the supervision of a licensed medical doctor. This program will prepare students to perform these skills in a variety of health care settings. Enrollment is limited for this program.

Course Number		Course Title	Quarter Hours

VASCULAR ULTRASOUND TECHNOLOGY MAJOR - 84 HOURS

HSC	102	BLS Provider Training and First Aid	01
HSC	105B	Patient Care for the Imaging Professional	05
HSC	181	Acoustical Physics	04
HSC	206	Basic Pharmacology	04
MED	103	Medical Terminology	04
MTH	112	Intermediate Algebra	04
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
VAS	101A	Peripheral Vascular Procedures	04
VAS	106	Introduction to Clinical Practice	01
VAS	111	Introduction to Vascular Ultrasound	04
VAS	121	Vascular Physics and Hemodynamics	04
VAS	201	Venous Ultrasound	04
VAS	211	Carotid Ultrasound	04
VAS	221	Arterial Ultrasound I	04
VAS	222	Arterial Ultrasound II	04
VAS	231A	Vascular Ultrasound Clinical Experience I	06
VAS	232A	Vascular Ultrasound Clinical Experience II	06
VAS	233A	Vascular Ultrasound Clinical Experience III	06
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 32 HOURS

ELECT	120A	Communication Elective	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

| PSY | 101 | Human Relations | 04 |
| PSY | 111 | General Psychology | 04 |

QUARTER HOURS REQUIRED FOR GRADUATION   **116**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Owosso.

Veterinary Technician
Associate of Applied Science Degree

A veterinary technician can best be thought of as an animal nurse. By definition, a veterinary technician is a person who has completed a 2 year associate's degree in Veterinary Technology from an AVMA (American Veterinary Medical Association) accredited institution. The Veterinary Practice Act of Michigan allows veterinary technicians to do anything for the care of animals except diagnose disease, prescribe medication, and perform surgery. Besides providing nursing care, veterinary technicians also function as laboratory technicians, radiology technicians, pharmacy technicians, surgical technicians and anesthesia technicians. In addition, veterinary technicians are often responsible for a majority of the client education that occurs in a veterinary practice, thus this is a profession that requires excellent communication skills.

The veterinary technology profession is very diverse and the opportunities for technicians are extremely varied. Career opportunities exist within, but are not limited to the following areas: small animal hospitals, large animal hospitals, research, education, pharmaceuticals, and the military. Accreditation is granted through the American Veterinary Medical Association, Committee on Veterinary Technician Education and Activities (AVMA, CVTEA). Cadillac, Clinton Township, Flint, Jackson, Muskegon, and Port Huron are currently accredited. Once a student has successfully graduated from an AVMA accredited program, they are able to sit for their state and national licensing exams. If the graduate passes both exams, they earn the title of Licensed Veterinary Technician (LVT). Students who graduate will be eligible for licensure by the State of Michigan. A graduate must successfully pass a state and national board examination to become licensed in the State of Michigan. Enrollment is limited for this program.

Course Number		Course Title	Quarter Hours

VETERINARY TECHNICIAN MAJOR - 85 HOURS

SCI	111	Biology	05
SCI	220A	Microbiology	05
VET	101A	Introduction to Veterinary Technology	05
VET	112	Animal Anatomy and Physiology I	05
VET	113	Animal Anatomy and Physiology II	05
VET	121A	Veterinary Pathology	04
VET	131A	Introduction to Animal Diagnostic Laboratory Procedures	05
VET	141	Introduction to Animal Surgical Procedures/Nursing	06
VET	201	Radiology for Veterinary Technicians	02
VET	211A	Advanced Animal Diagnostic Laboratory	05
VET	221	Large and Small Animal Nursing	06
VET	231	Pharmacology for Veterinary Technicians	06
VET	241A	Laboratory and Exotic Animals	05
VET	251	Office Management and Client Relations	05
VET	261	Advanced Animal Surgical Procedures/Anesthesiology	06
VET	271A	Veterinary Technician Board Review	03
VET	272A	Veterinary Technician Externship	06
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 28 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION — **107**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Cadillac, Clinton Township, Flint, Jackson, Muskegon, Port Huron.

Nursing
Associate Degree in Nursing

The vision that drives the Associate's Degree in Nursing program at Baker College is a future where patients/clients consistently experience caring nurses that promote their well being in mind, body, and spirit. This vision incorporates a patient/client-nurse experience that positively affects both parties and results in a heightened public awareness of nursing as the caring, healing, health profession.

Through an approved program of study, the faculty seeks to prepare graduates with an associate's degree in nursing who upon graduation will be eligible to take the licensure examination to become registered nurses (RNs). Nursing students will be assisted to develop knowledge, attitudes, and skills essential to the practice of professional nursing through active, participatory and culturally diverse learning. The curriculum is designed to assist students to become critical thinkers and problem solvers with an appreciation for the moral, ethical, and cultural dimensions of the issues they confront in an ever evolving health care system.

The Michigan Board of Nursing may deny RN licensure to an applicant who has been convicted of a crime or is addicted to drugs or alcohol. Enrollment is limited for this program.

All nursing programs must complete the approval process of the Michigan Board of Nursing. The nursing programs within the Baker College system have been approved. Baker College of Cadillac and Muskegon have received initial approval from the Michigan Board of Nursing. Baker College of Clinton Township, Flint and Owosso have received full approval from the Michigan Board of Nursing.

Course Number		Course Title	Quarter Hours
NURSING MAJOR - 84 HOURS			
HSC	103	The Human Body-Holistic Perspective	04
HSC	207	Nursing Pharmacology	04
NUR	101	Nursing Fundamentals	04
NUR	102	Nursing Fundamentals Lab	02
NUR	103	Nursing Fundamentals Practicum	02
NUR	111	Health Assessment	02
NUR	121	Medical/Surgical Nursing I	04
NUR	122	Medical/Surgical Nursing I Practicum	03
NUR	131	Nursing Strategies Across the Lifespan and Across the Continuum	02
NUR	141	Nursing Drug Applications	02
NUR	151	Maternal/Child Nursing	03
NUR	152	Maternal/Child Nursing Practicum	02
NUR	161	Nursing Care of Children and Their Families	03
NUR	162	Nursing Care of Children and Their Families Practicum	02
NUR	171	Legal Issues in Nursing	02
NUR	201	Mental Health Nursing	03
NUR	202	Mental Health Nursing Practicum	02
NUR	211A	Medical/Surgical Nursing II	03
NUR	212A	Medical/Surgical Nursing II Practicum	02
NUR	221	Nursing Leadership	02
NUR	231B	Medical Surgical Nursing III	04
NUR	232A	Medical/Surgical Nursing III Practicum	06
NUR	241A	Nursing Seminar	02

SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
SCI	220A	Microbiology	05

GENERAL EDUCATION REQUIREMENTS - 24 HOURS

ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
PSY	111	General Psychology	04
SPK	201	Oral Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION — **108**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Cadillac, Clinton Township, Flint, Muskegon, Owosso.

Nursing – LPN to ADN Ladder
Associate Degree in Nursing

This specifically designed Associate Degree in Nursing at Baker College of Auburn Hills is a ladder program for Licensed Practical Nurses who are interested in becoming a Registered Nurse. This program builds on the patient/client nurse experience and incorporates the knowledge, critical thinking, analytical skills, and professionalism of the Registered Nurse. The student will actively participate in culturally-diverse learning, with an appreciation for the moral and ethical dimensions of the issues they confront in an ever-evolving health care system. The faculty seeks to prepare graduates with an Associate Degree in Nursing who, upon graduation, will be eligible to take the licensure examination to become a Registered Nurse. The Michigan Board of Nursing may deny licensure to an applicant who has been convicted of a crime or is addicted to drugs or alcohol.

All nursing programs must complete the approval process of the Michigan Board of Nursing. The nursing programs within the Baker College system have been approved. Baker College of Auburn Hills PN to ADN ladder program has received initial approval from the Michigan Board of Nursing.

	LPN Professional Credentials		41

Course Number		Course Title	Quarter Hours
NURSING MAJOR - 64 HOURS			
HSC	102	BLS Provider Training and First Aid	01
HSC	103	The Human Body-Holistic Perspective	04
HSC	207	Nursing Pharmacology	04
NUR	151	Maternal/Child Nursing	03
NUR	152	Maternal/Child Nursing Practicum	02
NUR	161	Nursing Care of Children and Their Families	03
NUR	162	Nursing Care of Children and Their Families Practicum	02
NUR	191	LPN to RN Transition	02
NUR	201	Mental Health Nursing	03
NUR	202	Mental Health Nursing Practicum	02
NUR	211A	Medical/Surgical Nursing II	03
NUR	212A	Medical/Surgical Nursing II Practicum	02
NUR	221	Nursing Leadership	02
NUR	231B	Medical Surgical Nursing III	04
NUR	232A	Medical/Surgical Nursing III Practicum	06
NUR	241A	Nursing Seminar	02
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
SCI	220A	Microbiology	05

GENERAL EDUCATION REQUIREMENTS - 24 HOURS

ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
PSY	111	General Psychology	04

| SPK | 201 | Oral Communication | 04 |

QUARTER HOURS REQUIRED FOR GRADUATION __129__

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Auburn Hills.

Pre-Occupational Therapy
Bachelor of Health Science

This program is concerned with providing a practical education which will enable graduates to apply their skills to a diverse population in a variety of settings. The curriculum will provide students with early exposure to the occupational therapy profession and to those conceptual models that are applied by occupational therapists on a daily basis. The combined Pre-Occupational Therapy program and the Master of Occupational Therapy program are currently recognized as fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, Maryland 20824-1220; phone: (301) 652-AOTA.

Students must have successfully completed all Level I (bachelor) and Level II (master), clinical experiences, and have graduated from an accredited occupational therapy program to be eligible to sit for the national Occupational Therapist Registered Examination. States have licensure/registration laws that occupational therapists must comply with to practice in that state. The accreditation Council for Occupational Therapy Education (ACOTE) and the American Occupational Therapy Association have mandated that all entry-level occupational therapists be prepared at the master degree level beginning January 2007. Therefore, all pre-occupational therapy students will be required to apply to the Baker Center for Graduate Studies upon completion of the Bachelor of Health Science degree.

The Baker College Bachelor of Health Science and Master of Occupational Therapy programs are combined as a 4+1 degree program; students complete four years of undergraduate study and one year of graduate study.

A criminal conviction may prevent eligibility to sit for the national certification examination, qualification for state registration/licensure, specific employment opportunities, and placement at Level I and Level II clinical sites. Students are encouraged to contact state licensure agencies and the National Board for Certification in Occupational Therapy (NBCOT) at (301) 990-7979 or www.nbcot.org prior to applying to the program. Enrollment is limited for this program.

Course Number		Course Title	Quarter Hours
PRE-OCCUPATIONAL THERAPY MAJOR - 140 HOURS			
HSC	402A	Ethics for Health Professionals	04
MED	103	Medical Terminology	04
MTH	401	Statistical Methods	04
OCC	101	Introduction to Occupational Therapy	04
OCC	201B	Therapeutic Use of Occupation I	05
OCC	202B	Therapeutic Use of Occupation II	05
OCC	205	Range/Muscle Testing	02
OCC	221A	Level I Fieldwork (Children)	02
OCC	231	Assessment of Occupational Performance	04
OCC	241	Child Development and the Implications of Pathology/Conditions	04
OCC	302	Mental Health Conditions and Occupational Dysfunction	04
OCC	313	Personal and Environmental Adaptations	04
OCC	314A	Introduction to Documentation in the Health Care System	04
OCC	322B	Occupational Therapy and Case Management	02
OCC	323A	Level I Fieldwork (Late Adulthood)	02
OCC	331	Evaluation of Occupational Performance	04
OCC	332	Occupational Therapy Theory/Frames of Reference	04
OCC	341	Disease/Injury and Occupational Dysfunction	04
OCC	351	The Aging Process and the Implications of Pathology/Conditions	04

OCC	402A	Program Planning/Intervention Strategies (Early/Middle Adulthood)	05
OCC	403A	Program Planning/Intervention Strategies (Late Adulthood)	05
OCC	406	Complementary Therapies, Wellness and Occupation	04
OCC	413	Roles of Occupation and Psychosocial Treatment Interventions	04
OCC	414	Return to Work and Functional Adaptation	04
OCC	415	Community-Based Occupational Therapy	04
OCC	416	Applied Assessment and Documentation	04
PSY	201A	Cognitive-Behavior Therapy	04
PSY	221	Developmental Psychology	04
PSY	311	Abnormal Psychology	04
PSY	401	Social Psychology	04
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
SCI	271A	Clinical Kinesiology	05
SCI	311	Neuroanatomy	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 64 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
GEO	101B	World Geography I	04
HIS	301	Women's Studies	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	111	General Psychology	04
PSY	211	Psychology of Death and Dying	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SPK	211	Group Dynamics	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04

QUARTER HOURS REQUIRED FOR GRADUATION __204__

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Flint.

Health Services Administration
Bachelor of Health Services Administration

This program will prepare individuals to develop administrative skills necessary to work effectively in a variety of health care settings. The combination of general education and health services courses are designed to cultivate critical thinking skills necessary for managing. This program prepares students to plan, direct, coordinate, budget, and assess activities in a variety of health care settings.

Major Credit	52

Course Number		Course Title	Quarter Hours
HEALTH SCIENCE CREDITS - 32 HOURS			
HSC	111	Introduction to Health Care	04
HSC	312	Health Law and Regulations	04
HSC	315	Planning and Evaluation of Health Services	04
HSC	401	Health Care Administration	04
HSC	402A	Ethics for Health Professionals	04
HSC	403	Health System Finance	04
HSC	411	Seminar in Health Issues	04
WRK	441	Health Services Administration Externship	04
GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04

ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SPK	401	Presentational Speaking	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

SELECT 1 OF THE FOLLOWING MINORS:

COMPUTER INFORMATION SYSTEMS MINOR - 24 HOURS

CIS	251	Systems Development Methods	04
CIS	302A	Intermediate Database Management	04
CIS	310	Visual BASIC	04
CIS	313A	Intermediate Spreadsheets	04
CIS	314	Advanced Software Solutions	04
CS	111	Introduction to Programming	04

QUARTER HOURS REQUIRED FOR GRADUATION   **180**

CONTINUOUS QUALITY IMPROVEMENT MINOR - 24 HOURS

CQI	301	Quality Theory	04
CQI	311	Statistical Process Control I	04
LNM	311	Introduction to Lean	04
LNM	312	Lean Applications	04
LNM	411	Six Sigma Basics-Green Belt	04
LNM	412	Advanced Six Sigma-Green Belt	04

QUARTER HOURS REQUIRED FOR GRADUATION   **180**

ELECTIVE CREDIT MINOR - 24 HOURS

CRHR	104A	Credit Hours	04
CRHR	104B	Credit Hours	04
CRHR	104C	Credit Hours	04
CRHR	104D	Credit Hours	04
CRHR	104E	Credit Hours	04
CRHR	104F	Credit Hours	04

QUARTER HOURS REQUIRED FOR GRADUATION   **180**

FINANCE MINOR - 24 HOURS

ACC	241	Accounting Concepts	04
FIN	301A	Principles of Finance	04

SELECT 4 COURSES FROM THE FOLLOWING:

FIN	315	Risk Management	04
FIN	325	Banking and Financial Institutions	04
FIN	341	Credit Analysis and Commercial Lending	04
FIN	355	Financial Markets	04
FIN	401	Personal Financial Planning	04
FIN	451A	International Financial Management	04
FIN	461	Investment Management	04
FIN	471	Financial Statement Analysis	04

QUARTER HOURS REQUIRED FOR GRADUATION   **180**

HUMAN RESOURCE MANAGEMENT MINOR - 24 HOURS

MGT	212	Human Resource Management	04

SELECT 5 COURSES FROM THE FOLLOWING:

HRM	215	Securing Human Resources	04
HRM	225	Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315	Evaluating Human Resources	04
HRM	401	Human Resources and Employment Law	04
HRM	435B	International Human Resource Management	04
HRM	491	Strategic Human Resource Management	04

QUARTER HOURS REQUIRED FOR GRADUATION   **180**

MARKETING MINOR - 24 HOURS

MKT	111B	Principles of Marketing	04

SELECT 5 COURSES FROM THE FOLLOWING:

MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	291	Marketing Seminar	04
MKT	312	Consumer Behavior	04
MKT	401	Marketing Research	04
MKT	402	Advertising Management	04
MKT	421	Marketing Management	04

QUARTER HOURS REQUIRED FOR GRADUATION   **180**

PROJECT MANAGEMENT MINOR - 24 HOURS

PPM	301	Project Management	04
PPM	311	Project Planning	04
PPM	321	Negotiation Strategies	04
PPM	401	Project Cost and Budget Management	04
PPM	411	Leading Project Teams	04
PPM	421	Contracting and Procurement for Project Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION   **180**

PSYCHOLOGY MINOR - 24 HOURS

PSY	121	History of Psychology	04

SELECT 5 COURSES FROM THE FOLLOWING:

PSY	201A	Cognitive-Behavior Therapy	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	281	Stress Management	04
PSY	311	Abnormal Psychology	04
PSY	331	Human Development I	04
PSY	335	Human Sexuality	04
PSY	350	Child Psychology	04
PSY	401	Social Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **180**

Access additional program information at www.baker.edu.

The Finance, Project Management, and Psychology Minor courses are only offered in the online format.

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

COMPUTER INFORMATION SYSTEMS MINOR

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Port Huron.

CONTINUOUS QUALITY IMPROVEMENT MINOR

This minor is offered at the following Baker College campus: Muskegon.

ELECTIVE CREDIT MINOR

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

FINANCE MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Port Huron.

HUMAN RESOURCE MANAGEMENT MINOR

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Clinton Township, Jackson, Muskegon.

MARKETING MINOR

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Port Huron.

PROJECT MANAGEMENT MINOR

This minor is offered at the following Baker College campus: Auburn Hills.

PSYCHOLOGY MINOR

This minor is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon.

Radiation Therapy
Bachelor of Radiation Therapy

This program is an allied health discipline, which utilizes radiation for the treatment of cancer and cancer related diseases. The radiation therapist plays an integral role in the management team of physicians, physicists, and other allied health personnel. The professional has the unique opportunity to blend knowledge and skills of mathematics, medical science, and psychology in his or her everyday work. The radiation therapist has the opportunity of knowing patients over a period of several months, and becoming an integral part of their health care.

Course Number		Course Title	Quarter Hours
RADIATION THERAPY MAJOR - 121 HOURS			
MED	103	Medical Terminology	04
MTH	401	Statistical Methods	04
RDT	171	Introduction to Radiation Therapy	04
RDT	221	Imaging and Processing in Radiation Oncology	05
RDT	231	Patient Care Management	02
RDT	261	Radiobiology	02
RDT	311	Radiation Therapy Physics I	04
RDT	312	Radiation Therapy Physics II	04
RDT	321	Cross Sectional Anatomy	04
RDT	331	Introduction to Clinical Practicum I	05
RDT	332	Introduction to Clinical Practicum II	05
RDT	341	Principles and Practice of Radiation Therapy I	05
RDT	342	Principles and Practice of Radiation Therapy II	05
RDT	421	Dosimetry I	05
RDT	422	Dosimetry II	05
RDT	451	Oncology Practicum I	01
RDT	452	Oncology Practicum II	02
RDT	453	Oncology Practicum III	02
RDT	454	Oncology Practicum IV	02
RDT	461	Quality Management and Operational Issues in Radiation Therapy	04
RDT	471	Clinical Practicum I	08
RDT	472	Clinical Practicum II	08
RDT	473	Clinical Practicum III	08
RDT	474	Clinical Practicum IV	08
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 66 HOURS			
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	166A	Computer Literacy Elective	02
ELECT	166B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	111	General Psychology	04
PSY	211	Psychology of Death and Dying	04
SCI	121	Physics Concepts	02
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SPK	211	Group Dynamics	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04
QUARTER HOURS REQUIRED FOR GRADUATION			**187**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Jackson.

Rehabilitation Studies
Bachelor of Rehabilitation Studies

This program addresses the unique needs of today's physical therapist assistant or occupational therapy assistant in a managed care environment. The interdisciplinary, "team" approach and a functional approach to rehabilitation is strongly emphasized in the program philosophy, without compromising the integrity of either field.

This degree requires students to complete both the Occupational Therapy Assistant and Physical Therapist Assistant Associate degree programs, as well as extensive health science coursework pertinent to clinical practice at the assistant level. The Occupational Therapy Assistant and Physical Therapist Assistant Associate Degree programs must be pursued separately. They cannot be taken simultaneously. Students must meet all entrance requirements for each clinical program (PTA and OTA). Additional science course work incorporated throughout the program may allow students to prepare for graduate studies in a related field. Transfer students and practicing clinicians will be evaluated on an individual basis.

Course Number		Course Title	Quarter Hours
REHABILITATION STUDIES MAJOR - 155 HOURS			
HSC	111	Introduction to Health Care	04
HSC	112	Clinical Documentation	01
HSC	211	Lifespan Development	02
HSC	281	Neurological Foundations of Motor Control	02
HSC	285	Clinical Pathology	03
HSC	312	Health Law and Regulations	04
HSC	401	Health Care Administration	04
HSC	402A	Ethics for Health Professionals	04
HSC	403	Health System Finance	04
MED	103	Medical Terminology	04
OTA	111	Introduction to Occupational Therapy Assisting	02
OTA	120	Elements of Therapeutic Media	03
OTA	141A	Fundamentals of Occupational Therapy Assistant Practice	03
OTA	171	Level I Fieldwork	01
OTA	172	Level I Fieldwork	01
OTA	201A	OTA Clinical Techniques I	02
OTA	202A	OTA Clinical Techniques II	02
OTA	211	OTA Principles and Applications I	04
OTA	221	OTA Principles and Applications II	04
OTA	231B	OTA Principles and Applications III	03
OTA	251	OT in Specialty Areas	02
OTA	252	Geriatric Patient Care	03
OTA	261	OTA Professional Preparation	01
OTA	262	OTA Fieldwork Integration	01
OTA	271A	OTA Fieldwork II A	06
OTA	272A	OTA Fieldwork II B	06
OTA	291	OTA Board Review	01
PSY	311	Abnormal Psychology	04
PTA	111	Introduction to PTA	02
PTA	171	Level I Fieldwork	01
PTA	172	Level I Fieldwork	01
PTA	211	PTA Techniques I	04
PTA	212	PTA Techniques II	04
PTA	221A	Therapeutic Exercise I	04
PTA	222B	Therapeutic Exercise II	05
PTA	231B	Functional Mobility	04
PTA	241C	Acute and Long-Term Care	03
PTA	258	Special Topics in Physical Therapy	03
PTA	261B	Professional Preparation I	01
PTA	262	Clinical Integration	01
PTA	263	Professional Preparation II	01
PTA	271C	PTA Level II Fieldwork	06
PTA	272C	PTA Level II Fieldwork	06
RHS	471	Evidence-Based Practice and Clinical Research I	04

RHS	472	Evidence-Based Practice and Clinical Research II	04
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
SCI	271A	Clinical Kinesiology	05
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 60 HOURS

ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
GEO	101	Western Geography	04
HIS	301	Women's Studies	04
LIT	302A	The American Novel	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	111	General Psychology	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SPK	401	Presentational Speaking	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION **215**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Muskegon.

General Education Electives

COMMUNICATION ELECTIVES

ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04

COMPUTER LITERACY ELECTIVES

INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02

GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES

ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
ITP	111	American Sign Language I	04
ITP	112	American Sign Language II	04
POL	401	International Relations	04
SOC	341	Global Perspectives	04
SPN	101	Spanish I	04
SPN	102	Spanish II	04
SPN	103	Spanish III	04

SCIENTIFIC INQUIRY ELECTIVES

SCI	101C	Human Anatomy and Physiology I	05
SCI	111	Biology	05
SCI	215	Integrated Physics	04
SCI	220A	Microbiology	05
SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
SCI	251	General Physics I	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

PERSONAL AND SOCIAL ENVIRONMENTS ELECTIVES

POL	201A	American Political Systems	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	335	Human Sexuality	04
PSY	351	Adolescent Psychology	04
PSY	401	Social Psychology	04
SOC	201	Sociology	04
SOC	301	Social Problems	04

Engineering and Technology Programs

CERTIFICATES
Autobody Technician
Automotive Services Technology
Diesel Service Technology
Heating, Ventilation, Air Conditioning
    Technology
Kitchen and Bath Design
Truck Driving
Welding

ASSOCIATE'S DEGREES
Associate of Applied Science
    Architectural/Construction Technology
    Autobody Technician
    Automotive Services Technology
    CAD and Design Technology
    Diesel Service Technology
    Electronic Systems Technology
    Electronic Technology
    Heating, Ventilation, Air Conditioning and
        Refrigeration Technology
    Interior Design
    Mechanical Technology
    Professional Pilot/Aviation Technology

BACHELOR'S DEGREES
Bachelor of Aviation Management
Bachelor of Industrial Technology
Bachelor of Interior Design
Bachelor of Science in Architectural Technology
Bachelor of Science in Construction Management
Bachelor of Science in Industrial Engineering
Bachelor of Science in Mechanical Engineering

POSTBACCALAUREATE CERTIFICATE
Continuous Quality Improvement

General education requirements must be met for all certificates of substantial length (68 or more quarter hours), as well as associate and bachelor degree programs. All graduates must meet the general education outcome requirements established by each academic program. The general education requirements are listed below each program's requirements. In addition, any student who places into a developmental education course(s) must meet those course requirements within the first academic year, prior to enrolling in the college level general education course(s).

College Success Strategies (COL 111A) is required for all first-time freshmen. College Success Online (COL 112) is required for all Baker College Online first-time freshmen and for all students enrolled in an online certificate or degree program. These courses will inform students of campus services, policies and procedures, and address learning styles and study strategies.

Many of the courses and programs at Baker College are offered in an online delivery format. See page 119 for Baker College Online programs. Contact your campus Academic/Administrative Office for details about online courses.

If electives are indicated in a program, please refer to the list of Elective Options on page 91.

If general education electives are indicated in a program, please refer to the General Education Course Requirements on page 21. (General education electives may consist of one or more of the following General Education Outcomes: communication, mathematical reasoning, personal and social environments, computer literacy, global and cultural perspectives, and scientific inquiry.)

A new student may choose an "Undeclared but Degree Seeking" program. A student also may add a limited number of "Student Elected Classes" to his/her program with the approval of an academic advisor. Information about both of these options, including course and credit hour limitations, can be obtained in the Academic Office.

Information regarding double majors and/or minors is located on page 253. Contact your campus academic staff to discuss requirements.

Autobody Technician
Certificate

The autobody technician must use specialized tools and equipment to remove dents and other damage from body panels or replace the panels entirely. Once repairs have been completed, those components or the entire vehicle must then be painted. This program prepares graduates for work in this area and includes coverage of plastic, glass, and interior repairs.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 60 HOURS			
ABT	101	Painting and Refinishing I	06
ABT	102	Painting and Refinishing II	06
ABT	103	Painting and Refinishing Practicum Lab	06
ABT	106	Introduction to Autobody	04
ABT	111	Non-Structural Damage Repair I	06
ABT	112	Non-Structural Damage Repair II	06
ABT	113	Non-Structural Damage Repair Practicum Lab	06
ABT	151	Mig Welding	05
ENG	101	Composition I	04
INF	112	Word Processing	02
MTH	111	Introductory Algebra	04
WRK	271A	Automotive Work Experience	04
WRK	291B	Professional Career Strategies	01
QUARTER HOURS REQUIRED FOR GRADUATION			**60**

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint.

Automotive Services Technology
Certificate

Automotive Service Technicians use specialized tools and equipment to diagnosis and repair automobiles and light trucks. Work is performed inside the vehicle, under the hood, and under the vehicle. While physical dexterity is required, there are some procedures that can be performed at a work bench. This program will prepare students for entry level positions and will help prepare them to perform successfully on the certification and licensure exams required in this career path.

Baker College is proud to have programs certified by the National Automotive Technicians Education Foundation (NATEF). For a current list of NATEF certified programs, please visit http://natef.org/certified.cfm.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 51 HOURS			
AST	100A	Automotive Services Technology Elective	06
AST	100B	Automotive Services Technology Elective	06
AST	100D	Automotive Services Technology Elective	04
AST	101	Engine Theory	04
AST	106	Introduction to Automotive Service	04
AST	111A	Introduction to Automotive Electrical	05
AST	112B	Electrical/Electronic Systems I	05
AST	113	Electrical/Electronic Systems II	05
ENG	101	Composition I	04
MTH	111	Introductory Algebra	04
WRK	271A	Automotive Work Experience	04
QUARTER HOURS REQUIRED FOR GRADUATION			**51**

This program is offered at the following Baker College campuses: Auburn Hills, Cadillac, Clinton Township, Flint, Owosso.

Diesel Service Technology
Certificate

This program prepares graduates to maintain, diagnose and repair medium and heavy duty vehicles and to perform successfully on the certification exams required for all persons who seek to work in positions as diesel mechanics/technicians in the State of Michigan. The program will focus on electrical systems, diesel engines, heavy duty brakes and suspensions along with other certification/licensure areas as selected by the student. Diesel courses will be taught in the Auto/Diesel institute (www.autodieselinstitute.com). Baker College of Owosso is a Michigan CAT preferred college.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 63 HOURS			
DSL	101	Diesel Engine Theory	04
DSL	106	Diesel Shop Practices	04
DSL	116	Introduction to Diesel Electrical	05
DSL	141	Diesel Electrical/Electronic Systems I	05
DSL	142	Diesel Electrical/Electronic Systems II	05
DSL	171	Diesel Engine Repair	05
DSL	181	Introduction to Diesel Maintenance and Repair	04
DSL	221	Heavy Duty Brake Service	06
DSL	231	Heavy Duty Suspension/Steering	06
ENG	101	Composition I	04
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
WRK	275	Diesel Work Experience	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
DSL	151	Welding for Heavy Duty Repair	04
DSL	241	Heavy Duty Heating/Air Conditioning	06
DSL	251	Auxiliary Systems	04
DSL	261	Heavy Duty Drive Trains	06
DSL	271	Diesel Engine Performance	05
DSL	281	Heavy Duty Bus/Truck Maintenance	04
DSL	291	Hydraulics	05
QUARTER HOURS REQUIRED FOR GRADUATION			**63**

This program is offered at the following Baker College campus: Owosso.

Heating, Ventilation, Air Conditioning Technology
Certificate

This program will prepare students to install, maintain, and repair heating, cooling, and refrigeration systems. Technicians often specialize in one type of equipment, for example furnaces, central air conditioning, or commercial refrigeration.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 47 HOURS			
ACT	191A	Blueprint Reading for Architecture	02
ENG	101	Composition I	04
HVAC	101	Introduction to Mechanical Systems	04
HVAC	112A	HVAC Installation, Maintenance and Repair	04
HVAC	115	Heating I	04
HVAC	116	Heating II	04
HVAC	121	EPA Recovery/Certification	02
HVAC	123A	Air Conditioning and Heat Pumps	04
HVAC	131	Mechanical Code	02
HVAC	151A	HVAC Electrical Systems and Applications I	04
HVAC	152	HVAC Electrical Systems and Applications II	04
MTH	111	Introductory Algebra	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
QUARTER HOURS REQUIRED FOR GRADUATION			**47**

This program is offered at the following Baker College campuses: Clinton Township, Owosso.

Kitchen and Bath Design
Certificate

This program prepares students for an entry-level position in Kitchen and Bath Design. Under the direction of professional instructors, students combine basic design principles and knowledge of technical and mechanical concepts to design environments that assure public health, safety, and welfare. The curricula provides students the opportunity to select and specify building materials, mechanical/electrical systems, building codes, appliances, and cabinetry. Skills are developed using manual- and computer-generated applications to develop contractual documents and graphic presentations. Certification and two years of work experience may qualify students to sit for the National Kitchen and Bath Association (NKBA) Certification exam. This program has been accredited by the National Kitchen and Bath Association. For a current list of NKBA accredited programs, please visit www.nkba.org/industry_educators_acc_supported.aspx.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 69 HOURS			
ENG	101	Composition I	04
IND	100	Introduction to Interior Design	04
IND	102	Workroom Practices	04
IND	104	Interior Design Business Practices	04
IND	111A	Space Planning I	04
IND	121	Interior Design Graphics	04
IND	131	Introduction to CAD	02
IND	141	Electrical and Mechanical Factors	04
IND	202	Rendering Techniques and Perspectives	04
IND	214	20-20 CAD	02
IND	221	Building Systems	04
IND	231	Studio Bath	04
IND	241	Studio Kitchen	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MKT	201	Sales	04
MTH	111	Introductory Algebra	04
WRK	265	Kitchen and Bath Design Work Experience	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
ACT	103	Computer Aided Architectural Drawing I	04
IND	215	Interior Design CAD	04
QUARTER HOURS REQUIRED FOR GRADUATION			**69**

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Muskegon.

Truck Driving
Certificate

This program is offered with multiple start dates throughout the year. It prepares graduates for entry-level positions as local or long-distance drivers of tractor-trailers, heavy trucks, dump trucks, and tankers. Courses are designed to enable students to sit for the State of Michigan Commercial Driver Licensing Class A exam. Job potential for this field is excellent. The Truck Driving Certificate meets all state and federal requirements for truck driver training.

Applicants for the Truck Driving Certificate must: 1) be at least 18 years of age, 2) have a valid operator's license that is not currently (or within the immediate past 36 months) suspended or revoked, 3) meet all physical requirements specified in The Federal Motor Carrier Safety Regulations, and 4) provide/pass a current DOT physical and NIDA drug screen to Baker College.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 36 HOURS			
HSC	100B	Community First Aid	01
TRN	101A	CDL Preparation I	02
TRN	111	Basic Operation Procedures	04
TRN	112A	Safe Operating Procedures	02
TRN	122	Vehicle Maintenance	02
TRN	131	Technology in Transportation	02
TRN	151	Practical Application-Behind the Wheel	05
TRN	161	Practical Application for Decision Driving	01
TRN	201A	CDL Preparation II	02
TRN	211	Regulations and Procedures	04
TRN	262A	Career Experience I	02
TRN	263A	Career Experience II	02
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
TRN	208	Truck Driving Work Experience	06
TRN	226	Commercial Bus Endorsement	06
QUARTER HOURS REQUIRED FOR GRADUATION			**36**

This program is offered at the following Baker College campuses and extensions: Auburn Hills, Cadillac, Cass City, Flint, Port Huron, West Branch.

Welding
Certificate

Students successfully completing this program will have acquired the knowledge and skills necessary for entry-level employment in the welding industry. Career opportunities include Welding Engineer, Welding Inspector, Structural Iron Worker, Custom Vehicle Designer, or Metal Art Sculptor. Skills and knowledge presented in the program include oxy-acetylene welding, cutting and brazing, shielded metal arc welding (SMAW), gas metal arc welding (GMAW/MIG), gas tungsten arc welding (GTAW/TIG), and flux-cored arc welding (FCAW), along with destructive weld testing methods. The curriculum is designed to meet or exceed the requirements set forth by the American Welding Society (AWS). For additional information regarding this program, please visit the Baker College Web site at www.baker.edu/programs.

This program is offered at the following Baker College campuses: Flint, Owosso.

Architectural/Construction Technology
Associate of Applied Science Degree

This program teaches computer-aided drafting (CAD), architectural drafting, cost estimating, and building construction methods and materials. Included are residential and commercial building concepts with mechanical and electrical components. Externships provide students with practical experience in areas such as construction cost estimating, material sales, construction drawings, and construction projects. Students will gain the hands-on ability to do architectural drawings and knowledge of the workings of the building construction industry. Graduates may find positions in architectural drawing, materials estimating and sales, building inspection, construction supervision, and other building industry fields.

Course Number		Course Title	Quarter Hours
ARCHITECTURAL/CONSTRUCTION MAJOR - 69 HOURS			
ACT	101	Architectural Drafting I	04
ACT	102	Architectural Drafting II	04
ACT	103	Computer Aided Architectural Drawing I	04
ACT	104	Building Materials and Construction	04
ACT	105A	Surveying	02
ACT	201	Structural Analysis	04
ACT	202	Mechanical Systems	04
ACT	203	Construction Cost/Estimating	04
ACT	204A	Builder License/Laws	02
ACT	205	Computer Aided Architectural Drawing II	04
ACT	206	Commercial Architectural Drawing I	04
ACT	207	Commercial Architectural Drawing II	04
ACT	211	Architectural CAD Presentations	04

IND	301	Building Codes and Construction	04
MTH	112	Intermediate Algebra	04
MTH	124	Trigonometry	04
SCI	215	Integrated Physics	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

WRK	201	Internship	04
WRK	211	Cooperative Education I	04

GENERAL EDUCATION REQUIREMENTS - 32 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION   **101**

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Flint, Jackson, Muskegon, Owosso.

Autobody Technician
Associate of Applied Science Degree

The autobody technician must use specialized tools and equipment to remove dents and other damage from body panels or replace the panels entirely. In heavy damage, the frame and/or uni-body must also be repaired. The repairs or the entire vehicle must then be painted. This program prepares graduates for work in this area and includes coverage of plastic, glass, interior and mechanical system repairs.

Course Number		Course Title	Quarter Hours
AUTOBODY MAJOR - 82 HOURS			
ABT	101	Painting and Refinishing I	06
ABT	102	Painting and Refinishing II	06
ABT	103	Painting and Refinishing Practicum Lab	06
ABT	106	Introduction to Autobody	04
ABT	111	Non-Structural Damage Repair I	06
ABT	112	Non-Structural Damage Repair II	06
ABT	113	Non-Structural Damage Repair Practicum Lab	06
ABT	121	Mechanical and Electrical I	06
ABT	122	Mechanical and Electrical II	06
ABT	151	Mig Welding	05
ABT	211	Structural Damage Repair I	06
ABT	212	Structural Damage Repair II	06
MGT	231	Small Business Management	04
MTH	112	Intermediate Algebra	04
WRK	271A	Automotive Work Experience	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION   **110**

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint.

Automotive Services Technology
Associate of Applied Science Degree

Automotive Service Technicians use specialized tools and equipment to diagnosis and repair automobiles and light trucks. Work is performed inside the vehicle as well as under the hood and under the vehicle. While some amount of physical dexterity is required, there are some procedures that can be performed at a work bench. Students in this program will be trained in multiple certification areas in preparation for ASE certification as well as State of Michigan licensure.

Baker College is proud to have programs certified by the National Automotive Technicians Education Foundation (NATEF). For a current list of NATEF certified programs, please visit http://natef.org/certified.cfm.

Course Number		Course Title	Quarter Hours
AUTOMOTIVE SERVICES MAJOR - 66 HOURS			
AST	100A	Automotive Services Technology Elective	06
AST	100D	Automotive Services Technology Elective	04
AST	101	Engine Theory	04
AST	102	Engine Performance I	06
AST	103	Engine Performance II	06
AST	106	Introduction to Automotive Service	04
AST	111A	Introduction to Automotive Electrical	05
AST	112B	Electrical/Electronic Systems I	05
AST	113	Electrical/Electronic Systems II	05
AST	221A	Automotive Brake Service	06
AST	231A	Automotive Suspension/Steering	06
MGT	231	Small Business Management	04
WRK	271A	Automotive Work Experience	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION   **94**

This program is offered at the following Baker College campuses: Auburn Hills, Cadillac, Clinton Township, Flint, Owosso.

CAD and Design Technology
Associate of Applied Science Degree

Everything we use in our day-to-day lives has been designed by someone. CAD Designers use computer aided techniques for the creation of 3D models and production drawings. Computer aided design is used in all industries including entertainment, healthcare, commercial food preparation, packaging, aerospace, furniture, and automotive manufacturing. This program prepares graduates for positions as designers with a focus on total design along with the communication/integration of the design of related parts or components. Students will learn to create 2D drawings and 3D models as well as obtain knowledge of manufacturing processes such as welding and sheet metal, engineering materials, and the use of precision measuring tools. Graduates may find positions in design areas such as product design, machine design, gage and fixture design, or in preparing CAD drawings/models for publication on the Web.

Course Number		Course Title	Quarter Hours
CAD AND DESIGN TECHNOLOGY MAJOR - 73 HOURS			
CAD	100A	Computer Aided Drafting Elective	04
CAD	100B	Computer Aided Drafting Elective	04
CAD	111	Computer Aided Drafting I (CAD I)	04
CAD	112	Computer Aided Drafting II (CAD II)	04
CAD	121	3-D CAD I	04

CAD	122	3-D CAD II	04
CAD	131	Introduction to Manufacturing	04
CAD	141	Industrial Materials and Processes	04
CAD	151	Application of Engineering Handbooks	04
CAD	201	Geometric Dimensioning and Tolerancing	04
ME	101	Engineering Graphics	04
MTH	112	Intermediate Algebra	04
MTH	124	Trigonometry	04
SCI	215	Integrated Physics	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

CAD	221A	Catia	08
CAD	226A	Unigraphics	08
CAD	231A	Pro/ENGINEER	08
CAD	236A	SolidWorks	08

SELECT 1 COURSE FROM THE FOLLOWING:

CAD	241	Tool Design	04
CAD	242	Product Design	04
CAD	243	Equipment Design	04
CAD	244	Vehicle Design	04

SELECT 1 COURSE FROM THE FOLLOWING:

WRK	201	Internship	04
WRK	211	Cooperative Education I	04

GENERAL EDUCATION REQUIREMENTS - 30 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION   **103**

This program is offered at the following Baker College campuses: Auburn Hills, Cadillac, Flint, Jackson, Muskegon, Owosso.

Diesel Service Technology
Associate of Applied Science Degree

This program prepares graduates to maintain, diagnose, and repair medium and heavy duty vehicles and to perform successfully on the certification exams required for all persons who seek to work in positions as diesel mechanics/technicians in the State of Michigan. The program will focus on electrical systems, diesel engines, diesel engine performance, preventative maintenance, heavy duty brakes and suspensions along with other areas as selected by the student.

Diesel courses will be taught in the Auto/Diesel Institute (www.autodieselinstitute.com). Baker College of Owosso is a Michigan CAT preferred college.

Course Number		Course Title	Quarter Hours

DIESEL SERVICE MAJOR - 74 HOURS

DSL	100A	Diesel Service Technology Elective	04
DSL	100B	Diesel Service Technology Elective	04
DSL	101	Diesel Engine Theory	04
DSL	106	Diesel Shop Practices	04
DSL	116	Introduction to Diesel Electrical	05
DSL	141	Diesel Electrical/Electronic Systems I	05
DSL	142	Diesel Electrical/Electronic Systems II	05
DSL	151	Welding for Heavy Duty Repair	04
DSL	171	Diesel Engine Repair	05
DSL	181	Introduction to Diesel Maintenance and Repair	04
DSL	221	Heavy Duty Brake Service	06
DSL	231	Heavy Duty Suspension/Steering	06

DSL	271	Diesel Engine Performance	05
DSL	281	Heavy Duty Bus/Truck Maintenance	04
MTH	112	Intermediate Algebra	04
WRK	275	Diesel Work Experience	04
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 28 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION   **102**

This program is offered at the following Baker College campus: Owosso.

Electronic Systems Technology
Associate of Applied Science Degree

This program prepares graduates for a career as an Electronics Systems Technician. The career area encompasses the implementation and set up of various electronic systems integrated to a centralized computer control unit. Graduates will be able to apply their knowledge and skills necessary to configure and integrate fire alarm/intrusion systems, telecommunication systems, audio/video systems, fiber optics, wireless communications, access control systems, and digital home technology integration. Students also study material preparing them to take the CEA- CompTIA DHTI+ certification.

Course Number		Course Title	Quarter Hours

ELECTRONIC SYSTEMS TECHNOLOGY MAJOR - 73 HOURS

CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	107B	Computer Operating Systems and Maintenance II	04
CSC	121A	Network Fundamentals	04
EST	101	Introduction to Electronic Systems Technology	04
EST	111	Electronic Circuits and Components	04
EST	121	Low Voltage Systems	04
EST	131	Fiber Optic Systems	04
EST	211	Audio/Video Systems	04
EST	216	Video Surveillance Systems	04
EST	221	Fire and Intrusion Security Systems	04
EST	231	Telecommunication Systems	04
EST	236	Wireless Systems	04
EST	241	Electronic System Integration Strategies	04
EST	251	Access Control Systems	04
MGT	114	Customer Service	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

WRK	201	Internship	04
WRK	211	Cooperative Education I	04

GENERAL EDUCATION REQUIREMENTS - 24 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION   **97**

This program is offered at the following Baker College campus: Muskegon.

Electronic Technology
Associate of Applied Science Degree

This program prepares graduates for a career as an electronic technician. Students will be required to apply specific electronic principles in the maintenance, repair, and manufacture of electronic devices, especially the fast growing digital/microprocessor area.

Program Educational Objectives: 1. Function as an electronic technician capable of working with the designing, installation, manufacturing, operation, and maintenance of electronics systems. 2. Demonstrate critical thinking skills by applying the basic principles of electronics technology to solve technical problems. 3. Demonstrate competence in written and oral communication. 4. Work effectively as an individual and as a member of a team. 5. Demonstrate the awareness of ethical, social, and professional responsibilities in the workplace. 6. Continue their professional training and adapt to changes in the workplace through additional formal and informal education.

Program Outcomes: Graduates will demonstrate: (a) appropriate mastery of knowledge, techniques, skills and modern tools of the electronic technology field; (b) an ability to apply current knowledge and adapt to emerging applications of mathematics, science, engineering and technology; (c) an ability to conduct, analyze, and interpret experiments and apply experimental results to improve processes; (d) an ability to apply creativity in the design of systems, components, or processes appropriate to program objectives; (e) an ability to function effectively in teams; (f) an ability to identify, analyze, and solve technical problems; (g) an ability to communicate technical information effectively to technical and non-technical individuals; (h) recognition of the need for and an ability to engage in lifelong learning; (i) knowledge of professional, ethical, and social responsibilities; (j) a respect for diversity and knowledge of contemporary professional, societal, and global issues pertaining to the electronic technology field; (k) a commitment to quality, timeliness, and continuous improvement; (l) the application of circuit analysis and design, computer programming, associated software, analog and digital electronics, and microcomputers to the building testing, operating, and maintenance of electrical/electronic(s) systems; (m) the application of physics to electrical/electronic(s) circuits in a rigorous mathematical environment at or above the level of algebra and trigonometry.

Course Number		Course Title	Quarter Hours
ELECTRONIC MAJOR - 77 HOURS			
EET	111A	Electrical Technology	04
EET	115	DC Circuits	06
EET	121	Computer Aided Schematic Design	04
EET	125	AC Circuits	06
EET	131	Industrial Controls	04
EET	136	Digital Circuits I	04
EET	211	Solid State Devices I	04
EET	212	Solid State Devices II	04
EET	216	Digital Circuits II	04
EET	221	Fiberoptics and Data Communications	04
EET	226A	Microprocessor/Microcontroller Fundamentals	04
EET	251	Introduction to Photonics and Laser Technologies	04
EET	261	Introduction to Robotics	04
EET	271	Capstone Project	04
MTH	112	Intermediate Algebra	04
MTH	124	Trigonometry	04
SCI	215	Integrated Physics	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 26 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**103**

This program is offered at the following Baker College campuses: Flint, Muskegon.

Heating, Ventilation, Air Conditioning, and Refrigeration Technology
Associate of Applied Science Degree

This program will train heating, ventilation, air conditioning, and refrigeration technicians to design HVAC&R applications as well as install, maintain, and repair heating, cooling, and refrigeration systems. Technicians often specialize in one type of equipment, for example furnaces, central air-conditioning, or commercial refrigeration.

Course Number		Course Title	Quarter Hours
HEATING, VENTILATION, AC, & REFRIGERATION MAJOR - 59 HOURS			
ACT	191A	Blueprint Reading for Architecture	02
HVAC	101	Introduction to Mechanical Systems	04
HVAC	112A	HVAC Installation, Maintenance and Repair	04
HVAC	115	Heating I	04
HVAC	116	Heating II	04
HVAC	121	EPA Recovery/Certification	02
HVAC	122	Introduction to Refrigeration	04
HVAC	123A	Air Conditioning and Heat Pumps	04
HVAC	131	Mechanical Code	02
HVAC	151A	HVAC Electrical Systems and Applications I	04
HVAC	152	HVAC Electrical Systems and Applications II	04
HVAC	221	Sheet Metal Layout	04
HVAC	231A	Heating and Cooling Analysis	04
HVAC	241	Home Energy Auditing	04
MTH	112	Intermediate Algebra	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**91**

This program is offered at the following Baker College campuses: Clinton Township, Owosso.

Interior Design
Associate of Applied Science Degree

This program prepares students for entry-level positions in interior design. Students apply elements and principles of design, space planning, textiles, and furnishings as they relate to the interior environment. Basic drawing and presentation skills will be emphasized throughout the program. Using current technology, students will develop and present projects focusing on public health, safety, and welfare. Students will gain a basic understanding of the interior design practice and the industry as a whole. The program provides a solid foundation for further study in the interior design field.

Course Number		Course Title	Quarter Hours
INTERIOR DESIGN MAJOR - 71 HOURS			
HUM	101	Survey of Art and Architecture I (Antiquity to Renaissance)	04
HUM	102	Survey of Art and Architecture II (Baroque to Modern)	04
IND	100	Introduction to Interior Design	04
IND	102	Workroom Practices	04
IND	104	Interior Design Business Practices	04
IND	105C	Textiles	04
IND	111A	Space Planning I	04

IND	112A	Space Planning II	04
IND	121	Interior Design Graphics	04
IND	131	Introduction to CAD	02
IND	201	History of Furnishing	04
IND	202	Rendering Techniques and Perspectives	04
IND	214	20-20 CAD	02
IND	221	Building Systems	04
IND	253	Portfolio Projects	02
MKT	111B	Principles of Marketing	04
MKT	201	Sales	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

ACT	103	Computer Aided Architectural Drawing I	04
IND	215	Interior Design CAD	04

SELECT 1 COURSE FROM THE FOLLOWING:

WRK	201	Internship	04
WRK	211	Cooperative Education I	04
WRK	265	Kitchen and Bath Design Work Experience	04

GENERAL EDUCATION REQUIREMENTS - 28 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION   **99**

This program is offered at the following Baker College campuses: Auburn Hills, Cadillac, Clinton Township, Flint, Muskegon.

Mechanical Technology
Associate of Applied Science Degree

The Mechanical Technology Program is designed to prepare students for employment in mechanical design, manufacturing, and production industries. This program is designed for students interested in entry-level positions as well as experienced technicians who wish to improve their skills. Emphasis is placed on computer-aided design (CAD) along with the mathematical and communication skills required to function effectively as part of an engineering team. This program provides the foundation courses in science and mathematics leading graduates to a Bachelor of Science in Mechanical Engineering, which can be completed in three additional years.

Course Number		Course Title	Quarter Hours
MECHANICAL TECHNOLOGY MAJOR - 73 HOURS			
CAD	201	Geometric Dimensioning and Tolerancing	04
ISE	311	Manufacturing Processes	04
ME	101	Engineering Graphics	04
ME	105	Introduction to Engineering and Design	04
ME	107	Introduction to 3-D Modeling	04
ME	111	Technical Communication for Engineering Sciences	04
ME	171	Computing for Engineers	04
ME	201	Statics	04
ME	299	Design Project	04
ME	301	Introduction to CAE	04
MTH	112	Intermediate Algebra	04
MTH	124	Trigonometry	04
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
SCI	215	Integrated Physics	04
SCI	246	Chemistry I	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

WRK	201	Internship	04
WRK	211	Cooperative Education I	04

GENERAL EDUCATION REQUIREMENTS - 24 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **97**

This program is offered at the following Baker College campus: Flint.

Professional Pilot/Aviation Technology
Associate of Applied Science Degree

This program is designed for the individual who is seeking to gain an entry-level position or increase his/her opportunities for promotion in professional aviation. Students will complete commercial pilot requirements and additional specialized aviation training. Long-range employment opportunities for aviation professionals are excellent and increasing steadily. Once students are enrolled with the College, flight instruction from a non-Baker College carrier will not be considered as fulfillment of course requirements in the aviation program.

Course Number		Course Title	Quarter Hours
PROFESSIONAL PILOT/AVIATION TECHNOLOGY MAJOR - 63 HOURS			
AVT	111	Private Pilot Ground School	04
AVT	112	Instrument Ground School	04
AVT	113	Commercial Ground School	02
AVT	131	Private Pilot Flight	06
AVT	132	Instrument Flight	06
AVT	133	Commercial Flight	06
AVT	221	Cockpit Resource Management	02
AVT	241	Aviation Meteorology	04
AVT	251A	Aircraft Systems	04
AVT	261	Flight Instructor Ground	04
AVT	262	Flight Instructor Flight	04
AVT	271	Instrument Flight Instructor Ground	02
AVT	272	Instrument Flight Instructor Flight	02
AVT	381	Multi-Engine Flight	02
AVT	382	Multi-Engine Flight Instructor	02
GEO	101B	World Geography I	04
MGT	211	Management and Supervision	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION   **95**

Aviation students are required to sign the Baker College Flight Training Agreement. Some AVT courses may require additional hours depending on student's progress.

This program is offered at the following Baker College campus: Muskegon.

Aviation Management
Bachelor of Aviation Management

This program is designed for the individual who is seeking to gain an entry-level position or increase his/her opportunities for promotion in professional aviation or aviation management. Students will complete commercial pilot requirements and additional specialized aviation training. Long-range employment opportunities for aviation professionals are excellent and increasing steadily.

Course Number		Course Title	Quarter Hours
AVIATION MANAGEMENT MAJOR - 115 HOURS			
AVT	111	Private Pilot Ground School	04
AVT	112	Instrument Ground School	04
AVT	113	Commercial Ground School	02
AVT	131	Private Pilot Flight	06
AVT	132	Instrument Flight	06
AVT	133	Commercial Flight	06
AVT	221	Cockpit Resource Management	02
AVT	241	Aviation Meteorology	04
AVT	251A	Aircraft Systems	04
AVT	261	Flight Instructor Ground	04
AVT	262	Flight Instructor Flight	04
AVT	271	Instrument Flight Instructor Ground	02
AVT	272	Instrument Flight Instructor Flight	02
AVT	381	Multi-Engine Flight	02
AVT	382	Multi-Engine Flight Instructor	02
AVT	421	Aviation Management	04
HRM	401	Human Resources and Employment Law	04
LAW	211	Business Law	04
MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04
MGT	222	Management Seminar	04
MGT	231	Small Business Management	04
MGT	350	Services Management	04
MGT	405	Contemporary Management Strategies	04
MGT	422	Operations Management	04
MGT	431	Strategic Management	04
MKT	111B	Principles of Marketing	04
MKT	201	Sales	04
MKT	202	Advertising	04
MTH	401	Statistical Methods	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
GEO	101B	World Geography I	04
HUM	401A	Philosophy of Ethics	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	101	Human Relations	04
PSY	231	Organizational Psychology	04
SCI	451	Environmental Science	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SPK	401	Presentational Speaking	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04
QUARTER HOURS REQUIRED FOR GRADUATION			**187**

Aviation students are required to sign the Baker College Flight Training Agreement. Some AVT courses may require additional hours depending on student's progress.

This program is offered at the following Baker College campus: Muskegon.

Industrial Technology
Bachelor of Industrial Technology

This program prepares an individual for employment in a broad range of industries where the efficient integration of machines, people, and computers are critical to the success of organizations. Industrial technologists are involved in the design, installation, and improvement of integrated systems in diverse areas such as computer, education, financial, government, health care, and manufacturing organizations.

		Approved Credit	50
Course Number		Course Title	Quarter Hours
REQUIRED COURSES - 40 HOURS			
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
MTH	124	Trigonometry	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CAD	121	3-D CAD I	04
CAD	221A	Catia	08
CAD	226A	Unigraphics	08
CAD	231A	Pro/ENGINEER	08
CAD	236A	SolidWorks	08
ME	107	Introduction to 3-D Modeling	04
INDUSTRIAL TECHNOLOGY MAJOR - 56 HOURS			
CQI	311	Statistical Process Control I	04
CQI	312	Statistical Process Control II	04
CQI	421	Design of Experiments	04
ISE	311	Manufacturing Processes	04
ISE	321A	Engineering Economy I	04
ISE	331	Introduction to Industrial and Systems Engineering	04
ISE	335	Work Analysis and Design	04
ISE	431	Facilities Design	04
ISE	491	Engineering Project Management	04
ISE	499	Senior Design Project	04
ME	105	Introduction to Engineering and Design	04
MGT	211	Management and Supervision	04
SELECT 1 COURSE FROM THE FOLLOWING:			
ISE	411	Computer Integrated Manufacturing	04
MGT	422	Operations Management	04
SELECT 1 COURSE FROM THE FOLLOWING:			
ISE	322	Engineering Economy II	04
ISE	435	Manufacturing Strategies	04
GENERAL EDUCATION REQUIREMENTS - 48 HOURS			
ECN	201	Principles of Macroeconomics	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
HUM	401A	Philosophy of Ethics	04
MTH	401	Statistical Methods	04
PSY	111	General Psychology	04
PSY	231	Organizational Psychology	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	401	Presentational Speaking	04
WRI	301A	Report Writing	04
SELECT 1 COURSE FROM THE FOLLOWING:			
SCI	215	Integrated Physics	04
SCI	451	Environmental Science	04
QUARTER HOURS REQUIRED FOR GRADUATION			**194**

This program is offered at the following Baker College campus: Muskegon.

Interior Design
Bachelor of Interior Design

This program prepares students for an entry-level position in interior design. Industry professionals assist students to refine creative, technical, mechanical, and business skills with an emphasis in commercial environments. Students apply problem-solving techniques relative to efficient and effective spatial design, aesthetics, function, and quality of interior environments. Students have the opportunity to conduct extensive research selecting and specifying building materials and mechanical/electrical systems. Current regulations, building codes, and business practices are applied to projects assuring public health, safety, and welfare.

Students are encouraged to develop individual style, creativity, and visual graphic presentation skills using manual- and computer-generated presentation techniques. Contractual documents, model building, and three-dimensional rendering presentations are created to communicate ideas from concept to completion. Students are encouraged to create professional portfolios that demonstrate practical, functional, and innovative ideas. Education, experience, and examination are needed to become a certified designer. This program provides students the opportunity to continue building design skills in preparation of becoming a qualified licensed professional.

Course Number		Course Title	Quarter Hours
INTERIOR DESIGN MAJOR - 101 HOURS			
HUM	101	Survey of Art and Architecture I (Antiquity to Renaissance)	04
HUM	102	Survey of Art and Architecture II (Baroque to Modern)	04
IND	100	Introduction to Interior Design	04
IND	102	Workroom Practices	04
IND	104	Interior Design Business Practices	04
IND	105C	Textiles	04
IND	111A	Space Planning I	04
IND	112A	Space Planning II	04
IND	121	Interior Design Graphics	04
IND	131	Introduction to CAD	02
IND	201	History of Furnishing	04
IND	202	Rendering Techniques and Perspectives	04
IND	214	20-20 CAD	02
IND	221	Building Systems	04
IND	253	Portfolio Projects	02
IND	301	Building Codes and Construction	04
IND	321	Advanced Rendering Techniques and Perspectives	04
IND	331	3-D Modeling	04
IND	401	Lighting Design	04
IND	421	Historical Preservation	04
IND	431	Commercial Design I	04
IND	432	Commercial Design II	04
IND	499	Senior Design Portfolio	02
MKT	111B	Principles of Marketing	04
MKT	201	Sales	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
ACT	103	Computer Aided Architectural Drawing I	04
IND	215	Interior Design CAD	04
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
WRK	265	Kitchen and Bath Design Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 68 HOURS			
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
ENG	311	Creative Writing	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	101	Human Relations	04
PSY	231	Organizational Psychology	04
SCI	451	Environmental Science	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SPK	401	Presentational Speaking	04
WRI	115	Workplace Communication	04
ARCHITECTURAL CONSTRUCTION MINOR - 24 HOURS			
ACT	104	Building Materials and Construction	04
ACT	205	Computer Aided Architectural Drawing II	04
ACT	206	Commercial Architectural Drawing I	04
ACT	207	Commercial Architectural Drawing II	04
ACT	211	Architectural CAD Presentations	04
SELECT 1 COURSE FROM THE FOLLOWING:			
ACT	202	Mechanical Systems	04
IND	141	Electrical and Mechanical Factors	04
QUARTER HOURS REQUIRED FOR GRADUATION			**193**

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Muskegon.

Architectural Technology
Bachelor of Science in Architectural Technology

This program prepares graduates for entry-level positions in the architectural and construction industry. Graduates will typically find employment with architects, engineers, contractors, building manufacturers, real estate developers, and various government agencies. The emphasis of study is on the systematic application of skills in the areas of building design implementation, computer-aided design, and structure. This program will provide qualified students the opportunity to advance their education in the professional field of architectural practice, as a step to meet the prerequisite requirement for registration as an architect.

Course Number		Course Title	Quarter Hours
ARCHITECTURAL TECHNOLOGY MAJOR - 133 HOURS			
ACT	101	Architectural Drafting I	04
ACT	102	Architectural Drafting II	04
ACT	103	Computer Aided Architectural Drawing I	04
ACT	104	Building Materials and Construction	04
ACT	105A	Surveying	02
ACT	201	Structural Analysis	04
ACT	202	Mechanical Systems	04
ACT	203	Construction Cost/Estimating	04
ACT	204A	Builder License/Laws	02
ACT	205	Computer Aided Architectural Drawing II	04
ACT	206	Commercial Architectural Drawing I	04
ACT	207	Commercial Architectural Drawing II	04
ACT	211	Architectural CAD Presentations	04
AT	301	Fundamentals of Design	04
AT	311A	Architectural History I	04
AT	312	Architectural History II	04
AT	321	Structural Design I	04
AT	322	Structural Design II	04
AT	401	Architectural Design I	04
AT	402	Architectural Design II	04
AT	403	Architectural Design III	04
AT	404	Architectural Design IV	06
AT	405	Architectural Design V	06
AT	411	Advanced Code Analysis	04
AT	421	Building Systems (MEP)	04
AT	431	Site Planning and Development	04
AT	441	Professional Office Practice	04
IND	301	Building Codes and Construction	04
ISE	401	Industrial Cooperative Education	04
MGT	211	Management and Supervision	04
MGT	250	Conflict Management	04
MTH	124	Trigonometry	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

WRK	201	Internship	04
WRK	211	Cooperative Education I	04

GENERAL EDUCATION REQUIREMENTS - 72 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
HIS	331	Early Modern Europe	04
HIS	411	Emerging Nations	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	101	Human Relations	04
PSY	231	Organizational Psychology	04
SCI	215	Integrated Physics	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SPK	401	Presentational Speaking	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04

QUARTER HOURS REQUIRED FOR GRADUATION   **205**

This program is offered at the following Baker College campus: Flint.

Construction Management
Bachelor of Science in Construction Management

This program provides an education focusing on critical thinking that blends management with technology and liberal arts for a career in construction and related industries. The graduate provides leadership while working with the owner, architect, engineer, developer, contractor, and governmental agencies, using their professional knowledge to oversee the construction process. Graduates learn various skills to manage construction projects globally and sustainably to maximize product and overall project value for owners. A combination of architecture, construction, and management courses provide a strong foundation in the critical skills and knowledge needed by professionals. The program emphasizes project management skills rather than craft skills. Graduates of this program may begin their careers in a variety of positions involving construction project management, cost estimating, construction safety, project planning/scheduling, and contract administration.

Course Number		Course Title	Quarter Hours

CONSTRUCTION MANAGEMENT MAJOR - 121 HOURS

ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ACT	103	Computer Aided Architectural Drawing I	04
ACT	104	Building Materials and Construction	04
ACT	105A	Surveying	02
ACT	191A	Blueprint Reading for Architecture	02
ACT	192A	Construction Documents Analysis	02
ACT	201	Structural Analysis	04
ACT	202	Mechanical Systems	04
ACT	203	Construction Cost/Estimating	04
ACT	204A	Builder License/Laws	02
AT	321	Structural Design I	04
AT	322	Structural Design II	04
AT	421	Building Systems (MEP)	04
CM	301	Design-Build	04
CM	306	Advanced Surveying	04
CM	311	Construction Safety	04
CM	401	Advanced Building Technologies	04
CM	406	Construction Estimating and Bidding	04
CM	411	Legal Aspects of Construction	04
CM	416	Construction Contract Administration	04
CM	421	Sustainable and Energy Efficient Design and Construction	04
CM	431	Construction Project Scheduling	04
CM	491	Construction Project Management	04
IND	301	Building Codes and Construction	04
MGT	250	Conflict Management	04
MKT	111B	Principles of Marketing	04
MTH	124	Trigonometry	04
PPM	301	Project Management	04
PPM	311	Project Planning	04
PPM	401	Project Cost and Budget Management	04
WRK	291B	Professional Career Strategies	01
WRK	421	Construction Management Field Experience	04

GENERAL EDUCATION REQUIREMENTS - 72 HOURS

ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	101	Human Relations	04
SCI	215	Integrated Physics	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION   **193**

This program is offered at the following Baker College campus: Allen Park.

ARCHITECTURAL TECHNOLOGY MINOR

This minor is offered at the following Baker College campus: Allen Park.

Industrial Engineering
Bachelor of Science In Industrial Engineering

Industrial engineers work in manufacturing, service industries, entertainment industries, health care organizations, shipping and logistics, and many other organizations. They focus on improving productivity and efficiency, and reducing costs while ensuring the quality of products and services, as well as the safety of the workplace. Industrial engineers often transition to managerial positions due to their combined engineering and business background and exposure. This program prepares graduates for entry level positions in this exciting field. The need for industrial engineers continues to grow as companies strive to control costs and maintain a competitive edge.

Program Educational Objectives: To prepare graduates who: 1) Demonstrate competence in engineering practice in local and global industry environments, or in related careers in government or academia. 2) Exhibit effective communication, teamwork, and readiness for leadership while acting ethically and professionally. 3) Maintain awareness of societal and contemporary issues and fulfill community and society's needs. 4) Actively engage in life long learning, by completing professional development/training courses and workshops, acquiring engineering certification, or pursuing and completing an advanced degree.

Program Outcomes: Graduates will demonstrate: a) an ability to apply knowledge of mathematics, science, and engineering; b) an ability to design and conduct experiments as well as analyze and interpret data; c) an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability and sustainability; d) an ability to function on multi disciplinary teams; e) an ability to identify, formulate, and solve engineering problems; f) an understanding of professional and ethical responsibility; g) an ability to communicate effectively; h) the broad education necessary to understand the impact of engineering solutions in a global, economic, envi-

ronmental, and societal context; i) a recognition of the need for an ability to engage in life long learning; j) a knowledge of contemporary issues; k) an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice; l) an ability to design, develop, implement and improve integrated systems that include people, materials, information, equipment, and energy.

Course Number		Course Title	Quarter Hours
INDUSTRIAL ENGINEERING MAJOR - 145 HOURS			
CQI	311	Statistical Process Control I	04
CQI	312	Statistical Process Control II	04
CQI	421	Design of Experiments	04
ECN	201	Principles of Macroeconomics	04
EET	111A	Electrical Technology	04
ISE	311	Manufacturing Processes	04
ISE	321A	Engineering Economy I	04
ISE	331	Introduction to Industrial and Systems Engineering	04
ISE	335	Work Analysis and Design	04
ISE	401	Industrial Cooperative Education	04
ISE	411	Computer Integrated Manufacturing	04
ISE	421	Introduction to Operations Research	04
ISE	431	Facilities Design	04
ISE	491	Engineering Project Management	04
ISE	499	Senior Design Project	04
LNM	411	Six Sigma Basics-Green Belt	04
ME	101	Engineering Graphics	04
ME	105	Introduction to Engineering and Design	04
ME	107	Introduction to 3-D Modeling	04
ME	111	Technical Communication for Engineering Sciences	04
ME	201	Statics	04
ME	281	Materials Science	04
ME	350	Ergonomics for Engineers	04
MGT	211	Management and Supervision	04
MTH	124	Trigonometry	04
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
MTH	244	Calculus IV	04
MTH	261	Linear Algebra	04
MTH	401	Statistical Methods	04
SCI	247	Chemistry II	04
SCI	251	General Physics I	04
SCI	253	General Physics III	04
SCI	451	Environmental Science	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
ISE	322	Engineering Economy II	04
ISE	435	Manufacturing Strategies	04
GENERAL EDUCATION REQUIREMENTS - 64 HOURS			
ELECT	131A	Global and Cultural Perspectives Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	111	General Psychology	04
PSY	231	Organizational Psychology	04
SCI	246	Chemistry I	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SOC	341	Global Perspectives	04
SPK	201	Oral Communication	04
SPK	401	Presentational Speaking	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04
QUARTER HOURS REQUIRED FOR GRADUATION			**209**

This program is offered at the following Baker College campus: Flint.

Mechanical Engineering
Bachelor of Science in Mechanical Engineering

The mission of the Baker College Department of Mechanical Engineering is to provide quality higher education and training in the fundamental principles and sound practice of engineering which will enable graduates to be an asset to society and successful throughout challenging and rewarding careers. Mechanical engineers are involved in the design, development, manufacturing and testing of a wide array of mechanical devices, systems, and processes. They work in diverse areas such as power generation and utilities, aerospace, automotive and transportation, automation and robotics, environmental, chemical, computer, and biomedical industries. Mechanical engineers also work in research, education, and consulting. In all these fields they combine creativity and use of engineering principles to improve the quality of our lives.

This program is accredited by the Engineering Accreditation Commission (EAC) of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202 4012; phone: (410) 347-7700. Web Address: http://www.abet.org.

Program Educational Objectives: To prepare graduates who: 1) Demonstrate competence in engineering practice in local and global industry environments, or in related careers in government or academia. 2) Exhibit effective communication, team work, and readiness for leadership while acting ethically and professionally. 3) Maintain awareness of societal and contemporary issues and fulfill community and society's needs. 4) Actively engage in life-long learning, by completing professional development/training courses and workshops, acquiring engineering certification, or pursuing and completing an advanced degree.

Program Outcomes: Graduates will demonstrate: a) an ability to apply knowledge of mathematics, science and engineering; b) an ability to design and conduct experiments as well as analyze and interpret data; c) an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability and sustainability; d) an ability to function on multi-disciplinary teams; e) an ability to identify, formulate, and solve engineering problems; f) an understanding of professional and ethical responsibility; g) an ability to communicate effectively; h) the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context; i) a recognition of the need for and an ability to engage in life-long learning; j) a knowledge of contemporary issues; k) an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice; l) an ability to apply principles of engineering, basic science, and mathematics (including multivariate calculus and differential equations) to model, analyze, design, and realize physical systems, components, or processes; m) an ability to work professionally in both thermal and mechanical systems areas.

Courses from programs not accredited by the Engineering Accreditation Commission of ABET will not be accepted for transfer at the 200 level or above, unless supported by detailed curriculum documentation, subject to approval by the Dean.

Course Number		Course Title	Quarter Hours
MECHANICAL ENGINEERING MAJOR - 163 HOURS			
EE	311	Circuit Analysis	04
ISE	311	Manufacturing Processes	04
ISE	321A	Engineering Economy I	04
ISE	401	Industrial Cooperative Education	04
ME	101	Engineering Graphics	04
ME	105	Introduction to Engineering and Design	04
ME	107	Introduction to 3-D Modeling	04
ME	111	Technical Communication for Engineering Sciences	04
ME	171	Computing for Engineers	04
ME	201	Statics	04
ME	211	Solid Mechanics	04
ME	281	Materials Science	04
ME	301	Introduction to CAE	04
ME	321	Dynamics	04
ME	325	Kinematics	04

ME	331	Thermodynamics	04
ME	341A	Fluid Mechanics I	04
ME	351	Mechanical Design I	04
ME	352	Mechanical Design II	04
ME	361	Dynamic Systems and Control	04
ME	371	Heat Transfer	04
ME	376	Thermo Systems Lab	02
ME	421	Vibrations	04
ME	491	Engineering Project Management	04
ME	499	Senior Design Project	04
MTH	124	Trigonometry	04
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
MTH	244	Calculus IV	04
MTH	251	Introduction to Differential Equations	04
MTH	261	Linear Algebra	04
MTH	401	Statistical Methods	04
SCI	247	Chemistry II	04
SCI	251	General Physics I	04
SCI	252	General Physics II	04
SCI	253	General Physics III	04
TEC	300A	Technical Elective	04
TEC	300B	Technical Elective	04
TEC	300C	Technical Elective	04
TEC	300D	Technical Elective	04
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 60 HOURS

ELECT	131A	Global and Cultural Perspectives Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	111	General Psychology	04
PSY	231	Organizational Psychology	04
SCI	246	Chemistry I	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SOC	341	Global Perspectives	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

QUARTER HOURS REQUIRED FOR GRADUATION   **223**

This program is offered at the following Baker College campus: Flint.

Continuous Quality Improvement
Postbaccalaureate Certificate

The Continuous Quality Improvement Certificate Program is designed to provide the body of knowledge required to sit for the American Society of Quality (ASQ) Six Sigma Green Belt Exam. Students will become acquainted with the use of quality improvement methods, philosophies and tools for use in manufacturing, healthcare, computer science, service industries, education, and business. The program provides knowledge and hands-on experiences that will develop the students' skills in the various tools along with collection and statistical analysis and improvement, pull systems, Toyota Production System (Lean methodologies), statistical process control, six sigma methodology (DMAIC), project management, team work, and other continuous quality improvement techniques which are essential to the success of any company, healthcare facility, or educational system.

PROGRAM CONDITIONAL REQUIREMENTS

    Bachelor's Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 40 HOURS			
CQI	301	Quality Theory	04
CQI	311	Statistical Process Control I	04
CQI	312	Statistical Process Control II	04
CQI	411	Analytical Tools Class using Statgraphics	04
CQI	421	Design of Experiments	04
CQI	491	Preparation for Certified Quality Improvement Associate (CQIA)	02
LNM	311	Introduction to Lean	04
LNM	312	Lean Applications	04
LNM	411	Six Sigma Basics-Green Belt	04
LNM	412	Advanced Six Sigma-Green Belt	04
LNM	491	Preparation for Certified Six Sigma-Green Belt (CSSGB)	02

QUARTER HOURS REQUIRED FOR GRADUATION   **40**

This program is offered at the following Baker College campus: Muskegon.

Technical Electives

AUTOMOTIVE SERVICES TECHNOLOGY ELECTIVES

ABT	151	Mig Welding	05
AST	102	Engine Performance I	06
AST	103	Engine Performance II	06
AST	211	Introduction to Hybrid Vehicles	04
AST	221A	Automotive Brake Service	06
AST	231A	Automotive Suspension/Steering	06
AST	241A	Heating/Air Conditioning	06
AST	251	Automatic Transmission and Transaxle	08
AST	261	Manual Drive Train and Axles	06
AST	271	Engine Repair	08
DSL	151	Welding for Heavy Duty Repair	04

COMPUTER AIDED DRAFTING ELECTIVES

CAD	223	Catia-Intermediate	04
CAD	224	Catia-Advanced	04
CAD	228	Unigraphics-Intermediate	04
CAD	229	Unigraphics-Advanced	04
CAD	233	Pro/ENGINEER-Intermediate	04
CAD	234	Pro/ENGINEER-Advanced	04
CAD	238	Solidworks-Intermediate	04
CAD	239	Solidworks-Advanced	04

DIESEL SERVICE TECHNOLOGY ELECTIVES

DSL	241	Heavy Duty Heating/Air Conditioning	06
DSL	251	Auxiliary Systems	04
DSL	261	Heavy Duty Drive Trains	06
DSL	291	Hydraulics	05

MECHANICAL ENGINEERING TECHNICAL ELECTIVES

ME	305	Introduction to FEA	04
ME	306	Intermediate FEA	04
ME	311	Biomechanics and Biomaterials	04
ME	342	Fluid Mechanics II	04
ME	350	Ergonomics for Engineers	04
ME	395	Engineering Research	04
ME	425	Noise, Vibration, and Harshness	04
ME	495	Engineering Topics	04

General Education Electives

COMMUNICATION ELECTIVES

ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04

COMPUTER LITERACY ELECTIVES

INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02

GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES

ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
ITP	111	American Sign Language I	04
ITP	112	American Sign Language II	04
POL	401	International Relations	04
SOC	341	Global Perspectives	04
SPN	101	Spanish I	04
SPN	102	Spanish II	04
SPN	103	Spanish III	04

PERSONAL AND SOCIAL ENVIRONMENTS ELECTIVES

POL	201A	American Political Systems	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	335	Human Sexuality	04
PSY	351	Adolescent Psychology	04
PSY	401	Social Psychology	04
SOC	201	Sociology	04
SOC	301	Social Problems	04

Education and Human Service Programs

CERTIFICATES
9-1-1 Telecommunications
Certified Addictions Counselor
Child Care Assistant
Corrections Officer

ASSOCIATE'S DEGREES
Associate of Applied Science
> Criminal Justice
> Early Childhood Education
> Human Service
> Interpreter Training
> Paraprofessional: Early Elementary

BACHELOR'S DEGREES
Bachelor of Human Service
> Gerontology
> Human Service

Bachelor of Science in Criminal Justice
Bachelor of Science in Early Childhood Education
Bachelor of Science in Education
> Elementary Teacher Preparation
> Elementary Teacher Preparation Early Childhood Education
> Secondary Teacher Preparation

POSTBACCALAUREATE CERTIFICATES
Teacher Preparation—Initial Certification
Teacher Preparation—Level Change
Teacher Preparation—Additional Endorsement

General education requirements must be met for all certificates of substantial length (68 or more quarter hours), as well as associate and bachelor degree programs. All graduates must meet the general education outcome requirements established by each academic program. The general education requirements are listed below each program's requirements. In addition, any student who places into a developmental education course(s) must meet those course requirements within the first academic year, prior to enrolling in the college level general education course(s).

College Success Strategies (COL 111A) is required for all first-time freshmen. College Success Online (COL 112) is required for all Baker College Online first-time freshmen and for all students enrolled in an online certificate or degree program. These courses will inform students of campus services, policies and procedures, and address learning styles and study strategies.

Many of the courses and programs at Baker College are offered in an online delivery format. See page 119 for Baker College Online programs. Contact your campus Academic/Administrative Office for details about online courses.

If electives are indicated in a program, please refer to the list of Elective Options on page 117.

If general education electives are indicated in a program, please refer to the General Education Course Requirements on page 21. (General education electives may consist of one or more of the following General Education Outcomes: communication, mathematical reasoning, personal and social environments, computer literacy, global and cultural perspectives, and scientific inquiry.)

A new student may choose an "Undeclared but Degree Seeking" program. A student also may add a limited number of "Student Elected Classes" to his/her program with the approval of an academic advisor. Information about both of these options, including course and credit hour limitations, can be obtained in the Academic Office.

Information regarding double majors and/or minors is located on page 253. Contact your campus Education and Human Service staff to discuss requirements.

9-1-1 Telecommunications
Certificate

This program prepares the graduate for a career as a 9-1-1 Telecommunicator and meets the Michigan State 9-1-1 Committee training standards. The program emphasizes roles and responsibilities, legal and ethical aspects, interpersonal skills and professionalism of a dispatcher working in a high stress, highly technical team situation. Graduates will receive both the basic and advanced courses required for employment in Michigan. A 30-hour fieldwork component is required to help integrate classroom learning into practical field applications.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 46 HOURS			
CRJ	101	Introduction to Criminal Justice	04
CRJ	111	9-1-1 Telecommunications I	04
CRJ	112	9-1-1 Telecommunications II	04
CRJ	131	Client Relations	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
WRK	280	9-1-1 Fieldwork	01
WRK	291B	Professional Career Strategies	01
QUARTER HOURS REQUIRED FOR GRADUATION			**46**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Owosso, Port Huron.

Certified Addictions Counselor
Certificate

This program provides students with the education component required for the Michigan Certification Board of Addiction Professionals (MCBAP) Certified Addictions Counselor credential. This credential is required for inpatient and outpatient substance abuse treatment, drug courts, private and public agencies.

Students completing the program will have the skills and knowledge of the 12 core counseling functions required for addictions treatment which include: screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, report and record keeping, and consultation with other professionals in regard to client treatment/services. In order to qualify for the MCBAP credential, individuals must meet the following requirements as determined by the International Certification Reciprocity Consortium (ICRC) for Alcohol and Other Drug Abuse Counselors (ADOA): education, supervised work experience, supervised practical training, passing score on a written examination, and adherence to code of ethics statement.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 40 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
HUS	101A	Introduction to Human Service	04
HUS	141	Abuse and Neglect in the Family	04
HUS	161	Managing Addictions Cases	06
HUS	171	Ethical Issues in Addictions Counseling	02
HUS	201	Substance Abuse	04
INF	112	Word Processing	02
PSY	101	Human Relations	04
PSY	241	Theories of Counseling	04

Course Number		Course Title	Quarter Hours
SELECT 1 COURSE FROM THE FOLLOWING:			
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	131	Internet and the World Wide Web	02
QUARTER HOURS REQUIRED FOR GRADUATION			**40**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Allen Park, Cadillac, Clinton Township, Flint, Muskegon, Owosso, Port Huron.

Child Care Assistant
Certificate

This program blends an education in theoretical and practical study of child development and early childhood education with the unique aspects of the child care setting. The specific developmental, emotional, and recreational needs of young children are explored through application of art, literature, and play activities for the infant, toddler, and pre-schooler. The graduate is prepared for an entry-level early child care assistant position. In addition, this program prepares students for the Child Development Associate (CDA) assessment and process, the national credential recognized by the Council for Early Childhood Professional Recognition. The CDA credential is listed as a qualification for teaching staff and/or directors in child care regulations in forty-six states and the District of Columbia. Employment opportunities exist in school settings, day care centers, licensed day care homes, and other child care environments. The CDA courses are ECE101B, ECE111B, ECE165, and ECE191.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 42 HOURS			
ECE	101B	Introduction to Early Childhood Education	04
ECE	111B	Early Childhood Development	04
ECE	131A	Healthy Environments for Early Childhood	04
ECE	141A	Creative Activities	04
ECE	165	Observation and Assessment Techniques for Early Childhood Education Programs	04
ECE	171A	Language Development and Language Arts	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HSC	100B	Community First Aid	01
PSY	111	General Psychology	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
ECE	181	The School-Age Child	04
ECE	191	CDA Portfolio Preparation	04
QUARTER HOURS REQUIRED FOR GRADUATION			**42**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses and extensions: Allen Park, Auburn Hills, Cadillac, Cass City, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron, West Branch.

Corrections Officer
Certificate

This program prepares students for positions in federal, state, local, and private correctional facilities. This program provides all of the required elements established by the Michigan Correctional Officers' Training Council. Students successfully completing this certificate will be prepared to sit for the civil service test required for employment by the Michigan Department of Corrections.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 49 HOURS			
CRJ	101	Introduction to Criminal Justice	04
CRJ	106	Introduction to Corrections	04
CRJ	121	Correctional Facilities	04
CRJ	131	Client Relations	04
CRJ	141	Criminology	04
CRJ	151	Legal Issues in Corrections	04

ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRK	291B	Professional Career Strategies	01

QUARTER HOURS REQUIRED FOR GRADUATION **49**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Criminal Justice
Associate of Applied Science Degree

This program prepares graduates with the skills, tools, and methods needed to work in the criminal justice profession. The program explores the philosophical underpinnings of crime and justice. Graduates will understand the interrelatedness of police, corrections, and the courts. Concepts of justice, duty, and societal issues will be examined along with various ethical issues related to criminal justice topics. Graduates will model ethical behavior and a commitment to service with the skills necessary to respond to complex and dynamic situations appropriately. Interpersonal communication and writing skills germane to the criminal justice profession are practiced throughout the program.

Course Number		Course Title	Quarter Hours
CRIMINAL JUSTICE MAJOR - 71 HOURS			
CRJ	101	Introduction to Criminal Justice	04
CRJ	106	Introduction to Corrections	04
CRJ	111	9-1-1 Telecommunications I	04
CRJ	112	9-1-1 Telecommunications II	04
CRJ	121	Correctional Facilities	04
CRJ	131	Client Relations	04
CRJ	141	Criminology	04
CRJ	151	Legal Issues in Corrections	04
CRJ	211	Interpersonal Communication and Conflict Management	04
CRJ	221	Interviewing, Investigations and Report Writing	04
CRJ	231	Principles of Policing I	04
CRJ	261	Retail Security	04
CRJ	281	Criminal Justice Seminar I	01
CRJ	301	Juvenile Justice Concepts	04
CRJ	311	Ethical Issues in Criminal Justice	04
HSC	102	BLS Provider Training and First Aid	01
PSY	311	Abnormal Psychology	04
WRK	281	Criminal Justice Internship I	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
CRJ	171	Defensive Tactics	04
CRJ	181	Community Corrections	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION **103**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Early Childhood Education
Associate of Applied Science Degree

This program prepares students for employment opportunities as a child care program director, a preschool teacher, a teacher assistant, or a family child care manager. Students learn to plan and organize age-appropriate curricula and environments for infants, toddlers, pre-school-age children, and school-age children. This program examines current challenges that early childhood educators will face as they enter this contemporary profession. Characteristics, skills, knowledge, and experiences important in becoming a teacher of young children are presented to the student. Students are involved in several hours of fieldwork experience within various child care settings. This program prepares the student for the Child Development Associate (CDA) assessment process, the national credential recognized by the Council for Early Childhood Professional Recognition. The CDA credential is listed as a qualification for teaching staff and/or directors in child care regulations in 46 states and the District of Columbia. The CDA courses are ECE101B, ECE111B, ECE165, and ECE191.

Course Number		Course Title	Quarter Hours
EARLY CHILDHOOD EDUCATION MAJOR - 68 HOURS			
ECE	101B	Introduction to Early Childhood Education	04
ECE	111B	Early Childhood Development	04
ECE	131A	Healthy Environments for Early Childhood	04
ECE	141A	Creative Activities	04
ECE	151A	Administration of Early Childhood Education Programs	04
ECE	165	Observation and Assessment Techniques for Early Childhood Education Programs	04
ECE	171A	Language Development and Language Arts	04
ECE	201A	Infant and Toddler Care	02
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221A	Cognitive Activities for Young Children	02
ECE	231	Guidance and Discipline	04
ECE	251	Developing Curriculum for Early Childhood	04
ECE	271B	Early Childhood Education Practicum	04
ECE	281	Parents and Teachers: Partners in Education	04
HSC	100B	Community First Aid	01
LIT	321	Children's Literature and Drama	06
SOC	201	Sociology	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
ECE	181	The School-Age Child	04
ECE	191	CDA Portfolio Preparation	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	120A	Communication Elective	04
ELECT	163A	Computer Literacy Elective	02
ELECT	163B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	121	Introduction to Windows	02
PSY	111	General Psychology	04
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	101	Mathematics for Business	04
MTH	111	Introductory Algebra	04

QUARTER HOURS REQUIRED FOR GRADUATION **100**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses and extensions: Allen Park, Auburn Hills, Cadillac, Cass City, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron, West Branch.

Human Service
Associate of Applied Science Degree

This program prepares students in the areas of psychology, stress management, conflict management, and social problems to work in entry-level positions in a variety of human service settings. Graduates will work closely with social workers, counselors, and psychologists, focusing on the special needs of children, adolescents, families, developmentally disabled individuals, and the elderly. This program combines general education with training for competency in the field of human service in order for graduates to be prepared in their chosen fields of study and to continually enhance their own personal and professional growth.

Course Number		Course Title	Quarter Hours
HUMAN SERVICE MAJOR - 69 HOURS			
HUS	101A	Introduction to Human Service	04
HUS	121	Family Dynamics	04
HUS	131A	Human Service Resources	02
HUS	141	Abuse and Neglect in the Family	04
HUS	201	Substance Abuse	04
HUS	211	Assessment, Recording, and Reporting	04
HUS	221	Case Management I	04
HUS	231	Crisis Intervention	02
HUS	271	Human Service Internship I	06
HUS	371	Human Service Internship II	06
PSY	111	General Psychology	04
PSY	201A	Cognitive-Behavior Therapy	04
PSY	211	Psychology of Death and Dying	04
PSY	241	Theories of Counseling	04
PSY	331	Human Development I	04
PSY	332	Human Development II	04
SOC	201	Sociology	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	120A	Communication Elective	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**101**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses and extension: Allen Park, Auburn Hills, Cadillac, Cass City, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Interpreter Training
Associate of Applied Science Degree

This program prepares graduates for employment as Sign Language Interpreters who facilitate communication between deaf and hard of hearing individuals and the hearing population. Upon successful completion of the associate's degree program, graduates will have the skills required for employment in school districts, and deaf and hard of hearing service centers. In addition, graduates will work as free-lance interpreters in a wide range of settings in which interpretation is required, including education, employment, recreation, health care, and legal services.

Course Number		Course Title	Quarter Hours
INTERPRETER TRAINING MAJOR - 65 HOURS			
ITP	101	The Deaf Community	02
ITP	111	American Sign Language I	04
ITP	112	American Sign Language II	04
ITP	113	American Sign Language III	04
ITP	121	Expressive Manual Communication	02
ITP	131	Beginning Fingerspelling	02
ITP	132	Advanced Fingerspelling	02
ITP	141	Beginning Sign to Voice	04
ITP	214	American Sign Language IV	04
ITP	221	Introduction to the Interpreting Profession	04
ITP	231	Linguistic Principles	04
ITP	242	Intermediate Sign to Voice	04
ITP	243	Advanced Sign to Voice	04
ITP	251	Beginning Interpreter/Transliterating	04
ITP	261	Deaf Culture and History I	04
ITP	271	Signing Internship I	04
ITP	272	Signing Internship II	04
ITP	281A	Professional Interpreting Seminar	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	101	Mathematics for Business	04
MTH	111	Introductory Algebra	04
QUARTER HOURS REQUIRED FOR GRADUATION			**97**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Flint, Muskegon, Port Huron.

Paraprofessional: Early Elementary
Associate of Applied Science Degree

This program provides an option for Title I paraprofessionals and those wanting to become paraprofessionals who must meet the requirements of the No Child Left Behind Act of 2001. Paraprofessionals who earn this degree can be translators, be involved with parent activities, help with classroom management, assist in computer labs, and tutor students one-on-one during seat-work time. This program emphasizes the development of children and focuses on reading, writing, and mathematics skills.

Course Number		Course Title	Quarter Hours
PARAPROFESSIONAL: EARLY ELEMENTARY MAJOR - 61 HOURS			
ECE	111B	Early Childhood Development	04
ECE	165	Observation and Assessment Techniques for Early Childhood Education Programs	04
ECE	171A	Language Development and Language Arts	04
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221A	Cognitive Activities for Young Children	02
ECE	231	Guidance and Discipline	04
ECE	281	Parents and Teachers: Partners in Education	04
EDU	200	Introduction to Professional Education Experiences	05
EDU	271	Education Practicum	04
EDU	312	Educational Psychology	06
EDU	321	Theory and Principles of Reading Instruction	05
EDU	330	The Exceptional Learner	04
HSC	100B	Community First Aid	01
MTH	211	Learning and Teaching Number Concepts	05
SOC	201	Sociology	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02

MTH	111	Introductory Algebra	04
PSY	111	General Psychology	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

QUARTER HOURS REQUIRED FOR GRADUATION **93**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Gerontology
Bachelor of Human Service

This Human Service Bachelor Degree offers a specialization in the growing field of gerontology. Not only does this program combine psychology and human service courses to prepare students for competency in the field of human service, but it also prepares students to work with the elderly population in a variety of settings.

Course Number		Course Title	Quarter Hours
GERONTOLOGY MAJOR - 137 HOURS			
HUS	101A	Introduction to Human Service	04
HUS	121	Family Dynamics	04
HUS	131A	Human Service Resources	02
HUS	141	Abuse and Neglect in the Family	04
HUS	201	Substance Abuse	04
HUS	211	Assessment, Recording, and Reporting	04
HUS	221	Case Management I	04
HUS	231	Crisis Intervention	02
HUS	271	Human Service Internship I	06
HUS	292A	Family Support Strategies	04
HUS	301	Research Methods in Human Service	04
HUS	306	Introduction to Gerontology	04
HUS	321	Human Service Administration I	04
HUS	371	Human Service Internship II	06
HUS	403	Mental Health Services	04
HUS	406	Care Management for Older Adults	04
HUS	416	Gerontology Resources	02
HUS	417	Activity in Aging	02
HUS	421	Human Service Administration II	04
HUS	426	Hospice Care	04
HUS	431	The DSM System	04
HUS	436	Public Policy and Aging	04
HUS	446	Social Gerontology	04
HUS	471	Human Service Internship III	06
PSY	111	General Psychology	04
PSY	201A	Cognitive-Behavior Therapy	04
PSY	211	Psychology of Death and Dying	04
PSY	241	Theories of Counseling	04
PSY	311	Abnormal Psychology	04
PSY	321	Psychology of Disability	04
PSY	331	Human Development I	04
PSY	332	Human Development II	04
PSY	335	Human Sexuality	04
PSY	405	Psychopharmacology	02
PSY	411	Clinical Methods in Mental Health	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 68 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04

PSY	101	Human Relations	04
SOC	201	Sociology	04
SOC	301	Social Problems	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

QUARTER HOURS REQUIRED FOR GRADUATION **205**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Clinton Township, Port Huron.

Human Service
Bachelor of Human Service

This program prepares students to enter into jobs as case managers, mental health team members for in-home programs, state social service workers, direct care providers or supervisors in residential settings, shelter personnel, and other mental health or social service positions. This program combines general education with training for competency in the field of human service in order for graduates to be prepared in their chosen fields of study and to continually enhance their own personal and professional growth.

Course Number		Course Title	Quarter Hours
HUMAN SERVICE MAJOR - 135 HOURS			
HUS	101A	Introduction to Human Service	04
HUS	121	Family Dynamics	04
HUS	131A	Human Service Resources	02
HUS	141	Abuse and Neglect in the Family	04
HUS	201	Substance Abuse	04
HUS	211	Assessment, Recording, and Reporting	04
HUS	221	Case Management I	04
HUS	231	Crisis Intervention	02
HUS	271	Human Service Internship I	06
HUS	292A	Family Support Strategies	04
HUS	301	Research Methods in Human Service	04
HUS	306	Introduction to Gerontology	04
HUS	321	Human Service Administration I	04
HUS	351	Child Welfare Services	04
HUS	371	Human Service Internship II	06
HUS	403	Mental Health Services	04
HUS	411	Institutional Treatment and Alternative Settings in Human Service	04
HUS	412	Case Management II	04
HUS	421	Human Service Administration II	04
HUS	431	The DSM System	04
HUS	441	Home Visitation	02
HUS	471	Human Service Internship III	06
PSY	111	General Psychology	04
PSY	201A	Cognitive-Behavior Therapy	04
PSY	211	Psychology of Death and Dying	04
PSY	241	Theories of Counseling	04
PSY	311	Abnormal Psychology	04
PSY	321	Psychology of Disability	04
PSY	331	Human Development I	04
PSY	332	Human Development II	04
PSY	335	Human Sexuality	04
PSY	401	Social Psychology	04
PSY	405	Psychopharmacology	02
PSY	411	Clinical Methods in Mental Health	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 68 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	161A	Computer Literacy Elective	02

ELECT	161 B	Computer Literacy Elective	02
ELECT	161 C	Computer Literacy Elective	02
ELECT	161 D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	101	Human Relations	04
SOC	201	Sociology	04
SOC	301	Social Problems	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

QUARTER HOURS REQUIRED FOR GRADUATION **203**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Criminal Justice

Bachelor of Science in Criminal Justice

This program prepares graduates with the skills, tools, and methods needed to work in the criminal justice profession. The program explores the philosophical underpinnings of crime and justice. Graduates will understand the interrelatedness of police, corrections, and the courts. Concepts of justice, duty, and societal issues will be examined along with various ethical issues related to criminal justice topics. Graduates will model ethical behavior and a commitment to service with the skills necessary to respond to complex and dynamic situations appropriately. Interpersonal communication and writing skills germane to the criminal justice profession are practiced throughout the program.

Course Number		Course Title	Quarter Hours
CRIMINAL JUSTICE MAJOR - 120 HOURS			
CRJ	101	Introduction to Criminal Justice	04
CRJ	106	Introduction to Corrections	04
CRJ	111	9-1-1 Telecommunications I	04
CRJ	112	9-1-1 Telecommunications II	04
CRJ	121	Correctional Facilities	04
CRJ	131	Client Relations	04
CRJ	141	Criminology	04
CRJ	151	Legal Issues in Corrections	04
CRJ	211	Interpersonal Communication and Conflict Management	04
CRJ	221	Interviewing, Investigations and Report Writing	04
CRJ	231	Principles of Policing I	04
CRJ	232	Principles of Policing II	04
CRJ	261	Retail Security	04
CRJ	281	Criminal Justice Seminar I	01
CRJ	301	Juvenile Justice Concepts	04
CRJ	311	Ethical Issues in Criminal Justice	04
CRJ	321	Criminal Law	04
CRJ	331	Cybercrime Investigations	04
CRJ	341	Introduction to Forensic Science	04
CRJ	351	Evidence Collection and Procedures	04
CRJ	361	Organized Crime and Youth Gangs	04
CRJ	371	Criminal Courts	04
CRJ	421	Evidence-Based Practices	04
CRJ	431	Terrorism and Homeland Security	04
CRJ	441	Organizational Leadership in Criminal Justice	04
CRJ	481	Criminal Justice Seminar II	01
HSC	102	BLS Provider Training and First Aid	01
HUS	201	Substance Abuse	04
PSY	311	Abnormal Psychology	04
WRK	281	Criminal Justice Internship I	04
WRK	291B	Professional Career Strategies	01
WRK	481	Criminal Justice Internship II	04

SELECT 1 COURSE FROM THE FOLLOWING:

CRJ	171	Defensive Tactics	04
CRJ	181	Community Corrections	04

GENERAL EDUCATION REQUIREMENTS - 68 HOURS

ELECT	111 A	Scientific Inquiry Elective	04
ELECT	131 A	Global and Cultural Perspectives Elective	04
ELECT	131 B	Global and Cultural Perspectives Elective	04
ELECT	161 A	Computer Literacy Elective	02
ELECT	161 B	Computer Literacy Elective	02
ELECT	161 C	Computer Literacy Elective	02
ELECT	161 D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	101	Human Relations	04
SOC	201	Sociology	04
SOC	301	Social Problems	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
WRI	301 A	Report Writing	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

QUARTER HOURS REQUIRED FOR GRADUATION **188**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Early Childhood Education

Bachelor of Science in Early Childhood Education

This program prepares students for a rewarding career in Early Childhood Education. It will blend higher level critical applications of the theoretical and practical study of child development and early childhood education in a multitude of professional applications. The Early Childhood Education Bachelor Degree program will require four years of college preparation. The goal of this program is to produce quality Early Childhood Education professionals. Successful graduates may be employed in supervisor and administrative positions, as family advocates, preschool teachers, home visitors, trained specialists, directors, curriculum developers, and child advocates. This program does NOT lead to elementary (K-8) certification.

Course Number		Course Title	Quarter Hours
EARLY CHILDHOOD EDUCATION MAJOR - 108 HOURS			
ECE	101B	Introduction to Early Childhood Education	04
ECE	111B	Early Childhood Development	04
ECE	131A	Healthy Environments for Early Childhood	04
ECE	141A	Creative Activities	04
ECE	151A	Administration of Early Childhood Education Programs	04
ECE	165	Observation and Assessment Techniques for Early Childhood Education Programs	04
ECE	171A	Language Development and Language Arts	04
ECE	191	CDA Portfolio Preparation	04
ECE	201A	Infant and Toddler Care	02
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221A	Cognitive Activities for Young Children	02
ECE	231	Guidance and Discipline	04
ECE	251	Developing Curriculum for Early Childhood	04
ECE	271B	Early Childhood Education Practicum	04
ECE	281	Parents and Teachers: Partners in Education	04
ECE	301	Advocating for Young Children	04
ECE	351	Philosophies in Early Childhood Education	04
ECE	361	Survey of Curriculum	04
ECE	371	Early Childhood Education Practicum II	04

ECE	372	Implementation of Curriculum in an Early Childhood Education Environment	04
ECE	401	Advanced Infant/Toddler Care	04
ECE	441	Music and Movement for Young Children	04
ECE	451	Early Childhood Education Practicum III	04
ECE	452	Administrative Operations in ECE	04
ECE	461	Early Assessment and Referral	04
ECE	471	Early Literacy Intervention	04
HSC	100B	Community First Aid	01
LIT	321	Children's Literature and Drama	06
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 72 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
ENG	231	Language and Culture	04
GEO	101B	World Geography I	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	111	General Psychology	04
SOC	201	Sociology	04
SOC	301	Social Problems	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SPK	401	Presentational Speaking	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

ITP	111	American Sign Language I	04
SPN	101	Spanish I	04

QUARTER HOURS REQUIRED FOR GRADUATION <u>180</u>

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Allen Park, Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Elementary Teacher Preparation Language Arts

Bachelor of Science in Education

This program provides students with the knowledge and skills necessary to receive a Michigan provisional elementary teaching certificate, which allows the holder to teach all subjects in kindergarten through grade 5, in kindergarten through grade 8 self-contained classrooms, and language arts in grades 6 through 8. Students complete the language arts major and the elementary studies minor. Upon graduating and passing the required state tests, students will be eligible to apply for certification.

Course Number		Course Title	Quarter Hours

LANGUAGE ARTS MAJOR - 59 HOURS

ENG	211A	Structures of English	05
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
ENG	492	Senior Seminar: Language Arts	04
LIT	321	Children's Literature and Drama	06
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	405	Literature for Young Adults	04
SPK	201	Oral Communication	04
SPK	205	Oral Interpretation of Literature	04
SPK	211	Group Dynamics	04

PROFESSIONAL EDUCATION REQUIREMENTS - 66 HOURS

EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	321	Theory and Principles of Reading Instruction	05
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	421	Reading in the Content Areas	04
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	451	Theory and Techniques of Instruction: Elementary (K–8)	06
EDU	481	Directed Teaching I	11
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01

GENERAL EDUCATION REQUIREMENTS - 51 HOURS

ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
GEO	102B	World Geography II	04
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
POL	201A	American Political Systems	04
PSY	111	General Psychology	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
WRK	291B	Professional Career Strategies	01

ELEMENTARY STUDIES MINOR - 31 HOURS

ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HUM	351	Art for the Elementary School Teacher	02
HUM	355	Music for the Classroom Teacher	02
MTH	211	Learning and Teaching Number Concepts	05
MTH	212	Learning and Teaching Geometric and Statistical Concepts	04
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05

QUARTER HOURS REQUIRED FOR GRADUATION <u>207</u>

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

HISTORY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

MATHEMATICS MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Elementary Teacher Preparation Mathematics

Bachelor of Science in Education

This program provides students with the knowledge and skills necessary to receive a Michigan provisional elementary teaching certificate, which allows the holder to teach all subjects in kindergarten through grade 5, in kindergarten through grade 8 self-contained classrooms, and mathematics in grades 6 through 8. Students complete the mathematics major and the elementary studies minor. Upon graduating and passing the required state tests, students will be eligible to apply for certification.

Course Number		Course Title	Quarter Hours
MATHEMATICS MAJOR - 47 HOURS			
MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	211	Learning and Teaching Number Concepts	05
MTH	221	Introduction to Probability	02
MTH	315	Algebraic Thinking and Proportional Reasoning	05
MTH	331	Geometry for Elementary Teachers	04
MTH	340	Discrete Mathematics	04
MTH	401	Statistical Methods	04
MTH	411	Reasoning and Proof in the Elementary Classroom	03
MTH	421	Technology in the Elementary Classroom	03
MTH	491	Senior Seminar: Elementary Mathematics	04
PROFESSIONAL EDUCATION REQUIREMENTS - 66 HOURS			
EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	321	Theory and Principles of Reading Instruction	05
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	421	Reading in the Content Areas	04
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	451	Theory and Techniques of Instruction: Elementary (K–8)	06
EDU	481	Directed Teaching I	11
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01
GENERAL EDUCATION REQUIREMENTS - 55 HOURS			
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
GEO	102B	World Geography II	04
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
POL	201A	American Political Systems	04
PSY	111	General Psychology	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRK	291B	Professional Career Strategies	01
ELEMENTARY STUDIES MINOR - 28 HOURS			
ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HUM	351	Art for the Elementary School Teacher	02
HUM	355	Music for the Classroom Teacher	02
LIT	321	Children's Literature and Drama	06
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05

QUARTER HOURS REQUIRED FOR GRADUATION	**196**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

HISTORY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Elementary Teacher Preparation Social Studies

Bachelor of Science in Education

This program provides students with the knowledge and skills necessary to receive a Michigan provisional elementary teaching certificate, which allows the holder to teach all subjects in kindergarten through grade 5, in kindergarten through grade 8 self-contained classrooms, and social studies in grades 6 through 8. Students complete the social studies major and the elementary studies minor. Upon graduating and passing the required state tests, students will be eligible to apply for certification.

Course Number		Course Title	Quarter Hours
SOCIAL STUDIES MAJOR - 60 HOURS			
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04
PROFESSIONAL EDUCATION REQUIREMENTS - 66 HOURS			
EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	321	Theory and Principles of Reading Instruction	05
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	421	Reading in the Content Areas	04
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	451	Theory and Techniques of Instruction: Elementary (K–8)	06
EDU	481	Directed Teaching I	11
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01
GENERAL EDUCATION REQUIREMENTS - 43 HOURS			
ELECT	141A	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	111	General Psychology	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRK	291B	Professional Career Strategies	01
ELEMENTARY STUDIES MINOR - 37 HOURS			
ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HUM	351	Art for the Elementary School Teacher	02

HUM	355	Music for the Classroom Teacher	02
LIT	321	Children's Literature and Drama	06
MTH	211	Learning and Teaching Number Concepts	05
MTH	212	Learning and Teaching Geometric and Statistical Concepts	04
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05

QUARTER HOURS REQUIRED FOR GRADUATION __206__

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

MATHEMATICS MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Elementary Early Childhood Education Language Arts

Bachelor of Science in Education

This program provides students with the knowledge and skills necessary to receive a Michigan provisional elementary teaching certificate, which allows the holder to teach all subjects in kindergarten through grade 5, in kindergarten through grade 8 self-contained classrooms, and language arts in grades 6 through 8. Students complete the language arts major and both the elementary studies and early childhood minors. Upon graduating and passing the required state tests, students will be eligible to apply for certification.

Course Number		Course Title	Quarter Hours

LANGUAGE ARTS MAJOR - 59 HOURS

ENG	211A	Structures of English	05
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
ENG	492	Senior Seminar: Language Arts	04
LIT	321	Children's Literature and Drama	06
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	405	Literature for Young Adults	04
SPK	201	Oral Communication	04
SPK	205	Oral Interpretation of Literature	04
SPK	211	Group Dynamics	04

PROFESSIONAL EDUCATION REQUIREMENTS - 66 HOURS

ECE	481	Senior Practicum in Early Childhood Education	11
EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	321	Theory and Principles of Reading Instruction	05
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	421	Reading in the Content Areas	04
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	451	Theory and Techniques of Instruction: Elementary (K–8)	06
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01

GENERAL EDUCATION REQUIREMENTS - 47 HOURS

ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
GEO	102B	World Geography II	04
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02

MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
POL	201A	American Political Systems	04
PSY	111	General Psychology	04
SOC	201	Sociology	04
WRK	291B	Professional Career Strategies	01

ELEMENTARY STUDIES MINOR - 31 HOURS

ECE	171A	Language Development and Language Arts	04
HIS	311	Social Studies Foundations	04
HUM	351	Art for the Elementary School Teacher	02
HUM	355	Music for the Classroom Teacher	02
MTH	211	Learning and Teaching Number Concepts	05
MTH	212	Learning and Teaching Geometric and Statistical Concepts	04
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05

EARLY CHILDHOOD MINOR - 36 HOURS

ECE	111B	Early Childhood Development	04
ECE	141A	Creative Activities	04
ECE	165	Observation and Assessment Techniques for Early Childhood Education Programs	04
ECE	201A	Infant and Toddler Care	02
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221A	Cognitive Activities for Young Children	02
ECE	251	Developing Curriculum for Early Childhood	04
ECE	271B	Early Childhood Education Practicum	04
ECE	281	Parents and Teachers: Partners in Education	04
ECE	491	Senior Seminar: Early Childhood Education	04

QUARTER HOURS REQUIRED FOR GRADUATION __239__

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

HISTORY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

MATHEMATICS MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Elementary Early Childhood Education Mathematics

Bachelor of Science in Education

This program provides students with the knowledge and skills necessary to receive a Michigan provisional elementary teaching certificate, which allows the holder to teach all subjects in kindergarten through grade 5, in kindergarten through grade 8 self-contained classrooms, and mathematics in grades 6 through 8. Students complete the mathematics major and both the elementary studies and early childhood minors. Upon graduating and passing the required state tests, students will be eligible to apply for certification.

Course Number		Course Title	Quarter Hours

MATHEMATICS MAJOR - 47 HOURS

MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	211	Learning and Teaching Number Concepts	05
MTH	221	Introduction to Probability	02
MTH	315	Algebraic Thinking and Proportional Reasoning	05
MTH	331	Geometry for Elementary Teachers	04
MTH	340	Discrete Mathematics	04
MTH	401	Statistical Methods	04
MTH	411	Reasoning and Proof in the Elementary Classroom	03
MTH	421	Technology in the Elementary Classroom	03
MTH	491	Senior Seminar: Elementary Mathematics	04

PROFESSIONAL EDUCATION REQUIREMENTS - 66 HOURS

ECE	481	Senior Practicum in Early Childhood Education	11
EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	321	Theory and Principles of Reading Instruction	05
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	421	Reading in the Content Areas	04
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	451	Theory and Techniques of Instruction: Elementary (K–8)	06
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01

GENERAL EDUCATION REQUIREMENTS - 51 HOURS

ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
GEO	102B	World Geography II	04
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
POL	201A	American Political Systems	04
PSY	111	General Psychology	04
SOC	201	Sociology	04
SPK	201	Oral Communication	04
WRK	291B	Professional Career Strategies	01

ELEMENTARY STUDIES MINOR - 28 HOURS

ECE	171A	Language Development and Language Arts	04
HIS	311	Social Studies Foundations	04
HUM	351	Art for the Elementary School Teacher	02
HUM	355	Music for the Classroom Teacher	02
LIT	321	Children's Literature and Drama	06
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05

EARLY CHILDHOOD MINOR - 36 HOURS

ECE	111B	Early Childhood Development	04
ECE	141A	Creative Activities	04
ECE	165	Observation and Assessment Techniques for Early Childhood Education Programs	04
ECE	201A	Infant and Toddler Care	02
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221A	Cognitive Activities for Young Children	02
ECE	251	Developing Curriculum for Early Childhood	04
ECE	271B	Early Childhood Education Practicum	04
ECE	281	Parents and Teachers: Partners in Education	04
ECE	491	Senior Seminar: Early Childhood Education	04

QUARTER HOURS REQUIRED FOR GRADUATION   **228**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

HISTORY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Elementary Early Childhood Education Social Studies

Bachelor of Science in Education

This program provides students with the knowledge and skills necessary to receive a Michigan provisional elementary teaching certificate, which allows the holder to teach all subjects in kindergarten through grade 5, in kindergarten through grade 8 self-contained classrooms, and social studies in grades 6 through 8. Students complete the social studies major and both the elementary studies and early childhood minors. Upon graduating and passing the required state tests, students will be eligible to apply for certification.

Course Number		Course Title	Quarter Hours
SOCIAL STUDIES MAJOR - 60 HOURS			
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04

PROFESSIONAL EDUCATION REQUIREMENTS - 66 HOURS

ECE	481	Senior Practicum in Early Childhood Education	11
EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	321	Theory and Principles of Reading Instruction	05
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	421	Reading in the Content Areas	04
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	451	Theory and Techniques of Instruction: Elementary (K–8)	06
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01

GENERAL EDUCATION REQUIREMENTS - 39 HOURS

ELECT	141A	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	111	General Psychology	04
SOC	201	Sociology	04
SPK	201	Oral Communication	04
WRK	291B	Professional Career Strategies	01

ELEMENTARY STUDIES MINOR - 37 HOURS

ECE	171A	Language Development and Language Arts	04
HIS	311	Social Studies Foundations	04
HUM	351	Art for the Elementary School Teacher	02
HUM	355	Music for the Classroom Teacher	02
LIT	321	Children's Literature and Drama	06
MTH	211	Learning and Teaching Number Concepts	05
MTH	212	Learning and Teaching Geometric and Statistical Concepts	04
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05

EARLY CHILDHOOD MINOR - 36 HOURS

ECE	111B	Early Childhood Development	04
ECE	141A	Creative Activities	04
ECE	165	Observation and Assessment Techniques for Early Childhood Education Programs	04
ECE	201A	Infant and Toddler Care	02
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221A	Cognitive Activities for Young Children	02
ECE	251	Developing Curriculum for Early Childhood	04
ECE	271B	Early Childhood Education Practicum	04
ECE	281	Parents and Teachers: Partners in Education	04
ECE	491	Senior Seminar: Early Childhood Education	04

QUARTER HOURS REQUIRED FOR GRADUATION **238**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

MATHEMATICS MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Secondary Teacher Preparation English

Bachelor of Science in Education

This program provides students with the knowledge and skills necessary to receive a Michigan provisional secondary teaching certificate, which allows the holder to teach his/her major and minor subjects in grades 6 through 12. Students complete the English major and select a minor from the following: chemistry, biology, history, and mathematics. Upon graduating and passing the required state tests, students will be eligible to apply for certification.

Course Number		Course Title	Quarter Hours

ENGLISH MAJOR - 45 HOURS

ENG	211A	Structures of English	05
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	491	Senior Seminar: English	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	405	Literature for Young Adults	04
LIT	411	Studies in Literature	04

PROFESSIONAL EDUCATION REQUIREMENTS - 63 HOURS

EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	425	Literacy Education in the Secondary School	06
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	462	Theory and Techniques of Instruction: English (6-12)	06
EDU	481	Directed Teaching I	11
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01

GENERAL EDUCATION REQUIREMENTS - 63 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	132A	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02

MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
POL	201A	American Political Systems	04
PSY	111	General Psychology	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

GEO	101B	World Geography I	04
GEO	102B	World Geography II	04

SELECT 1 OF THE FOLLOWING MINORS:

BIOLOGY MINOR - 38 HOURS

SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	111	Biology	05
SCI	220A	Microbiology	05
SCI	361	Zoology	05
SCI	371	Genetics	05
SCI	451	Environmental Science	04
SCI	493	Senior Seminar: Biology	04

QUARTER HOURS REQUIRED FOR GRADUATION **209**

CHEMISTRY MINOR - 30 HOURS

SCI	231	Biochemistry	04
SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
SCI	248	Chemistry III	04
SCI	331	Organic Chemistry	04
SCI	332A	Advanced Biochemistry	03
SCI	341	Quantitative Chemical Analysis	03
SCI	491B	Senior Seminar: Chemistry	04

QUARTER HOURS REQUIRED FOR GRADUATION **201**

HISTORY MINOR - 36 HOURS

HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04

QUARTER HOURS REQUIRED FOR GRADUATION **207**

MATHEMATICS MINOR - 47 HOURS

MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
MTH	221	Introduction to Probability	02
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	401	Statistical Methods	04
MTH	431	Foundations of College Geometry	04
MTH	492	Senior Seminar: Secondary Mathematics	04

QUARTER HOURS REQUIRED FOR GRADUATION **218**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

BIOLOGY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Port Huron.

CHEMISTRY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Muskegon.

HISTORY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

MATHEMATICS MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Secondary Teacher Preparation Mathematics

Bachelor of Science in Education

This program provides students with the knowledge and skills necessary to receive a Michigan provisional secondary teaching certificate, which allows the holder to teach his/her major and minor subjects in grades 6 through 12. Students complete the mathematics major and select a minor from the following: chemistry, biology, English, and history. Upon graduating and passing the required state tests, students will be eligible to apply for certification.

Course Number		Course Title	Quarter Hours
MATHEMATICS MAJOR - 55 HOURS			
MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
MTH	221	Introduction to Probability	02
MTH	244	Calculus IV	04
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	401	Statistical Methods	04
MTH	431	Foundations of College Geometry	04
MTH	451	Introduction to Real Analysis	04
MTH	492	Senior Seminar: Secondary Mathematics	04
PROFESSIONAL EDUCATION REQUIREMENTS - 63 HOURS			
EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	425	Literacy Education in the Secondary School	06
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	461	Theory and Techniques of Instruction: Mathematics (6-12)	06
EDU	481	Directed Teaching I	11
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01
GENERAL EDUCATION REQUIREMENTS - 67 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	132A	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
POL	201A	American Political Systems	04
PSY	111	General Psychology	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:			
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
SELECT 1 OF THE FOLLOWING MINORS:			
BIOLOGY MINOR - 38 HOURS			
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	111	Biology	05
SCI	220A	Microbiology	05
SCI	361	Zoology	05
SCI	371	Genetics	05
SCI	451	Environmental Science	04
SCI	493	Senior Seminar: Biology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**223**
CHEMISTRY MINOR - 30 HOURS			
SCI	231	Biochemistry	04
SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
SCI	248	Chemistry III	04
SCI	331	Organic Chemistry	04
SCI	332A	Advanced Biochemistry	03
SCI	341	Quantitative Chemical Analysis	03
SCI	491B	Senior Seminar: Chemistry	04
QUARTER HOURS REQUIRED FOR GRADUATION			**215**
ENGLISH MINOR - 33 HOURS			
ENG	211A	Structures of English	05
ENG	221	Critical Writing and Literary Analysis	04
ENG	491	Senior Seminar: English	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	405	Literature for Young Adults	04
QUARTER HOURS REQUIRED FOR GRADUATION			**218**
HISTORY MINOR - 36 HOURS			
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04
QUARTER HOURS REQUIRED FOR GRADUATION			**221**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

BIOLOGY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon.

CHEMISTRY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Muskegon.

ENGLISH, HISTORY MINORS

These minors are offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Secondary Teacher Preparation Social Studies
Bachelor of Science in Education

This program provides students with the knowledge and skills necessary to receive a Michigan provisional secondary teaching certificate, which allows the holder to teach his/her major and minor subjects in grades 6 through 12. Students complete the social studies major and select a minor from the following: chemistry, biology, English, and mathematics. Upon graduating and passing the required state tests, students will be eligible to apply for certification.

Course Number		Course Title	Quarter Hours

SOCIAL STUDIES MAJOR - 60 HOURS

ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04

PROFESSIONAL EDUCATION REQUIREMENTS - 63 HOURS

EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	425	Literacy Education in the Secondary School	06
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	464	Theory and Techniques of Instruction: Social Studies (6-12)	06
EDU	481	Directed Teaching I	11
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01

GENERAL EDUCATION REQUIREMENTS - 55 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	111	General Psychology	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRK	291B	Professional Career Strategies	01

SELECT 1 OF THE FOLLOWING MINORS:

BIOLOGY MINOR - 38 HOURS

SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	111	Biology	05
SCI	220A	Microbiology	05
SCI	361	Zoology	05
SCI	371	Genetics	05
SCI	451	Environmental Science	04
SCI	493	Senior Seminar: Biology	04

QUARTER HOURS REQUIRED FOR GRADUATION	**216**

CHEMISTRY MINOR - 30 HOURS

SCI	231	Biochemistry	04
SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
SCI	248	Chemistry III	04
SCI	331	Organic Chemistry	04
SCI	332A	Advanced Biochemistry	03
SCI	341	Quantitative Chemical Analysis	03
SCI	491B	Senior Seminar: Chemistry	04

QUARTER HOURS REQUIRED FOR GRADUATION	**208**

ENGLISH MINOR - 33 HOURS

ENG	211A	Structures of English	05
ENG	221	Critical Writing and Literary Analysis	04
ENG	491	Senior Seminar: English	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	405	Literature for Young Adults	04

QUARTER HOURS REQUIRED FOR GRADUATION	**211**

MATHEMATICS MINOR - 47 HOURS

MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
MTH	221	Introduction to Probability	02
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	401	Statistical Methods	04
MTH	431	Foundations of College Geometry	04
MTH	492	Senior Seminar: Secondary Mathematics	04

QUARTER HOURS REQUIRED FOR GRADUATION	**225**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

BIOLOGY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Port Huron.

