Baker College

2014/2015 UNDERGRADUATE & GRADUATE

CATALOG

2014
2015

Baker College
UNDERGRADUATE SCHOOL

BAKER Online
ONLINE SCHOOL

BAKER Center for Graduate Studies
GRADUATE SCHOOL

ADI
AUTO/DIESEL INSTITUTE OF MICHIGAN

cim
CULINARY INSTITUTE OF MICHIGAN

2014/2015 UNDERGRADUATE & GRADUATE

CATALOG

UNDERGRADUATE SCHOOL | ONLINE SCHOOL | GRADUATE SCHOOL | AUTO/DIESEL INSTITUTE OF MICHIGAN | CULINARY INSTITUTE OF MICHIGAN

ESTABLISHED IN 1911

ACCREDITATION

Baker College is accredited by The Higher Learning Commission and is a member of the North Central Association / 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504 / 800-621-7440 / www.ncahlc.org.

Specialized program accreditations are noted with specific programs and can be found at baker.edu

WE'RE IN IT FOR YOU

Baker College is a Not-For-Profit, Independent, Co-Educational Institution.

EXPLORE

Visit us at baker.edu

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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, 2014. Updated program information can be located on the Baker College Web site at www.baker.edu

14/15 ACADEMIC CALENDAR

2014 FALL

FALL 2014 ON-GROUND CLASSES

Orientation and Registration (New Student)	Varies by campus
Classes Start	September 29
Thanksgiving Break	November 24-28
Winter Quarter Registration (Returning Students) and Graduation Registration	Varies by campus
Quarter Ends	December 13

FALL 2014 ONLINE CLASSES

First Session	Sept. 25 - Nov.5
Second Session	Nov. 6 - Dec. 17

2015 WINTER

WINTER 2015 ON-GROUND CLASSES

Orientation and Registration (New Student)	Varies by campus
Classes Start	January 12
Spring Quarter Registration (Returning Students) and Graduation Registration	Varies by campus
Quarter Ends	March 21

WINTER 2015 ONLINE CLASSES

First Session	Jan. 8 - Feb. 18
Second Session	Feb. 19 - April 1

2015 SPRING

SPRING 2015 ON-GROUND CLASSES

Orientation and Registration (New Student)	Varies by campus
Good Friday - College Closed	April 3
Classes Start	April 6
Memorial Day - College Closed	May 25
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 13
Graduation - Center for Graduate Studies/Online	May 29*
Graduation - Allen Park	June 6*
Graduation - Cadillac, Cass City, Jackson, Muskegon, Owosso, and Port Huron	June 12*
Graduation - Auburn Hills, Clinton Township	June 13*
Graduation - Flint	June 14*

SPRING 2015 ONLINE CLASSES

First Session	April 2 - May 13
Second Session	May 14 - June 24

2015 SUMMER

SUMMER 2015 ON-GROUND CLASSES

Orientation and Registration (New Student)	Varies by campus
Classes Start	June 29
Independence Day Observation - College Closed	July 3
Quarter Ends	August 29

SUMMER 2015 ONLINE CLASSES

First Session	June 25 - Aug. 5
Second Session	Aug. 6 - Sept. 16

2015 FALL

FALL 2015 ON-GROUND CLASSES

Orientation and Registration (New Student)	Varies by campus
Classes Start	September 28
Thanksgiving Break	November 23-27
Winter Quarter Registration (Returning Students) and Graduation Registration	Varies by campus
Quarter Ends	December 12

* Dates are subject to change. Please check with your campus.

BAKER COLLEGE MISSION & PURPOSES

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

To this end, the following purposes have been established:

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

BAKER COLLEGE SYSTEM TRUSTEES

Richard Batchelor
Retired, Business Executive

Michael Blancard
Retired, High School Administrator

F. James Cummins
President, Baker College System

Susan Ebeling
Community Volunteer

Robert Jewell - Vice Chair
Chairman, Retired College Administrator

Edward Kurtz - Board Chair
Chairman, Baker College System

William Anthony Mason
Retired, Automotive Executive

Jon Peterson - Board Chair
External Affairs Director, AT&T

Sandy Petykiewicz
Retired, Publisher

B.C. Thompson
Retired, Businessman

Alan Wise
Retired, Information Technology Executive

THE HISTORY OF BAKER COLLEGE

Committed to higher education for over 100 years.

The beginning of Baker College traces back to the turn of the 20th century, with the founding of Muskegon College by Woodbridge Ferris—who later became Governor of Michigan and then a U.S. Senator. Just two decades later, Eldon E. Baker—an educator who built a highly successful business college in Winfield, Kansas—moved to Flint and founded Baker Business University. In 1965, these two institutions came together, and throughout the years, the schools continued to thrive and expand. Today, Baker College is the largest not-for-profit, independent college in Michigan with nearly 30,000 students at nine on-ground campuses, multiple extension sites, and online.

1888 Woodbridge Ferris founded Muskegon College.

1911 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 an 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 an Associate of Applied Science degree.

1983 The Owosso extension 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 a Bachelor of Business Administration degree. Baker Junior College became Baker College of Flint.

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

1990 Baker College acquired locations in Pontiac, Mount Clemens, and Port Huron, forming Baker College of Easter 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 Baker College began offering online classes to students throughout the United States and in foreign countries.

1997 Baker College of Muskegon moved to a new 40-acre site.

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

2001 Record enrollment was 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 enrollment 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.

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

2006 Baker College was accepted by the Higher Learning Commission as a participant in the highly innovative AQIP accreditation process.

2007 The Baker College Center for Graduate Studies received approval from the Higher Learning Commission to offer a Doctorate of Business Administration (DBA) degree, becoming the fourth graduate program at Baker College. 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 Culinary Institute of Michigan (CIM). System enrollment grew to over 38,000. Baker College of Flint students dethroned Texas A&M to win first place in the National Cyber Defense competition. Baker College of Flint opened the Center for Transportation Technology in a former auto dealership.

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

2010 Baker College of Cadillac opened the Center for Transportation Technology in Lake City.

2011 The Baker College Center for Graduate Studies awarded the first Doctor of Business Administration degree at its June ceremony.

2012 Baker College was granted accreditation by the Commission on Collegiate Nursing Education to grant a Bachelor of Nursing degree. Ground was broken for the construction of a Culinary Institute of Michigan along the St. Clair River in Port Huron.

2013 The Baker College Center for Graduate Studies received permission from the Higher Learning Commission to grant a Master degree in Educational Effectiveness.

2014 Baker College of Cadillac opened a residence hall in downtown Cadillac. Baker College submits its second AQIP portfolio to the Higher Learning Commission.

12 REASONS
TO CHOOSE BAKER

Choosing the right college can be a difficult decision and no two colleges are completely the same. Here is a list of some of the things that make Baker College unique. Take a look and consider whether or not Baker is the best choice for your education.

1. Baker College® is America's leading career college. Since 1911 we've been preparing people for employment or career advancement.
2. Baker College is Michigan's largest independent college. We are a not-for-profit institution, which allows us to invest in our students rather than focus on shareholders, helping us maintain affordable tuition.
3. Advisory Boards—made up of actual employers—ensure our career programs are designed to meet the demands of the real world.
4. Small class sizes make certain you get all the personalized attention you need.
5. Baker College delivers one of the highest available graduate employment rates in the country, giving you the best chance for a career.
6. All Baker graduates receive Lifetime Employment Assistance—free and forever.
7. Earn a certificate, associate, bachelor, master, or doctoral degree. Baker offers over 150 career programs in high-demand fields.
8. Classes are convenient for even the busiest schedule. Choose from day, evening, weekend, and online classes.
9. Most instructors are working professionals in the fields they teach, bringing real-world perspective to the curriculum.
10. Federal, state, and Baker College financial aid is available for those who qualify, to help make the investment in your future an affordable one.
11. Baker is regionally accredited, which assures you that credits earned are recognized and meet high standards of educational quality.
12. Baker's HireQualified®—a free recruiting service for employers—provides a distinct advantage in securing employment by putting employers in touch with you.

BAKER COLLEGE OF ALLEN PARK
"DOWNRIVER CAMPUS"

Baker College of Allen Park is the fastest-growing Baker College campus, equipped with modern classrooms and facilities, the latest multi-media capabilities, campus-wide WiFi, and other modern resources.

Classrooms are appointed with flexible furnishings, interactive white boards, and the most up-to-date equipment available. The Baker Cafe and expanded Academic Resource Center are welcoming spaces. The Student Center also houses the SMART lab, a 1,056 square foot area on campus dedicated to providing interactive instruction for business courses and student organizations. Developed by the business department, SMART is an acronym for Securities, Marketing, Accounting, Research, and Technology. Health Sciences programs are centralized on the second floor of Building A with state-of-the-art nursing, anatomy/physiology, and chemistry labs.

The campus 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 business, manufacturing, and commerce. The campus is a short drive from the headquarters of major corporations such as Ford Motor Company, AAA, and Henry Ford Hospital. The world's largest tire, the Uniroyal tire, is a recognizable landmark located just west of the campus on I-94.

LIFE ON CAMPUS

Technology and innovation, coupled with small class sizes, are the hallmark of the Allen Park campus. Students have ready access to modern resources and instructors that are industry leaders.

ALLEN PARK BOARD OF REGENTS

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President, Baker College System
Thomas Fisher
Retired President,
Rivers Edge Community Credit Union
Edward Kurtz
Chairman, Baker College System
Kristine Barann
President, Baker College Allen Park
William Anthony Mason - Board Chair
Retired, Automotive Executive
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Executive Vice President, Monroe Bank
& Trust Wealth Management Group
R. Douglas Pretty
Retired Superintendent
Dr. Donna Schmidt
Retired Superintendent
Dr. Michael Simms
Family Physician - Private Practice

ALLEN PARK OFFICERS

Kristine Barann - President
Dr. Karen Bratus - Vice President, Academics
Steve Peterson - Vice President, Admissions
Yvonne Langley - Vice President, Career Services
Tiffany J. Davis - Treasurer

PLACES TO EXPLORE

- Comerica Park
- Detroit Institute of Arts
- Detroit Symphony Orchestra
- Detroit Zoo
- Eastern Market
- Fairlane Green Shopping Center
- Greektown
- Greenfield Village
- Henry Ford Museum

EVENTS

- Allen Park Arts & Crafts Fair
- Detroit Lions Football
- Detroit Red Wings Hockey
- Detroit Tigers Baseball
- Downriver Cruise

BAKER COLLEGE OF AUBURN HILLS

As a student at Baker College of Auburn Hills, you have the best of all worlds—small class sizes, professional instructors who know you by name, state-of-the-art classrooms and labs, and hands-on training in specialized facilities that replicate actual work environments. We offer degree programs that lead directly to careers that have today's best opportunities for employment and advancement.

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. The 17-acre campus is within a half mile of the interchange for I-75 and University Drive. Oakland County boasts the second highest per capita income in the nation and 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.

A COMPETITIVE EDGE

Specialty programs are taught in special environments. There's no better way to learn than hands-on, so our labs and classes are designed to mirror the work environments our students will be employed in. Baker grads are prepared for their careers.

AUBURN HILLS BOARD OF REGENTS

Robert Badgley
Attorney
Jacqueline Buchanan
President/CEO of Genisys Credit Union
F. James Cummins
President, Baker College System
Susan Ebeling - Board Chair
Community Volunteer
Thomas Kimble
Retired, Automotive Executive
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Chairman, Baker College System
Dr. Pete Karsten
President, Baker College of Auburn Hills
Kathleen Schwartz - Community Volunteer
Clarence Sevillian
President/CEO, McLaren - Oakland
J.R. Taylor, Ph.D. - President/Director, Graystone Management Group
Alan Wise - Logicalis

AUBURN HILLS OFFICERS

Dr. Pete Karsten - President
Dr. Susan Cathcart - Vice President, Academics
James G. Martin - Vice President, Finance
Tiffany J. Davis - Treasurer

PLACES TO EXPLORE

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

EVENTS

- Auburn Hills Relay for Life
- Brooksie Way 1/2 Marathon
- Numerous concerts and sporting events
- Woodward Dream Cruise

BAKER COLLEGE OF CADILLAC

Baker College of Cadillac reflects all the warmth, friendliness, and small-town character of northwestern Michigan. The area offers abundant lakes, streams, and woods with opportunities to enjoy year-round, four-season activities such as golfing, hiking, camping, boating, fishing, canoeing, small and large game hunting, snowmobiling, downhill and cross-country skiing, and snowboarding.

The 66 acre campus is located just outside the city and features an outside patio, Student Center, several computer labs, extensive parking, a fitness center, and learning center where free tutoring services are available to all students.

Because we're Baker College—Michigan's largest independent career college—you'll have all the advantages: small class sizes, highly qualified instructors, and the latest equipment, technologies, and resources in your classrooms and labs.

We offer certificates as well as associate and bachelor degree programs in careers that have the best opportunities for employment and advancement. We work closely with local employers to keep our curriculum current.

HOUSING AVAILABLE

Baker College of Cadillac has recently added student housing, allowing students who live too far away to commute to benefit from all that Baker College has to offer.

CADILLAC BOARD OF REGENTS

Mike Blanchard - Board Chair
Retired, High School Administrator
Nancy Bowman, CPA
Partner, Bowman and Rogeres, PC
F. James Cummins
President, Baker College System
Linda Kimbel
Executive Director, Cadillac Area Community Foundation
Lee Krantz
CEO, AAR Mobility Systems
Edward Kurtz
Chairman, Baker College System
John McLeod
President/CEO, Mercy Hospital of Cadillac
David Mutch, DO
Family Practice of Cadillac
Kelly Smith
President, Baker College of Cadillac
Maynard Thompson
Retired, College Administrator

CADILLAC OFFICERS

Kelly R. Smith - President
Tiffany J. Davis - Treasurer

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
- Footlighters Theatre Guild
- Gopherwood Concert Series
- Lake City's Greatest Fourth in the North
- Manton Harvest Festival
- Mesick Mushroom Festival
- North American Snowmobile Festival

BAKER COLLEGE OF CLINTON TOWNSHIP

For students who live northeast of Detroit, Baker College of Clinton Township is ideally situated in the cultural hub of Macomb County. The campus features a modern three-story building on the Little Mack campus as well as an Admissions Welcome Center, Technology Center, Autobody and EMS buildings, and a spacious Student Center on the Gratiot campus.

Instructional classrooms and labs featuring the latest technologies as well as advanced training facilities that mimic real-world working environments, make this the ideal place to train for your new career. A spacious, state-of-the-art library offers electronic access to all materials in the Baker College System Libraries and our classrooms are equipped with multi-media technology.

Baker College of Clinton Township offers several certificates as well as associate and bachelor degrees in career programs that have the best opportunities for employment and advancement in today's workplaces.

CLINTON TOWNSHIP BOARD OF REGENTS

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President, Baker College System
Thomas G. Davies
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Legal Strategies, PC
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Chairman, Baker College System
William Anthony Mason
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External Affairs Director, AT&T
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Doeren Mayhew
Mary E. Spaulding
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Donald Torline
President, Baker College of Clinton Township

CLINTON TOWNSHIP OFFICERS

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Dr. Laura Treanor - Vice President, Academics
Annette M. Looser - Vice President, Admissions
Marsha Adamkiewicz - Vice President, Finance
Lisa M. Harvener- Vice President, Student Services
Tiffany J. Davis - Treasurer

PLACES TO EXPLORE

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

EVENTS

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

BAKER COLLEGE OF FLINT

Baker College of Flint is our flagship campus. Here, you'll have the individual attention and guidance that a small campus can provide, along with everything you'd expect in a modern college campus—classrooms with multi-media systems, a technology center, state-of-the-art labs, and more. Whether you live on campus or commute, you'll appreciate our extensive library facilities, campus-wide WiFi, fitness center, bookstore, and café. The 40-acre campus features contemporary buildings creating an ambiance as close to today's business workplace as possible.

Strategically located in the southeast corner of Flint, just minutes from major highways, students 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, or skating at area parks and lakes. Nearby public golf courses, restaurants, and shopping malls are also accessible.

FLINT BOARD OF REGENTS

Elizabeth L. Aderholdt
President/CEO, Genesys Health System
Veronica Artis
Executive Vice President,
Genesee Packaging, Inc.
F. James Cummins
President, Baker College System
Dr. Robert Farrell
President/CEO, SVS Vision
Cheryl Gifford
Former Owner,
A & S Supply Company, Inc.
Wen Hemingway
President, Baker College of Flint
Edward Kurtz
Chairman, Baker College System
John Matonich
President/CEO, Rowe, Professional
Services Company
Lawrence E. Moon
President, Lawrence E. Moon Funeral Home, Inc.
Joseph O. Serra
President, Serra Automotive
JoAnne Shaw - Board Chair
CEO, Coffee Beanery

FLINT OFFICERS

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President
Dr. Candace Johnson
Vice President, Academics
Jodi Cuneaz
Vice President, Admissions
Janie Stewart
Vice President, Career
and Corporate Services
Gerald W. McCarty II
Vice President, Student Services
Tiffany J. Davis
Treasurer

HOUSING AVAILABLE

There are no cramped quarters or dorms found anywhere on Baker's Flint campus—just spacious living on a beautiful campus within a rich learning environment.

THE CENTER FOR TRANSPORTATION TECHNOLOGY

The Center for Transportation Technology is a division of Baker College of Flint. It is conveniently located approximately six 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 certificate, a Bachelor Degree in Supply Chain Management, as well as certificates in Truck Driving and Welding. The facility has been recently renovated and features up-to-date automotive labs, welding labs, classrooms, a computer lab, multi-media rooms, and a new truck terminal.

CASS CITY EXTENSION

About 75 miles northeast of Flint, in the center of Michigan's thumb area, the friendly, rural community of Cass City is home to a Baker College extension site. The modern, one-story building near the center of town features its own Library, Student Center, and classrooms including a video classroom, medical, welding, and computer labs, and state-of-the-art multi-media rooms.

PLACES TO EXPLORE

- Cross Roads Village
- Farmers Market
- Flint Cultural Center
- Holloway Reservoir
- Huckleberry Railroad
- Mott Lake
- Sloan Museum
- Timber Wolf and Wolverine Campgrounds

EVENTS

- Antique Car Show
- Back to the Bricks
- Bikes on the Bricks
- Flint Art Show
- Flint Symphony Orchestra Series
- Frankenmuth Bavarian Festival
- Michigan Renaissance Festival
- Music in the Parks
- Whiting Showcase Series
- World-renowned Crim Races

BAKER COLLEGE OF JACKSON

Baker College of Jackson is in a quiet rural area, just outside of the city of Jackson. On our 42-acre campus, you'll have modern, state-of-the-art classrooms and labs, specialized facilities that duplicate today's real-world workplaces, free campus-wide WiFi, a learning support center, library, bookstore, and more. Our class sizes are small, assuring you of individual attention and guidance and the opportunity for more hands-on training.

The Jackson campus offers certificate, associate, and bachelor degree programs that lead directly to today's most in-demand careers. A focal point of the campus is our Welcome Center that was opened in 2010. With its addition, the campus gained a cyber lab.

JACKSON BOARD OF REGENTS

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Director of Corporate Giving,
Consumer Energy Foundation
Jack Bunce - Board Chair
Retired, College Administrator
F. James Cummins
President, Baker College System
Molly Kaser
Executive Director, Center for Family Health
Patty Kaufman, EdD
President, Baker College of Jackson
Edward Kurtz
Chairman, Baker College System
Sandy Petykiewicz
Retired, Publisher
Steve Sauter
General Manager,
Michigan Automotive Compressors, Inc.
Barbara Smith
Owner, Printer Source Plus

JACKSON OFFICERS

Dr. Patricia Kaufman - President
Kevin Pnacek - Vice President, Admissions
Tiffany J. Davis - Treasurer

COLDWATER EXTENSION

About 50 miles southwest of Jackson, in the friendly community of Coldwater, is the Jackson extension site.

PLACES TO EXPLORE

- Cascade Falls and Park
- Ella Sharp Museum
- Irish Hills
- Michigan International Speedway
- 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

BAKER COLLEGE OF MUSKEGON

Just five minutes away from the sugar-sand beaches of Lake Michigan is Baker College of Muskegon—West Michigan's premiere career college. It's a campus designed for hands-on learning, with state-of-the-art classrooms and labs, specialized training facilities equipped with the latest technologies, and an expansive library and learning center. Whether you commute or live on campus, you'll appreciate our small college atmosphere, with quiet places to study, instructors who provide personal attention, and a recreation center to relax with friends.

The Muskegon campus offers certificate, associate, and bachelor degree programs to prepare students for employment in today's most in-demand careers. Situated on over 63 wooded acres, Baker College offers residence hall choices both on-campus and off. Campus venues include The Quarterline Grill, the West End Cafe, the Library Learning Connection, student center, gymnasium, West End Fitness Center, and the BRIC (Baker Recreational and Information Center).

HOUSING AVAILABLE

Baker College of Muskegon offers a variety of resident living options. Choose from several on-campus dorms or nearby apartment- and loft-style living.

FREMONT EXTENSION

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.

THE CULINARY INSTITUTE of MICHIGAN®
BAKER COLLEGE OF MUSKEGON

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 Degree in Culinary Arts, students can earn an Associate Degree in Baking and Pastry or an Associate or Bachelor 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 The Sweet Spot, the on-site pastry and coffee shop.

MUSKEGON BOARD OF REGENTS

Lynnette Bloomberg
Owner, Noble Company
Mary Boyd
Vice President, Regional Network Development,Trinity Health
Lee Coggin
President, Baker College of Muskegon
F. James Cummins
President, Baker College System
Bruce Fox
Retired, President/CEO, Comerica Bank – Muskegon Region
Robert Jewell
Chairman, Retired College Administrator
Edward Kurtz
Chairman, Baker College System
Meriam Leeke
Owner, Old Channel Trail Golf Course
Gary Ostrom
Retired, Publisher
Jim Teets
President/CEO, ADAC Automotive
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Retired, Business Executive

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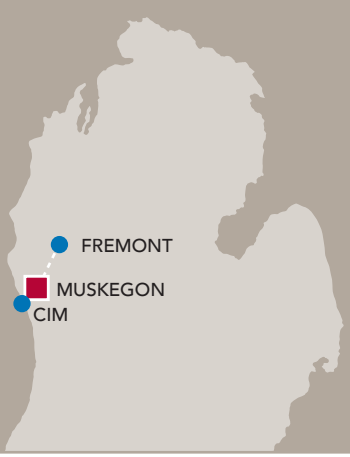
Vice President, Academics
Kathy L. Jacobson - Vice President, Admissions
Manifa S. Dennison - Vice President, Finance
Michael L. Helsen - Vice President, Student Services
Tiffany J. Davis - Treasurer
Susan J. Duplissis - Secretary

PLACES TO EXPLORE

- Double JJ Resort
- Great Lakes Naval & Memorial Museum
- Lakeshore Museum Center
- Michigan's Adventure Amusement and Water Park
- Muskegon County Museum of African American History
- Muskegon Museum of Art
- Muskegon Winter Sports Complex
- Various State and County Parks

EVENTS

- Grand Haven Coast Guard Festival
- Lakeshore Art Festival
- Michigan Irish Music Festival
- Miss Michigan Scholarship Pageant
- Unity Christian Music Festival
- Winterfest



BAKER COLLEGE OF OWOSSO

Enter the Swiss-chalet-style buildings on The Baker College of Owosso campus, and you'll discover a high-quality learning environment, with modern classrooms and labs, specialized training facilities equipped with the same technologies and systems that are used in the real world, an expansive library, computer labs, and more. Whether you commute or live on campus, you'll appreciate our strong sense of community, and the many opportunities to develop and deepen your knowledge and skills.

Our Owosso campus offers certificate, associate, and bachelor degree programs that stress practical knowledge and hands-on learning. The 70-acre campus boasts state-of-the-art classrooms and labs, a student center, fitness center, gymnasium, bookstore, and apartment-style residents halls.

HOUSING AVAILABLE

On- or off-campus, when it comes to student housing, Baker College of Owosso has choices. Stay on-campus near classes, labs, and student activities, or enjoy contemporary apartment living at our Woodard Station lofts.

OWOSSO BOARD OF REGENTS

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Tiffany J. Davis - Treasurer

NATEF

The Auto/Diesel Institute of Michigan is the only college in the state of Michigan with Master Accreditation from the National Automotive Technicians Education Foundation (NATEF) for Diesel Service.

THE AUTO/DIESEL INSTITUTE OF MICHIGAN®

The Auto/Diesel Institute of Michigan (ADI), was conceived and built to elevate technical training to a college experience above and beyond anything previously available in the mid-west. Our newest facility boasts 43,000 square feet of real-world auto and diesel labs, as well as classroom and computer lab spaces. Situated minutes from the Baker College of Owosso campus, ADI provides our students with cutting-edge resources—from state-of-the-art tools and technology to master technicians who serve as instructors. At ADI, we're creating programs for the next 20 years and training the mechanic of the future.

PLACES TO EXPLORE

- Amos Gould House
- Artisans Market
- Biking and Walking Trails
- Comstock Cabin
- Curwood Castle Museum
- DeVries Nature Conservancy
- Durand Depot
- Farmer's Market
- Historical Village McCurdy Park
- Hoddy House
- Hopkins Lake
- James S. Miner River Walk
- NCG Cinemas
- Shiawassee Arts Council Gallery
- Shiawassee River
- Shopping in Owosso
- Thomas E. Dewey Boyhood Home

EVENTS

- Cruise to the Castle
- Curwood Festival
- Performances by the Owosso Community Players
- Steam Railroading Institute
- Summer shows at the Mitchell Performing Arts Amphitheater

BAKER COLLEGE OF PORT HURON

Baker College of Port Huron, conveniently located close to the Blue Water Bridge, has some of the most advanced classroom and hands-on learning environments found on any college campus in the state. It's a friendly, supportive atmosphere, with class sizes that are small and instructors who know you by name, computer labs, access to extensive library facilities, and a student center to study or relax.

The campus is situated on 12-acres at 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. Our campus offers certificates, associate, and bachelor degrees in fields that lead directly to today's best career opportunities.

HOUSING AVAILABLE SEPTEMBER 2015

PORT HURON BOARD OF REGENTS

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President, Baker College System

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Vice President, Atcheson Ventures, LLC

Edward Kurtz
Chairman, Baker College System

Eddie L. Kindle
Assistant Superintendent,
Flint Area School District

Paul Lydy
Retired, Bank Executive

Patricia Manley, CPA
Vice President/Partner, McBride,
Manley & Miller, PC

Paul Williams
Treasurer, City of Yale

Rebecca Smith
President/CEO, St. Joseph Mercy Port Huron

cim® THE CULINARY INSTITUTE of MICHIGAN®
BAKER COLLEGE OF PORT HURON

The two-story, state-of-the-art Culinary Institute of Michigan (CIM) is located a few miles from the main campus at the foot of the St. Clair River and contains a breath-taking view of the beautiful blue water. The CIM offers Baking and Pastry, Culinary Arts, and Food and Beverage Management programs. These programs combine personalized instruction with hands-on experience. The public is invited to sample the students' creations in the student run restaurant, COURSES.

PLACES TO EXPLORE

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

EVENTS

- Art on the River
- Bayview Yacht Club Port Huron to Mackinac Sailboat Race
- BlueWater Fest
- Cruise Night Classic & Antique Car Parade
- Feast of St. Clair
- Festival of Trees
- Rotary International Parade
- St. Clair Art Fair
- Taste of Port Huron

BAKER ONLINE

Baker College Online is the "virtual campus" of the Baker College System. With Baker Online, you can earn your degree without ever setting foot in a campus building. An Internet connection is all you need.

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 into 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.

Our online courses begin and end on specific dates and class work is assigned deadlines to keep you on track toward earning your degree. Our classrooms and our extensive library resources are open 24 hours a day, seven days a week, so you can do classwork day or night. Students are assigned to "virtual classrooms" facilitated by qualified online instructors, which is the common meeting area for faculty and students. Students work on reading, submit assignments, ask questions, and participate in discussions in the virtual classroom comparable to a traditional classroom setting.

Every online course we offer is based on a fully accredited core curriculum, so it's easy to combine online and on-ground courses if that works best for you.

BAKER ONLINE OFFICERS

Dr. Bart Daig - Chief Executive Officer
Dr. Julia A. Teahen - President
Dr. Jill Langen - Vice President, Academics
Chuck Gurden - Vice President, Admissions
Lynne Higham - Vice President, Finance
Tiffany J. Davis - Treasurer

BAKER CENTER FOR GRADUATE STUDIES

The Baker Center for Graduate Studies offers the opportunity to increase one's knowledge, broaden understanding, and develop specialized skills beyond a baccalaureate degree. Students receive quality graduate education that leads to advanced academic achievement through excellence in teaching, scholarship, and service. Graduate programs are available in the fields of business, education, information systems, occupational therapy, and psychology.

All graduate programs are accredited through the Higher Learning Commission of the North Central Association of Colleges and Schools. The Center for Graduate Studies has received accreditation for the MBA program through the International Assembly for Collegiate Business Education (IACBE), located in Lenexa, Kansas, USA. The Occupational Therapy program also has additional accreditation through the Accreditation Council for Occupational Therapy Education (ACOTE).

BAKER CENTER FOR GRADUATE STUDIES BOARD OF REGENTS

Polly Bashore, Ph.D.
Project Manager GMPT, Engineering Consolidation

F. James Cummins
President, Baker College System

Bart Daig, Ph.D.
Chief Executive Officer, Baker College Center for Graduate Studies

Justin Draeger
President/CEO, NASFAA (National Association of Student Financial Aid Administrators)

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Retired Health Care Executive

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Professor, H. Wayne Huizenga School of Business and Nova Southeastern University

Ronald Justice
CEO, Davison State Bank

Edward Kurtz
Chairman, Baker College System

Cynthia Nalevanko
Editor, SAGE Publications

Ira Rutherford
Retired, School Superintendent

BAKER CENTER FOR GRADUATE STUDIES OFFICERS

Dr. Bart Daig - Chief Executive Officer
Dr. Jill Langen - Vice President, Academics
Chuck Gurden - Vice President, Admissions
Lynne Higham - Vice President, Finance
Tiffany J. Davis - Treasurer

OVER 150 CAREER PROGRAMS
IN 7 GROWING INDUSTRIES:

PAGES 38-57	BUSINESS ADMINISTRATION
PAGES 58-73	COMPUTER INFORMATION SYSTEMS
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PAGES 92-115	ENGINEERING/TECHNOLOGY
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UNDERGRADUATE
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UNDERGRADUATE
PROGRAM COURSE LISTS

&

ON-GROUND
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ONLINE
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GENERAL EDUCATION

PROGRAM REQUIREMENTS

The mission of Baker College is to provide quality higher education and training which enables graduates to be successful throughout challenging and rewarding careers. Required courses in the major field of study are complimented 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 Educational Goals

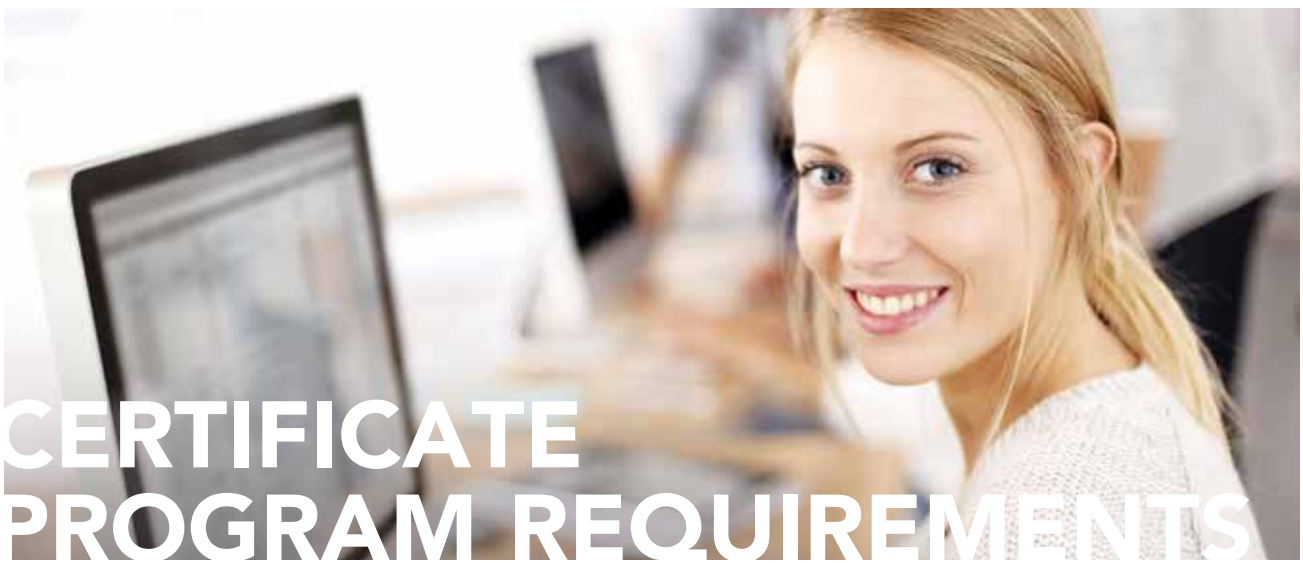
- Provide students with opportunities to develop and refine essential skills in written and oral communication, mathematical reasoning, scientific inquiry, global and cultural awareness, personal and social relations, and information literacy
- Teach a body of common knowledge necessary for students to be successful in professional, intellectual, and social contexts
- Assist students in developing a breadth of knowledge, curiosity, and critical thinking skills
- Promote informed citizenship in an increasingly diverse world
- Advocate lifelong learning

General education requirements must be met for all certificates of substantial length (68 or more quarter hours), as well as for associate and bachelor degree programs. Some degree programs may have general education requirements specific to the program that go beyond the basic requirements. Prerequisites must be met, as required, for each general education course. In most degree programs, the general education requirements are met through general education curriculum. In some programs, however, general education outcomes are met through cognitive experiences, competencies, or application by courses in the major. All graduates must meet the general education outcome requirements established by each academic program.

BAKER COLLEGE
INSTITUTIONAL STUDENT LEARNING OUTCOMES AND 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

THE FOLLOWING COURSES ARE BAKER COLLEGE'S GENERAL EDUCATION REQUIREMENTS:



CERTIFICATE PROGRAM REQUIREMENTS

GENERAL EDUCATION COURSE REQUIREMENTS FOR CERTIFICATES: 16 QUARTER HOURS

(For Certificates of Substantial Length: 68 or more quarter hours)

Course Number		Course Title	Quarter Hours
COMMUNICATION: 4 QUARTER HOURS			
ENG	101	Composition I	04
MATHEMATICAL REASONING: 4 QUARTER HOURS			
ONE OF THE FOLLOWING:			
MTH	101	Mathematics for Business	04
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	111	Introductory Algebra	04

Or a higher level math course

PERSONAL AND SOCIAL ENVIRONMENTS: 4 QUARTER HOURS			
ONE OF THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
COMPUTER LITERACY: 4 QUARTER HOURS			
INF	161	Technology and Society	02
ONE OF THE FOLLOWING (ELECT 161A, ELECT 161B, AND ELECT 161C 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	141A	Microsoft PowerPoint	02

Certificates of less than 68 quarter hours may also contain general education requirements as determined by individual programs.

ASSOCIATE PROGRAM REQUIREMENTS

GENERAL EDUCATION COURSE REQUIREMENTS FOR ASSOCIATE DEGREES: 32 QUARTER HOURS

Course Number		Course Title	Quarter Hours
COMMUNICATION: 16 QUARTER HOURS			
ALL OF THE FOLLOWING:			
ENG	101	Composition I	04
ENG	102	Composition II	04
SPK	201	Oral Communication	04
ONE OF THE FOLLOWING (ELECT 120A COMMUNICATION ELECTIVE):			
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04
MATHEMATICAL REASONING: 4 QUARTER HOURS			
ONE OF THE FOLLOWING:			
MTH	101	Mathematics for Business	04
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	111	Introductory Algebra	04
MTH	201	Applied Statistics	04
Or a higher level math course			
PERSONAL AND SOCIAL ENVIRONMENTS: 4 QUARTER HOURS			
ONE OF THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
COMPUTER LITERACY: 8 QUARTER HOURS			
INF	161	Technology and Society	02
THREE OF THE FOLLOWING (ELECT 161A, ELECT 161B, AND ELECT 161C 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	141A	Microsoft PowerPoint	02

BACHELOR PROGRAM REQUIREMENTS

GENERAL EDUCATION COURSE REQUIREMENTS FOR BACHELOR DEGREES: 72 QUARTER HOURS

Course Number		Course Title	Quarter Hours
COMMUNICATION: 24 QUARTER HOURS			
ALL OF THE FOLLOWING:			
ENG	101	Composition I	04
ENG	102	Composition II	04
SPK	201	Oral Communication	04
TWO OF THE FOLLOWING (ELECT 121A AND ELECT121B 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 Communication	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
ONE OF THE FOLLOWING:			
SPK	211	Group Dynamics	04
SPK	401A	Professional Speaking	04
MATHEMATICAL REASONING: 8 QUARTER HOURS			
ONE OF THE FOLLOWING:			
MTH	101	Mathematics for Business	04
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	111	Introductory Algebra	04
Or a higher level math course			
ONE OF THE FOLLOWING:			
MTH	109	College Mathematics II	04
MTH	112	Intermediate Algebra	04
MTH	201	Applied Statistics	04
Or a higher level math course			
PERSONAL AND SOCIAL ENVIRONMENTS: 16 QUARTER HOURS			
HUM	401A	Philosophy of Ethics	04
ONE OF THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
TWO OF THE FOLLOWING (ELECT 141A AND ELECT141B PERSONAL AND SOCIAL ENVIRONMENTS ELECTIVES):			
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
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
COMPUTER LITERACY: 8 QUARTER HOURS			
INF	161	Technology and Society	02
THREE OF THE FOLLOWING (ELECT 161A, ELECT 161B, AND ELECT 161C 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	141A	Microsoft PowerPoint	02
GLOBAL AND CULTURAL PERSPECTIVES: 12 QUARTER HOURS			
SOC	321	Cultural Diversity	04
TWO OF THE FOLLOWING (ELECT 131A AND ELECT 131B 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	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HUM	101B	Art and Architecture I (Antiquity to Renaissance)	04
HUM	102B	Art and Architecture II (Baroque to Modern)	04
HUM	353	Art Appreciation	02
HUM	357	Music Appreciation	02
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

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 SOC 321 Cultural Diversity.

SCIENTIFIC INQUIRY: 4 QUARTER HOURS

ONE OF THE FOLLOWING (ELECT 111A SCIENTIFIC INQUIRY ELECTIVE):

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

PHILOSOPHY OF DEVELOPMENTAL EDUCATION

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

- Provide appropriate educational opportunities and services
- Ensure proper placement of students
- Maintain high academic standards that support student success in college-level courses
- Enhance the quality of student learning
- Promote continued development and application of adult learning theory, adhering to best practices
- Provide students with opportunities to build strong foundational skills
- Be sensitive and responsive to individual differences among students
- Promote a collaborative and supportive environment for faculty, staff, and students

Developmental Education Objectives

- Entry-level students will complete appropriate placement testing.
- Students will use developmental education resources provided by the college.
- Students will demonstrate reasoning, communication, and comprehension skills required for college-level work.
- Students will demonstrate competency in reading, writing, and mathematics through exit processes.

THE FOLLOWING COURSES ARE DESIGNED TO MEET THE ABOVE OBJECTIVES:

Course Number		Course Title
ENG	091	English Review
ENG	098B	College Reading
MTH	091	Essential Math Concepts
MTH	099E	Pre-Algebra

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

Baker College supports its Right-to-Try Admissions Policy with several educational services. Some students who enter Baker College require assistance to meet the pressures of an academic community. Because of this, Baker College provides these students with a developmental education program which enables them to achieve success in college and their future careers.

Developmental Courses

- Students with below college-level reading skills, as determined by the results of a placement test, are required to enroll in College Reading (ENG 098B).
- Students with below college-level English writing skills, as determined by the results of a placement test, are required to enroll in English Review (ENG 091).
- Students with below college-level math skills, as determined by the results of a placement test, are required to enroll in Essential Math Concepts (MTH 091) and/or Pre-Algebra (MTH 099E).
- Students who place into these developmental areas should take the developmental course(s) the first quarter. These courses should be completed within the first academic year, prior to enrolling in a college-level general education course.
- Students who place into two or three developmental areas, one of which is MTH 091 Essential Math Concepts, are required to enroll part time (less than 12 credits) the first quarter of attendance only.
- Students must successfully complete all required developmental education courses. Successful completion of each of the developmental courses requires passing a consistent 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 (ENG 091, ENG 098B, MTH 091, MTH 099E) within three attempts, including withdrawals, will face academic dismissal from the college. For both the second and third attempts, students are placed on a Student Learning Contract. (A second attempt contract serves as a warning, and a third attempt contract serves as notice of the student facing academic dismissal.)

SMART DEGREE! OPTION®

The Baker College Smart Degree Option, leading to any one of several bachelor degree options, is an effective degree completion plan. 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 degree...a better way!

Associate Degree Students

Entering freshmen pursuing an associate 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 degree.

Smart Degree Option for Freshman Students

Freshmen who desire a Baker College Smart Degree Option bachelor degree begin by enrolling in an associate degree program. Most associate degree programs lead to related bachelor degrees. Following completion of the associate degree, two options are available to the student:

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

Smart Degree Option for Transfer Students

Baker College is eager to assist transfer students who choose to enter any Baker bachelor 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 or bachelor degree level.

SMART DEGREE PROGRAM SELECTOR GUIDE

An associate degree in the following programs shown in blue can lead to the bachelor degrees noted under each associate degree program title.

Accounting
Bachelor of Business Administration Accounting
Bachelor of Business Administration - Accelerated Program

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

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

Administrative Professional
Bachelor of Business Administration - Accelerated Program
Bachelor of Business Administration Management

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

Automotive Services Technology
Bachelor of Industrial Technology
Bachelor of Service Management

Cardiographic Sonography
Bachelor of Health Services Administration

Computer Aided Design
Bachelor of Industrial Technology
Bachelor of Science in Industrial Engineering

Computer Animation
Bachelor of Computer Science
Bachelor of Digital Media Technology

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

Criminal Justice
Bachelor of Science in Criminal Justice

Dental Assisting
Bachelor of Health Services Administration

Dental Hygiene
Bachelor of Health Services Administration

Diagnostic Medical Sonography
Bachelor of Health Services Administration

Diesel Service Technology
Bachelor of Industrial Technology
Bachelor of Service Management

Digital Media Design
Bachelor of Digital Media Technology

Digital Video Production
Bachelor of Digital Media Technology

Early Childhood Education
Bachelor of Science in Early Childhood Education

Electronic Technology
Bachelor of Industrial Technology

Emergency Services Management
Bachelor of Health Services Administration

Entrepreneurship
Bachelor of Business Administration Management
Bachelor of Business Administration - Accelerated Program

Food and Beverage Management
Bachelor of Food and Beverage Management
Bachelor of Hospitality Management

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

Health Information Technology
Bachelor of Health Services Administration

Health Navigator
Bachelor of Health Services Administration

Heating, Ventilation, Air Conditioning and Refrigeration Technology
Bachelor of Industrial Technology
Bachelor of Service Management

Hemodialysis Patient Care Technician
Bachelor of Health Services Administration

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

Human Services
Bachelor of Human Services

Industrial Technology
Bachelor of Industrial Technology

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

Interior Design
Bachelor of Interior Design

Interpreter Training
Bachelor of Interpreter Training

Management
Bachelor of Business Administration Management
Bachelor of Business Administration - Accelerated Program
Bachelor of Hospitality Management
Bachelor of Supply Chain Management

Marketing
Bachelor of Business Administration Marketing
Bachelor of Business Administration - Accelerated Program

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

Medical Assistant
Bachelor of Health Services Administration

Medical Insurance Specialist
Bachelor of Health Services Administration

Medical Laboratory Technician
Bachelor of Health Services Administration

Medical Office Administration
Bachelor of Health Services Administration

Nursing - ADN
Bachelor of Science in 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 Science in Legal Studies

Paraprofessional: Early Elementary
Bachelor of Science in Education
Bachelor of Science in Early Childhood Education

Paraprofessional: P-12 Special Education
Bachelor of Science in Early Childhood Education

Pharmacy Technician
Bachelor of Health Services Administration

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

Polysomnographic Technology
Bachelor of Health Services Administration

Public Safety
Bachelor of Science in Public Safety

Professional Pilot/Aviation Technology
Bachelor of Aviation Management

Radiologic Technology
Bachelor of Health Services Administration
Bachelor of Radiation Therapy

Respiratory Care
Bachelor of Health Services Administration

Supply Chain Management
Bachelor of Business Administration Management
Bachelor of Supply Chain Management

Surgical Technology
Bachelor of Health Services Administration

Therapeutic Massage
Bachelor of Health Services Administration

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 lead to the indicated bachelor degree program. These options are available to transfer students as well as Baker College students.

Any associate degree program and program entrance requirements
Bachelor of Business Administration - Accelerated Program

Any associate degree program
Bachelor of Health Services Administration
Bachelor of Business Administration - Accelerated Program

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. Our programs 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.

Many of the courses and programs at Baker College are offered in an online delivery format. See page 160 for Baker College Online programs. Contact your campus Academic/Administrative Office for details about Online courses.

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 246. Contact your campus academic staff to discuss requirements.

Disclosure information regarding gainful employment for certificate programs can be found at www.baker.edu/gainfulemployment.

BUSINESS ADMINISTRATION
UNDERGRADUATE PROGRAMS

CERTIFICATES

Baking and Pastry ..... PG. 40
Bookkeeping ..... PG. 40

ASSOCIATE DEGREES
Associate of Applied Science

Baking and Pastry ..... PG. 43
Culinary Arts ..... PG. 43
Food and Beverage Management ..... PG. 45

Associate of Business

* Accounting ..... PG. 41
* Accounting/Computer Information Systems ..... PG. 41
* Accounting/Management ..... PG. 42
Administrative Professional ..... PG. 42
Entrepreneurship ..... PG. 44
Entrepreneurship - Articulated Credit ..... PG. 44
* General Business ..... PG. 45
* Human Resource Management ..... PG. 46
* Management ..... PG. 46
* Marketing ..... PG. 47
Paralegal ..... PG. 47
Supply Chain Management ..... PG. 48

BACHELOR DEGREES
Bachelor of Business Administration

* Accounting ..... PG. 48
* Business Administration - Accelerated Program ..... PG. 49
* Finance ..... PG. 50
* Human Resource Management ..... PG. 51
* Management ..... PG. 53
* Marketing ..... PG. 53
Supply Chain Management ..... PG. 54

Bachelor of Food and Beverage Management ..... PG. 50

Bachelor of Science in Legal Studies ..... PG. 52

POSTBACCALAUREATE CERTIFICATE

Accounting ..... PG. 55

ELECTIVES

General Education Electives ..... PG. 56

International Assembly for Collegiate Business Education • IACBE.org
Baker College has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Olathe, Kansas. The business programs designated with an asterisk (*) are accredited by the IACBE.

CERTIFICATE PROGRAMS

BAKING AND PASTRY

Certificate

The one-year Baking and Pastry Arts program 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. The program combines extensive hands-on training 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 chef, assistant baker, lead baker, or wedding cake decorator. Students receive extensive training in the development and preparation of breads, pies, cookies, specialty breads and pastries, fruit bars, tortes, and international desserts. In addition, the curriculum also includes classes in management, food safety and sanitation, and nutrition.

Course Number		Course Title	Quarter Hours
REQUIRED COURSES - 59 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	251A	Cafe and Restaurant Production	06
CUL	101	Introduction to Food Service and Hospitality	02
CUL	115A	Culinary Math	04
CUL	131B	Food Safety	02
CUL	141	Nutrition	02
ENG	101	Composition I	04
FBM	221	Menu Planning and Analysis	04
MTH	108	College Mathematics I: Reasoning and Application	04
WRK	291B	Professional Career Strategies	01
QUARTER HOURS REQUIRED FOR GRADUATION			**59**

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BOOKKEEPING

Certificate

A bookkeeping certificate combines the skills of a general office worker with those of a bookkeeper, a highly desirable combination in today's employment market. In this program, you will develop knowledge and essential skills in accounting, composition, document processing, and basic computer operation.

PROJECTED GROWTH

Employment of receptionists is expected to increase by 14 percent until 2022, which is as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 45 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ACC	241	Accounting Concepts	04
ADP	101	Workplace Technology	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	161	Technology & Society	02
MGT	101	Introduction to Business	04
MTH	108	College Math 1	04
WRI	115	Workplace Communication	04
WRK	291B	Professional Career Strategies	01
QUARTER HOURS REQUIRED FOR GRADUATION			**45**

ASSOCIATE DEGREE PROGRAMS

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.

Accredited By IACBE
International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of accountants and auditors is expected to grow by 13 percent through 2022, which is as fast as average for all occupations.*

*Bureau of Labor and Statistics

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
ELECT	100A	Elective	04
INF	113	Electronic Spreadsheets	02
WRK	291B	Professional Career Strategies	01
WRKBS	201	Work Experience	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	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

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.

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PROJECTED GROWTH

See Accounting Program Growth Chart

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
WRKBS	201	Work Experience	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

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.

Accredited By IACBE
International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of accountants and auditors is expected to grow by 13 percent through 2022, which is as fast as average for all occupations.*

*Bureau of Labor and Statistics

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
BUS	211	Business Analytics	04
MGT	141	Management and Supervision	04
MGT	212A	Human Resource Management	04
MGT	222	Business Success Seminar	04
WRK	291B	Professional Career Strategies	01
WRKBS	201	Work Experience	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

ADMINISTRATIVE PROFESSIONAL

Associate of Business Degree

Look no further for a dynamic, business-driven program that will offer employment in today's competitive work environment. This associate degree prepares the student with a complex blend of technology skills, business communication, and management skills needed to be a key administrator in an office or department. Administrative professionals are organized, adaptable, creative problem-solvers, and recognize the importance of taking initiative while multi-tasking in a busy office setting. This program offers a career path for students focused on learning all aspects of the administrative support field while offering additional training for those professionals already working in the field.

PROJECTED GROWTH

Employment of secretaries and administrative assistants is expected to increase by 12 percent, which is about as fast as the average for all occupations through 2022. Projected employment varies by occupational specialty.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
ADMINISTRATIVE PROFESSIONAL MAJOR - 37 HOURS			
ADP	101	Workplace Tech I	04
ADP	102	Workplace Tech II	04
ADP	141	Workplace Professionalism	04
ADP	151	Workplace MGT I	04
ADP	203	Workplace Tech III	04
ADP	221	Business Communication	04
ADP	252	Workplace MGT II	04
CIS	313A	Intermediate Spreadsheets	04
WRK	291B	Professional Career Strategies	01
WRKBS	201	Work Experience	04
BUSINESS REQUIREMENTS - 24 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ECN	202	Principles of Microeconomics	04
FIN	101	Personal Finance	04
MGT	101	Principles of Management	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	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

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 experiences to artfully prepare baked goods, specialty breads and pastries, cookies, petite fours, wedding cakes, specialty sugar and chocolate showpieces. 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, staff selection and training, purchasing, inventory control, item costing and overall bakeshop management.

Course Number		Course Title	Quarter Hours
BAKING AND PASTRY ARTS MAJOR - 83 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	251A	Cafe and Restaurant Production	06
CUL	101	Introduction to Food Service and Hospitality	02
CUL	110	Product Identification	02
CUL	115A	Culinary Math	02
CUL	131B	Food Safety	02
CUL	141	Nutrition	02
CUL	221	Purchasing and Cost Control	04
FBM	221	Menu Planning and Analysis	04
FBM	241	Food and Beverage Management	04
WRK	291B	Professional Career Strategies	01
WRKCM	201A	Work Experience	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**115**

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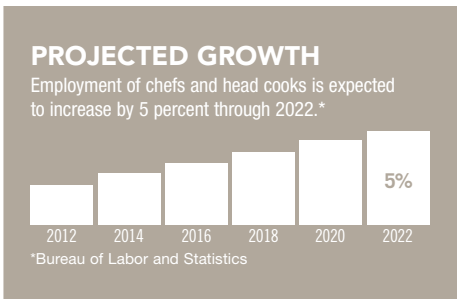
CULINARY ARTS

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 in Muskegon is accredited with Exemplary status 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 - 87 HOURS			
BPA	121	Baking for Culinary Students	06
CUL	101	Introduction to Food Service and Hospitality	02
CUL	110	Product Identification	02
CUL	115A	Culinary Math	04
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	161	Competitive Cooking	06
CUL	201	Restaurant Techniques	08
CUL	221	Purchasing and Cost Control	04
CUL	222A	Table Service	08
CUL	231A	Garde Manger	06
FBM	221	Menu Planning and Analysis	04
FBM	241	Food and Beverage Management	04
WRK	291B	Professional Career Strategies	01
WRKCM	201A	Work Experience	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**119**

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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
ENTREPRENEURSHIP MAJOR - 29 HOURS			
EN	201	Introduction to Entrepreneurship	04
EN	211	Human Resources for Entrepreneurs	04
EN	221	Finance for Entrepreneurs	04
EN	231	Marketing for Entrepreneurs	04
EN	241	Managing Entrepreneurial Operations	04
EN	291	Developing the Business Plan	04
WRK	291B	Professional Career Strategies	01
WRKBS	201	Work Experience	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

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 and 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**
ENTREPRENEURSHIP (AC) MAJOR - 41 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
EN	201	Introduction to Entrepreneurship	04
EN	211	Human Resources for Entrepreneurs	04
EN	221	Finance for Entrepreneurs	04
EN	231	Marketing for Entrepreneurs	04
EN	241	Managing Entrepreneurial Operations	04
EN	291	Developing the Business Plan	04
MKT	111B	Principles of Marketing	04
WRK	291B	Professional Career Strategies	01
WRKBS	201	Work Experience	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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			**113**

Articulated credit may not be accepted into all bachelor degree programs.

