

Careers Program

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Careers Program Description

Students gain specialized career training by the utilization of local businesses and industries as training laboratories/sites. Job performance learning objectives (developed for students desiring occupational experience) match business and industry's required skills. Successful completion of a Careers Program certificate provides a student with the necessary tools to gain entry-level employment in a field of their choice.

Bay de Noc Community College will issue a Certificate of Achievement upon the student's successful completion of the Careers Program requirements. Students must attain a cumulative grade point average of 2.0 (C) to earn a certificate. This certificate should not be interpreted as "certification" or "licensing" by any state or federal agency or professional organization. Additional information regarding "certification" or "licensing" is available upon request.

Award granted upon completionCertificate
Minimum number of credits required.....32

Careers Program

What is it?

Bay de Noc Community College's Careers Program can introduce you to the hands-on experience, combined with relevant academic instruction. Students receive a serious introduction to the business community while earning college credit toward a certificate in an occupation of their interest. Students train at a local business 13 hours per week (192 hours for each of two semesters). Placement is determined by the student's personal interview with the business trainer which is arranged by the Careers Program coordinator. Students may begin with the Fall, Winter, Spring or Summer semesters and usually complete certificate requirements within the academic year.

What classes are required?

Sixteen hours of on-campus instruction are selected to relate with each specific occupational area. Students also receive eight credit hours per semester for off-campus, hands-on training. Certificate requirements are 32 credit hours, split between the classroom and local business training.

Why would I be interested?

The Careers Program can give you the tools necessary to obtain employment by helping you gain entry level skills required to be considered for employment. Or, you may wish to explore a particular career and determine if it is the type of position in which they are really interested.

Careers Program Goals & Objectives

1. Students have an opportunity to acquire entry level occupational skills in a wide variety of career choices.
2. Students have an opportunity to assess their individual career goals in a wide variety of occupational choices.
3. Students find that co-requisite, on-campus study becomes more relevant and they are provided skills that may be immediately transferred to the private sector.
4. Students are provided programs more specific to their individual needs.
5. Students have a better opportunity to secure entry-type jobs with a prospect of upward mobility.
6. Employers/Trainers have a better opportunity to provide input into the educational process reflecting specialized needs and rapidly changing technological advancements.
7. Employers/Trainers are provided with potential employees.
8. Promote closer cooperation between the college, students, employers and the community in general.

First Semester

CB xxx Careers Program Training	8
ED 103	2
XX xxx Related Instruction	<u>6</u>
Total	16

Second Semester

CB xxx Careers Program Training	8
XX xxx Related Instruction.....	<u>8</u>
Total	16

Program Areas:

Admitting Clerk
Advertising Layout & Design
Auto Body
Baking, Intro. to
Banking, Intro. to
Bar Management, Intro. to
Buildings & Grounds Maintenance
Carpentry, Intro. to
Customer Service Representative
Dental Assisting
Dispatcher Assistant
Electroneurodiagnostic Technician
Engineering Clerk
Floral Design
Food Service Supervision, Intro. to
Health Unit Coordinator
Hotel/Motel Management, Intro. to
Insurance Office Clerk
Inventory Control Clerk
Legal Assisting, Intro. to
Legal Office Trainee
Library Aide
Manufacturing Machine Repair
Meat Processing, Intro. to
Medical Billing Clerk
Medical Lab/Phlebotomist
Medical Office Clerk
Medical Records Clerk
Optometric Assisting, Intro. to
Optometric Office Clerk
Personnel Records Clerk
Pharmacy Clerk
Plumbing & Heating, Intro. to
Purchasing Clerk
Radio Announcing, Intro. to
Radio Sales Clerk
Real Estate Office Clerk
Retail Management
Small Engine Repair
Special Education Aide
Teacher's Aide
Travel Agency Clerk
Veterinary Assisting

Training is not limited to the specific training areas listed. Training may be developed to fit a wide variety of career goals. Contact the Careers Program Coordinator to discuss how hands-on training may assist you with your career plans.