CHEMISTRY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Muskegon.

ENGLISH MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

MATHEMATICS MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Elementary Language Arts - Initial
Postbaccalaureate Certificate

This program provides postbaccalaureate students with the knowledge and skills necessary to receive a Michigan provisional elementary teaching certificate, which allows the holder to teach all subjects in kindergarten through grade 5, in kindergarten through grade 8 self-contained classrooms, and language arts in grades 6 through 8. Students complete the language arts major and the elementary studies minor. Upon completing the program and passing the required state tests, students will be eligible to apply for certification.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
LANGUAGE ARTS MAJOR - 59 HOURS			
ENG	211A	Structures of English	05
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
ENG	492	Senior Seminar: Language Arts	04
LIT	321	Children's Literature and Drama	06
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	405	Literature for Young Adults	04
SPK	201	Oral Communication	04
SPK	205	Oral Interpretation of Literature	04
SPK	211	Group Dynamics	04
PROFESSIONAL EDUCATION REQUIREMENTS - 66 HOURS			
EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	321	Theory and Principles of Reading Instruction	05
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	421	Reading in the Content Areas	04
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	451	Theory and Techniques of Instruction: Elementary (K–8)	06
EDU	481	Directed Teaching I	11
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01
GENERAL EDUCATION REQUIREMENTS - 22 HOURS			
GEO	102B	World Geography II	04
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
PSY	111	General Psychology	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
ELEMENTARY STUDIES MINOR - 31 HOURS			
ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HUM	351	Art for the Elementary School Teacher	02
HUM	355	Music for the Classroom Teacher	02
MTH	211	Learning and Teaching Number Concepts	05
MTH	212	Learning and Teaching Geometric and Statistical Concepts	04
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05
QUARTER HOURS REQUIRED FOR GRADUATION			**178**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

HISTORY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

MATHEMATICS MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Elementary Mathematics - Initial
Postbaccalaureate Certificate

This program provides postbaccalaureate students with the knowledge and skills necessary to receive a Michigan provisional elementary teaching certificate, which allows the holder to teach all subjects in kindergarten through grade 5, in kindergarten through grade 8 self-contained classrooms, and mathematics in grades 6 through 8. Students complete the mathematics major and the elementary studies minor. Upon completing the program and passing the required state tests, students will be eligible to apply for certification.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
MATHEMATICS MAJOR - 47 HOURS			
MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	211	Learning and Teaching Number Concepts	05
MTH	221	Introduction to Probability	02
MTH	315	Algebraic Thinking and Proportional Reasoning	05
MTH	331	Geometry for Elementary Teachers	04
MTH	340	Discrete Mathematics	04
MTH	401	Statistical Methods	04
MTH	411	Reasoning and Proof in the Elementary Classroom	03
MTH	421	Technology in the Elementary Classroom	03
MTH	491	Senior Seminar: Elementary Mathematics	04
PROFESSIONAL EDUCATION REQUIREMENTS - 66 HOURS			
EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	321	Theory and Principles of Reading Instruction	05
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	421	Reading in the Content Areas	04
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	451	Theory and Techniques of Instruction: Elementary (K–8)	06
EDU	481	Directed Teaching I	11
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01
GENERAL EDUCATION REQUIREMENTS - 22 HOURS			
GEO	102B	World Geography II	04
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
PSY	111	General Psychology	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04

ELEMENTARY STUDIES MINOR - 28 HOURS

ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HUM	351	Art for the Elementary School Teacher	02
HUM	355	Music for the Classroom Teacher	02
LIT	321	Children's Literature and Drama	06
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05

QUARTER HOURS REQUIRED FOR GRADUATION <u>163</u>

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

HISTORY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Elementary Social Studies - Initial
Postbaccalaureate Certificate

This program provides postbaccalaureate students with the knowledge and skills necessary to receive a Michigan provisional elementary teaching certificate, which allows the holder to teach all subjects in kindergarten through grade 5, in kindergarten through grade 8 self-contained classrooms, and social studies in grades 6 through 8. Students complete the social studies major and the elementary studies minor. Upon completing the program and passing the required state tests, students will be eligible to apply for certification.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
SOCIAL STUDIES MAJOR - 60 HOURS			
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04
PROFESSIONAL EDUCATION REQUIREMENTS - 66 HOURS			
EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	321	Theory and Principles of Reading Instruction	05
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	421	Reading in the Content Areas	04
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	451	Theory and Techniques of Instruction: Elementary (K-8)	06
EDU	481	Directed Teaching I	11
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01
GENERAL EDUCATION REQUIREMENTS - 18 HOURS			
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
PSY	111	General Psychology	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04

ELEMENTARY STUDIES MINOR - 37 HOURS

ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HUM	351	Art for the Elementary School Teacher	02
HUM	355	Music for the Classroom Teacher	02
LIT	321	Children's Literature and Drama	06
MTH	211	Learning and Teaching Number Concepts	05
MTH	212	Learning and Teaching Geometric and Statistical Concepts	04
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05

QUARTER HOURS REQUIRED FOR GRADUATION <u>181</u>

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

MATHEMATICS MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Elementary Early Childhood Education Language Arts - Initial
Postbaccalaureate Certificate

This program provides postbaccalaureate students with the knowledge and skills necessary to receive a Michigan provisional elementary teaching certificate, which allows the holder to teach all subjects in kindergarten through grade 5, in kindergarten through grade 8 self-contained classrooms, and language arts in grades 6 through 8. Students complete the language arts major and both the elementary studies and early childhood minors. Upon completing the program and passing the required state tests, students will be eligible to apply for certification.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
LANGUAGE ARTS MAJOR - 59 HOURS			
ENG	211A	Structures of English	05
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
ENG	492	Senior Seminar: Language Arts	04
LIT	321	Children's Literature and Drama	06
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	405	Literature for Young Adults	04
SPK	201	Oral Communication	04
SPK	205	Oral Interpretation of Literature	04
SPK	211	Group Dynamics	04
PROFESSIONAL EDUCATION REQUIREMENTS - 66 HOURS			
ECE	481	Senior Practicum in Early Childhood Education	11
EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	321	Theory and Principles of Reading Instruction	05
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	421	Reading in the Content Areas	04
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	451	Theory and Techniques of Instruction: Elementary (K-8)	06
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01

GENERAL EDUCATION REQUIREMENTS - 18 HOURS

GEO	102B	World Geography II	04
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
PSY	111	General Psychology	04
SOC	201	Sociology	04

ELEMENTARY STUDIES MINOR - 31 HOURS

ECE	171A	Language Development and Language Arts	04
HIS	311	Social Studies Foundations	04
HUM	351	Art for the Elementary School Teacher	02
HUM	355	Music for the Classroom Teacher	02
MTH	211	Learning and Teaching Number Concepts	05
MTH	212	Learning and Teaching Geometric and Statistical Concepts	04
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05

EARLY CHILDHOOD MINOR - 36 HOURS

ECE	111B	Early Childhood Development	04
ECE	141A	Creative Activities	04
ECE	165	Observation and Assessment Techniques for Early Childhood Education Programs	04
ECE	201A	Infant and Toddler Care	02
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221A	Cognitive Activities for Young Children	02
ECE	251	Developing Curriculum for Early Childhood	04
ECE	271B	Early Childhood Education Practicum	04
ECE	281	Parents and Teachers: Partners in Education	04
ECE	491	Senior Seminar: Early Childhood Education	04

QUARTER HOURS REQUIRED FOR GRADUATION   <u>210</u>

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

HISTORY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

MATHEMATICS MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Elementary Early Childhood Education Mathematics - Initial
Postbaccalaureate Certificate

This program provides postbaccalaureate students with the knowledge and skills necessary to receive a Michigan provisional elementary teaching certificate, which allows the holder to teach all subjects in kindergarten through grade 5, in kindergarten through grade 8 self-contained classrooms, and mathematics in grades 6 through 8. Students complete the mathematics major and both the elementary studies and early childhood minors. Upon completing the program and passing the required state tests, students will be eligible to apply for certification.

PROGRAM CONDITIONAL REQUIREMENTS

    Bachelor's Degree

Course Number	Course Title	Quarter Hours

MATHEMATICS MAJOR - 47 HOURS

MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	211	Learning and Teaching Number Concepts	05
MTH	221	Introduction to Probability	02
MTH	315	Algebraic Thinking and Proportional Reasoning	05
MTH	331	Geometry for Elementary Teachers	04
MTH	340	Discrete Mathematics	04

MTH	401	Statistical Methods	04
MTH	411	Reasoning and Proof in the Elementary Classroom	03
MTH	421	Technology in the Elementary Classroom	03
MTH	491	Senior Seminar: Elementary Mathematics	04

PROFESSIONAL EDUCATION REQUIREMENTS - 66 HOURS

ECE	481	Senior Practicum in Early Childhood Education	11
EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	321	Theory and Principles of Reading Instruction	05
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	421	Reading in the Content Areas	04
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	451	Theory and Techniques of Instruction: Elementary (K–8)	06
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01

GENERAL EDUCATION REQUIREMENTS - 18 HOURS

GEO	102B	World Geography II	04
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
PSY	111	General Psychology	04
SOC	201	Sociology	04

ELEMENTARY STUDIES MINOR - 28 HOURS

ECE	171A	Language Development and Language Arts	04
HIS	311	Social Studies Foundations	04
HUM	351	Art for the Elementary School Teacher	02
HUM	355	Music for the Classroom Teacher	02
LIT	321	Children's Literature and Drama	06
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05

EARLY CHILDHOOD MINOR - 36 HOURS

ECE	111B	Early Childhood Development	04
ECE	141A	Creative Activities	04
ECE	165	Observation and Assessment Techniques for Early Childhood Education Programs	04
ECE	201A	Infant and Toddler Care	02
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221A	Cognitive Activities for Young Children	02
ECE	251	Developing Curriculum for Early Childhood	04
ECE	271B	Early Childhood Education Practicum	04
ECE	281	Parents and Teachers: Partners in Education	04
ECE	491	Senior Seminar: Early Childhood Education	04

QUARTER HOURS REQUIRED FOR GRADUATION   <u>195</u>

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

HISTORY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Elementary Early Childhood Education Social Studies - Initial

Postbaccalaureate Certificate

This program provides postbaccalaureate students with the knowledge and skills necessary to receive a Michigan provisional elementary teaching certificate, which allows the holder to teach all subjects in kindergarten through grade 5, in kindergarten through grade 8 self-contained classrooms, and social studies in grades 6 through 8. Students complete the social studies major and both the elementary studies and early childhood minors. Upon completing the program and passing the required state tests, students will be eligible to apply for certification.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
SOCIAL STUDIES MAJOR - 60 HOURS			
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04
PROFESSIONAL EDUCATION REQUIREMENTS - 66 HOURS			
ECE	481	Senior Practicum in Early Childhood Education	11
EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	321	Theory and Principles of Reading Instruction	05
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	421	Reading in the Content Areas	04
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	451	Theory and Techniques of Instruction: Elementary (K–8)	06
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01
GENERAL EDUCATION REQUIREMENTS - 14 HOURS			
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
PSY	111	General Psychology	04
SOC	201	Sociology	04

Course Number		Course Title	Quarter Hours
ELEMENTARY STUDIES MINOR - 37 HOURS			
ECE	171A	Language Development and Language Arts	04
HIS	311	Social Studies Foundations	04
HUM	351	Art for the Elementary School Teacher	02
HUM	355	Music for the Classroom Teacher	02
LIT	321	Children's Literature and Drama	06
MTH	211	Learning and Teaching Number Concepts	05
MTH	212	Learning and Teaching Geometric and Statistical Concepts	04
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05
EARLY CHILDHOOD MINOR - 36 HOURS			
ECE	111B	Early Childhood Development	04
ECE	141A	Creative Activities	04
ECE	165	Observation and Assessment Techniques for Early Childhood Education Programs	04
ECE	201A	Infant and Toddler Care	02
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221A	Cognitive Activities for Young Children	02
ECE	251	Developing Curriculum for Early Childhood	04
ECE	271B	Early Childhood Education Practicum	04
ECE	281	Parents and Teachers: Partners in Education	04
ECE	491	Senior Seminar: Early Childhood Education	04
QUARTER HOURS REQUIRED FOR GRADUATION			**213**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

MATHEMATICS MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Secondary English - Initial

Postbaccalaureate Certificate

This program provides postbaccalaureate students with the knowledge and skills necessary to receive a Michigan provisional secondary teaching certificate, which allows the holder to teach his/her major and minor subjects in grades 6 through 12. Students complete the English major and select a minor from the following: chemistry, biology, history, and mathematics. Upon completing the program and passing the required state tests, students will be eligible to apply for certification.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
ENGLISH MAJOR - 45 HOURS			
ENG	211A	Structures of English	05
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	491	Senior Seminar: English	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	405	Literature for Young Adults	04
LIT	411	Studies in Literature	04
PROFESSIONAL EDUCATION REQUIREMENTS - 63 HOURS			
EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	425	Literacy Education in the Secondary School	06
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	462	Theory and Techniques of Instruction: English (6-12)	06

EDU	481	Directed Teaching I	11
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01

GENERAL EDUCATION REQUIREMENTS - 18 HOURS

INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
PSY	111	General Psychology	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04

SELECT 1 OF THE FOLLOWING MINORS:

BIOLOGY MINOR - 38 HOURS

SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	111	Biology	05
SCI	220A	Microbiology	05
SCI	361	Zoology	05
SCI	371	Genetics	05
SCI	451	Environmental Science	04
SCI	493	Senior Seminar: Biology	04

QUARTER HOURS REQUIRED FOR GRADUATION 164

CHEMISTRY MINOR - 30 HOURS

SCI	231	Biochemistry	04
SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
SCI	248	Chemistry III	04
SCI	331	Organic Chemistry	04
SCI	332A	Advanced Biochemistry	03
SCI	341	Quantitative Chemical Analysis	03
SCI	491B	Senior Seminar: Chemistry	04

QUARTER HOURS REQUIRED FOR GRADUATION 156

HISTORY MINOR - 36 HOURS

HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04

QUARTER HOURS REQUIRED FOR GRADUATION 162

MATHEMATICS MINOR - 47 HOURS

MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
MTH	221	Introduction to Probability	02
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	401	Statistical Methods	04
MTH	431	Foundations of College Geometry	04
MTH	492	Senior Seminar: Secondary Mathematics	04

QUARTER HOURS REQUIRED FOR GRADUATION 173

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

BIOLOGY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Port Huron.

CHEMISTRY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Muskegon.

HISTORY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

MATHEMATICS MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Secondary Mathematics - Initial
Postbaccalaureate Certificate

This program provides postbaccalaureate students with the knowledge and skills necessary to receive a Michigan provisional secondary teaching certificate, which allows the holder to teach his/her major and minor subjects in grades 6 through 12. Students complete the mathematics major and select a minor from the following: chemistry, biology, English, and history. Upon completing the program and passing the required state tests, students will be eligible to apply for certification.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours

MATHEMATICS MAJOR - 55 HOURS

MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
MTH	221	Introduction to Probability	02
MTH	244	Calculus IV	04
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	401	Statistical Methods	04
MTH	431	Foundations of College Geometry	04
MTH	451	Introduction to Real Analysis	04
MTH	492	Senior Seminar: Secondary Mathematics	04

PROFESSIONAL EDUCATION REQUIREMENTS - 63 HOURS

EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	425	Literacy Education in the Secondary School	06
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	461	Theory and Techniques of Instruction: Mathematics (6-12)	06
EDU	481	Directed Teaching I	11
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01

GENERAL EDUCATION REQUIREMENTS - 18 HOURS

INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
PSY	111	General Psychology	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04

SELECT 1 OF THE FOLLOWING MINORS:

BIOLOGY MINOR - 38 HOURS

SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	111	Biology	05
SCI	220A	Microbiology	05
SCI	361	Zoology	05
SCI	371	Genetics	05
SCI	451	Environmental Science	04
SCI	493	Senior Seminar: Biology	04

QUARTER HOURS REQUIRED FOR GRADUATION 174

CHEMISTRY MINOR - 30 HOURS

SCI	231	Biochemistry	04
SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
SCI	248	Chemistry III	04
SCI	331	Organic Chemistry	04
SCI	332A	Advanced Biochemistry	03
SCI	341	Quantitative Chemical Analysis	03
SCI	491B	Senior Seminar: Chemistry	04

QUARTER HOURS REQUIRED FOR GRADUATION   **166**

ENGLISH MINOR - 33 HOURS

ENG	211A	Structures of English	05
ENG	221	Critical Writing and Literary Analysis	04
ENG	491	Senior Seminar: English	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	405	Literature for Young Adults	04

QUARTER HOURS REQUIRED FOR GRADUATION   **169**

HISTORY MINOR - 36 HOURS

HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04

QUARTER HOURS REQUIRED FOR GRADUATION   **172**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

BIOLOGY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon.

CHEMISTRY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Muskegon.

ENGLISH, HISTORY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Secondary Social Studies - Initial

Postbaccalaureate Certificate

This program provides postbaccalaureate students with the knowledge and skills necessary to receive a Michigan provisional secondary teaching certificate, which allows the holder to teach his/her major and minor subjects in grades 6 through 12. Students complete the social studies major and select a minor from the following: chemistry, biology, English, and mathematics. Upon completing the program and passing the required state tests, students will be eligible to apply for certification.

PROGRAM CONDITIONAL REQUIREMENTS

    Bachelor's Degree

Course Number		Course Title	Quarter Hours

SOCIAL STUDIES MAJOR - 60 HOURS

ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04

HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04

PROFESSIONAL EDUCATION REQUIREMENTS - 63 HOURS

EDU	200	Introduction to Professional Education Experiences	05
EDU	312	Educational Psychology	06
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	425	Literacy Education in the Secondary School	06
EDU	441A	Classroom Management	04
EDU	445	Educational Foundations	04
EDU	464	Theory and Techniques of Instruction: Social Studies (6-12)	06
EDU	481	Directed Teaching I	11
EDU	482	Directed Teaching II	11
EDU	491	Seminar: Directed Teaching I	01
EDU	492	Seminar: Directed Teaching II	01

GENERAL EDUCATION REQUIREMENTS - 18 HOURS

INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
PSY	111	General Psychology	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04

SELECT 1 OF THE FOLLOWING MINORS:

BIOLOGY MINOR - 38 HOURS

SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	111	Biology	05
SCI	220A	Microbiology	05
SCI	361	Zoology	05
SCI	371	Genetics	05
SCI	451	Environmental Science	04
SCI	493	Senior Seminar: Biology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **179**

CHEMISTRY MINOR - 30 HOURS

SCI	231	Biochemistry	04
SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
SCI	248	Chemistry III	04
SCI	331	Organic Chemistry	04
SCI	332A	Advanced Biochemistry	03
SCI	341	Quantitative Chemical Analysis	03
SCI	491B	Senior Seminar: Chemistry	04

QUARTER HOURS REQUIRED FOR GRADUATION   **171**

ENGLISH MINOR - 33 HOURS

ENG	211A	Structures of English	05
ENG	221	Critical Writing and Literary Analysis	04
ENG	491	Senior Seminar: English	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	405	Literature for Young Adults	04

QUARTER HOURS REQUIRED FOR GRADUATION   **174**

MATHEMATICS MINOR - 47 HOURS

MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
MTH	221	Introduction to Probability	02

MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	401	Statistical Methods	04
MTH	431	Foundations of College Geometry	04
MTH	492	Senior Seminar: Secondary Mathematics	04

QUARTER HOURS REQUIRED FOR GRADUATION **188**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

BIOLOGY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Port Huron.

CHEMISTRY MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Muskegon.

ENGLISH MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

MATHEMATICS MINOR

This minor is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Elementary Education and Early Childhood Education - Level Change
Postbaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add both an elementary and an early childhood endorsement to an existing Michigan secondary teaching certificate, allowing the holder to teach all subjects in kindergarten through grade 5 and in kindergarten through grade 8 self-contained classrooms. The level change may also extend the validity of existing endorsements to additional grade levels. Students complete both the elementary studies and early childhood minors and a portion of the professional education core that is specific to working with elementary students. Upon completing the program and passing the required state test, students will be eligible to apply for the endorsements.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
EARLY CHILDHOOD STUDIES REQUIREMENTS - 36 HOURS			
ECE	111B	Early Childhood Development	04
ECE	141A	Creative Activities	04
ECE	165	Observation and Assessment Techniques for Early Childhood Education Programs	04
ECE	171A	Language Development and Language Arts	04
ECE	201A	Infant and Toddler Care	02
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221A	Cognitive Activities for Young Children	02
ECE	251	Developing Curriculum for Early Childhood	04
ECE	271B	Early Childhood Education Practicum	04
ECE	281	Parents and Teachers: Partners in Education	04
ELEMENTARY STUDIES REQUIREMENTS - 33 HOURS			
HIS	311	Social Studies Foundations	04
HUM	351	Art for the Elementary School Teacher	02
HUM	355	Music for the Classroom Teacher	02
LIT	321	Children's Literature and Drama	06
MTH	211	Learning and Teaching Number Concepts	05
MTH	212	Learning and Teaching Geometric and Statistical Concepts	04
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05

PROFESSIONAL EDUCATION REQUIREMENTS - 39 HOURS

ECE	481	Senior Practicum in Early Childhood Education	11
EDU	321	Theory and Principles of Reading Instruction	05
EDU	421	Reading in the Content Areas	04
EDU	451	Theory and Techniques of Instruction: Elementary (K–8)	06
EDU	485	Directed Teaching-Level Change	11
EDU	495	Seminar: Directed Teaching-Level Change	01
EDU	496	Seminar: Directed Teaching-Level Change-Early Childhood Education	01

QUARTER HOURS REQUIRED FOR GRADUATION **108**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Elementary Education - Level Change
Postbaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add an elementary endorsement to an existing Michigan secondary teaching certificate, allowing the holder to teach all subjects in kindergarten through grade 5 and in kindergarten through grade 8 self-contained classrooms. The level change may also extend the validity of existing endorsements to additional grade levels. Students complete the elementary studies minor and a portion of the professional education core that is specific to working with elementary students. Upon completing the program and passing the required state test, students will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
ELEMENTARY STUDIES REQUIREMENTS - 37 HOURS			
ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HUM	351	Art for the Elementary School Teacher	02
HUM	355	Music for the Classroom Teacher	02
LIT	321	Children's Literature and Drama	06
MTH	211	Learning and Teaching Number Concepts	05
MTH	212	Learning and Teaching Geometric and Statistical Concepts	04
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05
PROFESSIONAL EDUCATION REQUIREMENTS - 27 HOURS			
EDU	321	Theory and Principles of Reading Instruction	05
EDU	421	Reading in the Content Areas	04
EDU	451	Theory and Techniques of Instruction: Elementary (K–8)	06
EDU	485	Directed Teaching-Level Change	11
EDU	495	Seminar: Directed Teaching-Level Change	01

QUARTER HOURS REQUIRED FOR GRADUATION **64**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Secondary English - Level Change
Posthaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add a secondary English endorsement to an existing Michigan elementary teaching certificate, allowing the holder to teach English in grades 6 through 12. The level change may also extend the validity of existing endorsements to additional grade levels. Students complete the secondary English major and a portion of the professional education core that is specific to working with secondary students. Upon completing the program and passing the required state test, students will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
ENGLISH REQUIREMENTS - 45 HOURS			
ENG	211A	Structures of English	05
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	491	Senior Seminar: English	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	405	Literature for Young Adults	04
LIT	411	Studies in Literature	04
PROFESSIONAL EDUCATION REQUIREMENTS - 28 HOURS			
EDU	425	Literacy Education in the Secondary School	06
EDU	462	Theory and Techniques of Instruction: English (6-12)	06
EDU	485	Directed Teaching-Level Change	11
EDU	495	Seminar: Directed Teaching-Level Change	01
PSY	351	Adolescent Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**73**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Secondary Mathematics - Level Change
Posthaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add a secondary mathematics endorsement to an existing Michigan elementary teaching certificate, allowing the holder to teach mathematics in grades 6 through 12. The level change may also extend the validity of existing endorsements to additional grade levels. Students complete the secondary mathematics major and a portion of the professional education core that is specific to working with secondary students. Upon completing the program and passing the required state test, students will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
MATHEMATICS REQUIREMENTS - 55 HOURS			
MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
MTH	221	Introduction to Probability	02
MTH	244	Calculus IV	04
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	401	Statistical Methods	04

MTH	431	Foundations of College Geometry	04
MTH	451	Introduction to Real Analysis	04
MTH	492	Senior Seminar: Secondary Mathematics	04
PROFESSIONAL EDUCATION REQUIREMENTS - 28 HOURS			
EDU	425	Literacy Education in the Secondary School	06
EDU	461	Theory and Techniques of Instruction: Mathematics (6-12)	06
EDU	485	Directed Teaching-Level Change	11
EDU	495	Seminar: Directed Teaching-Level Change	01
PSY	351	Adolescent Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**83**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Secondary Social Studies - Level Change
Posthaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add a secondary social studies endorsement to an existing Michigan elementary teaching certificate, allowing the holder to teach social studies in grades 6 through 12. The level change may also extend the validity of existing endorsements to additional grade levels. Students complete the secondary social studies major and a portion of the professional education core that is specific to working with secondary students. Upon completing the program and passing the required state test, students will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
SOCIAL STUDIES REQUIREMENTS - 60 HOURS			
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04
PROFESSIONAL EDUCATION REQUIREMENTS - 28 HOURS			
EDU	425	Literacy Education in the Secondary School	06
EDU	464	Theory and Techniques of Instruction: Social Studies (6-12)	06
EDU	485	Directed Teaching-Level Change	11
EDU	495	Seminar: Directed Teaching-Level Change	01
PSY	351	Adolescent Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**88**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Elementary Early Childhood Education Additional Endorsement

Postbaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add an early childhood endorsement to an existing Michigan elementary teaching certificate. Upon completing the program and passing the required state test, teachers will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 41 HOURS			
ECE	111B	Early Childhood Development	04
ECE	141A	Creative Activities	04
ECE	165	Observation and Assessment Techniques for Early Childhood Education Programs	04
ECE	171A	Language Development and Language Arts	04
ECE	201A	Infant and Toddler Care	02
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221A	Cognitive Activities for Young Children	02
ECE	251	Developing Curriculum for Early Childhood	04
ECE	271B	Early Childhood Education Practicum	04
ECE	281	Parents and Teachers: Partners in Education	04
ECE	486	Directed Teaching-Postbaccalaureate Early Childhood Education	05
QUARTER HOURS REQUIRED FOR GRADUATION			**41**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Elementary History Additional Endorsement

Postbaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add a history endorsement to an existing Michigan elementary teaching certificate. Upon completing the program and passing the required state test, teachers will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 36 HOURS			
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04
QUARTER HOURS REQUIRED FOR GRADUATION			**36**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Elementary Language Arts Additional Endorsement

Postbaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add a language arts endorsement to an existing Michigan elementary teaching certificate. Upon completing the program and passing the required state test, teachers will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 59 HOURS			
ENG	211A	Structures of English	05
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
ENG	492	Senior Seminar: Language Arts	04
LIT	321	Children's Literature and Drama	06
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	405	Literature for Young Adults	04
SPK	201	Oral Communication	04
SPK	205	Oral Interpretation of Literature	04
SPK	211	Group Dynamics	04
QUARTER HOURS REQUIRED FOR GRADUATION			**59**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Elementary Mathematics Additional Endorsement

Postbaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add a mathematics endorsement to an existing Michigan elementary teaching certificate. Upon completing the program and passing the required state test, teachers will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 47 HOURS			
MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	211	Learning and Teaching Number Concepts	05
MTH	221	Introduction to Probability	02
MTH	315	Algebraic Thinking and Proportional Reasoning	05
MTH	331	Geometry for Elementary Teachers	04
MTH	340	Discrete Mathematics	04
MTH	401	Statistical Methods	04
MTH	411	Reasoning and Proof in the Elementary Classroom	03
MTH	421	Technology in the Elementary Classroom	03
MTH	491	Senior Seminar: Elementary Mathematics	04
QUARTER HOURS REQUIRED FOR GRADUATION			**47**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Elementary Social Studies Additional Endorsement

Postbaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add a social studies endorsement to an existing Michigan elementary teaching certificate. Upon completing the program and passing the required state test, teachers will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 60 HOURS			
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04
QUARTER HOURS REQUIRED FOR GRADUATION			**60**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Secondary Biology Additional Endorsement

Postbaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add a chemistry endorsement to an existing Michigan secondary teaching certificate. Upon completing the program and passing the required state test, teachers will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 38 HOURS			
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	111	Biology	05
SCI	220A	Microbiology	05
SCI	361	Zoology	05
SCI	371	Genetics	05
SCI	451	Environmental Science	04
SCI	493	Senior Seminar: Biology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**38**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Port Huron.

Secondary Chemistry Additional Endorsement

Postbaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add a chemistry endorsement to an existing Michigan secondary teaching certificate. Upon completing the program and passing the required state test, teachers will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 30 HOURS			
SCI	231	Biochemistry	04
SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
SCI	248	Chemistry III	04
SCI	331	Organic Chemistry	04
SCI	332A	Advanced Biochemistry	03
SCI	341	Quantitative Chemical Analysis	03
SCI	491B	Senior Seminar: Chemistry	04
QUARTER HOURS REQUIRED FOR GRADUATION			**30**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint.

Secondary English Additional Endorsement

Postbaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add an English endorsement to an existing Michigan secondary teaching certificate. Upon completing the program and passing the required state test, teachers will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 45 HOURS			
ENG	211A	Structures of English	05
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	491	Senior Seminar: English	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	405	Literature for Young Adults	04
LIT	411	Studies in Literature	04
QUARTER HOURS REQUIRED FOR GRADUATION			**45**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Secondary History Additional Endorsement

Postbaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add a history endorsement to an existing Michigan secondary teaching certificate. Upon completing the program and passing the required state test, teachers will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 36 HOURS			
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04
QUARTER HOURS REQUIRED FOR GRADUATION			**36**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

Secondary Mathematics Additional Endorsement

Postbaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add a mathematics endorsement to an existing Michigan secondary teaching certificate. Upon completing the program and passing the required state test, teachers will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 55 HOURS			
MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
MTH	221	Introduction to Probability	02
MTH	244	Calculus IV	04
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	401	Statistical Methods	04
MTH	431	Foundations of College Geometry	04
MTH	451	Introduction to Real Analysis	04
MTH	492	Senior Seminar: Secondary Mathematics	04
QUARTER HOURS REQUIRED FOR GRADUATION			**55**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Secondary Social Studies Additional Endorsement

Postbaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add a social studies endorsement to an existing Michigan secondary teaching certificate. Upon completing the program and passing the required state test, teachers will be eligible to apply for the endorsement.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 60 HOURS			
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04
QUARTER HOURS REQUIRED FOR GRADUATION			**60**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.

General Education Electives

COMMUNICATION ELECTIVES

ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04

COMPUTER LITERACY ELECTIVES

INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02

GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES

ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
ITP	111	American Sign Language I	04
ITP	112	American Sign Language II	04
POL	401	International Relations	04
SOC	341	Global Perspectives	04
SPN	101	Spanish I	04
SPN	102	Spanish II	04
SPN	103	Spanish III	04

SCIENTIFIC INQUIRY ELECTIVES

SCI	101C	Human Anatomy and Physiology I	05
SCI	111	Biology	05
SCI	215	Integrated Physics	04
SCI	220A	Microbiology	05
SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
SCI	251	General Physics I	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

PERSONAL AND SOCIAL ENVIRONMENTS ELECTIVES

POL	201A	American Political Systems	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	335	Human Sexuality	04
PSY	351	Adolescent Psychology	04
PSY	401	Social Psychology	04
SOC	201	Sociology	04
SOC	301	Social Problems	04

Online Programs

CERTIFICATE
Web Development

ASSOCIATE'S DEGREES
Associate of Applied Science
Computer Programming
Computer Programming – Java Option
Emergency Services Management
Information Technology Support Specialist
Web Development
Associate of Business
Accounting
Accounting/Computer Information Systems
Accounting/Management
General Business
Human Resource Management
Management
Marketing

BACHELOR'S DEGREES
Bachelor of Business Administration
Accounting
Business Administration – Accelerated Program
Finance
Human Resource Management
Human Resource Management – Corporate Track
Management
Marketing

BACHELOR'S DEGREES (CONTINUED)
Bachelor of Computer Science
Computer Science
Database Technology
Game Software Development
Bachelor of General Studies
Bachelor of Health Services Administration
Bachelor of Information Systems
Information Systems
Project Management and Planning
Bachelor of Information Technology and Security
Bachelor of Science in Criminal Justice
Bachelor of Science in Nursing
Bachelor of Science in Psychology
Bachelor of Web Development

POSTBACCALAUREATE CERTIFICATE
Project Management and Planning

General education requirements must be met for all certificates of substantial length (68 or more quarter hours), as well as associate and bachelor degree programs. All graduates must meet the general education outcome requirements established by each academic program. The general education requirements are listed below each program's requirements. In addition, any student who places into a developmental education course(s) must meet those course requirements within the first academic year, prior to enrolling in the college level general education course(s).

College Success Strategies (COL 111A) is required for all first-time freshmen. College Success Online (COL 112) is required for all Baker College Online first-time freshmen and for all students enrolled in an online certificate or degree program. These courses will inform students of campus services, policies and procedures, and address learning styles and study strategies.

If electives are indicated in a program, please refer to the list of Elective Options on page 140.

If general education electives are indicated in a program, please refer to the General Education Course Requirements on page 21. (General education electives may consist of one or more of the following General Education Outcomes: communication, mathematical reasoning, personal and social environments, computer literacy, global and cultural perspectives, and scientific inquiry.)

A new student may choose an "Undeclared but Degree Seeking" program. A student also may add a limited number of "Student Elected Classes" to his/her program with the approval of an academic advisor. Information about both of these options, including course and credit hour limitations, can be obtained in the Academic Office.

Information regarding double majors and/or minors is located on page 253. Contact your campus academic staff to discuss requirements.

ONLINE PROGRAMS

Baker College is one of the most successful providers of on-line education in the United States. Baker Online offers multiple master's, bachelor's, and associate's degree programs as well as certificates via the Internet. Students can supplement their campus-based program with online courses or complete their entire degree online.

Technical Requirements

Students must have the following hardware and software (additional equipment and software may be required for some courses):

PC Requirements

- Intel Core-2 compatible processor or higher
- Windows XP or higher required
- 2 Gb of RAM required
- CD ROM drive; DVD ROM drive recommended
- 80 GB hard drive or greater
- Internet service provider (ISP); broadband connection recommended
- Microsoft Office 2007 or higher (Professional recommended and may be required in some courses).
- Internet Explorer 6.0, Mozilla Seamonkey 1.1, and/or Firefox 2.0 or higher browser(s). Multiple browsers may be required in some courses. **Other browsers may allow Blackboard access but not all functions will operate correctly and are not supported.**
- Virus Protection Software
- Java 1.5 or later
- Webcam recommended and may be required in some courses.

Mac Requirements

- Intel, Mac OS X-compatible processor or higher
- Mac OS X Version 10.4.X or later
- 2 Gb of RAM required
- CD ROM drive required; DVD ROM recommended
- 80 GB hard drive or greater
- Internet service provider (ISP); broadband connection recommended
- Microsoft Office: Mac 2008 or higher
- Safari 3.0, Mozilla Seamonkey 1.1, and/or Firefox 2.0 or higher browser(s). Multiple browsers may be required in some courses. **Other browsers may allow Blackboard access but not all functions will operate correctly and are not supported.**
- Virus Protection Software
- Mac supplied Java
- Webcam recommended and may be required in some courses.

Online courses at Baker College are delivered utilizing a secure learning management system. Students are required to comply with the Institution's policy regarding: (1) the "Policy on the Proper Use of Information Resources, Information Technology, and Networks at Baker College" and (2) "Information Systems Division: Conditions of Use Policy." Those abusing their privileges or violating these policies may be removed from the system and denied further access.

Baker College Online 2010-2011 Academic Calendar

FALL 2010
(September 23 – December 15, 2010)
First Session – September 23 – November 3
Second Session – November 4 – December 15

WINTER 2011
(January 6 – March 30, 2011)
First Session - January 6 - February 16
Second Session - February 17 - March 30

SPRING 2011
(March 31 – June 22, 2011)
First Session - March 31 - May 11
Second Session - May 12 - June 22

SUMMER 2011
(June 24 – September 15, 2011)
First Session – June 23 – August 3
Second Session – August 4 – September 14

FALL 2011
(September 22 – December 14, 2011)
First Session – September 22 – November 2
Second Session – November 3 – December 14

Web Development
Certificate

This program will provide students with the background and foundation skills required for designing and implementing World Wide Web (WWW) sites for public and private organizations.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 60 HOURS			
CS	111	Introduction to Programming	04
ENG	101	Composition I	04
ENG	102	Composition II	04
GRC	131A	Introduction to Graphic Imaging	04
INF	114A	Introduction to Database Applications	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WEB	111A	HTML Programming	04
WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WEB	211	Web Scripting	04
WEB	221	Interactive Web Design	04
WEB	222	Internet Commerce	04
WEB	231	Server-side Programming	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**60**

Due to sequence and availability of courses, this program cannot be completed in one year.

This program is offered at the following Baker College campus: Online.

Computer Programming
Associate of Applied Science Degree

Students with skills in computer science are in high demand to design and develop business information systems. Students in this program acquire skills in programming, systems analysis, and design. Instruction in multiple programming languages provides students with diverse, flexible, and employable skill sets in a variety of businesses and industries in positions such as programmers, developers, and systems analysts.

Course Number		Course Title	Quarter Hours
COMPUTER PROGRAMMING MAJOR - 69 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	119A	iSeries CL and File Design	04
CIS	251	Systems Development Methods	04
CIS	303A	Computer Architecture	04
CIS	331	Database Management Using SQL	04
CS	111	Introduction to Programming	04
CS	217A	C++ Programming	04
CS	218A	Object Oriented Programming With C++	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
MTH	124	Trigonometry	04
SOC	201	Sociology	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
CIS	132A	RPG IV	04
CS	241	Java Programming	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CIS	233A	Advanced RPG IV	04
CS	242	Advanced Java Programming	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CIS	310	Visual BASIC	04
WEB	111A	HTML Programming	04

SELECT 1 COURSE FROM THE FOLLOWING:			
CIS	311	Advanced Visual BASIC	04
CS	332A	Advanced HTML Programming	04
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	101	Mathematics for Business	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**97**

This program is offered at the following Baker College campus: Online.

Computer Programming Java Option
Associate of Applied Science Degree

Students with skills in computer science are in high demand to design and develop business information systems. Students in this program acquire skills in programming, systems analysis, and design based on the curriculum developed under the Sun/Java Academic Initiative. This program concentrates instruction with the Java programming language while also introducing students to C++ and VisualBASIC programming concepts. The knowledge gained in this program provides students with the skill sets for employability in a variety of businesses and industries in positions such as programmers, developers, and systems analysts.

Course Number		Course Title	Quarter Hours
COMPUTER PROGRAMMING-JAVA MAJOR - 65 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	251	Systems Development Methods	04
CIS	310	Visual BASIC	04
CIS	331	Database Management Using SQL	04
CS	111	Introduction to Programming	04
CS	217A	C++ Programming	04
CS	221	Introduction to Java	04
CS	222	Programming with Java Technology	04
CS	223	Java Object Oriented Programming	04
ELECT	105A	Computer Information Systems Elective	04
ELECT	105B	Computer Information Systems Elective	04
ELECT	105C	Computer Information Systems Elective	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
MTH	124	Trigonometry	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	101	Mathematics for Business	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**97**

This program is offered at the following Baker College campus: Online.

Emergency Services Management
Associate of Applied Science Degree

This program is designed to meet the needs of students who are currently employed in or planning to pursue a career in Emergency Services Management. Emphasis will be placed on individual and group problem solving, management and supervision, and an exploration of current issues specific to emergency services. Admission requirements: Students must enter the program with a total of 48 credits derived from any combination of the following: Basic EMT credentials, Paramedic credentials, or Fire Fighter I & II credentials. The remaining credits may consist of approved portfolio, previous credits from approved accredited institution, life long learning experiences, or any combination.

		ESM Professional Credentials	48

Course Number		Course Title	Quarter Hours

EMERGENCY SERVICES MANAGEMENT MAJOR - 19 HOURS

ESM	201	Law and Ethics for Emergency Services Personnel	02
ESM	211	Emergency Services Management Operations and Finance	04
ESM	251	Emergency Services Management Seminar	04
MGT	211	Management and Supervision	04
SPK	211	Group Dynamics	04
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 32 HOURS

ELECT	121A	Communication Elective	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

MTH	101	Mathematics for Business	04
MTH	111	Introductory Algebra	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **99**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Online.

Information Technology Support Specialist
Associate of Applied Science Degree

This program focuses on a growing segment of the Information Technology market that focuses on providing service and support for software applications configuration, training of users, maintenance of information, and communication processes between a company's back-end network administrators and middle to front-line employees and customers. The graduate's employment opportunities include a wide range of occupations within an IS/IT department and/or within the layers between an IS/IT department and the users it serves. Graduates would not only be proficient in the content and use of common business software applications and information processes (word processing, spreadsheet, database operating systems, network connectivity), but also be able to install, configure, train users, troubleshoot, and support those applications.

Course Number		Course Title	Quarter Hours

INFORMATION TECHNOLOGY SUPPORT SPECIALIST MAJOR - 69 HOURS

CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	107B	Computer Operating Systems and Maintenance II	04
CIS	119A	iSeries CL and File Design	04
CIS	211	Information Technology Customer Service and Support	04
CIS	302A	Intermediate Database Management	04
CIS	310	Visual BASIC	04
CIS	313A	Intermediate Spreadsheets	04
CIS	314	Advanced Software Solutions	04
CIS	331	Database Management Using SQL	04
CS	111	Introduction to Programming	04
CSS	211	Introduction to Network Security	04
LUX	205	Introduction to Linux/Unix	04
MNP	171	Windows Vista Configuration	04
MNP	221	Configuring Windows Server 2008 Network Infrastructure	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 30 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **99**

This program is offered at the following Baker College campus: Online.

Web Development
Associate of Applied Science Degree

The Internet explosion has led to the creation of a new career path: the Web Developer. Web designers are the people responsible for developing and maintaining World Wide Web (WWW) sites for public and private organizations. This program includes courses in marketing and computer information systems as well as the skills needed to develop and maintain Web pages.

Course Number		Course Title	Quarter Hours

WEB DEVELOPMENT MAJOR - 69 HOURS

CIS	310	Visual BASIC	04
CIS	331	Database Management Using SQL	04
CS	111	Introduction to Programming	04
CSS	111	Introduction to Information System Security	04
ENG	311	Creative Writing	04
GRC	131A	Introduction to Graphic Imaging	04
LUX	205	Introduction to Linux/Unix	04
SPK	401	Presentational Speaking	04
WEB	111A	HTML Programming	04
WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WEB	211	Web Scripting	04
WEB	221	Interactive Web Design	04
WEB	222	Internet Commerce	04
WEB	231	Server-side Programming	04
WEB	241	ActionScript Programming	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01

GENERAL EDUCATION REQUIREMENTS - 28 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	114A	Introduction to Database Applications	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **97**

This program is offered at the following Baker College campus: Online.

Accounting
Associate of Business Degree

Accounting is a vital function for any business, regardless of size or complexity. This program prepares students for entry-level positions in the accounting field as well as for advanced study in the discipline. Students completing this degree will develop the skills necessary to record, present, and analyze financial data and evaluate the operational performance of a variety of entities.

Course Number		Course Title	Quarter Hours
ACCOUNTING MAJOR - 31 HOURS			
ACC	231	Computerized Accounting	04
ACC	241	Accounting Concepts	04
ACC	251	Payroll Accounting	04
ACC	301	Intermediate Accounting I	04
ACC	341B	Individual Taxation	04
INF	113	Electronic Spreadsheets	02
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
ACC	295	Bookkeeper Certification Prep	04
ELECT	100A	Elective	04
BUSINESS REQUIREMENTS - 32 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**95**

This program is offered at the following Baker College campus: Online.

Accounting/Computer Information Systems
Associate of Business Degree

In a dynamic technological environment, accounting and computer information systems are highly interrelated. The utilization of the computer in information retention, maintenance, and summarization has greatly enhanced the accountant's effectiveness in presenting relevant, useful information. Students completing this degree will develop a combination of analytical skills and technological knowledge of benefit to any organization.

Course Number		Course Title	Quarter Hours
ACCOUNTING/COMPUTER INFORMATION SYSTEMS MAJOR - 41 HOURS			
ACC	231	Computerized Accounting	04
ACC	241	Accounting Concepts	04
ACC	251	Payroll Accounting	04
ACC	301	Intermediate Accounting I	04
ACC	341B	Individual Taxation	04
CIS	302A	Intermediate Database Management	04
CIS	310	Visual BASIC	04
CIS	313A	Intermediate Spreadsheets	04
CS	111	Introduction to Programming	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01
BUSINESS REQUIREMENTS - 32 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**105**

This program is offered at the following Baker College campus: Online.

Accounting/Management
Associate of Business Degree

In a global marketplace, the integration of an accountant's skills and a manager's understanding of the social, ethical, economic, legal, and regulatory atmosphere in which businesses operate are essential for effective strategic planning. Students completing this degree will develop the problem-solving, communication, and critical thinking skills necessary to the dynamic decision-making process demanded by a competitive environment.

Course Number		Course Title	Quarter Hours
ACCOUNTING/MANAGEMENT MAJOR - 41 HOURS			
ACC	231	Computerized Accounting	04
ACC	241	Accounting Concepts	04
ACC	251	Payroll Accounting	04
ACC	301	Intermediate Accounting I	04
ACC	341B	Individual Taxation	04
MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04
MGT	231	Small Business Management	04
MGT	241	Business Success Seminar	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01
BUSINESS REQUIREMENTS - 32 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02

INF	114A	Introduction to Database Applications	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

| PSY | 101 | Human Relations | 04 |
| PSY | 111 | General Psychology | 04 |

QUARTER HOURS REQUIRED FOR GRADUATION **105**

This program is offered at the following Baker College campus: Online.

General Business
Associate of Business Degree

This program offers students a variety of business fundamentals and knowledge upon which to build a career in business. Student are encouraged to explore the functional areas of business. The flexibility of this program provides an opportunity to survey the field of business and is likely to create an interest in a specific area.

Course Number		Course Title	Quarter Hours
GENERAL BUSINESS MAJOR - 29 HOURS			
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01

SELECT 6 COURSES FROM THE FOLLOWING:

HRM	215	Securing Human Resources	04
HRM	225	Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315	Evaluating Human Resources	04
MGT	114	Customer Service	04
MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04
MGT	222	Management Seminar	04
MGT	231	Small Business Management	04
MGT	241	Business Success Seminar	04
MGT	250	Conflict Management	04
MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	291	Marketing Seminar	04

BUSINESS REQUIREMENTS - 32 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04

GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

| PSY | 101 | Human Relations | 04 |
| PSY | 111 | General Psychology | 04 |

QUARTER HOURS REQUIRED FOR GRADUATION **93**

This program is offered at the following Baker College campus: Online.

Human Resource Management
Associate of Business Degree

This program is an excellent career choice for students who want to perform an identifiable set of activities that affect and influence the employees who work in an organization. These activities include recruitment, selection, compensation, and evaluation.

Course Number		Course Title	Quarter Hours
HUMAN RESOURCE MANAGEMENT MAJOR - 29 HOURS			
HRM	215	Securing Human Resources	04
HRM	225	Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315	Evaluating Human Resources	04
MGT	212	Human Resource Management	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01

BUSINESS REQUIREMENTS - 32 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04

GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

| PSY | 101 | Human Relations | 04 |
| PSY | 111 | General Psychology | 04 |

QUARTER HOURS REQUIRED FOR GRADUATION **93**

This program is offered at the following Baker College campus: Online.

Management
Associate of Business Degree

At the associate's degree level, the Business Administration curricula are designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of cases, communication, team building, and decision making.

Through these skills students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Course Number		Course Title	Quarter Hours
MANAGEMENT MAJOR - 29 HOURS			
MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04
MGT	222	Management Seminar	04
MGT	250	Conflict Management	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

MGT	151	Introduction to E-Business	04
MGT	231	Small Business Management	04

SELECT 1 COURSE FROM THE FOLLOWING:

MGT	114	Customer Service	04
MGT	241	Business Success Seminar	04

BUSINESS REQUIREMENTS - 32 HOURS

ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04

GENERAL EDUCATION REQUIREMENTS - 32 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **93**

This program is offered at the following Baker College campus: Online.

Marketing
Associate of Business Degree

The study of marketing encompasses a wide range of activities, such as advertising, sales, retailing, wholesaling, warehousing, packaging, and distribution. This program prepares students for a variety of positions in areas such as sales, wholesale distribution, customer service, retailing, advertising, buying, and many others.

Course Number		Course Title	Quarter Hours
MARKETING MAJOR - 29 HOURS			
MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	291	Marketing Seminar	04
MKT	312	Consumer Behavior	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

MGT	114	Customer Service	04
MGT	231	Small Business Management	04
MGT	241	Business Success Seminar	04

BUSINESS REQUIREMENTS - 32 HOURS

ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04

GENERAL EDUCATION REQUIREMENTS - 32 HOURS

ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02

MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   **93**

This program is offered at the following Baker College campus: Online.

Accounting
Bachelor of Business Administration

This program emphasizes practical application as well as the theoretical aspects of the discipline of accounting to prepare students for professional careers in public, managerial, and governmental accounting and/or advanced study within the discipline. Students will gain an understanding of the social, ethical, economic, legal, and regulatory environment in which businesses operate and develop the problem-solving, decision-making, communication, and leadership skills necessary to compete in a dynamic global marketplace. Students completing this degree are eligible to sit for the Uniform Certified Public Accountant Examination in Michigan (see note below).

Beginning July 1, 2003, students pursuing a CPA licensure in the State of Michigan will be required to have obtained 225 quarter hours of credit prior to applying for a CPA license. While the BBA Accounting Program satisfies the requirements to sit for the Uniform Certified Public Accountant Examination, additional credit is needed for licensure. Individuals are therefore advised to contact the Michigan State Board of Accountancy Licensing Bureau for further information.

Students wishing to become eligible to sit for the examination in other states are recommended to check with the National Association of State Boards of Accountancy (www.nasba.org), which services as a forum for the 54 U.S. boards of accountancy, for the state in which they intend to practice.

Course Number		Course Title	Quarter Hours
ACCOUNTING MAJOR - 63 HOURS			
ACC	241	Accounting Concepts	04
ACC	301	Intermediate Accounting I	04
ACC	302	Intermediate Accounting II	04
ACC	303	Intermediate Accounting III	04
ACC	312B	Business Entities Taxation	04
ACC	331A	Cost Accounting	04
ACC	341B	Individual Taxation	04
ACC	411	Auditing, Systems, and Controls I	04
ACC	412	Auditing, Systems, and Controls II	04
ACC	431B	Governmental and Non-Profit Accounting	04
ACC	441	Advanced Accounting	04
ELECT	100A	Elective	04
INF	113	Electronic Spreadsheets	02
LAW	312	Advanced Business Law	04
MGT	431	Strategic Management	04
WRK	291B	Professional Career Strategies	01
WRK	495	Accounting Work Experience	04

BUSINESS REQUIREMENTS - 48 HOURS

ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
FIN	301A	Principles of Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MGT	311	Organizational Change	04
MGT	321	Management Information Systems	04
MKT	111B	Principles of Marketing	04
MTH	401	Statistical Methods	04

GENERAL EDUCATION REQUIREMENTS - 72 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

QUARTER HOURS REQUIRED FOR GRADUATION   **183**

This program is offered at the following Baker College campus: Online.

Business Administration Accelerated Program
Bachelor of Business Administration

This program provides an opportunity for a holder of an associate's degree or equivalent, with significant full-time work experience, to earn a baccalaureate degree at an accelerated pace. This program is designed for the working professional and combines core coursework with experiential credit to provide a contemporary business degree for today's business environment. Individuals applying for this program must have completed an associate's degree or have an equivalent of 90 quarter hours of credit with a minimum GPA of 2.0. In addition, applicants must have two years of work experience and successfully complete a writing evaluation. For more details on application requirements see the Admissions Procedures section in the catalog. Experiential credit requirements are satisfied through portfolio, transfer credit, or additional coursework.

Applicants must have an associate's degree from a regionally accredited institution, with a major in Business Administration or a concentration in a business related area or a nationally accredited degree and/or a transcript with 90 quarter hours of college credit that will be reviewed to ensure specific business and general education prerequisites are met.

PROGRAM CONDITIONAL REQUIREMENTS

File approved by Dean
Resume/Work experience
Writing sample
Associate's Degree in Business   90

Course Number		Course Title	Quarter Hours

BUSINESS ADMINISTRATION MAJOR - 33 HOURS

BUS	301	Accelerated Program Workshop	01
BUS	311	Accounting for Managers	06
BUS	371	Financial Analysis and Applications	06
BUS	401	International Business	06
BUS	421	Marketing Management	06
BUS	431	Management Strategy	06
BUS	499A	Integration Portfolio	02

GENERAL EDUCATION REQUIREMENTS - 46 HOURS

ECN	301R	International Economics	06

ELECT	111A	Scientific Inquiry Elective	04
ELECT	141A	Personal and Social Environments Elective	04
HUM	401A	Philosophy of Ethics	04
MTH	312R	Research and Statistics	06
PSY	231R	Organizational Psychology	06
SOC	321R	Cultural Diversity	06
WRI	312R	Research Writing	06

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
ELECTIVE CREDIT			11

QUARTER HOURS REQUIRED FOR GRADUATION   **180**

This program is offered at the following Baker College campus: Online.

Finance
Bachelor of Business Administration

This program emphasizes finance as the study of resource allocation, which includes financial markets, instruments, individuals, and institutions that manage money and assets. Students will gain an understanding of financial theory and practice from various perspectives including banking, financial services, financial planning, and corporate finance. Students will gain an understanding of the social, ethical, economic, legal, and regulatory environment in which businesses operate and develop the problem-solving, decision-making, communication, and leadership skills necessary to compete in a dynamic global marketplace. Graduates from this program can enter the fields of corporate finance, investment banking, financial markets and services, and insurance.

Course Number		Course Title	Quarter Hours

FINANCE MAJOR - 69 HOURS

ACC	231	Computerized Accounting	04
ACC	241	Accounting Concepts	04
ACC	341B	Individual Taxation	04
CIS	313A	Intermediate Spreadsheets	04
FIN	315	Risk Management	04
FIN	325	Banking and Financial Institutions	04
FIN	341	Credit Analysis and Commercial Lending	04
FIN	355	Financial Markets	04
FIN	401	Personal Financial Planning	04
FIN	451A	International Financial Management	04
FIN	461	Investment Management	04
FIN	471	Financial Statement Analysis	04
FIN	491	Finance Seminar	04
INF	113	Electronic Spreadsheets	02
INF	141A	Microsoft PowerPoint	02
MGT	114	Customer Service	04
MKT	201	Sales	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01

BUSINESS REQUIREMENTS - 40 HOURS

ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
FIN	301A	Principles of Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04
MTH	401	Statistical Methods	04

GENERAL EDUCATION REQUIREMENTS - 72 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04

ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

QUARTER HOURS REQUIRED FOR GRADUATION <u>181</u>

This program is offered at the following Baker College campus: Online.

Human Resource Management
Bachelor of Business Administration

This program offers an opportunity for students to acquire a career focused Human Resource Management undergraduate degree with an integrative approach to understanding various human resource management functions. This program provides an intensive strategic understanding of workforce planning and development, compensations and benefits; global human resource management; and employee health and safety.

Course Number		Course Title	Quarter Hours
HUMAN RESOURCE MAJOR - 41 HOURS			
HRM	215	Securing Human Resources	04
HRM	225	Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315	Evaluating Human Resources	04
HRM	401	Human Resources and Employment Law	04
HRM	435B	International Human Resource Management	04
HRM	491	Strategic Human Resource Management	04
MGT	212	Human Resource Management	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01
BUSINESS REQUIREMENTS - 48 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
FIN	301A	Principles of Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MGT	321	Management Information Systems	04
MKT	111B	Principles of Marketing	04
MTH	401	Statistical Methods	04

SELECT 1 COURSE FROM THE FOLLOWING:

MGT	301	Organizational Behavior	04
MGT	311	Organizational Change	04

GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04

HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

SELECT 1 OF THE FOLLOWING MINORS:

ACCOUNTING MINOR - 24 HOURS			
ACC	241	Accounting Concepts	04
ACC	301	Intermediate Accounting I	04

SELECT 4 COURSES FROM THE FOLLOWING:

ACC	231	Computerized Accounting	04
ACC	251	Payroll Accounting	04
ACC	295	Bookkeeper Certification Prep	04
ACC	302	Intermediate Accounting II	04
ACC	303	Intermediate Accounting III	04
ACC	312B	Business Entities Taxation	04
ACC	331A	Cost Accounting	04
ACC	341B	Individual Taxation	04
ACC	411	Auditing, Systems, and Controls I	04
ACC	412	Auditing, Systems, and Controls II	04
ACC	431B	Governmental and Non-Profit Accounting	04
ACC	441	Advanced Accounting	04

QUARTER HOURS REQUIRED FOR GRADUATION <u>185</u>

COMPUTER INFORMATION SYSTEMS MINOR - 24 HOURS			
CIS	251	Systems Development Methods	04
CIS	302A	Intermediate Database Management	04
CIS	310	Visual BASIC	04
CIS	313A	Intermediate Spreadsheets	04
CIS	314	Advanced Software Solutions	04
CS	111	Introduction to Programming	04

QUARTER HOURS REQUIRED FOR GRADUATION <u>185</u>

FINANCE MINOR - 24 HOURS			
ACC	241	Accounting Concepts	04

SELECT 5 COURSES FROM THE FOLLOWING:

FIN	315	Risk Management	04
FIN	325	Banking and Financial Institutions	04
FIN	341	Credit Analysis and Commercial Lending	04
FIN	355	Financial Markets	04
FIN	401	Personal Financial Planning	04
FIN	451A	International Financial Management	04
FIN	461	Investment Management	04
FIN	471	Financial Statement Analysis	04

QUARTER HOURS REQUIRED FOR GRADUATION <u>185</u>

FLEX-STUDIES MINOR - 24 HOURS			
FLEX	1	Flex Studies	04
FLEX	2	Flex Studies	04
FLEX	3	Flex Studies	04
FLEX	4	Flex Studies	04
FLEX	5	Flex Studies	04
FLEX	6	Flex Studies	04

QUARTER HOURS REQUIRED FOR GRADUATION <u>185</u>

5 YEAR MBA PROGRAM - 25 HOURS			
BUS	572	Human Resource Management	04
BUS	609	Graduate Seminar	01
BUS	615	Human Behavior Management of Organizations	04
BUS	630	Accounting for the Contemporary Manager	04

BUS	660	The Marketing Environment	04
BUS	675	Management Information Systems	04
BUS	678	Research and Statistics for Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION **186**

MANAGEMENT MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

MGT	211	Management and Supervision	04
MGT	222	Management Seminar	04
MGT	250	Conflict Management	04
MGT	350	Services Management	04
MGT	405	Contemporary Management Strategies	04
MGT	422	Operations Management	04
MGT	431	Strategic Management	04
MGT	442	Global Management	04

QUARTER HOURS REQUIRED FOR GRADUATION **185**

MARKETING MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	291	Marketing Seminar	04
MKT	312	Consumer Behavior	04
MKT	401	Marketing Research	04
MKT	402	Advertising Management	04
MKT	421	Marketing Management	04

QUARTER HOURS REQUIRED FOR GRADUATION **185**

PROJECT MANAGEMENT MINOR - 24 HOURS

PPM	301	Project Management	04
PPM	311	Project Planning	04
PPM	321	Negotiation Strategies	04
PPM	401	Project Cost and Budget Management	04
PPM	411	Leading Project Teams	04
PPM	421	Contracting and Procurement for Project Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION **185**

PSYCHOLOGY MINOR - 24 HOURS

PSY	121	History of Psychology	04

SELECT 5 COURSES FROM THE FOLLOWING:

PSY	201A	Cognitive-Behavior Therapy	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	281	Stress Management	04
PSY	311	Abnormal Psychology	04
PSY	331	Human Development I	04
PSY	335	Human Sexuality	04
PSY	350	Child Psychology	04
PSY	401	Social Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION **185**

This program is offered at the following Baker College campus: Online.

Human Resource Management Corporate Track
Bachelor of Business Administration

This program examines how human resources can be directly linked to business strategy and provides a uniquely broad and unified exposure to the latest thinking and practice regarding human resource approaches that enhance competitive advantage. Each core course contains focused study in the content area accompanied by independent research. Individuals considering this program must have completed an associate's degree or have an equivalent of 90 quarter hours of credit with a minimum GPA of 2.0. In addition, applicants must have two years of work experience and successfully complete a written evaluation. For more details on application requirements see the Admissions Procedures section of the catalog. Experiential credit requirements are satisfied through portfolio, transfer credit, or additional courses.

PROGRAM CONDITIONAL REQUIREMENTS

File approved by Dean
Resume/Work experience
Writing sample
Approved Credit 46

Course Number	Course Title	Quarter Hours

REQUIRED COURSES - 44 HOURS

ACC	121	Fundamentals of Accounting I	04
ECN	201	Principles of Macroeconomics	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
LAW	211	Business Law	04
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

HUMAN RESOURCE MANAGEMENT-CORPORATE TRACK MAJOR - 33 HOURS

BUS	301	Accelerated Program Workshop	01
BUS	499A	Integration Portfolio	02
HRM	325	Ethics in Human Resource Management	06
HRM	335	Strategic Human Resources	06
HRM	401R	Human Resources and Employment Law	06
HRM	425	Negotiating Labor/Management Relations	06
HRM	435	Global Human Resources Management	06

GENERAL EDUCATION REQUIREMENTS - 46 HOURS

ECN	301R	International Economics	06
ELECT	111A	Scientific Inquiry Elective	04
ELECT	141A	Personal and Social Environments Elective	04
HUM	401A	Philosophy of Ethics	04
MTH	312R	Research and Statistics	06
PSY	231R	Organizational Psychology	06
SOC	321R	Cultural Diversity	06
WRI	312R	Research Writing	06

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
ELECTIVE CREDIT			11

QUARTER HOURS REQUIRED FOR GRADUATION **180**

This program is offered at the following Baker College campus: Online.

Management

Bachelor of Business Administration

The major objectives of the management program is to train broadly competent administrators for service in a wide variety of organizations--public or private, product- or service-oriented, profit or not-for-profit. To accomplish this basic objective, this program offers students the opportunity to acquire knowledge about the management of human and physical resources and to acquire skills useful in the management of any organization. This program emphasizes the importance of effective oral and written communication, teamwork, decision making, entrepreneurial management, and diversity in the business environment. In addition, this program introduces students to the application and strategic use of the acquired knowledge and skills in areas such as personnel management, organizational behavior, production management, international business, and small business.

Course Number		Course Title	Quarter Hours
MANAGEMENT MAJOR - 45 HOURS			
MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04
MGT	222	Management Seminar	04
MGT	250	Conflict Management	04
MGT	422	Operations Management	04
MGT	431	Strategic Management	04
MGT	442	Global Management	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
MGT	151	Introduction to E-Business	04
MGT	231	Small Business Management	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MGT	114	Customer Service	04
MGT	241	Business Success Seminar	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MGT	350	Services Management	04
MGT	405	Contemporary Management Strategies	04
BUSINESS REQUIREMENTS - 48 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
FIN	301A	Principles of Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MGT	321	Management Information Systems	04
MKT	111B	Principles of Marketing	04
MTH	401	Statistical Methods	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MGT	301	Organizational Behavior	04
MGT	311	Organizational Change	04
GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
SELECT 1 COURSE FROM THE FOLLOWING:			
SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
SELECT 1 OF THE FOLLOWING MINORS:			
ACCOUNTING MINOR - 24 HOURS			
ACC	241	Accounting Concepts	04
ACC	301	Intermediate Accounting I	04
SELECT 4 COURSES FROM THE FOLLOWING:			
ACC	231	Computerized Accounting	04
ACC	251	Payroll Accounting	04
ACC	295	Bookkeeper Certification Prep	04
ACC	302	Intermediate Accounting II	04
ACC	303	Intermediate Accounting III	04
ACC	312B	Business Entities Taxation	04
ACC	331A	Cost Accounting	04
ACC	341B	Individual Taxation	04
ACC	411	Auditing, Systems, and Controls I	04
ACC	412	Auditing, Systems, and Controls II	04
ACC	431B	Governmental and Non-Profit Accounting	04
ACC	441	Advanced Accounting	04
QUARTER HOURS REQUIRED FOR GRADUATION			**189**
COMPUTER INFORMATION SYSTEMS MINOR - 24 HOURS			
CIS	251	Systems Development Methods	04
CIS	302A	Intermediate Database Management	04
CIS	310	Visual BASIC	04
CIS	313A	Intermediate Spreadsheets	04
CIS	314	Advanced Software Solutions	04
CS	111	Introduction to Programming	04
QUARTER HOURS REQUIRED FOR GRADUATION			**189**
FINANCE MINOR - 24 HOURS			
ACC	241	Accounting Concepts	04
SELECT 5 COURSES FROM THE FOLLOWING:			
FIN	315	Risk Management	04
FIN	325	Banking and Financial Institutions	04
FIN	341	Credit Analysis and Commercial Lending	04
FIN	355	Financial Markets	04
FIN	401	Personal Financial Planning	04
FIN	451A	International Financial Management	04
FIN	461	Investment Management	04
FIN	471	Financial Statement Analysis	04
QUARTER HOURS REQUIRED FOR GRADUATION			**189**
FLEX-STUDIES MINOR - 24 HOURS			
FLEX	1	Flex Studies	04
FLEX	2	Flex Studies	04
FLEX	3	Flex Studies	04
FLEX	4	Flex Studies	04
FLEX	5	Flex Studies	04
FLEX	6	Flex Studies	04
QUARTER HOURS REQUIRED FOR GRADUATION			**189**
HUMAN RESOURCE MANAGEMENT MINOR - 24 HOURS			
SELECT 6 COURSES FROM THE FOLLOWING:			
HRM	215	Securing Human Resources	04
HRM	225	Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315	Evaluating Human Resources	04
HRM	401	Human Resources and Employment Law	04
HRM	435B	International Human Resource Management	04
HRM	491	Strategic Human Resource Management	04
QUARTER HOURS REQUIRED FOR GRADUATION			**189**

5 YEAR MBA PROGRAM - 25 HOURS

BUS	572	Human Resource Management	04
BUS	609	Graduate Seminar	01
BUS	615	Human Behavior Management of Organizations	04
BUS	630	Accounting for the Contemporary Manager	04
BUS	660	The Marketing Environment	04
BUS	675	Management Information Systems	04
BUS	678	Research and Statistics for Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION __190__

MARKETING MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	291	Marketing Seminar	04
MKT	312	Consumer Behavior	04
MKT	401	Marketing Research	04
MKT	402	Advertising Management	04
MKT	421	Marketing Management	04

QUARTER HOURS REQUIRED FOR GRADUATION __189__

PROJECT MANAGEMENT MINOR - 24 HOURS

PPM	301	Project Management	04
PPM	311	Project Planning	04
PPM	321	Negotiation Strategies	04
PPM	401	Project Cost and Budget Management	04
PPM	411	Leading Project Teams	04
PPM	421	Contracting and Procurement for Project Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION __189__

PSYCHOLOGY MINOR - 24 HOURS

PSY	121	History of Psychology	04

SELECT 5 COURSES FROM THE FOLLOWING:

PSY	201A	Cognitive-Behavior Therapy	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	281	Stress Management	04
PSY	311	Abnormal Psychology	04
PSY	331	Human Development I	04
PSY	335	Human Sexuality	04
PSY	350	Child Psychology	04
PSY	401	Social Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION __189__

This program is offered at the following Baker College campus: Online.

Marketing
Bachelor of Business Administration

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IACBE

Marketers provide the link between businesses that have goods and services to sell and customers who want to purchase them. The marketing process involves a variety of activities, including research, strategic planning, product development, sales management, and marketing communications. Students in this program will participate in active learning and demonstrate an understanding of basic business principles using case studies, business simulations; use computer technology and demonstrate communication skills in preparing spreadsheets, writing reports, analyzing business problems, and preparing professional presentations; develop and demonstrate ethical values, a global perspective, and human relations skills through individual and team activities in class and in business situations.

This degree offers a solid background in the concepts of marketing and business. A marketing degree can lead to a career in such areas as marketing management, marketing research, personal selling and sales management, retail merchandising and management, and promotional strategy and management.

Course Number		Course Title	Quarter Hours
MARKETING MAJOR - 41 HOURS			
MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	291	Marketing Seminar	04
MKT	312	Consumer Behavior	04
MKT	401	Marketing Research	04
MKT	402	Advertising Management	04
MKT	421	Marketing Management	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
MGT	114	Customer Service	04
MGT	231	Small Business Management	04
MGT	241	Business Success Seminar	04
BUSINESS REQUIREMENTS - 48 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
FIN	301A	Principles of Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MGT	311	Organizational Change	04
MGT	321	Management Information Systems	04
MKT	111B	Principles of Marketing	04
MTH	401	Statistical Methods	04
GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

SELECT 1 OF THE FOLLOWING MINORS:

ACCOUNTING MINOR - 24 HOURS

ACC	241	Accounting Concepts	04
ACC	301	Intermediate Accounting I	04

SELECT 4 COURSES FROM THE FOLLOWING:

ACC	231	Computerized Accounting	04
ACC	251	Payroll Accounting	04
ACC	295	Bookkeeper Certification Prep	04
ACC	302	Intermediate Accounting II	04
ACC	303	Intermediate Accounting III	04
ACC	312B	Business Entities Taxation	04
ACC	331A	Cost Accounting	04
ACC	341B	Individual Taxation	04
ACC	411	Auditing, Systems, and Controls I	04
ACC	412	Auditing, Systems, and Controls II	04
ACC	431B	Governmental and Non-Profit Accounting	04
ACC	441	Advanced Accounting	04

QUARTER HOURS REQUIRED FOR GRADUATION — **185**

COMPUTER INFORMATION SYSTEMS MINOR - 24 HOURS

CIS	251	Systems Development Methods	04
CIS	302A	Intermediate Database Management	04
CIS	310	Visual BASIC	04
CIS	313A	Intermediate Spreadsheets	04
CIS	314	Advanced Software Solutions	04
CS	111	Introduction to Programming	04

QUARTER HOURS REQUIRED FOR GRADUATION — **185**

FINANCE MINOR - 24 HOURS

ACC	241	Accounting Concepts	04

SELECT 5 COURSES FROM THE FOLLOWING:

FIN	315	Risk Management	04
FIN	325	Banking and Financial Institutions	04
FIN	341	Credit Analysis and Commercial Lending	04
FIN	355	Financial Markets	04
FIN	401	Personal Financial Planning	04
FIN	451A	International Financial Management	04
FIN	461	Investment Management	04
FIN	471	Financial Statement Analysis	04

QUARTER HOURS REQUIRED FOR GRADUATION — **185**

FLEX-STUDIES MINOR - 24 HOURS

FLEX	1	Flex Studies	04
FLEX	2	Flex Studies	04
FLEX	3	Flex Studies	04
FLEX	4	Flex Studies	04
FLEX	5	Flex Studies	04
FLEX	6	Flex Studies	04

QUARTER HOURS REQUIRED FOR GRADUATION — **185**

HUMAN RESOURCE MANAGEMENT MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

HRM	215	Securing Human Resources	04
HRM	225	Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315	Evaluating Human Resources	04
HRM	401	Human Resources and Employment Law	04
HRM	435B	International Human Resource Management	04
HRM	491	Strategic Human Resource Management	04
MGT	212	Human Resource Management	04

QUARTER HOURS REQUIRED FOR GRADUATION — **185**

5 YEAR MBA PROGRAM - 25 HOURS

BUS	572	Human Resource Management	04
BUS	609	Graduate Seminar	01

BUS	615	Human Behavior Management of Organizations	04
BUS	630	Accounting for the Contemporary Manager	04
BUS	660	The Marketing Environment	04
BUS	675	Management Information Systems	04
BUS	678	Research and Statistics for Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION — **186**

MANAGEMENT MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04
MGT	222	Management Seminar	04
MGT	250	Conflict Management	04
MGT	350	Services Management	04
MGT	405	Contemporary Management Strategies	04
MGT	422	Operations Management	04
MGT	431	Strategic Management	04
MGT	442	Global Management	04

QUARTER HOURS REQUIRED FOR GRADUATION — **185**

PROJECT MANAGEMENT MINOR - 24 HOURS

PPM	301	Project Management	04
PPM	311	Project Planning	04
PPM	321	Negotiation Strategies	04
PPM	401	Project Cost and Budget Management	04
PPM	411	Leading Project Teams	04
PPM	421	Contracting and Procurement for Project Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION — **185**

PSYCHOLOGY MINOR - 24 HOURS

PSY	121	History of Psychology	04

SELECT 5 COURSES FROM THE FOLLOWING:

PSY	201A	Cognitive-Behavior Therapy	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	281	Stress Management	04
PSY	311	Abnormal Psychology	04
PSY	331	Human Development I	04
PSY	335	Human Sexuality	04
PSY	350	Child Psychology	04
PSY	401	Social Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION — **185**

This program is offered at the following Baker College campus: Online.

Computer Science

Bachelor of Computer Science

This program is designed to work in conjunction with the associate's degree choice of the student to gain entry or increase his/her opportunity for promotion in his/her field. Students will acquire skills in software development, Internet communications, network administration and database administration, as well as foundational knowledge in the field of computer science.

Course Number		Course Title	Quarter Hours

COMPUTER SCIENCE MAJOR - 121 HOURS

CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	251	Systems Development Methods	04
CIS	303A	Computer Architecture	04
CIS	310	Visual BASIC	04
CIS	311	Advanced Visual BASIC	04
CIS	331	Database Management Using SQL	04
CIS	403	Systems Development Project	04
CIS	404	Advanced Computer Architecture	04
CIS	421B	Database Administration I	04
CS	111	Introduction to Programming	04
CS	217A	C + + Programming	04
CS	218A	Object Oriented Programming With C + +	04
CS	321	Data Structures and Algorithms I	04
CS	322	Data Structures and Algorithms II	04

CS	332A	Advanced HTML Programming	04
CS	335B	Perl Programming	04
CS	422A	Database Programming I	04
ELECT	105A	Computer Information Systems Elective	04
ELECT	105B	Computer Information Systems Elective	04
ELECT	105C	Computer Information Systems Elective	04
MTH	101	Mathematics for Business	04
MTH	124	Trigonometry	04
MTH	340	Discrete Mathematics	04
MTH	401	Statistical Methods	04
WEB	111A	HTML Programming	04
WEB	361	Web Server Administration	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

| CIS | 119A | iSeries CL and File Design | 04 |
| CS | 221 | Introduction to Java | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

CIS	132A	RPG IV	04
CS	222	Programming with Java Technology	04
CS	241	Java Programming	04

SELECT 1 COURSE FROM THE FOLLOWING:

CIS	233A	Advanced RPG IV	04
CS	223	Java Object Oriented Programming	04
CS	242	Advanced Java Programming	04

GENERAL EDUCATION REQUIREMENTS - 68 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

| PSY | 101 | Human Relations | 04 |
| PSY | 111 | General Psychology | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| SPK | 211 | Group Dynamics | 04 |
| SPK | 401 | Presentational Speaking | 04 |

QUARTER HOURS REQUIRED FOR GRADUATION   **189**

This program is offered at the following Baker College campus: Online.

Database Technology
Bachelor of Computer Science

This program is designed to work in conjunction with the associate's degree choice of the student to gain entry or increase his/her opportunity for promotion in his/her field. Students continue their study of database application with a focus on database programming and administration concepts and tasks, using Oracle. In addition, students will acquire skills in software development, Internet communications, and network administration, as well as foundational knowledge in the field of computer science.

Course Number		Course Title	Quarter Hours

DATABASE TECHNOLOGY MAJOR - 121 HOURS

CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	251	Systems Development Methods	04
CIS	303A	Computer Architecture	04
CIS	331	Database Management Using SQL	04
CIS	351	System Modeling and Design	04

CIS	403	Systems Development Project	04
CIS	404	Advanced Computer Architecture	04
CIS	421B	Database Administration I	04
CIS	422	Database Administration II	04
CS	111	Introduction to Programming	04
CS	217A	C++ Programming	04
CS	218A	Object Oriented Programming With C++	04
CS	321	Data Structures and Algorithms I	04
CS	322	Data Structures and Algorithms II	04
CS	422A	Database Programming I	04
CS	423	Database Programming II	04
CS	465	Advanced Database Topics	04
ELECT	105A	Computer Information Systems Elective	04
ELECT	105B	Computer Information Systems Elective	04
MTH	101	Mathematics for Business	04
MTH	124	Trigonometry	04
MTH	340	Discrete Mathematics	04
MTH	401	Statistical Methods	04
WEB	361	Web Server Administration	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

| CIS | 119A | iSeries CL and File Design | 04 |
| CS | 221 | Introduction to Java | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

CIS	132A	RPG IV	04
CS	222	Programming with Java Technology	04
CS	241	Java Programming	04

SELECT 1 COURSE FROM THE FOLLOWING:

CIS	233A	Advanced RPG IV	04
CS	223	Java Object Oriented Programming	04
CS	242	Advanced Java Programming	04

SELECT 1 COURSE FROM THE FOLLOWING:

| CIS | 310 | Visual BASIC | 04 |
| WEB | 111A | HTML Programming | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| CIS | 311 | Advanced Visual BASIC | 04 |
| CS | 332A | Advanced HTML Programming | 04 |

GENERAL EDUCATION REQUIREMENTS - 68 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	114A	Introduction to Database Applications	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

| PSY | 101 | Human Relations | 04 |
| PSY | 111 | General Psychology | 04 |

SELECT 1 COURSE FROM THE FOLLOWING:

| SPK | 211 | Group Dynamics | 04 |
| SPK | 401 | Presentational Speaking | 04 |

QUARTER HOURS REQUIRED FOR GRADUATION   **189**

This program is offered at the following Baker College campus: Online.

Game Software Development
Bachelor of Computer Science

This program is designed to immerse students in the core knowledge of software engineering emphasizing animation and gaming development. This program will focus on leading programming technologies and will prepare students for entry level positions in the gaming industry. A comprehensive approach will carry students from modeling through animation and game programming, to the senior design project.

Course Number		Course Title	Quarter Hours
GAME SOFTWARE DEVELOPMENT MAJOR - 109 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	251	Systems Development Methods	04
CIS	310	Visual BASIC	04
CIS	311	Advanced Visual BASIC	04
CIS	331	Database Management Using SQL	04
CS	111	Introduction to Programming	04
CS	217A	C++ Programming	04
CS	218A	Object Oriented Programming With C++	04
CS	321	Data Structures and Algorithms I	04
CS	322	Data Structures and Algorithms II	04
GSD	301	Game Scripting	04
GSD	311	C# Programming	04
GSD	321	Game Console Design	04
GSD	331	Application Security Practices	04
GSD	341	Flash Game Development	04
GSD	401	3-D Character Design	04
GSD	411	3-D Character Animation	04
GSD	421	Artificial Intelligence	04
GSD	431	Game Programming I	04
GSD	432	Game Programming II	04
GSD	499	Senior Design Project in Game Software Development	04
MTH	124	Trigonometry	04
MTH	340	Discrete Mathematics	04
PPM	301	Project Management	04
WEB	111A	HTML Programming	04
WEB	201	Web Multi-Media	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
SELECT 1 COURSE FROM THE FOLLOWING:			
SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
QUARTER HOURS REQUIRED FOR GRADUATION			**181**

This program is offered at the following Baker College campus: Online.

General Studies
Bachelor of General Studies

An academic advisor and student work together to combine various disciplines resulting in an individualized plan of study based on past education, career goals, intellectual interests, or preparation for graduate education.

Elective Credit		60
Concentration I		24
Concentration II		24

Course Number		Course Title	Quarter Hours
GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
SELECT 1 COURSE FROM THE FOLLOWING:			
SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
QUARTER HOURS REQUIRED FOR GRADUATION			**180**

Of the 108 hours required in the elective credit and concentration areas, a minimum of 32 hours of 300 and 400 level courses are required.

This program is offered at the following Baker College campus: Online.

Health Services Administration
Bachelor of Health Services Administration

This program will prepare individuals to develop administrative skills necessary to work effectively in a variety of health care settings. The combination of general education and health services courses are designed to cultivate critical thinking skills necessary for managing. This program prepares students to plan, direct, coordinate, budget, and assess activities in a variety of health care settings.

Major Credit		52

Course Number		Course Title	Quarter Hours
HEALTH SCIENCE CREDITS - 32 HOURS			
HSC	111	Introduction to Health Care	04
HSC	312	Health Law and Regulations	04
HSC	315	Planning and Evaluation of Health Services	04
HSC	401	Health Care Administration	04
HSC	402A	Ethics for Health Professionals	04
HSC	403	Health System Finance	04
HSC	411	Seminar in Health Issues	04
WRK	441	Health Services Administration Externship	04
GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04

ELECT	141B	Personal and Social Environments Elective	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SPK	401	Presentational Speaking	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

SELECT 1 OF THE FOLLOWING MINORS:

COMPUTER INFORMATION SYSTEMS MINOR - 24 HOURS

CIS	251	Systems Development Methods	04
CIS	302A	Intermediate Database Management	04
CIS	310	Visual BASIC	04
CIS	313A	Intermediate Spreadsheets	04
CIS	314	Advanced Software Solutions	04
CS	111	Introduction to Programming	04

QUARTER HOURS REQUIRED FOR GRADUATION   180

CONTINUOUS QUALITY IMPROVEMENT MINOR - 24 HOURS

CQI	301	Quality Theory	04
CQI	311	Statistical Process Control I	04
LNM	311	Introduction to Lean	04
LNM	312	Lean Applications	04
LNM	411	Six Sigma Basics-Green Belt	04
LNM	412	Advanced Six Sigma-Green Belt	04

QUARTER HOURS REQUIRED FOR GRADUATION   180

ELECTIVE CREDIT MINOR - 24 HOURS

CRHR	104A	Credit Hours	04
CRHR	104B	Credit Hours	04
CRHR	104C	Credit Hours	04
CRHR	104D	Credit Hours	04
CRHR	104E	Credit Hours	04
CRHR	104F	Credit Hours	04

QUARTER HOURS REQUIRED FOR GRADUATION   180

FINANCE MINOR - 24 HOURS

ACC	241	Accounting Concepts	04
FIN	301A	Principles of Finance	04

SELECT 4 COURSES FROM THE FOLLOWING:

FIN	315	Risk Management	04
FIN	325	Banking and Financial Institutions	04
FIN	341	Credit Analysis and Commercial Lending	04
FIN	355	Financial Markets	04
FIN	401	Personal Financial Planning	04
FIN	451A	International Financial Management	04
FIN	461	Investment Management	04
FIN	471	Financial Statement Analysis	04

QUARTER HOURS REQUIRED FOR GRADUATION   180

HUMAN RESOURCE MANAGEMENT MINOR - 24 HOURS

MGT	212	Human Resource Management	04

SELECT 5 COURSES FROM THE FOLLOWING:

HRM	215	Securing Human Resources	04
HRM	225	Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315	Evaluating Human Resources	04
HRM	401	Human Resources and Employment Law	04
HRM	435B	International Human Resource Management	04
HRM	491	Strategic Human Resource Management	04

QUARTER HOURS REQUIRED FOR GRADUATION   180

MARKETING MINOR - 24 HOURS

MKT	111B	Principles of Marketing	04

SELECT 5 COURSES FROM THE FOLLOWING:

MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	291	Marketing Seminar	04
MKT	312	Consumer Behavior	04
MKT	401	Marketing Research	04
MKT	402	Advertising Management	04
MKT	421	Marketing Management	04

QUARTER HOURS REQUIRED FOR GRADUATION   180

PROJECT MANAGEMENT MINOR - 24 HOURS

PPM	301	Project Management	04
PPM	311	Project Planning	04
PPM	321	Negotiation Strategies	04
PPM	401	Project Cost and Budget Management	04
PPM	411	Leading Project Teams	04
PPM	421	Contracting and Procurement for Project Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION   180

PSYCHOLOGY MINOR - 24 HOURS

PSY	121	History of Psychology	04

SELECT 5 COURSES FROM THE FOLLOWING:

PSY	201A	Cognitive-Behavior Therapy	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	281	Stress Management	04
PSY	311	Abnormal Psychology	04
PSY	331	Human Development I	04
PSY	335	Human Sexuality	04
PSY	350	Child Psychology	04
PSY	401	Social Psychology	04

QUARTER HOURS REQUIRED FOR GRADUATION   180

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Online.

Information Systems
Bachelor of Information Systems

Information Systems professionals serve as strategic liaisons between administrative and technological functions of an organization. I.S. professionals integrate business processes and complex information technology while serving as consultants, designers, or implementers of new solutions that assist an organization in achieving goals. Related occupations include Information Systems Manager, Chief Information Officer, Project Manager, Computer Systems Analyst, and Systems Administrator.

Course Number		Course Title	Quarter Hours

INFORMATION SYSTEMS MAJOR - 85 HOURS

CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	331	Database Management Using SQL	04
CIS	351	System Modeling and Design	04
CIS	421B	Database Administration I	04
CIS	431	Enterprise Architecture	04
CIS	441	IS Strategy, Management and Acquisition	04
CIS	495	Special Topics in Information Systems	04
CIS	499	Senior Project in Information Systems	04
CS	111	Introduction to Programming	04
CS	422A	Database Programming I	04
CSS	211	Introduction to Network Security	04
ITS	321	Legal and Ethical Issues in Information Technology	04
MTH	401	Statistical Methods	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
PPM	301	Project Management	04
PPM	311	Project Planning	04
PPM	401	Project Cost and Budget Management	04

WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

CS	217A	C++ Programming	04
CS	241	Java Programming	04

SELECT 1 COURSE FROM THE FOLLOWING:

CS	218A	Object Oriented Programming With C++	04
CS	242	Advanced Java Programming	04

BUSINESS REQUIREMENTS - 20 HOURS

ACC	121	Fundamentals of Accounting I	04
MGT	101	Introduction to Business	04
MGT	151	Introduction to E-Business	04
MGT	211	Management and Supervision	04
MGT	321	Management Information Systems	04

GENERAL EDUCATION REQUIREMENTS - 64 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	231	Organizational Psychology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

SELECT 1 OF THE FOLLOWING MINORS:

ACCOUNTING MINOR - 24 HOURS

ACC	122	Fundamentals of Accounting II	04
ACC	241	Accounting Concepts	04
ACC	301	Intermediate Accounting I	04

SELECT 3 COURSES FROM THE FOLLOWING:

ACC	231	Computerized Accounting	04
ACC	251	Payroll Accounting	04
ACC	302	Intermediate Accounting II	04
ACC	303	Intermediate Accounting III	04
ACC	312B	Business Entities Taxation	04
ACC	331A	Cost Accounting	04
ACC	341B	Individual Taxation	04

QUARTER HOURS REQUIRED FOR GRADUATION   **193**

CONTINUOUS QUALITY IMPROVEMENT MINOR - 24 HOURS

CQI	301	Quality Theory	04
CQI	311	Statistical Process Control I	04
LNM	311	Introduction to Lean	04
LNM	312	Lean Applications	04
LNM	411	Six Sigma Basics-Green Belt	04
LNM	412	Advanced Six Sigma-Green Belt	04

QUARTER HOURS REQUIRED FOR GRADUATION   **193**

HEALTHCARE INFORMATICS MINOR - 24 HOURS

CIS	371	Introduction to Healthcare Informatics	04
CIS	451	Advanced Healthcare Informatics	04
HSC	111	Introduction to Health Care	04
HSC	312	Health Law and Regulations	04
MED	103	Medical Terminology	04
MED	171	Electronic Medical Records	04

QUARTER HOURS REQUIRED FOR GRADUATION   **193**

INFORMATION ASSURANCE MINOR - 28 HOURS

ITS	305	Security Policies and Auditing	04
ITS	315	Information Systems Threat Assessment	04
ITS	325	Securing Systems	04
ITS	405	Internet and Web Security	04
ITS	415	Firewall Concepts	04
ITS	425	Computer Forensics and Investigation	04
ITS	435	Disaster Recovery	04

QUARTER HOURS REQUIRED FOR GRADUATION   **197**

MANAGEMENT MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

MGT	212	Human Resource Management	04
MGT	222	Management Seminar	04
MGT	250	Conflict Management	04
MGT	350	Services Management	04
MGT	405	Contemporary Management Strategies	04
MGT	422	Operations Management	04
MGT	442	Global Management	04

QUARTER HOURS REQUIRED FOR GRADUATION   **193**

5 YEAR MSIS PROGRAM - 25 HOURS

BUS	615	Human Behavior Management of Organizations	04
BUS	678	Research and Statistics for Managers	04
MIS	501	Management Information Systems Seminar	01
MIS	511	Management Information Systems	04
MIS	521	Information Systems Project Management	04
MIS	531	Database Design and Management	04
MIS	541	Data Communications and Networking	04

QUARTER HOURS REQUIRED FOR GRADUATION   **194**

WEB DEVELOPMENT MINOR - 24 HOURS

WEB	111A	HTML Programming	04
WEB	211	Web Scripting	04
WEB	221	Interactive Web Design	04

SELECT 3 COURSES FROM THE FOLLOWING:

WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WEB	222	Internet Commerce	04
WEB	231	Server-side Programming	04
WEB	241	ActionScript Programming	04

QUARTER HOURS REQUIRED FOR GRADUATION   **193**

This program is offered at the following Baker College campus: Online.

Project Management and Planning
Bachelor of Information Systems

Information Systems professionals serve as strategic liaisons between administrative and technological functions of an organization. I.S. professionals integrate business processes and complex information technology while serving as consultants, designers, or implementers of new solutions that assist an organization in achieving goals. Related occupations include Information Systems Manager, Chief Information Officer, Project Manager, Computer Systems Analyst, and Systems Administrator. This major prepares an individual for immediate application of the knowledge, skills, tools, and techniques that are utilized in the practice of project management. The philosophy as well as the set of methods learned in this program will enable graduates to lead projects, complete them on time and within budget. This program will help prepare students for certification as a project manager.

Course Number		Course Title	Quarter Hours

PROJECT MANAGEMENT AND PLANNING MAJOR - 101 HOURS

CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	331	Database Management Using SQL	04
CIS	351	System Modeling and Design	04
CIS	421B	Database Administration I	04
CIS	431	Enterprise Architecture	04
CIS	441	IS Strategy, Management and Acquisition	04
CIS	495	Special Topics in Information Systems	04

CIS	499	Senior Project in Information Systems	04
CS	111	Introduction to Programming	04
CS	422A	Database Programming I	04
CSS	211	Introduction to Network Security	04
ITS	321	Legal and Ethical Issues in Information Technology	04
MTH	401	Statistical Methods	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
PPM	301	Project Management	04
PPM	311	Project Planning	04
PPM	321	Negotiation Strategies	04
PPM	401	Project Cost and Budget Management	04
PPM	411	Leading Project Teams	04
PPM	421	Contracting and Procurement for Project Managers	04
PPM	499	Senior Design Project in Project Management	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

CS	217A	C++ Programming	04
CS	241	Java Programming	04

SELECT 1 COURSE FROM THE FOLLOWING:

CS	218A	Object Oriented Programming With C++	04
CS	242	Advanced Java Programming	04

BUSINESS REQUIREMENTS - 20 HOURS

ACC	121	Fundamentals of Accounting I	04
MGT	101	Introduction to Business	04
MGT	151	Introduction to E-Business	04
MGT	211	Management and Supervision	04
MGT	321	Management Information Systems	04

GENERAL EDUCATION REQUIREMENTS - 64 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	121B	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	231	Organizational Psychology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

QUARTER HOURS REQUIRED FOR GRADUATION **185**

This program is offered at the following Baker College campus: Online.

Information Technology and Security
Bachelor of Information Technology and Security

This program prepares graduates for career opportunities in information technology and security technology as network administrators, system analysts, or management of an information technology team. Employees with information technology and security knowledge are considered an integral part of many business' information technology teams. Information technology workers work in health care, business, information systems, technical, and engineering fields. They possess the skills to manage information technology teams as well as handle the technical aspects of the network infrastructure.

Course Number		Course Title	Quarter Hours
INFORMATION TECHNOLOGY AND SECURITY MAJOR - 97 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	107B	Computer Operating Systems and Maintenance II	04
CIS	331	Database Management Using SQL	04
CSS	211	Introduction to Network Security	04
ELECT	105A	Computer Information Systems Elective	04
ITS	321	Legal and Ethical Issues in Information Technology	04
ITS	331	Designing for Security	04
ITS	341	Scripting for Network Administrators	04
ITS	421	Tactical Perimeter Defense	04
ITS	491	Information Security Research and Design Project	04
LUX	205	Introduction to Linux/Unix	04
MNP	171	Windows Vista Configuration	04
MNP	221	Configuring Windows Server 2008 Network Infrastructure	04
MTH	401	Statistical Methods	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

MGT	211	Management and Supervision	04
MGT	231	Small Business Management	04

SELECT 1 COURSE FROM THE FOLLOWING:

CIS	251	Systems Development Methods	04
PPM	301	Project Management	04

SELECT 1 COURSE FROM THE FOLLOWING:

CSC	121A	Network Fundamentals	04
NET	222	Introduction to Routers and Routing	04

SELECT 1 COURSE FROM THE FOLLOWING:

CSC	222	Cisco Wireless Networking	04
NET	211	Wireless Networking	04

SELECT 1 GROUP FROM THE FOLLOWING:

COMPUTER SYSTEM SECURITY

CSS	111	Introduction to Information System Security	04
NET	241	Firewall Architecture and Management I	04
NET	242	Firewall Architecture and Management II	04

OR

MICROSOFT

ELECT	105B	Computer Information Systems Elective	04
MNP	211	Configuring Windows Server 2008 Active Directory	04
MNP	231	Administering Windows Server 2008	04

GENERAL EDUCATION REQUIREMENTS - 64 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04

SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

SELECT 1 OF THE FOLLOWING MINORS:

INFORMATION ASSURANCE MINOR - 28 HOURS

ITS	305	Security Policies and Auditing	04
ITS	315	Information Systems Threat Assessment	04
ITS	325	Securing Systems	04
ITS	405	Internet and Web Security	04
ITS	415	Firewall Concepts	04
ITS	425	Computer Forensics and Investigation	04
ITS	435	Disaster Recovery	04

QUARTER HOURS REQUIRED FOR GRADUATION　　**189**

5 YEAR MSIS PROGRAM - 25 HOURS

BUS	615	Human Behavior Management of Organizations	04
BUS	678	Research and Statistics for Managers	04
MIS	501	Management Information Systems Seminar	01
MIS	511	Management Information Systems	04
MIS	521	Information Systems Project Management	04
MIS	531	Database Design and Management	04
MIS	541	Data Communications and Networking	04

QUARTER HOURS REQUIRED FOR GRADUATION　　**186**

Due to the complexity of this program, students are strongly encouraged to seek the assistance of an advisor during each registration period.

This program is offered at the following Baker College campus: Online.

Criminal Justice

Bachelor of Science in Criminal Justice

This program prepares graduates with the skills, tools, and methods needed to work in the criminal justice profession. The program explores the philosophical underpinnings of crime and justice. Graduates will understand the interrelatedness of police, corrections, and the courts. Concepts of justice, duty, and societal issues will be examined along with various ethical issues related to criminal justice topics. Graduates will model ethical behavior and a commitment to service with the skills necessary to respond to complex and dynamic situations appropriately. Interpersonal communication and writing skills germane to the criminal justice profession are practiced throughout the program.

Course Number		Course Title	Quarter Hours

CRIMINAL JUSTICE MAJOR - 120 HOURS

CRJ	101	Introduction to Criminal Justice	04
CRJ	106	Introduction to Corrections	04
CRJ	111	9-1-1 Telecommunications I	04
CRJ	112	9-1-1 Telecommunications II	04
CRJ	121	Correctional Facilities	04
CRJ	131	Client Relations	04
CRJ	141	Criminology	04
CRJ	151	Legal Issues in Corrections	04
CRJ	211	Interpersonal Communication and Conflict Management	04
CRJ	221	Interviewing, Investigations and Report Writing	04
CRJ	231	Principles of Policing I	04
CRJ	232	Principles of Policing II	04
CRJ	261	Retail Security	04
CRJ	281	Criminal Justice Seminar I	01
CRJ	301	Juvenile Justice Concepts	04
CRJ	311	Ethical Issues in Criminal Justice	04
CRJ	321	Criminal Law	04
CRJ	331	Cybercrime Investigations	04
CRJ	341	Introduction to Forensic Science	04

CRJ	351	Evidence Collection and Procedures	04
CRJ	361	Organized Crime and Youth Gangs	04
CRJ	371	Criminal Courts	04
CRJ	421	Evidence-Based Practices	04
CRJ	431	Terrorism and Homeland Security	04
CRJ	441	Organizational Leadership in Criminal Justice	04
CRJ	481	Criminal Justice Seminar II	01
HSC	102	BLS Provider Training and First Aid	01
HUS	201	Substance Abuse	04
PSY	311	Abnormal Psychology	04
WRK	281	Criminal Justice Internship I	04
WRK	291B	Professional Career Strategies	01
WRK	481	Criminal Justice Internship II	04

SELECT 1 COURSE FROM THE FOLLOWING:

CRJ	171	Defensive Tactics	04
CRJ	181	Community Corrections	04

GENERAL EDUCATION REQUIREMENTS - 68 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	101	Human Relations	04
SOC	201	Sociology	04
SOC	301	Social Problems	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

QUARTER HOURS REQUIRED FOR GRADUATION　　**188**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Online.

Nursing

Bachelor of Science in Nursing

The goal of the Baker College baccalaureate nursing program is to provide an opportunity for licensed registered nurses to continue their professional growth by the acquisition of knowledge, and skills needed to function in healthcare settings that are responsive to individual and community needs as professional nurses. These individuals will develop into leaders of research, practice, education and administration within the health care environment.

PROGRAM CONDITIONAL REQUIREMENTS

US Registered Nurse License Approved Credit		72

Course Number		Course Title	Quarter Hour

REQUIRED COURSES - 18 HOURS

PSY	111	General Psychology	04
SCI	102C	Human Anatomy and Physiology II	05
SCI	220A	Microbiology	05

SELECT 1 COURSE FROM THE FOLLOWING:

HSC	103	The Human Body-Holistic Perspective	04
HSC	221	Nutrition	04

NURSING MAJOR - 48 HOURS

CIS	371	Introduction to Healthcare Informatics	04
HUM	353	Art Appreciation	02
HUM	357	Music Appreciation	02
NUR	311	Fundamentals of Professional Nursing Practice	04

NUR	321	Nursing Assessment for the Registered Nurse	04
NUR	331	Health Promotion and Vulnerable Populations	04
NUR	341	Nursing Theory and Research	04
NUR	411	Community Health Nursing	04
NUR	412	Community Health Nursing Practicum	04
NUR	421	Nursing Leadership and Management	04
NUR	422	Nursing Leadership and Management Practicum	04
NUR	482	Nursing Seminar	04

SELECT 1 COURSE FROM THE FOLLOWING:

| NUR | 431 | Global Health | 04 |
| NUR | 441 | Pathophysiology for the Registered Nurse | 04 |

GENERAL EDUCATION REQUIREMENTS - 44 HOURS

HUM	401A	Philosophy of Ethics	04
MTH	112	Intermediate Algebra	04
MTH	401	Statistical Methods	04
PSY	221	Developmental Psychology	04
SOC	321	Cultural Diversity	04
SPN	101	Spanish I	04

SELECT 1 COURSE FROM THE FOLLOWING:

ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04

SELECT 1 COURSE FROM THE FOLLOWING:

ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
ITP	111	American Sign Language I	04
ITP	112	American Sign Language II	04
POL	401	International Relations	04
SOC	341	Global Perspectives	04
SPN	102	Spanish II	04

SELECT 1 COURSE FROM THE FOLLOWING:

POL	201A	American Political Systems	04
PSY	211	Psychology of Death and Dying	04
PSY	231	Organizational Psychology	04
PSY	335	Human Sexuality	04
PSY	351	Adolescent Psychology	04
PSY	401	Social Psychology	04
SOC	201	Sociology	04
SOC	301	Social Problems	04

SELECT 1 COURSE FROM THE FOLLOWING:

SCI	215	Integrated Physics	04
SCI	246	Chemistry I	04
SCI	321	Principles of Astronomy	04

SELECT 1 COURSE FROM THE FOLLOWING:

| SPK | 211 | Group Dynamics | 04 |
| SPK | 401 | Presentational Speaking | 04 |

QUARTER HOURS REQUIRED FOR GRADUATION **182**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College campus: Online.

Psychology
Bachelor of Science in Psychology

Psychology is the study of mental processes and behavior. As such, a scholarly background in psychology is useful and versatile for students to have both personally and professionally. The Psychology program will help to prepare students for a variety of professions and careers or to enter graduate study in psychology, as well as in other related disciplines and fields. The American Psychological Association's Board of Educational Affairs Task Force established specific guidelines for undergraduate psychology major competencies (Undergraduate Psychology Major Learning Goals and Outcomes: A Report, March 2002). The undergraduate psychology major at Baker College Online adapts from, and conforms to, these guidelines and standards.

The program seeks to assist students with the development of foundational skills, information, and knowledge in the discipline of psychology. The student then transfers the information learned into actual knowledge which leads to the transformation of knowledge into understanding and application.

The Bachelor of Science in Psychology at Baker College Online is a 100% online program and is not available through a Baker College campus. Students in this program will receive all support services through the Baker Online campus. Courses cannot be taken at another Baker College campus.

Course Number		Course Title	Quarter Hours
PSYCHOLOGY MAJOR - 84 HOURS			
MTH	401	Statistical Methods	04
PSY	121	History of Psychology	04
PSY	251	Cognitive Psychology	04
PSY	311	Abnormal Psychology	04
PSY	336	Psychology of Gender	04
PSY	355	Personality Psychology	04
PSY	366	Research Methods I	04
PSY	367	Research Methods II	04
PSY	381	Cross-Cultural Psychology	04
PSY	391	Bio-Chemical/Neural Psychology	04
PSY	431	Physiological Psychology	04
PSY	441	Sensation and Perception	04
PSY	442	Learning and Memory	04
PSY	445	Motivation and Emotion	04
PSY	451	Psychopharmacology for Psychology Majors	04
PSY	491	Senior Seminar: Psychology	04

SELECT 5 COURSES FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	211	Psychology of Death and Dying	04
PSY	231	Organizational Psychology	04
PSY	271	Sports Psychology	04
PSY	335	Human Sexuality	04
PSY	350	Child Psychology	04
PSY	351	Adolescent Psychology	04
WRK	301	Internship	04

GENERAL EDUCATION REQUIREMENTS - 72 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
PSY	111	General Psychology	04
PSY	221	Developmental Psychology	04
PSY	401	Social Psychology	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

SELECT 2 COURSE FROM THE FOLLOWING:

ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	411	Studies in Literature	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04
ELECTIVE CREDIT			24

QUARTER HOURS REQUIRED FOR GRADUATION   180

This program is offered at the following Baker College campus: Online.

Web Development
Bachelor of Web Development

This program is designed to work in conjunction with the Associate of Applied Science degree in Web Design to provide individuals with additional technical skills in the Web development field. While the associate's degree gives students a generalist base of skills, this degree targets the programming and development skills required to develop interactive, database driven Web sites.

Course Number		Course Title	Quarter Hours

WEB DEVELOPMENT MAJOR - 121 HOURS

CIS	251	Systems Development Methods	04
CIS	310	Visual BASIC	04
CIS	311	Advanced Visual BASIC	04
CIS	331	Database Management Using SQL	04
CIS	351	System Modeling and Design	04
CIS	421B	Database Administration I	04
CS	111	Introduction to Programming	04
CS	241	Java Programming	04
CS	242	Advanced Java Programming	04
CS	332A	Advanced HTML Programming	04
CS	422A	Database Programming I	04
CS	461	Security	04
CSS	111	Introduction to Information System Security	04
GRC	131A	Introduction to Graphic Imaging	04
LUX	205	Introduction to Linux/Unix	04
WEB	111A	HTML Programming	04
WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WEB	211	Web Scripting	04
WEB	221	Interactive Web Design	04
WEB	222	Internet Commerce	04
WEB	241	ActionScript Programming	04
WEB	321	Web Application Development Tools	04
WEB	331	Java Enterprise Edition	04
WEB	361	Web Server Administration	04
WEB	411	Web Usability Design	04
WEB	421	Web Portals	04
WEB	431	Enterprise Web Applications	04
WRK	218	Work Experience Project	04
WRK	291B	Professional Career Strategies	01

SELECT 1 COURSE FROM THE FOLLOWING:

WEB	231	Server-side Programming	04
WEB	322	Web Application Development Programming	04

GENERAL EDUCATION REQUIREMENTS - 68 HOURS

ELECT 111A	Scientific Inquiry Elective	04
ELECT 121A	Communication Elective	04
ELECT 121B	Communication Elective	04
ELECT 131A	Global and Cultural Perspectives Elective	04
ELECT 131B	Global and Cultural Perspectives Elective	04

ELECT 141A	Personal and Social Environments Elective	04
ELECT 141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	114A	Introduction to Database Applications	02
INF	131	Internet and the World Wide Web	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04

QUARTER HOURS REQUIRED FOR GRADUATION   189

This program is offered at the following Baker College campus: Online.

Project Management and Planning
Postbaccalaureate Certificate

This postbaccalaureate certificate prepares an individual for immediate application of the knowledge, skills, tools, and techniques that are utilized in the practice of project management. The philosophy as well as the set of methods learned in this program will enable graduates to lead projects completing them on time and within budget. This program will help prepare students for formal project management certification.

BACHELOR'S DEGREE OR APPROVED EQUIVALENT OF 180 QUARTER HOURS FROM AN ACCREDITED INSTITUTION IN ORDER TO ENROLL IN A POSTBACCALAUREATE CERTIFICATE PROGRAM.

PROGRAM CONDITIONAL REQUIREMENTS

Bachelor's Degree

Course Number		Course Title	Quarter Hours

REQUIREMENTS - 28 HOURS

PPM	301	Project Management	04
PPM	311	Project Planning	04
PPM	321	Negotiation Strategies	04
PPM	401	Project Cost and Budget Management	04
PPM	411	Leading Project Teams	04
PPM	421	Contracting and Procurement for Project Managers	04
PPM	499	Senior Design Project in Project Management	04

QUARTER HOURS REQUIRED FOR GRADUATION   28

This program is offered at the following Baker College campus: Online.

Computer Information Systems Electives

CIS/TECHNICAL ELECTIVES

CIS	119A	iSeries CL and File Design	04
CIS	132A	RPG IV	04
CIS	211	Information Technology Customer Service and Support	04
CIS	233A	Advanced RPG IV	04
CIS	303A	Computer Architecture	04
CIS	310	Visual BASIC	04
CIS	311	Advanced Visual BASIC	04
CIS	404	Advanced Computer Architecture	04
CIS	421B	Database Administration I	04
CIS	422	Database Administration II	04
CS	111	Introduction to Programming	04
CS	217A	C++ Programming	04
CS	218A	Object Oriented Programming With C++	04
CS	221	Introduction to Java	04
CS	222	Programming with Java Technology	04
CS	223	Java Object Oriented Programming	04
CS	241	Java Programming	04
CS	242	Advanced Java Programming	04
CS	332A	Advanced HTML Programming	04
CS	422A	Database Programming I	04
CS	423	Database Programming II	04
CSC	121A	Network Fundamentals	04
CSC	221A	Routing Protocols and Concepts	08
CSC	222	Cisco Wireless Networking	04
CSC	223	Cisco Voice Networking	04
CSC	231A	LAN Switching and Wireless	08
CSC	241	WAN Design and Network Management	08
CSS	111	Introduction to Information System Security	04
CSS	211	Introduction to Network Security	04
EET	111A	Electrical Technology	04
EET	115	DC Circuits	06
EET	136	Digital Circuits I	04
EET	216	Digital Circuits II	04
GRC	131A	Introduction to Graphic Imaging	04
ITS	341	Scripting for Network Administrators	04
LUX	205	Introduction to Linux/Unix	04
LUX	211	Shell Programming	04
LUX	261	Linux/Unix System Administration I	04
LUX	262	Linux/Unix System Administration II	04
LUX	263	Linux/Unix System Administration III	04
MNP	171	Windows Vista Configuration	04
MNP	211	Configuring Windows Server 2008 Active Directory	04
MNP	221	Configuring Windows Server 2008 Network Infrastructure	04
MNP	231	Administering Windows Server 2008	04
NET	102	Networking Essentials II	04
NET	211	Wireless Networking	04
NET	222	Introduction to Routers and Routing	04
NET	224	Advanced Routers and Routing	04
NET	226A	Designing Internetwork Solutions	04
WEB	111A	HTML Programming	04
WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WEB	211	Web Scripting	04
WEB	221	Interactive Web Design	04
WEB	222	Internet Commerce	04
WEB	231	Server-side Programming	04
WEB	241	ActionScript Programming	04

General Education Electives

COMMUNICATION ELECTIVES

ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04

COMPUTER LITERACY ELECTIVES

INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02

GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES

ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
ITP	111	American Sign Language I	04
ITP	112	American Sign Language II	04
POL	401	International Relations	04
SOC	341	Global Perspectives	04
SPN	101	Spanish I	04
SPN	102	Spanish II	04
SPN	103	Spanish III	04

PERSONAL AND SOCIAL ENVIRONMENTS ELECTIVES

POL	201A	American Political Systems	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	335	Human Sexuality	04
PSY	351	Adolescent Psychology	04
PSY	401	Social Psychology	04
SOC	201	Sociology	04
SOC	301	Social Problems	04

SCIENTIFIC INQUIRY ELECTIVES

SCI	101C	Human Anatomy and Physiology I	05
SCI	111	Biology	05
SCI	215	Integrated Physics	04
SCI	220A	Microbiology	05
SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
SCI	251	General Physics I	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

Corporate Services of Clinton Township Programs

CERTIFICATES
Medical Insurance Specialist
Small Business Management/Entrepreneurship

ASSOCIATE'S DEGREES
Associate of Applied Science
    Industrial Relations
    Industrial Technology
    Medical Insurance Specialist
Associate of Business
    Management
    Small Business Management/Entrepreneurship

BACHELOR'S DEGREES
Bachelor of Business Administration
    Management
Bachelor of Business Leadership - Accelerated Program
Bachelor of Industrial Management
Bachelor of Leadership in Public Safety - Accelerated Program

PROFESSIONAL DEVELOPMENT DIVISION
Leadership Institute
Personal Finance
Project Management
Quality Tools and Methods

General education requirements must be met for all certificates of substantial length (68 or more quarter hours), as well as associate and bachelor degree programs. All graduates must meet the general education outcome requirements established by each academic program. The general education requirements are listed below each program's requirements. In addition, any student who places into a developmental education course(s) must meet those course requirements within the first academic year, prior to enrolling in the college level general education course(s).

College Success Strategies (COL 111A) is required for all first-time freshmen. College Success Online (COL 112) is required for all Baker College Online first-time freshmen and for all students enrolled in an online certificate or degree program. These courses will inform students of campus services, policies and procedures, and address learning styles and study strategies.

Many of the courses and programs at Baker College are offered in an online delivery format. See page 119 for Baker College Online programs. Contact your campus Academic/Administrative Office for details about online courses.

If electives are indicated in a program, please refer to the list of Elective Options on page 146.

If general education electives are indicated in a program, please refer to the General Education Course Requirements on page 21. (General education electives may consist of one or more of the following General Education Outcomes: communication, mathematical reasoning, personal and social environments, computer literacy, global and cultural perspectives, and scientific inquiry.)

Information regarding double majors and/or minors is located on page 253. Contact your campus academic staff to discuss requirements.

Medical Insurance Specialist
Certificate

This program prepares students to identify the major sources of health insurance and their rules and policies affecting billing and payment. An emphasis will be placed on the student's ability to abstract diagnostic and procedure codes, process claims in an outpatient setting, and management of account receivables to maximize optimum reimbursement. Graduates are encouraged to take the national certification exam.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 67 HOURS			
ENG	101	Composition I	04
HSC	104	Introduction to Disease	04
INF	112	Word Processing	02
MED	103	Medical Terminology	04
MED	207	Medical Office Procedures	04
MED	241	Practice Management	04
MIS	101	Overview of Medical Insurance	02
MIS	111A	CPT Coding	08
MIS	131	ICD-9-CM Coding	04
MIS	161A	Advanced Medical Coding	04
MIS	201A	Medical Claims Processing	08
MIS	231	Advanced Billing Concepts	04
MIS	291	Coding Review	02
SCI	100F	Structure and Function of the Human Body	04
WRK	261	Medical Insurance Specialist Externship	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	101	Mathematics for Business	04
MTH	111	Introductory Algebra	04
QUARTER HOURS REQUIRED FOR GRADUATION			**67**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College extension: Corporate Services.

Small Business Management/Entrepreneurship
Certificate

This program is designed for those individuals who are operating small businesses and wish to enhance their small business management knowledge and skills. It is also appropriate for those individuals who desire to work in a small business environment or begin their own small business.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 44 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ENG	101	Composition I	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MGT	101	Introduction to Business	04
MTH	111	Introductory Algebra	04
SBM	115	Small Business Development and Planning	04
SBM	121A	Small Business Marketing and Promotion Techniques	04
SBM	131	Managing Small Business Operations	04
SBM	241	Managing Human Resources in Small Business	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**44**

This program is offered at the following Baker College extension: Corporate Services.

Industrial Relations
Associate of Applied Science Degree

This program is designed to meet the needs of students who are currently employed or are planning to pursue a career in manufacturing or business and industrial training. Understanding the necessary skills for individual and group problem solving is required in the contemporary employment world and will be stressed and developed.

Course Number		Course Title	Quarter Hours
INDUSTRIAL RELATIONS - 60 HOURS			
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FLEX	1	Flex Studies	04
FLEX	2	Flex Studies	04
FLEX	3	Flex Studies	04
FLEX	4	Flex Studies	04
FLEX	5	Flex Studies	04
FLEX	6	Flex Studies	04
MGT	101	Introduction to Business	04
MGT	211	Management and Supervision	04
MTH	112	Intermediate Algebra	04
POL	201A	American Political Systems	04
SOC	201	Sociology	04
SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**92**

* Flex Studies can be met by satisfying coursework requirements for a certificate program with prior approval from the campus dean.

This program is offered at the following Baker College extension: Corporate Services.

Industrial Technology
Associate of Applied Science Degree

This degree is a unique program designed specifically for an individual who has already attained journeyperson status as recognized by the US Department of Labor. The individual's completed formal apprenticeship training program, as registered in the Office of Apprenticeship, transfers in as his/her major. The remaining course requirements give students the skills necessary to expand his/her knowledge and career opportunities.

Course Number		Course Title	Quarter Hours
INDUSTRIAL TECHNOLOGY MAJOR - 96 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
JNYCD	100	Journeyman Status	72
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	101	Mathematics for Business	04
MTH	111	Introductory Algebra	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**96**

This program is offered at the following Baker College extension: Corporate Services.

Medical Insurance Specialist
Associate of Applied Science Degree

This program prepares students to identify the major sources of health insurance and their rules and policies affecting billing and payment. An emphasis will be placed on the student's ability to abstract diagnostic and procedure codes, process claims, and management of account receivables to maximize optimum reimbursement.

Course Number		Course Title	Quarter Hours
MEDICAL INSURANCE SPECIALIST MAJOR - 62 HOURS			
HSC	102	BLS Provider Training and First Aid	01
HSC	104	Introduction to Disease	04
MED	103	Medical Terminology	04
MED	207	Medical Office Procedures	04
MED	241	Practice Management	04
MIS	101	Overview of Medical Insurance	02
MIS	111A	CPT Coding	08
MIS	131	ICD-9-CM Coding	04
MIS	161	Intermediate/Specialty Billing	04
MIS	201A	Medical Claims Processing	08
MIS	211	Facility Insurance Billing	04
MIS	231	Advanced Billing Concepts	04
MIS	291	Coding Review	02
SCI	100F	Structure and Function of the Human Body	04
WRK	261	Medical Insurance Specialist Externship	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	120A	Communication Elective	04
ELECT	166A	Computer Literacy Elective	02
ELECT	166B	Computer Literacy Elective	02
ELECT	166C	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	101	Mathematics for Business	04
MTH	111	Introductory Algebra	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**94**

Access additional program information at www.baker.edu.

This program is offered at the following Baker College extension: Corporate Services.

Management
Associate of Business Degree

ACCREDITED BY *IACBE* At the associate's level, the Business Administration curricula are designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of cases, communication, team building, and decision making.

Through these skills students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Course Number		Course Title	Quarter Hours
MANAGEMENT MAJOR - 28 HOURS			
MGT	114	Customer Service	04
MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04
MGT	222	Management Seminar	04
MGT	231	Small Business Management	04
MGT	241	Business Success Seminar	04
MGT	250	Conflict Management	04
BUSINESS REQUIREMENTS - 32 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**92**

This program is offered at the following Baker College extension: Corporate Services.

Small Business Management/Entrepreneurship

Associate of Business Degree

This program is designed for those who desire to own, operate, or manage a small business. This program focuses on establishing, financing, marketing, and managing a small business.

Course Number		Course Title	Quarter Hours
SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP MAJOR - 28 HOURS			
SBM	115	Small Business Development and Planning	04
SBM	121A	Small Business Marketing and Promotion Techniques	04
SBM	131	Managing Small Business Operations	04
SBM	211A	Accounting, Finance, and Tax for Small Businesses	04
SBM	241	Managing Human Resources in Small Business	04
SBM	291	Small Business Management Seminar	04
SELECT 1 COURSE FROM THE FOLLOWING:			
ELECT	205A	Management Elective	04
WRK	201	Internship	04
WRK	211	Cooperative Education I	04
BUSINESS REQUIREMENTS - 32 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MKT	111B	Principles of Marketing	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**92**

This program is offered at the following Baker College extension: Corporate Services.

Management

Bachelor of Business Administration

The major objective of the management program is to train broadly competent administrators for service in a wide variety of organizations public or private, product or service oriented, profit or not for profit. To accomplish this basic objective, this program offers students the opportunity to acquire knowledge about the management of human and physical resources and to acquire skills useful in the management of any organization. This program emphasizes the importance of effective oral and written communication, teamwork, decision making, entrepreneurial management, and diversity in the business environment. In addition, this program introduces students to the application and strategic use of the acquired knowledge and skills in areas such as personnel management, organizational behavior, production management, international business, and small business.

