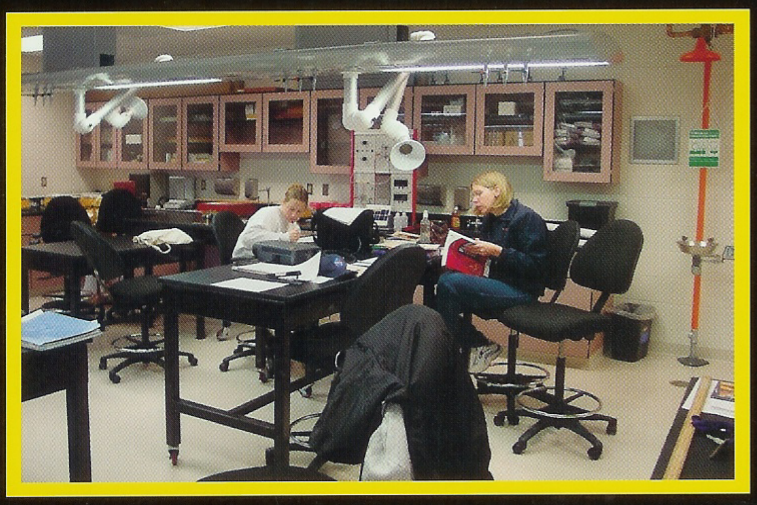
Bay Mills Community College



2003-2005

PRESIDENT'S WELCOME

Welcome to Bay Mills Community College,

The BMCC staff and faculty are committed to making your attendance here a pleasant and rewarding experience. There are many exciting changes taking place such as our beautiful new classroom building. This new facility contains six classrooms, a state of the art chemistry lab, and a new student commons area. In our next phase of renovation the dorms will be removed to make room for a second new instructional facility. This will house additional classrooms, faculty offices, a new biology lab, greenhouse, and bookstore.

My goal is to modernize the campus and secure the funding needed to hire and retain the full time faculty needed to provide students with a quality education. This includes allowing time for faculty to work independently with students and to undertake special projects within their course of study, which will enhance the student's education. Literary clubs, independent science projects, computer clubs and other endeavors, provide a more rounded, quality education.

I look forward to working with staff, faculty and students to meet and exceed our goals. I am always looking for new ideas to improve our institution, and hope that you will work with us to discover and implement new ideas.

Sincerely,

Michael C. Parish

Michael C. Parish
President

Equal
Opportunity Institution

Bay Mills Community College is an equal opportunity college. Discrimination on the basis of religion, race, color, national origin, age, sex, marital status, sexual orientation, disability, or any other category protected by law is prohibited.

Disclaimer

Every effort has been made to include in this publication information, which, at the time of printing, is accurate. However, the contents of this publication are not to be regarded as an irrevocable contract between the students and Bay Mills Community College.

Bay Mills Community College reserves the right to make changes in its programs, policies, rules, regulations, procedures, tuition, fees, organizational structure, faculty and staff through appropriate college process. In the event action is taken, students affected will be advised of the options available for them to complete their degrees. Reasonable effort will be made to permit students to complete their intended program or a similar program.

It is the responsibility of each student to be aware of and understand Bay Mills Community College regulations as published.

TABLE OF CONTENTS

GENERAL INFORMATION 5

ENROLLMENT INFORMATION..... 6

ACADEMIC INFORMATION 8

TUITION AND FEES 12

REFUND POLICY 13

FINANCIAL AID 13

GRANTS AND SCHOLARSHIPS 15

STUDENT SERVICES..... 16

COMMUNITY SERVICES..... 19

THE VIRTUAL COLLEGE 20

THE VIRTUAL LIBRARY 20

DEGREE PROGRAMS 20

GENERAL EDUCATION PROGRAM..... 23

COURSE DESCRIPTIONS.....**ERROR! BOOKMARK NOT DEFINED.**

ORGANIZATION OF THE COLLEGE 77

GENERAL INFORMATION

Bay Mills Community College (BMCC) is located on the beautiful shores of Lake Superior in Michigan's historic Eastern Upper Peninsula. Bay Mills Community College is the only accredited tribal college east of the Mississippi river. Chartered by the Bay Mills Indian Community in 1984, pursuant to the Tribally Controlled Community College Act of 1978, BMCC's service to Native American communities has been central to the mission of the college. Awarded Land Grant Status in 1994 under The Equity In Educational Land Grant Status Act, the designated service area of Bay Mills Community College is vast. This includes the 12 federally recognized tribes in Michigan and their neighboring communities as well as the BMCC Virtual College. The Internet offerings serve students nationwide and include an Early Childhood Associate degree program.

Diverse ages, backgrounds and individual goals make the student population of Bay Mills Community College very unique. Small classes and the opportunity for individual attention enhance a quality education. BMCC's faculty is committed to providing excellence in education to both the traditional and non-traditional students.

Recent technological advancements, innovative programs and new funding opportunities have provided BMCC with the opportunity to expand our science, math, engineering and computer technology curriculum. A five year 1.7 million dollar Department of Education Title III grant has lead to the completion of 3 state of the art computer labs. Also, in June of 2000, Bay Mills Community College completed the construction of a beautiful new Library/Heritage Center. This two and half story, 5300 sq. ft. log building, houses two large classrooms and the college/community library with 20 Internet capable computer stations available to students and community members alike. The Heritage Center, located in the loft of this new facility, contains the James O'Keene family collection of Native American artifacts pertinent to this region as well as Native American tribes from throughout North America. Construction was completed in September 2003.

Bay Mills Community College offers the following degrees: Associate of Applied Science (AAS), Associate of Arts (AA), and Associate in Science (AS), and many certificate programs.

Accreditation

Bay Mills Community College is accredited by The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools. In 1998, Bay Mills Community College accreditation was reviewed and reaffirmed through 2007. For additional information regarding accreditation, contact the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504 or view their website at www.ncacihe.org.

College Memberships

- The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO)
- The American Association of Community Colleges (AACC)
- The American Council on Education (ACE)
- The American Indian Higher Education Consortium (AIHEC)
- The Community College Consortium
- The National Association of State Universities and Land Grant Colleges (NASULGC)
- League for Innovation in the Community College

Mission and Objectives

Bays Mills Community College is a tribally controlled institution dedicated to providing career-oriented programs to Native Americans and residents of their neighboring communities. The mission of our college is to encourage and prepare students to be successful in various fields of employment.

In carrying out our mission, the BMCC Board of Regents stresses a positive, student-centered atmosphere, which promotes the preservation of the customs and beliefs of Native Americans. The curriculum is designed to integrate traditional Native American values with higher education as a way of preparing students to assume responsible roles in their respective communities.

The objectives of the college are:

- To provide the Native American Communities of Michigan with educated and trained human resources.
- To provide educational opportunities, including academic, vocational, basic skill building, cultural and in-service programs leading to

appropriate certificates and degrees.

- To foster a spirit of pride in Native American language, culture and history through participation in classes and cultural activities.
- To provide a qualified, dedicated student-centered staff and faculty.
- To help students attain the necessary skills and self-esteem which will facilitate personal and career fulfillment.
- To prepare and encourage all students to pursue advanced degrees.
- To provide continuing and community education.

Land Grant Institution

As outlined in the federal Equity in Educational Land Grant Status Act of 1994, Bay Mills Community College received designation as a Federal Land Grant Institution. This federal act conferred land-grant status on 29 tribal colleges and authorized the establishment of an endowment to support land grant initiatives at these colleges. Currently, there are 105 land grant colleges and universities designated by the original 1862 legislation and the subsequent 1890 and 1994 federal legislation.

Land grant institutions follow a mandate to provide openness, accessibility, and service to communities. Many land grant institutions are among the ranks of the most distinguished public research institutions.

Alcohol/Drug Free Campus Policy

All persons entering Bay Mills Community College must comply with the Alcohol/Drug Free Campus Policy as required by Public Law 101-226, "The Drug-Free Schools and Communities Act Amendments of 1989".

No person may bring, keep or drink alcoholic beverages on college premises or at college functions. Possession of stimulants, depressants, narcotics or hallucinogenic drugs, including marijuana and other agents having potential for abuse, is strictly prohibited, without a physicians' prescription. Any person found to be possessing, using or distributing such drugs or alcohol will be subject to disciplinary action, which could include prosecution for violation of Tribal, State or Federal law (See Student Conduct Code for Bay Mills Community College Substance Abuse Prevention Policy).

Campus Safety & Security

Bay Mills Community College is committed to maintaining a safe and secure campus for it's students, staff and visitors. The college publishes an annual report, which details any crimes reported on campus. Identities of victims and suspects are not revealed in these documents. Reports are available for review and can be obtained from the Student Support Services Office or the Financial Aid Office.

Disabled Students

Bay Mills Community College is committed to making accommodations for and providing services to persons with disabilities. The College adheres to the standards and guidelines set forth in the Americans with Disabilities Act. Students with documented disabilities should contact the Student Support Services Office for assistance and accommodations. The campus is barrier free with accessible entrances and exits. Handicap-accessible parking is available and clearly identified.

Sexual Harassment Policy

It is the policy of Bay Mills Community College to maintain a place of employment and education that is free of harassment in general and especially harassment that is sexual in nature.

Sexual harassment, as summarized from the Equal Employment Opportunity Commission (E.E.O.C.), includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications of a sexual nature. Anyone in violation of this policy is subject to disciplinary action and legal sanctions.

ENROLLMENT INFORMATION

Admissions

Bay Mills Community College has an open admissions policy for students of any race, creed, color and national or ethnic origin. High school transcripts or GED scores will be required of all applicants seeking admission as regular students in degree and certificate programs.

Students without a high school diploma are admitted as Special Status Student. Special Status Students are required to complete their GED or high school diploma within one year.

Applicants seeking admission to special programs may be admitted without a transcript. These special programs may include, but are not limited to, skill-upgrading classes, creative arts programs, adult basic education programs, etc.

Applications for admissions should be made as far in advance as possible.

Admissions Procedures

Prior to admission, Bay Mills Community College requires the student to:

1. Complete an application for admission, which may be obtained from Tribal Education Departments or from the Admissions Office at Bay Mills Community College, and declare a program of study.
2. Arrange for official transcripts from previously attended high schools, colleges and universities to be mailed directly from the principal's or registrar's office of the issuing institution to Bay Mills Community College's Registrar. It must bear the seal of the institution and signature or stamp of school official.
3. Submit a copy of their Tribal ID, verification of Tribal membership from the tribal enrollment clerk, or Canadian certificate of Indian status, if applicable.
4. Contact Financial Aid Office for information regarding various sources of financial assistance upon receiving acceptance letter to Bay Mills Community College.
5. Schedule and complete the assessment tests, which are utilized as an academic advising instrument and do not determine admission.

Registration

Registration at Bay Mills Community College and off campus locations is advertised prior to the beginning of each semester. New students are required to complete all admissions procedures and participate in ACT ASSET placement evaluation prior to registration.

During the registration period, representatives from the Registrar's Office, Financial Aid Office, Student Support Services Office and all academic departments are available for consultation.

With their assistance, students must complete the following steps in order to register for classes:

- Complete and submit all registration material provided by the Registrar.
- Meet with their assigned academic advisor for scheduling assistance and approval.
- Meet with the Financial Aid Office to clarify their financial aid status.
- Meet with the Business Office to determine the amount of tuition and fees for which a student is responsible and make arrangements for payment of such costs.

Orientation

All new and transfer students are encouraged to participate in orientation activities. Orientation is held on campus each semester as part of the registration process. The session features orientation to the college and an opportunity to meet other students, faculty and staff.

Directory Information

Bay Mills Community College considers the following items as Directory Information: Student name, curricula and major field of study. Participation in officially recognized activities dates of attendance, degrees, certificates and awards received, and most recent previous school attended. Bay Mills Community College may disclose any of these items without the student's prior written consent. If a student wishes that the college should not release any or all of the above information, they must inform the Registrar's office in writing, by the tenth calendar day following the start of classes each semester.

Transfer Credit(s)

Bay Mills Community College will accept transfer credits from other accredited institutions within the following guidelines:

- An evaluation will only be done from an official transcript. An official transcript bears the appropriate signatures and seals and is mailed directly from the issuing institution to BMCC.
- Courses completed with a "C" grade (2.0) or higher will be accepted with the exception of certain English and Computer courses. These are set out in the following two sections.
- English Composition courses that are more than five years old will be accepted only upon the student's successful completion of a

departmental exam. Students who have attained a bachelor's degree are exempt from the departmental exam.

- Computer Science courses that are more than three years old will be accepted only upon the student's successful completion of a departmental exam.
- Courses which are not equivalent to BMCC courses but are in a discipline may be accepted as elective credits.
- Credits, not grades, are transferred for "C" or better courses. Grades from transfer courses are not included when calculating the BMCC cumulative grade point average.
- Transfer credits will be shown on the student's academic record.
- Transfer of credit toward any certificate or degree program will be limited to 40 percent of the total number of credit hours for that program.