Admitting Clerk

Program Description:

Student will learn to perform admitting duties, answer the telephone, receive patients and visitors, take care of incoming and outgoing mail, and provide other general secretarial, receptionist and clerical duties.

Requirements

First Semester

CB 192 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
NE 100 Medical Terminology	3
XX xxx Approved Electives	4
Total	17

Recommended Electives:

Interpersonal Communications, Introduction to Business, Public Speaking, Rhetoric & Composition, Medical Billing & Office Procedures, Computer Concepts, Using Microsoft Windows; MS Word, PowerPoint, Access, Excel.

Second Semester

CB 292 Off-campus Trng.	8/12
XX xxx Approved Electives	7
Total	15

Advertising, Layout & Design, Intro. to

Program Description:

Students gain experience in executing variations of rough layouts for different ads, selecting and positioning correct illustrative material, and identifying and using various types of illustrative materials.

Requirements

First Semester

CB 103 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Recommended Electives:

Intro. To Business, Marketing, Elements of Retailing, Mathematics of Business, Design I & II, Microsoft Windows & PowerPoint, Desktop Publishing & Design, Computer Concepts, Web Page Design & Structure, Desktop Publishing & Design.

Second Semester

CB 203 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Auto Body

Program Description

Students gain skills required for entry-level employment in auto body repair and refinishing.

Students may be required to purchase hand tools, eye protection, paint masks and protective gloves.

Requirements

First Semester

CB 107 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Recommended Electives

Principles of Management, Introduction to Business, Welding, Shop Math, Mathematics of Business, Communication Skills, Rhetoric & Composition, Automotive Technology; Microsoft Word, Access, Excel, PowerPoint.

Second Semester

CB 207 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Baking, Intro. to

Program Description

Student gains skills for preparing dough or batter for baked items such as bread, rolls, cakes, cookies, etc. and the mixing and application of icing/toppings for baked goods. Student gains knowledge of skills necessary for bakery shop management and customer service.

Requirements

First Semester

CB 109 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Recommended Electives

Intro to Business, Principles of Management, Interpersonal Communications, Computer Concepts, Marketing, College Writing Skills, Rhetoric & Composition, Elements of Retailing, Principles of Selling; Microsoft Word, Access, Excel, PowerPoint.

Second Semester

CB 209 Off-campus Trng.	8/12
BU 156 Mathematics of Business	4
XX xxx Approved Electives	4
Total	16

Banking, Intro. to

Program Description

Students learn to make transactions with customers in accordance with banking principles and recognize types of items processed daily in banks. Training includes the operation of banking machines.

Recommended Electives

Business Law, Interpersonal Communications, Rhetoric & Composition, Intro to Business, Computer Concepts, Practical Accounting, Accounting Principles, College Writing Skills, Small Business Management, Principles of Management; Microsoft Word, Access, Excel, PowerPoint.

Requirements

First Semester

CB 110 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 210 Off-campus Trng.	8/12
BU 156 Mathematics of Business	4
XX xxx Approved Electives	4
Total	16

Buildings & Grounds Maintenance

Program Description

Students gain experience in a wide variety of skills required for the maintenance of buildings such as plumbing, electrical, inventory control, and carpentry. Grounds maintenance includes landscaping, maintenance and repair of equipment.

Recommended Electives

Blueprint Reading, Shop Math, Interpersonal Communications, Computer Concepts & Applications, Rhet. & Comp., College Writing Skills, Mathematics of Business, Welding, Electricity & Basic Electronics, Circuit Fundamentals; Microsoft Word, Access, Excel, PowerPoint.

Requirements

First Semester

CB 112 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 212 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Carpentry, Intro. to

Program Description

Students gain experience in construction, erecting, installing and repairing structures and fixtures of wood, plywood, and wallboard using carpenter's hand tools and power tools.