Course Number		Course Title	Quarter Hours
MANAGEMENT MAJOR - 44 HOURS			
MGT	114	Customer Service	04
MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04

MGT	222	Management Seminar	04
MGT	231	Small Business Management	04
MGT	241	Business Success Seminar	04
MGT	250	Conflict Management	04
MGT	422	Operations Management	04
MGT	431	Strategic Management	04
MGT	442	Global Management	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MGT	350	Services Management	04
MGT	401	Labor Management Relations	04
MGT	405	Contemporary Management Strategies	04
BUSINESS REQUIREMENTS - 48 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
FIN	301A	Principles of Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MGT	321	Management Information Systems	04
MKT	111B	Principles of Marketing	04
MTH	401	Statistical Methods	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MGT	301	Organizational Behavior	04
MGT	311	Organizational Change	04
GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
ELECT	141A	Personal and Social Environments Elective	04
ELECT	141B	Personal and Social Environments Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
SELECT 1 COURSE FROM THE FOLLOWING:			
SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
SELECT 1 OF THE FOLLOWING MINORS:			
FLEX-STUDIES MINOR - 24 HOURS			
FLEX	1	Flex Studies	04
FLEX	2	Flex Studies	04
FLEX	3	Flex Studies	04
FLEX	4	Flex Studies	04
FLEX	5	Flex Studies	04
FLEX	6	Flex Studies	04
QUARTER HOURS REQUIRED FOR GRADUATION			**188**
5 YEAR MBA PROGRAM - 25 HOURS			
BUS	572	Human Resource Management	04
BUS	609	Graduate Seminar	01
BUS	615	Human Behavior Management of Organizations	04
BUS	630	Accounting for the Contemporary Manager	04
BUS	660	The Marketing Environment	04
BUS	675	Management Information Systems	04
BUS	678	Research and Statistics for Managers	04
QUARTER HOURS REQUIRED FOR GRADUATION			**189**

MARKETING MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	291	Marketing Seminar	04
MKT	312	Consumer Behavior	04
MKT	401	Marketing Research	04
MKT	402	Advertising Management	04
MKT	421	Marketing Management	04

QUARTER HOURS REQUIRED FOR GRADUATION **188**

PROJECT MANAGEMENT MINOR - 24 HOURS

PPM	301	Project Management	04
PPM	311	Project Planning	04
PPM	321	Negotiation Strategies	04
PPM	401	Project Cost and Budget Management	04
PPM	411	Leading Project Teams	04
PPM	421	Contracting and Procurement for Project Managers	04

QUARTER HOURS REQUIRED FOR GRADUATION **188**

This program is offered at the following Baker College extension: Corporate Services.

Business Leadership Accelerated Program
Bachelor of Business Leadership

This program provides an opportunity for the holder of an approved associate's degree or equivalent with significant full-time work experience to earn a baccalaureate degree at an accelerated pace. This degree will blend concepts and practical application, preparing the graduate for a position in business or organizational leadership.

PROGRAM CONDITIONAL REQUIREMENTS

File approved by Dean
Resume/Work experience
Writing sample
Associate's Degree 90

Course Number	Course Title	Quarter Hours

BUSINESS LEADERSHIP MAJOR - 33 HOURS

ACC	351R	Accounting and Financial Management	06
BUS	301	Accelerated Program Workshop	01
BUS	499A	Integration Portfolio	02
HRM	401R	Human Resources and Employment Law	06
MGT	414R	Strategic Leadership	06
MGT	451R	Management Styles and Strategies	06
MKT	431R	Marketing Strategies	06

GENERAL EDUCATION REQUIREMENTS - 46 HOURS

ECN	301R	International Economics	06
ELECT	111A	Scientific Inquiry Elective	04
ELECT	141A	Personal and Social Environments Elective	04
HUM	401A	Philosophy of Ethics	04
MTH	312R	Research and Statistics	06
PSY	231R	Organizational Psychology	06
SOC	321R	Cultural Diversity	06
WRI	312R	Research Writing	06

SELECT 1 COURSE FROM THE FOLLOWING:

SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
ELECTIVE CREDIT			11

QUARTER HOURS REQUIRED FOR GRADUATION **180**

This program is offered at the following Baker College extension: Corporate Services.

Industrial Management
Bachelor of Industrial Management

This program is designed for the individual who is seeking to gain an entry-level position or to increase his/her opportunities for promotion in industrial management.

ASSOCIATE'S DEGREE OR APPROVED EQUIVALENT OF 90 QUARTER HOURS FROM AN ACCREDITED INSTITUTION TO INCLUDE SPECIFIC BUSINESS AND GENERAL EDUCATION PROGRAM PREREQUISITES. (MINIMUM GPA 2.0)

APPROVED CREDIT 46

Course Number	Course Title	Quarter Hours

REQUIRED COURSES - 44 HOURS

ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ELECT	161C	Computer Literacy Elective	02
ELECT	161D	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
MGT	101	Introduction to Business	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
MTH	124	Trigonometry	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SELECT 1 COURSE FROM THE FOLLOWING:

PSY	101	Human Relations	04
PSY	111	General Psychology	04

INDUSTRIAL MANAGEMENT MAJOR - 56 HOURS

ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
CQI	301	Quality Theory	04
FIN	301A	Principles of Finance	04
ISE	321A	Engineering Economy I	04
ISE	491	Engineering Project Management	04
ISE	495	Industrial Management Seminar	04
MGT	211	Management and Supervision	04
MGT	212	Human Resource Management	04
MGT	222	Management Seminar	04
MGT	401	Labor Management Relations	04
MGT	422	Operations Management	04
MGT	442	Global Management	04

SELECT 1 COURSE FROM THE FOLLOWING:

MGT	301	Organizational Behavior	04
MGT	405	Contemporary Management Strategies	04

GENERAL EDUCATION REQUIREMENTS - 44 HOURS

ECN	201	Principles of Macroeconomics	04
ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
HUM	401A	Philosophy of Ethics	04
MTH	401	Statistical Methods	04
PSY	231	Organizational Psychology	04
SCI	451	Environmental Science	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	401	Presentational Speaking	04
WRI	301A	Report Writing	04

QUARTER HOURS REQUIRED FOR GRADUATION **190**

This program is offered at the following Baker College extension: Corporate Services.

Leadership in Public Safety Accelerated Program

Bachelor of Leadership

This program provides an opportunity for a holder of an approved associate's degree or equivalent, with significant full-time work experience in a public safety environment, to earn a baccalaureate degree at an accelerated pace. This program provides students with an advanced understanding and application of the fundamentals of business management and leadership in today's global, diverse, highly competitive, and rapidly changing environment, thereby preparing them for successful careers as leaders in the area of Public Safety.

PROGRAM CONDITIONAL REQUIREMENTS

File approved by Dean	
Resume/Work experience	
Writing sample	
Associate's Degree	90

Course Number	Course Title	Quarter Hours

MAJOR CORE - 27 HOURS

BUS	301	Accelerated Program Workshop	01
BUS	499A	Integration Portfolio	02
HRM	401R	Human Resources and Employment Law	06
MGT	445R	Administration and Public Policy	06
MGT	446R	Current Issues in Management and Budgeting in Public Safety	06
MGT	451R	Management Styles and Strategies	06

GENERAL EDUCATION CORE - 48 HOURS

ELECT	111A	Scientific Inquiry Elective	04
ELECT	141A	Personal and Social Environments Elective	04
HUM	401A	Philosophy of Ethics	04
MTH	312R	Research and Statistics	06
PSY	231R	Organizational Psychology	06
SOC	321R	Cultural Diversity	06
SOC	325R	Current Topics in Global Terrorism	06
SPK	435R	Effective Communication in Crisis Environments	06
WRI	312R	Research Writing	06
ELECTIVE CREDIT			15

QUARTER HOURS REQUIRED FOR GRADUATION — **180**

This program is offered at the following Baker College extension: Corporate Services.

General Education Electives

COMMUNICATION ELECTIVES

ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communications	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04

COMPUTER LITERACY ELECTIVES

INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	131	Internet and the World Wide Web	02
INF	141A	Microsoft PowerPoint	02

GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES

ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	321	Ancient World	04
HIS	331A	European History I	04
HIS	332	European History II	04
HIS	411	Emerging Nations	04
HIS	421	World History Since 1945	04
ITP	111	American Sign Language I	04
ITP	112	American Sign Language II	04
POL	401	International Relations	04
SOC	341	Global Perspectives	04
SPN	101	Spanish I	04
SPN	102	Spanish II	04
SPN	103	Spanish III	04

PERSONAL AND SOCIAL ENVIRONMENTS ELECTIVES

POL	201A	American Political Systems	04
PSY	211	Psychology of Death and Dying	04
PSY	221	Developmental Psychology	04
PSY	231	Organizational Psychology	04
PSY	335	Human Sexuality	04
PSY	351	Adolescent Psychology	04
PSY	401	Social Psychology	04
SOC	201	Sociology	04
SOC	301	Social Problems	04

SCIENTIFIC INQUIRY ELECTIVES

SCI	101C	Human Anatomy and Physiology I	05
SCI	111	Biology	05
SCI	215	Integrated Physics	04
SCI	220A	Microbiology	05
SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
SCI	251	General Physics I	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

Descriptions of Undergraduate Courses

ACCOUNTING

ACC 121 Fundamentals of Accounting I ....4 QH
Introduces students to the concept of the accounting cycle and focuses on the interpretation of accounting information for decision-making purposes. An overview of the basic accounting process as well as an introduction to the presentation and uses of financial statement information is provided.
Prerequisite(s): MTH 091 or satisfies developmental math or placement exam.

ACC 122 Fundamentals of Accounting II ....4 QH
Continues the study of accounting concepts begun in Fundamentals of Accounting I, emphasizing financial statement analysis. Annual reports will be utilized extensively to reinforce key concepts. Managerial accounting and its role in decision making will also be examined.
Prerequisite(s): ACC 121.

ACC 231 Computerized Accounting..4 QH
Studies the beneficial role technology plays in processing accounting information. Emphasis is placed on hands-on application utilizing popular accounting software. Specific topics studied include setting up company information, maintenance of accounts and records, journalizing and posting transactions, closing the books and creating financial statements, payroll reports, cost accounting, and inventory management. Service, merchandising, and manufacturing business applications will be discussed.
Prerequisite(s): ACC 241, INF 113, INF 141A.

ACC 241 Accounting Concepts...4 QH
As an introduction to the accounting profession, this course is designed to enable the student to prepare, evaluate, and use accounting data. The mechanics of financial accounting and the overall effect of accounting procedures on published financial statements are examined in detail. Alternative accounting procedures and their impacts on the financial statements are also examined. Coverage includes extensive examination of the accounting equation as well as the accounting process as it relates to receivables, inventory, fixed assets, and bonds payable.
Prerequisite(s): ACC 122.

ACC 251 Payroll Accounting ....4 QH
Studies all aspects of payroll operations, including personnel and payroll records, computations of wages and salaries, relevant laws and acts pertaining to payroll, preparation of payroll registers, recording of accounting entries, and preparation of payroll tax returns.
Prerequisite(s): ACC 241.

ACC 295 Bookkeeper Certification Prep..4 QH
Prepares students for the national bookkeeper certification exam. Topics include adjustments and error corrections, payroll, depreciation, inventory, and internal controls and fraud prevention.
Prerequisite(s): ACC 251, ACC 301, ACC 341B.

ACC 301 Intermediate Accounting I ....4 QH
Begins an in-depth study of the theory and conceptual issues relevant to presentation of financial information for use in external decision-making processes. Emphasis is placed on reporting and disclosure requirements for a complex, classified balance sheet. Other topics include a review of the accounting cycle, preparation of financial statements, the conceptual framework, GAAP, and account reconciliation.
Prerequisite(s): ACC 241 or ACC 291.

ACC 302 Intermediate Accounting II...4 QH
Continues the in-depth study of the theory and conceptual issues begun in Intermediate Accounting I. Emphasis is placed on reporting and disclosure requirements for multi-step income statement. Other topics include reinforcement of the accounting cycle and the interrelatedness of the financial statements and how various accounts affect them.
Prerequisite(s): ACC 301.

ACC 303 Intermediate Accounting III..4 QH
A continuation of the Intermediate series, this course expands on competencies gained through previous study while addressing the reporting and disclosure requirements for the Statement of Cash Flows. In addition, pensions and other unique transactions, events, and disclosures will be addressed.
Prerequisite(s): ACC 302.

ACC 312B Business Entities Taxation ....4 QH
Provides in-depth coverage of the fundamentals of taxation related to business entities including C and S corporations, partnerships and exempt organizations. Emphasis is placed on the application of tax law to the preparation of Federal Income Tax and informational returns for these entities.
Prerequisite(s): ACC 121.'

ACC 331A Cost Accounting ....4 QH
Analyzes costs for decision making, capital investment decisions, quantitative models for planning and control, and performance evaluation. Strategic control systems, using accounting data for internal decision making, and cost control are also emphasized.
Prerequisite(s): ACC 241.

ACC 341B Individual Taxation ....4 QH
Provides in-depth coverage of the fundamentals of federal and state taxation related to individuals. Students will examine the federal tax system; research and apply tax law; and calculate gross income, deductions, and future tax liability. Tax planning for the individual will also be addressed.
Prerequisite(s): ACC 121.

ACC 351R Accounting and Financial Management............................6 QH
Provides an introduction to the application of fundamental concepts of accounting and finance to managerial decision making. Emphasis is placed on the interpretation and use of accounting information and its use in planning and control of organizational assets and operations. This course is exclusive to accelerated Bachelor of Business Leadership.
Prerequisite(s): MTH 312R, WRI 312R.

ACC 411 Auditing, Systems, and Controls I ....4 QH
Introduces the student to the discipline of auditing, accounting systems, and controls in public and private sectors. This course examines the basic accounting and internal control systems before moving into the auditing cycle. Professional standards and responsibilities will also be emphasized.
Prerequisite(s): ACC 303.

ACC 412 Auditing, Systems, and Controls II ....4 QH
A continuation of Auditing, Systems, and Controls I, this course emphasizes the auditing process. Emphasis is placed on professional ethics and auditor's legal liability to clients and third parties as well as the use of specific techniques and procedures for auditing various transaction cycles.
Prerequisite(s): ACC 411.

ACC 431B Governmental and Non-Profit Accounting ....4 QH
Addresses the fundamental principles of accounting for governmental units, colleges, hospitals, voluntary health and welfare organizations, and other non-profit organizations. Students will compare and contrast non-profit accounting processes with those of for-profit enterprises by evaluating the differing regulations for recording transactions, financial reporting, and revenue recognition as well as funding options and budgeting.
Prerequisite(s): ACC 302.

ACC 441 Advanced Accounting...4 QH
Provides students with the knowledge and skills necessary to perform accounting functions related to the acquisition of a business, consolidated financial statements, and disclosure requirements for industry segments.
Prerequisite(s): ACC 303.

ACC 491 Accounting Seminar II...4 QH
Integrates material from the bachelor degree program through practical application of the procedures and practices of the various accounting disciplines. Case studies will be used extensively to reinforce key concepts. This course is the capstone of the bachelor degree in accounting program.
Prerequisite(s): ACC 312B, ACC 412, ACC 331A, ACC 341B, HUM 401A or ACC 312B, ACC 322A, ACC 332, ACC 341A, HUM 401A.

ARCHITECTURAL TECHNOLOGY

AT 301 Fundamentals of Design..4 QH
Introduces students to the basic elements and principles of design, design technology, concepts of space, form, color, texture, and visual techniques necessary for design conceptualization creation and presentation. Fundamental aspects of architecture design methodology and techniques for conceptualization and presentation will also be introduced.
Prerequisite(s): ACT 207.

AT 311A Architectural History I...4 QH
Studies the history and philosophy of architecture in a context of related arts, crafts, and design settings, in significant periods of the western worlds - from Prehistoric and Ancient times, through the Middle Ages (including Byzantine and Islamic extension), up to the Gothic era.

AT 312 Architectural History II..**4 QH**
Studies the history and philosophy of architecture in a context of related arts, crafts, and design settings, in significant periods of the western worlds from Renaissance and Baroque eras, through the 18th century and into the modern world.
Prerequisite(s): ACT 202.

AT 321 Structural Design I...**4 QH**
Studies the fundamental concepts/principles of mechanics and strength of materials in dealing with the state of rest of bodies under the action of forces. Applies the equilibrium conditions to the analysis of concrete structures formed by connected members, including reinforced beams, columns, floors, walls, and footings. The design process is studied in depth, utilizing AISC and ACI Standards. A brief review of trigonometry and algebra is to be included.
Prerequisite(s): ACT 201.

AT 322 Structural Design II..**4 QH**
Continues the study of material strength, basic design, and calculations of structural systems utilizing lumber and structural steel. Includes the strength, stiffness, and stability of various materials. Discusses the stresses caused by bending moments, shear forces, vertical and horizontal loadings, and how to size load supporting structural members under those influences. The design process is studied in depth, utilizing AISC and AF&PA.
Prerequisite(s): AT 321.

AT 401 Architectural Design I..**4 QH**
Begins the development of architectural design principles, theories, and processes, emphasizing the programming phase of project development and preliminary design creation. Students will learn the techniques and skills to research, develop, and create a simple project, including: plot plan, floor plan, main building sections, and elevations with enough detail to generate a conceptual estimate.
Prerequisite(s): AT 301.

AT 402 Architectural Design II...**4 QH**
Continues the development of architectural design principles, theories and processes, emphasizing the programming phase of project development and preliminary design creation. Students will learn the techniques and skills to research, develop, and create a moderate size project, including: plot plan, floor plan, main building sections, and elevations with enough detail to generate a conceptual estimate.
Prerequisite(s): AT 401.

AT 403 Architectural Design III..**4 QH**
Continues the development of architectural design principles, theories, and processes, emphasizing the programming phase of project development, leading to the creation of design development phase. Students will learn the techniques and skills to research, develop, and create a multiple floor project, including: plot plan, floor plan, main building sections, elevations, interior design, and MEP with enough detail to generate a preliminary estimate.
Prerequisite(s): AT 402.

AT 404 Architectural Design IV...**6 QH**
Continues the development of architectural design principles, theories, and processes, emphasizing the programming phase of project development, in conjunction with site planning principles and construction documents. Critical construction details and CSI format based specification for the architectural portion will be developed to perform a detailed cost estimate in the next term. Performance based MEP drawing and specifications will also be required. 40 hours of lecture and 40 hours of lab are required.
Prerequisite(s): AT 403.

AT 405 Architectural Design V..**6 QH**
Continues the development of proficiency in construction document execution to complete the project started in Architectural Design IV. This is a capstone course to complete a portfolio of a project as a tool to gain employment in a professional office. The portfolio will demonstrate skills, knowledge, and competency of students having a thorough understanding of architectural project development and documentation. 40 hours of lecture and 40 hours of lab are required.
Prerequisite(s): AT 404.

AT 411 Advanced Code Analysis..**4 QH**
Studies the International Building Code (IBC) to have in-depth knowledge of its required design intent, as well as the utilization of its application to specific buildings in terms of building planning, accessibility, fire protection, and life safety.
Prerequisite(s): IND 301.

AT 421 Building Systems (MEP)...**4 QH**
Studies the various HVAC, plumbing, fire protection, electrical power, lighting, auxiliary, and building operation systems and design coordination issues among themselves as they relate to the preparation of construction documents of a light commercial building. Study includes: lighting, power distribution, HVAC, ventilation systems, controls, fire protection, plumbing, sewage systems, etc. Develops the in-depth knowledge of initial systems' costs and life-cycle consideration.
Prerequisite(s): ACT 202.

AT 431 Site Planning and Development..**4 QH**
Provides students with a clear understanding of land utilization to best accommodate a building design. Students will learn the processes, theories, and methodology of fundamental civil engineering.
Prerequisite(s): ACT 207.

AT 441 Professional Office Practice..**4 QH**
Develops a general awareness of project development and knowledge of professional practice, combined with exploring career alternatives, and the processes required to register as an architect. Students will learn professional ethics, proposal and contract development, permit approval processes, and interdisciplinary professional relationships.
Prerequisite(s): AT 403, AT 411, AT 421.

ARCHITECTURAL/CONSTRUCTION TECHNOLOGY

ACT 099 Fundamentals of Drafting...**4 QH**
Surveys the use of drafting instruments and focuses on the basic concepts of lettering, geometric construction, sketching, multiview projection, dimensioning, and sectional view. This course is a prerequisite. Credit earned does not count toward any degree.

ACT 101 Architectural Drafting I..**4 QH**
Introduces the basic concepts of architectural residential drafting and design in addition to basic freehand sketching, perspectives, rendering, lettering, linework and dimensioning. Students will be exposed to preliminary design considerations and construction techniques related to residential architecture. The focus of the drawings will be on conceptual layouts, floor plans, foundation plans, roof-framing plans, and site plans.
Prerequisite(s): ACT 099 or IND 121 or 1 year high school drafting.

ACT 102 Architectural Drafting II..**4 QH**
Continues coverage of the residential drafting and design project started in ACT101. Introduces the students to residential environmental control systems (HVAC, plumbing, and electrical), sustainable design principles, siding and roofing systems, as well as standard annotations and dimensioning techniques. The focus of the drawings will be on door and window schedules, building sections, exterior elevations, plumbing plans, electrical plans, climate control plans, site plans and selected rendered drawings.
Prerequisite(s): ACT 101 or IND 221.

ACT 103 Computer Aided Architectural Drawing I...........................**4 QH**
Introduces students to the use of the computer to draw plans for a single-family residence. A series of drawings will be required.
Prerequisite(s): ACT 101 or ACT 192A or IND 221.

ACT 104 Building Materials and Construction.................................**4 QH**
Acquaints students with building materials as well as construction methods utilized in residential construction.

ACT 105A Surveying...**2 QH**
Provides students with an exposure to basic surveying techniques including the use of transits and builder's level. Concepts of plane geometry will be presented through practical applications.
Prerequisite(s): MTH 124.

ACT 191A Blueprint Reading for Architecture................................**2 QH**
Covers print layout of information, tolerance block, revision block, do not scale block, notes, bill of material, and product detail layout. Students sketch drawings of simple detail from selected architectural drawings to include dimensioning and notes as related to the understanding of reading a floor plan, elevation, and detailed blueprint.

ACT 192A Construction Documents Analysis ....2 QH

Provides print reading experience in commercial construction drawings including architectural, civil, mechanical, electrical, plumbing, structural, and finish construction drawings. C.S.I. standard format for construction specifications will be covered. Students will practice visualizing the three dimensional building from two dimensional drawings. Sketching techniques will be practiced to prepare field drawings/as-builts.

ACT 201 Structural Analysis ....4 QH

Studies the structural properties of basic framing material (wood, steel, and concrete). Bending, deflection, shear, and moment diagrams will be developed by students as a method of study.
Prerequisite(s): C or better in MTH 124.

ACT 202 Mechanical Systems ....4 QH

Studies the basics of mechanical (HVAC, plumbing, fire protection), electrical (power, lighting, telephone, fire alarm, security, sound, etc.), and building operation (transportation, processing, automation) systems as they are related to the overall planning of a building. Emphasis will be on heating, cooling, ventilation, plumbing, fire protection, electrical, and operation requirements for space planning for various building types.

ACT 203 Construction Cost/Estimating ....4 QH

Focuses on the preparation of bid proposals, quantity take-offs, crew sites, daily outputs, and bid packages for general and subcontracted work.
Prerequisite(s): ACT 104, ACT 206 or ACT 192A.

ACT 204A Builder License/Laws ....2 QH

Focuses on the study of the business practices and the laws and regulations governing residential builders and maintenance and alteration contractors in Michigan. Topics include licensing, lien law, workman s compensation, MIOSHA, and contracts.
Prerequisite(s): ACT 103 or IND 215.

ACT 205 Computer Aided Architectural Drawing II ....4 QH

Explores wood frame structures as they relate to multi-family, low-rise, office, or small commercial structures. Drawing projects will focus on completion of a set of working drawings.
Prerequisite(s): Architectural majors: ACT 103. Interior Design majors: IND 215.

ACT 206 Commercial Architectural Drawing I ....4 QH

Explores low-rise frame commercial structures - featuring steel, masonry and concrete construction. Drawings will focus on one of the following: small office building, small retail store, restaurant, or school-institutional building. Students will complete a set of working drawings and material take-offs.
Prerequisite(s): Architectural majors: ACT 103. Interior Design majors: IND 215.
Corequisite(s): ACT 205.

ACT 207 Commercial Architectural Drawing II ....4 QH

Continues exploring low-rise reinforced concrete structures - featuring steel, masonry, and concrete construction. Drawings will focus on one of the following: small office building, small retail store, restaurant, or school-institutional building. Students will complete a set of working drawings, material take-offs, and specifications.
Prerequisite(s): ACT 206.

ACT 211 Architectural CAD Presentations ....4 QH

Introduces students to computer generated architectural reports and renderings in both 2-D and 3-D.
Prerequisite(s): ACT 207

AUTOBODY TECHNICIAN

ABT 101 Painting and Refinishing I ....6 QH

Introduces students to the basics for all automotive refinishing work. Safety precautions, surface preparations, spray gun and related equipment operation, paint mixing and application are covered. 20 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Autobody Technician.
Corequisite(s): ABT 106.

ABT 102 Painting and Refinishing II ....6 QH

Advances the skills taught in ABT 101. In addition it covers paint matching, paint defects - causes and cures, spot repairs, contemporary color coat materials, and final detail. 20 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Autobody Technician.
Prerequisite(s): ABT 101, ABT 106.

ABT 103 Painting and Refinishing Practicum Lab ....6 QH

Provides student with the opportunity to put their skills to work on complete full vehicles. The vehicles will be taken from body prep to final painting and detailing. 120 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Autobody Technician.
Prerequisite(s): ABT 102.

ABT 106 Introduction to Autobody ....4 QH

Orients students to the Baker College Autobody Technology environment. Students will receive comprehensive instruction on laboratory procedures, policies, shop safety, and proper tool usage. Students are also introduced to the autobody repair processes, computer usage, the autobody industry, and State and industry certifications. 20 hours of lecture and 40 hours of lab are required.

ABT 111 Non-Structural Damage Repair I ....6 QH

Introduces students to the basics for all automotive non-structural damage repair. Safety precautions, vehicle preparation, elementary repairs, outer body panel repairs, replacements, and adjustments are covered. 20 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Autobody Technician.
Corequisite(s): ABT 106, ABT 151.

ABT 112 Non-Structural Damage Repair II ....6 QH

Advances the skills taught in ABT 111. In addition it covers metal finishing and body filling, movable glass and hardware repair, plastics and adhesives. Students will develop specific marketable repair skills. 20 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Autobody Technician.
Prerequisite(s): ABT 106, ABT 111, ABT 151.

ABT 113 Non-Structural Damage Repair Practicum Lab ....6 QH

Students will put their skills to work on complete full vehicles. The vehicles will be taken from start to final prep for painting. 120 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Autobody Technician.
Prerequisite(s): ABT 112.

ABT 121 Mechanical and Electrical I ....6 QH

Covers basic electrical repairs that apply to body repair work. Topics include but are not limited to: wiring diagnosis and repair, battery starter, charging diagnosis and repair, lighting diagnosis and repair, electrical component diagnosis and repair, restraint system diagnosis and repair. 20 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Autobody Technician.
Corequisite(s): ABT 106.

ABT 122 Mechanical and Electrical II ....6 QH

Covers basic mechanical repairs that apply to body repair work in the areas of suspension/steering and drive train. Topics covered but not limited to: diagnosis and repair of all steering components for front and rear wheel drive, chassis springs, struts, shock absorbers, and alignment, diagnosis, repair, and alignment of drive train components, cables, mounts, brake system, disc and drum, anti-lock, mechanical and hydraulic diagnosis and repair. 20 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Autobody Technician.
Prerequisite(s): ABT 106.

ABT 151 Mig Welding ....5 QH

Covers the safety precautions in welding and cutting. Besides MIG welding, TIG, oxyacetylene, resistance spot welding, and plasma cutting are included. Students learn the processes used in body repair. 15 hours of lecture and 70 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Autobody Technician.
Corequisite(s): ABT 106.

ABT 211 Structural Damage Repair I ....6 QH

Introduces students to the basics for all automotive structural damage repairs. Safety precautions, frame inspection, measurements, and repair are covered. 20 hours of lecture and 80 hours of lab are required.
Prerequisite(s): ABT 112, ABT 151.

ABT 212 Structural Damage Repair II ....6 QH

Advances the skills taught in Structural Damage Repair I. Students will develop specific marketable repair skills. Additional topics include fixed glass repair, welding, and cutting. 20 hours of lecture and 80 hours of lab are required.
Prerequisite(s): ABT 211.

AUTOMOTIVE SERVICES TECHNOLOGY

AST 101 Engine Theory...4 QH
Deals with the theory of operation for the gasoline internal combustion engine. Fuel, compression, and ignition systems are discussed. Major components of each are examined as background to viewing the engine as a system. 30 hours of lecture and 20 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Automotive Service Technology.
Corequisite(s): AST 106.

AST 102 Engine Performance I...6 QH
Focuses on an introduction to engine fault diagnosis and adjustment or repair. Computerized engine controls are reviewed as are ignition systems, fuel/air systems, and exhaust systems. 20 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Automotive Service Technology.
Prerequisite(s): AST 101, AST 111A.

AST 103 Engine Performance II ....6 QH
Continues the examination of engine fault diagnosis and adjustment or repair. Emission controls, effects of ignition timing, analysis of exhaust gases, and advanced engine services are studied. 20 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Automotive Service Technology.
Prerequisite(s): AST 102.

AST 106 Introduction to Automotive Service ....4 QH
Orients students to the Baker College Automotive Service Technology environment. Students will receive comprehensive instruction on laboratory procedures, policies, shop safety, and proper tool usage. Students are also introduced to the major automotive systems, computer usage, the automotive service industry, and state and industry certifications. 30 hours of lecture and 20 hours of lab are required.

AST 112B Electrical/Electronic Systems I ....5 QH
Continues the study of electrical systems in the automobile. Topics include, but are not limited to, the fundamentals, diagnostics, and service of the following areas: conventional automotive batteries, advanced battery design, starting systems, starter motors, charging systems, and lighting circuits, as well as, the proper tools and equipment used to perform all diagnostics and service. 15 hours of lecture and 70 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Automotive Service Technology.
Prerequisite(s): AST 111A.

AST 113 Electrical/Electronic Systems II ....5 QH
Continues the study of the electrical systems of the automobile. Topics include, but are not limited to, the fundamentals, diagnostics, and service of the following areas: body computers, computer inputs, communication networks, advanced lighting circuits, instrumentation and warning lamps, accessories, passive restraints, and alternative power sources, as well as, the proper tools, equipment, and safety procedures required to diagnose and service these areas. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Automotive Service Technology.
Prerequisite(s): AST 112B.

AST 211 Introduction to Hybrid Vehicles ....4 QH
Presents an overview of basic Hybrid theory and applications within an automobile. Topics covered but not limited to, introduction to Hybrid vehicles, Hybrid safety, Hybrid battery design and application, battery operated electric vehicles, mild and assist Hybrid technologies, full Hybrid applications and alternative fuel overview. 30 hours of lecture and 20 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Automotive Service Technology.
Prerequisite(s): AST 112B. Corequisite(s): AST 113.

AST 221A Automotive Brake Service ....6 QH
Focuses on the design and operation of automotive brake systems. Topics include diagnosis and repair, to manufacturer specifications, of traditional and Anti Lock Brake Systems (ABS) as well as Traction Control Systems (TCS). Lab demonstrations and on-car repair provide a working knowledge of hydraulic systems, disc/drum machining, rebuilding, and power assist, as well as scan tool usage to repair ABS/TCS systems. 20 hours of lecture and 85 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Automotive Service Technology.
Corequisite(s): AST 111A.

AST 231A Automotive Suspension/Steering ....6 QH
Examines front and rear drive vehicles and the suspension and drive system for each. Steering mechanisms and suspension components for both automatic and manual drives are discussed as are alignment techniques. 20 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Automotive Service Technology.
Corequisite(s): AST 106.

AST 241A Heating/Air Conditioning ....6 QH
Covers automotive heating and air conditioning system theories, troubleshooting, and servicing. Proper refrigerant recovery, recycling, storage, and use of recharging equipment will also be covered. Students will be made aware of recent environmental concerns relevant to coolant and refrigeration. In addition, basic shop safety and safe use of recycling equipment will be discussed. 20 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Automotive Service Technology.
Prerequisite(s): AST 111A.

AST 251 Automatic Transmission and Transaxle................8 QH
Focuses on the front-wheel drive transaxle and components. Transaxle fundamentals and operation will be reviewed as well as common faults and servicing procedures. 40 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Automotive Service Technology.
Prerequisite(s): AST 111A.

AST 261 Manual Drive Train and Axles.............................6 QH
Investigates the manual drive train and major components. Transmissions, drive shafts, differentials, and drive axles are examined. Diagnosis and troubleshooting are discussed. 20 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Automotive Service Technology.
Prerequisite(s): AST 112B or DSL 141.

AST 271 Engine Repair ....8 QH
Reviews the procedures for failure analysis of the internal combustion engine. Disassembly and assembly, part inspection, use of manuals, and repair/replacement procedures will be applied to upper and lower engine components. 40 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Automotive Service Technology.
Prerequisite(s): AST 101

AVIATION

AVT 111 Private Pilot Ground School.................................4 QH
Prepares students for the FAA written test. Covers all test areas including aerodynamics, engines, weight and balance, performance charts, weather, weather reports, FAR's, E6-B computer, radio navigation, sectional charts, medical factors, and cross country flying.

AVT 112 Instrument Ground School ....4 QH
Covers all school topics to pass the FAA written test for instrument pilots.

AVT 113 Commercial Ground School.................................2 QH
Provides training in ground school to become a competent commercial pilot. All areas will be covered.
Prerequisite(s): AVT 112 or passing score on instrument test.

AVT 131 Private Pilot Flight ....6 QH
Provides students with all the flight time, and tasks as set forth in FAA FAR Part 141 Appendix B to include beginning flight training through solo, cross country, night flying, etc. Required tasks must be consistently and repeatedly performed in accordance with the Practical Test Standards as set forth in FAA-S-8081-14A. Flight fees and the Baker College Flight Training Policy apply.
Corequisite(s): AVT 111.

AVT 132 Instrument Flight ....6 QH
Provides students with the flight time, PCATD time and tasks required by the FAA as set forth in FAR Part 141 Appendix C to include attitude instrument flight, instrument failures, holding procedures, instrument approaches, etc. Required tasks must be consistently and repeatedly completed in accordance with the Practical Test Standards for the instrument rating as set forth in FAA-S-8081-4C. Flight fees and the Baker College Flight Training Policy apply.
Prerequisite(s): or AVT 131. Corequisite(s): AVT 112.

AVT 133 Commercial Flight ....6 QH
Provides students with the flight time and tasks as set forth in FAA FAR Part 141 Appendix D to include chandelles, lazy and pylon 8's, complex aircraft flight, etc. Required tasks must be consistently and repeatedly performed in accordance with the Practical Test Standards for the commercial rating as set forth in FAA-S-8081-12b. Flight fees and the Baker College Flight Training Policy apply.
Prerequisite(s): AVT 112 and Private pilot license with instrument privileges. Corequisite(s): AVT 113.

AVT 221 Cockpit Resource Management ....2 QH
Covers the methods of making optimum use of the capability of the individuals and the systems in an aircraft to achieve the safest and most efficient completion of a flight. The pilot in command will be taught how to involve crew members in the decisions made during in-flight emergencies or hazardous situations.
Prerequisite(s): AVT 112. Corequisite(s): AVT 113.

AVT 241 Aviation Meteorology ....4 QH
Covers aspects of meteorology that apply to flying, including obtaining weather briefings, thunderstorm development, wind shears, jet streams, world weather patterns, climate, and much more.
Prerequisite(s): AVT 111, GEO 101B.

AVT 251A Aircraft Systems...4 QH
Covers three aspects of aircraft mechanics: what the pilot is legally allowed to do him/herself; a thorough understanding of what the AirFrame and Powerplant mechanic must do, including the paperwork and recordkeeping needed to keep a plane legal under the various sections of the FAR's. Includes hands-on experience on aircraft components as well as classroom training and field trips.
Prerequisite(s): AVT 111.

AVT 261 Flight Instructor Ground ....4 QH
Focuses on the applicable areas of knowledge required to pass the written and practical test for the Flight Instructor rating. This will include all areas of the Fundamentals of Instructing written as well.
Prerequisite(s): Commercial pilot license with instrument privileges. Corequisite(s): AVT 262.

AVT 262 Flight Instructor Flight ....4 QH
Provides students with the flight time and tasks required by the FAA as set forth in FAR Part 141 Appendix F to include flight from the right seat, instruction of the private pilot and commercial pilot courses, etc. Required tasks must be consistently and repeatedly completed in accordance with the Practical Test Standards for the instrument rating as set forth in FAA-S-8081-6B with Change 1. Flight fees and the Baker College Flight Training Policy apply.
Prerequisite(s): Commercial pilot license with instrument privileges. Corequisite(s): AVT 261.

AVT 271 Instrument Flight Instructor Ground ....2 QH
Provides the knowledge to pass the Flight Instructor Instrument written and practical tests. All knowledge tasks as set forth in FAA-S-8081-9b will be covered. Test fee applies.
Prerequisite(s): Certified Flight Instructor rating. Corequisite(s): AVT 272.

AVT 272 Instrument Flight Instructor Flight..............................2 QH
Provides students with the flight time and tasks required by the FAA as set forth in FAR Part 141 Appendix G to include all the tasks of AVT132 from the right seat and all instructional requirements. Required tasks must be consistently and repeatedly completed in accordance with the Practical Test Standards for the Instrument Instructor rating as set forth in FAA-S-8081-9B with Change 1. Flight fees and the Baker College Flight Training Policy apply.
Prerequisite(s): Commercial pilot license with instrument privileges. Corequisite(s): AVT 271.

AVT 381 Multi-Engine Flight...2 QH
Provides the training in multi-engine aircraft needed for the multi-engine add-on to the student's commercial license.
Prerequisite(s): AVT 113, AVT 133.

AVT 382 Multi-Engine Flight Instructor ....2 QH
Covers all the required areas set forth in FAA-S-8081-6b section 2 to include teaching engine and system failures safely.
Prerequisite(s): AVT 261, AVT 262, AVT 271, AVT 272. Corequisite(s): AVT 381.

AVT 421 Aviation Management ....4 QH
Gives students an understanding of various types of aviation management: airports, corporation flying programs, charter flight, and other business aspects. Papers, speakers, and field trips are included in this course.

BAKING AND PASTRY ARTS

BPA 111 Baking Techniques I...6 QH
Introduces students to the basic principles of baking. Through hands-on experience students learn the identification of bakery tools and equipment, proper weighing and scaling of ingredients, and basic mixing methods. Students will learn to prepare basic breads, doughs, and starters along with choux products and pies. This course lays a foundation for the more advanced techniques presented in later coursework.
Prerequisite(s): C or better in CUL 115, C or better in CUL 131B.

BPA 112 Baking Techniques II..6 QH
Continues from BPA 111 and focuses on the production and theory of baked goods such as flat breads, hard crusted breads, laminated doughs, puff pastry and specialty breads in a lab and lecture format. This course continues a foundation for the more advanced techniques presented in later coursework.
Corequisite(s): BPA 111.

BPA 151 Pastry Techniques I..6 QH
Introduces students to the basic techniques used in pastry production. Through extensive hands-on labs, students will focus on the preparations involved with cake batters, foams, mousses, fillings, meringues, buttercreams, and Bavarian creams. Students will also focus on assembly and decoration of European cakes, basic glazing and icing techniques, syrup preparation and shortdough applications.
Prerequisite(s): BPA 112.

BPA 152 Pastry Techniques II..6 QH
Provides a focused, hands-on, comprehensive study of the techniques used in the production of International pastries, contemporary cakes, and restaurant cakes. Students will also utilize techniques in the design and layout of Charlottes and preparation of entremets and bombes.
Corequisite(s): BPA 151.

BPA 153 Pastry Techniques III..6 QH
Expands on the concepts and skills from Pastry Techniques II, with a continuation of techniques used for further applications. Students will focus on the design and assembly of wedding cakes, showpiece cakes and special occasion cakes as well as the building methods and techniques used for showpiece cakes. Students will be introduced to the advanced skills used in sugar work, rolled, colored and formed gum paste, fondant and modeling chocolate pastes.
Prerequisite(s): BPA 152.

BPA 221 Advanced Confectionary Arts I.......................................6 QH
Provides an in-depth introduction into the production of various pastries. Students focus on the skills and knowledge needed to produce tarts, petit fours, tea pastries, mignardise, molded mousses, napoleons, cream horns, Baklava and other pastries for sweet tables.
Prerequisite(s): BPA 251.

BPA 222 Advanced Confectionary Arts II......................................6 QH
Provides students the hands-on experience in the production and preparation of jellies, candies, cordials, crystallized fruits, sugared nuts, ganaches and other confectionary fillings for bonbons and truffles. Students will learn proper chocolate tempering techniques, confectionary mold preparation, cocoa butter painting and spraying.
Prerequisite(s): BPA 221.

BPA 223 Advanced Confectionary Arts III ....6 QH
Examines advanced confectionary production skills in the design and building of chocolate showpieces. Students will also utilize the techniques used in blown, pulled, and poured sugar showpieces and decorations, packed sugar and pastillage décor. The culmination of student knowledge will be exhibited with the design, fabrication and assembly of competition chocolate and sugar centerpieces.
Prerequisite(s): BPA 222.

BPA 251 Cafe and Restaurant Production......................................4 QH
Emphasis will be placed on preparing students in a working production environment. Students will focus on plated desserts for restaurant and banquet work, hot and cold desserts, trios, deconstructed desserts, samplers and ice creams. Students will develop proper plating and service selections, color, texture, height and focal point balance. Plate presentations of simple and complex desserts will be examined.
Prerequisite(s): BPA 151, BPA 152.

BUSINESS

BUS 301 Accelerated Program Workshop ....1 QH
Exposes students to the requirements of the accelerated business programs. Through this course, students will also be introduced to portfolio requirements, establish a template for their Integrated Portfolio Project (IPP) papers, and begin exploration of their "umbrella" topic as well as individual IPP paper topics.
Prerequisite(s): acceptance in the program.

BUS 311 Accounting for Managers...........................6 QH
Focuses on basic accounting concepts and the interpretation and utilization of accounting information. Emphasis is placed on analysis of financial statements and their use in managerial decision making. This course is exclusive to the Accelerated Bachelor of Business Administration degree program.
Prerequisite(s): MTH 312R, WRI 312R.

BUS 371 Financial Analysis and Applications ....6 QH
Examines the fundamentals of corporate financial management through the use of accounting information. Specific topics include: financial statement analysis, valuation of and discounted cash flows involving the time value of money, valuation and structure of debt and equity capital both long- and short-term, working capital management, capital budgeting, and the risk-return relationship. All topics covered include the application and ethical implication on the decision-making role of financial managers in business organizations. This course is exclusive to the Accelerated Bachelor of Business Administration degree program.
Prerequisite(s): BUS 311.

BUS 401 International Business...........................6 QH
Analyzes the firm as it expands globally. Emphasis is placed on the understanding and utilization of diversity and ethics in the development, operation and international expansion of the firm. Multicultural work environments, employment and labor issues, domestic and international law, global marketing, trade and finance will be examined. This course is exclusive to the Accelerated Bachelor of Business Administration degree programs.
Prerequisite(s): MTH 312R, WRI 312R.

BUS 421 Marketing Management ....6 QH
Covers the role of the marketing function in organizational operations with an emphasis on product/service promotion, placement, and pricing. Various marketing strategies will be evaluated. This course is exclusive to the Accelerated Bachelor of Business Administration degree program.
Prerequisite(s): MTH 312R, WRI 312R.

BUS 431 Management Strategy ....6 QH
Focuses on the strategy function of senior management and the establishment of the organizational mission, strategy, goals, objectives and plan of implementation and evaluation. This course is exclusive to the Accelerated Bachelor of Business Administration degree programs.
Prerequisite(s): BUS 371, BUS 401, ECN 301R, PSY 231R, SOC 321R.

BUS 499A Integration Portfolio...........................2 QH
Integrates and demonstrates the student's professional and personal growth during his/her baccalaureate study. The culminating activity for this course is the completion of a major faculty-guided written project encompassing an area of theory and practical application in the field of business, developed over the duration of the BBA program of study, which demonstrates the student's knowledge of applied business research. This course is exclusive to Accelerated Bachelor of Business Administration degree program.
Corequisite(s): BUS 431 or MGT 414R.

CERTIFIED CODING SPECIALIST

CCP 211 Healthcare Reimbursement ....4 QH
Introduces students to the various payment systems used in the healthcare inpatient and outpatient setting. Upon completion of the course students will be able to demonstrate and calculate payments using an applicable reimbursement methodology that maximizes incoming revenue for the healthcare facility.
Prerequisite(s): MIS 111A, MTH 101. Corequisite(s): MIS 131.

CCP 221 Claims and Adjudication...........................4 QH
Provides students the opportunity to analyze and determine the proper usage of coded data and health information in reimbursement and payment systems appropriate to all health care settings and managed care. Reinforcing the concepts of claim filing, handling rejections, posting payments, computer generated claim reports, and the tools and techniques for collection and storage of health care data found on the UB-04 and the CMS-1500.
Prerequisite(s): MIS 111A. Corequisite(s): CCP 211, MIS 131.

CCP 261 Coding Capstone ....2 QH
Provides a comprehensive review for students applying to the AAPC (American Academy of Professional Coders) in preparation for their coding credentials. The review will include ICD-9-CM coding, CPT-4 coding, anatomy and physiology, and medical terminology.
Prerequisite(s): C or better in CCP 221, C or better in MIS 201A.

CISCO CERTIFIED NETWORK ASSOCIATE

CSC 121A Network Fundamentals ....4 QH
Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. Uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation.
Prerequisite(s): NET 102.

CSC 221A Routing Protocols and Concepts ....8 QH
Describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems.
Prerequisite(s): CSC 121A.

CSC 222 Cisco Wireless Networking ....4 QH
Prepares students to sit for the Cisco Wireless LAN Support Specialist exam (Cisco #642-582 WLANFE). After completing this Cisco Academy course students will be able to design, configure and maintain enterprise-class WLANs and building-to-building wireless bridges. This course focuses on a comprehensive overview of WLAN radio technologies (802.11a,b & g) and topologies, products and solutions, site surveys, resilient WLAN design, and WLAN Security (802.1x, EAP, LEAP, WEP, SSID). Labs focus on wireless access point configuration and bridging applications.
Prerequisite(s): CSC 221A.

CSC 223 Cisco Voice Networking...........................4 QH
Prepares students to sit for the Cisco Voice Over IP exam (Cisco #642-432 CVOICE). This course examines technologies that carry voice communications over an IP network, including digitization and packetization of voice and fax streams over packet and cell-based networks (FR and ATM). VoIP standards and protocols such as SIP and H. 323 are addressed. QoS, traffic aggregation issues, bandwidth management and network assessment are also investigated. The major challenges of VoIP development, implementation, and major VoIP product development trends will be addressed.
Prerequisite(s): CSC 222.

CSC 231A LAN Switching and Wireless ....8 QH
Provides students with an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Beginning with a foundational overview of Ethernet, this course provides detailed explanations of LAN switch operation, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Students analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced.
Prerequisite(s): CSC 221A.

CSC 241 WAN Design and Network Management ....8 QH
Introduces students to WAN design and network management issues. This class explores other topics including PPP, ISDN, and Frame Relay. An important component of this class will be student preparation for certification exams and includes Network+ and CCNA Certification Exam Reviews.
Prerequisite(s): CSC 231A.

COLLEGE EXPERIENCE

COL 111A College Success Strategies
Provides students with knowledge of campus services, policies, and procedures. Learning styles and strategies, time management, and goal setting are also covered. This is a Web-enhanced course. (This course is required for all full-time and part-time, first-time freshmen enrolled in a certificate or degree program.)

COL 112 College Success Online

Provides online students with the technology skills required to succeed in the online format of Baker College courses. Students learn how to access support services of the College, how to access and learn the policies related to online students, and practice the procedures which will be essential in all of the online course offerings. The application of best practices for time management and goal setting related to the Blackboard format and tools that are used to provide online courses and the use of Blackboard structure to organize goal setting for success in online courses are major focuses. (This course is required for all full-time and part-time, first-time freshmen enrolled in a certificate or degree program. Components of this course are also provided to transfer or graduate students or to students enrolled in on-ground courses who wish to take an occasional online course.)

COL 301A Life and Learning ....**2 QH**

Provides assistance to students in the preparation of the portfolio, which documents and verifies prior learning skills. The portfolio is assessed by appropriate Baker College professionals. Following evaluation, the portfolio will be returned to the student and can be used for future employment, promotions, transfers, or entering new job markets.

COMPUTER AIDED DESIGN (CAD)

CAD 111 Computer Aided Drafting I (CAD I) ....**4 QH**

Introduces students to the use of the computer in the creation of drawings in place of traditional drafting methods. Students will create and edit drawings using CAD software.
Prerequisite(s): ME 101. Corequisite(s): INF 121.

CAD 112 Computer Aided Drafting II (CAD II) ....**4 QH**

Continues CAD I and expands on the applications of CAD software. Advanced dimensioning and tolerancing techniques are covered as well as creating symbols for multiple use. Isometric drawing will introduce students to the 3-D aspects of CAD.
Prerequisite(s): CAD 111, INF 121.

CAD 121 3-D CAD I ....**4 QH**

Continues the computer based drawing experience and introduces students to 3-D modeling through the use of solid modeling software. Students will develop parts in 3-D. Advanced editing and dimensioning techniques will be covered.
Prerequisite(s): CAD 111.

CAD 122 3-D CAD II ....**4 QH**

Builds on 3-D CAD concepts introduced in CAD121 and further develops the student's ability to work with 3-D drawings.
Prerequisite(s): CAD 121.

CAD 131 Introduction to Manufacturing ....**4 QH**

Introduces students to manufacturing equipment, processes, and related topics.

CAD 141 Industrial Materials and Processes ....**4 QH**

Surveys the chemical, physical and mechanical properties of metals, plastics, and ceramics as well as processes commonly used by the manufacturing industry.

CAD 151 Application of Engineering Handbooks ....**4 QH**

Provides students with an introduction to industrial/manufacturing handbooks used as references in manufacturing settings. Addresses the basic concepts of geometric dimensioning and tolerancing as prescribed in the ASME Y14.5M-1994 standard, including symbols, terminology, and rules.
Prerequisite(s): MTH 111.

CAD 201 Geometric Dimensioning and Tolerancing ....**4 QH**

Applies standards of ANSI Y14.5M to the design function to assure clear and accurate dimensioning and tolerancing of form and position through related calculations and symbology.
Prerequisite(s): ME 101 or MST 211 or QI 221.

CAD 221A Catia ....**8 QH**

Introduces students to Catia 3D modeling software.
Prerequisite(s): CAD 111, INF 121.

CAD 223 Catia-Intermediate ....**4 QH**

Addresses additional topics in the use of Catia.
Prerequisite(s): CAD 221A.

CAD 224 Catia-Advanced ....**4 QH**

Addresses advanced topics in the use of Catia.
Prerequisite(s): CAD 223.

CAD 226A Unigraphics ....**8 QH**

Introduces students to Unigraphics 3D modeling software.
Prerequisite(s): CAD 111, INF 121.

CAD 228 Unigraphics-Intermediate ....**4 QH**

Addresses additional topics in the use of Unigraphics.
Prerequisite(s): CAD 226A.

CAD 229 Unigraphics-Advanced ....**4 QH**

Addresses advanced topics in the use of Unigraphics.
Prerequisite(s): CAD 228.

CAD 231A Pro/ENGINEER ....**8 QH**

Introduces students to Pro/ENGINEER 3D modeling software.
Prerequisite(s): CAD 111, INF 121.

CAD 233 Pro/ENGINEER-Intermediate ....**4 QH**

Addresses additional topics in the use of Pro/ENGINEER.
Prerequisite(s): CAD 231A.

CAD 234 Pro/ENGINEER-Advanced ....**4 QH**

Addresses advanced topics in the use of Pro/ENGINEER.
Prerequisite(s): CAD 233.

CAD 236A SolidWorks ....**8 QH**

Introduces students to SolidWorks 3D modeling software.
Prerequisite(s): CAD 111, INF 121.

CAD 238 Solidworks-Intermediate ....**4 QH**

Addresses additional topics in the use of Solidworks.
Prerequisite(s): CAD 236A.

CAD 239 Solidworks-Advanced ....**4 QH**

Addresses advanced topics in the use of Solidworks. These topics include Advance Surface creation, importing/exporting IGES, STEP, ACIS Files and advance technologies in Simulation and Animation.
Prerequisite(s): CAD 238.

CAD 241 Tool Design ....**4 QH**

Introduces tool design and tool-making, covering tool-making practices and materials, design methods, and the design of jigs, fixtures, and other production tools. Design problems will be approached utilizing manufacturers' symbol libraries and/or standard component templates.
Prerequisite(s): CAD 112.

CAD 242 Product Design ....**4 QH**

Introduces topics in product design and development. Fundamentals in design of simple products including design constraints, material selection, strength, failure mode analysis, ergonomics, and cost analysis are explored. Designing for assembly, cost, maintenance, and other DFx topics are explored. Creative design and matrix selection are reviewed.
Prerequisite(s): CAD 112.

CAD 243 Equipment Design ....**4 QH**

Introduces design topics related to machine tool and equipment design. Included topics are inventive design for functionality, safety, reliability, cost, maintainability and manufacturability. Human-machine interface considerations are also explored.
Prerequisite(s): CAD 112.

CAD 244 Vehicle Design ....**4 QH**

Introduces methods and practices used in the design of vehicles. Topics include: body design, interiors, powertrain, and other systems related to automobiles and other vehicles. Additional topics such as related regulatory standards QS9000, EMC, and design methodologies (i. e. C3P) will also be included.
Prerequisite(s): CAD 112.

COMPUTER ANIMATION

CAP 101 Concept and Character Development ....**4 QH**

Presents the development of Story and character concepts into finished images, working traditionally and on the computer. Concentrates on the development of these skills through the exploration of different topics and projects relevant to professional animation. Emphasis will be placed on storyboarding, elements of drawing, character development, functional body-mechanics, personality traits and other subjects related to story development and illusion of life.

CAP 151 Introduction to Computer Animation...................................4 QH

Introduces students to the basic concepts and terminology of computer graphics as it is used in film, visual effects, games, and animation. Students will have a better understanding of the different disciplines that collectively make up computer graphics production. Students will explore 2D animation production & compositing using Adobe Photoshop, After Effects and Premiere Pro.
Prerequisite(s): CAP 101.

CAP 161 Digital Imaging for Animation...................................4 QH

Provides an advanced study in Texture Theory and Material creation building upon the skills acquired from previous coursework. Exploration into color and lighting, preparing images to be exported for interactive design, 3D gaming, material mapping, motion graphics and animation will be the focal point. This course will also introduce the student to the world of 3D modeling using 3Ds Max. Students will be required to import textures and materials into the Material Editor within 3Ds Max and learn how to manipulate them for object wrapping, lighting techniques, and bump maps.
Prerequisite(s): CAP 151, GRC 131A.

CAP 201A Computer Animation I ....6 QH

Provides the basics of 3D computer graphics and animation. This foundation course helps students understand 3D animation terminology and the role of the 3ds Max platform in providing artists with the ability to model, animate, and to render using an integrated workspace. Students will be able to create, animate and render 3D scenes using 3ds Max software. 40 hours of lecture and 40 hours of lab are required.
Prerequisite(s): CAP 161.

CAP 202 Computer Animation II ....4 QH

Provides students the opportunity to expand upon the basics of 3D computer animation and the 3ds Max interface. In this second course, students will focus on refining their 3D modeling and texture mapping skills and be introduced to particles and advanced animation concepts and techniques. Students will model and texture 3D objects and create animated sequences.
Prerequisite(s): CAP 201A.

CAP 203 Computer Animation III ....4 QH

Continues the opportunity to expand upon the basics of animation and keyframes. Students will focus on understanding the basics of lighting, animate materials and synchronize animation to a sound track.
Prerequisite(s): CAP 202.

CAP 211 Interactive Design and Game Development ....4 QH

Covers game and level design for computer games and other interactive media projects. This course emphasizes theory of game development, use of an interactive design process, and non-digital prototyping. The student is instructed in the creation of game levels using digital tools. Each student will develop a game concept and design a game level using a 3D game engine.
Prerequisite(s): CAP 201A. Corequisite(s): CAP 202.

CAP 271 Computer Animation Portfolio Project ....4 QH

Requires students to compile and evaluate the body of work from the Computer Animation program into a portfolio on DVD format. By applying skills in the use of several leading software applications in the Adobe Production Suite (Photoshop, Premiere, After Effects and Encore DVD), the portfolio will include projects from the Graphics, Web, and Animation classes. Students will refine their projects based upon industry standards and produce a demo reel of the body of work of their choice which best highlights the skills they have acquired during the program to present to prospective employers.
Prerequisite(s): CAP 202. Corequisite(s): CAP 203.

COMPUTER INFORMATION SYSTEMS

CIS 106B Computer Operating Systems and Maintenance I...............4 QH

Provides an introduction to computer operating systems and maintenance concepts. Students will study the Microsoft Windows family of operating systems and will receive a brief introduction to Linux. This course will assist students in their preparation for the CompTIA A+ Essentials Exam.
Prerequisite(s): WPG 098 or high school typing/proficiency, ENG 098B or satisfies developmental reading or placement exam, INF 111 or INF 121 or NET 101.

CIS 107B Computer Operating Systems and Maintenance II..............4 QH

Provides a continuation of the study of computer operating systems and maintenance concepts with a focus on practical application and troubleshooting. This course will assist students in their preparation for the CompTIA A+ Practical Application exam.
Prerequisite(s): CIS 106B.

CIS 119A iSeries CL and File Design...................................4 QH

Introduces students to the fundamentals of computer operations, control language, and file design in the iSeries environment.
Prerequisite(s): CIS 106B, INF 114A or NET 101.

CIS 132A RPG IV ....4 QH

Introduces program design and development using the RPG IV language. Students will analyze business problems and prepare program definitions as a basis for computerized solutions to those problems. Students interested in accounting applications are encouraged to choose this language option.
Prerequisite(s): CIS 119A.

CIS 211 Information Technology Customer Service and Support ....4 QH

Examines the elements of establishing superior information technology service and support. Focus is on interdepartmental cooperation. Customer contact skills including listening, courtesy, conflict management, problem solving, decision making, ethics, follow-up, communications, and user training are covered to enhance the image of the business with internal and external customers.
Prerequisite(s): CSS 211, MNP 221.

CIS 233A Advanced RPG IV ....4 QH

Deals with advanced language features using the RPG IV language. Students are also introduced to the RPG II and RPG III languages.
Prerequisite(s): CIS 132A.

CIS 251 Systems Development Methods ....4 QH

Presents traditional methodologies of system analysis, design, and implementation along with recent developments in the field providing a total approach to information systems development. This course focuses on how to develop information systems in an engineered, disciplined manner utilizing real-world situations and applications.
Prerequisite(s): One level of a programming language or Junior status.

CIS 302A Intermediate Database Management ....4 QH

Provides an intermediate level of study of personal and/or business database applications including relational database structure and theory, the structure and maintenance of tables, queries, forms, and reports, and an introduction to macros and switchboards.
Prerequisite(s): INF 114A or NET 101.

CIS 303A Computer Architecture....................................4 QH

Provides coverage of computer hardware in relation to the system: mechanical implementation, electrical implementation, and optical implementation; system capabilities regarding processor function, storage functions, and communications functions; and computer system design factors. Data representation is covered in depth, including integer data, floating point notation, character data as well as data structures. Processor technology and architecture will be covered, as will system integration and performance through logical and physical I/O, device controllers, I/O processing, data and network communication technologies, networks and distributed systems, network architecture, and OSI network layers.
Prerequisite(s): CIS 106B, CS 111, MTH 111.

CIS 310 Visual BASIC ....4 QH

Introduces object-oriented programming design using Visual BASIC.NET for Windows. Students will learn the tools and methods used to analyze real-life problems and develop programs that address those problems. BASIC language has been a long-standing standard for learning programming. Visual BASIC.NET builds on this tradition plus introduces students to the powerful tools of object-oriented programming that have fast become a standard in most Windows programming languages.
Prerequisite(s): CS 111.

CIS 311 Advanced Visual BASIC ....4 QH

Continues the study of advanced methods of writing Object-Oriented/Event-Driven (OOED) applications using Visual BASIC. NET. Using realistic case studies, students will exhibit their ability to write code for variables, selection structure, repetition, sequential access files, dialog boxes, error trapping, viewing and manipulating databases, and two-dimensional arrays. Students will also demonstrate their ability to work with a team to design, create, test, debug, document, and present an advanced, multi-form Visual Basic application that incorporates concepts learned in CIS310 and CIS311.
Prerequisite(s): CIS 310.

CIS 313A Intermediate Spreadsheets ....4 QH

Explores further the features of spreadsheets. Topics include a more in-depth study of spreadsheet functions, database techniques, graphing, and an introduction to macros.
Prerequisite(s): INF 113.

CIS 314 Advanced Software Solutions ....4 QH
Focuses on application development in a Windows environment. This course covers advanced uses of database and spreadsheet packages, sharing of data between programs, and macros development to solve problems. Students also use presentation software, learned in the course, to present their solutions to case-study problems.
Prerequisite(s): CIS 302A, CIS 313A, INF 112.

CIS 331 Database Management Using SQL ....4 QH
Expands on the concepts learned in the introductory course in database creation by introducing students to higher levels of database development and computer science concepts. Students learn SQL in order to study the manipulation of a relational database. This course also includes a survey of database platforms.
Prerequisite(s): INF 114A or NET 101.

CIS 351 System Modeling and Design ....4 QH
Develops the knowledge and skills required to design databases and information systems for the Web. Includes the development of data models including how to organize the modeling task, manage compromises, design for flexibility, achieve basic and advanced normalization, and develop and use generic models. Explains how to model a problem domain by abstracting objects, attributes, and relationships. Describes object-oriented approaches to model the dynamic behavior of a system in terms of state and process models. Students will construct data and object models using Entity-Relationship (ER), Unified Modeling Language (UML), and other techniques.
Prerequisite(s): CIS 302A or CIS 331.

CIS 371 Introduction to Healthcare Informatics ....4 QH
Explores the integration of healthcare practice with computer technology and information science. Students will identify, gather, process, and manage information obtained and accessed via advanced information technology. Issues related to the protection of privacy, confidentiality, ethics, and security of information in the healthcare environment will be evaluated.
Prerequisite(s): Acceptance in the program.

CIS 403 Systems Development Project ....4 QH
Builds upon the theoretical concepts of the Development Cycle learned in the Systems Development Methods. The technical knowledge gained from programming, word processing, spreadsheet, and database applications will also be put to use for the tasks of this course. Students will use the appropriate systems development methodologies, in a team approach, and follow the life cycle methodology and/or the information center techniques learned previously to achieve a demonstrable working solution to a particular Systems Development problem.
Prerequisite(s): CIS 251.

CIS 404 Advanced Computer Architecture ....4 QH
Continues the study of processor function and system design. Students will evaluate the performance of a given microprocessor using common benchmarks, analyze instruction sets in HLL, RISC, and CISC architectures, and expand their understanding of binary operations and related impact on ALU design. Students will research and compare performance and design factors in parallel, pipelined, and multiprocessor designs; analyze branch prediction impact on program design; and evaluate the effectiveness of hierarchical memory designs. Throughout this course students will engage in periodic research on various topics and will also complete an independent, comprehensive, in-depth analysis of an instructor-approved topic in high performance computer architecture.
Prerequisite(s): MTH 340, CIS 303A or EET 226A.

CIS 421B Database Administration I ....4 QH
Exposes students to database administration and the duties of a database administrator (DBA) to include database monitoring, backup and recovery, troubleshooting, and tuning for reliability and performance. Students will install, configure, and maintain an RDBMS including security, backup and recovery operations, and performance tuning.
Prerequisite(s): CIS 302A or CIS 331.

CIS 422 Database Administration II ....4 QH
Continues the database administration tasks introduced in CIS 421B with a focus on backup and recovery tools and techniques, archiving, loading and transporting data, network administration, and server-side and client-side configuration.
Prerequisite(s): CIS 421B.

CIS 431 Enterprise Architecture ....4 QH
Addresses the alignment between business and technology with an emphasis on the use of technology by different organizational units. Decision support systems, enterprise systems, business process reengineering, and knowledge management will be discussed. The advantages and challenges of each system will be evaluated along with system development and implementation strategies.
Prerequisite(s): CIS 351, MGT 321.

CIS 441 IS Strategy, Management and Acquisition ....4 QH
Addresses the strategic function of an enterprise and the role information systems plays in it. It develops the ability to analyze situations and develop appropriate technology solutions to deal with a variety of business situations. It examines how technology and telecommunications systems enable businesses to succeed in a global marketplace.
Prerequisite(s): CIS 431.

CIS 451 Advanced Healthcare Informatics ....4 QH
Addresses the design, deployment, and maintenance of healthcare information systems and examines the application of healthcare practices in the information systems field. Students will complete a research project where an information system solution will be developed for a sample healthcare organization. The project will focus on privacy, security, confidentiality, and usability.
Prerequisite(s): CIS 371, HSC 312, MED 171.

CIS 495 Special Topics in Information Systems ....4 QH
Selected topics of current interest in information systems. Recent development in systems, initiatives and technology related to the information systems field will be discussed.
Prerequisite(s): Senior status and acceptance in the program.

CIS 499 Senior Project in Information Systems ....4 QH
Examines the systems development process as a whole for the Information Systems field. As part of this course, students will complete a capstone project that examines the use and application of an information system for an organization.
Prerequisite(s): CIS 441.

COMPUTER SCIENCE

CS 111 Introduction to Programming ....4 QH
Introduces students to programming concepts such as logic and flow charting as well as some basic programming techniques.
Prerequisite(s): Any INF course or NET 101. Corequisite(s): MTH 111.

CS 217A C++ Programming ....4 QH
Introduces program design and development using C++ language. Uses Microsoft Visual C++ to provide students with experience working with the visual development tools. Students will demonstrate the ability to use C++ to design solutions to problems.
Prerequisite(s): CS 111, MTH 112.

CS 218A Object Oriented Programming With C++ ....4 QH
Continues the development of C++ programming skills. Students will practice designing and developing C++ programs, modifying and debugging existing C++ programs, and developing complex object-oriented applications. Additional exposure to the Microsoft Visual development environment will also be gained.
Prerequisite(s): CS 217A.

CS 221 Introduction to Java ....4 QH
Provides first time programmers the opportunity to learn programming using Java. Introduction to Java is part of the Sun Microsystems Academic Partnership Program and is a Java Programmer Certification class. This overview course helps students understand the significance of the Java programming language. Students will develop skills generally in object-oriented programming and specifically in Java technology. Students will be able to read and edit Java source code and create simple programs using Java technology. Sun Academic Initiative Course SL 110.
Prerequisite(s): Any INF course or NET 101. Corequisite(s): CS 111.

CS 222 Programming with Java Technology ....4 QH
Provides students with a review of syntax and constructs from CS221 and provides a strong foundation in object oriented concepts and object oriented analysis and design as they relate to Java technology. This class also provides students with experience using relevant Java Programming language constructs. This is a preparatory course in design methodologies using Java technology intended to provide students with the necessary background for taking the next class in the series.
Prerequisite(s): CS 221.

CS 223 Java Object Oriented Programming ....4 QH
Teaches students the syntax of the Java programming language; object-oriented programming with the Java programming language; creating graphical user interfaces (GUI), exceptions, file I/O, threads and networking. Students will use skills acquired in this class and the previous two Java classes to develop a Java application.
Prerequisite(s): CS 217A, CS 222.

CS 241 Java Programming ....4 QH

Introduces students to using the JAVA programming language for developing applications. This is the first of two JAVA programming courses. The use of JAVA in Web-based client and server programming is also covered.
Prerequisite(s): CS 111 or one level of a programming language.

CS 242 Advanced Java Programming ....4 QH

Continues the use of the Java programming language for developing applications.
Prerequisite(s): CS 241.

CS 321 Data Structures and Algorithms I ....4 QH

Introduces concepts and techniques for the implementation of data structures and the design and analysis of computer algorithms. Topics include abstract data types and algorithm development using C++.
Prerequisite(s): CS 218A, MTH 340.

CS 322 Data Structures and Algorithms II ....4 QH

Expands on the concepts begun in Data Structures and Algorithms I, including stacks, queues, trees, and binary trees as fundamental conceptual structures of data. Various physical implementations for each conceptual view are examined with emphasis on the concept of abstract data types. Algorithm development continues with coverage of methods solving recurrences, divide-and-conquer algorithms, dynamic programming, greedy algorithms, and graph algorithms.
Prerequisite(s): CS 321.

CS 332A Advanced HTML Programming ....4 QH

Continues exploring programming for the World Wide Web. Topics will include: Web site enhancement and redesign, CSS, DHTML, AJAX, and other related technologies. Students will demonstrate the ability to develop their own Web pages and apply available technologies to problems supplied by the instructor.
Prerequisite(s): WEB 111A, and one level of a programming language.

CS 335B Perl Programming ....4 QH

Introduces program design and development using the Perl language. The course content includes basic Perl programming concepts as well as CGI applications for the Web, integration with databases, and system administration scripts.
Prerequisite(s): WEB 111A, one level of a programming language. Corequisite(s): CS 332A.

CS 413A XML Programming ....4 QH

Introduces students to the use of Extensible Mark-Up Language (XML) to create Web pages and sites. Topics include: CML components, creating and editing software, creating XML schemas, creating XML transformations, and XML binding basics.
Prerequisite(s): CS 332A.

CS 422A Database Programming I ....4 QH

Provides students the ability to create and maintain database objects to store, retrieve, and manipulate data. In addition, students will write queries to retrieve, summarize, and modify data using joins and subqueries. Students will learn how to create and execute stored procedures and functions. This course also introduces participants to database triggers.
Prerequisite(s): CIS 331, CS 111.

CS 423 Database Programming II ....4 QH

Continues the database programming tasks introduced in CS 422A with a focus on creating custom forms and reports, using advanced debugging techniques, and integrating database applications.
Prerequisite(s): CS 422A.

CS 461 Security ....4 QH

Covers the three areas of computer security: network security, system security, and application security. Students will demonstrate the ability to develop user administration tools to tighten security in an open systems environment.
Prerequisite(s): LUX 261 or WEB 361.

CS 465 Advanced Database Topics ....4 QH

Explores advanced database topics such as data mining, data warehousing, geographical information systems, and data-related ethics. This is a capstone course in which students will do an extensive research-based project or writing exercise.
Prerequisite(s): CIS 422, CS 423.

COMPUTER SYSTEM SECURITY

CSS 111 Introduction to Information System Security ......4 QH

Provides students with a background in information security, security management, and the technical components of security. Students will be given an overview of the entire field of information security: the history, the terminology, and the management aspects of information security programs with sufficient detail to facilitate an understanding of information security systems and their management.

CSS 211 Introduction to Network Security ....4 QH

Provides students with a strong foundation in network security concepts along with analysis and design of these systems. It is a preparatory course in network security methodologies. May lead to the CCSA Security certification in conjunction with Checkpoint Software Technology's Academic Partnership program.
Prerequisite(s): NET 102.

CSS 221 VPN/Firewall Architecture and Management I ....4 QH

Provides an understanding of basic concepts and skills necessary to configure VPN/Firewalls. Specifically, this course provides the following key elements: An overview and understanding of CheckPoint's Secure Virtual Network Architecture, firewall technology, hands-on training with Check Point VPN-1 NGX software, configuration of security policies and the management of firewalled networks. Students who complete this course are prepared to take the Management II class and will have the acquired preliminary skills to take the CCSA exam (Check Point Certified Security Administrator).
Prerequisite(s): CSS 211.

CSS 222 VPN/Firewall Architecture and Management II ....4 QH

Provides students with an understanding of key concepts and skills necessary to install and manage a firewalled network on internal and external networks, how to gain the maximum security from the firewall, and resolve firewall performance issues. Students who complete this course are prepared to take the CCSA exam (Check Point Certified Security Administrator) and have the acquired preliminary skills needed to prepare for the CCSE exam (Check Point Certified Security Expert).
Prerequisite(s): CSS 221.

CONSTRUCTION MANAGEMENT

CM 301 Design-Build ....4 QH

Studies the design/build project delivery system. Emphasis is placed on comparing and contrasting construction management functions in design/build with those in more traditional forms of project delivery such as general contracting and construction management.
Prerequisite(s): Junior status.

CM 306 Advanced Surveying ....4 QH

Continues the development of surveying techniques, with strong emphasis of the technical skills in laying out sites and buildings.
Prerequisite(s): ACT 105A.

CM 311 Construction Safety ....4 QH

Studies include safety administration, safety program development, federal and governing construction industry standard for safety, such as: OSHA & MIOSHA.
Prerequisite(s): ACT 204A.

CM 401 Advanced Building Technologies ....4 QH

Focuses on major innovations in building technologies for structure, enclosure and material systems. Highlights the state-of-the-art building systems.
Prerequisite(s): CM 421.

CM 406 Construction Estimating and Bidding ....4 QH

Focuses on detailed cost estimates including quantity takeoffs, labor/material pricing, and overhead/profit. Also, included are bid strategies, and factors affecting construction cost. Computer applications are explored as part of the course.
Prerequisite(s): ACT 203, CM 431, PPM 401.

CM 411 Legal Aspects of Construction ....4 QH

Introduces students to the U.S. legal system as it applies to construction. Emphasis is placed on fundamental concepts of contract and law, claims, risk management, business formation and licensing, agency, insurance and bonding, and real property.
Prerequisite(s): ACT 204A, IND 301.

CM 416 Construction Contract Administration.......................................4 QH
Provides an overview of construction contract administration and enforcement of contract requirements during the construction phase of the project. Computer applications are explored as part of the course.
Prerequisite(s): CM 411.

CM 421 Sustainable and Energy Efficient Design and Construction ....4 QH
Provides a thorough understanding of ecological site systems and sustainable building systems. Current aspects of sustainability will be explored including the impact of the LEED rating system, legislation, environmental law, corporate culture evolution, and integrated design process.
Prerequisite(s): ACT 104, ACT 202, AT 421.

CM 431 Construction Project Scheduling.......................................4 QH
Develops advanced construction planning and scheduling techniques, building on previous experience with the critical path method. Integrates the use of computer software as a scheduling tool throughout.
Prerequisite(s): PPM 311.

CM 491 Construction Project Management ....4 QH
Provides exploration of the roles and tasks required of a construction manager to utilize and extend their knowledge in all areas of expertise used. This is the program capstone course which integrates all aspects of the construction management process.
Prerequisite(s): Junior status, Dean's approval.

CONTINUOUS QUALITY IMPROVEMENT

CQI 301 Quality Theory...4 QH
Gives an overview of current and new trends in continuous quality improvement. Students will examine and analyze quality methodologies such as ISO, Lean Manufacturing, Tauguchi, Kaizen and other perspectives in continuous improvement, including team dynamics.

CQI 311 Statistical Process Control I ....4 QH
Develops a working knowledge and skills in basic Statistical Process Control (SPC) which includes process data collection, display, interpretation, and application to improve the overall quality of a process system. Topics include quality responsibility, quality improvement techniques; fundamentals of statistics; control charts for variables; and process capability. Students will conduct a quality improvement project that is work related which applies the SPC tools discussed in this course.
Prerequisite(s): MTH 111 or acceptance in the program.

CQI 312 Statistical Process Control II ....4 QH
Develops a working knowledge and skills in basic Statistical Process Control (SPC) which includes process data collection, display, interpretation, and application to improve the overall quality of a process system. Topics include variable control charting, capability study development, techniques for batch processes and short runs, fundamentals of probability, attribute control charting, acceptance sampling, reliability, and measurement variation. Students will conduct a quality improvement project that is work related which applies the SPC tools discussed in this course.
Prerequisite(s): CQI 311.

CQI 411 Analytical Tools Class using Statgraphics...........................4 QH
Introduces students to quality improvement application software used in identifying areas for improvement and those that contribute to critical factors in process dynamics.
Prerequisite(s): CQI 311, INF 113, INF 121, MTH 111 or CQI 311 and acceptance in the program.

CQI 421 Design of Experiments ....4 QH
Develops a working knowledge and skills in Advanced Statistical Process Control (SPC) which includes hypothesis testing, statistical estimation, single factor design of experiments, multifactor design of experiments, multilevel design of experiments, orthogonal arrays, the loss of function, and the concept of analysis of variance.
Prerequisite(s): CQI 311.

CQI 491 Preparation for Certified Quality Improvement Associate (CQIA)........2 QH
Reviews the required material and practice questions to help prepare students for ASQ's Certified Quality Improvement Associate (CQIA) certification based on the CQIA Body of Knowledge (BoK).
Prerequisite(s): CQI 311, CQI 421. Corequisite(s): CQI 312, CQI 411.

CRIMINAL JUSTICE

CRJ 101 Introduction to Criminal Justice ....4 QH
Introduces the skills, tools, and methods needed for various criminal justice professions. This course explores philosophical underpinnings of crime and punishments among police, corrections, and the courts. Various ethical and duty related issues are also examined. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 106 Introduction to Corrections...4 QH
Introduces the philosophy and history of corrections. This course also includes the development of current forms and approaches to corrections including probation, parole, security concepts, and related agencies. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 111 9-1-1 Telecommunications I ....4 QH
Provides content approved by the Michigan State 9-1-1 Committee meeting the requirements for the basic 40 hour dispatcher training program. Topics include telecommunicator roles, public safety overview, professionalism, teamwork, ethics, stress management, call classification, technology, and customer service. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 112 9-1-1 Telecommunications II ....4 QH
Provides content approved by the Michigan State 9-1-1 Committee meeting the requirements for the advanced 40 hour dispatcher training program. Topics include domestic violence, suicide intervention, 9-1-1 liability, stress management, and homeland security issues. Must complete with a C (73%) or better.
Prerequisite(s): CRJ 111, Student background check.

CRJ 121 Correctional Facilities...4 QH
Provides a more in-depth study of corrections as part of the criminal justice system. Specific discussions include the evolution of corrections, organization and development of jails in America, alternatives to incarceration, probation, parole, and the concept of community-based corrections, management and organization of correctional institutions, custodial care, safety and security, and prisoner rights. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 131 Client Relations...4 QH
Examines the meaning and function of culture, the impact and meaning of discrimination, minorities, attitude formation, and professional responsiveness for criminal justice professionals. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 141 Criminology ....4 QH
Examines normal versus criminal behavior, human development and criminal patterns, specific problems and intervention strategies. This course explores psychological, sociological, and biological theories of criminal behavior. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 151 Legal Issues in Corrections...4 QH
Provides a thorough examination of how the law impacts corrections related decisions. This course also examines constitutional law, the court process, U.S. courts, and prisoner rights. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 171 Defensive Tactics...4 QH
Focuses on unarmed defensive tactics, control and movement of prisoners, control of uncooperative subjects, use of non-lethal weapons, and officer survival. Practical training is based on methods of both defensive and offensive techniques used in the control of violent subjects. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 181 Community Corrections ....4 QH
Provides students with an overview of the historical development and implementation of community-based correctional programs and the advantages, disadvantages, effectiveness, and community impact of such programs. Emphasizes supervision of individuals on probation and parole including interviewing, counseling and referral to resources, and preparing written court reports and oral presentations during pre-sentence investigations. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 211 Interpersonal Communication and Conflict Management ....4 QH
Provides students with interpersonal communication and conflict management skills that can be used to manage cooperative and uncooperative individuals in criminal justice environments. Application of the skills will be practiced through the use of role play exercises in simulated situations. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 221 Interviewing, Investigations and Report Writing ....4 QH
Provides students the learning opportunity to conduct basic investigations, assessments, interviews, and interrogations which may be necessary in criminal justice settings. Students will practice providing oral summaries, note taking, and computer based report writing in a variety of formats, including logs, client assessments, incident reports, investigation reports, interview summaries, and other related documents. Must complete with a C (73%) or better.
Prerequisite(s): ENG 102, Student background check.

CRJ 231 Principles of Policing I ....4 QH
Examines both historical and contemporary methods of policing. An emphasis is placed on ethical behavior along with an introduction of tools, skills, and methods used for effective policing. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 232 Principles of Policing II ....4 QH
Continues to build on the concepts and methods introduced in CRJ 231 and provides additional strategies, techniques, and methods for effective policing. Assesses the societal impact that policing has on the community. Must complete with a C (73%) or better.
Prerequisite(s): CRJ 231, Student background check.

CRJ 261 Retail Security ....4 QH
Explores the technology used in retail security operations focusing on loss prevention strategies and the impact that theft has on businesses and society. Techniques used for surveillance and recovery of stolen merchandise are also examined. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 281 Criminal Justice Seminar I ....1 QH
Provides students an opportunity to share current experiences to the didactic components of the program. This course is offered concurrently with the Criminal Justice Internship (WRK 281). The recommended class schedule is a two hour class session every other week, meeting a total of five sessions. Must complete with a C (73%) or better.
Prerequisite(s): Student background check. Corequisite(s): WRK 281.

CRJ 301 Juvenile Justice Concepts ....4 QH
Examines the history of juvenile justice models and current processing of juvenile offenders. This course will also examine how the processing of juvenile offenders differs from adult offenders and the unique problems associated with juvenile offenders. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 311 Ethical Issues in Criminal Justice ....4 QH
Focuses on foundational ethical principles and theories including the application of ethical decision making as it relates to criminal justice professionals. The societal implications of unethical behavior are also examined. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 321 Criminal Law........................4 QH
Explores the legal system using classic and contemporary case law to provide a foundation of legal knowledge. The content and impact of several milestone Supreme Court decisions are also examined. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 331 Cybercrime Investigations........................4 QH
Focuses on a range of technical solutions available to law enforcement to retrieve data as part of the investigatory process. Identify theft and various types of online fraud are also examined. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 341 Introduction to Forensic Science........................4 QH
Provides an overview of numerous forensic science tools used to investigate criminal activity and the collection of evidence ranging from finger printing to DNA. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 351 Evidence Collection and Procedures........................4 QH
Instructs the appropriate methods and procedures for collection, handling, documenting, and storing evidence for later use in criminal proceedings. The consequences for mishandling evidence are also explored. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 361 Organized Crime and Youth Gangs........................4 QH
Provides historical and contemporary perspectives of organized criminal activity by the mafia and others. White collar crime and corporate corruption are examined along with the social dynamics of youth gangs, violence, prison gangs, and criminality. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 371 Criminal Courts ....4 QH
Provides an overview of the functions, roles, operations, and jurisdictional issues of various local and federal court systems addressing both criminal and civil matters. Includes an examination of various specialized courts to deal with specific societal issues ranging from truancy to substance abuse. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 421 Evidence-Based Practices ....4 QH
Examines "what works" to improve the effectiveness of policing and offender rehabilitation efforts. The course uses empirical studies to explore research methods commonly used within the social sciences to introduce and apply the concepts of evidence-based practices. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 431 Terrorism and Homeland Security ....4 QH
Provides a global perspective on terrorism and its impact on homeland security issues post-911 ranging from airport security to local emergency response preparedness. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 441 Organizational Leadership in Criminal Justice ....4 QH
Explores supervisory/management techniques and strategies within paramilitary organizations, courts, and private enterprise to prepare future leaders within the criminal justice professions. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

CRJ 481 Criminal Justice Seminar II........................1 QH
Provides students an opportunity to share current experiences to the didactic components of the program. This course is offered concurrently with the Criminal Justice Internship (WRK 481). The recommended class schedule is a two hour class session every other week, meeting a total of five sessions. Must complete with a C (73%) or better.
Prerequisite(s): Student background check. Corequisite(s): WRK 481.

CULINARY ARTS

CUL 100 Culinary Portfolio Prep........................1 QH
Introduces students to the foodservice industry and the various components required for the CUL 275 portfolio. All aspects of the culinary portfolio will be explained and discussed.

CUL 105 Introduction to Gastronomy ....2 QH
Introduces students to the social, historical, and cultural forces that have affected the culinary as well as the baking, and pastry professions. Topics include the kitchen brigade system, contemporary challenges facing food professionals in the twenty-first century and etiquette as a social and professional discipline. Students will be expected to complete several written assignments and present a group research project.
Corequisite(s): CUL 100.

CUL 110 Product Identification ....2 QH
Introduces students, in depth, to the identification and use of vegetables, fruits, herbs, nuts, grains, dry goods, prepared goods, dairy products, and spices in various forms. Explores both fresh and prepared foods and students learn to identify, receive, store, and hold products. Students will also learn to evaluate products for taste, texture, smell, appearance, and other quality attributes.
Prerequisite(s): C or better in CUL 131B.

CUL 115 Culinary Math........................2 QH
Focuses on the math skills needed to calculate percentages, ratios, the metric system, conversion factors, yield tests, recipe conversion and recipe costing as they relate to the foodservice industry. Students will develop projections and analyze costs in yield tests and recipe pre-costing.

CUL 131B Food Safety ....2 QH

Introduces students to food production practices governed by changing federal and state regulations. Topics to be covered include prevention of food-borne illness through proper handling of potentially hazardous foods, HACCP procedures, legal guidelines, kitchen safety, facility sanitation, and guidelines for safe food preparation, storing, and reheating. This course utilizes the National Restaurant Association ServSafe® materials, prepares for and culminates with the administration of the National Restaurant Association ServSafe® Certification examination.

CUL 141 Nutrition ....2 QH

Examines the basic concepts and principles of nutrition. In this course, students learn about basic nutrients, food labeling, nutritional principles, current issues in nutrition, and the application of nutritional principles to menu development. Students will also be involved in writing and nutritional analysis of recipes.
Corequisite(s): CUL 131B.

CUL 151 Culinary Skills I...8 QH

Gives a brief and intense introduction on kitchen safety, equipment, principles of basic food preparation and cooking techniques in lecture and lab format. Extensive hands-on training is provided for using cooking methods in the areas of dry heat cooking, moist heat cooking, tasting, kitchen equipment, knife skills, classical vegetable cuts, stock production, thickening agents, soup preparation, grand sauces, timing, station organization, palate development, and culinary French terms. The lecture for this course focuses on cooking principles, theory and the application of culinary skills in the kitchen. This course lays a foundation for the more advanced techniques presented in later coursework.
Prerequisite(s): C or better in CUL 115, C or better in CUL 131B.

CUL 152 Culinary Skills II ....8 QH

Continues from CUL 151 and focuses on principles of food preparation and cooking techniques in lab and lecture format. Extensive hands-on training is provided for using basic cooking methods as they apply to specific products such as red meats, poultry, pork, game meats, fish, shellfish, vegetables, pasta, sauces, and soups. Expanded concepts of time lines and multi-tasking, station organization, and culinary French terms will continue. The lecture for this course focuses on advanced cooking principles, theory and the application of culinary skills in the kitchen. This course lays a foundation for the more advanced techniques presented in later coursework.
Prerequisite(s): CUL 151.

CUL 153 Culinary Skills III ....8 QH

Applies the skills and theories from CUL 152 and focuses on advanced principles of food preparation and cooking techniques in lab and lecture format. Students receive extensive hands-on training focusing on advanced and combination cooking methods for red meats, poultry, pork, shellfish, fish, vegetables, and game. Breakfast cookery, salads, canapés, production cooking, hot and cold sandwiches, plate presentation, and advanced techniques for starch and vegetable preparation, will also be developed. Lecture for this course will focus on the advanced cooking principles, theories, and application of culinary skills in the kitchen.
Prerequisite(s): CUL 152.

CUL 201 Restaurant Techniques ....8 QH

Prepares the students for the innovation, creativity, speed, and multi-tasking abilities required in today's modern kitchen. The lab format for this class will offer students a real working kitchen environment in The Culinary Institute of Michigan's student-run, fine dining restaurant. An extensive range of advanced techniques, ingredients, and recipes illustrate the complex theories and applications. Upon completing this course, students will have achieved a high standard of quality and detail in culinary arts. The lecture for this course focuses on cooking principles, theory and the application of culinary skills in the kitchen.
Prerequisite(s): CUL 152.

CUL 202A Bar and Beverage Service..4 QH

Focuses on the role that wines and spirits play as quality beverages in professional foodservice operations. The course will emphasize styles of wine from around the world; the theory of matching wine with food; tasting wines, beers, and other beverages; and organizing wine service. Subjects to be explored include purchasing, storing, issuing, pricing, merchandising, and serving wines and spirits in a restaurant setting. Responsible alcohol service will also be emphasized. Mixology and the preparation of common and uncommon cocktails are covered. Students also may participate in a restaurant-based wine and food tasting plus a field trip to a local winery.
Prerequisite(s): CUL 222A.

CUL 221 Purchasing and Cost Control ....4 QH

Examines the information and skills necessary to analyze and improve the profitability of a foodservice establishment. Topics include the flow of goods, income statements, forecasting sales, and controlling labor and food costs. Students will also analyze the complete purchasing cycle of a restaurant, beginning with product and vendor selection and ending with actual orders.
Prerequisite(s): CUL 110, C or better in CUL 115.

CUL 222A Table Service ....8 QH

Develops the applications of the principles of fine service and hospitality in an à la carte restaurant serving the public. This class, which will be held in The Culinary Institute of Michigan's restaurant. The course will emphasize customer service, wine and spirits, restaurant trends and sales, merchandising, and sales. Students study and participate in the fundamentals of reservation and point-of-sale systems, controlling inventory, merchandising products and services, managing costs, assuring high-quality service to all customers, and managing service. Students will take the Federation of Dining Room Professionals® certification examination for Certified Dining Room Associate.
Prerequisite(s): FBM 221.

CUL 231 Charcuterie ....6 QH

Focuses on the three main areas of the cold kitchen: reception foods, plated appetizers, and buffet arrangements. Students learn to prepare hot and cold hors d'oeuvres, appetizers, forcemeats, pâtés, galantines, terrines, salads, and sausages. Curing, brining, and smoking techniques for meat, seafood, and poultry items will be practiced, along with contemporary styles of presenting food and preparing of buffets. Students will also have hands-on experience in the fabrication and aging of fresh and cured products.
Prerequisite(s): CUL 201.

CUL 271 Culinary Portfolio...2 QH

Integrates the knowledge and skills students have obtained throughout the Culinary Arts, Food and Beverage Management, and Baking and Pastry Programs in this capstone course. Students in the Culinary Arts, Food and Beverage Management, and Baking and Pastry programs will be required to complete a portfolio for graduation. Students will assemble and complete the program specific portfolio under the guidance of an Academic Advisor. The portfolio is designed to help students prepare and position themselves to enter the foodservice industry.
Prerequisite(s): C or better in CUL 131B.

DENTAL ASSISTING

DAS 101 Dental Assisting I..5 QH

Introduces students to the dental profession and the role of the dental assistant. Topics include the history of dentistry, dental equipment and instruments, infection control, team positioning, four-handed dentistry techniques and emergency dental management. 30 hours of lecture and 40 hours of lab are required.
Prerequisite(s): Acceptance in the program.

DAS 102 Dental Assisting II..5 QH

Provides the foundation for dental charting, clinical examination, management of the medically compromised patient, assisting in restorative dentistry, management of pain and anxiety, and an introduction to clinical assisting through rotations in the Baker College dental hygiene clinic. 30 hours of lecture and 40 hours of lab are required.
Prerequisite(s): C or better in DAS 101.

DAS 111 Dental Anatomy/Histology and Embryology.....................................4 QH

Provides a study of head and neck anatomy and tooth morphology with an introduction to the development and structural anatomy of the orofacial region. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): Acceptance in the program.

DAS 121 Biomedical Science ....3 QH

Provides an introduction to biomedical sciences as they relate to dentistry. Course content includes microbiology, pathology, and pharmacology.
Prerequisite(s): Acceptance in the program.

DAS 131 Dental Materials ....4 QH

Provides a study of the composition, chemical and physical properties, manipulation, and uses of dental materials. Laboratory experiences include the application and manipulation of various materials used in dentistry. 20 hours of lecture and 40 hours of lab are required.
Prerequisite(s): C or better in DAS 101.

DAS 141 Dental Radiology..**4 QH**

Provides a study of radiation physics, hygiene, and safety theories. Emphasis on the fundamentals of oral radiographic techniques and interpretation of radiographs. Includes exposure of intra-oral radiographs, quality assurance, radiographic interpretation, patient selection criteria, and other ancillary radiographic techniques. 20 hours of lecture and 40 hours of lab are required.
Prerequisite(s): C or better in DAS 111.

DAS 151 Dental Office Management......................................**3 QH**

Provides an introduction to business office procedures, including telephone management, appointment control, receipt of payment for dental services, completion of third-party reimbursement forms, supply inventory maintenance, data entry for charges and payments, management recall systems, basic dental computer software, and operation of basic business equipment.
Prerequisite(s): C or better in DAS 102.

DAS 161 Nutrition and Preventative Dentistry...................**2 QH**

Provides a study of the prevention of the dental disease, oral hygiene instruction, fluoride, community dental health, and nutrition. Students will participate in a community preventive dental health project.
Prerequisite(s): C or better in DAS 121.

DAS 201 Clinical Practice I..**6 QH**

Provides dental assisting practice and experience in the workplace. Emphasis is placed on infection control, data collection, patient management techniques, communication, professionalism and ethics, and basic four-handed dental assisting procedures. A one hour weekly seminar for 10 weeks to integrate theory and laboratory for students to reflect on individual experiences, and 150 hours of clinical instruction is required for this course.
Prerequisite(s): C or better in DAS 102.

DAS 202 Clinical Practice II...**7 QH**

Continues the study of dental assisting practice and experience in the workplace. Emphasis is placed on infection control, data collection, patient management techniques, communication, professionalism and ethics, dental radiography, four handed dental assisting procedures, dental office management, and Registered Dental Assistant functions in general dentistry and specialty practice offices. A one hour weekly seminar for 10 weeks to integrate theory and laboratory for students to reflect on individual experiences, and 180 hours of clinical instruction is required for this course.
Prerequisite(s): C or better in DAS 201.

DAS 211A Registered Dental Assistant Functions...............**3 QH**

Provides the knowledge and skills necessary to perform Registered Dental Assistant functions. Emphasis is on acid etch, sealant placement, provisional coverage, fluoride application, dental dam application, selective coronal polishing, fabrication of amalgam restorations and supragingival cement removal. 20 hours of lecture and 20 hours of lab are required.
Prerequisite(s): C or better in DAS 102.

DAS 221 Dental Specialties...**2 QH**

Introduces the dental assistant to specialty practices in dentistry. The following specialties are included: endodontics, oral and maxillofacial surgery, orthodontics, periodontics, pediatric dentistry, and prosthodontics. The course includes clinical skills related to each specialty. 10 hours of lecture and 20 hours of lab are required.
Prerequisite(s): C or better in DAS 201.

DAS 231 Professional Concepts..**1 QH**

Emphasizes the development of professionalism for dental office personnel. The course will explore the legal and ethical practice of dentistry, risk management and the study of the state Dental Practice Act. Content includes the exploration of interpersonal skills and factors related to job satisfaction.
Prerequisite(s): C or better in DAS 201.

DAS 261 CDA/RDA Exam Preparatory..................................**4 QH**

Prepares students to take the Dental Assisting National Board Exam and the State of Michigan Registered Dental Assistant Exam. 20 hours of lecture and 40 hours of lab are required.
Prerequisite(s): C or better in DAS 211A.

DENTAL HYGIENE

DHY 111A Dental Hygiene I..**6 QH**

Introduces students to the dental hygiene clinical techniques of patient assessment and treatment. Students will develop skills in the taking of a medical/dental history, vital signs, and performing extraoral and intraoral examinations. Students will practice instrumentation techniques utilizing proper infection control procedures. All procedures are taught to clinical competence. 20 hours of lecture and 80 hours of clinical lab are required.
Prerequisite(s): Acceptance in the program.

DHY 112A Principles of Dental Hygiene..............................**3 QH**

Provides students with the knowledge to perform clinical dental hygiene practices within the dental office setting in a safe and efficient manner, following all OSHA guidelines. Topics will include infection control, medical and dental emergencies, and basic dental office procedures.
Prerequisite(s): Acceptance in the program.

DHY 113A Dental Histology and Embryology......................**3 QH**

Studies the developmental and structural microscopic anatomy of the orofacial region. The knowledge of how cells, tissues, and organs develop and function enhances the understanding of oral manifestations and the basis of their treatment. An introduction into tooth eruption patterns is presented.
Prerequisite(s): Acceptance in the program.

DHY 114 Oral Anatomy...**4 QH**

Provides a comprehensive study of the anatomy of the oral cavity. The function of various components of the orofacial area and how form, shape, and arrangement of the teeth aid in the prevention of dental disease are discussed. The laboratory portion of this course includes a comprehensive analysis of each individual tooth in the dentition. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): Acceptance in the program.

DHY 116 Head and Neck Anatomy I....................................**2 QH**

Provides a comprehensive study of the anatomy of the head and neck regions, including: skeletal, nervous, circulatory, lymphatic, and muscular systems and their relationship to dental hygiene clinical procedures.
Prerequisite(s): B- or better in SCI 102C.

DHY 117 Head and Neck Anatomy II...................................**1 QH**

Provides a review of head and neck anatomy, specific anatomical landmarks important to the clinical dental hygienist, and an introduction to the application of this knowledge to the use of local anesthesia.
Prerequisite(s): Dean's approval.

DHY 121 Clinical Dental Hygiene II....................................**6 QH**

Provides a continuation of performing patient assessment and treatment in the clinical setting. Additional topics such as patient communication, fluoride application, occlusal analyses, oral infection control, dental prostheses care, chemotherapeutics, and dental stain classification are introduced to enhance the student's ability to provide comprehensive dental hygiene services to patients. All procedures are taught to clinical competence. 20 hours of lecture and 80 hours of clinical lab are required.
Prerequisite(s): Dean's approval.

DHY 122 Oral Pathology..**3 QH**

Studies disease and the disease process. Emphasis will be placed on the detection and treatment of diseases of the oral region and the oral manifestations of systemic diseases. Case histories are presented in which the student's objective is to formulate a differential diagnosis of an unknown lesion and propose a rational approach for evaluation and treatment of the patient.
Prerequisite(s): Dean's approval.

DHY 123 Dental Radiography..**4 QH**

Focuses on the theories and principles of the x-ray, its nature and properties, and recognition of the normal anatomical structures present in a properly exposed set of periapical and interproximal radiographs. Practice is provided in exposure, development, and mounting of dental radiographs using a variety of techniques. All technical skills are taught to a minimum of laboratory competence. 20 hours of lecture and 40 hours of lab are required.
Prerequisite(s): Dean's approval.

DHY 131 Clinical Dental Hygiene III.....................................6 QH

Provides a continuation of the study of performing patient assessment and treatment in the clinical setting. Emphasis will be placed on the recognition and treatment of the periodontally involved patient. Additional preventive and auxiliary procedures will be introduced, such as ultrasonic/sonic instrumentation, treatment of hypersensitive teeth, development of the maintenance appointment, and smoking cessation programs. All procedures are taught to clinical competence. 20 hours of lecture and 80 hours of clinical lab are required.
Prerequisite(s): Dean's approval.

DHY 132 Periodontics I...2 QH

Covers the diagnosis, treatment, and prevention of pathologic conditions affecting the periodontium. Prepares students to evaluate the patient's disease status and plan the appropriate treatment.
Prerequisite(s): Dean's approval.

DHY 133 Dental Materials...4 QH

Studies the composition and properties of materials used in the practice of dentistry. Emphasis is placed on the materials and procedures for which the dental hygienist is directly responsible. Students will practice proper care and manipulation of the materials in the laboratory. 30 hours of lecture and 20 hours of lab are required. All technical skills are taught to a minimum of laboratory competence.
Prerequisite(s): Dean's approval.

DHY 134 Dental Health Education.......................................2 QH

Exposes student dental health educators to many of the dental health care issues that affect society, the impact they have on dental health, and the educational techniques that can be employed to assist the individual on matters affecting health decisions. Further study will include human behavior, interpersonal relations and communication skills relating to patient education, motivation, and acceptance of health care.
Prerequisite(s): Dean's approval.

DHY 141 Clinical Dental Hygiene IV....................................4 QH

Continues patient assessment and treatment in the clinical setting emphasizing all previously taught clinical skills for patient care. All procedures are taught to clinical competency. 40 hours of lecture are required.
Prerequisite(s): Dean's approval.

DHY 201 Dental Pain and Anxiety Control ....4 QH

Provides students with the basic concepts of local anesthetics and pain control. The rationale for pain control, a review of specific anatomic landmarks, physiology, and pharmacology of anesthetic agents will be included. Through lecture and lab, detailed instruction in the use of local anesthesia and nitrous oxide, along with safety measures, will be provided. All procedures are taught to clinical competence. 20 hours of lecture and 40 hours of lab are required.
Prerequisite(s): Dean's approval.

DHY 211A Clinical Dental Hygiene V....................................8 QH

Continues the focus of performing patient care. Emphasis will be placed on treating the patient with special needs along with dietary assessment and planning for all age groups of patients. All procedures are taught to clinical competence. 20 hours of lecture and 120 hours of clinical are required.
Prerequisite(s): Dean's approval.

DHY 212 Periodontics II..2 QH

Presents information on periodontal therapies relative to the hygienist's role as co-therapist in clinical practices. Further study includes the clinical and histological effects of periodontal procedures on oral tissues including surgical and non-surgical techniques used.
Prerequisite(s): Dean's approval.

DHY 214A Pharmacology for the Dental Hygienist.......................3 QH

Provides a general knowledge of the fundamentals and concepts of drugs commonly used in dentistry and relates this information to the successful practice of clinical dental hygiene.
Prerequisite(s): Dean's approval.

DHY 221 Clinical Dental Hygiene VI....................................8 QH

Continues the study of clinical dental hygiene treatment designed to refine the technical skills learned from previous courses and provide a continuation of the study of the techniques and philosophies of handling patients with special needs. All procedures are taught to clinical competence. 20 hours of lecture and 120 hours of clinical are required.
Prerequisite(s): Dean's approval.

DHY 222 Community Dentistry...4 QH

Surveys public health and community dentistry, comparing and contrasting the role of the dental hygienist in the community to that of private practice. An introduction is given to biostatistics with an emphasis on planning community programs.
Prerequisite(s): Dean's approval.

DHY 223 Radiographic Interpretation ....1 QH

Emphasizes the recognition of normal anatomical landmarks as well as pathological conditions commonly encountered in the practice of dental hygiene. This course is designed to complement DHY123 (Dental Radiography).
Prerequisite(s): Dean's approval.

DHY 231 Clinical Dental Hygiene VII...................................8 QH

Continues the study of clinical dental hygiene treatment designed to increase the student's speed and ability. Discussions of current dental hygiene concepts are introduced. Clinical requirements include a case study of a patient with written documentation and a class presentation. All procedures are taught to clinical competence. 20 hours of lecture and 120 hours of clinical are required.
Prerequisite(s): Dean's approval.

DHY 232 Dental Law and Ethics..2 QH

Surveys the laws that govern the practice of dental hygiene. A discussion of ethical codes of conduct that guide the dental hygienist is provided.
Prerequisite(s): Dean's approval.

DHY 233 Special Topics Seminar ....2 QH

Explores a variety of current issues that are of interest to the dental hygiene profession. Examples of topics that may be discussed are new products in dentistry, procedures in specialty practices, and career development. A project and/or observation at a community agency/private practice will be required, along with journal article summaries.
Prerequisite(s): Dean's approval.

DIAGNOSTIC MEDICAL SONOGRAPHY

DMS 100A Introduction to Sonography ....4 QH

Introduces the role of a sonographer as a member of the health care team. Emphasis is placed on the professional, ethical, and attitudinal qualities of a sonographer. The history of sonography is presented as well as legal and ethical issues of the profession. This class will also introduce the basic role of ultrasound physics as well as an introduction to the ultrasound machine along with some basic scanning instruction.
Prerequisite(s): Acceptance in the program.

DMS 201 Sonographic Technique..4 QH

Introduces students to scanning with an ultrasound machine. Scanning protocols, basic machine operations, and patient preparation are presented. This course is designed to correlate with the students' beginning experiences in clinical training. Beginning level sonographic anatomy is presented.
Prerequisite(s): Acceptance in the program.

DMS 210A Ultrasound of the Normal Abdomen and Pelvis...............4 QH

Presents advanced sonographic anatomy of the normal abdomen, retroperitoneum, and pelvis, including all soft tissue organs and major vascular structures. Normal variants in these areas are also covered. Students will be expected to achieve mastery level in all areas covered.
Prerequisite(s): B- or better in DMS 100A, B- or better in DMS 201.

DMS 211A Ultrasound of Abdominal Pathology ....4 QH

Presents pathological conditions of the abdomen and retroperitoneum. Comparisons are made with normal sonographic appearances so students learn to recognize pathologies and abnormalities. All soft tissue organs and vascular structures in the abdomen and retroperitoneum are covered. Students will be expected to achieve mastery level in all areas covered.
Prerequisite(s): B- or better in DMS 210A.

DMS 212A OB/GYN Ultrasound Normal and Pathology ....4 QH

Presents abnormal conditions of the female pelvis. Also emphasized at this time is the scanning of the pregnant uterus. In-depth obstetrical scanning and protocols are presented. Comparisons are made with normal sonographic appearances so students learn to recognize pathologies and abnormalities. Students will be expected to achieve mastery level in all areas covered.
Corequisite(s): DMS 211A.

DMS 213A Small Parts and Specialty Ultrasound................................4 QH

Covers the normal and abnormal anatomy and sonographic appearance of the breast, prostate, and small parts. Included also is an introduction to vascular scanning and protocols. Comparisons are made with normal structures so students learn to recognize pathologies and abnormalities. Students will be expected to achieve mastery level in all areas covered.
Prerequisite(s): B- or better in DMS 212A.

DMS 215A Principles of Ultrasound and Instrumentation I ....4 QH

Presents the physics of ultrasound. Correlation will be made with machinery instrumentation as it relates to ultrasound and image acquisition. This course along with Principles of Ultrasound and Instrumentation II are preparatory courses for the physics portion of the national board exams administered by ARDMS. Students will be expected to achieve mastery level in all areas covered.
Prerequisite(s): DMS 100A, DMS 201.

DMS 216A Principles of Ultrasound and Instrumentation II ....4 QH

Builds on knowledge gained in Principles of Ultrasound and Instrumentation I. Students will continue to learn the concepts and physical laws that govern ultrasound. This course will prepare students to sit for the physics examination administered by the ARDMS. A mock registry examination will be included. Students will be expected to achieve mastery level in all areas covered.
Prerequisite(s): B- or better in DMS 215A.

DMS 220 Clinical I..6 QH

Introduces students to the hospital setting. Students will learn departmental protocols and expectations from the clinical supervisor. Actual patient scanning will begin at this time under the direct supervision of the clinical supervisor. Emphasis on functioning as a member of the health care team is stressed. Requires 360 clinical hours.
Prerequisite(s): B- or better in DMS 100A, B- or better in DMS 201, Student background check.

DMS 221 Clinical II...6 QH

Continues having students scan and gain confidence under the supervision of the clinical supervisor. Emphasis is placed on structure identification. Recognizing pathological conditions is also stressed. Students continue to function as a member of a health care team. Requires 360 clinical hours.
Prerequisite(s): B- or better in DMS 220.

DMS 222 Clinical III..6 QH

Continues having students scan under the indirect supervision of the clinical supervisor. Competence to scan abdomens, retroperitoneums, and uteri should be attained without direct guidance. The level of independent scanning should be similar to that of an entry-level sonographer. Teamwork should characterize the clinical experience. Requires 360 clinical hours.
Prerequisite(s): B- or better in DMS 221.

DMS 223 Clinical IV..6 QH

Continues having students scanning independently under the guidance of the clinical supervisor during this portion of the clinical training. As an entry-level sonographer, students will be making independent decisions and functioning as a team member in the department. Scanning speed will be emphasized as well as competence in all areas of general ultrasound. Requires 360 clinical hours.
Prerequisite(s): B- or better in DMS 222.

DMS 230A Ultrasound Review ....4 QH

Reviews the major concepts presented in all previous courses. Students should use this course as a review for the upcoming registry examinations. A mock registry for the abdomen, obstetrics/gynecology and physics will be presented. Students will be expected to apply critical thinking skills and demonstrate mastery level in all areas of abdominal and OB/GYN ultrasound, as well as, the physics and instrumentation of ultrasound.
Prerequisite(s): B- or better in DMS 213A, B- or better in DMS 216A.

DIESEL

DSL 101 Diesel Engine Theory ....4 QH

Deals with the theory of operation for the diesel engine. Fuel, compression, and other systems are discussed. Major components of each are examined as background to viewing the engine as a system. 30 hours of lecture and 20 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Diesel Service Technology.
Corequisite(s): DSL 106.

DSL 106 Diesel Shop Practices...4 QH

Introduces students to the field of diesel repair, the diesel repair facility, tools and safety procedures required within the diesel courses as well as in diesel repair centers. Topics include safety, Material Safety Data Sheets (MSDS), starting and moving diesel tractors and the proper use of shop tools and equipment along with basic heavy equipment systems. 30 hours of lecture and 20 hours of lab are required.

DSL 116 Introduction to Diesel Electrical ....5 QH

Focuses on the introduction to auto/diesel electrical/electronic systems which includes basic theories, electrical/electronic components, wiring and circuit diagrams, circuit protection, switches, relays solenoids and battery fundamentals. This course also focuses on the use of test equipment such as digital multimeters, test lights, jumper wires and logic probes used to diagnose basic electrical/electronic faults. 20 hours of lecture and 60 hours of lab are required.
Corequisite(s): DSL 106.

DSL 141 Diesel Electrical/Electronic Systems I.................................5 QH

Continues the coverage of electrical systems including lighting, electrical devices and accessories, and motor-driven electrical components. Computer controlled electronics is introduced including its use in security alarms, airbags, and sound systems. 15 hours of lecture and 70 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Diesel Service Technology.
Prerequisite(s): DSL 116.

DSL 142 Diesel Electrical/Electronic Systems II................................5 QH

Continues the coverage from previous courses focusing on advanced diagnostic techniques. Includes computerized testing and analysis of electrical/electronic systems. Advanced diagnostic techniques are utilized to analyze system problems. Also examines new technology including hybrid and fuel-cell systems, navigation systems, safety devices, and other vehicle features and options. 15 hours of lecture and 70 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Diesel Service Technology.
Prerequisite(s): AST 112B or DSL 141.

DSL 151 Welding for Heavy Duty Repair ....4 QH

Covers the theory and application of cutting and welding for heavy duty repair. Topics include gas metal arc welding, shielded metal arc welding, plasma arc cutting, and flame cutting techniques. 10 hours of lecture and 60 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Diesel Service Technology.

DSL 171 Diesel Engine Repair...5 QH

Complete cylinder head diagnosis and repair service will be covered. Covers the entire engine construction focusing on the cylinder head and the upper engine to include intake manifolds and exhaust manifolds. Cooling and lubrication systems, block, sleeves, and crankshafts will also be covered. 20 hours of lecture and 60 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Diesel Service Technology.
Prerequisite(s): DSL 116, DSL 101.

DSL 181 Introduction to Diesel Maintenance and Repair...................4 QH

Introduces students to preventative maintenance of diesel equipment. Coverage will include safety equipment, basic vehicle operation, instruments and controls along with hardware, inspections of the brakes, tires, wheels and suspension as well as steering systems. An introduction to Preventative Maintenance Plans (PMP) will be covered. 20 hours of lecture and 40 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Diesel Service Technology.
Prerequisite(s): DSL 116.

DSL 221 Heavy Duty Brake Service..6 QH

Focuses on the design and operation of the complete air brake system for a tractor and trailer. Diagnosis of system problems as well as the machining and rebuilding of various system components will be performed. Air compressors, air lines, and storage tanks as well as brake switches and trailer brakes will be covered. 20 hours of lecture and 85 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Diesel Service Technology.
Prerequisite(s): DSL 116.

DSL 231 Heavy Duty Suspension/Steering ....6 QH
Examines the suspension and drive systems for both single axle and dual axle tractors. Steering mechanisms and suspension components are discussed as well as diagnosis and repair of suspension and steering systems. Alignment techniques will be used to properly align a tractor. 20 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Diesel Service Technology.
Prerequisite(s): DSL 106.

DSL 241 Heavy Duty Heating/Air Conditioning ....6 QH
Combines heating and cooling of the truck cab (driver comfort), product refrigeration for freight industry, and passenger comfort for the bussing industry. Students learn to diagnose and repair vehicles and commercial heating/refrigeration systems. Topics include lubricants, compressor types, electrical and mechanical controls, refrigerant types and characteristics, as well as leak testing and repair. Includes lecture and hands-on experiences to assist in preparation for the State License exam for Automotive Heating/Air Conditioning as well as EPA 609 and EPA 608 certifications. 20 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Diesel Service Technology.
Prerequisite(s): AST 112B or DSL 141.

DSL 251 Auxiliary Systems ....4 QH
Focuses on ADA and other systems used in the bussing industry. Topics and equipment covered include, but are not limited to, bus doors, ADA lifts, audio/video systems, passenger lighting, and comfort controls. 20 hours of lecture and 40 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Diesel Service Technology.
Prerequisite(s): AST 112B or DSL 141.

DSL 261 Heavy Duty Drive Trains ....6 QH
Focuses on manual transmission drive trains. Diagnosis, service and repair of manual transmissions, transfer boxes, clutches, and single and dual rear drive axles will be covered. 20 hours of lecture and 80 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Diesel Service Technology.
Prerequisite(s): AST 112B or DSL 141.

DSL 271 Diesel Engine Performance ....5 QH
Focuses on an introduction to diesel engine fault diagnosis and adjustments and/or repair. Topics include computerized engine controls, fuel systems, turbo chargers and superchargers as well as the use of computerized diagnostic equipment. 20 hours of lecture and 60 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Diesel Service Technology.
Prerequisite(s): AST 112B or DSL 141, DSL 101, DSL 171.

DSL 281 Heavy Duty Bus/Truck Maintenance ....4 QH
Focuses on preventative maintenance of the engines, fuel system, air and exhaust system, and cooling system. Coverage will include safety equipment, instruments and controls along with hardware, inspections of the brakes, tires, wheels and suspension, and steering systems. Diagnosis and repair of problems related to any of the systems will be covered. 20 hours of lecture and 40 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Diesel Service Technology.
Prerequisite(s): DSL 181, DSL 221, DSL 231.

DSL 291 Hydraulics ....5 QH
Focuses on maintenance, inspection, and repair of heavy equipment hydraulic systems. Topics and equipment include pumps, filtration, hoses and fittings, control valves, and actuators. 20 hours of lecture and 60 hours of lab are required. Must complete with a C (73%) or better in order to count toward the Certificate or Associate Degree program in Diesel Service Technology.
Prerequisite(s): AST 112B or DSL 141, MTH 111.

DIGITAL VIDEO PRODUCTION

DVP 101 Digital Media Fundamentals ....4 QH
Introduces an overview of video production utilizing a digital camcorder and video editing equipment. Students study video technologies, basic equipment operation, edits composition, basic lighting and audio, storyboard creation, script writing, and production planning.

DVP 111 Script Writing and Storyboarding ....4 QH
Introduces students to creating a video production from the concept stages. Presents a systematic/process approach to developing a video production through creating a script and producing storyboards for production use.
Prerequisite(s): ENG 091 or satisfies developmental writing or placement exam.

DVP 121 Introduction to Audio Recording ....4 QH
Introduces basic audio for practical use in video and media applications. Topics include digital sound characteristics, microphones, single and multi-track techniques, and sound effects.
Prerequisite(s): DVP 101, any of the INF courses.

DVP 131 Video Field Production ....4 QH
Introduces shooting video on location within a controlled environment. Students practice various shooting techniques, audio and edit planning, following production shot lists, and shooting to scripted and storyboarded needs.
Prerequisite(s): DVP 111, DVP 121.

DVP 151 Introduction to Digital Video Editing ....4 QH
Introduces students to the non-linear (digital) video editing process. Covers computer-based video editing technologies/software. Students practice on the fundamentals of organizing and creating streaming video footage for use with multi-media and/or Web applications.
Prerequisite(s): DVP 121.

DVP 201 Motion Graphics ....4 QH
Develops knowledge and skills to organize footage for use in creating professional on-screen motion graphics and special effects. Students will also work with character generated type to synchronize sound with on-screen graphic images. Students gain proficiency in the hands-on use of computer tools and software to integrate edited footage into a digital media production.
Prerequisite(s): DVP 151.

DVP 252 Intermediate Digital Video Editing ....4 QH
Provides students with the ability and working knowledge to create final edits for use in their digital video production by preparing digital footage through the use of digital video mark points. Combining sound and motion graphics are covered through the use of non-linear editing software as well.
Prerequisite(s): DVP 151.

DVP 261 Editing/Motion/Audio - Direct Study Lab ....2 QH
Creates basic on-screen graphics and effects. Students will utilize the video lab for final digital video production. Students will also work towards the completion of a final DVD product by implementing all edits, audio, and effects necessary for the final composite project for presentation.
Prerequisite(s): DVP 131, DVP 151, DVP 201.

DVP 271 DVD Production Techniques ....2 QH
Uses authoring software in the production of final DVD media to allow students the opportunity to make digital copies for a portfolio and presentation. Students will also design and produce a resume as well as portfolio elements for the employment and/or internship interview process.
Prerequisite(s): DVP 131, DVP 151, DVP 201. Corequisite(s): DVP 261.

EARLY CHILDHOOD EDUCATION

ECE 101B Introduction to Early Childhood Education ....4 QH
Emphasizes introductory concepts of Early Childhood Education professions. Students participate in hands-on activities to develop an understanding of safe, healthy learning environments and parent involvement. Must complete with a C (73%) or better.
Prerequisite(s): DHS clearance, Student background check.

ECE 111B Early Childhood Development ....4 QH
Focuses on social, physical, cognitive, communicative, and emotional development of children from birth through age 8. Practical application of theory occurs during group projects and presentations. Must complete with a C (73%) or better.
Prerequisite(s): ENG 098B or satisfies developmental reading or placement exam, DHS clearance, Student background check.

ECE 131A Healthy Environments for Early Childhood ....4 QH
Focuses on the creation of a safe and healthy learning environment to encourage play, exploration, and learning. Students learn how to use space, relationships, materials, and routines as resources for constructing an interesting, secure, and enjoyable ECE environment. Must complete with a C (73%) or better.
Prerequisite(s): ECE 101B, DHS clearance, Student background check.

ECE 141A Creative Activities ....4 QH

Focuses on understanding creativity and the development of skills to assist and encourage young children to express their creative natures. A hands-on approach is taken in order to demonstrate how creative expression may be incorporated into the early childhood classroom environment. Must complete with a C (73%) or better.

Prerequisite(s): DHS clearance, Student background check.

ECE 151A Administration of Early Childhood Education Programs ....4 QH

Focuses on the essential organization, planning, operations, and ongoing quality improvement of child care centers and preschool environments. Licensing, structure, and accreditation standards are reviewed. Must complete with a C (73%) or better.

Prerequisite(s): ECE 111B, DHS clearance, Student background check.

ECE 165 Observation and Assessment Techniques for Early Childhood Education Programs ....4 QH

Studies the purposes for assessing children's behavior and the development of skills required for evaluating behavior. Emphasis will be placed on preparing reports for parents and institutions. Must complete with a C (73%) or better.

Prerequisite(s): ECE 111B, DHS clearance, Student background check. Corequisite(s): MTH 091 or satisfies developmental math or placement exam.

ECE 171A Language Development and Language Arts ....4 QH

Examines language development in children from birth through elementary school. Applies linguistic theory to language arts education, including its impact on oral and written communication, an overview of structural and transformational linguistics, and an exploration of the theory and techniques of listening, speaking, and writing effectively in the English language. Must complete with a C (73%) or better.

Prerequisite(s): ECE 111B or EDU 200, DHS clearance, Student background check.

ECE 181 The School-Age Child ....4 QH

Provides professional development and specialized training in working with school-age children. This coursework includes curriculum planning, instructional strategies, and opportunities to collaborate with colleagues and the community. Must complete with a C (73%) or better.

Prerequisite(s): DHS clearance, Student background check.

ECE 191 CDA Portfolio Preparation ....4 QH

Offers students the necessary assistance to prepare for successful completion of the CDA criteria. Students will prepare all written criteria as outlined by the Council for Professional Recognition for the CDA credential. This course is designed to develop the CDA Resource File and prepare students for the Observational Assessment. Must complete with a C (73%) or better.

Prerequisite(s): ECE 101B, ECE 111B, DHS clearance, Student background check. Corequisite(s): ECE 165.

ECE 201A Infant and Toddler Care ....2 QH

Provides an intense look at the special needs of infants and toddlers, and methods of designing and implementing appropriate programs. Must complete with a C (73%) or better.

Prerequisite(s): ECE 111B, DHS clearance, Student background check.