Guest Students

Students who are regularly enrolled at another institution and are eligible to return to that institution may be admitted to Bay Mills Community College as guest students. Students assume full responsibility for determining whether the courses taken at Bay Mills Community College apply to the program of study being pursued at their home institutions and will transfer.

Dual Enrollment Program

This program is designed to provide an opportunity for high school juniors and seniors to earn college credit while still attending high school. Under this program, eligible students may enroll in approved BMCC classes. Students who would like to qualify for the State of Michigan Dual Enrollment Tuition Reimbursement Program, should check with their high school principal or guidance counselor for eligibility

ACADEMIC INFORMATION

The Academic Year

Bay Mills Community College operates on a semester system. The first semester begins in September and is completed in December. The second semester begins in January and ends in May. BMCC offers an accelerated summer session, which runs from early June to late July. One semester hour equals 15 contact hours of instruction. A schedule listing hours, room numbers and evening classes is published prior to each semester. The Virtual College has no set semesters and must be contacted to determine class availability.

Academic Advisement

Each student enrolled at Bay Mills Community College will be assigned an academic advisor who approves course loads, changes in academic studies, and helps with academic problems.

It is necessary for students to meet with an academic advisor every semester to get approval for the courses to be taken. Students are strongly encouraged to check with an academic advisor throughout the semester to discuss progress in all courses. Academic advisors are available to discuss and help solve any problems students may encounter in achieving their educational goals.

Assessment of Student Learning

Bay Mills Community College is committed to excellence in teaching and learning, it is equally committed to assessment as a means of ensuring effective student learning. Assessment is a continuous process of review and refinement at the course, program and institutional level. Thus, faculty and administration are engaged in on-going assessment activities that measure student learning based on specific goals and objectives. The results provide regular feedback which is used to strengthen instructional practices and to develop strategies for improved learning.

Students are invited to participate in assessment committee meetings to learn how the assessment plan works and how the results might benefit them. The annual assessment report is published in July on the college's home page http://www.bmcc.edu

Credit Load

Full-time credit load is defined as 12 credits. Students who wish to take more than 18 credits are required to receive permission from the Vice President of Academics and their academic advisor.

Academic Enrichment

The basic philosophy of the Academic Enrichment Program is that all students have a right to succeed.

Consequently, Academic Enrichment courses are designed to strengthen the academic skills of individuals through flexible classroom settings, individual instruction and computer tutorials, which will prepare them to take college level courses.

While Bay Mills Community College has an open admissions policy; all new students will take assessment tests, which indicate the highest level of courses in which a student may initially enroll. Students, whose test results indicate a need for developmental course work, are admitted into the Academic Enrichment Program. In general, these students will:

- Enroll in a reduced number of classes during the first semester
- Take the necessary developmental courses
- Meet with their advisors on a regular basis
- Make use of the tutorial services of the Learning Center as needed, and
- Take post tests at the end of the semester in designated developmental courses to determine increase in skill levels.

The Academic Enrichment Program must be completed, acquiring college-level skills before enrolling in college-level courses. Academic Enrichment courses cannot be used to satisfy the degree or certificate requirements.

Academic Enrichment Courses offered are:

- Written Communication Skills
- Reading Comprehension
- Fundamentals of Mathematics
- Fundamentals of Algebra
- Basic Computers

Departmental Examinations

Regularly enrolled students may, in some subject areas, be able to earn credit for a course offered by the college through successful completion of a Departmental Examination. Students who believe they have mastered a course through life experience or past training may, at the discretion of the appropriate instructor, take the departmental examination, if one has been developed, in that subject area. A fee of $20.00 is charged prior to the exam time. The exam will not be given by the instructor until the student presents the payment receipt for the exam. Upon successful completion of the exam, courses are entered on the transcript and students are credited with the appropriate credit hours. Since no letter grade is entered, the credits are not calculated as part of the GPA.

Students should be advised the Departmental Examination credits are unlikely to transfer to another college or university.

Special Projects for Credit

Special projects may be assigned to a student in an area related to the student's curriculum. The supervising instructor works with the student to develop a project that is of value to the student's educational or occupational goals.

Project Seminars in any course are not necessarily the same from year to year, since they are intended to meet changing conditions and demands. Supervising instructors, in consultation with the Vice President for Academic Affairs, determine the content and number of credits awarded for each project. Project seminars may be repeated. Students may not submit more than six credits of "Project Seminar" courses in any combination towards fulfillment of the requirements for any associate degree.

Course Substitutions

Students are expected to take the required courses prescribed in their declared program of study. Occasionally, however, circumstances necessitate a substitution. If this should become necessary, the student should consult with their academic advisor. The academic advisor will complete a course substitution form with the student, listing the required course to be waived, the course to be substituted, and the rationale for such action.

The substitution must then be approved by the Vice President for Academics.

Substitutions are not encouraged and should be considered only under the most unusual circumstances.

Course Cancellations

Bay Mills Community College reserves the right to cancel any scheduled courses, which has insufficient enrollment to warrant offering the course.

Cancellation of Classes

Cancellation of on-campus classes due to inclement weather or other conditions will be announced by the college through area radio and television stations. Day class cancellation will be announced before 7:00 a.m. Evening class cancellation will normally be announced before 5:00 p.m.

Cancellation of off-campus classes due to inclement weather will be regulated by the specific site hosting the college course. Students should be aware of the process at off-campus class sites and listen to media announcements for class cancellations.

Many instructors organize a fan-out telephone system during the first meeting of the course in the event that illness or other circumstances prevent them from holding class.

Daytime and evening on-campus class cancellations due to the absence of the instructor are posted as early in the day of the cancellation as possible. Missed class time will be made up.

Cooperative Education

Cooperative Education at Bay Mills Community College integrates the academic and applied sciences for the benefit of students. Students contract with a site for on-the-job experience, which meets their occupational goals.

The supervisor at the chosen site, a college representative, and the student confer in the development of the cooperative education contract, which clearly defines the responsibilities of the site, the college and the student.

Monthly evaluations of progress by the site supervisor and conferences with the Support Services Specialist enhance the student's experience. For further credit information, see the Cooperative Education requirements in the course description section of this catalog.

Course Adjustments (Adds/Drops)

Course enrollment should be carefully planned during each academic semester and must be approved by the academic advisor. After students are enrolled, changes may be made in the course enrollment by means of an Add/Drop form. Add/Drop forms are available from the Registrar's Office. Adds and Drops **must** be approved by the offices indicated on the forms. Courses dropped during the first three weeks of classes will not be recorded on the permanent student record.

Withdrawal from a Course

Course withdrawal is official only upon completion of the Course Withdrawal Form. Non-attendance does not constitute withdrawal. No withdrawals will be permitted after the ninth week of the semester without the approval of both the Instructor and the Registrar. Students officially withdrawing from a course after the first ten weeks of the semester will have their permanent record marked with a "W" for withdrawal.

Withdrawal from College

Students discontinuing their studies at Bay Mills Community College during the academic year must complete the official Withdrawal Form. Students leaving college without completing the prescribed steps on the withdrawal form may receive a grade of "F" for all courses. **NOTE:** Withdrawal from college, after receiving federal financial aid funding, may have an adverse effect on the student’s future eligibility for funding.

Grading Policies

The students' academic achievement is recorded on a scale of letter grades assigned by instructors each semester. The grades used by the college with the corresponding numerical values are as follows:

Grade	Significance	Grade Points
A	Superior	4.0
A-		3.7
B+		3.3
B	Excellent	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Poor	1.0
D-		0.7
F	Failure	0.0
W	Withdrawal	0.0
I	Incomplete	0.0
AU	Audit	0.0
P	Passing	0.0
CR	Credit	0.0

Z	Deferred	0.0
R	Repeat	---

I (Incomplete) Students are responsible for completing the requirements of courses in which they are enrolled by the end of the semester. Incomplete grades may be given when, in the opinion of the instructor, there is reasonable probability the student can complete the work within a reasonable time and has a valid excuse for not completing on time.

AU (Audit) Individuals who are interested in a particular subject and not wanting to earn credit for it, may audit the course. Auditing gives students the privilege of attending all classes, but they must have special permission from the instructor to take part in the class activities. Listed below are the criteria for auditing a course:

1. Students may audit courses with permission of the instructor. The course will be marked audit at the time of graduation.
2. Students auditing courses pay the same tuition and fees as those taking courses for college credit.
3. Once students have enrolled in a course on an audit basis, they may not change their registration to a credit basis after the second week of the semester.

P (Passing) Students enrolled in special courses/workshops may be graded on a Passing system. Credit earned counts toward the total required for graduation; however, it is not used in the calculation of the grade point average.

CR (Credit) The grade of "CR" is recorded for departmental exams. Credit earned counts toward the total required for graduation; however, it is not used in the calculation of the grade point average.

Z (Deferred) Deferred grades are given when the course work of a particular course extends beyond a single semester.

R (Repeating Courses) Any courses may be repeated, but credit is granted only once. The last grade received on a repeated course is used in computing the grade point average even if the last grade is lower. However, a grade of "W" (withdrawal, no credit) for the repetition of a course will <u>not</u> replace a previous grade in the course. The student must register for and pay tuition for the repeated course.

Grade Reports

Grade reports are issued at the end of each semester or session of enrollment showing grades, hours attempted, hours completed, honor points and GPA. Grade reports will not be released for students with unsettled financial accounts.

Official Transcripts

Official Transcripts of a student's academic record will be sent to properly authorized individuals or organizations with a valid written request from the student. A fee of $5.00 is charged for each transcript issued.

Transcripts will not be released for students who have outstanding bills or who have overdue books from the Library.

Academic Probation and Suspension

A student who has attempted 12 or more credits and whose cumulative average falls below 2.00 will be placed on academic probation for the following semester and a probationary statement will be noted on the student's record. A student will be removed from academic probation when their cumulative grade point average is 2.00 or above. A student on academic probation must either raise their cumulative grade point average to at least 2.00 the following semester **or** achieve and maintain a current semester grade point average of 2.00 or better each semester until they are removed from probation.

Transfer of Credits to other Institutions

Transfer equivalencies differ from institution to institution. Therefore, students who wish to transfer to another college or university should plan their course of study accordingly. Although students will be assisted by their advisors and the Registrar in this area, they must assume responsibility for meeting the requirements of the college or university at which they plan to enroll.

Honors List

Each semester the names of full-time students who have completed 12 semester hours and earned a grade point average of 3.5 or higher are published by the college, subject to permission of the student. Those so recognized are designated as Honors List Students.

Academic Achievement List

Each semester, part-time students who have accrued 12, 24, 36, 48, and 60 credit hours with a grade point average of 3.5 or higher are recognized on the Academic Achievement List.

Graduation Requirements

Students of Bay Mills Community College are expected to make academic progress during their course of study. Students pursuing an Associate Degree or Certificate must complete all courses as required in their program, and have a 2.00 cumulative grade point average to graduate.

Commencement

Commencement is held annually for certificate and degree candidates. Students completing graduation requirements at the end of Fall and Winter Semester or Summer Session may participate in the annual Spring Commencement exercises. Students who will earn degrees or certificates must apply for graduation by the announced deadline.

Academic Code of Conduct

Students are expected to adhere to traditional Native American values such as honesty, truth and respect in their efforts to attain an education. To do otherwise diminishes the value and integrity of your education and degree from BMCC. In order to protect the worth of your academic achievements we expect students to avoid cheating, plagiarism and other forms of academic dishonesty, which include but are not limited to the following:

- Cheating is the unauthorized copying or sharing of information by any party by any means, such as verbal, electronic, written, and unwritten.
- Plagiarism is unacknowledged use of the ideas, words, and images (print or computer media) of others that are not public knowledge whether or not the intent is to present it as your own.
- Academic dishonesty is defined as any acts designed to circumvent the honest, moral completion of an individual's assignment or test and might include unauthorized use of notes, textbooks, and computer media during an exam, or to threaten or coerce an instructor.

Academic Disciplinary Sanctions

- The faculty member who feels a student has engaged in academic dishonesty will determine the extent of the sanction, up to a failing grade for the entire course.
- A form will be given to the student explaining the reasons for the sanction.
- If a student has discussed the action with the instructor and feels the sanction is unwarranted, he/she may appeal to the Disciplinary Sanction Board.
- Serious offenses may be referred to the administration, which may take independent action including suspension, removal from college or referral to law enforcement.

Academic Grievance

Academic Grievances are disagreements between the student and instructor concerning assignments, grades or personal conflict in the classroom, etc. Whenever a problem arises all attempts should be made to resolve the issue informally. If such discussions fail to resolve the issue, the student has the right to file a formal grievance. Refer to the Student Handbook for the proper procedure.