Recommended Electives

Mathematics of Business, Intro. To Business, Computer Concepts and Applications, Shop Math, College Writing Skills, Rhetoric & Composition, Intro. to CAD, Basic Algebra, Drawing I, Intro to Art-Design.

Requirements

First Semester

CB 114 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 214 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Computer Operating

Program Description

Students learn to operate, monitor and control electronic data processing equipment through practical experience in data entry for job runs such as inventory control, general journal and other business/accounting functions.

Recommended Electives

All Computer Applications Courses, Rhetoric & Composition, College Writing Skills, Mathematics of Business, Basic Algebra.

Requirements

First Semester

CB 117 Off-campus Training	8
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 217 Off-campus Training	8
XX xxx Approved Electives	8
Total	16

Credit/Collections, Intro. to

Program Description

Students learn to analyze, re-view and establish credit limits.

Strong communication skills are necessary to interact with customers and internal personnel.

Recommended Electives

Business Law, Interpersonal Communications, Rhetoric & Composition, College Writing Skills, Accounting Principles I & II, Intro. To Business, Computer Concepts, Using Microsoft Windows, Microsoft Access, Microsoft Excel.

Requirements

First Semester

CB 180 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 280 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Customer Service Representative

Requirements

Program Description

Students acquire knowledge and experience in this field of training which may be used in a variety of business settings (banking, real estate, insurance, etc.).

Recommended Electives

Business Law, Marketing, Interpersonal Communications, Rhetoric & Composition, Microsoft Windows; Microsoft Word, Access, Excel, PowerPoint; College Writing Skills, Computer Concepts, Mathematics of Business.

First Semester

CB 175 Off-campus trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 275 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Dental Assisting

Program Description

Designed to introduce the student to professional ethics in dentistry, oral hygiene, chairside instruction techniques, dental equipment, sterilization methods, instrument transfer, charting, tray set-ups and basic procedures.

Recommended Electives

Sociology, Human Growth and Development, Interpersonal Communications, Health Education, Medical Terminology, Office Procedures, Computer Concepts and Applications, College Writing Skills, Rhetoric & Composition, Math.

Requirements

First Semester

CE 246 Dental Assisting	2
ED 103 Prof. Career Dev.	2
XX xxx Natural Science	4
XX xxx Approved Electives	8
Total	16

Second Semester

CB 219 Off-campus Training	8
XX xxx Natural Science	4
XX xxx Approved Electives	4
Total	16

Dispatcher

Program Description

Students gain experience in a variety of skills relating to transaction records, filing reports and logs, coordinating schedules, loading, routes, safety regulations and driver assignments.

Recommended Electives

Microsoft Word, Computer Concepts & Applications, Accounting Principles I & II, Public Speaking, Interpersonal Communications., College Writing Skills, Rhetoric & Composition.

Requirements

First Semester

CB 194 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 294 Off-campus Trng.	8/12
BU 156 Mathematics of Business	4
XX xxx Approved Electives	4
Total	16

Engineering Clerk

Program Description

Student gains skills in assisting industrial design engineers in gathering, coding and compiling data for job bids, technical reports and job estimates. Student also gains knowledge of blueprints and responsibility for maintaining blueprint files.

Recommended Electives

Blueprint Reading, Records Management, Business Law, Technical Report Writing, MS Windows, Word, Access, Excel, PowerPoint; Mathematics of Business, College Writing Skills, Rhetoric & Composition.

Requirements

First Semester

CB 122 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 222 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Floral Designer

Program Description

Students gain skills in the design and fashioning of live, cut, dried and artificial floral and foliar arrangements using floral materials and tools. Customer service is included.

Recommended Electives

College Writing Skills, Rhetoric & Composition, Interpersonal Communications, Computer Concepts, Intro to Business, Marketing, Elements of Retailing, Principles of Selling, Practical Accounting, Accounting Principles.