ECE 211A Developing Anti-Bias Curriculum ....4 QH

Teaches cultural respect and disability awareness strategies to effectively manage gender and racial differences within the early childhood education classroom. Provides practical suggestions and training to develop anti-bias curricula. Must complete with a C (73%) or better.

Prerequisite(s): ECE 111B, DHS clearance, Student background check.

ECE 221A Cognitive Activities for Young Children ....2 QH

Instructs students to integrate math and science into the early childhood classroom. Science is incorporated into each learning center. Emphasis is placed on hands-on, problem-solving skills. Must complete with a C (73%) or better.

Prerequisite(s): ECE 111B, DHS clearance, Student background check.

ECE 231 Guidance and Discipline ....4 QH

Focuses on applying age-appropriate guidance and discipline practices as well as a supportive environment in which children can begin to learn and practice appropriate and acceptable behaviors as individuals and as members of a group. Includes 20 hours of fieldwork. Must complete with a C (73%) or better.

Prerequisite(s): ECE 111B, DHS clearance, Student background check.

ECE 251 Developing Curriculum for Early Childhood ....4 QH

Studies how to design curricula and an environment to promote the growth in social and emotional, cognitive, and physical domains of the pre-school or early elementary child. Must complete with a C (73%) or better.

Prerequisite(s): ECE 165, DHS clearance, Student background check.

ECE 271B Early Childhood Education Practicum ....4 QH

Provides students with first-hand experience in applying theories of child development and concepts of early childhood education practice in a practical setting. Includes 90 hours of observation and participation in a structured program for 3- to 5-year-olds. Must complete with a C (73%) or better.

Prerequisite(s): Dean's approval, DHS clearance, Student background check. Corequisite(s): ECE 165.

ECE 281 Parents and Teachers: Partners in Education ....4 QH

Focuses on information and strategies that can be used by teachers to encourage parents to work in partnership with schools to promote the cognitive, affective, and physical development of their children. Must complete with a C (73%) or better.

Prerequisite(s): DHS clearance, Student background check.

ECE 301 Advocating for Young Children ....4 QH

Focuses on strategies for Early Childhood Education professionals to use community resources for the development of the rights of young children and their families. Addresses working with children suffering from abuse and neglect. Develops advocacy techniques on behalf of children promoting safe, healthy, and nutritional environments. Must complete with a C (73%) or better.

Prerequisite(s): DHS clearance, Student background check.

ECE 351 Philosophies in Early Childhood Education ....4 QH

Explores contemporary early childhood educational practices and theoretical foundations of curriculum. Includes an introduction to Reggio Emilia and Maria Montessori's practices. Must complete with a C (73%) or better.

Prerequisite(s): ECE 251, DHS clearance, Student background check.

ECE 361 Survey of Curriculum ....4 QH

Evaluates the application of curriculum in 20 different early childhood programs and its effects on quality care for young children both on site and through research. The assessment tool will require knowledge of ECERS evaluations. The evaluations will be completed off campus. Must complete with a C (73%) or better.

Prerequisite(s): ECE 165, ECE 251, DHS clearance, Student background check.

ECE 371 Early Childhood Education Practicum II ....4 QH

Provides students with a direct fieldwork experience implementing curriculum content in a lead teacher role under a qualified teacher. Michigan curriculum standards will serve as the basis for instruction. Includes 120 hours of participation in a structured program for 3-5 year olds. Must complete with a C (73%) or better.

Prerequisite(s): ECE 271B, Dean's approval, DHS clearance, Student background check. Corequisite(s): ECE 372.

ECE 372 Implementation of Curriculum in an Early Childhood Education Environment ....4 QH

Develops daily, weekly, and monthly lesson plans to be implemented within ECE371 Practicum II. Developmentally appropriate practices and Michigan curriculum standards will provide the framework for on-going assessment of the curriculum implementation. Must complete with a C (73%) or better.

Prerequisite(s): DHS clearance, Student background check. Corequisite(s): ECE 371.

ECE 401 Advanced Infant/Toddler Care ....4 QH

Examines the importance of parent and caregiver relationships in developing quality care for infants and toddlers. The essentials of infant and toddler care giving, developmental growth patterns, and direct observations will be emphasized. A 20-hour fieldwork observation will be required. Must complete with a C (73%) or better.

Prerequisite(s): ECE 201A, DHS clearance, Student background check.

ECE 441 Music and Movement for Young Children ....4 QH

Focuses on the physical development, music curriculum, and movement activities in an early childhood education environment. This course will require a hands-on demonstration of skills. Must complete with a C (73%) or better.

Prerequisite(s): ECE 141A, DHS clearance, Student background check.

ECE 451 Early Childhood Education Practicum III ....4 QH

Provides a direct fieldwork experience in an administrative role implementing management techniques as an assistant director, director, curriculum developer, family advocate, or home visitor. Includes 120 hours of participation in a structured program for birth-five year olds. Must complete with a C (73%) or better.

Prerequisite(s): ECE 151A, ECE 271B, Dean's approval, DHS clearance, Student background check.

ECE 452 Administrative Operations in ECE.........................4 QH
Provides critical application of essential administrative duties as performed in an early childhood education environment. Knowledge of professional and ethical responsibilities will be evaluated. The duties shall include supervising, organizing, budgeting, accounting, and scheduling skills. Licensing standards and NAEYC accreditation will be emphasized. Must complete with a C (73%) or better.
Prerequisite(s): DHS clearance, Student background check. Corequisite(s): ECE 451.

ECE 461 Early Assessment and Referral ....4 QH
Focuses on the tools of assessment and methods of referral for young children with disabilities, with an emphasis on the goals and benefits of assessment. IFSP, IEP, early intervention and legal issues surrounding these topics will be featured. Must complete with a C (73%) or better.
Prerequisite(s): ECE 165, DHS clearance, Student background check.

ECE 471 Early Literacy Intervention ....4 QH
Provides essential background into speech, cultural, linguistic and language development of young children. An emphasis will be placed on the link between home and educational environment. Home-to-school activities will be developed. Must complete with a C (73%) or better.
Prerequisite(s): ECE 171A, DHS clearance, Student background check.

ECE 481 Senior Practicum in Early Childhood Education..............11 QH
Requires candidates to observe and teach in K-12 classroom settings for approximately 13 weeks during regular school hours, following the school district calendar and the supervising teacher's contractual agreement. Attendance at professional development conferences and seminars may be required.
Prerequisite(s): Dean's approval, DHS clearance, Student background check. Corequisite(s): EDU 491 or EDU 496.

ECE 486 Directed Teaching-Postbaccalaureate Early Childhood Education.........5 QH
Requires observation and teaching full-time in grades 1-3 for approximately five weeks. This course is only appropriate for certified teachers seeking to add the ZA (early childhood) endorsement to an existing teaching certificate.
Prerequisite(s): Dean's approval, DHS clearance, Student background check.

ECE 491 Senior Seminar: Early Childhood Education........................4 QH
Familiarizes students with the professional community of early childhood educators and with state and national curricula and assessment standards with a focus on early childhood education. Oral presentations and a final paper or project demonstrating subject matter and pedagogical knowledge are required. Licensing and regulation issues will be highlighted. This is the capstone course for students seeking the ZA teaching endorsement. Must complete with a C (73%) or better.
Prerequisite(s): Dean's approval, DHS clearance, Student background check.

ECHOCARDIOGRAPHIC TECHNOLOGY

ECT 105 EKG Technology...4 QH
Provides an overview of EKG technology including the use of the EKG machine and patient hook-up. This course focuses on understanding and interpreting basic cardiac arrhythmias including sinus, atrial, junctional, and ventricular. An introduction to infarction and the 12-lead EKG is also covered.
Corequisite(s): MED 103.

ECT 121A Introduction to Echocardiography.......................3 QH
Focuses on an introduction to cardiac ultrasound, including m-mode, 2D and cardiac Doppler, basic machine controls, image acquisition, and some basic physics principles. These items will be discussed and demonstrated.
Prerequisite(s): B- or better in ECT 105, B- or better in MED 103.

ECT 141 Cardiovascular Procedures.............................2 QH
Focuses on various cardiovascular non-invasive and invasive testing, and the physical and interpretive skills required. Introduction to testing equipment and the situations in which testing is performed.
Prerequisite(s): Acceptance in the program, Student background check.

ECT 201 Fundamentals of Sonography...........................4 QH
Provides an overview of the field of diagnostic cardiac sonography with a focus on basic cardiac diseases. Students will be introduced to basic sonographic techniques, including normal physiological processes and imaging planes, and an introduction to echo modes.
Prerequisite(s): Acceptance in the program. Corequisite(s): ECT 220A, ECT 202.

ECT 202 Cross-Sectional Sonography ....4 QH
Presents information to students relative to both the normal body structure and the pathologic changes seen in the cardiac ultrasound imaging planes. This class will utilize textbook material, slides, scan planes, and various echo modes specific to the echocardiographic exam.
Prerequisite(s): Acceptance in the program. Corequisite(s): ECT 201, ECT 220A.

ECT 208A Advanced Echocardiographic Procedures ....2 QH
Focuses on advanced cardiac ultrasound procedures, Doppler calculations, and provides an introduction to new technologies in the profession.
Prerequisite(s): ECT 210A. Corequisite(s): ECT 212A, ECT 231B.

ECT 210A Advanced Sonography - Valve Disease..................4 QH
Provides an in-depth study of human anatomy and physiology as it relates to cardiovascular disease in this lecture course. The first pathology course will focus on valvular disease.
Prerequisite(s): B- or better in ECT 201, B- or better in ECT 202. Corequisite(s): ECT 211A, ECT 221B.

ECT 211A Advanced Sonography - Ventricular Disease.............4 QH
Provides an in-depth study of human physiology as it relates to cardiovascular disease in this lecture course. This second pathology course will focus on pericardial and ventricular disease.
Prerequisite(s): B- or better in ECT 201, B- or better in ECT 202. Corequisite(s): ECT 210A, ECT 221B.

ECT 212A Advanced Sonography - Advanced Disease..............4 QH
Provides further understanding of normal and abnormal cardiac and circulatory physiology in more advanced disease states.
Prerequisite(s): B- or better in ECT 210A, B- or better in ECT 211A. Corequisite(s): ECT 231B.

ECT 220A Cardiovascular Clinical ....5 QH
Provides on-site clinical observation in testing procedures covered in ECT105 and 141. Students will observe testing practices and obtain hands-on practice whenever possible. 120 clinical hours and 20 hours of lab are required.
Prerequisite(s): Acceptance in the program. Corequisite(s): ECT 201, ECT 202.

ECT 221B ECT Clinical Affiliation #1 ....7 QH
Provides an opportunity for learning basic skills and the application of previous coursework within the cardiac echo setting. Requires students to observe and practice while under supervision. Additional class time is required for students to share clinical experiences and perform hands-on skills with other students. This is the second of three structured clinical rotations and the first echo rotation. 180 hours of clinical and 20 hours of lab are required.
Prerequisite(s): B- or better in ECT 201, B- or better in ECT 202, B- or better in ECT 220A. Corequisite(s): ECT 210A, ECT 211A.

ECT 231B ECT Clinical Affiliation #2 ....7 QH
Provides a continued opportunity to enhance basic skills and application of ongoing coursework within the cardiac echo setting. Requires students to observe and practice while under supervision. Additional class time is required for students to share clinical experiences and perform hands-on skills with other students. This is the third of three structured clinical rotations and the second echo rotation. This second echo rotation will focus on advanced skills and performing complete echo studies. 180 hours of clinical and 20 hours of lab are required.
Prerequisite(s): B- or better in ECT 210A, B- or better in ECT 211A, B- or better in ECT 221B. Corequisite(s): ECT 212A.

ECONOMICS

ECN 201 Principles of Macroeconomics..........................4 QH
Includes an introduction to aggregate economics, the study of choosing the economic role of government, money and banking, national income analysis, employment, and inflation.
Prerequisite(s): MTH 111.

ECN 202 Principles of Microeconomics..........................4 QH
Examines the basic tools of supply and demand, cost, revenue, and profits in the various product market structures. This course also covers input markets, market failures, externalities, and government intervention.
Prerequisite(s): MTH 111.

ECN 301 International Economics ....4 QH
Focuses on economic topics of international trade theories including advantages, costs, and barriers to free trade; capital mobility; balance of payments; and foreign exchange markets.
Prerequisite(s): ECN 201.

ECN 301R International Economics..............................6 QH
Focuses on economic topics of international trade theories including advantages, costs, and barriers to free trade; capital mobility; balance of payments; and foreign exchange markets. This course is exclusive to the accelerated bachelor degree program. Hybrid delivery is required for this course.
Prerequisite(s): MTH 312R, WRI 312R.

EDUCATION

EDU 200 Introduction to Professional Education Experiences............................5 QH
Introduces candidates to the realities of the teaching profession, the structure and operation of schools, current educational issues and trends, and the foundations of education. Includes 20 hours of observation and participation in K-12 classroom settings. A grade of C or better must be attained to complete the Teacher Preparation Program.
Prerequisite(s): ENG 102, MTH 111, PSY 111, Dean's approval, Student background check.

EDU 221 Supplemental Fieldwork ....1 QH
Provides observation and participation in K-12 classroom settings to candidates who transfer in credit for EDU200 but need the fieldwork component.
Prerequisite(s): EDU 200 and Student background check.

EDU 222 Supplemental Fieldwork A ....1 QH
Provides observation and participation in K-12 classroom settings to candidates who transfer in credit for EDU312 but need the fieldwork component.
Prerequisite(s): Student background check.

EDU 271 Education Practicum ....4 QH
Prepares candidates to work as paraprofessionals in an educational setting. Includes 90 hours of observation and participation in K-12 classroom settings.
Prerequisite(s): EDU 200, PSY 111 and Student background check.

EDU 312 Educational Psychology ....6 QH
Focuses on the learning process including the role of the teacher in learning; efficiency of learning as it is affected by the developmental processes; psychological principles that are central to the learning process and their relationship to the teaching situation; variables in learning; and evaluation of the outcomes of learning. Emphasizes application of learning theory and multicultural concepts in a field-based context. Includes 20 hours of observation and participation in K-12 classroom settings. A grade of C or better must be attained to complete the Teacher Preparation Program.
Prerequisite(s): EDU 200, PSY 111 and Student background check.

EDU 321 Theory and Principles of Reading Instruction ....5 QH
Focuses on theory and process in developmentally-appropriate reading and writing instruction, including language and literacy acquisition, comprehension, word recognition, methods of instruction and assessment, program development, and planning for individual instructional needs. A grade of C or better must be attained to complete the Teacher Preparation Program.
Prerequisite(s): EDU 312 and Student background check.

EDU 330 The Exceptional Learner ....4 QH
Studies the physical, psychological, social, and educational factors related to exceptional individuals, including intellectually gifted, English language learners, and the handicapped. Emphasizes collaborative historical, legal, legislative, and futuristic aspects of educating the exceptional learner. Includes 20 hours of observation and participation in K-12 classroom settings. A grade of C or better must be attained to complete the Teacher Preparation Program.
Prerequisite(s): EDU 312 and Student background check.

EDU 346A Integrating Technology into 21st Century Learning...........................4 QH
Introduces selection, evaluation, and use of appropriate media, including microcomputers and Web-based learning, as an integral part of the curriculum to achieve stated learning objectives. Provides hands-on experience in preparing and using leading edge technology, materials and equipment for effective classroom learning. A grade of C or better must be attained to complete the Teacher Preparation Program.
Prerequisite(s): EDU 200, INF 121, INF 131, INF 141A and Student background check.

EDU 421 Reading in the Content Areas ....4 QH
Studies the principles, techniques, and processes of literacy instruction needed to help candidates become independent, strategic learners in the content areas taught in the elementary school. Applies learning principles and practices to real-world teaching situations. Includes 20 hours of observation and participation in K-8 classroom settings. A grade of C or better must be attained to complete the Teacher Preparation Program.
Prerequisite(s): EDU 321 and Student background check, acceptance in the program.

EDU 425 Literacy Education in the Secondary School ....6 QH
Introduces the theoretical foundation for literacy development and the methods and processes in developmentally-appropriate instruction. Emphasizes the principles, techniques, and processes of literacy instruction needed to help candidates become independent, strategic learners in the content areas taught in middle and high schools. Includes 20 hours of observation and participation in grade 6-12 classroom settings. A grade of C or better must be attained to complete the Teacher Preparation Program.
Prerequisite(s): EDU 312 and Student background check, acceptance in the program.

EDU 427 Reading Assessment: Elementary ....5 QH
Focuses on appropriate elementary literacy assessments and how to use the results to differentiate instruction methods to meet the diverse needs of students in grades K-8. Applies learning principles and practices to real-world teaching situations. This course also has a field experience of 30 hours. As the focus of the field experience, the teacher will be required to administer and analyze a variety of assessments as well as plan lessons using various interventions with a group of students. The differentiated lessons will be prepared on the basis of the assessments in the areas of literacy outlined in the syllabus. Discussions about the reflections on the context of the group's needs and interventions, within the teachers' field experiences, will be an integral part of each classroom session. This course is only open to certified elementary teachers.
Prerequisite(s): Dean's approval.

EDU 428 Reading Assessment: Secondary ....5 QH
Focuses on the diagnosis and remediation of reading disabilities and differentiated instruction. Applies learning principles and practices to real-world teaching situations. Includes 30 hours of observation and participation with students in grades 6-12. This course is open only to certified secondary teachers.
Prerequisite(s): Dean's approval.

EDU 441A Classroom Management ....4 QH
Focuses on classroom management techniques, which lead to the creation of a positive, democratic learning environment. The additional intent of the techniques is to assist K-12 students to monitor and adjust behavior in order to achieve self-discipline. This course requires ten hours of fieldwork, combined with textbook readings and discussions, classroom role-plays, group and individual project work resulting in each candidate creating a Personal System of Classroom Management. A grade of C or better must be attained to complete the Teacher Preparation Program.
Prerequisite(s): EDU 312 and Student background check, acceptance in the program.

EDU 445 Educational Foundations ....4 QH
Studies education and schooling in American culture and society. Employs hypotheses and concepts drawn from a series of disciplines as a means of identifying and examining central characteristics of the American educational system. Focuses on the interpretation and appraisal of current educational practices and trends. A grade of C or better must be attained to complete the Teacher Preparation Program.
Prerequisite(s): Dean's approval, acceptance in the program, Student background check.

EDU 451 Theory and Techniques of Instruction: Elementary (K-8) ....6 QH
Introduces the theory of instruction, methods, and materials in the elementary school. Includes observations of classroom procedures, participation in simulation, and micro-teaching in elementary classrooms. Emphasizes the application of effective instructional theory and practice, sound decision making, and multicultural education in a field-based context. Includes 30 hours of participation in K-8 classroom settings. A grade of C or better must be attained to complete the Teacher Preparation Program.
Prerequisite(s): Dean's approval, acceptance in the program, Student background check.

EDU 461 Theory and Techniques of Instruction: Mathematics (6-12)...............6 QH
Introduces the theory of instruction, methods, and materials in the secondary subject matter fields in which candidates expect to teach. Includes observations of classroom procedures, participation in simulation, and micro-teaching in mathematics. Emphasizes the application of effective instructional theory and practice, sound decision making, and multicultural education in a field-based context. Includes 30 hours of participation in grade 6-12 classroom settings. A grade of C or better must be attained to complete the Teacher Preparation Program.
Prerequisite(s): Dean's approval, acceptance in the program, Student background check.

EDU 462 Theory and Techniques of Instruction: English (6-12)...........................6 QH
Introduces the theory of instruction, methods, and materials in the secondary subject matter fields in which candidates expect to teach. Includes observations of classroom procedures, participation in simulation, and micro-teaching in English. Emphasizes the application of effective instructional theory and practice, sound decision making, and multicultural education in a field-based context. Includes 30 hours of participation in grade 6-12 classroom settings. A grade of C or better must be attained to complete the Teacher Preparation Program.
Prerequisite(s): Dean's approval, acceptance in the program, Student background check.

EDU 464 Theory and Techniques of Instruction: Social Studies (6-12)...............6 QH
Introduces the theory of instruction, secondary methods, and materials in the subject matter fields in which candidates expect to teach. Includes observations of classroom procedures; participation in simulation and micro-teaching in social studies. Emphasis on the application of effective instructional theory and practice, sound decision making, and multicultural education in a field-based context. Includes 30 hours of participation in grade 6-12 classroom settings. A grade of C or better must be attained to complete the Teacher Preparation Program.
Prerequisite(s): Dean's approval, acceptance in the program, Student background check.

EDU 471 Educational Work Experience ....10 QH
Consists of 300 hours of work experience in an education setting. This work experience could be at an early childhood center, a residential or private youth facility, a college or university, an intermediate school district, a textbook or other educational products company, or in a K-12 school as a paraprofessional or other staff member. Explores career options for people with degrees in education but without teaching certificates.
Prerequisite(s): Dean's approval, Student background check.

EDU 481 Directed Teaching I..11 QH
Requires candidates to observe and teach in K-12 classroom settings for approximately 13 weeks during regular school hours, following the school district calendar and the supervising teacher's contractual agreement. Attendance at professional development conferences and seminars may be required.
Prerequisite(s): Dean's approval, Student background check.
Corequisite(s): EDU 491.

EDU 482 Directed Teaching II..11 QH
Continues from ECE481/EDU481. Requires candidates to observe and teach in K-12 classroom settings for approximately 13 weeks during regular school hours, following the school district calendar and the supervising teacher's contractual agreement. Attendance at professional development conferences and seminars may be required.
Prerequisite(s): ECE 481 or EDU 481, Dean's approval, Student background check. Corequisite(s): EDU 492.

EDU 485 Directed Teaching-Level Change ....11 QH
Requires candidates to observe and teach in K-12 classroom settings for approximately 13 weeks during regular school hours, following the school district calendar and the supervising teacher's contractual agreement. Attendance at professional development conferences and seminars may be required. This course is open only to certified teachers who are in a level change program.
Prerequisite(s): Dean's approval, Student background check. Corequisite(s): EDU 495.

EDU 491 Seminar: Directed Teaching I ....1 QH
Provides student teachers with the opportunity to discuss current issues in teaching and reflect on professional practice. Emphasizes critical thinking, self-evaluation, and the use of a network of available resources.
Prerequisite(s): Dean's approval, Student background check. Corequisite(s): ECE 481 or EDU 481.

EDU 492 Seminar: Directed Teaching II ....1 QH
Continues from EDU491. Provides student teachers with the opportunity to discuss current issues in teaching and reflect on professional practice. Emphasizes critical thinking, self-evaluation, and the use of a network of available resources.
Prerequisite(s): EDU 491, Dean's approval, Student background check. Corequisite(s): EDU 482.

EDU 495 Seminar: Directed Teaching-Level Change ....1 QH
Provides student teachers with the opportunity to discuss current issues in teaching and reflect on professional practice. Emphasizes critical thinking, self-evaluation, and the use of a network of available resources. This course is open only to certified teachers who are in a level change program.
Prerequisite(s): Dean's approval, Student background check. Corequisite(s): EDU 485.

EDU 496 Seminar: Directed Teaching-Level Change-Early Childhood Education ..1 QH
Provides student teachers with the opportunity to discuss current issues in teaching and reflect on professional practice. Emphasizes critical thinking, self-evaluation, and the use of a network of available resources. This course is open only to certified secondary teachers who are in the Elementary Education and Early Childhood Education Level Change program.
Prerequisite(s): Dean's approval, Student background check. Corequisite(s): ECE 481.

EDU 499 Special Topics in Education..4 QH
Allows current teachers and administrators to obtain college credit for continuing their certification.
Prerequisite(s): Dean's approval.

ELECTRICAL ENGINEERING

EE 311 Circuit Analysis ....4 QH
Surveys A.C. and D.C. circuits and includes current, voltage, resistance, inductance, capacitance, and impedance; nodal and mesh analysis; network theorems; equivalent circuits, and transient analysis. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): MTH 251, SCI 252.

ELECTRONIC AND ELECTRICAL TECHNOLOGY

EET 111A Electrical Technology ....4 QH
Prepares students for further study of electricity and electronics and their implementation. Introduces electrical nomenclature, electrical symbols, schematic diagrams, use of the multi-meter, and electrical control of equipment through relay logic and simple circuits. Students have the opportunity for hands-on exposure to the field as well as an overview of career paths related to the field.
Prerequisite(s): MTH 091 or satisfies developmental essential math concepts or placement exam. Corequisite(s): MTH 099E or satisfies developmental pre-algebra or placement exam.

EET 115 DC Circuits ....6 QH
Covers SI units, atomic theory, properties of conductors, current, voltage, and resistance. Ohm's Law, Kirchoff's Laws, series, parallel, and series-parallel networks, analysis techniques: Thevenin, Norton, and Superposition Theorems. 40 hours of lecture and 40 hours of lab required.
Prerequisite(s): EET 111A, MTH 099E or satisfies developmental essential math concepts or placement exam. Corequisite(s): MTH 111.

EET 121 Computer Aided Schematic Design...........................4 QH
Introduces CAD software for electronic system design and development. Topics include developing and producing schematics, documentation and prints, using software to convert schematics to board layouts, including flexible circuits, single, double and multi-layer boards. 20 hours of lecture and 40 hours of lab are required.
Prerequisite(s): Any INF course, MTH 091 or satisfies developmental essential math concepts or placement exam. Corequisite(s): EET 111A.

EET 125 AC Circuits ....6 QH
Examines capacitance, magnetism, inductance, alternating current, phasors, series, parallel, series-parallel A.C. circuits, and resonance. 40 hours of lecture and 40 hours of lab required.
Prerequisite(s): EET 115, MTH 111. Corequisite(s): MTH 112.

EET 131 Industrial Controls ....4 QH
Covers the electrical control of machinery, the design and troubleshooting of control circuitry, and an introduction to robotics. Topics to be included are: control circuit components, timers, motor starters, motor control circuits, solid state control, and programmable control.
Prerequisite(s): EET 111A.

EET 136 Digital Circuits I..4 QH
Provides the first in a series of courses covering the operation of digital logic circuits. Topics to be covered include: number systems and codes, logic gates, Boolean algebra, DeMorgan's theorems, Karnaugh maps, combinational logic, circuit design, adders, comparators, encoders and decoders, multiplexers and demultiplexers, and parity generators.
Prerequisite(s): EET 115, MTH 111.

EET 211 Solid State Devices I..4 QH
Provides the first in a series of courses on the study and application of semiconductors used in electronic circuits. Topics include semiconductor theory, diode circuits, and bipolar transistor amplifier circuits.
Prerequisite(s): EET 125.

EET 212 Solid State Devices II..4 QH
Continues the study and application of semiconductors used in electronic circuits. Topics include unipolar transistor amplifier circuits, thyristors, and operational amplifiers.
Prerequisite(s): EET 211.

EET 216 Digital Circuits II..4 QH
Explores flip-flops and other multivibrators, counters and registers, memories, and interfacing.
Prerequisite(s): EET 136.

EET 221 Fiberoptics and Data Communications......................4 QH
Introduces students to fiber optics system components including optical fibers, optical sources, amplifiers, couplers, light detectors, and the principles of optical fiber communication systems. hands-on experiments will provide students experience with fiber splicing, coupling, termination, and loss testing. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): EET 211.

EET 226A Microprocessor/Microcontroller Fundamentals ....4 QH
Introduces the concepts of computer architecture within a microprocessor/microcontroller family. Topics include instruction sets, addressing modes, memory organization, analog and digital interfacing and applications. Assembly language programming is also addressed.
Prerequisite(s): EET 216.

EET 251 Introduction to Photonics and Laser Technologies ....4 QH
Introduces students to the basics of photonics including the nature and properties of light, geometric optics, and wave optics (interference, diffraction, and polarization of light). Continues with basic principles and major applications of lasers. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): MTH 112. Corequisite(s): EET 211.

EET 261 Introduction to Robotics ....4 QH
Provides an overview of industrial robots, mobile robots, control, actuators, and sensors. Students gain experience with robot programming for a variety of tasks in hands-on labs. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): EET 226A.

EET 271 Capstone Project ....4 QH
Provides a capstone course for the Electronics Technology program. Focuses on the principles, technology, design, implementation and control of manufacturing systems. Topics include: control systems, industrial robots, programmable controllers, basic pneumatic and hydraulic systems, team dynamics, flexible manufacturing systems, and troubleshooting and problem-solving techniques involving these technologies. 20 hours of lecture and 40 hours of lab are required.
Corequisite(s): EET 131, EET 212.

ELECTRONIC SYSTEMS TECHNOLOGY

EST 101 Introduction to Electronic Systems Technology.....................................4 QH
Introduces students to the field of Electronic Systems Technology and career opportunities related to the field. The concept of a total systems integration approach is introduced. Provides an overview of low voltage systems, fire/intrusion alarm systems, telecommunication systems, fiber optics, wireless communication systems, and digital home technology systems, and the integration of these systems controlled by a central computer.

EST 111 Electronic Circuits and Components...4 QH
Provides students the fundamentals of all aspects of Electronics, from what a resistor and other components are, to the design, characterization, and fault-finding of active circuits. Both analog and digital circuitry is included. Students will learn circuit design through highly active Virtual Labs.
Corequisite(s): EST 101.

EST 121 Low Voltage Systems ....4 QH
Provides students with the principles of low voltage systems. Installation techniques, tools, and supportive hardware, raceways, and cabling is studied, along with the applicable standards and codes associated with low voltage systems. Job safety, job planning, and cost estimating are introduced. Students will gain experience through hands-on applications.
Prerequisite(s): EST 101, EST 111, NET 101.

EST 131 Fiber Optic Systems ....4 QH
Provides a comprehensive, in-depth study of fiber optic communication systems including system design, operating principles, characteristics, and the components that comprise fiber optic systems. Single and multi-mode cabling systems are covered in various configurations and environments. New and improved components and systems architectures are also covered. Topics include Raman amplifiers, time division multiplexing, and MEMs components. hands-on experience is gained through labs.
Prerequisite(s): EST 121.

EST 211 Audio/Video Systems..4 QH
Covers audio/video systems that are installed in schools, hospitals, churches, corporate environments and home theater sound systems. Topics include sound reinforcement principles, system wiring, interfaces, equipment used, and psychoacoustics. Equipment coverage includes microphones, console automation, analog systems, digital systems, loudspeakers, and HDTV. hands-on experience is gained through labs.
Prerequisite(s): EST 121

EST 216 Video Surveillance Systems...4 QH
Covers the applications of various systems, how to design and install a system, and how to select the right hardware. Advancements in digital cameras and digital recorders, remote monitoring via the Internet is also covered. Intelligent distributed video surveillance systems, capable of handling numerous devices and adapting to the evolution of complex communication networks are explored by students. Various labs allow students to gain practical installation experience.
Prerequisite(s): EST 121. Corequisite(s): EST 211.

EST 221 Fire and Intrusion Security Systems...4 QH
Provides students the knowledge and skills necessary to design, install maintain, and troubleshoot modern security and alarm systems in residential, commercial, and industrial settings. Alarm system components and detector operation are detailed along with computerized control centers. Current provisions of the NFPA 72 installation code and the NEC code are discussed. Updated requirements for power supplies, survivability, and the spacing of detectors and notification appliances will also be discussed. Students configure a system during labs.
Prerequisite(s): EST 121.

EST 231 Telecommunication Systems...4 QH
Provides students an industry overview of telecommunication systems. The fundamentals of POS and VoIP are covered along with circuit switched PBX's and public switched telephone network systems. Virtual Private Networks and other specialized network services are introduced. Students gain experience in system installation techniques using a type 110 punch down block, various installation tools, and connectors during labs.
Prerequisite(s): CIS 107B, CSC 121A, EST 131. Corequisite(s): EST 236.

EST 236 Wireless Systems...4 QH
Provides students with an overview of key wireless technologies and wireless system design fundamentals. Coverage includes path loss, small scale fading multipath, spatial-temporal channel modeling, and microcell indoor propagation. New wireless LAN technologies and 3G air interface standards are detailed, including W-CDMA, GPRS, UMTS, and EDGE.
Prerequisite(s): CIS 107B, CSC 121A, EST 131. Corequisite(s): EST 231.

EST 241 Electronic System Integration Strategies ....4 QH
Describes the important skills, knowledge and strategies necessary to master the integration of a computer centralized control system with other various electronic sub-systems. The electronic sub-systems include audio/video, telecommunications, wireless, low voltage, security and surveillance, HVAC, and building access. The applications cover commercial, industrial, and residential. Strategies of retrofitting older systems to a centralized computerized control are also discussed.
Prerequisite(s): EST 221, EST 231, EST 236.

EST 251 Access Control Systems...4 QH
Provides a comprehensive study to access control systems as small as a two card reader to a large scale multi-facility system. Topics include barcode readers through magnetic stride, proximity, biometric, and SMART card readers. Web-based access control, digital video solutions along with software requirements are also covered. Students will learn about the rapidly expanding Radio Frequency Identification Systems (RFID) in detail. Labs cover access control systems technologies and RFID systems.
Prerequisite(s): EST 236.

EMERGENCY MEDICAL SERVICES

EMS 101A Basic EMT I...8 QH
Provides an overview of the components of the Emergency Medical Services system including roles and responsibilities of the Basic EMT, airway management, patient assessment, and will address basic medical emergencies. 60 hours of lecture and 40 hours of lab are required.
Prerequisite(s): Student background check.

EMS 102A Basic EMT II...10 QH
Continues the study of the Basic EMT program in preparation for Basic EMT licensure. Topics include additional medical and behavioral assessment, trauma management, patient stabilization and transportation. This course will also focus on special populations and cultural considerations. 50 hours of lecture, 60 hours of lab and 60 hours of clinical are required.
Prerequisite(s): C or better in EMS 101A, C or better in SCI 100F.

EMS 201B Specialist EMT/Paramedic Training I ....12 QH
Includes specialized topics such as emergency vehicle operations and hazardous materials response. Introduces training in shock management, intravenous therapy, and advanced airway control techniques. Introduces medication adminis-

tration, covers a variety of administration routes and dosage calculations. This course reviews the specialist's role and responsibilities, addresses the field's medical and legal aspects, and instructs in EMS system operation at the Specialist and Advanced Life Support levels. Includes hands-on laboratory experiences and clinical work.
Prerequisite(s): C or better in EMS 102A or basic EMT license, Student background check.

EMS 202A Paramedic Training II ....12 QH
Introduces respiratory emergencies and patient management at the paramedic level, along with appropriate use of respiratory medications. Introduces the concepts and terminology relative to cardiac arrhythmias and examines how to differentiate among them. This course presents electrical treatment modalities such as defibrillation and cardioversion for cardiac emergencies as well as the use of cardiac medications. Introduces the concepts of 12-lead electrocardiography and addresses assessment and management of the patient suffering from acute myocardial infarction. Includes extensive practical laboratory experience.
Prerequisite(s): C or better in EMS 201B or C or better in EMS 201C, Student background check.

EMS 203A Paramedic Training III ....12 QH
Reviews the concepts underlying mechanism of injury and nature of illness and expands on the treatment of trauma and various medical conditions, while integrating pathophysiological and pharmacological knowledge acquired in EMS201B and EMS202A. Includes extensive practical laboratory experience and a required clinical component.
Prerequisite(s): C or better in EMS 202A, Student background check.

EMS 204 Paramedic Training IV ....12 QH
Introduces the care of special patients including neonatal, pediatric, and geriatric populations. Includes extensive clinical experience in various hospital and non-hospital medical environments, and on Advanced Life Support ambulances. Begins to synthesize didactic and practical knowledge and develop paramedic critical thinking skills. Extensive skill performance evaluation is included.
Prerequisite(s): C or better in EMS 203A, Student background check.

EMS 205 Paramedic Training V ....12 QH
Continues the development of critical thinking skills through scenario-based instruction and participation in ACLS, PALS and a trauma course. Reinforces electrical therapy skills of defibrillation, cardioversion, external pacing, as well as 12-lead electrocardiography. Reviews emergency pharmacology and explores appropriate EMS system operations at the paramedic level. There is an emphasis on development of the paramedic as a professional. This course includes a field internship of 250 hours, ACLS, PALS, a trauma course and lecture.
Prerequisite(s): C or better in EMS 204, Student background check.

EMERGENCY SERVICES MANAGEMENT

ESM 201 Law and Ethics for Emergency Services Personnel.............................2 QH
Focuses on legal, ethical, and bioethical aspects of emergency services. Included topics are licensure and certification, professional liability, quality assurance, and risk management.

ESM 211 Emergency Services Management Operations and Finance ....4 QH
Introduces students to a broad scope of strategic planning, marketing tactics, and operational decisions in emergency services management. This course also introduces students to an overview of basic accounting principles and finance in emergency services settings along with addressing considerations in budget preparation and management.

ESM 251 Emergency Services Management Seminar ....4 QH
Discusses a variety of significant issues related to emergency services in today's dynamic, customer-driven environment. This course focuses on challenges of changes and management's response to change, the diversity of management methods, and managing strategies for the future. As a seminar, this course uses peer teaching and learning approaches, involves group learning experiences in a team environment, requires practical application of concepts and includes a capstone project. This course culminates the associate's degree in the emergency services management program.
Prerequisite(s): ESM 201, ESM 211.

ENGLISH

ENG 091 English Review...4 QH
Helps students develop fluency and confidence in their writing in preparation for the demands of college-level writing. Targeted instruction addresses concepts of thesis, development, support, citations, logical order, transitions, word level, sentence level, mechanics, and document design. Consistent class attendance is critical. Credit earned does not count toward any degree. Successful completion of this course requires passing a portfolio review. Students required to repeat a developmental education course will be placed on a learning contract.

ENG 098B College Reading...4 QH
Improves critical reading skills and comprehension necessary for college level reading. Consistent class attendance is critical. Credit earned does not count toward any degree. Successful completion of this course requires passing a reading posttest. Students required to repeat a developmental education course will be placed on a learning contract.

ENG 101 Composition I..4 QH
Emphasizes academic writing by reading and thinking critically to strengthen essential communication skills through the use of the writing process.
Prerequisite(s): ENG 091 or satisfies developmental writing or placement exam, ENG 098B or satisfies developmental reading or placement exam.

ENG 102 Composition II...4 QH
Continues developing students' critical thinking and writing skills through reading and argumentative writing. Emphasizes academic writing to articulate the relationships among language, knowledge, and power.
Prerequisite(s): C or better in ENG 101 or placement exam and approved writing sample.

ENG 211A Structures of English..5 QH
Examines the structures of English by applying various theories of grammar including traditional, transformational, and structural grammars. This course also examines aspects of language such as syntax, morphology, phonology, etc. Analyzes language use in various social contexts and with various audiences with an emphasis on Standard American English.
Prerequisite(s): ENG 102.

ENG 221 Critical Writing and Literary Analysis..4 QH
Studies literary analysis and provides practice of methods used to analyze the contents of literary works; includes a review of major themes and schools of literary criticism.
Prerequisite(s): ENG 102.

ENG 231 Language and Culture ....4 QH
Studies how and why people communicate the way they do. Habitual talking, listening, and writing behaviors of individuals and groups are examined as well as the influences of the history of the English language, home, community, and culture on the language structures and language uses of individuals. Culture, as it influences linguistic preference, is studied.
Prerequisite(s): ENG 102.

ENG 311 Creative Writing...4 QH
Expands students' writing skills beyond the expository modes studied in composition and in the course Workplace Communication. This course studies poetry forms and fiction writing techniques. It is not necessary that a student be an experienced creative writer, only that he or she be committed to the writing process.
Prerequisite(s): ENG 102.

ENG 321 Language Arts and Linguistic Foundations ....4 QH
Applies linguistic theory to language arts education. Includes an overview of structural and transformational linguistics and its impact on oral and written communication; techniques of handwriting; and an exploration of the theory and techniques of listening, speaking, and writing effectively in the English language.
Prerequisite(s): EDU 200, ENG 101.

ENG 411 Foundations of Mass Communications ....4 QH
Studies theory of behavior in communications in general and the mass media in particular. This course also covers the design and evaluation of public opinion studies and research topics in communications with an emphasis on the effects that the various media have on consumers.
Prerequisite(s): ENG 102.

ENG 491 Senior Seminar: English..**4 QH**
Familiarizes students with the professional community of English educators and with state and national curricula and assessment standards with a focus on strategies for teaching writing at the middle and high school levels. Oral presentations and a final paper or project demonstrating subject matter and pedagogical knowledge are required. This is the capstone course for secondary English majors.
Prerequisite(s): Senior status, Dean's approval.

ENG 492 Senior Seminar: Language Arts......................................**4 QH**
Familiarizes students with the professional community of language arts educators and with state and national curricula and assessment standards with a focus on elementary language arts. Oral presentations and a final paper or project demonstrating subject matter and pedagogical knowledge are required. This is the capstone course for elementary language arts majors.
Prerequisite(s): Senior status, Dean's approval.

ENGLISH AS A SECOND LANGUAGE

ESL 101 English as a Second Language: Speaking and Listening.......................**4 QH**
Focuses on preparing students for mainstream studies by developing academic English language speaking and listening skills. Comprehension exercises focus on prediction, distinguishing between main ideas and supporting details, and notetaking skills. In addition, students are given extensive guided practice to develop effective speaking and pronunciation skills. Correct advanced grammatical structure and sophisticated academic syntax are also emphasized.

ESL 102 English as a Second Language: Reading and Writing...........................**4 QH**
Focuses on preparing students for mainstream studies by developing academic English reading and writing skills. Authentic reading selections and writing practice using American academic style are the cornerstones of the class. Correct advanced grammatical structure and sophisticated academic syntax are also emphasized.

ESL 103 English as a Second Language: Beginning English Grammar.................**4 QH**
Focuses on preparing ESL students for mainstream studies by explaining complex aspects of English grammar. Advanced sentence structure and grammatical systems of the language are the primary components of the class. Written and verbal application of instruction as well as error analysis are emphasized.

FINANCE

FIN 101 Personal Finance..**4 QH**
Provides a balanced exposure to development and understanding the various aspects involved in managing one's personal finance.
Prerequisite(s): ENG 091 or satisfies developmental writing or placement exam, MTH 091 or satisfies developmental math or placement exam, ENG 098B or satisfies developmental reading or placement exam.

FIN 301A Principles of Finance..**4 QH**
Covers working capital management, capital budgeting issues, a study of the time value of money, financial statement analyses, valuation of financial instruments, term structure of interest rates, and analyses of short- and long-term capital markets.
Prerequisite(s): MTH 111, ACC 122.

FIN 315 Risk Management..**4 QH**
Examines the all-encompassing nature of pure risk on the individual, business, and society; illustrating ways in which risk management plans can be implemented. Exposure to this content enables students to deal with various situations where there is uncertainty about the outcome and that the possibility exists for an unfavorable outcome.
Prerequisite(s): FIN 301A.

FIN 325 Banking and Financial Institutions.................................**4 QH**
Focuses on the monetary system; introduction to the financial markets; and regional and national banking institutions including thrifts, savings and loans, credit unions, brokerage firms, insurance companies, investment companies, and money center banks.
Prerequisite(s): FIN 301A.

FIN 341 Credit Analysis and Commercial Lending........................**4 QH**
Introduces students to credit analysis, credit bureaus, credit ratings, and to the differences between personal and commercial credit. Students receive exposure to how lines of credit are determined as well as various methods individuals and businesses can use to procure funds.
Prerequisite(s): FIN 301A.

FIN 355 Financial Markets...**4 QH**
Examines the development of modern financial markets with emphasis on the factors that determine interest rates, pricing mechanisms for fixed-income securities, and private and public raising of financial capital.
Prerequisite(s): FIN 301A.

FIN 401 Personal Financial Planning...**4 QH**
Provides a comprehensive analysis of a financial portfolio including defining the purpose and the individual investments included within that portfolio to assess whether financial goals can/are being met. Students will work to specify realistic financial goals given available resources. Students will gain an awareness of the resources available and sources of income used to obtain the financial goals, as well as an understanding of the risk/reward ratio of each investment alternative.
Prerequisite(s): FIN 355.

FIN 451A International Financial Management...............................**4 QH**
Introduces students to investing in non-domestic securities or assets as another way to diversify a portfolio or holdings. Students will explore the various risks--political, exchange rates, foreign taxation, and different reporting methods--that are inherent in international investing. Since foreign investment returns are not correlated with U.S. returns, hedging and various market instabilities can offer unique opportunities for portfolio diversification and will be explored.
Prerequisite(s): FIN 401.

FIN 461 Investment Management...**4 QH**
Acquaints students with the various investment alternatives and examines the advantages and disadvantages of each. Students will be given the opportunity to assess and evaluate investment alternatives using various techniques including fundamental and technical analysis, risk/reward models, and diversification.
Prerequisite(s): FIN 401.

FIN 471 Financial Statement Analysis...**4 QH**
Explores the use of fundamental financial analysis and valuation techniques when evaluating the balance sheet, income statement, and cash flows statement. The focus of this course is on financial data that can be analyzed to assist in investment, commercial lending, or other economic decisions.
Prerequisite(s): FIN 451A, FIN 461.

FIN 491 Finance Seminar...**4 QH**
Integrates material from previous finance courses through practical application of analysis and assessment of financial markets, corporate financing, and personal financial planning. This is a capstone course for the Bachelor of Business Administration - Finance degree program.
Prerequisite(s): FIN 471.

FOOD AND BEVERAGE MANAGEMENT

FBM 221 Menu Planning and Analysis...**4 QH**
Introduces students to all aspects of menu development. Students will develop menus start to finish; including, analyzing a business, creating a concept that is appropriate to a theme of a restaurant, and developing a menu appropriate to the theme. Students will utilize industry specific mathematics to cost out menus, and analyze existing menus. Students will learn to analyze a balanced menu based on food cost, labor cost, operating expenses, and extensive market research.
Prerequisite(s): C or better in CUL 131B, CUL 141.

FBM 241 Food and Beverage Management....................................**4 QH**
Focuses on the development of a food service operation plan and essential skills needed to manage a variety of food service operations. Emphasis is given on strong leadership skill development, developing front of the house and back of the house teams, staffing, labor cost, human resource management, and creating restaurant long term plans.
Prerequisite(s): FBM 221.

FBM 281 Restaurant Operations...**8 QH**
Provides students with an introductory learning experience in the essentials of food and beverage front of the house management. Focus is given to: guest needs and customer service, cost controls, marketing, forecasting, and focuses on teamwork while analyzing various management styles. Students will attend class lectures and experience day to day management activities in a supervised food service environment.
Prerequisite(s): CUL 222A.

FBM 331A Hospitality Marketing ....4 QH
Examines the essentials of food service marketing and focuses on the nature of industry competition, and the importance of customer service. This course identifies how food service management can assess and best serve their target market and support the organization's mission. Marketing principles will be applied to the food service industry through an analysis of marketing mix, marketing strategy, and sales techniques.
Prerequisite(s): WRK 286.

FBM 341 Wine and Viticulture...6 QH
Provides a global perspective on wine growing and production regions of the world. Includes pairing wine and other spirits with food. Students will become familiarized with the service methods distinct to alcohol and spirits and how to responsibly enjoy them and the laws that govern them. The history, grape growing, fermentation, winemaking operations, and sociology of wine will be explored.
Prerequisite(s): CUL 202A, FBM 281.

FBM 351A Banquet Meeting and Planning..4 QH
Provides analysis of banquet planning from initial customer contact to delivery of food and beverage. Focus is given on organizational communication, guest need assessment, cost control, facility layout, and learning ability to multi-task with awareness of all facets of foodservice operation functions.
Prerequisite(s): FBM 281, WRK 286.

FBM 401 Hospitality Human Resource Management ....4 QH
Provides a comprehensive analysis of food service human resource management. Facilitates the process of evaluating employees within a hospitality organization through development of appraisal systems, measurement tools, and roles of training and development. Focus is also given on hospitality employment laws, management and labor relations, and social issues within the work environment.
Prerequisite(s): FBM 281.

FBM 441 Hospitality Ownership and Entrepreneurship....................4 QH
Presents growth and development of hospitality opportunities while focusing on present status and future trends of the food and lodging industry. Includes special problems of operating small and medium sized establishments. Introduces credit and account procedures, management of staff, marketing, advertising, and security, as well as; the personal attitudes, qualifications and ethics of ownership.
Prerequisite(s): PSY 231, WRK 286.

FBM 451A Controlling and Analyzing Foodservice Operational Costs.................4 QH
Analyzes total food service operations management. Students will apply accounting principles to the analysis of financial data in food and beverage operations. Budgeting systems, restaurant profitability, and cost control measures will be covered with an eye toward implementing and building effective management and personnel cost control initiatives.
Prerequisite(s): ACC 121, CUL 221.

GAME SOFTWARE DEVELOPMENT

GSD 301 Game Scripting...4 QH
Introduces students to storyboarding, game layout, and game design. Students will create scripts and storyboards for existing games and games of their own design.
Prerequisite(s): ENG 102.

GSD 311 C# Programming ....4 QH
Introduces students to program design and development using C#. Students will recognize and interpret basic concepts, types, variables, conversions, expressions, statements, namespaces, structs, arrays, interfaces and attributes of C# programming language.
Prerequisite(s): CS 218A.

GSD 321 Game Console Design ....4 QH
Students will continue the use of C# in the design of programs for Game Consoles specifically using XNA for Microsoft applications. Combining Windows and Console game development, students will experience state-of-the-art authoring, development, and debugging.
Prerequisite(s): GSD 311.

GSD 331 Application Security Practices ....4 QH
Provides students with the ability to recognize, design, and build software security into project development. Strategies and methods of preventing attacks and mitigating exploits, focusing on threat modeling analysis and best security practices will be explored.
Prerequisite(s): GSD 311.

GSD 341 Flash Game Development..4 QH
Continues the use of the Flash programming language for developing games and graphical animations. It draws heavily upon the concepts and terminology of object-oriented programming languages.
Prerequisite(s): GSD 311, WEB 201.

GSD 401 3-D Character Design...4 QH
Provides the basics of 3-D character design. Students will design and model characters using wire frame techniques, texturing, character rigging, and rendering.
Prerequisite(s): GSD 341.

GSD 411 3-D Character Animation..4 QH
Provides the basics of 3-D character animation. Students will design the associated movie clips for a 3-D character's range of motion, reviewing walking, facial, and animal motion.
Prerequisite(s): GSD 401.

GSD 421 Artificial Intelligence..4 QH
Introduces students to AI technologies for interacting with and playing against large-scale, networked games. Students will learn standard AI techniques including character following, knowledge representation and reasoning, search, learning, and planning.
Prerequisite(s): GSD 341.

GSD 431 Game Programming I..4 QH
Introduces students to game programming using game development engine software. Processes of game development, game assets, and introduction to UnrealEd development application, binary space portioning, terrain generation, volume development, and lighting are implemented.
Prerequisite(s): GSD 411.

GSD 432 Game Programming II...4 QH
Continues the use of game development engine software for programming games. Topics covered will include particle effects, working with the Karma Physics engine, Bot development and AI navigation, and creating scripted sequences.
Prerequisite(s): GSD 431.

GSD 499 Senior Design Project in Game Software Development......................4 QH
Provides students with an opportunity to demonstrate mastery of game design. At the end of this course students will have designed and programmed a complete game that highlights acquired skills for prospective employers.
Prerequisite(s): GSD 432, Dean's approval.

GEOGRAPHY

GEO 101B World Geography I..4 QH
Examines world regional geography, with special attention given to Europe, Russia and the Americas. The concepts of regionalism, culture, and national environment are studied, along with historical, political, and economic forces that shape people's lives.

GEO 102B World Geography II...4 QH
Examines world regional geography, with special attention given to Africa, the Middle East and Asia. The concepts of regionalism, culture, and natural environment are studied, along with the historical, political, and economic forces that shape people's lives.

GRAPHIC COMMUNICATIONS

GRC 101A Introduction to Graphic Communications...........................4 QH
Explores two-dimensional space by recognizing and manipulating design elements in a logically consistent and formally coherent manner using simple means of point, line, plane, shape, mass, scale, composition, and color.

GRC 104 Introduction to Digital Design/Illustration.........................4 QH
Emphasizes integration of color design and other two-dimensional imagery with emphasis on development of rational design methodology and sign-symbol communication.
Prerequisite(s): GRC 101A, any INF class.

GRC 121 Introduction to Desktop Publishing ....4 QH
Focuses on the basics of page layout using one of the most popular software programs in the field. Integrating the design elements of text, graphics, and white space into an attractive and well-constructed document will become faster and more accurate.
Prerequisite(s): INF 112 or WPG 122.

GRC 131A Introduction to Graphic Imaging ....4 QH
Introduces students to industry-standard, image-editing software which contains tools for designers to produce sophisticated graphics for the Web and print. Students will learn basic image adjustment and retouching as well as techniques for manipulating and combining images.
Prerequisite(s): Any of the INF courses.

GRC 201B Typography ....4 QH
Emphasizes the principles of typographic design. Page layout software is introduced and applied to solve typographic design problems.
Prerequisite(s): GRC 104.

GRC 211B Corporate Identity Design ....4 QH
Introduces more complex graphic software and equipment in a personal computer environment. This course examines design process methods and visual problem-solving skills to achieve effective graphic communication.
Prerequisite(s): GRC 201B.

GRC 212B Publication Design Processes ....4 QH
Continues to examine design process methods and visual problem-solving skills to achieve effective graphic communications. The use of complex graphic software applications and the integration of these programs to design solutions are emphasized (in a personal computer environment).
Prerequisite(s): GRC 211B, GRC 131A.

GRC 213B Advanced Design Processes ....4 QH
Emphasizes the independent application of advanced graphics software skills to solve graphic communication problems. Advanced technical skills in electronic image production for printing specifications are examined and applied.
Prerequisite(s): GRC 212B.

GRC 241 Graphic Production Methods ....4 QH
Emphasizes the technology and processes used in the preparation of digital files to create electronic camera-ready art for commercial printing. Traditional photomechanical methods are also introduced.
Prerequisite(s): GRC 201B.

GRC 251 Digital Media Business Practices ....4 QH
Provides and in-depth study of the business of design and the essentials for conducting a successful design practice.
Prerequisite(s): GRC 131A, GRC 211B or DVP 151. Corequisite(s): DVP 252 or GRC 212B.

GRC 291 Portfolio Seminar ....4 QH
Allows students the opportunity to rework designs created in earlier courses as well as freelance and intern projects to develop both a traditional and a digital portfolio. Also, students will design and write a resume to deliver a quality self-promotional package.
Prerequisite(s): GRC 212B.

GRC 301B Intermediate Graphic Imaging ....4 QH
Emphasizes electronic imaging skills with continuous application of design process methods and visual problem-solving skills.
Prerequisite(s): GRC 213B.

GRC 311B Advanced Graphic Imaging ....4 QH
Covers state-of-the-art methods of image production, conversion, and display. Included in the concepts covered are elements of photography, commercial printing, video, and laser scanners.
Prerequisite(s): GRC 301B, WRK 201 or WRK 211.

GRC 331 Integrated Design and Conceptual Media ....4 QH
Emphasizes integration of proposals, project management, concept development and industry standard software packages for print and Web design to achieve the desired outcome in a project based environment.
Prerequisite(s): GRC 311B.

GRC 401 Multi-Media Production I ....4 QH
Introduces techniques and equipment used for audio and visual production. Multimedia presentation concepts and skills are emphasized.
Prerequisite(s): GRC 311B.

GRC 402 Multi-Media Production II ....4 QH
Explores advanced techniques and equipment used for audio and visual production. Multimedia production concepts and skills are emphasized.
Prerequisite(s): GRC 401.

GRC 411 Graphic Presentation ....4 QH
Emphasizes the design and creation of graphic communication presentations utilizing advanced graphic production skills and techniques.
Prerequisite(s): GRC 401.

HEALTH INFORMATION TECHNOLOGY

HIT 100 Health Care Delivery Systems ....4 QH
Includes an in-depth study of the health information management profession, opportunities and career options in health information, health care delivery systems, health care reimbursement overview, and accreditation and certification applicable to health records.

HIT 101A Health Data Content and Structure ....4 QH
Includes an in-depth study of origin, use, content and structure of health records; storage and retrieval systems; numbering and filing systems; documentation requirements; forms and screens designs and content; use and structure of health care data and data sets; and how these components relate to primary and secondary record systems.
Prerequisite(s): C or better in HIT 100.

HIT 103A Organization and Supervision ....4 QH
Introduces the principles of organization and supervision in order to develop effective skills in leadership, motivation, and team-building techniques.
Prerequisite(s): C or better in HIT 101A.

HIT 201 Health Care Statistics ....2 QH
Includes an in-depth study of health statistics (sources, definitions, collection, reporting, presentation, and analysis of data). Special projects, policies, and procedures will be used to enhance the student's ability to use health care data.
Prerequisite(s): C or better in HIT 101A.

HIT 211 Coding/Classification Systems I ....4 QH
Emphasizes basic coding principles of ICD-9-CM and provides an introduction to the different types of nomenclatures and classification systems.
Prerequisite(s): C or better in HIT 101A, C or better in HSC 206, C or better in MED 103, C or better in SCI 102C, C or better in SCI 211.

HIT 212 Coding/Classification Systems II ....4 QH
Introduces advanced coding principles of ICD-9-CM. Projects include the hands-on coding of actual medical records and computerized coding systems.
Prerequisite(s): C or better in HIT 211. Corequisite(s): HIT 213.

HIT 213 Coding/Classification Systems III ....4 QH
Emphasizes basic coding principles of CPT/HCPCS.
Prerequisite(s): C or better in HIT 211. Corequisite(s): HIT 212.

HIT 214A Coding/Classification Systems IV ....2 QH
Expands coding principles of ICD-9-CM accomplished in Coding/Classification Systems I and II by simulating a coding professional practice experience. Coding skills are enhanced by use of advanced case scenarios, actual patient records, and computerized coding systems.
Prerequisite(s): C or better in HIT 212, C or better in HIT 213. Corequisite(s): HIT 235.

HIT 221B Clinical Quality Assessment and Performance Improvement ....4 QH
Introduces the principles of the quality assessment process and provides a framework for gaining skills in collecting and analyzing data. Students will be introduced to federal, state, and local requirements and accrediting agency requirements as they apply to performance improvement in health care. Students will participate in simulated quality assessment and data retrieval activities.
Prerequisite(s): C or better in HIT 231A.

HIT 231A Legal and Ethical Issues ....4 QH
Includes an in-depth study of current legal and ethical issues applicable to health information.
Prerequisite(s): C or better in HIT 101A.

HIT 235 Reimbursement Methodologies and Information Management ....4 QH
Studies the uses of coded data and health information in reimbursement and payment systems appropriate to all health care settings and managed care. Students will also become familiar with the concepts of computer technology related to health care, and the tools and techniques for collecting, storing, defining, and assessing the quality of health care data.
Prerequisite(s): C or better in HIT 212, C or better in HIT 213. Corequisite(s): HIT 214A.

HIT 243A Health Information Technology Professional Practice Experience ....4 QH
Provides students with a 160-hour, supervised, learning experience in a traditional and alternative health care facility under the supervision of experienced health information practitioners. Through this unpaid work experience, students will perform health information functions, procedures, and interact with professionals in the health care field.
Prerequisite(s): Minimum GPA 2.50, Student background check, Dean's approval.

HIT 251 Tumor Registry..**6 QH**
Provides students with a primary focus on the organizational and operational functions of a cancer registry. The medical management of the patient, the physiology of the disease processes, methodology used in evaluating extent of disease and assessing outcome through patient follow-up, and use of the ICD-9 classification system will be presented. The impact of data quality and availability in relation to utilization of the registry will be addressed.
Prerequisite(s): C or better in HIT 212, C or better in MED 103, C or better in SCI 102C.

HIT 259 Tumor Registry Externship...**4 QH**
Provides students with the National Cancer Registrar Association (NCRA) mandatory 160-hour, supervised, learning experience in a health care facility Tumor Registry department, under the direct supervision of a Certified Tumor Registrar.
Corequisite(s): HIT 251.

HIT 291 RHIT Review..**2 QH**
Provides a consistent, accurate, and organized review of all HIT content areas in preparation for the AHIMA National Certification Examination.
Prerequisite(s): C or better in HIT 212 or C or better in HIT 213.

HEALTH SCIENCE

HSC 100B Community First Aid..**1 QH**
Teaches lay rescuers the American Heart Association standards of how to recognize and treat life-threatening emergencies with adult, child, and infant victims and includes use of AEDs on adults and children. This course also provides training in basic first-aid procedures and a module on environmental emergencies. This course is designed to train anyone who might be the first to respond to an emergency in the workplace or community. Students will obtain Heartsaver CPR/AED and First Aid certification on successful completion of required components and tests.

HSC 102 BLS Provider Training and First Aid................................**1 QH**
Provides information on adult and pediatric CPR, including two-rescuer scenarios and use of the bag-valve mask. Also covers foreign-body airway obstruction (conscious and unconscious), automated external defibrillation (includes child AED update), special resuscitation situations, and other cardiopulmonary emergencies at the professional rescuer level. This is an American Heart Association course and provides training in basic first-aid procedures and a module on environmental emergencies. Students will attain Heartsaver First Aid and AHA Basic Life Support for Health Care Provider certifications upon successful completion of required components and tests.

HSC 103 The Human Body-Holistic Perspective..............................**4 QH**
Applies anatomy and physiology content to an analysis of health and illness situations from a holistic perspective. Case studies will be used to study the whole person: mind, body, and spirit. Nutritional, allopathic and alternative healing modalities will be explored and applied to the case. Various information resources will be identified and utilized in this learning experience.
Prerequisite(s): Nurse and Practical Nurse majors: B- or better in SCI 102C. All other majors: C- or better in SCI 102C.

HSC 104 Introduction to Disease...**4 QH**
Introduces students to the fundamental aspects of the study of diseases. Emphasis will be on the definition, etiology, diagnosis, and treatment of specific diseases. This course will concentrate on clinical abstracting from the medical record.
Prerequisite(s): C or better in MED 103, C or better in SCI 102C or C or better in SCI 100F. No minimum grade requirement for Phlebotomy or Pharmacy Technician majors.

HSC 105B Patient Care for the Imaging Professional......................**5 QH**
Exposes allied health students to basic concepts of patient care that will confront them in the medical setting. Theory and practice will include such areas as medical ethics, legal concepts, infection control, microbiology, history taking, vital signs, dealing with emergencies, and patient positioning and transfer methods. Emphasis on the total patient is presented with regards to the patient's physical, psychological, social, and spiritual needs. This course is comprised of 40 hours of lecture and 20 hours of lab.
Prerequisite(s): B- or better in SCI 101C.

HSC 111 Introduction to Health Care...**4 QH**
Acquaints students with a variety of perspectives about existing health care systems. A particular emphasis on the complexity of the American health care system will be made. Comparisons with other health care delivery models and national trends will be discussed. Current events are incorporated throughout this course.

HSC 112 Clinical Documentation..**1 QH**
Introduces medical documentation for rehabilitation professionals. Offered early in the OTA and PTA programs.
Prerequisite(s): Acceptance in the OTA or PTA program.

HSC 161 Legal Concepts to Medical Practice.................................**2 QH**
Focuses on the legal, ethical, and bioethical aspects of medical practice. Included are licensure, professional liability, quality assurance, and risk management.

HSC 181 Acoustical Physics...**4 QH**
Presents the fundamental principles of acoustical physics. This course will cover acoustical properties, instrumentation, transducer types and characteristics, Doppler principles, and biological effects.
Prerequisite(s): Echocardiographic majors: MTH 112, B- or better in ECT 121A. Vascular majors: MTH 112, Corequisite(s): VAS 101A.

HSC 206 Basic Pharmacology..**4 QH**
Provides a theoretical foundation for the fundamental principles and concepts of pharmacotherapeutics and classification of drugs. A grade of C- or better must be maintained to satisfactorily complete this course.
Prerequisite(s): Health Information majors: C or better in SCI 102C. All other majors: C- or better in SCI 102C.

HSC 207 Nursing Pharmacology...**4 QH**
Provides a theoretical foundation for the fundamental principles and concepts of pharmacotherapeutics with a focus on classification, usage, dosage, calculations, delivery methods, and nursing implications of medications.
Prerequisite(s): B- or better in SCI 102C. Corequisite(s): SCI 211.

HSC 211 Lifespan Development...**2 QH**
Focuses on human development in the gross, fine, cognitive, and psychological domains from birth to death. Emphasis is placed on gross motor and psychological development.
Prerequisite(s): C or better in HSC 281.

HSC 221 Nutrition...**4 QH**
Teaches students how the logic of science is applied to basic nutrition concerns, including food groups and recommended nutritional guidelines.

HSC 281 Neurological Foundations of Motor Control.....................**2 QH**
Focuses on the neuroanatomy of the central and peripheral nervous systems as it relates to normal motor control and sensory integration. The neurological foundations of therapeutic exercise principles are introduced.
Prerequisite(s): Acceptance in the BRS, OTA, or PTA program.

HSC 285 Clinical Pathology...**3 QH**
Focuses on an advanced investigation of specific orthopedic, neurological, rheumatological, and medical conditions.
Prerequisite(s): C or better in SCI 211, acceptance in the BRS, OTA, or PTA program.

HSC 312 Health Law and Regulations..**4 QH**
Addresses legal issues, restraints, and problems arising from organization and delivery of health care services. Topics to be included are: tort law; hospital, physician, nurse, and other health professional's liability; informed consent; medical records; legal reporting obligations; abortion; autopsy; donation and experimentation; sterilization and artificial insemination; euthanasia; patient rights and responsibilities; labor relation; insurance; trial procedures; and restraint of trade are topics which are included.
Prerequisite(s): HSC 111, Junior status.

HSC 315 Planning and Evaluation of Health Services......................**4 QH**
Researches and examines the steps to planning, implementation, and evaluation of health services. Includes the development of measurable objectives and the compilation and presentation of a report.
Prerequisite(s): HSC 401, HSC 312, HSC 403.

HSC 401 Health Care Administration...**4 QH**
Covers the basic principles of health care administration including planning, organizing, staffing, directing, and controlling. The emphasis will be on administration of hospitals, organizational structure, trustee responsibility, medical staff relationships, third-party payors, and fiscal management.
Prerequisite(s): HSC 111, Junior status.

HSC 402A Ethics for Health Professionals......................................**4 QH**
Examines the current ethical issues in the health care system. Problems and conflicts posed by interpersonal, professional, and client relationships as well as business considerations will be discussed. Ethical issues explored may include right to live, right to die, transplants, informed consent, sterilization, abortion, and human experimentation.
Prerequisite(s): Junior status.

HSC 403 Health System Finance ....4 QH
Examines basic accounting principles and finance in health care settings. Considerations in budgetary preparation will be discussed.
Prerequisite(s): HSC 401, HSC 312.

HSC 411 Seminar in Health Issues ....4 QH
Studies current health care issues such as managed care, health insurance, foreign health care systems, and the policies of health care. Individual or group projects will be a component of this course.
Prerequisite(s): HSC 401, HSC 312, HSC 403, HSC 402A. Corequisite(s): HSC 315.

HEATING, VENTILATION, AND AIR CONDITIONING

HVAC 101 Introduction to Mechanical Systems ....4 QH
Focuses on various heating and cooling systems, components, and applications. Topics include heating and cooling requirements, heating fuels, the refrigeration cycle, electrical symbols and schematics, identification of component parts and uses, and the operation of HVAC equipment.

HVAC 112A HVAC Installation, Maintenance and Repair ....4 QH
Expands on the knowledge students obtained in previous HVAC courses. Installation of heating and cooling systems, preventative maintenance, system inspections, and systematic troubleshooting of problems will be covered.
Prerequisite(s): HVAC 115, HVAC 123A. Corequisite(s): HVAC 116.

HVAC 115 Heating I ....4 QH
Covers the skills and techniques for the installation and operation of domestic and commercial heating systems. Topics include structural considerations, gas piping, gas pressure testing, chimneys, liners, venting, electrical and plumbing coordination, and general installation procedures with a focus on forced-air heating systems.
Prerequisite(s): HVAC 101, HVAC 151A.

HVAC 116 Heating II ....4 QH
Continues topics from HVAC115 and explores the theory and application of hydronic heating systems. Topics include boiler types and characteristics, copper piping, terminal devices, electrical and mechanical controls, and safety considerations.
Prerequisite(s): HVAC 115.

HVAC 121 EPA Recovery/Certification ....2 QH
Covers the EPA regulations on recovery and recycling of all refrigerants. Topics also include refrigerant types and characteristics, leak testing, and repair.
Prerequisite(s): HVAC 101, HVAC 151A. Corequisite(s): HVAC 123A.

HVAC 122 Introduction to Refrigeration ....4 QH
Combines lecture and hands-on laboratory exercises. Students learn to diagnose and repair domestic and commercial refrigeration systems. Topics include lubricants, copper piping methods, compressor types, electrical and mechanical controls, an introduction to recovery, recycling and reclaiming of refrigerants, and safety considerations.
Prerequisite(s): HVAC 121.

HVAC 123A Air Conditioning and Heat Pumps ....4 QH
Covers the theory and application of heat pumps and air conditioners in domestic and commercial heating and cooling systems. Topics include heat pump principles and controls, air conditioning and heating cycles, defrost cycles, reverse cycles, maintenance, troubleshooting, and performance.
Prerequisite(s): HVAC 101, HVAC 151A.

HVAC 131 Mechanical Code ....2 QH
Familiarizes students with the methods and techniques used in field inspection of mechanical systems. The Uniform Mechanical Code will be covered along with appropriate portions of the Building Officials and Code Administrators (BOCA) Code.
Prerequisite(s): HVAC 101.

HVAC 151A HVAC Electrical Systems and Applications I ....4 QH
Provides the foundational knowledge and skills to understand and safely install, service, and troubleshoot HVAC/R electrical circuits and electronics. Topics include basic electrical theories, HVAC/R electricity and electronic symbols and schematics, proper meter usage, motors, controls, and other electrical/electronic devices. The sequence of operation and diagnostic troubleshooting, utilizing pictoral, schematic, and hands-on approaches are also stressed.
Corequisite(s): MTH 091 or satisfies developmental essential math concepts or placement exam.

HVAC 152 HVAC Electrical Systems and Applications II ....4 QH
Continues coverage from HVAC151A. Topics include selecting, installing, and troubleshooting HVAC components and systems. Heating systems include oil, gas, electric, and heat pumps. Refrigeration systems include residential and commercial systems. Modern control systems and solid-state control circuits are also included. Diagnostic troubleshooting utilizing schematic diagrams and test equipment are emphasized in this course.
Prerequisite(s): HVAC 151A.

HVAC 221 Sheet Metal Layout ....4 QH
Focuses on design, layout and construction of flat duct, offsets, and fittings to move air for heating and cooling equipment. Focuses on Manual D (R) from the Air Conditioning Contractors of America (ACCA), the industry standard for this type of work.
Prerequisite(s): HVAC 112A.

HVAC 231A Heating and Cooling Analysis ....4 QH
Focuses on the calculations for heat loss and gain for residential construction as prescribed in Manual J (R) from the Air Conditioning Contractors of America (ACCA), the industry standard for this type of work. Topics include heat loss, heat gain, furnace and air conditioning sizing, and duct sizing.
Prerequisite(s): HVAC 116, HVAC 123A, MTH 111.

HVAC 241 Home Energy Auditing ....4 QH
Covers topics related to home energy auditing, including the evaluation, diagnosis, and proposed treatment of an existing home. Students will gain experience in rating home energy efficiency using software modeling, blower doors, infrared cameras, and other related technology. This course is mapped to the residential energy services network HERS rating.
Prerequisite(s): HVAC 231A.

HISTORY

HIS 201 United States History to 1865 ....4 QH
Encourages students to analyze significant events and accomplishments of early American men and women. This course considers how the nation evolved. It studies how the past has created a distinctive American character, which continues to have an impact on the nation and on the world.

HIS 202 United States History Since 1865 ....4 QH
Focuses on events since 1865. Students are encouraged to analyze how people and events have changed the United States as a nation and as a people. The significance of events and how the United States fits into a broader perspective are included.

HIS 211 History of Organized Labor in the U.S. ....4 QH
Introduces students to the historical, social, and economic climates resulting in the formation of U.S. labor unions. These include labor bills, union organizations and leaders, the evolution of working conditions, and demographics of the workplace.

HIS 231 Michigan History ....4 QH
Studies significant people and events during Michigan's history, including the roles of Native Americans, the French, and the British; becoming a territory and becoming a state; the Toledo War; the Erie Canal; the Civil War; the Underground Railroad; Michigan's economic growth; the Great Depression; the roles of labor and minorities; the state's natural resources; and the state constitution.

HIS 301 Women's Studies ....4 QH
Explores the experiences of women and provides an overview of the present and historic influences on contemporary women in social, political, and economic roles.
Prerequisite(s): ENG 102.

HIS 311 Social Studies Foundations ....4 QH
Integrates the disciplines of geography, history, political science, and economics into an overview of the structure of the respective disciplines. Provides solid content background and resources for the elementary school teacher.
Prerequisite(s): SOC 201, GEO 102B or POL 201A.

HIS 321 Ancient World ....4 QH
Investigates ancient times, including the Ancient Middle East, Ancient Greece, and the Roman Republic and Empire.

HIS 331A European History I ....4 QH
Investigates European politics, religion, and ideas from the Fall of Rome to the Napoleonic Wars, with emphasis on the barbarian kingdoms, the Reformation, religious and dynastic wars, scientific revolution, absolute monarchies, the Enlightenment, and the French Revolution.

HIS 332 European History II ....4 QH
Examines the development of modern Europe from the Age of Reaction through World War II. A major focus is on the ascendancy of Europe to its dominant stance on the world stage and the effects of European political, economic, and societal impulses on other regions of the world.

HIS 411 Emerging Nations ....4 QH
Introduces the patterns of political, social, religious, and economic development of emerging nations in Asia, Africa, and Latin America.

HIS 421 World History Since 1945...................................4 QH
Examines the relationship of world powers with developing nations of the world from 1945 to the present. A major focus is on the development of global awareness and understanding of economic policies, political development, and social issues in the world.

HIS 491A Senior Seminar: History and Social Studies.........................4 QH
Examines historiography, the relationship of history to the other social studies content areas, historical methods of research and interpretation, representative period articles/books, and major events in American and world history. Serves as the capstone course for the undergraduate history/social studies program.
Prerequisite(s): Senior status, Dean's approval.

HUMAN RESOURCE MANAGEMENT

HRM 215 Securing Human Resources................................4 QH
Studies the challenges of a comprehensive staffing model that identifies all the key components of staffing, external influences, and staffing system management. Major areas covered are the staffing model, external influences (economic, laws and regulations), staffing strategy and planning, job analysis, measurement, external and internal recruitment, selection, decision making, and the final match.
Prerequisite(s): MGT 212.

HRM 225 Developing Human Resources............................4 QH
Examines the various aspects of training and development of employees in the workforce. Covered topics include: orientation, strategic training, needs assessments, new training technologies, employee career development, and career management.

HRM 291 Human Resource Seminar................................4 QH
Focuses on material studied in previous associate degree level courses at Baker College. Students will evaluate and analyze current topics in HR through case analysis and through the development of a policy manual/employee handbook. This is the capstone course in the human resource management associate's degree program.
Prerequisite(s): HRM 215, HRM 225, HRM 300, HRM 315.

HRM 300 Compensating Human Resources........................4 QH
Examines a variety of compensation methods and their relationships to organizational strategies, pay structures, and employee performance. Topics include total compensation, design of pay levels, benefit options, compensating special groups, cost management, and administration.
Prerequisite(s): MGT 212.

HRM 315 Evaluating Human Resources............................4 QH
Provides a comprehensive analysis of how human resource management facilitates the process of evaluating employees within an organization through the development of appraisal systems, measurement tools, and the roles of training and development. This course will examine how the functions of human resources support an organization in the execution of its mission and vision and how to measure human resource effectiveness.
Prerequisite(s): MGT 212.

HRM 401 Human Resources and Employment Law........................4 QH
Provides an introduction to employment law and labor law for a non-legal professional in human resource management and labor relations. An emphasis will be placed on employment, labor, and social issues in the work environment.
Prerequisite(s): LAW 211.

HRM 401R Human Resources and Employment Law........................6 QH
Provides an introduction to employment law and labor law for a non-legal professional in human resource management and labor relations. An emphasis will be placed on employment, labor, and social issues in the work environment. This course is exclusive to the Accelerated Bachelor of Business Leadership program.
Prerequisite(s): MTH 312R, WRI 312R.

HRM 435B International Human Resource Management.................................4 QH
Examines how global human resource management is distinctive from domestic human resource management. Students will analyze the challenges that multinational corporations are confronted with which include cultural, political, social, and legal issues; the level of managerial skill and education; technological development in the host country. Issues such as expatriation versus local management, selecting and preparing for international assignments, cultural adaptation at the individual and system level, and the influence of globalization on future HRM practices are also examined.
Prerequisite(s): HRM 291.

HRM 491 Strategic Human Resource Management............................4 QH
Focuses on the way strategies can be formed and enacted in organizations, and on the internal and external environmental contexts from which human resource strategies emerge. Students will be given the opportunity to enhance their analytical skills in organizational analysis and strategic thinking through case studies. Students will be provided with opportunities to synthesize managerial strategy issues with HRM processes, in a considered and reflective manner. This is the capstone course in the Human Resource Management program.
Prerequisite(s): HRM 435B. Corequisite(s): HRM 401.

HUMAN SERVICE

HUS 101A Introduction to Human Service ....4 QH
Serves as an overview of the historical developments in the field of human service and provides an introduction to the philosophical framework, the major theoretical models, and the interdisciplinary nature of human service. Students will explore human service occupations, professional organizations, community resources, and ethical and legal issues. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): Student background check.

HUS 121 Family Dynamics ....4 QH
Provides students with a healthy foundation of knowledge and skills for building strong relationships and families. This course emphasizes family strengths, the benefits that come from diversity, and the fact that families are systems of relationships. These systems interact within themselves and are also influenced by society at large. The concepts and ideas presented are directly applicable to students' lives as well as their future professional work. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): Student background check.

HUS 131A Human Service Resources ....2 QH
Acquaints students with available human service resources including those that are governmentally based, private sector based, and community service affiliated. Particular emphasis will be placed on client definition, needs assessment, eligibility requirements, and the referral process. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): Student background check.

HUS 141 Abuse and Neglect in the Family..........................4 QH
Explores the addictive and dependent personality, abusive and neglectful behaviors, evidence of signs and symptoms of abusive patterns, and appropriate reporting procedures. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 101A, Student background check.

HUS 161 Managing Addictions Cases ....6 QH
Assists students in developing and demonstrating the knowledge and skills required by the twelve core functions of addictions counselors in the case management process. The core functions, which will provide the framework for the course are: Screening, intake, orientation, assessment, treatment planning, counseling (individual, group, and significant others), case management, crisis intervention, client education, referral, report and record keeping, and consultation with other professionals in regard to client treatment/services. Must complete with a C (73%) or better.
Prerequisite(s): MTH 091 or satisfies developmental essential math concepts or placement exam, Student background check.

HUS 171 Ethical Issues in Addictions Counseling ....2 QH
Introduces students to the development and understanding of the Certified Addictions Counselor Code of Ethical Conduct, and how to apply the Code to analysis of incidents and dilemmas that occur in counseling situations. The principles of the Code of Ethical Conduct are: non-discrimination, responsibility, competence, legal and moral standards, public statements, publication credit, client welfare, confidentiality, client relationships, interprofessional relationships, remuneration, and societal obligations. Must complete with a C (73%) or better.
Prerequisite(s): Student background check.

QH = Quarter Hours

HUS 201 Substance Abuse ....4 QH
Explores the types of substance abuse prevalent in communities, factors that lead to substance abuse and the impact on families, the workplace, and society in general. This course introduces students to current treatment programs and their various philosophies. Reimbursement methods will also be discussed. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): Student background check.

HUS 211 Assessment, Recording, and Reporting........................4 QH
Teaches students how to conduct a client assessment, including interviewing and appropriate manual- and computer-based recording and reporting of client records in to an organized and comprehensive assessment report. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 131A, C or better in HUS 201, PSY 241, Student background check.

HUS 221 Case Management I..4 QH
Emphasizes prevention and intervention strategies for less severe cases in human service. Students will learn parenting skills, listening skills, planning, assessment of community resources, referral procedures, general crisis intervention, and setting appropriate boundaries in his/her role as a case manager. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): Human Service and Gerontology majors: C or better in HUS 211, Corrections majors: CRJ 221, All majors: Student background check. Corequisite(s): HUS 231.

HUS 231 Crisis Intervention..2 QH
Emphasizes the assessment of diverse crisis situations with emphasis on the use of short-term intervention and problem-solving techniques to help individuals and families de-escalate crisis situations and develop appropriate coping techniques. This course will address the A-B-C Model of Intervention, brief and short-term interventions, and multicultural issues in crisis intervention situations. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 141, Student background check. Corequisite(s): HUS 221.

HUS 271 Human Service Internship I ....6 QH
Consists of 125 clock hours of paid/unpaid, experience in a social service or mental health agency in the community under supervision of agency and Baker College staff. The students will also be required to complete 20 hours of lecture, in seminar format, to integrate learning in the field with classroom instruction. This course is the beginning internship required of all human service majors in both the associate's and bachelor's degree programs. The primary focus of this internship is the development and application of knowledge and skills in community resources.
Prerequisite(s): ENG 102, C or better in HUS 131A, minimum GPA 2. 50, Student background check, Dean's approval.

HUS 292A Family Support Strategies...4 QH
Develops specific skills to support and strengthen families, including interviewing and communication skills, assessing family needs and strengths, eliciting relevant cultural information, formulation of family support plans and appropriate outcomes, problem-solving strategies, recordkeeping, making referrals, and resolving ethical dilemmas. The approach is a family-centered, solution-focused model of integrated family services. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): Human Service and Gerontology majors: C or better in HUS 121, All majors: Student background check.

HUS 301 Research Methods in Human Service...........................4 QH
Examines research and theory within the human service community. Topics such as grant writing, ethics in research, psychological/sociological research in society, research design and application, and using research results in a variety of human service communities will be addressed. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): Human Service and Gerontology majors: C or better in HUS 211, All majors: MTH 112, Student background check.

HUS 306 Introduction to Gerontology ....4 QH
Provides an introduction to the field of human aging and the aging process. The course will explore various dimensions of the aging process from several perspectives, including, but not limited to, the aging individual, the social context of aging from cross-cultural perspective, and societal responses to an aging population. Topics covered will include the demographic, biological, psychological and sociological effects of aging as well as the role of the older adult in the family, community and institutions for the aged. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): Student background check.

HUS 321 Human Service Administration I...................................4 QH
Introduces students to human service supervision and management at the first-line level. Students will attain an understanding of organizational management perspectives on staff motivation and administrative planning in human service agencies and organizations, including a review of professional and governmental agency standards. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 101A, Student background check.

HUS 351 Child Welfare Services...4 QH
Introduces students to a survey of child welfare services. Topics include family support, protecting abused and neglected children, foster care, delinquency, adoption, and family court process. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 131A, C or better in HUS 141, Student background check.

HUS 352A Human Service Internship II Seminar ....2 QH
Focuses on the relationship between students' past and present human service program courses and their WRK352 internship experiences. Topics will be generated by the students' internship experiences. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): Student background check. Corequisite(s): WRK 352.

HUS 371 Human Service Internship II ....6 QH
Consists of 125 clock hours of paid/unpaid, experience in a social service or mental health agency in the community under the supervision of agency and Baker College staff. The students will also be required to complete 20 hours of lecture, in seminar format, to integrate learning in the field with classroom instruction. This course is the second internship required for all Human Service majors in the associate's degree and bachelor's degree programs. The primary focus of this internship is the development of case management plans to treat identified problems. Students will observe agency staff and assist in client assessment, reporting, and recording.
Prerequisite(s): C or better in HUS 271, minimum GPA 2.50, Student background check, Dean's approval.

HUS 403 Mental Health Services..4 QH
Introduces students to the Community-Counseling Model for the delivery of mental health services. Topics include preventive education, outreach to vulnerable populations, client advocacy, facilitating specialized groups, and the provision of services within the client's community. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): PSY 411, Student background check.

HUS 406 Care Management for Older Adults................................4 QH
Emphasizes theory and practice of care management. Content includes development of comprehensive care plans, monitoring of the client's progress toward achieving intervention goals, and discussion of ethical practice standards. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 221, C or better in HUS 306, Student background check.

HUS 411 Institutional Treatment and Alternative Settings in Human Service ....4 QH
Provides a comprehensive examination of various placement and treatment environments from the most restrictive setting to independent living. This course considers diagnostic criteria and a variety of conditions under which institutional placement and other treatment alternatives are indicated relative to particular case situations and case monitoring of clients in these settings. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 221, Student background check.

HUS 412 Case Management II..4 QH
Emphasizes prevention and intervention strategies for more severe cases. Students will learn how to coordinate interventions for clients with multiple and complex problems, determine when to make referrals to social and legal agencies, facilitate the reintegration of families, intervene in crisis situations, and conduct evaluations for licensing of alternative home placements. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 221, Student background check.

HUS 416 Gerontology Resources..2 QH
Examines the local structures, both public and private, which provide services for the elderly within the larger framework of national and state structures. Includes considerations in working with the adult population and appropriate advocacy education. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 131A, C or better in HUS 306, Student background check.

HUS 417 Activity in Aging ....2 QH
Focuses on the analysis of concepts, theories and programming related to the role activity plays in successful aging. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 306, Student background check.

HUS 421 Human Service Administration II.................................4 QH
Introduces students to human service management and administration at the middle and upper management levels. This course also presents an evaluation and analysis of major components in human service delivery systems, including budgeting, program evaluation, employee relations, in-service training programs, and collaboration among agencies and organizations. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 321, Student background check.

HUS 426 Hospice Care ....4 QH
Examines the physical, spiritual, legal, economic, cultural, and ethical issues associated with care at the end of life. Content includes working with the elderly and support strategies for families and friends. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 446, PSY 211, Student background check.

HUS 431 The DSM System ....4 QH
Introduces students to the multiaxial diagnostic system for the classification of mental disorders and explores the 17 major categories of mental disorders. Students will learn to differentiate various forms of psychopathology, evaluate alternative interventions, and develop proficiency in the language used by a variety of professionals to communicate about mental health and human service problems. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): PSY 311, Student background check.

HUS 436 Public Policy and Aging...4 QH
Examines the policy process, focusing on issues such as retirement, pensions, health care, housing, social services, and intergenerational issues. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 416, C or better in HUS 446, Student background check.

HUS 441 Home Visitation ....2 QH
Introduces students to the history and philosophy of home visitation interviewing, establishing positive relationships and professional boundaries with clients, developing helping skills, and addressing the needs of high risk families. This course identifies and explores issues relevant to supporting a wide range of families through home visiting. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 211, C or better in HUS 292A, Student background check.

HUS 446 Social Gerontology ....4 QH
Focuses on the sociological aspects of aging in American society including economics, health, and concepts and theories in the study of aging. Must complete with a C (73%) or better to qualify for an internship.
Prerequisite(s): C or better in HUS 306, SOC 301, Student background check.

HUS 471 Human Service Internship III ....6 QH
Consists of 125 clock hours of paid/unpaid, experience in a social service or mental health agency in the community under the supervision of agency and Baker College staff. The students will also be required to complete 20 hours of lecture, in seminar format, to integrate learning in the field with classroom instruction. This is the third and final internship required for all Human Service bachelor degree students. The primary focus of this internship is the development of knowledge and skills in treatment planning and intervention. Students will observe and participate in the treatment planning process and assist in the implementation of interventions and preventions with process and outcome documentation.
Prerequisite(s): C or better in HUS 371, minimum GPA 2.50, Student background check, Dean's approval.

HUMANITIES

HUM 101 Survey of Art and Architecture I (Antiquity to Renaissance)............4 QH
Develops the student's appreciation and enjoyment of art. Time periods, geographical centers, stylistic characteristics of major art movements, and the artists from each movement from the prehistoric period through the Renaissance are studied.

HUM 102 Survey of Art and Architecture II (Baroque to Modern)....................4 QH
Cultivates the student's appreciation and enjoyment of art. Time periods, geographical centers, stylistic characteristics of major art movements, and artists from each movement from the Baroque period to the present are studied.

HUM 351 Art for the Elementary School Teacher ....2 QH
Studies elements of art with orientation to a variety of media and techniques. Emphasizes preparation of innovative, motivating art lessons appropriate to elementary grades.

HUM 355 Music for the Classroom Teacher ....2 QH
Provides students with a basic knowledge of the melodic, rhythmic, and harmonic elements of music and the opportunity to read and play music using classroom instruments.
Prerequisite(s): EDU 200.

HUM 401A Philosophy of Ethics ....4 QH
Examines the philosophical foundations for personal and professional ethics. Students identify and analyze ethical situations in modern society.
Prerequisite(s): ENG 102.

INDUSTRIAL AND SYSTEMS ENGINEERING

ISE 311 Manufacturing Processes ....4 QH
Studies the relationship between product engineering and manufacturing engineering. Casting processes, bulk deformation processes, sheet metal processes, mechanics of material removal processes, non-traditional machining, plastics and powder metallurgy, fastening and joining methods, design for manufacturing, and the factory of the future are covered.
Prerequisite(s): MTH 124.

ISE 321A Engineering Economy I ....4 QH
Introduces the foundations of engineering economy. Students will develop an understanding and the ability to work problems that account for the time value of money, cash flow, and equivalence at different interest rates. The techniques are mastered from the basis of how an engineer in any discipline can take economic value into account in virtually any project environment. Eight factors commonly used in engineering economy computations are introduced and applied. One or more engineering alternatives are formulated to solve a problem or provide specified results. Different methods by which one or more alternatives can be evaluated economically using factors and formulas learned.
Prerequisite(s): MTH 112 or MTH 131.

ISE 322 Engineering Economy II ....4 QH
Reviews the principles of Engineering Economy I to extend the use of economic evaluation tools in real-world situations. Replacement analysis is performed and applied to the evaluation tools to make the correct economic choice. Breakeven analysis is introduced and used to assist in the economic evaluation of process. The effects of inflation, depreciation, income taxes in all types of studies, and indirect costs are incorporated into the methods previously performed in Engineering Economy I. An expanded version of sensitivity analysis is developed, and students will formulate the approach to examine parameters that vary over a predictable range of values. The elements of risk and probability are considered using expected values, probabilistic analysis, and Monte Carlo - based computer simulation.
Prerequisite(s): ISE 321A.

ISE 331 Introduction to Industrial and Systems Engineering............................4 QH
Focuses on the principles of systems engineering for accomplishing organizational goals in manufacturing and service industries. This course includes capabilities, productivity measurement, work and methods study, process planning, and design for productivity enhancement. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): ISE 311.

ISE 335 Work Analysis and Design ....4 QH
Teaches students to effectively utilize methods analysis tools and techniques in the design and improvement of manufacturing systems and to apply work measurement techniques in the appropriate situations.
Prerequisite(s): ISE 331, MTH 401.

ISE 401 Industrial Cooperative Education ....4 QH
Allows bachelor's degree students in engineering or technology to be employed in their major field while attending college. Students will complete a minimum of 120-hours of work experience. Requires work assignments related to academic and career goals with progressively greater responsibilities. Includes a written report describing the work experience and its educational benefits.
Prerequisite(s): Junior or senior status, minimum GPA 2.50.

ISE 411 Computer Integrated Manufacturing ....4 QH

Introduces students to the integration of computers in the manufacturing process. This course includes such concepts of Computer Integrated Manufacturing (CIM) as: production planning, robotics, industrial automation, CAD/CAM, and design for CIM manufacturability. 30 hours of lecture and 20 hours of lab are required.

Prerequisite(s): one level of 3-D modeling.

ISE 421 Introduction to Operations Research..4 QH

Provides a scientific approach to decision making that involves the operations of organizational systems and is applied to problems that concern how to conduct and coordinate the operations or activities within an organization. The process begins by carefully observing and formulating the problem and then constructing a scientific (typically mathematical) model that attempts to abstract the essence of the real problem in the context of the entire system. Operations research solutions yield an optimal value of the system measure of desirability. Topics include: linear programming, network analysis, dynamic programming, probability theory, queuing theory, inventory theory, reliability, and decision analysis.

Prerequisite(s): MTH 112.

ISE 431 Facilities Design ....4 QH

Covers the techniques for achieving organizational goals in the design of manufacturing and service facilities. Includes plant location, building design, plant layout, and material handling.

Prerequisite(s): ISE 335.

ISE 435 Manufacturing Strategies...4 QH

Focuses on the understanding of manufacturing as a production system. This course recognizes the challenges associated with the flow of the production system and allows students to understand and apply principles and practices of lean manufacturing. The Toyota Production System is used as an example of a lean production system.

Prerequisite(s): ISE 335.

ISE 491 Engineering Project Management..4 QH

Emphasizes project management strategies for planning and assignment of work, estimating hours for project completion, tracking for progress and change in job requirements. This course includes critical path scheduling, resource allocation, and client/customer interface. Students may not receive credit for both ISE491 and ME491.

Prerequisite(s): Senior status, ISE 321A.

ISE 495 Industrial Management Seminar ....4 QH

Provides a capstone class for the Bachelor of Industrial Management.

Prerequisite(s): Dean's approval.

ISE 499 Senior Design Project ....4 QH

Continues the topics in ISE491 (Engineering Project Management) and utilizes concepts from industrial and/or mechanical engineering courses to complete a design project and prepare an engineering report on the design. This is a capstone course where the students work in teams. Students may not receive credit for both ISE499 and ME499.

Prerequisite(s): Dean's approval, senior status, ISE 491.

INFORMATION SYSTEMS

INF 112 Word Processing..2 QH

Introduces students to word processing software and applications. This will include demonstrating the ability to perform basic Windows operations commands and word processing commands, which include creating, saving, printing, formatting, editing, and retrieving documents.

Prerequisite(s): WPG 098 or high school typing/proficiency.

INF 113 Electronic Spreadsheets...2 QH

Introduces students to beginning electronic spreadsheet terminology, concepts, and applications. Students will gain the ability to enter/edit, save/retrieve files, format, and print spreadsheets and reports. Students are also introduced to basic formula development.

Prerequisite(s): WPG 098 or high school typing/proficiency.

INF 114A Introduction to Database Applications.....................................2 QH

Introduces beginning database terminology, concepts, and applications using a file management software program. Students will demonstrate an understanding of data hierarchy; the ability to design simple files, edit file content, print file content, and simple reports; and the ability to search and sort files and use pre-existing formulas.

Prerequisite(s): WPG 098 or high school typing/proficiency.

INF 121 Introduction to Windows..2 QH

Provides students with hands-on experience in the basics of using the Windows XP environment. The areas of exploration will include the Start button, task bar, My Computer, Windows Explorer, WritePad, Settings, Customizing Displays, Paint, and the use of shortcuts.

INF 131 Internet and the World Wide Web ....2 QH

Covers the fundamentals of using the Internet. Topics include Internet terminology, connecting to the Internet, e-mail, netiquette, browsing and searching the World Wide Web, referencing material used in research papers, copyright considerations, downloading and installing software, and creating a Web page.

INF 141A Microsoft PowerPoint..2 QH

Provides students with hands-on experience in the use of Microsoft PowerPoint to develop computer-based presentations. Topics include creating slides, handouts, speaker's notes, and outlines as well as the use of PowerPoint Wizards and Templates.

INFORMATION TECHNOLOGY AND SECURITY

ITS 305 Security Policies and Auditing ....4 QH

Discusses the key structure elements and terms of written information protection policy and reviews some typical policy contents. Prepares students to develop the related standards, procedures, and guidelines for implementing the policy. Evaluates the tools needed to select, develop, and apply a security program that meets business goals.

Prerequisite(s): CSS 211.

ITS 315 Information Systems Threat Assessment ....4 QH

Prepares students to assess and then correct the vulnerabilities present within information systems. Details methods and tools used in attacks and discusses countermeasures. Discusses available security resources. Analyzes attack "types." Specifically covers intrusion detection systems.

Prerequisite(s): ITS 305.

ITS 321 Legal and Ethical Issues in Information Technology ....4 QH

Explores legal and ethical issues faced in the information technology field. Students will learn about ethical issues within an organization as they relate to relationships internally as well as with customers, partners, and society. In addition, students will learn of current legal issues in information technology such as intellectual property, privacy rules, and legislative actions. Exploration of the impact of these issues on current and proposed technical strategies will help prepare students to provide influence with regard to legal and ethical issues they will face in today's organizations.

Prerequisite(s): CSS 211 or ITS 301.

ITS 325 Securing Systems..4 QH

Prepares students to understand the inherent vulnerabilities of a variety of systems including Windows and Linux/UNIX, and proactively defend against attacks on these systems. Covers defense strategies through understanding of system and file permissions, password and account security, the Windows Registry, Malware prevention, encryption, and Directory Service management via policies. Discusses hardening of network operating systems and remote network access through a detailed survey of built-in security tools and third party utilities.

Prerequisite(s): ITS 305. Corequisite(s): ITS 315.

ITS 331 Designing for Security ....4 QH

Provides students with concepts needed for creating secure networks and systems requiring advanced planning. Once networks or systems are open to either the Internet or an internal user base, they are exposed to threats ranging from viruses to out right destruction. Therefore, designing these systems and networks with an understanding of their function and security needs before being exposed to these threats will provide information with its best defense. The objectives of this course are to create a framework to define the needed functions of the network or systems and ensure that secure methods are used to provide these tools. This course will focus on the use of tools to update these functions to continue to provide secure services. Finally, this course will also explore sites and services that can be used to discover new exploits and methods to secure them, and tools used by security professionals to audit the vulnerability of the network and systems.

Prerequisite(s): CSS 211 or ITS 301.

ITS 341 Scripting for Network Administrators ....4 QH

Introduces scripting language and its environment. Students will build scripts and utilities to automate system tasks and create powerful system management tools to handle the day-to-day tasks that drive a system administrator's life. The course covers batch scripting, secure scripting and string processing. Students will also learn how to automate the scripting of security related functions.
Prerequisite(s): LUX 205, MCSE 261 or MNP 211.

ITS 405 Internet and Web Security ....4 QH

Prepares students to understand Web and Internet security from an administrator, developer, and end user's perspective. Covers topics regarding Web site security, including SSL encryption and Web authentication. Examines risks that threaten a site and hardware and software tools available to protect against hacking, port scanning, and denial-of-service attacks.
Prerequisite(s): ITS 325.

ITS 415 Firewall Concepts ....4 QH

Prepares students to protect private networks from external security threats through the use of firewall systems. Discusses security holes in common Internet services and how to proactively defend against external attacks. Discusses the philosophies of firewall design, access lists, authentication, and general security policy. Covers a wide variety of firewall systems over multiple operating systems.
Prerequisite(s): ITS 305.

ITS 421 Tactical Perimeter Defense ....4 QH

Examines the critical defensive technologies needed to secure network perimeters. Includes coverage of network security threats and goals, advanced TCP/IP concepts, router security, intrusive detection, firewall design and configuration, IPSec and virtual private network (VPN) design, and wireless network design and security. Material maps to the Security Certified Network Specialist certification (SCO-451).
Prerequisite(s): ITS 331.

ITS 425 Computer Forensics and Investigation ....4 QH

Provides students with an overview of computer forensics, operating systems and how they function. Students are introduced to forensic tools along with concepts such as chain of custody and documentation of evidence/procedures. Students learn how to act as an expert witness if needed to appear at a trial. The outcomes of this course map to the International Association of Computer Investigative Specialists certification (LACIS).
Prerequisite(s): ITS 305.

ITS 435 Disaster Recovery ....4 QH

Prepares students to identify risks within businesses and how to minimize loss. Discusses cost/benefit analysis of disaster recovery planning. Identifies methods for minimizing the risk of a disaster and the response tasks to be performed during a disaster. Details the development of a disaster recovery plan (DRP).
Prerequisite(s): ITS 305.

ITS 491 Information Security Research and Design Project ....4 QH

Integrates the knowledge and skills students have obtained in this program to plan, design, and research a network security environment that would mirror a real-world environment. This course will require a written research paper, an oral presentation, and the design of a network that utilizes the concepts learned within the core and specialization minors of their degree. This is a capstone research project.
Prerequisite(s): Dean's approval.

INTERIOR DESIGN

IND 100 Introduction to Interior Design ....4 QH

Introduces personal skills and resources needed to become a professional interior designer. Students utilize visual and creative skills to develop functional designs for interior spaces. Study focuses on: basic elements and principles of design, space planning, color theory, lighting, furniture arrangement, surface materials and portfolio building. Visual and oral presentation skills are introduced to prepare students professionally.

IND 102 Workroom Practices ....4 QH

Offers a basic study of materials and components used in interior design. Focuses on selection, specification, and calculation of surface materials, drapery, and cabinetry.

IND 104 Interior Design Business Practices ....4 QH

Provides an in-depth study of the business of interior design and the essentials for conducting a successful design practice.
Prerequisite(s): IND 102, IND 111A.

IND 105C Textiles ....4 QH

Generates an understanding of the textile industry and of the products the textile industry produces. Students learn to analyze and identify natural and synthetic fibers, the methods of construction and finishing of fabric, and the properties of fabric for its intended end uses.

IND 111A Space Planning I ....4 QH

Applies basic theory of proxemics and human behavior to the design of residential facilities. Study includes advanced spatial planning of furniture and floor plan arrangements. Projects incorporate kitchen elevations and layout design, and allows students to research and specify materials.
Prerequisite(s): IND 100, IND 121.

IND 112A Space Planning II ....4 QH

Focuses on more advanced space planning, requiring higher level skills. This course will include a capstone design project that will require code compliance and specifications.
Prerequisite(s): IND 221.

IND 121 Interior Design Graphics ....4 QH

Introduces basic drafting skills necessary to create construction drawings. This course is essential for a basic understanding of proper use and application of drafting equipment. Students apply proper lettering, linework, and dimensioning techniques to produce floor plans, isometric drawings, and perspective drawings.

IND 131 Introduction to CAD ....2 QH

Introduces concepts of basic AutoCAD to students providing them with a foundation to move to greater productivity with the software in subsequent CAD courses.
Prerequisite(s): IND 111A, any of the INF courses.

IND 141 Electrical and Mechanical Factors ....4 QH

Examines mechanical and electrical systems including HVAC, plumbing, electrical, fire protection, and vertical transportation. Interior designers need to coordinate the location of plumbing fixtures, air diffusers, sprinklers, and other visible mechanical elements with the overall design. Students will learn how to deal properly with the initial location or relocation of the mechanical fixtures and electrical devices.
Prerequisite(s): IND 121.

IND 201 History of Furnishing ....4 QH

Gives interior design students a clear understanding of the architecture and furniture styles from prehistoric to present days.

IND 202 Rendering Techniques and Perspectives ....4 QH

Helps students develop an individual rendering style, to produce perspective drawings, and to visually illustrate ideas.
Prerequisite(s): IND 111A.

IND 214 20-20 CAD ....2 QH

Expands student's kitchen and bath design capability through the use of 20-20 design software.
Prerequisite(s): IND 111A.

IND 215 Interior Design CAD ....4 QH

Introduces students to the use of the computer in the creation of drawings in place of traditional drafting methods. Students will create and edit drawings using computer software for interior design.
Prerequisite(s): IND 131, IND 221.

IND 221 Building Systems ....4 QH

Emphasizes residential design and blueprint reading. Students will obtain technical skills in residential building systems, codes, and construction. Students will also be exposed to methods of detailing and material usage.
Prerequisite(s): IND 111A.

IND 231 Studio Bath ....4 QH

Applies design principles and presentation standards in the planning and designing of bathrooms. Following NKBA guidelines, students study proper application and construction techniques using electrical and plumbing fixtures. Cabinet selection and proper room layout applications will be covered. Projects include manual- and computer-generated drawings using 20-20 design software.
Prerequisite(s): IND 214, IND 221.

IND 241 Studio Kitchen..**4 QH**

Applies design principles and presentation standards in the planning and designing of efficient kitchen layouts. Following NKBA guidelines, students obtain hands-on experience studying basic lighting, venting, plumbing, electrical, and construction techniques. Proper cabinet, appliance, and fixture selection and application will be covered. Projects include manual- and computer-generated drawings.
Prerequisite(s): IND 214, IND 221.

IND 253 Portfolio Projects...**2 QH**

Explores the various methods used in the design and presentation of portfolios. Students will be required to submit a portfolio.
Prerequisite(s): Dean's approval.

IND 301 Building Codes and Construction.............................**4 QH**

Studies residential and commercial construction techniques and their applicable codes for accessibility, fire protection, and life safety.
Prerequisite(s): ACT 102 or ACT 192A or IND 112A.

IND 321 Advanced Rendering Techniques and Perspectives...............**4 QH**

Involves individual and team exploration with an emphasis on problem solving through varying types of rendering design typologies and sketching. This class helps students to develop individual rendering style, and reinforce skills in 3-dimensional drawing techniques. Students would further develop their creative thinking by exploration of a variety of approaches and concepts with originality and elaboration.
Prerequisite(s): IND 112A, IND 202.

IND 331 3-D Modeling...**4 QH**

Explores the presentation of design solutions in 3-D form with emphasis on model making.
Prerequisite(s): IND 112A.

IND 401 Lighting Design..**4 QH**

Meets the interior designer's need for education in lighting systems, equipment, terminology, and calculation methods.
Prerequisite(s): IND 112A.

IND 421 Historical Preservation...**4 QH**

Applies the study of historical art and architecture to appropriate design periods. Topics include strategies for identifying local community restoration and preservation efforts and current restoration planning techniques and procedures. Posed with a restoration problem-solving scenario, students will prepare a project restoration plan.
Prerequisite(s): Dean's approval.

IND 431 Commercial Design I..**4 QH**

Involves students in in-depth explorations of non-residential environments such as restaurants or bistros and retail such as boutiques. Students would concentrate on project management including problem identification, identification of client and user needs and information gathering research and analysis and space planning. Students will be required to render by any medium, manual or computer-generated, that successfully communicates the design intent. This course would also teach students to express ideas clearly in oral presentations and critiques.
Prerequisite(s): IND 321, IND 112A, IND 401.

IND 432 Commercial Design II...**4 QH**

Involves students in an in-depth exploration of systems furniture in corporate and office environments including the relationship between human behavior and the built environment. Students would concentrate on problem identification, client and user needs, and information gathering research and analysis for the corporate and office environments. This course would teach students space planning with systems furniture including the use of adjacencies, circulation, and the articulation and shaping of space.
Prerequisite(s): IND 431.

IND 499 Senior Design Portfolio..**2 QH**

Concentrates on existing portfolios by adding work completed during the bachelor program and enhancing work already included at the associate level. Students must have their portfolio reviewed and approved by a panel of professionals from the industry.
Prerequisite(s): Dean's approval.

INTERPRETER TRAINING

ITP 101 The Deaf Community...**2 QH**

Studies the variety of cultural experiences and perspectives among people who are deaf or hard of hearing. Topics include the relationship of language and community, audiological vs. cultural deafness, dynamics in families with persons who are deaf or hard of hearing, and the role of the interpreter.

ITP 111 American Sign Language I...**4 QH**

Provides basic knowledge of American Sign Language (ASL) vocabulary, grammar, and syntax. Begins the exploration of Deaf culture and the language of that culture. Emphasis is on comprehension and production skills.

ITP 112 American Sign Language II..**4 QH**

Continues the development of American Sign Language (ASL) skills for communicating with Deaf people who sign. Emphasis is on expansion of ASL vocabulary and continued development of expressive and receptive sign skills.
Prerequisite(s): ITP 111.

ITP 113 American Sign Language III...**4 QH**

Provides additional vocabulary and synthesis of grammatical elements of American Sign Language (ASL) through expressive and receptive use of conversational sign language.
Prerequisite(s): ITP 112.

ITP 121 Expressive Manual Communication.............................**2 QH**

Focuses on integrating the grammatical components of American Sign Language (ASL) into an expressive means of communication. Promotes and creates an awareness of conversational behaviors used by the Deaf community, and provides practice of those behaviors in the classroom and other settings.
Prerequisite(s): ITP 111 or ITP 131.

ITP 131 Beginning Fingerspelling..**2 QH**

Provides practice in expressive and receptive fingerspelling skills with focus on manual alphabet and numbers.

ITP 132 Advanced Fingerspelling...**2 QH**

Provides advanced instruction and practice in expressive and receptive fingerspelling skills.
Prerequisite(s): ITP 131.

ITP 141 Beginning Sign to Voice..**4 QH**

Provides development of the student's receptive skills in conversational sign language. Concentration is on understanding manual communication systems used by Deaf persons. Prepared videotapes are used to facilitate advanced proficiency of sign to voice systems.
Prerequisite(s): ITP 112, ITP 121.

ITP 214 American Sign Language IV..**4 QH**

Improves understanding and facility of American Sign Language (ASL) with focus on interpreting paragraphs, larger informational chunks and short stories.
Prerequisite(s): ITP 113.

ITP 221 Introduction to the Interpreting Profession..............**4 QH**

Introduces the roles, ethics and responsibilities of the interpreting profession. Explores needed skills of the interpreter in various settings, including educational, mental health, vocational rehabilitation, legal, religious, phone, television, medical, deaf, blind, and minimal language skills.
Corequisite(s): ITP 271.

ITP 231 Linguistic Principles..**4 QH**

Explores the linguistic organization of American Sign Language (ASL). Includes basic linguistic perspectives, how American Sign Language is learned, and the relationship with the English language. Emphasizes topics in interpreting, such as linguistic variation and translation.
Prerequisite(s): ITP 113.

ITP 242 Intermediate Sign to Voice..**4 QH**

Expands and advances the basic facility and fluency in receptive sign language and for voicing all levels of communication of Deaf persons. Focus is on interpreter inquiries, listening, attending, internal message formulation, vocabulary search, and monitoring output.
Prerequisite(s): ITP 141.

ITP 243 Advanced Sign to Voice...**4 QH**

Provides in-depth coverage of interpreting skills such as voice projection, breathing and relaxation, analysis of sign information, anticipation and prediction, closure, modality switching, correction, image search, and pacing.
Prerequisite(s): ITP 242.

ITP 251 Beginning Interpreter/Transliterating ....4 QH
Expands upon previously learned concepts needed for interpreter qualification. Provides simulated testing situations using interactive videotapes of hearing and Deaf individuals requiring students to interpret/transliterate.
Prerequisite(s): ITP 221. Corequisite(s): ITP 272.

ITP 261 Deaf Culture and History I ....4 QH
Examines the life experiences of persons in the Deaf community, the history of the Deaf community in America, and the sociology of the Deaf and the hard of hearing.
Prerequisite(s): ITP 113.

ITP 271 Signing Internship I ....4 QH
Consists of supervised placement in various interpreting settings with directed observation and application of practical interpreting skills. A minimum of 120 hours of field experience will be completed in diverse settings throughout the Deaf community in Michigan.
Prerequisite(s): Student background check. Corequisite(s): ITP 221.

ITP 272 Signing Internship II ....4 QH
Consists of supervised placement with directed observation and application of practical interpreting skills. A minimum of 120 hours field experience will be completed in diverse settings throughout the Deaf community in Michigan.
Prerequisite(s): Student background check. Corequisite(s): ITP 251.

ITP 281A Professional Interpreting Seminar ....4 QH
Develops skills necessary for interpreter and transliterating evaluation through simulated testing using interactive videotapes of hearing and Deaf individuals.

LAW

LAW 211 Business Law ....4 QH
Provides students with an introduction to the legal issues inherent in dynamic business environments. Topics covered include the legal system, including an examination of constitutional law; business torts; contracts; intellectual property; criminal law; and the ethical considerations for business decision making.

LAW 312 Advanced Business Law ....4 QH
Advances the business student's knowledge of the law as it relates to topics such as sales, negotiable instruments, creditors' rights, secured transactions, bankruptcy, employment and labor laws, federal securities acts, personal property, real property, environmental law, insurance, and business ethics.
Prerequisite(s): LAW 211.

LEAN MANUFACTURING

LNM 311 Introduction to Lean ....4 QH
Examines the history of the Toyota Production System - more commonly known as Lean Manufacturing - and the impact it has had on manufacturing operations throughout the world. Case studies will be analyzed to gain additional insight into the success of these practices. The various tools such as: Takt time, Pitch Supermarkets, Line Balancing, 5 S, Total Productive Maintenance, Standardized Work, Heijunka - Level Loading and others will be explained and demonstrated in various simulations throughout the quarter.
Prerequisite(s): MTH 091 or satisfies developmental math or placement exam.

LNM 312 Lean Applications ....4 QH
Focuses on applications of Lean methods that can be used to minimize all forms of waste and maximize value for the customer, including value stream mapping, Takt time, line balancing, standardized work, continuous flow, Kaizen, quick changeovers, and pull scheduling. Because the course design has a heavy practice orientation, as much as half of the class time is spent working through interactive practice exercises. The Lean methodology is presented with numerous case studies and examples drawn from service, healthcare, education, business process, and manufacturing applications.
Prerequisite(s): LNM 311.

LNM 411 Six Sigma Basics-Green Belt ....4 QH
Covers the Six Sigma methodology to ensure customer satisfaction and ensure profitability. Six Sigma is a world class, fact based, system approach for both administrative and manufacturing operations. Students will follow the five phase D-M-A-I-C process in two unique case studies. This course will help prepare students to obtain Green Belt certification.

LNM 412 Advanced Six Sigma-Green Belt ....4 QH
Provides hands-on use of the DMAIC tools and expands the knowledge learned in the Six Sigma Green Belt Basic class. In order to stay competitive, organizations need to continuously improve their processes. Six Sigma Green Belts are often expected to be the leaders of a process improvement team. The Define-Measure-Analyze-Improve-Control methodology is presented with numerous case studies and examples drawn from service, healthcare, education, business process, and manufacturing applications.
Prerequisite(s): LNM 411.

LNM 491 Preparation for Certified Six Sigma-Green Belt (CSSGB) ....2 QH
Reviews the required material and practice questions to help prepare students for ASQ's Certified Six Sigma Green Belt (CSSGB) certification based on the CSSGB Body of Knowledge (BoK).
Prerequisite(s): LNM 312, LNM 412.

LINUX/UNIX

LUX 205 Introduction to Linux/Unix ....4 QH
Provides an introduction to Linux/Unix, its history, characteristics, and system basics from a user's perspective. The following concepts are introduced: basic file structures; navigational tools; file manipulation tools; file permissions and access; 'vi' editor basics; remote terminal emulation; mail; shell fundamentals; quoting and special characters; filename generation; input/output redirection; pipelines; multitasking and input arguments. Students will demonstrate the ability to use Linux/Unix commands at the command-line level.
Prerequisite(s): WPG 098 or high school typing/proficiency. Corequisite(s): INF 111 or INF 131 or INF 121 or NET 101.

LUX 211 Shell Programming ....4 QH
Explores shell programming issues in a Linux/UNIX environment. Students should understand basic commands for file manipulation and directory navigation. While addressing the existence of other shells, this course focuses on the BASH shell. The topics covered include basic OS concepts and script writing, file System structure, debugging techniques, control structures (decision/looping), functions, arrays, and text processing.
Prerequisite(s): LUX 205.

LUX 261 Linux/Unix System Administration I ....4 QH
Introduces system administration for individual or local Linux/Unix systems. The topics will cover the essential duties of a Linux/Unix system administrator including: booting and shutting down systems, user administration, root system powers, file system creation and administration, devices and drivers, adding hardware, backing up/restoring file systems, system log files, and kernel modifications. Students will demonstrate the ability to utilize shell scripts to automate system administration and troubleshooting problems.
Prerequisite(s): LUX 211. Corequisite(s): NET 102.

LUX 262 Linux/Unix System Administration II ....4 QH
Continues the system administration tasks introduced in Linux/Unix System Administration I with a focus on networking and network applications. The skills developed include: TCP/IP routing, networking hardware, sub-networking, Domain Name Service (DNS), Network File System (NFS), Sharing System Files with Network Information Service (NIS), Point to Point Protocol (PPP), Serial Line Interface Protocol (SLIP), Electronic Mail, Network Management, and Security. The topics will enable students to network Linux/Unix systems and other TCP/IP systems into one networked environment.
Prerequisite(s): LUX 261.

LUX 263 Linux/Unix System Administration III ....4 QH
Introduces a variety of common applications and procedures implemented in Linux/Unix systems. The applications include: usenet news, printing and imaging, disk space management, performance analysis, daemon management, and policies and politics. This course will investigate adding applications to systems, X window environment for Linux and Unix systems and patching the OS and additional software. This course will stress securing services and protocols.
Prerequisite(s): LUX 262.

LUX 269 Linux/Unix Systems Project ....4 QH
Builds on the knowledge gained from the previous coursework to produce a project that demonstrates effective system design. This course will focus on design, implementation, and testing. Special attention will be placed on the necessary information to pass applicable certification and job testing knowledge. This is the capstone course for the Linux/Unix administration program.
Prerequisite(s): LUX 262.

LITERATURE

LIT 301 Contemporary Literature..4 QH
Studies contemporary authors who may be classified as modern or postmodern; figures include principal ethnic and minority writers.
Prerequisite(s): ENG 102.

LIT 321 Children's Literature and Drama ....6 QH
Studies classical and contemporary writing for children and dramatization of stories. Covers a selection of materials with reference to the interests, needs, and abilities of children.
Prerequisite(s): ENG 102.

LIT 331 American Literature I..4 QH
Surveys American literature of various genres from colonial times (1600) through the Civil War (1865). American literary movements and their historical contexts are revealed through works representing a full range of American ethnicities. Students learn to critically analyze many types of literature through class discussion, activities, and writing.
Prerequisite(s): ENG 102.

LIT 332 American Literature II..4 QH
Surveys American literature of various genres from Reconstruction (1865) to the present. American literary movements and their historical contexts are revealed through works representing a full range of American ethnicities. Students learn to critically analyze many types of literature through class discussion, activities, and writing.
Prerequisite(s): ENG 102.

LIT 401A Survey of English Literature..4 QH
Introduces selections from major English authors. Emphasis is on the writers' ideas, relationship to culture, and forms of expression.
Prerequisite(s): ENG 102, ENG 221.

LIT 405 Literature for Young Adults..4 QH
Studies genres and themes presented by contemporary writers of literature for young people: violence in society, search for identity, family life, friendship, historical fiction, poetry, short stories, adventure, and fantasy.
Prerequisite(s): ENG 102.

LIT 411 Studies in Literature ....4 QH
Focuses on the advanced study of literature. Topics covered vary and include all types of literature such as poetry, novels, and short stories.
Prerequisite(s): ENG 102, ENG 221.

MANAGEMENT

MGT 101 Introduction to Business..4 QH
Provides a basic understanding of many aspects of business through an overview of the changing business environment, the roles of small businesses, entrepreneurs, and the importance of customer relations, management, and marketing. Financial management, accounting, and banking will also be addressed.

MGT 114 Customer Service..4 QH
Examines the elements of establishing superior service with a focus toward interdepartmental cooperation and treating vendors, suppliers, and distributors the same as external customers. Customer contact skills including listening, courtesy, conflict management, problem solving, decision making, ethics, follow-up, and communication are covered to enhance the image of the business with internal and external customers. Recommended as an introductory course for business majors or anyone having business to business customer contact relationships.

MGT 151 Introduction to E-Business..4 QH
Explores the growth in electronic commerce and studies the challenges in adapting current business practices to this new market. Students develop skills in understanding a networked community for business functions and transactions.

MGT 211 Management and Supervision..4 QH
Investigates the developmental role of the modern manager. Areas covered in the course are planning, decision making, forecasting, goal-setting, motivation, communication, staffing, and utilizing problem-solving concepts through group simulation and case studies.

MGT 212 Human Resource Management..4 QH
Acquaints students with the problems of management. Personnel problems that deal directly with departmental organization, employment procedures, methods of testing, occupational descriptions, job evaluation, merit rating, wage plans, wage and salary control, aids to employees, safety, health and recreation, and employer-employee relations are covered.

MGT 222 Management Seminar ....4 QH
Discusses a variety of significant issues related to business and organizational leadership in today's dynamic, customer-driven, global economy. This course focuses on the challenges of change and management's response to change, the diversity of management methods, and managing strategies for the future. As a seminar, this course uses peer-teaching and learning approaches, involves group learning experiences in a team environment, requires practical application of concepts, and includes research and case studies. This course culminates the associate's degree management program.
Prerequisite(s): MGT 211 or MGT 241.