TUITION AND FEES

Tuition

Tuition charges are billed on a semester basis. All charges are due and payable on or before the first day of each semester. Drafts and checks should be made payable to Bay Mills Community College. Tuition rates are subject to change.

The Student Activity Fee helps to support the Student Council and activities.

Tuition per credit hour (Full and Part-time)	$85.00

Student Fees

Part-time Students (1-11 credits)	
Registration Fee (non-refundable)	$ 30.00
Computer Fee	$ 25.00
Student Activity Fee	$ 10.00

Full-time Students (12 or more credits)	
Registration Fee (non-refundable)	$ 50.00
Computer Fee	$ 50.00
Student Activity Fee	$ 20.00
Building Fee	$ 30.00
Departmental Examination Fees (per exam)	$ 20.00
Transcript Fee	$ 5.00

REFUND POLICY

Students will receive a full refund of tuition and fees (other than the registration fee) if a class is dropped within a period of 1/8th of the total days of scheduled classes. The following schedule should be used in determining a refund for a specific class:

- 16 week class, regular semester class - first ten scheduled class days*
- 8 week class - first five scheduled class days*
- 6 week class (spring and summer) - first four scheduled class days*
- 4 week class - first two scheduled class days*
- 2 week class or less - one scheduled class day*
- Exceptions may be made when warranted by unusual circumstances.
- If a class is canceled, a student will automatically receive a full refund.

All financial obligations to Bay Mills Community College must be met before grade reports and transcripts will be mailed or given to students, or a third party for any student. Students will not be permitted to register for classes the next semester until all financial obligations are met.

FINANCIAL AID

Financial Aid

Bay Mills Community College offers a variety of federal, state and local scholarships, grants and work study opportunities. Many students are eligible for financial aid and should apply to find out what financial aid may be available to them.

Most financial aid is based on need and is intended to assist students whose families cannot pay all, or perhaps any, of the college costs. The difference between what it costs to attend BMCC and what a student and his/her parents can reasonably contribute is considered the student's unmet need.

Types of Financial Assistance

BMCC offers three types of financial aid funds:

- Scholarships: Non-repayable money, usually based on academic performance and demonstrated financial need.
- Grants: Non-repayable money, usually based only upon demonstrated financial need.
- College Work Study: Part-time work during the school year and full-time work during vacation periods. Evidence of financial need is usually a requirement.

These types of assistance are often combined to form a financial aid "package." The aid "package" is designed to make up any difference between the school expenses and the expected family contribution. In the packaging process, each eligible student may receive scholarship and/or grant aid, as well as work-study student funds.

Financial Aid Eligibility

The Federal Government has determined that financial aid will be made available only to those students who have received a high school diploma, earned a GED, or demonstrated an ability to benefit from college by achieving passing scores on an acceptable entrance examination.
In order to be eligible for financial aid, a student must:

1. Be a U.S. Citizen or, "eligible non-citizen".
2. Be accepted for admission to BMCC.
3. Submit documentation to complete the student's financial aid file.
4. Be enrolled for the minimum number of credit hours needed to fulfill program requirements.
5. Maintain satisfactory academic progress in the course of study being pursued.
6. Be registered with the Selective Service, if required by law.
7. Not be in default on any Title IV loan or owe a repayment on any Title IV grant received for attendance at any institution.
8. Complete the Anti-Drug Abuse Certification Statement.

How to Apply for Financial Aid

To apply for financial aid, students must obtain a financial aid packet from the Financial Aid Office; complete the forms enclosed and submit the packet

according to the instructions. Students must also submit to the Financial Aid Office all requested documents needed to complete their financial aid file.

When to Apply

Students may apply for financial aid at any time during or prior to the semester in which they are enrolled. Funds are available throughout each semester. However, to ensure that the aid will be processed in time, early application is encouraged.

Financial Aid Probation

A student whose cumulative grade point average (GPA) falls below 2.00 (4.0 scale) will be automatically placed on Financial Aid Probation for the following semester of enrollment. If the cumulative GPA returns to 2.00 or above at the end of the probation semester, the student will be removed from Financial Aid Probation. If the GPA does not rise to or above the 2.00 level at the end of the probation semester, he/she will not be eligible for continued financial aid assistance.

Satisfactory Academic Progress

Bay Mills Community College students will be required to maintain certain academic standards. Credit hours completed and grade point averages are reviewed at the completion of each semester to determine whether satisfactory progress has been maintained. The following sections outline how academic progress is monitored.

All students must meet the following minimum standards to be considered making satisfactory progress:

- Full-Time Students must complete a minimum of 12 credits each semester of enrollment and maintain a cumulative grade point average (GPA) of 2.00.
- Part-Time Students must complete 6 credits each semester if attending half time; 9 credits each semester if they are 3/4 time. A cumulative grade point average of 2.00 must be maintained.

The following will not be considered as credit completed:

F Failing
W Withdrawal
I Incomplete - course work finished within 25 days after the end of each semester is acceptable by registrar approval only. If not completed, it reverts to an F grade. Exceptions to this policy are the Academic Enrichment courses.
Z Deferred – when course work extends beyond a single semester deferred grades are given.

Repeat courses do not qualify for financial assistance.

Academic Enrichment courses cannot be counted to satisfy certificate or degree requirements.

Omnibus Drug Initiative Act

All students receiving Federal Financial Aid are required to certify that they will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while a student at BMCC. This act gives courts the authority to suspend eligibility for federal student financial aid when sentencing a student who has been convicted of a drug-related offense.

Financial Aid Refund Policy

If a student withdraws from school during the college refund period and the student has received Title IV Federal Financial Aid monies, the following procedure is implemented. The refund is applied to the programs which have paid the tuition in the following order if tuition was paid from more than one Title IV source: 1) SEOG, 2) Pell. The Financial Aid office follows the policies and procedures detailed in the Student Financial Information-Refunds section.

Financial Aid Appeal Process

Bay Mills Community College carefully abides by the rules and regulations governing each of its sources of financial aid funding. From time to time, however, students may wish to appeal a decision made by the College. If this situation arises, the student should clearly state in writing to the Financial Aid Office what the concern is and the Financial Aid Office shall have 10 days to respond in writing to the student. If the student is not satisfied with the decision of the Financial Aid Office, the student can appeal in writing to the Appeals Committee (see Student Handbook for procedures). The Appeals Committee shall respond within 10 days in writing to the student and this decision shall be final.

GRANTS AND SCHOLARSHIPS

The Financial Aid Director will explore all grant and scholarship opportunities upon the receipt of a completed Free Application for Federal Student Aid (FAFSA) form.

Federal Pell Grant Program

The Federal Pell Grant Program is a student aid program designed to provide undergraduate students with a base of financial aid to help meet the costs of attending college. The Federal Pell Grant is also the foundation from which all other student financial aid (federal, state, institutional and private) is built.

Tribal Support Programs and the Indian Higher Education Program

Financial assistance for tribal members wishing to pursue post secondary education or vocational training is available through individual tribal education departments. To apply contact your tribal education director for an application and program guidelines.

Federal/Michigan Work Study Programs

The purpose of the Federal and State Work Study programs is to make available part-time employment opportunities for students who have demonstrated financial need and who are eligible for financial aid. Students at Bay Mills Community College must apply through the Financial Aid Office on campus. A determination of financial aid eligibility and work ability is evaluated. Students may be required to re-apply for FWS each semester as actual employment is based upon funding available.

Federal/Michigan Supplemental Educational Opportunity Grants

The purpose of the Federal/Michigan Supplemental Education Opportunity Grant is to provide grants to exceptionally needy students to help pay for their post-secondary education. It is for undergraduates only and it does not have to be paid back. Students can receive up to $4,000 a year, depending on need, availability of FSEOG funds at Bay Mills Community College and the amount of other aid received. The minimum award is $100. To qualify for FSEOG, students must be eligible to receive a Federal Pell grant.

Michigan Tuition Incentive Program (TIP)

TIP is a tuition incentive program that pays college tuition and mandatory fees for eligible students. To be eligible, students must be high school graduates or have obtained a GED (General Education Development certificate); be under the age of 20 at the time of graduation or GED completion; and be from lower-income families. TIP can be used anytime within four years of graduation or completion of GED. Students must apply at their local high schools <u>before</u> they graduate.

Indian Tuition Waiver

This program waives tuition for Native North American students who meet the following requirements: The recipient must academically qualify, meet the entrance requirements of the college and maintain a grade point average above the 2.0 probationary level. The recipient must have been a Michigan resident for at least twelve months prior to college entrance. The recipient must be at least 1/4 blood quantum descent as verified by the Inter Tribal Council of Michigan, Inc.

Michigan Works

Under the provision of Michigan Works, the E.U.P. Employment and Training Consortium receives Federal and State funding to provide financial assistance for classroom training to eligible residents of Chippewa, Luce and Mackinac Counties. The purpose of Michigan Works is to prepare the student for immediate employment upon completion of training. Because eligibility requirements vary among programs, students must contact the E.U.P. Employment and Training Consortium

American Indian College Fund (AICF)

The American Indian College Fund scholarships and grants are an integral part of the financial aid package at Bay Mills Community College. Contact the Financial Aid Office for information regarding the AICF Grants/Scholarships.

Scholarships

Scholarships are available from various individual donors, religious and service organizations. If interested in applying for any of these, please contact the Financial Aid Office.

Student Support/ Enrichment Services

Bay Mills Community College and the Michigan Department of Education understand that financial and academic deficiencies can be barriers to gaining a college education. For this reason, funds have been made available to meet the needs of certain populations in occupational programs offered at Bay Mills Community College.

Students who are single parents, homemakers, displaced homemakers, disabled, academically disadvantaged, or who are pursuing a non-traditional career may receive special services and assistance to help them reach their career goals.

Services available include the following:

- Free tutoring
- Workshops on study skills, test-taking and time management
- Personal, career and academic counseling
- Referrals to other community agencies
- Instructional accommodations, e.g., scribes, readers and note takers
- Liaison with Michigan Rehabilitation Services, Vocational Rehabilitation and private rehabilitation agencies.

STUDENT SERVICES

Family Educational Rights and Privacy Act (FERPA)

Bay Mills Community College adheres to the Family Educational Rights and Privacy Act (FERPA), a federal law designed to protect the privacy of a student's educational records. Questions concerning FERPA should be addressed to the Registrar's Office.

Student Rights and Responsibilities

Bay Mills Community College's mission is to encourage and prepare students to be successful in various fields of employment and to prepare students to assume responsible roles in their respective communities. The following Rights and Responsibilities are listed to assist students in their educational endeavors.

Rights

- The right to tribally-controlled higher education
- The right to academic freedom
- The right to freedom of religion and culture
- The right to privacy
- The right to freedom of speech and assembly
- The right to make decisions
- The right to safe and secure environment
- The right to humane and responsive treatment
- The right to be free from unreasonable search and seizure
- The right to due process

Responsibilities

- The responsibility for submitting accurate information
- The responsibility for discharging all legal obligations
- The responsibility of payment for all financial obligations
- The responsibility for completing class assignments
- The responsibility for adhering to all rules and regulations of Bay Mills Community College

Social Code of Conduct

Bay Mills Community College promotes the integration of Traditional Native American values in all general and vocational training programs. The seven (7) sacred traditional teachings charge us with seeking the virtues of wisdom, love, respect, bravery, honesty, humility and truth. In keeping with this spirit, students are expected to behave as mature individuals and to conduct themselves in a manner, which is a credit to their parents, the college, and their community.

The following violations will result in disciplinary actions:

- Possession of any firearms, other weapons or explosives on campus.
- Assaulting, Threatening, harassing or endangering the health or safety of others.
- Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that unreasonably interferes with another and creates an intimidating, hostile or offensive environment.
- Theft or damage to public or private property.

- Unauthorized presence in or use of college facilities or equipment.
- Use of tobacco, except in authorized areas or for ceremonial use.
- Refusing to comply with college officials performing their duties.
- Use, possession, or being under the influence of an illegal drug or alcoholic beverage while on college premises or at off-campus sponsored events or field trips.

Any person, who has an alcohol or drug abuse problem and willfully solicits the help of the college, before a violation occurs shall not be disciplined if he/she enters into and completes a professional treatment plan directed at solving the problem. Substance abuse counseling is made available through the Student Support Services office at BMCC or through the Bay Mills Indian Community Substance Abuse Prevention Program.

Social Conduct Disciplinary Sanctions

Any of the following disciplinary sanctions, which are consistent with Tribal, State and Federal law, may be imposed for violation of the Student Codes of Conduct outlined above.