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 - 79 HOURS			
CUL	101	Introduction to Food Service and Hospitality	02
CUL	110	Product Identification	02
CUL	115A	Culinary Math	04
CUL	131B	Food Safety	02
CUL	221	Purchasing and Cost Control	04
CUL	222A	Table Service	08
FBM	111	The History and Culture of Eating and Drinking	04
FBM	121	Culinary Fundamentals	06
FBM	131	Accounting for Food and Beverage Managers	04
FBM	151	Liquor Identification and Liabilities	04
FBM	221	Menu Planning and Analysis	04
FBM	231	Hospitality Financial Management	04
FBM	241	Food and Beverage Management	04
FBM	251	Introduction to Wine	04
FBM	255	Beer Styles and Service	04
FBM	261	Bar Management and Mixology	06
FBM	281	Restaurant Operations	08
WRK	291B	Professional Career Strategies	01
WRKCM	201A	Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 36 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	101	Human Relations	04
SOC	201	Sociology	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**115**

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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. Students 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.

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Course Number		Course Title	Quarter Hours
GENERAL BUSINESS MAJOR - 29 HOURS			
ELECT	100A	Elective	04
ELECT	100B	Elective	04
ELECT	100C	Elective	04
ELECT	100D	Elective	04
ELECT	100E	Elective	04
ELECT	100F	Elective	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	218	Work Experience Project	04
WRKBS	201	Work Experience	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			
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	113	Electronic Spreadsheets	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

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, training and development, and evaluation.

Accredited By IACBE International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of human resource managers is projected to grow by 13 percent through 2022, about as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
HUMAN RESOURCE MANAGEMENT MAJOR - 29 HOURS			
HRM	215A	Staffing Human Resources	04
HRM	225A	Training and Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315A	Performance Management of Human Resources	04
MGT	212A	Staffing and Performance Management	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	218	Work Experience Project	04
WRKBS	201	Work Experience	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

MANAGEMENT

Associate of Business Degree

At the associate 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, non-profit organizations, and large to small business or industry.

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PROJECTED GROWTH

Employment of administrative services managers is projected to grow by 12 percent through 2022, about as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MANAGEMENT MAJOR - 29 HOURS			
BUS	211	Business Analytics	04
MGT	111	Professional Management Behavior	04
MGT	141	Principles of Management	04
MGT	212A	Staffing and Performance Management	04
MGT	221	Applied Business Analytics	04
MGT	222	Management Seminar	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	218	Work Experience Project	04
WRKBS	201	Work Experience	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

MARKETING

Associate of Business Degree

At the associate degree level, the marketing curriculum is designed to introduce students to the various aspects of marketing including identifying and satisfying consumer needs. Students will be provided with a fundamental knowledge of the marketing functions and processes, with emphasis on the Four P's of the marketing mix, product, price, place and promotion. 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.

Accredited By IACBE
International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of marketing managers is projected to grow by 12 percent through 2022, about as fast as the average for all other occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MARKETING MAJOR - 29 HOURS			
BUS	211	Business Analytics	04
ELECT	100A	Elective	04
ELECT	100B	Elective	04
MKT	131	Personal Selling	04
MKT	241	Advertising/Digital Marketing I	04
MKT	261	Marketing Planning	04
WRK	291B	Professional Career Strategies	01
WRKBS	201	Work Experience	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	113	Electronic Spreadsheets	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 2 COURSES FROM THE FOLLOWING:			
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**93**

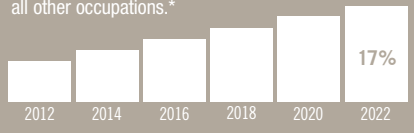
PARALEGAL

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, healthcare companies, local, state, and federal government agencies. A paralegal is qualified by education, training, or work experience to be 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.

PROJECTED GROWTH

Employment of paralegals and legal assistants is projected to grow 17 percent through 2022, which is faster than the average for all other occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
PARALEGAL MAJOR - 61 HOURS			
ACC	121	Fundamentals of Accounting I	04
MGT	141	Principles of 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	131A	Law Office Technology 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
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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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			**93**

SUPPLY CHAIN 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.

PROJECTED GROWTH

Employment of logisticians is projected to grow 22 percent through 2022, which is much faster than the average for all other occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
SUPPLY CHAIN MANAGEMENT MAJOR - 33 HOURS			
CIS	313A	Intermediate Spreadsheets	04
ELECT	100A	Elective	04
SCM	231	Transportation Management	04
SCM	242	Supply Chain Management	04
SCM	251	Logistics Management	04
SCM	271	Intermodal Transportation	04
TRN	211	Regulations and Procedures	04
WRK	291B	Professional Career Strategies	01
WRKBS	201	Work Experience	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 - 28 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	113	Electronic Spreadsheets	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

BACHELOR DEGREE PROGRAMS

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.

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PROJECTED GROWTH

Employment of accountants and auditors is expected to grow by 13 percent through 2022, which is as fast as average for all occupations.*

*Bureau of Labor and Statistics

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	416	Auditing, Systems, and Controls I	04
ACC	417	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	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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 following minors are available with this program:

- **COMPUTER INFORMATION SYSTEMS MINOR**
- **ENTREPRENEURSHIP MINOR**
- **FINANCE MINOR**
- **FLEX STUDIES MINOR**
- **HUMAN RESOURCE MANAGEMENT MINOR**
- **MANAGEMENT MINOR**
- **MARKETING MINOR**
- **MEDICAL OFFICE MINOR**
- **NON-PROFIT MINOR**
- **PROJECT MANAGEMENT MINOR**
- **PSYCHOLOGY MINOR**
- **SUPPLY CHAIN MANAGEMENT MINOR**

BUSINESS ADMINISTRATION ACCELERATED PROGRAM

Bachelor of Business Administration - Accelerated

Turn previous college credits and work experience into a bachelor degree—in just one to two years. Whether you've earned an associate degree or an assortment of college credits, Baker College can consolidate your transcripts—and turn work experience into credits—toward a Bachelor Degree in Business Administration.

This program is designed for the transfer student, military servicemember, or working professional and combines core coursework with experiential credit to provide a contemporary business degree for today's business environment. Elective credit requirement may be satisfied through portfolio, transfer credit, or additional coursework.

This program is designed to help you earn a bachelor degree as quickly and conveniently as possible. Transfer in up to 132 hours of credit in any combination of General Education, Electives, and Core Competencies. Classes are available at all twelve of our Michigan locations and can be completed on-campus, online, or a combination of both.

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APPROVED CREDIT (72 Gen Ed & 60 Elective Credit)			**132**
Course Number		**Course Title**	**Quarter Hours**
REQUIRED CORE COMPETENCIES - 24 HOURS			
ACC		Elective	04
ECON		Elective	04
FIN		Elective	04
LAW		Elective	04
MGT		Elective	04
MKT		Elective	04
MAJOR CORE - 24 HOURS			
HRM	401R	Human Resources and Employment Law	06
BUS	401	International Business	06
BUS	421	Marketing & Management	06
BUS	431	Strategic MGT	06
TOTAL CREDITS			**180**

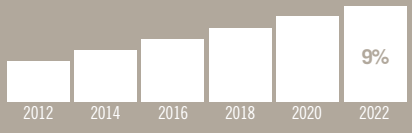
FINANCE

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.

PROJECTED GROWTH

Employment of financial managers is expected to grow by 9 percent through 2022, which is as fast as the average for all occupations.*



*Bureau of Labor and Statistics

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	291B	Professional Career Strategies	01
WRKBS	201	Work Experience	04
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	131	Internet and the World Wide Web	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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			**181**

FOOD AND BEVERAGE MANAGEMENT

Bachelor of Food and Beverage Management

As a Food and Beverage Manager, you are responsible for the total management of a food service operation. In this program, you will combine classroom, hands-on laboratory, and cooperative education experience. You will learn staff selection and training, menu planning, purchasing and inventory control, coordination of marketing activities, dining room management, bar management, and the overall management of a food service operation. With completion of this program, you will have the knowledge and skills essential for a position as a general food service manager, restaurant and dining room manager, bar manager, wine or beer distribution representative, wine steward, banquet and catering director, catering and event director/coordinator, or food service owner/operator. You will also be prepared for a range of employment opportunities—commercial and private restaurants, hotels, hospitals, deli and catering operations, schools, or corporate food settings.

Course Number		Course Title	Quarter Hours
FOOD AND BEVERAGE MANAGEMENT MAJOR - 109 HOURS			
CUL	101	Introduction to Food Service and Hospitality	02
CUL	110	Product Identification	02
CUL	115A	Culinary Math	04
CUL	131B	Food Safety	02
CUL	221	Purchasing and Cost Control	04
CUL	222A	Table Service	08
FBM	111	The History and Culture of Eating and Drinking	04
FBM	121	Culinary Fundamentals	06
FBM	131	Accounting for Food and Beverage Managers	04
FBM	151	Liquor Identification and Liabilities	04
FBM	221	Menu Planning and Analysis	04
FBM	231	Hospitality Financial Management	04
FBM	241	Food and Beverage Management	04
FBM	251	Introduction to Wine	04
FBM	255	Beer Styles and Service	04
FBM	261	Bar Management and Mixology	06

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
WRK	291B	Professional Career Strategies	01
WRK	486A	Food and Beverage Management Externship	04
WRKCM	201A	Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
GEO	101B	World Geography I	04
HUM	401A	Philosophy of Ethics	04
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	04
PSY	101	Human Relations	04
SCI	451	Environmental Science	04
SOC	201	Sociology	04
SOC	301	Social Problems	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SPK	211	Group Dynamics	04
SPN	101	Spanish I	04
WRI	115	Workplace Communication	04
WRI	301A	Report Writing	04
QUARTER HOURS REQUIRED FOR GRADUATION			**181**

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A DIVISION OF BAKER COLLEGE

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.

PROJECTED GROWTH

Employment of human resource managers is projected to grow by 13 percent through 2022, about as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
HUMAN RESOURCE MAJOR - 41 HOURS			
HRM	215A	Staffing Human Resources	04
HRM	225A	Training and Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315A	Performance Management of 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	212A	Staffing and Performance Management	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	218	Work Experience Project	04
WRKBS	201	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	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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
MINOR REQUIREMENTS - 24 HOURS			
See list of minors below.			
QUARTER HOURS REQUIRED FOR GRADUATION			**185**

Students interested in completing the 5 Year MBA Program must apply to the Center for Graduate Studies for acceptance in to the program. Students considering this program should contact their Academic Advisor to review program requirements and acceptance criteria. A minimum 3.5 GPA is required.

The following minors are available with this program:

- **ACCOUNTING MINOR**
- **COMPUTER INFORMATION SYSTEMS MINOR**
- **ENTREPRENEURSHIP MINOR**
- **FINANCE MINOR**
- **FLEX STUDIES MINOR**
- **5 YEAR MBA MINOR**
- **MANAGEMENT MINOR**
- **MARKETING MINOR**
- **MEDICAL OFFICE MINOR**
- **NON-PROFIT MINOR**
- **PROJECT MANAGEMENT MINOR:**
- **PSYCHOLOGY MINOR**
- **SUPPLY CHAIN MANAGEMENT MINOR**

LEGAL STUDIES

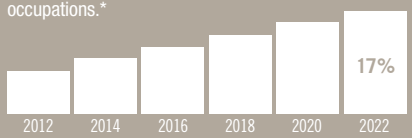
Bachelor of Science in Legal Studies

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, multi-cultural 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.

PROJECTED GROWTH

Employment of paralegals and legal assistants is projected to grow 17 percent through 2022, which is faster than the average for all other occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
LEGAL STUDIES MAJOR - 109 HOURS			
ACC	121	Fundamentals of Accounting I	04
MGT	141	Principles of 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	131A	Law Office Technology 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	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	Healthcare 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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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 Communication	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			**181**

MANAGEMENT

Bachelor of Business Administration

The objective of this program is to train broadly competent managers for leadership roles 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.

Accredited By IACBE
International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of administrative services managers is projected to grow by 12 percent through 2022, about as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MANAGEMENT MAJOR - 45 HOURS			
BUS	211	Business Analytics	04
MGT	111	Professional Management Behavior	04
MGT	141	Principles of Management	04
MGT	212A	Staffing and Performance Management	04
MGT	221	Applied Business Analytics	04
MGT	222	Management Seminar	04
MGT	331	Applied Leadership	04
MGT	341	Globalization and Diversity	04
MGT	422	Operations Management	04
MGT	431	Strategic Management	04
WRK	291B	Professional Career Strategies	01
WRKBS	201	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	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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
MINOR REQUIREMENTS - 24 HOURS			
See list of minors below.			
QUARTER HOURS REQUIRED FOR GRADUATION			**189**

Students interested in completing the 5 Year MBA Program must apply to the Center for Graduate Studies for acceptance in to the program. Students considering this program should contact their Academic Advisor to review program requirements and acceptance criteria. A minimum 3.5 GPA is required.

The following minors are available with this program:

- **ACCOUNTING MINOR**
- **COMPUTER INFORMATION SYSTEMS MINOR**
- **ENTREPRENEURSHIP MINOR**
- **FINANCE MINOR**
- **FLEX STUDIES MINOR**
- **5 YEAR MBA MINOR**
- **MANAGEMENT MINOR**
- **MARKETING MINOR**
- **MEDICAL OFFICE MINOR**
- **NON-PROFIT MINOR**
- **PROJECT MANAGEMENT MINOR**
- **PSYCHOLOGY MINOR**
- **SUPPLY CHAIN MANAGEMENT MINOR**

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.

Accredited By IACBE
International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of marketing managers is projected to grow by 12 percent through 2022, about as fast as the average for all other occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MARKETING MAJOR - 37 HOURS			
BUS	211	Business Analytics	04
MKT	131	Personal Selling	04
MKT	241	Advertising/Digital Marketing I	04
MKT	261	Marketing Planning	04
MKT	312	Consumer Behavior	04
MKT	342	Digital Marketing II	04
MKT	352	Marketing Analytics II	04
MKT	436	Marketing Strategy and Design	04
WRK	291B	Professional Career Strategies	01
WRKBS	201	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	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	113	Electronic Spreadsheets	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 2 COURSES FROM THE FOLLOWING:			
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
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
ELECTIVE CREDIT			**24**
QUARTER HOURS REQUIRED FOR GRADUATION			**181**

SUPPLY CHAIN MANAGEMENT

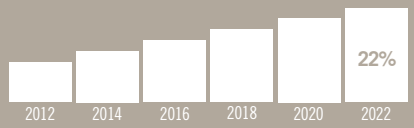
Bachelor of Business Administration

This program provides the skills and knowledge required to be successful throughout a challenging and rewarding career within a supply chain management occupation. Graduates will have opportunities that utilize a multitude of talents and skills, providing an invigorating and exciting career that never grows stagnant. Potential occupations include demand planner, project manager, vendor managed inventory analyst, logistics analyst, warehouse management, production planner, and transportation specialist. According to the Council of Supply Chain Management Professionals, the supply chain management industry is one of the fastest growing industries within the United States and the world with logistics alone accounting for 9.5% of the U.S. Gross Domestic Product.

Students finishing this program will have completed a well-rounded curriculum including business and general education cores, as well as the major core that examines all aspects of the industry from raw materials to end users and everything in between. Global perspectives combined with cultural diversity are interwoven within the curriculum creating an awareness of today's business environment that the students will ultimately compete within. For additional information regarding this program, please visit the Baker College Web site at www.baker.edu/programs.

PROJECTED GROWTH

Employment of logisticians is projected to grow 22 percent through 2022, which is much faster than the average for all other occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
SUPPLY CHAIN MANAGEMENT MAJOR - 45 HOURS			
CIS	313A	Intermediate Spreadsheets	04
ELECT	100A	Elective	04
ELECT	100B	Elective	04
ELECT	100C	Elective	04
ELECT	100D	Elective	04
MGT	311	Organizational Change	04
SCM	301	Procurement and Supply Chain Management	04
SCM	321	Manufacturing, Planning, and Control	04
SCM	401	Decision Modeling in Supply Chains	04
SCM	421	Advanced Topics in Supply Chain Management	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	301	Internship	04
WRKBS	201	Work Experience	04
BUSINESS REQUIREMENTS - 44 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

GENERAL EDUCATION REQUIREMENTS - 68 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	113	Electronic Spreadsheets	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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
MINOR REQUIREMENTS - 24 HOURS			
See list of minors below.			
QUARTER HOURS REQUIRED FOR GRADUATION			**181**

The following minors are available with this program:

- **ACCOUNTING MINOR**
- **COMPUTER INFORMATION SYSTEMS MINOR**
- **ENTREPRENEURSHIP MINOR**
- **FINANCE MINOR**
- **FLEX STUDIES MINOR**
- **HUMAN RESOURCE MANAGEMENT MINOR**
- **MARKETING MINOR**
- **PROJECT MANAGEMENT MINOR**
- **PSYCHOLOGY MINOR**
- **WEB DEVELOPMENT MINOR**

POSTBACCALAUREATE CERTIFICATE

ACCOUNTING

Postbaccalaureate Certificate

This program provides students with a bachelor degree who wish to complete the educational requirements for the CPA exam the additional education needed to meet Michigan's educational requirements. Students wishing to become eligible to sit for the examination in other states or need further information are advised to contact the National Association of State Boards of Accountancy (www.nasba.org). Students are strongly advised to contact the State of Michigan Department of Licensing and Regulatory Affairs for further information about the requirements of becoming a CPA in Michigan.

PROJECTED GROWTH

Employment of accountants and auditors is expected to grow by 13 percent through 2022, which is as fast as average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
ACCOUNTING REQUIREMENTS - 48 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ACC	241	Accounting Concepts	04
ACC	301	Intermediate Accounting I	04
ACC	302	Intermediate Accounting II	04
ACC	303	Intermediate Accounting III	04
ACC	331A	Cost Accounting	04
ACC	416	Auditing, Systems, and Controls I	04
ACC	417	Auditing, Systems, and Controls II	04
ACC	431B	Governmental and Non-Profit Accounting	04
SELECT 2 COURSES FROM THE FOLLOWING:			
ACC	312B	Business Entities Taxation	04
ACC	341B	Individual Taxation	04
ACC	441	Advanced Accounting	04
BUSINESS REQUIREMENTS - 60 HOURS			
SELECT 15 COURSES FROM THE FOLLOWING:			
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
ECN	301	International Economics	04
ELECT	106A	Accounting/Management/Marketing Elective	04
ELECT	106B	Accounting/Management/Marketing Elective	04
ELECT	106C	Accounting/Management/Marketing Elective	04
ELECT	106D	Accounting/Management/Marketing Elective	04
ELECT	106E	Accounting/Management/Marketing Elective	04
FIN	101	Personal Finance	04
FIN	301A	Principles of Finance	04
HUM	401A	Philosophy of Ethics	04
LAW	211	Business Law	04
LAW	312	Advanced Business Law	04
MGT	101	Introduction to Business	04
MGT	311	Organizational Change	04
MGT	321	Management Information Systems	04
MGT	431	Strategic Management	04
MKT	111B	Principles of Marketing	04
MTH	401	Statistical Methods	04
QUARTER HOURS REQUIRED FOR GRADUATION			**108**

Business requirements/courses must be met from at least 5 of the 9 following categories: Business Law, Business Policy (MGT 431), Economics, Ethics, Finance, Management, Marketing, Statistics, and Taxation.

ELECTIVES

GENERAL EDUCATION ELECTIVES

Course Number		Course Title	Quarter Hours
COMMUNICATION ELECTIVES (Associate Degree)			
ELECT	**120A**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04
COMMUNICATION ELECTIVES (Bachelor Degree)			
ELECT	**121A**	**Communication Elective**	
ELECT	**121B**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	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			
ELECT	**161A**	**Computer Literacy Elective**	
ELECT	**161B**	**Computer Literacy Elective**	
ELECT	**161C**	**Computer Literacy Elective**	
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	141A	Microsoft PowerPoint	02
GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES (Bachelor Degree)			
ELECT	**131A**	**Global and Cultural Perspectives Elective**	
ELECT	**131B**	**Global and Cultural Perspectives Elective**	
ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HUM	101B	Art and Architecture I (Antiquity to Renaissance)	04
HUM	102B	Art and Architecture II (Baroque to Modern)	04
HUM	353	Art Appreciation	02
HUM	357	Music Appreciation	02
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 (Bachelor Degree)

ELECT	**141A**	**Personal and Social Environments Elective**	
ELECT	**141B**	**Personal and Social Environments Elective**	
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
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 (Bachelor Degree)

ELECT	**111A**	**Scientific Inquiry Elective**	
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	251	General Physics I	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

For more information or to see program videos, please visit baker.edu.

In the constantly changing and growing world of computers and digital technology, the computer-related career sector continues to offer a nearly unbeatable combination of employment growth, high salaries, career advancement, and job satisfaction. From the creative to the technical, many of the fastest-growing occupations require only an associate degree. For those with the right aptitude, skill, and training, demand is expected to be particularly strong in software development, database/systems administration, security, systems analysis, and support.

Many of the courses and programs at Baker College are offered in an online delivery format. See page 160 for Baker College Online programs. Contact your campus Academic/Administrative Office for details about Online courses.

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 246. Contact your campus academic staff to discuss requirements.

Disclosure information regarding gainful employment for certificate programs can be found at www.baker.edu/gainfulemployment.

COMPUTER INFORMATION SYSTEMS
UNDERGRADUATE PROGRAMS

CERTIFICATES
Cisco Broadband/Healthcare IT ..... PG. 60
Cisco Networking with Wireless and VoIP ..... PG. 60
Microsoft Networking Professional ..... PG. 60
Web Development ..... PG. 61

ASSOCIATE DEGREES
Associate of Applied Science
Computer Animation ..... PG. 61
Computer Programming ..... PG. 62
Digital Media Design ..... PG. 62
Digital Video Production ..... PG. 63
Information Technology ..... PG. 63
Web Development ..... PG. 64

BACHELOR DEGREES
Bachelor of Computer Science
Computer Science ..... PG. 65
Game Software Development ..... PG. 67
Mobile Application Software Engineering ..... PG. 70

Bachelor of Digital Media Technology
Digital Media Design ..... PG. 66
Digital Video Production ..... PG. 67

Bachelor of Information Systems ..... PG. 68

Bachelor of Information Technology and Security
Cyber Defense ..... PG. 65
Information Technology and Security ..... PG. 69

ELECTIVES
Computer Information Systems Electives ..... PG. 71
General Education Electives ..... PG. 72

CERTIFICATE PROGRAMS

CISCO BROADBAND/HEALTHCARE IT

Certificate

Our nation has a growing shortage of trained Healthcare Information Technology (IT) professionals as identified by the United States Bureau of Labor Statistics (BLS). The BLS indicates that Healthcare IT jobs will increase the fastest through 2018 due to government initiatives driving the adoption of electronic medical records. This program focuses on broadband, network security, wireless, and Healthcare IT training—key skills necessary to fulfill the job requirements in the healthcare IT area. Many of the courses are based on Cisco Academy materials and curriculum. This program prepares the student to take the Cisco CCNA, CompTIA A+, and CompTIA Network+ certifications. Upon successful completion of the Cisco Healthcare IT class students receive the Health Information Networking Certificate from Cisco Systems.

PROJECTED GROWTH

Employment of medical records and healthcare information technicians is expected to increase by 22 percent, much faster than the average for all occupations through 2022.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 60 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CSC	121B	Introduction to Networks	04
CSC	221B	Routing and Switching Essentials	08
CSC	231B	Scaling Networks	08
CSC	241A	Connecting Networks	08
CSC	301	Cisco Healthcare IT	04
ENG	101	Composition I	04
MTH	111	Introductory Algebra	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
PSY	101	Human Relations	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CSC	222	Cisco Wireless Networking	04
NET	211	Wireless Networking	04
QUARTER HOURS REQUIRED FOR GRADUATION			**60**

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.

Cisco Systems Networking Academy

PROJECTED GROWTH

Overall employment of network and computer systems administrators is projected to increase by 12 percent through 2022, which is as fast as average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 68 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CSC	121B	Introduction to Networks	04
CSC	221B	Routing and Switching Essentials	08
CSC	222	Cisco Wireless Networking	04
CSC	223	Cisco Voice Networking	04
CSC	231B	Scaling Networks	08
CSC	241A	Connecting Networks	08
ENG	101	Composition I	04
ITS	111	Introduction to Information System Security	04
ITS	211	Introduction to Network Security	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**

MICROSOFT NETWORKING PROFESSIONAL

Certificate

This program will help prepare individuals to sit for qualifying examinations which may lead to certification as a Microsoft Certified Solutions Associate (MCSA). Courses within this program also help prepare students for CompTIA A+, and Network+ certification.

Microsoft IT Academy Program Member

PROJECTED GROWTH

Overall employment of network and computer systems administrators is projected to increase by 12 percent through 2022, which is as fast as average for all occupations.*

*Bureau of Labor and Statistics

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	201	Microsoft Windows Server Administration I	04
MNP	202	Microsoft Windows Server Administration II	04
MNP	203	Microsoft Windows Server Administration III	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:			
MNP	171A	Windows 7 Configuration	04
MNP	181	Windows 8 Configuration	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**48**

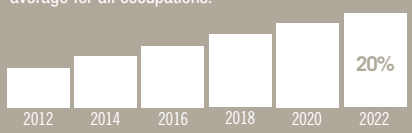
WEB DEVELOPMENT

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.

PROJECTED GROWTH

Employment of web developers is expected to grow 20 percent through 2022, much faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 60 HOURS			
CIS	114	Database Fundamentals	02
CS	111	Introduction to Programming	04
DMD	131	Introduction to Graphic Imaging	04
ENG	101	Composition I	04
INF	161	Technology and Society	02
MTH	111	Introductory Algebra	04
WEB	111B	Introduction to HTML	04
WEB	121A	World Wide Web Design	04
WEB	131	Web Development I	04
WEB	132	Web Development II	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.

ASSOCIATE DEGREE PROGRAMS

COMPUTER ANIMATION

Associate of Applied Science Degree

Computer art and animation skills are in high demand in our media rich society. The explosive growth of the Internet, mobile devices, high definition television, and interactive media has created ongoing demand for computing specialists with art and animation skills. The Associate Degree of Computer Animation prepares students foundationally for careers that involve interactive media, Web design, digital imaging, 3D modeling and animation, and motion graphics. The program will provide students with practical skills and a portfolio of computer graphics and animation work.

PROJECTED GROWTH

Employment of multi-media artists and animators is expected to grow 6 percent through 2022.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
COMPUTER ANIMATION MAJOR - 67 HOURS			
CAP	101	Concept and Character Development	04
CAP	111	History of Animation	02
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	221	Computer Animation Portfolio Preparation	02
CAP	271	Computer Animation Portfolio Project	04
DMD	101	Introduction to Digital Media Communications	04
DMD	131	Introduction to Graphic Imaging	04
MTH	112	Intermediate Algebra	04
WEB	111B	Introduction to HTML	04
WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	111	Introductory Algebra	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	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**

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.

PROJECTED GROWTH

Overall, employment of computer programmers is projected to increase by 8 percent through 2022, this is as fast as average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
COMPUTER PROGRAMMING MAJOR - 67 HOURS			
CIS	114	Database Fundamentals	02
CIS	251	Systems Development Methods	04
CIS	303A	Computer Architecture	04
CIS	310	Visual BASIC	04
CIS	331	Database Management Using SQL	04
CS	101	Principles of Computer Science	04
CS	111	Introduction to Programming	04
CS	217A	C++ Programming	04
CS	218A	Object Oriented Programming With C++	04
CS	231	Microprocessor Electronics	04
ELECT	105A	Information Systems Elective	04
MTH	124	Trigonometry	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
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	106B	Computer Operating Systems and Maintenance I	04
CIS	119A	iSeries CL and File Design	04
CS	201	Net-centric Computing	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CIS	311	Advanced Visual BASIC	04
CS	243	Applied Java Techniques	04
GSD	311	C# Programming	04
MTH	340	Discrete Mathematics	04
GENERAL EDUCATION REQUIREMENTS - 30 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate 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**

DIGITAL MEDIA DESIGN

Associate of Applied Science Degree

The Digital Media Design program focuses on application of the latest concepts and technology relating to presentation of information in a creative, organized, and effective manner. Graduates with these skills have career choices in areas such as Web and graphic design, print production, marketing, and communications.

PROJECTED GROWTH

Employment of graphic designers is expected to grow 7 percent through 2022.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
DIGITAL MEDIA DESIGN MAJOR - 69 HOURS			
DMD	101	Introduction to Digital Media Communications	04
DMD	111	Introduction to Digital Design/Illustration	04
DMD	121	Introduction to Digital Publishing	04
DMD	131	Introduction to Graphic Imaging	04
DMD	201	Typography	04
DMD	211	Corporate Branding Design	04
DMD	212	Publication Design Processes	04
DMD	213	Collaborative Design Processes	04
DMD	241	Digital Media Production Methods	04
DMD	251	Digital Media Business Practices	04
DMD	291	Portfolio Development	04
HUM	102B	Art and Architecture II (Baroque to Modern)	04
MKT	111B	Principles of Marketing	04
WEB	111B	Introduction to HTML	04
WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 30 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

DIGITAL VIDEO PRODUCTION

Associate of Applied Science Degree

Graduates of this program have the skills to produce digital media for communication careers in corporations, education, training, and professional services. Students acquire hands-on experience with all elements of digital video production—cameras, microphones, lighting, animation, video and audio editing, eLearning design, various forms of contemporary media scripting, and production management.

Course Number		Course Title	Quarter Hours
DIGITAL VIDEO PRODUCTION MAJOR - 65 HOURS			
DMD	101	Introduction to Digital Media Communications	04
DMD	111	Introduction to Digital Design/Illustration	04
DMD	131	Introduction to Graphic Imaging	04
DMD	251	Digital Media Business Practices	04
DVP	101	Digital Media Fundamentals	04
DVP	111A	Interviewing and Script Writing	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	211	Digital Video Production Management	04
DVP	221	eLearning Design	04
DVP	252	Intermediate Digital Video Editing	04
DVP	261A	Editing/Motion/Audio - Direct Study Lab	04
MKT	111B	Principles of Marketing	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

INFORMATION TECHNOLOGY

Associate of Applied Science Degree

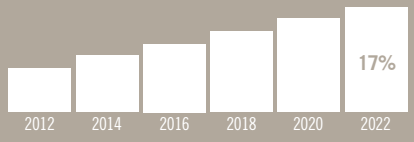
Information Technology professionals install, configure, secure, and support an organization's computing systems including: PCs and other devices, Wide Area Networks (WANs), Local Area Networks (LANs), and Internet systems. They also monitor business and company networks and perform necessary repairs and maintenance to support network availability for all system users. The Baker College Information Technology Associate Degree program provides a solid foundation for students to pursue this growing occupation while allowing the flexibility to choose an area of concentration. Foundational courses align with industry certifications including: CompTIA A+, Network+, and Security+.

Microsoft IT Academy Program Member

Cisco Systems Networking Academy

PROJECTED GROWTH

Employment of IT professionals is expected to increase by 17 percent through 2022, which is faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
INFORMATION TECHNOLOGY REQUIREMENTS - 39 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	114	Database Fundamentals	02
ITS	211	Introduction to Network Security	04
LUX	205	Introduction to Linux/Unix	04
MNP	201	Microsoft Windows Server Administration I	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CSC	121B	Introduction to Networks	04
NET	222	Introduction to Routers and Routing	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MNP	171A	Windows 7 Configuration	04
MNP	181	Windows 8 Configuration	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

SELECT 1 OF THE FOLLOWING MAJORS:

CISCO MAJOR - 36 HOURS			
CSC	221B	Routing and Switching Essentials	08
CSC	231B	Scaling Networks	08
CSC	241A	Connecting Networks	08
MTH	112	Intermediate Algebra	04
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	107A	Information Technology Elective	04
QUARTER HOURS REQUIRED FOR GRADUATION			**99**

CYBER SECURITY MAJOR - 32 HOURS

CIS	107B	Computer Operating Systems and Maintenance II	04
CIS	331	Database Management Using SQL	04
ELECT	107A	Information Technology Elective	04
ITS	111	Introduction to Information System Security	04
ITS	221	VPN/Firewall Architecture and Management I	04
ITS	222	VPN/Firewall Architecture and Management II	04
MTH	112	Intermediate Algebra	04
NET	211	Wireless Networking	04
QUARTER HOURS REQUIRED FOR GRADUATION			**95**

IT SUPPORT SPECIALIST MAJOR - 38 HOURS

CIS	107B	Computer Operating Systems and Maintenance II	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
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
QUARTER HOURS REQUIRED FOR GRADUATION			**101**

LINUX/UNIX SYSTEMS MAJOR - 32 HOURS

CIS	107B	Computer Operating Systems and Maintenance II	04
CS	111	Introduction to Programming	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
QUARTER HOURS REQUIRED FOR GRADUATION			**95**

MICROSOFT MAJOR - 32 HOURS

CIS	107B	Computer Operating Systems and Maintenance II	04
CIS	331	Database Management Using SQL	04
ELECT	107A	Information Technology Elective	04
ELECT	107B	Information Technology Elective	04
MNP	202	Microsoft Windows Server Administration II	04
MNP	203	Microsoft Windows Server Administration III	04
MTH	112	Intermediate Algebra	04
NET	211	Wireless Networking	04
QUARTER HOURS REQUIRED FOR GRADUATION			**95**

VMWARE MAJOR- 36 HOURS

CIS	331	Database Management Using SQL	04
CS	111	Introduction to Programming	04
LUX	211	Shell Programming	04
LUX	261	Linux/Unix System Administration I	04
MNP	202	Microsoft Windows Server Administration II	04
VCP	201	VMware vSphere: Install, Configure, Manage	04
VCP	202	VMware View: Install, Configure, Manage	04
VCP	211	VMware vSphere: Troubleshooting	04
VCP	212	VMware vSphere: Manage for Performance and Security	04
QUARTER HOURS REQUIRED FOR GRADUATION			**99**

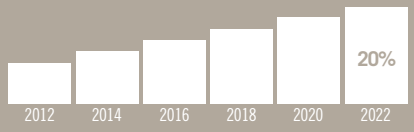
WEB DEVELOPMENT

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 computer information systems, as well as the skills needed to develop and maintain Web pages.

PROJECTED GROWTH

Employment of web developers is expected to grow 20 percent through 2022, much faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
WEB DEVELOPMENT MAJOR - 71 HOURS			
CIS	114	Database Fundamentals	02
CIS	310	Visual BASIC	04
CIS	331	Database Management Using SQL	04
CS	111	Introduction to Programming	04
DMD	131	Introduction to Graphic Imaging	04
ITS	111	Introduction to Information System Security	04
LUX	205	Introduction to Linux/Unix	04
WEB	111B	Introduction to HTML	04
WEB	121A	World Wide Web Design	04
WEB	131	Web Development I	04
WEB	132	Web Development II	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	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 26 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	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**

BACHELOR DEGREE PROGRAMS

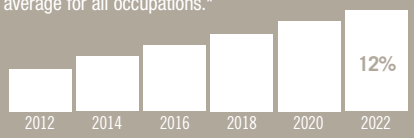
COMPUTER SCIENCE

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.

PROJECTED GROWTH

Overall employment of network and computer systems administrators is projected to increase by 12 percent through 2022, which is as fast as average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
COMPUTER SCIENCE MAJOR - 131 HOURS			
CIS	114	Database Fundamentals	02
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
CS	101	Principles of Computer Science	04
CS	111	Introduction to Programming	04
CS	201	Net-centric Computing	04
CS	217A	C++ Programming	04
CS	218A	Object Oriented Programming With C++	04
CS	231	Microprocessor Electronics	04
CS	321	Data Structures and Algorithms I	04
CS	322	Data Structures and Algorithms II	04
CS	341	Programming for Mobile Devices	04
CS	422A	Database Programming I	04
CS	451	Unit Testing and Interfaces	04
CS	481	Trends in Computer Science	04
EGR	111	Technical Communications for Engineering Sciences	04
ELECT	105A	Information Systems Elective	04
ELECT	105B	Information Systems Elective	04
ELECT	105C	Information Systems Elective	04
GSD	311	C# Programming	04
MTH	124	Trigonometry	04
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	401	Statistical Methods	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	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
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
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			**195**

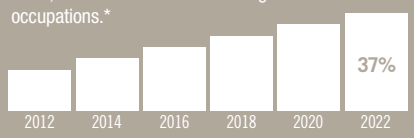
CYBER DEFENSE

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 healthcare, 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.

PROJECTED GROWTH

Overall employment of computer security specialists is projected to increase by 37 percent through 2022, much faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
CYBER DEFENSE MAJOR - 143 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	107B	Computer Operating Systems and Maintenance II	04
CIS	114	Database Fundamentals	02
CIS	331	Database Management Using SQL	04
ELECT	107A	Information Technology Elective	04
ELECT	107B	Information Technology Elective	04
ELECT	107C	Information Technology Elective	04
ITS	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
MGT	141	Principles of Management	04
MNP	431	Designing and Implementing a Server Infrastructure	04
MNP	432	Implementing an Advanced Server Infrastructure	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
PPM	301	Project Management	04
WRK	291B	Professional Career Strategies	01
WRK	301	Internship	04
WRKTC	201	Work Experience	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MNP	171A	Windows 7 Configuration	04
MNP	181	Windows 8 Configuration	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MNP	201	Microsoft Windows Server Administration I	04
MNP	221	Configuring Windows Server 2008 Network Infrastructure	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MNP	202	Microsoft Windows Server Administration II	04
MNP	211	Configuring Windows Server 2008 Active Directory	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MNP	203	Microsoft Windows Server Administration III	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
QUARTER HOURS REQUIRED FOR GRADUATION			**207**

DIGITAL MEDIA DESIGN

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.

PROJECTED GROWTH

Employment of graphic designers is expected to grow 7 percent through 2022.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
DIGITAL MEDIA DESIGN MAJOR - 117 HOURS			
BUS	211	Business Analytics	04
DMD	101	Introduction to Digital Media Communications	04
DMD	111	Introduction to Digital Design/Illustration	04
DMD	121	Introduction to Digital Publishing	04
DMD	131	Introduction to Graphic Imaging	04
DMD	201	Typography	04
DMD	211	Corporate Branding Design	04
DMD	212	Publication Design Processes	04
DMD	213	Collaborative Design Processes	04
DMD	241	Digital Media Production Methods	04
DMD	251	Digital Media Business Practices	04
DMD	291	Portfolio Seminar	04
DMD	301	Intermediate Graphic Imaging	04
DMD	311	Advanced Graphic Imaging	04
DMD	331	Integrated Media Design	04
DMD	401	Multi-Media Production I	04
DMD	402	Multi-Media Production II	04
DMD	411	Graphic Presentation	04
MKT	111B	Principles of Marketing	04
MKT	131	Personal Selling	04
MKT	241	Advertising/Digital Marketing I	04
MKT	261	Marketing Planning	04
MKT	342	Digital Marketing II	04
WEB	111B	Introduction to HTML	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	301	Internship	04
WRKTC	201	Work Experience	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	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	102B	Art and Architecture II (Baroque to Modern)	04
HUM	401A	Philosophy of Ethics	04

INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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**

DIGITAL VIDEO PRODUCTION

Bachelor of Digital Media Technology

Graduates of this program have the skills to produce digital media for communication careers in corporations, education, training, and professional services. Students acquire hands-on experience with all elements of digital video production—cameras, microphones, lighting, animation, video and audio editing, eLearning design, various forms of contemporary media scripting, and production management.

Course Number		Course Title	Quarter Hours
DIGITAL VIDEO PRODUCTION MAJOR - 129 HOURS			
DMD	101	Introduction to Digital Media Communications	04
DMD	111	Introduction to Digital Design/Illustration	04
DMD	121	Introduction to Digital Publishing	04
DMD	131	Introduction to Graphic Imaging	04
DMD	201	Typography	04
DMD	211	Corporate Branding Design	04
DMD	212	Publication Design Processes	04
DMD	213	Collaborative Design Processes	04
DMD	251	Digital Media Business Practices	04
DMD	301	Intermediate Graphic Imaging	04
DMD	311	Advanced Graphic Imaging	04
DMD	331	Integrated Media Design	04
DMD	401	Multi-Media Production I	04
DMD	411	Graphic Presentation	04
DVP	101	Digital Media Fundamentals	04
DVP	111A	Interviewing and Script Writing	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	211	Digital Video Production Management	04
DVP	221	eLearning Design	04
DVP	252	Intermediate Digital Video Editing	04
MKT	111B	Principles of Marketing	04
MKT	131	Personal Selling	04
MKT	241	Advertising/Digital Marketing	04
WEB	111B	Introduction to HTML	04
WEB	121A	World Wide Web Design	04
WEB	201	Web Multi-Media	04
WRK	291B	Professional Career Strategies	01
WRK	301	Internship	04
WRKTC	201	Work Experience	04
SELECT 1 COURSE FROM THE FOLLOWING:			
DMD	291	Portfolio Seminar	04
DVP	261A	Editing/Motion/Audio - Direct Study Lab	04
GENERAL EDUCATION REQUIREMENTS - 68 HOURS			
ELECT	111A	Scientific Inquiry Elective	04
ELECT	121A	Communication Elective	04
ELECT	131A	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	102B	Art and Architecture II (Baroque to Modern)	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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			**197**

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 computer gaming industry. A comprehensive approach will carry students from modeling, through animation and game programming, to the senior design project.

PROJECTED GROWTH

Employment of software developers is expected to increase by 22 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
GAME SOFTWARE DEVELOPMENT MAJOR - 111 HOURS			
CIS	114	Database Fundamentals	02
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	101	Principles of Computer Science	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	111B	Introduction to HTML	04
WEB	201	Web Multi-Media	04
WRK	291B	Professional Career Strategies	01
WRK	301	Internship	04
GENERAL EDUCATION REQUIREMENTS - 70 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	121	Introduction to Windows	02
INF	161	Technology and Society	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**

INFORMATION SYSTEMS

Bachelor of Information Systems

Information Systems (IS) professionals serve as strategic liaisons between administrative and technological functions of an organization. IS 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.

PROJECTED GROWTH

Overall, employment of computer programmers is projected to increase by 8 percent through 2022, this is as fast as average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
INFORMATION SYSTEMS MAJOR - 87 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	114	Database Fundamentals	02
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
ITS	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
WRKTC	201	Work Experience	04
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
BUS	211	Business Analytics	04
MGT	101	Introduction to Business	04
MGT	141	Principles of Management	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			**195**

HEALTHCARE INFORMATICS MINOR - 24 HOURS

CIS	371	Introduction to Healthcare Informatics	04
CIS	451	Advanced Healthcare Informatics	04
HSC	111	Introduction to Healthcare	04
HSC	312	Health Law and Regulations	04
MED	103	Medical Terminology	04
MED	171	Electronic Medical Records	04
QUARTER HOURS REQUIRED FOR GRADUATION			**195**

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			**199**

MANAGEMENT MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:			
MGT	212A	Staffing and Performance Management	04
MGT	221	Applied Business Analytics	04
MGT	222	Management Seminar	04
MGT	250	Conflict Management	04
MGT	311	Organizational Change	04
MGT	331	Applied Leadership	04
MGT	341	Globalization and Diversity	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			**195**

5 YEAR MSIS PROGRAM - 16 HOURS

BUS	615	Human Behavior Management of Organizations	04
BUS	678	Research and Statistics for Managers	04
MIS	511	Management Information Systems	04
MIS	521	Information Systems Project Management	04
QUARTER HOURS REQUIRED FOR GRADUATION			**187**

WEB DEVELOPMENT MINOR - 24 HOURS

WEB	111B	Introduction to HTML	04
WEB	131	Web Development I	04
WEB	211	Web Scripting	04
WEB	221	Interactive Web Design	04
SELECT 2 COURSES FROM THE FOLLOWING:			
WEB	121A	World Wide Web Design	04
WEB	132	Web Development II	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			**195**

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 healthcare, 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.

PROJECTED GROWTH

Overall employment of network and computer systems administrators is projected to increase by 12 percent through 2022, which is as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
INFORMATION TECHNOLOGY REQUIREMENTS - 75 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	114	Database Fundamentals	02
ITS	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
MGT	141	Principles of Management	04
MTH	401	Statistical Methods	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
PPM	301	Project Management	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CSC	121B	Introduction to Networks	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:			
MNP	171A	Windows 7 Configuration	04
MNP	181	Windows 8 Configuration	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MNP	201	Microsoft Windows Server Administration I	04
MNP	221	Configuring Windows Server 2008 Network Infrastructure	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 MAJORS:

CISCO NETWORK PROFESSIONAL MAJOR - 56 HOURS

CSC	221B	Routing and Switching Essentials	08
CSC	231B	Scaling Networks	08
CSC	241A	Connecting Networks	08
CSC	301	Cisco Healthcare IT	04
CSC	331	CCNA Security	06
CSC	421	CCNP Route	06
CSC	431	CCNP Switch	06
CSC	441	CCNP Tshoot	06
ITS	305	Security Policies and Auditing	04

INFORMATION ASSURANCE MAJOR - 52 HOURS

ELECT	107A	Information Technology Elective	04
ELECT	107B	Information Technology Elective	04
ELECT	107C	Information Technology Elective	04
ELECT	107D	Information Technology Elective	04
ELECT	107E	Information Technology Elective	04
ELECT	107F	Information Technology Elective	04
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

INTERNETWORKING ADMINISTRATION MAJOR - 52 HOURS

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

MICROSOFT SYSTEM ADMINISTRATION MAJOR - 52 HOURS

CIS	107B	Computer Operating Systems and Maintenance II	04
CIS	331	Database Management Using SQL	04
ELECT	107A	Information Technology Elective	04
ELECT	107B	Information Technology Elective	04
ELECT	107C	Information Technology Elective	04
ELECT	107D	Information Technology Elective	04
ELECT	107E	Information Technology Elective	04
ITS	305	Security Policies and Auditing	04
ITS	315	Information Systems Threat Assessment	04
MNP	431	Designing and Implementing a Server Infrastructure	04
MNP	432	Implementing an Advanced Server Infrastructure	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MNP	202	Microsoft Windows Server Administration II	04
MNP	211	Configuring Windows Server 2008 Active Directory	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MNP	203	Microsoft Windows Server Administration III	04
MNP	231	Administering Windows Server 2008	04
QUARTER HOURS REQUIRED FOR GRADUATION			**191**

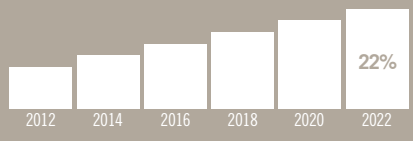
MOBILE APPLICATION SOFTWARE ENGINEERING

Bachelor of Computer Science

Computer software engineers design and develop software by applying the theories and principles of computer science and mathematical analysis to create, test, and evaluate the software applications and systems that make computers work. In this program, students will acquire skills in software application development focusing on solutions for mobile devices across multiple platforms including Android, iOS (Apple) and Windows.

PROJECTED GROWTH

Employment of software developers is expected to increase by 22 percent through 2022, much faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MOBILE APPLICATION SOFTWARE ENGINEERING MAJOR - 131 HOURS			
CIS	114	Database Fundamentals	02
CIS	251	Systems Development Methods	04
CIS	331	Database Management Using SQL	04
CS	101	Principles of Computer Science	04
CS	111	Introduction to Programming	04
CS	201	Net-centric Computing	04
CS	217A	C++ Programming	04
CS	218A	Object Oriented Programming With C++	04
CS	231	Microprocessor Electronics	04
CS	241	Java Programming	04
CS	242	Advanced Java Programming	04
CS	321	Data Structures and Algorithms I	04
CS	322	Data Structures and Algorithms II	04
CS	341	Programming for Mobile Devices	04
CS	351	Introduction to Android Mobile SDK and Application Development	04
CS	352	Advanced Android Mobile Application Development	04
CS	371	Introduction to iOS Mobile SDK and Application Development	04
CS	372	Advanced iOS Mobile Application Development	04
CS	401	Introduction to Windows Mobile SDK and Application Development	04
CS	402	Advanced Windows Mobile Application Development	04
CS	422A	Database Programming I	04
CS	451	Unit Testing and Interfaces	04
CS	481	Trends in Computer Science	04
CS	495	Mobile Application Development Capstone	04
EGR	111	Technical Communications for Engineering Sciences	04
GSD	311	C# Programming	04
MTH	124	Trigonometry	04
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	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
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

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 **195**

ELECTIVES

COMPUTER INFORMATION SYSTEMS ELECTIVES

Course Number		Course Title	Quarter Hours
INFORMATION SYSTEMS ELECTIVES			
ELECT	**105A**	**Information Systems Elective**	
ELECT	**105B**	**Information Systems Elective**	
ELECT	**105C**	**Information Systems Elective**	
CIS	119A	iSeries CL and File Design	04
CIS	132A	RPG IV	04
CIS	233A	Advanced RPG IV	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	241	Java Programming	04
CS	242	Advanced Java Programming	04
CS	346	Programming for Security	04
CS	391	Research in Computer Science	04
CS	406	Operating System Development	04
CS	422A	Database Programming I	04
CS	423	Database Programming II	04
DMD	131	Introduction to Graphic Imaging	04
SPN	103	Spanish III	04
WEB	111B	Introduction to HTML	04
WEB	121A	World Wide Web Design	04
WEB	131	Web Development I	04
WEB	132	Web Development II	04
WEB	201	Web MultiMedia	04
WEB	211	Web Scripting	04
WEB	221	Interactive Web Design	04
WEB	241	ActionScript Programming	04
INFORMATION TECHNOLOGY ELECTIVES			
ELECT	**107A**	**Information Technology Elective**	
ELECT	**107B**	**Information Technology Elective**	
ELECT	**107C**	**Information Technology Elective**	
ELECT	**107D**	**Information Technology Elective**	
ELECT	**107E**	**Information Technology Elective**	
ELECT	**107F**	**Information Technology Elective**	
CIS	211	Information Technology Customer Service and Support	04
CSC	221B	Routing and Switching Essentials	08
CSC	222	Cisco Wireless Networking	04
CSC	223	Cisco Voice Networking	04
CSC	231B	Scaling Networks	08
CSC	241A	Connecting Networks	08
CSC	301	Cisco Healthcare IT	04
EET	111A	Electrical Technology	04
EET	115D	DC Circuits	04
EET	136	Digital Circuits I	04
EET	216	Digital Circuits II	04
ITS	111	Introduction to Information System Security	04
ITS	221	VPN/Firewall Architecture and Management I	04
ITS	222	VPN/Firewall Architecture and Management II	04
ITS	341	Scripting for Network Administrators	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	202	Microsoft Windows Server Administration II	04
MNP	203	Microsoft Windows Server Administration III	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	311	Configuring Microsoft Office Sharepoint Server	04
MNP	321	Configuring Microsoft Exchange Server	04
MNP	401	Configuring Windows Server 2008 Applications Infrastructure	04

MNP	411	Windows Server 2008 Enterprise Administrator	04
NET	211	Wireless Networking	04
NET	224	Advanced Routers and Routing	04
NET	226A	Designing Internetwork Solutions	04
VCP	201	VMware vSphere: Install, Configure, Manage	04
VCP	202	VMware View: Install, Configure, Manage	04
VCP	211	VMware vSphere: Troubleshooting	04
VCP	212	VMware vSphere: Manage for Performance and Security	04

GENERAL EDUCATION ELECTIVES

Course Number		Course Title	Quarter Hours
COMMUNICATION ELECTIVES (Associate Degree)			
ELECT	**120A**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04
COMMUNICATION ELECTIVES (Bachelor Degree)			
ELECT	**121A**	**Communication Elective**	
ELECT	**121B**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	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			
ELECT	**161A**	**Computer Literacy Elective**	
ELECT	**161B**	**Computer Literacy Elective**	
ELECT	**161C**	**Computer Literacy Elective**	
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	141A	Microsoft PowerPoint	02
GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES (Bachelor Degree)			
ELECT	**131A**	**Global and Cultural Perspectives Elective**	
ELECT	**131B**	**Global and Cultural Perspectives Elective**	
ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HUM	101B	Art and Architecture I (Antiquity to Renaissance)	04
HUM	102B	Art and Architecture II (Baroque to Modern)	04
HUM	353	Art Appreciation	02
HUM	357	Music Appreciation	02
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 (Bachelor Degree)

ELECT	**141A**	**Personal and Social Environments Elective**	
ELECT	**141B**	**Personal and Social Environments Elective**	
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
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 (Bachelor Degree)

ELECT	**111A**	**Scientific Inquiry Elective**	
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	251	General Physics I	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

For more information or to see program videos, please visit baker.edu.

BAKER COLLEGE SCHOOL of EDUCATION

There's significantly higher demand for educators who specialize in certain areas, such as early childhood education and math, as well as those with licenses in multiple subjects. Salary, advancement, and job satisfaction increase with each additional certification and degree.

Many of the courses and programs at Baker College are offered in an online delivery format. See page 160 for Baker College Online programs. Contact your campus Academic/Administrative Office for details about Online courses.

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 246. Contact your campus Education staff to discuss requirements.

Disclosure information regarding gainful employment for certificate programs can be found at www.baker.edu/gainfulemployment.

SCHOOL OF EDUCATION
UNDERGRADUATE PROGRAMS

BACHELOR DEGREES

Bachelor of Science in Education

Elementary Teacher Preparation Majors:

Early Childhood ZS Major (General & Special Education) ... PG. 76
Language Arts Major ... PG. 76
Mathematics Major ... PG. 77
Social Studies Major ... PG. 78

Secondary Teacher Preparation Majors:

English Major ... PG. 78
Mathematics Major ... PG. 79
Social Studies Major ... PG. 80

POSTBACCALAUREATE CERTIFICATES

Initial Certification

Elementary Education Majors:

Early Childhood ZS Major (General & Special Education) ... PG. 81
Language Arts Major ... PG. 81
Mathematics Major ... PG. 82
Social Studies Major ... PG. 82

Secondary Education Majors:

English Major ... PG. 83
Mathematics Major ... PG. 84
Social Studies Major ... PG. 85

Level Change

Early Childhood and Elementary Endorsements:

Elementary Education and
Early Childhood Education ... PG. 85
Elementary Education ... PG. 86

Secondary Endorsements:

Secondary English ... PG. 86
Secondary Mathematics ... PG. 87
Secondary Social Studies ... PG. 87

Additional Endorsement

Elementary Education Endorsements:

Early Childhood ZA to ZS Major ... PG. 87
Early Childhood ZS (General & Special Education) ... PG. 88
Elementary History ... PG. 88
Elementary Language Arts ... PG. 88
Elementary Mathematics ... PG. 89
Elementary Social Studies ... PG. 89

Secondary Education Endorsements:

Secondary English ... PG. 89
Secondary History ... PG. 90
Secondary Mathematics ... PG. 90
Secondary Social Studies ... PG. 90

ELECTIVES

General Education Electives ... PG. 91

BACHELOR DEGREE PROGRAMS

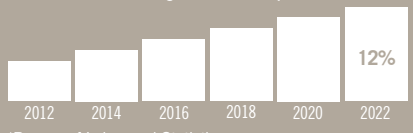
ELEMENTARY TEACHER PREPARATION EARLY CHILDHOOD ZS (GENERAL & SPECIAL EDUCATION)

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 general and special education pre-school classrooms, all subjects in kindergarten through grade 5, and in kindergarten through grade 8 self-contained classrooms. Upon graduating and passing the required state tests, students will be eligible to apply for certification.