MGT 231 Small Business Management..4 QH
Examines the role of small businesses in the economy with emphasis on marketing, human resources, management, and financing of the small business. The role of the entrepreneur in business will be examined.

MGT 241 Business Success Seminar..4 QH
Affords students the opportunity to develop the personal and interpersonal skills necessary for success in business careers. Course topics include goal setting and goal achievement strategy, stress management, problem solving, personal financial management, time management, a brief study of business culture and the role of the individual in a business environment.
Prerequisite(s): Management majors: MGT 211, MGT 212. Marketing majors: MKT 201, MKT 202.

MGT 250 Conflict Management ....4 QH
Teaches the fundamental concepts and theories of conflict resolution and negotiation as well as the application of these concepts and theories through exercises and case analysis.

MGT 301 Organizational Behavior..4 QH
Introduces students to the evolution of key management concepts. Topics include foundations of organizational behavior, the individual in organizations, groups and interpersonal influence, organizational structure and process, and leadership in organizations.
Prerequisite(s): MGT 222.

MGT 311 Organizational Change ....4 QH
Examines the effects of environmental change on organizations and organizational systems. Emphasis is placed on sustaining change by building organizational capability involving human resource and organizational practices and processes which have the potential to sustain the organization's ability to continually adapt in a dynamic environment. Topics include strategic interventions, approaches to systems, system analysis and design, implementation techniques, monitoring, complementary human assets, contextual relations and linkages. Specific examples are drawn from industry experience and models.
Prerequisite(s): MGT 101 or MGT 212.

MGT 321 Management Information Systems..4 QH
Explores the role of information systems in organizations. The course covers the major types of information systems and the impact that these systems have on organizations, including how information systems improve decision making and support the business strategy. Information system development and planning are covered, as well as information security and the challenges of future technology changes.
Prerequisite(s): INF 114A or NET 101, Junior status.

MGT 350 Services Management ....4 QH
Examines the expanding role of service organizations in the economy, with specific focus on service firm operations, management, customer relations, marketing, and organization.
Prerequisite(s): MGT 222.

MGT 401 Labor Management Relations ....4 QH
Deals with the basic concepts of managing a unionized workforce. Topics include the history of labor union movements, the collective bargaining process, and labor law.
Prerequisite(s): MGT 301 or MGT 311 or PSY 231.

MGT 405 Contemporary Management Strategies.............................4 QH

Examines the evolution and development of various contemporary management approaches and their application. The goal is to portray a selection of individuals whose ideas have made a difference in the way we practice business management. Students will learn to synthesize the thoughts and apply the concepts of current management thinkers in order to be a more effective leader.
Prerequisite(s): MGT 222.

MGT 414R Strategic Leadership ....6 QH

Introduces students to the value, purposes, and methods of effective strategic planning and implementation. It includes the investigation, design, development, implementation, assessment, and evaluation of the strategic planning process. This course includes the application of this process through the use of actual case studies. This course is exclusive to the Bachelor of Business Leadership program.
Prerequisite(s): ACC 351R, ECN 301R, HRM 401R, MGT 451R, PSY 231R.

MGT 422 Operations Management ....4 QH

Introduces students to a broad scope and major strategic, tactical, and operational decisions of operations management, as well as important interactions with other functional areas. Emphasis is on a conceptual understanding of the operations function and includes the following topics: product/process selection and design, facility location and layout, capacity, material management, inventory planning and control, and quality management.
Prerequisite(s): MTH 112.

MGT 431 Strategic Management ....4 QH

Addresses the strategic function of an enterprise. By integrating functional courses into a balanced, overall view, this course focuses upon the interaction and interrelationships of an organization with its environment. This is the capstone course in the Bachelor of Business Administration in Management program.
Prerequisite(s): MGT 301 or MGT 311 or PSY 231.

MGT 442 Global Management ....4 QH

Examines factors that shape cultural diversity on a global basis. It develops the ability to analyze situations and develop appropriate management techniques to deal with a variety of business situations. It examines cultures and business practices among key global marketplaces.
Prerequisite(s): MGT 301 or MGT 311 or PSY 231.

MGT 451R Management Styles and Strategies...............................6 QH

Examines a variety of leadership and management styles and strategies. Teaches the definitions, personal traits, characteristics and behaviors of effective leaders and managers. Assists students in recognizing and developing their own leadership/management skills and potentials. This course is exclusive to the Bachelor of Business Leadership program.
Prerequisite(s): MTH 312R, WRI 312R.

MARKETING

MKT 111B Principles of Marketing ....4 QH

Examines the essentials of an introductory course that can be either a survey course or a prerequisite to more advanced marketing studies. Study includes product identification, positioning and pricing strategies, consumer need identification and making the connection between consumer needs and product advertising, basic distribution strategies, and some of the decision-making tools at the disposal of the marketing manager. This course is recommended as a first course for marketing majors.

MKT 201 Sales...4 QH

Acquaints students with the basic principles of effective sales techniques. Topics include personal analysis, personality development, buying motives, product knowledge, company awareness, technology, relationship selling, sales presentations, sales resistance, and sales closings.

MKT 202 Advertising...4 QH

Introduces the principles and practices of advertising - the planning and research functions, the techniques and execution of advertising, the way the message is created, media decisions, and current issues facing the industry. Analyzes the effects of advertising on the consumer and examines the structure of the advertising messages and how they are adapted to specific audiences.

MKT 215 Applied Marketing ....4 QH

Provides a balanced exposure to marketing theory and practice with significant application of marketing principles via case studies and project work.
Prerequisite(s): MKT 111B, MKT 201, MKT 202.

MKT 291 Marketing Seminar ....4 QH

Provides students the opportunity to analyze, assess, and recommend a marketing strategy, as a class, for an existing business. Focus will be on developing a total analysis package based on material studied in previous associate's degree level classes. This is a group activity similar to that of a marketing team in the world of consulting.
Prerequisite(s): MKT 215.

MKT 312 Consumer Behavior ....4 QH

Studies consumer functions such as decision making, attitude formation and change, cognition, perception, and learning. The marketing concepts of product positioning, segmentation, brand loyalty, shopping preference and diffusion of innovations are considered in context with the environmental, ethical, multicultural, and social influences on an increasingly diverse consumer base.
Prerequisite(s): MKT 215 or MKT 291.

MKT 401 Marketing Research ....4 QH

Explores the notion that in order to satisfy a need and create customer satisfaction, a business must know about its customers. Students will examine a systematic and objective approach to marketing research focusing on gathering and analyzing information to make better marketing decisions. Research methods will focus on planning, problem solving, and controlling. Methodologies covered include correlation, experimentation, observation, survey, and case study research.
Prerequisite(s): MKT 215 or MKT 291.

MKT 402 Advertising Management...4 QH

Focuses on advancing the advertising campaign beyond MKT202 (Advertising) and managing the functions for getting the advertising proposal to an actual advertising initiative. This course addresses the functions of advertising agencies, media-services, agency-client relationships, integrating graphic design and marketing concepts, in-house and contractual advertising management issues, timetables, and production issues. Strategic applications, pulsing, and advertising personnel issues are also studied. This includes the study of advertising legal environments, copyrighting, types of consumer promotions and trends, and understanding specific media jargon including rate/cost calculations.
Prerequisite(s): MKT 202.

MKT 421 Marketing Management ....4 QH

Analyzes the relationship of the marketing mix to the total business environment. Some group work is required to be done outside of class. This is the capstone course of the marketing sequence, taught in seminar fashion.
Prerequisite(s): MKT 312.

MKT 431R Marketing Strategies ....6 QH

Focuses on the nature of competition and the importance of customer service. This course identifies how to access and serve target markets and support the organizational mission. This course is exclusive to the Bachelor of Business Leadership program.
Prerequisite(s): ACC 351R, ECN 301R, HRM 401R, MGT 451R, PSY 231R.

MATHEMATICS

MTH 091 Essential Math Concepts..4 QH

Covers math concepts relating to whole numbers, fractions, decimals, ratios, percents, and the basic use of signed numbers, exponents, and order of operations. This course is designed as a review of basic mathematics concepts for those students whose experience and/or placement test scores indicate that a review is needed to improve chances for success in subsequent mathematics and mathematics-based courses. Consistent class attendance is critical. Credit earned does not count toward any degree. Successful completion of this course requires passing a comprehensive exit exam. Students required to repeat a developmental education course will be placed on a learning contract.

MTH 099E Pre-Algebra ....4 QH

Covers the basic elements of algebra. Included in the course are operations on whole numbers, fractions, integers, rational numbers, solving a linear equation and its applications, proportions, percents, and the rectangular coordinate system. Consistent class attendance is critical. Credit earned does not count toward any degree. Successful completion of this course requires passing a comprehensive exit exam. Students required to repeat a developmental education course will be placed on a learning contract.
Prerequisite(s): MTH 091 or satisfies developmental essential math concepts or placement exam.

MTH 101 Mathematics for Business.................................4 QH

Presents the application of mathematical skills to business functions to provide students with the basics needed to compute problems in the areas of simple interest, ratios, percentages, compound interest, annuities, and present values.
Prerequisite(s): MTH 099E or satisfies developmental pre-algebra or placement exam.

MTH 111 Introductory Algebra.................................4 QH

Covers the basic elements of algebra. Included are real numbers, linear graphing, variable expressions, linear equations, polynomial operations and factoring, systems of equations, and quadratic equations.
Prerequisite(s): MTH 099E or satisfies developmental pre-algebra or placement exam.

MTH 112 Intermediate Algebra ....4 QH

Continues the coverage of the basic elements of algebra. Included are rational functions, quadratic equations, radical expressions, complex numbers, exponential functions, and logarithmic functions.
Prerequisite(s): C or better in MTH 111.

MTH 124 Trigonometry.................................4 QH

Includes trigonometric functions, their properties, solution of right and oblique triangles, radian measure, graphs, trigonometric equations, and applications.
Prerequisite(s): C or better in MTH 112.

MTH 140 Pre-Calculus ....5 QH

Studies functions, their inverses, graphs, and properties. Specifically polynomial, rational, exponential, logarithmic, and trigonometric functions are explored. Students solve equations and real-world problems involving these functions. Graphing calculators are an integral part of this course.
Prerequisite(s): MTH 124.

MTH 141 Calculus I ....4 QH

Focuses on the topics of functions, limits, continuity, the process of taking derivatives, and the application of derivatives such as related rates, curve sketching, and optimization problems.
Prerequisite(s): Education majors: MTH 140. Mechanical Technology, Industrial and Mechanical Engineering majors: B- or better in MTH 124.

MTH 142 Calculus II ....4 QH

Focuses on antiderivatives, the process of integration, logarithmic and exponential functions, inverse trigonometric functions, simple differential equations, and applications of integration such as area and volume.
Prerequisite(s): MTH 141.

MTH 143 Calculus III ....4 QH

Focuses on techniques of integration, improper integrals, testing sequences for convergence or divergence, the development and application of a Taylor or Maclaurin series, and the application of calculus techniques to conic sections, parametric equations, and polar equations.
Prerequisite(s): MTH 142.

MTH 211 Learning and Teaching Number Concepts.................................5 QH

Introduces the principles of key mathematical concepts in a problem-solving environment. Focuses on number sense and numeration, whole number operations, fractions and decimals, computational algorithms, patterns, relations, functions, and informal algebra. Includes a variety of materials, activities, and strategies for teaching elementary school mathematics.
Prerequisite(s): MTH 111.

MTH 212 Learning and Teaching Geometric and Statistical Concepts.................................4 QH

Introduces the principles of key mathematical concepts in a problem-solving environment. Focuses on mathematical logic, properties of two- and three-dimensional figures, similarity and congruence, motion geometry, common and metric measurement, statistical methods to describe, analyze, and use data, and probability applied in everyday life. Includes a variety of materials, activities, and strategies for teaching elementary school mathematics.
Prerequisite(s): MTH 211.

MTH 221 Introduction to Probability.................................2 QH

Introduces basic probability concepts. Students determine the probability of simple events; build probability models; use the addition law for mutually exclusive and not mutually exclusive events; use the multiplication law of probability; and find the conditional probability of a given event, including using trees, counting techniques, combinations, and permutations. Students determine the probability of a random variable taking on specific values, identify a binomial process, and find the associated probabilities.
Prerequisite(s): MTH 112.

MTH 244 Calculus IV ....4 QH

Includes topics such as functions of several variables, partial differentiation, multiple integration, and three space vectors.
Prerequisite(s): MTH 143.

MTH 251 Introduction to Differential Equations.................................4 QH

Includes the principles and methods for solving first, second, and higher order differential equations. Applications of differential equations are also covered.
Prerequisite(s): MTH 244.

MTH 261 Linear Algebra.................................4 QH

Introduces students to linear algebra including algebra of matrices, vectors in space, vector spaces and subspaces, eigenvalues, linear transformations, and the applications of matrix methods to find solutions to systems of linear equations and linear programming problems.
Prerequisite(s): MTH 143.

MTH 312R Research and Statistics ....6 QH

Emphasizes analytical and inferential skills needed for decision making, using basic descriptive and inferential statistical procedures. Focus is on research design and interpretation using technology. Students develop skills in applying statistical methods used in decision making. This course is designed to introduce students to primary research methodology. This course is exclusive to the Accelerated Bachelor Degree program.
Prerequisite(s): Acceptance in the program. Corequisite(s): BUS 301.

MTH 315 Algebraic Thinking and Proportional Reasoning.................................5 QH

Builds algebraic thinking through examination of patterns and relationships, logic, and functions as well as developing appropriate symbolic forms to represent and analyze mathematical situations and structures. Multiple representations of situations are used and the interrelationships of these representations are stressed. Attention is given to developing proportional reasoning by investigating number theory, ratio and proportion, and decimals and percents as extensions of the whole number system.
Prerequisite(s): MTH 112, MTH 211.

MTH 331 Geometry for Elementary Teachers.................................4 QH

Introduces a variety of materials, activities, physical models, manipulatives, and dynamic software as learning tools. This course analyzes characteristics and properties of two and three dimensional geometric objects and their measurement using different representational systems; it also analyzes mathematical situations and uses visualization and spatial reasoning to solve problems both within and outside mathematics.
Prerequisite(s): MTH 211.

MTH 340 Discrete Mathematics.................................4 QH

Focuses on the applications of discrete mathematics in computer science. This course includes set theory, propositional logic, relations, Boolean algebra, and minimization of equations.
Prerequisite(s): MTH 124.

MTH 351 Modern Algebra.................................4 QH

Explores the ideas, methods, applications, and questions of modern algebra. Students study the basic properties and theorems related to groups, rings, integral domains, and fields; the familiar number systems serve as models for the abstract systems. This course provides experience in abstract reasoning, making and testing conjectures, and proving theorems.
Prerequisite(s): MTH 142, MTH 340.

MTH 401 Statistical Methods.................................4 QH

Introduces students to various statistical methods and their applications. Methods covered include measures of central tendency, probability distributions, sampling, and regression analysis.
Prerequisite(s): MTH 112.

MTH 411 Reasoning and Proof in the Elementary Classroom.................................3 QH

Makes and investigates mathematical conjectures, develops and evaluates mathematical arguments and proofs, selects and uses various types of reasoning and methods of proof as appropriate ways to foster systematic thinking, conjecturing, and marshaling of evidence that are precursors to formal mathematical argumentation.
Prerequisite(s): MTH 140, MTH 315, MTH 340.

MTH 421 Technology in the Elementary Classroom.................................3 QH

Uses electronic technologies to help elementary school students understand mathematics. Calculators, graphers, and computers are used in a laboratory setting to investigate patterns; test conjectures; explore and analyze data; connect numerical, symbolic, and graphical representations; visualize geometric concepts; and investigate and solve real-world problems.
Prerequisite(s): MTH 211.

MTH 431 Foundations of College Geometry.......................................4 QH
Familiarizes students with Euclidean geometry, finite geometries, geometric transformations, non-Euclidean geometries, geometric proofs, and application of geometric concepts to real-world situations. Uses interactive software.
Prerequisite(s): MTH 142.

MTH 451 Introduction to Real Analysis..4 QH
Develops a working knowledge of logic and the standard methods of mathematical proof; uses set theory concepts and notations; develops the notion of relation, especially equivalencies relations; explores the basic properties of functions and operations of functions; and the properties of the real number system.
Prerequisite(s): MTH 142, MTH 340.

MTH 491 Senior Seminar: Elementary Mathematics ....4 QH
Familiarizes students with the professional community of mathematics educators and with state and national curricula and assessment standards with a focus on elementary mathematics. This course explores the historical development of mathematics. Oral presentations and a final paper or project demonstrating subject matter and pedagogical knowledge are required. This is the capstone course for elementary mathematics majors.
Prerequisite(s): Senior status, Dean's approval.

MTH 492 Senior Seminar: Secondary Mathematics.............................4 QH
Familiarizes students with the professional community of mathematics educators and with state and national curricula and assessment standards with a focus on secondary mathematics. This course explores the historical development of mathematics. Oral presentations and a final paper or project demonstrating subject matter and pedagogical knowledge are required. This is the capstone course for secondary mathematics majors.
Prerequisite(s): Senior status, Dean's approval.

MECHANICAL ENGINEERING

ME 101 Engineering Graphics ....4 QH
Surveys the use of drafting instruments and computers to generate the necessary geometry for design, analysis, and manufacturing. 30 hours of lecture and 20 hours of lab are required.

ME 105 Introduction to Engineering and Design ....4 QH
Surveys the profession of engineering through analysis and design problem-solving examples. This course also introduces students to engineering sketching.
Prerequisite(s): MTH 124.

ME 107 Introduction to 3-D Modeling ....4 QH
Introduces students to 3-D computer aided design modeling techniques using industry typical software. Builds on connection between 2-D drawings/sketches and 3-D solid modeling. Introduces concepts of projects, parts, libraries, catalogs, and other topics related to industry application of CAD programs.

ME 111 Technical Communication for Engineering Sciences ....4 QH
Prepares students to communicate technical information in written, digital and oral forms in an effective manner to a variety of audiences. Use of supporting computer software is emphasized.
Prerequisite(s): C or better in ENG 101 or placement exam and approved writing sample.

ME 171 Computing for Engineers...4 QH
Introduces students to programs useful for solving engineering problems. Covers the design and implementation of algorithms and topics in computer programming: arrays, files, functions, pointers, and structured data types.
Prerequisite(s): ME 111, MTH 112. Corequisite(s): MTH 124.

ME 201 Statics..4 QH
Introduces the basic principles of mechanics with engineering applications. This course includes the concepts of vectors; moments and couples; equilibrium of rigid bodies; and free body diagrams.
Prerequisite(s): MTH 141, SCI 215 or SCI 251. Corequisite(s): MTH 142.

ME 211 Solid Mechanics..4 QH
Introduces students to the mechanics of deformable solids. This course includes the concepts of stress and strain; ductile and brittle material behavior; and stress and strain constitutive laws. Axial, torsional, and bending deformations are considered. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): ME 201.

ME 281 Materials Science ....4 QH
Introduces the principles of engineering materials. This course covers the correlation of the internal structure and service conditions with the mechanical, thermal, and electrical properties of metals, polymers, and ceramics. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): SCI 247.

ME 299 Design Project..4 QH
Provides students with the opportunity to work in teams to solve an engineering design problem. Students will prepare designs, a report, and make a presentation of the solutions. This is a capstone course in the Mechanical Technology Associate's Degree program and should be taken during the last quarter in the program.
Prerequisite(s): Dean's approval.

ME 301 Introduction to CAE ....4 QH
Introduces students to the application of computer technology to the engineering design process. Explores new design methodologies and techniques used throughout the design process from a product's conceptual design and simulation through manufacturing. Using 3-D solid model software taught in a lab-based class, students will learn the benefits of solid modeling as it relates to engineering design and the role it plays in the product development process.
Prerequisite(s): ME 107.

ME 305 Introduction to FEA ....4 QH
Introduces students to finite element theory, problem formulation, and computer analysis. The concepts covered are isoparametric formulation, element stiffness and load matrices, global stiffness matrix, governing equations, boundary conditions, temperature effects, pre- and post-processing, scalar field, deformation and stress analysis, commercial FEA software, and application in 1-D-, 2-D, and 3-D-models.
Prerequisite(s): ME 211, MTH 261.

ME 306 Intermediate FEA ....4 QH
Continues the development of the finite element method including a deep dive into applications. Element types and modeling techniques will be explored, followed by analysis types and convergence. Modeling assumptions will be discussed in terms of their effect on solution development and accuracy.
Prerequisite(s): ME 211, ME 305, MTH 261.

ME 311 Biomechanics and Biomaterials ....4 QH
Introduces students to bioengineering related topics such as biomechanics, and biomaterials used in medical applications. Students will use the principles of kinematics and dynamics to analyze and interpret a variety of human body movements. Includes a survey of biomaterials including properties and specific medical applications.
Prerequisite(s): SCI 215 or SCI 251.

ME 321 Dynamics..4 QH
Introduces students to the kinematics and kinetics of particles, systems of particles, and rigid bodies. This course includes energy and momentum principles.
Prerequisite(s): ME 201, SCI 251.

ME 325 Kinematics..4 QH
Studies motion without regard to the forces that cause motion. The principles of kinematics are studied and applied to machines to determine positions, displacements, velocities, and accelerations of their parts.
Prerequisite(s): ME 321.

ME 331 Thermodynamics ....4 QH
Covers classical thermodynamics. This course includes the properties of a pure substance; work, heat, energy, enthalpy, and entropy; first and second laws of thermodynamics; and power and refrigeration systems.
Prerequisite(s): MTH 143, SCI 253.

ME 341A Fluid Mechanics I..4 QH
Introduces students to the mechanics of fluids. This course includes fluid properties, kinematics, fluid statics, Bernoulli equation, control-volume and differential forms of the fundamental laws, dimensional analysis, similitude, and fluid/flow phenomena.
Prerequisite(s): ME 321, ME 331. Corequisite(s): MTH 251.

ME 342 Fluid Mechanics II..4 QH
Continues the study of fluid mechanics. This course includes the differential forms of the fundamental laws, dimensional analysis, similitude, surface resistance, flow in conduits, flow measurement, turbomachinery, and an introduction to computational fluid mechanics.
Prerequisite(s): ME 341A.

MEDICAL

ME 350 Ergonomics for Engineers ....4 QH
Studies the natural laws of work. This topic deals with the minimization of the hazards and maximization of the efficiency of the work system in which the human is a part. The scope of this system can be as simple as a carpenter and a hammer or as complicated as the control system of a nuclear power plant.
Prerequisite(s): ME 105, ME 201.

ME 351 Mechanical Design I ....4 QH
Introduces students to machine design including materials and process considerations. Topics include load determination; stress, strain, and deflection; static, fatigue, and surface failure theories. A design project is required.
Prerequisite(s): ME 211, ME 321, ME 281 or CAD 141.

ME 352 Mechanical Design II ....4 QH
Continues the study of machine design including the design of shafts, keys, and couplings; bearings and lubrication; spur, helical, bevel, and worm gears; springs; screws and fasteners; clutches and brakes. This is a capstone course and a design project is required.
Prerequisite(s): ME 351.

ME 361 Dynamic Systems and Control ....4 QH
Introduces mathematical modeling of mechanical, fluid, and electrical systems in graphical and state equation form. This course includes time and frequency response of linear systems and linear feedback control.
Prerequisite(s): EE 311, ME 321, MTH 251.

ME 371 Heat Transfer ....4 QH
Covers the mechanisms of heat transfer including conduction, convection, and radiation. This course also includes the design, analysis, and selection of heat exchangers.
Prerequisite(s): ME 341A, MTH 251.

ME 376 Thermo Systems Lab..2 QH
Explores thermal and fluid systems experiments, designs and applications. Design topics may include heat and mass transfer, fluid flow, thermodynamic systems and heat exchangers.
Prerequisite(s): ME 341A, MTH 251. Corequisite(s): ME 371.

ME 395 Engineering Research ....4 QH
Presents junior and senior Mechanical Engineering students with an opportunity to investigate, in depth, an engineering topic of interest to them under the guidance of a faculty member. The chosen faculty member will work with the student to develop learning objectives for the course. These learning objectives will include writing a research paper summarizing results obtained, and presenting it to a local or national conference or in a campus-based symposium as arranged by the dean.
Prerequisite(s): ME 341A, ME 351, Dean's approval.

ME 421 Vibrations ....4 QH
Focuses on oscillatory motion including free vibration, harmonically excited vibration, transient vibration, two degree of freedom systems, properties of vibrating systems, and normal mode vibration of continuous systems.
Prerequisite(s): ME 321, MTH 251.

ME 425 Noise, Vibration, and Harshness ....4 QH
Explores the physics of noise, vibration, and harshness and the relationship between the three, as well as, their implications. This course will also cover development in vehicle and component noise and vibration control, analysis, subjective evaluation acoustic material, and measurement as applied to mobility industry.
Prerequisite(s): ME 421.

ME 491 Engineering Project Management..4 QH
Emphasizes project management strategies for planning and assignment of work, estimating hours for project completion, and tracking for progress and change in job requirements. This course includes critical path scheduling, resource allocation, and client/customer interface. Students may not receive credit for both ME491 and ISE491.
Prerequisite(s): ISE 321A, ME 352, ME 371.

ME 495 Engineering Topics...4 QH
Covers selected topics in engineering.
Prerequisite(s): Dean's approval.

ME 499 Senior Design Project...4 QH
Continues the topics in ME491 (Engineering Project Management) and utilizes concepts from industrial and/or mechanical engineering courses to complete a design project and prepare an engineering report on the design. This is a capstone course where the students work in teams. Students may not receive credit for both ME499 and ISE499.
Prerequisite(s): ME 491.

MED 103 Medical Terminology..4 QH
Examines the fundamentals of word analysis by body system and emphasizes the spelling, pronunciation, and definitions of medical terms.

MED 105A Certified Nurse Aide..8 QH
Prepares students to work as a nursing assistant or home health aide in a hospital, home health facility, or nursing home. Clinical skills are taught through lecture, lab demonstration and hands-on training in a nursing facility. Students are eligible, after successful completion of the course work, to sit for the Clinical Competency and Knowledge Test, to receive the designation of C.N.A (Certified Nurse Aide). This course contains 50 hours of lecture content, 40 hours of lab content, and 30 clinical hours.
Prerequisite(s): Student background check.

MED 106 Asepsis ....1 QH
Introduces the concept of medical and surgical asepsis and infection control. This course includes Universal Precautions and OSHA Regulations. 5 hours of lecture and 10 hours of lab are required.
Prerequisite(s): C or better in MED 103, Acceptance in the program.

MED 109 Physician's Office Coding..2 QH
Introduces the basic insurance coding skills required of medical office staff. Students will be introduced to proper diagnostic coding of diseases and symptoms and proper procedure coding of medical procedures for billing insurance carriers.
Prerequisite(s): C or better in MED 103, C or better in SCI 100F or C or better in SCI 102C, Acceptance in the program.

MED 112 Medical Office Finance...2 QH
Introduces the fundamentals of bookkeeping skills required for medical staff. This course includes the pegboard system with ledgers, day sheets, petty cash control, and reconciliation of bank statements. Payments will be posted from patients and insurance companies. Basic collection skills will be addressed.
Prerequisite(s): C or better in MED 103, MTH 091 or satisfies developmental math or placement exam.

MED 113 Math for Health Occupations ....2 QH
Introduces students to the metric system and methods of conversion between the standard system and the metric system. Teaches dosage calculations for the administration of medications through various formulas including ratio proportions, fraction proportions, and the formula method. Students will also learn to calculate dosages based on body weight as well as body surface area.
Prerequisite(s): MTH 099E or satisfies developmental math or placement exam.

MED 116 Patient Assessment...2 QH
Introduces the basic clinical skills required of medical office staff such as vital signs and assisting with physical examinations. 10 hours of lecture and 20 hours of lab are required.
Prerequisite(s): C or better in MED 103, C or better in SCI 100F or C or better in SCI 102C, Acceptance in the program. Corequisite(s): MED 106.

MED 120 Unit Coordinator ....4 QH
Introduces the role of the unit coordinator as part of the nursing team. Particular emphasis is placed on the roles of the team members, hospital environment, and the legal issues involved in patient care. Communication and interpersonal skills will be emphasized. Theory and applications of unit coordinator skills will be implemented through lecture and simulation, including transcription of doctors' orders, specific treatment, medication orders, and coordination of patient care with other health care departments.
Prerequisite(s): MED 103, SCI 100F or SCI 102C.

MED 171 Electronic Medical Records ....4 QH
Presents students with an in-depth study of electronic medical records application. Students will be able to use, enter, access and correct medical documentation using an electronic software system. Emphasis will be directed toward understanding the role of computer based content, structure, retrieval and storage as it is used in the medical office. Compliance with HIPPA regulations and confidentiality will be emphasized.
Prerequisite(s): INF 112, MED 109. Corequisite(s): MED 116, MED 205D.

MED 185 Phlebotomy ....2 QH
Prepares students to properly perform skin and venipuncture in a professional manner. This course will include a review of the cardiovascular system, the role of the phlebotomist as part of the health care team, and the physiological and psychological aspects of patient care. Some hands-on lab experiences will be included. Students must have Hepatitis B immunization or sign a declination form. 10 hours of lecture and 20 hours of lab are required.
Prerequisite(s): C or better in SCI 102C or C or better in SCI 100F, C or better in MED 106, C or better in MED 116.

MED 186 EKG ....2 QH
Prepares students to perform an electrocardiogram using a 12-lead and a 3-chan-nel electrocardiograph. This course will include a review of the cardiac cycle, major arrhythmias, and cardiac disorders that may lead to cardiac emergencies. 10 hours of lecture and 20 hours of lab are required.
Prerequisite(s): C or better in SCI 100F or C or better in SCI 102C, C or better in MED 103. Corequisite(s): MED 106, MED 116.

MED 190A Advanced Nurse Aide Theory ....4 QH
Provides modules in specialty acute nursing areas, e.g. oncology and medical/surgical. Each module will include the anatomy and physiology, common diseases, terminology, and patient care aspects of each specialty area.
Prerequisite(s): B- or better in MED 105A or proof of CNA Registration within Michigan.

MED 191A Advanced Nurse Aide Lab ....2 QH
Focuses on, in a lab setting, students gaining experience in advanced level skills for the acute care setting. This course contains 40 hours of lab experience and hands-on practice.
Prerequisite(s): HSC 102, B- or better in MED 190A, MTH 091 or satisfies devel-opmental math or placement exam. Corequisite(s): MED 192A.

MED 192A Advanced Nurse Aide Practicum ....2 QH
Provides a 60 hour, unpaid, supervised clinical experience in an acute care facil-ity.
Corequisite(s): MED 191A.

MED 203C Physician's Office Billing ....4 QH
Introduces the basic insurance claim form processing and the major sources of health insurance and their billing requirements. Upon completion of the course, students will have generated claim forms for Medicare, Medicaid, Blue Cross/Blue Shield, Tricare, Worker's Compensation and other commercial insur-ers. Emphasis is placed on the student's ability to use billing references and coding books to accurately verify insurance company rules for proper billing.
Prerequisite(s): Acceptance in the program. Corequisite(s): MED 109.

MED 205D Specialty Examination ....4 QH
Provides students with the skills needed in an office to prepare patients and to assist the physician with specialty examinations. The specific exams include pediatrics, gynecology, proctosigmoidoscopy, spirometry, and sensory. 20 hours of lecture and 40 hours of lab are required.
Prerequisite(s): C or better in SCI 100F or C or better in SCI 102C. Corequisite(s): MED 106, MED 116.

MED 207 Medical Office Procedures ....4 QH
Prepares students in the administrative skills of the medical office. Competency in scheduling and appointment techniques, filing and mail procedures, written communication, transcription skills, and the management of patient records are required. Risk management and facility environments are also discussed. 20 hours of lecture and 40 hours of lab are required.
Prerequisite(s): INF 112, C or better in MED 103.

MED 208 Minor Office Surgery ....2 QH
Equips students with the skills necessary to prepare patients and to assist the physician with minor office surgeries. 10 hours of lecture and 20 hours of lab are required.
Prerequisite(s): C or better in MED 106, C or better in MED 116, C or better in SCI 100F or C or better in SCI 102C.

MED 218B Administration of Medications ....4 QH
Focuses on the basics of pharmacology along with the clinical administration of medications including oral and parenteral routes. Emphasis will be placed on accuracy in calculation and preparation of medications and safety in the labo-ratory. 20 hours of lecture and 40 hours of lab are required.
Prerequisite(s): C or better in HSC 104, C or better in MED 106, C or better in MED 113, C or better in MED 116, C or better in SCI 100F or C or better in SCI 102C.

MED 220C Physician's Office Laboratory ....4 QH
Presents advanced clinical laboratory skills for the medical assistant. Emphasis will be placed on patient preparation, accuracy in test performance, and safety in the laboratory according to OSHA guidelines. This course includes theory and procedures for the following: microbiology, urinalysis, hematology, and chem-istry. 20 hours of lecture and 40 hours of lab are required.
Prerequisite(s): C or better in SCI 100F or C or better in SCI 102C, C or better in MED 106, C or better in MED 116. Corequisite(s): MED 185.

MED 221 Medical Transcription I ....4 QH
Prepares students in the skills required to transcribe medical dictation. The dic-tation is sequential from easy to more complex reports in order to build vocabu-lary that has been introduced. This course also includes the principles of law and ethics related to the medical field.
Prerequisite(s): C or better in MED 103, C or better in SCI 100F.

MED 222A Medical Transcription II ....6 QH
Continues student's training in transcribing all of the medical specialties with an emphasis on development of accuracy, speed, and medical knowledge. It includes dictation covering a myriad of medical and surgical conditions.
Prerequisite(s): C or better in MED 221.

MED 223A Medical Transcription III ....6 QH
Extends Medical Transcription II with an emphasis on advanced level transcrip-tion. Surgical reports and advanced terminology will be stressed as well as rein-forcing previously learned skills.
Prerequisite(s): C or better in MED 222A.

MED 225A Phlebotomy Integration ....4 QH
Provides students with an advanced level of phlebotomy practice techniques. Emphasis is placed on the advanced knowledge required to sit for the phlebotomy certification exam. 35 hours of lecture and 10 hours of lab are required.
Prerequisite(s): B- or better in MLT 111, MTH 091 or satisfies developmental math or placement exam.

MED 241 Practice Management ....4 QH
Develops student's concept of a computerized medical management system using new and up-to-date software with hands-on computerized processing of health insurance claims and practice management reports. 20 hours of lecture and 40 hours of computer lab are required.
Prerequisite(s): INF 112, C or better in MED 103.

MED 291A CMA Review ....2 QH
Provides a comprehensive review for individuals interested in taking the AAMA certification exam. The review will include the general, administrative, and clin-ical content areas of the examination.
Prerequisite(s): Completion of a CAAHEP accredited medical assisting program for initial certification or a current CMA requiring CEU's or C or better in all major core classes.

MEDICAL INSURANCE

MIS 101 Overview of Medical Insurance ....2 QH
Defines the role of and responsibilities of the medical insurance specialist and acquaints students with the history of health insurance, coding systems, and major insurance programs. This course includes general information on how med-ical claims are handled.

MIS 111A CPT Coding ....8 QH
Focuses on the organization of the procedural coding systems developed through-out the United States and how they are used in Michigan. This course enables stu-dents to translate written descriptions of procedures/services performed to their highest specificity. Specific sections of the Current Procedural Terminology (CPT) manual will be covered in depth to include: Evaluation and Management, Anesthesia, Modifiers, Introduction to Surgery, Integumentary System, Musculoskeletal System, Respiratory System, Cardiovascular System, Hemic and Lymphatic Systems, Mediastinum and Diaphragm, Digestive System, Urinary System, Male Genital System, Intersex Surgery, Female Genital System/Maternity Care and Delivery, Endocrine System, Nervous System, Eye and Ocular Adnexa, Auditory System, Radiology, Laboratory and Pathology, Medicine, and Level II National Codes.
Prerequisite(s): Medical Insurance majors: C or better in HSC 104, C or better in MIS 101. Coding Specialist majors: C or better in MIS 101. Corequisite(s): HSC 104.

MIS 131 ICD-9-CM Coding ....4 QH
Emphasizes the organization of diagnosis codes and the basic ICD-9-CM coding rules. Written descriptions of diseases, disorders, and injuries are translated into ICD-9-CM codes to their highest level of specificity and to match the procedure/service performed.
Prerequisite(s): C or better in HSC 104, C or better in MIS 101.

MIS 161A Advanced Medical Coding ....4 QH
Develops the student's knowledge of medical specialties with the use of case stud-ies using family practice, internal medicine, pathology/laboratory, radiology, orthopedics, general surgery, durable medical equipment, and home health billing scenarios.
Prerequisite(s): C or better in MIS 111A, C or better in MIS 131.

MIS 201A Medical Claims Processing ....**8 QH**

Defines the role and responsibilities of the medical insurance specialist and acquaints students with the history of health insurance. Students will be given pertinent information on how to access carrier guidelines and manuals via the Internet and hands-on training to gain expertise in identifying information placement on the CMS-1500 claim form for the United States government health carriers, Medicare, Medicaid, Tricare; Blue Cross Blue Shield of Michigan, PPOM, Workers' Compensation, and other pertinent commercial/HMO carriers in the State of Michigan. Students will also learn the legal aspects involved in submitting claims to these carriers. An introduction to vouchers, referral forms, and status inquiry will be covered for these carriers.
Prerequisite(s): C or better in MIS 111A, C or better in MIS 131, C or better in MED 241. Coding Specialist majors: C or better in MIS 111A.

MIS 211 Facility Insurance Billing ....**4 QH**

Develops student's knowledge related to facility (hospital insurance) billing and provides students with expertise from the UB04 Hospital Billing Manual. Students will learn Michigan insurance billing to Medicare, Medicaid, and Blue Cross related to the UB04 form using ICD-9 diagnosis codes, CPT-4 procedure codes, Revenue codes, Condition codes, et al, for inpatient and outpatient settings.
Prerequisite(s): C or better in MIS 111A, C or better in MIS 131, C or better in MED 241. Coding Specialist majors: C or better in MIS 111A.

MIS 231 Advanced Billing Concepts ....**4 QH**

Analyzes the key concepts and billing solutions used in reporting physician services to obtain maximum reimbursement for the physician and the patient. Students will be taught how to access the Internet and locate updates regarding HIPAA, compliance, CCI, insurance carrier guidelines, and the federal registry. In-depth information will be covered using front-end edits, rejection codes, status inquiry, and the appeal process. The pegboard concept will be used to give students hands-on use of the payment voucher to include posting, adjustments, write-offs, non-sufficient funds, and balance billing to the patient or secondary insurance carrier. Telephone scenarios will be conducted with the carrier and patients.
Prerequisite(s): C or better in MIS 201A.

MIS 291 Coding Review ....**2 QH**

Provides a comprehensive review for individuals interested in taking one of the coding certification exams. The review will include ICD-9-CM coding, CPT-4 coding, and medical terminology. To satisfactorily complete this course, 80% accuracy is expected.
Prerequisite(s): C or better in MIS 161A, C or better in MIS 201A.

MEDICAL LABORATORY TECHNICIAN

MLT 102 Clinical Laboratory Techniques ....**4 QH**

Introduces clinical laboratory procedures, instruments, and calculations used by laboratory personnel. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): Acceptance in the program.

MLT 111 Phlebotomy for Laboratory Professionals ....**3 QH**

Introduces students to the clinical laboratory setting and all aspects of pre-analytical testing. This course prepares students to perform methods of skin and venipuncture procedures safely and professionally. Emphasis is placed on specimen integrity, laboratory terminology and the phlebotomist's integral role as a healthcare professional. Students must have hepatitis immunization or sign a declination form. This course is taught in 20 hours of lecture and 20 hours of lab weekly.
Prerequisite(s): Phlebotomy majors: SCI 100E. Medical Laboratory Technician majors: B- or better in SCI 101C, acceptance in the program. Corequisite(s): SCI 102C.

MLT 201 Immunohematology ....**4 QH**

Provides a guide to blood transfusion practices and blood banking, which includes antigen-antibody reactions, compatibility testing and blood group typing. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): B- or better in MLT 205B.

MLT 202 Laboratory Chemistry ....**4 QH**

Examines the clinical significance and methods of analysis for a variety of analytes found in components of the blood and other body fluids. Laboratory includes qualitative and quantitative measurements of several analytes. 35 hours of lecture and 10 hours of lab are required.
Prerequisite(s): B- or better in SCI 246, acceptance in the program.

MLT 203A Medical Microbiology ....**4 QH**

Studies medically significant bacteria. Methods of isolation, identification, and classification of various microorganisms found in clinical specimens are also studied. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): Acceptance in the program.

MLT 204 Hematology ....**4 QH**

Introduces basic theories and techniques in the study of blood and their application in a clinical laboratory. The laboratory component will emphasize differentials and other blood tests. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): Acceptance in the program.

MLT 205B Immunology/Serology ....**3 QH**

Provides a solid understanding of the basic concepts of immunology including procedural theories and disease manifestations.
Prerequisite(s): Acceptance in the program.

MLT 206B Urinalysis ....**2 QH**

Introduces basic theories and techniques in urinalysis, body fluids and clinical microscopy. Renal function and body fluid tests are explored and results are correlated to their clinical significance. 10 hours of lecture and 20 hours of lab are required.
Prerequisite(s): Acceptance in the program.

MLT 207 Mycology, Parasitology/Virology ....**2 QH**

Introduces students to medically significant viruses, parasites, and fungi. Emphasis will be on media selection and staining of organisms for identification purposes.
Prerequisite(s): Acceptance in the program.

MLT 209 Coagulation ....**2 QH**

Provides an introduction to the study of the interactions of the hemostatic process including the structure and function of platelets, the vascular system and plasma coagulation factors. 20 hours of lecture including procedural demonstrations are required.
Prerequisite(s): Acceptance in the program.

MLT 271 Clinical Laboratory I ....**12 QH**

Provides the first clinical laboratory experience in a qualified health facility and an opportunity for students to observe procedures and demonstrate competency in selected areas. A rotation through the clinical laboratory areas of hematology, coagulation, urinalysis, microbiology, chemistry, immunohematology, and serology is started. 400 clinical hours are required.
Prerequisite(s): Student background check, Dean's approval.

MLT 272 Clinical Laboratory II ....**12 QH**

Provides the second clinical laboratory experience in a qualified health facility in a continued rotation through the remaining clinical laboratory areas. 400 clinical hours are required.
Prerequisite(s): B- or better in MLT 271.

MICROSOFT NETWORKING PROFESSIONAL

MNP 171 Windows Vista Configuration ....**4 QH**

Provides students with the skills and knowledge necessary to: install and upgrade Windows Vista; configure and troubleshoot post-installation system settings; configure network connectivity; configure Windows security; configure applications included with windows Vista; maintain and optimize systems that run Windows Vista; and configure and troubleshoot mobile computing. This Microsoft Official Academic Course prepares students for the Microsoft Certified Technology Specialist (MCTS) examination, 70-620.
Prerequisite(s): NET 102.

MNP 211 Configuring Windows Server 2008 Active Directory ....**4 QH**

Provides students with the knowledge and skills that are needed to effectively install, configure, administer and support the primary services of a Microsoft Windows Server system such as managing, and supporting user and computer accounts, groups, Domain Name System zones and client settings; group policy objects; the new Active Directory Lightweight Directory Service and Active Directory Rights Management Service; backup and recovery; and communication security. Passage of the corresponding exam 70-640, will count towards completion of the MCITP certifications.
Prerequisite(s): MNP 221.

MNP 221 Configuring Windows Server 2008 Network Infrastructure.............4 QH

Provides students with the knowledge and skills that are needed to effectively configure remote access, Network Access Protection (NAP), network authentication, IPv4 and IPv6 addressing, and Domain Name System (DNS) replication; capturing performance data and monitoring event logs; and managing file and print services. The course assists in preparation for Microsoft exam #70-642. Passage of the corresponding exam will count towards completion of the MCITP certifications.

Prerequisite(s): MNP 171.

MNP 231 Administering Windows Server 2008 ....4 QH

Provides students with the knowledge and skills that are needed to effectively configure, manage, and support user and computer accounts, groups, Domain Name System zones, client settings, and group policy objects; the new Active Directory Lightweight Directory Service and Active Directory Rights Management Service; configuring remote access, Network Access Protection, Network Authentication, IPv4 and IPv6 addressing, and Domain Name System (DNS) Replication; creating virtual machines; installing server core; planning server roles; maintaining server security; planning data storage, network load balancing, and server backups; managing software deployment and versioning; and scheduling server deployments. The course assists in preparation for Microsoft exam #70-646. Passage of the corresponding exam will count towards completion of the MCITP certifications.

Prerequisite(s): MNP 221.

MNP 301 Implementing and Maintaining Microsoft SQL Server ....4 QH

Focuses on teaching individuals how to use SQL Server product features and tools related to implementing and maintaining a database. Topics include installing and configuring SQL Server, manipulating SQL data files and implementing data integrity and security. Content of this course maps to Microsoft's SQL Server certification examination.

Prerequisite(s): CIS 331, MCSE 264 or MNP 211. Corequisite(s): CSS 211 or ITS 301.

MNP 311 Configuring Microsoft Office Sharepoint Server ....4 QH

Focuses on the skills required to plan, design, configure and deploy Microsoft Office SharePoint Server 2007. Topics include configuring and securing SharePoint Technologies, disaster recovery as well as monitoring and troubleshooting SharePoint deployments. Content of this course maps to Microsoft's 70-630 certification examination.

Prerequisite(s): MNP 301, MCSE 264 or MNP 221, CSS 211 or ITS 301.

MNP 321 Configuring Microsoft Exchange Server ....4 QH

Prepares students to install and manage Microsoft Exchange Server 2007. Topics include managing routing, client access and messaging security, recovering messaging servers and databases, as well as monitor and troubleshoot Exchange Server 2007. Content of this course maps to Microsoft's 70-236 certification examination.

Prerequisite(s): CSS 211 or ITS 301, MCSE 264 or MNP 211.

MNP 401 Configuring Windows Server 2008 Applications Infrastructure ....4 QH

Teaches students how to plan, implement, and support Terminal Services and Internet Information Server 7.0. Content of this course maps to Microsoft's 70-643 certification examination.

Prerequisite(s): MCSE 264 or MNP 221, CSS 211 or ITS 301.

MNP 411 Windows Server 2008 Enterprise Administrator......................4 QH

Introduces students to the role of Enterprise Administrator. The enterprise administrator is responsible for the overall IT environment and architecture, translates business goals into technology decisions, designs mid-range to long-term strategies and is responsible for infrastructure design and global configuration changes. Topics include network infrastructure, directory services, identity management and authentication, security policies, best practices, standards, and service level agreements (SLAs). Content of this course maps to Microsoft's 70-647 certification examination.

Prerequisite(s): MNP 401.

MNP 421 Configuring Microsoft Perimeter Defense ....4 QH

Provides students with the knowledge and skills to install and configure ISA Server as a cache server and as a firewall. The course topics include the use of authentication for outgoing Web requests, configuring access policies, VPN access, and access to selected internal resources. Students will learn how to monitor ISA Server activities by using alerts, logging, reporting, and real time monitoring. Students will also learn how to install and configure ISA Server in an enterprise environment, to explain the role of ISA Server in a small business, in a branch office, and in an enterprise. Content of this course maps to Microsoft's 70-351 certification examination.

Prerequisite(s): ITS 421, MNP 311 or MNP 321, MCSE 264 or MNP 221.

NETWORKING TECHNOLOGY

NET 101 Networking Essentials I......................4 QH

Introduces students to the field of computing. Topics include occupations within the field, terminology, basic computer and networking concepts and database concepts.

NET 102 Networking Essentials II......................4 QH

Focuses on the basic issues related to data communications and networking technologies. Topics include the OSI model, network topologies, protocols, and the fundamentals of internetworking. TCP/IP addressing is also covered.

Prerequisite(s): INF 111 and INF 112, or INF 111 and INF 114A, or INF 121 and INF 114A, or NET 101. Corequisite(s): CIS 106B.

NET 211 Wireless Networking ....4 QH

Explores the planning, designing, installing and configuring of wireless LANs. Offers in-depth coverage of wireless networks with extensive coverage of IEEE 802.11 b/a/g/pre-n implementation, design, managing, security, and troubleshooting. Material is reinforced with hands-on projects. This course prepares students for the Certified Wireless Network Administrator (CWNA) certification.

Prerequisite(s): NET 102.

NET 222 Introduction to Routers and Routing......................4 QH

Provides an introduction to the concepts of routers, the OSI reference model, IP addressing, subnetting, data link and network addresses, and concepts of data encapsulation. Includes hands-on exercises.

Prerequisite(s): NET 102.

NET 224 Advanced Routers and Routing ....4 QH

Examines router elements, RIP and IGRP routing protocols, router operating system software, configuration and installation, and LAN segmentation using bridges, routers, and switches. Covers the operation of the Spanning Tree protocol. Focus is on Cisco technology. Includes hands-on exercises.

Prerequisite(s): NET 222.

NET 226A Designing Internetwork Solutions ....4 QH

Covers internetwork design concepts, LAN/WAN technologies, management and security principles, and naming and documentation practices. Includes hands-on exercises.

Prerequisite(s): NET 224.

NET 241 Firewall Architecture and Management I......................4 QH

Provides an understanding of basic concepts and skills necessary to configure VPN/Firewalls including hands-on administration, configuration of security policies and the management of firewalled networks.

Prerequisite(s): CSS 211.

NET 242 Firewall Architecture and Management II......................4 QH

Provides students with an understanding of key concepts and skills necessary to install and manage a firewalled network-both internal and external, how to gain maximum security from the firewall, and how to resolve firewall performance issues.

Prerequisite(s): NET 241.

NET 301 Building Multi-Layer Switched Networks......................4 QH

Provides students with the knowledge and skills necessary to build scalable multilayer switched networks; create and deploy a global intranet, and implement troubleshooting techniques in environments that use multilayer switches for client hosts and services. Covers topics on switching technology, implementation and operation, planning and design, and troubleshooting. Prepares students for the Cisco 642-811 CCNP certification exam.

Prerequisite(s): NET 224.

NET 311 Building Scalable Internetworks ....8 QH

Discusses advanced IP addressing and routing principles, including implementing scalability for routed LAN and WAN networks. Focuses on the EIGRP, OSPF, IS-IS, and BGP routing protocols. Demonstrates the use of route maps to manipulate routing updates. Prepares students for the Cisco 642-801 CCNP certification exam.

Prerequisite(s): NET 224.

NET 321A Implementing Secure Converged Wide Area Networks......................4 QH

Covers the implementation of remote access technologies in enterprise environments, including Cable, DSL, and MPLS. Demonstrates the use of IPSEC, IPS systems, and firewalls to create a robust, secure WAN environment. Prepares students for the Cisco 642-825 CCNP certification exam.

Prerequisite(s): NET 224.

NET 401 Internetwork Troubleshooting ....4 QH
Provides students with the knowledge and skills necessary to troubleshoot sub-optimal performance in a converged network environment. Covers topics on establishing a baseline, determining an effective troubleshooting strategy, resolving problems at the physical and data link layers, resolving problems at the network layer, and resolving problems at the transport and application layers. Prepares students for the Cisco 642-831 CCNP certification exam.
Prerequisite(s): NET 311, NET 321A.

NET 411A Securing Networks with Firewalls........................4 QH
Prepares students for implementing advanced security solutions on Cisco PIX and ASA firewalls, focusing on access-lists, NAT, site-to-site IPSec VPNs, and remote-access VPNs. Covers the fundamentals of firewall and internetwork security, and demonstrates the use of the PIX/ASA command-line and ASDM interfaces. Prepares students for the Cisco 642-523 CCSP certification exam.
Prerequisite(s): NET 311.

NET 421A Internetwork Design Project ....4 QH
Integrates the knowledge and skills students have obtained throughout the Routing program in this capstone course. Requires that students implement enterprise-level Routing, Switching, Remote-Access, Wireless, Security, and QoS solutions. Exposes the students to real-world troubleshooting and design scenarios through a series of complex labs.
Prerequisite(s): NET 411A.

NURSING

NUR 101 Nursing Fundamentals ....4 QH
Provides nursing students with the basic fundamental knowledge and skills necessary in the delivery of care to the adult patient utilizing the nursing process. Health patterns of the adult patient will be examined. Critical thinking skills and the process of clinical judgment will be stressed. A "Caring" philosophy as applied to the holistic care of the adult patient will permeate this course.
Prerequisite(s): Acceptance in the program, B- or better in all prerequisite courses, Student background check. Corequisite(s): NUR 102, NUR 103.

NUR 102 Nursing Fundamentals Lab ....2 QH
Provides students with basic nursing skills to give safe and competent care to the adult client utilizing the nursing process. Opportunity will be provided for supervised practice of skills and discussion of application to patient care. 40 hours of lab are required.
Prerequisite(s): Acceptance in the program, B- or better in all prerequisite courses. Corequisite(s): NUR 101, NUR 103.

NUR 103 Nursing Fundamentals Practicum ....2 QH
Introduces students to the provision of nursing care for the adult client in a long-term health care setting. Basic nursing skills will be utilized. Students will apply the nursing process through participation in basic nursing care of adult clients in uncomplicated health care situations. 60 clinical hours are required.
Prerequisite(s): Acceptance in the program, B- or better in all prerequisite courses. Corequisite(s): NUR 101, NUR 102.

NUR 111 Health Assessment ....2 QH
Focuses on a holistic approach to the physical examination and health assessment, an essential element of the nursing process. This course will enable students to develop and demonstrate elementary skills to accomplish the health history and physical examination of the adult client. Threads of caring for the biopsychosocial and spiritual well being of the client will be emphasized in this learning experience. Health Assessment skills will be practiced in a laboratory setting. 10 hours of lecture and 20 hours of lab are required.
Prerequisite(s): Acceptance in the program, B- or better in all prerequisite courses. Corequisite(s): NUR 101.

NUR 121 Medical/Surgical Nursing I ....4 QH
Addresses the theoretical application of the nursing process to concepts of care. Concepts included in this course are: health promotion and maintenance, principles of pharmacology, nutrition, communication, pain, infection control, and selected health conditions. The focus of this course will be on the care of patients with chronic illnesses or commonly recurring health problems.
Prerequisite(s): B- or better in NUR 101, B- or better in NUR 102, B- or better in NUR 103, B- or better in NUR 111. Corequisite(s): NUR 122.

NUR 122 Medical/Surgical Nursing I Practicum ....3 QH
Provides a clinical opportunity for students to apply the nursing process to medical/surgical nursing care in the acute care setting. Students, under the supervision of a clinical instructor, will practice nursing assessment and nursing management skills in the care of the adult client with altered health conditions. 90 clinical hours are required.
Prerequisite(s): B- or better in NUR 101, B- or better in NUR 102, B- or better in NUR 103, B- or better in NUR 111. Corequisite(s): NUR 121.

NUR 131 Nursing Strategies Across the Lifespan and Across the Continuum......2 QH
Focuses on health promotion throughout life in a variety of community settings. The emphasis is placed on application of the nursing process to wellness and disease prevention for culturally diverse clients.
Prerequisite(s): B- or better in NUR 101, B- or better in NUR 102, B- or better in NUR 103, B- or better in NUR 111.

NUR 141 Nursing Drug Applications ....2 QH
Provides nursing students with the knowledge and skills necessary to safely administer medications. Included is an overview of pharmacologic essentials such as: three systems of measurement, abbreviations and symbols, classifications of drugs, and commonly used drugs. In applying the nursing process, the procedures for administration of medications and the importance of safe practice will be stressed. Administration of medication skills will be practiced in a lab setting. 10 hours of lecture and 20 hours of lab are required.
Prerequisite(s): Nursing majors: B- or better in NUR 101, B- or better in NUR 102, B- or better in NUR 103, B- or better in NUR 111. Corequisite(s): Practical Nurse majors: NUR 101, NUR 102, NUR 103, NUR 111.

NUR 151 Maternal/Child Nursing..3 QH
Introduces students to the developing family during the childbearing time as a focus for nursing. The emphasis is placed on the care of the mother as well as the care of the fetus and newborn. The nursing process is utilized in assessment of all elements and phases of pregnancy, planning, providing and evaluating nursing interventions that promote optimal wellness. The effects of culture, ethnic, and economic influences as well as the interaction with the extended family and/or community will be discussed. In addition, the complications of pregnancy and pregnancy outcomes that threaten the childbearing family will be examined from both physiologic and psychosocial aspects.
Prerequisite(s): Nursing majors: B- or better in NUR 121, B- or better in NUR 122, B- or better in NUR 131, B- or better in NUR 141. Corequisite(s): NUR 152. Nursing (LPN to RN Ladder) majors: B- or better in NUR 191. Corequisite(s): NUR 152.

NUR 152 Maternal/Child Nursing Practicum ....2 QH
Assists students in applying theory and developing competence in utilizing the nursing process to provide care for families in the childbearing cycle. The effects of cultural, ethnic, spiritual, and psychosocial factors will be emphasized. Principles of family theory are integrated in the care of the childbearing families. 60 hours of clinical are required.
Prerequisite(s): Nursing majors: B- or better in NUR 121, B- or better in NUR 122, B- or better in NUR 131, B- or better in NUR 141. Corequisite(s): NUR 151. Nursing (LPN to RN Ladder) majors: B- or better in NUR 191. Corequisite(s): NUR 151.

NUR 161 Nursing Care of Children and Their Families ....3 QH
Focuses on issues of children and their families with an emphasis on the application of the nursing process. Personal values, attitudes, and feelings about children and their families will be explored. Common disorders of body systems and the use of pharmacological agents in children are emphasized. A clinical component will accompany this course in which students will have the opportunity to engage in caring relationships with children and their families in an acute care setting.
Prerequisite(s): Nursing majors: B- or better in NUR 121, B- or better in NUR 122, B- or better in NUR 131, B- or better in NUR 141. Corequisite(s): NUR 162. Nursing (LPN to RN Ladder) majors: B- or better in NUR 191. Corequisite(s): NUR 162.

NUR 162 Nursing Care of Children and Their Families Practicum ....2 QH
Provides the opportunity to apply knowledge and skills to the care of children and their families, as students apply the nursing process to this patient population. Jean Watson's carative factors will be used to analyze clinical experiences. A multidisciplinary team approach is emphasized. 60 hours of clinical are required.
Prerequisite(s): Nursing majors: B- or better in NUR 121, B- or better in NUR 122, B- or better in NUR 131, B- or better in NUR 141. Corequisite(s): NUR 161. Nursing (LPN to RN Ladder) majors: B- or better in NUR 191. Corequisite(s): NUR 161.

NUR 171 Legal Issues in Nursing...2 QH

Explores liability and malpractice issues related to nursing as well as the legal basis for the practice of nursing in Michigan. The social context of nursing is emphasized. Personal and professional development are integrated into the content and the process of learning in this course.

Prerequisite(s): B- or better in NUR 121, B- or better in NUR 122, B- or better in NUR 131, B- or better in NUR 141.

NUR 191 LPN to RN Transition...2 QH

Facilitates growth from the role of LPN toward the role of RN. Emphasis will be on enhancing critical thinking skills, examining theoretical application of the nursing process, and discussing the role differences and expectations between LPN and RNs. The course will validate prior knowledge and skills. 10 hours of lecture and 20 hours of lab are required.

Prerequisite(s): Acceptance in the program.

NUR 201 Mental Health Nursing...3 QH

Presents the essential concepts of mental health and mental illness within the context of relationship centered care. Emphasis will be on enhancing mental wellness of individuals, families or groups through a transpersonal caring model as students apply the nursing process. Theoretical content will focus on therapeutic communication, exploration of therapeutic use of self, major psychiatric disorders, stress and crisis, legal and ethical aspects of practice, and culturally competent care.

Prerequisite(s): B- or better in NUR 151, B- or better in NUR 152, B- or better in NUR 161, B- or better in NUR 162, B- or better in NUR 171 or B- or better in NUR 191. Corequisite(s): NUR 202.

NUR 202 Mental Health Nursing Practicum.................................2 QH

Focuses on the application of theory from the Mental Health Nursing course. Students will have opportunities to practice nursing assessment and interventions based on the Standards of Psychiatric/Mental Health Clinical Nursing Practice. A variety of clinical settings across the continuum of care will be used. Contemporary society problems relevant to community mental health and impact on quality of care will be explored as students apply the nursing process. 60 hours of clinical are required.

Prerequisite(s): B- or better in NUR 151, B- or better in NUR 152, B- or better in NUR 161, B- or better in NUR 162, B- or better in NUR 171 or B- or better in NUR 191. Corequisite(s): NUR 201.

NUR 211A Medical/Surgical Nursing II...3 QH

Focuses on medical/surgical issues of the geriatric and chronically ill populations with an emphasis on health promotion and living fully, even while dying. Personal values, attitudes, and feelings about aging, maturity, and dying will be explored. Common disorders of body systems and the use of pharmacological agents in the aged are emphasized. Hospice care will be explored including history, philosophy, and services provided. The nursing process will be applied to the care of the elderly and terminally ill client. A clinical component will accompany this course in which students will have the opportunity to engage in caring relationships with elderly and/or dying clients.

Prerequisite(s): B- or better in NUR 151, B- or better in NUR 152, B- or better in NUR 161, B- or better in NUR 162, B- or better in NUR 171 or B- or better in NUR 191. Corequisite(s): NUR 212A.

NUR 212A Medical/Surgical Nursing II Practicum.................................2 QH

Provides students the opportunity to apply the nursing process and skills to the medical/surgical care of geriatric and chronically ill clients in a variety of settings. Jean Watson's carative factors will be used to analyze clinical experiences. A multidisciplinary team approach is emphasized. 60 hours of clinical are required.

Prerequisite(s): B- or better in NUR 151, B- or better in NUR 152, B- or better in NUR 161, B- or better in NUR 162, B- or better in NUR 171 or B- or better in NUR 191. Corequisite(s): NUR 211A.

NUR 221 Nursing Leadership...2 QH

Prepares students to make the transition from student to entry-level practitioner. Personal qualities of effective leadership are emphasized. Decision-making skills and conflict resolution are stressed in relation to working collaboratively with others to provide caring service to clients/patients. The nursing process is applied to leadership/management issues. Personal and professional development are integrated into the content and the process of learning in this course.

Prerequisite(s): B- or better in NUR 151, B- or better in NUR 152, B- or better in NUR 161, B- or better in NUR 162, B- or better in NUR 171 or B- or better in NUR 191.

NUR 231B Medical Surgical Nursing III...4 QH

Builds upon previously learned content and provides a more in-depth study of complex, health-illness situations. Students will become proficient at utilizing the nursing process to design care for clients experiencing chronic and acute health problems. Nursing theories are utilized in planning, implementing, and evaluating care. Critical thinking and problem-solving skills are refined. The focus is on managing and delivering safe patient care to adult clients in diverse settings.

Prerequisite(s): B- or better in NUR 201, B- or better in NUR 202, B- or better in NUR 211A, B- or better in NUR 212A, B- or better in NUR 221. Corequisite(s): NUR 232A, NUR 241A.

NUR 232A Medical/Surgical Nursing III Practicum.................................6 QH

Provides practice opportunities for students to acquire and practice advanced technical skills and application of the nursing process in caring for the adult client with acute and chronic medical conditions. Comprehensive knowledge and skills gained throughout the nursing program will be applied to medical-surgical, critical care, emergency, and perioperative phases as they occur across the lifespan. The professional growth of the nursing student is realized as one accomplishes this clinical experience. 180 hours of clinical are required.

Prerequisite(s): B- or better in NUR 201, B- or better in NUR 202, B- or better in NUR 211A, B- or better in NUR 212A, B- or better in NUR 221. Corequisite(s): NUR 231B, NUR 241A.

NUR 241A Nursing Seminar...2 QH

Provides an opportunity to synthesize the total learning experience including general and nursing education. The focus is on readiness for professional nursing practice tempered by awareness of and commitment to life-long learning. Case studies, application of the nursing process, NCLEX-RN review questions, and clinical experiences will be used for the analysis and synthesis of knowledge and skills needed to respond to complex health situations. A portfolio for the final program will be completed in this course.

Prerequisite(s): B- or better in NUR 201, B- or better in NUR 202, B- or better in NUR 211A, B- or better in NUR 212A, B- or better in NUR 221. Corequisite(s): NUR 231B, NUR 232A.

NUR 311 Fundamentals of Professional Nursing Practice.................................4 QH

Focuses on the registered nurses role transition to a professional baccalaureate nurse with emphasis on leadership, management, and issues influencing nursing education and practice. Students will explore the history of nursing, and how society views the nursing profession including contemporary issues that affect the profession of nursing. Students will integrate prior learning experience and skills with the theory and practice focus of baccalaureate education.

Prerequisite(s): Acceptance in the program.

NUR 321 Nursing Assessment for the Registered Nurse.................................4 QH

Builds on the registered nurses knowledge and skills in health assessment. Emphasis is placed on review of body systems, physical examination techniques, and documentation of findings. Students are also expected to identify and apply pathophysiological principles to selected health issues across the lifespan.

Prerequisite(s): Acceptance in the program.

NUR 331 Health Promotion and Vulnerable Populations.................................4 QH

Focuses on the role of the experienced professional nurse in promoting optimal health, with special emphasis on the rehabilitative populations. Risk factors for illness and injury will be explored and strategies for treatment, health promotion through physical, psychological and spiritual intervention, will be addressed.

Prerequisite(s): Acceptance in the program.

NUR 341 Nursing Theory and Research...4 QH

Explores various nursing theorists and provides an overview of evidence-based practice with an emphasis on improved quality of care. Examines the role of research in the application of the nursing process and its contribution to the development of nursing as a science. Students will be challenged to critically evaluate research and how it applies to the nursing profession and explore ethical issues inherent in the research process.

Prerequisite(s): Acceptance in the program, MTH 401.

NUR 411 Community Health Nursing...4 QH

Examines the core functions and current organization of community health nursing as part of the larger health care system. Concentration is placed on achievement of optimal health outcomes for target populations and selected vulnerable subgroups within the community. The role of nursing will be examined in relation to public policy and emergency response and management.

Prerequisite(s): B- or better in NUR 311, B- or better in NUR 321, B- or better in NUR 331, B- or better in NUR 341. Corequisite(s): NUR 412.

NUR 412 Community Health Nursing Practicum ....**4 QH**

Focuses on the application of community health and nursing principles in the care of individuals, families, and selected vulnerable subgroups within a variety of community health settings. Nurses serve as advocates, caregivers, leaders and teachers as they apply the nursing process to communities with a focus on epidemiology, environmental health, and emergency response and management.

Prerequisite(s): B- or better in NUR 311, B- or better in NUR 321, B- or better in NUR 331, B- or better in NUR 341, Professional Liability Ins. Corequisite(s): NUR 411.

NUR 421 Nursing Leadership and Management ....**4 QH**

Emphasizes further development of the professional nurse role by exploring contemporary trends in leadership and management of human and financial resources. Focus is on the importance of communication in the development of effective management and leadership skills. Personal leadership styles and values will be identified, and students will enhance leadership competencies by examining self in relation to professional standards, the nursing code of ethics, and leadership theories and models.

Prerequisite(s): B- or better in NUR 311, B- or better in NUR 321, B- or better in NUR 331, B- or better in NUR 341. Corequisite(s): NUR 422.

NUR 422 Nursing Leadership and Management Practicum ....**4 QH**

Focuses on the development of the role of the professional nurse leader through the application of effective communication, leadership and management theory. Communication skills, various management and leadership theories, economic considerations, scope of practice standards and ethics will be integrated into leadership and management of others in the provision of healthcare.

Prerequisite(s): B- or better in NUR 311, B- or better in NUR 321, B- or better in NUR 331, B- or better in NUR 341, Professional Liability Ins. Corequisite(s): NUR 421.

NUR 431 Global Health ....**4 QH**

Introduces students to the main concepts of global health and the link between global health and socio-economic development. This course will focus on measurement of health status, burden of disease, risk factors, and vulnerable populations.

Prerequisite(s): B- or better in NUR 311, B- or better in NUR 321, B- or better in NUR 331, B- or better in NUR 341.

NUR 441 Pathophysiology for the Registered Nurse ....**4 QH**

Examines alterations in functions affecting individuals across the lifespan. Students will examine pathophysiological concepts utilizing biology, microbiology, and physiological sciences as a basis for nursing practice. The scientific approach will be utilized to increase understanding of the disease process from the cellular to the multi-system level.

Prerequisite(s): B- or better in NUR 311, B- or better in NUR 321, B- or better in NUR 331, B- or better in NUR 341.

NUR 482 Nursing Seminar ....**4 QH**

Allows students to synthesis information obtained in this program to explore how the professional nurse can impact health care policy as well as how health care policy impacts nursing science, practice and education. Students will analyze nursing policy and position statements; political, environmental, and cultural issues; changing nursing roles; and the delivery of quality nursing care in an evolving world.

Prerequisite(s): B- or better in NUR 411, B- or better in NUR 412, B- or better in NUR 421, B- or better in NUR 422, B- or better in NUR 431 or B- or better in NUR 441, Professional Liability Ins.

OCCUPATIONAL THERAPY

OCC 101 Introduction to Occupational Therapy ....**4 QH**

Introduces students to the concepts of the profession including the Practice Framework and the threads of the curriculum (client-centered, occupation-based intervention, and professional ethics). The various levels of the profession are explained as well as the credentialing process. The application for the program is distributed in this course and it is a prerequisite for acceptance. This is the first course in occupational therapy offered in the curriculum and is therefore a foundation course.

OCC 201B Therapeutic Use of Occupation I ....**5 QH**

Provides students with an understanding of activities and their historical implications in the practice of occupational therapy. Activity analysis will be explored in detail. Analysis opportunities will occur in areas like activities of daily living/self-care and leisure skills. Crafts and the use of mediums will be presented to assist students with understanding the importance of being able to teach life tasks. 40 hours of lecture and 20 hours of lab are required.

Prerequisite(s): B- or better in OCC 101, B- or better in SCI 271A.

OCC 202B Therapeutic Use of Occupation II ....**5 QH**

Reviews purposeful activity in occupational therapy. Activity analysis, adapting, and grading activities for therapeutic purposes are covered in detail. Students are introduced to sensory, neuromotor, cognitive, and psychosocial dimensions of performance. The client interview process will be introduced. Clinical reasoning and the teaching of an activity will be covered. 40 hours of lecture and 20 hours of lab are required.

Prerequisite(s): C or better in OCC 201B.

OCC 205 Range/Muscle Testing ....**2 QH**

Focuses on range of motion assessment and applying manual muscle testing techniques in a laboratory-based setting. 10 hours of lecture and 20 hours of lab are required.

Prerequisite(s): B- or better in OCC 101, B- or better in SCI 271A.

OCC 221A Level I Fieldwork (Children) ....**2 QH**

Provides field observation of children of varying ages and needs. Students have the opportunity to observe and consider the implication a disability has on development. A weekly seminar provides the instructor with the opportunity to tie the observations to the occupational therapy process. 10 hours of lecture and 20 hours of lab are required.

Prerequisite(s): C or better in OCC 202B, Student background check, DHS clearance. Corequisite(s): OCC 241.

OCC 231 Assessment of Occupational Performance ....**4 QH**

Introduces the concepts of occupational therapy assessment. This course includes a discussion of the processes involved for choosing assessment tools and types of assessments; the relation of the assessment process to the performance areas of self-care, work, play, and leisure skill areas; and a discussion of the assessment of sensory, neuromotor, cognitive and psychosocial performance components. An overview of the physiologic dimensions of activity and assessment is provided. Students are required to use hands-on experience in using assessment in a simulated test situation. Recent literature on assessment is reviewed. 30 hours of lecture and 20 hours of lab are required.

Prerequisite(s): C or better in OCC 202B.

OCC 241 Child Development and the Implications of Pathology/Conditions ......**4 QH**

Examines child development from birth through 18. This course covers reflexes and motor and sensory development through age 5 in detail. Pathology/conditions and their implications to development are discussed thoroughly.

Prerequisite(s): PSY 221, SCI 211. Corequisite(s): OCC 221A.

OCC 302 Mental Health Conditions and Occupational Dysfunction ....**4 QH**

Outlines conditions and disorders including etiology and clinical progression from adulthood to late adulthood. The impact on performance and implication to independent functioning will be discussed.

Prerequisite(s): C or better in OCC 332.

OCC 313 Personal and Environmental Adaptations ....**4 QH**

Includes designing and restructuring the physical environment to assist self-care, work, play, and leisure performance. Emphasis is on architectural barriers and utilization of wheelchairs and other equipment. 30 hours of lecture and 20 hours of lab are required.

Prerequisite(s): C or better in OCC 231.

OCC 314A Introduction to Documentation in the Health Care System ....**4 QH**

Provides students, in a laboratory-based setting, with hands-on opportunity to develop documentation skills centered around a problem-based format.

Prerequisite(s): Acceptance in the program.

OCC 322B Occupational Therapy and Case Management ....**2 QH**

Students will investigate services that assist people in regaining performance/independence. A weekly seminar provides the instructor with the opportunity to tie community services to the occupational therapy process. 10 hours of lecture and 20 hours of lab are required.

Prerequisite(s): C or better in OCC 221A.

OCC 323A Level I Fieldwork (Late Adulthood) ....2 QH
Provides field observation in settings that offer services for the older adult. Students consider implications of the aging process and the need to retain skills/performance. A weekly seminar provides the instructor with the opportunity to tie the observations to the occupational therapy process. 10 hours of lecture and 20 hours of lab are required.
Prerequisite(s): C or better in OCC 332.

OCC 331 Evaluation of Occupational Performance ....4 QH
Provides students a clinically-based approach to apply occupational therapy evaluation/assessment to individuals with physical dysfunction. Students will determine an individual's abilities and capacities to carry out occupational function. This course will build on concepts from assessment of occupational performance, ROM, and MMT. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): C or better in OCC 205, C or better in OCC 231.

OCC 332 Occupational Therapy Theory/Frames of Reference ....4 QH
Introduces students to the development of theory and the relationship of theory to current professional practice. This course utilizes current occupational therapy theory to examine practices in both psychosocial and physical disabilities.
Prerequisite(s): C or better in OCC 231, SCI 311.

OCC 341 Disease/Injury and Occupational Dysfunction ....4 QH
Studies disease/injuries, including etiology and clinical progression from young through late adulthood. The impact on performance and implication to independent functioning will be discussed. This is a continuation of OCC241.
Prerequisite(s): SCI 211, SCI 311.

OCC 351 The Aging Process and the Implications of Pathology/Conditions ....4 QH
Completes the study of conditions that impact normal development and performance. The aging process as well as specific diseases/conditions commonly experienced by the older adult are presented. Current concepts addressing prevention are explored.
Prerequisite(s): PSY 221.

OCC 402A Program Planning/Intervention Strategies (Early/Middle Adulthood) .....5 QH
Emphasizes application of theory to practice with an adult population. Intervention strategies to assist people with regaining performance are covered. Consideration is also given to conditions seen frequently in practice settings. This course requires students to prioritize needs and demonstrate proficiency with common modalities. 40 hours of lecture and 20 hours of lab are required.
Prerequisite(s): OCC 341.

OCC 403A Program Planning/Intervention Strategies (Late Adulthood) ....5 QH
Explores assessment, treatment planning, and development of intervention strategies with the older adult. Strategies designed to enhance/retain performance with emphasis on quality of life are presented. Performance areas including activities of daily living, work, and play or leisure are analyzed as applied to this population. 40 hours of lecture and 20 hours of lab are required.
Prerequisite(s): OCC 351, C or better in OCC 402A.

OCC 406 Complementary Therapies, Wellness and Occupation ....4 QH
Focuses on the basic concepts, evolution, utilization, and legislative issues surrounding wellness, complementary, and integrative therapies used in treatment. Students will experience the use of complementary/integrative therapies to enhance personal wellness and clinical skills.
Prerequisite(s): B- or better in SCI 271A, C or better in OCC 402A.

OCC 413 Roles of Occupation and Psychosocial Treatment Interventions ....4 QH
Introduces the organization, administrative structure, and functions of occupational therapy service programs. Emphasis is on communication techniques, differentiating the levels of functions of staff and legal implications of service delivery. In addition, exploration of practice settings will occur (ie: work-ergonomics). Development of positions in existing and new practice settings will be emphasized. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): C or better in OCC 332.

OCC 414 Return to Work and Functional Adaptation ....4 QH
Explores the role in work related services including principles of wellness, ergonomics, work hardening, work site, and job analysis. Students will be exposed to evaluating, designing, and restructuring the work environment to enhance participation in productive activities. Additionally, students will participate in team-based assignments with other disciplines. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): C or better in OCC 313.

OCC 415 Community-Based Occupational Therapy ....4 QH
Explores a variety of roles for the occupational therapist in community-based settings. Students will learn to apply the philosophical roots of occupational therapy to contemporary practice. In addition, students will gain an overview of funding sources, governmental policies, and documentation needs relevant to community-based practice. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): C or better in OCC 331.

OCC 416 Applied Assessment and Documentation ....4 QH
Provides students a clinically-based approach to apply occupational therapy evaluation/assessment. Students will determine an individual's abilities and capacities required to carry out occupational function.
Prerequisite(s): C or better in OCC 231.

OCCUPATIONAL THERAPY ASSISTANT

OTA 111 Introduction to Occupational Therapy Assisting ....2 QH
Introduces students to the foundations, history, philosophy, and development of occupational therapy. The scope of occupational therapy practice and organizations will be defined. Delineation between the roles and functions of the registered occupational therapist and occupational therapy assistant will be emphasized. Initial observation experiences in at least two different occupational therapy settings are required.
Prerequisite(s): B- or better in HSC 111.

OTA 120 Elements of Therapeutic Media ....3 QH
Introduces OTA students to therapeutic activity and various forms of media utilized in occupational therapy treatment settings. Students develop and apply critical thinking and problem-solving skills to identify, analyze, and adapt purposeful activities in the areas of self-care, work, and leisure. Extensive activity analysis and application to various patient care areas are emphasized. Students will become familiar with group interaction and group processes. Recreational and music/movement groups are also explored. 20 hours of lecture and 20 hours of lab are required.
Prerequisite(s): Acceptance in the BRS or OTA program.

OTA 141A Fundamentals of Occupational Therapy Assistant Practice ....3 QH
Focuses on fundamental practice issues in occupational therapy, including standards of practice, COTA supervision, the therapeutic intervention process, medical documentation, team interaction, and management of therapy service. Professional ethics, legal aspects, insurance reimbursement, and quality assurance are introduced.
Prerequisite(s): Acceptance in the BRS or OTA program.

OTA 171A OTA Level I Fieldwork A ....1 QH
Provides clinical observation of client services in various community and clinical settings. Observation skills, individual and group interaction, and documentation are emphasized and integrated into the occupational therapy process with concurrent OTA coursework. 40 hours of clinical are required.
Prerequisite(s): Acceptance in the BRS or OTA program, Student background check or Fingerprinting. Corequisite(s): HSC 211, OTA 211B.

OTA 172A OTA Level I Fieldwork B ....1 QH
Provides clinical observation of client services in the area of physical dysfunction. Observation skills, treatment implementation, and documentation are emphasized and integrated into the occupational therapy process with concurrent OTA coursework. 40 hours of clinical are required.
Prerequisite(s): C or better in OTA 211B. Corequisite(s): OTA 221A.

OTA 201B OTA Clinical Techniques in Mental Health ....2 QH
Emphasizes occupational therapy therapeutic skills and techniques such as patient observation, interview skills, group dynamics, process, and interaction skills/techniques. Students will participate in the selection, analysis and implementation of therapeutic activities for daily living and leisure/play tasks specific to the mental health setting. Content encompasses the role of group dynamics and process applications in mental health occupational therapy intervention.
Prerequisite(s): Acceptance in the BRS or OTA program. Corequisite(s): OTA 211B.

OTA 202B OTA Clinical Techniques in Physical Dysfunction ....2 QH
Provides OTA students with an opportunity to study, integrate, apply, and practice therapeutic skills and activities utilized in the area of physical dysfunction throughout the lifespan. 40 hours of lab are required.
Prerequisite(s): C or better in OTA 201B. Corequisite(s): OTA 221A.

OTA 211B OTA Principles and Applications in Mental Health............................4 QH

Introduces OTA students to the role of occupational therapy in the mental health setting and discusses mental disorders commonly seen in occupational therapy. Provides the foundation for instruction in the therapeutic use of activities and treatment from acute to chronic care. The scope of the lecture primarily deals with adolescence through adult; however a section on childhood psychiatric disorders will be included.
Prerequisite(s): Acceptance in the BRS or OTA program. Corequisite(s): OTA 201B.

OTA 221A OTA Principles and Applications in Physical Dysfunction ....4 QH

Focuses on the role of occupational therapy in the evaluation, assessment, and treatment intervention for physical dysfunction. The scope of the course ranges from acute care through long-term rehabilitation, with a primary emphasis from adolescence through adulthood. Therapeutic skills and techniques for program planning and implementation are heavily incorporated into the course.
Prerequisite(s): C or better in OTA 211B. Corequisite(s): OTA 202B.

OTA 231C OTA Principles and Applications in Pediatrics ....3 QH

Introduces students to the implementation of occupational therapy in the developmental disability setting with a primary emphasis on ages birth through 26 years. Students will review the following aspects of childhood developmental disabilities: etiology, symptomatology, prognosis, and deviations from normal development. This course discusses the basic objectives of occupational therapy treatment procedures, medical, and safety precautions. A section of this course focuses on the developmentally disabled adult as well.
Prerequisite(s): C or better in HSC 211.

OTA 251 OT in Specialty Areas..2 QH

Explores the role of occupational therapy and introduces the occupational therapy assistant to the specialty areas of orthopedics, industrial rehabilitation, pain management, and aquatics. Observation and beginning level skills, strategies, applications, and goal planning will be emphasized. 15 hours of lecture and 10 hours of lab are required.
Prerequisite(s): C or better in HSC 211.

OTA 252 Geriatric Patient Care ....3 QH

Explores the psychosocial and physical aspects of aging and the role of occupational therapy with the older adult. Treatment planning, application, and preventative strategies are explored in the performance areas of activities of daily living, leisure, and work.
Prerequisite(s): C or better in HSC 211.

OTA 261 OTA Professional Preparation ....1 QH

Provides OTA students with the preparation for the Level II Fieldwork experience. The areas reviewed are: ethical and professional behavior, liability, communication skills, reinforcement of academic knowledge, and treatment selection/application. This course provides OTA students with case study applications, in-servicing, and clinical preparation. Bloodborne pathogen training is required as part of the course content.
Prerequisite(s): C or better in OTA 171A. Corequisite(s): OTA 172A.

OTA 262 OTA Fieldwork Integration ....1 QH

Provides a seminar-style format for this course offered between Level II Fieldwork experiences. Students will present a comprehensive case study at the completion of this course allowing further integration of Level II clinical education.
Corequisite(s): OTA 271B, OTA 272B.

OTA 271B OTA Level II Fieldwork A..6 QH

Provides an unpaid affiliation in the clinical setting, performing the delivery of occupational therapy services under the supervision of an occupational therapy practitioner. Students must complete a minimum of 320 hours (or the equivalent of eight weeks, full-time) for this Level II Fieldwork. The clinical site will assess clinical competency including clinical decision-making skills and professionalism.
Prerequisite(s): C or better in OTA 261. Corequisite(s): OTA 262, OTA 272B.

OTA 272B OTA Level II Fieldwork B..6 QH

Provides an unpaid affiliation in the clinical setting, performing the delivery of occupational therapy services under the supervision of an occupational therapy practitioner. Students must complete a minimum of 320 hours (or the equivalent of eight weeks, full-time) for this Level II Fieldwork. The clinical site will assess clinical competency including decision-making skills and professionalism.
Corequisite(s): OTA 262, OTA 271B.

OTA 291 OTA Board Review ....1 QH

Provides the OTA student with a comprehensive review in preparation for the National Board Certification in Occupational Therapy (NBCOT) examination. This review will include all domain areas of the examination. Students will be required to satisfactorily complete a mock certification examination.
Prerequisite(s): C or better in OTA 221A.

OFFICE ADMINISTRATION

OAD 121A Technologies and Procedures..4 QH

Provides training in the skills that are needed for an entry-level office position. Course curriculum includes telephone skills, document preparation, voice mail, e-mail skills, calendaring software, mail procedures, office machines, introduction to ARMA filing rules, and prioritizing tasks. Soft skills will include office etiquette, ethics, stress, anger, and time management.
Prerequisite(s): WPG 122. Corequisite(s): WPG 123.

OAD 210A Records Management and Computer Applications............................4 QH

Prepares students to handle records from their creation to disposal both manually and electronically. Basic filing rules and management techniques will be emphasized. Students will learn how databases are used in records management and apply simple electronic file management techniques.
Prerequisite(s): INF 114A.

OAD 231A Desktop Publishing ....4 QH

Provides training in design concept skills that are needed for desktop publishing and advanced presentations using the Microsoft Office Suite.
Prerequisite(s): WPG 123, INF 131 or INF 141A. Corequisite(s): CIS 302A, CIS 313A.

OAD 291 Advanced Office Applications..4 QH

Emphasizes training with the latest technology in use in today's dynamic office environments. As a capstone course for the program, students will synthesize knowledge and competencies gained through prior study as well as produce complex documents and presentations, demonstrate mastery of office operations, and model professional behavior.
Prerequisite(s): INF 131, OAD 121A, WPG 224. Corequisite(s): CIS 302A, CIS 313A.

OPTICIANRY

OP 101 Introduction to Opticianry ....4 QH

Introduces students to the eye-care field and the profession of opticianry. Emphasis is placed on the scope of activities performed by opticians in the ophthalmic profession. This course will also identify the other professionals that work in the ophthalmic arena.

OP 111 Ocular Anatomy, Physiology, and Pathology..4 QH

Emphasizes the anatomical structure of the eye and its adnexa. An overview of common pathologies and pharmacology of the eye, as well as the function of the parts of the eye as they relate to vision and the fitting of spectacles and contact lenses will be presented.
Prerequisite(s): C or better in OP 101.

OP 121A Optical Laboratory Theory ....3 QH

Introduces students to the terminology, instruments, lenses, frames, and materials used in the optical laboratory to fabricate prescription eyewear.
Prerequisite(s): C or better in OP 101.

OP 201 Ophthalmic Procedures ....4 QH

Presents the basic fundamentals, terminology, instrumentation, and practical procedures used in evaluating the visual system. Basic information is presented on theory and use of opthalmic instruments. Various problems associated with vision will also be presented.
Prerequisite(s): Acceptance in the program, C or better in OP 101, C or better in OP 111, C or better in OP 121A.

OP 211 Optical Theory I ....3 QH

Examines the nature of light and details the behavior of light when it encounters various refractive and reflective surfaces. Examines lens power, indices, and prisms. Establishes the foundation for advanced optical applications.
Prerequisite(s): Acceptance in the program, C or better in OP 101, C or better in OP 111, C or better in OP 121A.

OP 212 Optical Theory II ....3 QH
Continues the study of Optical Theory I, including prism notation, vertical imbalance and methods of correcting for it, vertex power, illuminance, reflection and absorption, diffraction, third-order lens aberrations and lens tilt, anisometropia, and spectacle magnification.
Prerequisite(s): C or better in OP 211.

OP 221A Optical Dispensing I Theory ....3 QH
Provides fundamental knowledge for frame selection and dispensing techniques.
Prerequisite(s): Acceptance in the program, C or better in OP 101, C or better in OP 111, C or better in OP 121A.

OP 222A Optical Dispensing II Theory ....3 QH
Provides more in-depth study into dispensing techniques for low vision, sports vision, and geriatric vision.
Prerequisite(s): C or better in OP 221A.

OP 231 Introduction to Contact Lenses ....2 QH
Introduces students to the history of contact lenses, contact lens materials, contact lens fitting philosophies, selection of lenses, inspection and verification, follow-up care, lens care and storage, and regulations regarding contact lenses.
Prerequisite(s): Acceptance in the program, C or better in OP 101, C or better in OP 111, C or better in OP 121A.

OP 232 Contact Lenses ....4 QH
Allows students to apply the knowledge gained from Introduction to Contact Lenses to expand their knowledge base to the fitting philosophies of current contact lens designs. Students will have 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): C or better in OP 231.

OP 241 Opticianry Management ....2 QH
Covers basic management and leadership skills necessary for a successful eye care office. Teaches the analysis, creative thinking, judgment, planning strategy, and implementation skills necessary for today's optical business challenges.
Prerequisite(s): Acceptance in the program, C or better in OP 101, C or better in OP 111, C or better in OP 121A.

OP 251 Current Trends in Opticianry......................................4 QH
Provides, in this capstone course, a comprehensive review that will prepare students to take the national certification exams for both spectacles and contact lens as well as current developments in lens materials, lens designs, and government regulations as they affect opticians.
Prerequisite(s): C or better in OP 212, C or better in OP 222A.

OP 261 Optical Dispensing Laboratory....................................3 QH
Provides students, in this hands-on course, the opportunity to develop the technical skills that they will need to become opticians. 60 hours of in-house laboratory clinical.
Prerequisite(s): C or better in OP 121A.

OP 271 Opticianry Externship ....8 QH
Provides students with the real-world optical dispensing experience. Externships will allow students to experience the different settings in which an optician may work. 240 hours of externship are required.
Prerequisite(s): Dean's approval, minimum GPA 2.50, all professional track Opticianry courses with a grade of C or better.

ORTHOTIC/PROSTHETIC TECHNICIAN

OPT 101 Introduction to Orthotic/Prosthetic Technology.................................5 QH
Introduces orthotic/prosthetic technology students to the history of orthotics and prosthetics. Students will acquire a working knowledge of the materials and equipment involved in the fabrication of orthotic and prosthetic devices. Fabrication of plastic, aluminum, and steel projects will be completed by students in the lab portion of this course. 40 hours of lecture and 20 hours of lab are required.
Prerequisite(s): B- or better in HSC 111, B- or better in SCI 100F.

OPT 201 Diabetic and Foot Orthotics ....6 QH
Introduces orthotic/prosthetic technology students to the history of diabetic foot care, foot orthoses, and shoe modifications. Students will acquire a working knowledge of bony and soft tissue anatomy and landmarks of the foot and ankle. Fabrication of the UCBL, foot orthoses and shoe modifications will be completed by students in the lab portion of this course. 40 hours of lecture and 40 hours of lab are required.
Prerequisite(s): Acceptance in the program.

OPT 203 Lower Extremity Plastic Orthotic Systems.......................................6 QH
Introduces the orthotic/prosthetic technology students to the history of lower extremity orthotics. Students will acquire a working knowledge of bony and soft tissue anatomy and landmarks of the lower extremity. Fabrication of various plastic and hybrid lower extremity orthoses will be completed by students in the lab portion of this course. 40 hours of lecture and 40 hours of lab are required.
Prerequisite(s): C or better in OPT 201, C or better in OPT 211A, C or better in OPT 221.

OPT 204 Lower Extremity Metal Orthotic Systems.......................................6 QH
Introduces orthotic/prosthetic technology students to the history of lower extremity orthotics. Students will acquire a working knowledge of bony and soft tissue anatomy and landmarks of the lower extremity. Fabrication of various metal lower extremity orthoses will be completed by students in the lab portion of this course. 40 hours of lecture and 40 hours of lab are required.
Prerequisite(s): C or better in OPT 203, C or better in OPT 212, C or better in OPT 233. Corequisite(s): OPT 213, OPT 241A.

OPT 211A Partial Foot and Symes Prosthetics...........................6 QH
Introduces orthotic/prosthetic technology students to the history of partial foot and Symes prosthetics. Students will acquire a working knowledge of bony and soft tissue anatomy and landmarks of the foot and ankle. Fabrication of partial feet, and Symes prostheses will be completed by students in the lab portion of this course. 40 hours of lecture and 40 hours of lab are required.
Prerequisite(s): Acceptance in the program.

OPT 212 BK Lower Extremity Prosthetics ....6 QH
Introduces orthotic/prosthetic technology students to the history of below-knee prosthetics. Students will acquire a working knowledge of bony and soft tissue anatomy and landmarks of the below-knee amputee. Fabrication of exoskeletal and endoskeletal prostheses will be completed by students in the lab portion of this course. 40 hours of lecture and 40 hours of lab are required.
Prerequisite(s): C or better in OPT 201, C or better in OPT 211A, C or better in OPT 221.

OPT 213 AK Lower Extremity Prosthetics ....6 QH
Introduces orthotic/prosthetic technology students to the history of above-knee prosthetics. Students will acquire a working knowledge of bony and soft tissue anatomy and landmarks of the above-knee amputee. Fabrication of above-knee prostheses will be completed by students in the lab portion of this course. 40 hours of lecture and 40 hours of lab are required.
Prerequisite(s): C or better in OPT 203, C or better in OPT 212, C or better in OPT 233. Corequisite(s): OPT 204, OPT 241A.

OPT 221 Upper Extremity Orthotics ....6 QH
Introduces orthotic/prosthetic technology students to the history of upper extremity orthotics. Students will acquire a working knowledge of bony and soft tissue anatomy and landmarks of the upper extremity. Fabrication of hand, wrist, and humeral fracture orthoses will be completed by students in the lab portion of this course. 40 hours of lecture and 40 hours of lab are required.
Prerequisite(s): Admission to the program.

OPT 233 Upper Extremity Prosthetics....................................6 QH
Introduces the Orthotic/Prosthetic Technology student to the history of below elbow and above elbow prosthetics. The student will acquire a working knowledge of bony and soft tissue anatomy and landmarks of the below and upper-elbow amputee. Fabrication of body powered below and upper elbow prostheses will be completed by the student in the lab portion of this course. 40 hours of lecture and 40 hours of lab are required.
Prerequisite(s): C or better in OPT 201, C or better in OPT 211A, C or better in OPT 221.

OPT 241A Spinal Orthotics...6 QH
Introduces orthotic/prosthetic technology students to the history of spinal orthoses. Students will acquire a working knowledge of bony and soft tissue anatomy and landmarks of the neck and torso. Fabrication of spinal orthoses will be completed by students in the lab portion of this course. 40 hours of lecture and 40 hours of lab are required.
Prerequisite(s): C or better in OPT 203, C or better in OPT 212, C or better in OPT 233. Corequisite(s): OPT 204, OPT 213.

OPT 251 Orthotics/Prosthetic Clinical Externship ....6 QH
Introduces orthotic/prosthetic technology students to the public and private practice. Students will acquire a working knowledge of the orthotic and prosthetic lab and participate in the fabrication of orthoses and prostheses devices for patients. This is the externship portion of the program. Students will complete 120 hours in orthotics and 120 hours in prosthetics for a total of 240 hours.
Prerequisite(s): Dean's approval.

PARALEGAL

PAR 101 Law, Legal Profession, and Terminology ....4 QH
Provides a basic understanding of the procedural and practical aspects of being a paralegal. Emphasis is on legal terminology, legal concepts, skills needed to perform paralegal tasks, and the ethical considerations involved.

PAR 111 Legal Writing, Research, and Analysis I ....4 QH
Provides students with a general understanding of the nature of legal research including book research and legal citation forms using specific techniques and methodologies. Students will develop research strategies that will enable them to begin drafting and analyzing a variety of legal documents. The mechanics of the construction of documents will be examined.
Prerequisite(s): ENG 101 or acceptable English essay or placement exam.

PAR 112 Legal Writing, Research, and Analysis II ....4 QH
Consists of advanced legal drafting and writing. Students will continue to review and analyze case law and legal materials in the preparation of writing court briefs, pleadings, and memorandums. Unique problems of legal research will be explored. Students will be introduced to online legal research tools.
Prerequisite(s): PAR 111.

PAR 113A Legal Writing, Research, and Analysis III ....4 QH
Provides a capstone experience for the legal research and writing series in the paralegal program. This course will reinforce and continue to develop the high level research skills necessary for today's paralegals. Manual and CALR methods will be expounded upon for further skill refinement, written and oral communications will continue to be a focus as students demonstrate their proficiency in this area through an extensive legal research project that requires them to produce the applicable legal documentation and then present their findings as they would in the legal setting.
Prerequisite(s): PAR 112.

PAR 131 Law Office Management and Ethics ....4 QH
Introduces students to the study of concepts and skills specific to the administration of the law office and the application of the modern day business practice to the private law firm. Topics include the establishment of legal fees, the hiring and supervision of personnel, types of legal settings, equipment and facilities management, billing and timeslips, docket control, the concept of delegation of work to associates and legal assistants, and the ethical implications of each. The differences between the various legal structures, such as the sole proprietorship, the partnership, the professional corporation, and the professional limited liability corporation, including a discussion of liability associated with each will also be discussed.

PAR 201 Torts ....4 QH
Introduces students to tort law, including intentional torts such as assault and battery; torts based on the failure to use reasonable care such as negligence; and strict liability torts, which make the actor liable without any fault for dangerous activities such as mining and blasting operations. In the introduction of negligence students will become familiar with the four elements of all negligence lawsuits, duty, breach of duty, proximate causation, and damages. Major areas of tort litigation will be examined including products liability.
Prerequisite(s): PAR 101.

PAR 211 Criminal Law and Procedures ....4 QH
Introduces students to the various offenses that constitute a crime as well as the general principles of culpability and justification. Constitutional safeguards and procedures necessary from arrest through the trial, sentencing, and punishment will be examined. The First, Fourth, Fifth, Sixth, and Eighth Amendments will be examined.
Prerequisite(s): PAR 101.

PAR 221 Business Organizations ....4 QH
Covers the different forms of business organizations, including the advantages and disadvantages of doing business as a sole proprietorship, partnership, corporation or limited liability corporation. The rights, duties, and powers of partners will be explored and how a partnership can be terminated will be examined. Students will learn the basic characteristics of a corporate entity, the processes to form a corporation, the effects of improper incorporation, dissolution of a corporation, and the differences between stocks and bonds. The duties of corporate directors and officers, and the rights and liabilities of shareholders are explained. Students will become familiar with limited liability companies and how they operate.
Prerequisite(s): PAR 101.

PAR 231A Wills, Trust, and Probate Administration ....4 QH
Familiarizes students with the basic elements of a will, types of wills as well as the responsibilities of a personal representative. Classes of trusts and rules governing trusts will be examined. Discussion will include the purposes of estate planning, probate forms and procedures, and guardianships. Students will assess and analyze tax ramifications of estate plans as well as the different classifications of property.
Prerequisite(s): PAR 101.

PAR 241 Contract Law ....4 QH
Introduces students to the fundamental principles and practices associated with contract law. Topics include the elements of a binding legal contract, such as the offer, acceptance, and consideration, the distinction between the common law of contracts and the Uniform Commercial Code (UCC) treatment of contracts, the study of sales transactions and commercial contracts, an analysis of the concept of performance and the legal remedies available for breach of contract, and the preparation of valid contractual agreements.
Prerequisite(s): PAR 101.

PAR 291 Civil Litigation ....4 QH
Introduces students to the stages of a lawsuit, including pretrial, trial, and post-trial procedures. Preparation of pleadings, motions, and subpoenas will be examined. This course will familiarize students with the fundamentals of discovery including interviewing techniques and case investigations. The Michigan Court Rules will also be examined.
Prerequisite(s): PAR 101, PAR 113A, PAR 201, PAR 211.

PAR 299 Paralegal Seminar ....1 QH
Provides students with an opportunity to share current work experiences and discussion of the current legal environments as applicable to their internships.
Corequisite(s): WRK 215.

PAR 321 Family Law ....4 QH
Introduces students to the areas of law related to marriage, divorce, separation, annulment, guardianship, and adoption. Topics discussed may include custody, child support, alimony, property distribution, and domestic partnerships, as well as the role of the attorney and paralegal in interviewing, determining jurisdiction, counseling, investigating, drafting, serving and filing of legal papers.
Prerequisite(s): PAR 101.

PAR 335 Health Care and Insurance Law ....4 QH
Provides an overview of the current issues in health care and insurance law. Topics may include malpractice by physicians and hospitals, tort reform and its impact on the health system, a discussion of insurance coverage, including private health insurance policies, Medicare, Medicaid, disability, long-term care and no-fault insurance, issues relating to access to health care as well as access to records, HIPAA and confidentiality of patient information, and advance directives.
Prerequisite(s): PAR 101, PAR 201.

PAR 341 Elder Law ....4 QH
Provides an overview of the legal issues facing our aging population. Topics covered may include estate planning, health and personal care planning, advance directives, financial powers of attorney, availability of benefits including Social Security, Supplemental Security Income, Veterans, Medicare and Medicaid, alternative housing arrangements such as assisted living facilities and nursing homes, elder abuse and neglect, and ethical issues inherent in the area of elder law.
Prerequisite(s): PAR 101, PAR 231A.

PAR 345 Alternative Dispute Resolution ....4 QH
Provides an overview of Alternative Dispute Resolution (ADR) as an alternative to traditional litigation. The basic methods of ADR, including binding as well as non-binding arbitration, mediation and negotiation, will be discussed. Students will learn the main areas where disputes often arise, how one or more methods of ADR apply, and how to determine the most appropriate method for resolving a matter. Topics covered may include the various forms of ADR, the application of ADR to specific disputes in various areas of the law, sources of ADR services, and the role of the paralegal in ADR.
Prerequisite(s): PAR 101.

PAR 351 Property and Real Estate Law ....4 QH
Exposes students to the practical side of real property transactions, emphasizing the residential process. Students will learn about preparing and recording documents for transfer of title, including purchase and sale agreements, mortgages and deeds, financing, the closing process, and landlord-tenant relationships.
Prerequisite(s): PAR 101.

PAR 361 Employment and Labor Law........................4 QH

Provides an overview of the laws that deal with the employment relationship, such as hiring and firing, wages and benefits, hours and overtime, and working conditions. Topics covered may include the various types of discrimination, federal wage and hours regulation, the concept of at-will employment, labor law, privacy laws, harassment in the workplace, workplace injuries and remedies, and employee handbooks.
Prerequisite(s): PAR 101.

PAR 371 Debtor/Creditor Law (Bankruptcy)........................4 QH

Introduces and familiarizes students with the legal issues, rights and remedies involving debtors and creditors. Topics covered may include Chapter 7 bankruptcy liquidation, Chapter 11 bankruptcy reorganization, and Chapter 13 wage-earner plans, as well as the areas of receivership, garnishments, secured creditors, and liens.
Prerequisite(s): PAR 101.

PAR 421 Administrative Law ....4 QH

Provides an overview of administrative law, namely those rules and regulations set forth by agencies of government whether at the state, local or federal level. We will address the function of administrative agencies, as well as how these agencies operate. Topics may include rule-making, constitutional and statutory limitations on agency operation, and specific administrative policies. The course will also discuss the role of the paralegal and the possibility of paralegal representation during administrative hearings.
Prerequisite(s): PAR 101.

PAR 431 Legal Technology and Software ....4 QH

This course provides students with practical application of specialized legal software and computer technology in the legal setting. Topics may include a discussion of technology and software options for time management, billing, calendaring and docketing, document management, word processing, legal research, litigation support, and specialty areas of law. Electronic filing and discovery, as well as the paperless office, will also be examined.
Prerequisite(s): PAR 101, PAR 113A, PAR 131.

PAR 435 Immigration Law ....4 QH

Provides an overview of the structure of immigration law, practice and procedure. Students will learn how to recognize the legal issues, prepare petitions and applications, and learn when, why, and where filings should be made. Students will gain a basic understanding of the history of immigration law, as well as the general procedures, terminology, and agencies that are involved in this area of law. Topics may include completing standard immigration forms, researching immigration law, and accessing government and other online materials relating to this field.
Prerequisite(s): PAR 101, PAR 113A.

PAR 445 Intellectual Property Law........................4 QH

Covers the field of intellectual property law, including the areas of copyrights, trademarks, trade secrets and patents. Students will gain a basic background in intellectual property law and will be introduced to the skills that are required of an intellectual property paralegal. Topics may include ownership of works, the fair use doctrine, registration of copyrights, trademarks and patents, infringement of rights, trade secrets, and use of online research tools in the area of intellectual property.
Prerequisite(s): PAR 101.

PAR 491 Evidence (Litigation II) ....4 QH

Provides an overview of general evidentiary principles and application in the trial process. Topics may include relevancy of evidence, judicial notice, presumptions, weight and sufficiency of evidence, burden of proof, competency of witnesses, objections to evidence, admissibility, and rules relating to examination and cross-examination of witnesses, including the concept of hearsay and its exceptions. This course will also discuss the role of the paralegal in the litigation process and emphasize the skills necessary for a litigation paralegal.
Prerequisite(s): PAR 291.

PHARMACY TECHNICIAN

PHT 101 Introduction to Pharmacy Technology ....2 QH

Provides an introduction to the pharmacy profession. This course will focus on the role of pharmacy technicians in various work settings, medical and pharmaceutical terminology, prefixes, suffixes, symbols, abbreviations used to interpret prescription orders, and the legal and ethical issues specific to pharmacy. Procedures for national certification are introduced.

PHT 111A Pharmacy Technology I........................4 QH

Introduces the basic concepts of pharmacology and drug references. Explores drugs and diseases associated with various body systems.
Prerequisite(s): C or better in SCI 100F, C or better in PHT 101.

PHT 112A Pharmacy Technology II........................4 QH

Explores drugs and diseases associated with various body systems. This course is a continuation of PHT111A.
Prerequisite(s): C or better in PHT 111A.

PHT 121 Interpretation of Medication Orders........................4 QH

This course will provide students with the skills needed to correctly fill medication orders. Students will learn to interpret medication orders, understand manufacturers' labels, calculate drug dosages, and translate prescriptions.
Prerequisite(s): C or better in MED 103, C or better in MTH 111, C or better in PHT 101.

PHT 211B Hospital Pharmacy........................4 QH

Applies basic pharmacy principles and procedures to the hospital environment. Focuses on aseptic technique and sterile product preparation. Proper procedures for IV admixtures and parenteral administrations are discussed and practiced. Introduces students to pharmacy calculations involving parenteral dosages, dosages measured in units, and IV flow rates. 40 hours of lecture with laboratory demonstrations.
Prerequisite(s): C or better in PHT 121, C or better in PHT 111A.

PHT 212B Community Pharmacy........................4 QH

Applies basic pharmaceutical principles and procedures to the community setting. Identifies the various ambulatory pharmacy settings. Focuses on proper preparation of a prescription with regards to product selection, label construction, measuring, mixing, and compounding. Students will be introduced to the use of computers in preparing a prescription. Basic components of third party insurance companies will be discussed. Inventory, marketing, monetary policies, and customer relations will be addressed. Commercial calculations involving selling price, cost, and mark-up are also introduced. 40 hours of lecture with laboratory demonstrations.
Prerequisite(s): C or better in PHT 121, C or better in PHT 111A.

PHYSICAL THERAPIST ASSISTANT

PTA 111 Introduction to PTA ....2 QH

Introduces physical therapist assistant students to the foundations and principles of the profession and the American Physical Therapy Association. Basic theories and practices of physical therapy are emphasized, with a detailed analysis of the boundaries between the physical therapist and the assistant. Ethical standards in practice and legislation governing the utilization of the PTA are also covered in detail. Scientific research design, psychological reactions to disability, and other issues relating to the profession and patient care are also discussed.
Prerequisite(s): B- or better in HSC 111.

PTA 171 Level I Fieldwork ....1 QH

Provides a part-time, unpaid, practical, work experience at a clinical setting, performing under the supervision of a licensed physical therapist. Clinical experience time is integrated with ongoing academic coursework to facilitate the transition from classroom to clinic. Clinical competencies, as expected of a developing clinician, will be assessed by the student's clinical instructor. Students are expected to complete full day assignments as scheduled. 40 clinical hours are required.
Prerequisite(s): Acceptance in the BRS or PTA program, Student background check.

PTA 172 Level I Fieldwork ....1 QH

Provides a part-time, unpaid, practical, work experience at a clinical setting, performing under the supervision of a licensed physical therapist. Clinical experience time is integrated with ongoing academic coursework to facilitate the transition from classroom to clinic. Clinical competencies, as expected of a developing clinician, will be assessed by the student's clinical instructor. Students are expected to complete full day assignments as scheduled. 40 clinical hours are required.
Prerequisite(s): C or better in PTA 171.

PTA 211 PTA Techniques I ....4 QH

Begins the student's experience with patient care. Patient preparation and monitoring of vital signs are reviewed. Assessment techniques of goniometry and muscle screening and treatment techniques of massage are learned in lecture and laboratory experiences. 20 hours of lecture and 40 hours of lab are required.
Prerequisite(s): Acceptance in the BRS or PTA program.

PTA 212 PTA Techniques II ....**4 QH**
Includes theory, principles of application, and development of technical skills with a variety of physical therapy treatments. Traction, superficial thermal agents, circulatory assistive devices, and electrotherapy agents are presented with basic competencies evaluated in laboratory experiences. Functional anatomy and basic patient handling skills are emphasized. 20 hours of lecture and 40 hours of lab are required.
Prerequisite(s): C or better in PTA 211.

PTA 221A Therapeutic Exercise I ....**4 QH**
Covers kinesiological principles as applied to the human body. Exercise physiology in rehabilitation, tissue regeneration, and basic isotonic, isometric, and isokinetic exercise are learned. Students will also be instructed in methodology of basic fitness testing and basic terminology and techniques of extremity manual therapy. Joint assessment and a problem-solving approach to therapeutic exercise prescription are utilized. Joints of the extremities and the truck are systematically reviewed by analyzing pathological conditions and orthopedic management. 20 hours of lecture and 40 hours of lab are required.
Prerequisite(s): Acceptance in the BRS or PTA program.

PTA 222B Therapeutic Exercise II ....**5 QH**
Introduces advanced exercise and rehabilitation techniques using the clinical problem-solving approach to patient care. All professional level coursework is integrated into this course with the introduction of clinical neuroanatomy, developmental sequencing, and a variety of neurological approaches. Common neurological pathologies and their clinical manifestations are discussed. Laboratory participation and the case study approach to patient care decision making is emphasized. 20 hours of lecture and 60 hours of lab are required.
Prerequisite(s): C or better in PTA 221A.

PTA 231B Functional Mobility ....**4 QH**
Describes the levels of independence along the mobility spectrum addressing safety, positioning, and guarding techniques for each level. Bed mobility, wheelchair utilization, assistive device training, and transfers, using proper body mechanics are learned. Normal gait patterns are studied and deviations are reviewed. Basic orthotics and prosthetics are presented. The primary objective of this course is to familiarize students with methods to optimize patient mobility. 20 hours of lecture and 40 hours of lab are required.
Prerequisite(s): Acceptance in the BRS or PTA program.

PTA 241C Acute and Long-Term Care ....**3 QH**
Provides an in-depth study to analyze the unique physical therapy challenges of the geriatric and acute care patient populations. Topics covered in detail include burn and open wound management, cardiac rehabilitation, multiple trauma, circulatory assistive devices, postsurgical management, and orthopedic and neurological conditions common to the elderly.
Prerequisite(s): C or better in PTA 211.

PTA 258 Special Topics in Physical Therapy ....**3 QH**
Presents a focused study of the special rehabilitation needs of patient groups including athletes, adults with neurological disorders, children, and workers. Topics covered include patient education, injury prevention, special rehabilitation techniques, and other specific information for each group. A variety of areas may be covered including: aquatic exercise programs, sports medicine for the athlete, industrial rehabilitation, treatment and positioning of the pediatric patient, adult neurological rehabilitation, and other current topics in physical therapy. Assessment and treatment of common diagnoses in these groups are addressed.
Prerequisite(s): C or better in PTA 211.

PTA 261B Professional Preparation I ....**1 QH**
Focuses on professionalism, the role of the interdisciplinary health care team, effective communication skills, and patient interviewing techniques. Also described in detail are the critical nature of self-assessment, recognition of stressors, and utilization of appropriate coping mechanisms. This course will also orient students to the part-time clinical experience process.
Prerequisite(s): Acceptance in the BRS or PTA program.

PTA 262A PTA Capstone ....**1 QH**
Provides PTA students with a capstone experience to assimilate previous didactic and clinical material in preparation for sitting for the licensure examination including academic review and application process. Requirements of this course include submission of written case study, submission of portfolio, and sitting for a timed practice licensure examination.
Prerequisite(s): Dean's approval. Corequisite(s): PTA 271C.

PTA 263 Professional Preparation II ....**1 QH**
Presents an overview of the organizational structure in a physical therapy department and orientation to management/supervisory styles. Also described in detail are operational issues impacting the PTA in today's health care arena, including documentation guidelines, billing and insurance issues, and total quality improvement. This course will also orient students to the full-time clinical affiliation process.
Prerequisite(s): C or better in PTA 261B.

PTA 271C PTA Level II Fieldwork ....**6 QH**
Provides a six-week, unpaid, practical, learning experience at a clinical setting, performing under the supervision of a licensed physical therapist. In-services may be required by the clinical site. Clinical competencies will be assessed by the student's clinical instructor. Students are expected to complete 240 hours.
Prerequisite(s): C or better in PTA 222B.

PTA 272C PTA Level II Fieldwork ....**6 QH**
Provides a six-week, unpaid, practical, work experience at a clinical setting, performing under the supervision of a licensed physical therapist. In-services may be required by the clinical site. Clinical competencies will be assessed by the student's clinical instructor. A greater emphasis on independence, professional confidence, and competent decision making will be expected in this final clinical experience. Students are expected to complete 240 hours.
Prerequisite(s): Dean's approval. Corequisite(s): PTA 262A.

POLITICAL SCIENCE

POL 201A American Political Systems ....**4 QH**
Studies the functions of government at the national, state, and local levels. Particular emphasis is placed on the effects of government policies on individuals and businesses. The areas of study include the Constitution, federalism, interest groups, courts, the bureaucracy, the economy, congress, the Presidency, and political parties.

POL 401 International Relations ....**4 QH**
Includes the study of international relations theory, development, and communications as well as American and comparative foreign policy analysis, international law, comparative politics, and peace studies, including conflict resolution and arms control.

POLYSOMNOGRAPHIC TECHNOLOGY

PST 101 Introduction to Polysomnography ....**4 QH**
Introduces students to the profession of polysomnographic technology. Topics include the history and an overview of sleep medicine. Additionally, this course will discuss the skills necessary to evaluate and assess the patient and their medical record for information that is pertinent to appropriate data acquisition, patient care, and therapeutic acquisition
Prerequisite(s): B- or better in ENG 102, B- or better in MED 103, B- or better in MTH 112, B- or better in SCI 102C, B- or better in SCI 246. Corequisite(s): PST 111.

PST 111 Polysomnographic Seminar I ....**1 QH**
Presents a series of discussions by professionals about the field of polysomnography. Weekly lectures include insight into the profession from various medical specialties and the relationship that sleep studies have on the human body.
Corequisite(s): PST 101.

PST 112 Polysomnographic Seminar II ....**1 QH**
Presents a continuous series of discussion by professionals on current topics in polysomnography and other related areas of medicine. Weekly lectures include insight into the profession about individual clinical problems.
Prerequisite(s): B- or better in PST 111, B- or better in PST 121, B- or better in PST 131, B- or better in PST 201, B- or better in PST 261.

PST 121 Patient Preparation ....**2 QH**
Focuses on general patient assessment, communication skills, and basic techniques in patient handling. Skill sets will include; vital signs, lead placement, interview and documentation techniques, the administration of pre- and post-procedure questionnaires and follow-up processes as well as patient safety precautions.
Prerequisite(s): Acceptance in the program. Corequisite(s): PST 131, PST 201, PST 261.

PST 131 Professional Management and Legal Issues ....2 QH

Prepares students to recognize the appropriate interactions between technologists, patients, and other health professionals as it relates to legal and ethical principles of patient care. Current trends in confidentiality, behavioral observations and documentation will be included. In addition, the day to day operational functionality and management of the facility will be explored.

Prerequisite(s): Acceptance in the program. Corequisite(s): PST 121, PST 201, PST 261.

PST 201 Electronic Theory and Instrumentation Monitoring ....4 QH

Provides students with an introduction to general electrical theory, safety and amplification. Students will learn to calculate calibration signals required by electrophysiologic monitoring devices and summarize the process of measuring the electromechanical functions of the human body. Proficiency in equipment evaluation and troubleshooting skills will be key outcomes for this course.

Prerequisite(s): Acceptance in the program. Corequisite(s): PST 121, PST 131, PST 261.

PST 211 Therapeutic Interventions ....4 QH

Introduces students to the organization and study of the international classification of sleep disorders. Emphasis will be on etiology and epidemiology as it relates to all classifications of sleep disorders. Other areas of inquiry will include; symptomology, indicated test procedures, and appropriate therapeutic modalities for disorders of sleep.

Prerequisite(s): B- or better in PST 121, B- or better in PST 131, B- or better in PST 201, B- or better in PST 261.

PST 221A Neuroanatomy and Pathology ....2 QH

Explores basic EEG and reviews the anatomy and physiology of the nervous and cardiopulmonary systems with emphasis on abnormalities during sleep and wake. Topics include; the anatomy of the upper airway, pulmonary and cardiac systems, pulmonary ventilation mechanics, and pulmonary blood flow. Discussions will include the structure and function of the brain, its relationship to the generation of sleep and benefits of normal sleep architecture and consequences of sleep deprivation as well as the mechanism of breathing.

Prerequisite(s): B- or better in PST 121, B- or better in PST 131, B- or better in PST 201, B- or better in PST 261.

PST 231 Cardiorespiratory Pharmacology ....2 QH

Explores the treatment options for sleep apnea syndrome to include; CPAP, Bi-level, humidification, surgical, oral/dental, positional therapies, pharmacology, sleep hygiene, and nutrition. Other topics that will be covered are the affect of drugs in common use have on the polysomnogram, and recognizing and responding to emergency situations.

Prerequisite(s): B- or better in PST 121, B- or better in PST 131, B- or better in PST 201, B- or better in PST 261.

PST 241 Sleep Analyzing Computers ....4 QH

Focuses on learning the computer systems used for the collection, analysis, and archiving of sleep studies. Evaluation of computer hardware, software, in-lab and portable digital systems and database management will be discussed. Windows and Windows NT based programs will be emphasized. The computer technology used in monitoring human sleep will introduce students to software programs designed to specifically record EEG, EMG, ECG, airflow, respiratory effort, oximetry, snoring, ETCO2 as well as other possible parameters of sleep. Students will develop skills in patient data entry, creating and managing patient databases and printing reports. Other areas include; biomedical or IS support, warranties, extended service plans, and software updates. 20 hours of lecture and 40 hours of lab are required.

Prerequisite(s): B- or better in PST 112, B- or better in PST 211, B- or better in PST 221A, B- or better in PST 231, B- or better in PST 262.

PST 261 Polysomnography Clinical I ....2 QH

Provides students with the first on site laboratory clinical experience in sleep study technology. Participants will gain insight from day-to-day sleep laboratory operations and interactions with patients and practitioners. This 40 hour laboratory clinical experience will begin developing the technical and patient skills needed to actively participate in sleep study activities.

Prerequisite(s): Acceptance in the program. Corequisite(s): PST 121, PST 131, PST 201.

PST 262 Polysomnography Clinical II ....2 QH

Integrates the student's clinical application of knowledge with their ability to perform polysomnographic testing. Skills include; patient interaction, setup and monitoring of equipment and patient interaction. Beginning CPAP and Bi-level titrations, documentation and completion of study to include; tear down and clean up will be included. Scoring of the various sleep monitoring events will be explored. 80 clinical hours are required.

Prerequisite(s): B- or better in PST 121, B- or better in PST 131, B- or better in PST 201, B- or better in PST 261.

PST 271 Polysomnography Internship ....4 QH

Requires students to participate in a 160 hour clinical experience with patients and technologists at an approved sleep disorder center or hospital. This internship will include all aspects involved in a polysomnologist's responsibilities. Students must be prepared and willing to participate on any shift that may be required to complete this 160 hour internship experience.

Prerequisite(s): Dean's approval, B- or better in PST 112, B- or better in PST 211, B- or better in PST 221A, B- or better in PST 231, B- or better in PST 262.