- Warning
- Written reprimand
- Restitution for damages
- Mandatory participation in an approved alcohol/drug abuse treatment program
- Probation
- Suspension
- Dismissal
- Referral for Prosecution

Due Process

A student who is charged with a violation of the Social Conduct Code will:

- Receive a **Written** charge of the violation and the disciplinary sanction imposed
- Have a **Hearing**
- Have a right to **Grieve** the charge and disciplinary sanction

The student may continue in good standing until the appeals process is completed unless the safety of other individuals is affected. (See Student Handbook for a detailed description of the appeals procedure).

Student Council

The student council at BMCC consists of all full and part-time students, with the exception of BMCC employees. Student council officers, which include a president, vice president, secretary, treasurer, and sergeant-at-arms, are elected from the student council-at-large at the beginning of the fall semester each academic year. A special activities coordinator may be appointed by the student council officers or president to assist with planning student projects. (See Student Handbook for a copy of the Student Council Constitution and Rules of Election.).
The student council, in conjunction with the Student Services representatives, administers the student council funds, plans activities, organizes and promotes such events as fundraisers, picnics, cultural gatherings and field trips.

The Student Council President also represents the students as a voting member of the BMCC Board of Regents.

Student Activities/Clubs

Bay Mills Community College promotes many student activities and events. These events are a very important part of each student's program. Students are encouraged to participate in all activities sponsored by the Student Council and Student Services personnel.

Several clubs have been formed on campus by students and staff who have an interest in various programs. These include self-help support groups, and Men and Women’s Traditional Teaching Circle groups.

Students and staff members plan holiday celebrations, potlucks and graduation exercises. All on-campus events are open to community members and are alcohol- free.

Food Services

Food services are not provided by BMCC. The Bay Mills Senior Center offers a full lunch program on Tuesday through Thursday at 12:00 noon. Students are requested to call the senior center at 248-2108 by 9:30 a.m. so the cooks know how much food to prepare. Student fundraising groups offer noon lunches for nominal fees.

The BMCC student lounge is equipped with a coffee pot, snack vending machines, refrigerator and microwave oven for student use. The coffee fund is supported 100% by students for a fee paid weekly or per cup.

Parking

Parking is provided by the college to all students, staff and visitors. Handicapped parking is available in designated areas.

Support Services

The student support Services Office has access to a number of programs and agencies, which can assist the student attending BMCC. The following is a list of some of the services activities and referrals available:

- Traditional Guidance/Teachings
- Utilization of Native American Spiritual Advisors
- Talking Circles
- Annual Ceremonials
- Native Workshops/Gatherings
- Personal/Family/Group Counseling Referrals
- Substance Abuse Assessment/Evaluation Referrals
- Advocacy
- Faculty/Student Liaison
- Student/Health Care Agency Liaison
- Career Development/Assistance
- GED Scheduling/Assistance
- College Transfer Information/Assistance
- Student Leadership Development
- Resource Materials
- Student Council Advisors

The Student Support Services Office Policy prohibits the release of information concerning a student without the student's written authorization.

TRIO (SSS) Program

The TRIO Student Support Services (SSS) program is a federally funded program that offers academic support services and individualized resources to eligible students each year. Services available through the TRIO – SSS Program include:

- Academic Enrichment Workshops
- Cultural enrichment activities such as concerts, play, etc.
- Transfer counseling and campus visits
- Financial aid counseling
- Career exploration and testing
- Learning styles counseling
- Equipment lending such as laptops and calculators
- Supplemental study materials
- Financial aid grant

To be eligible to participate in the TRIO – SSS Program, Bay Mills Community College students must meet income guidelines and/or be a first generation college student and/or have a documented disability. For further information, contact the college's TRIO – SSS Director.

Bookstore

An on-campus bookstore allows students to purchase a variety of items, as well as textbooks and supplies for BMCC courses.

The Learning Center

The Learning Center (TLC) offers academic assistance through a variety of teaching, tutoring and assessment services designed to help students succeed in college. Its goal is to support and expand the student's classroom experiences.

Basic skills assessment testing of all students is conducted by TLC staff. They assist advisors with placing students at the appropriate academic level by testing student competencies in reading, composition and math.

Tutoring services are provided through peer tutors and computer-assisted instruction. Students are encouraged to use the Learning Center, in addition to the Academic Enrichment courses, to develop their skills in areas such as reading, writing, grammar, vocabulary development, basic math, and keyboarding. No previous computer background is necessary to experience success. The Learning Center doesn't have to be scheduled or reserved, however students should check to prevent conflicts.

COMMUNITY SERVICES

Community Education

Bay Mills Community College recognizes community service, as one of its contributions to the educational and cultural needs of the students and the community outside of formal classroom instruction. The Community Education Program component provides a variety of services to the communities of Michigan. Community Service Programs are proposed, initiated and developed to satisfy the unique and specific educational needs of the college's service communities. Conferences, seminars and workshops are provided to citizens of all ages.

High School Completion and GED Program

Consolidated Community School Services (CCSS) offers Bay Mills Community College students who are not high school graduates an opportunity to earn a high school diploma through dual-enrollment. CCSS also provides GED test preparation on-campus. Acceptance into these programs is based on age and expected high school completion date.

Continuing Education Services

Continuing education provides life-long learning opportunities within the college's service area. Offerings cover a variety of subjects designed to reflect the needs of the community, including professional development, academic credit and non-credit enrichment choices. Continuing Education Services also offers conferences, teleconferences and seminars in cooperation with other tribal, regional or national organizations to meet the needs of our community.

Cultural Heritage Center

The Cultural Heritage Center is located within the library building of Bay Mills Community College. Featuring the James O. Keene Native American Heritage Collection, the Center consists of a museum of historic materials representing many of the indigenous cultures of North America. Mr. Keene, of Birmingham, Michigan, was an "elder" who, throughout his life, collected a wide variety of Indian-made items, many of which date back to the 19th century.

Artifacts in the collection that represent diverse native cultures of North America may be viewed in enclosed cases. The museum is open to the public throughout the year. There is a small admission charge for non-students of $1.00, and a donation box is present for those who wish to contribute to the facility's growth.

Unrestricted donations of new material are always welcome. The Center's goal is to both preserve cultural items used by native people and to support the educational curriculum of the Great Lakes Native American studies program at BMCC.

The Library

The college library, through its varied and expanding collections, is a major academic resource for students at Bay Mills Community College. Its facilities stimulate intellectual curiosity, promote research and provide an atmosphere of learning. A full-time librarian and several part-time assistants work to provide assistance to students and other patrons using the library.

The book collection is arranged according to the Library of Congress system in open stacks. The reference collection contains dictionaries, encyclopedias, handbooks, bibliographies, manuals, almanacs, atlases and other volumes that can be used for rapid information retrieval. A special part of the library is devoted to a collection of over 900 books dealing with Native American topics, many of which were authored by Native American scholars. In addition, the library collection features audio and video cassettes on Native American history and culture, language, law, literature, mythology, and handicrafts to support and enrich the Native American studies curriculum at Bay Mills Community College.

The library also maintains interlibrary loan agreements with nearby public and academic libraries. An arrangement with the Upper Peninsula Region of Library Cooperation-Automated Library System allows the patron to have access to over 1,500,000 books by utilizing an online system linking many of the libraries of the Upper Peninsula. Books and other research materials are readily available to BMCC library patrons by means of interlibrary loan.

THE VIRTUAL COLLEGE

The Virtual College, Nishnaabek Kinomaadewin, is an Internet based program utilizing computer technology to create an interactive environment for and among students and faculty. It provides the convenience of online delivery of instruction that allows students to study from their own locations and on their own schedules.

Students may complete individual courses or a complete Associate of Arts degree in Early Childhood Education or Business Administration. Course work may include weekly online discussions, readings, and individual and group assignments. As in face-to-face courses, instructors require students to demonstrate mastery of subject knowledge through exams, course projects and research papers.

Registration, financial aid, textbook ordering and advisement are completed online. There is a student services mentor who acts as liaison between students and faculty when needed. Textbooks are shipped from the college. To learn more about online courses, visit the virtual college homepage at http://www.bmcc.edu

THE VIRTUAL LIBRARY

In addition to maintaining a regular print library, the college provides a Virtual Library for patrons seeking information via the Internet. Students may go to http://www.bmcc.edu/vlibrary or select the Virtual Library link from the BMCC home page at http://www.bmcc.edu to access the Virtual Library.

From the BMCC help page students can take a tour of the Virtual Library, use a site map or site index, search the Virtual Library site, e-mail the librarians, and read the Frequently Asked Questions. When patrons choose to use the Virtual Library, they may access books and papers dealing with scholarly and/or contemporary topics, full text magazine articles, local library catalogs, Native American studies information, and reference materials.
Dictionaries, encyclopedias, and almanacs are all on-line. Children who need help with their homework can use the "Just for Kids" section. To get to Kids, click "Library".

DEGREE PROGRAMS

Programs of study at Bay Mills Community College are designed to provide opportunities for students to develop skills, competencies and experience in chosen areas. Students can complete programs of study preparing them to transfer to a four-year institution or to seek immediate employment. Those seeking personal enrichment or new or updated job skills, as well as visiting students from other colleges are welcome at BMCC.

BMCC grants the following degrees: Associate of Applied Science (AAS), Associate of Arts (AA), and Associate of Science (AS). Non-degree programs lead to a Certificate of Achievement (C).

Associate of Applied Science (AAS)

Curriculums leading to AAS degrees are intense programs of study designed to prepare students for employment after graduation. Degree requirements for the AAS include a minimum of general education courses, a maximum of specialized occupational courses, and both designated and open electives. The concept of "career concentration" has been followed in the design of each program. Students become involved with career oriented courses during their first semester. This involvement continues throughout the time spent with Bay Mills Community College. All candidates for an Associate of Applied Science degree must successfully complete a minimum of 62 semester credits.

Although the Associate of Applied Science degree is designed primarily for employment preparation, many of the courses in these degree programs can transfer to four-year colleges. Students should consult with their faculty advisors if interested in transfer information.

Associate of Applied Science Programs

HUMAN SERVICES
COMPUTER APPLICATIONS TECHNOLOGY
COMPUTER SYSTEMS TECHNOLOGY
NISHNAABEK COMMUNITY/CULTURAL SERVICE
OJIBWE LANGUAGE INSTRUCTION: NISHNAABEMWIN

Associate of Arts (AA) and Associate of Science (AS)

The Associate of Arts and the Associate of Science degree programs are BMCC's basic academic transfer programs. Courses in these programs form the basis for many career options and majors and parallel those offered in the first two years at four-year baccalaureate degree institutions. All students wishing to transfer should work closely with academic advisors at BMCC and intended transfer schools in the planning of their course of study while at Bay Mills Community College because of varied academic backgrounds and differences in transfer requirements for individual colleges and universities. Substitutions for prescribed courses may be allowed as necessary for individual students to meet specific transfer requirements. If prerequisite courses need to be taken prior to required courses, students should expect to spend additional time for program completion. All candidates for an Associate of Arts or Science degree must successfully complete a minimum of 62 semester credits.

Associate of Arts Programs

BUSINESS ADMINISTRATION
CRIMINAL JUSTICE EMPHASIS CORRECTIONS
EDUCATION
GREAT LAKES NATIVE AMERICAN STUDIES
HEALTH & FITNESS
SOCIAL SCIENCE

Associate of Science Program

GENERAL STUDIES

Certificate of Completion (C)

Certificate programs at Bay Mills Community College are designed to provide opportunities to develop skills in areas that would lead to employment. Specialized and technological certificates are available to meet the needs of business and industry. Some certificates may also lead to our degree programs. Students should consult with an academic advisor to determine eligibility for continuation.

CORRECTIONS
NISHNAABEMWIN LANGUAGE INSTITUTE – YEAR 1

Certificate Programs

GENERAL BUSINESS MANAGEMENT
GREAT LAKES NATIVE AMERICAN STUDIES
HUMAN SERVICES
MEDICAL OFFICE
NATURAL RESOURCE MANAGEMENT
NISHNAABEK COMMUNITY/CULTURAL SERVICE
OFFICE SYSTEMS

Other certificate programs are offered which meet the specialized needs of business and industry.

Diploma (D)

NISHNAABEMWIN LANGUAGE & INSTRUCTORS INSTITUTE (OJIBWE LANGUAGE INSTRUCTION)

GENERAL EDUCATION PROGRAM

Bay Mills Community College believes an integral part of an Associate Degree education to be acquisition of general education basic competencies in four critical areas: communications, scientific and mathematical methods, Native American awareness, and social science theories and applications. These competencies are essential to successful learning in the college environment, and they provide the academic foundation for continued learning in major area curriculums.

Students who receive an Associate Degree from Bay Mills Community College will:

1. **Demonstrate Effective Communications:** Students will be able to successfully formulate, present, and defend views through written, oral and electronic sources.

2. **Utilize Scientific and Mathematical Methods:** Students will understand and apply the logical thought processes of analytical critical thinking that can be applied to the solution of problems in diverse academic and career fields and in everyday life.