Requirements

First Semester

CB 125 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
BU 156 Mathematics of Business	4
XX xxx Approved Elective	2
Total	16

Second Semester

CB 225 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Food Service Manager

Requirements

Program Description

Students acquire skills in food preparation and service. Training includes equipment selection and safety, personnel supervision and management, food and beverage purchasing, and health and sanitation regulations.

Recommended Electives

Principles of Management, Interpersonal Communications, Intro to Psychology, Intro to Business, Accounting, College Writing Skills, Rhetoric & Composition.

First Semester

CB 126 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
	Total 16

Second Semester

CB 226 Off-campus Trng.	8/12
BU 156 Mathematics of Business	4
XX xxx Approved Electives	4
	Total 16

Health Unit Coordinator

Requirements

Program Description

Students gain experience in transcribing physician orders and directing them to various departments, including hospital pharmacy. This position requires assertive people skills and computer literacy.

Recommended Electives

Computer Concepts & Applications, Microsoft Windows, Medical Billing & Office Procedures.

First Semester

BI xxx Biology	4
NE 100 Medical Terminology	3
BU 192 Bus. Communications	
Or	
EN 101 Rhet. & Comp.	4
CM 103 Interpersonal Com.	3
	Total 14

Second Semester

CB 190 Off-campus Trng.	8/12
BI 213 Anatomy & Physiology	4
ED 103 Prof Career Dev.	2
	Total 14

Third Semester

CB 290 Off-campus Trng.	8/12
NE 116 Pharmacology I	1
	Total 9

Hotel/Motel Manager

Program Description

Students gain entry level skills for managing hotel/motel operations, including areas such as front desk, housekeeping, bar and restaurant, and property management.

Recommended Electives

Business Law, Principles of Management, Intro to Business Marketing, Psychology, Mathematics of Business, Interpersonal Communications, Public Speaking, Small Business Management, Rhetoric & Composition, Accounting Principles, Computer Concepts.

Requirements

First Semester

CB 130 Off-campus Trng.	8/12
ED 103 Prof. Career Dev	2
BU 156 Mathematics of Business	4
XX xxx Approved Electives	2
Total	16

Second Semester

CB 230 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Human Resources Records Clerk

Program Description

Gain skills in computing and maintaining personnel records which may include applications, earnings, absences, supervisory reports, termination reports, and production records. May also compile and submit employee record reports and assist with the administering and scoring of aptitude, personality and interest tests.

Recommended Electives

Microsoft Word, Office Procedures, Records Management, Interpersonal Communications, College Writing Skills, Rhet & Comp., Intro. To Business.

Requirements

First Semester

CB 146 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 246 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Insurance Office Clerk

Program Description

Students can acquire knowledge and experience in many areas of the insurance field including types of policies, rate schedules and insurance forms. They may assist the agent in compiling and verifying data for determining the special needs of a client.

Clerical skills used.

Recommended Electives

Business Law, Records Management, Interpersonal Communications, Rhetoric & Composition, College Writing Skills, Mathematics of Business, Office Procedures, Microsoft Windows; Microsoft Word, Access, Excel, PowerPoint.

Requirements

First Semester

CB 132 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 232 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Inventory Control Clerk

Program Description

Student gains skills in compiling records of amount, kind and value of merchandise, compares inventories with other areas, and computer figures from sales, equipment, shipping, production, purchase or stock records to obtain current inventory.

Recommended Electives

Business Communications, Interpersonal Communications, Intro to Business, Computer Concepts, Practical Accounting, Accounting Principles, Mathematics of Business, Communication Skills, Rhetoric & Composition; Microsoft Word, Access, Excel, PowerPoint.

Requirements

First Semester

CB 134 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 234 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Legal Assisting, Intro. to

Requirements

Program Description

Working under the supervision of an attorney, students gain experience in gathering/researching case histories to assist the attorney/law firm with law-related activities.