PST 281 Advanced Polysomnography ....4 QH

Advance techniques and integration of all the components of sleep medicine technology will be addressed in this course. Evaluation and assessment techniques, scoring, quality control, and facility protocols.

Prerequisite(s): B- or better in PST 112, B- or better in PST 211, B- or better in PST 221A, B- or better in PST 231, B- or better in PST 262.

PST 291 Polysomnography Registry Review ....2 QH

Focuses on didactic lectures and mock reviews which review the subject matter needed to successfully complete the Board of Registered Polysomnographic Technologist (BRPT) examination. The course will consist of a review of already acquired technical and clinical skills. Students' areas of test weaknesses and strengths will be identified through practice exams with instructor feedback.

Prerequisite(s): PST 231, PST 221A, PST 262, PST 112, PST 211. Corequisite(s): PST 281, PST 271, PST 241.

PRACTICAL NURSING

PN 101 Basic Nursing Concepts in Practical Nursing ....2 QH

Provides students with the basic concepts of nursing including the history and development of practical nursing. The process of critical thinking and basic nursing theories will be introduced. Students will learn cultural and spiritual assessments for clients and develop a personal philosophy of nursing.

Prerequisite(s): Acceptance in the program, Student background check.

PN 106 Practical Nursing Pharmacology ....4 QH

Provides students with the knowledge necessary to safely administer medications. Included is an overview of pharmacologic essentials such as: three systems of measurement, abbreviations and symbols, classifications of drugs, and commonly used drugs. In applying the nursing process, the procedures for administration of medication and the importance of safe practice will be stressed. Common medication classifications will be presented.

Prerequisite(s): Acceptance in the program.

PN 111 Practical Nursing Fundamentals ....4 QH

Provides students with the basic fundamental knowledge and skills necessary to deliver care to the adult patient. Students will learn and apply the nursing process to residents in long term care facilities. Development of a "caring" philosophy as applied to the holistic care of adults will permeate this course.

Prerequisite(s): Acceptance in the program. Corequisite(s): PN 112, PN 113.

PN 112 Practical Nursing Fundamentals - Clinical Applications ....2 QH

Introduces students to the provision of nursing care for the adult patient in a long term care facility. Basic nursing skills will be utilized. Students will apply the nursing process through participation in basic nursing care of adult clients in uncomplicated health care situations. 80 clinical hours are required.

Prerequisite(s): Acceptance in the program. Corequisite(s): PN 111, PN 113.

PN 113 Practical Nursing Fundamentals Lab ....2 QH

Provides students with the opportunity to develop basic nursing skills. Students will learn and apply standard precautions, bed-making, infection control, providing a safe patient environment, wound care, sterile procedures, feeding tube care, urinary catheterizations, and nasogastric tube insertions. 40 hours of lab are required.

Prerequisite(s): Acceptance in the program. Corequisite(s): PN 111, PN 112.

PN 131A Maternity Nursing for Practical Nurses ....2 QH

Provides an exploration of practical nursing care for women in the prenatal, labor/delivery, and post-partum phases of pregnancy and newborns. Students will learn to assess pregnancy wellness. The complications of pregnancy and pregnancy outcomes that threaten the childbearing family will be examined from both physiologic and psychosocial aspects.

Prerequisite(s): B- or better in PN 141, B- or better in PN 142, B- or better in PN 146, B- or better in PN 147 or B- or better in PN 151, B- or better in PN 152. Corequisite(s): PN 132A.

PN 132A Maternity Nursing for Practical Nurses - Clinical Applications ....1 QH

Provides a clinical opportunity for students to observe the nursing process to maternity nursing care. Students, under the supervision of a clinical instructor, will observe and apply basic nursing assessment and nursing management skills in the care of the pregnant client. 30 hours of clinical with occasional lab demonstrations.

Prerequisite(s): B- or better in PN 141, B- or better in PN 142, B- or better in PN 146, B- or better in PN 147 or B- or better in PN 151, B- or better in PN 152. Corequisite(s): PN 131A.

PN 136A Pediatric Nursing for Practical Nurses..2 QH

Provides an exploration of practical nursing care for infants and children. Students will learn to assess wellness and common childhood illnesses and immunizations.

Prerequisite(s): B- or better in PN 141, B- or better in PN 142, B- or better in PN 146, B- or better in PN 147 or B- or better in PN 151, B- or better in PN 152. Corequisite(s): PN 137A.

PN 137A Pediatric Nursing for Practical Nurses - Clinical Applications ....1 QH

Provides a clinical opportunity for students to observe the nursing process to pediatric nursing care in the health care setting. Students, under the supervision of a clinical instructor, will observe and participate in nursing care of the client. 30 hours of clinical with occasional lab demonstrations.

Prerequisite(s): B- or better in PN 141, B- or better in PN 142, B- or better in PN 146, B- or better in PN 147 or B- or better in PN 151, B- or better in PN 152. Corequisite(s): PN 136A.

PN 151 Practical Nurse Care of Adults..4 QH

Provides development of management skills for students. Topics include delegation, team building, cultural consideration, change theory, and dealing with conflict.

Prerequisite(s): B- or better in NUR 121, B- or better in NUR 122, B- or better in NUR 131, B- or better in NUR 141. Corequisite(s): PN 152.

PN 152 Practical Nurse Care of Adults Practicum..4 QH

Provides a more complex and holistic study and focus on the care of the medical surgical patient and the health care needs of older adults. This course continues to build upon the concepts and theories taught in previous courses including both social and psychosocial changes of aging.

Prerequisite(s): B- or better in NUR 121, B- or better in NUR 122, B- or better in NUR 131, B- or better inNUR 141. Corequisite(s): PN 151.

PN 171 Practical Nursing Seminar ....4 QH

Integrates the previously acquired knowledge and skills necessary to begin a career in nursing. Topics include delegation and leadership, dealing with conflict, and career growth. Standardized testing with remediation as well as case studies and the nursing process will be utilized. The portfolio will be finalized in this course.

Prerequisite(s): B- or better in PN 141, B- or better in PN 142, B- or better in PN 146, B- or better in PN 147 and Sophomore status; or B- or better in PN 151, B- or better in PN 152 and Sophomore status.

PROJECT MANAGEMENT AND PLANNING

PPM 301 Project Management ....4 QH

Introduces students to the five processes of project management: initiating, planning, executing, controlling, and closing. Topics include an overview of the evolution of project management, tools and techniques, and the project life cycle. Students will gain experience with the basic techniques of project planning, scheduling, execution, and closure.

Prerequisite(s): Junior status.

PPM 311 Project Planning ....4 QH

Expands on student's knowledge of project planning. Topics include project and scope definition, feasibility studies, activity sequencing, and identification of measures of success. Students will learn how to create, plan and effectively use planning tools, including project management software to work with subtasks, assign resources, and resolve time and resource conflicts.

Prerequisite(s): Junior status, WPG 098 or high school typing/proficiency.

PPM 321 Negotiation Strategies ....4 QH

Provides students with complete coverage of the knowledge, attitude, and skills necessary for success in negotiation. Topics include strategies and techniques for negotiation, different forms of negotiation, ethical and unethical behavior, conflict resolution, and mediation. Students will practice these principles to increase their negotiating ability.

Prerequisite(s): Junior status.

PPM 401 Project Cost and Budget Management ....4 QH

Introduces students to accounting concepts and principles necessary for developing project budgets and monitoring budget costs. This course also covers cost estimation techniques. Students will practice developing a project budget, tracking costs, and reporting financial cost information. Also addresses issues related to risk analysis, risk minimization, risk control, and risk management.

Prerequisite(s): Junior status, MTH 091 or satisfies developmental math or placement exam.

PPM 411 Leading Project Teams..4 QH

Addresses effective utilization of human resources in project management. Provides an understanding of project leadership techniques, authority and power, motivation, team development, as well as problem solving, decision making, and interpersonal skills. Students will develop an understanding of effective communication techniques for communicating project status as well as recruitment of project team members.

Prerequisite(s): Junior status.

PPM 421 Contracting and Procurement for Project Managers.........................4 QH

Explains the contracting and procurement process and the roles and responsibilities of the project manager in successful contracting to meet a project's objectives. Topics include procurement planning and management, preparing statements of work, proposal requests, contractor selection, and types of contracts. Introduces principles of contract and subcontract administration and reviews the differences between government and private purchasing processes.

Prerequisite(s): Junior status.

PPM 499 Senior Design Project in Project Management ....4 QH

Provides students with an opportunity to demonstrate mastery of the nine areas of the project management body of knowledge: scope, quality, time, cost, risk, human resources, procurement, communications, and integration management. This is a capstone course that integrates the content of the other project management and planning courses. Taught in a guided self-study format, students will complete a comprehensive project and prepare for certification tests by taking a practice test.

Prerequisite(s): Dean's approval.

PSYCHOLOGY

PSY 101 Human Relations ....4 QH

Explores aspects of self and human interaction with applications to both personal and professional growth. Topics include stress and stress management, self concept and self esteem, goal setting, problem solving, communication skills, and relationship skills.

PSY 111 General Psychology ....4 QH

Examines the science of behavior and mental processes. Topics include human development, perception, emotion, motivation, personality, social psychology, behavior disorders, and therapy.

PSY 121 History of Psychology..4 QH

Explores the history and development of psychology as a discipline. Compares and contrasts important theories and their historical roots. Selected content areas within psychology and their occupational potential are discussed.

Prerequisite(s): PSY 111.

PSY 201A Cognitive-Behavior Therapy ....4 QH

Examines the background, theoretical underpinnings, and process of cognitive behavior therapy. Topics include maladaptive thought patterns and cognitive behavior therapy solutions, several expressions of cognitive behavior therapy, and cognitive behavior therapy applications to common problems such as fear, anger, addiction, and depression.

Prerequisite(s): PSY 101 or PSY 111.

PSY 211 Psychology of Death and Dying ....4 QH

Presents the topic of death and dying with the aim of enhancing the student's understanding and ability to cope with the social processes of dying, death, and bereavement.

Prerequisite(s): PSY 101 or PSY 111.

PSY 221 Developmental Psychology...4 QH

Examines changes that occur across the human life span, from conception to old age and death. Topics include physical, perceptual, cognitive, personality, social, and emotional changes.

Prerequisite(s): PSY 111.

PSY 231 Organizational Psychology ....4 QH
Explores selection, placement, and evaluation of personnel, work motivation, leadership, worker well-being, group organization, and processes in the workplace.
Prerequisite(s): PSY 101 or PSY 111.

PSY 231R Organizational Psychology ....6 QH
Explores selection, placement, and evaluation of personnel, work motivation, leadership, worker well-being, group organization, and processes in the workplace. This course is exclusive to the Accelerated Bachelor Degree program.
Prerequisite(s): MTH 312R, WRI 312R.

PSY 241 Theories of Counseling ....4 QH
Provides a foundation for understanding the field of counseling. This course covers what counselors do; the qualities of effective counseling; and basic concepts of the most influential theories of modern counseling, considering the strengths and weaknesses of each. It also examines legal, ethical, and cross-cultural issues.
Prerequisite(s): PSY 101 or PSY 111.

PSY 251 Cognitive Psychology ....4 QH
Explores the psychology of thought, including reception of information, short- and long-term storage, perception, memory, concept formation, language acquisition, problem solving, imagination, and creativity. Students explore how people acquire, process, store, and use information. This course is exclusive to the Bachelor of Science in Psychology (Online only).
Prerequisite(s): PSY 121, PSY 221.

PSY 271 Sports Psychology ....4 QH
Surveys research and theories related to maximizing the potential of healthy individuals with a focus on improving athletic performance both mentally and physically. Assisting athletes to achieve their potential is examined. Students explore career options and requirements in the field of sports psychology. This course is exclusive to the Bachelor of Science in Psychology (Online only).
Prerequisite(s): PSY 121.

PSY 281 Stress Management ....4 QH
Develops a personal understanding of stress and a proactive approach for confronting negative stressors and reactions to stress through class discussion, small group interaction, and projects.

PSY 311 Abnormal Psychology ....4 QH
Examines the symptomatology, diagnosis, and causes of various forms of psychopathology. Topics include current theory and research; ethical and social issues; and historical and current approaches to treatment of mental illness.
Prerequisite(s): PSY 101 or PSY 111.

PSY 321 Psychology of Disability ....4 QH
Explores the psychosocial adjustment to physical and emotional disability from the patient, family, and caregiver perspectives. Abnormal reactions and methods of facilitating adjustment are also discussed.
Prerequisite(s): PSY 101 or PSY 111.

PSY 331 Human Development I ....4 QH
Focuses on theories and research in human development from conception to puberty. Selected topics include physical, language, intellectual, moral, personality, and socioemotional development.
Prerequisite(s): PSY 111.

PSY 332 Human Development II ....4 QH
Examines the theories and research in human development from adolescence to old age and death. Topics covered are physical, cognitive, personality, and socioemotional development, including identity, delinquency, drug use, career, relationships, retirement, and health care.
Prerequisite(s): PSY 111.

PSY 335 Human Sexuality ....4 QH
Offers an analysis of the anatomical, psychological, cultural, and social aspects of a wide range of topics in the area of human sexuality. Emphasis is on the development of an understanding and appreciation of variations of sexual expression and the role of sexuality throughout the various phases of the life cycle.
Prerequisite(s): PSY 101 or PSY 111.

PSY 336 Psychology of Gender ....4 QH
Explores the bio-cultural influences that contribute to gender differences. Theories, myths, and stereotypes related to gender are reviewed. Topics include historical trends, role conflicts, impact of life events, identity development, and employment. This course is exclusive to the Bachelor of Science in Psychology (Online only).
Prerequisite(s): PSY 221.

PSY 350 Child Psychology ....4 QH
Explores human development from conception through adolescence, with an emphasis on mental, social, and emotional growth. Developmental processes of socialization, cognition, emotional growth, and personality development are examined. Theories about child development are assessed. Research findings on disorders common to children are considered.
Prerequisite(s): PSY 221.

PSY 351 Adolescent Psychology ....4 QH
Studies the nature of pre-adolescent and adolescent behavior and its underlying dynamics. This course focuses on understanding and working with adolescents and pre-adolescents in our society, with an emphasis on behavior development. It includes physical, emotional, social, and intellectual growth of adolescents.
Prerequisite(s): PSY 111.

PSY 355 Personality Psychology ....4 QH
Surveys major studies of personality and theories related to personality development. Examines how interpersonal behavior is influenced by individual differences. Students are provided opportunities to analyze the results of personality indicators. This course is exclusive to the Bachelor of Science in Psychology (Online only).
Prerequisite(s): PSY 121, PSY 221.

PSY 366 Research Methods I ....4 QH
Provides a foundation for understanding research in the field of psychology. Students explore and gain understanding of the tools needed to critically read and evaluate research. Students gain knowledge of and develop research design skills and explore the scientific methods of inquiry, APA standards, and the ethical considerations of research. Knowledge of quantitative research design methodology by studying and critically analyzing the foundations, strategies, and practice of research in the field of professional psychology are investigated and applied. Reliability and validity of measures are evaluated and the process and various approaches of quantitative research are explored. This course is exclusive to the Bachelor of Science in Psychology (Online only).
Prerequisite(s): MTH 401, PSY 121.

PSY 367 Research Methods II ....4 QH
Examines the qualitative methods of conducting research in a continuation of PSY 366 Research Methods I. Knowledge of qualitative research design methodology is investigated and applied by studying and critically analyzing the foundations, strategies, and practice of research in the field of professional psychology. Students continue to gain knowledge and demonstrate appropriate use of research tools, research planning and design, methodologies, and communication of results using APA standards. Analytical procedures for data analysis methods are explored and applied. The steps of qualitative research are examined and reliability and validity of measures are evaluated. This course is exclusive to the Bachelor of Science in Psychology (Online only).
Prerequisite(s): PSY 366.

PSY 381 Cross-Cultural Psychology ....4 QH
Examines the influence of culture on the individual. Illustrates commonalities and differences in behavior in a variety of cultures. Some topics covered include perception, gender, emotions, cognition, verbal and nonverbal communication, sexual orientation, and socialization. Multicultural views and cultural adaptation are addressed. This course is exclusive to the Bachelor of Science in Psychology (Online only).

PSY 391 Bio-Chemical/Neural Psychology ....4 QH
Includes the study of primate brain activity, bio-chemical and electrical processes, and neural patterns that underlie behavior. Students develop an understanding of brain functions in relation to behavior. Normal brain activity is compared and contrasted with abnormal brain activity. This course is exclusive to the Bachelor of Science in Psychology (Online only).

PSY 401 Social Psychology ....4 QH
Presents a study of individuals in the social context in which they live. Topics such as attitudes and attitude change, altruism, effects of being in a group, conformity, obedience, persuasion, and interpersonal attraction are studied.
Prerequisite(s): PSY 101 or PSY 111.

PSY 402 Gerontology ....4 QH
Focuses on physical, cognitive, personality, and socioemotional development in late adulthood. Topics include physical and mental health, health care, living arrangements, intellectual and perceptual functioning, marriage and family, sexuality, widowhood, retirement, leisure activities, social relations, the dying process, and bereavement.
Prerequisite(s): PSY 332.

PSY 405 Psychopharmacology ....2 QH

Studies the history and development of psychopharmacological agents, their effects on the biochemistry of the human being, the legitimate use of medications, and their importance for treatment. Topics include a review of the classes of psychotropic drugs, drug overdose, the side effects and interactions of psychotropic drugs, and drug tolerance.

Prerequisite(s): PSY 311.

PSY 411 Clinical Methods in Mental Health........................4 QH

Surveys the theoretical and practical issues and concerns involved in helping people with behavioral and emotional problems. The topics covered include psychological interviewing, diagnostic testing, individual and group counseling, and psychotherapy. Hospitalization and medical treatments are also discussed.

Prerequisite(s): PSY 311.

PSY 431 Physiological Psychology ....4 QH

Provides an opportunity to study the physiological bases for behavior and human development. Students explore the relationship among brain function, physiological processes, and behavior. Other topics include sensory motor activities and the influence of hormones on behavior. This course is exclusive to the Bachelor of Science in Psychology (Online only).

Prerequisite(s): PSY 391.

PSY 441 Sensation and Perception ....4 QH

Provides an overview of the five senses (vision, hearing, touch, taste, and smell) with a specific concentration on vision and hearing. Students develop an understanding of how humans distinguish the use of these senses in interpreting the world. This course is exclusive to the Bachelor of Science in Psychology (Online only).

Prerequisite(s): PSY 391.

PSY 442 Learning and Memory ....4 QH

Surveys issues related to learning and retention of learning among various species, including Homo sapiens. Major theories about memory are evaluated. Topics of classical and operant conditioning, cognitive learning theory, information processing, attention, and models of short- and long-term memory are assessed. This course is exclusive to the Bachelor of Science in Psychology (Online only).

Prerequisite(s): PSY 441.

PSY 445 Motivation and Emotion ....4 QH

Explores the biological and physiological bases that control instinctive drives. Additional emphasis is placed on curiosity, aggression, and emotional responses to external information, as well as the history of motivation. This course is exclusive to the Bachelor of Science in Psychology (Online only).

Prerequisite(s): PSY 391.

PSY 451 Psychopharmacology for Psychology Majors....................4 QH

Surveys psychopharmacology, psychotropic drugs, and drug therapy, with an emphasis on the influence of drugs on mental capacity, performance, and tolerance. Examines current and possible drug treatments for psychopathological symptoms. Addictive drugs, over medicating, substance abuse, over diagnosing, and alternative methods are evaluated. This course is exclusive to the Bachelor of Science in Psychology (Online only).

Prerequisite(s): PSY 311, PSY 391.

PSY 491 Senior Seminar: Psychology..................................4 QH

Reflects the capstone course and allows students to demonstrate competency of knowledge from prior courses in the program. This course integrates knowledge, foundational concepts, and skills used in psychological research. This course is exclusive to the Bachelor of Science in Psychology (Online only).

Prerequisite(s): Senior status.

RADIATION THERAPY

RDT 171 Introduction to Radiation Therapy........................4 QH

Gives students an overview of radiation therapy and its contribution to the health care team. This course addresses such topics as professional standards of competencies, accreditation, credentialing, professional organizations, and career mobility. Additionally, students will explore current oncology problems, theories of cancer development, cancer prevention, cancer management, treatment techniques, and protocols used in providing optimal cancer management. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.

Prerequisite(s): Dean's approval.

RDT 221 Imaging and Processing in Radiation Oncology ....5 QH

Establishes a knowledge base in factors that govern and influence the production and recording of radiographic images for patient simulation, treatment planning, and treatment verification in radiation oncology. Radiation oncology imaging equipment and related devices will be emphasized. 40 hours of lecture and 20 hours of lab are required. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.

Prerequisite(s): Acceptance in the program.

RDT 231 Patient Care Management ....2 QH

Exposes the radiation therapy student to basic concepts of patient care, chemotherapy protocols, agents and side effects, oncologic problems, and emergencies as well as psychological aspects of the cancer patient that will confront students in the medical setting. Emphasis on the total patient is presented with regard to the patient s physical, psychological, social, and spiritual needs. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.

Prerequisite(s): Acceptance in the program.

RDT 261 Radiobiology..2 QH

Provides an in-depth presentation of cell response to radiation. Factors which influence the effects of radiation, tissue sensitivity, and environmental responses are discussed. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.

Prerequisite(s): Acceptance in the program.

RDT 311 Radiation Therapy Physics I................................4 QH

Introduces basic physics concepts and their relationship to radiation and protection. This course covers forces, matter and energy, heat and heat transfer, waves, light, electricity and magnetism, atomic physics, and radioactivity. Properties and production of x-rays, radiation, interactions with matter, radiation exposure, x-ray tubes, and circuitry are included. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.

Prerequisite(s): Acceptance in the program.

RDT 312 Radiation Therapy Physics II ....4 QH

Focuses on the principles of radiation therapy physics and protection and how they relate to the operation of radiation therapy equipment, fundamental procedures in dose measurement and certification, and machine calibration as well as radioactive materials. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.

Prerequisite(s): B- or better in RDT 311.

RDT 321 Cross Sectional Anatomy ....4 QH

Provides students with an understanding of 3-D medical imaging and its value to radiation therapy in relationship to tumor localization, volume visualization, treatment planning, visualization of normal and abnormal anatomy, and 3-D patient geometry as well as the machinery used to produce the images. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.

Prerequisite(s): B- or better in RDT 341.

RDT 331 Introduction to Clinical Practicum I ....5 QH

Introduces students to the various treatment machines, recordkeeping mechanisms, treatment planning processes, etc., in the clinical education center. This course is an hands-on laboratory conducted at the clinical education center(s) for 160 hours. Some evening labs may be required. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.

Prerequisite(s): B- or better in RDT 231 and Student background check.

RDT 332 Introduction to Clinical Practicum II ....5 QH

Continues the student's experience with the various treatment machines, recordkeeping mechanisms, treatment planning processes, etc. , in the clinical education center. This course is a hands-on laboratory conducted at the clinical education center(s) for 160 hours. Some early morning or evening labs may be required. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.

Prerequisite(s): B- or better in RDT 331.

RDT 341 Principles and Practice of Radiation Therapy I ....5 QH

Provides an overview of cancer and the specialty of radiation therapy. The historic and current aspects of cancer treatment will be covered. The roles and responsibilities of the radiation therapist will be discussed. In addition, treatment prescription, techniques, and delivery will be covered. 40 hours of lecture and 20 hours of lab are required. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.

Prerequisite(s): Acceptance in the program.

RDT 342 Principles and Practice of Radiation Therapy II ....5 QH

Examines and evaluates the management of neoplastic disease using knowledge in arts and sciences, while promoting critical thinking and the basis of ethical clinical decision making. The epidemiology, etiology, detection, diagnosis, patient condition, treatment, and prognosis of neoplastic disease will be presented, discussed, and evaluated in relation to histology, anatomical site, and patterns of spread. The radiation therapist's responsibility in the management of neoplastic disease will be examined and linked to the skills required to analyze complex issues and make informed decisions while appreciating the scope of the profession. 40 hours of lecture and 20 hours of lab are required. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.
Prerequisite(s): B- or better in RDT 341.

RDT 421 Dosimetry I ....5 QH

Introduces students to the concepts of treatment planning, i.e., external beam (photon & electron) techniques, depth dose, isodose curves, summation of plans, and manual and computer calculations. 40 hours of lecture and 20 hours of lab are required. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.
Prerequisite(s): B- or better in RDT 312.

RDT 422 Dosimetry II ....5 QH

Continues the concepts of treatment planning, including but not limited to, irregular field techniques, moving beam therapy, and brachytherapy with manual and computer calculations. 40 hours of lecture and 20 hours of lab are required. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.
Prerequisite(s): B- or better in RDT 421.

RDT 451 Oncology Practicum I ....1 QH

Provides students with the chance to express his/her knowledge of the principles of oncology management, normal/abnormal cytology, pathology, radiation reactions, and patient care, for specific anatomical sites. This is the first course in a series of independent study courses. Students will state the multidisciplinary modality treatments and rationale for these treatments based on the anatomical site of interest. All objectives are based on knowledge previously acquired in the radiation therapy didactic courses and clinical practicums. This is a 9 week course. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.
Prerequisite(s): Dean's approval.

RDT 452 Oncology Practicum II ....2 QH

Provides students the chance to express his/her knowledge of principles of oncology management, normal/abnormal cytology, pathology, radiation reactions, and patient care for specific anatomical sites. This is the second in a series of four independent study courses. Students will state the multidisciplinary modality treatments and rationale for these treatments based on the anatomical site of interest. All objectives are based on knowledge previously acquired in the radiation therapy technology didactic courses and clinical practicums. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.
Prerequisite(s): B- or better in RDT 451.

RDT 453 Oncology Practicum III ....2 QH

Provides students the chance to express his/her knowledge of oncology management. This is the third in a series of four independent study courses. The emphasis shifts to specific case histories for which students will be required to analyze the contents of the history and define the expected treatment/outcome. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.
Prerequisite(s): B- or better in RDT 452.

RDT 454 Oncology Practicum IV ....2 QH

Provides students the chance to express his/her knowledge of oncology management. This is the fourth and final course in a series of four independent studies. The emphasis continues on specific case histories for which students will be required to analyze the contents of the history and define the expected treatment/outcome. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.
Prerequisite(s): B- or better in RDT 453.

RDT 461 Quality Management and Operational Issues in Radiation Therapy ....4 QH

Provides the principles and concepts of quality management/assurance as they relate to radiation therapy and regulatory bodies. Topics will include quality improvement programs (QI) in radiation oncology, continuous quality improvement (CQI) project: quality control and assurance checks for patient care, medical records, treatment delivery, localization, and treatment planning equipment. Human resource concepts and regulations impacting the radiation therapist will be examined. Accreditation agencies and the radiation therapist's role in the accreditation process will be emphasized. Billing and reimbursement issues pertinent to the radiation therapy department will be presented. The legal and regulatory implications for maintaining appropriate quality care will be discussed. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.
Prerequisite(s): B- or better in RDT 422.

RDT 471 Clinical Practicum I ....8 QH

Provides hands-on opportunities at clinical education centers. This is the first in a series of four courses. Students actively participate/observe simulation, treatment planning, custom block making, treatments, and patient care procedures. Students will also attend tumor and other relevant conferences to enhance their knowledge of cancer and its processes, which in turn allows them to procure the skills/competencies necessary to become a radiation therapist. All objectives are competency based. This is a 9 week course. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.
Prerequisite(s): Dean's approval.

RDT 472 Clinical Practicum II ....8 QH

Provides students with hands-on experience in a radiation oncology center. This is the second in a series of four courses. Students will continue to actively participate in all aspects of radiation therapy with an emphasis on competency-based objectives. 320 clinical hours are required. 320 clinical hours are required. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.
Prerequisite(s): B- or better in RDT 471.

RDT 473 Clinical Practicum III ....8 QH

Provides students with hands-on experience in a radiation oncology center. This course is the third in a series of four courses. Students will continue to actively participate in all aspects of radiation therapy with an emphasis on competency-based objectives. 320 clinical hours are required. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.
Prerequisite(s): B- or better in RDT 472.

RDT 474 Clinical Practicum IV ....8 QH

Provides students the opportunity to actively participate in all aspects of radiation therapy with an emphasis on competency-based objectives. This is the fourth and final course. Students are expected to perform all assignments at the level of an entry-level radiation therapist. 320 clinical hours are required. This course description is derived from ASRT Radiation Therapy Professional Curriculum 2009.
Prerequisite(s): B- or better in RDT 473.

RADIOGRAPHY

RAD 131 Introduction to Radiographic Practice ....2 QH

Introduces an overview of the foundations in radiography and the role of the radiographer as a member of the health care team. Principles, practices and policies of the health care organization are examined and discussed in addition to the professional responsibilities of the radiographer. The history of radiography will be presented along with legal and ethical issues related to the profession. Radiation protection will be introduced.
Prerequisite(s): Acceptance in the program. Corequisite(s): RAD 151, RAD 141.

RAD 141 Patient Care in Radiography ....5 QH

Exposes radiography students to basic concepts of patient care that will confront them in the medical setting. Theory and practice will include such areas as infection control, microbiology, history taking, vital signs, dealing with emergencies, and patient positioning and transfer methods. Emphasis on the total patient is presented with regards to the patient's physical, psychological, social, and spiritual needs. 40 hours of lecture and 20 hours of lab are required.
Prerequisite(s): Acceptance in the program. Corequisite(s): RAD 151, RAD 131.

RAD 151 General Imaging I ....**5 QH**

Explores the diverse field of diagnostic imaging equipment used in radiographic/fluoroscopic machines and generators. Radiographic film processing, types of film, and equipment problems will be investigated. Various image receptions will be analyzed. Emphasizes the concepts and tools used to generate exposures and create images. 40 hours of lecture and 20 hours of lab are required.

Prerequisite(s): Acceptance in the program. Corequisite(s): RAD 131, RAD 141.

RAD 152 General Imaging II ....**5 QH**

Explores the diverse field of diagnostic imaging equipment used in radiographic/fluoroscopic machines and generators. Radiographic film processing, types of film, and equipment problems will be investigated. Various image receptions will be analyzed. Emphasizes the concepts and tools used to evaluate images and modify exposures. 40 hours of lecture and 20 hours of lab are required.

Prerequisite(s): C or better in RAD 161, C or better in RAD 211, C or better in RAD 221, C or better in RAD 231. Corequisite(s): RAD 241, RAD 212.

RAD 161 Digital Imaging Concepts ....**2 QH**

Imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented.

Prerequisite(s): C or better in RAD 151, C or better in RAD 131, C or better in RAD 141. Corequisite(s): RAD 211, RAD 221, RAD 231.

RAD 211 Radiographic Positioning I ....**5 QH**

Applies anatomical knowledge of structure and terminology of the chest, abdomen, upper and lower extremities to the production of diagnostic x-ray images. Positioning devices and techniques will be introduced. 40 hours of lecture and 20 hours of lab are required.

Prerequisite(s): C or better in RAD 151, C or better in RAD 131, C or better in RAD 141. Corequisite(s): RAD 161, RAD 221, RAD 231.

RAD 212 Radiographic Positioning II ....**5 QH**

Applies increasing anatomical knowledge of structure and terminology of the thorax, spine, abdomen, and skull to the production of diagnostic x-ray images. The optimal use of positioning devices and techniques will be reinforced in this course. 40 hours of lecture and 20 hours of lab are required.

Prerequisite(s): C or better in RAD 161, C or better in RAD 211, C or better in RAD 221, C or better in RAD 231. Corequisite(s): RAD 152, RAD 241.

RAD 213 Radiographic Positioning III ....**5 QH**

Applies knowledge of structure, function, and terminology of oral and intravenous contrast studies. Positioning devices, immobilization techniques, and trauma radiography will be included along with emphasis on radiation protection during fluoroscopy. Special considerations related to pediatric radiography will be introduced. 40 hours of lecture and 20 hours of lab are required.

Prerequisite(s): C or better in RAD 152, C or better in RAD 241, C or better in RAD 212. Corequisite(s): RAD 251.

RAD 221 Radiographic Pharmacology ....**2 QH**

Provides basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

Prerequisite(s): C or better in RAD 151, C or better in RAD 131, C or better in RAD 141. Corequisite(s): RAD 161, RAD 211, RAD 231.

RAD 231 Radiographic Science Theory ....**2 QH**

Explores basic concepts in general physics such as energy, power, work, momentum, force velocity, and acceleration. Fundamental theories of photon (quantum) properties are introduced. Analysis of the various interactions of ionizing radiation with matter is emphasized. Sources and measurement of ionizing radiation are discussed.

Prerequisite(s): C or better in RAD 151, C or better in RAD 131, C or better in RAD 141. Corequisite(s): RAD 161, RAD 211, RAD 221.

RAD 241 Radiographic Biology and Protection...................**2 QH**

Explores biological principles that are fundamental to understanding radiation safety. The relationship of radiation dose level to somatic, genetic, and stochastic effects are emphasized. The importance of x-ray energy level and area of exposure is reinforced.

Prerequisite(s): C or better in RAD 161, C or better in RAD 211, C or better in RAD 221, C or better in RAD 231. Corequisite(s): RAD 152, RAD 212.

RAD 251 CT and Advanced Procedures...............................**4 QH**

Expands the knowledge of special radiographic procedures, equipment, and techniques. Attention will be given to the areas of sectional anatomy, computed tomography (CT), angiography, and mammography. Advanced radiographic procedures will also be discussed.

Prerequisite(s): C or better in RAD 152, C or better in RAD 241, C or better in RAD 212. Corequisite(s): RAD 213.

RAD 271 Radiographic Clinical I...**12 QH**

Provides the opportunity for development and application of basic clinical skills in a radiologic practice setting. This is the first of three clinical courses. Requires students to observe, participate, and independently prove competency in radiographic procedures presented in RAD 271-RAD273. Students will function under the direct supervision of a registered technologist until competency is proven; then supervision may be indirect. Many of the clinical objectives are outcome based on competency requirements of the ARRT. Other course objectives are outcome based on professional behavior and the continued learning of theoretical material from the prior year of study. Radiographic theory will be reinforced and expanded. This is a 12 week rotation including 472 clinical hours.

Prerequisite(s): C or better in RAD 251, C or better in RAD 213.

RAD 272 Radiographic Clinical II..**12 QH**

Provides the opportunity for development and application of intermediate clinical skills in a radiologic practice setting. This is the second of three clinical courses. Requires students to observe, participate, and independently prove competency in the radiographic procedures presented in RAD 271-RAD 273. Students will function under the direct supervision of a registered technologist until competency is proven; then supervision may be indirect. Many of the clinical objectives are outcome based on competency requirements of the ARRT. Other course objectives are outcome based on professional behavior and the continued learning of theoretical material from the prior year of study. Radiographic theory will be reinforced and expanded through Web-based instructional tools. This is a 12 week rotation including 472 clinical hours.

Prerequisite(s): C or better in RAD 271.

RAD 273 Radiographic Clinical III ....**10 QH**

Provides the opportunity for development and application of advanced clinical skills in a radiologic practice setting. This is the final clinical course for the program. Requires students to observe, participate, and independently prove competency in the radiographic procedures presented in RAD 271-RAD 273. Students will function under the direct supervision of a registered technologist until competency is proven; then supervision may be indirect. Many of the clinical objectives are outcome based on competency requirements of the ARRT. Other course objectives are outcome based on professional behavior and the continued learning of theoretical material from the prior year of study. Radiographic theory will be reinforced and expanded through Web-based instructional tools. Activities that encourage professional development beyond entry-level will be included. This is a 10 week course including 380 clinical hours.

Prerequisite(s): C or better in RAD 272. Corequisite(s): RAD 291.

RAD 291 Preparation to Achieve Student Success (PASS)................................**2 QH**

Emphasis will be placed on preparing the student to achieve the successful outcome of professional certification by synthesizing knowledge from previous coursework in radiography. Strategies for reinforcement of concepts that summarize cumulative knowledge will be introduced. A simulated radiography registry exam will be administered as a primary test for the graduation candidate. A passing score must be achieved on this test for successful completion of the course.

Corequisite(s): RAD 273.

REHABILITATION STUDIES

RHS 471 Evidence-Based Practice and Clinical Research I ....**4 QH**

Culminates the completion of the Bachelor of Rehabilitation Studies coursework in this first of two capstone courses. Students will conduct professional literature reviews and examine evidence-based practice research pertaining to the occupational and physical therapy professions. Areas of study include: neurological rehabilitation, orthopedics, wellness and health promotion, and geriatrics. A professional portfolio containing evidence-based clinical research, literature reviews, clinical observations/discussions, and professional presentations is required.

Prerequisite(s): Dean's approval.

RHS 472 Evidence-Based Practice and Clinical Research II ....4 QH
Culminates the completion of the Bachelor of Rehabilitation Studies program in this final capstone course. Students will conduct professional literature reviews and examine evidence-based practice research pertaining to the occupational and physical therapy professions. Areas of study include: acute care and rehabilitation, pediatrics, mental health, and special topics. A professional portfolio containing evidence-based clinical research, literature reviews, clinical observations/discussions, and professional presentations is required.
Prerequisite(s): RHS 471, Dean's approval.

RESPIRATORY CARE

RSC 201 Respiratory Care Practices and Procedures I......................................4 QH
Provides an introduction to respiratory care as a health care profession. This course also provides orientation and lecture to basic practices of respiratory care including gas laws, administrations of medical gases, infection control, essentials of equipment maintenance and sterilization, aerosol, and humidity therapies.
Prerequisite(s): Acceptance in the program. Corequisite(s): RSC 206A.

RSC 202 Respiratory Care Practices and Procedures II.....................................4 QH
Provides continuation of lecture for procedures, techniques, and equipment used in respiratory care. Topics include the use of volume expansion therapy, bronchopulmonary hygiene therapy, airway care/management, and resuscitation. Protocols and documentation used in the practices of respiratory care will be emphasized.
Prerequisite(s): B- or better in RSC 201, B- or better in RSC 206A. Corequisite(s): RSC 207A.

RSC 203 Respiratory Care Practices and Procedures III....................................4 QH
Introduces the study of ventilation drive mechanisms, ventilator support devices, and related physical principles. Factors leading to ventilator initiation, dependence, directed weaning protocol, assessment, monitoring and maintenance; discontinuation and documentation for adult care will be discussed.
Prerequisite(s): B- or better in RSC 202, B- or better in RSC 207A. Corequisite(s): RSC 208A.

RSC 204 Respiratory Care Practices and Procedures IV...................................4 QH
Focuses on advanced applications in clinical practice. Covers testing and values related to spirometry, pulmonary function, chest radiography, EKGs, chest tube drainage, and hemodynamic monitoring. Students will be expected to give an oral presentation in this course.
Prerequisite(s): B- or better in RSC 203, B- or better in RSC 262A. Corequisite(s): RSC 241, RSC 263.

RSC 205 Respiratory Care Practices and Procedures V.....................................4 QH
Studies pulmonary rehabilitation strategies and smoking cessation and covers homecare equipment, maintenance, procedures, patient assessment, protocols, and documentation. Students may be required to attend a state or local conference or symposium as related to course topics.
Prerequisite(s): B- or better in RSC 204. Corequisite(s): RSC 264A.

RSC 206A Respiratory Care Practices and Procedures Lab I............................2 QH
Serves as a laboratory counterpart to RSC201. Students will develop pre-clinical skills in storage and administration of medical gases, infection control, essentials of equipment maintenance and sterilization, aerosol, and humidity therapies. This lab includes 40 contact hours.
Prerequisite(s): Acceptance in the program. Corequisite(s): RSC 201.

RSC 207A Respiratory Care Practices and Procedures Lab II............................2 QH
Serves as a laboratory counterpart to RSC202. Students will continue to develop pre-clinical skills in basic respiratory care procedures including volume expansion therapies, chest physiotherapy, humidity and aerosol treatments, and airway care/management, and resuscitation. The ABG puncture and technique will also be emphasized. This lab includes 40 contact hours.
Prerequisite(s): B- or better in RSC 201, B- or better in RSC 206A. Corequisite(s): RSC 202, RSC 261A.

RSC 208A Respiratory Care Practices and Procedures Lab III...........................2 QH
Serves as a laboratory counterpart to RSC203. Students will begin to develop pre-clinical skills in mechanical ventilatory support. Introduction to assembly, operation, clinical application, monitoring systems, maintenance, and troubleshooting. Clinical documentation will be practiced. This lab includes 40 contact hours.
Prerequisite(s): B- or better in RSC 202, B- or better in RSC 207A. Corequisite(s): RSC 203.

RSC 211 Cardiopulmonary Anatomy and Physiology ....4 QH
Applies an overview of cardiopulmonary anatomy and physiology with emphasis on fundamental concepts of the cardiopulmonary, neurological, and cardiovascular systems, as related to respiratory care essentials.
Prerequisite(s): Acceptance in the program.

RSC 221 Cardiopulmonary Pathophysiology I ....4 QH
Explores the fundamentals of respiratory care patient assessment. Laboratory values, blood gases, and radiologic assessment. Basic pulmonary function values are included, as they relate to cardiopulmonary disorders and diseases. The anatomic alteration, etiology, clinical manifestations, and patient care plan will be correlated for each disease process. Development of therapist-driven protocols is emphasized.
Prerequisite(s): B- or better in RSC 211. Corequisite(s): RSC 202, RSC 261A.

RSC 222 Cardiopulmonary Pathophysiology II ....4 QH
Expands on the concepts of RSC221, with a continuation of patient assessment in pulmonary restrictive diseases, therapist-driven protocols, and the respiratory care plan. Computer-assisted instruction is included.
Prerequisite(s): B- or better in RSC 221. Corequisite(s): RSC 203, RSC 262A.

RSC 231 Respiratory Care Pharmacology...4 QH
Provides an emphasis of pharmacological agents and their effects on the respiratory, circulatory, and nervous systems. Pharmacological therapeutics focusing on dosage, solutions, classifications, indications, mechanism of action, side effects, hazards, and routes of administration are discussed.
Prerequisite(s): Acceptance in the program. Corequisite(s): RSC 201, RSC 211.

RSC 241 Neonatal/Pediatric Respiratory Care ....4 QH
Introduces students to neonatal and pediatric respiratory care, fetal lung development, anatomy and physiology, neonatal development, supplemental oxygenation, pathology, CPR, acid-base monitoring. Introduction to mechanical ventilation of the newborn and pediatric patient will be discussed. Pre-clinical skills for neonatal and pediatric mechanical ventilation is emphasized. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): B- or better in RSC 222, B- or better in RSC 262A. Corequisite(s): RSC 204, RSC 263.

RSC 261A Clinical Care I ....2 QH
Provides students a supervised opportunity to work with a preceptor or clinical instructor, applying the concepts learned in the laboratory and lecture formats. Beginning therapy skills, including oxygen, aerosol and drug delivery, lung expansion therapies, and other modalities will be developed in the patient care setting. This experience consists of 8 contact hours per week, 80 actual contact hours.
Prerequisite(s): B- or better in RSC 206A, B- or better in RSC 211, Student background check. Corequisite(s): RSC 202, RSC 221.

RSC 262A Clinical Care II ....4 QH
Expands on the concepts learned in laboratory and lecture formats in RSC201 and 202. Basic floor therapy will continue, with an introduction to mechanically ventilated patients, blood gas interpretation, and development of critical thinking skills in the the clincal environment. This experience consists of 16 contact hours, 160 actual contact hours.
Prerequisite(s): B- or better in RSC 261A. Corequisite(s): RSC 203, RSC 222.

RSC 263 Clinical Care III ....6 QH
Expands on a clinical experience in mechanical ventilatory support, airway management, interpretation of laboratory and diagnostic testing, gathering data, and decision making in the critical care environment. This experience consists of 30 contact hours per week (for 8 weeks), 240 actual contact hours.
Prerequisite(s): B- or better in RSC 262A.

RSC 264A Clinical Care IV...6 QH
Provides a continued clinical experience using advanced respiratory care equipment in the clinical setting with an emphasis on critical thinking skills, gathering data, and decision making relative to adult critical care, ventilatory mechanics, and airway management. This experience consists of 24 contact hours per week, 240 actual contact hours.
Prerequisite(s): B- or better in RSC 263.

RSC 265 Clinical Care V ....6 QH
Provides a clinical experience with emphasis on problem solving, critical thinking and decision-making skills in the clinical setting. This clinical provides students with specialty rotations, which may include PFT lab, neonatal/pediatric care, homecare, polysymnography, out-patient clinic, sub-acute care and skilled nursing facilities. This experience consists of 24 contact hours per week, 240 actual contact hours.

RSC 271 Contemporary Topics in Respiratory Care ....4 QH
Covers ethical issues and reviews trends and issues related to respiratory care. Topics include review for national board examination preparation (CRT and RRT) and clinical proficiency using computer-assisted instruction and other modalities. Students will take NBRC self-assessment examinations (SAE).
Prerequisite(s): B- or better in RSC 264A.

SCIENCE

SCI 100F Structure and Function of the Human Body........................4 QH
Introduces students to the structural organization of body systems. This course is designed for students with limited background in chemistry and biology. This course is intended for allied health students who need an overview of body systems. Students should check specific program requirements for anatomy and physiology before enrolling.

SCI 101C Human Anatomy and Physiology I..5 QH
Deals with the fundamental study of the body with a view toward the structure and function of body parts, organs, and systems and their relationship to the whole body. Laboratory work may include the use of the microscope, experiments/demonstrations in physiologic principles, and the dissection of animal parts. 40 hours of lecture and 20 hours of lab are required.

SCI 102C Human Anatomy and Physiology II.......................................5 QH
Emphasizes the structure and function of the various body systems. Laboratory work will include the dissection of mammal organs. 40 hours of lecture and 20 hours of lab are required.
Prerequisite(s): B- or better in SCI 101C. Radiologic Technology majors: C+ or better in SCI 101C. Health Information Technology majors: C or better in SCI 101C.

SCI 111 Biology ....5 QH
Provides an introduction to basic biological concepts. Topics include classification of plants and animals, cell theory, cell structure, plant and animal tissues and organs, nutritional requirements of plants and animals, energy metabolism, and use of basic biology laboratory techniques and equipment. 40 hours of lecture and 20 hours of lab are required.

SCI 121 Physics Concepts...2 QH
Introduces various topics in physics. Motion, energy, and the dynamics of particles are investigated. The physical concepts of fluid mechanics, thermodynamics, and wave motion are explored as well as selected topics in atomic and nuclear physics.
Prerequisite(s): MTH 112.

SCI 211 Pathophysiology ....4 QH
Examines general disease mechanisms with an emphasis on the disease processes within each body system.
Prerequisite(s): B- or better in SCI 102C. Radiologic Technology majors: C+ or better in SCI 102C. Health Information Technology majors: C or better in SCI 102C.

SCI 215 Integrated Physics ....4 QH
Introduces the principles of physics. Concepts explored include mechanical, fluid, electromagnetic, and thermal systems.
Prerequisite(s): MTH 124.

SCI 220A Microbiology ....5 QH
Introduces the basic theories and laboratory examinations of the basic composition of living cells. Structure and function of various microbes will be explored; the human diseases caused by these microbes in addition to their treatments will be presented. A 20 hour laboratory will be a component of this course; students will perform several experiments to reinforce the material presented in lecture.

SCI 231 Biochemistry...4 QH
Provides an overview of biochemical structures and reactions that occur in living systems. Emphasis is placed on the areas of energy, proteins, and catalysis as well as metabolism and molecular genetics.
Prerequisite(s): SCI 246.

SCI 246 Chemistry I ....4 QH
Introduces students to general chemical principles, particularly emphasizing periodic properties, fundamental chemical calculations, formulas, equations, bonding, and nomenclature. Students develop selected chemistry lab skills through the practical application of techniques and procedures. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): B- or better in MTH 111.

SCI 247 Chemistry II ....4 QH
Expands the principles of Chemistry I to include an in-depth investigation of quantum numbers and the study of precipitation, neutralization, and redox reactions. Also included is the investigation of molecular structures and the concept of chemical equilibrium. Students are also introduced to electrochemical principles and nuclear chemistry. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): SCI 246.

SCI 248 Chemistry III ....4 QH
Examines the chemistry of solutions and solubility. Students are introduced to concepts in organic chemistry and biochemistry as well as study in-depth concepts involving acids and bases. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): SCI 247.

SCI 251 General Physics I ....4 QH
Covers classical mechanics. 30 hours of lecture and 20 hours of lab are required.
Corequisite(s): MTH 141.

SCI 252 General Physics II ....4 QH
Covers electricity and magnetism. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): SCI 251. Corequisite(s): MTH 142.

SCI 253 General Physics III ....4 QH
Covers oscillatory motion, heat and thermodynamics, optics, and modern developments. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): SCI 251.

SCI 271A Clinical Kinesiology ....5 QH
Emphasizes advanced human anatomy and physiology as well as the study of movement biomechanics and basic physics principles. Angiology, arthrology, osteology, and myology are explored by anatomical region. 40 hours of lecture and 20 hours of lab are required.
Prerequisite(s): B- or better in SCI 102C.

SCI 311 Neuroanatomy...4 QH
Gives students a base of knowledge of the organizing principles of human neural structure and function. Upon completion of the course, students should have a good foundation for future clinical or other advanced courses in neuroscience.
Prerequisite(s): B- or better in SCI 102C.

SCI 321 Principles of Astronomy ....4 QH
Provides a comprehensive introduction to astronomy. Topics include the solar system, stars, galaxies, cosmology, and history of astronomy. Astronomical laboratory investigations are part of the course.

SCI 331 Organic Chemistry...4 QH
Introduces students to the field of organic chemistry. Emphasis is placed on nomenclature, structure, and physical and chemical properties of the major functional groups found in organic molecules.
Prerequisite(s): SCI 248.

SCI 332A Advanced Biochemistry ....3 QH
Explores the anabolic and catabolic pathways in the metabolism of lipids, carbohydrates, and proteins. This course also introduces students to the synthesis and use of DNA and RNA. Emphasis is placed on the clinical implications of metabolic pathways. 20 hours of lecture and 20 hours of lab are required.
Prerequisite(s): SCI 231, SCI 331.

SCI 341 Quantitative Chemical Analysis...3 QH
Analyzes the composition of materials using methods of quantitative chemical analysis. Methods using precipitation, chromatography, electrochemical analysis, and various types of spectroscopy are investigated. 20 hours of lecture and 20 hours of lab are required.
Prerequisite(s): SCI 248.

SCI 351 Science Foundations I: Chemistry and Life Science................5 QH
Introduces the basic concepts of inorganic chemistry: atoms, molecules, the periodic table, chemical reactions, and chemical equations. This course also introduces the principles of life science: plant and animal cells, ecosystems, human body systems, genetics, evolutionary change, and natural selection. 40 hours of lecture and 20 hours of lab are required.
Prerequisite(s): MTH 111.

SCI 352 Science Foundations II: Astronomy, Earth Science, and Physics ....5 QH
Studies the solar system, the earth's structure, and the laws and forces which govern our planet and the universe as a whole. 40 hours of lecture and 20 hours of lab are required.
Prerequisite(s): MTH 111, SCI 351.

SCI 361 Zoology ....5 QH

Studies zoology from the levels of single-celled organisms to complex organ systems. The course addresses the general principles of modern zoological theory, systematics, evolution, reproduction, development and animal diversity. Students explore the general concepts of zoology and taxonomic classification, characteristics of living organisms, Darwin's principle of evolution, and Mendel's principles of genetics. 40 hours of lecture and 20 hours of lab are required.
Prerequisite(s): SCI 111.

SCI 371 Genetics ....5 QH

Explores the principles of genetics with application to the study of biological function at the level of molecules, cells, and multi-cellular organisms, including humans. The topics include structure and function of genes, chromosomes and genomes, biological variation resulting from recombination, mutation, and selection, population genetics, use of genetic methods to analyze protein function, gene regulation and inherited disease. 40 hours of lecture and 20 hours of lab are required.
Prerequisite(s): SCI 111.

SCI 451 Environmental Science ....4 QH

Explores the relationship between man and the environment. Students examine the balance between natural resources including wildlife, their habitats, and the needs of man in the twenty-first century.

SCI 491B Senior Seminar: Chemistry......................................4 QH

Familiarizes students with the professional community of chemistry educators and with state and national curricula and assessment standards, with a focus on chemistry. Emphasis is on nomenclature, mole concepts, gas laws, laws of thermodynamics, chemical structure, and physical and chemical properties.
Prerequisite(s): Senior status, Dean's approval.

SCI 493 Senior Seminar: Biology..4 QH

Familiarizes students with the professional community of biology educators and with the state and national curricula standards with a focus on biology. Emphasis is on integration of biological concepts with ecological, environmental, and social issues facing our community in order to gain in-depth knowledge and explore possible solutions.
Prerequisite(s): Senior status, Dean's approval.

SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP

SBM 115 Small Business Development and Planning ....4 QH

Provides an introduction to prospective small business owners/operators of the principles involved in the planning and operations of a small business. Emphasis is placed on factors that contribute to a successful small business operation.
Prerequisite(s): ENG 091 or satisfies developmental writing or placement exam, MTH 099E or satisfies developmental pre-algebra or placement exam.

SBM 121A Small Business Marketing and Promotion Techniques............4 QH

Developing and refining the marketing and promotions plans for small businesses. Topics to include: research, merchandise/service resources, budgeting, competition, market segmentation, pricing, promotion, non media promotion, and strategic planning.
Prerequisite(s): ENG 091 or satisfies developmental writing or placement exam, MTH 099E or satisfies developmental pre-algebra or placement exam.
Corequisite(s): MGT 101.

SBM 131 Managing Small Business Operations ....4 QH

Establishes a framework for an entrepreneur to manage day-to-day operations of a small business. Students learn to develop an understanding of short-term cash and credit operations, managing resources, accounting for inventory, establishing pricing policies and recognizing changes in the industry that affect day-to-day operations.
Prerequisite(s): MTH 099E or satisfies developmental pre-algebra or placement exam.

SBM 211A Accounting, Finance, and Tax for Small Businesses ....4 QH

Provides opportunities to develop accounting systems, financial plans, and budgets for small business. Financing sources for start-up and growing small businesses as well as income tax considerations for small businesses will be addressed. Exposure to financial accounting software will be used to illustrate automation of the financial and accounting functions. Applicable financial management ethics and laws will also be addressed.
Prerequisite(s): ACC 122.

SBM 241 Managing Human Resources in Small Business ....4 QH

Provides students with an introduction to human resources and management for small businesses with an emphasis on: management and supervision, human resource planning, recruitment and selection, training, performance management, compensation, employee benefits, employment law, and conflict management as they relate to small businesses.
Prerequisite(s): ENG 091 or satisfies developmental writing or placement exam, MTH 099E or satisfies developmental pre-algebra or placement exam, MGT 101.

SBM 291 Small Business Management Seminar ....4 QH

Provides students with a survey of leadership issues and practices in an entrepreneurial business context. This course will lay out a map of the business enterprise with individual class sessions focusing on the elements of that map. Students will gain perspective of the integrated components of operating a business.
Prerequisite(s): WRI 115, SBM 211A, SBM 131, SBM 121A, SBM 115.
Corequisite(s): SBM 241.

SOCIOLOGY

SOC 201 Sociology ....4 QH

Examines social organization, culture, and the relationship between society and the individual. The areas studied are social groups, roles and statuses, institutions, social stratification, socialization, social change, and social policy.

SOC 301 Social Problems ....4 QH

Analyzes problems of contemporary society: drugs; poverty; environment; delinquency; and gender, race, and ethnic relationships.
Prerequisite(s): SOC 201.

SOC 321 Cultural Diversity ....4 QH

Examines the social construction of groups based on race, ethnicity and national origin, religion, gender, age, sexual orientation, and able-bodiedness. Sociological (as well as psychological, historical, economic, and anthropological) perspectives are applied to concepts such as prejudice, stereotyping, discrimination, racial and ethnic identity, racial formation, power and privilege, assimilation and pluralism, and tolerance. Emphasis is on increasing knowledge, personal awareness, and sensitivity.

SOC 321R Cultural Diversity ....6 QH

Examines the social construction of groups based on race, ethnicity and national origin, religion, gender, age, sexual orientation, and able-bodiedness. Sociological (as well as psychological, historical, economic, and anthropological) perspectives are applied to concepts such as prejudice, stereotyping, discrimination, racial and ethnic identity, racial formation, power and privilege, assimilation and pluralism, and tolerance. Emphasis is on increasing knowledge, personal awareness, and sensitivity. This course is exclusive to the Accelerated Bachelor degree program.
Prerequisite(s): MTH 312R, WRI 312R.

SOC 341 Global Perspectives ....4 QH

Examines the values and cultural contexts of global professional settings. Emphasis is on analyzing problems and possible solutions in global interactions.

SPANISH

SPN 101 Spanish I...4 QH

Introduces students to the basics of Spanish grammar, syntax, and communication. This course focuses on written and oral comprehension, spoken communication, and cultural understanding. Students are encouraged to communicate through a variety of practices with frequently used structures in everyday situations. Grammatical structures covered include conjugation of regular and irregular verbs; basics of correct pronunciation, agreement and placement of adjectives, nouns, and articles; and the formation of questions. Primary vocabulary areas covered include numbers, colors, classes, greetings, weather, and dates.
Prerequisite(s): ENG 091 or satisfies developmental writing or placement exam.

SPN 102 Spanish II..4 QH

Covers major grammatical topics including noun-adjective agreement, reflexive and stem-changing verbs, the present progressive construction, and the past tense. Vocabulary topics include personal care, health, clothing, the home, and travel. Cultural reading is presented to increase comprehension, and class participation is expected.
Prerequisite(s): SPN 101 or 1 year high school Spanish.

SPN 103 Spanish III ....**4 QH**
Focuses on helping students become proficient in the Spanish commonly used in the workplace and in the community. Students learn job-specific vocabulary and grammar concepts useful to their careers. Students complete projects in Spanish such as conducting interviews, writing professional correspondence, navigating the Internet and making presentations. Students learn to narrate using present, past, imperfect, future and conditional verb tenses.
Prerequisite(s): SPN 102 or 2 years high school Spanish.

SPEECH COMMUNICATIONS

SPK 201 Oral Communication ....**4 QH**
Develops confidence and skill in many facets of oral communication. Students explore diverse topics and formats, using both organization and research to support themselves during oral presentations.

SPK 205 Oral Interpretation of Literature ....**4 QH**
Uses expressive reading to elicit listener response to the text using vocal and physical expression. The literature emphasized is prose, poetry, and drama, which is analyzed for meaning, mood, and rhythm.
Prerequisite(s): SPK 201.

SPK 211 Group Dynamics ....**4 QH**
Integrates and applies knowledge gained from the oral communication and human relations classes. Specifically, small group communication in work and social organizations, both verbal and nonverbal, is the primary focus.
Prerequisite(s): PSY 101 or PSY 111, SPK 201.

SPK 401 Presentational Speaking ....**4 QH**
Practices individual formal presentations in a business context. The format includes a variety of speaking situations such as parliamentary procedure, briefings, sales, formal and informal discussions, and formal report presentations.
Prerequisite(s): SPK 201.

STERILE PROCESSING TECHNICIAN

SPT 101 Introduction to Sterile Processing ....**2 QH**
Introduces students to the profession of sterile processing. In addition to professional and personal liability, other outcomes will include patient bill of rights, consents, surgical conscience, certification, alternate career paths for sterile processing technicians, national and state professional associations, legislation relating to both health care and the profession of sterile processing, and the governmental organizations that regulate hospitals and sterile processing departments. Teamwork, customer service, and cultural diversity will also be addressed. A research paper relating to the profession will be required.

SPT 188B Sterile Processing, Distribution, and Materials Management ....**4 QH**
Familiarizes students with the role and function of the sterile processing technician. Particular emphasis is placed on the personal characteristics necessary for the role. Introduces students to the operation of the department, principles, and concepts related to sterilization and distribution, packaging and storage, modes of transmission of common diseases, standard precautions, safety measures in the department, and principles of asepsis.
Prerequisite(s): C or better in MED 103, C or better in SCI 100F, C or better in SPT 101, MTH 091 or satisfies developmental math or placement exam. Corequisite(s): SPT 192.

SPT 192 Surgical Instrumentation, Decontamination, and Sterilization (with Lab) ....**4 QH**
Focuses on various specialties and the instrumentation associated with each. Identification, assembly, care, and handling of surgical instruments and equipment will be introduced. In addition, the basic principles of decontamination, sterilization, packaging, maintaining sterility, and storage will be addressed. Safety considerations and regulations will also be discussed. There is a laboratory component to this course. Students will gain hands-on experience cleaning, packaging, and wrapping surgical instrument sets for processing and distribution. This course consists of 20 hours of lecture and 40 hours of lab.
Prerequisite(s): C or better in MED 103, C or better in SCI 100F, C or better in SPT 101, MTH 091 or satisfies developmental math or placement exam. Corequisite(s): SPT 188B.

SURGICAL TECHNOLOGY

STC 100 Overview of Surgical Services ....**2 QH**
Provides insight into the operational requirements of surgical services. Content will include: organizational structures, agency compliance, professional organizations, code of ethics, patient's rights, and the roles and responsibilities of departmental personnel.

STC 101A Introduction to Surgical Technology with Lab ....**5 QH**
Covers the fundamentals of practice for the surgical technologist. Principles of asepsis, sterilization, wound healing and closure, sutures, dressings, catheters, drains, positioning, draping, and electrical safety will be studied. There is a laboratory component within this course to allow students to practice and apply the concepts learned in this course. Students will demonstrate competency in fundamental aseptic technique. 40 hours of lecture and 20 hours of lab are required.
Prerequisite(s): Acceptance in the program. Corequisite(s): STC 201A.

STC 201A The Surgical Patient ....**4 QH**
Provides an introduction to the biopsychosocial needs of the surgical patient, as well as cultural aspects related to patient care. Further discussion covers the legal, moral, and ethical responsibilities involved in surgery as well as the preoperative, operative, and postoperative phases of surgery. Additionally, patient transporting, positioning, and monitor placement will be studied. 30 hours of lecture and 20 hours of lab are required.
Prerequisite(s): Acceptance in the program. Corequisite(s): STC 101A.

STC 211A Surgical Pharmacology ....**4 QH**
Introduces students to basic types of anesthesia and the various agents used in the administration of anesthesia. Students will also become familiar with other types of pharmacologic agents that are used in the operating room and those specifically related to perioperative care.
Prerequisite(s): B- or better in SCI 211, C or better in STC 101A, C or better in STC 201 or C or better in STC 201A. Corequisite(s): STC 221, STC 231.

STC 221 Perioperative and Surgical Techniques Lab ......**3 QH**
Continues content from STC101A enabling students to develop a foundation of knowledge in instrumentation, perioperative techniques, and intraoperative functions of the surgical technologist. Students will participate in mock procedures and identify specialized skills necessary to function and assist in the operating room. Students will demonstrate competency in perioperative surgical techniques. 60 hours of lab are required.
Prerequisite(s): B- or better in SCI 211, C or better in STC 101A, C or better in STC 201 or C or better in STC 201A. Corequisite(s): STC 211A, STC 231.

STC 231 Surgical Procedures ....**6 QH**
Acquaints students with the different sub-specialties of surgery including: general surgery, obstetrical surgery, gynecological surgery, ENT surgery, orthopedic surgery, and urogenital surgery. Students will also be introduced to endoscopic, laparoscopic, and technology utilized in surgical procedures.
Prerequisite(s): B- or better in SCI 211, C or better in STC 101A, C or better in STC 201 or C or better in STC 201A. Corequisite(s): STC 211A, STC 221.

STC 232 Advanced Surgical Procedures and Topics ......**3 QH**
Continues on the content of STC231. Acquaints students with advanced procedures and future trends in surgical technology including: neurological surgery, ophthalmic surgery, peripheral vascular surgery, cardiovascular surgery, thoracic surgery, and oral/maxillofacial surgery. Biomedical sciences will be addressed as well as laser surgery. Guest speakers will include physicians, practicing CST's in specialty practice, and surgical equipment specialists.
Prerequisite(s): C or better in STC 211A, B- or better in STC 221, C or better in STC 231. Corequisite(s): STC 271.

STC 271 Surgical Clinical Externship I ....**10 QH**
Develops clinical skills needed in an operating room. Students will actively participate in and assist with selected surgical procedures under the supervision of qualified personnel (32 clinical hours per week), for a total of 320 hours.
Prerequisite(s): C or better in STC 211A, B- or better in STC 221, C or better in STC 231, Student background check. Corequisite(s): STC 232.

STC 272 Surgical Clinical Externship II ....**10 QH**
Helps students gain mastery of the specialized skills necessary to function in the operating room. Students will actively participate in and assist with a broad range of surgical procedures (32 clinical hours per week), for a total of 320 hours.
Prerequisite(s): C or better in STC 232, C or better in STC 271. Corequisite(s): STC 291.

STC 291 Professional Preparation ....**3 QH**
Provides STC students with the needed preparation to complete the certification exam process. This course reinforces academic knowledge, professional accountability, independent decision making, and the critical nature of self-assessment. Students will explore alternate career options. The completion of a mock certification exam is required.
Prerequisite(s): C or better in STC 232, C or better in STC 271. Corequisite(s): STC 272.

THERAPEUTIC MASSAGE

MSG 101 Massage Therapy I..4 QH
Introduces students to the principles and applications of Swedish Massage; along with a fundamental overview of the musculoskeletal system of the human body. Students will demonstrate the massage techniques utilized in Swedish Massage and be able to perform a full body massage. Students will develop a basic understanding of the major muscles of the human body and its skeletal system. 30 hours of lecture and 20 hours of lab are required.
Corequisite(s): SCI 100F.

MSG 102 Massage Therapy II...4 QH
Broadens the student's experience by introducing more advanced techniques utilized in massage therapy. Students will be acquainted with and understand the essential principles of these bodywork systems.
Prerequisite(s): B- or better in MSG 101, B- or better in SCI 100F.

MSG 111 Anatomy of Movement..4 QH
Provides an in-depth study of individual muscles, muscle groups, and the relationships to their skeletal attachments. Students will develop a high degree of understanding of the kinesthetic processes of the human body. Students will begin to assess clinical problems associated with kinesthetics.
Corequisite(s): MSG 102.

MSG 121 Energy-Based Massage Techniques....................................4 QH
Explores theories of the flow of energy. Students will be introduced to various energy-based modalities.
Prerequisite(s): B- or better in MSG 101.

MSG 141 Therapeutic Massage Techniques.....................................4 QH
Studies additional clinical issues that can be addressed by massage therapy techniques. This course offers a clinical approach to various areas of the body, addressing specific problems that cause pain and dysfunction. Critical thinking skills will be utilized in the assessment and care of musculoskeletal and soft tissue conditions.
Prerequisite(s): B- or better in MSG 102, B- or better in MSG 111.

MSG 151A Business Applications for Massage Therapists................3 QH
Focuses on the business issues specifically encountered by massage therapists in professional practice. Students will explore and determine the issues and solutions that will enhance success in their own future professional practice.
Prerequisite(s): B- or better in MSG 102, MTH 091 or satisfies developmental math or placement exam.

MSG 161 Sports/Occupational Massage Techniques........................4 QH
Focuses on evaluation and care of common injuries and chronic conditions that develop as a result of sports or occupational activities. Students will be prepared to appropriately interact with other health professionals when dealing with clients in these situations. On-site seated massage and event massage will be addressed.
Prerequisite(s): B- or better in MSG 102, B- or better in MSG 111.

MSG 171A Documentation for Therapeutic Massage........................3 QH
Introduces students to the principles, rationale, and application of professional documentation for the field of therapeutic massage. Legal aspects of proper documentation and effective communication skills with other health care professionals will be emphasized.
Prerequisite(s): B- or better in MSG 101.

MSG 201 Integrative Bodywork..4 QH
Examines common clinical presentations in various soft tissues. Addresses the effects of diverse modalities when integrated into full body therapeutic massage.
Prerequisite(s): B- or better in MSG 102, B- or better in MSG 111.

MSG 205 Complementary Modalities for the Massage Therapist.....4 QH
Introduces concepts of nutrition, wellness and natural health practices and explores complementary modalities and current trends in massage therapy. Students will identify how to integrate these modalities, their application and effects into their practice.

MSG 211B Pathology and Pharmacology for Therapeutic Massage...4 QH
Examines pathologies and common drug interactions that massage therapists encounter in professional practice.
Prerequisite(s): B- or better in MSG 102.

MSG 220 Therapeutic Massage Lab I...1 QH
Introduction to the practice of therapeutic massage. Students will develop and practice the techniques they have learned by performing complete massage therapy sessions on actual volunteer clients throughout the 20 hours of this course.
Prerequisite(s) Student background check. Corequisite(s): MSG 171A, MSG 102.

MSG 221B Therapeutic Massage Lab II..2 QH
Expands upon the principles introduced in Therapeutic Massage Lab I. Students will demonstrate more advanced assessment skills. This course continues the use of volunteer clients within the learning process. Students will be supervised by instructors as they work throughout their 40 hours of work.
Prerequisite(s): B- or better in MSG 220.

MSG 222A Therapeutic Massage Lab III...3 QH
Allows students the opportunity to refine their assessment skills in bodywork sessions with volunteer clients. Students will be supervised by instructors as they work throughout their 60 hours of work.
Prerequisite(s): B- or better in MSG 221B.

MSG 231A Preparation for Certification Examination......................1 QH
Prepares students for a Certification Examination. This course is intended to be taken just prior to graduation.

MSG 241A Therapeutic Massage Clinical Externship........................3 QH
Continues the development of client interaction skills in a 90-hour professional clinical setting. Students will be evaluated by on-site evaluators as well as massage therapy instructors.
Prerequisite(s): B- or better in MSG 211B, B- or better in MSG 222A, B- or better in MSG 261A. Corequisite(s): MSG 251.

MSG 251 Massage Therapy Seminar..2 QH
Assists students to integrate clinical externship experiences by exploring alternatives and solutions to these issues.
Prerequisite(s): B- or better in MSG 211B, B- or better in MSG 222A, B- or better in MSG 261A. Corequisite(s): MSG 241A.

MSG 261A Ethics for Therapeutic Massage.....................................2 QH
Explores various unique ethical issues typically encountered in therapeutic massage. Appropriate personal, professional, social, and client relationships will be discussed.
Prerequisite(s): B- or better in MSG 102.

TRUCK DRIVING/TRANSPORT MANAGEMENT

TRN 101A CDL Preparation I..2 QH
Introduces student drivers to the requirements, mandated by the State, that they must achieve prior to earning their Commercial Drivers License (CDL). Prepares students for the first step in achieving their CDL, which is the successful completion of the knowledge tests administered by the State of Michigan prior to the issuing of a Temporary Instructional Permit (TIP). Additional instruction provided for all endorsement knowledge tests with the exception of the "passenger" endorsement.

TRN 111 Basic Operation Procedures..4 QH
Introduces student drivers to the basic skills required to operate a "big rig." Develops familiarity with driver techniques most often used in backing, parking, coupling, and uncoupling. This course is a combination of classroom/lecture and driving range instruction. This course requires minimum completion of 17.50 hours behind the wheel instruction in addition to classroom work.

TRN 112A Safe Operating Procedures..2 QH
Familiarizes students with safe operating practices and the perceptual skills required to operate a commercial vehicle under various driving conditions. Subject areas such as speed and space management, driving techniques for extreme conditions and evasive steering, and emergency braking techniques will be discussed. Students are also introduced to trip planning and life on the road including topics such as time management, personal health, personal budgets, route planning, road rage, and fatigue.

TRN 122 Vehicle Maintenance..2 QH
Focuses on the function of key systems; exposes students to pre-trip, en route and post-trip inspection requirements. Introduces preventive maintenance and vehicle servicing procedures. Prepares student drivers for Part I of the State Administered Skills exam. This course requires 12.25 hours of lab instruction in addition to classroom time.

TRN 131 Technology in Transportation..2 QH
Exposes students to current innovations in transportation. Focus will be on Information Technology (IT) as it relates to cargo tracking, customer information, and global positioning. Qualcom systems and related hardware/software will be demonstrated. Software peculiar to the industry, such as driver management systems, dispatching programs, log checker and mileage maker will be introduced. Technologies in truck safety will also be discussed.

TRN 141 Introduction to Safety Supervisor's Functions ....2 QH

Provides an abbreviated review of the more common job functions as they pertain to safety supervisors and similar positions. Basic subjects will include vehicle inspections, fleet operations and maintenance records, driver qualification files, hours of service compliance, OSHA compliance, hazard identification and control, accident investigation, administration of drug testing programs, and loss prevention activities. Students will be required to use technologies introduced in TRN131 to develop qualification files, monitor student/employee logs, and insure compliance with hours of service regulations.
Corequisite(s): TRN 131.

TRN 151 Practical Application-Behind the Wheel ....5 QH

Provides instruction in equipment that is comparable in size and power that is the industry norm. Instruction will normally occur on public streets and highways. Any combination of pre-planned routes and forced dispatch routing may be used to satisfy course outcomes. During at least 25% of street instruction the trailer will be loaded with a minimum of 15,000 pounds. Students will learn to use proper visual searches, communication techniques, speed management and space management. Practical basic operational skills will also continue to be addressed such as docking, drop and hooks, shifting, etc. Night operations are required. Majority of time at task is spent behind the wheel however some lab/classroom is involved. Successful students will earn a minimum of 30 hours behind the wheel and at least 6.5 hours of classroom/lab. This is a Pass/Fail course. Students failing the course will not be eligible for 3rd Party State CDL exam and the PTDI Certificate of Attainment.
Prerequisite(s): TRN 111, current TIP issued by Michigan, USDOT medical exam/drug screen.

TRN 161 Practical Application for Decision Driving ....1 QH

Provides students with the opportunity to perform emergency/evasive maneuvers within a controlled environment. Students will learn to apply braking techniques, emergency steering, and how to manage skids and jackknifes. Students must meet all performance criteria. This course is Pass/Fail. Student who will be disqualified from being eligible for the PTDI Certificate of Attainment. This course is offered off-site in Marshall, Michigan at the Decision Driving Course, commonly referred to as the skid pad.

TRN 201A CDL Preparation II...2 QH

Focuses on the final preparation for students prior to sitting for his/her State Third Party CDL Test. This course concentrates on the final development of the walk-around-inspection, basic skills, and road skills required to successfully test for a Commercial Drivers License. A minimum of 10 1/2 hours behind-the-wheel instruction and three and a half hours of lab in addition to classroom hours are required. It is also required that students pass all school practical final exams and pass the Third Party State CDL exam to successfully complete the course.

TRN 208 Truck Driving Work Experience ....6 QH

Requires students to perform a minimum of 180 hours of paid/unpaid work experience with an approved commercial truckload carrier - local, regional, or over-the-road. Students will continue to develop the skills and competency necessary to become a solo, first-seat driver.
Prerequisite(s): TRN 201A, current CDL.

TRN 211 Regulations and Procedures ....4 QH

Surveys the development of the transportation industry from 1935 to the present day by examining the implementation of rules and regulations throughout the time period by various governmental agencies. Provides a fundamental understanding of the Federal Motor Carriers Safety Regulations from both an employee's and employer's perspective. Introduces proper procedures for completing driver's logs.

TRN 226 Commercial Bus Endorsement ....6 QH

Introduces students to the procedures and skills found in the commercial bus driving industry while preparing each individual to obtain a commercial bus driver's license with a "P" endorsement. Students will develop the skills necessary to operate a commercial vehicle safely. This course consists of classroom, lab, range, and on the road experience to ensure the best possible training. The program covers topics in basic operations, safe operating practices, advanced operating practices, vehicle maintenance, and non-vehicle activities. Students will cover topics on vehicle control systems, vehicle pre-trip inspections, basic control, railroad crossings, shifting, backing, visual search and communication skills, speed and space management, documentation regulations, accident procedures, trip planning, public relations, and extreme conditions. 20 hours of lecture and 80 hours on the range are required.
Prerequisite(s): TRN 201A.

TRN 231 Transportation Management ....4 QH

Provides students with an overview to all the aspects of transportation. Discusses the changes that took place with the Deregulation Act of 1980, JIT competition in the market place, and globalization of business. Also discusses how the transportation industry affects the success of corporations and national economic development. Provides an understanding of how transportation effects natural resources including land, water, and air. Course provides an insight into the career paths and the future for both the transportation industry and logistics managers.

TRN 242 Supply Chain Management ....4 QH

Provides a basic knowledge of the supply chain strategy and concepts and will give students an understanding of the analytical tools necessary to solve supply chain problems. Three key areas and their interrelationships are addressed which include the strategic role of the supply chain, key drivers of supply chain performance, and the analytical tools and techniques for supply chain analysis. Procurement, outsourcing, inventory models, supply chain distribution strategies, pricing, and revenue management are some of the key topics addressed.
Prerequisite(s): ECN 202.

TRN 251 Logistics Management ....4 QH

Presents an overview of logistics discussing the development and growth in this field. Further addresses the elements of a logistics system examining areas such as order management, customer service, domestic transportation systems, traffic management, inventory management, distribution centers, warehousing, and international logistics. This course concludes with examining the components used in analyzing, designing, and implementing a logistics system.

TRN 262A Career Experience I ....2 QH

Consists of 20 clock hours of experience in a transportation related field environment. Designed to expose students to a multitude of experiences associated with the transportation industry. Students have the opportunity to be exposed to warehousing and logistics, vehicle maintenance, terminal and facilities management, dispatching, human resources, sales, and accounting.
Prerequisite(s): Acceptance in the program.

TRN 263A Career Experience II ....2 QH

Consists of 20 clock hours of experience in a transportation related field and is a continuation of TRN262A. Students will continue to observe the areas addressed in TRN262A. Additionally, students will cross over into other areas within the transportation network such as air freight and rail freight. A ride out with the Michigan State Police will also be scheduled when available.
Prerequisite(s): Acceptance into the program.

TRN 271 Intermodal Transportation...4 QH

Offers an examination of the global market for domestic and international logistics and transportation services. This includes the role of shipping and air transportation in intermodal business logistics and their effect on world trade. Also covered are issues in the management of domestic, international, air, maritime, rail, and truck transportation.
Prerequisite(s): TRN 231.

VASCULAR TECHNOLOGY

VAS 101A Peripheral Vascular Procedures ....4 QH

Provides students with the fundamentals of noninvasive peripheral vascular testing as well as introduces concepts related to ultrasound devices and how to measure performance, artifacts encountered during testing, and bioeffects related to ultrasound. Emphasis will be on the basic understanding of various testing modalities, techniques, limitations, and interpretative guidelines used in noninvasive peripheral vascular evaluations. This course will prepare students for their first clinical experience.

VAS 106 Introduction to Clinical Practice ....1 QH

Prepares VAS students for their first clinical rotation by demonstrating competency in completing a basic vascular history, physical examination, scanning skills, and ankle/brachial index (ABI) study. Theory and practice will include history taking, recognition of signs and symptoms, vital signs, and palpating pulses. Students will also be taught to complete a physiologic arterial examination of the lower extremities.
Prerequisite(s): Acceptance in the program.

VAS 111 Introduction to Vascular Ultrasound..4 QH

Introduces the role of the vascular technologist as a member of the health care team. Emphasis is placed on professional growth and development as well as ethical and attitudinal qualities of the technologist. Occupational health issues related to diagnostic ultrasound will also be presented. Basic terminology and instrumentation will be introduced.
Prerequisite(s): B- or better in VAS 101A and acceptance in the program. Corequisite(s): VAS 121.

VAS 121 Vascular Physics and Hemodynamics......................................4 QH

Presents basic principles of ultrasound physics, the Doppler effect, and physical principles related to physiologic (non-imaging) studies. This course focuses on arterial and venous hemodynamics and physiologic factors that govern blood flow. Analysis of blood flow characteristics obtained through a variety of imaging and non-imaging studies will provide an assessment of the circulatory system. This course will prepare students for the Sonographic Principles and Instrumentation examination administered by the ARDMS.

Prerequisite(s): B- or better in in VAS 101A and acceptance in the program.
Corequisite(s): VAS 111.

VAS 201 Venous Ultrasound ....4 QH

Covers diagnostic testing techniques and interpretative guidelines utilized in the evaluation of peripheral venous disease. This course begins with a review of venous anatomy and pathophysiology and incorporates signs and symptoms, risk factors, mechanisms of disease as well as treatment options.

Prerequisite(s): B- or better in VAS 111, B- or better in VAS 121.
Corequisite(s): VAS 211.

VAS 211 Carotid Ultrasound ....4 QH

Provides an understanding of basic diagnostic testing techniques and interpretative guidelines utilized in the evaluation of extracranial cerebrovascular disease. This course begins with a review of arterial anatomy and pathophysiology and incorporates signs and symptoms, risk factors, mechanisms of disease as well as treatment options.

Prerequisite(s): B- or better in VAS 111, B- or better in VAS 121.
Corequisite(s): VAS 201.

VAS 221 Arterial Ultrasound I..4 QH

Covers basic diagnostic testing techniques and interpretative guidelines utilized in the evaluation of peripheral arterial disease, i.e. non-imaging/physiologic studies. This course begins with a review of arterial anatomy and pathophysiology and incorporates signs and symptoms, risk factors, mechanisms of disease as well as treatment options.

Prerequisite(s): B- or better in VAS 201, B- or better in VAS 211.
Corequisite(s): VAS 222.

VAS 222 Arterial Ultrasound II...4 QH

Covers advanced diagnostic testing techniques and interpretative guidelines utilized in the evaluation of peripheral arterial disease, i.e. imaging studies. This course begins with a review of arterial anatomy and pathophysiology and incorporates signs and symptoms, risk factors, mechanisms of disease, and treatment options.

Prerequisite(s): B- or better in VAS 201, B- or better in VAS 211. Corequisite(s): VAS 221.

VAS 231A Vascular Ultrasound Clinical Experience I......................6 QH

Provides the opportunity for learning basic skills in performing noninvasive vascular evaluations in the clinical setting. A basic understanding of the operation of a diagnostic facility is also provided. This is the first of three structured clinical courses that directs students through progressive levels of experience: observation, participation under personal supervision, provision of care under direct supervision, and more independent functioning under general supervision. This is a 10 week rotation and includes 160 hours of clinical and 40 hours of lab.

Prerequisite(s): B- or better in VAS 101A, Student background check and acceptance in the program. Corequisite(s): VAS 111, VAS 121

VAS 232A Vascular Ultrasound Clinical Experience II......................6 QH

Provides the opportunity for learning more advanced skills in performing noninvasive vascular evaluations in the clinical setting. A more in-depth understanding of the operation of a diagnostic facility is also provided. This is the second of three structured clinical courses that directs students through progressive levels of experience: observation, participation under personal supervision, provision of care under direct supervision, and more independent functioning under general supervision. This is a 10 week rotation and includes 160 hours of clinical and 40 hours of lab.

Prerequisite(s): B- or better in VAS 231A.

VAS 233A Vascular Ultrasound Clinical Experience III.....................6 QH

Provides the opportunity for learning more advanced skills in performing noninvasive vascular evaluations in the clinical setting. More in-depth scanning skills of the diagnostic facility is also provided. This is the third of three structured clinical courses that directs students through progressive levels of experience: observation, participation under personal supervision, provision of care under direct supervision, and more independent functioning under general supervision. Students will be expected to apply critical thinking skills and demonstrate mastery level in all areas of vascular ultrasound. A mock registry for vascular technology will be presented, incorporating the major concepts presented in all previous courses. This is a 10 week rotation and includes 160 hours of clinical and 40 hours of lab.

Prerequisite(s): B- or better in VAS 232A.

VETERINARY TECHNOLOGY

VET 101A Introduction to Veterinary Technology ....5 QH

Introduces students to the veterinary technology occupation. Emphasis is placed on regulatory and ethical issues, office procedures, handling and restraint of animals, sanitation, breed identification, and laboratory issues. 40 hours of lecture and 20 hours of lab are required for this course.

Prerequisite(s): B- or better in SCI 111.

VET 112 Animal Anatomy and Physiology I................................5 QH

Introduces students to the fundamentals of chemistry essential for life. Introduces cellular biology and histology. Emphasizes the study of the structure and function of the integumentary system, skeletal system, muscular system, nervous system, and the endocrine system. Medical terminology will be studied throughout this course. Laboratory work may include the use of a microscope, experiments/demonstrations in physiologic principles and the dissection of animal parts. 40 hours of lecture and 20 hours of lab are required. A grade of B- or better is required in this course for application to the professional track of the veterinary technology program.

Prerequisite(s): B- or better in SCI 111.

VET 113 Animal Anatomy and Physiology II...............................5 QH

Emphasizes the structure and function of the circulatory, lymphatic, respiratory, urinary, digestive, and reproductive systems. The autonomic and endocrine control of these systems and immunity will also be discussed. Medical terminology and laboratory sessions will be a continuation of Animal Anatomy and Physiology I. 40 hours of lecture and 20 hours of lab are required. A grade of B- or better is required in this course for application to the professional track of the veterinary technology program.

Prerequisite(s): B- or better in VET 112.

VET 121A Veterinary Pathology..4 QH

Presents a study of veterinary diseases and zoonoses. Emphasis is placed on identification and classification of diseases, diagnosis, methods of transmission, prevention of disease, and treatment modalities. A grade of C or better must be maintained to satisfactorily complete this course.

Prerequisite(s): Acceptance in the program. Corequisite(s): VET 131A.

VET 131A Introduction to Animal Diagnostic Laboratory Procedures..........................5 QH

Presents an introduction to the principles and procedures for the veterinary practice laboratory. Emphasis is placed on microscopy, interpretation of microscopic observations, laboratory safety, quality control principles and practices, technical skills in hematology, cytology, clinical chemistry, serology, parasitology, and urinalysis. 40 hours of lecture and 20 hours of lab are required. A grade of C or better must be maintained to satisfactorily complete this course.

Prerequisite(s): Acceptance in the program. Corequisite(s): VET 121A.

VET 141 Introduction to Animal Surgical Procedures/Nursing..........................6 QH

Provides an orientation to nursing care and surgical procedures in the veterinary practice. Emphasis is placed on the care of the patient and equipment, examination room procedures, pharmacology for animals including drug laws, administration of medications to animals, and surgical procedures including anesthesia. 40 hours of lecture and 40 hours of lab are required. A grade of C or better must be maintained to satisfactorily complete this course.

Prerequisite(s): Acceptance in the program.

VET 201 Radiology for Veterinary Technicians ....2 QH

Prepares students to safely and effectively produce diagnostic radiographic and non-radiographic images. Emphasis will be placed on decision-making abilities such as determining diagnostic quality, exercising professional judgment to minimize personnel radiation exposure, understanding the proper anatomical landmarks for positioning patients for diagnostic images, and equipment maintenance. 10 hours of lecture and 20 hours of lab are required.

Prerequisite(s): Acceptance in the program.

VET 211A Advanced Animal Diagnostic Laboratory ....5 QH

Provides advanced study in the principles and procedures for the veterinary practice laboratory. Emphasis is placed on hematology, cytology, parasitology, urinalysis, microbiology, and prosection. 40 hours of lecture and 20 hours of lab are required. A grade of C or better must be maintained to satisfactorily complete this course.

Prerequisite(s): C or better in VET 121A, C or better in VET 131A.

VET 221 Large and Small Animal Nursing................................6 QH

Presents nursing procedures on large and small animals to be performed in clinical, laboratory, or farm settings. Emphasis is placed on preparation and assisting of the physical exam, administering medications including injections, venipuncture, catheterization, collection of laboratory specimens, bandaging techniques, and care of the critical patient. 40 hours of lecture and 40 hours of lab are required. A grade of C or better must be maintained to satisfactorily complete this course.

Prerequisite(s): C or better in VET 121A, C or better in VET 131A, C or better in VET 141. Corequisite(s): VET 231.

VET 231 Pharmacology for Veterinary Technicians ....6 QH
Provides further study in the area of veterinary drugs and medicines. Emphasis is placed on classification of drugs and medicines, calculating dosages, administering and dispensing drugs and medicines, legal issues, and recordkeeping. A grade of C or better must be maintained to satisfactorily complete this course.
Prerequisite(s): C or better in VET 121A, C or better in VET 131A, C or better in VET 141. Corequisite(s): VET 221.

VET 241A Laboratory and Exotic Animals ....5 QH
Provides an overview of the study of exotic animals and animals used in research. Emphasis is placed on the selection and procurement of animals, safety and health considerations, legal regulations, and policies on the care and use of laboratory animals, husbandry, care, and importance of environment. 40 hours of lecture and 20 hours of lab are required. A grade of C or better must be maintained to satisfactorily complete this course.
Prerequisite(s): C or better in VET 211A, C or better in VET 221, C or better in VET 231.

VET 251 Office Management and Client Relations ....5 QH
Provides training in the management of veterinary facilities. Emphasis is placed on client relations, records maintenance, obtaining a patient history, medical emergencies, and bereavement. A grade of C or better must be maintained to satisfactorily complete this course.
Prerequisite(s): C or better in VET 211A, C or better in VET 221, C or better in VET 231.

VET 261 Advanced Animal Surgical Procedures/Anesthesiology ....6 QH
Provides advanced study and practice in surgical assisting, postoperative care, anesthesiology, and dentistry. 30 hours of lecture and 60 hours of lab are required. A grade of C or better must be maintained to satisfactorily complete this course.
Prerequisite(s): C or better in VET 211A, C or better in VET 221, C or better in VET 231.

VET 271A Veterinary Technician Board Review ....3 QH
Emphasizes the preparation of students for the licensing exam. This class is taken along with the Veterinary Technician Externship course. A grade of C or better must be maintained to satisfactorily complete this course.
Corequisite(s): VET 272A or VET 276A.

VET 272A Veterinary Technician Externship ....6 QH
Requires students to complete a minimum of 240 hours of unpaid work experience in a veterinary facility under the supervision of a veterinarian. Students will perform administrative and clinical duties that may include but are not limited to: admission and preparation of animals for a veterinary examination, record keeping, administration of medications, performance of routine laboratory procedures, performance of radiologic testing, assisting in surgery, and the maintenance of anesthesia. This occupation-based instruction will be implemented through the use of written individualized training plans, written performance evaluations, and required on-the-job training. A grade of C or better must be maintained to satisfactorily complete this course.
Prerequisite(s): C or better in VET 121A, C or better in VET 131A, C or better in VET 141, C or better in VET 211A, C or better in VET 221, C or better in VET 231, C or better in VET 241A, C or better in VET 251, C or better in VET 261. Corequisite(s): VET 271A.

WEB DEVELOPMENT

WEB 111A HTML Programming ....4 QH
Teaches students to use the Hypertext Mark-up Language (HTML) to create Web pages and sites. Topics will include: Web page and Web site design; common HTML programming techniques; proper and effective use of space, color and animation in Web pages; and emergent technology in the field.
Prerequisite(s): CIS 106B or INF 131.

WEB 121A World Wide Web Design ....4 QH
Instructs students in the creation of a Web site and in the use of Web page development tools. Students apply their skills in the creation of Web pages using text, graphics, tables, and frames. This course will enable students to create their own Web pages and Web sites for publishing information on the Internet. Emphasis on effective design and layout of Web pages and sites is provided.
Prerequisite(s): INF 131 or WEB 111A.

WEB 201 Web Multi-Media ....4 QH
Introduces students to Web development tools for animation. Enables students to produce Web sites with interactive objects, graphics, and animation.
Prerequisite(s): WEB 111A.

WEB 211 Web Scripting ....4 QH
Develops students' skills in utilizing Java-script and HTML. Enables students to integrate Java-script and HTML to create interactive Web sites that include pop-up windows, pop-up menus, and image rollovers. This course includes working with forms, images, frames, windows and cookies.
Prerequisite(s): WEB 111A, CS 111.

WEB 221 Interactive Web Design ....4 QH
Enables students to work with CGI/scripts for creating interactive Web applications. Students will install and modify scripts as part of site development projects. The course also includes Web-database integration.
Prerequisite(s): WEB 211.

WEB 222 Internet Commerce ....4 QH
Provides students with exposure to how Web sites are used by businesses. Students will develop retail storefronts, marketing and customer service sites, intranets, and extranets to apply the technical learning from the previous classes and to understand how businesses can use these tools. At the end of this course, students will be able to effectively plan how a Web site fits a company's strategy and will have developed a portfolio of Web site designs.
Prerequisite(s): WEB 221.

WEB 231 Server-side Programming ....4 QH
Introduces students to the fundamentals of using alternative server-side technology such as PHP to produce interactive Web sites, site development, and database integration.
Prerequisite(s): WEB 221.

WEB 241 ActionScript Programming ....4 QH
Provides experienced Flash designers with the knowledge and hands-on practice they need to create event-driven animation and interactive Web elements. Introduction of core ActionScript concepts is also included.
Prerequisite(s): WEB 201.

WEB 321 Web Application Development Tools ....4 QH
Instructs students in the use of Individual Development Environments (IDE) to develop Web applications. Students will use development tools to create interfaces to databases.
Prerequisite(s): CIS 351, WEB 121A.

WEB 322 Web Application Development Programming ....4 QH
Covers the use of programming languages such as Perl, PHP, and Python to interface databases to create interactive Web applications. Students will create interfaces to relational databases such as Oracle and MySOL.
Prerequisite(s): WEB 321.

WEB 331 Java Enterprise Edition ....4 QH
Expands on development of Web applications by introducing J2EE technologies including JavaServer Pages (JSP), Servlets, Enterprise Java Beans (EJB), Java Message Service (JMS) API, and other ancillary technologies like JDBC and JNDI. Students will use these technologies to create interactive, database-driven Web applications.
Prerequisite(s): CS 242.

WEB 361 Web Server Administration ....4 QH
Provides students with the opportunity to administer a Web server. Issues such as selecting server hardware and software will be reviewed. Also, students will learn how to control access to Web sites, setup e-mail aliases and related services. Students will gain experience in working with and analyzing site statistics. The procedures for the online marketing of Web sites will also be covered. This course will prepare students to establish and manage a Web server.
Prerequisite(s): Acceptance in the BCS, BTS or BWD program.

WEB 411 Web Usability Design ....4 QH
Provides students with the understanding of usability design and examines usability issues such as architecture, navigation, graphical presentation, and page structure. Explains the steps relevant to incorporating usability into every stage of the Web development process, from requirements to tasks analysis, prototyping and mockups, to user testing, revision, and post launch evaluations. Students will demonstrate these skills in the design and redesign of their own projects.
Prerequisite(s): WEB 222.

WEB 421 Web Portals ....4 QH
Addresses the design, use, and development of Web portals. An enterprise portal is a single Web location from which many services and communicative systems are accessed. Students will work with Web portal technologies to design and implement a Web portal.
Prerequisite(s): WEB 331, WEB 361, WEB 411.

WEB 431 Enterprise Web Applications ....4 QH
Provides students with a capstone class that focuses on using knowledge gained in previous classes to create an enterprise Web application.
Prerequisite(s): WEB 421.

WORD PROCESSING

WPG 098 Keyboarding ....4 QH
Presents basic keyboarding skills using the touch method and introduces word processing software. Students who complete this course will be able to input alphabetic and numeric information accurately. Students who have had previous typing/keyboarding instruction or experience should take the Keyboarding Placement Exam. Credit earned does not count toward any degree.

WPG 101B Office Grammar Skills..4 QH
Provides students with the skills necessary to prepare and edit written business communications. Using word processing software and a handbook for office professionals to properly format office documents, this course reviews the following skills: grammar, punctuation, spelling, word use, sentence structure, formatting, proofreading, editing, capitalization, number style, and composition.
Prerequisite(s): ENG 091 or satisfies developmental writing or placement exam, WPG 098 or high school typing/proficiency.

WPG 122 Introduction to Document Processing ....4 QH
Presents an introduction to document processing for students who know the keyboard by the touch method and has basic word processing skills. Students learn to analyze keying errors and use corrective drills to develop greater keying speed and accuracy. Basic word processing commands related to the formatting of letters, memos, reports, and tables are taught. Students must attain a speed requirement of 25 to 35 wpm and higher on acceptable five-minute timings.
Prerequisite(s): C- or better in WPG 098 or high school typing/proficiency.

WPG 123 Intermediate Document Processing ....4 QH
Continues the development of keying speed and accuracy through drills and corrective practice and builds on document formats and word processing commands learned in WPG122. Formatting business letters, memos, reports, and tables is reviewed and expanded to include mail merge and mathematical calculations in tables. Students create newsletters with graphics and charts and integrate spreadsheet and database software with word processing applications. Final grade criteria are timed production work, text assignments, and speed requirements of 35 to 45 wpm and higher on acceptable five-minute timings.
Prerequisite(s): C- or better in WPG 122.

WPG 221A Transcription Applications ....4 QH
Develops the skills to transcribe or produce text from verbal to printed form using recorded media and to input data using voice recognition software. Students will refine their listening abilities by using recorded business scenarios to extract details. Students will transcribe and produce actual business documents incorporating the use of language, formatting, proofreading, and editing skills.
Prerequisite(s): C- or better in WPG 101B. Corequisite(s): WPG 123.

WPG 224 Advanced Document Processing............................4 QH
Covers more advanced formatting skills in word processing documents. Topics include formatting reports with styles, footnotes, endnotes, notes pages, and reference pages, and changing the number format of preliminary and appendix pages. Create indexes, cross references, and tables of contents electronically. Create and edit macros, forms, and custom toolbars/menus. Create and edit master documents and subdocuments and collaborate in a workgroup to track changes in documents by using comments. Students continue to improve keying accuracy and speed. Final grade criteria are timed production work, text assignments, and speed requirements of 45 to 55 wpm and higher on acceptable five-minute timings.
Prerequisite(s): C- or better in WPG 123.

WORK EXPERIENCE

WRK 201 Internship..4 QH
Provides an unpaid, 120-hour, learning experience in a business environment structured to allow students to develop skills and gain training in their major field. Students must complete a minimum of 48 credit hours and 50 percent of major requirements prior to enrolling in the work experience course. In addition, programs may require completion of specific courses.
Prerequisite(s): ENG 102 (Associate Degrees), ENG 101 (Certificates), minimum GPA 2.00.

WRK 211 Cooperative Education I................................4 QH
Allows students to be employed in their major field while attending college. Students will complete a minimum of 120-hours of paid, work experience. Students usually work part of the day and attend classes part of the day. Students must complete a minimum of 48 credit hours and 50 percent of major requirements prior to enrolling in the work experience course. In addition, programs may require completion of specific courses.
Prerequisite(s): ENG 102 (Associate Degrees), ENG 101 (Certificates), minimum GPA 2.00.

WRK 212 Cooperative Education II ....4 QH
Continues Cooperative Education I with the focus on further development of work-related skills and ethics, allowing students to become more familiar with the practical problems and solutions of the work environment. Students will complete a minimum of 120-hours of paid, work experience.
Prerequisite(s): ENG 102, C or better in WRK 211, minimum GPA 2.00.

WRK 213 Cooperative Education III ....4 QH
Requires work assignments related to academic and career goals. Students will complete a minimum of 120 hours (or more) of paid, work experience. This course is intended for formulated alternation between full-time college education and full-time work experience of approximately equal length.
Prerequisite(s): ENG 102, C or better in WRK 212, minimum GPA 2.00.

WRK 214 Cooperative Education IV ....4 QH
Continues Cooperative Education III with progressively greater work responsibilities. Students will complete a minimum of 120 hours (or more) of paid, work experience.
Prerequisite(s): ENG 102, C or better in WRK 213, minimum GPA 2.00.

WRK 215 Paralegal Work Experience ....4 QH
Requires students to perform 120 hours of paid/unpaid work experience in a legal setting. General paralegal duties will be performed.
Prerequisite(s): Dean's approval, minimum GPA 2.00, Sophomore status, ENG 102, PAR 101, PAR 113A, PAR 131. Corequisite(s): PAR 299.

WRK 216 Medical Receptionist Externship ....4 QH
Requires students to perform 120 hours of paid/unpaid work experience in a medical facility performing receptionist and general office duties. A grade of C or better is required in all core MED classes.
Prerequisite(s): ENG 101, minimum GPA 2.50, Dean's approval. Corequisite(s): MED 207.

WRK 218 Work Experience Project................................4 QH
Focuses on development of work related skills and ethics, allowing students to become more familiar with issues in the work environment. Students will complete a major project focusing on their specific career goals. Enrollment allowed by permission of Online Career Services staff.
Prerequisite(s): ENG 102, minimum GPA 2.00.

WRK 219 Medical Administrative Assistant Externship..................4 QH
Requires students to perform a minimum of 120 hours of paid/unpaid work experience in a medical facility performing administrative and general office duties. A grade of C or better is required in all core MED classes.
Prerequisite(s): ENG 102, MED 207, minimum GPA 2.50 and Dean's approval.

WRK 220 Medical Transcription Externship ....4 QH
Requires students to perform a minimum of 120 hours of paid/unpaid learning experience in a health care setting under the supervision of experienced medical transcriptionists. Through this work experience, students will develop insight, understanding, and skills in medical transcription.
Prerequisite(s): ENG 101, minimum GPA 2.00, MTH 091 or satisfies developmental math or placement exam. Corequisite(s): MED 223A.

WRK 221 Medical Assistant Externship ....4 QH
Requires students to perform a minimum of 160 hours of unpaid work experience in an outpatient medical facility performing clinical and administrative duties. A grade of C or better is required in all core MED classes.
Prerequisite(s): ENG 102, minimum GPA 2.50, Dean's approval.

WRK 224 Unit Coordinator Externship...........................4 QH
Requires students to perform 120 hours of paid/unpaid work experience in a clinic, hospital, nursing facility, or other inpatient medical facility performing such duties as chart construction, ordering of supplies and equipment, transcription of nursing and physician orders, recordkeeping, and admission and discharge procedures under the supervision of appropriate personnel. Students completing this externship may be eligible to sit for the Certified Health Unit Coordinator (CHUC) examination.
Prerequisite(s): ENG 102, MED 120, minimum GPA 2.50 and Dean's approval.

WRK 225 Phlebotomy Externship..4 QH

Requires students to perform 120 hours of paid/unpaid work experience which may combine blood drawing experiences at various sites including hospital inpatient, hospital outpatient, outreach sites and physician offices under supervision of qualified personnel. Students must perform a minimum of 120 successful blood draws.

Prerequisite(s): ENG 101, B- or better in MLT 111, minimum GPA 2. 50, Dean's approval, Student background check. Corequisite(s): MED 225A.

WRK 227 Sterile Processing Technician Externship....................4 QH

Requires students to perform 160 hours of paid/unpaid work experience. Provides supervised work experience to enable students to apply the skills acquired in SPT188A and SPT192 in a clinical setting. Students will actively participate in the process of decontamination, sterilization, and distribution of sterile instruments and supplies.

Prerequisite(s): ENG 101, SPT 188B, SPT 192, minimum GPA 2.50, Dean's approval, Student background check.

WRK 228 Coding Externship ....4 QH

Provides 180 hours of supervised, paid/unpaid, work experience. This work experience will acquaint students with inpatient and outpatient physician coding and billing practices. Students will apply course room applications relative to reimbursement and coding of inpatient/outpatient records thereby reinforcing and correlating their classroom instruction. Students must complete all MIS and CCP courses prior to externship.

Prerequisite(s): ENG 101, minimum GPA 2.50, Dean's approval.

WRK 252 Pharmacy Clinical ....4 QH

Requires a minimum of 120 hours of paid/unpaid, supervised work experience in a community or hospital setting designed to provide students with the opportunity to apply the skills acquired in the pharmacy technician program. Students will gain insight from day-to-day pharmacy operations and interaction with patients and practitioners. Students must complete all PHT and MED courses, HSC 104 and SCI 100E with a C or better prior to completing externship.

Prerequisite(s): ENG 102 (Associate Degree), ENG 101 (Certificate), minimum GPA 2.50, Dean's approval, Student background check.

WRK 261 Medical Insurance Specialist Externship ....4 QH

Provides 180 hours of supervised, paid/unpaid work experience. This work experience will acquaint students with outpatient physician billing, outpatient hospital facility billing, durable medical equipment billing, and home health billing and allow students hands-on experience to reinforce their classroom instruction. Students must complete all MIS and MED courses, HSC 104 and SCI 100E with a C or better prior to completing externship.

Prerequisite(s): ENG 102 (Associate Degree), ENG 101 (Certificate), minimum GPA 2.50, Dean's approval. Corequisite(s): MIS 231, MIS 291.

WRK 265 Kitchen and Bath Design Work Experience ....4 QH

Requires students to perform a minimum of 160 hours of paid/unpaid, work experience at a kitchen and bath design studio that is a member of the National Kitchen and Bath Association.

Prerequisite(s): Dean's approval, ENG 101.

WRK 271A Automotive Work Experience...............................4 QH

Consists of a 140-hour minimum paid/unpaid, hands-on experience, working in an automotive repair facility. This work experience will focus on the State of Michigan certification areas and is intended to supplement the hours spent in courses on campus for the purpose of attaining at least minimum competency.

Prerequisite(s): ENG 102 (Associate Degree), ENG 101 (Certificate) Dean's approval.

WRK 275 Diesel Work Experience ....4 QH

Consists of a 140-hour minimum paid/unpaid, hands-on experience, working in a diesel repair facility. This work experience will focus on the State of Michigan certification areas and is intended to supplement the hours spent in courses on campus for the purpose of attaining at least minimum competency.

Prerequisite(s): Associate Degree students: ENG 102. Certificate students: ENG 101, minimum GPA 2.50, Dean's approval.

WRK 280 9-1-1 Fieldwork ....1 QH

Provides students with an opportunity to observe 9-1-1 dispatch operations for 30 hours as a way to begin integrating the academic experience into practice.

Prerequisite(s): ENG 102, CRJ 101, CRJ 111, minimum GPA 2.50, Student background check. Corequisite(s): CRJ 112, WRK 291B.

WRK 281 Criminal Justice Internship I ....4 QH

Requires students to perform a minimum of 120 hours of paid/unpaid work experience in a criminal justice agency under the supervision of appropriate personnel to allow students to develop skills and gain training in their major field.

Prerequisite(s): ENG 102, CRJ 106, CRJ 121, CRJ 131, CRJ 141, CRJ 151, minimum GPA 2.50, Student background check. Corequisite(s): CRJ 281, WRK 291B.

WRK 286 Food and Beverage Management Work Experience ....6 QH

Requires students to perform 400 hours of unpaid supervised work experience in The Culinary Institute of Michigan's fine dining restaurant, Courses. Students attend on-campus weekly seminars; demonstrate competencies in required skills including guest-relations, marketing, food service accounting, cost control, planning, multi-tasking and front-of-the-house management. Students will have to maintain a detailed journal logging hours in specific competencies. This course is taken during the final quarter of a student's program after completion of prior program requirements.

Prerequisite(s): ENG 102, minimum GPA 2.00, Dean's approval.

WRK 287 Culinary Arts Internship....................................6 QH

Requires students to perform 400 hours of unpaid supervised kitchen work experience in The Culinary Institute of Michigan's fine dining restaurant, Courses. Students attend on-campus weekly seminars, demonstrate competencies in required skills including menu development, mise en place, production, requisitioning products, food safety, multi-tasking, and entry-level management tasks. Students will have to maintain a detailed journal logging hours in specific competencies. This course is taken during the final quarter of a student's program after completion of prior program requirements.

Prerequisite(s): ENG 102, minimum GPA 2.00, Dean's approval.

WRK 288 Baking and Pastry Work Experience ....6 QH

Requires students to perform 400 hours combined unpaid supervised work experience in The Culinary Institute of Michigan's fine dining restaurant, Courses and The Sweet Spot. Students attend on-campus weekly seminars; demonstrate competencies in required skills including bread and pastry production, mise en place, requisitioning products, food safety, guest relations, cost control multi-tasking, and entry-level management tasks. Students will have to maintain a detailed journal logging hours in specific competencies. This course is taken during the final quarter of a student's program after completion of prior program requirements.

Prerequisite(s): ENG 102, minimum GPA 2.00, Dean's approval.

WRK 291B Professional Career Strategies ....1 QH

Covers all phases of securing employment in a required seminar. Major topics include resume preparation, interview strategy, job application, job search action planning, personal appearance, and coordination of the graduate's employment search activity with the College Career Services Office. Students on degree programs may complete the seminar requirement any time during their final two quarters. Certificate students should attend in their last quarter. It is offered on a pass/fail basis.

Prerequisite(s): Sophomore status.

WRK 301 Internship...4 QH

Provides an unpaid, 120-hour, bachelor's level, learning experience in a business or technical environment structured to allow students to further develop skills and gain training in their major field.

Prerequisite(s): ENG 102, minimum GPA 2.00, Junior status, Dean's approval.

WRK 411 Graphic Communications Field Experience..................4 QH

Provides a senior level paid/unpaid, work experience (minimum of 120 hours) designed to provide students the opportunity to apply the skills acquired in the graphic communications major.

Prerequisite(s): ENG 102, GRC 401, minimum GPA 2.00.

WRK 421 Construction Management Field Experience ....4 QH

Provides students with work experience as interns under the supervision of construction professionals, minimum of 120 hours. Students will become familiar with many phases of construction under actual job conditions which may include; estimating, field engineering, inspecting, scheduling and supervision. Students with verifiable construction experience of three (3) years or more may receive credit under this course listing. Verification will be through letters of recommendation from employer(s) on company letterhead and documented payroll receipts.

Prerequisite(s): ENG 102, minimum GPA 2.00, Senior status, Dean's approval.

WRK 441 Health Services Administration Externship ....4 QH
Provides 120 hours of paid/unpaid experience in a health or health related set-
ting. The primary focus is to provide an opportunity for students to
develop/experience activities of planning, directing, coordinating, budget
related activities.
Prerequisite(s): ENG 102, minimum GPA 2.50, Dean's approval. Corequisite(s):
HSC 411.

WRK 481 Criminal Justice Internship II ....4 QH
Requires students to perform a minimum of 120 hours of paid/unpaid work experience
in a criminal justice agency under the supervision of appropriate personnel to allow stu-
dents to develop skills and gain training in their major field.
Prerequisite(s): ENG 102, WRK 281, minimum GPA 2.50, Senior status, Student
background check. Corequisite(s): CRJ 481.

WRK 486 Food and Beverage Management Externship ....6 QH
Requires students to perform a requirement of 400 hours paid or unpaid work
experience in an approved off site food service operation. Provides supervised
work experience to enable students to apply skills acquired through the food and
beverage program. Students will actively participate in management and oper-
ation of a food service operation. Students will maintain a detailed journal log-
ging hours in specific competencies. This course is taken during the final
quarter of a student's program after completion of prior program requirements.
Prerequisite(s): ENG 102, minimum GPA 2.00, Dean's approval.

WRK 495 Accounting Work Experience ....4 QH
Requires students to perform a minimum of 120 hours of paid/unpaid, hands-
on and supervised work experience in the accounting field. Students may secure
work experiences with a CPA firm, within the accounting department of vari-
ous local businesses (private or public sector), or with accounting services or
tax preparation organizations as well as with other approved sites.
Prerequisite(s): ACC 302, WRI 115, minimum GPA 2.00.

WRITING

WRI 115 Workplace Communication..4 QH
Prepares students to be effective communicators in the workplace. This course
includes fundamental techniques and formats used in business and technical
communication. Clear, concise, factual communication is stressed through a
variety of applications including letters, memoranda, business and technical
proposals, manuals, and research writing. Preparation of a resume and associ-
ated job-search documents is included.
Prerequisite(s): ENG 102.

WRI 301A Report Writing..4 QH
Improves the student's ability to write for business and technical purposes.
Emphasis is on writing formal reports including research of published techni-
cal information and presentation of a formal paper based on the student's major
field. In addition, less formal aspects of business and technical communications
are studied. Instruction, practice, and development of these skills may be imple-
mented as work products of a Service Learning Project.
Prerequisite(s): WRI 115.

WRI 312R Research Writing ....6 QH
Requires students to design and compose a formal research paper that focuses
on the structure, format, and process for writing following APA guidelines and
applying research. This course is exclusive to the Accelerated Bachelor Degree
program. Hybrid delivery is required for this course.

Graduate Programs

GRADUATE DEGREES

Master of Business Administration
  Accounting
  Finance
  General Business
  Health Care Management
  Human Resource Management
  Leadership Studies
  Marketing
Master of Occupational Therapy
Master of Science in Information Systems
  Management Information Systems
Doctor of Business Administration

Purpose

The Center for Graduate Studies offers graduate programs providing advanced preparation in the fields of Business, Information Systems, and Occupational Therapy. These graduate programs are designed to build upon a well-balanced undergraduate education. Students are expected to develop a thorough understanding of their chosen academic discipline. Graduate education provides students with the opportunity to increase knowledge, broaden understanding, and develop specialized skills beyond the baccalaureate degree.

Administrative Leadership

The Center for Graduate Studies' Administrative Offices are located on the Flint campus. These administrative offices are the headquarters for the graduate programs offered at various Baker campus locations, corporate sites throughout Michigan, and online. Leadership and administration of graduate programs are provided by the President of the Center for Graduate Studies and the Graduate Faculty Council.

Graduate Faculty Council

The Faculty Council, comprised of graduate faculty, is the primary channel of communication between the graduate faculty and the President. The Faculty Council is responsible for establishing the academic policies and standards regarding graduate programs, assessment of graduate programs, and other academic issues relating to graduate education. Additionally, the Faculty Council is the main forum for discussion of research and scholarly activity for graduate-level students and faculty.

Academic Outcomes Assessment

Graduate students may be required to take standardized entrance, progress, or exit examinations. Students progressing through the program will be assessed by a variety of methods as established by course instructors and the Center for Graduate Studies. The College agrees not to violate student privacy as it uses this information to improve the program for future students and to evaluate the effectiveness of delivery.

Accreditations

The graduate programs are accredited through The Higher Learning Commission of the North Central Association of Colleges and Schools. The MBA program also has international accreditation through the International Assembly for Collegiate Business Education (IACBE). The Occupational Therapy program has additional accreditation through The Accreditation Council for Occupational Therapy Education (ACOTE).

Acceptance of Transfer Credit

The Center for Graduate Studies welcomes transfer students into our graduate programs. Because Baker College recognizes the expediency of understandable and universally accepted standards related to transfer of academic credit, the following policies are established for transfer credit:

1. Baker College will accept no more than 16 quarter hours (12 semester hours) of transfer credit into graduate programs.
2. Only classes with a B (3.00) grade or higher will be eligible for transfer consideration.
3. To transfer successfully, classes must equate to and be compatible with courses offered by the Center for Graduate Studies.
4. Transfer of college credit will not be considered if the work was completed more than five years preceding matriculation.
5. To obtain transfer credit, students are required to request that all previous colleges attended forward official transcripts to Baker College Center for Graduate Studies.
6. Students wishing to receive transfer credit from a foreign/international college or university must submit an official evaluation from a U.S. evaluation company. The evaluation must include the grade and U.S. course equivalency to be considered for transfer credit.

International Applicants

International applicants must possess competence in the English language; both written and oral. English competency is determined by one of the following:

1. A score of 550 or higher on the paper version of the Test of English as a Foreign Language (TOEFL).
2. A score of 79 or higher on the Internet version of the TOEFL.
3. A median score on the Comprehensive English Language Test (CELT).
4. DBA students must have a score of 575 or higher on the paper version TOEFL.

Applicants who completed their undergraduate degree at an institution outside of the U.S. must have their transcript/degree evaluated by a company in the United States, such as Educational Credential Evaluators, Inc. or the National Association of Credential Evaluation Services (NACES). The results of the evaluation must be sent from the evaluation company directly to the Center for Graduate Studies. Official evaluations must include U.S. degree equivalency, course grades, and overall GPA.

Applicants wishing to study in the U.S. must fulfill student visa requirements and make an advanced tuition deposit (see Tuition Deposit - International Students).

Graduation Requirements

Students who have successfully fulfilled the following requirements are eligible to graduate from their program of study:

1. Completion of all courses required by the program of study with a grade of C or better.
2. Completion of a minimum of 34 quarter hours at Baker College Center for Graduate Studies.
3. Achievement of a cumulative grade point average (GPA) of 3.00 or better.
4. Submission of an "Application for Graduation Form" one quarter prior to expected graduation.
5. Completion of all program requirements within seven years.

Master of Business Administration

MBA Program

The MBA program at Baker College combines the best of conventional academic training with the best of field-based learning. The typical business disciplines are represented in the curriculum to ensure that graduates have the necessary business background to be conversant with various aspects of running organizations and companies. Graduates will possess the ability to implement theory into practice, conduct and interpret research, and will be both capable and confident to significantly contribute to long-term corporate success.

MBA Admission Information

Admission to the MBA program as a degree candidate is classified as either full or conditional status. Conditional status is an enrollment status applicable to students who may be deficient in one of the requirements or standards for matriculation such as: undergraduate GPA, letter of recommendation, or another credential required by the program. For applicants admitted on conditional status, the Center for Graduate Studies will specify the conditions for admissions. If the conditions are not met, the student will be dismissed from the program.

Application forms and detailed directions are available in the Center for Graduate Studies' Administrative Offices and on the Internet at **www.baker.edu**. Students are admitted on a rolling admission basis and acceptance decisions are determined by the Admission Committee.

Candidates applying for matriculation into the MBA program must submit the following materials:

1. The Graduate College Application (completed).
2. Non-refundable application fee of $25.00.
3. A typed essay (500-1000 words) addressing the candidate's reasons for entering the program.
4. Official college transcripts indicating an undergraduate degree with a GPA of 2.5 or better (4.0 scale) from a regionally accredited college or university. Official college transcripts must be mailed from the institution granting the degree directly to the Center for Graduate Studies.
5. Three letters of recommendation from professional or academic references.
6. A current resume indicating a minimum of three years of full-time, professional work experience.
7. GMAT or GRE scores may be submitted if the candidate wants the scores considered in the admission decision.

Master of Occupational Therapy

Master of Occupational Therapy (MOT)

The delivery of the Occupational Therapy Program at the graduate level revolves around instructors facilitating learning through problem-based case management. Students in the MOT program will be required to utilize theory, logic, clinical reasoning, and pragmatic skills in an interactive learning environment. It is expected that students will participate in discussion, debate, and develop treatment choices based on sound research and theoretical assumptions. Students will demonstrate clinical skills as well as the ability to provide a rationale for treatment and expected outcomes. Students will not only display advanced clinical skills in laboratory settings, but they will also reflect advanced knowledge through scholarly writing by completing a research project under the supervision of a faculty member.

The MOT curriculum emphasizes mastery of skills required for entry-level practice. The curriculum is designed so that graduates can review, understand, conduct, and interpret research activities. Evidence-based practice initiatives make it essential that practitioner research skills are well developed.

This program is specifically designed as a continuation of the Bachelor of Health Science Pre-Occupational Therapy Program (in the Health Science program pages). Transfer students may be considered for admission after analysis of undergraduate prerequisite courses.

The six month fieldwork requirement must be met no later than one year after all academic coursework is completed. Upon graduation the student will be qualified to take the national certification examination.

A criminal conviction may prevent eligibility to sit for the national certification examination, qualification for state licensure, specific employment opportunities, and placement at Level I and Level II clinical sites.

ACOTE Accreditation

The MOT curriculum meets the current standards mandated by the Accreditation Council for Occupational Therapy Education (ACOTE). The MOT program is fully accredited by ACOTE, a division of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, PO Box 31220, Bethesda, Maryland, 20824-1220. The phone number is 301-652-AOTA.

MOT Admission Information

Admission to a graduate degree program as a degree candidate is classified as either full or conditional status. Conditional status is an enrollment status applicable to students who may be deficient in one of the requirements or standards for matriculation such as: pending completion of their bachelor's degree, letter of recommendation, or another credential required by the program. For applicants admitted on conditional status, the Center for Graduate Studies will specify the conditions for admissions. If the conditions are not met, the student will be dismissed from the program.

Graduate school application forms and detailed directions are available from the administrative offices. Applications and required credentials must be received prior to the deadline to be considered for matriculation. Acceptance decisions are determined by the Admission Committee. Students applying for matriculation into the MOT program must submit the following materials:

1. The Graduate College Application (completed).
2. Non-refundable application fee of $25.00.
3. A typed essay (500-1000 words) addressing the student's reasons for entering the program.
4. Official college transcripts indicating an undergraduate degree in a health related discipline containing specific pre-OT courses. A cumulative GPA of at least a 2.5 on a 4.0 scale. The applicant's undergraduate degree must be from a regionally accredited college or university. Official college transcripts must be mailed from the institution granting the degree directly to the Center for Graduate Studies.
5. Three letters of recommendation from professional or academic references.
6. GRE scores may be submitted if the student wants the scores considered in the admissions decision.