3. **Demonstrate Understanding of Native History and Culture:** Students will understand Native history, lifestyles, philosophies, and the importance of traditional language in maintaining Native culture.

4. **Understand Social Science Theories and Applications:** Students will understand the dynamics of human interaction in a variety of contexts and apply principles of problem solving to individual, family, community, institutional, and societal issues.

5. **Critical Thinking.** Students will demonstrate the mental processes, strategies, and skills people use to solve problems, make decisions, learn new concepts, establish credibility, validate perceptions and detect bias. They will be able to identify ethical issues and apply a value-based reasoning system.

All Bay Mills Community College students must enroll in (EN111) College Composition and (EN112) Content Area Composition & Research consecutively during their first year. They must pass both courses with a C or better before moving on to courses which have EN112 as a prerequisite. EN112 prerequisites are found in the Course Description section of the catalog.

BMCC students who have successfully competed year one of the Nishnaanbemwin Language Institute are exempt from NA113 Native American Awareness. The contents of this course is covered within the Nishnaanbemwin Language Institute curriculum

General Education Course Requirements for Associate of Applied Science Degrees

Bay Mills Community College requires students who are enrolled in an A.A.S. degree program to take two semesters of English composition.

	Courses	Credits
CS112	Introduction to Computers	4
EN111	College Composition	4
EN112	Content Area Composition and Research	4
******	Designated Math Elective or Science Elective with Lab	4
NA113	Native American Awareness	1
		17

General Education Course Requirements for Associate of Arts and Science Degrees

Bay Mills Community College requires students who are enrolled in an A.A. or A.S. degree program to complete three (3) semesters of English composition.

	Courses	Credits
CS112	Introduction to Computers	4
EN111	College Composition	4
EN112	Content Area Composition and Research	4
EN219	Technical and Report Writing or	4
EN256	Advanced Composition and Research	4
	Or	
BU193	Communication and Writing Skills	3
MA114	Intermediate Algebra or	4
MA116	College Algebra	
NA113	Native American Awareness	1
NA125	History and Organization of Michigan Indian Tribes	4
******	Designated Science Elective with Lab	4
******	Designated Communication Elective	3
	EN107 Public Speaking or	
	Designated Interpersonal Relations Elective	
******	Designated Social Science Elective	3 - 4
		35-36

MACRAO Agreement

Bay Mills Community College is a signatory to the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Transfer Agreement. This agreement is designed to facilitate transfer from community colleges to baccalaureate colleges and universities in Michigan. The agreement provides for transferability of up to 30 semester credits to meet many (in some cases all) of the General Education Requirements at participating Michigan four-year colleges and universities. Students may complete the MACRAO Transfer Agreement as part of an associate degree or as a stand-alone package.

The 30 semester credit hours of coursework needed to meet the MACRAO Transfer Agreement are:

English Composition…...…6 Credit Hours

Social Science……..……8 Credit Hours

- Courses must be taken in more than one academic discipline.
- Courses may include but are not limited to the following: Anthropology, Economics, Geography, History, Native American Studies, Psychology, Political Science and Sociology.

Humanities……8 Credit Hours

- Courses must be taken in more than one academic discipline.
- Courses may include but are not limited to the following: Art, Foreign Language, History, Literature, Music, Native American Studies, Philosophy and Theatre.

Science/Math……..…8 Credit Hours

- At least one course must have a lab with it.
- Courses must be taken in more than one academic discipline.
- Courses may include but are not limited to the following: Biology, Chemistry, Geology, Math, Natural Science and Physics.

Students are encouraged to meet with their academic advisors to select the appropriate courses that fulfill MACRAO requirements.

MACRAO Elective Options

The following courses may be selected as electives in individual associate degree programs. Students should refer to the special requirements of individual degrees and consult with an advisor in selecting elective. Courses used to meet MACRAO requirements must receive a C or higher.

Native Studies/Humanities

ED252	Children's Literature	3
EN206	Creative Writing	3
EN214	Native American Issues through Readings	3
EN225	Contemporary. Nat. Am. Literature	3
EN231	Introduction to Literature	3
EN262	Interpretive Readings	3
HS101	History Of World Civilization I	4
HS102	History Of World Civilization II	4
NA105	Ojibwe Language I	3
NA106	Ojibwe Language II	3
NA112	Inside the History of Native North America	3
NA113	Native American Awareness	1
NA125	History and Organization of Michigan Indian Tribes	3
NA131	Nishnaabek Legends & Oral Traditions	3
NA132	People and the Land/Seasonal Life Ways	3
NA136	Nishnaabek Clothing, Adornment & Handcrafts	3
NA138	Historical & Contemporary Nish Art	3
NA213	Contemporary Native American Issues	3
NI104	Nishnaabek Cultural Experience I	3
NI106	Nishnaabek Cultural Orthography Grammar – Basic	3
NI108	Ojibwe Lang. Immersion – Basic	6
SO202	Interpersonal/Intercultural Relations	3
SO203	Interpersonal/Intercultural For Managers	3

Natural Sciences (With Lab)

BI101	Introduction to Biology	4
BI107	Human Biology	4
CH104	Introduction to Chemistry	4
NS101	Environmental Science	4
NS107	Introduction to Earth Science	4
NS112	Concepts of Physics	4
NS114	Fish & Wildlife Management	4

Social Science

BU108	Macroeconomics	3
BU109	Microeconomics	3
GE105	Introduction to World Geography	4
HS101	History of World Civilization I	4
HS102	History of World Civilization II	4
HS105	American History I	4
HS106	American History II	4
NA112	Inside the History of Native North America	3
NA125	History & Organization of Michigan Indian Tribes	4
NA204	Tribal Law	3
NA213	Contemporary Native American Issues	3
NA219	Tribal Government and Economic Issues	3
NA222	Treaties and Land Ethics	4
PY101	Introduction to Psychology	3
PY205	Abnormal Psychology	3
SO102	Introduction to Human Services	3
SO103	Community Support Systems	2
SO106	Introduction to Sociology	3
SO202	Interpersonal/Intercultural Relations	3
SO203	Interpersonal Management Skills	3
SO204	Social Problems	3
SO206	Sociology of Death and Dying	3
SO209	Family Systems	3
SO212	Sociology of Women	3
SO231	Sociology of Deviant Behavior	3

Math

MA116	College Algebra	4

ASSOCIATE OF APPLIED SCIENCE
COMPUTER APPLICATIONS TECHNOLOGY

This degree is designed to provide students with the basic knowledge and skills for the applications of computer software in office situations. Integration of software and business applications are covered with a capstone class of business projects designed to integrate skills such as database mailing lists with word processing documents. Individual classes may transfer.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS112	Introduction to Computers	4	AC104	Payroll Accounting	
CS145	Introduction to	4		or	3
	Word Processing		AC107	Practical Accounting	
EN111	College Composition	4	EN112	Content Area	4
MA111	Business Math	3		Composition and Research	
NA113	Native American Awareness	1	CS124	Introduction to Spreadsheets	3
			CS243	Advanced Word Processing	3
			OE122	Office Technology and	
				Procedures	3
	TOTAL	16		**TOTAL**	16

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS127	Introduction to Database	4	BU193	Comm. & Writing Skills	3
CS114	Introduction to Internet	4	CS125	Desktop Info. Mgmt. (DIM)	1
CS201	File Management	3	CS203	Integrated Office	3
CS215	Desktop Publishing	4	CS217	Presentation Graphics	3
CS224	Advanced Spreadsheets	3	*****	Social Science Elective	3
			*****	Business/Computer Elective	4
	TOTAL	18		**TOTAL**	17

Required Credits for This Curriculum = 67

Many of the above courses require pre-or-co-requisites. Please consult the course descriptions located at the end of this catalog.

ASSOCIATE OF APPLIED SCIENCE
COMPUTER SYSTEMS TECHNOLOGY

This degree provides graduates with the skills needed to install, manage, and support diverse computer networks. Due to the growing importance of computer networks in virtually every business and organization, graduates of this program are in demand to support their networking infrastructure. Students aspiring to enter this growing and complex field will develop significant skills with computer hardware, computer programming, operating systems, and computer applications.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS112	Introduction to Computers	4	CS204	Web Page Design	3
CS114	Introduction to the Internet	4	CS228	Advanced Computer Hardware	4
CS226	Computer Hardware Systems	4	CS248	Database Design	4
EN111	College Composition	4	EN112	Content Area Composition and Research	4
NA113	Native American Awareness	1	*****	Social Science Elective	3
	TOTAL	17		**TOTAL**	18

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS227	Data Communication Systems (Advanced Networking)	4	CS222	Advanced Operating Systems	4
CS223	Visual Basic Programming	4	CS***	Computer Elective	4
CS231	Unix Administration	4	SO202	Interpersonal/Intercultural Relations	3
MA116	College Algebra	4	CS271	Cooperative Education	5
	TOTAL	16		**TOTAL**	16

Required Credits for This Curriculum = 67

Many of the above courses require pre-or-co-requisites. Please consult the course descriptions located at the end of this catalog.

ASSOCIATE OF APPLIED SCIENCE
HUMAN SERVICES

This degree is designed to provide students with theoretical knowledge and practical skills to prepare them for entry level positions in a variety of human services occupations or for additional educational pursuits. Students receive information based on the social sciences including sociology, psychology, human service agencies, counseling theories and techniques along with practical agency skills. In addition to generalized human services training, students receive specific information on Native American culture, issues and social service needs within all specialty area courses to prepare them to effectively serve this population.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS112	Introduction to Computers	4	MA***	Designated Math Elective:	3-4
EN111	College Composition	4		MA111 Business Math	
SO104	Intro. to Human Services	2		MA114 Intermediate Algebra	
SO106	Introduction to Sociology	3		MA116 College Algebra	
PY101	Introduction to Psychology	4	PY205	Abnormal Psychology	3
			EN112	Content Area Composition and Research	4
			NA113	Native American Awareness	1
			SO103	Community Support Systems	2
			SO204	Social Problems	3
	TOTAL	17		**TOTAL**	16-17

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
NA125	History & Organization of Michigan Indian Tribes	4	NA205	Tribal Law	3
SO105	Fundamentals of Substance Abuse	3	PY213	Human Growth & Development	3
SO116	Human Services Interviewing	3	SO202	Interpersonal/Intercultural Relations	3
SO209	Family Systems	3	SO231	Sociology of Deviant Behavior	3
			SO271	Cooperative Education Human Services Agencies: Procedures and Application	5
	TOTAL	13		**TOTAL**	17

Required Credits for This Curriculum = 64-65

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

MACRAO: Students seeking the MACRAO Seal for transferability for credit should select MA116 for a Math elective.

ASSOCIATE OF APPLIED SCIENCE
NISHNAABEK COMMUNITY/CULTURAL SERVICE

This degree is designed to prepare students in the communication arts, including writing, public speaking, and computer systems, in conjunction with a solid understanding of the language, culture, history and unique governmental status of Native Americans and the Tribes of the Great Lakes. It is intended for students pursuing tribal employment in the areas of journalism, public relations, administrative support; or museum, library and cultural center administration. It will also prepare students for a career as an education paraprofessional.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS112	Introduction to Computers	4	CS124	Introduction to Spreadsheets	3
EN111	College Composition	4	EN112	Content Area Composition and Research	4
NA105	Ojibwe Language I	3	NA106	Ojibwe Language II	3
NA113	Native American Awareness	1	NA125	History & Organization of Michigan Indian Tribes	4
NA132	People and the Land/ Seasonal Life Ways	1	SO202	Interpersonal/Intercultural Relations	3
		3			
	TOTAL	15		**TOTAL**	17

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS215	Desktop Publishing	4	EN225	Contemporary Native American Literature	3
EN107	Public Speaking	3	NA131	Nishnaabek Legends & Oral Traditions	3
MA111	Business Math	3	NA213	Contemporary Native American Issues	3
NA219	Tribal Government & Economic Issues	3	SO103	Community Support Systems	2
NA***	Undesignated NA Elective	3-4	NA271	Cooperative Education	5
	TOTAL	16-17		**TOTAL**	17

Required Credits for This Curriculum = 65-66

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

ASSOCIATE OF APPLIED SCIENCE
OJIBWE LANGUAGE INSTRUCTION
NISHNAABEMWIN

The Nishnaabemwin Language Instructor Institute (NLII) is designed to encourage and promote the understanding and preservation of the Ojibwe language and prepare the student to function as a language instructor. It is also designed to enhance students' cultural awareness and offer the opportunity to develop a functional command of the Nishnaabemwin language, which can be further expanded through additional study or through contact with other speakers of the language. Students will gain an understanding of the structure of the language, learn pedagogical principles and methods for teaching Nishnaabemwin.

This degree program is designed for those students who earn the Diploma in Ojibwe Language Instruction and who wish to receive an Associate Degree.