PROJECTED GROWTH

Employment of kindergarten, elementary, middle, and secondary school teachers is expected to grow by 12 percent through 2022, which is about as fast as the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
EARLY CHILDHOOD ZS MAJOR - 53 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 for Young Children	04
ECE	201C	Infant and Toddler Development and Curriculum	04
ECE	201CL	Infant and Toddler Development and Curriculum Lab	01
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221B	Math, Science, and Technology for Early Childhood	04
ECE	231	Guidance and Discipline	04
ECE	251	Developing Curriculum for Early Childhood	04
ECE	281	Parents and Teachers: Partners in Education	04
ECE	461	Early Assessment and Referral	04
ECE	491	Senior Seminar: Early Childhood Education	04
EDU	371	Early Childhood Education ZS Practicum	04
COMPREHENSIVE MAJOR - 75 HOURS			
ENG	211A	Structures of English	05
ENG	321	Language Arts and Linguistic Foundations	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	231	Michigan History	04
HIS	311	Social Studies Foundations	04
HSC	341	Health, Physical Education, and Nutrition for Elementary Teachers	04
HUM	351A	Visual and Performing Arts for Elementary Educators	04
LIT	321A	Children's Literature	04
MTH	211A	Number Concepts for Educators	04
MTH	212A	Geometric and Statistical Concepts for Educators	04
MTH	371	Probability and Statistics for Educators	04
MTH	421A	Math Technology for Educators	04
POL	201A	American Political Systems	04
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05
SCI	451	Environmental Science	04
SPK	205	Oral Interpretation of Literature	04
PROFESSIONAL EDUCATION REQUIREMENTS - 61 HOURS			
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	321A	Theory and Principles of Reading Instruction	04
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	351	Instructional Design and Assessment	04
EDU	421A	Reading in the Content Areas	05
EDU	441A	Classroom Management	04
EDU	445A	Educational Foundations	02
EDU	451A	Theory and Techniques: Elementary Language Arts and Social Studies	04
EDU	452	Theory and Techniques: Elementary Mathematics and Science	04
EDU	481A	Directed Teaching I	12
EDU	482A	Directed Teaching II	06
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
HIS	201	United States History to 1865	04
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
SPK	201	Oral Communication	04
SELECT ONE COURSE FROM THE FOLLOWING:			
ITP	111	American Sign Language I	04
SPN	101	Spanish I	04
QUARTER HOURS REQUIRED FOR GRADUATION			**221**

Access additional program information at www.baker.edu

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 - 57 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 Communication	04
ENG	492	Senior Seminar: Language Arts	04
LIT	321A	Children's Literature	04

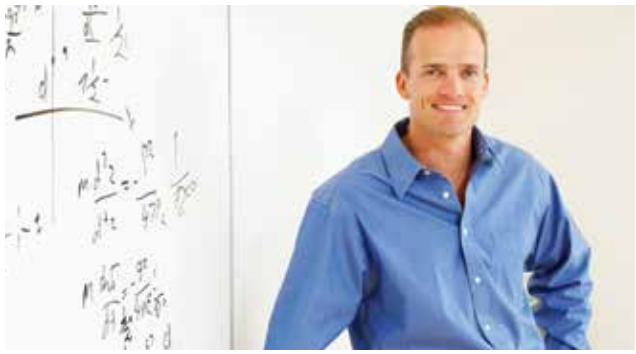
LIT	331	American Literature I	04
LIT	332	American Literature II	04
LIT	401A	Survey of English Literature	04
LIT	405	Literature for Young Adults	04
SPK	201	Oral Communication	04
SPK	205	Oral Interpretation of Literature	04
SPK	211	Group Dynamics	04
PROFESSIONAL EDUCATION REQUIREMENTS - 61 HOURS			
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	321A	Theory and Principles of Reading Instruction	04
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	351	Instructional Design and Assessment	04
EDU	421A	Reading in the Content Areas	05
EDU	441A	Classroom Management	04
EDU	445A	Educational Foundations	02
EDU	451A	Theory and Techniques: Elementary Language Arts and Social Studies	04
EDU	452	Theory and Techniques: Elementary Mathematics and Science	04
EDU	481A	Directed Teaching I	12
EDU	482A	Directed Teaching II	06
GENERAL EDUCATION REQUIREMENTS - 48 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	201	United States History to 1865	04
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
MTH	371	Probability and Statistics for Educators	04
POL	201A	American Political Systems	04
SOC	321	Cultural Diversity	04
SELECT ONE COURSE FROM THE FOLLOWING:			
ITP	111	American Sign Language I	04
SPN	101	Spanish I	04
ELEMENTARY STUDIES MINOR - 34 HOURS			
ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HSC	341	Health, Physical Education, and Nutrition for Elementary Teachers	04
HUM	351A	Visual and Performing Arts for Elementary Educators	04
MTH	211A	Number Concepts for Educators	04
MTH	212A	Geometric and Statistical Concepts for Educators	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			**200**

Access additional program information at www.baker.edu

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 - 45 HOURS			
MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	211A	Number Concepts for Educators	04
MTH	315A	Algebraic Thinking and Proportional Reasoning	04
MTH	331	Geometry for Elementary Teachers	04
MTH	340	Discrete Mathematics	04
MTH	371	Probability and Statistics for Educators	04
MTH	411A	Reasoning and Proof for Elementary Educators	04
MTH	421A	Math Technology for Educators	04
MTH	491	Senior Seminar: Elementary Mathematics	04
PROFESSIONAL EDUCATION REQUIREMENTS - 61 HOURS			
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	321A	Theory and Principles of Reading Instruction	04
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	351	Instructional Design and Assessment	04
EDU	421A	Reading in the Content Areas	05
EDU	441A	Classroom Management	04
EDU	445A	Educational Foundations	02
EDU	451A	Theory and Techniques: Elementary Language Arts and Social Studies	04
EDU	452	Theory and Techniques: Elementary Mathematics and Science	04
EDU	481A	Directed Teaching I	12
EDU	482A	Directed Teaching II	06
GENERAL EDUCATION REQUIREMENTS - 44 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	201	United States History to 1865	04
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	112	Intermediate Algebra	04
POL	201A	American Political Systems	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SELECT ONE COURSE FROM THE FOLLOWING:			
ITP	111	American Sign Language I	04
SPN	101	Spanish I	04
ELEMENTARY STUDIES MINOR - 30 HOURS			
ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HSC	341	Health, Physical Education, and Nutrition for Elementary Teachers	04
HUM	351A	Visual and Performing Arts for Elementary Educators	04
LIT	321A	Children's Literature	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			**180**

Access additional program information at www.baker.edu

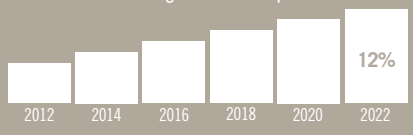
ELEMENTARY TEACHER PREPARATION SOCIAL STUDIES

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.

PROJECTED GROWTH

Employment of kindergarten, elementary, middle, and secondary school teachers is expected to grow by 12 percent through 2022, which is about as fast as the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
SOCIAL STUDIES MAJOR - 62 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	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04
SOC	211	Service Learning Project	02
PROFESSIONAL EDUCATION REQUIREMENTS - 61 HOURS			
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	321A	Theory and Principles of Reading Instruction	04
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	351	Instructional Design and Assessment	04
EDU	421A	Reading in the Content Areas	05
EDU	441A	Classroom Management	04
EDU	445A	Educational Foundations	02
EDU	451A	Theory and Techniques: Elementary Language Arts and Social Studies	04
EDU	452	Theory and Techniques: Elementary Mathematics and Science	04
EDU	481A	Directed Teaching I	12
EDU	482A	Directed Teaching II	06
GENERAL EDUCATION REQUIREMENTS - 36 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
MTH	371	Probability and Statistics for Educators	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SELECT ONE COURSE FROM THE FOLLOWING:			
ITP	111	American Sign Language I	04
SPN	101	Spanish I	04
ELEMENTARY STUDIES MINOR - 38 HOURS			
ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HSC	341	Health, Physical Education, and Nutrition for Elementary Teachers	04
HUM	351A	Visual and Performing Arts for Elementary Educators	04
LIT	321A	Children's Literature	04
MTH	211A	Number Concepts for Educators	04
MTH	212A	Geometric and Statistical Concepts for Educators	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			**197**

Access additional program information at www.baker.edu

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: history or 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 - 58 HOURS			
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	351	Instructional Design and Assessment	04
EDU	425	Literacy Education in the Secondary School	06
EDU	441A	Classroom Management	04
EDU	445A	Educational Foundations	02
EDU	462A	Theory and Techniques of Instruction: English (6-12)	04
EDU	481A	Directed Teaching I	12
EDU	482A	Directed Teaching II	06

SELECT 1 COURSE FROM THE FOLLOWING:			
EDU	461A	Theory and Techniques of Instruction: Mathematics (6-12)	04
EDU	464A	Theory and Techniques of Instruction: Social Studies (6-12)	04
GENERAL EDUCATION REQUIREMENTS - 52 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HUM	353	Art Appreciation	02
HUM	357	Music Appreciation	02
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
POL	201A	American Political Systems	04
MTH	371	Probability and Statistics for Educators	04
SCI	451	Environmental Science	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04

SELECT 1 OF THE FOLLOWING MINORS:

HISTORY MINOR - 42 HOURS

HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	401	International Relations	04
SOC	211	Service Learning Project	02
QUARTER HOURS REQUIRED FOR GRADUATION			**197**

MATHEMATICS MINOR - 45 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	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	371	Probability and Statistics for Educators	04
MTH	431	Foundations of College Geometry	04
MTH	492	Senior Seminar: Secondary Mathematics	04
QUARTER HOURS REQUIRED FOR GRADUATION			**200**

Access additional program information at www.baker.edu

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: English or 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 - 53 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	244	Calculus IV	04
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	371	Probability and Statistics for Educators	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 - 58 HOURS			
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	351	Instructional Design and Assessment	04
EDU	425	Literacy Education in the Secondary School	06
EDU	441A	Classroom Management	04
EDU	445A	Educational Foundations	02
EDU	461A	Theory and Techniques of Instruction: Mathematics (6-12)	04
EDU	481A	Directed Teaching I	12
EDU	482A	Directed Teaching II	06
SELECT 1 COURSE FROM THE FOLLOWING:			
EDU	462A	Theory and Techniques of Instruction: English (6-12)	04
EDU	464A	Theory and Techniques of Instruction: Social Studies (6-12)	04
GENERAL EDUCATION REQUIREMENTS - 48 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HUM	353	Art Appreciation	02
HUM	357	Music Appreciation	02
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
POL	201A	American Political Systems	04
SCI	451	Environmental Science	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04

SELECT 1 OF THE FOLLOWING MINORS:

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			**192**

HISTORY MINOR - 42 HOURS

HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	401	International Relations	04
SOC	211	Service Learning Project	02
QUARTER HOURS REQUIRED FOR GRADUATION			**201**

Access additional program information at www.baker.edu

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: English or mathematics. Upon graduating and passing the required state tests, students will be eligible to apply for certification.

PROJECTED GROWTH

Employment of kindergarten, elementary, middle, and secondary school teachers is expected to grow by 12 percent through 2022, which is about as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
SOCIAL STUDIES MAJOR - 50 HOURS			
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	401	International Relations	04
SOC	211	Service Learning Project	02
PROFESSIONAL EDUCATION REQUIREMENTS - 58 HOURS			
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	351	Instructional Design and Assessment	04
EDU	425	Literacy Education in the Secondary School	06
EDU	441A	Classroom Management	04
EDU	445A	Educational Foundations	02
EDU	464A	Theory and Techniques of Instruction: Social Studies (6-12)	04
EDU	481A	Directed Teaching I	12
EDU	482A	Directed Teaching II	06
SELECT 1 COURSE FROM THE FOLLOWING:			
EDU	461A	Theory and Techniques of Instruction: Mathematics (6-12)	04
EDU	462A	Theory and Techniques of Instruction: English (6-12)	04
GENERAL EDUCATION REQUIREMENTS - 52 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HUM	353	Art Appreciation	02
HUM	357	Music Appreciation	02
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
MTH	371	Probability and Statistics for Educators	04
POL	201A	American Political Systems	04
SCI	451	Environmental Science	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04

SELECT 1 OF THE FOLLOWING MINORS:

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			**193**

MATHEMATICS MINOR - 45 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	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	371	Probability and Statistics for Educators	04
MTH	431	Foundations of College Geometry	04
MTH	492	Senior Seminar: Secondary Mathematics	04
QUARTER HOURS REQUIRED FOR GRADUATION			**205**

Access additional program information at www.baker.edu

POSTBACCALAUREATE CERTIFICATES

EARLY CHILDHOOD ZS (GENERAL & SPECIAL EDUCATION) INITIAL CERTIFICATION

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 general and special education pre-school classrooms, all subjects in kindergarten through grade 5, and in kindergarten through grade 8 self-contained classrooms. Upon graduating and passing the required state tests students will be eligible to apply for certification.

Program Requirements: Bachelor Degree

Course Number		Course Title	Quarter Hours
EARLY CHILDHOOD ZS MAJOR - 53 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	201C	Infant and Toddler Development and Curriculum	04
ECE	201CL	Infant and Toddler Development and Curriculum Lab	01
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221B	Math, Science, and Technology for Early Childhood	04
ECE	231	Guidance and Discipline	04
ECE	251	Developing Curriculum for Early Childhood	04
ECE	281	Parents and Teachers: Partners in Education	04
ECE	461	Early Assessment and Referral	04
ECE	491	Senior Seminar: Early Childhood Education	04
EDU	371	Early Childhood Education ZS Practicum	04
COMPREHENSIVE MAJOR - 75 HOURS			
ENG	211A	Structures of English	05
ENG	321	Language Arts and Linguistic Foundations	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	231	Michigan History	04
HIS	311	Social Studies Foundations	04
HSC	341	Health, Physical Education, and Nutrition for Elementary Teachers	04
HUM	351A	Visual and Performing Arts for Elementary Educators	04
LIT	321A	Children's Literature	04
MTH	211A	Number Concepts for Educators	04
MTH	212A	Geometric and Statistical Concepts for Educators	04
MTH	371	Probability and Statistics for Educators	04
MTH	421A	Math Technology for Educators	04
POL	201A	American Political Systems	04
SCI	351	Science Foundations I: Chemistry and Life Science	05
SCI	352	Science Foundations II: Astronomy, Earth Science, and Physics	05
SCI	451	Environmental Science	04
SPK	205	Oral Interpretation of Literature	04
PROFESSIONAL EDUCATION REQUIREMENTS - 61 HOURS			
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	321A	Theory and Principles of Reading Instruction	04
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	351	Instructional Design and Assessment	04
EDU	421A	Reading in the Content Areas	05
EDU	441A	Classroom Management	04
EDU	445A	Educational Foundations	02
EDU	451A	Theory and Techniques: Elementary Language Arts and Social Studies	04
EDU	452	Theory and Techniques: Elementary Mathematics and Science	04
EDU	481A	Directed Teaching I	12
EDU	482A	Directed Teaching II	06
GENERAL EDUCATION REQUIREMENTS - 12 HOURS			
HIS	201	United States History to 1865	04
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
SELECT 1 COURSE FROM THE FOLLOWING:			
ITP	111	American Sign Language I	04
SPN	101	Spanish I	04
QUARTER HOURS REQUIRED FOR GRADUATION			**201**

Access additional program information at www.baker.edu

ELEMENTARY LANGUAGE ARTS INITIAL CERTIFICATION

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 Requirements: Bachelor Degree

Course Number		Course Title	Quarter Hours
LANGUAGE ARTS MAJOR - 57 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 Communication	04
ENG	492	Senior Seminar: Language Arts	04
LIT	321A	Children's 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
SPK	201	Oral Communication	04
SPK	205	Oral Interpretation of Literature	04
SPK	211	Group Dynamics	04

PROFESSIONAL EDUCATION REQUIREMENTS - 61 HOURS			
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	321A	Theory and Principles of Reading Instruction	04
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	351	Instructional Design and Assessment	04
EDU	421A	Reading in the Content Areas	05
EDU	441A	Classroom Management	04
EDU	445A	Educational Foundations	02
EDU	451A	Theory and Techniques: Elementary Language Arts and Social Studies	04
EDU	452	Theory and Techniques: Elementary Mathematics and Science	04
EDU	481A	Directed Teaching I	12
EDU	482A	Directed Teaching II	06
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	201	United States History to 1865	04
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	371	Probability and Statistics for Educators	04
POL	201A	American Political Systems	04
SELECT 1 COURSE FROM THE FOLLOWING:			
ITP	111	American Sign Language I	04
SPN	101	Spanish I	04
ELEMENTARY STUDIES MINOR - 34 HOURS			
ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HSC	341	Health, Physical Education and Nutrition for Elementary Teachers	04
HUM	351A	Visual and Performing Arts for Elementary Educators	04
MTH	211A	Number Concepts for Educators	04
MTH	212A	Geometric and Statistical Concepts for Educators	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			**180**

Access additional program information at www.baker.edu

ELEMENTARY MATHEMATICS INITIAL CERTIFICATION

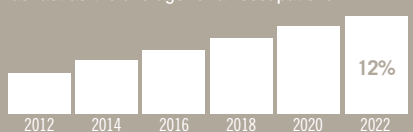
Postbaccalaureate Certificate

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 Requirements: Bachelor Degree

PROJECTED GROWTH

Employment of kindergarten, elementary, middle, and secondary school teachers is expected to grow by 12 percent through 2022, which is about as fast as the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MATHEMATICS MAJOR - 45 HOURS			
MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	211A	Number Concepts for Educators	04
MTH	315A	Algebraic Thinking and Proportional Reasoning	04
MTH	331	Geometry for Elementary Teachers	04
MTH	340	Discrete Mathematics	04
MTH	371	Probability and Statistics for Educators	04
MTH	411A	Reasoning and Proof for Elementary Educators	04
MTH	421A	Math Technology for Educators	04
MTH	491	Senior Seminar: Elementary Mathematics	04
PROFESSIONAL EDUCATION REQUIREMENTS - 61 HOURS			
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	321A	Theory and Principles of Reading Instruction	04
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	351	Instructional Design and Assessment	04
EDU	421A	Reading in the Content Areas	05
EDU	441A	Classroom Management	04
EDU	445A	Educational Foundations	02
EDU	451A	Theory and Techniques: Elementary Language Arts and Social Studies	04
EDU	452	Theory and Techniques: Elementary Mathematics and Science	04
EDU	481A	Directed Teaching I	12
EDU	482A	Directed Teaching II	06
GENERAL EDUCATION REQUIREMENTS - 24 HOURS			
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	201	United States History to 1865	04
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
POL	201A	American Political Systems	04
SELECT 1 COURSE FROM THE FOLLOWING:			
ITP	111	American Sign Language I	04
SPN	101	Spanish I	04
ELEMENTARY STUDIES MINOR - 30 HOURS			
ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HSC	341	Health, Physical Education and Nutrition for Elementary Teachers	04
HUM	351A	Visual and Performing Arts for Elementary Educators	04
LIT	321A	Children's Literature	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			**160**

Access additional program information at www.baker.edu

ELEMENTARY SOCIAL STUDIES INITIAL CERTIFICATION

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 Requirements: Bachelor Degree

Course Number		Course Title	Quarter Hours
SOCIAL STUDIES MAJOR - 62 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	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04
SOC	211	Service Learning Project	02
PROFESSIONAL EDUCATION REQUIREMENTS - 61 HOURS			
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	321A	Theory and Principles of Reading Instruction	04
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	351	Instructional Design and Assessment	04
EDU	421A	Reading in the Content Areas	05
EDU	441A	Classroom Management	04
EDU	445A	Educational Foundations	02
EDU	451A	Theory and Techniques: Elementary Language Arts and Social Studies	04
EDU	452	Theory and Techniques: Elementary Mathematics and Science	04
EDU	481A	Directed Teaching I	12
EDU	482A	Directed Teaching II	06
GENERAL EDUCATION REQUIREMENTS - 12 HOURS			
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	371	Probability and Statistics for Educators	04
SELECT 1 COURSE FROM THE FOLLOWING:			
ITP	111	American Sign Language I	04
SPN	101	Spanish I	04
ELEMENTARY STUDIES MINOR - 38 HOURS			
ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HSC	341	Health, Physical Education and Nutrition for Elementary Teachers	04
HUM	351A	Visual and Performing Arts for Elementary Educators	04
LIT	321A	Children's Literature	04
MTH	211A	Number Concepts for Educators	04
MTH	212A	Geometric and Statistical Concepts for Educators	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			**173**

Access additional program information at www.baker.edu

SECONDARY ENGLISH INITIAL CERTIFICATION

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: history or mathematics. Upon completing the program and passing the required state tests, students will be eligible to apply for certification.

Program Requirements: Bachelor 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 - 58 HOURS			
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	351	Instructional Design and Assessment	04
EDU	425	Literacy Education in the Secondary School	06
EDU	441A	Classroom Management	04
EDU	445A	Educational Foundations	02
EDU	462A	Theory and Techniques of Instruction: English (6-12)	04
EDU	481A	Directed Teaching I	12
EDU	482A	Directed Teaching II	06
SELECT 1 COURSE FROM THE FOLLOWING:			
EDU	461A	Theory and Techniques of Instruction: Mathematics (6-12)	04
EDU	464A	Theory and Techniques of Instruction: Social Studies (6-12)	04
GENERAL EDUCATION REQUIREMENTS - 8 HOURS			
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
SOC	321	Cultural Diversity	04

SELECT 1 OF THE FOLLOWING MINORS:

HISTORY MINOR - 54 HOURS

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	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04
SOC	211	Service Learning Project	02
QUARTER HOURS REQUIRED FOR GRADUATION			**165**

MATHEMATICS MINOR - 45 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	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	371	Probability and Statistics for Educators	04
MTH	431	Foundations of College Geometry	04
MTH	492	Senior Seminar: Secondary Mathematics	04
QUARTER HOURS REQUIRED FOR GRADUATION			**156**

Access additional program information at www.baker.edu

SECONDARY MATHEMATICS INITIAL CERTIFICATION

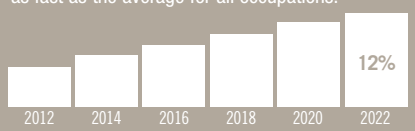
Postbaccalaureate Certificate

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: English or history. Upon completing the program and passing the required state tests, students will be eligible to apply for certification.

Program Requirements: Bachelor Degree

PROJECTED GROWTH

Employment of kindergarten, elementary, middle, and secondary school teachers is expected to grow by 12 percent through 2022, which is about as fast as the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MATHEMATICS MAJOR - 53 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	244	Calculus IV	04
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	371	Probability and Statistics for Educators	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 - 58 HOURS			
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	351	Instructional Design and Assessment	04
EDU	425	Literacy Education in the Secondary School	06
EDU	441A	Classroom Management	04
EDU	445A	Educational Foundations	02
EDU	461A	Theory and Techniques of Instruction: Mathematics (6-12)	04
EDU	481A	Directed Teaching I	12
EDU	482A	Directed Teaching II	06
SELECT 1 COURSES FROM THE FOLLOWING:			
EDU	462A	Theory and Techniques of Instruction: English (6-12)	04
EDU	464A	Theory and Techniques of Instruction: Social Studies (6-12)	04
GENERAL EDUCATION REQUIREMENTS - 8 HOURS			
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
SOC	321	Cultural Diversity	04

SELECT 1 OF THE FOLLOWING MINORS:

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			**152**

HISTORY MINOR - 54 HOURS

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	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04
SOC	211	Service Learning Project	02
QUARTER HOURS REQUIRED FOR GRADUATION			**173**

Access additional program information at www.baker.edu

SECONDARY SOCIAL STUDIES INITIAL CERTIFICATION

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: English or mathematics. Upon completing the program and passing the required state tests, students will be eligible to apply for certification.

Program Requirements: Bachelor Degree

Course Number		Course Title	Quarter Hours
SOCIAL STUDIES MAJOR - 50 HOURS			
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	401	International Relations	04
SOC	211	Service Learning Project	02
PROFESSIONAL EDUCATION REQUIREMENTS - 58 HOURS			
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	330	The Exceptional Learner	04
EDU	346A	Integrating Technology into 21st Century Learning	04
EDU	351	Instructional Design and Assessment	04
EDU	425	Literacy Education in the Secondary School	06
EDU	441A	Classroom Management	04
EDU	445A	Educational Foundations	02
EDU	464A	Theory and Techniques of Instruction: Social Studies (6-12)	04
EDU	481A	Directed Teaching I	12
EDU	482A	Directed Teaching II	06
SELECT 1 COURSE FROM THE FOLLOWING:			
EDU	461A	Theory and Techniques of Instruction: Mathematics (6-12)	04
EDU	462A	Theory and Techniques of Instruction: English (6-12)	04
GENERAL EDUCATION REQUIREMENTS - 24 HOURS			
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
INF	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
POL	201A	American Political Systems	04
SOC	321	Cultural Diversity	04

SELECT 1 OF THE FOLLOWING MINORS:

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			**161**

MATHEMATICS MINOR - 45 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	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	371	Probability and Statistics for Educators	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

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 general and special education pre-school, all subjects in kindergarten through grade 5 and in kindergarten through grade 8 self-contained classrooms. Students complete both the elementary comprehensive and early childhood ZS majors (General and Special Education), 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 Requirements: Bachelor Degree

Course Number		Course Title	Quarter Hours
EARLY CHILDHOOD STUDIES REQUIREMENTS - 53 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	201C	Infant and Toddler Development and Curriculum	04
ECE	201CL	Infant and Toddler Development and Curriculum Lab	01
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221B	Math, Science, and Technology for Early Childhood	04

ECE	231	Guidance and Discipline	04
ECE	251	Developing Curriculum for Early Childhood	04
ECE	281	Parents and Teachers: Partners in Education	04
ECE	461	Early Assessment and Referral	04
ECE	491	Senior Seminar: Early Childhood Education	04
EDU	371	Early Childhood Education ZS Practicum	04
ELEMENTARY STUDIES REQUIREMENTS - 38 HOURS			
ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HSC	341	Health, Physical Education, and Nutrition for Elementary Teachers	04
HUM	351A	Visual and Performing Arts for Elementary Educators	04
LIT	321A	Children's Literature	04
MTH	211A	Number Concepts for Educators	04
MTH	212A	Geometric and Statistical Concepts for Educators	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 - 23 HOURS			
EDU	321A	Theory and Principles of Reading Instruction	04
EDU	421A	Reading in the Content Areas	05
EDU	451A	Theory and Techniques: Elementary Language Arts and Social Studies	04
EDU	452	Theory and Techniques: Elementary Mathematics and Science	04
EDU	482A	Directed Teaching II	06
QUARTER HOURS REQUIRED FOR GRADUATION			**114**

Access additional program information at www.baker.edu

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 Requirements: Bachelor Degree

PROJECTED GROWTH

Employment of kindergarten, elementary, middle, and secondary school teachers is expected to grow by 12 percent through 2022, which is about as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
ELEMENTARY STUDIES REQUIREMENTS - 38 HOURS			
ENG	321	Language Arts and Linguistic Foundations	04
HIS	311	Social Studies Foundations	04
HSC	341	Health, Physical Education, and Nutrition for Elementary Teachers	04
HUM	351A	Visual and Performing Arts for Elementary Educators	04
LIT	321A	Children's Literature	04
MTH	211A	Number Concepts for Educators	04
MTH	212A	Geometric and Statistical Concepts for Educators	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 - 23 HOURS			
EDU	321A	Theory and Principles of Reading Instruction	04
EDU	421A	Reading in the Content Areas	05
EDU	451A	Theory and Techniques: Elementary Language Arts and Social Studies	04
EDU	452	Theory and Techniques: Elementary Mathematics and Science	04
EDU	482A	Directed Teaching II	06
QUARTER HOURS REQUIRED FOR GRADUATION			**61**

Access additional program information at www.baker.edu

SECONDARY ENGLISH - LEVEL CHANGE

Postbaccalaureate 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. 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 Requirements: Bachelor 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	401	A Survey of English Literature	04
LIT	405	Literature for Young Adults	04
LIT	411	Studies in Literature	04
PROFESSIONAL EDUCATION REQUIREMENTS - 16 HOURS			
EDU	425	Literacy Education in the Secondary School	06
EDU	462A	Theory and Techniques of Instruction: English (6-12)	04
EDU	482A	Directed Teaching II	06
QUARTER HOURS REQUIRED FOR GRADUATION			**61**

Access additional program information at www.baker.edu

SECONDARY MATHEMATICS - LEVEL CHANGE

Postbaccalaureate 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 Requirements: Bachelor Degree

Course Number		Course Title	Quarter Hours
MATHEMATICS REQUIREMENTS - 53 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	244	Calculus IV	04
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	371	Probability and Statistics for Educators	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 - 16 HOURS			
EDU	425	Literacy Education in the Secondary School	06
EDU	461A	Theory and Techniques of Instruction: Mathematics (6-12)	04
EDU	482A	Directed Teaching II	06
QUARTER HOURS REQUIRED FOR GRADUATION			**69**

Access additional program information at www.baker.edu

SECONDARY SOCIAL STUDIES - LEVEL CHANGE

Postbaccalaureate 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. 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 Requirements: Bachelor Degree

Course Number		Course Title	Quarter Hours
SOCIAL STUDIES REQUIREMENTS - 62 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	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04
SOC	211	Service Learning Project	02
PROFESSIONAL EDUCATION REQUIREMENTS - 16 HOURS			
EDU	425	Literacy Education in the Secondary School	06
EDU	464A	Theory and Techniques of Instruction: Social Studies (6-12)	04
EDU	482A	Directed Teaching II	06
QUARTER HOURS REQUIRED FOR GRADUATION			**78**

Access additional program information at www.baker.edu

EARLY CHILDHOOD EDUCATION ZA TO ZS ADDITIONAL ENDORSEMENT

Postbaccalaureate Certificate

This program provides teachers who currently hold a ZA endorsement with the knowledge and skills needed to add an early childhood ZS (General and Special Education) endorsement. Upon completing the program and passing the required state test, teachers will be eligible to apply for the ZS endorsement.

Program Requirements: Hold existing ZA endorsement

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 15 HOURS			
ECE	401	Advanced Infant/Toddler Care	04
ECE	461	Early Assessment and Referral	04
ECE	471	Early Literacy Intervention	04
EDU	475	Pre-school Practicum	03
QUARTER HOURS REQUIRED FOR GRADUATION			**15**

Access additional program information at www.baker.edu

EARLY CHILDHOOD ZS (GENERAL & SPECIAL EDUCATION) ADDITIONAL ENDORSEMENT

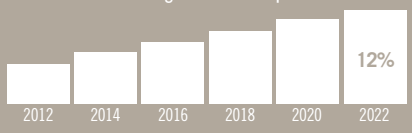
Postbaccalaureate Certificate

This program provides teachers with the knowledge and skills needed to add an early childhood ZS (General and Special Education) 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 Requirements: Bachelor Degree

PROJECTED GROWTH

Employment of kindergarten, elementary, middle, and secondary school teachers is expected to grow by 12 percent through 2022, which is about as fast as the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 58 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	201C	Infant and Toddler Development and Curriculum	04
ECE	201CL	Infant and Toddler Development and Curriculum Lab	01
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221B	Math, Science, and Technology for Early Childhood	04
ECE	231	Guidance and Discipline	04
ECE	251	Developing Curriculum for Early Childhood	04
ECE	281	Parents and Teachers: Partners in Education	04
ECE	461	Early Assessment and Referral	04
ECE	491	Senior Seminar: Early Childhood Education	04
EDU	371	Early Childhood Education ZS Practicum	04
EDU	476	Directed Teaching-Postbaccalaureate Early Childhood Education	05
QUARTER HOURS REQUIRED FOR GRADUATION			**58**

Access additional program information at www.baker.edu

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 Requirements: Bachelor Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 42 HOURS			
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	401	International Relations	04
SOC	211	Service Learning Project	02
QUARTER HOURS REQUIRED FOR GRADUATION			**42**

Access additional program information at www.baker.edu

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 Requirements: Bachelor Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 57 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 Communication	04
ENG	492	Senior Seminar: Language Arts	04
LIT	321A	Children's 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
SPK	201	Oral Communication	04
SPK	205	Oral Interpretation of Literature	04
SPK	211	Group Dynamics	04
QUARTER HOURS REQUIRED FOR GRADUATION			**57**

Access additional program information at www.baker.edu

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 Requirements: Bachelor Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 45 HOURS			
MTH	124	Trigonometry	04
MTH	140	Pre-Calculus	05
MTH	141	Calculus I	04
MTH	211A	Number Concepts for Educators	04
MTH	315A	Algebraic Thinking and Proportional Reasoning	04
MTH	331	Geometry for Elementary Teachers	04
MTH	340	Discrete Mathematics	04
MTH	371	Probability and Statistics for Educators	04
MTH	411A	Reasoning and Proof for Elementary Educators	04
MTH	421A	Math Technology for Educators	04
MTH	491	Senior Seminar: Elementary Mathematics	04
QUARTER HOURS REQUIRED FOR GRADUATION			**45**

Access additional program information at www.baker.edu

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 Requirements: Bachelor Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 62 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	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04
SOC	211	Service Learning Project	02
QUARTER HOURS REQUIRED FOR GRADUATION			**62**

Access additional program information at www.baker.edu

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 Requirements: Bachelor 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

SECONDARY HISTORY ADDITIONAL ENDORSEMENT

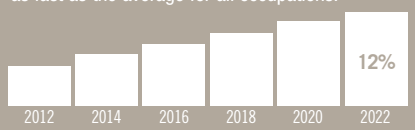
Postbaccalaureate Certificate

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 Requirements: Bachelor Degree

PROJECTED GROWTH

Employment of kindergarten, elementary, middle, and secondary school teachers is expected to grow by 12 percent through 2022, which is about as fast as the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 42 HOURS			
HIS	201	United States History to 1865	04
HIS	202	United States History Since 1865	04
HIS	231	Michigan History	04
HIS	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	401	International Relations	04
SOC	211	Service Learning Project	02
QUARTER HOURS REQUIRED FOR GRADUATION			**42**

Access additional program information at www.baker.edu

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 Requirements: Bachelor Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 53 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	244	Calculus IV	04
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	351	Modern Algebra	04
MTH	371	Probability and Statistics for Educators	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			**53**

Access additional program information at www.baker.edu

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 Requirements: Bachelor Degree

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 62 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	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HIS	491A	Senior Seminar: History and Social Studies	04
POL	201A	American Political Systems	04
POL	401	International Relations	04
SOC	211	Service Learning Project	02
QUARTER HOURS REQUIRED FOR GRADUATION			**62**

Access additional program information at www.baker.edu

ELECTIVES

GENERAL EDUCATION ELECTIVES

Course Number		Course Title	Quarter Hours
COMMUNICATION ELECTIVES (Bachelor Degree)			
ELECT	**121A**	**Communication Elective**	
ELECT	**121B**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	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			
ELECT	**161A**	**Computer Literacy Elective**	
ELECT	**161B**	**Computer Literacy Elective**	
ELECT	**161C**	**Computer Literacy Elective**	
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	141A	Microsoft PowerPoint	02
GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES (Bachelor Degree)			
ELECT	**131A**	**Global and Cultural Perspectives Elective**	
ELECT	**131B**	**Global and Cultural Perspectives Elective**	
ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HUM	101B	Art and Architecture I (Antiquity to Renaissance)	04
HUM	102B	Art and Architecture II (Baroque to Modern)	04
HUM	353	Art Appreciation	02
HUM	357	Music Appreciation	02
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 (Bachelor Degree)			
ELECT	**141A**	**Personal and Social Environments Elective**	
ELECT	**141B**	**Personal and Social Environments Elective**	
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
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 (Bachelor Degree)			
ELECT	**111A**	**Scientific Inquiry Elective**	
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	251	General Physics I	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

For more information or to see program videos, please visit baker.edu.

Forty years ago, only one out of four jobs needed more than a high school education. Today, two out of three require additional training. For instance, 60% of all manufacturing jobs require advanced training. Meanwhile, over 200,000 high-paying high-tech manufacturing jobs are unfilled across the U.S. It's the same in construction, automotive, and engineering sectors: there are hundreds of thousands of good jobs—but only for those with the right skills.

Many of the courses and programs at Baker College are offered in an online delivery format. See page 160 for Baker College Online programs. Contact your campus Academic/Administrative Office for details about Online courses.

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 246. Contact your campus academic staff to discuss requirements.

Disclosure information regarding gainful employment for certificate programs can be found at www.baker.edu/gainfulemployment.

ENGINEERING/TECHNOLOGY
UNDERGRADUATE PROGRAMS

CERTIFICATES

Autobody Technician ..... PG. 94
Automotive Services Technology ..... PG. 94
CNC Operator ..... PG. 94
Diesel Service Technology ..... PG. 95
Heating, Ventilation, Air Conditioning Technology ..... PG. 95
Truck Driver ..... PG. 96
Water Quality Technician ..... PG. 96
Welding ..... PG. 96

ASSOCIATE DEGREES

Associate of Applied Science

Advanced Manufacturing Technology ..... PG. 97
Agriculture Technology ..... PG. 97
Architectural/Construction Technology ..... PG. 98
Autobody Technician ..... PG. 98
Automotive Restoration Technology ..... PG. 99
Automotive Services Technology ..... PG. 99
Automotive Services Technology - MOPAR CAP ..... PG. 100
Computer Aided Design ..... PG. 100
Diesel Service Technology ..... PG. 101
Electronic Technology ..... PG. 101
Heating, Ventilation, Air Conditioning and Refrigeration Technology ..... PG. 102
Industrial Technology ..... PG. 102
Interior Design ..... PG. 103
Mechanical Technology ..... PG. 103
Photonics and Laser Technology ..... PG. 104
Power Sports and Small Engine Technology ..... PG. 104
Professional Pilot/Aviation Technology ..... PG. 105
Water Quality Management ..... PG. 105
Welding ..... PG. 106

BACHELOR DEGREES

Bachelor of Aviation Management

Aviation Management ..... PG. 107
Flight Instruction and Training ..... PG. 110
Bachelor of Industrial Technology ..... PG. 111
Bachelor of Interior Design ..... PG. 112
Bachelor of Service Management ..... PG. 113
Bachelor of Science in Architectural Technology ..... PG. 106
Bachelor of Science in Civil Engineering ..... PG. 107
Bachelor of Science in Construction Management ..... PG. 108
Bachelor of Science in Electrical Engineering ..... PG. 109
Bachelor of Science in Industrial Engineering ..... PG. 110
Bachelor of Science in Mechanical Engineering ..... PG. 112

ELECTIVES

General Education Electives ..... PG. 114
Technical Electives ..... PG. 115

CERTIFICATE PROGRAMS

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.

This program is accredited by the National Automotive Technicians Education Foundation (NATEF), 13505 Dulles Technology Drive, Herndon, VA 20171-3421; www.natef.org

This program is accredited on the following campuses: Flint

This program is an excellent first step to earning a Bachelor of Service Management Degree.

Course Number		Course Title	Quarter Hours
AUTOBODY TECHNICIAN MAJOR - 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
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
MTH	108	College Mathematics I: Reasoning and Application	04
WRK	271A	Automotive Work Experience	04
WRK	291B	Professional Career Strategies	01
QUARTER HOURS REQUIRED FOR GRADUATION			**60**

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.

This program is accredited by the National Automotive Technicians Education Foundation (NATEF), 13505 Dulles Technology Drive, Herndon, VA 20171-3421; www.natef.org

This program is an excellent first step to earning a Bachelor of Service Management Degree.

PROJECTED GROWTH

Employment of automotive service technicians is expected to grow by nine percent through 2022. Job opportunities are expected to be very good for those who complete postsecondary automotive training programs and who earn ASE certification.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
AUTOMOTIVE SERVICES TECHNOLOGY MAJOR - 66 HOURS			
AST	100A	Automotive Services Technology Elective	06
AST	100B	Automotive Services Technology Elective	06
AST	100D	Automotive Services Technical Elective	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
AST	121	Engine Repair I	04
ENG	101	Composition I	04
MTH	108	College Mathematics I: Reasoning and Application	04
WRK	271A	Automotive Work Experience	04
QUARTER HOURS REQUIRED FOR GRADUATION			**51**

CNC OPERATOR

Certificate

This program prepares individuals to apply technical knowledge and skills to operate Computer Numerical Control (CNC) machine tools including lathes, mills, precision measuring tools, and related attachments and accessories, in order to perform machining functions such as cutting, drilling, shaping, and finishing products and component parts.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 37 HOURS			
AMT	191	Blueprint Reading for Industry	04
CNC	111	Basic Gauges and Measurements	04
CNC	121A	Machining Theory and Methods	04
CNC	131	Precision Machining Methods	04
CNC	141	CNC Theory and Operation	04
CNC	151	CNC Programming	04
ENG	101	Composition I	04
MTH	108	College Mathematics I: Reasoning and Application	04
WRK	291B	Professional Career Strategies	01
SELECT ONE COURSE FROM THE FOLLOWING:			
CAD	131	Introduction to Manufacturing	04
CAD	141	Industrial Materials and Processes	04
CNC	201	MasterCam	04
CNC	202	GibbsCAM	04
EGR	101	Engineering Graphics	04
WRKTC	201	Work Experience	04
QUARTER HOURS REQUIRED FOR GRADUATION			**37**

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 of Michigan (autodieselinstitute.com)

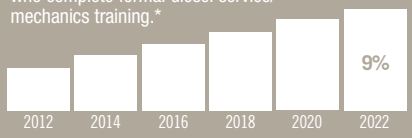
PREFERRED COLLEGE

Baker College of Owosso is a Michigan CAT preferred college.
This program is accredited by the National Automotive Technicians Education Foundation (NATEF), 13505 Dulles Technology Drive, Herndon, VA 20171-3421; www.natef.org

The Auto/Diesel Institute of Michigan is the only college in Michigan with Master Accreditation from the National Automotive Technicians Education Foundation for Diesel Service.

PROJECTED GROWTH

Employment of diesel service technicians and mechanics is expected to grow by 9 percent through 2022. Opportunities should be very good for people who complete formal diesel service/mechanics training.*



*Bureau of Labor and Statistics

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	108	College Mathematics I: Reasoning and Application	04
WRK	275	Diesel Work Experience	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
AG	221	Agriculture Equipment and Tooling	04
DSL	151A	Basic Welding, Cutting, and Fabrication	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	285	Power Generation	04
DSL	291	Hydraulics	05
QUARTER HOURS REQUIRED FOR GRADUATION			**63**

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.

This program is an excellent first step to earning a Bachelor of Service Management Degree.

PROJECTED GROWTH

Employment of heating, air-conditioning, and refrigeration mechanics and installers is projected to increase 21 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

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
WRKTC	201	Work Experience	04
QUARTER HOURS REQUIRED FOR GRADUATION			**47**

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 commercial motor vehicles (CMV), 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. This program is certified by the Professional Truck Driver Institute (PTDI), 555 East Braddock Road, Alexandria, VA 22314; (703) 647-7015; Web address: www.ptdi.org at our Cadillac and Flint locations.

PROJECTED GROWTH

The employment of delivery truck drivers is expected to grow five percent, while heavy and tractor-trailer truck drivers are expected to grow to 11 percent, all through the year 2022.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 30 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
QUARTER HOURS REQUIRED FOR GRADUATION			**30**

WATER QUALITY TECHNICIAN

Certificate

This program will prepare graduates for careers in managing one of our most precious resources—water. Students will be prepared for work in two broad areas: Clean water distribution and waste water sanitation. While the majority of these jobs will be in the public sector working for municipalities, employment opportunities also exist in private sector agricultural, residential, and commercial developments.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 50 HOURS			
AG	131	Soil Science	04
EGR	111	Technical Communications for Engineering Sciences	04
ENG	101	Composition I	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	04
SCI	111	Biology	05
SCI	121	Physics Concepts	02
SCI	220A	Microbiology	05
SCI	246	Chemistry I	04
WQ	111	Utility Equipment Operation and Maintenance	04
WQ	121	Water and Wastewater Laboratory Practices	02
WRKTC	201	Work Experience	04
QUARTER HOURS REQUIRED FOR GRADUATION			**50**

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).

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 49 HOURS			
CAD	131	Introduction to Manufacturing	04
ENG	101	Composition I	04
INF	112	Word Processing	02
INF	121	Introduction to Windows	02
WELD	101	Welding Principles	04
WELD	111A	Cutting and Oxy-fuel Welding	05
WELD	116	Gas Metal Arc Welding	05
WELD	121	Gas Tungsten Arc Welding	05
WELD	126	Shielded Metal Arc Welding	05
WELD	131	Metallurgy	04
WELD	191	Welding Practicum	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
QUARTER HOURS REQUIRED FOR GRADUATION			**49**

ASSOCIATE DEGREE PROGRAMS

ADVANCED MANUFACTURING TECHNOLOGY

Associate of Applied Science Degree

Manufacturing in America relies increasingly on advanced design software and programming skills that were unknown to past generations of machinists. In the first year of this two-part degree program, students gain the essential Computer Numerical Control (CNC) knowledge and experience needed to operate today's technologically advanced manufacturing lathes, turning centers, mills, routers, and other machines. The second year of this program provides advanced software training in Mastercam, AutoCAD, and SolidWorks, preparing students to design new products and write the CNC programs to manufacture them. Graduates of this well-rounded program can anticipate many opportunities in 21st century manufacturing careers.

Course Number		Course Title	Quarter Hours
ADVANCED MANUFACTURING TECHNOLOGY MAJOR - 65 HOURS			
AMT	191	Blueprint Reading for Industry	04
AMT	299	Advanced Manufacturing Capstone Project	04
CAD	111	Computer Aided Drafting I (CAD I)	04
CAD	131	Introduction to Manufacturing	04
CAD	141	Industrial Materials and Processes	04
CAD	201	Geometric Dimensioning and Tolerancing	04
CNC	111	Basic Gauges and Measurements	04
CNC	121A	Machining Theory and Methods	04
CNC	131	Precision Machining Methods	04
CNC	141	CNC Theory and Operation	04
CNC	151	CNC Programming	04
CNC	201	MasterCam	04
EGR	101	Engineering Graphics	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
SELECT 8 CREDITS FROM THE FOLLOWING:			
CAD	121	3-D CAD I	04
CAD	122	3-D CAD II	04
CAD	236A	SolidWorks	08
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	113	Electronic Spreadsheets	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**93**

AGRICULTURE TECHNOLOGY

Associate of Applied Science Degree

The Baker College agriculture technology program provides students with the advanced training necessary to compete in today's technology-driven farming industry. Students completing the program will have acquired knowledge and skills in agribusiness, weed and insect management, plant science and agronomy, sustainable agriculture, viticulture, agriculture equipment and tools, and the use of agricultural computer and technology systems. Additionally, students may select an animal science path and learn about animal husbandry and veterinary science while those that select a technology path will develop skills to select, install, and maintain agricultural technology equipment including global positioning systems (GPS), auto steering systems, and soil sampling and mapping systems.

Course Number		Course Title	Quarter Hours
AGRICULTURE TECHNOLOGY MAJOR - 69 HOURS			
AG	101	Introduction to Agricultural Industry	04
AG	111	Agribusiness I	04
AG	112	Agribusiness II	04
AG	113	Agribusiness III	04
AG	121	Partners in Agriculture	04
AG	131	Soil Science	04
AG	141	Plant Science and Agronomy	04
AG	151	Weed Disease and Insect Management	04
AG	161	Computers in Agriculture	05
AG	181	Introduction to Agricultural Systems Internship	02
AG	201	Principles of Sustainable Agriculture	04
AG	241	Viticulture and the Fruit Industry	04
AG	291	Agriculture Capstone and Future Trends	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
SELECT 1 GROUP FROM THE FOLLOWING:			
AGRIBUSINESS			
ECN	201	Principles of Macroeconomics	04
MGT	141	Principles of Management	04
MKT	111B	Principles of Marketing	04
MKT	131	Personal Selling	04
OR			
AGRICULTURE TECHNOLOGY			
AG	221	Agriculture Equipment and Tooling	04
AG	231	Introduction to GPS Systems	04
AG	232	Advanced GPS and GIS Systems	04
DSL	116	Introduction to Diesel Electrical	05
OR			
ANIMAL SCIENCE			
AG	221	Agriculture Equipment and Tooling	04
AG	251	Animal Science	04
AG	256	Veterinary Science	05
AG	261	Animal Husbandry	05
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	108	College Mathematics I: Reasoning and Application	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**

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 create architectural drawings and obtain knowledge 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 - 70 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	204B	Builder License/Laws	03
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
WRKTC	201	Work Experience	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	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	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**

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.

This program is accredited by the National Automotive Technicians Education Foundation (NATEF), 13505 Dulles Technology Drive, Herndon, VA 20171-3421; www.natef.org

This program is accredited on the following campuses: Flint

This program is an excellent first step to earning a Bachelor of Service Management Degree.

Course Number		Course Title	Quarter Hours
AUTOBODY TECHNICIAN MAJOR - 74 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
WRK	271A	Automotive Work Experience	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**102**

AUTOMOTIVE RESTORATION TECHNOLOGY

Associate of Applied Science Degree

The Restoration Technology program will prepare students in the field of automotive restoration by emphasizing the values of craftsmanship and historical authenticity. This program will train students with time tested methods and traditional auto body training. Training will focus on the restoration of classic and vintage automobiles. Graduates will be prepared for entry-level positions within the restoration and the auto body repair industry.

Course Number		Course Title	Quarter Hours
AUTOMOTIVE REQUIREMENTS - 54 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
ARST	201	Introduction to Restoration	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02

SELECT 1 OF THE FOLLOWING MAJORS:

AUTOMOTIVE RESTORATION - ENGINE/DRIVE TRAIN MAJOR - 25 HOURS			
ARST	211	Engine Theory/Performance	04
ARST	221	Transmissions, Drive Trains, and Axles	06
ARST	231	Chassis Restoration	05
ARST	241	Machining Technology	05
AST	111A	Introduction to Automotive Electrical	05
QUARTER HOURS REQUIRED FOR GRADUATION			**107**
AUTOMOTIVE RESTORATION - PAINT/INTERIOR MAJOR - 25 HOURS			
ARST	251	Sheet Metal Fabrication	06
ARST	261	Interior Repair I	04
ARST	262	Interior Repair II	04
ARST	271	Auto Paint Restoration	06
ARST	281	Custom Paint and Graphics	05
QUARTER HOURS REQUIRED FOR GRADUATION			**107**

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.

This program is accredited by the National Automotive Technicians Education Foundation (NATEF), 13505 Dulles Technology Drive, Herndon, VA 20171-3421; www.natef.org

This program is an excellent first step to earning a Bachelor of Service Management Degree.

PROJECTED GROWTH

Employment of automotive service technicians is expected to grow by nine percent through 2022. Job opportunities are expected to be very good for those who complete postsecondary automotive training programs and who earn ASE certification.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
AUTOMOTIVE SERVICES TECHNOLOGY MAJOR - 66 HOURS			
AST	100A	Automotive Services Technology Elective	06
AST	100D	Automotive Services Technology Elective	04
AST	100E	Automotive Services Technical Elective	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	121	Engine Repair I	04
AST	221A	Automotive Brake Service	06
AST	231A	Automotive Suspension/Steering	06
WRK	271A	Automotive Work Experience	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**94**

AUTOMOTIVE SERVICES TECHNOLOGY - MOPAR CAP

Associate of Applied Science Degree

The MOPAR CAP (College Automotive Program) and The Auto/Diesel Institute of Michigan (ADI) at Baker College of Owosso have established a partnership to provide Chrysler Group LLC specific training designed for automotive students to help support Chrysler Group LLC dealerships with talented service technicians capable of servicing today's complex vehicles. The ADI/CAP partnership follows the same NATEF curriculum guidelines as the existing Automotive Service Technology program. Additionally, students will be required to intern at a CAP sponsored dealership as part of their program requirements.

Prerequisite: Sophomore status.