Master of Science in Information Systems

MSIS Program

Professional information technology management is a complex field requiring a strong, inter-related combination of management and technical skills. Thus, the mission of the MSIS program is to ensure that graduates are properly educated in information systems and management theory and equipped with the skills needed to become effective, responsible, technically competent, and ethical information systems leaders and managers upon graduation. The program is offered completely online, and is tailored to those who are already working in information systems, computer science, or software engineering fields, and who have an undergraduate degree in a related technical area.

MSIS Admission Information

The ideal candidate for the Baker College MSIS Program will have a Bachelor's degree in information systems, computer science, software engineering or information technology and a minimum of 3 years work experience in the IT field. Applications for Provisional Admission are accepted from candidates without a technical undergraduate degree, but who have extensive hands-on work experience in IT. Applications for Provisional Admission are also accepted from candidates without IT work experience, but with a technical undergraduate degree from an accredited institution. With these more restrictive admission standards, we strive to maintain a higher-level of education and subject discourse, with students contributing greatly to the intellectual (and practical) depth of the program. Students who are provisionally admitted to the MSIS program must maintain a 3.0 average in all courses for the first quarter of the program.

Candidates applying for matriculation in to the MSIS program must submit the following materials:
1. The Graduate College Application (completed).
2. Nonrefundable application fee of $25.
3. A typed essay (500-1000 words) addressing the candidate's reasons for applying to the program.
4. Official college transcripts indicating an undergraduate degree, with a GPA of at least a 2.5 on a 4.0 scale. This must be from a regionally accredited college or university. Official college transcripts must be mailed from the institution granting the degree directly to the Center for Graduate Studies. If the undergraduate degree is not in a technical/IT discipline, the application will be for Provisional Admission.
5. Three letters of recommendation from professional or academic references. At least 2 of the references must be from those who are in a position to assess your potential for success in the MSIS program.

6. A current resume indicating a minimum of three years of full-time, professional work experience in information technology. If the resume does not show 3 years of IT-related work experience, the application will automatically be for Provisional Admission.
7. GRE scores may be submitted if the candidate wants the scores considered in the admission decision, and are recommended for those applying for Provisional Admission.

Doctor of Business Administration

DBA Program

The Doctor of Business Administration (DBA) program serves the needs of working adults, helping them to advance in their careers through quality graduate education. The program is designed to graduate scholar practitioners who will set the standard for best practice and contribute to the solution of critical business and management problems through research, teaching, and consulting.

Specifically, the purposes of the doctorate in Business Administration at Baker College are to graduate managers, business leaders, executives, and scholar practitioners able to: Contribute to a deeper understanding of business and management processes in an increasingly complex world through applied research, teaching, and scholarship; improve their performance and the quality of their business decisions through reflective practice and lifelong learning; help companies and organizations solve critical problems and foster an environment of performance excellence; make a difference in the life of their organizations, professions, and the larger worldwide community through service to social and professional organizations by conducting themselves in accordance with the highest ethical standards.

The program builds on an effective combination of courses, seminars, professional residencies, research papers, and a final dissertation. Working with faculty members, who have extensive academic and practical experiences, students gain a comprehensive understanding of critical foundation theories and the ability to immediately apply creative solutions to existing problems.

DBA Admission Information

To be admitted into the program, an MBA degree or equivalent and a minimum of 5 years professional experience in business or management is required. Candidates applying for matriculation into the DBA program must submit the following materials:
1. Completed Graduate College Application form submitted electronically.
2. Nonrefundable $25.00 application fee.
3. Official transcripts indicating an MBA or related master's degree from a U.S. school accredited by one of the regional accrediting associations, or from a non-U.S. institution with comparable accreditation. Educational Credential Evaluators, Inc. (ECE) must evaluate a degree awarded from a non-U.S. institution as equivalent to a master's degree awarded by a U.S. institution. A minimum grade point average of 3.25 on a 4.0 scale in their master's course work is required.
4. A current resume indicating a minimum of five years of professional experience in business, management or administration.
5. Three professional references.
6. A 500 - 1000 word essay on your motivation for doctoral study. Essay must be submitted electronically.

Accounting
Master of Business Administration

The accounting major is a program of advanced accounting classes for managers that have undergraduate degrees in accounting and want to take additional classes in subjects that are critical in their work situations. The accounting major is designed to provide a balanced broad education and an in-depth understanding of the theoretical and practical concepts of accounting. Students enrolling in this major must have a minimum of 16-quarter hours of undergraduate accounting. This should include at least eight-quarter hours of principles of accounting and at least four hours of intermediate accounting.

Course Number		Course Title	Quarter Hours
ACCOUNTING MAJOR - 20 HOURS			
BUS	630	Accounting for the Contemporary Manager	04
BUS	631	Taxation	04
BUS	634	Non-Profit Accounting	04
BUS	635	Global Accounting	04
BUS	642	Financial Accounting	04
BUSINESS REQUIREMENTS - 33 HOURS			
BUS	572	Human Resource Management	04
BUS	609	Graduate Seminar	01
BUS	615	Human Behavior Management of Organizations	04
BUS	640	The Financial Environment	04
BUS	650	The Economic Environment	04
BUS	660	The Marketing Environment	04
BUS	675	Management Information Systems	04
BUS	678	Research and Statistics for Managers	04
BUS	690	Strategy in a Global Environment	04
QUARTER HOURS REQUIRED FOR GRADUATION			**53**

This program is offered at the following Baker College campus: Center for Graduate Studies.

Finance
Master of Business Administration

This program provides the opportunity for in-depth study of the most modern concepts, theories, analytic methods, and problem-solving techniques, emphasizing the practical uses of these financial management principles in businesses, nonprofit organizations, and government. Students will actively participate in presentations, discussions, and activities highlighting practical business applications, current event applications, problem solving, analysis of case studies, and other financial applications.

Course Number		Course Title	Quarter Hours
FINANCE MAJOR - 20 HOURS			
BUS	640	The Financial Environment	04
BUS	641	Money and Banking	04
BUS	642	Financial Accounting	04
BUS	643	International Business Finance	04
BUS	645	Public Finance	04
BUSINESS REQUIREMENTS - 33 HOURS			
BUS	572	Human Resource Management	04
BUS	609	Graduate Seminar	01
BUS	615	Human Behavior Management of Organizations	04
BUS	630	Accounting for the Contemporary Manager	04
BUS	650	The Economic Environment	04
BUS	660	The Marketing Environment	04
BUS	675	Management Information Systems	04
BUS	678	Research and Statistics for Managers	04
BUS	690	Strategy in a Global Environment	04
QUARTER HOURS REQUIRED FOR GRADUATION			**53**

This program is offered at the following Baker College campus: Center for Graduate Studies.

General Business
Master of Business Administration

This program seeks to combine the best of conventional academic training with the best of applied learning. The significant difference between this degree option and others mentioned in this catalog is that there is no need to declare a major. Students electing this "general" approach to the degree complete the core MBA courses and then select three other courses offered in the graduate school. This allows the most flexibility and is designed for students who do not have a specific need for a major to select from a variety of interesting classes.

Course Number		Course Title	Quarter Hours
GENERAL BUSINESS MAJOR - 12 HOURS			
ELECT	600A	Elective	04
ELECT	600B	Elective	04
ELECT	600C	Elective	04
BUSINESS REQUIREMENTS - 37 HOURS			
BUS	572	Human Resource Management	04
BUS	609	Graduate Seminar	01
BUS	615	Human Behavior Management of Organizations	04
BUS	630	Accounting for the Contemporary Manager	04
BUS	640	The Financial Environment	04
BUS	650	The Economic Environment	04
BUS	660	The Marketing Environment	04
BUS	675	Management Information Systems	04
BUS	678	Research and Statistics for Managers	04
BUS	690	Strategy in a Global Environment	04
QUARTER HOURS REQUIRED FOR GRADUATION			**49**

This program is offered at the following Baker College campus: Center for Graduate Studies.

Health Care Management
Master of Business Administration

Health care management has become a vital function in today's economy. With the emphasis on cost, service, and quality of care, the health care manager is faced with a significant number of issues and problems. This program seeks to combine the best of academic training with the best of field-based learning and an emphasis on the allied health field. Most typical business disciplines are represented in the curriculum because a successful manager must be conversant with different aspects of running organizations or companies.

Course Number		Course Title	Quarter Hours
HEALTH CARE MANAGEMENT MAJOR - 20 HOURS			
BUS	752	Health Care Administration	04
BUS	754A	Health and Wellness Program Management	04
BUS	757	Current Topics in Health Care	04
BUS	758	Health Law and Ethics	04
BUS	759	Health Care Finance	04
BUSINESS REQUIREMENTS - 33 HOURS			
BUS	572	Human Resource Management	04
BUS	609	Graduate Seminar	01
BUS	615	Human Behavior Management of Organizations	04
BUS	630	Accounting for the Contemporary Manager	04
BUS	650	The Economic Environment	04
BUS	660	The Marketing Environment	04
BUS	675	Management Information Systems	04
BUS	678	Research and Statistics for Managers	04
BUS	690	Strategy in a Global Environment	04
QUARTER HOURS REQUIRED FOR GRADUATION			**53**

This program is offered at the following Baker College campus: Center for Graduate Studies.

Human Resources Management
Master of Business Administration

This program has been designed for persons who work within the personnel or human resources area. In addition to the core business courses, students are exposed to very specific issues that confront the human resource manager every day. Students can expect to be exposed to practitioners in human resources, to the constantly changing roles of various human resource personnel within the field, and a variety of topics and issues highly relevant to the changing workplace. This program takes on an even greater significance as the world looks to well-trained human resource specialists to provide the kind of services needed by the workforce.

Course Number		Course Title	Quarter Hours
HUMAN RESOURCES MANAGEMENT MAJOR - 20 HOURS			
BUS	571	Compensation and Benefits	04
BUS	572	Human Resource Management	04
BUS	573A	Labor Relations and Conflict Resolution	04
BUS	574A	Strategic Organizational Development	04
BUS	576A	Employee Staffing and Development	04
BUSINESS REQUIREMENTS - 33 HOURS			
BUS	609	Graduate Seminar	01
BUS	615	Human Behavior Management of Organizations	04
BUS	630	Accounting for the Contemporary Manager	04
BUS	640	The Financial Environment	04
BUS	650	The Economic Environment	04
BUS	660	The Marketing Environment	04
BUS	675	Management Information Systems	04
BUS	678	Research and Statistics for Managers	04
BUS	690	Strategy in a Global Environment	04
QUARTER HOURS REQUIRED FOR GRADUATION			**53**

This program is offered at the following Baker College campus: Center for Graduate Studies.

Information Management Major
Master of Business Administration

This program has been designed for managers in departments other than information systems who wish to learn more about information resources. In addition to the core MBA courses of the program, students are exposed to very specific information management issues which confront managers every day. The information management major provides executives and managers with an understanding of emerging technologies, management support systems, managerial and leadership techniques, and information resources in ways that will make the manager's organization more effective and efficient.

Course Number		Course Title	Quarter Hours
INFORMATION MANAGEMENT MAJOR - 20 HOURS			
BUS	560	Systems Development	04
BUS	562	Applied Database Management Systems	04
BUS	564	Telecommunications and Computer Networks	04
BUS	566	Project Management	04
BUS	675	Management Information Systems	04
BUSINESS REQUIREMENTS - 33 HOURS			
BUS	572	Human Resource Management	04
BUS	609	Graduate Seminar	01
BUS	615	Human Behavior Management of Organizations	04
BUS	630	Accounting for the Contemporary Manager	04
BUS	640	The Financial Environment	04
BUS	650	The Economic Environment	04
BUS	660	The Marketing Environment	04
BUS	678	Research and Statistics for Managers	04
BUS	690	Strategy in a Global Environment	04
QUARTER HOURS REQUIRED FOR GRADUATION			**53**

This program is offered at the following Baker College campus: Center for Graduate Studies.

Leadership Studies
Master of Business Administration

This program has been designed for individuals who aspire to upper level administrative and management positions. In addition to the core MBA courses, students are exposed to specific leadership issues and theories designed to help develop leaders with vision and problem-solving skills.

Course Number		Course Title	Quarter Hours
LEADERSHIP MAJOR - 20 HOURS			
BUS	615	Human Behavior Management of Organizations	04
BUS	685	Dynamics of Leadership	04
BUS	686	Leadership Theory and Practice	04
BUS	688	Profiles in Leadership	04
BUS	689	Team Leadership and Group Dynamics	04
BUSINESS REQUIREMENTS - 33 HOURS			
BUS	572	Human Resource Management	04
BUS	609	Graduate Seminar	01
BUS	630	Accounting for the Contemporary Manager	04
BUS	640	The Financial Environment	04
BUS	650	The Economic Environment	04
BUS	660	The Marketing Environment	04
BUS	675	Management Information Systems	04
BUS	678	Research and Statistics for Managers	04
BUS	690	Strategy in a Global Environment	04
QUARTER HOURS REQUIRED FOR GRADUATION			**53**

This program is offered at the following Baker College campus: Center for Graduate Studies.

Marketing
Master of Business Administration

This program has been designed for persons who work within the marketing, advertising, or public relations sectors of a company. In addition to the core MBA courses of the program, students are exposed to very specific issues that confront marketing managers everyday. Students enrolling in this major will learn about the various marketing functions within a company.

Course Number		Course Title	Quarter Hours
MARKETING MAJOR - 20 HOURS			
BUS	660	The Marketing Environment	04
BUS	664	International Marketing	04
BUS	666	Marketing Research	04
BUS	667	Promotional Management	04
BUS	668	Distribution Management	04
BUSINESS REQUIREMENTS - 33 HOURS			
BUS	572	Human Resource Management	04
BUS	609	Graduate Seminar	01
BUS	615	Human Behavior Management of Organizations	04
BUS	630	Accounting for the Contemporary Manager	04
BUS	640	The Financial Environment	04
BUS	650	The Economic Environment	04
BUS	675	Management Information Systems	04
BUS	678	Research and Statistics for Managers	04
BUS	690	Strategy in a Global Environment	04
QUARTER HOURS REQUIRED FOR GRADUATION			**53**

This program is offered at the following Baker College campus: Center for Graduate Studies.

Occupational Therapy
Master of Occupational Therapy

The delivery of the Occupational Therapy program at the graduate level revolves around instructors facilitating learning through problem-based case management. Students in the MOT program will be required to utilize theory, logic, clinical reasoning, and pragmatic skills in an interactive learning environment. It is expected that students will participate in discussion, debate, and develop treatment choices based on sound research and theoretical assumptions. The Master of Occupational Therapy curriculum emphasizes mastery of skills required for entry-level practice. The curriculum is designed so that graduates can review, understand, conduct, and interpret research activities. Evidence-based practice initiatives make it essential that practitioner's research skills are well developed.

Course Number		Course Title	Quarter Hours
OCCUPATIONAL THERAPY MAJOR - 43 HOURS			
OCC	501	Program Planning/Intervention (Childhood)	05
OCC	505	Assessment and Treatment Interventions for Mental Health Practice	04
OCC	511	Occupational Therapy Research	04
OCC	512	Qualitative and Quantitative Research Techniques	04
OCC	513	Independent Study in Occupational Therapy Research	06
OCC	521	Upper Extremity Anatomy	04
OCC	522	Splinting and Related Hand Therapy Topics	04
OCC	530	Case Based Clinical Reasoning	04
OCC	541	Health Care Policy and Finance	04
OCC	551	Seminar in Natural Domains	04
CLINICAL FIELDWORK REQUIREMENTS - 12 HOURS			
OCC	571	Occupational Therapy Level II Fieldwork	06
OCC	572	Occupational Therapy Level II Fieldwork	06
QUARTER HOURS REQUIRED FOR GRADUATION			**55**

This program is offered at the following Baker College campus: Center for Graduate Studies.

Management Information Systems
Master of Science in Information Systems

The Master of Science in Information Systems degree is designed for information systems professionals responsible for managing the development, acquisition, implementation, and operation of information systems in a variety of organizational settings. The program emphasizes information systems theory and its application to business opportunities and challenges. Additionally, the program addresses mission critical issues such as strategic planning, risk management, financial considerations, project management, and quality assurance.

Course Number		Course Title	Quarter Hours
MANAGEMENT INFORMATION SYSTEMS MAJOR - 39 HOURS			
MIS	501	Management Information Systems Seminar	01
MIS	511	Management Information Systems	04
MIS	521	Information Systems Project Management	04
MIS	531	Database Design and Management	04
MIS	541	Data Communications and Networking	04
MIS	601	Information Security	04
MIS	611	System Analysis and Design	04
MIS	621	Systems Architectures	04
MIS	631	Information Systems Integration Project I	04
MIS	632	Information Systems Integration Project II	06
BUSINESS REQUIREMENTS - 16 HOURS			
BUS	615	Human Behavior Management of Organizations	04
BUS	630	Accounting for the Contemporary Manager	04
BUS	640	The Financial Environment	04
BUS	678	Research and Statistics for Managers	04
QUARTER HOURS REQUIRED FOR GRADUATION			**55**

This program is offered at the following Baker College campus: Center for Graduate Studies.

Business Administration
Doctor of Business Administration

Structured as a three-year, 90 quarter credit program, the DBA curriculum blends taught interdisciplinary content and research seminars with assessed scholarly and professional development activities organized around two portfolios, the Scholarly Activities Portfolio and the Professional Activities Portfolio. The program culminates in a research-based dissertation focused on a real problem facing today's business leaders and managers. Over the course of the program, students develop the capacity to work independently and in more depth, moving from prescribed content in the first year of the program, to supervised scholarly activities in the second year, to independent research focused on his or her area of interest in the third year. Students may choose from five areas of specialization or design their own specialized field of study.

Course Number		Course Title	Quarter Hours
DOCTORAL CORE REQUIREMENTS - 42 HOURS			
BUS	800	Doctoral Seminar in Information Proficiency	02
BUS	801	The Scholar Practitioner	04
BUS	810	Leading 21st Century Organizations	04
BUS	811	Managing in a World-Wide Context	04
BUS	812	Knowledge Management and Information Systems	04
BUS	813	Quality Improvement and Organizational Change	04
BUS	814	Corporate and Personal Ethics	04
BUS	840	Statistics for Executives	04
BUS	841	Introduction to Research Design	04
BUS	844	Defining the Dissertation Research Problem and Research Question	04
SELECT 1 COURSE FROM THE FOLLOWING:			
BUS	842	Designing a Qualitative Dissertation Study	04
BUS	843	Designing a Quantitative Dissertation Study	04
DOCTORAL SPECIALTY REQUIREMENTS - 8 HOURS			
SELECT 1 GROUP FROM THE FOLLOWING:			
BUS	861	Doctoral Seminar in Finance I	04
BUS	871	Doctoral Seminar in Finance II	04
OR			
BUS	862	Doctoral Seminar in Marketing I	04
BUS	872	Doctoral Seminar in Marketing II	04
OR			
BUS	863	Doctoral Seminar in Management Information Systems I	04
BUS	873	Doctoral Seminar in Management Information Systems II	04
OR			
BUS	864	Doctoral Seminar in Human Resource Management I	04
BUS	874	Doctoral Seminar in Human Resource Management II	04
OR			
BUS	865	Doctoral Seminar in Leadership I	04
BUS	875	Doctoral Seminar in Leadership II	04
OR			
BUS	866	Doctoral Seminar Self Designed I	04
BUS	876	Doctoral Seminar Self Designed II	04
OR			
BUS	867	Doctoral Seminar Public and Nonprofit Management I	04
BUS	877	Doctoral Seminar Public and Nonprofit Management II	04
PROFESSIONAL RESIDENCY REQUIREMENTS - 4 HOURS			
BUS	880	First Year Professional Residency	02
BUS	881	Second Year Professional Residency	02
COMPREHENSIVE & QUALIFYING ASSESSMENT REQUIREMENTS - 8 HOURS			
BUS	890	Portfolio Development I	02
BUS	891	Portfolio Development II	02
BUS	892	Comprehensive Essay	02
BUS	893	Qualifying Paper	02
DISSERTATION REQUIREMENTS - 28 HOURS			
BUS	896A	Dissertation I	08
BUS	897A	Dissertation II	08
BUS	898A	Dissertation III	08
BUS	899A	Dissertation IV	04
QUARTER HOURS REQUIRED FOR GRADUATION			**90**

This program is offered at the following Baker College campus: Center for Graduate Studies.

BUSINESS

BUS 560 Systems Development ....4 QH

Focuses on the investigation, analysis, design, and implementation of new information systems or changes to existing information systems from the viewpoint of end-user management. This course emphasizes the cooperation necessary between technical information systems staff, end users, and management for implementation of a successful information system. The applications of new technologies to the improvement of e-business and e-commerce are also included in this course.
Prerequisite(s): C or better in BUS 675.

BUS 562 Applied Database Management Systems ....4 QH

Examines techniques for determining database requirements and managing organizational data resources. This course will evaluate the different data structures typically used for managing data and the different strategies for designing and creating database systems that are effective and efficient. Prior database experience is strongly recommended.
Prerequisite(s): C or better in BUS 675.

BUS 564 Telecommunications and Computer Networks ....4 QH

Provides an understanding of the technical features of the different types of networks including Local Area networks (LAN), Wide Area Networks (WAN), and the Internet. This course also examines recent advances and new applications in the expanding field of telecommunications and computer networks and the affects they will have on business.
Prerequisite(s): C or better in BUS 675.

BUS 566 Project Management ....4 QH

Explores the tools, techniques, processes, and strategies for managing projects to successful completion. Special emphasis will be placed on tracking and monitoring project progress in order to identify and resolve difficulties as soon as possible. Included will be discussions of common problem areas and how to deal with them.
Prerequisite(s): C or better in BUS 675.

BUS 571 Compensation and Benefits ....4 QH

Examines financial rewards in organizations. Students will examine compensation, surveys, reward and incentive systems, pay equity, benefits, legal issues, and the strategic planning of compensation and reward systems in organizations.
Prerequisite(s): C or better in BUS 572.

BUS 572 Human Resource Management ....4 QH

Evaluates a variety of human resource issues facing corporations and businesses today. These include employee development, performance appraisal systems, job design, hiring and dismissal processes, career management strategies, legal issues, morale monitoring, domestic and global labor market problems, as well as how cultural and economic factors influence the effectiveness of human resource management.
Prerequisite(s): C or better in BUS 678.

BUS 573A Labor Relations and Conflict Resolution...........................4 QH

Provides students the opportunity to analyze industrial relations by examining the role of labor unions in American life and worldwide. The course will address the legal and business environment for collective bargaining and conflict resolution among both union and at-will employees. It will also address the impact of globalization and international trade agreements on the future growth of organized labor.
Prerequisite(s): C or better in BUS 572.

BUS 574A Strategic Organizational Development ....4 QH

Examines the role and purpose that organizational development plays in creating and supporting business strategy, including change, culture, values, and environment. Evaluation of the results from organizational development initiatives will be discussed to determine contributions made and lessons learned. This course is designed to improve the knowledge and skills of persons involved in the process of business change.
Prerequisite(s): C or better in BUS 572.

BUS 576A Employee Staffing and Development ....4 QH

Focuses on determining an organization's training needs. Emphasis will be placed on training needs analysis techniques, designing training programs, implementation of training programs, evaluation of training programs, and the cost effectiveness of training programs.
Prerequisite(s): C or better in BUS 572.

BUS 609 Graduate Seminar..1 QH

Orients students into the Baker College MBA program. Topics covered include the following: APA writing style, research expectations, Baker College policies, library resources, and Baker College procedures. All students entering the MBA program must successfully complete this course prior to enrolling in subsequent MBA courses.

BUS 615 Human Behavior Management of Organizations..................4 QH

Provides students with an understanding of individuals, groups, and organizations as a whole. This course considers such topics as alignment of people within an organization, as well as techniques for these individuals to manage and lead more effectively. This course will also discuss how technology, the Internet, globalism, and virtual teaming are impacting the work environment today.
Prerequisite(s): C or better in BUS 678.

BUS 630 Accounting for the Contemporary Manager.......................4 QH

Focuses on the use of financial and managerial accounting information for decision making purposes. Topics include accounting concepts, accounting systems, preparing financial statements, product costing and overhead allocation, variance analysis, budgeting, and responsibility accounting. How these topics should be applied in information based decision making is emphasized. Case analysis is used to enhance student learning of key accounting concepts.
Prerequisite(s): C or better in BUS 678.

BUS 631 Taxation ....4 QH

Focuses on special studies related to tax problems of individuals, partnerships, fiduciaries, and corporations. Emphasis is on federal taxation of corporations, trusts, and estates. Specific use of the Tax Code and the Internal Revenue Service Regulations will be an integral part of this course.
Prerequisite(s): C or better in BUS 630 and 16 hours of undergraduate accounting.

BUS 634 Non-Profit Accounting..4 QH

Studies, comprehensively, the recording of transactions by government units and the preparation of financial statements by not-for-profit entities. City government is the basic unit of study; however, school districts, universities, and hospitals are covered to illustrate the similarity in accounting for all not-for-profit entities. The topics of the classifications of audits, auditing standards, audit procedures, the audit report, the Single Audit Act, fraud examination, and forensic accounting are also covered.
Prerequisite(s): C or better in BUS 630 and 16 hours of undergraduate accounting.

BUS 635 Global Accounting ....4 QH

Explores the impact of the cultural, social, legal, political, and economic conditions that shape the national accounting standard-setting process of the different countries with a focus on accounting practices of vital countries with diverse cultures and legal environments. The purposes of and attempts at classification of countries by their accounting characteristics are examined. The purposes and progress of regional and international harmonization programs are discussed with a focus on the international accounting standards and their impact on the economic consequences of multinational corporations. Attention is given to the accounting problems facing multinational corporations using case studies. These include foreign currency translation, auditing in the international environment, transfer pricing, international taxation, global managerial planning and control and analyzing foreign financial statements.
Prerequisite(s): C or better in BUS 630 and 16 hours of undergraduate accounting.

BUS 640 The Financial Environment ....4 QH

Provides an understanding of corporate financial management including the introduction of key concepts in the field of finance and the environment in which they are applied. Students learn how to gauge the financial health of their company and to measure and understand the financial return in relation to risk. Capital budgeting and management of working capital are also discussed. This course emphasizes teaching students to improve their business financial decision making.
Prerequisite(s): C or better in BUS 678.

BUS 641 Money and Banking ....4 QH

Provides students the opportunity to learn and discuss the topics of money, money markets, money market participants, monetary policies and its effects, and regulation of money markets, in addition to examining banks, banking services, and the banking industry. The dynamic nature of the banking industry will be examined, highlighting recent changes and expected future developments. Students will also learn to identify and manage financial risks. Students will write a project report on how to improve some banking practices or business practices related to banking or money management.
Prerequisite(s): C or better in BUS 640.

BUS 642 Financial Accounting ....**4 QH**

Emphasis is on understanding and preparing financial accounting statements on past performance and projected future performance of organizations. Students will also learn to evaluate and efficiently use financial accounting statements to identify business problems and profit from business strengths. Topics include FASB's conceptual framework, GAAP, measuring income, recording transactions, accounting for sales, inventories and cost of goods sold, long-lived assets and depreciation, liabilities and interest, valuation and accounting for bonds and leases, stockholder's equity, statement of cash flows, accounting differences, and the International Accounting Standards.
Prerequisite(s): C or better in BUS 630 or C or better in BUS 640, 16 hours of undergraduate accounting.

BUS 643 International Business Finance ....**4 QH**

Introduces students international financial capital flows in the global economy, focusing on how firms can borrow from, lend to, and invest in foreign countries. The costs and benefits of international business financing are analyzed, from both short-term and long-term perspectives, considering both direct and indirect effects. Business strategies for managing financial risks are examined, including foreign exchange risk, interest rate risk, and default risk. Students will complete a project report on how his or her firm can profitably borrow from, lend to, or invest in a particular foreign country, using the international money market and international capital market.
Prerequisite(s): C or better in BUS 640.

BUS 645 Public Finance ....**4 QH**

Helps students to understand and undertake responsible budgeting practices at various levels of government - local, state, and national. Students will learn to read and develop a budget of tax revenue income, expenditures, and transfers to achieve policy makers' financial objectives for their constituents. This course explores the issues of tax policy, fiscal policy, transfer programs, budget deficits, public debt, and budget planning. Students will prepare a project report using the principles of public finance to improve a government practice.
Prerequisite(s): C or better in BUS 640.

BUS 650 The Economic Environment ....**4 QH**

Provides students with an integrated understanding of the concepts of economics. The emphasis is on the application of economics and uses actual economic events to encourage the study of the principles of economics and to show how these concepts can help students understand the complex and dynamic American economy.
Prerequisite(s): C or better in BUS 678.

BUS 660 The Marketing Environment ....**4 QH**

Concentrates on the marketing concept and its impact on the strategic decision-making process of the firm. This course emphasizes planning and managing marketing activities of multi-product firms and provides an understanding of the fundamental issues which influence marketing decisions. The specifics of implementing a marketing plan are discussed. In addition, the effects of the global marketplace and sources of marketing research are discussed.
Prerequisite(s): C or better in BUS 678.

BUS 664 International Marketing ....**4 QH**

Gives an overview and provides an understanding of international marketing as a managerial challenge. The emphasis is on international environmental analysis, international marketing strategies and current international market issues and their implications. It is an integrative learning experience bringing in all the many facets of business management to bear on the central concern of most organizations today - how to grow and prosper in a global marketplace. Challenges in global market integration, global trade and global investments are also explored and examined.
Prerequisite(s): C or better in BUS 660.

BUS 666 Marketing Research ....**4 QH**

Provides an acute analysis of the goals, methodology, and techniques of research for marketing decisions. This course concentrates on the generation of research information necessary for decision making in all aspects of marketing functions.
Prerequisite(s): C or better in BUS 660.

BUS 667 Promotional Management ....**4 QH**

Studies conceiving, executing, and administering all aspects of the promotional mix. The above analysis includes the processes for implementation and evaluation of a promotional strategic plan specific to product(s) being marketed. Topics include: formulation of a promotional budget, selecting media sources, determining promotional objectives, and evaluating the effectiveness of the plan.
Prerequisite(s): C or better in BUS 660.

BUS 668 Distribution Management ....**4 QH**

Provides an in-depth study of variables that influence all the logistic elements for determination of the places where products are being sold. Topics include government regulations, distribution, transportation, organizational structure, competition, and buyer behavior. A logistics model/plan is required for this course.
Prerequisite(s): C or better in BUS 660.

BUS 675 Management Information Systems ....**4 QH**

Presents information systems from a business and managerial perspective. This course examines ways to utilize information technology theories and concepts to support business strategies and improve management decision making. Short case studies are used to develop managerial skills by applying the principles of information technology to typical real world situations. Students will also learn to appraise the possible effects of changes, trends, and emerging technologies on business.
Prerequisite(s): C or better in BUS 678.

BUS 678 Research and Statistics for Managers ....**4 QH**

Emphasizes the use of data collection and analysis in business environments to facilitate decision making. Research designs will be addressed so that students can ask and answer specific questions. Students will learn to properly use basic descriptive and inferential statistics. This course will offer an applications-oriented perspective to conducting and critically evaluating primary research.
Prerequisite(s): C or better in BUS 609 or C or better in MIS 501.

BUS 685 Dynamics of Leadership ....**4 QH**

Examines issues within the leadership area including the following: managing cultural diversity, team building, project management, roles and responsibilities of the leader, leadership theories, the leadership/follower relationship, supervisory techniques, stress management, problem solving, and various concepts related to human behavior. This course also examines the evolution of leadership thought, the various methods for improving the worker performance through analytical decision making, and current issues in leadership
Prerequisite(s): C or better in BUS 615.

BUS 686 Leadership Theory and Practice ....**4 QH**

Provides an applied and comprehensive view of the leadership experience in today's world. This course integrates recent ideas and applications with established scholarly research. The implications and demands on leaders due to ethical scandals, global crises, emergence of e-commerce, learning organizations, virtual teams, and globalization are examined.
Prerequisite(s): C or better in BUS 615.

BUS 688 Profiles in Leadership ....**4 QH**

Explores leadership styles through leader biographies covering several management eras. Both domestic and global views of leadership are considered. Leadership practices and philosophies of both past and present leaders are examined and critiqued.
Prerequisite(s): C or better in BUS 615.

BUS 689 Team Leadership and Group Dynamics ....**4 QH**

Focuses on ways to improve small group performance through assessment and outcome-based goal setting techniques. Students examine organizational teams and learn team-building skills while being members of virtual teams. Students also learn to productively function in a group environment. Team performance is considered, and various reasons for team failure are explored. Team leadership is stressed throughout the course, and problems that may occur within teams are addressed. Effective teams are critical for many organizations to move forward, and this course helps students enhance their team-building skills.
Prerequisite(s): C or better in BUS 615.

BUS 690 Strategy in a Global Environment ....**4 QH**

Integrates the theories, skills, and knowledge gained from previous courses and provides students the opportunity to make strategic business decisions. Students will analyze the strategies of current public corporations. Students will also complete a decision-making business simulation. This is the capstone course of the Baker College MBA program.
Prerequisite(s): C or better in BUS 678. Corequisite(s): BUS 572, BUS 615, BUS 630, BUS 640, BUS 650, BUS 660, BUS 675.

BUS 752 Health Care Administration ....**4 QH**

Studies, comprehensively, managerial problem-solving and decision-making techniques, organizational design, human resources management, the health care system, quality improvement, organizational change, and strategic planning.
Prerequisite(s): C or better in BUS 678.

BUS 754A Health and Wellness Program Management......................................4 QH

Provides an in-depth study of the management of programs designed to promote a wellness lifestyle. Topics include facility and personnel management, program development and marketing, public relations techniques, project management, and program evaluation.
Prerequisite(s): C or better in BUS 678.

BUS 757 Current Topics in Health Care ....4 QH

Analyzes current topics in health care with an emphasis on recent developments and trends in the field and their practical applications to the health care industry.
Prerequisite(s): C or better in BUS 678.

BUS 758 Health Law and Ethics ....4 QH

Explores various legal and ethical issues relevant to the health care field. Topics include medical malpractice, informed consent, professional liability, patients' rights, employee rights and responsibilities, and medical ethics.
Prerequisite(s): C or better in BUS 678.

BUS 759 Health Care Finance ....4 QH

Provides a deeper understanding of financial concepts applied to the health care field. Topics include financial statement analysis, principles of reimbursement, cost concepts and decision making, financial forecasting, budgeting techniques, capital project analysis, and strategic financial planning within the health care industry.
Prerequisite(s): C or better in BUS 678.

BUS 800 Doctoral Seminar in Information Proficiency ....2 QH

Emphasizes the need in proficiency at identifying the need for information, finding it, and evaluating its accuracy, significance, and relevance to research. Students will be introduced to the information resources available as a doctoral student at Baker College and will develop proficiency at using them. Library services such as remote access to resources, supply materials, and search strategies are explored. Students will also become familiar with the My eLibrary module available in each doctoral seminar.

BUS 801 The Scholar Practitioner ....4 QH

Focuses on the connection that exists between the role of learner and practitioner. At the heart of the DBA program is the belief that ideas will improve professional practices and reflection on professional practices to create new ideas. These relationships are explored in this course. Students will use readings, assessment tools, experiential exercises, and reflection on past and current experiences to develop a deeper understanding of the extent of knowledge of business and management, learning styles and skills, and professional strengths and weaknesses. Students will also explore the nature of scholarly inquiry and scientific method as well as explore connections between theory and practice and the importance of these considerations in doing applied research. This course also provides practical guidance on how to critically read scholarly articles, how to formulate researchable questions, and how to ensure scholarly integrity and avoid plagiarism.

BUS 810 Leading 21st Century Organizations ....4 QH

Explores today's complex, world-wide environment that necessitates teamwork and collaboration to sustain a competitive advantage. Students will examine practices required to lead organizations with highly diverse workforces distributed across international, cultural, and regional boundaries. Students will systematically investigate the latest ideas emerging from both the world of practice and leadership research to identify "best practices" in the ever changing and dynamic workplace of the 21st Century.

BUS 811 Managing in a World-Wide Context ....4 QH

Addresses how regardless of whether you work in a large or small company, a governmental agency, a nonprofit or community-based organization, or run your own small business, you must function in a new and highly interconnected world-wide context. This course explores this new environment from multiple perspectives. Students will examine cultural, environmental, ethical, political, and legal differences across different regions of the world. Attention is focused on how to manage and lead across boundaries to meet the challenges of this new context. Theories of international management, international human resource management, and international finance and accounting are considered as is the role of information technology in creating greater access to the world-wide economy.

BUS 812 Knowledge Management and Information Systems..................4 QH

Addresses how the digital age has created new opportunities and new challenges for the business enterprise. In this course, students will explore the strategic impact information technology is having on businesses and the various approaches firms are taking to gain economic benefit from the technology. Students will examine the emerging field of knowledge management and how it addresses the demands of global competition and the needs of 21st century organizations. Students will learn how knowledge is developed, collected, organized, stored, retrieved, disseminated, and applied across organizations; and how technology is used to make evidence-based decisions as well as examine theories and research drawn from organizational behavior, information sciences, and management to create an interdisciplinary perspective on these critical organizational processes.

BUS 813 Quality Improvement and Organizational Change..............................4 QH

Discusses how planned change without clear standards and outcome measures makes little sense. In this course, students will examine total quality, ISO 9000, Malcolm Baldrige, process re-engineering, benchmarking, Six Sigma, lean development, and other techniques for quality improvement, and will examine these initiatives in the broader framework of organizational change.

BUS 814 Corporate and Personal Ethics ....4 QH

Reviews how socially responsible and innovative corporate governance is required to meet the challenges of global warming, the stewardship of scarce resources, and the distribution of income among various stakeholders. Students will examine how ethical principles can be integrated into corporate strategies. The responsibility to a wide array of stakeholders is examined as well as factors that should be considered in guiding a company's philanthropic, community development and sustainable business practices. Students will also focus on individual ethics and how managers and leaders can build congruency between their values and actions. Finally, students will examine best practices in corporate social innovation by such firms as Ben & Jerry's, KLD, Plug Power, PwC, UN Global Compact, and Schlumberger SEED.

BUS 840 Statistics for Executives..4 QH

Focuses on the concepts of statistical analysis with application to the functional areas of business. It is rich in applications from accounting, finance, marketing, management, and economics. This course will also serve as a refresher on the basic concepts and statistical techniques used in business and prepare the student for more advanced quantitative methods introduced later in the program, laying a foundation for analytic literacy.

BUS 841 Introduction to Research Design..4 QH

Gives students the opportunity to learn the purpose and rationale for conducting scientific research, critical technology used in research, and the basic elements of research design. Elements covered include measurement, sampling, variables, validity, reliability, and causation. Different research designs will be covered including experimental and quasi-experimental, survey, field, designs utilizing existing data, and evaluation research. Ethics involved in research are covered including the protection of human subjects as required by the Baker College Institutional Review Board (IRB). It is recommended that the course be taken before or concurrently with BUS844.

BUS 842 Designing a Qualitative Dissertation Study......................................4 QH

Explores, in greater depth, the theory behind and the execution of qualitative research studies. Students will formulate qualitative research questions related to a research problem, identify applicable qualitative approaches, and participant selection strategies. Students will develop protocols for interviews, observations, and document analysis as well as learn to organize and analyze data through classification and coding. Students will examine specific methodological and ethical issues associated with qualitative research. The important outcome is that students will have the research design for their dissertations based on a survey of the research design literature appropriate for their study.
Prerequisite(s): BUS 844.

BUS 843 Designing a Quantitative Dissertation Study...................................4 QH

Helps students develop an in-depth understanding and working knowledge of quantitative research design. This course will build on statistical techniques (descriptive and inferential) learned in BUS840, learning to design studies in such a way as to maximize the validity and reliability of the outcome. This course approaches quantitative research design from a problem-solving perspective with emphasis placed on selecting appropriate research designs and on interpreting and reporting data analyses results. Design of experiments is a primary focus of the course, to enhance the use and interpretation of statistics in research. The important outcome is that students will have the research design for their dissertations based on a survey of the research design literature appropriate for their study.
Prerequisite(s): BUS 844.

BUS 844 Defining the Dissertation Research Problem and Research Question ...4 QH

Defines the purpose of dissertation studies; produces a clear statement of the research problem based on a detailed review of the literature, and produces research questions to be answered or hypotheses to be tested. Students will include these in a dissertation prospectus, which can be used to select members for their dissertation committee.
Prerequisite(s): BUS 841.

BUS 861 Doctoral Seminar in Finance I ....4 QH

Gives students the opportunity to investigate a research topic of their choice within Finance. Building on this research problem or application, students will compare and contrast major theories relevant to the topic from primary sources and synthesize these concepts to form a theoretical basis for research. The seminar will include a bibliography of major theorists in the field of study to provide a starting point. Students will go beyond this initial set of references as they develop their theoretical foundation. The initial portions of the Qualifying Paper are developed in this seminar. The seminar is normally taken concurrently with either the qualitative or quantitative design research course.
Prerequisite(s): BUS 844.

BUS 862 Doctoral Seminar in Marketing I ....4 QH

Gives students the opportunity to investigate a research topic of their choice within Marketing. Building on this research problem or application, students will compare and contrast major theories relevant to the topic from primary sources and synthesize these concepts to form a theoretical basis for research. The seminar will include a bibliography of major theorists in the field of study to provide a starting point. Students will go beyond this initial set of references as they develop their theoretical foundation. The initial portions of the Qualifying Paper are developed in this seminar. The seminar is normally taken concurrently with either the qualitative or quantitative design research course.
Prerequisite(s): BUS 844.

BUS 863 Doctoral Seminar in Management Information Systems I ....4 QH

Gives students the opportunity to investigate a research topic of their choice within Management Information Systems. Building on this research problem or application, students will compare and contrast major theories relevant to the topic from primary sources and synthesize these concepts to form a theoretical basis for research. The seminar will include a bibliography of major theorists in the field of study to provide a starting point. Students will go beyond this initial set of references as they develop their theoretical foundation. The initial portions of the Qualifying Paper are developed in this seminar. The seminar is normally taken concurrently with either the qualitative or quantitative design research course.
Prerequisite(s): BUS 844.

BUS 864 Doctoral Seminar in Human Resource Management I ....4 QH

Gives students the opportunity to investigate a research topic of their choice within Human Resource Management. Building on this research problem or application, students will compare and contrast major theories relevant to the topic from primary sources and synthesize these concepts to form a theoretical basis for research. The seminar will include a bibliography of major theorists in the field of study to provide a starting point. Students will go beyond this initial set of references as they develop their theoretical foundation. The initial portions of the Qualifying Paper are developed in this seminar. The seminar is normally taken concurrently with either the qualitative or quantitative design research course.
Prerequisite(s): BUS 844.

BUS 865 Doctoral Seminar in Leadership I...4 QH

Gives students the opportunity to investigate a research topic of their choice within Leadership. Building on this research problem or application, students will compare and contrast major theories relevant to the topic from primary sources and synthesize these concepts to form a theoretical basis for research. The seminar will include a bibliography of major theorists in the field of study to provide a starting point. Students will go beyond this initial set of references as they develop their theoretical foundation. The initial portions of the Qualifying Paper are developed in this seminar. The seminar is normally taken concurrently with either the qualitative or quantitative design research course.
Prerequisite(s): BUS 844.

BUS 866 Doctoral Seminar Self Designed I ....4 QH

Gives students the opportunity to investigate a research topic of their choice within their Self Designed field of study. Building on this research problem or application, students will compare and contrast major theories relevant to the topic from primary sources and synthesize these concepts to form a theoretical basis for research. The seminar will include a bibliography of major theorists in the field of study to provide a starting point. Students will go beyond this initial set of references as they develop their theoretical foundation. The initial portions of the Qualifying Paper are developed in this seminar. The seminar is normally taken concurrently with either the qualitative or quantitative design research course.
Prerequisite(s): BUS 844.

BUS 867 Doctoral Seminar Public and Nonprofit Management I ....4 QH

Gives students the opportunity to investigate a research topic of their choice within Public and Nonprofit Management. Building on this research problem or application, students will compare and contrast major theories relevant to the topic from primary sources and synthesize these concepts to form a theoretical basis for research. The seminar will include a bibliography of major theorists in the field of study to provide a starting point. Students will go beyond this initial set of references as they develop their theoretical foundation. The initial portions of the Qualifying Paper are developed in this seminar. The seminar is normally taken concurrently with either the qualitative or quantitative design research course.
Prerequisite(s): BUS 844.

BUS 871 Doctoral Seminar in Finance II..4 QH

Gives students the opportunity to continue the investigation of a research topic of their choice within Finance. Students will analyze, compare, and contrast related concepts from current research literature and apply these results to their application. This includes identifying the significance and benefits of this research. The final Qualifying Paper is developed in this seminar.

BUS 872 Doctoral Seminar in Marketing II ....4 QH

Gives students the opportunity to continue the investigation of a research topic of their choice within Marketing. Students will analyze, compare, and contrast related concepts from current research literature and apply these results to their application. This includes identifying the significance and benefits of this research. The final Qualifying Paper is developed in this seminar.

BUS 873 Doctoral Seminar in Management Information Systems II ....4 QH

Gives students the opportunity to continue the investigation of a research topic of their choice within Management Information Systems. Students will analyze, compare, and contrast related concepts from current research literature and apply these results to their application. This includes identifying the significance and benefits of this research. The final Qualifying Paper is developed in this seminar.

BUS 874 Doctoral Seminar in Human Resource Management II ....4 QH

Gives students the opportunity to continue the investigation of a research topic of their choice within Human Resource Development. Students will analyze, compare, and contrast related concepts from current research literature and apply these results to their application. This includes identifying the significance and benefits of this research. The final Qualifying Paper is developed in this seminar.

BUS 875 Doctoral Seminar in Leadership II...4 QH

Gives students the opportunity to continue the investigation of a research topic of their choice within Leadership. Students will analyze, compare, and contrast related concepts from current research literature and apply these results to their application. This includes identifying the significance and benefits of this research. The final Qualifying Paper is developed in this seminar.

BUS 876 Doctoral Seminar Self Designed II ....4 QH

Gives students the opportunity to continue the investigation of a research topic of their choice within their Self Designed field of study. Students will analyze, compare, and contrast related concepts from current research literature and apply these results to their application. This includes identifying the significance and benefits of this research. The final Qualifying Paper is developed in this seminar.

BUS 877 Doctoral Seminar Public and Nonprofit Management II ....4 QH

Gives students the opportunity to continue the investigation of a research topic of their choice within Public and Nonprofit Management. Students will analyze, compare, and contrast related concepts from current research literature and apply these results to their application. This includes identifying the significance and benefits of this research. The final Qualifying Paper is developed in this seminar.

BUS 880 First Year Professional Residency ....2 QH

Requires students to attend at least one professional conference in the first year. The Academy of Management annual meeting is an example. Approved conferences will be identified and program faculty will also attend. The DBA program will host a seminar at these events. A list of approved conferences will be developed by the faculty each year. Students will be required to document attendance and write a short paper describing what was learned at the conference.

QH = Quarter Hours

BUS 881 Second Year Professional Residency.............................2 QH
Requires students to attend at least one professional conference in the second year. The Academy of Management annual meeting is an example. Approved conferences will be identified and program faculty will also attend. The DBA program will host a seminar at these events. A list of approved conferences will be developed by the faculty each year. Students will be required to document attendance and write a short paper describing what was learned at the conference.

BUS 890 Portfolio Development I...2 QH
Requires students, in preparation for the Comprehensive Essay and the first year assessment, to develop and maintain two portfolios, one documenting scholarly activities and the other professional accomplishments. These will be created in BUS801, The Scholar Practitioner, and maintained throughout the program.

BUS 891 Portfolio Development II...2 QH
Requires students, in preparation for the Comprehensive Essay and the first year assessment, to develop and maintain two portfolios, one documenting scholarly activities and the other professional accomplishments. These will be created in BUS801, The Scholar Practitioner, and maintained throughout the program.

BUS 892 Comprehensive Essay...2 QH
Prepares students to complete the Comprehensive Essay at the end of the first year after the completion of BUS801, BUS810, BUS811, BUS813, BUS890, and BUS891. It provides evidence that the student has mastered foundational theories and concepts in the field of business administration, have an interdisciplinary understanding of the complex nature of business problems, and is able to synthesize and analyze scholarly research publications. The essay requires students to summarize the annotations collected in the Reading Asset Library. The annotations are submitted with the essay.

BUS 893 Qualifying Paper...2 QH
Allows students to prepare a scholarly paper suitable for publication, in order to qualify for the dissertation phase of the DBA program. Normally this occurs at the end of the second year after all your coursework in the program has been completed except for BUS814 Corporate and Personal Ethics and all that remains is the dissertation. The purpose of the paper is to demonstrate mastery of scholarly writing, research methodology, and a depth of knowledge in a field covered by the program. It will provide evidence that the student is able to plan, execute, and apply scholarly research, and be able to communicate management and business theories, research findings, and best practices through scholarly publication.

BUS 896A Dissertation I...8 QH
A successfully completed dissertation provides evidence that you have the ability to plan, execute, and apply scholarly research, have mastered foundational theories and concepts, and have an in-depth knowledge of theory and practice in one area of specialization. It is also evidence that you are able to conceptualize and carry out research and to communicate the results of that research in a coherent document, which addresses an important problem and makes a significant contribution to the profession's theory or practice.

BUS 897A Dissertation II..8 QH
A successfully completed dissertation provides evidence that you have the ability to plan, execute, and apply scholarly research, have mastered foundational theories and concepts, and have an in-depth knowledge of theory and practice in one area of specialization. It is also evidence that you are able to conceptualize and carry out research and to communicate the results of that research in a coherent document, which addresses an important problem and makes a significant contribution to the profession's theory or practice.

BUS 898A Dissertation III...8 QH
A successfully completed dissertation provides evidence that you have the ability to plan, execute, and apply scholarly research, have mastered foundational theories and concepts, and have an in-depth knowledge of theory and practice in one area of specialization. It is also evidence that you are able to conceptualize and carry out research and to communicate the results of that research in a coherent document, which addresses an important problem and makes a significant contribution to the profession's theory or practice.

BUS 899A Dissertation IV...4 QH
A successfully completed dissertation provides evidence that you have the ability to plan, execute, and apply scholarly research, have mastered foundational theories and concepts, and have an in-depth knowledge of theory and practice in one area of specialization. It is also evidence that you are able to conceptualize and carry out research and to communicate the results of that research in a coherent document, which addresses an important problem and makes a significant contribution to the profession's theory or practice.

MANAGEMENT INFORMATION SYSTEMS

MIS 501 Management Information Systems Seminar.........................1 QH
Introduces students to online learning, including writing and publication standards, the Blackboard user interface and toolset, submitting assignments, and Baker MSIS program software coding standards.
Prerequisite(s): Acceptance in the program.

MIS 511 Management Information Systems...................................4 QH
Gives a broad overview of IS concepts, including past and current trends in IS. Students will gain the foundational knowledge necessary for success in the other courses that are in the MSIS program.
Prerequisite(s): Acceptance in the program.

MIS 521 Information Systems Project Management.........................4 QH
Provides the tools, skills, and knowledge for successful planning, organization, and implementation of information systems and emphasizes the use of real world examples and applications. Common mistakes and pitfalls in project management when used in designing information systems will be discussed. Topics covered include project scoping, estimating, budgeting, scheduling, tracking, and controlling. Project management software will be used in this course.
Prerequisite(s): Acceptance in the program.

MIS 531 Database Design and Management.................................4 QH
Addresses the theories, concepts, and application issues associated with database management systems. For new or upgraded systems, topics include requirements analysis, user specifications, design strategies, implementation, and testing. For existing systems, issues related to growth, maturity, and obsolescence will be covered. Other topics include relational and distributed databases plus data integrity and security.
Prerequisite(s): Acceptance in the program.

MIS 541 Data Communications and Networking.............................4 QH
Examines current theories, concepts, and protocols regarding the design of telecommunications and digital networks. This course emphasizes current research and literature in both theoretical and systems oriented concepts rather than specific hardware or software implementations. Primary theories and concepts regarding enterprise-wide telecommunications and networking are evaluated and critiqued in relation to an organization's overall strategic plan.
Prerequisite(s): Acceptance in the program.

MIS 601 Information Security...4 QH
Focuses on the tools necessary for quantifying risk as well as costs and benefits of mitigation methods and technologies. Topics covered include software, access control systems and methodology, business continuity and disaster recovery planning, legal issues in information system security, ethics, computer operations security, physical security, and security architecture. This course seeks to provide a balance between the managerial role and the technical role.
Prerequisite(s): Acceptance in the program.

MIS 611 System Analysis and Design.......................................4 QH
Emphasizes the strategies and concepts of systems analysis and design for dealing with the complexity in the design and subsequent implementation of information systems. Formal, systematic, multi-phased analysis, and design processes spanning the entire information lifecycle will be emphasized.
Prerequisite(s): Acceptance in the program.

MIS 621 Systems Architectures..4 QH
Addresses the relationships and tradeoffs associated with computer hardware and software. Emphasis will be placed on system architecture including data and file structures, data storage, data communications, systems analysis and design, the operator-machine interface, input/output devices, and operating systems. Other topics include system architectures for single-user, centralized, and networked computing systems and single-user and multi-user operating systems.
Prerequisite(s): C or better in MIS 521, C or better in MIS 531, C or better in MIS 611.

MIS 631 Information Systems Integration Project I........................4 QH
Focuses on students undertaking a planning exercise during which they will identify, plan, cost, and develop a preliminary requirements specification for a system that they will develop in MIS632. The project is considered to be successfully completed when the system meets the requirements as specified and the project sponsor is satisfied with the results.
Prerequisite(s): C or better in MIS 501, C or better in MIS 511, C or better in MIS 521, C or better in MIS 611. Corequisite(s): BUS 510, BUS 530, BUS 540, BUS 578, MIS 531, MIS 541.

MIS 632 Information Systems Integration Project II ....6 QH

Gives students the opportunity to finish the analysis, design, implementation, and documentation of the system they began in MIS631. It will be followed by a presentation to their industry sponsor and the graduate faculty at Baker. The project is considered to be successfully completed when the system meets the requirements as specified and the project sponsor is satisfied with the results. This presentation can be done online or via a virtual teleconference if necessary. This course can be repeated up to three times until project completion. *Prerequisite(s): C or better in MIS 631. Corequisite(s): MIS 601, MIS 621.*

OCCUPATIONAL THERAPY

OCC 501 Program Planning/Intervention (Childhood) ....5 QH

Covers assessment and the development of treatment strategies using current frames of reference in detail. Students are prepared to apply theoretical concepts in practice settings serving children.

OCC 505 Assessment and Treatment Interventions for Mental Health Practice..4 QH

Covers mental health assessment and treatment strategies using psychosocial frames of reference and evidence based research. Therapeutic use of self, occupation, and group processes are emphasized.

OCC 511 Occupational Therapy Research...4 QH

Provides students with skills in utilizing methodologies of research by applying them to occupational therapy practices. Students will analyze research literature and learn how to prepare research proposals.

OCC 512 Qualitative and Quantitative Research Techniques ....4 QH

Focuses on participation in data collection, analysis, and interpretation for both qualitative and quantitative research methodologies. A research proposal will be completed at the end of the course and submitted for approval which will allow students to conduct a final research project.

OCC 513 Independent Study in Occupational Therapy Research........6 QH

Allows students the opportunity to design, develop, and implement a research project utilizing skills from occupational therapy experiences and the statistical course sequence.

OCC 521 Upper Extremity Anatomy..4 QH

Builds on knowledge gained in clinical kinesiology. Students will learn upper extremity anatomy in detail through lecture and clinical application. Emphasis will be on using knowledge of the upper extremity to develop clinical reasoning skills for the rehabilitation of upper extremity dysfunction.

OCC 522 Splinting and Related Hand Therapy Topics......................4 QH

Focuses on the selection, fit, and fabrication of splints. This course includes related topics of hand therapy assessment and treatment, modalities, and wound care.

OCC 530 Case Based Clinical Reasoning ....4 QH

Utilizing a problem based approach; students are guided through the process of applying clinical reasoning principles to a variety of cases. Clinical observations and case assignments will be utilized to reflect on and process experiences. Ethical issues related to treatment and service provision will be discussed.

OCC 541 Health Care Policy and Finance ....4 QH

Focuses on the examination of the national and state health care policy as it relates to the provision of occupational therapy. Students will study trends in reimbursement, professional credentialing, and quality improvement.

OCC 551 Seminar in Natural Domains ....4 QH

Explores and develops the roles for the occupational therapist in non-traditional service settings and models. With guidance of a faculty member, students will develop a needs assessment, business plan, or a position justification statement.

OCC 571 Occupational Therapy Level II Fieldwork ....6 QH

Provides a full-time, three-month clinical affiliation in a setting which provides students with experience in an occupational therapy practice. Students must complete all OT major coursework and gain approval by the program director of the Occupational Therapy program before enrolling in this course. *Prerequisite(s): Student background check.*

OCC 572 Occupational Therapy Level II Fieldwork ....6 QH

Provides a full-time, three-month clinical affiliation in a setting which provides students with experience in an occupational therapy practice. Students must complete all OT major coursework and gain approval by the program director of the Occupational Therapy program before enrolling in this course. *Prerequisite(s): Student background check.*

STUDENT HANDBOOK
Financial and Academic Information

ABOUT THE PROCESS OF BECOMING A STUDENT•••

Admission Procedures / Requirements

Undergraduate

(See the graduate section for graduate program admission procedures.)

Admission Policy Statement

Baker College has a "Right-to-Try" admission policy, which means:

1. All students who have earned a high school diploma or its equivalent, such as a General Educational Development (GED) certificate, along with acceptable ACT, SAT, or COMPASS scores are accepted.
2. Students who have not earned a high school diploma or GED may be admitted on the basis of test results.
3. Baker College admits students without regard to race, religion, sex, national origin, or disability.
4. Baker College does not require either the ACT or SAT as a condition of admission. However, if a student chooses to take either or both tests, we encourage him/her to request that the test results be sent to the Baker College campus of his/her choice.
5. Students whose native language is not English are strongly encouraged to demonstrate competency in the English language by submitting official documentation such as the Test of English as a Foreign Language (TOEFL) score.
6. Baker College reserves the right to deny admission to any potential student who may be disruptive to the educational environment of the College.

Ability to Benefit

Students who have not earned a high school diploma or GED certificate are admitted on the following basis:

1. Students must take the ASSET or COMPASS test and score at approved levels.
2. The ASSET and COMPASS tests measure reading, writing, and numerical skills.
3. To be eligible for ability to benefit status, a student must achieve or exceed the minimum scores on each subset of ASSET or COMPASS in a single testing experience. A student may retest one time only. To be eligible to retest, a student must have the approval of the advising staff. Approval is based on the assumption that a meaningful change has occurred in the student's knowledge and skills in the areas assessed. Baker College recommends that people who have not achieved the minimum scores on the ASSET or COMPASS test pursue the completion of their GED through their local adult education program.

Applications for Acceptance to Baker College are Available:

1. **Through high school counseling departments.** Baker College works closely with high school counselors by supplying them with catalogs and applications. The admissions advisors at Baker College also make periodic visits to area high schools to furnish them with new information concerning Baker College programs. It is highly recommended that students take advantage of their high school counselors' expertise and assistance in completing the forms for admission, financial aid, and scholarships.
2. **On Campus.** Students are encouraged to make an appointment to talk with one of the College's admissions advisors. Applications may then be completed and application fees paid. Students taking the Ability to Benefit test must complete either the COMPASS or ASSET test with appropriate scores prior to submitting an application to the College.
3. **By Mail.** Applications are included with a current catalog of courses. Completed applications may be forwarded to the College, along with the application fee, and a copy of the student's high school transcript or GED. It is very important that students visit the College, even when they apply by mail.
4. **Online.** Visit **www.baker.edu**.

How to Apply for Undergraduate Program Admission

1. The prospective student must fill out the application as completely as possible. For an online application visit **www.baker.edu**.
2. The prospective student must return the application along with the $20 application fee to the Baker College campus the student wishes to attend. If the prospective student is not accepted, the $20 application fee will be refunded. If the student is accepted, the fee is non-refundable.
3. Whenever possible, a copy of the prospective student's final high school transcript, ACT or SAT scores, or GED should accompany the application.
4. The prospective student will be contacted by the Admissions Office as soon as the application is received.

Admission for Articulation Students

Prospective students who wish to apply for articulated credit for coursework taken in high school should see their high school counselors for assistance. An explanation of the articulation process and the necessary paperwork is available at **www.baker.edu**, then Future Students, then Articulation Credits. A listing of high schools and other educational institutions with Baker College articulation agreements is also found here.

Aviation Program Admission Requirement

Upon admission to the aviation program, a Class III medical examination with student pilot certificate must be submitted to the College (via the Department Chair for Aviation). This is required for solo flight during the first flight course, Private Pilot Flight. It is suggested that all aviation majors who desire to become commercial pilots complete a Class I medical examination instead of the Class III since the Class I is required of most professional pilots. The examination must be administered by an approved FAA Airmen Medical Examiner. Contact the Baker College of Muskegon Admissions Office for a list of approved physicians.

The United States Department of Homeland Security, Transport Security Administration requires each person seeking admission into any aviation program to submit proof of citizenship in the form of either a birth certificate or a U.S. Passport. Copies of these documents shall be maintained by the Department Chair of Aviation for five years after training is completed.

Baker College requires each aviation student to read and sign a copy of the Baker College Flight Training Policy upon admission into the aviation program. This policy explains that students will be expected to fly exclusively with the Baker College flight carrier throughout the duration of their enrollment in this program. Once a student is enrolled with the College, flight instruction from a non-Baker College carrier will not be considered as fulfillment of course requirements in the aviation program.

Baker College requires a minimum age of 17 years for all aviation students since completion of the first flight class has a minimum FAA licensing age of 17.

Baker College recommends that persons interested in this program arrange to take a "Discovery Flight" prior to enrolling for flight classes. Arrangements can be made through the Admissions Office.

Baker College does not accept international students in the Aviation Program.

Bachelor of Business Administration Accelerated Program Admission Requirements

1. Applicants with an associate's degree from a regionally accredited institution of higher learning in business or with a business related concentration/major with an overall GPA of 2.0/4.0 meet all coursework requirements for entrance into the program. Applicants with an associate's degree from a regionally accredited institution of higher learning not in business with an overall GPA of 2.0/4.0 meet all general education coursework requirements for entrance into the program. To validate appropriate coursework, transcripts will be reviewed for applicants with associate degrees from nationally accredited institutions or those wishing to use the equivalent of 90 quarter hours of transferable credit.
2. Applicants to the program will be required to perform a monitored, written essay.
3. Applicants to the program will be required to meet all Baker College general education requirements (see General Education Program Requirements).
4. Applicants must be currently or recently employed with suitable work experience of at least two years.

Bachelor of Business Leadership Admission Requirements

1. Applicants with an associate's degree from a regionally accredited institution of higher learning with an overall GPA of 2.0/4.0 meet all coursework requirements for entrance into the program. To validate appropriate coursework, transcripts will be reviewed for applicants with associate degrees from nationally accredited institutions or those wishing to use the equivalent of 90 quarter hours of transferable credit.
2. Applicants will be required to have two years of full-time work experience or the equivalent prior to entering the program.
3. Applicants to the program will be required to perform a monitored, written essay.
4. Applicants to the program will be expected to meet all of Baker College's general education requirements (see General Education Program Requirements).

Conditional Acceptance in Bachelor's Degrees Requiring an Associate's Degree or 90 Quarter Hours

Under specific circumstances, students will be conditionally accepted into bachelor's degree programs requiring an associate's degree or 90 quarter hours. Students who need 16 credits or fewer to meet the program's admission requirement of 90 quarter hours will be allowed into the program conditionally. Students who are conditionally accepted into a program because they have 16 or fewer credit hours to complete toward the program's admission requirement will be allowed 12 months to complete those requirements. After 12 months, students who do not complete the required hours for full acceptance will be blocked from registration and will need to select another program. Students missing official transcripts will also be granted "Conditional Acceptance." Students may remain on "Conditional Acceptance" because of missing transcripts for a maximum of two quarters of coursework. If after two quarters of coursework, official transcripts have not been received, the College will remove those students from the programs until

the official transcripts are received. Upon receipt of the official transcripts by the College, students may re-enter the program in which they were originally admitted, but may not be able to start classes immediately because of rotation schedules and pre-requisite requirements.

Program Admission Requirements (Special)

Some programs require that you maintain higher than a C (2.0) GPA. It is required that prospective students for the Truck Driving Certificate successfully pass a USDOT Medical Examination and Drug Test. It is important that prospective students thoroughly read and understand the program requirements.

International Student Special Requirements

International students (except commuting Canadians) must fulfill student visa requirements and make an advanced tuition deposit (see Tuition Deposit-International Students or our Web site under Future Students then International Students). International students are required to take the TOEFL (Test of English as a Foreign Language) examination. A minimum score of 500 (173 Internet-based) on the TOEFL exam is required for admission. This requirement may be waived by the president on a case-by-case basis. Canadian students commuting from Canada are required to complete only an I-20.

Applicants who would like to transfer credits from an institution outside of the U.S. must have their transcripts/degrees evaluated by a company in the United States, such as Educational Credential Evaluation Services, Inc. or the National Association of Credential Evaluation Services (NACES). The results of the evaluation must be sent from the evaluation company directly to the Registrar's Office. Official evaluations must include U.S. degree equivalency (if a degree is being transferred), course grades, and overall GPA.

Special Health Sciences, Education, and Human Service Program Admission Requirements

Special admission and advancement requirements for individual Health Sciences, Education, and Human Service programs are detailed on the Baker College Web site at **www.baker.edu** or from admissions advisors or Academic/Administrative Offices. A signed Health Sciences, Education, or Human Service Waiver Form must be on file in order for a student to start classes.

College Success Strategies

College Success Strategies (COL111A) or College Success Online (COL112) is required for all first-time freshmen and all online students enrolled in a certificate or degree program. This course will inform students of campus services, policies and procedures, and address learning styles and study strategies.

Developmental Courses

Baker College supports its Right-to-Try Admissions Policy with several educational services. Many students who enter Baker College require assistance to meet the pressures of an academic community. Because of this, Baker College provides these students with special assistance which will enable them to achieve success in college and their future careers.

1. Students with marginal English skills, as determined by the results of a placement test, are required to enroll in English Review (ENG091).
2. Students with marginal math skills, as determined by the results of a placement test, are required to enroll in Essential Math Concepts (MTH091) and/or Pre-Algebra (MTH099E).
3. Students with marginal reading skills, as determined by the results of a placement test, are required to enroll in College Reading (ENG098B).
4. Students who place into all three developmental education areas (reading, writing, and math) are required to

take those courses the first quarter. Students who place into one or two developmental areas, depending on the number of courses and the program, will be required to take their developmental course(s) within the first academic year.

5. Students must successfully complete all required developmental education courses. Successful completion of each of the developmental courses noted above requires passing a standardized exit assessment that demonstrates a minimum standard of competency in order to enroll in the subsequent college level courses. Students unable to successfully complete (pass) any one or more of the developmental education courses (ENG091, ENG098B, MTH091, MTH099E) within three attempts, including withdrawals, will face academic dismissal from the College and be unable to attend in future quarters. For both the second and third attempts, students will be placed on a Student Learning Contract. (A second attempt contract will serve as a warning, and a third attempt contract will serve as notice of the student facing academic dismissal.)

Orientation, Placement Testing, and Registration

Orientation

An orientation program is conducted for all new students prior to the start of each quarter. The program is designed to explain the College's policies and procedures, and to provide an opportunity for students to ask questions and become familiar with campus facilities and resources. Online and graduate students accomplish this orientation online and may be assessed via a proctor system.

Placement Testing

Along with the orientation program, incoming undergraduate students will take tests relating to aptitude and achievement in areas that are basic to success in college coursework. These include mathematic skills, reading skills, writing skills, and others as required by specific programs. The test results determine course placement and academic advising decisions, and may reveal a need for developmental courses or waiver testing.

Registration

New students will register for classes during the orientation process. Returning students may register during the scheduled registration time as determined by the campus either via the Internet or on campus. In order for a student to register for more than 17 credits in one quarter, the student must have a cumulative GPA of 3.0 or higher and have written approval from the divisional dean for the student's program.

Late Registration

A student may add an on-ground, ten-week course to his/her schedule up to the date and time when the student would miss any part of the Week 2 session(s) of that course. Students must attend the second week session(s) for the course. A student may not add a course of fewer than 10-weeks duration after the first session for that course has met. An on-ground campus student cannot register for a second six-week-session online course after the beginning of Week 2 of the on-ground schedule. A student is not allowed to add an online course once that course has started. All other late registrations are at the sole discretion of the campus CAO/VP of Academics.

Required Entrance Documents

Undergraduate

Each student must have on file, as a part of his/her Baker College record: (1) a completed and signed application form;

(2) self-certification of high school graduation or GED test scores with acceptable ACT, SAT, or COMPASS scores, or COMPASS test scores that demonstrate ability-to-benefit; (3) an official high school transcript and/or Educational Development Plan (EDP), if requested by the College; and (4) for a transfer student, an official transcript and/or a record of financial aid from his/her previous college or university, if requested by the College. A student must provide an official transcript to the College upon completion of two academic quarters or future registration may be prohibited.

Graduate

Each student must have on file, as a permanent part of his/her Baker College record: (1) a completed and signed application form, and (2) an official transcript of credits from his/her baccalaureate institution showing the date of graduation. A transfer student must also provide a transcript of grades and a record of financial aid from his/her previous institution.

PERSONAL AND PROFESSIONAL CONDUCT•••

Baker College is committed to providing an educational environment that gives students the opportunity to obtain their academic goals. However, the College expects students to conduct themselves in a manner that reflects its mission, purposes, ideals, and values.

All students are required to read, understand, and comply with the policies and responsibilities stated in this publication. Furthermore, students will respect the rights of others and will treat fellow students, faculty, and staff with good manners and respect.

Basic Principles of Student Responsibility

Each person has a right to study, learn, and live in a quiet, comfortable environment without fear, without humiliation, and without destruction of self-esteem. Baker College expects student awareness and concern for all aspects of classroom, residential, and extracurricular life, and strives to promote a cohesive and equitable environment, where cultural and ethnic differences are respected. Institutional expectations, regulations, policies, and practices are established to reflect the values to which the College subscribes. These expectations, regulations, policies, and practices promote:

1. The mission of the College.
2. Opportunities and settings that facilitate the interaction of persons of different cultures, backgrounds, and persuasions.
3. Respect for the rights of others.

It is important to formally note the following policies with regard to student responsibility and respect:

— Enrollment at Baker College is a privilege, and it is expected that students will conduct themselves in a manner that reflects the ideals, values, and educational aims of the College. Students will respect the rights and property of others and will treat fellow students, faculty, and staff with good manners and respect. Students will use care in keeping facilities and equipment clean and orderly. Food and beverages should not be eaten in hallways or classrooms. Students will behave in such a way as to promote a positive learning environment. This includes having pagers and cell phones turned off during class. When a student's actions do not reflect these expectations, the College will take disciplinary measures, which may include disciplinary suspension or expulsion from the College and/or student housing, and/or criminal prosecution.

- It is the responsibility of the student to give honest and complete replies to all questions included in application forms and other documents required by the College.
- Baker College does not consider the use of alcoholic beverages or drugs as necessary or conducive to the process of higher education.
- Baker College students are expected to abide by federal, state, and local laws.
- Any illegal possession, sale, or use of illegal or over-the-counter drugs will result in penalties including immediate expulsion and/or criminal prosecution.
- Student instigation or participation in activities which develop to a degree that elicits panic or alarm, disturbs the peace, endangers personal well-being, or harms public or private property is prohibited. Furthermore, students who impede or threaten to obstruct the free and uninterrupted passage of individuals or vehicles, or prevent or obstruct the normal operations of the College will be subject to disciplinary action, which may result in disciplinary suspension or expulsion from the College and/or criminal prosecution.
- Students are expected to use language that promotes a comfortable environment. Use of language, gestures, or electronic media that are abusive or offensive in nature will result in disciplinary action, disciplinary suspension, or expulsion.
- Students are asked to dress in conventional attire that exhibits good taste. In instances of unsuitable dress, faculty or staff may request that the student leave the classroom or facility.
- A special word about college-owned equipment: Computers, printers, office machines, medical and electronic equipment, and other equipment are placed in locations that will facilitate the best possible benefit to students. Any student who removes or tampers with this equipment is subject to dismissal and payment of any costs resulting from damage or loss of equipment. Students should immediately report equipment in need of repair to an instructor.
- Operating a business on Baker College property or with the use of College equipment is prohibited. The use of the Baker College name on any advertising by a student for business purposes is not allowed.
- Students shall comply with all reasonable and lawful requests and instructions as well as disciplinary conditions imposed upon them by those in authority, including the College administrators, faculty, housing staff, campus safety officers, or other employees acting in the performance of their official duties. Failure to do so could result in disciplinary action, disciplinary suspension, or expulsion.

Academic Honor Code

Academic honesty, integrity, and ethics are required of all members of the Baker College community. Academic integrity and acting honorably are essential parts of professionalism that continue well beyond courses at Baker College. They are the foundation for ethical behavior in the workplace. Attending Baker College is a privilege, and students are expected to conduct themselves in a manner reflecting the ideals, values, and educational aims of the College.

Academic integrity requires that work for which students receive credit be entirely the result of their own effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever students undermine the academic integrity of the institution or attempt to gain an unfair advantage over others. Ignorance of the College's honor code is not accepted as a valid excuse for prohibited conduct. The following lists include some examples of honor code violations; they are not intended to be exhaustive.

1. **Cheating**
   a. Using unauthorized materials such as books, notes, or crib sheets to answer examination questions
   b. Taking advantage of information considered unauthorized by one's instructor regarding examination questions
   c. Copying another student's homework, written assignments, examination answers, electronic media, or other data
   d. Assisting or allowing someone else to cheat
2. **Plagiarism**
   a. Representing the ideas, expressions, or materials of another without due credit
   b. Paraphrasing or condensing ideas from another person's work without proper citation
   c. Failing to document direct quotations and paraphrases with proper citation
3. **Other** forms of academic dishonesty
   a. Fraud, deception, and the alteration of grades or official records
   b. Changing examination solutions after the fact, inventing, changing, or falsifying laboratory data or research
   c. Purchasing and submitting written assignments, homework, or examinations
   d. Reproducing or duplicating images, designs, or Web pages without giving credit to the developer, artist, or designer
   e. Submitting work created for another course without instructor approval
   f. Misrepresenting oneself or one's circumstance to gain an unfair advantage
   g. Collaborating with another person(s) without instructor approval
   h. Selling or providing term papers, coursework, or assignments to other students

There are four possible consequences for violating Baker College's Honor Code:
1. Failure of the assignment
2. Failure of the course*
3. Expulsion from the College
4. Rescinding a certificate or degree

In cases involving violation of the honor code, determination of the grade and the student's status in the course are left solely to the discretion of the instructor. The faculty may seek guidance from administrators. The instructor will report the incident to the College's administration to establish, investigate, or determine potential patterns of dishonesty.

*A student is prohibited from withdrawing from a course in which an F grade is received due to a violation of the honor code.

Infractions Causing Immediate Disciplinary Action

On Baker College premises, any of the following will be cause for immediate expulsion from all campuses:
1. Possessing, carrying, displaying, or using firearms, weapons, explosives, explosive ingredients or mechanisms, or hazardous chemicals
2. Assaulting or making a threat
3. Disabling safety or security equipment
4. Theft or vandalism
5. Distributing, possessing, carrying, using, or being under the influence of illegal drugs
6. Arrest for a felony, pending outcome of the charges
7. Arson or any attempt of arson

On Baker College premises, any of the following will be cause for disciplinary action up to and including expulsion from all campuses:

1. Possessing, carrying, using, or being under the influence of alcohol
2. Improper use of or tampering with safety or security equipment
3. Interfering with a campus safety officer in the performance of his/her duties
4. Cheating or plagiarizing
5. Bullying, stalking, harassing, or intimidating another student, faculty, staff, or visitor on campus
6. Causing a disruption on campus or violating the Basic Principles of Student Responsibility
7. Identity theft or use of another person's User ID and/or password

These matters are taken directly to the college official in charge of discipline for immediate action. During an investigation, students may be suspended for disciplinary purposes from the College and/or Residence Halls.

Expelled or suspended students found on any Baker College premises will be considered trespassing and treated as such. Expelled or suspended individuals may make appointments by phone during regular business hours with appropriate college administrators, if necessary. All tuition, housing fees, and deposits will be forfeited.

In compliance with housing policy, students dismissed from housing for disciplinary reasons must vacate the housing facility within 24 hours of notification of the infraction. In addition, all visitation rights to any Baker College residence facilities are revoked.

Although most student infractions are dealt with on a one-to-one basis, there is a provision for a formal disciplinary appeal process. Baker College has established the Baker College Disciplinary Appeal Process for students who find themselves in conflict with Baker College standards. The Baker College Disciplinary Appeal Process is described in the Disciplinary Appeal Process section. Please note: original discipline decision will remain in effect until the appeal has been completed and a final decision has been issued.

A student who is placed on suspension must leave campus while the College completely investigates the incident which caused the disciplinary action. The student will be notified when the investigation is complete, and the student may be reinstated, placed on probation, or expelled.

If a student wishes to appeal a disciplinary action, he/she may contact the Campus Safety Office or the Academic/Administrative Office regarding the Appeal Process.

FINANCIAL INFORMATION•••

Tuition Charges

The tuition charge per quarter hour of credit will be based on the following schedule. Tuition is subject to change at the beginning of any quarter and includes most fees.

- Most undergraduate courses $205
- Autobody Technology (ABT) courses $235
- Automotive Service Technician (AST) courses $215
- Culinary Arts courses $335
  (CUL-151, 152, 153, 201, 222A, 231 and FBM281)
  (BPA-111, 112, 151, 152, 153, 221, 222, 223)
- Dental Hygienist professional track (DHY) courses $255
- Diesel Technology (DSL) courses $220
- Nursing (NUR) courses $220
- Truck Driving/Transportation Management
  (TRN101A, 111, 122, 151, 161, 201A) $285
  (TRN208) $50
- Graduate Center Master's courses $360
- Graduate Center Doctorate $490

Fees

- COL111A College Success Strategies $60
- Undergraduate Application Fee – *payable with application* $20
- Graduate Application Fee – *payable with application* $25
- Undergraduate and Graduate Finance Charge $30
  Any balance not paid by Friday of the sixth week of classes is subject to a finance charge.
- Undergraduate and Graduate NSF Return Fee $25
  Per item returned by the bank
- Undergraduate Graduation Processing Fee $50
- Graduate Graduation Processing Fee $75
- Background Check Fee
  Varies

Tuition Payments

Tuition may be paid at registration or in installments. If paid in installments, at least one half of the tuition plus fees should be paid by the Friday before classes start. The remaining balance must be paid by end of the sixth week of the quarter to avoid finance charges. Absenteeism and withdrawals may not reduce a student's financial obligation (see Refund Policy). Invoices will be generated monthly and available for viewing and payment options on the Baker College Web site at **www.baker.edu**. You can access the Web site by clicking on SOLAR system, choosing STAR system, then Business Office.

Past Due Balances

Students with outstanding balances may not be allowed to re-enroll for any quarter; to receive official transcripts of credit, letters of recommendation, diplomas; to participate in commencement ceremonies; or to use any Baker College service until all their Baker College accounts are settled at all campuses. Also, any student with an unpaid balance at the end of the quarter may not be allowed to take final examinations.

Employer Paid Tuition

Due to the great variety of tuition arrangements, contact the campus Business Office for additional information and required documentation.

Deferred Payment Plan

The Business Office on each campus is prepared to work out flexible payment arrangements with students and/or parents. A mutually agreeable payment schedule will be set up and a contract signed. Full payment of tuition and fees must be completed by the end of the ninth week of the quarter or the student may not be permitted to take final examinations in Week 10. If the contract is not completed as agreed, any outstanding balance will be treated as a past due balance (see Past Due Balances above).

Credit Balances

Federal regulations prohibit the use of Title IV funds to be applied towards a past due balance greater than $200.

Aviation Program Flight Instruction Fees

Baker College of Muskegon may contract with a licensed, fixed-base flight instruction operator to provide flight-training services. The Admissions Office can provide a schedule of fees for each course that includes flight instruction.

Entering students should be aware that the flight instruction fees will be charged in addition to regular Baker College tuition, and that the examples of average estimated costs per quarter or per school year given in this Catalog (see Estimated Costs) do not include flight instruction fees.

Charges for Non-Traditional Credit

- Waiver Test Credit $0 or $50
  Charge is dependent upon test. No additional charges for credits earned.
- Articulation Credit No Charge
- Experiential Credit $205 (non-refundable) assessment fee
  Tuition for credit earned is $51 per credit hour. Assessment fee will be applied toward credit earned if applicable.
  Assessment fee is included in tuition charge for COL301A.
- Independent Study Credit Regular Tuition
- CLEP Test Credit $72

Student Housing Costs

A room reservation/damage deposit of $50 is due when an application for college-sponsored housing is submitted. The deposit will be refunded if written notice of cancellation is given according to the following schedule:

For the Fall Quarter	Prior to September 1
For the Winter Quarter	Prior to December 1
For the Spring Quarter	Prior to March 1
For the Summer Quarter	Prior to June 1

Room rates on each of our three residential campuses are listed below. (Estimated food costs are an additional $300 per quarter.) If for any reason a student leaves during a quarter, there will be no refund of room fees for that quarter and no deposit refund.

Flint

Residence Hall:

Baker Hall East:	$875/person/quarter (4 students)
Baker Hall West:	$925/person/quarter (6 students)
Living Center:	$800/person/quarter (1-2 students)
Riverfront:	$1,200-$1,600/person/quarter

Muskegon

Baker Townhouses:	$975/person/quarter
On-Campus Halls/Apartments:	$875/person/quarter

Owosso

On-Campus Residence Hall:	$880-$905/person/quarter
Woodard Station Lofts:	$955/person/quarter

The deposit and quarterly room charge will be forfeited if a student is dismissed from the residence hall during a quarter. Any damages to the room, its contents, or residence hall commons area will be charged to the student's account or withheld from the $50 room deposit, upon termination of residence.

Special reduced-occupancy rooms may be available at higher rates. Contact the Campus Housing Office for more information.

Estimated Costs

Undergraduate
Average Estimated Cost per Quarter (9-11 Weeks)
For Full-Time Enrollment (16 credit hours)

Application Fee (first quarter only)	$ 20
Tuition	3,280
Textbooks and Supplies (approximately)	500
Total	$3,800

Average Estimated Cost per School Year (3 Quarters)
For Full-Time Enrollment (48 credit hours)

Application Fee (first quarter only)	$ 20
Tuition	9,840
Textbooks and Supplies (approximately)	1,500
Total	$11,360

Undergraduate
Average Estimated Cost per Quarter (9-11 Weeks)
For Minimum Full-Time Enrollment (12 credit hours)

Application Fee (first quarter only)	$ 20
Tuition	2,460
Textbooks and Supplies (approximately)	375
Total	$2,855

Average Estimated Cost per School Year (3 Quarters)
For Minimum Full-Time Enrollment (36 credit hours)

Application Fee (first quarter only)	$ 20
Tuition	7,380
Textbooks and Supplies (approximately)	1,125
Total	$8,525

Undergraduate
Average Estimated Cost per Quarter (9-11 Weeks)
For Part-Time Enrollment (8 credit hours)

Application Fee (first quarter only)	$ 20
Tuition	1,640
Textbooks and Supplies (approximately)	250
Total	$1,910

Average Estimated Cost per School Year (3 Quarters)
For Part-Time Enrollment (24 credit hours)

Application Fee (first quarter only)	$ 20
Tuition	4,920
Textbooks and Supplies (approximately)	750
Total	$5,690

Students who live in the student residence halls must add the cost of student housing.

Estimates do not include flight instruction fees for Aviation courses or enhanced tuition rates for Autobody Technology, Automotive Service Technician, Culinary Arts, Dental Hygienist, Diesel Technology, Nursing, and Truck Driving courses.

Graduate - Master's Courses
Average Estimated Cost per Quarter
For Full-Time Enrollment (8 credit hours)

Application Fee (first quarter only)	$ 25
Tuition	2,880
Textbooks and Supplies (approximately)	400
Total	$3,305

Average Estimated Cost per Program For Enrollment
(50 credit hours)

Application Fee (first quarter only)	$ 25
Graduation Fee (last quarter only)	75
Tuition	18,000
Textbooks and Supplies (approximately)	2,500
Total	$20,600

Graduate - Doctorate
Average Estimated Cost per Quarter
For Full-Time Enrollment (6 credit hours)

Application Fee (first quarter only)	$ 25
Tuition	2,940
Textbooks and Supplies (approximately)	400
Total	$3,365

Average Estimated Cost per Program For Enrollment
(90 credit hours)

Application Fee (first quarter only)	$ 25
Graduation Fee (last quarter only)	75
Tuition	44,100
Textbooks and Supplies (approximately)	4,500
Professional Residencies (first and second year)	2,000
Total	$50,700

Tuition Deposit - International Students

International students must deposit in advance an amount equal to the normal tuition, fees, and books for one academic year. The deposit must be renewed prior to registering for the fall quarter of each succeeding year. Any unused funds on deposit at the time the student graduates or withdraws will be refunded to the original depositor. Exception: Groups of international students enrolled by prior arrangement may be exempted from this requirement by the President of the Center for Graduate Studies.

International students must also fulfill requirements for a student visa. Information about the student visa process is available at any Baker College Admissions Office. Graduate students should contact the Center for Graduate Studies directly for assistance.

These regulations do not apply to Canadian students who commute from Canada to classes.

Refund Policy

A student who officially withdraws during the quarter will be granted a refund according to the scale below. There are no refunds of application fees. NOTE: ABSENTEEISM DOES NOT REDUCE A STUDENT'S FINANCIAL OBLIGATION.

A student who officially withdraws is granted a refund BASED ON TOTAL TUITION CHARGES according to the following schedule:

On-Ground Ten-Week Courses:
100% – If official withdrawal is on or before the first day of classes.
80% – If date of official withdrawal is within the first week of classes.
60% – If date of official withdrawal is within the second week of classes.
20% – If date of official withdrawal is within the third week of classes.
NO REFUND – If official withdrawal is after the third week of classes.

On-Ground Five-Week Courses:
100% – If official withdrawal is on or before the first day of classes.
80% – If date of official withdrawal is within the first week of classes.
50% – If date of official withdrawal is within the second week of classes.
NO REFUND – If official withdrawal is after the second week of classes.

Online Courses:
100% – If official withdrawal is on or before the first day of classes.
100% – If date of official withdrawal is within the first seven days of classes.
50% – If date of official withdrawal is after the first seven days of classes and before the fourteenth day of classes.
NO REFUND – If official withdrawal is after the fourteenth day of classes.

For academic offerings that are not consistent with the College's traditional calendar, the following percentages for refunds shall apply:
100% – If official withdrawal is on or before the first day of classes.
80% – If date of official withdrawal is within the first 10% of the total time period of the class.
60% – If date of official withdrawal is within the first 10% to 20% of the total time period of the class.
20% – If date of official withdrawal is within the first 20% to 30% of the total time period of the class.

NO REFUND – If official withdrawal is after 30% of the total time period of the class has elapsed.

The College shall use objective criteria to establish the periods.

Graduate Traditional Courses - Ten Week Classes:
100% –If official withdrawal is within the first seven days of classes.
50% – If date of official withdrawal is after the first seven days of classes and before the fourteenth day of classes.
NO REFUND – If official withdrawal is after the fourteenth day of classes.

Graduate Online Courses:
100% – If official withdrawal is on or before the first day of classes.
100% – If official withdrawal is within the first seven days of classes.
50% - If date of official withdrawal is after the first seven days of classes and before the fourteenth day of classes.
NO REFUND - If official withdrawal is after the fourteenth day of classes.

Graduate Weekend Courses:
100% – If official withdrawal is within the first seven days of classes.
50% – If date of official withdrawal is after the first seven days of classes, and before the fourteenth day of classes.
NO REFUND - If official withdrawal is after the fourteenth day of classes.

Official Withdrawal Date

The official withdrawal date is the date the withdrawal form is turned in to the Academic/Administrative Office, the postmarked date of the letter sent to the Academic/Administrative Office, the date the fax was sent, the date the e-mail was sent, or the date of notice of withdrawal by the College. Refunds will be based on the date of official withdrawal (see Withdrawal from a Course).

Refunds on Residence Hall Charges

If a student properly checks out of the residence hall, in good standing, at the end of the academic quarter, or graduates, the $50 deposit may be refunded within 45 days of the student's departure by the campus Business Office. An improper checkout from the residence hall may result in an additional fee not covered by the $50 deposit.

There is no refund on quarterly room charges or room deposit for students who are expelled, dismissed, or move out voluntarily during the quarter (see Student Housing).

Refunds

Information regarding the timetable for refunds is available in the Business Office of each campus. Refunds are processed using the Baker OneCard system. This card is issued to all new and returning students and must be activated by the student to receive refunds by one of the three methods available: Baker One account, ACH to existing account, or by paper check. Information regarding the Baker OneCard can be obtained in your campus Business Office.

Financial Aid

The Financial Aid staff is available to advise and assist students with obtaining funds to attend Baker College. All students attending Baker College are advised to apply for financial aid.

Definition of Financial Aid

Financial aid is any money that helps students attend college. It may include grants, scholarships, loans, savings, job earnings, or help from parents or a spouse.

Qualifications

Eligibility for need-based financial aid programs is determined by the cost of attending a college of the student's choice, minus the amount that the student and his/her family can reasonably afford.

College Costs
– Expected Family Contribution
= Financial Aid Eligibility (or "Need")

College Costs include tuition, fees, books, travel, and estimated living expenses while at the College.

Expected Family Contribution is determined from the income, assets, and other information that the student and his/her family report on the application for federal student aid. The federal methodology formula is used to determine the amount that the student and his/her family will be expected to pay.

Financial Aid Eligibility (or "Need") represents the amount of financial aid that the student is eligible to receive from federal, state, and college programs.

Types of Financial Aid

Once eligibility for financial assistance has been determined, students may be offered one or more types of aid in what is called a Financial Aid Award Package. The Financial Aid Award Package may include the following:

Scholarship Aid: Awards usually based on academic excellence and not necessarily on financial need

Grant Aid: Awards based solely on financial need

Loan Aid: Awards offered at a low interest rate, which must be repaid after the student leaves college or drops below half-time enrollment

Work Aid: An award of a part-time job from which earnings are used toward college expenses

Additional information about each of these programs is listed on the following pages.

How to Apply for Financial Aid

All students who wish to apply for financial aid (grants, scholarships, loans, or work aid) should complete the Free Application for Federal Student Aid (FAFSA). Students can apply online at **www.fafsa.ed.gov**. Students may contact the Baker College Financial Aid Office for assistance with this application process.

Once the application has been processed, the student will receive a Student Aid Report (SAR). This report should be submitted to the Financial Aid Office only if Baker College is not listed as one of the college choices.

Once the Financial Aid Office receives the results of the FAFSA, these results will be reviewed. Some students' applications will be selected for verification; these students will be requested to submit additional documentation before their financial aid process can be completed.

Once all necessary documentation is received, the student will be sent a Financial Aid Award Package. If the award package includes a recommended loan, the student will need to complete a Loan Request. Instructions for completing the Loan Request will be included with the award package.

Financial aid funds (including student loans) cannot be applied to a student's account until 10 days prior to the start of his/her classes. All new students who are first-time borrowers must attend classes for 30 days before receiving any loan proceeds. Students will be notified when their financial aid funds (including loans) are disbursed, and (if applicable) when a refund of excess funds is available.

Students who request a loan will be required to complete Entrance Loan Counseling before the release of their first student loan. In addition, student loan borrowers are also required to complete Exit Loan Counseling when they withdraw, drop below half-time enrollment, or graduate. This loan counseling is designed to provide information about student loans (repayment, deferment, forbearance, disbursement, and debt management strategies). This counseling can be completed online at **www.baker.edu/loans**.

Scholarship Aid

Various major scholarship programs, including agencies and clubs (Lions Club, Kiwanis, American Business Women's Association, etc.), offer scholarships for outstanding achievement.

Information about scholarships is available in the Admissions Office for new students and in the Academic/Administrative Office for returning students. Graduate and online students should contact the Financial Aid Office at the Center for Graduate Studies.

Scholastic achievement, extracurricular accomplishments, financial need, and career objectives are usually all taken into consideration in the scholarship award process. The amount of an award is determined annually.

Grant Aid

Several grant programs are available for eligible Baker College students. Grants need not be repaid.

Jewell Educational Fund

The Jewell Educational Fund, an institutional grant provided by the Baker College System, will be awarded to undergraduate students who demonstrate financial need by completing the FAFSA. The amount a student may receive will be determined on a case-by-case basis.

Federal Pell Grant Undergraduate

The amount of a Federal Pell Grant is based on the family's financial need and the cost of education at the college the student will attend. To apply for a Federal Pell Grant, the student must fill out the FAFSA. A Federal Pell Grant may range from $659 to $5,550.

Federal Supplemental Educational Opportunity Grant
Undergraduate

The federally-funded Supplemental Educational Opportunity Grants (SEOG) may be awarded by colleges to undergraduate students whose financial aid applications demonstrate need. The maximum grant allowed for a student is $4,000 per year.

Michigan Tuition Grant
Michigan Residents

Students attending at least half-time may be eligible to receive a grant from the State of Michigan. Eligibility for this grant is based on financial need, as demonstrated by completion of the FAFSA. Students must complete the State of Michigan questions on the FAFSA to receive grant consideration. The Michigan Tuition Grant applies only to independent colleges, such as Baker College. The amount of funds available is announced annually by the State.

Loan Aid

Federal Direct Loans are available to all students, regardless of financial need. Students must attend college at least half-time to be eligible for any type of loan. Remember, these loans must be repaid. There are two types of Federal Direct Loans available: Federal Direct Stafford Loans and Federal Direct PLUS Loans. Additional information about our federal loan programs is available at **www.baker.edu/loans**.

Students who request a loan will be required to complete Entrance Loan Counseling before the release of their first student loan at Baker College. In addition, student loan borrowers are also required to complete Exit Loan Counseling when they withdraw, drop below half-time enrollment, or graduate. This loan counseling is designed to provide information about student loans (i.e. repayment, deferment, forbearance, disbursement, and debt management strategies). This counseling can be completed online at **www.baker.edu/loans**.

Regulations require schools to establish a Code of Conduct Policy. You can access our Code of Conduct Policy at **www.baker.edu/loans**.

Federal Direct Stafford Loans:

Federal Direct Stafford Loans are available to student borrowers at a low, fixed interest rate. There are two types of Federal Stafford Loans:

Subsidized Stafford Loan eligibility is based on financial need. Under this loan program, the student is not required to make payments while he/she is in school at least half-time, and no interest will accumulate during this time.

Unsubsidized Stafford Loan eligibility is not based on financial need. Under this loan program, the student is not required to make payments while he/she is in school; however, interest will accumulate if not paid by the borrower.

Students cannot take out Stafford Loans which exceed their cost of education less financial aid received. Listed below are the maximum Stafford Loan amounts students may borrow, based on grade level:

Grade Level 1	$5,500
Grade Level 2	$6,500
Grade Level 3 or 4	$7,500
Graduate/Professional	$8,500

The maximum aggregate loan limit for Stafford Loans is $23,000 for undergraduate students and $65,500 for graduate and professional students.

Independent, graduate, and professional students, and dependent students whose parents were denied a parent PLUS loan may be eligible for additional loan amounts in the Unsubsidized Stafford Loan program. Listed below are the maximum additional Unsubsidized Stafford Loan amounts students may borrow, based on grade level:

Grade Level 1 or 2	$4,000
Grade Level 3 or 4	$5,000
Graduate/Professional	$12,000

The maximum aggregate additional Stafford Loan limit is $34,500 for undergraduate students and $73,000 for graduate or professional students.

Federal Direct PLUS Loans:

Federal Direct PLUS Loans are available for parents of eligible dependent students at a fixed interest rate.

Under the Federal PLUS loan program, students are eligible for their cost of education, minus any financial aid they will receive.

Work Aid

Undergraduate students may be offered the opportunity to work part-time to earn funds for college expenses. This may reduce loan obligation and may be combined with other types of aid, such as grants and scholarships. Work-study aid is based on financial need; however, all Baker College students are welcome to register with the Baker College Career Services Office for regular part-time employment.

Federal Work-Study Program

Work-study provides jobs for students with financial need, as demonstrated on the FAFSA. Baker College offers work-study jobs off campus and at the College in its own work-study program. Students usually work 12 to 20 hours a week and must be enrolled at least half-time at Baker College. Selection of work-study students will be made by the Financial Aid Office based on financial need, class schedule, and academic progress of the student.

Rights and Responsibilities

Students have the right to accept or refuse any part of their financial aid package. If the student rejects any part of his/her financial aid package, it may affect other aid offered.

Students may not receive financial aid from more than one school while enrolled at two or more schools for the same time period. Classes the students take outside their declared program do not qualify for most forms of financial aid. In addition, Corporate Services classes are not eligible for financial aid.

Students must attend college at least half-time (six undergraduate credit hours or four graduate credit hours) in order to be considered for most financial aid. Withdrawal from classes or failure to attend all classes may result in a loss or reduction of financial aid and a balance due to the College.

It is the student's responsibility to inform the Financial Aid Office of any changes to information provided on the financial aid application.

Financial aid offered to the student is dependent upon the availability of funds. Any change in the availability of funds or a student's academic performance may change the award package.

If a student's financial aid application is estimated or incomplete, the student will be responsible for any charges that may occur if the estimated financial aid indicated is incorrect or the application remains incomplete.

Students receiving state and/or federal aid are required to maintain satisfactory academic progress as detailed below.

Satisfactory Academic Progress Rules

Introduction

In order for students to receive federal, state, or institutional aid, regulations require that students maintain satisfactory academic progress toward completion of their current academic program. All students will have their progress reviewed, whether or not they are receiving financial aid, since these rules decide eligibility for future quarters.

There are two academic standards that all students are required to maintain in order to be eligible for future financial aid assistance. These standards include a qualitative measurement based on grade point average and a quantitative measurement based on progress toward graduation. In addition, students must be accepted for continued enrollment under the policies defined in the Baker College Catalog.

Undergraduate

Rule 1: Qualitative Measurement

Students must have a minimum 2.0 cumulative grade point average at the end of their second yearly review and every yearly review thereafter. Yearly reviews are conducted at the end of spring quarter.

Rule 2: Quantitative Measurement

Students must complete their current academic program within a 150% time frame of the current program length. Baker College uses two methods to measure this rule:

A. Baker College will monitor to ensure that students successfully complete two-thirds of their cumulative hours attempted. Students will be considered to be in violation

if they do not meet this requirement. Students will be evaluated yearly at the end of spring quarter.

B. Baker College will monitor students' progress by comparing the required hours for program completion to the cumulative hours attempted, which will be reviewed at the end of each quarter. Students will be considered to be in violation when it becomes mathematically impossible for them to graduate within the 150% time frame.

Definitions:

- Time Frame: Published program hours, minus transfer hours from another institution which apply to the student's current program, multiplied by 150%
- Cumulative Hours Attempted: Cumulative hours attempted at Baker College, minus up to 28 developmental hours (if any) plus adjusted hours for the current program based on a prior accepted appeal (if any)

Please Note:

- *Withdrawal grades and repeat classes are counted as hours attempted.*
- *Incomplete/Progress grades are not counted until they are converted to an actual grade.*
- *Only transfer credits from another institution which apply toward the student's current program are applied to the 150% timeframe requirement.*
- *Students on a certificate or diploma program will be evaluated quarterly once they have met or exceeded the halfway point in their programs.*

Conditional Eligibility:

At the time of their first review, students who attempt credits in only one quarter and have not successfully completed two-thirds of their cumulative hours will be granted Conditional Eligibility. This allows students to continue receiving financial aid until their next review of the two-thirds calculation. The two-thirds calculation is generally reviewed yearly at the end of spring quarter.

Graduate

Rule 1: Qualitative Measurement

Students must have a minimum 3.0 cumulative grade point average at the end of their second yearly review and every yearly review thereafter. Yearly reviews are conducted at the end of spring quarter.

Rule 2: Quantitative Measurement

Baker College will monitor to ensure that students successfully complete 80% of their cumulative hours attempted. Students will be considered to be in violation if they do not meet this requirement. Students will be evaluated yearly at the end of spring quarter.

Please Note:

- *Withdrawal grades and repeat classes are counted as hours attempted.*
- *Incomplete/Progress grades are not counted until they are converted to an actual grade.*

Conditional Eligibility

At the time of their first review, students who attempt credits in only one quarter and have not successfully completed 80% of their cumulative hours will be granted Conditional Eligibility. This allows these students to continue receiving financial aid until their next review of the 80% calculation. The 80% calculation is generally reviewed at the end of spring quarter.

Reinstatement of Eligibility

Students may reinstate their eligibility by either:

- completing the number of hours required or raising their cumulative grade point average to re-establish good standing without the assistance of federal or state aid. Once completed, it is the student's responsibility to contact the Financial Aid Office regarding reinstatement of their financial aid.
- submitting appeal with proper documentation based on mitigating circumstances to the Financial Aid Office at Baker College for consideration of reinstatement. Examples of mitigating circumstances include illness, change of academic program, unexpected hardships, death in the immediate family, etc. Appeals must be submitted in writing to the Financial Aid Office no later than seven days prior to the traditional start date of fall quarter or up to the last business day before the traditional start dates of winter, spring, and summer quarters.

An appeal committee will review appeals to determine the appropriate action. Actions could consist of:

- a returned appeal for additional documentation.
- an accepted appeal.
- an accepted appeal with specific conditions.
- a rejected appeal.

Academic Considerations

The Financial Aid Satisfactory Academic Progress Rules measure students' eligibility for financial aid and are separate from the academic policies, which students must maintain for continued enrollment.

- Academic Appeals: The academic appeals are completed separately from the financial aid appeals, and students may be required to complete both.
- Academic Amnesty: The Fresh Start Program will not supersede the Baker College Financial Aid Standards of Academic Progress Rules.

Suspension of Financial Aid Eligibility for Drug-Related Offenses

A student who has been convicted of any offense under federal or state law involving the possession or sale of a controlled substance is no longer eligible to receive any federal grant, loan, or work assistance from the point of conviction and ending after:

- Possession Offenses
  First Offense – ineligible for 1 year
  Second Offense – ineligible for 2 years
  Third Offense – ineligible indefinitely
- Sale of Controlled Substance Offenses
  First Offense – ineligible for 2 years
  Second Offense – ineligible indefinitely

A student whose eligibility has been suspended may resume eligibility by completing an acceptable drug rehabilitation program, which must include at least two unannounced drug tests, and is qualified to receive funds from federal, state, or local governments; or from a federally or state-licensed insurance company; or be administered or recognized by a federal, state, or local government agency or court; or a federally or state-licensed hospital, health clinic, or medical doctor.

Academic Amnesty: Title IV Refund and Allocation Policy

Refund and Allocation Policy

1. Never return more to the Title IV fund than was paid to the student from that fund.
2. In some instances, Title IV refunds will be based upon the last recorded date of attendance.
3. A student's Title IV award will be determined by the number of credit hours attended.
4. Copies of examples of Title IV refund calculations are available at your campus Business Office.
5. The College allocates refunds and any overpayment collected from the student by eliminating outstanding balances on the funding source received by the student for the period of enrollment for which he/she was charged in the following order:
   a. Unsubsidized Federal Stafford loans
   b. Subsidized Federal Stafford loans
   c. Federal PLUS loans
   d. Federal PELL grant
   e. Federal Academic Competitive Grant (ACG)
   f. Federal National Science and Math Grant (SMART.
   g. Federal Supplemental Educational Opportunity Grant (SEOG)
   h. Other assistance authorized by Title IV
   i. Other federal, state, private, or institutional student financial assistance
   j. The student
6. Appropriate funds will be returned within federal guidelines.
7. If the student is a complete withdrawal and additional Title IV funds remain on the student's account after applying the refund and redistribution formulas, all remaining Title IV funds will be returned to the Title IV programs. (See Sample Calculations, next page.)

Veterans' Benefits

United States Armed Services Veterans' benefits are available upon admission to eligible students. Such students must complete the necessary paperwork in the Admissions or Academic Office.

Baker College is approved to train eligible veterans and their dependents under Chapters 10, 30, 31, 32, 33, 34, 35, 36, 1606, 1607, and certain other types of veteran benefits. Starting in the 2009 Fall Quarter, the Post 911 GI Bill (Chapter 33) will be available to veterans who attend Baker College. If you are a veteran and would like more information on the Post 911 GI Bill and other veteran benefits go to **www.gibill.va.gov**. Baker College is also approved for the Reserve Educational Assistance Program as well as the Restored Entitlement Program for Survivors. Prospective students should contact the College Veteran Advisor as far in advance of starting school as possible. The advisor will help initiate the paperwork so that it may be completed accurately. Veterans and dependents of veterans should always apply for other financial aid by completing the Free Application for Federal Student Aid (FAFSA). To complete your financial aid application go to **www.fafsa.ed.gov**. The U.S. Department of Veterans Affairs can pay directly to the student or to the Baker College Business Office. This is determined by what chapter of benefits the student is receiving. The student then pays the balance owed to the College from these payments.

Students receiving veterans' benefits must continuously be in good academic standing (see Academic Standing). Students failing to remain in good academic standing will be placed on probation. Students are allowed only two consecutive quarters of probation. Veteran students who are not removed from probationary status after two consecutive quarters will not be recertified for veterans' benefits until they are removed from academic probation. The U.S. Department of Veterans Affairs will be informed if a student fails to be removed from probation at the end of two consecutive quarters.

In order to be certified for full-time status, the veteran must be enrolled in twelve undergraduate quarter hours or eight graduate quarter hours. Baker College is required to notify the U.S. Department of Veterans Affairs when a student ceases to enroll at Baker College.

Veteran students will be informed, in writing, of credit granted for previous training. Students will also be informed of the remaining number of credits necessary to complete the program for which they are enrolled. The College will then notify the U.S. Department of Veterans Affairs of the credit granted and the reduction of training time.

Readmission Requirements for Service Members

Service members who desire to re-enroll into Baker College after active duty need to contact the designated Veterans' representative on the campus to be readmitted. The Veterans' representative will review the policy and procedure to be readmitted into Baker College.

SAMPLE TITLE IV REFUND CALCULATIONS

Tuition (12 credit hours) *	2,460	2,460	2,460
PELL Grant	<1,850>	<1,850>	<1,850>
Federal Direct Loan Programs	<1,167>	<1,167>	<1,167>
Account Balance	<557>	<557>	<557>
Disbursement to Student	557	557	557
Balance Before Withdrawal	-0-	-0-	-0-
Tuition Refund/Complete Withdraw			
on 10th Day of the Quarter (second week)	<1,476>		
Tuition Refund/Complete Withdraw			
on 16th Day of the Quarter (third week)		<492>	
Tuition Refund/Complete Withdraw on 45th Day of the Quarter			-0-
Balance Before Title IV Refund	<1,476>	<492>	-0-

Title IV Refund

Percent Earned	16.2%	26.5%	100%
Percent Unearned	83.8%	73.5%	0%
Unearned Title IV Funds	2,528	2,217	-0-
Unearned Institutional Charge	2,061	1,808	-0-
Unearned Due From School	2,061	1,808	-0-
Unearned Due From Student	0	0	-0-
Student Balance to Title IV	0	0	-0-
College's Refund of Federal Direct Loans	1,167	1,167	-0-
College's Refund of PELL	894	641	-0-
Balance Before Title IV Refund	<1,476>	<492>	-0-
Title IV Refunds	2,061	1,808	-0-
Student Owes School	585	1,316	-0-
Student Owes Title IV	0	0	-0-

*Calculation assumes that the student is in attendance for all classes.

STUDENT RECORDS•••

Official Records

Access to Official Records

The Baker College policy concerning the privacy rights of students and the practices in place to maintain the confidentiality and integrity of student educational records are as follows:

Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.
2. The right to request the amendment of the student's educational records that the student believes to be inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

Definitions

A "student" is any person who attends or has attended Baker College. An "educational record" is any record in handwriting, print, tape, microfilm, or other medium maintained by Baker College which directly relates to a student. The following exceptions are not part of the educational record and are not subject to this Act:

1. A personal record kept by an instructor or staff member if it is kept in the sole possession of that person and is not accessible or revealed to any other person (e.g., a teacher's grade book).
2. The employment record of an individual whose employment is not contingent on being a student (e.g., the employment records maintained by the Human Resources Office).
3. The records of the Baker College Campus Safety which are maintained separately solely for law enforcement.
4. Alumni records which contain information about a student after the student is no longer in attendance at the College.

Disclosure of Educational Records

Baker College accords all rights under the Act to each student. No one outside the College will have access to, nor will the College disclose any information from, a student's educational record without the consent of the student.

Within the Baker College community, only those members who are acting in the educational interest of a student are allowed access to a student's educational record. These College members include faculty, administration, clerical, professional employees, campus safety, and other persons who manage student records (e.g., Office of the Registrar, Business Office, Financial Aid, and the Admissions Office).

Exceptions to the disclosure policy will be made under the following specific FERPA provisions regarding release of information:

1. To College officials as described in the above paragraph
2. To federal and state educational officials in connection with operating their programs

3. In connection with financial aid for which the student has applied
4. To organizations conducting studies on behalf of the College
5. To accrediting organizations to carry out their functions
6. To parents, when alcohol or controlled-substances policies are violated and the student is under the age of 21 at the time of disclosure
7. To comply with a lawful judicial order or subpoena
8. To appropriate parties in a health or safety emergency
9. Designated as "Directory Information"

Annual Notification

Baker College publishes this institutional policy yearly in the Baker College Catalog and on the Baker College Web site.

Fees for Copies of Records

The fee for copies is $1 per page or $6 for an entire file.

Types and Locations of Educational Records

The record custodian for Baker College is the Registrar.

Type of Record	Office Location
Admissions Records	Admissions
Academic Transcript	Academic/Administrative
Cumulative Academic Records	Academic/Administrative
Disciplinary Record	Academic/Administrative
Disciplinary Records (Housing)	Student Life/Services
Financial Aid Records	Financial Aid
Financial Records	Business
Placement Records	Career Services

Directory Information

Baker College designates the following items as directory information: student name, user ID, address, phone number, e-mail address, date of birth, major field of study, dates of attendance, degrees received, and academic honors. While the College does not publish a directory, the College may disclose directory information without prior written consent, unless otherwise notified by the student in writing to the contrary.

Record of Disclosures

Disclosure of any information from the educational record, other than by the student's written permission or Directory Information releases, will be recorded in a disclosure log that will be maintained in the student's file.

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request in the Academic/Administrative Office. The Academic/Administrative Office will inform the Record Custodian of the student's request and will make the needed arrangements for access as promptly as possible. Access must be given within 45 days. Many student concerns can be handled on a daily basis without requiring this procedure.

When a record contains information about more than one student, a student may inspect and review only the portion of the record which relates to him/her. Students also may not inspect those records which are excluded under the FERPA definition of "educational record" (see Definitions).

Amendment of Educational Records

Students have the right to have educational records amended that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the amendment of a record:

1. A student must ask the Record Custodian of Baker College to amend a record. In so doing, the student will identify the part of the record that is to be changed and specify why it is believed to be inaccurate, misleading, or in violation of the student's privacy or other rights.

2. Baker College may comply with the request or may determine that it is not appropriate to comply. If it is determined that the record will not be changed, Baker College will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Baker College will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by an objective hearing officer who may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational record. The student may be assisted by one or more individuals, including an attorney. The cost will be paid by the student.
5. Baker College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
6. If Baker College determines that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's educational record as long as the contested portion is maintained. If Baker College discloses the contested portion of the record, it must also disclose the statement.
8. If Baker College determines that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Personal Information Change

It is important that the College maintains current information on each student. Please contact the Academic/Administrative Office immediately if your personal information (name, address, phone number, etc.) changes.

Michigan Statute Regarding College Transcripts

Michigan has passed a statute criminalizing the alteration of a college or university transcript. MCL 380.1809(4) states

In addition to any other penalty provided by law, a person who uses or attempts to use a college or university transcript or certificate or other credential that he or she knows is fraudulently obtained, altered, or forged...in this state is guilty of a misdemeanor, punishable as follows:
1. For the first offense, by imprisonment for not more than 93 days or a fine of not more than $500.00 or both
2. For a second or subsequent offense, by imprisonment for not less than 93 days or more than six months, or a fine of not less than $500.00 or more than $1,000.00 or both

Official College Transcripts

Transcripts of the student's academic record are available from the Registrar's Office at a cost of $2 per copy. Official transcripts are mailed directly only to the institution or business designated in writing by the student. An official transcript will be noted as "Official Transcript" and a student copy will be noted as "Student Copy." Each will have the print date and the registrar's name noted. Official transcripts cannot be hand-delivered.

Student copies are released directly to the student upon written request. Request forms are available in the Academic/Administrative Office and online at **www.baker.edu/transcripts**. Student copies are also available by accessing the Baker College Web site at **www.baker.edu**.

College transcripts and/or grades may be withheld if the student's file is incomplete or lacking: (1) a high school transcript showing graduation or GED, if requested by the College, or (2) if the student has overdue financial obligations to Baker College. Transcripts may also be withheld until student loan borrowers complete an exit interview through the Financial Aid Office or online at **www.baker.edu/loans**.

Official transcripts from other institutions are not reissued or copied for distribution. If needed, they must be obtained directly from the issuing institution.

Transferability of Credits

Most colleges and universities will accept Baker College credit. The exact amount of credit accepted depends upon the compatibility of the Baker courses with the requirements for the degree sought. Students should check with the institution to which they intend to transfer for information on that institution's transfer credit policy. Non-traditional credit (e.g. experiential, articulation, etc.) may not be transferable to other colleges.

STUDENT SERVICES / STUDENT LIFE•••

Advising

Baker College provides advising and student assistance in the categories listed below. Students will be referred to community resources if counseling is requested.
1. **Admissions.** Baker College seeks to enroll students whose objectives can be served by its programs. Those whose qualifications show promise that their education and training here will be a mutually rewarding experience will be encouraged to enroll. Baker College follows a strict nondiscrimination policy in the admission of students.
2. **Financial Aid.** Students attending Baker College should apply for financial assistance. Officers are available for individual advising and assistance in such areas as grants, scholarships, loans, and work assistance. Students who believe their resources are inadequate to meet their expenses at Baker College should see a Financial Aid Officer.
3. **Academic.** Individual advising is provided for students with academic concerns. Its purpose is to provide appropriate information and resources toward achieving educational objectives.
4. **Special Needs.** Baker College provides students support systems to allow them opportunity for access. Special Needs/Disability Services is one of many programs provided through the Academic Advising Department to support persons with disabilities. Students must provide the College with documentation in order to receive Special Needs/Disability Services.
5. **Career.** Career assessment inventories are available to assist students with evaluation of work-related interests, skills, and abilities.
6. **Personal**. Individual assistance and/or referral to outside agencies are provided for students with personal concerns. Appointments can be made by contacting the Academic Advising Department. Referrals will be confidential.

7. **Substance Abuse**. Assistance is available for students with drug and alcohol related problems through referrals to outside agencies. Appointments can be made by contacting the Academic Advising Department. Referrals will be confidential.
8. **Employment.** Considerable effort is provided to assist graduates with job searches. Graduates receive individual assistance with skills assessment, résumé critiques, job referrals, and other related services.

Bookstore

Bookstore hours may vary, but there will be ample opportunity for students to purchase books, supplies, and a variety of Baker College spirit sportswear. Students are to purchase books at the campus they attend, using their required student identification card.

Some students will be able to use financial aid to purchase textbooks. If the student drops/withdraws from all or part of his/her classes, his/her financial aid may be reduced. The student will owe the College for the book charges unless the books are returned to the bookstore and are eligible for a full credit according to the policy below.

Bookstore Return Policy

Payment Method:

Processing a return will be completed according to the original sales tender as follows:

Cash: Refund is given to the customer in cash
Credit Card: Refund is credited to the original credit card
Check: Refund is posted to the student's account by the bookstore. The Business Office will verify that the check has cleared the bank after the 7-10 day waiting period and will then issue a refund to the student in the appropriate manner.
Gift Card: Refund is credited to the gift card; if the original card is no longer available, a new gift card will be issued.

Books:

- Textbooks are available for full refund through the third week of class if returned in the original condition unless otherwise indicated by this policy.
- Books purchased for a 2nd 5-week class will have one week to return with the same stipulations as the rest of the return policy.
- Books purchased for classes less than five weeks long cannot be returned once the class has started unless the student has dropped/withdrawn from the class. Verification may be requested/required.
- Books purchased new but returned in used condition—writing, highlighting, broken plastic shrink wrap, or other minimal damage—may be refunded up to the used value during the refund period.
- All textbooks sold with components must be returned with all components.
- Used books may be exchanged for new books; students will pay the price difference.
- Required workbooks/study guides/lab and student manuals may be returned through week 1 as long as the item is in new condition.
- All textbooks containing a computer access code cannot be returned once the access code seal has been removed or the code has been used.
- Due to the MyLab features, books for such classes cannot be returned once the student attends the class. Example: MyMathLab book for MTH091 and MTH099E.

Non-Textbook Items:

- All non-textbook items, including reference books (unless marked non-refundable) are returnable within 10 days from date purchased and must be in the same condition as when sold or the return will not be allowed.
- Custom kits (art drafting, interior design, etc.) are non-returnable unless they can be deemed unopened/unused, and the student has dropped/withdrawn from the class. Verification may be requested/required.
- Software is returnable up to 10 days from the date purchased if it is unopened.
- Clothing/uniforms/shoes, unless otherwise indicated, are returnable up to 10 days from the date purchased. Clothing must have all tags still attached and be in the same condition as purchased and have no damage from hair, stains, or odor.
- Electronic items are returnable up to 10 days from the date purchased if unopened.

Other:

- No returns or exchanges on sale/clearance/special order items or shoes
- Items with manufacturer defects will be exchanged within 10 days from date purchased for exact replacement if available
- The original sales transaction must be verified with a receipt or other means prior to processing

Book Buy-Back:

An on-ground Book Buy Back is held each quarter by an outside purchaser. Used books being re-purchased at Book Buy Back are subject to change. Not all titles sold by the bookstore are eligible for Book Buy Back.

Online buy back options may be available throughout the year. Visit your campus bookstore Web page at **www.baker.edu** to check for links to outside purchasers.

Online/Graduate School Textbook Ordering/ Purchases:

Students in the Online College and Graduate School must order their textbooks from the Online Bookstore. Purchases can be made by going to our Web site at **www.baker.edu**, clicking on Student, clicking on Solar system, choosing Star system, and choosing Bookstores.

Alternative methods to order textbooks include ordering by telephone: 1-800-339-9879, by e-mail: **bookstore@baker.edu**, or by fax: 1-810-766-4121. Books will be shipped directly to the student's home address.

Career Services

Professional Career Strategies

Successful completion of the Professional Career Strategies course (WRK291B) initiates students into the job search process. In this course, students will demonstrate an understanding of employment demands, techniques in applying for jobs, and the system of direct communication with Career Services staff and potential employers. Students in associate degree programs can complete the seminar requirement after completing 48 credit hours, and students in certificate programs can complete the seminar after completing 24 credit hours.

Full-Time Employment Assistance

A successfully employed graduate is the result of the College's continuous contact with hundreds of employers throughout the year and collaboration between Career Services staff and the individual who is actively seeking employment. The employment service of the College is a lifetime benefit. Any time graduates would like help in a job search, Baker

College is willing and prepared to give assistance. Graduates are asked to notify the College with name and address changes so they may be kept aware of additional services provided by the College. While the Career Services Offices for all of the Baker College campuses have enjoyed substantial and consistent success in the employment of available graduates over an extended period of years, it is important to note that Baker College does not guarantee employment.