SUMMER—BASIC—YEAR ONE

Course Number	Course Name	Credits
NI104	Nishnaabek Cultural Experience 1	3
NI106	Nishnaabek Cultural Orthography/ Grammar - Basic	3
NI108	Ojibwe Language Immersion - Basic	6
NI111	Dagwaagi/Biboon/Minookami-- Fall/Winter/Spring - Weekend Immersion Basic	3
	TOTAL	15

SUMMER—INTERMEDIATE—YEAR TWO

CS103	Computer Literacy I	1
NI204	Nishnaabek Cultural Involvement & Research - Intermediate	3
NI206	Nishnaabek Cultural Orthography/Grammar - Intermediate	3
NI208	Ojibwe Language Immersion - Intermediate	3
NI209	Nishnaabe Language Teaching Methods	3
NI211	Dagwaagi/Biboon/Minookami - Weekend Immersion - Intermediate	3
	TOTAL	16

SUMMER—ADVANCED—YEAR THREE

CS104	Computer Literacy II	1
NI212	Dagwaagi/Biboon/Minookami-Fall/Winter/Spring Weekend Immersion Advanced	3
NI224	Nishnaabek Cultural Orthography/Grammar - Advanced	3
NI228	Ojibwe Language Immersion/Special Projects - Advanced	6
NI229	Teaching Methods & Curriculum Development - Advanced	3
NI231	Nishnaabe Child Development & the Classroom	3
	TOTAL	19

The following General Education courses may be completed during any semester:

CS112	Introduction to Computers	4
EN111	College Composition	4
EN112	Content Area Composition and Research	4
NA125	History & Organization of Michigan Indian Tribes	4
*****	Science or Math Elective	4
		21

Required Credits for This Curriculum = 71

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

ASSOCIATE OF ARTS
BUSINESS ADMINISTRATION

This degree is designed to provide students with a foundation for careers in private or tribal business and industries as well as in a wide variety of government agencies. Students are also prepared to continue their education at four-year institutions in such programs as Business Administration, General Business, Management, Marketing, Accounting, and Office Information Systems. Students considering transferring to earn a bachelor's degree should consult with an advisor before selecting electives.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
AC101	Accounting I	4	AC102	Accounting II	4
BU***	Business Elective	3	BU108	Macroeconomics	3
	BU113 Intro to Business		CS124	Introduction to Spreadsheets	3
	BU215 Personal Finance		EN112	Content Area	4
CS112	Introduction to Computers	4		Composition and Research	
EN111	College Composition	4	*****	Social Science Elective	3
NA113	Native American Awareness	1			
	TOTAL	16		**TOTAL**	17

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
AC104	Payroll Accounting	3	BU204	Business Law	3
BU109	Microeconomics	3	BU206	Principles of Management	3
BU209	Marketingt	3	BU193	Communication and Writing Skills	3
NA125	History & Organization of Michigan Indian Tribes	4	MA***	Designated Math Elective	4
				MA114 Intermediate Algebra	
				MA116 College Algebra	
*****	Natural Science Elective	4	SO203	Interpersonal/Intercultural Relations for Managers	3
	TOTAL	17		**TOTAL**	16

Required Credits for This Curriculum = 66

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

MACRAO: Students seeking the MACRAO Seal for transferability for credit should select MA116 for a Math elective.

ASSOCIATE OF ARTS
CRIMINAL JUSTICE CORRECTIONS EMPHASIS

This degree is designed to prepare students for various positions in correctional agencies at the local, state and federal levels. The program includes a combination of theoretical, practical and supportive courses. Individuals already employed in the corrections area can increase their skills and prepare for supervisory positions. Students who complete the five Corrections Officer Certificate courses will satisfy the mandate by the State of Michigan for employment as a Corrections Officer in the Michigan Department of Corrections

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CJ101	Introduction to Corrections*	3	CJ212	Institutional Corrections*	3
CS112	Introduction to Computers	4	CJ215	Corrections Client Growth*	3
EN111	College Composition	4	CJ221	Correctional Law*	3
CJ112	Client Relations In Corrections*	3	EN112	Content Area Composition and Research	4
NA113	Native American Awareness	1	NA125	History & Organization of Michigan Indian Tribes	4
	TOTAL	15		**TOTAL**	17

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CJ201	Introduction to Criminal Justice	3	EN219	Technical and Report Writing	4
EN107	Public Speaking	3	*****	Undesignated Elective	3-4
PY101	Introduction to Psychology	4	*****	Natural Science Elective	4
SO106	Introduction to Sociology	3	NA***	NA Elective	3-4
MA**	Designated Math Elective MA114 Intermediate Algebra MA116 College Algebra	4	PY205	Abnormal Psychology	3
	TOTAL	17		**TOTAL**	17-19

Required Credits for This Curriculum = 66-68

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

MACRAO: Students seeking the MACRAO Seal for transferability for credit should select MA116 for a Math elective.

*Corrections Officer Certificate Courses

ASSOCIATE OF ARTS
EDUCATION

This degree will prepare students to transfer to four-year teacher education program or to work in a paraprofessional position in public and charter schools. The program is unique in its emphasis on Indian and rural education, while preparing students to pass the Michigan Basic Skills for Teachers exam. The curriculum includes a core of liberal arts and education courses, as well as sufficient electives to meet the specific career and transfer plans of individual students. The program meets MACRAO requirements for transfer to state universities; it also constitutes the first two years of the Ferris State University degree in elementary and secondary education.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS112	Introduction to Computers	4	EN112	Content Area Composition and Research	4
EN111	College Composition	4			
NA113	Native American Awareness	1	HS212	American Government	4
SO106	Introduction to Sociology	3	MA114	Intermediate Algebra	4
*****	Undesignated Elective	3-4	*****	Natural Science Elective	4
	TOTAL	15-16		**TOTAL**	16

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
ED257	Learner Diversity	4	ED267	Introduction to Rural & Indian Education	4
EN107	Public Speaking	3			
NA125	History & Organization of Michigan Tribes	4	EN225	Contemporary Native American Literature	3
*****	Planned Elective I	3-4	SO103	Community Support Systems	2
			*****	Natural Science Elective or MA116	4
			EN256	Advanced Composition and Research	4
	TOTAL	14-15		**TOTAL**	18

Required Credits for This Curriculum = 63-65

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

Planned elective indicates that students take specific classes determined by their choice of a four-year university program. LSSU, NMU, AND FSU bound students take different courses to fulfill these electives. Students should decide on their four year choice by the end of their second semester. The list of planned electives is subject to change by individual universities and is available from the department advisor. Substitutions for classes are allowed only to meet specific transfer requirements and only if they maintain MACRAO eligibility. Student must work closely with the education advisor to determine selection and transferability of courses. They are also strongly encouraged to contact the department of education at their prospective university to confirm their educational plans.

BMCC works in partnership with Ferris State University to offer a four-year degree leading to certification in Elementary and Secondary education. Daytime classes are combined with evening, on-line, and weekend classes to allow students to complete their four-year degree without travel to FSU and at tuition lower than most resident university programs.

ASSOCIATE OF ARTS
HEALTH & FITNESS

This degree is designed to provide students with the opportunity to acquire the skills, knowledge and competencies in the fields of exercise science. Students will have a wide variety of entry-level career opportunities in such areas as athletic trainer assistant, rehabilitation specialist assistant, sports/fitness program director, personal fitness trainer, aerobics instructor, coach, health club specialist, and other fields of interest.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS112	Introduction to Computers	4	BI107	Human Biology	4
EN111	College Composition	4	EN112	Content Area Composition and Research	4
ES103	Fitness & Wellness	4			
ES105	Issues of Sports	4	ES107	Coaching Fundamentals	4
			ES109	Conditioning & Strength Training	4
			NA113	Native American Awareness	1
	TOTAL	16		**TOTAL**	17

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
ES204	Sports Injuries (Care & Prevention)	4	EN219	Technical & Report Writing	4
			ES206	Physical Rehabilitation	4
ES205	Sports Management	4	ES208	Exercise Physiology	4
NA125	History & Organization of Michigan Indian Tribes	4	MA***	Designated Math Elective MA114 Intermediate Algebra MA116 College Algebra	4
PY101	Introduction to Psychology	4			
			SO202	Interpersonal/Intercultural Relations	3
	TOTAL	16		**TOTAL**	19

Required Credits for This Curriculum = 68

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

MACRAO: Students seeking the MACRAO Seal for transferability for credit should select MA116 for a math elective.

ASSOCIATE OF ARTS
GREAT LAKES NATIVE AMERICAN STUDIES

This degree is designed to encourage and promote the understanding and preservation of the language, culture, history and unique governmental status of Native Americans with special emphasis on the Tribes of the Great Lakes.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS112	Introduction to Computers	4	EN112	Content Area Composition and Research	4
EN111	College Composition	4	NA106	Ojibwe Language II	3
NA105	Ojibwe Language I	3	NA125	History & Organization of Michigan Indian Tribes	4
NA113	Native American Awareness	1	NA131	Nishnaabek Legends & Oral Traditions	3
NA132	People and The Land/ Seasonal Life Ways	3	NA***	NA Elective	3-4
SO106	Introduction to Sociology	3			
	TOTAL	18		**TOTAL**	17-18

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
EN107	Public Speaking	3	EN225	Contemporary Native American Literature	3
NA109	Ojibwe Language III	3	EN***	Communications Elective EN219 Tech & Report Writing EN256 Advanced Composition and Research	4
NA219	Tribal Government & Economic Issues	3	MA***	Designated Math Elective MA114 Intermediate Algebra MA116 College Algebra	4
NA***	NA Elective	3-4	NA213	Contemporary Native American Issues	3
NS101	Environmental Science	4			
	TOTAL	16-17		**TOTAL**	15

Required Credits for This Curriculum = 66-68

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

MACRAO: Students seeking the MACRAO Seal for transferability for credit should select MA116 for a math elective.

ASSOCIATE OF ARTS
SOCIAL SCIENCE

This degree is designed to provide transferable credit for students planning to pursue a bachelor's degree at the university level. Students should work closely with an advisor to determine course selection and should investigate transferability of courses to their intended institution. Courses listed are required in such programs as education, psychology, sociology, anthropology and social work. This program meets MACRAO requirements.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS112	Introduction to Computers	4	EN112	Content Area Composition & Research	4
EN111	College Composition	4	MA116	College Algebra	4
NA113	Native American Awareness	1	NA125	History & Organization of Michigan Indian Tribes	4
SO106	Introduction to Sociology	3	SO103	Community Support Systems	2
PY101	Introduction to Psychology	4	SO204	Social Problems	3
	TOTAL	16		**TOTAL**	17

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
EN107	Public Speaking	3	*****	Science Elective w/Lab	4
EN256	Advanced Composition and Research	4	*****	Social Science Electives	7-8
SO202	Interpersonal/Intercultural Relations	3	*****	Humanities Elective	3-4
SO***	Social Science Electives	7-8			
	TOTAL	17-18		**TOTAL**	14-16

Required Credits for This Curriculum = 64-67

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

Social Science electives may be selected from the following course offerings with no more than 12 credits from any one discipline and at least three disciplines represented. Social Science electives must equal a minimum of 24 credits.

GE105	Introduction to Geography	4	PY205	Abnormal Psychology	3
BU109	Microeconomics	3	PY208	Counseling Theories & Tech.	3
BU108	Macroeconomics	3	PY213	Human Growth & Development	3
CJ101	Introduction to Criminal Justice	3	SO206	Sociology of Death & Dying	3
HS101	History of World Civilization I	4	SO209	Family Systems	3
HS102	History of World Civilization II	4	SO212	Sociology of Women	3
HS105	American History I	4	SO231	Sociology of Deviant Behavior	3
HS106	American History II	4			
HS212	American Government I	4			

Other electives may be substituted as required by the transfer institution

ASSOCIATE OF SCIENCE
GENERAL STUDIES

This degree is primarily designed for students who wish to transfer to another institution to pursue further education beyond an associate degree. All students wishing to transfer should work closely with an advisor to determine course selection and should investigate the transferability of courses. This program meets MACRAO requirements. Substitutions for prescribed courses may be allowed as necessary for individual students to meet specific transfer requirements.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS112	Introduction to Computers	4	EN112	Content Area Composition & Research	4
EN111	College Composition	4			
NA113	Native American Awareness	1	*****	Natural Science Elective	4
*****	Undesignated Elective	3	*****	Social Science Elective	3-4
*****	Natural Science Elective	4	MA***	Designated Math Elective MA114 Intermediate Algebra MA116 College Algebra	4
	TOTAL	16		**TOTAL**	15-16

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
EN***	Communications Elective	4	NA125	History & Organization of Michigan Indian Tribes	4
EN107	Public Speaking	3			
*****	Social Science Elective	2-4	*****	Natural Science Elective	4
*****	Undesignated Elective	3-4	*****	Undesignated Electives	4
SO202	Interpersonal/Intercultural Relations	3	*****	Social Science Elective	3-4
	TOTAL	15-18		**TOTAL**	15-16

Required Credits for This Curriculum = 61-66

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

MACRAO: Students seeking the MACRAO Seal for transferability for credit should select MA116 for a math elective.