This program is accredited by the National Automotive Technicians Education Foundation (NATEF), 13505 Dulles Technology Drive, Herndon, VA 20171-3421; www.natef.org

PROJECTED GROWTH

See Automotive Services Technology Program Growth Chart

Course Number		Course Title	Quarter Hours
AUTOMOTIVE SERVICES TECHNOLOGY MAJOR		**80 HOURS**	
AST	102	Engine Performance I	06
AST	106	Introduction to Automotive Service	04
AST	111A	Introduction to Automotive Electrical *Co-requisite: AST 106*	05
AST	112B	Electrical/Electronic Systems I	05
AST	121	Engine Repair I	04
AST	122	Engine Repair II	04
AST	221A	Automotive Brake Service	06
AST	231A	Automotive Suspension/Steering	06
ASTM	103	MOPAR Engine Performance II	06
ASTM	113	MOPAR Electrical/Electronic Systems II	05
ASTM	241	MOPAR Automotive HVAC Systems	06
ASTM	251	MOPAR Automatic Transmission	08
ASTM	261	MOPAR Manual Drive Trains	06
WRK	273	MOPAR CAP Internship I	04
WRK	274	MOPAR CAP Internship II	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 26 HOURS			
ENG	101	Composition I *Minimum Grade: C (2.0)* *Prerequisite(s): ENG 091 or satisfies developmental writing or placement exam, ENG 098B or satisfies developmental reading or placement exam.*	04
ENG	102	Composition II *Prerequisite(s): C or better in ENG 101 or placement exam and approved writing sample.*	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application *Prerequisite(s): MTH 099E or satisfies developmental pre algebra or placement exam.*	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication *Prerequisite(s): ENG 102*	04
QUARTER HOURS REQUIRED FOR GRADUATION			**106**

COMPUTER AIDED DESIGN

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
COMPUTER AIDED DESIGN MAJOR - 77 HOURS			
CAD	111	Computer Aided Drafting I (CAD I)	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	201	Geometric Dimensioning and Tolerancing	04
CAD	215	Statics and Strength of Materials	04
CAD	299	Design Capstone	04
EGR	101	Engineering Graphics	04
EGR	105	Introduction to Engineering and Design	04
EGR	111	Technical Communications for Engineering Sciences	04
MTH	112	Intermediate Algebra	04
MTH	124	Trigonometry	04
SCI	215	Integrated Physics	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
SELECT 16 CREDIT HOURS FROM THE FOLLOWING:			
CAD	112	Computer Aided Drafting II (CAD II)	04
CAD	221A	Catia	08
CAD	223	Catia-Intermediate	04
CAD	224	Catia-Advanced	04
CAD	226A	Unigraphics	08
CAD	228	Unigraphics-Intermediate	04
CAD	229	Unigraphics-Advanced	04
CAD	231A	Pro/ENGINEER	08
CAD	233	Pro/ENGINEER-Intermediate	04
CAD	234	Pro/ENGINEER-Advanced	04
CAD	236A	SolidWorks	08
CAD	238	Solidworks-Intermediate	04
CAD	239	Solidworks-Advanced	04
CAD	241	Tool Design	04
CAD	242	Product Design	04
CAD	243	Equipment Design	04
CAD	244	Vehicle Design	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			**101**

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 of Michigan (autodieselinstitute.com)

Michigan CAT PREFERRED COLLEGE

Baker College of Owosso is a Michigan CAT preferred college.

This program is accredited by the National Automotive Technicians Education Foundation (NATEF), 13505 Dulles Technology Drive, Herndon, VA 20171-3421; www.natef.org

The Auto/Diesel Institute of Michigan is the only college in Michigan with Master Accreditation from the National Automotive Technicians Education Foundation for Diesel Service.

This program is an excellent first step to earning a Bachelor of Service Management in Automotive Degree.

PROJECTED GROWTH

Employment of diesel service technicians and mechanics is expected to grow by 9 percent through 2022. Opportunities should be very good for people who complete formal diesel service/ mechanics training.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
DIESEL SERVICE TECHNOLOGY MAJOR - 70 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	151A	Basic Welding, Cutting, and Fabrication	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
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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**98**

ELECTRONIC TECHNOLOGY

Associate of Applied Science Degree

This program prepares graduates for a career as an electronic technician who will apply specific electronic principles in the maintenance, repair, and manufacture of electronic products. Students will learn the principles of digital and analog circuits, microprocessor systems, programmable logic controllers (PLC's), fiber optics and lasers, robotics, and how to apply these principles to solve problems. Completing the program will help prepare individuals to sit for qualifying examinations to become a certified electronic technician which are available from a number of internationally recognized organizations such as the International Society of Certified Electronics Technicians (ISCET) or the Electronic Technicians Association International (ETA International).

This program is accredited by the Engineering Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012; (410) 347-7700. Web address: http:/www.abet.org.

Accredited ABET Technology Accreditation Commission

Course Number		Course Title	Quarter Hours
ELECTRONIC MAJOR - 77 HOURS			
EET	111A	Electrical Technology	04
EET	115D	DC Circuits	04
EET	121	Computer Aided Schematic Design	04
EET	125B	AC Circuits	04
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	Fiber Optics 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
EGR	111	Technical Communications for Engineering Sciences	04
MTH	112	Intermediate Algebra	04
MTH	124	Trigonometry	04
SCI	215	Integrated Physics	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	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			**101**

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.

PROJECTED GROWTH

Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to increase 21 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

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
WRKTC	201	Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	161	Technology and Society	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**

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 - 66 HOURS			
EGR	111	Technical Communications for Engineering Sciences	04
MGT	101	Introduction to Business	04
MGT	141	Principles of Management	04
SELECT 54 CREDITS FROM THE FOLLOWING:			
BUS	211	Business Analytics	04
CAD	141	Industrial Materials and Processes	04
CQI	301	Quality Theory	04
JNYCD	100F	Journeyman Status	56
JNYCD	100G	Journeyman Status	42
MGT	111	Professional Management Behavior	04
MGT	212A	Staffing and Performance Management	04
PSY	231	Organizational Psychology	04
GENERAL EDUCATION REQUIREMENTS - 26 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	108	College Mathematics I: Reasoning and Application	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			**92**

INTERIOR DESIGN

Associate of Applied Science Degree

This program prepares students for entry-level positions in interior design as well as kitchen and bath design. Students apply elements and principles of design, space planning, textiles, and furnishings as they relate to residential and commercial interiors. Basic drafting, drawing, and presentation skills will be emphasized throughout the program. Applying current technology, students develop and present projects stressing public health, safety, and welfare. They 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.

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.

NKBA™ Accredited Program

PROJECTED GROWTH

Employment of interior designers is expected to grow 13 percent through 2022, as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
INTERIOR DESIGN MAJOR - 73 HOURS			
HUM	101B	Art and Architecture I (Antiquity to Renaissance)	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	151	Interior Design Sales	04
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	231	Studio Bath	04
IND	241	Studio Kitchen	04
IND	253A	Portfolio Projects	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	265	Kitchen and Bath Design Work Experience	04
WRKTC	201	Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	113	Electronic Spreadsheets	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**101**

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.

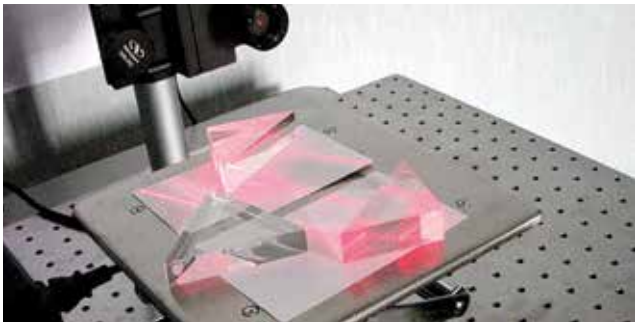
This program provides the foundation courses in science and mathematics leading graduates to a Bachelor of Science in Mechanical Engineering, which can be completed in three additional years.

Course Number		Course Title	Quarter Hours
MECHANICAL TECHNOLOGY MAJOR - 77 HOURS			
CAD	201	Geometric Dimensioning and Tolerancing	04
EET	111A	Electrical Technology	04
EGR	101	Engineering Graphics	04
EGR	105	Introduction to Engineering and Design	04
EGR	111	Technical Communications for Engineering Sciences	04
EGR	171	Computing for Engineers	04
ISE	311	Manufacturing Processes	04
ME	107	Introduction to 3-D Modeling	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
WRKTC	201	Work Experience	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			**101**

PHOTONICS AND LASER TECHNOLOGY

Associate of Applied Science Degree

Photonics is the technology of generating, transmitting, and manipulating light. Photonics is used in a broad range of industries such as aerospace, agriculture, alternative energy, biotechnology, chemical, communications, construction, entertainment, environmental technology, homeland security, lighting and illumination, medicine, and manufacturing. The technology is growing with new applications being constantly developed, and the career prospects for photonics technicians are bright. The Photonics and Laser Technology program at Baker College has been developed with industry input and prepares students to build, test, install, operate, maintain, and repair laser and electro-optic devices and systems.



Course Number		Course Title	Quarter Hours
PHOTONICS AND LASER TECHNOLOGY MAJOR - 81 HOURS			
EET	111A	Electrical Technology	04
EET	115D	DC Circuits	04
EET	125B	AC Circuits	04
EET	136	Digital Circuits I	04
EET	211	Solid State Devices I	04
EET	221	Fiber Optics and Data Communications	04
EET	251	Introduction to Photonics and Laser Technologies	04
EGR	111	Technical Communications for Engineering Sciences	04
ME	107	Introduction to 3-D Modeling	04
MTH	112	Intermediate Algebra	04
MTH	124	Trigonometry	04
PLT	211	Geometrical Optics	04
PLT	221	Wave Optics	04
PLT	231	Laser Fundamentals	04
PLT	235	Laser Systems	04
PLT	241	Optical Systems Analysis	04
PLT	251	Photonics Applications	04
PLT	271	Capstone Project	04
SCI	215	Integrated Physics	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	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			**105**

POWER SPORTS AND SMALL ENGINE TECHNOLOGY

Associate of Applied Science Degree

The Power Sports and Small Engine Technology program provides students with the skills necessary to compete for entry-level technician positions in the Powersports industry. Specific platform instruction includes lawnmower and landscaping equipment, motorcycles, ATVs, snowmobiles, personal watercraft, and marine inboard and outboard engines and equipment. Students will receive extensive hands-on instruction on two- and four-stroke engines and diesel engine repair, electrical systems, drivelines, suspension and braking systems, as well as manufacturer specific diagnostic tools and special equipment.

PROJECTED GROWTH

Employment in small engine technology and related services industry is expected to grow 6 percent through 2022. Opportunities should be best for those with formal training.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
POWER SPORTS AND SMALL ENGINE TECHNOLOGY MAJOR - 65 HOURS			
SET	106	Introduction to Small Engine Technology	04
SET	111	Small Engine Electricity/Electronics I	05
SET	112	Small Engine Electricity/Electronics II	05
SET	121	Small Engine Repair and Machining I	06
SET	122	Small Engine Repair and Machining II	06
SET	131	Small Engine Performance I	06
SET	132	Small Engine Performance II	06
SET	221	Motorcycle/ATV Brakes and Suspension	06
SET	231	Motorcycle/ATV Transmissions and Drivelines	06
SET	251	Snowmobile Performance and Drivelines	06
SET	281	Motorcycle/ATV Practicum	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**93**

PROFESSIONAL PILOT/AVIATION TECHNOLOGY

Associate of Applied Science Degree

This program will progress an incoming student through flight training from Private Pilot up to their Commercial Pilot's License with Multi-Engine rating. A graduate from this program will be prepared for aviation jobs such as Pipeline/Powerline patrol pilot, Banner towing pilot, Sightseeing tour pilot, Charter co-pilot, and other entry-level flying jobs. Wage increases result from gaining experience in more complicated aircraft. Flight training costs are in addition to tuition.

Course Number		Course Title	Quarter Hours
PROFESSIONAL PILOT/AVIATION TECHNOLOGY MAJOR - 65 HOURS			
AVT	111	Private Pilot Ground School	04
AVT	112	Instrument Ground School	04
AVT	113	Commercial Ground School	02
AVT	131A	Private Pilot Flight	05
AVT	132A	Instrument Flight	05
AVT	201A	Beginning Commercial Flight	04
AVT	203A	Commercial Flight Completion	04
AVT	216	Aviation Safety and Human Factors	02
AVT	221A	Crew Resource Management	02
AVT	241	Aviation Meteorology	04
AVT	251A	Aircraft Systems	04
AVT	281	Aviation Law	02
AVT	381	Multi-Engine Flight	02
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HUM	401A	Philosophy of Ethics	04
LAW	211	Business Law	04
MGT	111	Professional Management Behavior	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**97**

WATER QUALITY MANAGEMENT

Associate of Applied Science Degree

This program will prepare graduates for careers in managing one of our most precious resources—water. Students will be prepared for work in two broad areas: Clean water distribution and waste water sanitation. While the majority of these jobs will be in the public sector working for municipalities, employment opportunities also exist in private sector agricultural, residential, and commercial developments.

Baker College offers students a tiered approach with 160-hour internships after each segment that can lead to increasingly higher levels of employment in the field. Graduates of this program will be prepared to take entry-level waste water and drinking water state-certification exams.

Completion of the associate degree program has been endorsed by the Michigan Department of Environmental Quality for: (1) Waiver of the one-year operational experience requirements to write the Class D Wastewater Treatment Operator Certification Examination and (2) waiver of the education and/or experience requirements to write the Filtration (F), Limited Treatment (D), and Distribution (S) Waterworks Operator Certification Examinations

Course Number		Course Title	Quarter Hours
WATER QUALITY MANAGEMENT MAJOR -71 HOURS			
AG	131	Soil Science	04
EGR	111	Technical Communications for Engineering Sciences	04
MTH	109	College Mathematics II	04
POL	201A	American Political Systems	04
SCI	111	Biology	05
SCI	121	Physics Concepts	02
SCI	220A	Microbiology	05
SCI	246	Chemistry I	04
SCI	247	Chemistry II	04
WQ	111	Utility Equipment Operation and Maintenance	04
WQ	121	Water and Wastewater Laboratory Practices	02
WQ	131	Applied Hydraulics and Statics	04
WQ	141	Water Regulations, Reporting, and Compliance	04
WQ	151	Water Treatment Principles	04
WQ	161	Wastewater Treatment Principles	04
WQ	171	Water/Wastewater Utility Management	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
WRKTC	202	Work Experience II	04
GENERAL EDUCATION REQUIREMENTS - 24 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
MTH	108	College Mathematics I: Reasoning and Application	04
SPK	201	Oral Communication	04
SELECT ONE COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**95**

WELDING

Associate of Applied Science Degree

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).

Course Number		Course Title	Quarter Hours
WELDING MAJOR - 66 HOURS			
CAD	131	Introduction to Manufacturing	04
WELD	101	Welding Principles	04
WELD	111A	Cutting and Oxy-fuel Welding	05
WELD	116	Gas Metal Arc Welding	05
WELD	121	Gas Tungsten Arc Welding	05
WELD	126	Shielded Metal Arc Welding	05
WELD	131	Metallurgy	04
WELD	191	Welding Practicum	04
WELD	201	Advanced Welding Principles	04
WELD	211	Advanced Welding and Cutting Processes	05
WELD	221	Welding Fabrication Practicum I	04
WELD	222	Welding Fabrication Practicum II	04
WELD	241	Technical Drawing and Design	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
SELECT 4 CREDIT HOURS FROM THE FOLLOWING:			
CAD	151	Application of Engineering Handbooks	04
WELD	296	Welding Certification I	01
WELD	297	Welding Certification II	01
WELD	298	Welding Certification III	01
WELD	299	Welding Certification IV	01
GENERAL EDUCATION MAJOR - 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	161	Technology and Society	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			**98**

BACHELOR DEGREE PROGRAMS

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.

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
MGT	211	Management and Supervision	04
MGT	250	Conflict Management	04
MTH	124	Trigonometry	04
WRK	291B	Professional Career Strategies	01
WRK	301	Internship	04
WRKTC	201	Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
HIS	352	World History II	04
HIS	411	Emerging Nations	04
HUM	401A	Philosophy of Ethics	04
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02
INF	141A	Microsoft PowerPoint	02

INF	161	Technology and Society	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**

AVIATION MANAGEMENT

Bachelor of Aviation Management

This program is designed for the individual who seeks to gain an entry-level position or increase his/her opportunities for promotion in professional aviation or aviation management. Students, who haven't already done so, will complete commercial pilot requirements and other specialized aviation training. The addition of business courses, focusing on areas such as management, marketing, customer service and accounting provide graduates with a strong foundation to move into leadership positions within the industry. Long range employment opportunities for aviation professionals are excellent and increasing steadily.

Course Number		Course Title	Quarter Hours
AVIATION MANAGEMENT MAJOR - 121 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
AVT	111	Private Pilot Ground School	04
AVT	112	Instrument Ground School	04
AVT	113	Commercial Ground School	02
AVT	131A	Private Pilot Flight	05
AVT	132A	Instrument Flight	05
AVT	201A	Beginning Commercial Flight	04
AVT	203A	Commercial Flight Completion	04
AVT	216	Aviation Safety and Human Factors	02
AVT	221A	Crew Resource Management	02
AVT	241	Aviation Meteorology	04
AVT	251A	Aircraft Systems	04
AVT	281	Aviation Law	02
AVT	381	Multi-Engine Flight	02
AVT	421	Aviation Management	04
FIN	301A	Principles of Finance	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MGT	111	Professional Management Behavior	04
MGT	141	Principles of Management	04
MGT	212A	Staffing and Performance Management	04
MGT	222	Management Seminar	04
MGT	311	Organizational Change	04
MGT	321	Management Information Systems	04
MGT	331	Applied Leadership	04
MGT	341	Globalization and Diversity	04
MGT	422	Operations Management	04
MGT	431	Strategic Management	04
MKT	111B	Principles of Marketing	04
MTH	401	Statistical Methods	04
PPM	301	Project Management	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HUM	401A	Philosophy of Ethics	04
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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			**193**

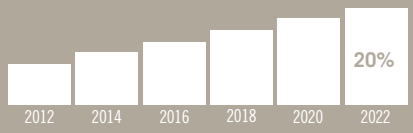
CIVIL ENGINEERING

Bachelor of Science in Civil Engineering

According to the Bureau of Labor Statistics, civil engineers are expected to have employment growth of 20 percent over the projections decade, much faster than the average for all occupations. Spurred by general population growth and the related need to improve the Nation's infrastructure, more civil engineers will be needed to design and construct or expand transportation, water supply, and pollution control systems, and buildings and building complexes. Civil engineers design and supervise the construction of roads, buildings, airports, tunnels, dams, bridges, and water supply and sewage systems. They must consider many factors in the design process from the construction costs and expected lifetime of a project to government regulations and potential environmental hazards such as earthquakes and hurricanes. This program will prepare students to enter this exciting, high demand field enabling graduates to pursue challenging and rewarding careers.

PROJECTED GROWTH

Overall employment of civil engineers is projected to increase by 20 percent through 2022, faster than average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
CIVIL ENGINEERING MAJOR - 159 HOURS			
CE	201	Surveying	04
CE	311	Structural Analysis I	04
CE	312	Structural Analysis II	04
CE	341	Fluid Mechanics	04
CE	345	Soils Mechanics	04
CE	361	Introduction to Environmental Engineering	04
CE	381	Traffic Engineering	04
CE	411	Water Resources Engineering	04
CE	451	Steel Design	04
CE	455	Reinforced Concrete Design	04
CE	481	Professional Practice	02
CE	491	Engineering Project Management	04
CE	498	Senior Design Project I	02
CE	499	Senior Design Project II	02
EGR	101	Engineering Graphics	04
EGR	105	Introduction to Engineering and Design	04
EGR	111	Technical Communications for Engineering Sciences	04
EGR	171	Computing for Engineers	04
EGR	321	Engineering Economy I	04
ME	201	Statics	04
ME	211	Solid Mechanics	04
ME	281	Materials Science	04
ME	321	Dynamics	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
SCI	451	Environmental Science	04
TEC	320A	Technical Elective	04
TEC	320B	Technical Elective	04
TEC	320C	Technical Elective	04
TEC	320D	Technical Elective	04
WRK	291B	Professional Career Strategies	01
WRK	301	Internship	04
GENERAL EDUCATION REQUIREMENTS - 60 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
HUM	401A	Philosophy of Ethics	04
MTH	111	Introductory Algebra	04
MTH	112	Intermediate Algebra	04
POL	201A	American Political Systems	04
PSY	101	Human Relations	04
PSY	231	Organizational Psychology	04
SCI	246	Chemistry I	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			**219**

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.

PROJECTED GROWTH

Employment of construction managers is projected to increase by 16 percent through 2022, faster than average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
CONSTRUCTION MANAGEMENT MAJOR - 122 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	204B	Builder License/Laws	03
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	301	Internship	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	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	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			**194**

ELECTRICAL ENGINEERING

Bachelor of Science in Electrical Engineering

President Obama says the United States is suffering from a pronounced shortage of engineers, and he has called on the private sector to annually train 10,000 new engineers. “We’ve made incredible progress on education, helping students to finance their college educations, but we still don’t have enough engineers,” Obama says. Electrical and electronic engineers design, develop, test, and supervise the manufacture of electrical and electronic equipment, such as electric motors, control systems, radar and navigation systems, and communication systems. Traditionally electronics engineers focus on electronic systems, instrumentation, control systems, signal processing and telecommunications, while electrical engineers focus on power and energy transmission applications, including renewable energy sources and other green technologies. The Electrical Engineering program at Baker College will prepare students for either of these exciting, high-demand fields enabling graduates to pursue challenging and rewarding careers.

PROJECTED GROWTH

Overall employment of electrical engineers is projected to increase by 4 percent through 2022, and will largely occur in engineering services firms and research and development.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
ELECTRICAL ENGINEERING MAJOR - 161 HOURS			
CS	111	Introduction to Programming	04
CS	217A	C++ Programming	04
EE	311A	Circuit Analysis I	04
EE	312	Circuit Analysis II	04
EE	321A	Digital Logic and Circuits I	04
EE	322	Digital Logic and Circuits II	04
EE	331A	Electronic Circuits I	04
EE	332	Electronic Circuits II	04
EE	341	Electromagnetic Fields and Waves	04
EE	361	Dynamic Systems and Control	04
EE	411	Signals and Systems	04
EE	421	Microprocessors and Microcontrollers	03
EE	426	Microprocessor/Automation Control Lab	02
EE	431	Automation and Control	03
EE	441	Communication Systems and Circuits	04
EE	451	Energy Conversion and Power Electronics	04
EE	491	Engineering Project Management	04
EE	498	Senior Design Project I	02
EE	499	Senior Design Project II	02
EGR	105	Introduction to Engineering and Design	04
EGR	111	Technical Communications for Engineering Sciences	04
EGR	171	Computing for Engineers	04
EGR	321	Engineering Economy I	04
ME	281	Materials Science	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	340	Discrete Mathematics	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	310A	Technical Elective	04
TEC	310B	Technical Elective	04
TEC	310C	Technical Elective	04
TEC	310D	Technical Elective	04
WRK	291B	Professional Career Strategies	01
WRK	301	Internship	04
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			**221**

FLIGHT INSTRUCTION AND TRAINING

Bachelor of Aviation Management

This four-year program follows the Aviation Technology Associate of Applied Science Degree for the first two years (including the flight training), then continues the flight training in the second two years to add Certified Flight Instructor ratings to the student's credentials. Flight Instructor, Instrument Instructor, and Multi-Engine Instructor are part of the program (flight training costs are in addition to tuition). Classroom training for these licenses, and classes in Adult Instruction and Training are the primary component of the curriculum, along with General Education requirements. Once employed as a Flight Instructor, entry-level annual wages will range in the mid to upper teens to the mid twenty thousand dollar range. Flight instruction will allow a pilot to build flight time to qualify for employment with regional airlines, corporate flight departments, or charter operations. Income potential in these fields can range from thirty to forty thousand up to one hundred twenty thousand dollars annually.

Course Number		Course Title	Quarter Hours
FLIGHT INSTRUCTION AND TRAINING MAJOR - 115 HOURS			
AIT	311	Teaching and Learning	04
AIT	321	The Adult Learner	04
AIT	411	Instructional Strategies and Delivery	04
AIT	421	Classroom/Instructional Management	04
AIT	431	Assessment for Student Learning	04
AIT	491	Adult Instructor and Trainer Practicum	04
AVT	111	Private Pilot Ground School	04
AVT	112	Instrument Ground School	04
AVT	113	Commercial Ground School	02
AVT	131A	Private Pilot Flight	05
AVT	132A	Instrument Flight	05
AVT	201A	Beginning Commercial Flight	04
AVT	203A	Commercial Flight Completion	04
AVT	216	Aviation Safety and Human Factors	02
AVT	221A	Crew 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	281	Aviation Law	02
AVT	381	Multi-Engine Flight	02
AVT	382	Multi-Engine Flight Instructor	02
AVT	421	Aviation Management	04
LAW	211	Business Law	04
MGT	101	Introduction to Business	04
MGT	141	Principles of Management	04
MGT	222	Management Seminar	04
MGT	311	Organizational Change	04
MGT	422	Operations Management	04
MKT	111B	Principles of Marketing	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 72 HOURS			
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
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HUM	401A	Philosophy of Ethics	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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**

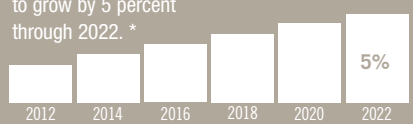
INDUSTRIAL ENGINEERING

Bachelor of Science in Industrial Engineering

Industrial engineers work in manufacturing, service industries, entertainment industries, healthcare 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.

PROJECTED GROWTH

Employment of industrial engineers is expected to grow by 5 percent through 2022. *



*Bureau of Labor and Statistics

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
EGR	101	Engineering Graphics	04
EGR	105	Introduction to Engineering and Design	04
EGR	111	Technical Communications for Engineering Sciences	04
EGR	321	Engineering Economy I	04
ISE	311	Manufacturing Processes	04
ISE	331	Introduction to Industrial and Systems Engineering	04
ISE	335	Work Analysis and Design	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	498	Senior Design Project I	02
ISE	499A	Senior Design Project II	02
LNM	411	Six Sigma Basics-Green Belt	04

ME	107	Introduction to 3-D Modeling	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
WRK	301	Internship	04
SELECT 1 COURSE FROM THE FOLLOWING:			
EGR	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**

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, healthcare, and manufacturing organizations.

PROGRAM REQUIREMENTS:
ASSOCIATE 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)

Course Number		Course Title	Quarter Hours
APPROVED CREDIT - 50 HOURS			
REQUIRED COURSES - 40 HOURS			
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
INF	161	Technology and Society	02
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
EGR	105	Introduction to Engineering and Design	04
EGR	321	Engineering Economy I	04
ISE	311	Manufacturing Processes	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	498	Senior Design Project I	02
ISE	499A	Senior Design Project II	02
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:			
EGR	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**

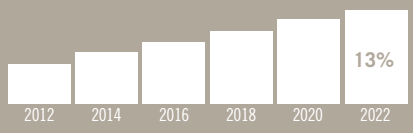
INTERIOR DESIGN

Bachelor of Interior Design

This program is designed to enhance residential design skills with a concentration in commercial design. Design projects prepare students to work in a contract design studio and/or architectural facility. Students select and specify appropriate materials and furnishings according to industry codes and standards, and apply knowledge to manual and computer generated drawings. Current building codes and guidelines will be applied to contractual documents in compliance with sustainable and universal design. Presentational skills are proficiently applied to advanced rendering illustrations and oral presentations. Business courses enhance professionalism and provide a solid foundation for dealing with the corporate world. The program and courses were designed in accordance with the CIDA (Council for Interior Design Accreditation) Professional Standards.

PROJECTED GROWTH

Employment of interior designers is expected to grow 13 percent through 2022, as fast as the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
INTERIOR DESIGN MAJOR - 99 HOURS			
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	151	Interior Design Sales	04
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	231	Studio Bath	04
IND	241	Studio Kitchen	04
IND	253A	Portfolio Projects	04
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
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	265	Kitchen and Bath Design Work Experience	04
WRKTC	201	Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 68 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
ENG	311	Creative Writing	04
HUM	101B	Art and Architecture I (Antiquity to Renaissance)	04
HUM	102B	Art and Architecture II (Baroque to Modern)	04
HUM	401A	Philosophy of Ethics	04
INF	113	Electronic Spreadsheets	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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	205	Computer Aided Architectural Drawing II	04
ACT	206	Commercial Architectural Drawing I	04
ACT	207	Commercial Architectural Drawing II	04
IND	341	Universal Design	04
IND	351	Sustainable Design	04
SELECT 1 COURSE FROM THE FOLLOWING:			
ACT	202	Mechanical Systems	04
IND	141	Electrical and Mechanical Factors	04
QUARTER HOURS REQUIRED FOR GRADUATION			**191**

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. Courses from programs not accredited by 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.

This program is accredited by the Engineering Accreditation Commission of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202-4012; (410) 347-7700. Web address: http://www.abet.org. This program is accredited on the following campus: Flint.

Accredited ABET Engineering Accreditation Commission

PROJECTED GROWTH

Employment of mechanical engineers is expected to grow by 5 percent through 2022. It is expected that new job opportunities will be created through the effects of emerging technologies in biotechnology, materials science, and nanotechnology.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MECHANICAL ENGINEERING MAJOR - 163 HOURS			
EE	311	Circuit Analysis	04
EGR	101	Engineering Graphics	04
EGR	105	Introduction to Engineering and Design	04
EGR	111	Technical Communications for Engineering Sciences	04
EGR	171	Computing for Engineers	04
EGR	321	Engineering Economy I	04
ISE	311	Manufacturing Processes	04
ME	107	Introduction to 3-D Modeling	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	498	Senior Design Project I	02
ME	499A	Senior Design Project II	02
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
WRK	301	Internship	04
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**

SERVICE MANAGEMENT

Bachelor of Service Management

This program prepares an individual for employment in the auto/diesel or heating and cooling service industry with a focus on managerial operations in a customer-oriented service environment. Graduates will typically find employment as service managers or parts managers in a service/repair facility.

Choose from the following two track options:

AUTOMOTIVE/DIESEL:

This track prepares an individual for employment in the automotive or diesel service industry with a focus on managerial operations in a customer-oriented service environment. Graduates will typically find employment as service managers or parts managers in a dealership or independent repair facility.

Entry into this track requires an Associate Degree in Auto Service, Diesel Service, or Collision Repair, or an approved equivalent of 90 quarter hours from an accredited institution that include specific general education program prerequisites. (Minimum GPA 2.0)

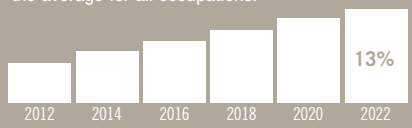
HVAC:

This track prepares an individual for employment in the heating and cooling service industry with a focus on managerial operations in a customer-oriented service environment. Graduates will typically find employment as service managers in an HVAC business.

Entry into this track requires an Associate Degree in HVAC or approved equivalent of 90 quarter hours from an accredited institution to include specific general education program prerequisites. (Minimum GPA 2.0)

PROJECTED GROWTH

Overall employment of customer service representatives is projected to increase by 13 percent through 2022, about as fast as the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
APPROVED CREDIT			**62**
REQUIRED COURSES - 28 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	113	Electronic Spreadsheets	02
INF	161	Technology and Society	02
MTH	111	Introductory Algebra	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04

SERVICE MANAGEMENT MAJOR - 60 HOURS

ACC	121	Fundamentals of Accounting I	04
CIS	313A	Intermediate Spreadsheets	04
EN	211	Human Resources for Entrepreneurs	04
EN	221	Finance for Entrepreneurs	04
EN	231	Marketing for Entrepreneurs	04
MGT	101	Introduction to Business	04
MGT	141	Principles of Management	04
MGT	212A	Staffing and Performance Management	04
MKT	111B	Principles of Marketing	04
SM	411	Customer Relations Management	04
WRK	301	Internship	04

GENERAL EDUCATION REQUIREMENTS - 40 HOURS

ELECT	131A	Global and Cultural Perspectives Elective	04
ELECT	131B	Global and Cultural Perspectives Elective	04
HUM	401A	Philosophy of Ethics	04
MTH	112	Intermediate Algebra	04
PSY	231	Organizational Psychology	04
SCI	451	Environmental Science	04
SOC	201	Sociology	04
SOC	321	Cultural Diversity	04
SPK	211	Group Dynamics	04
WRI	301A	Report Writing	04

SELECT 1 TRACK FROM THE FOLLOWING:

AUTO/DIESEL SERVICE MANAGEMENT - 16 HOURS

SM	311	Industry Trends in Auto/Diesel Service	04
SM	321	Introduction to Auto/Diesel Service Operations Planning	04
SM	441	Auto/Diesel Service Operations Planning I	04
SM	442	Auto/Diesel Service Operations Planning II	04

HVAC SERVICE MANAGEMENT - 16 HOURS

SM	316	Industry Trends in HVAC Service	04
SM	326	Introduction to HVAC Service Operations Planning	04
SM	446	HVAC Service Operations Planning I	04
SM	447	HVAC Service Operations Planning II	04

QUARTER HOURS REQUIRED FOR GRADUATION 190

ELECTIVES

GENERAL EDUCATION ELECTIVES

COMMUNICATION ELECTIVES (Associate Degree)

Course Number		Course Title	Quarter Hours
ELECT	**120A**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04

COMMUNICATION ELECTIVES (Bachelor Degree)

ELECT	**121A**	**Communication Elective**	
ELECT	**121B**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	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

ELECT	**161A**	**Computer Literacy Elective**	
ELECT	**161B**	**Computer Literacy Elective**	
ELECT	**161C**	**Computer Literacy Elective**	
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	141A	Microsoft PowerPoint	02

GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES (Bachelor Degree)

ELECT	**131A**	**Global and Cultural Perspectives Elective**	
ELECT	**131B**	**Global and Cultural Perspectives Elective**	
ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HUM	101B	Art and Architecture I (Antiquity to Renaissance)	04
HUM	102B	Art and Architecture II (Baroque to Modern)	04
HUM	353	Art Appreciation	02
HUM	357	Music Appreciation	02
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 (Bachelor Degree)

ELECT	**141A**	**Personal and Social Environments Elective**	
ELECT	**141B**	**Personal and Social Environments Elective**	
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
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 (Bachelor Degree)

ELECT	**111A**	**Scientific Inquiry Elective**	
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	251	General Physics I	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

TECHNICAL ELECTIVES

Course Number		Course Title	Quarter Hours

AUTOMOTIVE SERVICES TECHNOLOGY ELECTIVES

AST	**100A**	**Automotive Services Technology Elective**	
AST	**100B**	**Automotive Services Technology Elective**	
AST	**100D**	**Automotive Services Technology Elective**	
AST	**100E**	**Automotive Services Technology Elective**	
ABT	151	MIG Welding	05
AST	102	Engine Performance I	06
AST	103	Engine Performance II	06
AST	122	Engine Repair II	04
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
DSL	151	Welding for Heavy Duty Repair	04

CIVIL ENGINEERING TECHNICAL ELECTIVES

TEC	**320A**	**Civil Engineering Technical Elective**	
TEC	**320B**	**Civil Engineering Technical Elective**	
TEC	**320C**	**Civil Engineering Technical Elective**	
TEC	**320D**	**Civil Engineering Technical Elective**	
CE	321	Design of Bridges	04
CE	325	Geometric Design of Highways and Airports	04
CE	351	Pre-Stressed Concrete Design	04
CE	355	Structural Timber Design	04
CE	358	Pavement Design	04
CE	371	Geotechnical Engineering	04
CE	385	Transportation Engineering	04
CE	415	Hydrology	04
CE	421	Hydraulics	04
CE	431	Water Treatment Principles	04
CE	435	Wastewater Collection Systems	04
CE	438	Solid Waste Principles	04
EGR	395	Engineering Research	04

DIESEL SERVICE TECHNOLOGY ELECTIVES

DSL	**100A**	**Diesel Service Technology Elective**	
DSL	**100B**	**Diesel Service Technology Elective**	
AG	221	Agriculture Equipment and Tooling	04
DSL	211	CDL Preparation for Diesel Service Technician	04
DSL	241	Heavy Duty Heating/Air Conditioning	06
DSL	251	Auxiliary Systems	04
DSL	261	Heavy Duty Drive Trains	06
DSL	285	Power Generation	04
DSL	291	Hydraulics	05

ELECTRICAL ENGINEERING TECHNICAL ELECTIVES

TEC	**310A**	**Electrical Engineering Technical Elective**	
TEC	**310B**	**Electrical Engineering Technical Elective**	
TEC	**310C**	**Electrical Engineering Technical Elective**	
TEC	**310D**	**Electrical Engineering Technical Elective**	
CIS	310	Visual BASIC	04
CIS	404	Advanced Computer Architecture	04
EGR	395	Engineering Research	04
ME	331	Thermodynamics	04
ME	341	Fluid Mechanics	04
ME	381	Mechatronics	04

MECHANICAL ENGINEERING TECHNICAL ELECTIVES

TEC	**300A**	**Mechanical Engineering Technical Elective**	
TEC	**300B**	**Mechanical Engineering Technical Elective**	
TEC	**300C**	**Mechanical Engineering Technical Elective**	
TEC	**300D**	**Mechanical Engineering Technical Elective**	
EGR	395	Engineering Research	04
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	381	Mechatronics	04
ME	425	Noise, Vibration, and Harshness	04
ME	495	Engineering Topics	04
ME	495A	Engineering Topics: CAE with Solidworks	04
ME	495B	Engineering Topics: Alternative Energies	04

As the population ages, demand for skilled healthcare practitioners will continue to grow, creating more career opportunities than any other field. Since 2009, 37% of all new jobs have been created in the healthcare sector. Between 2012 and 2022 it will add up to 5 million new jobs! This demand is also driving up salaries. Since 2006, healthcare has seen the biggest wage increase of any sector of the economy.

Many of the courses and programs at Baker College are offered in an online delivery format. See page 160 for Baker College Online programs. Contact your campus Academic/Administrative Office for details about Online courses.

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 246. Contact your campus academic staff to discuss requirements.

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. This applies to all health programs.

*Enrollment into the professional track of some programs is limited due to clinical site availability. Students compete to earn acceptance into these programs. Selection criteria have been developed to choose the most qualified students for limited enrollment programs. Students who have successfully completed the prerequisite courses for their program are eligible to apply for admission into the professional track of the program. Refer to the program information supplement for program specific details on the application process, the criteria used, and the courses used in the GPA calculations. Disclosure information regarding gainful employment for certificate programs can be found at www.baker.edu/gainfulemployment.

HEALTH SCIENCES
UNDERGRADUATE PROGRAMS

CERTIFICATES

Dental Assisting ..... PG. 118
Emergency Medical Technician - Basic ..... PG. 118
Emergency Medical Technician - Advanced ..... PG. 119
Emergency Medical Technician - Paramedic ..... PG. 119
Opticianry ..... PG. 119
Pharmacy Technician ..... PG. 120
Phlebotomy Technician ..... PG. 120
Skilled Care Technician ..... PG. 121
Sterile Processing Technician ..... PG. 121
Therapeutic Massage ..... PG. 122

ASSOCIATE DEGREES

Associate of Applied Science

Cardiographic Sonography ..... PG. 122
Coding Specialist ..... PG. 123
Dental Assisting ..... PG. 123
Dental Hygiene ..... PG. 124
Diagnostic Medical Sonography ..... PG. 124
Emergency Services Management ..... PG. 125
Health Information Technology ..... PG. 126
Health Navigator ..... PG. 126
Hemodialysis Patient Care Technician ..... PG. 127
Medical Assistant ..... PG. 127
Medical Insurance Specialist ..... PG. 128
Medical Laboratory Technician ..... PG. 128
Medical Office Administration ..... PG. 129
Occupational Therapy Assistant ..... PG. 129
Opticianry ..... PG. 130
Orthotic/Prosthetic Technology ..... PG. 130
Pharmacy Technician ..... PG. 131
Physical Therapist Assistant ..... PG. 131
Polysomnographic Technology ..... PG. 132
Radiologic Technology ..... PG. 132
Respiratory Care ..... PG. 133
Surgical Technology ..... PG. 134
Therapeutic Massage ..... PG. 134
Vascular Ultrasound Technology ..... PG. 135
Veterinary Technology ..... PG. 135

BACHELOR DEGREES

Bachelor of Health Science

Pre-Occupational Therapy ..... PG. 136
Bachelor of Health Services Administration ..... PG. 136
Bachelor of Radiation Therapy ..... PG. 137
Bachelor of Rehabilitation Studies ..... PG. 138

ELECTIVES

General Education Electives ..... PG. 139

CERTIFICATE PROGRAMS

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 Postsecondary Accreditation and by the United States Department of Education. Please reference www.ada.org for further information.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of Dental Assistants is expected to grow 25 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 79 HOURS			
DAS	101	Dental Assisting I	05
DAS	102	Dental Assisting II	05
DAS	111	Dental Anatomy, Histology and Embryology	04
DAS	121A	Biomedical Science	04
DAS	131	Dental Materials	04
DAS	141	Dental Radiology	04
DAS	151	Dental Office Management	03
DAS	161	Nutrition and Preventative Dentistry	02
DAS	201A	Clinical Practice	11
DAS	211B	RDA Functions	04
DAS	221A	Dental Specialties	03
DAS	231	Professional Concepts	01
DAS	261	CDA/RDA Exam Preparatory	04
ENG	101	Composition I	04
INF	112	Word Processing	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**79**

EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT)

Certificate

The Emergency Medical Technician-Basic program serves as entry-level training to students looking to pursue a career in emergency medical care. EMTs work in emergency response vehicles, hospitals, dialysis units, casinos, and other areas where an emergency could arise. Rapid in-field treatment and transport to higher medical providers is the primary coursework. Hospital rooms and ambulances will become the hands-on classrooms for Baker College students as they gain the needed real world experience of becoming qualified Emergency Medical Technicians.

The Emergency Medical Technician level is the minimum licensure level for personnel transporting patients in ambulances. The scope of practice is limited to basic skills that can be performed safely with medical oversight and limited training.

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. 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.

Program Status: Open Enrollment.

PROJECTED GROWTH

See Advanced Emergency Medical Technician Program Growth Chart.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 24 HOURS			
EMS	101	Basic EMT I	12
EMS	102	Basic EMT II	12
QUARTER HOURS REQUIRED FOR GRADUATION			**24**

EMERGENCY MEDICAL TECHNICIAN - ADVANCED (AEMT)

Certificate

The Advanced Emergency Medical Technician Licensure is an Intermediate Level and is NOT required before attending courses for the Paramedic Level. The major difference between the Emergency Medical Technician–Advanced (AEMT) and the Emergency Medical Technician–Basic is the ability to perform limited advanced skills and provide limited pharmacological interventions to emergency patients.

This program provides a thorough understanding of the role of the Advanced Emergency Medical Technician (AEMT); and introduces training in intravenous therapy, and advanced airway control techniques. This program reviews the AEMT's roles and responsibilities, addresses the field's medical and legal aspects, and instructs in EMS system operation at the AEMT and Advanced Life Support levels. The coursework includes hands-on laboratory experiences and clinical work. Successful completion of the program will make the candidate eligible to apply for the National Registry for Advanced EMTs written and practical exams which are necessary for licensure in the state of Michigan.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of emergency medical technicians and paramedics is expected to grow 23 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 36 HOURS			
EMS	101	Basic EMT I	12
EMS	102	Basic EMT II	12
EMS	201D	Emergency Medical Technician (Advanced EMT)	12
QUARTER HOURS REQUIRED FOR GRADUATION			**36**

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

Certificate

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. The Paramedic has the knowledge associated with, and is expected to be competent in, all of the skills of the EMR, EMT, and AEMT. The major difference between the Paramedic and the Advanced Emergency Medical Technician is the ability to perform a broader range of advanced skills.

This program expands on the basic knowledge of the EMT and introduces the student to high-level anatomy and physiology, advanced patient assessment and airway maintenance, veni-puncture, IV therapy, and emergency pharmacology. Providing a thorough understanding of the role of the paramedic and stressing 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.

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 post-secondary EMT basic education completion must be presented to the College before beginning EMS 201D.

Program Status: Open Enrollment.

PROJECTED GROWTH

See Advanced Emergency Medical Technician Program Growth Chart.

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 84 HOURS			
EMS	101	Basic EMT I	12
EMS	102	Basic EMT II	12
EMS	201D	Emergency Medical Technician (Advanced EMT)	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
QUARTER HOURS REQUIRED FOR GRADUATION			**84**

OPTICIANRY

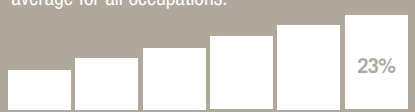
Certificate

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.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of opticians is expected to grow by 23 percent through 2022, much faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 42 HOURS			
ENG	101	Composition I	04
INF	112	Word Processing	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

PHARMACY TECHNICIAN

Certificate

Pharmacy technicians help licensed Pharmacists provide medication and other healthcare 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 involving medical insurance and assist with ordering and maintaining inventory. 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.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of pharmacy technicians and aides is expected to grow 20 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 61 HOURS			
ENG	101	Composition I	04
INF	114A	Introduction to Database Applications	02
INF	161	Technology and Society	02
MED	103	Medical Terminology	04
MTH	108	College Mathematics I: Reasoning and Application	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**

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.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of medical and clinical laboratory technologists and technicians like phlebotomists is expected to grow 22 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 39 HOURS			
ELECT	161A	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**

SKILLED CARE TECHNICIAN

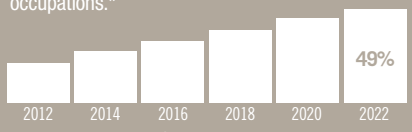
Certificate

This program prepares students with a variety of basic skills to assist patients in the management of their daily lives. Concentrated courses in care of the geriatric and chronically ill populations will prepare students to work in a hospital, nursing home, long-term care facility, or home-health agency. Students will be eligible for the Certified Nurse Aide examination upon completion of HUC181.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of Home Health and Personal Care Aides is expected to grow by 49 percent through 2022, which is faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
PLACEMENT ASSESSMENT/PROGRAM REQUISITE COURSES			
MTH	091	Essential Math Concepts	04
ENG	091	English Review	04
ENG	098B	College Reading	04
WPG	098	Keyboarding	04
(THE ABOVE COURSES MUST BE TAKEN UNLESS SATISFIED BY A TEST OR TRANSFER CREDIT.)			
YEAR 1 FALL			
SCI	100F	Structure and Function of the Human Body	04
ENG	101	Composition I	04
SCT	111	Skilled Care Foundations I	02
INF	121	Introduction to Windows	02
YEAR 1 WINTER			
INF	161	Technology and Society	02
SCT	112	Skilled Care Foundations II	04
HSC	151	Introduction to Electronic Health Records	02
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
YEAR 1 SPRING			
SCT	151	Skilled Care Technician Seminar	03
HSC	102	BLS Provider Training and First Aid	01
HUC	181	Clinical Skills and Foundations	08
WRK	291B	Prof Career Strategies	01
QUARTER HOURS REQUIRED FOR GRADUATION			**37**

ALL COURSE OFFERINGS ARE SUBJECT TO CHANGE.

STERILE PROCESSING TECHNICIAN

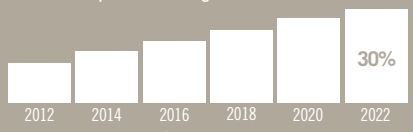
Certificate

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 healthcare 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.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of surgical technologists is expected to grow 30 percent, much faster than the average for all occupations through 2022.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 36 HOURS			
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
HSC	102	BLS Provider Training and First Aid	01
INF	161	Technology and Society	02
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**

THERAPEUTIC MASSAGE

Certificate

Students are prepared to enter the field of massage therapy. The 690 contact hour 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) or Massage and Bodywork Licensing Exam (MBLEx) needed for state licensure.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of massage therapists is expected to grow 23 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 50 HOURS			
ENG	101	Composition I	04
INF	161	Technology and Society	02
MSG	101	Massage Therapy I	04
MSG	102	Massage Therapy II	03
MSG	111A	Anatomy of Movement I	03
MSG	112	Anatomy of Movement II	03
MSG	121	Energy-Based Massage Techniques	03
MSG	141	Therapeutic Massage Techniques	03
MSG	152	Business and Ethics for Massage Therapists	04
MSG	171A	Documentation for Therapeutic Massage	03
MSG	211B	Pathology and Pharmacology for Therapeutic Massage	03
MSG	220A	Therapeutic Massage Lab I	02
MSG	221B	Therapeutic Massage Lab II	02
MSG	231B	Preparation for Certification Examination	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			**50**

ASSOCIATE DEGREE PROGRAMS

CARDIOGRAPHIC SONOGRAPHY

Associate of Applied Science

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 healthcare settings.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of cardiovascular technologists and technicians is expected to grow 39 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
CARDIOGRAPHIC SONOGRAPHY MAJOR - 92 HOURS			
CAS	105	EKG Technology	04
CAS	121	Introduction to Echocardiography	03
CAS	141	Cardiovascular Procedures	02
CAS	201	Fundamentals of Sonography	04
CAS	202	Cross-Sectional Sonography	04
CAS	210	Advanced Sonography - Valve Disease	04
CAS	211	Advanced Sonography - Ventricular Disease	04
CAS	212	Advanced Sonography - Advanced Disease	04
CAS	220	Cardiovascular Clinical	05
CAS	221	ECT Clinical Affiliation #1	07
CAS	231	ECT Clinical Affiliation #2	07
CAS	260	Advanced Echocardiographic Procedures	04
HSC	105C	Patient Care for the Imaging Professional	04
HSC	151	Introduction to Electronic Health Records	02
HSC	181A	Acoustical Physics	05
HSC	208	Cardiovascular Pharmacology	02
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 - 30 HOURS			
ELECT	120A	Communication Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	121	Introduction to Windows	02
INF	161	Technology and Society	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**

CODING SPECIALIST

Associate of Applied Science

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, ICD-10-CM, and CPT-4 classification systems. Graduates are eligible to take a coding certification exam upon successful completion of the program.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of Medical Records and Health Information Technicians is expected to grow by 22 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
CODING SPECIALIST MAJOR - 60 HOURS			
CCP	101	Introduction to the Coding Profession	02
CCP	111	CPT-4 Coding	04
CCP	131	ICD-10-CM Coding	04
CCP	201	Coding and Claims Processing	08
CCP	211	Healthcare Reimbursement	04
CCP	261A	Coding Capstone	04
CCP	271	Coding Externship	04
HSC	102	BLS Provider Training and First Aid	01
HSC	111	Introduction to Healthcare	04
HSC	151	Introduction to Electronic Health Records	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 - 30 HOURS			
ELECT	121A	Communication Elective	04
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	113	Electronic Spreadsheets	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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			**90**

DENTAL ASSISTING

Associate of Applied Science

Registered Dental Assistants are licensed healthcare professionals who administer direct restorative and preventive dental services to dental patients, under assignment 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; 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 Postsecondary Accreditation and by the United States Department of Education. Please reference www.ada.org for further information.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of Dental Assistants is expected to grow 25 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
DENTAL ASSISTING MAJOR - 59 HOURS			
DAS	101	Dental Assisting I	05
DAS	102	Dental Assisting II	05
DAS	111	Dental Anatomy, Histology and Embryology	04
DAS	121A	Biomedical Science	04
DAS	131	Dental Materials	04
DAS	141	Dental Radiology	04
DAS	151	Dental Office Management	03
DAS	161	Nutrition and Preventative Dentistry	02
DAS	201A	Clinical Practice	11
DAS	211B	RDA Functions	04
DAS	221A	Dental Specialties	03
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			
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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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			**91**

DENTAL HYGIENE

Associate of Applied Science

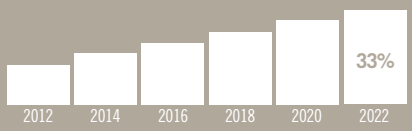
Dental hygienists are licensed oral health professionals who focus on preventing and treating oral diseases of the teeth and gums, and protection of patients' total health. As part of dental hygiene services, dental hygienists perform oral healthcare assessments that include: patients' health histories, dental charting, oral cancer screening, and taking vital signs (blood pressure, smoking status, and pulse). Additionally, dental hygienists 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 sit 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 Postsecondary Accreditation and by the United States Department of Education. Please reference www.ada.org for further information.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of Dental Hygienists is expected to grow 33 percent through 2022, which is much faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
DENTAL HYGIENIST MAJOR - 130 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	151	Introduction to Electronic Health Records	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 - 30 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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			**160**

DIAGNOSTIC MEDICAL SONOGRAPHY

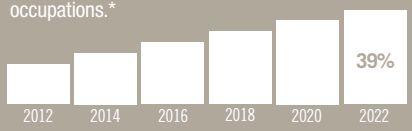
Associate of Applied Science

Through academic and clinical training, students are prepared for a career in Diagnostic Medical Sonography that provides patient care while 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. Students are eligible to take the registry certification following acceptance of their application by the American Registry of Diagnostic Medical Sonography (ARDMS). The mission of the Diagnostic Medical Sonograpahy 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.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of Diagnostic Medical Sonographers is expected to grow 39 percent through 2022, which is much faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
DIAGNOSTIC MEDICAL SONOGRAPHY MAJOR - 85 HOURS			
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	230	Ultrasound Review	02
HSC	105C	Patient Care for the Imaging Professional	04
HSC	151	Introduction to Electronic Health Records	02
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 - 26 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	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			**111**

EMERGENCY SERVICES MANAGEMENT

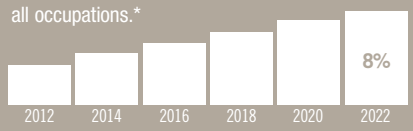
Associate of Applied Science

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, lifelong learning experiences, or any combination.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of emergency management directors is expected to grow 8 percent through 2022, which is as fast as average for all occupations.*



*Bureau of Labor and Statistics

Approved Credit (EMS 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
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	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			**99**

HEALTH INFORMATION TECHNOLOGY

Associate of Applied Science

A Health Information Technician is a skilled professional responsible for maintaining, organizing, and producing medical information. The curriculum prepares students for employment in any healthcare setting. Upon completion of the program, graduates are eligible to sit for the RHIT National Certification Exam.

This program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of medical records and health information technicians is expected to grow 22 percent through 2022, which is much faster than average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
HEALTH INFORMATION TECHNOLOGY MAJOR - 71 HOURS			
HIT	100	Healthcare Delivery Systems	04
HIT	101A	Health Data Content and Structure	04
HIT	103A	Organization and Supervision	04
HIT	201	Healthcare 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	151	Introduction to Electronic Health Records	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 - 26 HOURS			
ELECT	120A	Communication Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

HEALTH NAVIGATOR

Associate of Applied Science

This program prepares individuals to serve as consistent care coordinators synchronizing care of the physical, psychological, and social needs of patients while providing education and support. This comprehensive program provides instruction and direction in all aspects of preparing the student to be successful to navigate patients within the healthcare system from time of diagnosis through completion of treatment. Employed in a variety of healthcare settings, the Patient Advocate is that member of the healthcare team who serves as the primary patient liaison. At this time the State of Michigan does not require licensure or certification to practice this profession.

Program Status: Limited Enrollment.