Recommended Electives

State and Local Government, Computer Concepts & Applications, Interpersonal Communications, American Government, Intro. To Business, Using Microsoft Windows; Microsoft Word, Access, Excel, PowerPoint.

First Semester

CB 176 Off-campus Trng. 8/12
ED 103 Prof. Career Dev. 2
EN 101 Rhet. & Comp.
Or
BU 192 Bus. Communications 4
XX xxx Approved Electives 2
Total 16

Second Semester

CB 276 Off-campus Trng. 8/12
EN 102 Research Writing 2
BU 200 Business Law 4
XX xxx Approved Electives 2
Total 16

Legal Office Trainee

Requirements

Program Description

Student trains in the preparation of legal papers and correspondence such as summonses, complaints, motions, opening/closing of legal files and law library maintenance. Receptionist duties and clerical skills utilized.

Recommended Electives

Machine Transcription, State and Local Government, Business English and Proofreading, Interpersonal Communications, Intro. To Business; Using Microsoft Windows; Microsoft Access, Excel, Word, PowerPoint.

First Semester

CB 135 Off-campus Trng. 8/12
ED 103 Prof. Career Dev. 2
EN 101 Rhet. & Comp.
Or
BU 192 Bus. Communications 4
XX xxx Approved Electives 2
Total 16

Second Semester

CB 235 Off-campus Trng. 8/12
BU 200 Business Law 4
XX xxx Approved Electives 4
Total 16

Library Assistant

Program Description

Students gain experience in processing and cataloging new materials, maintenance of materials, library filing, managing the circulation desk and library inventory.

Recommended Electives

Interpersonal Communications, Records Management, Rhetoric & Composition, Computer Concepts, Research Writing, American & World Literature; Microsoft Word, Access, Excel, PowerPoint.

Requirements

First Semester

CB 136 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 236 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Manufacturing Machine Repair

Program Description

Students gain experience in maintenance and repair as specified by industry, as well as necessary adjustments and monitoring.

Recommended Electives

Machine Tool, Computer Concepts & Applications, College Writing Skills, Rhetoric & Composition, Welding, Blueprint Reading, Interpersonal Communications.

Requirements

First Semester

CB 189 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
MA 102 Shop Math	4
XX xxx Approved Electives	2
Total	16

Second Semester

CB 289 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Meat Processing, Intro. to

Requirements

Program Description

Students gain skills in the judging, inspection, selection, and processing of beef, pork, and poultry.

First Semester

CB 137 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Recommended Electives

Interpersonal Communications, Marketing, Principles of Selling, Elements of Retailing, Intro. To Business, Computer Concepts, Rhetoric & Composition, Principles of Management, College Writing Skills.

Second Semester

CB 237 Off-campus Trng.	8/12
BU 156 Mathematics of Business	4
XX xxx Approved Electives	4
Total	16

Medical Billing Clerk

Requirements

Program Description

Students train to perform the functions essential for maintaining a medical billing system, including gathering data, posting billing and monthly statements.

First Semester

CB 184 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
NE 100 Medical Terminology	3
XX xxx Approved Electives	4
Total	17

Recommended Electives

Pharmacology, Business Communications, Computer Concepts & Applications, Medical Billing & Office Procedures, Accounting, Medical Coding.

Second Semester

CB 284 Off-campus Trng.	8/12
XX xxx Approved Electives	7
Total	15

Medical Lab/ Phlebotomist

Program Description

Students train under the supervision of Laboratory Management in proper skills for drawing blood specimens. Phlebotomists are required to obtain high quality blood specimens using various methods. Students also gain knowledge of hospital and laboratory information systems with the ability to input data, generate test results and troubleshoot problems with computer systems. Students are also trained in inventory and ordering of supplies.

Recommended Electives

Microsoft Word, Access, Excel, PowerPoint; Interpersonal Communications, Computer Concepts, Medical Terminology, College Writing Skills, Rhetoric & Composition.