CERTIFICATE
GENERAL BUSINESS MANAGEMENT

This certificate is designed to provide students with knowledge and skills to prepare them for entry level positions within a variety of business occupations. The courses taken in this program will apply toward an Associate Degree at Bay Mills Community College.

YEAR ONE

FALL SEMESTER		**CREDITS**	**WINTER SEMESTER**		**CREDITS**
BU***	Designated Business Electives BU113 Introduction to Business BU209 Marketing BU215 Personal Finance	6	BU206	Principles of Management	3
			BU193	Communication and Writing Skills	3
			CS124	Introduction to Spreadsheets	3
			NA113	Native American Awareness	1
			SO203	Interpersonal/Intercultural for Managers	3
CS112	Introduction to Computers	4			
EN111	College Composition	4			
AC101	Accounting I	4			
	TOTAL	18		**TOTAL**	13

Required Credits for This Curriculum = 31

Many of the above courses require pre-or co-requisites. Please consult the course descriptions located at the end of this catalog.

CERTIFICATE
GREAT LAKES NATIVE AMERICAN STUDIES

This certificate is designed to encourage and promote the understanding and preservation of the language, culture, history and unique governmental status of Native Americans with special emphasis on the Tribes of the Great Lakes.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS112	Introduction to Computers	4	EN112	Content Area Composition & Research	4
EN111	College Composition	4	NA106	Ojibwe Language II	3
NA105	Ojibwe Language I	3	NA125	History & Organization of Michigan Indian Tribes	4
NA125	Native American Awareness	1	NA131	Nishnaabek Legends & Oral Traditions	3
NA131	People and the Land/ Seasonal Lifeways	3	SO202	Interpersonal/Intercultural Relations	3
	TOTAL	15		**TOTAL**	17

Required Credits for This Curriculum = 32

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

CERTIFICATE
HUMAN SERVICES

This certificate is designed to provide students with a basic introduction to the field of Human Services occupations. Focusing specifically on the community or sociological aspect, the practical skills obtained at this level would best prepare students for additional educational pursuits, or entry level human services occupations. In addition to generalized human services training, students receive specific information on Native American history, culture, issues, and social service needs within all specialty area courses to prepare them to effectively serve this population.

YEAR ONE

FALL SEMESTER		**CREDITS**	**WINTER SEMESTER**		**CREDITS**
CS112	Introduction to Computers	4	MA***	Designated Math Elective	3-4
EN111	College Composition	4		MA111 Business Math	
NA113	Native American Awareness	1		MA114 Intermediate Algebra	
SO104	Introduction to Human Services	2		MA116 College Algebra	
			*****	Designated Writing Elective	3-4
SO106	Introduction to Sociology	3		BU193 Comm. & Writing Skills	
SO202	Interpersonal/Intercultural Relations	3		EN219 Tech & Report Writing	
			NA125	History & Organization of Michigan Indian Tribes	4
			SO103	Community Support Systems	2
			SO204	Social Problems	3
	TOTAL	17			15-17

Required Credits for This Curriculum = 32 – 34

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

CERTIFICATE
MEDICAL OFFICE

This certificate prepares students for entry-level office positions as word processors in a medical office setting . Skills, knowledge, and competencies in business communications, computer applications, medical billing, and medical coding are emphasized.

YEAR ONE

FALL SEMESTER		**CREDITS**	**WINTER SEMESTER**		**CREDITS**
CS145	Intro. To Word Processing	4	AC107	Practical Accounting	3
EN111	College Composition	4	BI107	Human Biology	4
MA111	Business Math	3	BU193	Comm. & Writing Skills	3
NA113	Native American Awareness	1	OE113	Medical Coding & Billing II	3
OE112	Medical Coding & Billing I	3	OE122	Office Technology & Procedures	3
SI112	Medical Terminology	3			
	TOTAL	18		**TOTAL**	16

Required Credits for This Curriculum = 34

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

CERTIFICATE
OFFICE SYSTEMS

This certificate prepares students for entry-level office positions as word processors. Skills, knowledge and competencies in business communication and computer applications are emphasized.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS112	Introduction to Computers	4	AC107	Practical Accounting	3
CS145	Intro. to Word Processing	4	BU193	Comm. & Writing Skills	3
EN111	College Composition	4	CS124	Introduction to Spreadsheets	3
MA111	Business Math	3	OE122	Office Tech. and Procedures	3
NA113	Native American Awareness	1	CS243	Advanced Word Processing	3
	TOTAL	16		**TOTAL**	15

Required Credits for This Curriculum = 31

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

CERTIFICATE
NATURAL RESOURCE MANAGEMENT

This certificate is designed to provide a basic foundation of skills for positions in the natural resource fields and continued education in the natural resource studies. After completing this program, students are encouraged to transfer to another institution to complete their associate or bachelor's degree.

YEAR ONE

FALL SEMESTER		**CREDITS**	**WINTER SEMESTER**		**CREDITS**
BI101	Introduction to Biology	4			
CS112	Introduction to Computers	4	CH104	Introduction to Chemistry	4
EN111	College Composition	4	MA102	Beginning Algebra II	4
NA113	Native American Awareness	1	NS***	Natural Science Elective	4
NS101	Environmental Science	4	*****	Undesignated Elective	3-4
	TOTAL	17		**TOTAL**	15-16

Required Credits for This Curriculum = 32-33

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

CERTIFICATE
NISHNAABEK COMMUNITY/CULTURAL SERVICE

This certificate is designed to prepare students in the communication arts, including writing, public speaking and computer systems, in conjunction with a solid understanding of the language, culture, history and unique governmental status of Native Americans and the Tribes of the Great Lakes. It is intended for students pursuing tribal employment in the areas of journalism, public relations, administrative support; or museum, library and cultural center administration. It will also prepare students for a career as an education paraprofessional.

YEAR ONE

FALL SEMESTER		**CREDITS**	**WINTER SEMESTER**		**CREDITS**
CS112	Introduction to Computers	4	EN112	Content Area Composition & Research	4
EN111	College Composition	4	NA106	Ojibwe Language II	3
NA105	Ojibwe Language I	3	NA125	History & Organization of Michigan Indian Tribes	4
NA113	Native American Awareness	1	NA213	Contemporary Native American Issues	3
NA132	People and the Land/ Seasonal Life Ways	3	SO202	Interpersonal/Intercultural Relations	3
	TOTAL	15		**TOTAL**	17

Required Credits for This Curriculum = 32

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

CERTIFICATE OF COMPLETION
CORRECTIONS OFFICER

This program is certified through the Michigan Corrections Officer Training Council and meets Michigan Department of Corrections employment educational requirements. The 100 level classes are taught one semester and the 200 level classes are taught the next semester (Fall and Winter semesters). Classes are offered evenings and on Saturdays only. A tour of one of the local prisons is included at the end of CJ101 Introduction to Corrections.

2 Semesters – Fall & Winter

Course Number	Course Name	Credits
CJ101	Introduction to Corrections	3
CJ112	Client Relations in Corrections	3
CJ212	Institutional Corrections	3
CJ215	Corrections Client Growth	3
CJ221	Correctional Law	3
	Total	15

CERTIFICATE OF COMPLETION
NISHNAABEMWIN PANE – COMPREHENSION AND SPEECH PRODUCTION TRACK 1

This two-year certificate program is designed to develop the Nishnaabe language learner's ability to understand the content of fluent speakers' speech and to respond to that speech appropriately. Track 1 consists of completing two immersion classes each semester for two years.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
NA141	Nishnaabemwin Pane – 1 Basic	3	NA143	Nishnaabemwin Pane – 3 Advanced Basic	3
NA142	Nishnaabemwin Pane – 2 Intermediate Basic	3	NA144	Nishnaabemwin Pane – 4 Intermediate	3
	TOTAL	6		**TOTAL**	6

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
NA241	Nishnaabemwin Pane – 5 Advanced Intermediate	3	NA243	Nishnaabemwin Pane – 7 Intermediate Advanced	3
NA242	Nishnaabemwin Pane – 6 Advanced	3	NA244	Nishnaabemwin Pane – 8 Comprehensive	3
	TOTAL	6		**TOTAL**	6

Required Credits for This Curriculum = 24

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

CERTIFICATE OF COMPLETION
NISHNAABEMWIN PANE – COMPREHENSION AND SPEECH PRODUCTION TRACK 2

This two-year certificate program is designed to develop the Nishnaabe language learner's ability to understand the content of fluent speakers' speech and to respond to that speech appropriately. Track 2 is designed to provide a total immersion environment for one weekend per month for ten months each year for two years. The credit hours earned for the weekend immersions will total thirty credits. The weekend immersions commence on Friday evenings and continue through mid-day Sunday.

YEAR ONE

FALL SEMESTER		**CREDITS**	**WINTER SEMESTER**		**CREDITS**
NA161	Immersion Weekend – 1 Understanding Nishnaabemwin	4	NA163	Immersion Weekend – 3 Communication	4
NA162	Immersion Weekend – 2 Understanding Nishnaabemwin	4	NA164	Immersion Weekend – 4 Communication	3
	TOTAL	8		**TOTAL**	7

YEAR TWO

FALL SEMESTER		**CREDITS**	**WINTER SEMESTER**		**CREDITS**
NA261	Immersion Weekend – 5 Application	4	NA263	Immersion Weekend – 7 Acquisition	4
NA262	Immersion Weekend – 6 Application	4	NA264	Immersion Weekend – 8 Acquisition	3
	TOTAL	8		**TOTAL**	7

Required Credits for This Curriculum = 30

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

CERTIFICATE OF COMPLETION
NISHNAABEMWIN LANGUAGE INSTITUTE
OJIBWE LANGUAGE IMMERSION PROGRAM

This is a Basic Eastern Ojibwe Language Immersion program and is designed to encourage and promote Anishnaabemwin and enhance cultural awareness. Students will learn the fundamental basic Ojibwe language structure in a relaxed setting that is both educational and entertaining. Students actively participate in learning through various culturally related activities such as immersion meals, memory games and crafts. These activities completely immerse students in learning the language through daily practice of dialogue and expressions. In addition to in-class instruction, students will participate in field trips, where they will have the opportunity to utilize the language in various settings. This program includes weekly visits from fluent speakers who offer expertise of the language and culture. To further benefit students' learning, both individual and group tutorials are offered.

When offered in conjunction with the Nishnaabemwin Language Instructor Institute – Year I only: NI105, NI107 and NI118 will satisfy the requirements for Year I of the three-year NLII program.

SIX WEEK – SUMMER ONLY

Course Number	Course Name		Credits
NI105	Nishnaabek Cultural Experience I/Speaking		3
NI107	Nishnaabek Cultural Orthography/Speaking		3
NI118	Ojibwe Language Immersion/Speaking		6
		Total	12

NISHNAABEMWIN LANGUAGE & INSTRUCTOR INSTITUTE

INTRODUCTION

Bay Mills Community College has developed a much needed and recognized process of Nishnaabemwin language learning utilizing the concept that is found in the Medicine Wheel Teachings—teachings which are Nishnaabe and are intrinsic to the understanding and appreciation of Nishnaabe culture. Not only will the students gain and further develop this knowledge, they will also gain a positive sense of identity as Nishnaabe people and as members of the Nishnaabe nation.

In addition to Nishnaabemwin language learning, students of the Nishnaabemwin Language Instructor Institute (NL&II) Program will gain the skills necessary to teach the Nishnaabe language to second language learners. The need to regain the Nishnaabe language is crucial at this time in Upper Michigan. Bay Mills Community College has taken the lead in Native Language Studies.

THE PROGRAM

In keeping with the spirit of Bay Mills Community College's mission, the goal of the Nishnaabemwin Language & Instructor Institute (NL&II) is targeted for individuals who have a special commitment to regain and retain the Nishnaabe language and culture. The teaching and learning process of this program is developed in a manner that is unique and dynamic, Nishnaabe driven, and attempts to make a difference in the lives of the learners. In past history, the educational experiences of Nishnaabe people have not been pleasant and their rich culture largely unappreciated. This has changed dramatically in the past few years with the ever increasing awareness and enhancement of pride in this rich heritage. With this in mind, the development of the program has been done in a holistic approach—holistic meaning integrating the language in all of the courses in the program. BMCC is privileged and proud to be a part of building of the academic tradition that will emerge with the pursuit of excellence in Nishnaabe language study and teaching.