Course Number		Course Title	Quarter Hours
HEALTH NAVIGATOR MAJOR - 67 HOURS			
HN	111	Patient Navigator Fundamentals I	04
HN	131	Emerging Diseases	04
HN	141	Navigating Resources in Healthcare	04
HN	212	Patient Navigator Fundamentals II	04
HN	213	Patient Navigator Fundamentals III	08
HN	271	Patient Navigator Fieldwork	03
HSC	102	BLS Provider Training and First Aid	01
HSC	104	Introduction to Disease	04
HSC	111	Introduction to Healthcare	04
HSC	151	Introduction to Electronic Health Records	02
MED	103	Medical Terminology	04
MGT	114	Customer Service	04
MGT	250	Conflict Management	04
PSY	211	Psychology of Death and Dying	04
SCI	100F	Structure and Function of the Human Body	04
SOC	321	Cultural Diversity	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
ITP	111	American Sign Language I	04
SPN	101	Spanish I	04
GENERAL EDUCATION REQUIREMENTS - 30 HOURS			
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

HEMODIALYSIS PATIENT CARE TECHNICIAN

Associate of Applied Science

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).

Baker College of Clinton Township and Flint are approved by the Board of Nephrology Examiners Nursing and Technology (BONENT); Web address: www.bonent.org.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment in the health care industry is projected to increase 22 percent through 2022, which is much faster than average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
HEMODIALYSIS PATIENT CARE TECHNICIAN MAJOR - 60 HOURS			
HSC	102	BLS Provider Training and First Aid	01
HSC	104	Introduction to Disease	04
HSC	151	Introduction to Electronic Health Records	02
HT	101	Introduction to Dialysis	04
HT	111	Fundamentals of Dialysis I	04
HT	112	Fundamentals of Dialysis II	04
HT	113	Fundamentals of Dialysis III	04
HT	131	Clinical Practicum I (Lab)	04
HT	132	Clinical Practicum II (Lab)	04
HT	133	Clinical Practicum III (Externship)	04
HT	171	Hemodialysis Technician Credential Review	03
MED	103	Medical Terminology	04
MED	106	Asepsis	01
MED	116	Patient Assessment	02
MED	185	Phlebotomy	02
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	131	Concepts in Microbiology	02
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 30 HOURS			
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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			**90**

MEDICAL ASSISTANT

Associate of Applied Science

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 healthcare 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).

This program is accredited by the Commission on Accreditation of Allied Health Education Programs; Web address: caahep.org.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of medical assistants is expected to grow 29 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MEDICAL ASSISTANT MAJOR - 67 HOURS			
HSC	102	BLS Provider Training and First Aid	01
HSC	104	Introduction to Disease	04
HSC	151	Introduction to Electronic Health Records	02
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 - 26 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

MEDICAL INSURANCE SPECIALIST

Associate of Applied Science

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.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of medical records and health information technicians is expected to increase by 22 percent, much faster than the average for all occupations through 2022.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MEDICAL INSURANCE SPECIALIST MAJOR - 69 HOURS			
HSC	111	Introduction to Healthcare	04
HSC	151	Introduction to Electronic Health Records	02
HSC	206	Basic Pharmacology	04
MED	103	Medical Terminology	04
MIS	121A	Introduction to Medical Reimbursement	04
MIS	182	Medical Office Operations II - Reimbursement Office Operations	04
MIS	201B	Coding and Claims Processing	04
MIS	211A	Facility Billing and Coding	04
MIS	221	Coding I	04
MIS	222	Coding II	04
MIS	223	Coding III	04
MIS	251	Reimbursement Ethics and Compliance	04
MIS	291A	Medical Insurance Certification Review	04
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	211	Pathophysiology	04
WRK	261	Medical Insurance Specialist Externship	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	161	Technology and Society	02
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	108	College Mathematics I: Reasoning and Application	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			**97**

MEDICAL LABORATORY TECHNICIAN

Associate of Applied Science

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.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of medical and clinical laboratory technicians is expected to grow by 22 percent, much faster than the average for all occupations through 2022*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MEDICAL LABORATORY TECHNICIAN MAJOR - 84 HOURS			
HSC	151	Introduction to Electronic Health Records	02
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
MLT	291	MLT Capstone Review	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
SCI	246	Chemistry I	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 28 HOURS			
ELECT	120A	Communication Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	161	Technology and Society	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**

MEDICAL OFFICE ADMINISTRATION

Associate of Applied Science

Medical office administrators in today's modern medical office environment perform and organize the administrative activities of the office. The medical office administrator is productive and responsible, a good decision maker, able to multi-task, and serves as a competent team member in both small and large office settings. Graduates will be equipped with excellent skills in communication, use of technology, and medical office procedures.

Program Status: Open Enrollment.

Course Number		Course Title	Quarter Hours
MEDICAL OFFICE ADMINISTRATION MAJOR - 67 HOURS			
CDS	151	ICD Coding for the Clinical Documentation Specialist	04
CDS	161	CPT Coding for the Clinical Documentation Specialist	04
HSC	104	Introduction to Disease	04
HSC	111	Introduction to Healthcare	04
HSC	151	Introduction to Electronic Health Records	02
HSC	161	Legal Concepts to Medical Practice	02
MED	103	Medical Terminology	04
MED	207	Medical Office Procedures	04
MED	236	Introduction to Medical Office Administration	02
MED	241	Practice Management	04
MED	251	Medical Office Administration Seminar	04
MED	271	Medical Office Administration Practicum	04
MGT	114	Customer Service	04
SCI	100F	Structure and Function of the Human Body	04
SOC	321	Cultural Diversity	04
WPG	141	Information Processing I	04
WPG	142	Information Processing II	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
ITP	111	American Sign Language I	04
SPN	101	Spanish I	04
GENERAL EDUCATION REQUIREMENTS - 30 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

OCCUPATIONAL THERAPY ASSISTANT

Associate of Applied Science

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.

The Occupational Therapy Assistant Program at Baker College of Allen Park, Baker College of Muskegon, and Baker College of Owosso are accredited by the American Occupational Therapy Association (AOTA) and can be reached at ACOTE, c/o Accreditation Department, American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449; phone: (301) 652-AOTA; Web address: www.acoteonline.org.

Graduates from the accredited programs at Allen Park, Muskegon, and Owosso are eligible to take the national certification examination.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of occupational therapist assistants and aides is expected to grow by 41 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
OCCUPATIONAL THERAPY ASSISTANT MAJOR - 87 HOURS			
HSC	111	Introduction to Healthcare	04
HSC	112	Clinical Documentation	01
HSC	151	Introduction to Electronic Health Records	02
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 - 26 HOURS			
ELECT	120A	Communication Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	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			**113**

OPTICIANRY

Associate of Applied Science

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.

The Baker College Opticianry Program is accredited by the Commission on Opticianry Accreditation (COA) and is recognized by the Council on Higher Education Accreditation (CHEA, http://www.chea.org/).

COA

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of opticians is expected to grow by 23 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

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	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	226	Ophthalmic Procedures	04
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	161A	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
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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			**91**

ORTHOTICS/PROSTHETIC TECHNOLOGY

Associate of Applied Science

This program is designed to provide students with a comprehensive education in the disciplines of Orthotic Technology (fabrication of orthopedic braces) and Prosthetic Technology (fabrication of artificial limbs). Students will learn to interpret orthometry forms, apply biomechanical 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 certification 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 Certified Technician Orthotics (CTO), Certified Technician Prosthetics (CTP), or Certified Technician Prosthetics/Orthotics (CTPO).

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of orthotists and prosthetists is expected to grow 36 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
ORTHOTIC/PROSTHETIC TECHNOLOGY MAJOR - 82 HOURS			
HSC	111	Introduction to Healthcare	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	241B	Spinal Orthotics	04
OPT	251	Orthotics/Prosthetic Clinical Externship	06

OPT	291	Orthotic/Prosthetic Technology Review	02
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
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	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			**110**

PHARMACY TECHNICIAN

Associate of Applied Science

Pharmacy Technicians help licensed Pharmacists provide medication and other healthcare 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 involving medical insurance and assist with ordering and maintaining inventory. 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.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of pharmacy technicians and aides is expected to grow 20 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
PHARMACY TECHNICIAN MAJOR - 63 HOURS			
ELECT	100A	Elective	04
ELECT	100B	Elective	04
ELECT	100C	Elective	04
HSC	104	Introduction to Disease	04
HSC	111	Introduction to Healthcare	04
HSC	151	Introduction to Electronic Health Records	02
MED	103	Medical Terminology	04
MTH	108	College Mathematics I: Reasoning and Application	04
PHT	101B	Introduction to Pharmacy Technology	04
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 - 30 HOURS			
ELECT	120A	Communication Elective	04
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	114A	Introduction to Database Applications	02
INF	161	Technology and Society	02
MTH	101	Mathematics for Business	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			**93**

PHYSICAL THERAPIST ASSISTANT

Associate of Applied Science

The Physical Therapist Assistant (PTA) is a technical healthcare 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. For information about the licensure examination see http://www.fsbpt.org/ExamCandidates.aspx.

Accreditation/Approval/Certification Status

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.

The Physical Therapist Assistant Program of Allen Park, Flint, and Muskegon is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; (703) 706-3245; www.capteonline.org; E-mail: accreditation@apta.org. Baker College of Auburn Hills is seeking accreditation of a new Physical Therapist Assistant Education Program from CAPTE.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of physical therapist assistants and aides is expected to grow 41 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
PHYSICAL THERAPIST ASSISTANT MAJOR - 88 HOURS			
HSC	151	Introduction to Electronic Health Records	02
HSC	211	Lifespan Development	02
HSC	285	Clinical Pathology	03
MED	103	Medical Terminology	04
PTA	111	Introduction to PTA	02
PTA	112	Therapeutic Documentation for the PTA	01
PTA	171A	Clinical Education I	02
PTA	172A	Clinical Education II	02
PTA	211	PTA Techniques I	04
PTA	212	PTA Techniques II	04
PTA	221B	Therapeutic Exercise I	05
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	271D	Clinical Education III	08
PTA	272D	Clinical Education IV	08
PTA	281	Neurological Foundations of Motor Control for the PTA	03
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 - 26 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	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			**114**

POLYSOMNOGRAPHIC TECHNOLOGY

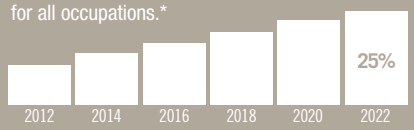
Associate of Applied Science

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.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of neurodiagnostic therapists is expected to grow 22 percent through 2022, which is faster than the average for all occupations.*



*Bureau of Labor and Statistics

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	109	College Mathematics II	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	121	Introduction to Windows	02
INF	161	Technology and Society	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**

RADIOLOGIC TECHNOLOGY

Associate of Applied Science

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 healthcare 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.

Program Status: Limited Enrollment.

Course Number		Course Title	Quarter Hours
RADIOLOGIC TECHNOLOGY MAJOR - 101 HOURS			
HSC	151	Introduction to Electronic Health Records	02
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 - 26 HOURS			
ELECT	120A	Communication Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	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**

RESPIRATORY CARE

Associate of Applied Science

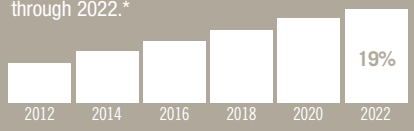
This program is designed to prepare graduates for a highly professional and dynamic career as competent Respiratory Care Practitioners. Respiratory Therapists, also known as Respiratory Care Practitioners, as members of a team of healthcare professionals work to evaluate, treat, and manage patients of 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 healthcare 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, outpatient centers, 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.

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: www.coarc.com.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of respiratory therapists is expected to grow by 19 percent, much faster than the average for all occupations through 2022.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
RESPIRATORY CARE MAJOR - 100 HOURS			
HSC	102	BLS Provider Training and First Aid	01
HSC	151	Introduction to Electronic Health Records	02
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 - 26 HOURS			
ELECT	120A	Communication Elective	04
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	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**

SURGICAL TECHNOLOGY

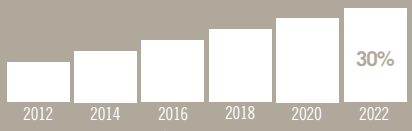
Associate of Applied Science

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.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of surgical technologists is expected to grow 30 percent, much faster than the average for all occupations through 2022.*



*Bureau of Labor and Statistics

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	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	161	Technology and Society	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**

THERAPEUTIC MASSAGE

Associate of Applied Science

Students are prepared to enter the field of massage therapy. The 1,110 contact hour 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) or Massage and Bodywork Licensing Exam (MBLEx) needed for state licensure.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of massage therapists is expected to grow 23 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
THERAPEUTIC MASSAGE MAJOR - 69 HOURS			
HSC	102	BLS Provider Training and First Aid	01
HSC	151	Introduction to Electronic Health Records	02
MSG	101	Massage Therapy I	04
MSG	102A	Massage Therapy II	04
MSG	111B	Anatomy of Movement I	04
MSG	112A	Anatomy of Movement II	04
MSG	121A	Energy-Based Massage Techniques	04
MSG	141A	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	222B	Therapeutic Massage Lab III	04
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 - 30 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
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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			**99**

VASCULAR ULTRASOUND TECHNOLOGY

Associate of Applied Science

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 healthcare settings.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of ultrasound technicians is expected to increase 39 percent, much faster than the average for all occupations through 2022.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
VASCULAR ULTRASOUND TECHNOLOGY MAJOR - 88 HOURS			
HSC	102	BLS Provider Training and First Aid	01
HSC	105C	Patient Care for the Imaging Professional	04
HSC	151	Introduction to Electronic Health Records	02
HSC	181A	Acoustical Physics	05
HSC	208	Cardiovascular Pharmacology	02
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
VAS	101A	Peripheral Vascular Procedures	04
VAS	106B	Introduction to Clinical Practice	04
VAS	111A	Introduction to Vascular Ultrasound	03
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 - 28 HOURS			
ELECT	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	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			**116**

VETERINARY TECHNOLOGY

Associate of Applied Science

A veterinary technician can best be thought of as an animal nurse. By definition, a veterinary technician is a person who has completed a two year associate 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) in the State of Michigan. Students who graduate will be eligible for licensure by the State of Michigan.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of veterinary technologists and technicians is expected to increase 30 percent, much faster than the average for all occupations through 2022.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
VETERINARY TECHNOLOGY 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	114A	Introduction to Database Applications	02
INF	161	Technology and Society	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			**113**

BACHELOR DEGREE PROGRAMS

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 healthcare 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 healthcare settings.

PROJECTED GROWTH

Employment of medical and health services managers is expected to grow 23 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Approved Credit (64 Gen Ed & 52 Elective Credits) 116

Course Number		Course Title	Quarter Hours
REQUIRED CORE COMPETENCIES – 32 HOURS			
ACC	100	Accounting Elective	04
BUS	211	Business Analytics	04
ECN	100	Economics Elective	04
FIN	100	Finance Elective	04
HSC	104	Introduction to Disease	04
MKT	100	Marketing Elective	04
SCI	100F	Structure and Function of the Human Body	04
SELECT 1 COURSE FROM THE FOLLOWING:			
HRM	100	Human Resource Elective	04
MGT	100	Management Elective	04
HEALTH SERVICES ADMINISTRATION MAJOR – 32 HOURS			
HSC	111	Introduction to Healthcare	04
HSC	312	Health Law and Regulations	04
HSC	315	Planning and Evaluation of Health Services	04
HSC	401	Healthcare Administration	04
HSC	402A	Ethics for Health Professionals	04
HSC	403	Health System Finance	04
HSC	411	Seminar in Health Issues	04
HSC	441	Health Services Administration Externship	04
QUARTER HOURS REQUIRED FOR GRADUATION			**180**

PRE-OCCUPATIONAL THERAPY

Bachelor of Health Science

This program is concerned with providing a practical education that 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) and can be reached by mail at: c/o Accreditation Department, American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449; (301) 652-AOTA; www.acoteonline.org. Students must have successfully completed all Level I and Level II, 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 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 Pre-Occupational Therapy program. 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. Graduate admission is open only to students who have completed the Pre-Occupational Therapy program at Baker College of Flint. 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. 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.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of occupational therapist is expected to increase by 29 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
PRE-OCCUPATIONAL THERAPY MAJOR - 132 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 Healthcare 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	221	Developmental Psychology	04
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
SCI	311	Neuroanatomy	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 60 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	161	Technology and Society	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	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			**192**

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 healthcare.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of radiation therapists is projected to grow 24 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
RADIATION THERAPY MAJOR - 123 HOURS			
HSC	151	Introduction to Electronic Health Records	02
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	321A	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	Senior Seminar I	01
RDT	452	Senior Seminar II	02
RDT	453	Senior Seminar III	02
RDT	454	Senior Seminar 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	161A	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	161	Technology and Society	02
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			**189**

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 as well as functional approach to rehabilitation are 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 coursework 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.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of occupational and physical therapist assistants and aides is expected to grow 41 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REHABILITATION STUDIES MAJOR - 155 HOURS			
HSC	111	Introduction to Healthcare	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	Healthcare 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	121A	Communication 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
GEO	101	Western Geography	04
HIS	301	Women's Studies	04
INF	161	Technology and Society	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
SPK	401	Presentational Speaking	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**215**

ELECTIVES

GENERAL EDUCATION ELECTIVES

COMMUNICATION ELECTIVES (Associate Degree)

Course Number		Course Title	Quarter Hours
ELECT	**120A**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04

COMMUNICATION ELECTIVES (Bachelor Degree)

ELECT	**121A**	**Communication Elective**	
ELECT	**121B**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	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

ELECT	**161A**	**Computer Literacy Elective**	
ELECT	**161B**	**Computer Literacy Elective**	
ELECT	**161C**	**Computer Literacy Elective**	
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	141A	Microsoft PowerPoint	02

GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES (Bachelor Degree)

ELECT	**131A**	**Global and Cultural Perspectives Elective**	
ELECT	**131B**	**Global and Cultural Perspectives Elective**	
ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HUM	101B	Art and Architecture I (Antiquity to Renaissance)	04
HUM	102B	Art and Architecture II (Baroque to Modern)	04
HUM	353	Art Appreciation	02
HUM	357	Music Appreciation	02
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 (Bachelor Degree)

ELECT	**141A**	**Personal and Social Environments Elective**	
ELECT	**141B**	**Personal and Social Environments Elective**	
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
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 (Bachelor Degree)

ELECT	**111A**	**Scientific Inquiry Elective**	
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	251	General Physics I	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

For more information or to see program videos, please visit baker.edu.

BAKER COLLEGE SCHOOL *of* NURSING

Any nurse will tell you it can be a tough and demanding job, but they will also tell you that it's one of the most rewarding careers you can choose. This is because on a daily basis you're helping people who need it the most. As a nurse, you'll be both a caregiver and a problem-solver, someone who helps heal people in mind, body, and spirit. Compassion is critical, but you'll also need a strong aptitude for science and critical thinking to properly treat patients.

SCHOOL OF NURSING
UNDERGRADUATE PROGRAMS

CERTIFICATE
Practical Nurse (PN) ..... PG. 142

ASSOCIATE DEGREES
Nursing (ADN) ..... PG. 142
Nursing (LPN to ADN Ladder) ..... PG. 143

BACHELOR DEGREES
Nursing/BSN Pre-Licensure* ..... PG. 143
Nursing/BSN Post-Licensure (RN to BSN)* ..... PG. 144

ELECTIVES
General Education Electives ..... PG. 145

CCNE ACCREDITED

*The Bachelor of Science in Nursing program at Baker College is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

NURSING/PN

Certificate

The practical Nursing program provides you with the knowledge, attitudes, and skills you need to pass the NCLEX-PN exam and become a PN. It uses participatory learning to stress critical thinking and problem-solving and helps you develop an appreciation for the issues you'll confront in the healthcare system. As a Practical Nurse (PN) you are a critical member of the healthcare team, providing bedside care for the sick, injured, and convalescent.

Program Status: Limited Enrollment.

PROJECTED GROWTH

Employment of licensed practical and licensed vocational nurses is expected to grow by 25 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 66 HOURS			
ENG	101	Composition I	04
HSC	151	Introduction to Electronic Health Records	02
HSC	221	Nutrition	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
NUR	101A	Nursing Fundamentals	08
NUR	106	Nursing Pharmacology Overview	02
NUR	111	Health Assessment	02
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	121B	Medical/Surgical Nursing for the PN	09
PN	131C	Maternity and Pediatric Nursing for the Practical Nurse	04
PN	171A	Practical Nurse Seminar	01
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
QUARTER HOURS REQUIRED FOR GRADUATION			**66**

NURSING/ADN

Associate Degree in Nursing

Nursing is a caring health profession that focuses on the patient's well-being in mind, body, and spirit. In this program, you will learn nursing fundamentals, human anatomy and physiology, psychology, and a holistic perspective of the human body. You will also develop the knowledge, attitudes, and full range of nursing skills essential to the practice of professional nursing through active, participatory, and culturally diverse learning in the classroom and in clinical settings. You will become a critical thinker and problem-solver with an appreciation for the moral, ethical, and cultural dimensions of the issues you will confront daily in the healthcare system. Upon successful completion of the Associate Degree in Nursing program, you will be eligible to take the licensure examination to become a registered nurse (RN). The Michigan Board of Nursing can deny a license to any applicant who has been convicted of a crime and/or addicted to drugs or alcohol.

The Baker College of Owosso nursing program is accredited by the ACEN Accreditation Commission for Education in Nursing, 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326; phone: (404) 975-5000; fax: (404) 975-5020; Web address: www.acenursing.org

Program Status: Limited Enrollment.

All prerequisites must be taken prior to the core nursing classes.

PROJECTED GROWTH

See Nursing/PN Program Growth Chart.

Course Number		Course Title	Quarter Hours
NURSING MAJOR - 61 HOURS			
NUR	101A	Nursing Fundamentals	08
NUR	106	Nursing Pharmacology Overview	02
NUR	111	Health Assessment	02
NUR	121B	Medical/Surgical Nursing I	10
NUR	131	Nursing Strategies Across the Lifespan and Across the Continuum	02
NUR	141	Nursing Drug Applications	02
NUR	151A	Maternal Child Nursing	05
NUR	161A	Nursing Care of Children and Their Families	05
NUR	171	Legal Issues in Nursing	02
NUR	201A	Mental Health Nursing	05
NUR	211B	Medical/Surgical Nursing II	05
NUR	231C	Medical/Surgical Nursing III	10
NUR	281	Nursing Leadership Seminar	03
SCIENCE REQUIREMENTS - 22 HOURS			
HSC	151	Introduction to Electronic Health Records	02
HSC	221	Nutrition	04
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	131	Concepts in Microbiology	02
SCI	211	Pathophysiology	04
GENERAL EDUCATION REQUIREMENTS - 22 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	111	General Psychology	04
SPK	201	Oral Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**105**

NURSING/ADN

LPN to ADN Ladder

The Associate Degree in Nursing Program at Baker College of Auburn Hills was designed as a ladder program for LPNs who are interested in becoming a Registered Nurse, as well as for the student without a nursing license to obtain a PN or ADN license.

Program Status: Limited Enrollment.
All prerequisites must be taken prior to the core nursing classes.

PROJECTED GROWTH

See Nursing/PN Program Growth Chart.

Course Number		Course Title	Quarter Hours
NURSING MAJOR - 61 HOURS			
NUR	101A	Nursing Fundamentals	08
NUR	106	Nursing Pharmacology Overview	02
NUR	111	Health Assessment	02
NUR	121B	Medical/Surgical Nursing I	10
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
NUR	201A	Mental Health Nursing	05
NUR	211B	Medical/Surgical Nursing II	05
NUR	231C	Medical/Surgical Nursing III	10
NUR	281	Nursing Leadership Seminar	03
NURL	151B	Maternal Child Nursing	06
NURL	161B	Pediatric Nursing for the ADN	04
SCIENCE REQUIREMENTS - 22 HOURS			
HSC	151	Introduction to Electronic Health Records	02
HSC	221	Nutrition	04
SCI	101C	Human Anatomy and Physiology I	05
SCI	102C	Human Anatomy and Physiology II	05
SCI	131	Concepts in Microbiology	02
SCI	211	Pathophysiology	04
GENERAL EDUCATION REQUIREMENTS - 22 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	111	General Psychology	04
SPK	201	Oral Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**105**

NURSING/BSN PRE-LICENSURE

Bachelor of Science in Nursing

The goal of the Baker College pre-licensure baccalaureate nursing program is to provide students a course of study in professional nursing which combines humanities and sciences with the theory and practice of nursing. Students will acquire knowledge and skills needed to function as professional nurses in healthcare settings that are responsive to individual and community needs. These individuals will develop into leaders of research, practice, education, and administration within the healthcare environment. There is no waiting list for this program but enrollment is limited.

Program requirements include:

- High School diploma or GED equivalent (from an accredited program).
- Successful completion of all designated prerequisite courses with a minimum of a B- (2.7).

The baccalaureate program at Baker College is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle NW, Suite 530, Washington D.C. 20036, phone (202) 887-6791, fax (202) 887-8476; Web address: www.aacn.nche.edu

CCNE ACCREDITED

Program Status: Limited Enrollment.

PROJECTED GROWTH

Overall job opportunities for nurses are expected to be excellent with the employment of registered nurses expected to grow by 19 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
PREREQUISITES INCLUDE:			
SCI	101C**	Anatomy and Physiology I	05
SCI	102C**	Anatomy and Physiology II	05
SCI	211**	Pathophysiology	04
HSC	221*	Nutrition	04
MTH	108	College Math I	04
PSY	111	General Psychology	04
SPK	201	Oral Communications	04
HSC	151	Introduction to Electronic Health Records	02
ENG	101	Composition I	04
ENG	102*	Composition II	04
SCI	246*	Chemistry I	04
NUR	105	Introduction to Nursing	02
SCI	131*	Microbiology	02
INF	161	Technology and Society	02
REQUIRED COURSES:			
NUR	205	Fundamentals of Nursing for the BSN	09
NUR	235	Medical Surgical Nursing I for the BSN	10
MTH	201	Applied Statistics	04
NUR	215	Health Assessment for the BSN	05
NUR	225	Pharmacology and Medication Administration	05
NUR	305	Mental Health Nursing for the BSN	06
NUR	335	Medical-Surgical Nursing II for the BSN	07
NUR	345	Evidence Based Practice for the RN	04
NUR	355	Maternal-Child Nursing for the BSN	06
NUR	365	Child and Family Nursing for the BSN	06
NUR	415	Community Nursing for the BSN	06
NUR	425	Nursing Leadership for the BSN	05
NUR	435	Medical-Surgical Nursing III for the BSN	07

NUR	485	Synthesis for the BSN	06
CIS	371	Healthcare Informatics	04
HUM	401	Philosophy of Ethics	04
SOC	321	Cultural Diversity	04
PSY	221	Developmental Psychology	04
HUM	357	Music Appreciation	02
HUM	353	Art Appreciation	02
SELECT FROM ONE OF THE FOLLOWING:			
SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
ADDITIONAL COURSES:			
ENG/LIT ELECTIVES			08
LANGUAGE			08
PSY/SOC ELECTIVE			04
TOTAL CREDITS			**180**

(*) (**) Asterisks denote single or double weighted prerequisites.
Program subject to change.

NURSING/BSN POST-LICENSURE (RN TO BSN)

Bachelor of Science in Nursing

The goal of the Baker College completion baccalaureate nursing program is to provide an opportunity for licensed registered nurses to continue their professional growth through the acquisition of knowledge and skills needed to function as professional nurses in healthcare settings that are responsive to individual and community needs. These individuals will develop into leaders of research, practice, education, and administration within the healthcare environment.

Program requirements include:

- An unencumbered license as a Registered Nurse (RN) in the United States (US), District of Columbia, or US territories; or an unencumbered license as a RN in Canada. Note: Canadian RNs must complete the clinical components of this program under the supervision of a baccalaureate nurse licensed in Canada. Successful completion of the Baker College baccalaureate nursing program does not qualify the Canadian graduate to take the US NCLEX examination.
- All students are expected to maintain licensure throughout their academic career.
- Applicants must include a photocopy of active US or Canadian RN license or a printed page from the licensing state's nursing web site or Canadian equivalent verifying licensure status and expiration date.
- Students must pass all courses with a minimum of a B- (2.7) in order to graduate with a BSN degree from Baker College. A minimum grade of 2.7 (B-) is required for Health Science Courses (SCI, HSC, NUR). A minimum grade of 2.0 (C) is required for general education courses.

The baccalaureate (RN to BSN) program at Baker College is accredited by The Commission on Collegiate Nursing Education; One Dupont Circle NW, Suite 530, Washington D.C.; (202) 887-6791.

CCNE ACCREDITED

Program Status: Limited Enrollment.

PROJECTED GROWTH

Overall job opportunities for nurses are expected to be excellent with the employment of registered nurses expected to grow by 19 percent through 2022, much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIRED COURSES - 15 HOURS			
PSY	111	General Psychology	04
SCI	102C	Human Anatomy and Physiology II	05
SCI	131	Concepts in Microbiology	02
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 Communication	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	351	World History I	04
HIS	411	Emerging Nations	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			**180**

Access additional program information at www.baker.edu

ELECTIVES

GENERAL EDUCATION ELECTIVES

Course Number		Course Title	Quarter Hours
COMMUNICATION ELECTIVES (Associate Degree)			
ELECT	**120A**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04
COMMUNICATION ELECTIVES (Bachelor Degree)			
ELECT	**121A**	**Communication Elective**	
ELECT	**121B**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	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			
ELECT	**161A**	**Computer Literacy Elective**	
ELECT	**161B**	**Computer Literacy Elective**	
ELECT	**161C**	**Computer Literacy Elective**	
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	141A	Microsoft PowerPoint	02
GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES (Bachelor Degree)			
ELECT	**131A**	**Global and Cultural Perspectives Elective**	
ELECT	**131B**	**Global and Cultural Perspectives Elective**	
ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HUM	101B	Art and Architecture I (Antiquity to Renaissance)	04
HUM	102B	Art and Architecture II (Baroque to Modern)	04
HUM	353	Art Appreciation	02
HUM	357	Music Appreciation	02
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 (Bachelor Degree)			
ELECT	**141A**	**Personal and Social Environments Elective**	
ELECT	**141B**	**Personal and Social Environments Elective**	
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
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 (Bachelor Degree)			
ELECT	**111A**	**Scientific Inquiry Elective**	
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	251	General Physics I	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

For more information or to see program videos, please visit baker.edu.

The area of Human Services covers a wide variety of professions that have one thing in common: they are all devoted to helping people. Whether it's criminal justice, early childhood, interpreter training, fire science, or public safety, you'll provide those in need with essential services—while making positive contributions to their lives, as well as your own. Career satisfaction in some Human Services fields ranks among the highest of all professions.

Many of the courses and programs at Baker College are offered in an online delivery format. See page 160 for Baker College Online programs. Contact your campus Academic/Administrative Office for details about Online courses.

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 246. Contact your campus Human Services staff to discuss requirements.

Disclosure information regarding gainful employment for certificate programs can be found at www.baker.edu/gainfulemployment.

HUMAN SERVICES
UNDERGRADUATE PROGRAMS

CERTIFICATES

911 Telecommunications ..... PG. 148
CDA Academic Foundations ..... PG. 148
Child Care Assistant ..... PG. 148
Corrections Officer ..... PG. 149

ASSOCIATE DEGREES
Associate of Applied Science

Criminal Justice ..... PG. 149
Early Childhood Education ..... PG. 150
Fire Science ..... PG. 150
Human Services ..... PG. 151
Interpreter Training ..... PG. 151
Paraprofessional: Early Elementary ..... PG. 152
Paraprofessional: P-12 Special Education ..... PG. 152
Public Safety ..... PG. 153

BACHELOR DEGREES

Bachelor of Human Services ..... PG. 156
Bachelor of Interpreter Training ..... PG. 156
Bachelor of Science in Criminal Justice ..... PG. 154
Bachelor of Science in Early Childhood Education ..... PG. 154
Bachelor of Science in Fire Science ..... PG. 155
Bachelor of Science in Public Safety ..... PG. 157

POSTBACCALAUREATE CERTIFICATE

Addiction Studies ..... PG. 158

ELECTIVES

General Education Electives ..... PG. 159

CERTIFICATE PROGRAMS

911 TELECOMMUNICATIONS

Certificate

This program prepares the graduate for a career as a 911 Telecommunicator and meets the Michigan State 911 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.

PROJECTED GROWTH

Overall employment of police, fire, and ambulance dispatchers is projected to increase by 8 percent through 2022, about as fast as the average for all occupations.*

*Bureau of Labor and Statistics

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
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	112	Word Processing	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
WRK	280	9-1-1 Fieldwork	01
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			**46**

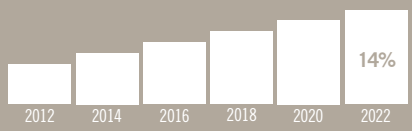
CDA ACADEMIC FOUNDATIONS

Certificate

This program is designed to assist home learning providers and GSRP or Head Start teacher assistants or aides to earn their CDA Credential—Center Setting, Pre-school, ages 3-5—from the Council for Professional Recognition, while they continue to work. This Baker College certificate program starts in the fall and consists of seven courses to be completed in one year. In this program, you will meet the academic requirements needed for the CDA Pre-school Credential. You will also meet the resource file requirements needed for the CDA Pre-school Credential, and be eligible to apply for part-time financial aid from Baker College and/or the Michigan T.E.A.C.H program.

PROJECTED GROWTH

Employment of child care workers is projected to grow by 14 percent through 2022, about as fast as average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 25 HOURS			
ECE	101B	Introduction to Early Childhood Education	04
ECE	111B	Early Childhood Development	04
ECE	131A	Healthy Environments for Early Childhood	04
ECE	151A	Administration of Early Childhood Programs	04
ECE	171A	Language Development and Language Arts for Young Children	04
ECE	191A	CDA Preparation	04
SELECT 1 COURSE FROM THE FOLLOWING:			
HSC	100B	Community First Aid	01
HSC	102	BLS Provider Training and First Aid	01
QUARTER HOURS REQUIRED FOR GRADUATION			**25**

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. Employment opportunities exist in school settings, child care centers, licensed child care homes, and other child care environments.

PROJECTED GROWTH

See CDA Academic Foundations Program Growth Chart.

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
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	191A	CDA Preparation	04
SELECT 1 COURSE FROM THE FOLLOWING:			
HSC	100B	Community First Aid	01
HSC	102	BLS Provider Training and First Aid	01
QUARTER HOURS REQUIRED FOR GRADUATION			**42**

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.

PROJECTED GROWTH

Employment of correctional officers, police, and detectives is projected to grow by 5 percent through 2022.*

*Bureau of Labor and Statistics

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
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
SPK	201	Oral Communication	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			**49**

ASSOCIATE DEGREE PROGRAMS

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.

PROJECTED GROWTH

See Corrections Officer Program Growth Chart.

Course Number		Course Title	Quarter Hours
CRIMINAL JUSTICE MAJOR - 70 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	261A	Security Management	04
CRJ	281A	Criminal Justice Work Experience I	04
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	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
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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			**102**

EARLY CHILDHOOD EDUCATION

Associate of Applied Science Degree

This program prepares students for employment opportunities as a child care program director, a pre-school 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 in before and after school settings. 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 Professional Recognition. The CDA credential is an entry-level credential that provides a broad foundation in early childhood education. This program does NOT lead to elementary (K-12) certification.

PROJECTED GROWTH

Employment of pre-school teachers is projected to grow by 17 percent through 2022, which is faster than average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
EARLY CHILDHOOD EDUCATION MAJOR - 67 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	201B	Infant and Toddler Development and Curriculum	05
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221B	Math, Science, and Technology for Early Childhood	04
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
LIT	321A	Children's Literature	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
ECE	181	The School-Age Child	04
ECE	191A	CDA Preparation	04
SELECT 1 COURSE FROM THE FOLLOWING:			
HSC	100B	Community First Aid	01
HSC	102	BLS Provider Training and First Aid	01
GENERAL EDUCATION REQS - 32 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
INF	121	Introduction to Windows	02
INF	161	Technology and Society	02
PSY	111	General Psychology	04
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	111	Introductory Algebra	04
QUARTER HOURS REQUIRED FOR GRADUATION			**99**

FIRE SCIENCE

Associate of Applied Science Degree

Provides students with the educational background for employment in the fire science area and assists those already employed to obtain credentials for promotional opportunities. The program provides instruction in fire prevention methods, fire behavior, fire protection systems, principles of emergency services, as well as broad range of Criminal Justice theories and practices. This degree also prepares students in basic fire training, and successful completion leads to certification by the Michigan Firefighting Training Council for Fire Fighter I and II and Hazardous Materials-Operations Level. Individuals who have completed their State of Michigan Fire Fighter I and II Certification and Medical First Responder will be granted credit for FIRE 101, FIRE 102, and MFR 101. This degree is designed to be compliant with the Fire and Emergency Services Higher Education (FESHE) standards established by the National Fire Academy.

Course Number		Course Title	Quarter Hours
FIRE SCIENCE MAJOR - 72 HOURS			
CRJ	111	9-1-1 Telecommunications I	04
CRJ	112	9-1-1 Telecommunications II	04
CRJ	211	Interpersonal Communication and Conflict Management	04
CRJ	281A	Criminal Justice Work Experience I	04
FIRE	101	Fire Academy (Part I)	10
FIRE	102	Fire Academy (Part II)	14
FIRE	121	Principles of Emergency Services	04
FIRE	131	Fire Prevention	04
FIRE	141	Fire Protection	04
FIRE	151	Building Construction for Fire Protection	04
FIRE	211	Principles of Fire and Emergency Services, Safety, and Survival	04
FIRE	221	Fire Behavior and Combustion	04
MFR	101	Medical First Responder	03
PSY	311	Abnormal Psychology	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
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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			**104**

HUMAN SERVICES

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.

PROJECTED GROWTH

Employment of Social and Human Services assistants is expected to grow by 22% percent and social workers to grow by 19%, both of which are faster than the average for all occupations through 2022.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
HUMAN SERVICES MAJOR - 65 HOURS			
HUS	101B	Introduction to Human Services	04
HUS	121	Family Dynamics	04
HUS	131B	Human Services 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	271A	Human Services Internship I	06
HUS	371A	Human Services Internship II	06
PSY	111	General Psychology	04
PSY	201A	Cognitive-Behavior Therapy	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
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	211	Psychology of Death and Dying	04
SPK	201	Oral Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**97**

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 degree program, graduates will have the skills required to be eligible to sit for the state certification test.

PROJECTED GROWTH

Employment of interpreters and translators are projected to increase 46 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
INTERPRETER TRAINING MAJOR - 74 HOURS			
ENG	211A	Structures of English	05
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	131A	Fingerspelling I	02
ITP	132A	Fingerspelling II	02
ITP	141A	Sign to Voice I	04
ITP	201	Voice to Sign I	04
ITP	202	Voice to Sign II	04
ITP	214	American Sign Language IV	04
ITP	221	Introduction to the Interpreting Profession	04
ITP	231	Linguistic Principles	04
ITP	242A	Sign to Voice II	04
ITP	251A	Transliterating I	04
ITP	261A	Deaf Culture and History	04
ITP	271	Signing Internship I	04
ITP	272	Signing Internship II	04
ITP	291	Professional Interpreter Seminar I	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
PSY	101	Human Relations	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**106**

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 seatwork time. This program emphasizes the development of children and focuses on reading, writing, and mathematics skills.

PROJECTED GROWTH

Employment of teacher assistants is expected to grow by 9 percent through 2022, which is about as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
PARAPROFESSIONAL: EARLY ELEMENTARY MAJOR - 58 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	221B	Math, Science, and Technology for Early Childhood	04
ECE	231	Guidance and Discipline	04
ECE	281	Parents and Teachers: Partners in Education	04
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	321A	Theory and Principles of Reading Instruction	04
EDU	330	The Exceptional Learner	04
HSC	100B	Community First Aid	01
MTH	211A	Number Concepts for Educators	04
SED	271	Education Practicum	04
WRK	291B	Professional Career Strategies	01
SELECT 4 CREDITS FROM THE FOLLOWING:			
HUS	121	Family Dynamics	04
HUS	141	Abuse and Neglect in the Family	04
HUS	201	Substance Abuse	04
ITP	101	The Deaf Community	02
ITP	111	American Sign Language I	04
ITP	131A	Fingerspelling I	02
SPK	205	Oral Interpretation of Literature	04
SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
SPN	101	Spanish 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	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	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			**90**

PARAPROFESSIONAL: P-12 SPECIAL EDUCATION

Associate of Applied Science Degree

This program provides the education and training necessary for those wanting to become paraprofessionals working with children identified with special needs in a variety of settings. Graduates will have the skills required for employment in P-12 schools (inclusion or self-contained), post-secondary training, Head Start, Resource Rooms, Center-based programs, and Non-profits providing services to children or adults with special needs. Graduates are prepared to assist teachers in a general education and/or special education classrooms or life skills settings, supporting students with various delays or impairments that impact learning and transition to adult living.

PROJECTED GROWTH

See Paraprofessional: Early Elementary Program Growth Chart.

Course Number		Course Title	Quarter Hours
PARAPROFESSIONAL: P-12 SPECIAL EDUCATION MAJOR - 58 HOURS			
ECE	111B	Early Childhood Development	04
EDU	200A	Introduction to Professional Education Experiences	04
EDU	312A	Educational Psychology	04
EDU	321A	Theory and Principles of Reading Instruction	04
ELECT	100A	Elective	04
ELECT	100B	Elective	04
HSC	102	BLS Provider Training and First Aid	01
MTH	211A	Number Concepts for Educators	04
SED	211	Essential Knowledge of Special Education for Paraprofessionals	04
SED	221	Essential Roles for Paraprofessionals: P-12 Special Education	04
SED	231	Behavior Management	03
SED	236	Non-violent Crisis Intervention	01
SED	241	Low Incidence Disabilities	04
SED	251	Assistive Technology for Special Settings	04
SED	271	Education Practicum	04
WRK	291B	Professional Career Strategies	01
SELECT 4 CREDITS FROM THE FOLLOWING:			
HUS	121	Family Dynamics	04
HUS	141	Abuse and Neglect in the Family	04
HUS	201	Substance Abuse	04
ITP	101	The Deaf Community	02
ITP	111	American Sign Language I	04
ITP	131A	Fingerspelling I	02
SPK	205	Oral Interpretation of Literature	04
SPK	211	Group Dynamics	04
SPK	401	Presentational Speaking	04
SPN	101	Spanish 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	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	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			**90**

PUBLIC SAFETY

Associate of Applied Science Degree

As many municipalities are consolidating their separate police and fire departments into one, this program prepares students for employment opportunities in firefighting, Emergency Medical Services, and Criminal Justice. Students graduating from the program will have developed knowledge and skills needed as a public safety officer. This degree also prepares students in basic fire training, and successful completion leads to certification by the Michigan Firefighting Training Council for Fire Fighter I and II and Hazardous Materials-Operations Level. Individuals who have completed their State of Michigan Fire Fighter I and II Certification and Medical First Responder will be granted credit for FIRE 101, FIRE 102, and MFR 101. The Cadillac campus is offering either the Fire Track (Fire I, Fire II, and Medical First Responder) or EMT track (Basic EMT I and Basic EMT II). Successful completion of Basic EMT I and Basic EMT II will make candidates eligible to apply for the National Registry of EMT's written exam which is necessary for licensure in the state of Michigan. Individuals who possess their basic EMT license will be granted credit for EMS 101 and EMS 102.

Course Number		Course Title	Quarter Hours
PUBLIC SAFETY MAJOR - 72 HOURS			
CRJ	101	Introduction to Criminal Justice	04
CRJ	231	Principles of Policing I	04
CRJ	281A	Criminal Justice Work Experience I	04
CRJ	311	Ethical Issues in Criminal Justice	04
FIRE	101	Fire Academy (Part I)	10
FIRE	102	Fire Academy (Part II)	14
MFR	101	Medical First Responder	03
PSY	311	Abnormal Psychology	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
CRJ	111	9-1-1 Telecommunications I	04
FIRE	121	Principles of Emergency Services	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CRJ	171	Defensive Tactics	04
FIRE	131	Fire Prevention	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CRJ	141	Criminology	04
FIRE	141	Fire Protection	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CRJ	211	Interpersonal Communication and Conflict Management	04
FIRE	151	Building Construction for Fire Protection	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CRJ	221	Interviewing, Investigations, and Report Writing	04
FIRE	211	Principles of Fire and Emergency Services, Safety and Survival	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CRJ	301	Juvenile Justice Concepts	04
FIRE	221	Fire Behavior and Combustion	04
GENERAL EDUCATION REQUIREMENTS - 32 HOURS			
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
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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			**104**

BACHELOR DEGREE PROGRAMS

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.

PROJECTED GROWTH

Employment of correctional officers, police, and detectives is projected to grow by 5 percent through 2022.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
CRIMINAL JUSTICE MAJOR - 118 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	261A	Security Management	04
CRJ	281A	Criminal Justice Work Experience I	04
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	481A	Criminal Justice Work Experience II	04
HSC	102	BLS Provider Training and First Aid	01
HUS	201	Substance Abuse	04
PSY	311	Abnormal Psychology	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 - 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
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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:			
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			**186**

The following minors are available with this program:

- **ADULT INSTRUCTOR AND TRAINER MINOR**
- **AMERICAN SIGN LANGUAGE MINOR**
- **EARLY CHILDHOOD EDUCATION MINOR**

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, pre-school teachers, home visitors, directors, curriculum developers, and child advocates. This program does NOT lead to elementary (K-12) certification.

PROJECTED GROWTH

Employment of pre-school teachers is projected to grow by 17 percent through 2022, which is faster than average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
EARLY CHILDHOOD EDUCATION MAJOR - 111 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	191A	CDA Preparation	04
ECE	201B	Infant and Toddler Development and Curriculum	05
ECE	211A	Developing Anti-Bias Curriculum	04
ECE	221B	Math, Science, and Technology for Early Childhood	04
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
LIT	321A	Children's Literature	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
HSC	100B	Community First Aid	01
HSC	102	BLS Provider Training and First Aid	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	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
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
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	111	Introductory Algebra	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	109	College Mathematics II	04
MTH	112	Intermediate Algebra	04
QUARTER HOURS REQUIRED FOR GRADUATION			**183**

The following minors are available with this program:

- **AMERICAN SIGN LANGUAGE MINOR**
- **NON-PROFIT MINOR**

FIRE SCIENCE

Bachelor of Science in Fire Science

The Bachelor of Science in Fire Science provides individuals with current principles, theories, and practices associated fire science and public safety. This degree prepares students for more administrative or leadership positions within the fire fighting and/or public safety industry, and includes issues associated with fire safety, fire prevention, and principles of emergency services, as well as topics related to the Criminal Justice field. This degree also prepares students in basic fire training, and successful completion leads to certification by the Michigan Firefighting Training Council for Fire Fighter I and II and Hazardous Materials-Operations Level. Individuals who have completed their State of Michigan Fire Fighter I and II Certification and Medical First Responder will be granted credit for FIRE 101, FIRE 102, and MFR 101. This degree is designed to be compliant with the Fire and Emergency Services Higher Education (FESHE) standards established by the National Fire Academy.

Course Number		Course Title	Quarter Hours
FIRE SCIENCE MAJOR - 120 HOURS			
CRJ	101	Introduction to Criminal Justice	04
CRJ	111	9-1-1 Telecommunications I	04
CRJ	141	Criminology	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	281A	Criminal Justice Work Experience I	04
CRJ	301	Juvenile Justice Concepts	04
CRJ	311	Ethical Issues in Criminal Justice	04
CRJ	321	Criminal Law	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	441	Organizational Leadership in Criminal Justice	04
CRJ	481A	Criminal Justice Work Experience II	04
FIRE	101	Fire Academy (Part I)	10
FIRE	102	Fire Academy (Part II)	14
FIRE	121	Principles of Emergency Services	04
FIRE	131	Fire Prevention	04
FIRE	141	Fire Protection	04
FIRE	151	Building Construction for Fire Protection	04
FIRE	211	Principles of Fire and Emergency Services, Safety, and Survival	04
FIRE	221	Fire Behavior and Combustion	04
MFR	101	Medical First Responder	03
PSY	311	Abnormal Psychology	04
WRK	291B	Professional Career Strategies	01

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
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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:			
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			**188**

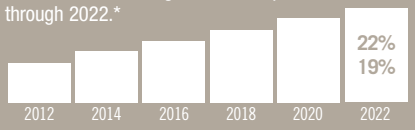
HUMAN SERVICES

Bachelor of Human Services

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.

PROJECTED GROWTH

Employment of Social and Human Services assistants is expected to grow by 22% percent and social workers to grow by 19%, both of which are faster than the average for all occupations through 2022.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
HUMAN SERVICES MAJOR - 131 HOURS			
HUS	101B	Introduction to Human Services	04
HUS	121	Family Dynamics	04
HUS	131B	Human Services 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	271A	Human Services Internship I	06
HUS	292A	Family Support Strategies	04
HUS	301A	Research Methods in Human Services	04
HUS	321A	Human Services Administration I	04
HUS	351	Child Welfare Services	04
HUS	371A	Human Services Internship II	06
HUS	403	Mental Health Services	04
HUS	411A	Institutional Treatment and Alternative Settings in Human Services	04
HUS	412	Case Management II	04
HUS	421A	Human Services Administration II	04
HUS	431	The DSM System	04
HUS	441	Home Visitation	02
HUS	471A	Human Services Internship III	06
PSY	111	General Psychology	04
PSY	201A	Cognitive-Behavior Therapy	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	405	Psychopharmacology	02
PSY	411	Clinical Methods in Mental Health	04
SOC	201	Sociology	04
SOC	301	Social Problems	04
SOC	321	Cultural Diversity	04
WRK	291B	Professional Career Strategies	01
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	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
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	04
PSY	211	Psychology of Death and Dying	04
PSY	335	Human Sexuality	04
PSY	401	Social Psychology	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			**195**

The following minors are available with this program:

- **ADULT INSTRUCTOR AND TRAINER MINOR**
- **AMERICAN SIGN LANGUAGE MINOR**
- **CRIMINAL JUSTICE MINOR**
- **EARLY CHILDHOOD EDUCATION MINOR**
- **NON-PROFIT MINOR**

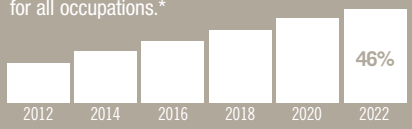
INTERPRETER TRAINING

Bachelor of Interpreter Training

This program prepares graduates for employment as Sign Language Interpreters, who facilitate communication between deaf and hard of hearing individuals, and the hearing population. Graduates will be able to communicate effectively in American Sign Language (ASL) and other forms of sign communication. Completion of the bachelor program will provide graduates with advanced skills leading to higher levels of state and national credentials.

PROJECTED GROWTH

Employment of interpreters and translators are projected to increase 46 percent through 2022, which is much faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
INTERPRETER TRAINING MAJOR - 133 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	131A	Fingerspelling I	02
ITP	132A	Fingerspelling II	02
ITP	141A	Sign to Voice I	04
ITP	201	Voice to Sign I	04
ITP	202	Voice to Sign II	04
ITP	214	American Sign Language IV	04
ITP	221	Introduction to the Interpreting Profession	04
ITP	231	Linguistic Principles	04
ITP	242A	Sign to Voice II	04
ITP	243A	Sign to Voice III	04
ITP	251A	Transliterating I	04
ITP	261A	Deaf Culture and History	04
ITP	271	Signing Internship I	04
ITP	272	Signing Internship II	04
ITP	291	Professional Interpreter Seminar I	04
ITP	303	Voice to Sign III	04
ITP	315	American Sign Language V	04
ITP	331	Language Semantics	04
ITP	332	ASL Discourse	04
ITP	333	Classifiers and Depictions	04
ITP	352	Transliterating II	04
ITP	373	Signing Internship III	04
ITP	381	The Interpreting Process	04
ITP	401	Deaf Literature and Arts	04
ITP	453	Transliterating III	04
ITP	474	Signing Internship IV	04
ITP	481	Educational Interpreting	04
ITP	482	Interpreting in Specialized Settings	04
ITP	483	Deaf and Blind Interpreting	04
ITP	491	Professional Interpreting Seminar II	04
WRK	291B	Professional Career Strategies	01
GENERAL EDUCATION REQUIREMENTS - 77 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
ENG	211A	Structures of English	05
ENG	231	Language and Culture	04
HUM	401A	Philosophy of Ethics	04
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	121	Introduction to Windows	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	04
PSY	101	Human Relations	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SPK	211	Group Dynamics	04
WRI	115	Workplace Communication	04
QUARTER HOURS REQUIRED FOR GRADUATION			**210**

The following minors are available with this program:

- **CRIMINAL JUSTICE MINOR**
- **EARLY CHILDHOOD EDUCATION MINOR**

PUBLIC SAFETY

Bachelor of Science in Public Safety

This program prepares students for administrative and/or leadership roles employment opportunities in the public safety sector, which includes firefighting, Emergency Medical Services, and Criminal Justice. Students graduating will have developed advanced knowledge and skills needed as a public safety officer. This degree also prepares students in basic fire training, and successful completion leads to certification by the Michigan Firefighting Training Council for Fire Fighter I and II and Hazardous Materials-Operations Level. Individuals who have completed their State of Michigan Fire Fighter I and II Certification and Medical First Responder will be granted credit for FIRE 101, FIRE 102, and MFR 101. The Cadillac campus is offering either the Fire Track (Fire I, Fire II, and Medical First Responder) or EMT track (Basic EMT I and Basic EMT II). Successful completion of Basic EMT I and Basic EMT II will make candidates eligible to apply for the National Registry of EMT's written exam which is necessary for licensure in the state of Michigan. Individuals who possess their basic EMT license will be granted credit for EMS 101 and EMS 102.