Part-Time Employment Assistance

Baker College students have held a wide variety of part-time jobs. If a student decides to seek part-time employment and has begun attending classes at Baker, the student may visit the Career Services Office for job postings.

Employment Statistics

The following chart details full-time employment statistics for Baker College for the past five years.

Percentage of Available Graduates Employed

	2005	2006	2007	2008	2009
Allen Park	100%	99%	99.2%	98.2%	95%
Auburn Hills	100%	99.5%	99.2%	99.5%	98.3%
Cadillac	97.8%	98%	98.9%	98.4%	97%
Clinton Twp	100%	99%	97.6%	98.1%	98.5%
Flint	99.4%	98.3%	98.9%	98.3%	97.6%
Jackson	99.5%	99.1%	99.2%	99%	98.8%
Muskegon	98.5%	97.6%	97.2%	97.1%	96.7%
Owosso	98.1%	97.5%	96.4%	97.6%	95.2%
Port Huron	99.1%	99.1%	98.1%	98.1%	95.4%

This data is included as information only and is accurate to the best of our knowledge. Available graduates are defined as those graduates who have completed their academic program during the reporting year, minus graduates continuing their education and those graduates who have declared themselves unavailable due to personal or medical reasons, graduates who are unable to be contacted due to disconnected telephones, moving without providing Career Services with a forwarding address, etc., and those graduates who do not cooperate with the efforts of Career Services to gain employment by refusal to: return phone calls, provide an updated résumé, complete forms, or follow up on at least six Career Service generated job referrals in their related field, or by having unrealistic geographic or monetary expectations.

Health Services

It is the desire of Baker College to provide a safe, comfortable, and orderly campus environment. As such, the College has established a policy to ensure that the health and safety of students, visitors, staff, and faculty by training Campus Safety Officers and other appropriate staff in the application of First Aid and Automatic External Defibrillator (AED) to be used in emergency situations.

In cases of serious illness or accidents, Baker College staff will assist as possible in contacting public medical emergency response. People who wish to apply first aid do so at their own risk. In cases of illness or accident, whether or not emergency response is required, Baker College personnel will immediately notify an Academic Advisor, Residence Hall staff, Campus Safety, or Buildings and Grounds staff, as applicable.

If an accident or injury occurs on Baker College premises, the College will make every effort to assist the student in receiving immediate medical attention.

Students know their own health care needs far better than anyone else. For this reason the primary responsibility for health care rests with the individual. Students should take special care to thoroughly complete the Emergency Contact Information form. This information will help the staff in providing emergency response action.

Baker College reserves the right to require students who contract a contagious disease to not attend classes until they present a doctor's statement that they are no longer infectious. According to the Michigan Department of Health, all Baker College students should have up-to-date immunizations.

As required by regulation, all Category A employees are identified through an internal assessment process. Hepatitis B vaccinations are made available at no cost to Category A employees and are given under the supervision of a licensed healthcare professional. Employees may refuse immunization by signing a vaccination declination. If the employee has not received the HBV vaccination, it can be administered within twenty-four hours of an exposure incident.

Laboratories

Baker College makes computer, technical, and health science equipment available to students through the Learning Support Center and/or open lab times, enabling students to complete course projects and to gain proficiency on the equipment. The schedule of open lab times can be obtained from the course syllabus, the instructor, or the Academic/ Administrative Office. These labs may be limited to students registered in courses requiring lab time. Student IDs will be checked periodically during open lab periods. Lab schedules may change from quarter to quarter.

Library Services

The Baker College Library mission is to fully support the educational endeavors of students, faculty, and staff of Baker College by providing effective service and instruction, by collecting and organizing curriculum focused resources, and by providing access to new information products and services, thereby, making the library a destination conducive to effective learning and academic success.

Campus Student Services

The Libraries of Baker College provide students with books, periodicals, electronic resources, and course-based resources for study, research, and personal growth.

The Baker College Book Catalog lists nearly 300,000 books. Interlibrary loan services provide students and staff access to library books and journal articles statewide, nationally, and globally.

Baker College students may use their Baker ID/library card at all Baker Library locations. The ID card also allows remote access to library resources from anywhere via the Internet at **www.baker.edu/library**.

Highlights of services and resources at Baker College Libraries include:

– Professional staff to assist with research.
– Professional staff provide library instruction for classes and individuals.
– Online reference services for each campus library location via the Baker College Library homepage at **www.baker.edu/library**, then select Questions and Suggestions.
– Almost 700 current magazine, journal, and newspaper subscriptions in paper format.
– Access to the Book Catalog, electronic books, and millions of online, full-text journal articles.
– Access to Career Study materials.
– Books can be delivered between any Baker College library, when requested.
– Baker College libraries take part in the statewide resource-sharing initiative, MeLCat. Participating MeLCat libraries allow their users (MI residents) to request books and audiovisual resources statewide. These resources are delivered to your Baker College Library for pick up.
– Pleasant and comfortable facilities for research, study, reading, video viewing, and meeting.

Online Student Services

Students who are enrolled in online courses have access to all of the traditional library services.

Highlights of online library services and resources include:
– Online reference services during daytime, evenings, and weekends.
– Toll-free phone number for online students: 888-854-1058.
– Technical assistance/troubleshooting for remote services to the online resources.
– Interlibrary loan delivery for books via UPS (in U.S. only); journal articles delivered electronically whenever possible.
– For additional details log into the Blackboard classroom and go to My eLibrary.

Residence Halls

Residence hall accommodations are offered on the Flint, Muskegon, and Owosso campuses. Baker College provides modern, convenient residence halls, with a variety of living options on each campus. The residence hall living environment supports students' academic efforts and helps in the adjustment to college life.

Students interested in on-campus housing should become familiar with the Residence Hall Agreement and Residence Hall Guidelines. Resident students must maintain full-time academic status (12 credit hours or more) to remain eligible for college housing. *Note: Students whose homes are in Genesee, Muskegon, or Shiawassee counties are eligible to live in residence halls only with the College's permission, and only if space permits.*

A full-time hall coordinator and student resident assistants create and promote opportunities for students to develop interpersonal relationships, leadership and decision-making skills, and an awareness of individual responsibilities and rights. At Baker College, the residence halls are more than just places for sleeping and eating. Residence hall life supports the College's academic process and is an integral part of the living-learning experience.

All rooms in the residence halls are partially furnished. They provide access to kitchen appliances so that students may buy and prepare their own meals. Lobby areas offer television, recreational games, and conversation areas. Study rooms, food vending machines, and coin-operated laundry facilities are also located in most residence halls. Residence hall agreements vary by campus; check with the Residence Life staff on each campus for more specific information.

Student Activities

Baker College recognizes that student activities are an important part of college life. A variety of extracurricular activities for students of all ages is provided during each school year. Activities include athletic, recreational, and entertainment opportunities for students to gain new friends, develop leadership skills, and make college life more meaningful. Each campus has program-related clubs and organizations that permit students to expand experiences beyond the classroom. Community-sponsored events are also promoted. The Residence Life Staff or Academic/Administrative Office on each campus will have information on available activities. Students are encouraged to use leisure time productively and to participate in diverse activities.

Tutorial/Learning Support Services

A variety of options are available to support optimal learning on Baker College campuses. Services are available to all registered students, whether a student is struggling with a course or is doing well, but wants to do better. Online tutoring is offered for some courses, and both peer and professional tutoring may be available. Peer tutors are students who have done well in the course and have been trained in tutoring techniques. Professional tutors may be classroom instructors or instructors hired specifically to tutor. The Learning Support Services may also offer video, computer, and audiotape tutorial support and enrichment opportunities. Learning Support Services are free to Baker students. To obtain current information on services available, check with the Learning Center on each campus.

Voter Registration

If you are not a registered voter, the State of Michigan has provided a Web site where you can register. The Web site is **www.michigan.gov/vote**.

GENERAL ACADEMIC INFORMATION AND POLICIES•••

The Academic Year

Undergraduate

The school year at Baker College consists of four quarters. Fall, winter, and spring quarters are ten-week sessions; summer quarter is nine weeks long. Students may enroll in most academic programs at the beginning of any quarter. For some programs, however, students may enroll only at the beginning of the fall quarter in order to register for a full-time course load.

Because program rotation schedules are designed to begin in the fall, new students enrolling in winter, spring, or summer may find their program will take longer than the estimated time to complete, as some courses are scheduled only once per academic year.

Online

Programs are offered year-round. Students may enter at the beginning or midpoint of any quarter. The school year consists of four quarters: fall, winter, spring, and summer. All quarters are 12 weeks long.

Graduate

The school year consists of four quarters: fall, winter, spring, and summer. All quarters are 12 weeks long. Students may enroll at the beginning or midpoint of any quarter.

Academic Standing

Undergraduate

Students must have a cumulative GPA of at least 2.0 to graduate from any program. For students to remain in good academic standing, the following GPAs must be earned.

Hours Attempted	Minimum GPA
1 - 16	1.50
17 - 32	1.65
33 - 48	1.80
49 - 64	1.90
65 and above	2.00

Note: The graduation requirement of a 2.0 supersedes the academic standing requirements.

Graduate

Students must have a cumulative GPA of at least 3.0 to graduate. A grade of C or better is required in all classes used to calculate hours for graduation. For students to remain in good academic standing, the following GPAs must be earned.

Hours Attempted	Minimum GPA
1 - 12	2.75
13 - 24	2.87
25 - graduation	3.00

Class Status

Undergraduate

The following schedule defines the number of credit hours which must be completed to qualify for class designations.

Class	Credit Hours Completed
Freshman	less than 45
Sophomore	45 to 89
Junior*	90 to 135
Senior	136 or more

*In addition to the number of credit hours, the student must be currently enrolled in a program that constitutes the appropriate class level. For example, to be considered a junior, the student must be enrolled in a bachelor's degree program and have already completed an associate's degree or its equivalent.

Classification of Students

Undergraduate

Full-time student:	one registered for 12 quarter hours or more
Three-quarter-time student:	one registered for 9-11 quarter hours
Half-time student:	one registered for 6-8 quarter hours
Less than half-time student:	one registered for 1-5 quarter hours

Graduate

Full-time student:	one registered for 8 quarter hours or more
Three-quarter-time student:	one registered for 5-7 quarter hours
Half-time student:	one registered for 4 quarter hours
Less than half-time student:	one registered for 1-3 quarter hours

Instructor Office Hours

Instructors are accessible to students, making themselves available outside of class during office and/or lab times. Full-time instructors maintain office hours when they can meet with individual students. Ask the instructor for his/her schedule of office hours. Appointments are recommended as a matter of courtesy. Instructor labs provide an opportunity for individual students or small groups of students to meet with faculty for special or additional instruction on course material. The instructor will announce a schedule of lab times if he/she offers them.

Attendance

Since attendance has a direct bearing on a student's future employability, financial aid, and academic performance, students are expected to attend every class session for each course in which they are registered, except in case of illness or emergency.

On-ground

It is the responsibility of the classroom instructor to record and submit a record of attendance. When a student finds it necessary to be absent for an extended period, an explanation must be made to the instructor. The student will be administratively withdrawn for excessive absenteeism if any of the following criteria are met:
1. The student is absent for the first week of the course.
2. The student is absent for two consecutive weeks.
3. The student is absent for more than 40% of the course.

Additionally, if an instructor thinks that a student's absences have been excessive and unjustified, the instructor may request that the student be withdrawn from the course.

Online

Attendance is reported on a weekly basis. Attendance is defined as a minimum of one assignment submission or discussion board posting during the week. The student will be administratively withdrawn for excessive absenteeism if any of the following criteria are met:
1. The student is absent for the first week of the course.
2. The student is absent for two consecutive weeks.
3. The student is absent for more than 33% of the course.

Additionally, if an instructor thinks that a student's absences have been excessive and unjustified, the instructor may request that the student be withdrawn from the course.

Grades

Grades are computed at the end of each course and are available via the Internet at **https://carina.baker.edu/solar**. Grade reports list the courses, the grade for each course, the GPA for that quarter, and the student's cumulative GPA.

Grading System

Grades Letters and Meaning		Grade Point Value Per Quarter Credit
A	=	4.0 points
A–	=	3.7 points
B+	=	3.3 points
B	=	3.0 points
B–	=	2.7 points
C+	=	2.3 points
C	=	2.0 points
C–	=	1.7 points
D+	=	1.3 points
D	=	1.0 points
D–	=	0.7 points
F	= Failure	0.0 points
P	= Passed	4.0 points

GPA not computed for the following grades:

CR	=	Credit (Undergraduate = C or better) (Graduate = B or better)
EL	=	Non-traditional Credit
R	=	Articulation Credit
S	=	Satisfactory
T	=	Test Credit
U	=	Unsatisfactory

Hours and GPA are not computed for the following grades:

AU	=	Audit (Must be established at registration)
I	=	Incomplete
NC	=	No Credit
PR	=	Progress (coursework extends beyond the end of the quarter)
W	=	Withdrawal

To compute the Baker College cumulative GPA, first calculate the honor points for each course completed (grade points multiplied by credit hours; an A or 4.0 grade in a four-credit-hour class yields 16 honor points). Then add all honor points earned at Baker and divide by the total credit hours attempted for all quarters at Baker.

Standard Grading Scale

A	=	93 - 100%
A–	=	90 - 92%
B+	=	87 - 89%
B	=	83 - 86%
B–	=	80 - 82%
C+	=	77 - 79%

C   =   73 - 76%
C− =   70 - 72%
D+ =   67 - 69%
D   =   63 - 66%
D− =   60 - 62%
F   =   0 - 59%

This standard grading scale is used in all Baker College courses except for Health Science programs and related courses.

Grade Definitions

A = Outstanding Achievement

The student demonstrates exceptional mastery of the content. An "A" is an exceptional grade indicating distinctly superior performance. The student demonstrates unusually sharp insight regarding the content, and every aspect of performance is exemplary.

B = Commendable Achievement

The student demonstrates above average mastery of the content. A "B" is an above average grade indicating achievement of a high order. The student has exceeded the stated requirements. The student demonstrates commendable insight regarding the content, and overall performance is above average.

C = Acceptable Achievement

The student demonstrates average mastery of the content. A "C" is an average grade indicating that a student has performed satisfactorily in all aspects of the work. The student has adequately met the stated requirements. The student demonstrates acceptable insight regarding the content, and overall performance is average.

D = Marginal Achievement

The student demonstrates below average mastery of the content. A "D" is a below average grade indicating that a student has marginally met the stated requirements. The student demonstrates minimal insight regarding content, and overall performance is marginal.

F = Failing

The student demonstrates little or no mastery of the content. An "F" is a failing grade indicating that a student has not met the stated requirements. The student demonstrates insufficient insight regarding content, and overall performance is not worthy of credit.

A plus (+) or minus (-) indicates performance at the higher or lower end of the grade range.

Incomplete Grade Policy

An instructor may agree to issue an Incomplete (I) grade for a course if all of the following conditions are met:

1. The student requests the Incomplete (I) grade before the end of the course.
2. The student has completed 80% of the total coursework and has a chance at a passing grade in the course.
3. The student is unable to complete the course requirements within the regular time frame due to significant, extenuating circumstances. Documentation may be required.
4. The student and instructor have signed a "contract" which clearly states the requirements to be completed and the due date for the completion of each requirement. The due date may not exceed the last day of the following quarter.

If the coursework is not completed by the agreed upon due date, the final course grade will be based on the work that was completed by the end of the quarter in which the course was taken.

Grade Changes

A student who believes that an error has been made in the assignment of a grade may initiate the Academic Appeal Process (see Academic Appeal Process). Not acting within the appropriate time period will disqualify the student from further consideration of the matter.

Honors

Undergraduate Certificates and Degrees and Postbaccalaureate Certificates:

The President's List

Students who earn a 4.0 GPA during a quarter in which 12 credit hours or more were completed will be placed on the President's List for publication the following quarter. These students may also be invited to attend a President's Luncheon/Dinner held in their honor.

The Full-Time Student Deans' List

Students who earn a 3.5 to 3.99 GPA during a quarter in which 12 credit hours or more were completed will be placed on the Full-Time Student Deans' List for publication the following quarter.

The Part-Time Student Deans' List

Students who earn a 3.5 to 4.0 GPA during a quarter in which 4 to 11 credit hours were completed will be placed on the Part-Time Student Deans' List for publication the following quarter.

Undergraduate Certificates and Degrees:

Honor Graduates

Graduates who achieve a 3.5 cumulative GPA or higher are awarded a special distinction at graduation; 3.9 – 4.0 Summa Cum Laude; 3.7 – 3.899 Magna Cum Laude; and 3.5 – 3.699 Cum Laude. Unofficial honor status for undergraduates for the spring graduation ceremony will be based on the student's GPA at the time graduation materials are prepared. If a graduate's status changes after the final audit, the graduate may obtain the appropriate honor cord. In addition, faculty on each campus may select an Honor Graduate (a student who has demonstrated the greatest potential for success in his/her field of study) in each of the degree disciplines.

*   Postbaccalaureate certificates do not qualify as "Honor Graduates." Postbaccalaureate certificates do not qualify for Summa Cum Laude or Magna Cum Laude. However, these students may qualify for quarterly honors such as the President's List and the Deans' List.
*   Academic Honors #1 - (President's List, Deans' List, Honor Graduates) - Students with an "Incomplete" grade are ineligible for academic honors for that quarter until the final course grade is transcripted.
*   Academic Honors #2 - (President's List, Deans' List, Honor Graduates) - Developmental education courses are not calculated in the determination of earning Academic Honors.

Non-Traditional Credit

Baker College offers many non-traditional credit options for students with varied academic and professional backgrounds. It is a policy of Baker College to award credit to those with the appropriate experience. Types of non-traditional credit currently offered by the College are described on the following pages.

Guidelines for Non-Traditional Credit

Associate Degree and Undergraduate Certificates

A student may apply non-traditional credit to meet the requirements for an associate degree or undergraduate certificate. This includes transfer credit from accredited collegiate

institutions, articulation credit, CLEP examinations, experiential credit, and waiver test credit. Thirty-six of the required credit hours in the program must be completed in actual class time with Baker College for associate degree programs, and one-half of the required credit hours in the program must be completed in actual class time with Baker College for undergraduate certificates. A minimum of 12 credit hours must be completed in traditional Baker College courses in the major discipline of study.

Bachelor Degree

A student may apply non-traditional credit to meet the requirements for a bachelor degree. This includes transfer credit from accredited collegiate institutions, articulation credit, CLEP examinations, experiential credit, and waiver test credit. Forty-eight of the required credit hours in the program must be completed in actual class time with Baker College. A minimum of 12 credit hours must be completed in traditional Baker College courses in the major discipline of study at the 300 and 400 levels. Different requirements may exist for the accelerated programs (see Admission Procedures/Requirements).

Postbaccalaureate Certificate

The policy for non-traditional credit varies depending on the certificate.

Graduate Degree

Transfer credit from accredited collegiate institutions is the only form of non-traditional credit that may be applied to meet the requirements for a graduate degree.

Transfer Credit

Undergraduate

Baker College welcomes transfer students into many degree programs at either the associate or bachelor level. Students with an associate degree will be given every consideration to transfer in their full associate degree (two years of credit) into one of Baker College's Smart Degree programs. However, transfer students are responsible for the prerequisite knowledge necessary for subsequent courses. With our many bachelor and accelerated bachelor programs, students are able to enter a bachelor's degree program with the same major as their associate degree or begin a different major and have transfer credits apply to their program (see Program Selector Guide). Transfer credit is a form of non-traditional credit. See Guidelines above for how much Non-Traditional Credit a student can bring into the College. A transfer student could receive freshman, sophomore, junior, or senior status, although more than one or two academic years may be necessary to complete all requirements of the degree. Classes with a grade of C (2.0) or higher will be eligible for transfer credit with the exception of program standards. Refer to individual program requirements. Classes with a D- (0.7) grade will be considered if the D- grade falls in a course sequence where the last grade in the sequence was a grade of a C or better.

Transfer students need to be aware of the following stipulations regarding individual program requirements: 1) Length of time since the course was taken may also be a factor in transferability. 2) The amount of transfer credit is considered in the application process associated with limited enrollment Health Sciences programs.

The College will accept credit from baccalaureate institutions, special purpose institutions, community/junior colleges, technical or vocational institutions, proprietary institutions, and the United States Armed Services. Credit will be accepted from institutions having either regional or national accreditation.

If the previously earned degree is an associate degree from a regionally accredited institution, the General Education Course Requirements for Associate Degrees are considered satisfied. If the previously earned degree is a bachelor degree from a regionally accredited institution, the General Education Course Requirements for Associate Degrees or Bachelor Degrees are considered satisfied. Specific program requirements and/or program accreditation standards may impose limitations or additional requirements.

To transfer a course, the course must equate in content and credit hours to a Baker College course. The basis for credit awarded will include traditional classroom instruction, credit by examination, independent study, and articulation agreement credit. Media courses will transfer if they meet traditional requirements. Credit for armed forces training must be equated to Baker College courses and documented by the American Council on Education (ACE). Credit from business and industry training will be evaluated with waiver testing. Transfer credit accepted must be at the college level.

To obtain transfer credit, students must request that previous colleges attended forward official transcripts to the Baker College Office of the Registrar. Official transcripts will be accepted through the U.S. mail only. In some circumstances, the student will be responsible for producing documentation including, but not limited to, catalogs, course descriptions, and syllabi.

Baker College adheres to the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) official transcript policy. The MACRAO policy is one in which all Michigan colleges agree not to issue an official transcript directly to a student. Official transcripts must be mailed directly to the intended institution.

In addition to the Baker College transfer credit/residency policies above, the following transfer credit restrictions (1-4) apply to the Paralegal/Legal Studies program:

1) Legal specialty coursework that is being transferred in must have been completed at a nationally or regionally accredited institution of higher learning and meet with the approval of the program coordinator/director/or other appointee to ensure that the credit being awarded is appropriate to meet the criteria for legal specialty coursework within the program.
2) A minimum of 20 quarter hours of the PAR courses must be completed in the traditional format at the campus from which the student plans to graduate.
3) No transfer credit will be granted for PAR113A: Legal Research, Writing, and Analysis III; PAR291: Civil Litigation; or PAR491: Evidence (Litigation II).
4) No experiential credit or credit by examination is offered for legal specialty coursework credit.

Graduate

Because Baker College recognizes the expediency of understandable and universally accepted standards related to transfer of academic credit, the following policies are established for transfer credit.

Baker College will accept no more than 16 quarter hours (12 semester hours) of transfer credit for graduate programs. Classes with a B (3.00) grade or higher will be eligible for transfer consideration.

To transfer a course, the course must equate in content and credit hours to a Baker College course. Transfer of college credit will not be considered if the credit was completed more than five years preceding matriculation.

To obtain transfer credit, students should request that all previous colleges attended forward official transcripts to the Baker College Center for Graduate Studies. Official transcripts will be accepted through the U.S. mail only.

Baker College adheres to the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Official Transcript Policy. The MACRAO policy is one in which all Michigan colleges agree not to issue an official transcript directly to a student. Official transcripts must be mailed directly to the intended institution.

Articulation Credit

Articulation credit is a process whereby students can earn Baker College credit toward their degree or certificate for demonstrating skills and competencies developed in high school or in adult education settings. There is no charge for articulation credit.

Baker College offers articulated credit to those students whose teachers and counselors participate in the process by completing the Articulation Competency records. More information on articulation credit and a list of participating high schools/educational institutions are available through the Academic/Administrative Office or the Baker College Web site at **www.baker.edu**.

AP (Advanced Placement), CLEP (College-Level Examination Programs), and DANTES Credit by Examination Programs (Defense Activity for Non-Traditional Education Support)

These national credit-by-examination programs offer students the opportunity to demonstrate their academic proficiency in various general education and specific subject areas. Such proficiency may have been developed by the student outside of a traditional classroom through such means as personal reading, adult education courses, job experiences, etc. The Academic/Administrative Office has available a listing of recognized tests and the minimum scores necessary to be granted credit.

Experiential Credit

Experiential credit is available for students who have proven skills gained through employment, volunteer, and/or military experiences that directly correlate to skills taught through traditional Baker College courses. Not all courses are eligible for experiential credit nor do all programs accept experiential credit. Students submit a portfolio documenting work and life experiences. The portfolio is evaluated and, if the skills and documented learning match the required student learning outcomes of a given course, experiential credit will be granted for that course. By earning credit for valuable skills and prior learning, students at Baker College have the opportunity to get a head start on a degree!

Students may prepare the portfolio independently or enroll in a two-credit hour class (COL301A Life and Learning) to aid in preparing the portfolio and to assist with meeting the College's portfolio guidelines. The two credits earned for COL301A do not count toward general education requirements. COL301A is designed to help students determine the major course of study that will maximize their work experience and lead to the preparation of a portfolio which will document experiential learning. Students enrolled in COL301A have an opportunity, in courses where credit-by-examination is available, to earn that credit at no additional cost.

Licenses and Certificates

Credit is awarded for certain professional licenses and certificates. The Office of the Registrar on each campus maintains information about this form of non-traditional credit.

Waiver Tests

Waiver test credit may be earned for skills already developed. This credit is awarded based on an examination developed by Baker College in the subject area. Any former, current, or prospective student may take any waiver test. Passing the test for a course does not automatically result in

the student waiving all the prerequisites to the course. All waiver tests must be taken by the student prior to the beginning of the course. Once a student begins a course, he/she is not eligible to take a waiver test. The waiver test for a course may be taken only once. Following is a list of courses with waiver tests and the charge for the test, if applicable.

Course	Charge if any
● ACC121 Fundamentals of Accounting I	$50
● ACC122 Fundamentals of Accounting II	$50
● CAD111 Computer Aided Drafting I	$50
● CIS106B Intro. to Operating Systems Concepts	$0
● CIS107B Introduction to Hardware Concepts	$0
● GRC104 Intro. to Digital Design/Illustration	$50
● GRC121 Introduction to Desktop Publishing	$50
● GRC131A Introduction to Graphic Imaging	$50
● INF112 Word Processing	$0
● INF113 Electronic Spreadsheets	$0
● INF114A Introduction to Database Applications	$0
● INF121 Introduction to Windows	$0
● INF131 Internet and the World Wide Web	$0
● INF141A Microsoft PowerPoint	$0
● ITP111 American Sign Language I	$50
● ITP112 American Sign Language II	$50
● ITP113 American Sign Language III	$50
● ME101 Engineering Graphics	$50
● MGT101 Introduction to Business	$50
● MIS131 ICD-9-CM Coding	$50
● MKT111B Principles of Marketing	$50
● MTH101 Mathematics for Business	$0
● MTH111 Introductory Algebra	$0
● MTH112 Intermediate Algebra	$0
● MTH124 Trigonometry	$0
● NET101 Networking Essentials I	$0
● SCI246 Chemistry I	$50
● WPG098 Keyboarding	$0
● WPG101B Office Grammar Skills	$0
● WPG122 Introduction to Document Processing	$0
● WPG123 Intermediate Document Processing	$50
● WPG221A Transcription Applications	$50

Self-Study Delivery/Opportunities

Self-Directed Study in General Education

Students with either junior or senior standing who wish to do research and/or readings in a general education discipline on a specific topic may be able to do so through self-directed study. Up to four credit hours may be earned in this manner. A self-directed study class in general education may be used as general education elective/requirement.

Self-directed study must be initiated by the student, and the student must gain the approval of the Dean of General Education. Students are first to select a topic and develop an abbreviated bibliography. An appropriate faculty member will then be chosen by the dean and student. This faculty member will help the student develop learning objectives and will facilitate the self-directed study course. Only students who are highly motivated and who work well independently should pursue this option.

Independent Study

Independent study is defined as credit earned by students who complete coursework independently with direction from an instructor. Regular tuition will apply to courses taken in this format. Attendance is based on required contact with the instructor each week; this contact could be a physical meeting, or by phone, e-mail, or BlackBoard. Independent studies are offered at the discretion of the College.

To be considered for an independent study, a student must have completed at least 12 credits of college-level coursework at Baker College and have a minimum cumulative GPA of 2.0

(3.0 for graduate students). Students who fail an independent study course will not be allowed to repeat the course in an independent study format. The student will have the responsibility to contact the dean and to complete the Baker College Application for Independent Study. See the Baker College Independent Study Guidelines for more information. The dean and the campus Chief Academic Officer have the right to refuse an independent study request.

Standard Graduation Requirements

Certificate Program Graduation Requirements
Students are eligible to graduate if the following criteria have been met:
1. All requirements for the selected certificate program are satisfied.
2. A minimum of one-half of the quarter hours required for the certificate program are completed through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum of 12 quarter hours completed through Baker College are within the program's major area of study.
4. A minimum cumulative grade point average of 2.0 is achieved.
5. A graduation application is completed and submitted.

Associate Degree Graduation Requirements
Students are eligible to graduate if the following criteria have been met:
1. All requirements for the selected associate degree are satisfied.
2. A minimum of 36 quarter hours required for the associate degree are completed through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum of 12 quarter hours completed through Baker College are within the degree's major area of study.
4. A minimum cumulative grade point average of 2.0 is achieved.
5. A graduation application is completed and submitted.

Additional Majors
Students are eligible for an additional major within the same associate degree if the following criteria are met:
A. All requirements for the additional major are satisfied.
B. A minimum of 12 quarter hours required for the additional major are completed through Baker College.
C. The additional major is offered within the same associate degree.

Bachelor Degree Graduation Requirements
Students are eligible to graduate if the following criteria have been met:
1. All requirements for the selected bachelor degree are satisfied.
2. A minimum of 48 quarter hours required for the bachelor degree are completed through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum of 12 quarter hours completed through Baker College are within the degree's major area of study and are at the 300 or 400 level.
4. A minimum cumulative grade point average of 2.0 is achieved.
5. A graduation application is completed and submitted.

Additional Majors
Students are eligible for an additional major within the same bachelor degree if the following criteria are met:

A. All requirements for the additional major are satisfied.
B. The additional major is offered within the same bachelor degree.
C. A minimum of 24 quarter hours required for the additional major with 12 quarter hours at the 300 and 400 level are completed.

Additional Minors
Students are eligible for an additional minor within the same bachelor degree if the following criteria are met:
A. All requirements for the additional minor are satisfied.
B. The additional minor is offered at the student's degree granting campus within the same bachelor degree.
C. A minimum of 12 quarter hours required for the additional minor are completed through Baker College.

Postbaccalaureate Certificate Graduation Requirements
Students are eligible to graduate if the following criteria have been met:
1. All requirements for the selected postbaccalaureate certificate are satisfied.
2. A minimum of 18 quarter hours required for the postbaccalaureate certificate are completed through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum cumulative grade point average of 2.0 is achieved.
4. A graduation application is completed and submitted.

Requirements for Earning Additional Degrees— Baker College Graduates

Associate Degree—Additional Degrees
Students are eligible to graduate with an additional Baker College associate's degree if the following criteria are met:
1. All requirements for the selected additional associate degree are satisfied.
2. There is a minimum of 24 quarter hours, which are different from any previously earned associate degree. These 24 quarter hours must be completed through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum cumulative grade point average of 2.0 is achieved.
4. A graduation application is completed and submitted.

Bachelor Degree—Additional Degrees
Students are eligible to graduate with an additional Baker College bachelor's degree if the following criteria are met:
1. All requirements for the selected additional bachelor degree are satisfied.
2. There is a minimum of 48 quarter hours, which are different from any previously earned bachelor degree. These 48 quarter hours must be completed through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum cumulative grade point average of 2.0 is achieved.
4. A graduation application is completed and submitted.

Undergraduate and Postbaccalaureate Certificates
Multiple certificates may be earned from Baker College.

Application for Graduation Form
All students who anticipate successful completion of their program course requirements for a degree or certificate must complete a graduation packet by October 10 for fall quarter graduation, February 6 for winter quarter graduation, April 7 for spring quarter graduation, and July 10 for summer quarter graduation.

Graduation Ceremony

The College conducts one formal graduation ceremony per campus each year. It is held at the conclusion of the spring quarter and includes all students who have completed a degree or certificate program during the current academic year. Students receiving special honors are recognized at this occasion (see Honor Graduates). To participate in the formal graduation ceremony, students must complete the Graduation Packet by the deadline.

Student Right-To-Know Graduation Rate

The following statistics apply to first-time, full-time students who began a certificate, associate degree, or bachelor degree at Baker College in Fall, 2003. First-time, full-time students, who are students that have never enrolled in college before and are taking 12 or more credit hours, comprised 49.6% of the new students at Baker College in Fall, 2003.

- 23.3% completed their programs in six years.
- 15.5% completed within 150% of the "normal" time for completion.
- 3.0% were still enrolled after six years.
- 1.4% transferred to another institution of higher learning.
- 19.3% were academically dismissed.
- The remainder withdrew from the College for various reasons during the six years.

These statistics are representative of only part of the student body. Many Baker College students transfer from other colleges and universities. A large percentage of Baker students are part-time rather than full-time students. Length of time to graduation and withdrawals are influenced by a variety of factors. Some students who begin their college career as full-time students drop to part-time status as they balance college, family, and work. Many students "stop out" of college for a quarter or two. This extends the time for completion of their programs. Some students, particularly older, working students, withdraw from college once their career objectives have been met. Baker College measures not only its graduation rate, but also its employment rate. The 2009 Graduate Employment Rate was 97.2 percent.

Academic Probation Policy

If the student's cumulative GPA falls below the appropriate minimum GPA required to remain in good academic standing as illustrated on the step scale, the student will be placed on academic probation for the following quarter. The student will be advised to restrict his/her course load and curtail extracurricular activities and work schedules. If the student attains a satisfactory GPA according to the step scale in the probationary quarter, but his/her cumulative GPA is still below the step scale, the student will remain on probation for the next quarter.

Removal from Academic Probation

The student will be removed from academic probation at the end of the quarter in which his/her cumulative GPA places him/her in good academic standing as illustrated on the step scale.

Academic Suspension Policy

Student's are academically suspended based on either of the following:
1. A student receives all failures his/her first quarter.
2. A student on academic probation who earns a GPA at the end of the probationary quarter lower than that called for by the step scale

Consideration for re-enrollment will be given to academically suspended students only after an absence of at least one academic quarter. Requests to re-enroll are processed through the Academic Department.

Students who were living in Baker College housing at the time of academic suspension must reapply in order to be readmitted to College housing.

Academic Dismissal Policy

Students are academically dismissed based on either of the following:
1. A student is unable to successfully complete (pass) any developmental education course within three attempts.
2. A student received a prior academic suspension and his/her GPA falls below the step scale regarding good academic standing.

The College reserves the right to academically dismiss any student whose level of achievement makes it inadvisable for the student to remain in school. Students who are academically dismissed may not attend classes in any future quarter, unless they apply for and receive Academic Amnesty.

Academic Appeal Process

Baker College has established appeal procedures for students who have concerns regarding grades and the consistent application of both class requirements and policies, as it pertains to grades.

Step 1:

The student must first discuss the concern in dispute with the instructor. The only concerns that are appealable are grades and the consistent application of both class requirements and policies, as it pertains to grades.

Step 2:

If the concern is not resolved in Step 1, and the student wishes to pursue the issue, the student must communicate with an Academic Advisor. This step must take place within 90 days of the end of the quarter in which the concern occurred. The Academic Advisor will give the student an appeal form which the student will complete and return to the Academic Advisor within seven business days. Upon receipt of the form, the Academic Advisor will immediately send the form to the instructor.

The instructor will read the appeal form and provide input on the student's concern. The instructor will return the form within five business days of receipt to the Academic Advisor.* The Academic Advisor will share with the student the instructor's written response.

If the concern is still not resolved, and the student wishes to pursue the appeal, the Academic Advisor will arrange a meeting with the student and instructor within seven business days. The meeting could be in person or via conference call or live chat session. The purpose of the meeting is to resolve the concern.

Step 3:

If the concern is not resolved in Step 2, and the student indicates in writing on the appeal form that he/she wishes to pursue the appeal, the Academic Advisor will ask the student to submit a comprehensive written document which represents all facts and data from the student's point of view. The student must provide this written document to the Advisor within five business days of indicating on the Student Concern form that he/she wishes to continue the appeal. The Academic Advisor will then send the appeal form and written document to the Dean of the division wherein the concern originated or to the Chief Academic Officer/Vice President for Academics if the Dean is not available to render a decision. The Dean/Chief Academic Officer/Vice President for Academics will have three business days to render a decision and return the completed form to the Academic Advisor. The Dean/Chief Academic

Officer/Vice President for Academics will meet in person with the student if the student so desires.

The Academic Advisor will immediately inform the student and the instructor of the Dean's/Chief Academic Officer's/Vice President's for Academics decision. The student must indicate, in writing on the appeal form, his/her decision to accept the Dean's/Chief Academic Officer's/Vice President's for Academics decision or to pursue the appeal to the next level.

Step 4:

If the student chooses to pursue the concern further, the Academic Advisor will immediately contact the Chair of the Judiciary Council and will forward all documentation to the Chair. The Judiciary Council will be convened within seven business days to resolve the concern. Both the student and the instructor may appear before the Judiciary Council although no new documentation can be presented at this time. A written report of the Council's decision will be completed by the Chair and will be placed in the student's file. A copy of the report will be sent by the Chair to the student and the instructor within 10 business days.

The Judiciary Council will be formed and chaired by a director of a student services department; the Chair will be a non-voting member of the Council. The Council shall be composed of two students, two faculty members who teach in a program other than the student's program, and a dean or associate dean from a division other than the division that is responsible for the course involved in the appeal.

The decision of the Judiciary Council will be final. No further appeal will be permitted. The student and the instructor may respond in writing to the Council's action, and these responses will be placed in the student's file.

The appeal process stops if the student misses an appointment or fails to meet timelines unless there are documented, extenuating circumstances.

If the instructor does not respond in a timely manner, the Academic Advisor and/or student has the option to go directly to Step 3 of the Academic Appeal Process.

Academic Amnesty: Fresh Start Program

The Fresh Start Program, which is for undergraduate students only, allows students with poor academic records, including academic dismissal, who have not attended Baker College for at least four years to resume their college education with a clean slate. A student with a poor academic record is defined as a student who is not in good academic standing (see Academic Standing). If a student is approved for the Fresh Start Program, all previous grades and courses will be excluded from computation of the student's GPA. Courses passed with a C or better can count as a credit grade for program requirements and graduation. All courses and grades will remain on the student's transcript with a notation of Fresh Start on the transcript. The Fresh Start Program can be used only once by a student. Requests should be made in the Registrar's Office, with final approval from the Chief Academic Officer/Vice President for Academics. Approval for academic amnesty must be received prior to the end of the quarter in which the student returns. Once a student is granted academic amnesty, the student's permanent record cannot be changed.

The Fresh Start Program will not supersede the Baker College Satisfactory Academic Progress Rules for receiving federal and state financial aid funds, which are based on cumulative grades, hours attempted, and hours completed. If a Fresh Start student is in violation of the financial aid Satisfactory Academic Progress Rules and wishes to establish eligibility for those funds, an appeal for reinstatement must be submitted to the Financial Aid Office.

Readmission for developmental education academic dismissal may be considered if the student produces documentation of transferable college-level math and English courses which were completed following dismissal from Baker College. If a student requests Amnesty after four years and retakes COMPASS, he/she may be readmitted if COMPASS scores indicate that no developmental courses are needed.

Veterans

Students receiving veterans' benefits must be in good academic standing at all times (see Veterans' Benefits).

Re-Admission and Re-Entry

Students who leave Baker College for reasons such as illness, work, or family matters, who submit the official Withdrawal Form before leaving, can be readmitted at the beginning of any subsequent quarter. Undergraduate students re-enrolling after interruption of at least one quarter (summer quarter excluded except when summer quarter is part of the program rotation schedule) must complete a Student Information Change form found in the Academic/Administrative Office. Students who have been out for more than five years must also complete a new application. They will not, however, be charged an application fee. Failure to complete these forms before registration may result in the student's registration being delayed.

Re-entering students will be required to complete the current requirements of their chosen program if the program is still offered. These requirements may have changed from the program in which they originally enrolled. Students may need to choose a new program if the program is no longer offered. All courses and grades earned during previous attendance at Baker College remain on the transcript and are part of the cumulative GPA for re-entering students.

Formal Student Complaint Policy

Students have the right of complaint about College matters if they believe their rights have been violated. When not covered by another policy, students may file a formal complaint in writing with the appropriate College officer. Formal complaints must be specific, comprehensively documented, and signed by the student. Students need to present full details, including any relevant documentation, dates, locations, and witnesses, as appropriate. Additionally, students must state the remedy being sought or the reasonable steps to be taken to resolve the complaint.

Equal Opportunity Policy Statement
Policy Statement

It is the policy of Baker College not to discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information or other protected characteristic in providing and the administration of educational programs, services, activities, and employment, or recruitment. Inquiries regarding this policy can be directed to Rosemary Zawacki, 1050 West Bristol Road, Flint, MI 48507,810-766-4028, e-mail at rosemary.zawacki@baker.edu.

The College declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination, where applicable, in the provision of educational services to the public. The College will make all decisions regarding recruitment without discrimination on grounds of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, and other protected characteristic which cannot lawfully be the basis for an admissions/employment decision. The College reaffirms its policy of administering all of its

educational programs and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, or other protected characteristic which cannot be lawfully the basis for the administration of such services.

Baker College commits itself to a program of Affirmative Action/Equal Employment Opportunity, set forth herein, to encourage the application of veterans, minority, disabled, and women students, to identify and eliminate the effects of any past discrimination in the provision of educational procedures which will assure equal treatment and equal access to the facilities and educational benefits of the institution to all students, as required by law. Further, the College takes affirmative action to employ, promote, and otherwise treat qualified individuals with disabilities, disabled veterans and Vietnam Era veterans without regard to either their disability or status. This policy shall apply in the following areas: admissions, student educational opportunities and services, employment, promotion, demotion, transfer, layoff, termination, compensation, and selection for training programs.

The College reaffirms its policy of nondiscrimination, on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information or other protected characteristic, in the provision of all services provided to members of the public by facilities under control of the College.

Baker College commits itself to a continuing program to assure that unlawful discrimination does not occur in the services it renders to the public, and that those sectors of the public most affected by this policy be kept informed of its content.

Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (ADA) and Americans with Disabilities Act Amendments Act of 2008 (ADAAA)

Baker College is committed to the implementation of regulations from Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008, as they apply to persons with disabilities in the following ways: all new facilities are barrier free; programs, classes, and activities in existing facilities are made accessible to persons with disabilities; reasonable and appropriate adjustments and accommodations are made to ensure full educational opportunity for students with disabilities; and auxiliary aids and services, when necessary, are provided in a timely manner to afford an individual with a disability an equal opportunity to effectively participate in, and enjoy the benefits of, a service, program, course, or activity conducted by the College.

A postsecondary student with a disability who is in need of auxiliary aids is obligated to provide notice of the nature of the disabling condition to the College's Academic Counseling/Advising Office and to assist the College in identifying appropriate and effective auxiliary aids. The student must identify the need and give adequate notice of the need. In response to a request for auxiliary aids, the College will require from the student supporting diagnostic test results and professional prescriptions for auxiliary aids.

Grievance Procedure for Complaints

If any person believes that Baker College has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), or the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), he/she may follow any one of the following complaints procedures available to them:

Section I

The person who believes that Baker College has inadequately applied the requirements of the law may bring forward a grievance to the Equal Employment Opportunity/Affirmative Action /ADA Officer, Ms. Rosemary Zawacki, at 1050 West Bristol Road, Flint, MI 48507, 810-766-4028, e-mail at rosemary.zawacki@baker.edu.

Section II

The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the campus chief academic officer, who shall function as the designated campus EEO/AA/ADA Officer. The campus chief academic officer 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 campus chief academic officer, within five (5) business days of receipt of a response to the informal complaint. The campus chief academic 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 campus chief academic officer, he/she may submit a signed statement of appeal to the campus president within five (5) business days after receipt of the campus chief academic officer's response. The campus president shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Section III

A grievance or inquiry may be made at any time to the Office for Civil Rights Region V, Department of Education, Room 700C 7th Floor, 401 South State Street, Chicago, IL 60605-1202.
* The campus chief academic officer, will provide a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure on request. A copy of each of the acts and regulations on which this notice is based may be found in the campus chief academic officer's office.

Sexual Harassment Policy

Pursuant to Baker College's policy of Equal Employment Opportunity, the College will maintain a working/educational environment for its employees/students, which is free from sexual harassment. Sexual harassment is illegal and against the policies of this College.

Sexual harassment involves (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment/education or (b) making submission to or rejection of such conduct the basis for employment/educational decisions, or (c) creating an intimidating, offensive, or hostile working/educational environment by such conduct.

The following are examples of sexual harassment:
*Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions;
*Nonverbal: Making suggestive or insulting noises, leering, whistling, or making obscene gestures; and
*Physical: Touching, pinching, brushing the body, coercing sexual intercourse, or assault.

Employees/students who believe that they have been the subjects of sexual harassment should report the alleged conduct immediately to: Rosemary Zawacki, Vice-President of Human Resources, 1050 West Bristol Road, Flint, MI 48507, (810) 766-4028 or rosemary.zawacki@baker.edu.

An investigation of any complaint will be undertaken immediately. The investigation and its results will remain confidential to the extent possible.

Any employee/student found by the College to have sexually harassed another employee/student will be subject to appropriate disciplinary sanctions ranging from a warning in his or her file up to and including termination/expulsion.

Retaliating or discriminating against an employee/student for complaining about sexual harassment or participating in an investigation is prohibited.

The College recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The College also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all employees/students will continue to act in a responsible and professional manner to establish a pleasant working/educational environment free of discrimination.

Work Experience Programs
Undergraduate

Baker College work experience programs provide students with opportunities to earn academic credit while gaining professionally supervised, paid or unpaid work experience in business, industry, government, and other agencies/organizations. The work experience must be career oriented and program related. Qualified students in associate and bachelor degree programs are required to participate in cooperative education, an affiliation/internship, or an externship. The objectives of the work experience programs are to prepare students for the transition from classroom to employment and to provide students with a better understanding of the fields which they have chosen to enter. These programs also provide valuable experiences necessary for students to obtain related employment. These work experiences may develop into part-time or full-time positions.

Work Experience Statement on Health Insurance Coverage

Students are required to cover the cost of any medical care they may need during their work experience. Students are encouraged to have health insurance at all times. Some work experience sites will not accept students who do not have health insurance coverage.

Cooperative Education is:
– On-the-job experience extending from a few months to one year.
– Career and program related.
– Credit generating.
– Professionally supervised.
– Paid work experience.

Externship/Affiliation is:
– Work experience of 120 hours or more, depending on the Health Sciences Program.
– Career and program related.
– Credit generating.
– Professionally supervised in a variety of health care delivery settings.
– Paid/unpaid work experience, depending on the program requirements.

Internship is:
– Work experience of a minimum of 120 hours.
– Career and program related.
– Credit generating.
– Professionally supervised.
– Unpaid work experience.

Accreditation/Approval/Certification Status

Baker College has been granted legal authority by the state of Michigan to operate as a nonprofit educational corporation and is empowered to grant certificates, associate degrees, bachelor degrees, master, and doctorate degrees. It is approved for veterans' benefits.

External peer review is the primary means of assuring and improving the quality of higher education institutions and programs in the United States. This recognition is accomplished through program accreditation, approval or certification.

Baker College is recognized as an institution of higher education by the U.S. Secretary of Education, U.S. Department of Education.

Because this information changes periodically, you may view the most recent information on our Web site at **www.baker.edu**, then click on About Baker, then Accreditation.

Baker College is accredited by the following regional institutional accreditor:

The Higher Learning Commission

Baker College is accredited by The Higher Learning Commission, A Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; (800) 621-7440; Web address: www.ncahlc.org. Baker College is an Academic Quality Improvement Program (AQIP) participant.

UNDERGRADUATE HEALTH SCIENCES PROGRAMS

Certificate, Dental Assisting
This program is accredited by the Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611-2678; (312) 440-2718; Web address: www.ada.org/prof/ed/accred/commission/index.asp.

Certificate, Emergency Medical Technician - Basic
This program is approved by the Michigan Department of Community Health, PO Box 30670, 611 West Ottawa, Lansing, MI 48906; (517) 335-0918. (Approved at levels: EMT Basic, EMT Specialist & Paramedic.)

Certificate, Emergency Medical Technician - Specialist
This program is approved by The Michigan Department of Community Health, PO Box 30670, 611 West Ottawa, Lansing, MI 48906; (517) 335-0918. (Approved at levels: EMT Basic, EMT Specialist & Paramedic.)

Certificate, Emergency Medical Technician - Paramedic
This program is approved by The Michigan Department of Community Health, PO Box 30670, 611 West Ottawa, Lansing, MI 48906; (517) 335-0918. (Approved at levels: EMT Basic, EMT Specialist & Paramedic.)

Certificate, Phlebotomy Technician
Baker College of Auburn Hills and Baker College of Owosso are approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415; (773) 714-8880.

Certificate, Practical Nurse
The Practical Nurse Program has received full approval from the Michigan Board of Nursing.
LICENSURE/CERTIFICATION/REGISTRATION:

Graduates of this program are eligible to take the NCLEX-PN licensing exam, which is a standard exam developed by the National Council of State Boards of Nursing. The Michigan Board of Nursing may deny LPN licensure to an applicant who has been convicted of a crime or is addicted to drugs or alcohol.

Associate of Applied Science Degree, Dental Assisting
This program is accredited by the Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611-2678; (312) 440-2718; Web address: www.ada.org/prof/ed/accred/commission/index.asp.

Associate of Applied Science Degree, Dental Hygienist
This program is accredited by the Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611-2678; (312) 440-2718; Web address: www.ada.org/prof/ed/accred/commission/index.asp.

Associate of Applied Science Degree, Diagnostic Medical Sonography

The program is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; (727) 210-2350; Web address: www.caahep.org. Program accreditation is granted upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), 6021 University Blvd., Suite 500, Ellicott City, MD 21043-6090; (433) 973-3251; Web address: dms@jcahpo.org.

Associate of Applied Science Degree, Echocardiographic Technology

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; (727) 210-2350; Fax: (727) 210-2354; Web address: www.caahep.org, on the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS); Web address: www.jrcdms.org.

Associate of Applied Science Degree, Health Information Technology

This program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 North Michigan Avenue, 21st Floor, Chicago, IL 60601-1683; (312) 233-1100.

Associate of Applied Science Degree, Medical Assistant

The Medical Assistant programs at the Allen Park, Auburn Hills, Cadillac, Cass City, Clinton Township, Coldwater, Flint, Jackson, Muskegon, Owosso, and Port Huron campuses are accredited by the Commission on Accreditation Allied Health Education Program (CAAHEP), 1361 Park Street, Clearwater, FL 33756; (727) 210-2350, Fax: 727-210-2354, Web address: www.caahep.org, on the recommendation of the Medical Assisting Education Review Board (MAERB), 20 North Wacker Drive, Suite 1575, Chicago, IL 60606-2930; (312) 899-1500.

Associate of Applied Science Degree, Medical Laboratory Technician

The Allen Park, Owosso and Port Huron campuses Medical Laboratory Technician programs are accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Suite 720, Rosemont, IL 60018-5119; (773) 714-8880.

Associate of Applied Science Degree, Occupational Therapy Assistant

The Occupational Therapy Assistant Program on the Muskegon campus is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), c/o American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, PO Box 31220, Bethesda, Maryland 20824-1220; (301) 652-2682. Graduates from the accredited program at Muskegon are eligible to take the national certification examination. The Occupational Therapy Assistant program on the Allen Park campus has applied for accreditation and has been granted Developing Status by ACOTE. **

Associate of Applied Science Degree, Opticianry

The Baker College Opticianry Program is accredited by the Commission on Opticianry Accreditation (COA). The Commission on Opticianry Accreditation is a not-for-profit agency, which accredits formal Opticianry education in the United States by setting standards, assessing educational effectiveness, and identifying those academic programs that meet the standards, in order to aid programs to produce competent graduates who will provide professional services to the public. The COA is recognized by the Council on Higher Education Accreditation (CHEA, http://www.chea.org/).

Associate of Applied Science Degree, Orthotic/Prosthetic Technology

The program is accredited by the National Commission of Orthotics and Prosthetics Education (NCOPE), 330 John Carlyle Street, Suite 200, Alexandria, VA 22314; (703) 836-7114, Fax: (703) 836-0838, Web address: http://www.ncope.org; e-mail info@ncope.org. This program's accreditation makes graduates eligible to take the national registry examinations for technicians offered by the American Board for Certification.

Associate of Applied Science Degree, Polysomnographic Technology

The Polysomnography Program at the Flint campus is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; (727) 210-2350; Fax: (727) 210-2354, Web address: wwwcaahep.org, on the recommendation of the Committee of Accreditation for Polysomnographic Technology (CoAPSG) 6 Pine Knoll Drive Beverly, MA 01915-1425; (774) 855-4100; Web address: www.coapsg.org.

Associate of Applied Science Degree, Physical Therapist Assistant

This program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; (703) 706-3245. **

Associate of Applied Science Degree, Radiologic Technology

The programs are accredited through the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 Wacker Drive, Suite 2850, Chicago, IL 60606-3182; (312) 704-5300; Web address: http://www.jrcert.org. All three programs are able to certify candidates through a regional accreditation authority as well.

Associate of Applied Science Degree, Respiratory Care

Baker College of Auburn Hills is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road Bedford, TX 76021; (817) 283-2835; Web address: http://www.coarc.com.

Associate of Applied Science Degree, Surgical Technology

The surgical technology curriculum has been designed in accordance with the Core Curriculum for Surgical Technology and functions within the current Standards and Guidelines set forth by the Accreditation Review Committee on Education in Surgical Technology (ARC-ST), sponsored by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Clearwater, FL 33756; (727) 210-2350; Fax: (727) 210-2354; Web address: www.caahep.org.

Associate of Applied Science Degree, Vascular Ultrasound Technology

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; (727) 210-2350; Fax: (727) 210-2354; Web address: www.caahep.org, on the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS); Web address: www.jrcdms.org.

Associate of Applied Science Degree, Veterinary Technician

This program is accredited by the American Veterinary Medical Association, Committee on Veterinary Technician Education and Activities (AVMA, CVTEA), 1931 North Meacham Road, Suite 100, Schaumburg, IL 60173-4630.

Associate Degree in Nursing

The nursing programs at Cadillac, Clinton Township, Flint, Muskegon, and Owosso have received approval from the Michigan Board of Nursing. Baker College of Cadillac and Muskegon have received initial approval from the Michigan Board of Nursing. Baker College of Clinton Township, Flint and Owosso have received full approval from the Michigan Board of Nursing.

Associate Degree in Nursing
The PN to ADN Ladder program has received initial approval from the Michigan Board of Nursing.

Bachelor of Health Science, Pre-Occupational Therapy
This program is currently recognized as a fully accredited program by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220; (301) 652-AOTA (4270).

Bachelor of Radiation Therapy
The Radiation Therapy Program is accredited through the Joint Review Committee on Education in Radiologic Technology, 20 Wacker Drive, Suite 2850, Chicago, IL 60606-3182; (312) 704-5300.

Bachelor of Science in Nursing
The Baccalaureate of Science in Nursing program is based on standards established by the American Association of Colleges of Nursing (AACN), Commission on Collegiate Nursing Education (CCNE).
**Additional information regarding the Physical Therapist Assistant and Occupational Therapist Assistant programs can be found on the Baker College Web site, under About Baker, then Accreditation.

UNDERGRADUATE ENGINEERING/TECHNOLOGY PROGRAMS

Certificate, Automotive Services Technology
This program is certified by the National Automotive Technicians Education Foundation (NATEF), 13505 Dulles Technology Drive, Herndon, VA 20171-3421. This program is certified on the following campuses: Cadillac, Clinton Township, Flint, and Owosso.

Certificate, Kitchen and Bath Design
This program is accredited by the National Kitchen and Bath Association (NKBA), 687 Willow Grove Street, Hackettstown, NJ 07840; (800) 843-6522. This program is accredited on the Auburn Hills and Clinton Township campuses and is NKBA Supported on the Muskegon campus.

Certificate, Truck Driving
This program is certified by the Professional Truck Driver Institute (PTDI), 555 East Braddock Road, Alexandria, VA 22314; (703) 647-7015; Web address: http://www.ptdi.org.

Associate of Applied Science Degree, Automotive Services Technology
This program is certified by the National Automotive Technicians Education Foundation (NATEF), 13505 Dulles Technology Drive, Herndon, VA 20171-3421. This program is certified on the following campuses: Cadillac, Clinton Township, Flint, and Owosso.

Bachelor of Science in Mechanical Engineering
This program is accredited by the Engineering Accreditation Commission of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202-4012; (410) 347-7700.

UNDERGRADUATE BUSINESS ADMINISTRATION PROGRAMS

Associate of Applied Science Degree, Culinary Arts
The ABA Degree in Culinary Arts Program is accredited by the American Culinary Federation accrediting commission; Web address: http://www.acfchefs.org.

Associate of Business Degree, Accounting
The Accounting Program is accredited through the International Assembly for Collegiate Business Education; Web address: http://www.iacbe.org/.

Associate of Business Degree, Accounting/Management
The Accounting/Management Program is accredited through the International Assembly for Collegiate Business Education; Web address: http://www.iacbe.org/.

Associate of Business Degree, Accounting/Computer Information Systems
The Accounting/Computer Information systems Program is accredited through the International Assembly for Collegiate Business Education; Web address: http://www.iacbe.org/.

Associate of Business Degree, Human Resource Management
The Human Resource Management Program is accredited through the International Assembly for Collegiate Business Education; Web address: http://www.iacbe.org/.

Associate of Business Degree, Management
The Management Program is accredited through the International Assembly for Collegiate Business Education; Web address: http://www.iacbe.org/.

Associate of Business Degree, Marketing
The Marketing Program is accredited through the International Assembly for Collegiate Business Education; Web address: http://www.iacbe.org/.

Associate of Business, Paralegal
This program is approved by the American Bar Association (ABA), 321 North Clark Street, Chicago, IL 60610; (800) 285-2221. (This program is ABA approved on the Auburn Hills and Clinton Township campuses only.)

Associate of Business Degree, Small Business Management/Entrepreneurship
The Small Business Management /Entrepreneurship Program is accredited through the International Assembly for Collegiate Business Education; Web address: http://www.iacbe.org/.

Associate of Business Degree, Transportation Management
The Transportation Management Program is accredited through the International Assembly for Collegiate Business Education; Web address: http://www.iacbe.org/.

Bachelor of Business Administration, Accounting
The Accounting Program is accredited through the International Assembly for Collegiate Business Education; Web address: http://www.iacbe.org/.

Bachelor of Business Administration - Accelerated Program
The Business Administration -Accelerated Program is accredited through the International Assembly for Collegiate Business Education; Web address: http://www.iacbe.org/.

Bachelor of Business Administration, Human Resource Management
The Human Resource Management Program is accredited through the International Assembly for Collegiate Business Education; Web address: http://www.iacbe.org/.

Bachelor of Business Administration, Management
The Management Program is accredited through the International Assembly for Collegiate Business Education; Web address: http://www.iacbe.org/.

Bachelor of Business Administration, Marketing
The Marketing Program is accredited through the International Assembly for Collegiate Business Education; Web address: http://www.iacbe.org/.

Bachelor of Business Leadership - Accelerated Program
The Business Leadership -Accelerated Program is accredited through the International Assembly for Collegiate Business Education; Web address: http://www.iacbe.org/.

Bachelor of Science in Legal Studies
This program is approved by the American Bar Association (ABA), 321 North Clark Street, Chicago, IL 60610; (800) 285-2221. (This program is ABA approved on the Auburn Hills campus only.)

GRADUATE PROGRAMS

Master of Business Administration

This program is accredited by the International Assembly for Collegiate Business Education (IACBE), PO Box 25217, Overland Park, KS 66225; (913) 631-3009.

Master of Occupational Therapy

This program is currently recognized as a fully accredited program by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220; (301) 652-AOTA (4720).

INFORMATION REGARDING COURSES / PROGRAMS•••

Assessment at Baker College

Baker College gathers assessment data for program planning and accountability. A variety of data is collected at the course, program, and institution level. This data includes direct measures of student learning, course evaluations, instructor evaluations, employer evaluations, and various surveys of stakeholder satisfaction. Students may be asked to complete projects with rubrics, take standardized exams, complete surveys, and/or participate in other assessments. Baker College is committed to using the assessment data collected to continuously improve teaching and learning and to enrich the student's college experience.

Availability of Classes and Programs

In an effort to meet current job demands, the programs of Baker College are in a constant process of assessment and revision. A high demand for classes and limited resources may require some students to take more than the estimated minimum time to complete a program. Students may also be required to present special qualifications such as prerequisite courses, work experience, knowledge, or a particular grade point average in order to be authorized to take certain courses. For these reasons, students are urged to discuss such matters periodically with an Academic Advisor and/or instructors. Programs are subject to change without notice.

Auditing a Course

An audit grade is given when a student enrolls in a course for which neither grade nor credit will be awarded. The student is permitted to attend the class but is not required to submit assignments or take examinations. The tuition for auditing is the same as that for registering in the course for credit. Audit status must be declared at the time of registration and to the instructor on the first day of class.

Course Cancellation Policy

The College reserves the right to cancel any course at any time. If the College cancels a course, students will be notified promptly and be given an opportunity to enroll in another course, if possible.

Courses Repeated by Students

Students may repeat courses to improve their grades. Title IV Aid may be used to pay for a repeated course only if the student's existing grade in the course is: 1) F or W; 2) below the minimum required for a prerequisite to another course; or 3) below the minimum grade required for his/her program.

If a student repeats a course, the higher or highest of the grades will be used in computing the student's GPA. However, all grades will remain on the student's official transcript. A course may not be taken a third time without written authorization of the program dean or general education dean depending on the course discipline.

Curriculum Update with Re-Enrollment

Any student whose education has been interrupted will have to meet the requirements of the curriculum in effect at the time of his/her return, rather than the requirements in effect when the student originally began the program. Graduate students re-enrolling after a three year absence must submit a new application.

Recording a Course Session

Students have the right to audio record for personal use a lecture or mini-lecture within a course session but must inform the instructor. Students are required to gain authorization from the instructor and dean to video record a course session for personal use.

Withdrawal from a Course

Student Initiated Withdrawal from a Course:

A student may withdraw from a course up to the end of the week which precedes the final week of the course. The student is required to submit a notice of withdrawal by one of the following methods:

1. Completing a Withdrawal Form (available in the Academic/Administrative Office)
2. Mailing, faxing, e-mailing (Baker e-mail account preferred) a letter requesting withdrawal and explaining the reason for withdrawal

The official withdrawal date is 1) the date the Withdrawal form is submitted, 2) the postmarked date of the letter mailed, 3) the date the fax was received, or 4) the date the e-mail was received. Tuition refunds are based on the official withdrawal date (see Refund Policy).

College Initiated Withdrawal from a Course:

A student will be administratively withdrawn from a course for any of the following reasons:

1. Excessive absenteeism as defined in the attendance policy (see Attendance)
2. Violation of the Basic Principles of Student Responsibility Policy (see section with the same title)

The official withdrawal date for college initiated withdrawals is the date of processing.

Note: Student initiated or college initiated withdrawals do not reduce the student's financial obligation.

Program Change

Any change of program must be recorded in the Academic/Administrative Office using the College's Official Change Form. This process enables the College to appropriately change/update a student's program to reflect the new degree requirements and any additional transfer credits. Students should be aware that changing programs may have a negative impact on maintaining the satisfactory academic progress required to receive financial aid.

If a student wishes to change into a program that is not offered on the campus he/she is attending, the student must contact an Academic Advisor on the campus that offers the program in order to process the change in program. The Academic Advisor on the campus that offers the program may make the change or may direct the student to the program director or dean to make the change.

Program Name Change/Curriculum Update

When Baker College makes a change in the official name of a program, with no curriculum or content change, all students will be switched to the new program name. Occasionally, students who attend continually may need to change to a new year and/or version of their program rotation schedule.

COMPUTER INFORMATION SYSTEMS•••

E-mail Correspondence

E-mail correspondence is increasingly used for distribution of information to members of the Baker College community. Electronic forms of correspondence are timelier and more efficient than traditional paper correspondence and provide better service to the recipient and potential cost savings to the College.

Since all staff, faculty, and registered students at Baker College have e-mail accounts created by virtue of their association with Baker College, electronic correspondence is one of the authorized means of communication from Baker College to its constituents. Notification by e-mail is equivalent to notification by letter or by phone.

E-mail correspondence shall be made to the "Preferred E-mail Address" of the member. The "Preferred E-mail Address" is the e-mail address issued by the College (an e-mail address ending in "@baker.edu"). Students have the option to define a different "Preferred E-mail Address" by entering it in the Baker College SOLAR System; however, the College cannot guarantee delivery of these messages to non-Baker addresses.

Internet Account

Any registered student at Baker College automatically receives an Internet Account. This account creates a personal e-mail account, an online classroom account, and gives students access to some restricted areas on Baker College's Web site, including access to many library resources. This account also gives students access to download some software that the College can distribute only to students. Finally, this account allows students to access the Student Online Links to Academic Records (SOLAR) System. The SOLAR System allows students to safely and privately access their own student data found on our administrative computer system. Students can view grades, transcript information, billing information, and register for classes through this system. For further information visit **www.baker.edu** and follow the link for student resources.

Student Identification Cards

An identification card will be issued to each new student. Check in the Academic/Administration Office for information on where to obtain the ID card. Students should carry their student ID card when on campus

Student Computer Acceptable Use Policy

Baker College has adopted this Acceptable Use Policy to protect the College and its employees, students, and partners from any inappropriate, illegal, or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, computer files, storage media, network accounts, electronic mail, instant messaging, Web browsing, and file transfers, or downloads are the property of Baker College.

The purpose of this policy is to outline the appropriate and acceptable use of computer equipment and data at Baker College.

This policy applies to all students at Baker College when using the College's computing or telephone networks or services.

General Use and Ownership

1. Student computer accounts are created at Baker College for all registered students; accounts are deleted when the student has not registered for class for two or more consecutive quarters.
2. While Baker College desires to provide a reasonable level of privacy, users should be aware that the data created or stored on any computer workstation or server remains the property of Baker College. Because of the need to protect the security of the Baker College network and computer system, the College cannot guarantee the confidentiality of information stored on any network device belonging to the College.
3. Computing resources shall be used in a manner consistent with the instructional and administrative objectives of the College. Students are expected to use computing resources in a responsible and efficient manner.
4. For security and network maintenance purposes, authorized individuals within Baker College may monitor equipment, systems, and network traffic at any time to ensure compliance with this policy.

Authorized Use

Students use services provided by Baker College whenever they use a College-owned computer, phone or data circuit, software, or network resource. When students use Baker College services they agree to the following conditions:

1. To respect the privacy of other uses; for example, students shall not intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users of the College, or represent others, unless explicitly authorized to do so users.
2. To respect the legal protection provided by copyright and licensing of programs or data; for example, students shall not make copies of a licensed computer program to avoid fees or to share with other users.
3. To respect the intended usage of an account; for example, students shall not use your College-provided e-mail account or network access to operate a business.
4. To respect the integrity of the network; for example, students shall not intentionally develop or use programs, transactions, data, or processes to harass other users or infiltrate the system or damage or alter the software or data components of a system.
5. To respect the financial structure of a telephone, computing, or networking system; for example, students shall not develop or use any unauthorized mechanisms to alter or avoid charges levied by the College or any of its providers.
6. To respect the rights of other users; for example, students shall comply with all College policies regarding sexual, racial, and other forms of harassment, and you shall not divulge sensitive personal data concerning faculty, staff, or students to which students have access.
7. To adhere to all other published policies and procedures at Baker College.

Other departments of Baker College may have additional terms or conditions of use that apply to specific services offered by the College, such as in Residence Halls, Libraries, or Learning Centers.

Unacceptable Use

The following activities are, in general, prohibited.

Under no circumstances is a student of Baker College authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing any Baker College-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

The following system and network activities are strictly prohibited:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Baker College

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Baker College or the end user does not have an active license is strictly prohibited

3. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.)

4. Using a Baker College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction

5. Making fraudulent offers of products, items, or services originating from any Baker College account

6. Effecting security breaches or disruptions of network communication. Port scanning or security scanning is expressly prohibited unless prior approval is received from the Computer Information Systems department

7. Executing any form of network monitoring which will intercept data not intended for the student

8. Circumventing user authentication or security of any host, network or account

9. Interfering with or denying service to any user, except as authorized by the Computer Information Systems deparment

The following e-mail and communication activities are strictly prohibited:

1. Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam)

2. Any form of harassment via e-mail, telephone or paging, whether through language, frequency, or size of messages

3. Unauthorized use, or forging, of e-mail header information

4. Solicitation of e-mail for any other e-mail address, other than that of the poster's account, with the intent to harass or to collect replies

5. Creating or forwarding "chain letters"

6. Use of unsolicited e-mail originating from within Baker College's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Baker College or connected via Baker College's network

Baker College is committed to reducing the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing on campus or residence hall networks. Students and employees need to be aware that such illegal distribution of copyrighted materials may subject them to criminal and civil penalties.

1. Baker College prohibits the use of all P2P applications such as BitTorrent and Limewire. In compliance with this policy these technologies are blocked and anyone attempting to circumvent the block is in violation of this policy. Users in violation of College policy are subject to disciplinary action in accordance with their position at the College.

2. If someone is using Baker College's computer network, including any classrooms or laboratories, offices, residence halls, or College-provided wireless connections, the College is the Internet Service Provider (ISP). The Digital Millennium Copyright Act of 2008 requires Baker College to block access to copyrighted materials in a timely fashion when notified that users on its network are sharing copyrighted files.

3. Complaints typically arrive directly from software, music, and motion picture associations, law firms, and copyright holders in the form of inquiries requesting the College to respond with the name of the user that was on the network at the time the computer was performing certain actions. Sometimes these complaints come in the form of "Early Settlement Letters."

4. Baker College network officials forward these inquiries or letters to the supervisor of the identified user, or -- in the case of occupants of residence halls -- to the residence hall directors. Baker College will not release the name of the student or employee to the alleged copyright holder unless served with a proper subpoena, court order, or other legal process.

5. By forwarding these inquiries or letters to the supervisor or the hall director Baker College has made no determination as to whether the student or employee has engaged in copyright infringement, or that the user should enter into an early settlement with the copyright holder. Baker College believes that users should seek legal counsel before responding to these letters.

6. When the user has removed the offending P2P software the user's network access is automatically restored.

7. For more information please see **http://www.riaa.com/ispnoticefaq.php**.

Incident Response

1. Violations of any of the above statements of policy may be indications of criminal offenses. Baker College students are required to report any instances where the violation of policies is occurring or has the potential to occur. The appropriate CIS Director is then charged with investigating the alleged violation. In order to prevent further possible unauthorized activity, CIS may suspend the authorization of computing services or telephone access to the individual or account in question. In accordance with established College practices, policies, and procedures, confirmation of unauthorized use of Baker College computer resources may result in disciplinary action.

2. Baker College CIS employees have a responsibility to provide service in the most efficient manner while considering the needs of the total user community. At certain times, the process of carrying out these responsibilities may require special actions or intervention by the staff. At all other times, CIS staff shall have no special rights above and beyond those of other users. CIS shall make every effort to ensure that persons in positions of trust do not misuse computing resources or data or take advantage of their positions to access information not required in the performance of their duties.

3. Baker College CIS employees prefer not to act as a disciplinary agency or to police activities. However, in cases of unauthorized, inappropriate, or irresponsible behavior, CIS does reserve the right to take remedial action, commencing with an investigation of the possible abuse. In this connection, CIS, with all due regard for the rights of privacy, shall have the authority to examine files, passwords, activity logs, accounting information, printouts, tapes, or other material that may aid the investigation. Examination of your files or activity logs must be authorized by at least three members of the Baker College System Executive Committee.

Enforcement

Any student found to have violated this policy may be subject to disciplinary action, up to and including expulsion.

CAMPUS SAFETY • • •

It is the mission of the Campus Safety Department to preserve, protect, and defend people and property, while respecting the rights of all persons on the Baker College campuses.

At every Baker College campus, it is both policy and practice to attempt to maintain a safe and secure environment for students, employees, and guests. Campus officials maintain a close working relationship with local law enforcement agencies. The College encourages and enforces adherence to all College, local, state, and federal laws and rules of conduct. This includes the prohibition of drugs, alcohol, and other controlled substances; firearms and other weapons; personal displays of violence; threatening behavior, vandalism, or being under the influence of drugs or alcohol.

Baker College institutionally supports and complies with all of the policies and regulations mandated in the 1990, Crime Awareness and Campus Security Act. In 1998, this Act was renamed as the "Jeanne Clery Act," and it requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires the submission of the crime data to the United States Department of Education.

The Campus Safety Department prepares an Annual Security Report which is available at **www.baker.edu/safety**. This report includes:

1. campus safety policies and procedures, including the procedures for reporting crimes and other emergencies on campus,
2. campus safety authority and jurisdiction,
3. security and facilities access,
4. security awareness programs,
5. sexual assault reporting procedures and preventative programs,
6. the Baker College alcohol and drug policy,
7. crime statistics including murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, and auto theft, and
8. arrests and disciplinary action statistics for alcohol, drug and/or weapons violations,
9. Fire Safety Standards and Measures (residence hall campuses only).

In addition to being available online, a paper copy of this report can be obtained through the Campus Safety Office at all Baker College campuses.

Use of alcohol or drugs presents numerous health, behavioral, and social problems. These include acute health problems related to intoxication or overdose; physical and psychological dependence; long-term health problems;contracting diseases; pregnancy problems; psychological problems; diminished behavior; risk taking; violent behavior; accidents; negative side effects on academic or work performance; and conduct problems. Assistance for students and employees with drug or alcohol-related problems is available through the Baker College Advising Department. Referrals will be kept confidential.

Baker College does not consider the use of alcoholic beverages or drugs as necessary or conducive to the process of higher education. Baker College students are expected to abide by federal and state laws and the laws of the respective cities in which its campuses are located. Use of alcohol on any Baker College owned or leased property or during a College sponsored activity is strictly prohibited. Violations will result in immediate disciplinary action up to and including expulsion.

The legal drinking age in Michigan is 21. Some alcohol-related offenses under Michigan law are drunk driving; permitting a person under the influence to drive; minor possessing or transporting alcohol in a motor vehicle; impaired driving; purchase/possession/consumption by a minor; and open intoxicants in a vehicle. Michigan law imposes fines, incarceration, and in some cases vehicle impoundment for violations.

Children on Campus

Children may come into the building rather than be left unattended in a vehicle, while a parent/guardian conducts college business, drops off an assignment, etc. Children may not accompany students who are on campus to study, conduct library research, or participate in other class-related activities. Children may not be left unattended anywhere on campus especially in the Student Center or Library. Children are not allowed to use College resources including computers and printers.

Emergency Procedures

In case of fire, an alarm will sound and students will be required to vacate the building promptly, proceeding to predetermined location (see evacuation information in each room) at least 100 feet from the building. Emergency evacuation information and routes for leaving the building are posted in each classroom. During a fire evacuation, students are reminded that elevators will not work. Students must use the stairs. Window exits should not be used unless a doorway path is inaccessible. Doors and windows should be closed when leaving the room.

In case of other emergencies, students will be given instructions that are appropriate to the situation. Students will be required to follow the instructions given during these emergency situations.

Parking

Baker College provides a student parking area. Students parking in the College lot must display a parking permit which is issued free of charge in the Campus Safety Office. Students without the appropriate parking permit may have their vehicles towed. Students parking in designated employee parking spaces, visitor parking spaces, traffic lanes, handicapped spaces, or other designated no-parking areas will be subject to a fine and/or be towed away at the owner's expense.

Every campus supplies an ample number of free, paved, lighted parking spaces. Some of these spaces are designated for particular groups of people (handicapped drivers, campus visitors, College employees) and are clearly marked as restricted areas. Vehicles with a student parking permit are prohibited from parking in these restricted spaces.

The parking lot is open whenever the College is open for business or classes. Students who leave their cars in the College parking lot after 10:00 pm must report this to the Campus Safety Office.

Students who park illegally in restricted areas will receive a parking ticket and be expected to pay a fine. Failure to pay the fine by the ninth week of the quarter may result in the student not being allowed to take final exams.

The student to whom the parking permit is issued will be held responsible for any parking violations, even if someone else was driving the illegally parked vehicle. Baker College reserves the right to revoke parking privileges and/or to tow and impound the vehicles of flagrant or repeat offenders. Students are expected to obey posted campus speed limits.

Handicapped parking is available on a first come, first served basis. All students possessing a state issued handicapped permit must also obtain a Baker College parking permit.

Several Baker campuses are served by local bus lines. Check with the Academic/Administrative Office on your campus for route maps and schedules. Students are encouraged to form car pool groups to save on transportation costs and to relieve parking space.

Directories

Baker College Trustees and Regents
Baker College Officers by Campus
Baker College System Administrators
Baker College Administrators by Campus
Baker College Advisory Board Members by Campus
Baker College Faculty

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Baker College Trustees and Regents

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Purposes and Goals

It is the belief of Baker College that quality education is the result of a cooperative effort shared between the College and the business community toward the development and implementation of relevant curricula. With this purpose in mind, the following goals have been established for members of the Advisory Boards of Baker College:

1. To provide responsible advisement and to make recommendations to the staff of Baker College regarding the development and operation of instructional programs.
2. To provide Baker College instructors with timely, professional information on the new methods, techniques, and procedures used in specific fields of business and technology.
3. To help Baker College determine community needs and objectives in the areas of curriculum and placement.
4. To provide the essential communication link between Baker College and the business community.
5. To advise on curriculum content, facilities, and equipment.
6. To provide assistance to the College in the areas of externship, co-op, and placement; as guest speakers for selected courses; as field trip sites; and on public relations activities.
7. To evaluate the College's progress made toward program outcomes.
8. To provide feedback concerning program assessment methods/tools and assessment findings.

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Hulya Cakan, Architect
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Blair Township EMS
Jon Deming
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Tracie Haugen, EMT-P
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Denton Township EMS
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Houghton Lake EMS
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YEO and YEO
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Fromholz, Pauwe and Baker
Jeffrey Sabolish
Lewis Knopf
Paul Valacak, CPA
Plante Moran

Architectural/Construction Technology
John Asselin, AIA
Asselin Associates Architects
Ronald Campbell, AIA
THA Architects and Engineers
Thomas Cummings
Tremco Inc.
Jeffrey Curtiss
Student Representative
John Gazall, AIA
Gazall Lewis & Associates Architects, Inc.
Randy Hicky
Premarc Corporation
Mark Krueger
Erickson and Lindstrom Construction
Nick Mendenhall
MWA Commercial Roofing Solutions
Jeff Peltier
Spicer Group
Park Smith
Park Smith Architect
James White
Student Representative
Jeffrey Williams
JB Williams & Associates

Autobody Technician
Dave Adams
Applegate Chevrolet
Tom Beebe
PF3 Paint Supply, Inc.
Shane Dunigan
Auto Pride Collision
Michael Herriman
Vern's Collision
Jim Johnson
Burns & Sons Collision
Bill Lentner
Cardinal Equipment and Service
Rob Maize
Dort Auto Repair

Jim McFall
McFalls' Collision
Ken Mikols
Spray Booth Products, Inc.
Daniel Miller
Maaco Collision Repair and Auto Painting
Terry Shreve
Al Serra Auto Plaza
Brian Sugar
Al Serra Auto Plaza
Kevin Weidenhammer
Applegate Chevrolet

Automotive Services Technology
Bill Axford
3D CTE Member
Don Bolis
Don's Quality Service
Randy Cronk
3D CTE Member
Gary Drago
Drago Automotive Center
Harold Furlong
Genesee Valley Auto Mall
Mark Gray
3D CTE Member
Don Korn
3D CTE Member
Kyle Krawczyk
Honda of Grand Blanc
Michael Michalik
3D CTE Member
Mike Militello
AC Delco Training
Ken Price
Genesee Valley Auto Mall
Allen Shampine
Patsy-Lou Williamson Chevrolet
Jim Vaughn
Glenn's Carquest Auto Parts

Business Administration
Stan Blood
Genesee Regional Chamber of Commerce
Michael Burke
JP Morgan Chase
Chris Cooper
Fernco, Inc.
James Evans
Bruce Pollock and Associates
R.J. Kelly III
Raymond James and Associates
Richard Laing
Oppenheimer & Co.
Teri Irland Munley
Bank of America
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Jeff Snider
Snider Financial

Computer Aided Design (CAD)
Jason Blust
BAE Systems Land and Armaments
Paul Briggs
Continental Powertrain Division
Robert Cadwell
Adjunct Instructor
Dean Clark
General Motors
Matt Cummins
ThyssenKrupp AG
Brion Dickens
Woodland Wind, LLC
James Dougherty
Durr USA, Baker College Alumnus
April Flowers
Student Representative
Mike Michniewicz
ACS Group
Robert Smith
Soroc Products
Mike Spray
Laser Abilities
Joel Szukhent
PorterCORP
Nick Trepkowski
Victory Land Group
Carrie Warning
GASC Technology Center
Matt Weber
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Computer Science and Information Systems
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Computer Programmer
Beverly Knox-Pipes
GISD
Mark Lozen
Structured Technologies
Scot Putney
EMU
Steven Torry
Baker College Graduate
Laura Ubelhor
Consultech Services, Inc.
James Van Landeghem
Student Representative
Steven Vincent
State of Michigan
Matt Wheatley
Student Representative

Criminal Justice
Shawn Duncanson
Burton Police Department
Tasha Newll
Michigan Department of Corrections
John Waldo
Resource Genesee

Digital Media
Karl Olmstead
Olmstead Associates, Inc.
Christopher Orlowski
Olmstead Associates, Inc.
Richard Tesner
Independent Graphic Designer
Andrew Ward
Olmstead Associates, Inc.
Michael Watkins
New Media Graphics

Early Childhood Education
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My First School
Karen Eaton
4-Cs Unlimited
Cindee Short
My First School
Roberta Cox
UAW-GM Child Development Center
Kristi Myatt
The Learning Community
Elaine Rausch
Department of Human Services
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Electronic Technology
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Jabil Circuit, Inc.
Scott Giancarli
Computer and Engineering Services
Albert Hardy
McLaren Regional Medical Center
Bill Holloway
Magna Electronics
Todd Hopak
CBI, Inc.
Greg Ladd
Trialon Corporation
Brian Miller
McLaren Regional Medical Center
Katie Miller
Aerotek
Nickola Pyre
H-Care
Jeff Semple
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Paul Staley
McLaren Regional Medical Center
Courtney Winston
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Nexteer Automotive
Paul Briggs
Continental, Baker College Alumnus
April Calderwood
Delphi World Headquarters

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Kristena Cook
General Motors, Baker College Alumnus
James Dougherty
Durr USA, Baker College Alumnus
Ronald Harris, PE
MOeV International, LLC
Edward Jakubik
Student Respresentative
Wayne Morey
Burkland, Inc.
Craig Norman
Student Representative
Fred Peivandi, PE
GCRC
Dr. Herman Tang
Chrysler

Health Information Technology

Belle Bell, RHIT
Hurley Medical Center
Jan Crocker, RHIA, MSA
Crowe Chizek Consulting
Karen Gregg, RHIA
Health Source
Kim Hom, RHIT
PHNS (McLaren)
Carol Jennings, RHIA
Beaumont Hospital
Connie Klein, RHIT
Synergy Medical Education Alliance
Sheri Patton, RHIA
BCBS of Michigan
Diane Weaver, RHIA
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Human Service and Criminal Justice

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Michigan Department of Corrections
Chris Flores
Insight Recovery Services
Fred Folts
Michigan Department of Corrections
Jim Hudgens
New Paths, Inc.
Thomas Hudson
Burton Police Department - Retired
Mike Hunt
Catholic Charities
Rene McMann
Goodwill Industries
John Mishler
United States Pre-Trial Services - Retired
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Peggy Patton
Michigan Department of Corrections
Doug Powell
Shiawassee County Sheriff's Office
Jay Snodgrass
Genesee County Prosecuter's Office
Daryl Vanella
Clio Area Senior Center
Lindsey Younger
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Interior Design

Carolyn Bennis
Kelly-Younger Interiors
Mike Foran
Michael Foran Interiors
Bill McKay
Starline Kitchen & Bath
Louis Rau
Oscar Rau Furniture Center
Sheryl Watts
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Linda Evans
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Lena Fusion
Jonné McCoy, MPA
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Baker College
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Dr. Madav
Joanne Pratt
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Tina Strassburg
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Spectrum Billing
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Genesys Hospice
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Genesys Regional Medical Center
Robin Devine
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Camille Gepfrey
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Jeanette Goldstein, RN
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Tom Mee
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Don-Karen Middleton
Grand Blanc Rehabiliation Nursing Center
Deb Neveau
McLaren Regional Medical Center

Karen Ogden
Genesys Hospice
Joanne Rinke
Avalon Hospice
Pat Roberts
Hurley Medical Center
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Brian's House
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Avalon Hospice

Orthotic/Prosthetic Technology

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Wright & Filippis Inc.
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Michael Sutherland
Wright and Filippis
Mark Taylor, CPO
University of Michigan
Alisha Thompson
Student Representative
Scott Walters, RTP
Wright and Filippis
David Williams, CO
Genesys Hospital
Kenneth Woodard, CO
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Deborah Dixson
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Gail Manning
Baker College
Dorothy Mooney
Baker College Graduate
Christy Moore
Crestmont Healthcare Center
Karrie Painter
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Phyllis Sano
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Amy Skaggs
Baker College
Stephanie Sova
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Baker College
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Meijer Pharmacy

Robyn Parker
Knight Pharmacy
Judy Stowell
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Hurley Eastside
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Deckerville Community Hospital
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Vetern Affairs Hospital
Suzanne Spicer, PTA
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Polysomnographic Technology

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Linda Blondin, RRT, RSPGT
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UMARC
Kelley Dubuc
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Brian Horan
Gerald Hitchcock
Student Representative
Nate Jickling
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Chante Keith
Baker College Alumnus
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Pamela Minkley, RRT, RPSGT
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George Zureikat, MD
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Genesys Regional Medical Center
Carla Musielak
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Hurley Medical Center
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Candace Young
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Ben Partridge
Public Member
Candita Partridge, CST
Lynn Raynor, RN
Sparrow Hospital
Dan Riza, CST
Genesys Regional Medical Center

Teacher Preparation

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Genesee Intermediate School District
Kristen Asiala
Genesee Skills Center
Kathleen Conover
Lake Fenton Community Schools
Jan Dean
Genesee Area Skills Center
Corinne Edwards
Flint Community Schools
Lisa Hagel
Mt. Morris Community Schools
Fay Latture
Clio Area Schools
Annette Miller
Kearsley Community Schools
Nancy Trotogot
Flushing Community Schools
Steve Tunnicliff
Carmen Ainsworth Community Schools
Barbara Watkins
Grand Blanc Community Schools

Therapeutic Massage

Dixie Ault
Lori Gillespie
Stephanie Jones, CMT, HTP
Sharon Kenney
David Maggart
Kristen Paladuk
Andrew Pobocik
Troy Prince, PhD
ABC back and Neck Care
Anna Stewart
Shawna Walker
ABC back and Neck Care

Transportation Management

Greg Causley
Causley Trucking Inc.
Don Fischer
UPS
John Flanagan
Stevens Group, Inc.
Walter Heinritzi
Michigan Trucking Association
Ed Humphrey
Humphrey Enterprises
Michael Irwin
Michigan Center for Truck Safety
Kurt Koster
National Truck Brokers
Korrin Krief
REI
James McKay
Fleet Compliance Group East
Glen Merkel
Davis Cartage Company
Dan Suggate
Dan Suggate & Son Trucking Inc.
Jeanne Suggate
Dan Suggate & Son Trucking Inc.

Veterinary Technology

Jill Bellinger
Cross Veterinary Clinic

Delmar Childs, DVM
Childs Veterinary Clinic
Shawn Haubenstricker, LVT
Pierson Veterinary Hospital
Jill Klumpp, DVM
GASC Technology Center
Susan Kraus, LVT
Cross Veterinary Clinic
Megan Olmstead, LVT
Animal Emergency Clinic
Jeff Pinkston, DVM
Companion Animal Hospital
Megon Smith, LVT
Animal Medical Center
Sandy Smith, DVM
Animal Health Clinic
Sue Walton, DVM
Animal Medical Clinic of Flint
Wendy Wiecorek, LVT
Foley Veterinary Hospital
Kelly Wilson, DVM
Leader Dogs for The Blind
Kerry Zubke, DVM
Frontier Veterinary Clinic

Jackson

Accounting

John Crist
CP Federal Credit Union
Scott Fleming
The Enterprise Group
Richard Haller
Consumer's Energy
Joyce Keicher
National City Bank
Daniel Machnik
Willis and Machnik Investment Services

Business

Chris Barlow
Adecco Employment Agency
Edwina Divins
Domino's Pizza
Tara Dombroske
Junior Achievement
Steven Hogwood
McDonalds
Kim DeForest
Eaton Corporation
Teri Ogg
Manpower
Michael O'Rourke
Worthington Specialty Processing
John Ropp
Marketing Consultant
Mrs. Gwen Tabb
Fran Vian
Wayne Total Living Center

Computer Information Systems and Technology

Christopher Ames
Student Representative
Randy Arnett
Dapco Industries
Paul Carlson
Student Representative
Steve Edstrom
Retired Baker College CIS/Technology Chair
Gary Frinkle
Baker College
Carlos Garcia
LISD Technical Center
Terence Hawkins
Consumers Energy
John Kinnunen
Archiopolis Architects
Mark Lautern
Allegiance Hospital
James Lewis
Cyber Defense Research Initiative
Thomas McGraw
Allied Chucker and Engineering
Amy Merritt
Student Representative
Terry Parker
Consumers Energy
Steve Rakowski
Linn Products

Bill Rayl
Jackson Area Manufacturers Association
Ed Redies
Jackson County Intermediate School District
Bryan Rishel
Student Representative
Rob Rodriguez
Livonia Tool and Laser
Greg Wade
Jackson ISD

Criminal Justice

Cindy Agge
JCISED
Mike Cooper
Department of Corrections
Tim Eklin
Baker College System Coordinator
Landon Gorzen
Student Representative
Tim Griffin
Baker College
Dan Hawkins
Assistant Deputy Warden
Nancy Hill
Baker College
Jon Johnson
Blackman Township Public Safety
Diane Judge
Probation Supervisor
Kevin Lindsey
Department of Corrections
John McBain
Jackson County Circuit Judge
Russell Ratkiewicz
Spring Arbor Township Police Department
Renea Ronders
Student Representative
Jan Schurbring
Cassidy Lake Correctional Facility

Early Childhood Education

Jean Allison
Baker College
Sherri Butters
Great Start Collaborative
Liz Colegrove
Jackson Child Care
Mary Cunningham DeLuca
Jackson/Hillsdale Head Start
Nancy Hill
Baker College
Jeremy Reuter
ECIC
Crystal Shaw
Jackson Area Career Center
Kathleen Sinnamon
Early Childhood, State of Michigan
Jim Sinnamon
Head Start, State of Michigan
Erica Williard
TEACH
Nancy Willyard
Baker College
Jennifer Yinger
Student Representative

Human Service

Rebecca Filip
Aware Shelter
Mike Frytag
Solutions 2 Wellbeing
Greg Gallagher
Recovery Technology
Tamara Hall
Baker College
Nancy Hill
Baker College Dean
Patricia Kempker
Family Services and Children's Aid
Robert Powell
Florence Crittenden Services
Todd Nunn
Student Representative
Chuck Rose
DHS
Bradley Schweda
Schweda Consulting Services

Management/Marketing/ Small Business Management/ Human Resources

Wendy Adams
Sam's Club Marketing Representative
Eric Beda
Consumers Energy Analyst
Susan Boyers
SHRMA
Mindy Bradish-Orta
President of Jackson Chamber of Commerce
Robert Clewis
Student Representative
David Clow
Southern Michigan Bank and Trust
Kenneth Hack
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Shantelle Hawkins
State of Michigan
Bart Hawley
JTV President
Steven Hogwood
McDonalds
Suzanne Jones
Consumers Energy HR
Kirk Kashian
Small Business Owner/Attorney
Kathryn Ring
Eye Services/Small Business Co-Owner
Jane Robinson
Small Business Owner
John Ropp
Marketing Consultant
Barbara Rosene
Coldwater Downtown Development Authority
Jillyn Smith
Small Buiness Owner/Attorney
Wayne Sowers
Student Representative/Small Business Owner
Kenneth Zaggy
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Medical Assistant

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Orthopedic Sports Medicine
Harriette DeVall, CMA (AAMA)
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Keefer Medical Practice

Opticianry

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William Dufort
Henry Ford OtimEye
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James Meredith
Great Lakes Coating Laboratory
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Susan Partridge
Student Representative
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Eric Rollins
Rollins Consulting

Dr. James Serino
Dr. Shefferly
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Pro Assurance Professional Liability Group
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Angela Machnik
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Law Office of Robert Matyjaszek, PLLC
Hon. John McBain
Chief Circuit Judge of Jackson County
Cindy Sherwood
Student Representative

Radiation Therapy
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GLCC - McLaren
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Seton Cancer Center
Jami Dodge
Hickman Cancer Center
Shawn Galecka
Sparrow Hospital
Brent Gilmore
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Saginaw Radiation Oncology Center
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Parkview Cancer Center
Nicholle Mehr
Botsford Cancer Center
Jacob Pangle
Josephine Ford Cancer Center – Downriver, Baker College Alumnus
Kirk Parent
Northern Michigan Regional Hospital
Theresa Pruder
Sparrow
Linda Puste
Hickman Cancer Center
Ken Roberts
Ingham Medical Center
Jean Roose
Hickman Cancer Center – Flower Hospital
Jill Skocelas
Metro Cancer Manager, Baker College Alumnus
Claire Smith
GLCC - McLaren
Caroline Stevens
Baker College Faculty and Alumnus
Anita Stolaruk
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Mid-Michigan Cancer Center
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University of Michigan Cancer Center
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Botsford Cancer Center
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Jackson Public Schools
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Nancy Hill
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Margo Klaasen
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Muskegon

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Quality Dining
Cora Russ
Port City Group
Amy Sleman
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Carrie Hagen
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Knoll, Inc.
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HiLite
John Loss
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Zackary Miller
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City of Norton Shores
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Doug Dolislager
Novartis
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Creighton Goins
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Manpower Professional
Dennis LeBoeuf
Cannon Muskegon
Randy Lindquist
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Jim Matthis
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Muskegon County
Dan Raymond
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Herb Strandberg
Dana Corporation
Jim Tallent
Trinity Health

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Sysco Foods
Daniel Beals
Muskegon Country Club
Dave Biesiada
The Sardine Room
Tom Chaput
Great Lakes Gourmet

Marty Crowe
GMD
Charlie Forrester
Pints and Quarts
Charles Golezynski
The Catering Co.
Darin Jemison
JW Marriott
Eric Lieblang
Muskegon County Health Department
Steve Mayberry
Mayberry BBQ
Lee Miracle
Great Harvest Bread
Elissa Penczar
Muskegon Area Career Technical
Shane Philipsen
The B.O.B.
Butch Rowhorst
Cuisine Art
Andrew Sprite
The Kirby House
Keaton Stearns, CEC
The Piper

Early Childhood Education

Diane Aamodt
Muskegon Head Start
Brian Barber
White Lake Community Education
Betsy Bradley
Newaygo County Career Tech. Center
Jane Clingman-Scott
Great Start
Ruth Dixon
Careerline Tech. Center
Sue Fuller
Orchard View Early Childhood Center
Valerie McHugh
Shelby Early Childhood Center
Celeste Parker
Muskegon Heights Public Schools
Mary Pirrone
Child Develoment Services
Kristi Sargent
Glendale Early Childhood Academy
Linda Sower
Muskegon Head Start
Janet Thom
Oakridge Head Start
Melba White
MAISD Head Start
Carol Whyte
Telamon Corporation

Electronic Technology

Gary Anderson
Mt. Pleasant Area Technical
Sandra Anderson
CMS Energy
Gordy Balcom
EPS
Bob Beerens
Bekins Audio-Video
Lee Black
NCRESA
Brian Blanchard
Muskegon Area Career Tech Center
Neil Buehler
Amway
Stacy Chatfield
Michigan Office Solutions
Kevin Douglas
Amway
Paul Hayward
Integrated Concepts
Greg Hoffman
The Mariner Center, Inc
Tom Jekel
Careerline Tech Center
Fritz Korthase
Windemuller
Tim Korthase
Korthase & Sons
Art Kozal
NCRESA
Rick Ossenfort
Gentex Corp.

Elizabeth Rolinski
Johnson Controls
Jim Rottman
DTE Energy

Emergency Services Management

James Bartholomew
ProMed Team
Mary Boyer, MD
Mercy Health Partners
Bonnie Gustaveson
Mercy Health Partners
Consuelo Maxim
Muskegon County Medical Control Authority
Tom Schmiedeknecht
ProMed Team
Marlene Tejchma
ProMed Team

Digital Media Design and Web Design

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Qonverge
Andrew Bouc
Portalflux Media
Doug Clink
Newaygo Career Tech. Center
Alexis Crandell-Blackmer
Shape Corporation
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Next IT
Mitch Dennison
Masana, LLC
Don Kalisz
Relevant
Eric Koopmans
Grand Haven Tribune
Kevin Kyser
Gospel Communication
Lance Parman
Gazellion & One
Jason Piasecki
Qonverge
Brent Mullen
Next IT
Don Rogers
Grand Haven Tribune
Sally Salkowski
Careerline Tech. Center
Mike Vogas
Benchmark Productions
Natalie Walther
Central Services

Human Service

Richard Carlson
Goodwill Industries of Western Michigan, Inc.
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Child Abuse Council of Muskegon County
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Goodwill Industries of West Michigan, Inc.
Edgar B. Hill
Kalamazoo Probation Enhancement Program
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Department of Human Service
Paula Kelson
Community Mental Health Services
Tim Lipan
American Red Cross
Dave Parnin
Community Mental Health Services
Greg Scott
Pioneer Resources
Carla Skoglund
Muskegon Rescue Mission
Lisa Tyler
United Way of Muskegon
Thomas Zmolek
MOKA Corporation

Interior Design

Susan Bloss
Lifestyle Interiors
Vanessa Dekoekkoek
20/20 Technologies Commercial Corp.
Wendy Fraser
IDO Center

Travis Griffith
Lakeshore Office Interiors
Stacie Hegg
Hess's Gallery
Mary Kaye
Detail and Design by Mary Kaye
Julie Korhonen
Kendall Lighting Center
David Layman
Hooker/DeJong Architects Engineers
Serrie Sikora
Kitchen Design Studio
Kathy Tyler
Total Design

Interpreter Training

Debbie Buckley
Deaf Hard of Hearing Service
Sandy Dodd
Muskegon Public Schools
Kathy Fortino
Muskegon Area ISD
Rose Gelushia
Community Interpreter
Nancy Gingery-Merchant
Deaf and Hard of Hearing Services
Robyn Ingold
Portage Public Schools
Betsy Jackson
Community Interpreter
Diane Jansen
Deaf Community Member
Marty Jensen
Deaf Community Member
Penelope A. Miller-Smith
Mona Shores Public Schools
Katie Prins
Deaf and Hard of Hearing Services
Leia Sparks
Sorenson Call Center
Amy Van Oordt
Mona Shores Public Schools
Andrea Wiersma
Holland Public Schools

Medical Assistant

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West Michigan Internal Medicine, PC
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West Michigan Internal Medicine
Kathy Reid, GNP
Raymond Rabideau DO
Lori Remmler, CMA
Raymond Rabideau DO
Betsy Tien
Cancer & Hematology Centers of West Michigan
Kathy Tyler
Muskegon County
Cindy Weberg
Muskegon Surgical Associates

Nursing

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Asa Carr
Student Representative
Diane Enders
Mercy Health Partners
Julie Erickson
Mercy Health Partners
Tara Fleser
Baker College Alumnus
Laurel Greene
Mercy Health Partners
Pamela Hammond
Mercy Health Partners
Robin Harper
Holland Hospital
Heather Hartman
Sanctuary at McAuley
Amy Kelly
Registered Nurse
Dawn Klem
MHP
Jennifer Krapohl
Baker College Alumnus

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Heartland Knollview
Jan Peterson
Mercy Health Partners
Dawn Platt
Student Representative
Barbara Scott
Mercy Health Partners
Kathy Smith
Visiting Nurses &Hospice
Holly Sprick
Mercy VNS and Hospice of Muskegon
Paul TerBeek II
Heartland Hospital
Paul VanDerBeek III
Heartland Holland

Occupational Therapy Assistant

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Muskegon Area Career Tech Center
Alic Bergklint, COTA
Select Speciality Hospital of West Michigan
Julie Brott, COTA
Hillcrest Nursing and Rehabilitation Center
Terri Cooper, OTR
Private Practice
Shannon Goggins, COTA
Mary Free Bed
Brion Kelly, COTA
Mercy Health Partners
Diane Klein, COTA
Holland Home Homecare
Robin Pegg, COTA
Mona Shores Public Schools
Jennifer Schaner, COTA
Lakeside Comprehensive Rehabilitation Center

Office Administration

Lynnette Bloomberg
Noble Company
Penni Dewitt
Ottawa County Probate Court
Susan Gerst
Fleet Engineers, Inc.
Dave Johnson
ESCO
Barb Morrison
MAHLE Engine Components
Mary Seeger
West Michigan Shoreline Regional Development Commission

Pharmacy Technician

Scott Butler
Mercy Health Partners
Michelle Carey
MHP Healthcare Equipment
Randy Dahlquist, RPh
Benson Drugs
Kim DeBruin, CPhT
Hackley Professional Pharmacy
Elyse Ihlenfeldt
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MHP Healthcare Equipment
Lisa Snyder
Mercy Health Partners
Jill Young
Walmart Pharmacy

Physical Therapy Assistant

Kevin Arnold
Rehabilitation Professionals
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West Central Rehabilitation
Kim Gesiakowski, PTA
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Robin Isaacs
Shoreline Sport and Spine Physical Therapy
Terri Jeurink, PTA, COTA, PT
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Kristine Mestrom, PT, CCCE
Hackley Sports Medicine
Lisa Rose
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Quality Improvement/ Industrial Systems Engineering

Sharon Bryant
Gentex
John Bowyer
Dana Corporation
Debra David
Kaydon Corporation
Dale Everett
Herman Miller
Pete Kantola
Gentex
Mike Koch
Alcoa Automotive Castings
Steve Landenberger
Nelson Steel Products
Jon Morey
Gentex
Chris Pauwels
Bekaert Corporation
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Herman Miller
Cindy Seaver
Spectrum Health Systems
Melissa Sherman
Consumers Energy
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Radiography

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Mercy Health Partners
Diane Niederstadt, RT (R)
Gerber Memorial Health Services
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Mercy Health Partners
Marty Poulin
Mercy Health Partners
Thomas Sieffert
Consultant
Roger Spoelman
CEO, Mercy Health Partners

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Holland Hospital
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Orthopaedic Specialists of Muskegon
Marlene Holstine
Zeeland Hospital
Tracy Humphreys
Metropolitan Hospital
Melissa Jacobs
North Ottawa Hospital
Cris Janservangalen
Metropolitan Hospital
Darlene Kildae-Paul
Borgess Hospital
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St. Mary's Hospital
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Mercy Health Partners
Lindsey Vandermolen
Student Representative

Kim Vossekuil
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Teacher Preparation

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Muskegon Area ISD
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Ottawa Area ISD
Keith Kanarsha
Grand Valley Area Public Schools
Jeanette Magsig
Ravenna Public Schools
Larry Mason
Spring Lake Public Schools, Retired
Carol Minnaar
Holland Public Schools
Claudia Phipps
Grand Haven High School
Pam Snow
Orchard View Public Schools
Pam Turner
Reeths-Puffer Schools
Linda Welsh
Whitehall District Schools

Veterinary Technology

Jack Brummel, DVM
Zeeland Veterinary Hospital
Barb Bytwerk, DVM
Haven Animal Hospital
Steve Comer, DVM
Animal Emergency Hospital
Chriss Halleck, LVT
Animal Emergency Hospital
Jim Havenga, DVM
The Animal Clinic
Ward Heaton, DVM
White Lake Animal Hospital
Dara Heidema, LVT
East Holland Veterinary Clinic
Fred Heidema, DVM
East Holland Veterinary Clinic
Eric Heitman, DVM
Ottawa Animal Hospital
Jennifer Johnson, LVT
Allendale Animal Hospital
James Kelly, DVM
Kelly's Animal Clinic
Casey Nash, DVM
Grand Haven Animal Clinic
Deron Nelson, DVM
West Michigan Veterinary Service
Arnold Pals, DVM
Clarke Animal Hospital
Bill Pals, DVM
Clarke Animal Hospital
Richard Russell, DVM
Fremont Animal Hospital
Tammy Sadik, DVM
Kentwood Cat Clinic
Stacey Skilling, LVT
West Michigan Veterinary Services
Wendy Swift, DVM
Humane Society of Kent County
Alan Zamarron, DVM
Holton Road Veterinary Clinic

Online

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WebsiteASP, Inc.
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Tom Cornacchia
Accrediting Commission of Career Schools and Colleges of Technology
Donald Dougherty
Dewpoint, Inc.
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Owosso

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Indian Trails, Inc.
James Demis, CPA
Demis and Wenzlick
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Vogl & Grimes
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Janet Sprague
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Getzen & Connell

Architectural/Construction Technology

John Archer
City of Owosso
Brian Swatman
Sascon, Inc.
Mark VanRaemdonck
Landmark Surveying
Bruce Westerlund
Medalpad Construction
Murray Young
Morgan Construction Company

Automotive Services Technology

Aron Alexander
Young Olds Cadillac
Tom Carpenter
Young Olds Cadillac
Dave Chase
Mel Ervin Ford
Rich Davis
Signature
Keith Dotson
Slingerland
Jeff Ervin
Mel Ervin Ford
Steve Gill
J&S Tire
David Heacock
Bosch
Tom Janissee
Durand Mobil Service
Jerry Kranz
Lansing Mitsubishi
Brooks Lesert
Hunter Engineering
Kelli Mandeville
GM Hybrid
Greg Morgan
Advanced Auto Parts
Mark Murphy
Snap-On Industrial
Gerald Nelson
J&S Tire
John Quigley
Integrity Auto & Truck Inc.
Glen Reich
Car Quest
Doug Schnell
Graff Chevrolet
James Slingerland, Jr.
Aurand/Slingerland
Mike Smith
Mike's Repair
Mike Vuckovich
Maxi
Chris Wendling
NAPA Auto
Elwood Wilkins
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Young Olds Cadillac
Adrian Zoellner
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Ingham and McLaren Regional Medical Center
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Diesel Technology

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MATCO Tools
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Precision Motor Transport, Inc.
Monica Bateman
Cummins Bridgeway, LLC
Chris Boyd
Bavarian Motor Transport
Hank Caulder
Transportation Department of Kalamazoo
Rob Cleary
Weilard Trucks
Charlie Creech
The Rapid

Laure Dumond
Davis Cartage Company
Bob Erickson
Indian Trails
Tony Grubb
SRESD/SATA
George Gunn
Midwest Bus
Jim Hills
Vesco Oil Corporation
Brian Klostermar
C & S Motors, Inc.
Jeffrey Lefebvre
MI CAT
Brooks Lesert
Hunter Engineering
Rich Major
MI CAT
Joseph Mayhew
Dean Fleet Services
Lynn McLean
McLean Consulting and Associates, Inc
Glen Merkel
Davis Cartage
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Davis Cartage, Company
Daniel Morrill
Midwest Bus Rebuilders
Mike Phillips
Mike's Service
Alan Quackenbush
AIS
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Ovid Elsie High School
Glen Reich
CarQuest Auto Parts
Bob Reichert
Midwest Bus Corporation
Reiner Schluckebier
Fraza Forklifts
Jim Smith
Shiawassee Road Commission
Travis Smith
Smith Sand and Gravel
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Early Childhood Education
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Perry MSRP
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CACS Head Start
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The Arc-Shiawassee
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Cindy Bromley
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Kid's Ink
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Digital Media Design
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Terry Kemp
Willoughby Press
Brad Konechne
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FJ Grafik
Tim Schultz
Sarah's Attic
Dan Stewart
Stewart Graphics

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Brenner Heating and Cooling
Dan Briggs
Briggs Mechanical
Brent Brya
Williams Heating & Cooling
Russ Hilliker
Ram Heating & Cooling
Robert Hutchison
Accu-Temp Heating
Al Kallas
Al Kallas Heating & Cooling
Bill Krejcik, Jr.
Northwinds Heating and Cooling
Dave Kunz
Holland Heating and Cooling
Walt Macklin
Design Comfort Company, Inc.
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Maurer Heating & Cooling
Cory McDowell
MACs All Temp, Inc.
Tom Waldorf
Hi-Temp Heating & Cooling

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Michigan School for the Deaf and Blind
Michael Conway
Ovid Elsie Area Schools
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Ronald DeHass
Michigan Online
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Memorial Healthcare
Kurt George
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Shiawassee County Medical Care Facility
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Expand Learning
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Owosso Memorial Healthcare Center
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Owosso Jr. High School
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Motor Products
Collin Rose
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Owosso Memorial Healthcare Center
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Michigan Works
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Living Well Professional Services, LLC
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Shiawassee United Way
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Vicky Schultz
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Linda Spencer
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Interiors by Dianne
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Murray Young
Morgan Construction Company

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Hazel Findley Country Manor
Janice Hodges, RN
Sparrow Health System
Cindy Everett, RN
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Bradford Siek, RT
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POH Medical Center
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Oakwood Healthcare System

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Ovid/Elsie Public Schools
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Owosso Public Schools
Christopher Hammill
Owosso Public Schools
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Chesaning Public Schools
Mark Miller
Corunna Public Schools
Chris Perry
Owosso Public Schools
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Corunna Public Schools
Kelly Smith
Corunna Public Schools
Andrea Tuttle
Owosso Public Schools

Therapeutic Massage
Jill Brashears
Karl Mankee's Barber-Beauty Shop
Cherie Knecht
Massage Therapist

Dr. Kerry Lazenby
Owosso Chiropractic
Jacqueline Pabst, NCTMB
Kal Family Chiropractic
Tracy Spencer
Harmony Massage Therapy and Body Wellness
Christopher Venetis
Massage Therapist

Port Huron

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Karen Dech, CPA
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Times Herald
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Northwestern Mutual
Linda Finnegan
Austin Neister Beauchamp & Finnegan
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St. Clair Chamber of Commerce
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Plante & Moran
Harold Krul
Automotive Marketing Specialties
Cheryl Landrum
Attorney at Law
Kim Lewandowski
Personal Chef
Paul Lydy
Eastern Michigan Bank
Margo Miller
Trainer
Patrick O'Flanagan
First Michigan Bank
John Ogden
City of Port Huron/Finance Department
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Treasurer, St. Clair County
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Manpower
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DTE Energy
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St. Clair County
Robin Frontiero
RESA
Kay Fuller
Sears Home Central
Jeffery Jarchow
QCI Internet
Dennis Klaus
Avistar Technologies Solutions
Ray Knoll
Video Memories
Ann Konarski
Consultant
Harold Krul
Automotive Marketing Specialties
Richard Mousigian
CrosLex School Network Administrator
Joyce Newtown
Baker College
Mark Sheler
Sheler's Computers

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Hilary Bridge
St. Clair County
Michael Buggy
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Olympia Entertainment

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Public Safety Academy
RESA
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Dental Programs
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Private Practice in Dental Hygiene
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Pediatric Dental Specialties
Tracy Cedars
Michigan Community Dental Clinics
Chester Gauss, DDS
Beauchamp, Gauss & Gschwind
Jill Gilhooley-Brion, DDS
Ralph M Gilhooley, DDS
Julie Hastings, CDA, RDA
Retired Dental Assistant
Robert Hicks, CDT
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Kathleen Inman, RDA, RDH, BS
Dr. Simmons, DDS
Cynthia Lynch, RDH
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Laurie Oden, CDA, RDA
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Susan Radzom, CDA, RDH, BS
Baker College
Michelle Vredenburg, DDS
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Patrick Ward, DDS
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Mariam Ibrahim
Student Representative
Dan Kenny
Baker College
Dr. Janelle McGuire
Baker College
Gary Paruet
Algonac Schools
Cindy Raymo
Marysville Schools
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Community Action Agency of St. Clair
Dr. Laura Treanor
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Chris Vanbuskirk
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Betsy White
Baker College

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The code letter(s) in parentheses ( ) after the name of each faculty member indicates the campus(es) or site(s) on which that person teaches. The code key is:

AH = Auburn Hills	CS = Corporate Services	FL = Flint	OL = Online
AP = Allen Park	CT = Clinton Township	FR = Fremont	OW = Owosso
CA = Cadillac	CW = Coldwater	JK = Jackson	PH = Port Huron
CG = Center for Graduate Studies	CY = Cass City	MU = Muskegon	WB = West Branch

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World Education Services, PO Box 5087, Bowling Green Station, New York, NY 10274-5087; phone: (800) 937-3895; fax: (212) 739-6100; Web site: http://www.wes.org; e-mail: info@wes.org.

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    MA Illinois State University

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    AAS Denver Auto and Diesel

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    BBA University of Michigan
    MBA Michigan State University

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  BA Concordia University
  MS Eastern University

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  BS Michigan State University
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  BA Kalamazoo College
  MPA Western Michigan University

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  BA Concordia University

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  MSA Central Michigan University

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  MA Saginaw Valley State University

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  BA Western Michigan University
  MA Central Michigan University
  EdD Wayne State University

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  BA Saginaw Valley State University

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  BA Lakehead University
  BEd University of Toronto

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  BBL Baker College
  MBA University of Phoenix

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Health Sciences
  AAS Baker College

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  BS Brigham Young University
  MS Arizona State University

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  MS Michigan State University
  DVM Michigan State University

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Computer Information Systems
  BS Palm Beach Atlantic University
  MS Nova Southeastern University
  PhD Nova Southeastern University

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  RN Hurley School of Nursing
  BSN University of Michigan
  MA Mary Grove
  MSN Saginaw Valley State University

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  BS Central Michigan University

Sandra Butler (CT)
General Education
  BS Taylor University
  MS Oakland University

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  BA Baker College
  MA Eastern Michigan University

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  MSW University of Michigan

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  BA University of Michigan
  MA Eastern Michigan University

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General Education
  BEE University of Detroit
  MA Wayne State University

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  BSN Wayne State University

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  BS Western Michigan University
  MA Eastern Michigan University

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  BA University of Detroit
  MA University of Detroit
  JD Detroit College of Law

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  BAS Siena Heights University
  MSA Central Michigan University

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  BA Western Michigan University
  MA Eastern Michigan University

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  MA Eastern Michigan University

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General Education
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  MS West Virginia University
  MBA Aquinas College
  PhD West Virginia University

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  BA Heidelberg College
  MM Michigan State University
  DMA Michigan State University

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  BSW Saginaw Valley State University
  MSW Wayne State University

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  AS Finlandia College

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  BA William Tyndale College
  MA Wayne State University

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  MA University of Louisville
  EdD Nova Southeastern University

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  MAT Aquinas College

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  BA Marygrove College
  MBA Baker College

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  MA Eastern Michigan University

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  MBA Baker College

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  PhD Syracuse University

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  MSW Wayne State University

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  MA Central Michigan University

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  MPH Walden University

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  MS Eastern Michigan University
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  MIS University of Michigan
  MSLS Wayne State University
  PhD Indiana University
  PhB Monteith College

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  MA Michigan State University
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MS Walden University

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MSW Grand Valley State University

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AS Baker College

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AAS Mott Community College
BA University of Michigan
MS Central Michigan University

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BS Michigan State University

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MA Central Michigan University

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MBA Indiana Institute of Technology

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PhD University of Massachusetts

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MA Western Michigan University
PhD Capella University

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MD University of Michigan

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DC Life University

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MA Michigan State University

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BS Ferris State University
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AAS Baker College
BA Spring Arbor University
MAT Marygrove College

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BBA Baker College
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BA Barry University
MS Saint Thomas University
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MA University of Michigan
MLS University of Michigan

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MS Walsh College

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General Education/Business Administration
   BA Ferris State University
   MS Embry-Riddle University

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   BSN Madonna University

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   BA Michigan State University
   MA University of Michigan
   EdS Central Michigan University

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   MA Ohio University

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   BS Eastern Michigan University
   MS Eastern Michigan University
   PhD University of Michigan

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General Education
   BA Wittenberg University
   MS Purdue University
   EdS Michigan State University

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   BS University of Michigan
   MA Western Michigan University
   MBA Eastern Michigan University

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   BS Central Michigan University
   MS Walden University

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   BS Eastern Michigan University
   MA Eastern Michigan University

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   BA University of Detroit Mercy
   MA Central Michigan University

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   BRS Baker College

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General Education
   BA Wayne State University
   MA Wayne State University

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   BA Wayne State University
   MBA University of Phoenix

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   MA Central Michigan University

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   BS University of California

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   BBA Lambton College
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   BA Naropa Institute
   MA Center for Humanistic Studies
   PsyS Center for Humanistic Studies
   PsyD Center for Humanistic Studies

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   BS Central Michigan University
   MA Central Michigan University
   MPA Grand Valley State University

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   BA Michigan State University

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   BS Eastern Illinois University
   MA Central Michigan University

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General Education
   AS Victor Valley College
   BA Oakland University
   MA Oakland University

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   BS Central Michigan University

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   AAS Baker College

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   MBA Middle Tennessee State University

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   MPA University of Michigan

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   BHSA Baker College

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   BA Michigan State University
   JD Thomas Cooley Law School

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   MA East Carolina University

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   BS Baker College

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   BA Southwestern Oklahoma State
   University
   MA Oklahoma State University
   PhD University of Nebraska

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   BA Andhra University
   PhD ITT

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   MA Central Michigan University

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   BSC Baker College

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   BBL Baker College
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   MA Western Michigan University
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   AAS Davenport University
   BHSA Baker College

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General Education
   BS Wayne State University
   MBA Davenport University
   MEd Marygrove College

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   BS Michigan State University
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   MAT Oakland University

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   Ed Spec Michigan State University

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  MPA Grand Valley State University

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  BA Michigan State University

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  MA Michigan State University
  MA Grand Valley State University

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  BA Nova University
  MA Smith College

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  BS Wayne State University
  MA Marygrove College

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  MBA Baker College

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    BA Hope College
    MBA Western Michigan University

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    MA Eastern Michigan University

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    BA Adrian College
    MA Marygrove College

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    MS ME University of Michigan

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    BS Martin Luther College
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    MA Michigan State University

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    BID Baker College

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    MA Wayne State University

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    BS Wayne State University
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    MA Wayne State University

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    ZA Endorsement Eastern Michigan
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    MS Walsh College

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    MA Central Michigan University

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    BA University of Pittsburgh
    MS University of Pittsburgh

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    MA Grand Valley State University

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    BSN University of Michigan
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    PhD Walden University

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  BEE Ohio State University
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  JD University of Maryland

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  EdD Nova Southeastern University

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  MA Eastern Michigan University

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  BS Michigan State University

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  MBA University of Southern California

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    AAS Baker College
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Christopher Thompson (AP)
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    BS University of Phoenix
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    BA Eastern Michigan University
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    BJ University of Akron
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    BBA Baker College
    MBA Baker College
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    BS Hannibal LaGrange College
    MBA Missouri State University
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    BS University of Hartford
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    BA Northwestern University
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    MS Life College
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    BS Central Michigan University
    MSA Central Michigan University
    PhD Capella University
Nancy Tucker (FL)
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    BA University of Michigan
    MA Michigan State University
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    MA Siena Heights University
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    MFA New Mexico State University
    PhD Walden University
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    MS Central Michigan University
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    BS Hope College
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Dana VanDrew (PH)
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    MA Liberty University
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