Requirements

First Semester

CB 138 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Natural Science	4
XX xxx Approved Elective	2
Total	16

Second Semester

CB 238 Off-campus Trng.	8/12
CH xxx Chemistry	4
XX xxx Approved Electives	4

Medical Office Clerk

Program Description

Students gain experience in a variety of skills including receptionist duties, maintaining patient records, transcribing taped reports, billing procedures and insurance forms.

Recommended Electives

Rhetoric & Composition, Machine Transcription, Records Management, Interpersonal Communications, Office Procedures, Computer Concepts and Applications; Microsoft Windows, Access, Excel, PowerPoint, Word; Medical Billing & Office Procedures, Accounting.

Requirements

First Semester

CB 139 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
NE 100 Medical Terminology	3
XX xxx Approved Electives	4
Total	17

Second Semester

CB 239 Off-campus Trng.	8/12
XX xxx Approved Electives	7
Total	15

Medical Records Clerk

Requirements

Program Description

Student trains to perform the functions essential to maintaining a medical information system, including gathering data, coding information and filing.

First Semester

CB 140 Off-campus Trng.	8/12
CA xxx Computer Aps.	4
ED 103 Prof. Career Dev.	2
NE 100 Medical Terminology	3
Total	17

Recommended Electives

Records Management, Rhetoric & Composition, Interpersonal Communications, Machine Transcription, Medical Billing & Office Procedures.

Second Semester

CB 240 Off-campus Trng.	8/12
XX xxx Approved Electives	7
Total	15

Optometric Assisant

Program Description

Student gains the basic understanding of vision, basic optics and light, as well as patient relations and communications. Students will use the following equipment: Fundus cameras, perimeter field analyzer, tonometer, blood pressure unit, Keratometer, Lensometer, Raddioscope and Ster-Screener.

Requirements

First Semester

CB 143 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 243 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Recommended Electives

Health Education, Interpersonal Communications, Marketing, Office Procedures, Introduction to Business, Anatomy & Physiology, Mathematics, College Writing Skills, Rhetoric & Composition.

Optometric Office Clerk

Program Description

Students gain skills needed to establish and maintain medical files of patients, including conversing with patients to obtain preliminary case history. Training also includes managing appointments, bookkeeping, correspondence and filing.

Recommended Electives

Records Management, Business Math, Office Procedures, Interpersonal Communications, Business Communications, Rhetoric & Composition, Accounting, College Writing Skills, Elements of Retailing, Principles of Selling.

Requirements

First Semester

CB 144 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 244 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Pharmacy Clerk

Program Description

This program provides the student with a working knowledge of the technical, legal and ethical aspects of pharmacy practice in either the community or the institutional environment.

Recommended Electives

Fundamentals of Biology, Fundamentals of Chemistry, Medical Terminology, Interpersonal Communications, Computer Concepts, College Writing Skills, Rhetoric & Composition; Using Microsoft Windows, Microsoft Word, Access, Excel, PowerPoint.

Requirements

First Semester

CB 147 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 247 Off-campus Trng.	8/12
MA 101 Nursing Mathematics	4
XX xxx Approved Electives	4
Total	16

Plumbing & Heating, Intro. to

Program Description

Student gains basic skills necessary to assist journeyman and/or master plumbers. Plumbing includes: pipe set-up and installation for above and underground, bleeding pipes, and troubleshooting. Heating includes: duct work, furnace and heater installation and troubleshooting.

Recommended Electives

Blueprint Reading, Business Law, Communication Skills, Rhetoric & Composition, Electronics, Business Math, Basic Algebra, Shop Math, Intro. To Business, Computer Concepts.

Requirements

First Semester

CB 151 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
	Total 16

Second Semester

CB 251 Off-campus Trng.	8/12
XX xxx Approved Electives	8
	Total 16

Purchasing Clerk

Program Description

Student will learn to perform purchasing department duties, post orders, follow orders to completion, maintain established file quality control, distribute materials, proofread purchase orders and other essential secretarial and clerical duties.