Course Number		Course Title	Quarter Hours
PUBLIC SAFETY MAJOR - 120 HOURS			
CRJ	101	Introduction to Criminal Justice	04
CRJ	111	9-1-1 Telecommunications I	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	281A	Criminal Justice Work Experience I	04
CRJ	311	Ethical Issues in Criminal Justice	04
CRJ	321	Criminal Law	04
CRJ	341	Introduction to Forensic Science	04
CRJ	351	Evidence Collection and Procedures	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	481A	Criminal Justice Work Experience II	04
FIRE	101	Fire Academy (Part I)	10
FIRE	102	Fire Academy (Part II)	14

MFR	101	Medical First Responder	03
PSY	311	Abnormal Psychology	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
CRJ	112	9-1-1 Telecommunications II	04
FIRE	121	Principles of Emergency Services	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CRJ	141	Criminology	04
FIRE	131	Fire Prevention	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CRJ	171	Defensive Tactics	04
FIRE	141	Fire Protection	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CRJ	301	Juvenile Justice Concepts	04
FIRE	151	Building Construction for Fire Protection	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CRJ	331	Cybercrime Investigations	04
FIRE	211	Principles of Fire and Emergency Services, Safety and Survival	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CRJ	361	Organized Crime and Youth Gangs	04
FIRE	221	Fire Behavior and Combustion	04
GENERAL EDUCATION REQUIREMENTS - 64 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
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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:			
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			**184**

The following minors are available with this program:

- **ADULT INSTRUCTOR AND TRAINING MINOR**
- **AMERICAN SIGN LANGUAGE MINOR**

POSTBACCALAUREATE CERTIFICATE

ADDICTION STUDIES

Postbaccalaureate Certificate

This program provides students, with a minimum of a Human Services Bachelor Degree or approved equivalent, with the education component required for the Michigan Certification Board of Addiction Professionals (MCBAP) Certified Alcohol and Drug Counselor credential (CADC). This credential is required for detox, inpatient and outpatient substance abuse treatment, drug courts, and 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): 270 hours education, 2,000-4,000 hours of supervised work experience, 300 hours of supervised practical training, passing score on a written examination, and adherence to code of ethics statement.

PROJECTED GROWTH

Employment of substance abuse and behavioral disorder counselors is expected to grow by 31 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 24 HOURS			
HUS	101B	Introduction to Human Services	04
HUS	141	Abuse and Neglect in the Family	04
HUS	201	Substance Abuse	04
HUS	451	Ethical Issues in Addiction Counseling	02
HUS	461	Managing Addiction Cases	06
PSY	241	Theories of Counseling	04
QUARTER HOURS REQUIRED FOR GRADUATION			**24**

ELECTIVES

GENERAL EDUCATION ELECTIVES

Course Number		Course Title	Quarter Hours
COMMUNICATION ELECTIVES (Associate Degree)			
ELECT	**120A**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04
COMMUNICATION ELECTIVES (Bachelor Degree)			
ELECT	**121A**	**Communication Elective**	
ELECT	**121B**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	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			
ELECT	**161A**	**Computer Literacy Elective**	
ELECT	**161B**	**Computer Literacy Elective**	
ELECT	**161C**	**Computer Literacy Elective**	
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	141A	Microsoft PowerPoint	02
GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES (Bachelor Degree)			
ELECT	**131A**	**Global and Cultural Perspectives Elective**	
ELECT	**131B**	**Global and Cultural Perspectives Elective**	
ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HUM	101B	Art and Architecture I (Antiquity to Renaissance)	04
HUM	102B	Art and Architecture II (Baroque to Modern)	04
HUM	353	Art Appreciation	02
HUM	357	Music Appreciation	02
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 (Bachelor Degree)			
ELECT	**141A**	**Personal and Social Environments Elective**	
ELECT	**141B**	**Personal and Social Environments Elective**	
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
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 (Bachelor Degree)			
ELECT	**111A**	**Scientific Inquiry Elective**	
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	251	General Physics I	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

For more information or to see program videos, please visit baker.edu.

Baker College Online is a recognized leader in career-based online learning, distinguished for its quality, value, and commitment to excellence in online instruction, student services, and ultimately your success. Our online undergraduate programs are purposefully designed to meet the needs of people whose lives and schedules aren't suited to the traditional on-campus college experience. Programs available 100% online, with flexible scheduling, and individualized pacing allow you to conveniently fit your studies into even the busiest schedule.

College Success Online (COL 112) is required for all first-time college students enrolled in a certificate or degree program online. This course informs students of campus services, college technology, policies and procedures, and address learning and study strategies.

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 246. Contact your campus academic staff to discuss requirements.

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.

Disclosure information regarding gainful employment for certificate programs can be found at www.baker.edu/gainfulemployment.

Baker College is one of the most successful providers of online education in the United States. Baker Online offers certificates as well as multiple associate and bachelor degree programs via the Internet. Students can supplement their campus-based program with online courses or complete their entire degree online.

ONLINE
UNDERGRADUATE PROGRAMS

CERTIFICATES
Web Development ..... PG. 164

ASSOCIATE DEGREES
Associate of Applied Science
Computer Programming ..... PG. 166
Emergency Services Management ..... PG. 166
Information Technology ..... PG. 167
Web Development ..... PG. 169

Associate of Business
* Accounting ..... PG. 164
* Accounting/Computer Information Systems ..... PG. 165
* Accounting/Management ..... PG. 165
* General Business ..... PG. 166
* Human Resource Management ..... PG. 167
* Management ..... PG. 168
* Marketing ..... PG. 169

BACHELOR DEGREES
Bachelor of Business Administration
* Accounting ..... PG. 170
* Business Administration - Accelerated ..... PG. 170
* Finance ..... PG. 173
Hospitality Management ..... PG. 175
* Human Resource Management ..... PG. 175
* Management ..... PG. 179
* Marketing ..... PG. 180
Supply Chain Management ..... PG. 184

Bachelor of Computer Science
Computer Science ..... PG. 171
Database Technology ..... PG. 172
Game Software Development ..... PG. 173
Mobile Application Software Engineering ..... PG. 181

Bachelor of General Studies ..... PG. 174

Bachelor of Health Services Administration ..... PG. 174

Bachelor of Information Systems
Information Systems ..... PG. 177
Project Management and Planning ..... PG. 183

Bachelor of Information Technology and Security ..... PG. 178

Bachelor of Science in Criminal Justice ..... PG. 171

Bachelor of Science in Nursing Post-Licensure RN to BSN ..... PG. 182

Bachelor of Science in Psychology ..... PG. 183

Bachelor of Web Development ..... PG. 186

POSTBACCALAUREATE CERTIFICATE
Accounting ..... PG. 187
Project Management and Planning ..... PG. 187

ELECTIVES
Computer Information Systems Electives ..... PG. 188
General Education Electives ..... PG. 188

International Assembly for Collegiate Business Education • IACBE.org
Baker College has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Olathe, Kansas. The business programs designated with an asterisk (*) are accredited by the IACBE.

TECHNICAL REQUIREMENTS

Online students must have the following hardware and software:

Additional equipment and software may be required for some courses.

PC REQUIREMENTS

- Intel Core 13 Processor or higher
- Windows 7 or higher
- 4 GB of RAM required
- 80 GB hard drive
- Microsoft Office 2010
  (Higher version may be required in some classes)
- IE 9 and/or a recent/updated release of Firefox or Chrome
- Java 7
- Virus protection software
- Webcam recommended and may be required in some courses

MAC REQUIREMENTS

- OS X 10.7.3 or later
- 4 GB of RAM
- 80 GB hard drive
- Microsoft Office - Mac 2011
  (Higher version may be required in some classes)
- Safari 6.1.5 and/or a recent/updated release of Firefox or Chrome
- Java 7
- Virus protection software
- 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.

2014-15 ACADEMIC CALENDAR

FALL 2014

SEPT. 25 - DEC. 17

1st Session:
Sept. 25 - Nov. 5

2nd Session:
Nov. 6 - Dec. 17

WINTER 2015

JAN. 8 - APRIL 1

1st Session:
Jan. 8 - Feb. 18

2nd Session:
Feb. 19 - April 1

SPRING 2015

APRIL 2 - JUNE 24

1st Session:
April 2 - May 13

2nd Session:
May 14 - June 24

SUMMER 2015

JUNE 25 - SEPT. 16

1st Session:
June 25 - Aug. 5

2nd Session:
Aug. 6 - Sept. 16

12 REASONS
TO CHOOSE BAKER ONLINE

1. Baker College® Online is regionally accredited, which assures you that credits earned are recognized and meet high standards of educational quality.

2. Over 40 certificate, associate, bachelor, master, and doctoral degree programs are available 100% online with no on-campus classes required.

3. GetEducated.com ranks Baker Online® as one of their 30 "Best Buys" nationwide.

4. Baker's online program is available 24/7/365 from virtually anywhere in the world.

5. Baker College, founded in 1911, was one of the first colleges to offer online classes.

6. Baker College is the largest independent college in Michigan with nearly 30,000 students. Over 25,000 students attend online worldwide.

7. Our Online Orientation Course teaches students the online environment before they begin their actual classes.

8. Online students have a personal academic advisor to answer questions, provide guidance, and help them succeed.

9. Proven on-campus curriculum is optimized for online delivery by our Instructional Design Department to ensure an optimal distance learning experience.

10. All Baker Online graduates receive Lifetime Employment Assistance—free and forever—to help them establish and sustain successful careers.

11. Tuition is affordable because we are a not-for-profit institution focused on serving students, not shareholders. The Jewel Education Fund invests in our students via scholarships, grants, etc.

12. As America's leading career college, Baker programs are designed to meet the needs of today's job market, giving our graduates an employment advantage.

MILITARY FRIENDLY SCHOOL

Baker College is a member of Servicemembers Opportunity Colleges (SOC), DANTES, GoArmyEd, and CCAF's AU-ABC program. The college is eligible to receive Federal military and Veteran education benefits.

CERTIFICATE PROGRAM

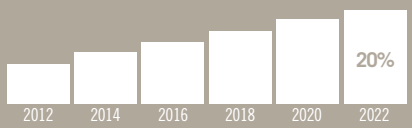
WEB DEVELOPMENT

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.

PROJECTED GROWTH

Employment of web developers is expected to grow 20 percent through 2022, much faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIREMENTS - 60 HOURS			
CIS	114	Database Fundamentals	02
CS	111	Introduction to Programming	04
DMD	131	Introduction to Graphic Imaging	04
ENG	101	Composition I	04
INF	161	Technology and Society	02
MTH	111	Introductory Algebra	04
WEB	111B	Introduction to HTML	04
WEB	121A	World Wide Web Design	04
WEB	131	Web Development I	04
WEB	132	Web Development II	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.

ASSOCIATE DEGREE PROGRAMS

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.

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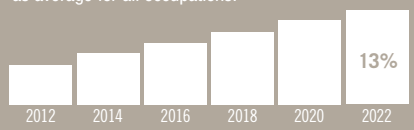
PROJECTED GROWTH

Employment of accountants and auditors is expected to grow by 13 percent through 2022, which is as fast as average for all occupations.*



*Bureau of Labor and Statistics

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
ELECT	100A	Elective	04
INF	113	Electronic Spreadsheets	02
WRK	291B	Professional Career Strategies	01
WRKBS	201	Work Experience	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	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

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.

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PROJECTED GROWTH

See Accounting Associate Degree Program Growth Chart

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
WRKBS	201	Work Experience	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

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.

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PROJECTED GROWTH

See Accounting Associate Degree Program Growth Chart

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
BUS	211	Business Analytics	04
MGT	141	Management and Supervision	04
MGT	212A	Human Resource Management	04
MGT	222	Business Success Seminar	04
WRK	291B	Professional Career Strategies	01
WRKBS	201	Work Experience	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

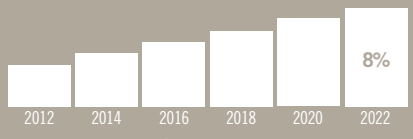
COMPUTER PROGRAMMING

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.

PROJECTED GROWTH

Overall, employment of computer programmers is projected to increase by 8 percent through 2022, this is as fast as average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
COMPUTER PROGRAMMING MAJOR - 67 HOURS			
CIS	114	Database Fundamentals	02
CIS	251	Systems Development Methods	04
CIS	303A	Computer Architecture	04
CIS	310	Visual BASIC	04
CIS	331	Database Management Using SQL	04
CS	101	Principles of Computer Science	04
CS	111	Introduction to Programming	04
CS	217A	C++ Programming	04
CS	218A	Object Oriented Programming With C++	04
CS	231	Microprocessor Electronics	04
ELECT	105A	Computer Information Systems Elective	04
MTH	124	Trigonometry	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
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	106B	Computer Operating Systems and Maintenance I	04
CIS	119A	iSeries CL and File Design	04
CS	201	Net-centric Computing	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CIS	311	Advanced Visual BASIC	04
CS	243	Applied Java Techniques	04
GSD	311	C# Programming	04
MTH	340	Discrete Mathematics	04
GENERAL EDUCATION REQUIREMENTS - 30 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	121	Introduction to Windows	02
MTH	111	Introductory Algebra	04
MTH	112	Intermediate 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**

EMERGENCY SERVICES MANAGEMENT

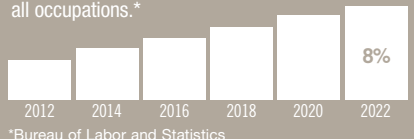
Associate of Applied Science

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, lifelong learning experiences, or any combination.

Program Status: Open Enrollment.

PROJECTED GROWTH

Employment of emergency management directors is expected to grow 8 percent through 2022, which is as fast as average for all occupations.*



*Bureau of Labor and Statistics

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
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	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			**99**

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. Students 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.

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Course Number		Course Title	Quarter Hours
GENERAL BUSINESS MAJOR - 29 HOURS			
ELECT	100A	Elective	04
ELECT	100B	Elective	04
ELECT	100C	Elective	04
ELECT	100D	Elective	04
ELECT	100E	Elective	04
ELECT	100F	Elective	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	218	Work Experience Project	04
WRKBS	201	Work Experience	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			
ELECT	161A	Computer Literacy Elective	02
ELECT	161B	Computer Literacy Elective	02
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	113	Electronic Spreadsheets	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

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.

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PROJECTED GROWTH

Employment of human resource managers is projected to grow by 13 percent through 2022, about as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
HUMAN RESOURCE MANAGEMENT MAJOR - 29 HOURS			
HRM	215A	Staffing Human Resources	04
HRM	225A	Training and Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315A	Performance Management of Human Resources	04
MGT	212A	Staffing and Performance Management	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	218	Work Experience Project	04
WRKBS	201	Work Experience	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

Students interested in completing the 5 Year MBA Program must apply to the Center for Graduate Studies for acceptance into the program. Students considering this program in should contact their academic advisor to review program requirements and acceptance criteria. A minimum 3.5 GPA is required.

INFORMATION TECHNOLOGY

Associate of Applied Science Degree

Information Technology professionals install, configure, secure, and support an organization's computing systems including: PCs and other devices, Wide Area Networks (WANs), Local Area Networks (LANs), and Internet systems. They also monitor business and company networks and perform necessary repairs and maintenance to support network availability for all system users. The Baker College Information Technology Associate Degree program provides a solid foundation for students to pursue this growing occupation while allowing the flexibility to choose an area of concentration. Foundational courses align with industry certifications including: CompTIA A+, Network+, and Security+.

Microsoft IT Academy Program Member

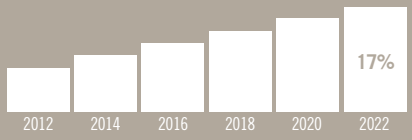
Cisco Systems Networking Academy

IT SUPPORT SPECIALIST MAJOR

This major focuses on the segment of the IT market that provides 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.

PROJECTED GROWTH

Employment of IT professionals is expected to increase by 17 percent through 2022, which is faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
INFORMATION TECHNOLOGY REQUIREMENTS - 39 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	114	Database Fundamentals	02
ITS	211	Introduction to Network Security	04
LUX	205	Introduction to Linux/Unix	04
MNP	201	Microsoft Windows Server Administration I	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CSC	121B	Introduction to Networks	04
NET	222	Introduction to Routers and Routing	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MNP	171A	Windows 7 Configuration	04
MNP	181	Windows 8 Configuration	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
IT SUPPORT SPECIALIST MAJOR - 38 HOURS			
CIS	107B	Computer Operating Systems and Maintenance II	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
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
QUARTER HOURS REQUIRED FOR GRADUATION			**101**

MANAGEMENT

Associate of Business Degree

At the associate 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.

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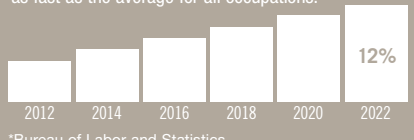
PROJECTED GROWTH

Employment of administrative services managers is projected to grow by 12 percent through 2022, about as fast as the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MANAGEMENT MAJOR - 29 HOURS			
BUS	211	Business Analytics	04
MGT	111	Professional Management Behavior	04
MGT	141	Principles of Management	04
MGT	212A	Staffing and Performance Management	04
MGT	221	Applied Business Analytics	04
MGT	222	Management Seminar	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	218	Work Experience Project	04
WRKBS	201	Work Experience	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	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**

Students interested in completing the 5 Year MBA Program must apply to the Center for Graduate Studies for acceptance into the program. Students considering this program in should contact their Academic Advisor to review program requirements and acceptance criteria. A minimum 3.5 GPA is required.

MARKETING

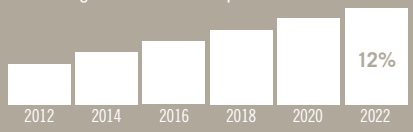
Associate of Business Degree

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.

Accredited By IACBE
International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of marketing managers is projected to grow by 12 percent through 2022, about as fast as the average for all other occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MARKETING MAJOR - 29 HOURS			
BUS	211	Business Analytics	04
ELECT	100A	Elective	04
ELECT	100B	Elective	04
MKT	131	Personal Selling	04
MKT	241	Advertising/Digital Marketing I	04
MKT	261	Marketing Planning	04
WRK	291B	Professional Career Strategies	01
WRKBS	201	Work Experience	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	113	Electronic Spreadsheets	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 2 COURSES FROM THE FOLLOWING:			
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	101	Human Relations	04
PSY	111	General Psychology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**93**

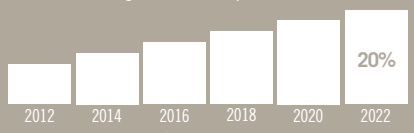
WEB DEVELOPMENT

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.

PROJECTED GROWTH

Employment of web developers is expected to grow 20 percent through 2022, much faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
WEB DEVELOPMENT MAJOR - 71 HOURS			
CIS	114	Database Fundamentals	02
CIS	310	Visual BASIC	04
CIS	331	Database Management Using SQL	04
CS	111	Introduction to Programming	04
DMD	131	Introduction to Graphic Imaging	04
ITS	111	Introduction to Information System Security	04
LUX	205	Introduction to Linux/Unix	04
WEB	111B	Introduction to HTML	04
WEB	121A	World Wide Web Design	04
WEB	131	Web Development I	04
WEB	132	Web Development II	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	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 26 HOURS			
ENG	101	Composition I	04
ENG	102	Composition II	04
INF	161	Technology and Society	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**

BACHELOR DEGREE PROGRAMS

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.

Accredited By IACBE
International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of accountants and auditors is expected to grow by 13 percent through 2022, which is as fast as average for all occupations.*

*Bureau of Labor and Statistics

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	416	Auditing, Systems, and Controls I	04
ACC	417	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	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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**

BUSINESS ADMINISTRATION ACCELERATED PROGRAM

Bachelor of Business Administration - Accelerated

Turn previous college credits and work experience into a bachelor degree—in just one to two years. Whether you've earned an associate degree or an assortment of college credits, Baker College can consolidate your transcripts—and turn work experience into credits—toward a Bachelor Degree in Business Administration.

This program is designed for the transfer student, military servicemember, or working professional and combines core coursework with experiential credit to provide a contemporary business degree for today's business environment. Elective credit requirement may be satisfied through portfolio, transfer credit, or additional coursework.

This program is designed to help you earn a bachelor degree as quickly and conveniently as possible. Transfer in up to 132 hours of credit in any combination of General Education, Electives, and Core Competencies. Classes are available at all twelve of our Michigan locations and can be completed on-campus, online, or a combination of both.

Approved Credit (72 Gen Ed & 60 Elective Credit)			**132**
Course Number		**Course Title**	**Quarter Hours**
REQUIRED CORE COMPETENCIES - 24 HOURS			
ACC		Elective	04
ECON		Elective	04
FIN		Elective	04
LAW		Elective	04
MGT		Elective	04
MKT		Elective	04
BUSINESS ADMINISTRATION MAJOR - 24 HOURS			
HRM	401R	Human Resources and Employment Law	06
BUS	401	International Business	06
BUS	421	Marketing & Management	06
BUS	431	Strategic MGT	06
QUARTER HOURS REQUIRED FOR GRADUATION			**180**

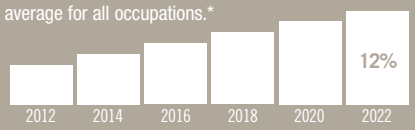
COMPUTER SCIENCE

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.

PROJECTED GROWTH

Overall employment of network and computer systems administrators is projected to increase by 12 percent through 2022, which is as fast as average for all occupations.*



*Bureau of Labor and Statistics

Course Number		**Course Title**	**Quarter Hours**
COMPUTER SCIENCE MAJOR - 131 HOURS			
CIS	114	Database Fundamentals	02
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
CS	101	Principles of Computer Science	04
CS	111	Introduction to Programming	04
CS	201	Net-centric Computing	04
CS	217A	C++ Programming	04
CS	218A	Object Oriented Programming With C++	04
CS	231	Microprocessor Electronics	04
CS	321	Data Structures and Algorithms I	04
CS	322	Data Structures and Algorithms II	04
CS	341	Programming for Mobile Devices	04
CS	422A	Database Programming I	04
CS	451	Unit Testing and Interfaces	04
CS	481	Trends in Computer Science	04
EGR	111	Technical Communications for Engineering Sciences	04
ELECT	105A	Computer Information Systems Elective	04
ELECT	105B	Computer Information Systems Elective	04
ELECT	105C	Computer Information Systems Elective	04
GSD	311	C# Programming	04
MTH	124	Trigonometry	04
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
MTH	401	Statistical Methods	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	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
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
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			**195**

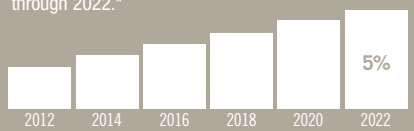
CRIMINAL JUSTICE

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.

PROJECTED GROWTH

Employment of correctional officers, police, and detectives is projected to grow by 5 percent through 2022.*



*Bureau of Labor and Statistics

Course Number	Course Title	Quarter Hours
CRIMINAL JUSTICE MAJOR - 118 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 261A	Security Management	04
CRJ 281A	Criminal Justice Work Experience I	04
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 481A	Criminal Justice Work Experience II	04
HSC 102	BLS Provider Training and First Aid	01
HUS 201	Substance Abuse	04
PSY 311	Abnormal Psychology	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 - 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
ENG 101	Composition I	04
ENG 102	Composition II	04
INF 161	Technology and Society	02
MTH 108	College Mathematics I: Reasoning and Application	04
MTH 109	College Mathematics II	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:		
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		**186**

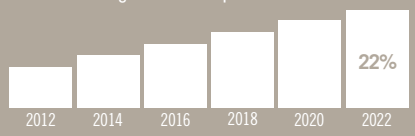
DATABASE TECHNOLOGY

Bachelor of Computer Science

This program prepares students for a career in database administration and programming. Students study database applications with a focus on database programming and administration concepts and tasks, using Oracle. In addition, students will acquire skills in software development, and Internet communications, as well as foundational knowledge in the field of computer science.

PROJECTED GROWTH

Employment of software developers is expected to increase by 22 percent through 2022, much faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number	Course Title	Quarter Hours
DATABASE TECHNOLOGY MAJOR - 123 HOURS		
CIS 114	Database Fundamentals	02
CIS 119A	iSeries CL and File Design	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 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 101	Principles of Computer Science	04
CS 111	Introduction to Programming	04
CS 217A	C++ Programming	04
CS 218A	Object Oriented Programming With C++	04
CS 231	Microprocessor Electronics	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
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:		
WRK 218	Work Experience Project	04
WRKTC 201	Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 66 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
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**

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.

Accredited By IACBE International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of financial managers is expected to grow by 9 percent through 2022, which is as fast as the average for all occupations.*

*Bureau of Labor and Statistics

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	131	Internet and the World Wide Web	02
MGT	114	Customer Service	04
MKT	201	Sales	04
WRK	291B	Professional Career Strategies	01
WRKBS	201	Work Experience	04
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	141A	Microsoft PowerPoint	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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			**181**

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.

PROJECTED GROWTH

Employment of software developers is expected to grow 22 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
GAME SOFTWARE DEVELOPMENT MAJOR - 111 HOURS			
CIS	114	Database Fundamentals	02
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	101	Principles of Computer Science	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	111B	Introduction to HTML	04
WEB	201	Web Multi-Media	04
WRK	291B	Professional Career Strategies	01
WRK	301	Internship	04
GENERAL EDUCATION REQUIREMENTS - 70 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	121	Introduction to Windows	02
INF	161	Technology and Society	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**

GENERAL STUDIES

Bachelor of General Studies

The General Studies program is an online program designed for the working professional who has significant work experience, previous college credit, and desires to earn a bachelor degree. 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 - 74 HOURS			
COL	491	General Studies Capstone Portfolio	02
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	161	Technology and Society	02
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	111	Introductory Algebra	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MTH	109	College Mathematics II	04
MTH	112	Intermediate Algebra	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			**182**

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.

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 healthcare 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 healthcare settings.

PROJECTED GROWTH

Employment of medical and health services managers is expected to grow 23 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Approved Credit (64 Gen Ed & 52 Elective Credits)			**116**
Course Number		**Course Title**	**Quarter Hours**
REQUIRED CORE COMPETENCIES – 32 HOURS			
ACC	100	Accounting Elective	04
BUS	211	Business Analytics	04
ECN	100	Economics Elective	04
FIN	100	Finance Elective	04
HSC	104	Introduction to Disease	04
MKT	100	Marketing Elective	04
SCI	100F	Structure and Function of the Human Body	04
SELECT 1 COURSE FROM THE FOLLOWING:			
HRM	100	Human Resource Elective	04
MGT	100	Management Elective	04
HEALTH SERVICES ADMINISTRATION MAJOR – 32 HOURS			
HSC	111	Introduction to Healthcare	04
HSC	312	Health Law and Regulations	04
HSC	315	Planning and Evaluation of Health Services	04
HSC	401	Healthcare Administration	04
HSC	402A	Ethics for Health Professionals	04
HSC	403	Health System Finance	04
HSC	411	Seminar in Health Issues	04
HSC	441	Health Services Administration Externship	04
QUARTER HOURS REQUIRED FOR GRADUATION			**180**

HOSPITALITY MANAGEMENT

Bachelor of Business Administration

This program prepares students for a career in the growing, and ever changing hospitality field. In this program, students will learn to recognize and evaluate trends in the current hospitality business environment and the need for adaptability in the global market place. They will apply creativity and critical thinking skills to effectively manage hospitality organizations. They will also acquire a set of foundational skills in the areas of finance, accounting, marketing, and human resources as it applies to a variety of foodservice and hospitality operations.

The modern hospitality management professional oversees increasingly diverse types of hospitality operations including: traditional and nontraditional hotels, institutional food service operations, event and conference management services, and travel and tourism operations. These venues require a unique blend of skills that reflect a sound understanding of leadership and management theory combined with needed skills in food and beverage operations, legal and/or regulatory requirements, and labor relations. Maximizing employment opportunities requires the graduate to possess an understanding of the unique challenges needed in the hospitality industry through the use of analytical skills to formulate overall business decisions. Students completing this program will demonstrate the overarching ability to identify and evaluate organizational business practices while concentrating on their own focused long term professional career goals within the hospitality industry.

Prerequisite(s) to the Major: Sophomore level status or above.
ENG 101, MTH 108 or higher, ACC 121, FIN 101, LAW 211, MGT 101, and MKT 111B.

PROJECTED GROWTH

Employment of meeting, convention, and event planners is expected to increase by 33 percent, which is much faster than average for all occupations through 2022.

*Bureau of Labor and Statistics

Course Number		**Course Title**	**Quarter Hours**
HOSPITALITY MANAGEMENT MAJOR - 48 HOURS			
HM	101	Introduction to Hospitality Management	04
HM	111	Menu Planning and Analysis	04
HM	121	Controlling and Analyzing Foodservice Operational Costs	04
HM	131	Hospitality Operations and Systems	04
MKT	241	Advertising and Digital Marketing I	04
MGT	212A	Staffing and Performance Management	04
HM	211	Event Planning and Management for FoodService Operations	04
HM	301	Food and Beverage Operations Management	04
HM	311	Leadership for the Modern Hospitality Professional	04
HM	321	Sustainable Hospitality Management Systems	04
HM	491	Hospitality Management Capstone	04
WRK	461	Hospitality Externship	04
GENERAL EDUCATION REQUIREMENTS			**72**
BUSINESS CORE COURSES			**44**
ELECTIVE CREDITS			**16**
QUARTER HOURS REQUIRED FOR GRADUATION			**180**

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, compensation and benefits; global human resource management; and employee health and safety. Students interested in completing the 5 Year MBA Program must apply to the Center of Graduate Studies for acceptance into the program. Students considering this program should contact their academic advisor to review program requirements and acceptance criteria. A minimum 3.5 GPA is required.

Accredited By IACBE
International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of human resource managers is projected to grow by 13 percent through 2022, about as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		**Course Title**	**Quarter Hours**
HUMAN RESOURCE MAJOR - 41 HOURS			
HRM	215A	Staffing Human Resources	04
HRM	225A	Training and Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315A	Performance Management of 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	212A	Staffing and Performance Management	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	218	Work Experience Project	04
WRKBS	201	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	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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:

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 - 20 HOURS

BUS	572	Human Resource Management	04
BUS	615	Human Behavior Management of Organizations	04
BUS	660	The Marketing Environment	04
BUS	678	Research and Statistics for Managers	04
FLEX	1	Flex Studies	04

QUARTER HOURS REQUIRED FOR GRADUATION **181**

MANAGEMENT MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

MGT	111	Professional Management Behavior	04
MGT	121	Fundamentals of Business Analytics	04
MGT	141	Principles of Management	04
MGT	211	Management and Supervision	04
MGT	212A	Staffing and Performance Management	04
MGT	221	Applied Business Analytics	04
MGT	222	Management Seminar	04
MGT	250	Conflict Management	04
MGT	331	Applied Leadership	04
MGT	341	Globalization and Diversity	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	131	Personal Selling	04
MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	241	Advertising/Digital Marketing I	04
MKT	251	Marketing Analytics I	04
MKT	261	Marketing Planning	04
MKT	291	Marketing Seminar	04
MKT	312	Consumer Behavior	04
MKT	342	Digital Marketing II	04
MKT	352	Marketing Analytics II	04
MKT	401	Marketing Research	04
MKT	402	Advertising Management	04
MKT	421	Marketing Management	04
MKT	436	Marketing Strategy and Design	04
SAL	201	Professional Sales I	04
SAL	202	Professional Sales II	04
SAL	231	Sales Technology	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

SELECT 6 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**

SUPPLY CHAIN MANAGEMENT MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:

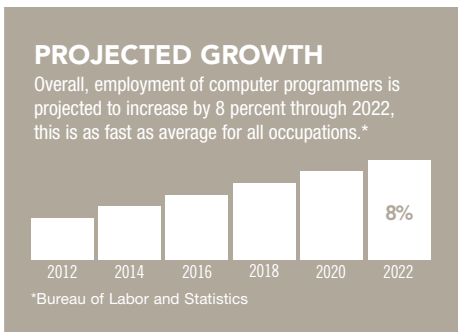
SCM	231	Transportation Management	04
SCM	242	Supply Chain Management	04
SCM	251	Logistics Management	04
SCM	271	Intermodal Transportation	04
SCM	301	Procurement and Supply Chain Management	04
SCM	321	Manufacturing, Planning, and Control	04
SCM	401	Decision Modeling in Supply Chains	04
SCM	421	Advanced Topics in Supply Chain Management	04

QUARTER HOURS REQUIRED FOR GRADUATION **185**

INFORMATION SYSTEMS

Bachelor of Information Systems

Information Systems (IS) professionals serve as strategic liaisons between administrative and technological functions within an organization. IS 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 - 87 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	114	Database Fundamentals	02
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
ITS	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
WRKTC	201	Work Experience	04
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
BUS	211	Business Analytics	04
MGT	101	Introduction to Business	04
MGT	141	Principles of Management	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			**195**
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			**195**
HEALTHCARE INFORMATICS MINOR - 24 HOURS			
CIS	371	Introduction to Healthcare Informatics	04
CIS	451	Advanced Healthcare Informatics	04
HSC	111	Introduction to Healthcare	04
HSC	312	Health Law and Regulations	04
MED	103	Medical Terminology	04
MED	171	Electronic Medical Records	04
QUARTER HOURS REQUIRED FOR GRADUATION			**195**
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			**199**
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			**195**
5 YEAR MSIS PROGRAM - 16 HOURS			
BUS	615	Human Behavior Management of Organizations	04
BUS	678	Research and Statistics for Managers	04
MIS	511	Management Information Systems	04
MIS	521	Information Systems Project Management	04
QUARTER HOURS REQUIRED FOR GRADUATION			**187**

WEB DEVELOPMENT MINOR - 24 HOURS

WEB	111B	Introduction to HTML	04
WEB	131	Web Development I	04
WEB	211	Web Scripting	04
WEB	221	Interactive Web Design	04
SELECT 2 COURSES FROM THE FOLLOWING:			
WEB	121A	World Wide Web Design	04
WEB	132	Web Development II	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			**195**

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 healthcare, 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.

PROJECTED GROWTH

Overall employment of network and computer systems administrators is projected to increase by 12 percent through 2022, which is as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
INFORMATION TECHNOLOGY REQUIREMENTS - 75 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	114	Database Fundamentals	02
ITS	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
MGT	141	Principles of Management	04
MTH	401	Statistical Methods	04
NET	101	Networking Essentials I	04
NET	102	Networking Essentials II	04
PPM	301	Project Management	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	04
SELECT 1 COURSE FROM THE FOLLOWING:			
CSC	121B	Introduction to Networks	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:			
MNP	171A	Windows 7 Configuration	04
MNP	181	Windows 8 Configuration	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MNP	201	Microsoft Windows Server Administration I	04
MNP	221	Configuring Windows Server 2008 Network Infrastructure	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 MAJORS:

CISCO NETWORK PROFESSIONAL MAJOR - 56 HOURS

CSC	221B	Routing and Switching Essentials	08
CSC	231B	Scaling Networks	08
CSC	241A	Connecting Networks	08
CSC	301	Cisco Healthcare IT	04
CSC	331	CCNA Security	06
CSC	421	CCNP Route	06
CSC	431	CCNP Switch	06
CSC	441	CCNP Tshoot	06
ITS	305	Security Policies and Auditing	04

INFORMATION ASSURANCE MAJOR - 52 HOURS

ELECT	107A	Information Technology Elective	04
ELECT	107B	Information Technology Elective	04
ELECT	107C	Information Technology Elective	04
ELECT	107D	Information Technology Elective	04
ELECT	107E	Information Technology Elective	04
ELECT	107F	Information Technology Elective	04
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

INTERNETWORKING ADMINISTRATION MAJOR - 52 HOURS

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

MICROSOFT SYSTEM ADMINISTRATION MAJOR - 52 HOURS

CIS	107B	Computer Operating Systems and Maintenance II	04
CIS	331	Database Management Using SQL	04
ELECT	107A	Information Technology Elective	04
ELECT	107B	Information Technology Elective	04
ELECT	107C	Information Technology Elective	04

ELECT	107D	Information Technology Elective	04
ELECT	107E	Information Technology Elective	04
ITS	305	Security Policies and Auditing	04
ITS	315	Information Systems Threat Assessment	04
MNP	431	Designing and Implementing a Server Infrastructure	04
MNP	432	Implementing an Advanced Server Infrastructure	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MNP	202	Microsoft Windows Server Administration II	04
MNP	211	Configuring Windows Server 2008 Active Directory	04
SELECT 1 COURSE FROM THE FOLLOWING:			
MNP	203	Microsoft Windows Server Administration III	04
MNP	231	Administering Windows Server 2008	04
QUARTER HOURS REQUIRED FOR GRADUATION			**191**

MANAGEMENT

Bachelor of Business Administration

The major objectives of the management program are to train broadly competent administrators for service in a wide variety of organizations—public or private, product- or service-oriented, for-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. Students interested in completing the 5 Year MBA Program must apply to the Center of Graduate Studies for acceptance into the program. Students considering this program should contact their academic advisor to review program requirements and acceptance criteria. A minimum 3.5 GPA is required.

Accredited By IACBE International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of administrative services managers is projected to grow by 12 percent through 2022, about as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MANAGEMENT MAJOR - 45 HOURS			
BUS	211	Business Analytics	04
MGT	111	Professional Management Behavior	04
MGT	141	Principles of Management	04
MGT	212A	Staffing and Performance Management	04
MGT	221	Applied Business Analytics	04
MGT	222	Management Seminar	04
MGT	331	Applied Leadership	04
MGT	341	Globalization and Diversity	04
MGT	422	Operations Management	04
MGT	431	Strategic Management	04
WRK	291B	Professional Career Strategies	01
WRKBS	201	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	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	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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	416	Auditing, Systems, and Controls I	04
ACC	417	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
CS	101	Principles of Computer Science	04
CS	111	Introduction to Programming	04
CS	201	Net-centric Computing	04
QUARTER HOURS REQUIRED FOR GRADUATION			**189**

ENTREPRENEURSHIP MINOR - 24 HOURS

EN	201	Introduction to Entrepreneurship	04
EN	211	Human Resources for Entrepreneurs	04
EN	221	Finance for Entrepreneurs	04
EN	231	Marketing for Entrepreneurs	04
EN	241	Managing Entrepreneurial Operations	04
EN	291	Developing the Business Plan	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	215A	Staffing Human Resources	04
HRM	225A	Training and Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315A	Performance Management of 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 - 20 HOURS

BUS	572	Human Resource Management	04
BUS	615	Human Behavior Management of Organizations	04
BUS	660	The Marketing Environment	04
BUS	678	Research and Statistics for Managers	04
FLEX	1	Flex Studies	04
QUARTER HOURS REQUIRED FOR GRADUATION			**185**

MARKETING MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:			
MKT	131	Personal Selling	04
MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	241	Advertising/Digital Marketing I	04
MKT	251	Marketing Analytics I	04
MKT	261	Marketing Planning	04
MKT	291	Marketing Seminar	04
MKT	312	Consumer Behavior	04
MKT	342	Digital Marketing II	04
MKT	352	Marketing Analytics II	04
MKT	401	Marketing Research	04
MKT	402	Advertising Management	04
MKT	421	Marketing Management	04
MKT	436	Marketing Strategy and Design	04
SAL	201	Professional Sales I	04
SAL	202	Professional Sales II	04
SAL	231	Sales Technology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**189**

NON-PROFIT MANAGEMENT MINOR - 24 HOURS

ELECT	100A	Elective	04
NPMG	301	Grant Writing	04
NPMG	311	Fundamentals of Non-Profit Management	04
NPMG	312	Fundamentals of Non-Profit Management II	04
NPMG	321	Marketing and Communication for Non-Profit Organizations	04
NPMG	331	Fund Development	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

SELECT 6 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**

SUPPLY CHAIN MANAGEMENT MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:			
SCM	231	Transportation Management	04
SCM	242	Supply Chain Management	04
SCM	251	Logistics Management	04
SCM	271	Intermodal Transportation	04
SCM	301	Procurement and Supply Chain Management	04
SCM	321	Manufacturing, Planning, and Control	04
SCM	401	Decision Modeling in Supply Chains	04
SCM	421	Advanced Topics in Supply Chain Management	04
QUARTER HOURS REQUIRED FOR GRADUATION			**189**

MARKETING

Bachelor of Business Administration

Marketers are involved in the process that moves products from concept to consumers by creating, communicating, delivering, and exchanging offerings that provide value. The study of marketing encompasses a wide range of activities including: advertising, sales, retailing, wholesaling, warehousing, packaging, distribution, 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 and marketing principles utilizing case studies and business simulations. Computer technology will be used to prepare spreadsheets, write reports, analyze business problems, and prepare professional presentations. Individual and team activities in class and in business situations will enhance the students' ability to demonstrate ethical values, look at things from a global perspective and develop human relations skills. This degree offers a solid background in the concepts of marketing and business. A marketing degree can lead to a career in areas such as marketing management, marketing research, personal selling, sales management, retail merchandising and management, and promotional strategy and management.

Accredited By IACBE International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of marketing managers is projected to grow by 12 percent through 2022, about as fast as the average for all other occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MARKETING MAJOR - 37 HOURS			
BUS	211	Business Analytics	04
MKT	131	Personal Selling	04
MKT	241	Advertising/Digital Marketing I	04
MKT	261	Marketing Planning	04
MKT	312	Consumer Behavior	04
MKT	342	Digital Marketing II	04
MKT	352	Marketing Analytics II	04
MKT	436	Marketing Strategy and Design	04
WRK	291B	Professional Career Strategies	01
WRKBS	201	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	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	113	Electronic Spreadsheets	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	04
SOC	321	Cultural Diversity	04
SPK	201	Oral Communication	04
WRI	115	Workplace Communication	04
SELECT 2 COURSES FROM THE FOLLOWING:			
INF	112	Word Processing	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
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
ELECTIVE CREDIT			**24**
QUARTER HOURS REQUIRED FOR GRADUATION			**181**

MOBILE APPLICATION SOFTWARE ENGINEERING

Bachelor of Computer Science

Computer software engineers design and develop software by applying the theories and principles of computer science and mathematical analysis to create, test, and evaluate the software applications and systems that make computers work. In this program, students will acquire skills in software application development focusing on solutions for mobile devices across multiple platforms including Android, iOS (Apple) and Windows.

PROJECTED GROWTH

Employment of software developers is expected to grow 22 percent through 2022, which is much faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
MOBILE APPLICATION SOFTWARE ENGINEERING MAJOR - 131 HOURS			
CIS	114	Database Fundamentals	02
CIS	251	Systems Development Methods	04
CIS	331	Database Management Using SQL	04
CS	101	Principles of Computer Science	04
CS	111	Introduction to Programming	04
CS	201	Net-centric Computing	04
CS	217A	C++ Programming	04
CS	218A	Object Oriented Programming With C++	04
CS	231	Microprocessor Electronics	04
CS	241	Java Programming	04
CS	242	Advanced Java Programming	04
CS	321	Data Structures and Algorithms I	04
CS	322	Data Structures and Algorithms II	04
CS	341	Programming for Mobile Devices	04
CS	351	Introduction to Android Mobile SDK and Application Development	04
CS	352	Advanced Android Mobile Application Development	04
CS	371	Introduction to iOS Mobile SDK and Application Development	04
CS	372	Advanced iOS Mobile Application Development	04
CS	401	Introduction to Windows Mobile SDK and Application Development	04
CS	402	Advanced Windows Mobile Application Development	04
CS	422A	Database Programming I	04
CS	451	Unit Testing and Interfaces	04
CS	481	Trends in Computer Science	04
CS	495	Mobile Application Development Capstone	04
EGR	111	Technical Communications for Engineering Sciences	04
GSD	311	C# Programming	04
MTH	124	Trigonometry	04
MTH	141	Calculus I	04
MTH	142	Calculus II	04
MTH	143	Calculus III	04
MTH	261	Linear Algebra	04
MTH	340	Discrete Mathematics	04
WRK	291B	Professional Career Strategies	01
WRKTC	201	Work Experience	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

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
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			**195**

This program is offered at the following Baker College campus: Online

NURSING/BSN POST-LICENSURE (RN TO BSN)

Bachelor of Science in Nursing

The goal of the Baker College completion baccalaureate nursing program is to provide an opportunity for licensed registered nurses to continue their professional growth through the acquisition of knowledge and skills needed to function as professional nurses in healthcare settings that are responsive to individual and community needs. These individuals will develop into leaders of research, practice, education, and administration within the healthcare environment.

Program requirements include:

- An unencumbered license as a Registered Nurse (RN) in the United States (US), District of Columbia, or US territories; or an unencumbered license as a RN in Canada. Note: Canadian RNs must complete the clinical components of this program under the supervision of a baccalaureate nurse licensed in Canada. Successful completion of the Baker College baccalaureate nursing program does not qualify the Canadian graduate to take the US NCLEX examination.
- All students are expected to maintain licensure throughout their academic career.
- Applicants must include a photocopy of active US or Canadian RN license or a printed page from the licensing state's nursing Web site or Canadian equivalent verifying licensure status and expiration date.
- Students must pass all courses with a minimum of a B- (2.7) in order to graduate with a BSN degree from Baker College. A minimum grade of 2.7 (B-) is required for Health Science Courses (SCI, HSC, NUR). A minimum grade of 2.0 (C) is required for general education courses.

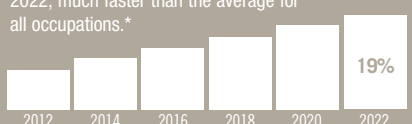
The baccalaureate (RN to BSN) program at Baker College is accredited by The Commission on Collegiate Nursing Education; One Dupont Circle NW, Suite 530, Washington D.C.; (202) 887-6791.

CCNE ACCREDITED

Program Status: Limited Enrollment.

PROJECTED GROWTH

Overall job opportunities for nurses are expected to be excellent with the employment of registered nurses expected to grow by 19 percent through 2022, much faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
REQUIRED COURSES - 15 HOURS			
PSY	111	General Psychology	04
SCI	102C	Human Anatomy and Physiology II	05
SCI	131	Concepts in Microbiology	02
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 Communication	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	351	World History I	04
HIS	411	Emerging Nations	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			**180**

PROJECT MANAGEMENT AND PLANNING

Bachelor of Information Systems

Information Systems (IS) professionals serve as strategic liaisons between administrative and technological functions within an organization. IS 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.

PROJECTED GROWTH

Overall, employment of cost estimators and project managers is projected to increase by 26 percent through 2022, this is much faster than average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
PROJECT MANAGEMENT AND PLANNING MAJOR - 103 HOURS			
CIS	106B	Computer Operating Systems and Maintenance I	04
CIS	114	Database Fundamentals	02
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	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	218	Work Experience Project	04
WRKTC	201	Work Experience	04
BUSINESS REQUIREMENTS - 20 HOURS			
ACC	121	Fundamentals of Accounting I	04
BUS	211	Business Analytics	04
MGT	101	Introduction to Business	04
MGT	141	Principles of Management	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			**187**

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.

PROJECTED GROWTH

Overall employment of Psychologist is projected to increase by 12 percent through 2022, which is as fast as the average for all occupations.*

*Bureau of Labor and Statistics

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	201A	Cognitive-Behavior Therapy	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
ENG	101	Composition I	04
ENG	102	Composition II	04
HUM	401A	Philosophy of Ethics	04
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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 Communication	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**

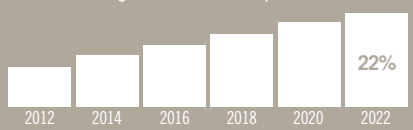
SUPPLY CHAIN MANAGEMENT

Bachelor of Business Administration

This program provides the skills and knowledge required to be successful throughout a challenging and rewarding career within a supply chain management occupation. Graduates will have opportunities that utilize a multitude of talents and skills, providing an invigorating and exciting career that never grows stagnant. Potential occupations include demand planner, project manager, vendor managed inventory analyst, logistics analyst, warehouse management, production planner, and transportation specialist. According to the Council of Supply Chain Management Professionals, the supply chain management industry is one of the fastest growing industries within the United States and the world with logistics alone accounting for 9.5% of the U.S. Gross Domestic Product. Students finishing this program will have completed a well-rounded curriculum including business and general education cores, as well as the major core that examines all aspects of the industry from raw materials to end users and everything in between. Global perspectives combined with cultural diversity are interwoven within the curriculum creating an awareness of today's business environment that the students will ultimately compete within.

PROJECTED GROWTH

Employment of logisticians is projected to grow 22 percent through 2022, which is much faster than the average for all other occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
SUPPLY CHAIN MANAGEMENT MAJOR - 45 HOURS			
CIS	313A	Intermediate Spreadsheets	04
ELECT	100A	Elective	04
ELECT	100B	Elective	04
ELECT	100C	Elective	04
ELECT	100D	Elective	04
MGT	311	Organizational Change	04
SCM	301	Procurement and Supply Chain Management	04
SCM	321	Manufacturing, Planning, and Control	04
SCM	401	Decision Modeling in Supply Chains	04
SCM	421	Advanced Topics in Supply Chain Management	04
WRK	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	301	Internship	04
WRKBS	201	Work Experience	04
BUSINESS REQUIREMENTS - 44 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
GENERAL EDUCATION REQUIREMENTS - 68 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	113	Electronic Spreadsheets	02
INF	161	Technology and Society	02
MTH	108	College Mathematics I: Reasoning and Application	04
MTH	109	College Mathematics II	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	416	Auditing, Systems, and Controls I	04
ACC	417	Auditing, Systems, and Controls II	04
ACC	431B	Governmental and Non-Profit Accounting	04
ACC	441	Advanced Accounting	04
QUARTER HOURS REQUIRED FOR GRADUATION			**181**

COMPUTER INFORMATION SYSTEMS MINOR - 24 HOURS

CIS	251	Systems Development Methods	04
CIS	302A	Intermediate Database Management	04
CIS	310	Visual BASIC	04
CS	101	Principles of Computer Science	04
CS	111	Introduction to Programming	04
CS	201	Net-centric Computing	04
QUARTER HOURS REQUIRED FOR GRADUATION			**181**

ENTREPRENEURSHIP MINOR - 24 HOURS

EN	201	Introduction to Entrepreneurship	04
EN	211	Human Resources for Entrepreneurs	04
EN	221	Finance for Entrepreneurs	04
EN	231	Marketing for Entrepreneurs	04
EN	241	Managing Entrepreneurial Operations	04
EN	291	Developing the Business Plan	04
QUARTER HOURS REQUIRED FOR GRADUATION			**181**

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			**181**

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			**181**

HUMAN RESOURCE MANAGEMENT MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:			
HRM	215A	Staffing Human Resources	04
HRM	225A	Training and Developing Human Resources	04
HRM	291	Human Resource Seminar	04
HRM	300	Compensating Human Resources	04
HRM	315A	Performance Management of 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			**181**

MARKETING MINOR - 24 HOURS

SELECT 6 COURSES FROM THE FOLLOWING:			
MKT	131	Personal Selling	04
MKT	201	Sales	04
MKT	202	Advertising	04
MKT	215	Applied Marketing	04
MKT	241	Advertising/Digital Marketing I	04
MKT	251	Marketing Analytics I	04
MKT	261	Marketing Planning	04
MKT	291	Marketing Seminar	04
MKT	312	Consumer Behavior	04
MKT	342	Digital Marketing II	04
MKT	352	Marketing Analytics II	04
MKT	401	Marketing Research	04
MKT	402	Advertising Management	04
MKT	421	Marketing Management	04
MKT	436	Marketing Strategy and Design	04
SAL	201	Professional Sales I	04
SAL	202	Professional Sales II	04
SAL	231	Sales Technology	04
QUARTER HOURS REQUIRED FOR GRADUATION			**181**

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			**181**

PSYCHOLOGY MINOR - 24 HOURS

SELECT 6 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			**181**

WEB DEVELOPMENT MINOR - 24 HOURS

WEB	111B	Introduction to HTML	04
WEB	131	Web Development I	04
WEB	211	Web Scripting	04
WEB	221	Interactive Web Design	04
SELECT 2 COURSES FROM THE FOLLOWING:			
WEB	121A	World Wide Web Design	04
WEB	132	Web Development II	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			**181**

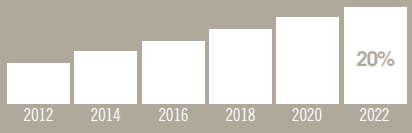
WEB DEVELOPMENT

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 degree gives students a general base of skills, this degree targets the programming and development skills required to develop interactive, database driven Web sites.

PROJECTED GROWTH

Employment of web developers is expected to grow 20 percent through 2022, much faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
WEB DEVELOPMENT MAJOR - 127 HOURS			
CIS	114	Database Fundamentals	02
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	422A	Database Programming I	04
CS	461	Security	04
DMD	131	Introduction to Graphic Imaging	04
ITS	111	Introduction to Information System Security	04
LUX	205	Introduction to Linux/Unix	04
WEB	111B	Introduction to HTML	04
WEB	121A	World Wide Web Design	04
WEB	131	Web Development I	04
WEB	132	Web Development II	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	291B	Professional Career Strategies	01
SELECT 1 COURSE FROM THE FOLLOWING:			
WEB	231	Server-side Programming	04
WEB	322	Web Application Development Programming	04
SELECT 1 COURSE FROM THE FOLLOWING:			
WRK	218	Work Experience Project	04
WRKTC	201	Work Experience	04
GENERAL EDUCATION REQUIREMENTS - 66 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	161	Technology and Society	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			**193**

POSTBACCALAUREATE CERTIFICATES

ACCOUNTING

Postbaccalaureate Certificate

This program provides students holding a Bachelor Degree in Accounting with the additional education needed to meet Michigan's educational requirements for the CPA exam. Students wishing to become eligible to sit for the examination in other states or need further information are advised to contact the National Association of State Boards of Accountancy (www.nasba.org). Students are strongly advised to contact the State of Michigan Department of Licensing and Regulatory Affairs for further information about the requirements of becoming a CPA in Michigan.

PROJECTED GROWTH

Employment of accountants and auditors is expected to grow by 13 percent through 2022, which is as fast as average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
ACCOUNTING REQUIREMENTS - 48 HOURS			
ACC	121	Fundamentals of Accounting I	04
ACC	122	Fundamentals of Accounting II	04
ACC	241	Accounting Concepts	04
ACC	301	Intermediate Accounting I	04
ACC	302	Intermediate Accounting II	04
ACC	303	Intermediate Accounting III	04
ACC	331A	Cost Accounting	04
ACC	416	Auditing, Systems, and Controls I	04
ACC	417	Auditing, Systems, and Controls II	04
ACC	431B	Governmental and Non-Profit Accounting	04
SELECT 2 COURSES FROM THE FOLLOWING:			
ACC	312B	Business Entities Taxation	04
ACC	341B	Individual Taxation	04
ACC	441	Advanced Accounting	04
BUSINESS REQUIREMENTS - 60 HOURS			
SELECT 15 COURSES FROM THE FOLLOWING:			
ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
ECN	301	International Economics	04
ELECT	106A	Accounting/Management/Marketing Elective	04
ELECT	106B	Accounting/Management/Marketing Elective	04
ELECT	106C	Accounting/Management/Marketing Elective	04
ELECT	106D	Accounting/Management/Marketing Elective	04
ELECT	106E	Accounting/Management/Marketing Elective	04
FIN	101	Personal Finance	04
FIN	301A	Principles of Finance	04
HUM	401A	Philosophy of Ethics	04
LAW	211	Business Law	04
LAW	312	Advanced Business Law	04
MGT	101	Introduction to Business	04
MGT	311	Organizational Change	04
MGT	321	Management Information Systems	04
MGT	431	Strategic Management	04
MKT	111B	Principles of Marketing	04
MTH	401	Statistical Methods	04
QUARTER HOURS REQUIRED FOR GRADUATION			**108**

Business Requirements/Courses must be met from at least 5 of the 9 following categories: Business Law, Business Policy (MGT 431), Economics, Ethics, Finance, Management, Marketing, Statistics, and Taxation. Due to the complexity of this program, students are strongly encouraged to seek the assistance of an advisor.

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 DEGREE OR APPROVED EQUIVALENT OF 180 QUARTER HOURS FROM AN ACCREDITED INSTITUTION IN ORDER TO ENROLL IN A POSTBACCALAUREATE CERTIFICATE PROGRAM.

Program Requirements: Bachelor Degree

PROJECTED GROWTH

Overall, employment of cost estimators and project managers is projected to increase by 26 percent through 2022, this is much faster than average for all occupations.*

*Bureau of Labor and Statistics

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**

ELECTIVES

COMPUTER INFORMATION SYSTEMS ELECTIVES

Course Number		Course Title	Quarter Hours
INFORMATION SYSTEMS ELECTIVES			
ELECT	**105A**	**Information Systems Elective**	
ELECT	**105B**	**Information Systems Elective**	
ELECT	**105C**	**Information Systems Elective**	
CIS	119A	iSeries CL and File Design	04
CIS	132A	RPG IV	04
CIS	233A	Advanced RPG IV	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	241	Java Programming	04
CS	242	Advanced Java Programming	04
CS	346	Programming for Security	04
CS	391	Research in Computer Science	04
CS	406	Operating System Development	04
CS	422A	Database Programming I	04
CS	423	Database Programming II	04
DMD	131	Introduction to Graphic Imaging	04
SPN	103	Spanish III	04
WEB	111B	Introduction to HTML	04
WEB	121A	World Wide Web Design	04
WEB	131	Web Development I	04
WEB	132	Web Development II	04
WEB	201	Web MultiMedia	04
WEB	211	Web Scripting	04
WEB	221	Interactive Web Design	04
WEB	241	ActionScript Programming	04
INFORMATION TECHNOLOGY ELECTIVES			
ELECT	**107A**	**Information Technology Elective**	
ELECT	**107B**	**Information Technology Elective**	
ELECT	**107C**	**Information Technology Elective**	
ELECT	**107D**	**Information Technology Elective**	
ELECT	**107E**	**Information Technology Elective**	
ELECT	**107F**	**Information Technology Elective**	
CIS	211	Information Technology Customer Service and Support	04
CSC	221B	Routing and Switching Essentials	08
CSC	222	Cisco Wireless Networking	04
CSC	223	Cisco Voice Networking	04
CSC	231B	Scaling Networks	08
CSC	241A	Connecting Networks	08
CSC	301	Cisco Healthcare IT	04
EET	111A	Electrical Technology	04
EET	115D	DC Circuits	04
EET	136	Digital Circuits I	04
EET	216	Digital Circuits II	04
ITS	111	Introduction to Information System Security	04
ITS	221	VPN/Firewall Architecture and Management I	04
ITS	222	VPN/Firewall Architecture and Management II	04
ITS	341	Scripting for Network Administrators	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	202	Microsoft Windows Server Administration II	04
MNP	203	Microsoft Windows Server Administration III	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	311	Configuring Microsoft Office Sharepoint Server	04
MNP	321	Configuring Microsoft Exchange Server	04
MNP	401	Configuring Windows Server 2008 Applications Infrastructure	04
MNP	411	Windows Server 2008 Enterprise Administrator	04
NET	211	Wireless Networking	04
NET	224	Advanced Routers and Routing	04
NET	226A	Designing Internetwork Solutions	04
VCP	201	VMware vSphere: Install, Configure, Manage	04
VCP	202	VMware View: Install, Configure, Manage	04
VCP	211	VMware vSphere: Troubleshooting	04
VCP	212	VMware vSphere: Manage for Performance and Security	04

GENERAL EDUCATION ELECTIVES

Course Number		Course Title	Quarter Hours
COMMUNICATION ELECTIVES (Associate Degree)			
ELECT	**120A**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	04
LIT	301	Contemporary Literature	04
LIT	331	American Literature I	04
LIT	332	American Literature II	04
WRI	115	Workplace Communication	04
COMMUNICATION ELECTIVES (Bachelor Degree)			
ELECT	**121A**	**Communication Elective**	
ELECT	**121B**	**Communication Elective**	
ENG	221	Critical Writing and Literary Analysis	04
ENG	231	Language and Culture	04
ENG	311	Creative Writing	04
ENG	411	Foundations of Mass Communication	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			
ELECT	**161A**	**Computer Literacy Elective**	
ELECT	**161B**	**Computer Literacy Elective**	
ELECT	**161C**	**Computer Literacy Elective**	
INF	112	Word Processing	02
INF	113	Electronic Spreadsheets	02
INF	114A	Introduction to Database Applications	02
INF	121	Introduction to Windows	02
INF	141A	Microsoft PowerPoint	02
GLOBAL AND CULTURAL PERSPECTIVES ELECTIVES (Bachelor Degree)			
ELECT	**131A**	**Global and Cultural Perspectives Elective**	
ELECT	**131B**	**Global and Cultural Perspectives Elective**	
ECN	301	International Economics	04
GEO	101B	World Geography I	04
GEO	102B	World Geography II	04
HIS	301	Women's Studies	04
HIS	351	World History I	04
HIS	352	World History II	04
HIS	353	World History III	04
HIS	354	World History IV	04
HIS	411	Emerging Nations	04
HUM	101B	Art and Architecture I (Antiquity to Renaissance)	04
HUM	102B	Art and Architecture II (Baroque to Modern)	04
HUM	353	Art Appreciation	02
HUM	357	Music Appreciation	02
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 (Bachelor Degree)			
ELECT	**141A**	**Personal and Social Environments Elective**	
ELECT	**141B**	**Personal and Social Environments Elective**	

ECN	201	Principles of Macroeconomics	04
ECN	202	Principles of Microeconomics	04
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 (Bachelor Degree)

ELECT	**111A**	**Scientific Inquiry Elective**	
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	251	General Physics I	04
SCI	321	Principles of Astronomy	04
SCI	451	Environmental Science	04

For more information or to see program videos, please visit baker.edu.

15 GRADUATE PROGRAMS
IN 5 GROWING INDUSTRIES:

BUSINESS ADMINISTRATION

COMPUTER INFORMATION SYSTEMS

SCHOOL OF EDUCATION

HEALTH SCIENCES

HUMAN SERVICES

GRADUATE
ACADEMIC INFORMATION

(PAGES 192-197)

GRADUATE
PROGRAM COURSE LISTS

(PAGES 198-205)

BAKER *Center for Graduate Studies*

The online graduate programs developed by the Baker Center for Graduate Studies share two common characteristics: They are designed to provide you with the knowledge, skills, and career tools you'll need to succeed in today's professional environment, and their flexible structure accommodates the schedules and responsibilities of busy, working adults.

GRADUATE PROGRAMS

MASTER DEGREES

Master of Business Administration (MBA)

* Accounting ..... PG. 198
* Business Intelligence ..... PG. 198
* Finance ..... PG. 200
* General Business ..... PG. 200
* Healthcare Management ..... PG. 200
* Human Resource Management ..... PG. 201
* Information Systems ..... PG. 202
* Leadership Studies ..... PG. 202
* Marketing ..... PG. 203

Master of Occupational Therapy (MOT) ..... PG. 203

Master of Science in Educational Effectiveness (MSEE)

P-12 Concentration ..... PG. 199
Higher Education Concentration ..... PG. 199

Master of Science in Industrial/Organizational Psychology (MSIOP) .... PG. 201

Master of Science in Information Systems (MSIS)

Business Intelligence ..... PG. 198
Information Systems ..... PG. 202

Doctoral Degree

Doctorate of Business Administration (DBA) ..... PG. 204

International Assembly for Collegiate Business Education • IACBE.org
Baker College has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Olathe, Kansas. The business programs designated with an asterisk (*) are accredited by the IACBE.

WHY BAKER CENTER FOR GRADUATE STUDIES?

PURPOSE

The Center for Graduate Studies offers graduate programs providing advanced preparation in the fields of Business, Education, Information Systems, Occupational Therapy, and Psychology. 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 throughout Michigan and online. Leadership and administration of graduate programs are provided by the Chief Executive Officer for the Center for Graduate Studies and the Graduate Faculty Council.

GRADUATE FACULTY COUNCIL

The Graduate Faculty Council, comprised of graduate faculty, is the primary channel of communication between the graduate faculty and the Chief Executive Officer. 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).

RECOGNIZED ACCREDITATION STATEMENT

Applicants to the Baker College Center for Graduate Studies must hold an undergraduate degree from a regionally accredited educational institution as recognized by the American Council on Education in order to be eligible for admission. Applicants with an undergraduate degree from an educational institution nationally accredited by Transnational Association of Christian Colleges and Schools may be admitted to the College on conditional status if all other graduate requirements for admission are fulfilled.

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:

- Baker College will accept no more than 16 quarter hours (12 semester hours) of transfer credit into graduate programs.
- Only classes with a B (3.00) grade or higher will be eligible for transfer consideration.
- To transfer successfully, classes must equate to and be compatible with courses offered by the Center for Graduate Studies.
- Transfer of college credit will not be considered if the work was completed more than five years preceding matriculation.
- To obtain transfer credit, students are required to request that all previous colleges attended forward transcripts to Baker College Center for Graduate Studies.
- 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:

- A score of 570 or higher on the paper version of the Test of English as a Foreign Language (TOEFL).
- A score of 235 or higher on the Internet version of the TOEFL.
- A median score on the Comprehensive English Language Test (CELT).
- 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:

- Completion of all courses required by the program of study with a grade of C or better.
- Completion of a minimum of 34 quarter hours at Baker College Center for Graduate Studies.
- Achievement of a cumulative GPA of 3.00 or better.
- Submission of an "Application for Graduation Form" one quarter prior to expected graduation.
- Completion of all program requirements within seven years.

ABOUT GRADUATE PROGRAMS

MASTER OF BUSINESS ADMINISTRATION

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 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:

- Completed Graduate College Application form.
- Non-refundable $25.00 application fee.
- A typed essay (750-1000 words) in response to the following questions:
    1) How have your academic work, professional work, and/or life experiences prepared you for the Baker College Center for Graduate Studies program you seek to enter?
    2) What are your personal, professional, and/or career goals 5 and 10 years after your earn your Baker College Center for Graduate Studies degree? How will earning this degree help you achieve these goals?
    3) What do you view as your greatest strengths and challenges as you begin the graduate journey? How will you utilize your strengths to overcome your challenges in order to successfully complete the graduate program?
- 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.
- A current resume indicating a minimum of three years of full-time, professional work experience.
- GMAT or GRE scores may be submitted if the candidate wants the scores considered in the admission decision.

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. 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 Sciences Pre-Occupational Therapy Program (in the Health Sciences 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, Suite 200, Bethesda, MD 20814-3449; 301-652-2682; www.acoteonline.org.

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 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:

- Completed Graduate College Application form.
- Non-refundable $25.00 application fee.
- A typed essay (750-1000 words) in response to the following questions:
    1) How have your academic work, professional work, and/or life experiences prepared you for the Baker College Center for Graduate Studies program you seek to enter?
    2) What are your personal, professional, and/or career goals 5 and 10 years after your earn your Baker College Center for Graduate Studies degree? How will earning this degree help you achieve these goals?
    3) What do you view as your greatest strengths and challenges in order to successfully complete the graduate program?
- Official college transcripts indicating an undergraduate degree in a health related discipline containing specific pre-OT courses. A cumulative GPA of 3.5 or better 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.
- GRE scores may be submitted if the student wants the scores considered in the admissions decision.

MASTER OF SCIENCE IN EDUCATIONAL EFFECTIVENESS

The Master Degree of Educational Effectiveness at Baker College provides educational leaders with the knowledge and skills necessary to manage and lead educational organizations in this era of accountability. The typical educational leadership components including organizational development, budgeting, community relations and ethics are taught through a lens of data analysis and continuous improvement to ensure maximum student learning. Trends in research, technology and best practices are also included. 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 success.

MSEE ADMISSIONS INFORMATION

Admission to the MSEE 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 MSEE program must submit the following materials:

- Completed Graduate College Application form.
- Non-refundable $25.00 application fee.
- A typed essay (500-1000 words) addressing the candidate's reasons for entering the program.
- 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.
- A current resume indicating a minimum of three years of full-time, professional work experience.
- GRE scores may be submitted if the candidate wants the scores considered in the admission decision.

MASTER OF SCIENCE IN INDUSTRIAL / ORGANIZATIONAL PSYCHOLOGY

A Master Degree in Industrial/Organizational Psychology identifies and provides students with a critical path for professional development, credibility in the field, as well as a clear and defined professional identity in their area of specialization in psychology. This program addresses the study of behavior and performance in the workplace and other organizational settings, through the application of the theories, methods, and principles of psychology to individuals, teams, and organizations. This specialization is not intended to prepare you for licensure as a professional psychologist, but rather to apply psychological principles for organizational success.

I/O PSYCHOLOGY ADMISSION INFORMATION

Admission 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 I/O PSY program must submit the following materials:

- Completed Graduate College Application form.
- Non-refundable $25.00 application fee.
- A professional essay (750-1000 words). Specific directions for the essay are accessible via the Internet at www.baker.edu.
- Official college transcripts indicating an undergraduate degree with a GPA of 3.5 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.
- GMAT or GRE scores may be submitted if the candidate wants the scores considered in the admission decision.

MASTER OF SCIENCE IN INFORMATION SYSTEMS

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 Degree in Information Systems, Computer Science, Software Engineering or Information Technology and a minimum of 3 years work experience in the Information Technology 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. For provisionally admitted students, 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. Admission 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. Candidates applying for matriculation into the MSIS program must submit the following materials:

- Completed Graduate College Application form.
- Nonrefundable $25 application fee.
- A typed essay (750-1000 words) in response to the following questions:
    1) How have your academic work, professional work, and/or life experiences prepared you for the Baker College Center for Graduate Studies program you seek to enter?
    2) What are your personal, professional, and/or career goals 5 and 10 years after your earn your Baker College Center for Graduate Studies degree? How will earning this degree help you achieve these goals?
    3) What do you view as your greatest strengths and challenges as you begin your graduate journey? How will you utilize your strengths to overcome your challenges in order to successfully complete the graduate program?
- Official college transcripts indicating an undergraduate degree, with a GPA of 2.5 or better on a 4.0 scale. 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.
- 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.
- 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.

DOCTORATE OF BUSINESS ADMINISTRATION

The Doctorate 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 world-wide 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 five years professional experience in business or management is required. Candidates applying for matriculation into the DBA program must submit the following materials:

- Completed Graduate College Application form submitted electronically.
- Nonrefundable $25.00 application fee.
- Official transcripts indicating an MBA or related master 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 degree awarded by a U.S. institution. A minimum grade point average of 3.25 on a 4.0 scale in their master course work is required.
- A current resume indicating a minimum of five years of professional experience in business, management or administration.
- Include three professional references on the application.
- A 500 - 1000 word essay on your motivation for doctoral study. Essay must be submitted electronically.

MASTER DEGREE PROGRAMS

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.

Accredited By IACBE International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of accountants and auditors is expected to grow by 13 percent through 2022, which is as fast as average for all occupations.*

*Bureau of Labor and Statistics

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 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 678	Research and Statistics for Managers	04
BUS 690	Strategy in a Global Environment	04
CGS 501	Graduate Seminar	01
MIS 511	Management Information Systems	04
QUARTER HOURS REQUIRED FOR GRADUATION		**53**

BUSINESS INTELLIGENCE

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 business intelligence 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.

Accredited By IACBE International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of administrative services managers is expected to grow by 12 percent through 2022, which is as fast as average for all occupations.*

*Bureau of Labor and Statistics

Course Number	Course Title	Quarter Hours
BUSINESS INTELLIGENCE MAJOR - 20 HOURS		
MIS 511	Management Information Systems	04
MIS 526	Fundamentals of Business Intelligence	04
MIS 531	Database Design and Management	04
MIS 624	Data Warehousing	04
MIS 626	Decision Support and Dashboarding	04
BUSINESS REQUIREMENTS - 33 HOURS		
BUS 572	Human Resource Management	04
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
CGS 501	Graduate Seminar	01
QUARTER HOURS REQUIRED FOR GRADUATION		**53**

BUSINESS INTELLIGENCE

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 Business Intelligence major offers knowledge and technologies that assist executive decision making and improve organizational productivity. It is designed for those who want to advance their careers in the rapidly growing field of business intelligence.

PROJECTED GROWTH

Employment of computer and information systems managers is projected to grow 15 percent from 2012 to 2022, which is faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number	Course Title	Quarter Hours
BUSINESS INTELLIGENCE MAJOR - 16 HOURS		
MIS 526	Fundamentals of Business Intelligence	04
MIS 531	Database Design and Management	04
MIS 624	Data Warehousing	04
MIS 626	Decision Support and Dashboarding	04
MANAGEMENT INFORMATION SYSTEMS REQUIREMENTS - 22 HOURS		
MIS 511	Management Information Systems	04
MIS 521	Information Systems Project Management	04
MIS 611	System Analysis and Design	04
MIS 671	Information Systems Integration Project I	04
MIS 672	Information Systems Integration Project II	06

BUSINESS REQUIREMENTS - 17 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
CGS	501	Graduate Seminar	01
QUARTER HOURS REQUIRED FOR GRADUATION			**55**

EDUCATIONAL LEADERSHIP: HIGHER EDUCATION

Master of Science in Educational Effectiveness

This graduate program will emphasize improving student learning in an era of accountability. Course content includes management, organizational development, budgeting, ethics, diversity, and faculty/staff evaluation. Data-driven models will guide the integration of curriculum, instruction and assessment. Candidates will locate research and best practice information, interpret and use data for decision making, and apply continuous improvement processes to the classroom as well as in administration. The goal of the program is developing leaders who strive to create a coherent system in which all components are working toward a common goal of improved student learning. Technological tools for managing information and improving efficiency will also be included.

It should be noted that there are two different concentrations within the program. One concentration is for those candidates interested in applying their learning to P-12 education. The other concentration is for those candidates interested in higher education. Each concentration has three classes that are unique to the concentration. The other eleven courses are common to both concentrations.

PROJECTED GROWTH

Employment of postsecondary teachers is projected to grow 19 percent from 2012 to 2022, faster than the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
EDUCATIONAL EFFECTIVENESS MAJOR - 41 HOURS			
CGS	501	Graduate Seminar	01
EDU	511	Data Analysis for Educators	04
EDU	521	Assessment and Evaluation for Educators I	04
EDU	522	Assessment and Evaluation for Educators II	04
EDU	523	Research in Education	04
EDU	531	Learning Theory and Instruction for Educational Improvement	04
EDU	601	Leadership for Accountability	04
EDU	602	Organizations, Innovation and Accountability	04
EDU	603	Faculty Evaluation and Growth to Improve Student Learning	04
EDU	621	Technology for Improving Education	04
EDU	691	Educational Effectiveness Capstone Experience	04
HIGHER EDUCATION CONCENTRATION - 12 HOURS			
EDU	641	Instructional Design for Higher Education	04
EDU	642	Course Facilitation in Higher Education	04
EDU	643	Effective Distance Learning Programs	04
QUARTER HOURS REQUIRED FOR GRADUATION			**53**

EDUCATIONAL LEADERSHIP: P-12

Master of Science in Educational Effectiveness

This graduate program will emphasize improving student learning in an era of accountability. Course content includes management, organizational development, budgeting, ethics, diversity, and faculty/staff evaluation. Data-driven models will guide the integration of curriculum, instruction and assessment. Candidates will locate research and best practice information, interpret and use data for decision making, and apply continuous improvement processes to the classroom as well as in administration. The goal of the program is developing leaders who strive to create a coherent system in which all components are working toward a common goal of improved student learning. Technological tools for managing information and improving efficiency will also be included.

It should be noted that there are two different concentrations within the program. One concentration is for those candidates interested in applying their learning to P-12 education. The other concentration is for those candidates interested in higher education. Each concentration has three classes that are unique to the concentration. The other eleven courses are common to both concentrations.

PROJECTED GROWTH

Employment of kindergarten, elementary, middle, and secondary school teachers is expected to grow by 12 percent through 2022, which is about as fast as the average for all occupations.*

*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
EDUCATIONAL EFFECTIVENESS MAJOR - 41 HOURS			
CGS	501	Graduate Seminar	01
EDU	511	Data Analysis for Educators	04
EDU	521	Assessment and Evaluation for Educators I	04
EDU	522	Assessment and Evaluation for Educators II	04
EDU	523	Research in Education	04
EDU	531	Learning Theory and Instruction for Educational Improvement	04
EDU	601	Leadership for Accountability	04
EDU	602	Organizations, Innovation and Accountability	04
EDU	603	Faculty Evaluation and Growth to Improve Student Learning	04
EDU	621	Technology for Improving Education	04
EDU	691	Educational Effectiveness Capstone Experience	04
P-12 CONCENTRATION - 12 HOURS			
EDU	611	Fiscal, Facilities and School Management	04
EDU	612	Public Policy, Values, and Legal and Ethical Issues in Accountability	04
EDU	613	School and Community Relations - Diversity and Communities	04
QUARTER HOURS REQUIRED FOR GRADUATION			**53**

FINANCE

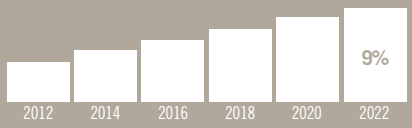
Master of Business Administration

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.

Accredited By IACBE International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of financial managers is expected to grow by 9 percent through 2022, which is as fast as the average for all occupations.*



*Bureau of Labor and Statistics

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 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 678	Research and Statistics for Managers	04
BUS 690	Strategy in a Global Environment	04
CGS 501	Graduate Seminar	01
MIS 511	Management Information Systems	04
QUARTER HOURS REQUIRED FOR GRADUATION		**53**

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.

Accredited By IACBE International Assembly for Collegiate Business Education

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 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
CGS 501	Graduate Seminar	01
MIS 511	Management Information Systems	04
QUARTER HOURS REQUIRED FOR GRADUATION		**49**

HEALTHCARE MANAGEMENT

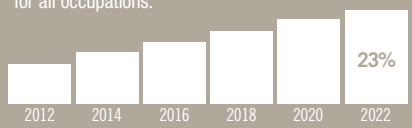
Master of Business Administration

Healthcare management has become a vital function in today's economy. With the emphasis on cost, service, and quality of care, the healthcare 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.

Accredited By IACBE International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of medical and health services managers is expected to grow by 23 percent through 2022, much faster than the average for all occupations.*



Course Number	Course Title	Quarter Hours
HEALTHCARE MANAGEMENT MAJOR - 24 HOURS		
BUS 750	Healthcare Programs and Policies	04
BUS 752	Healthcare Administration	04
BUS 753	Quality Management in Healthcare Organizations	04
BUS 755	Information Technology Management in Healthcare Organizations	04
BUS 758	Health Law and Ethics	04
BUS 759	Healthcare Finance	04

BUSINESS REQUIREMENTS - 29 HOURS			
BUS	572	Human Resource Management	04
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	678	Research and Statistics for Managers	04
BUS	690	Strategy in a Global Environment	04
CGS	501	Graduate Seminar	01
QUARTER HOURS REQUIRED FOR GRADUATION			**53**

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.

Accredited By IACBE
International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of human resource managers is projected to grow by 13 percent through 2022, about as fast as the average for all occupations.*

*Bureau of Labor and Statistics

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	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
CGS	501	Graduate Seminar	01
MIS	511	Management Information Systems	04
QUARTER HOURS REQUIRED FOR GRADUATION			**53**

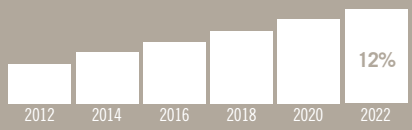
INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

Master of Science in I/O Psychology

A Master Degree in Industrial/Organizational Psychology identifies and provides students with a critical path for professional development, credibility in the field, as well as a clear and defined professional identity in their area of specialization in psychology. This program addresses the study of behavior and performance in the workplace and other organizational settings, through the application of the theories, methods, and principles of psychology to individuals, teams, and organizations. This specialization is not intended to prepare you for licensure as a professional psychologist, but rather to apply psychological principles for organizational success.

PROJECTED GROWTH

Employment of psychologists is projected to grow 12 percent from 2012 to 2022, about as fast as the average for all occupations.*



*Bureau of Labor and Statistics

Course Number		Course Title	Quarter Hours
INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY MAJOR - 57 HOURS			
CGS	501	Graduate Seminar	01
PSY	511	History and Systems in Psychology	04
PSY	521	Industrial/Organizational Psychology	04
PSY	531	Tests and Measurements	04
PSY	541	Statistics and Data Analysis	04
PSY	551	Consultation Psychology	04
PSY	561	Research Methods	04
PSY	571	Psychology of Leadership	04
PSY	611	Testing and Assessment in the Workplace	04
PSY	621	Psychology of Performance and Motivation	04
PSY	631	Psychology of Cognition and Learning	04
PSY	641	Psychology of Personnel Management and Human Resources	04
PSY	651	Social Psychology	04
PSY	699	Integrative Capstone in Psychology	04
SELECT 1 COURSE FROM THE FOLLOWING:			
PSY	661	Evidence Based Coaching	04
PSY	671	Industrial/Organizational Psychology Residency	04
QUARTER HOURS REQUIRED FOR GRADUATION			**57**

INFORMATION SYSTEMS

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.

Accredited By IACBE International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of computer programmers is projected to increase by up to 8 percent through 2022, as fast as average for all occupations.*

*Bureau of Labor and Statistics

Course Number	Course Title	Quarter Hours
INFORMATION SYSTEMS MAJOR - 20 HOURS		
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 611	System Analysis and Design	04
BUSINESS REQUIREMENTS - 33 HOURS		
BUS 572	Human Resource Management	04
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
CGS 501	Graduate Seminar	01
QUARTER HOURS REQUIRED FOR GRADUATION		**53**

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.

PROJECTED GROWTH

Employment of computer programmers is projected to increase by up to 8 percent through 2022, as fast as average for all occupations.*

*Bureau of Labor and Statistics

Course Number	Course Title	Quarter Hours
INFORMATION SYSTEMS MAJOR - 16 HOURS		
MIS 531	Database Design and Management	04
MIS 541	Data Communications and Networking	04
MIS 601	Information Security	04
MIS 621	Systems Architectures	04
MANAGEMENT INFORMATION SYSTEMS REQUIREMENTS - 22 HOURS		
MIS 511	Management Information Systems	04
MIS 521	Information Systems Project Management	04
MIS 611	System Analysis and Design	04
MIS 671	Information Systems Integration Project I	04
MIS 672	Information Systems Integration Project II	06
BUSINESS REQUIREMENTS - 17 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
CGS 501	Graduate Seminar	01
QUARTER HOURS REQUIRED FOR GRADUATION		**55**

LEADERSHIP STUDIES

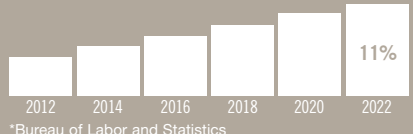
Master of Business Administration

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.

Accredited By IACBE International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of top executives is projected to increase by up to 11 percent through 2022, as fast as average for all occupations.*



*Bureau of Labor and Statistics

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 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
CGS 501	Graduate Seminar	01
MIS 511	Management Information Systems	04
QUARTER HOURS REQUIRED FOR GRADUATION		**53**

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.

Accredited By IACBE
International Assembly for Collegiate Business Education

PROJECTED GROWTH

Employment of marketing managers is projected to grow by 12 percent through 2022, about as fast as the average for all other occupations.*

*Bureau of Labor and Statistics

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 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 678	Research and Statistics for Managers	04
BUS 690	Strategy in a Global Environment	04
CGS 501	Graduate Seminar	01
MIS 511	Management Information Systems	04
QUARTER HOURS REQUIRED FOR GRADUATION		**53**

OCCUPATIONAL THERAPY

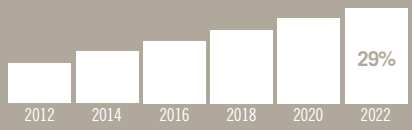
Master of Occupational Therapy

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.

Program Status: Limited Enrollment

PROJECTED GROWTH

Employment of occupational therapist is expected to increase by 29 percent through 2022, much faster than the average for all occupations.*



*Bureau of Labor and Statistics

Course Number	Course Title	Quarter Hours
OCCUPATIONAL THERAPY MAJOR - 44 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	Healthcare Policy and Finance	04
OCC 561	Level I Fieldwork (Psychological and Social Factors)	04
OCC 691	Graduate Seminar in Certification Preparation	01
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		**56**

DOCTORAL DEGREE PROGRAM

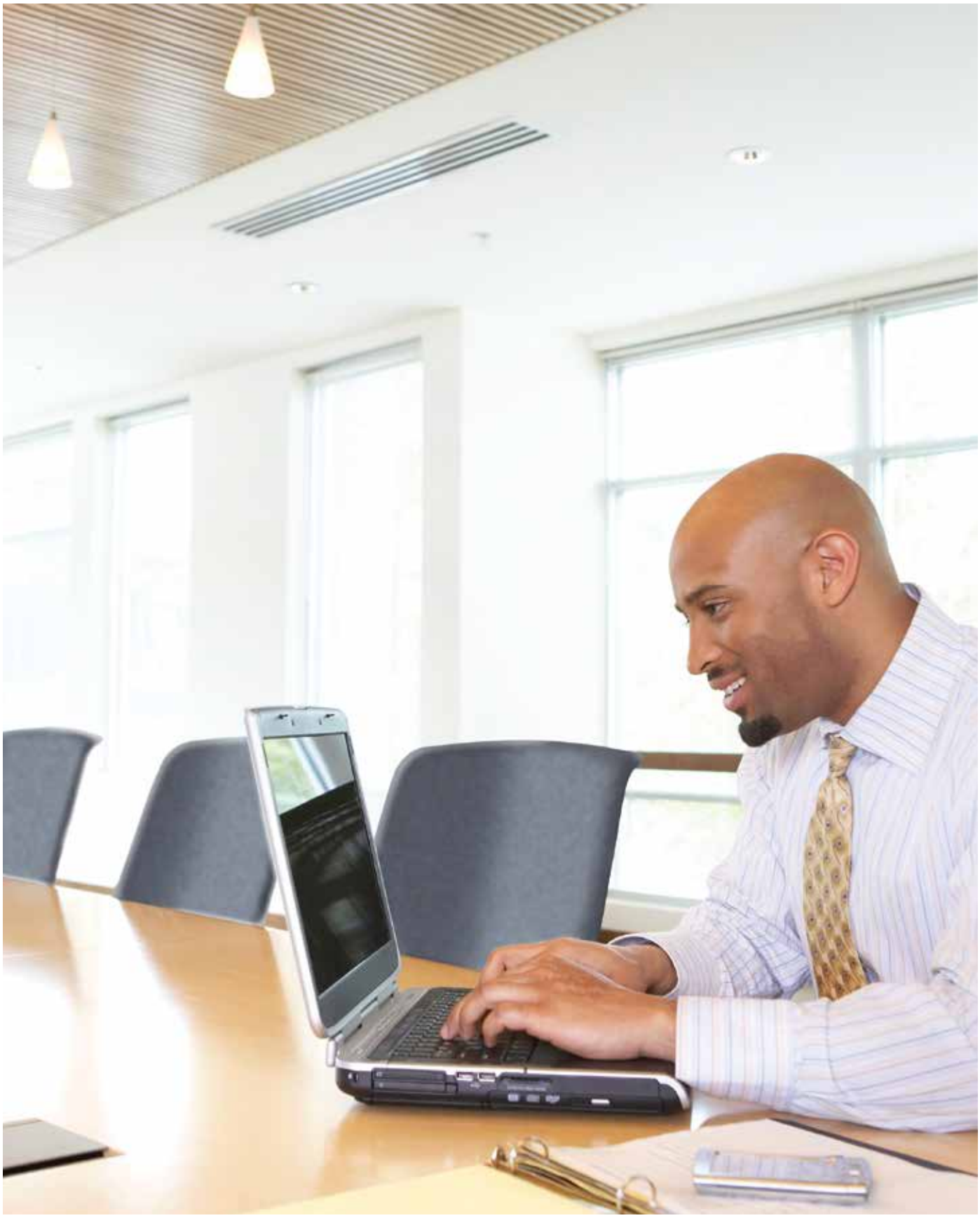
BUSINESS ADMINISTRATION

Doctorate of Business Administration

Structured as a 90 quarter credit program, the DBA curriculum blends taught interdisciplinary content and research seminars with assessed scholarly and professional development activities, including attendance at two professional residencies. 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 six 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		
BUS 860	Doctoral Specialization Seminar I	04
BUS 870	Doctoral Specialization Seminar 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 890A	Professional Development I	02
BUS 891A	Professional Development II	02
BUS 892	Comprehensive Essay	02
BUS 893	Qualifying Paper	02
DISSERTATION REQUIREMENTS - 28 HOURS		
BUS 894	Dissertation Proposal I	04
BUS 895	Dissertation Proposal II	04
BUS 896B	Dissertation I	04
BUS 897B	Dissertation II	04
BUS 898B	Dissertation III	04
BUS 899B	Dissertation IV	04
BUS 900	Dissertation V	04
QUARTER HOURS REQUIRED FOR GRADUATION		**90**

For more information or to see program videos, please visit baker.edu.



STUDENT HANDBOOK
ACADEMIC & FINANCIAL INFORMATION

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CURRENT STUDENTS

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NEW STUDENTS

ADMISSIONS

Welcome

Welcome to Baker College. We are pleased that you have chosen Baker College to assist you in pursuing your academic and career goals. We look forward to working with you toward successful completion of your program. The purpose of this handbook is to simplify your college journey and to provide vital information to assist you as a student.

Mission Statement

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

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.

New Student Records

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.

ABOUT THE PROCESS OF BECOMING A STUDENT

Undergraduate Admissions Procedures/Requirements

(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 meeting the minimum entrance requirement scores on the ACT, SAT, ASSEST, or COMPASS tests are accepted.
2. Baker College admits students without regard to race, religion, sex, national origin, or disability.
3. Baker College provides students with support systems to allow them opportunity for access. 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 participate in Disability Services.
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.
7. Any student found to have falsified information on an admission document will be denied admission to the College or expelled if already in attendance.
8. New Students, beginning in the summer quarter, will be placed on the newest version of the STEP Plan for the next academic year.

PLEASE NOTE:

1. Students who earned a High School Certificate of Completion must pass the Ability to Benefit scoring levels to be accepted but cannot receive federal financial aid for coursework for their desired program.
2. Students who have not earned a high school diploma or GED may be admitted on the basis of test results but cannot receive financial aid for coursework for their desired program.

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.

Applications for Acceptance to Baker College are Available:

ONLINE AT BAKER.EDU

BY MAIL

Applications are included with the current catalog. 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.

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. Due to government regulations, students admitted under the Ability to Benefit guidelines are not eligible for federal financial aid.

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.

Special Health Sciences, Education, and Human Services Program Admission Requirements

Special admission and advancement requirements for individual Health Sciences, Education, and Human Services 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 Services Waiver Form must be on file in order for a student to start classes.

Conditional Acceptance into Bachelor Degrees Requiring an Associate Degree or 90 Quarter Hours

Under specific circumstances, students will be conditionally accepted into bachelor degree programs requiring an associate 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 prerequisite 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" on our Web site under Student Services, Financial Aid, then Tuition and Fees). International students are required to take the TOEFL (Test of English as a Foreign Language) examination. A minimum score of 500 paper/173 computer/61 Internet on the TOEFL exam is required for admission. This requirement may be waived by the campus President or designee 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 US must have their transcripts/degrees evaluated by an organization affiliated with the National Association of Credential Evaluation Services (NACES/www.naces.org). The results of the evaluation must be sent from the evaluation company directly to the campus Registrar's Office. Official evaluations must include U.S. degree equivalency (if a degree is being transferred), course grades, and overall grade point average (GPA).

Baker College does not accept International Students in the Aviation Program.

NON-TRADITIONAL AND TRANSFER CREDIT

Baker College offers many non-traditional credit options for students with varied academic and professional backgrounds. It is Baker College policy 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, national/state approved licenses, valid proof of specialized registration/certification, 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 actual class time through 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 actual class time through Baker College courses in the major discipline of study at the 300 and 400 levels. Different requirements may exist for the accelerated programs.

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.

Articulation Credit

Baker College offers an articulation program for student work in high school or adult education settings. Students who participate in the Baker College articulation program have an opportunity to receive college credit for articulated courses while completing their high school requirements. College credit for articulated courses is limited to twelve (12) quarter hours toward a certificate program, twenty-four (24) quarter hours toward an associate degree program, and forty-eight (48) quarter hours toward a bachelor degree program. Prospective students, who wish to apply for articulated credit for coursework taken in high school, should contact high school counselors for assistance

More information on articulation credit, as well as a list of participating high schools/educational institutions, is available through the Academic/Administrative Office or the Baker College Website at **www.baker.edu**.

Credit by Examination

- AP (Advanced Placement)
- CLEP (College-Level Examination Programs)
- DANTES (Defense Activity for Non-Traditional Education Support)/DSST (DANTES Subject Standardized Test)

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 list 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. If the portfolio evaluation determines that the documentation did not meet the required student learning outcomes, the student may not repeat the portfolio process for that same course.

Once a student begins a specific course, he/she is not eligible for experiential credit for that course. A student also may not use the experiential credit process after failing a particular course.

Students may prepare the portfolio independently or enroll in a two-credit hour class (COL 301A Life and Learning) to aid in preparing the portfolio and to assist with meeting the College's portfolio guidelines. The two credits earned for COL 301A do not count toward general education requirements. COL 301A 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 COL 301A have an opportunity, in courses where waiver tests are available, to earn that credit at no additional cost.

For Experiential Learning Credit for Work Experience see Career Services - Work Experience Programs.

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
CAD	111	Computer Aided Drafting I	$50
CIS	106B	Introduction to Operating Systems Concepts	$0
CIS	107B	Introduction to Hardware Concepts	$0
EGR	101	Engineering Graphics	$50
GRC	131A	Introduction to Graphic Imaging	$50
INF	112	Word Processing	$0
INF	113	Electronic Spreadsheets	$0
INF	114A	Introduction to Database Applications	$0
INF	121	Introduction to Windows	$0
INF	131	Internet and the World Wide Web	$0
INF	141A	Microsoft PowerPoint	$0
ITP	111	American Sign Language I	$50
ITP	112	American Sign Language II	$50
ITP	113	American Sign Language III	$50
ITP	131A	Fingerspelling I	$50
MTH	101	Mathematics for Business	$0
MTH	108	College Mathematics I	$0
MTH	109	College Mathematics II	$0
MTH	111	Introductory Algebra	$0
MTH	112	Intermediate Algebra	$0
MTH	124	Trigonometry	$0
NET	101	Networking Essentials I	$0
SCI	246	Chemistry I	$50

Ability to Benefit

Students who have not earned a high school diploma or GED certificate are admitted on the following basis:

PLEASE NOTE: Students not possessing a high school diploma or GED certificate CANNOT receive financial aid, and therefore, can take courses only if they are cash paying or have a third-party payer.

1. Students must take the COMPASS test and score at approved levels.
2. The COMPASS test measures 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 the COMPASS test 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 potential students who have not achieved the minimum scores on the COMPASS test pursue the completion of their GED through their local adult education programs.
4. Students who are planning to enter or have entered Baker College previously using ATB criteria should contact Financial Services to assess financial aid eligibility.

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 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 degree program with the same major as their associate degree or begin a different major and have transfer credits apply to their programs. 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 specific 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 in which 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 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 most 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 most 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, and these same General Education courses would be applied to a bachelor degree program. 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 includes 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 is evaluated through waiver testing or through documented workforce training through ACE. 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 only through the US Postal Service and electronically from approved institutions. Hand-delivered transcripts in sealed envelopes WILL NOT be considered official transcripts. 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 sent directly to the intended institution either through the US Postal Service or approved electronic format.

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 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 paralegal (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 PAR 113A: Legal Research, Writing, and Analysis III; PAR 291: Civil Litigation; or PAR 491: 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 only through the US Postal Service and electronically from approved institutions.

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 will be accepted only through the US Postal Service and electronically from approved institutions. Official transcripts must be sent directly to the intended institution either through the US Postal Service or approved electronic format.

RESIDENCE HALLS

Residence hall accommodations are offered on the Cadillac, Flint, Muskegon, and Owosso campuses. Baker College provides modern, convenient residence halls or apartments, 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 Licensing Agreement and Residence Hall Guidelines. Resident hall students must maintain full-time academic status (12 credit hours or more) to remain eligible for College housing. Note: Students whose homes are in Wexford, Missaukee, 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/or 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 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 licensing 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.

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, Veterans Retraining Assistance Program (VRAP), and certain other types of veteran benefits. 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 (REAP) as well as the Restored Entitlement Program for Survivors (REPS). 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 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 Financial Services Office. This is determined by what chapter of benefits the student is receiving. The student 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 re-certified 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.

The Veterans Administration determines enrollment status according to the time frame the classes meet, not the total number of credits taken during a quarter. Baker College is required to notify the U.S. Department of Veterans Affairs when a student ceases to enroll at Baker College.

ADMISSION AND RE-ADMISSION POLICY FOR APPLICANTS WITH FELONY CONVICTIONS

By the time of application to Baker College, applicants must declare whether or not they have been convicted of a felony or felonies. Failure to provide such information will automatically disqualify a person from admittance or cause that person to be expelled immediately when the College discovers the student's failure to disclose felony convictions.

The College will review the background checks and circumstances for all potential students with felony convictions. The College will then determine whether or not to admit the applicant as a student.

The following include, but are not limited to, considerations made when reviewing any applicant's felony conviction(s) and related circumstances, especially connected to students' and employees' potential safety.

1. Baker College takes into account all circumstances applicable to the potential student, including any felony convictions.
2. Baker College considers specific program requirements, accrediting body requirements, licensing requirements, and issues related to the fact that the College has minors attending Baker College.
3. If a potential student has been convicted of a felony, Baker College considers the specifics of the conviction. The specifics include:
    a. the number of offenses/convictions
    b. the type of original charge(s)
    c. the crime(s) for which the potential student was convicted
    d. the length of time since the date(s) of conviction(s),
    e. the length of time served,
    f. if the potential student was incarcerated, the length of time from the release date
    g. any other relevant information requested by the College.
4. If the applicant is on parole, he/she may be asked to provide the name and contact information of his/her parole officer. The College may obtain the conditions of parole and also determine whether admittance is possible within the conditions of parole.
5. If necessary and/or requested by the College, the applicant will provide any releases or waivers necessary to obtain information that the College deems relevant.
6. Baker College considers any documented success of rehabilitation.
7. A personal interview may be required. After review of the available information, Baker College determines whether to deny admission, admit the potential student, or admit the potential student with conditions.

ORIENTATION, PLACEMENT TESTING, COLLEGE SUCCESS STRATEGIES

Orientation

An orientation program is conducted for all new students prior to the start of each quarter. The program is designed to explain College policies and procedures, to provide an opportunity for students to ask questions, and to allow the students to 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 mathematics skills, reading skills, writing skills, and others, as required by specific programs. These foundational skills are essential for any academic program to reach career success.

The test results determine course placement, academic advising decisions, and may reveal a need for developmental courses or waiver testing. Students are allowed to take the placement test two times.

College Success Strategies

College Success Strategies (COL 111A) is required for all first-time college students. All Online students enrolled in a certificate or degree program must take College Success Online (COL 112). These courses inform students of campus services, college technology, policies and procedures, and address learning and study strategies.

NEW AND CURRENT STUDENTS

FINANCIAL SERVICES

FINANCIAL SERVICES

The Financial Services 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. Advisors are available for individual assistance in such areas as grants, scholarships, loans, and work aid. Students who believe their resources are inadequate to meet their expenses at Baker College should see a Financial Services Advisor.

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.

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 Services 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 Services Office only if Baker College is not listed as one of the college choices.

Once Financial Aid 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) will not be applied to the student's account until after the census date or 10 days prior to the start of his/her classes (whichever is later). All new students who are first-time borrowers must attend classes at a minimum of half-time status 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.

Financial Aid 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 the student and his/her family can reasonably afford.

COLLEGE COSTS
– **EXPECTED FAMILY CONTRIBUTION**
= **FINANCIAL AID ELIGIBILITY (OR "NEED")**

COLLEGE COSTS
Includes tuition, fees, books, travel, and estimated living expenses while at the College.

EXPECTED FAMILY CONTRIBUTION
This is determined from the income, assets, and other information the student and his/her family report on the Free Application for Federal Students Aid (FAFSA). The federal methodology formula is used to determine the amount the student and his/her family will be expected to pay.

FINANCIAL AID ELIGIBILITY (OR "NEED")
This represents the maximum amount of financial aid 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.

SCHOLARSHIP AID

Scholastic achievement, extracurricular accomplishments, financial need, and career objectives are taken into consideration in the scholarship award process. The amount of an award is determined annually. Visit **www.baker.edu** for a list of the scholarships available through Baker College or to students of Baker College through other sponsoring organizations. In addition, other 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 Services Office at the Center for Graduate Studies.

Michigan Competitive Scholarship

The Michigan Competitive Scholarship program is available to undergraduate students pursuing their first degree at an approved Michigan postsecondary institution. Students must demonstrate both financial need and merit (achieve a qualifying ACT score prior to entering college).

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, is awarded to undergraduate students who demonstrate financial need by completing the FAFSA. The amount a student may receive is 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 attends. To apply for a Federal Pell Grant, the student must fill out the Free Application for Student Aid (FAFSA). A Federal Pell Grant may range from $575 to $5,730.

Federal Supplemental Educational Opportunity Grant

UNDERGRADUATE
The federally-funded Supplemental Educational Opportunity Grant (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 Free Application for Student Aid (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 federal loan programs is available at www.baker.edu/loans.

Students who request a loan are 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. Subsidized loans are available only to undergraduate students. 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. Beginning July 1, 2013, new regulations were enacted which limit a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150% of the length of the borrower's educational program.

UNSUBSIDIZED STAFFORD LOAN
Eligibility is not based on financial need and is available to both undergraduate and graduate students. 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 the cost of their 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 and eligible graduate 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. In addition to work-study jobs on campus, Baker College offers some off-campus work-study jobs. Students usually work 12 to 20 hours a week and are enrolled at least half-time. Selection of work-study students will be made by the Financial Services Office and the department supervisor based on financial need, class schedule, and academic progress of the student.

FINANCIAL 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 student takes outside of his/her declared program do not qualify for most forms of 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 Financial Services 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.

FINANCIAL INFORMATION

Tuition Charges

The tuition charge per quarter hour of credit is based on the following schedule. Tuition is subject to change at the beginning of any quarter and includes most fees.

- Most undergraduate courses $230
- Autobody Technician (ABT) courses $255
- Automotive Restoration Technology (ARST) courses $255
- Automotive Services Technology (AST) courses $235
- Culinary Arts $355
  (BPA 111, 112, 121, 151, 152, 153, 221, 222, 223, 251A)
  (CUL 151, 152, 153, 201, 222A, 231)
  (FBM 121, 151, 251, 255, 261, 281, 341)
- Dental Hygiene professional track (DHY) courses $275
- Developmental English with e-Labs $240
  (ENG 091 and ENG 098B)
- Developmental Math with e-Labs $250
  (MTH 091 and 099E)
- Diesel Service Technology (DSL) courses, excluding DSL211 $265
- Electronic Health Records (HSC151) courses $243
- Nursing courses
  (NUR 101A, 106, 111, 121B, 131, 141, 151A, 161A, 171, 201A, 205, 211B, 215, 225, 231C, 235, 281, 305, 335, 355, 365, 415, 425, 435, 485, NUR L151A, 161A, PN 121B, 131C, 171A) $245
- Orthotic/Prosthetic Technology (OPT) courses $245
- Polysomnographic Technology (PST) courses $245
- Power Sports and Small Engine Technology (SET) courses $235
- Pre-Occupational Therapy (OCC) courses $245
- Truck Driving/Transportation Management courses $305
  (DSL 211 and TRN 101A, 111, 122, 151, 161, 201A)
- Welding (WELD) courses $255
- Graduate Center Master Degree courses $420
- Graduate Center Doctoral Degree courses $570
- COL 111 A College Success Strategies $60
- Undergraduate/Graduate Finance Charge $50
  Any balance not paid by Friday of the ninth week of classes is subject to a finance charge.
- Undergraduate/Graduate NSF Return Fee $25
  Per item returned by the bank
- Background Check Fee Varies
- Fingerprinting Fee Varies
- Immunization Fee Varies

Fees

- Undergraduate Application Fee (payable w/application) $20
- Graduate Application Fee (payable w/application) $25
- Undergraduate Graduation Processing Fee $50
- Graduate Graduation Processing Fee $75

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 $228
  (non-refundable) Assessment Fee.
  Tuition for credit earned is $57.00 per credit hour.
  Assessment fee will be applied toward credit earned if applicable.
  Assessment fee is included in tuition charge for COL 301A.
- Independent Study Credit Regular Tuition: $230
- CLEP Test Credit $77

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 the quarter starts. 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 Tuition Refund Policy). Invoices will be generated around the 15th of every month 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 Financial Services (formerly Business Office).

E-MAIL

Financial Services will use your Baker e-mail account to contact you regarding changes to your account balances. It is very important to read these notices to ensure that you know the status of your account. The e-mails will alert you to balance due amounts, refund status, changes to charges from withdrawal calculations, and loan postings to your account.

PAST DUE BALANCES

Students with outstanding balances may not be allowed to re-enroll for another quarter; to receive official transcripts of credit, letters of recommendation, or 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, student must contact campus Financial Services for additional information and required documentation.

DEFERRED PAYMENT PLAN

Financial Services 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 toward 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 flight instruction fees will be charged in addition to regular Baker College tuition, and 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.

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:

Fall Quarter	*Prior to September 1*
Winter Quarter	*Prior to December 1*
Spring Quarter	*Prior to March 1*
Summer Quarter	*Prior to June 1*

Room rates on each of our four 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.

CADILLAC

Off-Campus Apartments:
$975/person/quarter

FLINT

On-Campus Residence Halls:
Baker Hall East: $1,110/person/quarter
Baker Hall West: $1,170/person/quarter

Riverfront:
$1,330-$1,775/person/quarter

MUSKEGON

Baker Townhouses:
$975/person/quarter

On-Campus Halls/Apartments:
$875/person/quarter

OWOSSO

On-Campus Residence Hall:
$900-$925/person/quarter

Woodard Station Lofts:
$925/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 licensing agreement.

Special reduced-occupancy rooms may be available at higher rates. Contact the Campus Housing Office for more information. (See Tuition Refund Policy)

Estimated Costs

UNDERGRADUATE COSTS				
Average Estimated Cost per:	Application Fee	Tuition	Textbooks & Supplies (approx.)	Total
QUARTER (9-11 weeks) for **FULL-TIME ENROLLMENT** (16 credit hours)	$20 (1st quarter only)	$3,680	$500	$4,200
SCHOOL YEAR (3 Quarters) for **FULL-TIME ENROLLMENT** (48 credit hours)	$20 (1st quarter only)	$11,040	$1,500	$12,560
QUARTER (9-11 weeks) for **MINIMUM FULL-TIME ENROLLMENT** (12 credit hours)	$20 (1st quarter only)	$2,760	$375	$3,155
SCHOOL YEAR (3 Quarters) for **MINIMUM-TIME ENROLLMENT** (36 credit hours)	$20 (1st quarter only)	$8,280	$1,125	$9,425
QUARTER (9-11 weeks) for **PART-TIME ENROLLMENT** (8 credit hours)	$20 (1st quarter only)	$1,840	$250	$2,110
SCHOOL YEAR (3 Quarters) for **PART-TIME ENROLLMENT** (24 credit hours)	$20 (1st quarter only)	$5,520	$750	$6,290

- 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 the following courses:
  Autobody Technician, Automotive Restoration Technology, Automotive Services Technology, Culinary Arts, Dental Hygiene, Diesel Service Technology, Nursing, Orthotic/Prosthetic Technology, Polysomnographic Technology, Power Sports and Small Engine Technology, Pre-Occupational Therapy, Truck Driving, and Welding.

GRADUATE - MASTER DEGREE COSTS					
Average Estimated Cost per:	Application Fee	Graduation Fee	Tuition	Textbooks & Supplies (approx.)	Total
QUARTER - FULL-TIME ENROLLMENT (8 credit hours)	$25 (1st quarter only)	N/A	$3,360	$400	$3,785
PROGRAM FOR ENROLLMENT (50 credit hours)	$25 (1st quarter only)	$75 (last quarter only)	$21,000	$2,500	$23,600

GRADUATE - DOCTORAL DEGREE COSTS						
Average Estimated Cost per:	Application Fee	Graduation Fee	Tuition	Textbooks & Supplies (approx.)	Professional Residencies (1st & 2nd year))	Total
QUARTER - FULL-TIME ENROLLMENT (8 credit hours)	$25 (1st quarter only)	N/A	$4,560	$400	N/A	$4,985
PROGRAM FOR ENROLLMENT (90 credit hours)	$25 (1st quarter only)	$75 (last quarter only)	$51,300	$4,500	$2,000	$57,900

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.