Recommended Electives

Intro. To Business, Principles of Management, Interpersonal Communications Skills, Rhetoric & Composition, Practical Accounting, Accounting I & II, Computer Concepts; Using Microsoft Windows, Word, Access, Excel, PowerPoint.

Requirements

First Semester

CB 191 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
	Total 18

Second Semester

CB 291 Off-campus Trng.	8/12
XX xxx Approved Electives	8
	Total 16

Radio Announcing

Program Description

Students gain experience in radio communication methods, broadcasting, news writing and technical instruction concerning studio and control room equipment.

Recommended Electives

State & Local Government, Political Science, Sociology, Intro. To Psychology, Writers Workshop, Public Speaking, Computer Concepts & Applications, Interpersonal Communications, Rhetoric & Composition, Research Writing, Advanced Composition, Cultural Diversity, Intro. To Journalism.

Requirements

First Semester

CB 152 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 252 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Radio Sales Clerk

Program Description

Students will receive training in developing and writing advertisements for clients interested in working with radio. Students will learn market and media research methods, marketing techniques, selling strategies and problem solving tips to assist them in working with new and existing clients.

Recommended Electives

Principles of Selling, Intro. To Business, Interpersonal Communications, Economic Principles, Business Math, Rhetoric & Composition, Marketing, Principles of Selling, Computer Concepts, Using Microsoft Windows; Microsoft Word, Access, Excel, PowerPoint.

Requirements

First Semester

CB 174 Off-campus Trng.	8/12
ED 103 Pro. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 274 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Real Estate Office Clerk

Program Description

Student gains skills needed to maintain records concerned with rental, sale, and management of real estate.

Recommended Electives

Accounting, Records Management, Interpersonal Communications, Computer Concepts & Applications, Business Communications, Microsoft Windows, Word, Access, Excel, PowerPoint.

Requirements

First Semester

CB 155 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
BU 156 Business Math	4
XX xxx Approved Elective	2
	Total 16

Second Semester

CB 255 Off-campus Trng.	8/12
XX xxx Approved Electives	8
	Total 16

Retail Management

Program Description

The student gains experience in retailing, planning and preparing work schedules, managing human resources, performing merchandising duties, advertising and sales promotions and selling merchandise. Students also learn proper customer service techniques and essential clerical and related activities.

Recommended Electives

Computer Concepts & Applications, Accounting, Rhetoric & Composition, College Writing Skills, Business Communications, Marketing, Principles of Management, Small Business Management; Microsoft Word, Access, Excel, PowerPoint.

Requirements

First Semester

CB 193 Off-campus Training	8
ED 103 Prof. Career Dev.	2
BU 151 Intro. To Business	4
XX xxx Approved Electives	2
	Total 16

Second Semester

CB 293 Off-campus Training	8
BU 156 Business Math	4
XX xxx Approved Electives	4
	Total 16

Slot Technician

Program Description

Students gain skills in maintenance, installation, and operation of video and mechanical gaming machines. Students not only receive instruction on repair and testing, but in recording proper and complete documentation as required by gaming regulators.

Recommended Electives

Computer Concepts & Applications, Circuit Fundamentals II, Electronics I, Principles of Management.

Requirements

First Semester

CB 197 Off-campus Trng.	8/12
ET 125 Elect. & Basic Elt.	4
MA 100 Basic Algebra	4
Total	16

Second Semester

CB 297 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
ET 130 Circuit Fundamentals	4
XX xxx Approved Elective	2
Total	16

Small Engine Repair

Program Description

Students gain experience in the maintenance and repair of all types of small engines such as lawn mowers, outboard motors, ORV's, snowblowers, etc.

Recommended Electives

Small Engine Repair, Business Math, College Writing Skills, Rhetoric & Composition, Computer Concepts & Applications, Interpersonal Communications, Automotive Engines, Shop Mathematics, Mathematics of Business.

Requirements

First Semester

CB 158 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 258 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Special Education Aide

Program Description

Students gain skills and knowledge of techniques necessary to meet the needs of educationally handicapped individuals in schools, institutions or other specialized facilities.

Recommended Electives

Health Education, Exploring Teaching, Sociology, Interpersonal Communications, Human Growth & Development, Abnormal Psychology, Early Childhood Development, Computer Concepts, Intro. To Psychology; Microsoft Word, Access, Excel, PowerPoint; Mathematics of Business, College Writing Skills, Rhetoric & Composition.

Requirements

First Semester

CB 159 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 259 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Teacher's Aide

Program Description

This program is designed to introduce the student to the basic skills necessary for assisting in the classroom. Areas of interest could include classroom procedures, record keeping, grading systems, student scheduling, evaluation, and supervision.

Recommended Elective

Computer Concepts & Applications, Early Childhood Development Coursework, Intro. To Psychology, Health Education, Exploring Teaching, Mathematics of Business, College Writing Skills, Rhetoric & Composition.

Requirements

First Semester

CB 187 Off-campus Trng.	8/12
ED 103 Career Development	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 287 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Travel Agent

Program Description

Students gain skills in planning itineraries and arranging accommodations. Student must converse with customer to determine destination, mode of travel, travel dates, financial considerations, etc. Student will be required to use airline industry computer terminals.

Recommended Electives

Foreign Language, Interpersonal Communications, Business Math, Principles of Selling, Physical Geography, Global Health Awareness, World Regional Geography, Intro. To Business, College Writing Skills, Rhetoric & Composition; Microsoft Word, Access, Excel, PowerPoint.

Requirements

First Semester

CB 164 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Approved Electives	6
Total	16

Second Semester

CB 264 Off-campus Trng.	8/12
XX xxx Approved Electives	8
Total	16

Veterinary Assisting

Program Description

Students observe the surgical and medical treatment of diseased and injured animals. The student is provided with an overview of related small clinic business procedures designed primarily for students desiring career assessment opportunity and those planning to transfer to a school of veterinary medicine.

Recommended Electives

Computer Concepts, Animal Biology, College Writing Skills, Rhetoric & Composition, Interpersonal Communications; Microsoft Word, Access, Excel, PowerPoint.

Requirements

First Semester

CB 166 Off-campus Trng.	8/12
ED 103 Prof. Career Dev.	2
XX xxx Natural Science	4
XX xxx Approved Elective	2
Total	16

Second Semester

CB 266 Off-campus Trng.	8/12
NE 100 Medical Terminology	3
XX xxx Approved Electives	5
Total	16

Applying for Graduation

REMINDER: One semester before you anticipate completing the requirements for your degree or certificate program, fill out an Application for Graduation. The Vice President for Student Services will perform a formal audit of your transcript and will inform you in writing if all requirements have been met for graduation or if there are additional courses that must be completed. This form is available at the Bay College website (www.baycollege.edu), and at the receptionist's desk in the Student Center on the Escanaba campus and at the West Campus in Iron Mountain.

It shall be the policy of the Bay de Noc Community College Board of Trustees to assure the provisions of equal opportunity and equal access in educational acts. These provisions apply in all areas of employment, student services, and instructional programs. Discrimination because of race, color, religion, creed, gender, national origin, political affiliation, age, height, weight, disability, veteran or marital status or any other legally protected classification is prohibited. Questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Carolyn Bissell
EEO/Affirmative Action Coordinator
Executive Director for Institutional Advancement
Bay de Noc Community College
2001 North Lincoln Road
Escanaba, MI 49829-2511
(906) 786-5802, extension 1137

Inquiries related to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Christian Holmes
Dean of Liberal Arts and Learning Resources
Bay de Noc Community College
2001 North Lincoln Road
Escanaba, MI 49829-2511
(906) 786-5802, extension 1122