TUITION REFUND POLICY

The tuition refund policy is based upon the official notice date and enrollment period. **ABSENTEEISM OR FAILURE TO BEGIN A CLASS DOES NOT REDUCE A STUDENT'S FINANCIAL OBLIGATION.**

Official Notice Date

The official notice date is the date the drop/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 notice (see Withdrawal From a Course policy on pg. 233).

Enrollment Period

Enrollment period is determined by the registered class. On-ground classes: enrollment period begins on the Monday of the week class begins. Online classes: enrollment period begins on the Thursday of the week class begins.

Refund Percentages

100% DROP
If official notice date is before the first day of the enrollment period (not class start date).

100% WITHDRAWAL
If official notice date is within the first seven days of the enrollment period (not class start date).

50% WITHDRAWAL
If official notice date is after the first seven days of the enrollment period and before the fifteenth day of the enrollment period.

NO REFUND
If official notice date is after the fourteenth day of the enrollment period.

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 Financial Services 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 deposits for students who are expelled, dismissed, or move out voluntarily during the quarter.

Refunds

Information regarding the timetable for refunds is available in the Financial Services 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 choosing one of the three methods available: Baker OneAccount, ACH to existing personal bank account, or by paper check. Information regarding the Baker OneCard can be obtained in your campus Financial Services Office or by visiting **www.BakerOneCard.com.**

RETURN OF TITLE IV FEDERAL FINANCIAL AID FOR WITHDRAWALS

Students are encouraged to contact campus Financial Services before withdrawing from classes to understand the complete financial impact of a withdrawal. Many times a withdrawal can result in a student owing the College and/or federal government financial aid that had already been refunded to the student.

Federal laws set forth regulations that govern the treatment and calculation of refunds for recipients of Federal Financial Aid (Title IV aid) when students withdraw from classes.

The Title IV Federal Financial Aid includes the following programs:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal Parent PLUS loans
- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Other Grants

For students who begin attendance in classes and then withdraw before they have completed 60% of the payment period, Baker College is required, by regulations, to calculate the amount of earned and unearned Title IV aid for the students. The regulations state that a student is entitled to keep only the portion of the aid earned, and the College/student must return the funds that were not earned to the appropriate program.

The calculation steps are as follows:

1. **CALCULATE THE PERCENTAGE OF ENROLLMENT PERIOD COMPLETED**
   Divide the number of calendar days the student attended by the number of calendar days in the enrollment period (any scheduled breaks of 5 days or more are subtracted). If the percentage is greater than 60%, the student has earned 100% of aid.
2. **CALCULATE THE AMOUNT OF EARNED TITLE IV AID**
   Multiply the percent of the enrollment period completed (if less than 60%) by the total Title IV aid disbursed or that could have been disbursed according to late disbursement rules.
3. **CALCULATE THE AMOUNT OF UNEARNED TITLE IV AID**
   Subtract the amount of earned Title IV aid from the total amount of federal aid disbursed. The difference must be returned to the appropriate Title IV program by the College or by the student.
4. **RETURN OF THE TITLE IV FUNDS**
   a. The College is required to return funds based upon the total institutional charges for the payment period multiplied by the percentage of unearned Title IV aid. This could result in **the student owing money back to the College** that had previously been disbursed as an excess credit to the student during the quarter.
   b. **The student will be responsible** for any balance of unearned Title IV funds that were not required to be returned by the College.
      i. If the student's portion of the aid to be returned is a loan, the student is not immediately required to repay the loan. The terms of the original loan repayment agreement will apply.
      ii. If the student's portion of aid to be returned is an overpayment of a grant, the student is required to repay only the amount exceeding 50% of the total grant for original amounts over $50. The College will notify the student of the amount and the procedures for repayment, if this is required. If the student does not repay the funds, the student is not eligible for federal Title IV funds at any institution until the overpayment is paid.
5. **RETURN OF UNEARNED TITLE IV FUNDS**

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:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal Parent PLUS loans
- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Other Grants

If the student's account was not posted with all the funds he/she earned, a post-withdrawal disbursement may be calculated. If student loans are included in the unfunded aid, the student will have the option to decline the loan funds so he/she does not incur additional debt. This is not an option for first time/first year borrowers who withdrew during the first 30 days of enrollment because loans cannot be disbursed. The College may use all, or a portion of, grant funds post-withdrawal for tuition, fees, and room and board charges without student permission. If the student has any other charges, the student must give permission to use the grant funds.

The federal regulations governing Title IV aid refunds are separate from the College's tuition refund policy for tuition and charges (see Tuition Refund Policy on the previous page).

Withdrawing from classes may also impact Satisfactory Academic Progress (see Satisfactory Academic Progress Rules on the next page).

EXAMPLE OF A RETURN OF TITLE IV FINANCIAL AID FUNDS CALCULATIONS:		
Withdrawal Official Notice	**Week 2**	**Week 4**
Institutional Charges	$2,760	$2,760
TITLE IV AID		
Loans	$1,200	$1,200
Pell	$1,910	$1,910
Total Title IV Aid	**$3,110**	**$3,110**
Refund to Student	$350	$350
Account Balance	-0-	-0-
Withdrawal Calculations		
Tuition Refund	$1,380	-0-
Adjustment for Title IV	$2,161	$2,161
Balance Student Owes	$781	$2,161
STUDENT WITHDREW		
15 days attendance out of a 69-day enrollment period		
Percent Earned	15/69 = 21.7%	
Percent Unearned	100% - 21.7% = 78.3%	
Amount of Title IV Aid Unearned	$3,110 x 78.3% = $2,435	
THE COLLEGE MUST RETURN		
Title IV: Total $2,161	Loans: $1,200	Pell: $961
STUDENT MUST RETURN		
Student's amount: $274**	Unearned: $2,435	College return: $2,161

**In this example, funds the student must return are related to the Pell Grant. As stated in #4 b, federal regulations exempt the student from returning grant funds if the balance is less than 50% of the original grant total. The student would not have any amount required to be returned in this example.

The Tuition Refund Policy uses official notice date to determine refund percentage and not last date of attendance (see Tuition Refund Policy).

The example does not reflect all of the different combinations of refund situations that may exist. More information on the Title IV return calculations can be found at the campus Financial Services Office.

The College reserves the right to amend this procedure to comply with federal regulations.

REPEAT COURSE POLICY

Financial aid may be available to help pay for a repeated course if the student's existing grade in the course is an F or W. If the student received a passing grade (D- or better), financial aid may be used to repeat the course only one time. Financial aid is not available for coursework completed in a previously earned certificate or degree program.

CENSUS DATE

Baker College uses the census date to determine a student's enrollment status for awarding Pell Grant funds. The census date is typically the 9th calendar day of the standard undergraduate class calendar.

The courses which students are registered for at 11:59 pm (Eastern Time) on the census date will determine Pell Grant eligibility. This means that if a student adds or drops classes before the census date, the amount of Pell Grant he or she is eligible for will be affected. If classes are added or dropped after the census date, the initial Pell Grant award will not change even if the student has been attending the class.

The census date does not apply to other forms of financial aid. Enrollment changes after the census date may affect the amount of other grants, scholarships, and loans the student may receive. Students are encouraged to contact Financial Services for details about how enrollment changes will affect their financial aid awards.

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 three academic standards that all students are required to maintain in order to remain eligible for future financial aid assistance. The standards required to maintain eligibility for financial aid are Grade Point Average (GPA), Pace, and Maximum Time Frame. In addition, students must be accepted for continued enrollment under the policies defined in the Baker College Catalog.

Grade Point Average (GPA) Requirement

UNDERGRADUATE STUDENTS

Baker College will evaluate the GPA Requirement after each spring quarter. Students on a certificate program of 48 or fewer credit hours (based on published Catalog hours) will be evaluated quarterly. Students will be considered in violation if they do not maintain the minimum GPA requirement.

Listed below are the minimum GPA requirements for the initial review. Please note that these minimums apply only to the first review; all subsequent reviews require that the student maintain a 2.0 GPA.

Credit Hours Attempted	Initial Review Minimum GPA
1-16	1.50
17-32	1.65
33-48	1.80
49-64	1.90
65 and above	2.00

GRADUATE STUDENTS

Baker College will evaluate the GPA Requirement after each spring quarter. Students will be considered in violation if they do not maintain the minimum GPA requirement. Listed below are the minimum GPA requirements for the initial review. Please note that these minimums apply only to the first review; all subsequent reviews require that the student maintain a 3.0 GPA.

Credit Hours Attempted	Initial Review Minimum GPA
1-12	2.75
13-24	2.87
25 and above	3.00

Pace Requirement

Baker College will evaluate the Pace Requirement after each spring quarter to ensure that students successfully complete two-thirds of their cumulative hours attempted (including transfer credit). Students on a certificate program of 48 or fewer credit hours (based on published Catalog hours) will be evaluated quarterly. Students will be considered in violation if they do not meet this requirement.

Maximum Time Frame Requirement

Baker College will monitor the Maximum Time Frame Requirement at the end of each quarter by comparing the required hours for program completion to the cumulative hours attempted. Students will be considered in violation when it becomes mathematically impossible for them to graduate within the 150% time frame.

Definitions:

- Time Frame: Published program hours multiplied by 150%
- Cumulative Hours Attempted: Cumulative hours attempted at Baker College, plus transfer hours, minus up to 45 developmental hours (if any), minus adjusted hours for successfully completed classes toward the most recent prior program, but not applicable to the current program (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 Pace and Maximum Time Frame Requirements.
- Classes that do not meet the minimum grade criteria are not considered successfully completed for purposes of the Maximum Time Frame Calculation.
- Academic amnesty does not eliminate classes from being included in the calculation.

Reinstatement of Eligibility

Students may reinstate their eligibility using one of the following options:

- Students in violation of the GPA or Pace Requirements may re-establish good standing by completing the number of hours required or raising their cumulative GPA without the assistance of federal or state aid. Once completed, it is the student's responsibility to contact Financial Services regarding reinstatement of his or her financial aid.
- By submitting an appeal, with proper documentation based on special circumstances, to Financial Services at Baker College for consideration of reinstatement. Examples of special circumstances include illness, unexpected hardships, death in the immediate family, etc. Note: Beginning on July 1, 2011, students will be allowed to submit only two SAP appeals for consideration of reinstatement of financial aid. Only appeals reviewed by the committee (approved or denied) are counted in this limit. Students must wait four years after the second appeal is submitted before they can submit a third appeal for consideration.

Appeal Process

The SAP Appeal Form must be completed and submitted, **with proper documentation**, to Financial Services no later than the following dates:

Fall 2014 – September 12, 2014
Winter 2015 – December 30, 2014
Spring 2015 – March 20, 2015
Summer 2015 – June 12, 2015

Registered students, who are not notified of the violation prior to the deadlines listed above, must submit their appeals within 7 days from the date they are notified by Financial Services.

An appeal committee will review appeals to determine the appropriate action. Actions could consist of

- A returned appeal for additional documentation.
- An accepted appeal.
- A denied appeal.

All accepted appeals will include an academic plan, which must be followed by the student in order to re-establish financial aid eligibility. Students are required to meet with the appropriate academic personnel to register for classes while they are on this academic plan.

Academic Considerations

The Financial Aid Satisfactory Academic Progress Rules measure a student's 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 Satisfactory 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, while receiving Title IV funds, 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 federal or state licensed hospital, health clinic, or medical doctor.

CURRENT STUDENTS

ACADEMIC INFORMATION

ACCREDITATION

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.

Specialized program accreditations are noted with specific program information and on the Web site.

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 degrees, and doctoral 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.

THE ACADEMIC YEAR

Undergraduate

The school year at Baker College consists of four quarters. For on-ground campuses, fall, winter, and spring quarters are typically ten-week sessions; summer quarter is typically 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.

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.

ADVISING AND REGISTRATION

Advising

Academic advising is provided for students with academic questions and concerns. Its purpose is to provide appropriate information and resources toward achieving education objectives.

Registration

New students 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 not 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. 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.

CLASSIFICATION OF STUDENTS

Undergraduate

Full-time student: registered for 12 quarter hours or more
Three-quarter-time student: registered for 9-11 quarter hours
Half-time student: registered for 6-8 quarter hours
Less than half-time student: registered for 1-5 quarter hours

Graduate

Full-time student: registered for 8 quarter hours or more
Three-quarter-time student: registered for 5-7 quarter hours
Half-time student: registered for 4 quarter hours
Less than half-time student: registered for 1-3 quarter hours

CLASS STATUS

Undergraduate

The following schedule defines the number of credit hours, including developmental education courses, 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 degree program and have already completed an associate degree or its equivalent.

CREDIT HOUR DEFINITIONS

On-Ground Courses

Baker College defines a credit hour as the amount of work represented by intended learning outcomes consisting of not less than thirty clock hours. In terms of student expectations, for each credit hour, a student can expect a minimum of ten hours of direct in-class instruction and twenty hours of outside-of-class activities. This distribution may vary for courses with laboratory, internship, externship, clinical, and practicum requirements where a combination of direct instruction, academic assignments, lab work, field work, observation, and/or clinical practice is included.

Online Courses

Baker College defines a credit hour as the amount of work represented by intended learning outcomes consisting of not less than thirty clock hours. Online courses require regular and substantive faculty and student interactions. In terms of student expectations, for each credit hour a student can expect a minimum of ten hours of instruction. Online instruction includes, but is not limited to, instructor-facilitated asynchronous discussions, interactive tutorials, computer-assisted lectures, videos, or other digital resources. In addition, for each credit hour, a student can expect a minimum of twenty hours of outside-of-class learning activities. Outside-of-class activities include, but are not limited to, fulfilling academic assignments, completing readings, conducting research, contributing to asynchronous discussions, collaborating in group activities, and completing examinations. In internship, externship, clinical, or practicum courses, students should plan for course requirements to include a combination of instruction, academic assignments, lab work, field work, observation, and/or clinical practice.

GRADES

It is the responsibility of each student to meet the specific outcomes of each course, as defined by the instructor and listed on the course syllabus provided by the instructor at the first class session, as well as to meet the general overall requirements for graduation which include a minimum 2.0 cumulative GPA, total credit hours, percentage of general education credits, and prescribed speeds/proficiencies with selected equipment. If the student feels at any time that his/her performance is not on track to meet these requirements, the student should make an appointment to see his/her instructor (individual course) or an Academic Advisor (overall program).

Grades are computed at the end of each course and are available via the Internet at **www.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.

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.

STANDARD GRADING SCALE (UNDERGRADUATE)

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 undergraduate courses except for Health Science programs and related courses (see below).

HEALTH SCIENCES GRADING SCALE

A	=	94 - 100%
A–	=	91 - 93%
B+	=	89 - 90%
B	=	87 - 88%
B–	=	84 - 86%
C+	=	81 - 83%
C	=	78 - 80%
C–	=	75 - 77%
D+	=	72 - 74%
D	=	69 - 71%
D–	=	65 - 68%
F	=	0 - 64%

THE FOLLOWING PREREQUISITE COURSES ARE INCLUDED IN THE HEALTH SCIENCE GRADING SCALE:

SCI	100F	Structure and Function of the Human Body
SCI	101C	Anatomy and Physiology I
SCI	102C	Anatomy and Physiology II
SCI	111	Biology
SCI	211	Pathophysiology
SCI	220A	Microbiology
SCI	246	Chemistry
SCI	271A	Clinical Kinesiology
SCI	311	Neuroanatomy

ALL COURSES UNDER THE FOLLOWING PREFIXES ARE INCLUDED IN THE HEALTH SCIENCE GRADING SCALE:

CAS	CCP	DAS	DHY	DMS	EMS	ESM	HIT	HN	HSC
HT	MED	MIS	MLT	MOA	MSG	NUR	NURL	OCC	OP
OPT	OTA	PHT	PTA	PST	PN	RDT	RAD	RSC	SPT
STC	SCT	VAS	VET						

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	=	0.0 points (failure)

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.

AUDITING A COURSE

An audit grade is given when a student enrolls in a course for which neither a grade nor credit(s) 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 a course is $100.00. Additional fees may be associated with some courses. Audit status must be declared at the time of registration and confirmed with the instructor on the first day of class. Audit enrollments are based on class size availability. If at any point, prior to the beginning of the course, the class size maximum is reached, any audit registrations will be canceled. Financial aid is not available for audited courses.

INCOMPLETE GRADE POLICY (EXCLUDING WORK, CLINICAL, OR FIELD EXPERIENCE COURSES)

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 of 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.

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 is responsible for contacting the Dean and completing 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.

HONORS

Undergraduate Certificates, 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 possible 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 possible 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 possible publication the following quarter.

- *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 posted.
- *Academic Honors #2* - (President's List, Deans' List, Honor Graduates) - Developmental education courses are not calculated in the determination of earning Academic Honors.

ACADEMIC STANDING

Undergraduate Programs

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 Programs

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 to graduation	3.00

ACADEMIC AMNESTY: FRESH START PROGRAM

The Fresh Start Program, which is for undergraduate students only, allows students with poor academic records, including those who have experienced 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 to the campus Director of Advising. Approval for academic amnesty must be received prior to the start 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 Satisfactory Academic Progress rules for financial aid and wishes to establish eligibility for those funds, an appeal for reinstatement must be submitted to Financial Services.

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 re-admitted at the beginning of any subsequent quarter.

Undergraduate students with good academic standing re-enrolling after interruption of at least one quarter* must complete a Re-entry Application found on the Baker College Web site. 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.

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.

Students may need to choose a new program, if the program is no longer offered or if they desire a new career path. 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.

*Summer quarter/sessions in most programs do not apply to re-admission and re-entry guidelines.

PROGRAM CHANGES

Any change of program by a student 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 to 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 schedules.

ACADEMIC RESOURCES

BOOKSTORE

Bookstore hours vary, allowing ample opportunity for students to purchase books, supplies, and a variety of Baker College spirit sportswear. Students are to purchase textbooks 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 bookstore charges unless the purchase is 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 Financial Services 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.

TEXTBOOKS:

- Returns of textbooks or required workbooks/study guides/manuals in original condition are allowed within two weeks from the beginning of class.
- Returns of textbooks for the second five-week session are allowed for one week from the beginning of class.
- Returns of textbooks for classes less than five weeks are allowed if the student has not attended. Verification may be request or required.
- Returns of textbooks purchased new but brought back with writing, highlighting, broken plastic shrink wrap, or other minimal damage are allowed within the time frames above and will be valued at the price or less depending on severity.

NON-TEXTBOOK ITEMS:

- Returns of non-textbook items, reference books, and textbooks sold as reference books in original condition are allowed within 10 days from the date purchased.
- Software and electronics must be unopened.
- Clothing must have tags attached and be free of damage from hair, stains, or odors.
- Returns are not allowed for custom kits such as dental, culinary, art, drafting, interior design, etc.

OTHER:

- The original sales transaction must be verified with a receipt or by other means prior to a return.
- Items with manufacturer defects will be exchanged within 10 days from date purchased for exact replacement, if available.
- Returns or exchanges are not allowed on items marked non-refundable or on items that are sale, clearance, or special order items.
- The bookstore Return Policy is subject to change without notice.

Book Buy-Back:

An on-ground Book Buy-Back is held each quarter by an outside purchaser. Used books being repurchased at Book Buy-Back are subject to change. Not all titles sold by the Bookstore are eligible for Book Buy-Back. Check with the campus bookstore for the buy-back schedule.

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. To sign up for the Online Book Buy-Back, visit **www.baker.edu/bookstore**

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 **www.baker.edu**, click on SOLAR system, choose STAR system, and choose Bookstores.

Alternative methods to order Online/Graduate textbooks include ordering by telephone: 1-800-339-9879, By e-mail: bookstore@baker.edu, or by fax: 1-810-766-4121. Textbooks will be shipped directly to the student's home address.

ACADEMIC RESOURCE CENTER (ARC)

Library Services

The mission of the Baker College libraries is to fully support the educational endeavors of students, faculty, and staff of Baker College by providing 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.

The Library is here to advance student learning and career goals at Baker College. The many resources available include:

LIBRARY WEB SITE

- Begin research at **www.baker.edu/library**
- A world of college-level resources for academic success

RESEARCH GUIDES

Begin at **www.guides.baker.edu** to locate program and course-specific guides with:

- Links to electronic books
- Credible, authoritative Web sites
- Keywords to help you search
- Topic ideas
- Magazine articles
- Focused database choices
- Academic videos

Ask Us

- Visit **www.askus.baker.edu** for help
- Search the list of questions already asked

Research Tutoring

- Personalized session with a librarian
- Assignment focused help

Online Resources

- Full-text articles from more than 90 databases
- Over 60,000 electronic magazine and journals
- Available 24/7 with student ID

Media

- DVDs, CDs, and audiobooks
- Online media covering college-level subjects

Electronic Books

- Over 60,000 searchable e-books
- Available 24/7 with student ID
- Devices for rent

Print Materials

- More than 250,000 print books
- Over 1,000 print magazine subscriptions
- Access millions more with student ID

Ten Campus Libraries

- Use Baker student ID at any location
- Access all library resources - online and print
- Space for research, individual, and group study

Faculty Support

- Library instruction sessions available by appointment
- Embedded librarians available for many classes
- Assistance with faculty research

Additional Services for Online Students

- 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
- UPS delivery for books (in US only)
- Journal articles delivered electronically whenever possible

Learning Support Services/Tutoring

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.

Learning support services may also offer video, computer, and audiotape tutorial support and enrichment opportunities. Learning support services are free to Baker students. Computers are available for student use in the Academic Resource Centers. To obtain current information on services available, check with the Academic Resource Center on each campus.

Laboratories

Baker College makes available labs to enable students to complete course projects and to gain proficiency on equipment. Open labs may include computer, technical, and health science rooms as well as the Academic Resource Center. The schedule of open lab times can be obtained from the course syllabus, the instructor, the Academic Resource Center, or the Academic/Administrative Offices. These labs may be limited to students registered in courses requiring lab times. Student IDs may be checked periodically during open lab periods. Lab schedules may vary from quarter-to-quarter.

STUDENT SERVICES

CAMPUS SAFETY

It is the mission of the Campus Safety Department is 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.

The Campus Safety Department prepares an Annual Security Report which is available at **www.baker.edu/safety**

Alcohol and Drug Use

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. Baker College will provide referrals to students who seek assistance with alcohol or drug problems.

Baker College does not consider the use of alcoholic beverages or drugs 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, and/or 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 attend class, 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 Academic Resource Center. 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 locations at least 100 feet from the building. Emergency evacuation information and routes for leaving the building are posted in each classroom (See evacuation information in each room.) 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.

Medical Emergencies

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 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 healthcare needs far better than anyone else. For this reason, the primary responsibility for healthcare 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.

Substance Abuse Referrals

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.

Personal Concerns Referrals

Individual assistance and/or referrals to outside agencies are provided for students with personal concerns. Appointments can be made by contacting the Academic Advising Department. Referrals will be confidential.

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 may 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.

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 cards when on campus.

CAREER SERVICES

Career Assessment

Career assessment inventories are available to assist students with evaluation of work-related interests, skills, and abilities.

Professional Career Strategies

Successful completion of the Professional Career Strategies course (WRK 291B) 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 can enroll in WRK 291B the last quarter of a certificate program or during the last two quarters of a degree program.

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. Through the Baker College HQ Connect system, students can search the database of approved employers and apply to available job openings.

WORK EXPERIENCE PROGRAMS

Undergraduate

Baker College work experience programs provide students with opportunities to earn academic credit while gaining professionally supervised 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 an externship/affiliation or internship after the majority of the program major core courses are completed. 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.

Externship / Affiliation:

- 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:

- Work experience of a minimum of 120 hours
- Career and program related
- Credit generating
- Professionally supervised
- Paid/unpaid work experience, depending on the employer

Experiential Learning Credit (ELC) for Work Experience

Students can petition for four credit hours of Work Experience by documenting their current employment experience in a field related to their program and major core courses. Prior approval is required. Students will be charged 25% of the four credit hour tuition fee, and four credits will be applied to the transcript upon approval and completion.

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. Health Science students are responsible to have health insurance at all times. Some work experience sites will not accept students who do not have health insurance coverage.

INCOMPLETE GRADE POLICY FOR WORK, CLINICAL, OR FIELD EXPERIENCE COURSES

An instructor may agree to issue an Incomplete (I) grade for a work or field experience course if any of the following conditions are met:

1. The coordinator* of the work or field experience informs the instructor that an incomplete (I) grade should be assigned when a work or field experience site becomes unavailable.
2. The work experience coordinator informs the instructor that an Incomplete (I) grade should be assigned because the student is unable to complete the required hours within the time frame of the registered course.
3. The student has completed 80% of the total coursework and has a chance of earning a passing grade in the course.
4. The student and instructor must sign a "contract" that clearly states the requirements to be completed and the due date for completion of reach requirement. The due date may not exceed the last day of the following quarter unless extenuating circumstances are reviewed and approved by the CAO. 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.

*A coordinator can be any of the following: (1) the instructor teaching the course, (2) the academic fieldwork coordinator, (3) the clinical coordinator, (4) the practicum coordinator, or (4) Career Services staff.

Employment Assistance

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.

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.

Through the Baker College HQ Connect system, recent graduates and alumni can search the database of approved employers and apply to available job openings.

Employment Statistics

The following chart details employment statistics for Baker College for the past five years.

PERCENTAGE OF AVAILABLE GRADUATES EMPLOYED					
CAMPUS	**2009**	**2010**	**2011**	**2012**	**2013**
Allen Park	95%	96.3%	95.6%	96.6%	95%
Auburn Hills	98.3%	100%	99.6%	97.9%	97.8%
Cadillac	97%	97.1%	97.5%	97.2%	99%
Clinton Township	98.5%	96.8%	96.6%	95.6%	97.6%
Flint	97.6%	97.7%	96.1%	95.6%	95.6%
Jackson	98.8%	98.2%	99%	98.3%	96.5%
Muskegon	96.7%	96%	96.3%	97.8%	98.9%
Owosso	95.2%	97.2%	95.2%	98.1%	98.1%
Port Huron	95.4%	95.2%	96.6%	95.6%	96.4%
Online*		97%	98.8%	99.7%	99.9%
Graduate*		98.7%	98.6%	100%	99.6%
System	97.2%	97.3%	97.2%	97.5%	97.7%

*Employment statistics were not calculated for the Online and Graduate campus prior to 2010.

This data is included as information only and is accurate to the best of our knowledge.

AVAILABLE GRADUATES ARE DEFINED AS THE FOLLOWING:

- Graduates who have completed their academic program during the reporting year, minus graduates continuing their education

UNAVAILABLE GRADUATES ARE DEFINED AS THE FOLLOWING:

- 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.,
- Graduates who do not cooperate with the efforts of Career Services to gain employment by refusal to return phone calls, to provide an updated résumé, to complete forms, or to follow up on Career Service generated job referrals in their related field, or by having unrealistic geographic or monetary expectations.

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.

REPEAT COURSE POLICY

Students may repeat courses to improve their grades. Financial aid may be available to help pay for a repeated course if the student's existing grade in the course is an F or W. If the student received a passing grade (D-or better), financial aid may be used to repeat the course only one time. Financial aid is not available for coursework completed in a previously earned certificate or degree 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 student may attempt a non-developmental course for the third time only after meeting with and obtaining written authorization from the Program Dean or General Education Dean, depending on the course discipline.

An attempt is defined as a course completion in which a student is assigned a grade. Withdrawals are not considered an attempt. A student is blocked from registering for a course for a third time until a Third Attempt Learning Contract is completed and registration is approved. Successful completion of the conditions outlined within the Third Attempt Learning Contract is required for consideration of subsequent attempts.

WITHDRAWAL FROM A COURSE POLICY

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 Tuition 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). A student will be withdrawn from a course up to the end of the week which precedes the final week of the course. (The student has earned a grade at this point).
2. The level of academic achievement for the course makes it inadvisable for a student to remain in the course. The instructor communicates his/her concern about a student's level of academic achievement in a course by submitting a Student Notice of Concern form. The form is reviewed by the designated campus official(s) and a decision is made regarding the student's status in the course.
3. 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.

Student-initiated or college-initiated withdrawals do not reduce the student's financial obligation.

ACADEMIC APPEAL PROCESS

Baker College has established an appeal process for students who have concerns regarding grades and the consistent application of both class requirements and policies as it pertains to grades.

If a student believes that the final course grade is based on a clerical or calculation error, capriciousness, arbitrariness, or is not in alignment with established grading criteria outlined in the course syllabus, the student may file an appeal and must offer evidence to support the claim.

To ensure prompt resolution of the student concern, the appeal process has deadlines for each stage. If the student does not file the required paperwork within 90 calendar days of the end of the quarter in which the concern occurred, the student cannot appeal. All deadlines for the process must be met; otherwise, the appeal ends, and the student has no further recourse.

Step 1:

The student will discuss the concern in dispute with the instructor.

Step 2:

If the concern is not resolved with the instructor, and the student wishes to pursue the concern, the student will communicate with an Academic Advisor or designee. The Academic Advisor or designee will provide the student with an Academic Appeal form.

The student will complete the Academic Appeal form and submit, within five business days of the meeting with the Academic Advisor or designee, a comprehensive written document, which represents a summary of the facts and data from the student's point of view. The appeal and supporting documentation must be received by the established deadline. If any supporting material is not received by the stated deadline, the appeal will go forward without the additional material. Upon receipt of the appeal, the Academic Advisor or designee will send the appeal to the instructor.

The instructor will review the appeal and provide a written response to the student's concern. The instructor will return the response to the Academic Advisor or designee within five business days of receipt of the appeal. The Academic Advisor or designee will share the instructor's written response with the student.
If the concern is not resolved, the appeal will move to Step 3.

Step 3:

The Academic Advisor or designee will 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 five business days to render a decision and return the appeal to the Academic Advisor or designee.

The Academic Advisor or designee will inform the student of the decision. Upon the student's request, the Dean/Chief Academic Officer/Vice President for Academics may review the decision with the student. Within five business days of notification, the student will indicate, in writing on the Appeal Form, his/her acceptance of the decision or the desire to move the appeal to Step 4.

Step 4:

If the concern is not resolved in Step 3, and the student chooses to pursue the concern further, the Academic Advisor or designee, will contact the Chair of the Judiciary Council and will forward all documentation. The Judiciary Council will be convened within ten business days of receipt of the appeal to resolve the concern.

The Judiciary Council will be formed and chaired by the Director of Student Services or designee. The Chair will be a non-voting member of the Council. The Council will 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.

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 five business days.

The decision of the Judiciary Council is final. The student and the instructor may respond in writing to the Council's action, and these responses will be placed in the student's academic file. No further appeal will be permitted.

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

Students 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 any 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.
3. A student fails to complete required work within 30 days of the beginning of a course in which he/she is enrolled. A Notice of Concern must be on file from the instructor indicating that the student has not completed any coursework within this time period or has not successfully completed (passed) enough work to receive a passing grade if the student remained in the class.

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. Readmission for developmental education academic dismissal may be considered earlier than the four year requirement 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.

ATTENDANCE POLICY

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 submission of any of the following within Blackboard during the seminar week:

- Wiki, blog, or journal assignment
- Assignment submission to an assignment link
- Discussion Board posting

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.

COURSE REINSTATEMENT FOR EXCESSIVE ABSENTEEISM POLICY

The student initiates the application process for course reinstatement through the SOLAR/STAR system. The student can request course reinstatement only once per course, per quarter. The instructor reviews the application and makes a decision to approve or deny the request for course reinstatement. The instructor cannot approve a second reinstatement into the same course within the same quarter. The reinstatement process and the assessment of the associated student work must be completed prior to submission of final grades. If the request is approved, the instructor generates an academic plan of action.

STUDENT COMPLAINT POLICY

Students have the right to file a formal student complaint about College matters if they believe their rights have been violated. Students may file a formal complaint, in writing, with the appropriate College officer. Formal complaints must be specific, comprehensively documented, signed by the student in written format, and delivered either by US mail or through an attachment to an e-mail. To be considered a "formal student complaint," the information submitted by the student needs 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.

After submission of the formal, written complaint by the student, the College will outline the steps that will be followed to resolve the issue within 10 business days. Formal student complaints are considered grade disputes, Equal Opportunity complaints, Americans with Disabilities Act complaints, and harassment complaints.

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.

BAKER COLLEGE STUDENT PRINTING

The Baker College Print System is architected to allow students to use Baker College resources to print and scan documents.

Students are given a $50.00 printing credit each quarter, which corresponds to 500 black and white single-sided pages. (Students may also print in color, but this will reduce the number of pages provided.)

- Duplex (two-sided) print jobs count as two print pages.
- Printing balances do NOT transfer from quarter-to-quarter. New balances are loaded each quarter.
- If a student exceeds the $50.00 of free printing at any time during the quarter, students will not be able to print without purchasing additional printing credit.
- Students can purchase additional prints from designated location(s) while on campus.
- Student-purchased prints are non-refundable and non-transferable.
- The quarterly allotment of prints cannot be redeemed for cash.

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 click on Solar System at the top of the page.

ACCEPTABLE USE POLICY FOR BAKER COLLEGE INFORMATION TECHNOLOGY RESOURCES

I. Introduction

This policy defines the accountability of all ("Users") as well as the boundaries of acceptable use of Baker College computing and communication recourses. Baker College provides robust resources to support the information technology (IT) environment, including computers, data storage, mobile devices, electronic data, networks, software, e-mail services, electronic information sources, voicemail, telephone services, and other products and services.

Baker College's computing and communication resources are the property of Baker College and are used to support the institutions Guiding Principles, including the advancement of education, services, community, and administrative business support services.

IT resources are provided for the use of faculty, staff, students, and courtesy affiliates. This policy is intended to help protect Baker College and its constituents as it relates to privacy and confidentiality as well as the overall integrity of Baker College IT resources. Having a sound and effective information technology environment is essential to the Mission and Guiding Principles of Baker College.

When utilizing Baker College resources, you agree to the Acceptable Use Policy for Baker College Information Technology Resources language.

II. Applicability

2.1 This Policy applies to all individuals using Baker College resources, regardless of affiliation (faculty, staff, students, and courtesy affiliates) or where the resources are accessed or used, i.e. Baker College campus or remote locations.

2.2 For usage within the Baker College campus IT environment, additional rules may apply to specific resources, including classrooms, business systems, networks, software, social media, databases, and other services and support. Rules will be consistent with this policy and could potentially enact additional requirements and/or responsibilities on the Users.

2.3 Access to Baker College resources may be wholly or partially restricted without prior notice and without consent.

2.4 Access to this Policy will be granted to Users through the Web site, handbook and/or catalog.

III. General Authorized Usage Overview

3.1 Baker College resources are provided for College-specific objectives, including supporting the College's mission, teaching, administrative actions, and student/student-life activities, including social media usage.

3.2 Users are granted access to Baker College IT resources and are responsible for all activity performed with their user IDs. Users should take appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources.

3.3 Inappropriate or supplementary use that inaccurately or inappropriately illustrates support or affiliation of products, services, or organizations, without written approval, is prohibited.

3.4 Usage of Baker College resources for supplementary personal use is done at the user's own risk. The College cannot and will not guarantee the continued operation, support, or security of IT resources.

3.5 Users are responsible for informing themselves of any Baker College policies or regulations that control the use of College resources prior to resource usage.

3.6 Users are expected to respect the privacy of other Users, including usage, content, or identities.

3.7 Users are required to comply with state, federal, and local laws as well as College policies. Additionally, Users are required to adhere to the rules and regulations dictated by third parties.

3.8 Users are expected to engage in safe and responsible security and computing practices in order to maintain the integrity of Baker College resources.

IV. Inappropriate Usage

4.1 The use of Baker College resources for private business, commercial activities, fund-raising, or advertising for non-College purposes is prohibited unless approved in advance.

4.2 Users must adhere to copyright, trade secret, patent, or other intellectual property or similar laws/regulations.

4.3 Using College resources for unlawful communications, including threats of violence, obscenity, child pornography, and harassing communication are prohibited and will immediately be reported to the local police department and/or campus safety.

4.4 Unauthorized access, modification, copies, or deletion of Users' accounts or resources, including files, is not allowed.

4.5 Users cannot use IT resources in a manner that impacts usage or activities of the resources by other Users including, but not limited to, the introduction of malicious software or malware.

4.6 Connecting unauthorized modems, routers, wireless access points, or other devices to Baker College resources is prohibited.

4.7 Interfering with the networking including, but not limited to, scanning, monitoring, intercepting, and altering network packets is expressly prohibited.

4.8 Baker College resources cannot be used to engage in patrician politics or promote/oppose ballot measures unless that use is approved by the President/CEO.

4.9 Users cannot access Baker College resources without the proper authority, which includes attempting to evade or circumvent user authentication and/or misrepresenting one's identity or affiliation.

V. Email and Electronic Communications

5.1 Access to Baker College e-mail is a privilege that may be wholly or partially restricted without prior notice and without consent of the user.

5.2 An activity that may strain the e-mail or network facilities is a violation of this policy. These activities include, but are not limited to, sending chain letter and widespread dissemination of unsolicited e-mail.

5.3 Modification or forging of email information, including the header, is prohibited.

5.4 Confidentially of e-mail or other electronic communication cannot be assured; therefore, Users should be aware of the risks when sending confidential, personal, financial, or sensitive information.

VI. Social Media

For specific policies, procedures, and code of conduct, please reference the following documents located on the Baker College Web site: Baker College Student Social Media Code of Conduct and Baker College Faculty and Staff Social Media Policies and Procedures.

VII. Privacy

7.1 Privacy is important to Baker College; however, Users should be aware that the data created or stored on Baker College resources remains the property of the College.

7.2 Users are expected to respect the privacy of other Users and not divulge personal data concerning faculty, staff, or students.

7.3 Authorized individuals of the Baker College IT environment will perform management tasks in a manner that fosters User trust.

7.4 The College does not routinely monitor individual usage; however, normal operations require the backup of data, logging of activities, monitoring general usage, logging files, and other similar activities. Baker College may access various resources in order to perform necessary maintenance, including security events.

VIII. Operational Security

8.1 The College may, without advanced notice to Users, take any action necessary to protect the interests of Baker College to ensure that the IT resources are stable and secure. Any action necessary will be taken including monitoring and scanning College resources.

8.2 Third-party intrusions, viruses, and physical access can compromise computing and communication security. Baker College takes reasonable precautions to minimize risks. Users must notify and report incidents to abuse@baker.edu.

8.3 Known or suspected violations of the Acceptable Use Policy or Social Media Policies should be reported immediate to abuse@baker.edu.

IV. Enforcement

9.1 Use of Baker College resources is a privilege and not a right. User's access to Baker College IT resources may be limited, suspended, or terminated if that User violates the Policy. The CIO or the Director of Security will address alleged violations of this Policy.

9.2 In addition to review of alleged violation of this Policy, the College may be obligated to report incidents to law enforcement.

9.3 Users who violate this Policy, other College policies, or external laws will be subject to disciplinary action and/or penalties.

9.4 If the CIO determines that a User has violated this Policy and determines that access should be limited or suspended, the User may appeal that decision to the System Executive Committee.

Definition of Users: any authorized individual, including faculty, staff, students, or courtesy affiliate.

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.

Baker College will take into account all circumstances that are applicable to the potential student including felony convictions. If a potential student has been convicted of a felony, Baker College will consider the specifics of the conviction. The specifics will include the original charge, the crime for which the potential student was convicted, the length of time since the date of conviction, and if the potential student was incarcerated, the length of time from the date of the release, along with any other relevant information requested by Baker College.

Baker College may also consider any documented success of rehabilitation. If necessary, the potential student will provide any releases or waivers necessary to obtain the requested information.

If a potential student is currently on parole, the potential student will provide the name and contact information of his or her parole officer. Baker College will obtain the conditions of parole and will determine whether admittance to Baker College meets the conditions of parole. A personal interview may be required. After review of the available information, Baker College will determine whether to deny admission to the potential student, admit the potential student, or admit the potential student with conditions.

Baker College reserves the right to refuse admission or readmission to any applicant whose academic preparation, personal disposition, or personal demeanor is determined to be inconsistent with the ideals, values, and educational aims of the College.

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 the following:

- The mission of the College
- Opportunities and settings that facilitate the interaction of persons of different cultures, backgrounds, and persuasions.
- 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 electronic devices 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.

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 institutional levels. This data includes direct measures of student learning, course evaluations, instructor evaluations, employer evaluations, and various surveys of shareholders 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 students' college experiences.

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.

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 list includes 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 College 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. A student cannot appeal a grade if the sole basis for the appeal is contingent upon overturning an academic dishonesty decision. A student may, however, appeal a grade based on the criteria outlined in the Academic Appeal Process. Should the student choose to appeal the consequences of the Academic Honor Code violation, the student would use the Disciplinary Appeal Process.

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 (including tasers), 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. 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.

Any student arrested for a felony (on or off campus) will be immediately suspended from the College. The suspension is in effect pending disposition of the charges. The student may re-apply to the College once these pending charges have reached resolution.

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. 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.

Please note: An 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.

EQUAL OPPORTUNITY 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 characteristics in providing and administering of educational programs, services, activities, employment, or recruitment. Inquiries regarding this policy can be directed to the Vice President of Human Resources at 1050 W. Bristol Road, Flint, MI 48507 or by phone (810) 766-4028.

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, or other protected characteristics, 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 characteristics 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. This program 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 veteran status. This policy shall apply in the following areas: admissions, student educational opportunities and services, employment, promotion, demotion or 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 characteristics, 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 complies with the spirit and requirements of Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), as they apply to persons with disabilities who are otherwise qualified 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, employment, 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.

PROHIBITED HARASSMENT POLICY

Pursuant to Baker College's policy of Equal Employment Opportunity and nondiscrimination, the College will maintain a working/educational environment for its employees/students, which is free from prohibited harassment. Harassment on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, or other protected characteristics is prohibited and against the policies of the College.

An example of prohibited harassment is sexual harassment. 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, (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

PHYSICAL
Touching, pinching, brushing the body, coercing sexual intercourse, or assault.

Any employee/student who believes that he or she has been the subject of prohibited harassment should report the alleged conduct immediately to the Vice-President of Human Resources at:
1050 W. Bristol Road, Flint, MI 48507 or by phone (810) 766-4028.

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 engaged in the prohibited harassment of 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 prohibited harassment or participating in an investigation is prohibited.

The College recognizes that the issue of whether prohibited harassment has occurred requires a factual determination based on all the evidence received. The College also recognizes that false accusations of harassment can have serious effects on innocent individuals. 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 prohibited harassment.

Individuals who wish to file a complaint should complete the Baker College Complaint/Grievance Form.

ANTI-BULLYING/HARASSMENT POLICY

It is the policy of Baker College to provide a safe environment for its employees and students. This policy is intended to protect employees and students from bullying and/or aggressive behavior. Bullying is defined as repeated, abusive conduct that causes intentional physical or emotional harm to the target and often involves an imbalance of power between the bully and the victim, which may involve a gesture or a written, verbal, social, graphic, or physical act.

Baker prohibits any form of bullying or harassment. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions which cause, or threaten to cause, bodily harm, reasonable fear for personal safety or personal degradation. Bullying is not the same as teasing, but repeated, harmful teasing is a form of bullying. Constant undue criticism, work sabotage, and glaring are all potential examples of bullying tactics.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims. Bullying or harassment creates conditions that undermine the ability of individuals to achieve their full potential.

The following are examples of bullying or harassment:

VERBAL BULLYING:
Repeated comments made to, or about, a person by one or more people. These comments can include name-calling, intimidation, and humiliation tactics. Verbal bullying often happens when an imbalance of power exists between the bully and the bullied person, but sometimes the goal is to create this imbalance. When bullying creates a hostile environment and is based on a protected category, it could rise to the level of unlawful harassment.

PHYSICAL BULLYING
Repeated physically aggressive actions toward a recipient. Some forms of physical bullying constitute assault, battery, or false imprisonment. Even if no one complains, bullying may be occurring.

SOCIAL BULLYING
Harming a person socially, often resulting in social isolation of the victim. Examples of social bullying include spreading rumors, staring and laughing, or shunning.

CYBERBULLYING
Using digital means such as the Internet, social media, cell phones, or other electronic devices to bully someone.

OTHER
Bringing, or threatening to bring, baseless legal actions against someone to control or punish them.

Employees/students who believe that they have been the subjects of bullying or harassment should report the alleged conduct immediately to the campus Chief Academic Officer/Vice President for Academics. An investigation of all complaints 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 bullied or harassed another employee/student may 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 bullying, harassment, or participating in an investigation is prohibited.

The College recognizes that the issue of whether bullying or harassment has occurred requires a factual determination based on all the evidence received. The College also recognizes that false accusations of bullying or 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.

Individuals who wish to file a complaint should complete the Baker College Complaint/Grievance Form.

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 complaint 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 and Vice President for Human Resources at: 1050 W. Bristol Road, Flint, MI 48507 or by phone (810) 766-4028.

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.

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 eligible students certain rights with respect to their educational records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.

THESE RIGHTS INCLUDE:

1. The right to inspect and review the student's educational records within 45 days after the day the College receives a request for access.

   A student should submit to the Registrar, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed

2. The right to request the amendment of the student's educational records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask the College to amend a record should write the Registrar or other appropriate official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

   The College discloses educational records without a student's prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is a person employed by Baker College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official also may include a volunteer or contractor outside of Baker College who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from educational records, such as an attorney, auditor, collection agent, or a student volunteering to assist another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses educational records without consent to officials of another College in which a student seeks or intends to enroll.

4. The right to file a complaint with the US 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, US Department of Education, 400 Maryland Ave. SW, Washington, DC 20202.

Definitions

A "student" is any person who attends or has attended Baker College. An "educational record" is any record in handwriting, print, tape, microfilm, electronic, or other media 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 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

FERPA permits the disclosure of PII from students' educational records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to College officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the educational records without obtaining prior written consent of the student.

1. To other College officials, including teachers, within Baker College whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the College has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

2. To officials of another College where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the College's state-supported educational programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported educational programs, or for the enforcement of, or compliance with, federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, enforcement, or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

4. In connection with financial aid for which the student has applied, or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

5. To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

6. To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

8. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

10. Information the College has designated as "directory information" under §99.37. (§99.31(a)(11))

11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

13. To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

14. Student information will be sent to the National Student Clearing house for enrollment and degree verification purposes for interested parties **(www.degreeverify.org)**.

Annual Notification

Baker College publishes this institutional policy yearly in the Baker College Catalog and on the Baker College Web site.

Types and Locations of Educational Records

The record custodian for Baker College is the Registrar.

Type of Record and the Office Location

- Admissions Records - Admissions
- Academic Transcript - Academic/Administrative
- Cumulative Academic Records - Academic/Administrative
- Disciplinary Record - Academic/Administrative/Campus Safety
- Disciplinary Records (Housing) - Student Life/Services
- Financial Aid Records - Financial Services
- 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 and date received, academic honors, and candidacy for degree and/or teacher certification. 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 as a part of the student's educational record.

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 CHANGES

In order for Baker College to efficiently and effectively communicate important information to all students, we ask that you review your contact information, which is located in the SOLAR system. It is important that we have the most up-to-date, accurate contact information for our records. Please review and edit your information (if necessary) by accessing the SOLAR system (log-in with your Baker user name and password), and Choose CONTACT INFORMATION > EDIT Items, if you need to change your contact information.

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 electronically through the Baker College Web site. Transcripts will be considered official only if they are sent directly to the institution or business designated in writing by the student through electronic submission. All transcripts will be noted as "Official Transcript." Student copies will be stamped as "Issued to Student." Each will have the print date and the College's official name noted. Official transcripts cannot be hand-delivered. Transcript fees are delineated on the request form. Student working 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 any of the following:

1. High school transcript showing graduation, a GED certificate, or self-certification of high school graduation, if requested by the College
2. If the student has overdue financial obligations to Baker College
3. In certain circumstances, a completed graduation application
4. If student loan borrowers have not completed an exit interview through Financial Services 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.

DISCLOSURES

CAMPUS SAFETY

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 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:

- Campus safety policies and procedures, including the Procedures for reporting crimes and other emergencies on campus,
- Campus emergency response and immediate warning policies,
- Campus safety authority and jurisdiction,
- Security and facilities access,
- Security awareness programs,
- Sexual assault reporting procedures and preventative programs,
- The Baker College alcohol and drug policy,
- Crime statistics including murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, and auto theft,
- Arrests and disciplinary action statistics for alcohol, drug and/or weapons violations,
- Residence hall fire safety information (Cadillac, Flint, Muskegon, and Owosso only), and annual statistics for fires on campus (Flint, Muskegon, and Owosso 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.

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

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 2007. 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% of the new students at Baker College in fall 2007.

- 19.9% completed their programs in six years.
- 12.8% completed within 150% of the "normal" time for completion.
- 2.4% were still enrolled after six years.
- .6% transferred to another institution of higher learning.
- 21.5% 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 2013 Graduate Employment Rate was 97.7 percent.

UNDERGRADUATE GRADUATION

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 in actual class time 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. In certain circumstances a degree or certificate may be awarded in the absence of a graduation application.

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 in actual class time 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. In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

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 in actual class time 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 in actual class time 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. In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

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 in actual class time 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.

In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

REQUIREMENTS FOR EARNING ADDITIONAL DEGREES—BAKER COLLEGE GRADUATES

Associate Degree—Additional Degrees

Students are eligible to graduate with an additional Baker College associate 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 in actual class time 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. In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

Bachelor Degree—Additional Degrees

Students are eligible to graduate with an additional Baker College bachelor 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 in actual class time 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.

In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

Undergraduate and Postbaccalaureate Certificates

Multiple certificates may be earned from Baker College.

APPLICATION FOR GRADUATION

All students who anticipate successful completion of their program course requirements for a degree or certificate must complete a graduation application online for each program at **www.baker.edu/graduation-application** by November 1 for fall quarter graduation, February 1 for winter quarter graduation, April 10 for spring quarter graduation, and August 1 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 Application by the deadline.
See **www.baker.edu/graduation-application**

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
3.70 – 3.89	Magna Cum Laude
3.50 – 3.69	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.

- Students in postbaccalaureate certificates do not qualify as "Honor Graduates."
- Students graduating from Baker College who are serving or have served in the military will receive recognition cords and may be eligible for an additional SALUTE honor cord.

THE BAKER SYSTEM

AMERICA'S LEADING CAREER COLLEGE

NOT-FOR-PROFIT MEANS WE'RE IN IT FOR YOU

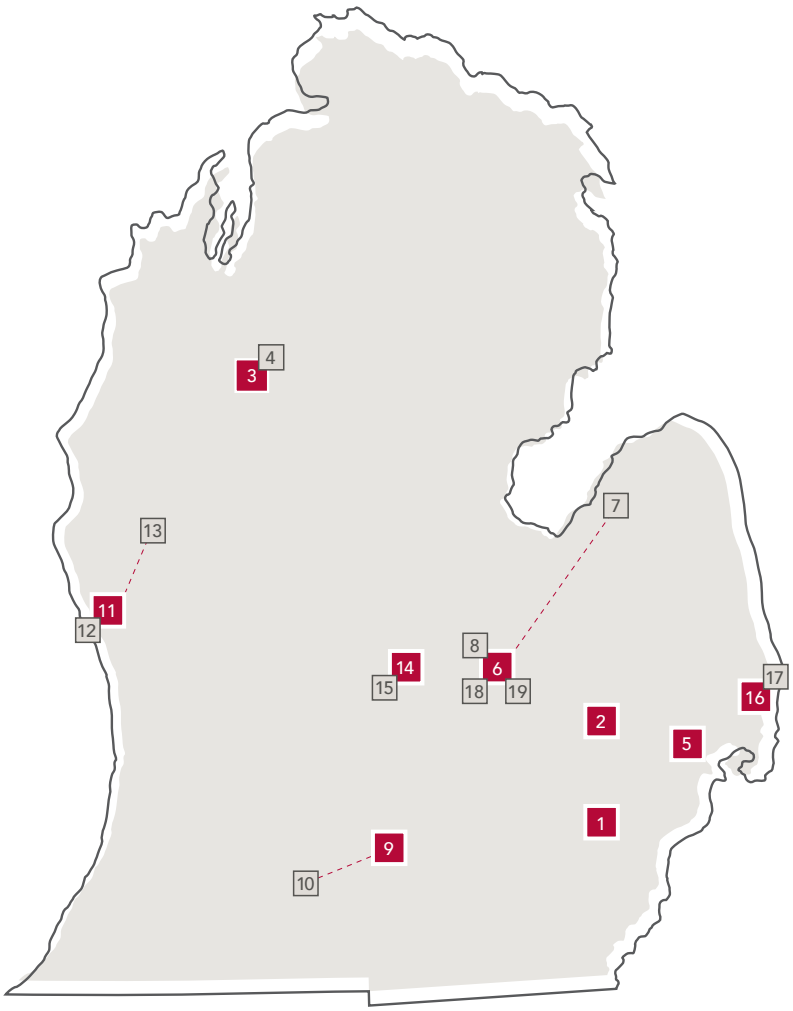
ATTEND ON-CAMPUS, ONLINE, OR BOTH

97% OF AVAILABLE GRADUATES ARE EMPLOYED

LIFETIME EMPLOYMENT ASSISTANCE

CONVENIENT CLASS TIMES

TRANSFER STUDENTS ACCEPTED



CAMPUSES

1 Baker College of Allen Park
2 Baker College of Auburn Hills
3 Baker College of Cadillac
4 Center for Transportation Technology/ Truck Driving
5 Baker College of Clinton Township
6 Baker College of Flint
7 Cass City Branch Campus
8 Center for Transportation Technology/ Truck Driving
9 Baker College of Jackson
10 Coldwater Extension Site
11 Baker College of Muskegon
12 The Culinary Institute of Michigan
13 Fremont Extension Site
14 Baker College of Owosso
15 The Auto/Diesel Institute of Michigan
16 Baker College of Port Huron
17 The Culinary Institute of Michigan

DIVISIONAL OFFICES

18 Baker Online (Flint)
19 Baker Center for Graduate Studies (Flint)

Housing available