PROGRAM GOALS

The program goals are as follows:

- To maintain the survival of Nishnaabe language and culture within the Tribal communities by providing opportunities for its study and creative use in the academic setting.
- To develop new approaches and skills in the use of Nishnaabemwin through research, teaching and production of materials.
- To introduce Nishnaabemwin to students who wish to learn it for self-growth, personal and professional reasons.
- To offer a framework from which the students will obtain knowledge and appreciation of Nishnaabemwin language and culture.
- To develop competent Nishnaabemwin speakers who possess a beginning to intermediate level of speaking proficiency.
- To provide students with the skills necessary for teaching Nishnaabemwin.

DIPLOMA
NISHNAABEMWIN LANGUAGE INSTRUCTOR INSTITUTE
OJIBWE LANGUAGE INSTRUCTION

The Nishnaabemwin Language Instructors Institute (NLII) is designed to encourage and promote the understanding and preservation of the Ojibwe language and prepares the student to function as a language instructor. It is also designed to enhance students' cultural awareness and offer the student the opportunity to develop a functional command of the Nishnaabemwin language, which can be further expanded through additional study or through contact with other speakers of the language. Students will gain an understanding of the structure of the language, learn pedagogical principles and methods and techniques for teaching Nishnaabemwin.

This diploma program utilizes a holistic approach, which integrates and incorporates the language throughout all courses. Instruction will be completed in 80%, 90%, and 100% immersion of the Ojibwe language respectively for years I, II, and III. This diploma requires three intensive six-week summer immersion sessions in Ojibwe language development and teaching methods. Students who complete the three NLII summer programs and follow up weekend sessions (Dagwaagi, Biboon, and Minookami) will receive a *BMCC Diploma of Ojibwe Language Instruction Nishnaabemwin*.

SUMMER—BASIC—YEAR ONE

Course Number	Course Name	Credits
NI104	Nishnaabek Cultural Experience 1	3
NI106	Nishnaabek Cultural Orthography/ Grammar - Basic	3
NI108	Ojibwe Language Immersion - Basic	6
NI111	Dagwaagi/Biboon/Minookami-- Fall/Winter/Spring - Weekend Immersion Basic	3
	TOTAL	15

SUMMER—INTERMEDIATE—YEAR TWO

CS007	Computer Assisted Materials Development I	1
NI204	Nishnaabek Cultural Involvement & Research - Intermediate	3
NI206	Nishnaabek Cultural Orthography/Grammar - Intermediate	3
NI208	Ojibwe Language Immersion - Intermediate	3
NI209	Nishnaabe Language Teaching Methods	3
NI211	Dagwaagi/Biboon/Minokami - Weekend Immersion - Intermediate	3
	TOTAL	16

SUMMER—ADVANCED—YEAR THREE

CS008	Computer Assisted Materials Development	1
NI212	Dagwaagi/Biboon/Minookami-Fall/Winter/Spring Weekend Immersion Advanced	3
NI224	Nishnaabek Cultural Orthography/Grammar - Advanced	3
NI228	Ojibwe Language Immersion/Special Projects - Advanced	6
NI229	Teaching Methods & Curriculum Development – Advanced	3
NI231	Nishnaabe Child Development & the Classroom	3
	TOTAL	19

Required Credits for This Curriculum = 50

Many of the above courses require pre-or-co requisites. Please consult the course descriptions located at the end of this catalog.

AC – ACCOUNTING

AC101 Accounting I (Fall) 4 CR

This is an introductory course in accounting, which includes the recording and reporting of business transactions, and the measuring, planning and controlling of business income, assets and equities. Prerequisite: Minimum placement test scores.

AC102 Accounting II (Winter) 4 CR

This course is a continuation of AC101 with emphasis on managerial/cost accounting concepts. Prerequisite: AC101 with a C or better.

AC104 Payroll Accounting (Fall) 3 CR

This course is designed to teach students the skills, procedures and conceptual knowledge necessary to figure a company's payroll. Prerequisite: Minimum placement test scores.

AC107 Practical Accounting (Winter) 3 CR

This course will focus on the basic principles and procedures of accounting for business related occupations such as clerical and technical fields. Course topics will include recording business transactions such as special journals, financial statements, worksheets, payroll and other records. Exposure to electronic accounting will also be included. Prerequisite: Minimum placement test scores.

AE - ACADEMIC ENRICHMENT

AE102 Reading Comprehension (Fall/Winter) 4 CR

This course is designed to improve basic reading comprehension and vocabulary for those students requiring assistance as indicated by placement scores. Emphasis is placed on reading to access basic information. Students must pass this course with a C or better to advance to EN105. If this minimum requirement is not met, the student receives a grade of Incomplete (I) and repeats the course. Co-requisite: AE103. Credit in this course does not apply toward college graduation.

AE103 Written Communications Skills (Fall/Winter) 4 CR

This course is designed to improve basic writing skills for those students requiring assistance as indicated by placement scores. Emphasis is placed on ease and fluency in written expression and on application of standard grammar, punctuation, and capitalization rules. Students must pass this course with a C or better to advance to EN106. If this minimum is not met, the student receives a grade of Incomplete (I) and repeats the course. Co-requisite: AE102 and AE119. Credit in this course does not apply toward college graduation.

AE108 Fundamentals of Mathematics (Fall/Winter) 4 CR

This course is designed as a review of the basic mathematical operations. Topics covered include whole numbers, fractions, decimals, percents, ratios and proportions, word problems and basic geometry. Placement in this class is based on results of assessment scores. At the end of the semester students post-test to determine progress. Students must meet minimum requirements before enrolling in college level math courses. If minimum requirements are not met, the student receives a grade of Incomplete (I) and repeats the course. Developmental in nature, credit in this course does not apply toward graduation. Prerequisite: Minimum placement test scores.

AE109 Fundamentals of Algebra (Fall/Winter) 4 CR

This course is a continuation of AE108. Topics covered include signed numbers, basic algebra operations, exponents, word problems, charts, basic graphing, and English-Metric methods of measurement. Placement in this class is based on results of assessment scores or successful completion of AE108 and/or recommendation of the instructor. At the end of the semester students post-test to determine progress. Students must meet minimum requirements before enrolling in college level math courses. If minimum requirements are not met, the student receives a grade of Incomplete (I) and repeats the course. Developmental in nature, credit in this course does not apply toward graduation. Prerequisites: Minimum placement test scores or AE108 70% or better.

AE119 Basic Computers (Fall/Winter) 3 CR

This course is designed for the student without basic keyboarding or computer skills. Students will develop keyboarding skills and basic computer terminology; be able to use basic Windows concepts; format disks; create folders; create, edit, and save files using word processing and basic Internet skills. Prerequisite: None.

BI – BIOLOGY

BI101 Introduction to Biology (Lab required) (Fall/Winter) 4 CR

This course is designed to cover selected biological topics to allow the student to gain an understanding and appreciation of basic life functions, mankind's relationship to his environment and the application of biological data to effective decision-making. This course is designed to fulfill the Natural Science requirement. Prerequisite: Minimum placement scores or permission of instructor.

BI107 Human Biology (Lab required) (Winter) 4 CR

This course is a survey of functional human anatomy and the related physiological processes needed to understand the process of normal human activity at the chemical, cellular, tissue, organ and system levels. It is designed to fulfill the Natural Science requirement. Prerequisites: High school biology or BI101.

BU – BUSINESS

BU108 Macroeconomics (Winter) 3 CR

Macroeconomics principles will explore economic issues that occur on a national level: inflation and unemployment; fiscal policy; economic growth and business cycles; money creation and banking policy; the Federal Reserve; and monetary policies that promote economic growth. Prerequisite: EN111 Co-requisite: EN112.

BU109 Microeconomics (Fall) 3 CR

In this course, students will explore the branch of economics that deals with human behavior and choice, as they relate to relatively small units: the individual, the firm, the industry, and the single market. Prerequisite: EN112.

BU113 Introduction to Business (Fall) 3 CR

This course is intended to provide the student a survey of the various and complex aspects of business and the interrelationship that exists between them. Topics will include business organization and management, personnel and labor relations, governmental agencies and controls, production, marketing and the like. Current career opportunities will be explored throughout the course. Co-requisite EN111.

BU193 Communication and Writing Skills (Winter) 3 CR

This course develops skills in creating clear, accurate, effective business messages, recognizing the interrelationships of communication skills (reading, listening, writing, and speaking) with emphasis on basic rules of writing, grammar, usage, and chief aspects of style, techniques and procedures for producing written communications, as well as forms of address. Prerequisites: CS112 and EN112 with a C or better.

BU204 Business Law I (Winter) 3 CR

This course includes contemporary coverage within the framework of business law fundamentals and its application to the legal and social environment of business. Studies dealing with common law and the Uniform Commercial Code include contracts, sales, personal property, bailments, commercial paper and agency and employment. Prerequisite: EN112.

BU206 Principles of Management (Winter) 3 CR

This course is an introduction to the social and legal implications of business functions and managerial decision-making problems and solutions. Studies include an overview of management planning strategies, principles of organizing, staffing, directing and controlling. Upon completion, the student will be able to analyze issues, solve problems and build management skills. Prerequisite: EN112.

BU209 Marketing (Fall) 3 CR

This course is designed to expose the students to various areas of marketing. The emphasis is on identifying target markets with market segmentation and positioning approaches. It also focuses on developing the right marketing mix. Prerequisite: EN112, and 9 credit hours of Business courses.

CH – CHEMISTRY

CH104 Introduction to Chemistry (Lab required) (Winter) 4 CR

This course is designed to give students a thorough exposure to basic chemistry. The course will provide an introduction to measurement, basic definitions and laws, chemical nomenclature, chemical reactions and equations, atomic theory and elements. It will also cover how chemistry applies to people and their environment. It is designed to fulfill the Natural Science requirement. Prerequisite: One year High School Algebra, MA101, or MA114.

CJ – CRIMINAL JUSTICE W/CORRECTIONS EMPHASIS

CJ101 Introduction to Corrections (Fall) 3 CR

This course is intended for students interested in Corrections as a career. It will provide an understanding of the history and philosophy of corrections and correctional policy, correctional systems from arrest through parole/discharge, Michigan Correctional System, correctional personnel and prisoners, Michigan's minorities in prison with an emphasis on Native Americans Correctional Programs. Co-requisite: EN111 or permission of Department Chair.

CJ112 Client Relations in Corrections (Fall) 3 CR

This course is designed to provide students with an understanding of theoretical constructs as applied to clients in penal settings. Topics will include the meaning and function of culture on personality development, the meaning and impact of discrimination as it affects client relations, minorities in Michigan, attitude formation, and professional responsiveness with correctional clientele. Co-requisite: EN111 or permission of Department Chair None.

CJ201 Introduction to Criminal Justice (Fall) 3 CR

This course is designed to provide students with an exploration of the police, courts and correction systems. It will examine the policies and legal issues that criminal justice professionals deal with on a daily basis. This course will lay groundwork for the study of criminal justice by analyzing and describing the agencies of justice and the procedures they use to identify and treat criminal offenders. Prerequisite: EN112, CJ101, or is currently taking CJ101, or permission of the Department Chair.

CJ212 Institutional Corrections (Winter) 3 CR

This course is designed to provide students with an understanding of the history and philosophy of correctional institutions as a system of control management, supervision, treatment, reintegration of offenders nationally and within the Michigan Department of Corrections. This course will also stress the roles of correctional employees at all levels, the stress they encounter daily, and strategies for effectively coping with those stresses. Prerequisite: EN112, CJ101 or permission of the Department Chair

CJ215 Corrections Client Growth and Development (Winter) 3 CR

This course provides students with an exploration of human growth and development within the context of prison clientele. Areas of concentration include comparing normal and criminal behavior, tracing the development of the criminal pattern in the individual, exploring specific problems associated with clients in corrections, and intervention strategies. Prerequisite: EN112, CJ112 or permission of the Department Chair.

CJ221 Correctional Law (Winter) 3 CR

This course deals with the law as it applies to the correctional system. Applicable court cases and legislation will be reviewed. Topics will include the sources of Corrections Law, the Criminal Justice System, rights of prisoners, civil lawsuits of prisoners, and how the law affects correctional employees. There is also a special emphasis on Michigan Law. Prerequisite: EN112, CJ101, CJ112 or permission of the Department Chair.

CS - COMPUTER SCIENCE

CS007 Computer Assisted Materials Development I (Summer) 1 CR

This course is offered in conjunction with the Nishnaabemwin Language & Instructors Institute. It is designed to give students basic knowledge of computer programs and computer resources. Prerequisite: Current enrollment in NI209.

CS008 Computer Assisted Materials Development II (Summer) 1 CR

This course is offered in conjunction with the Nishnaabemwin Language & Instructors Institute. It is designed to further expand student ability to develop computer-related projects pertinent to the development of Anishinaabe instructional materials and resources. Prerequisite: Current enrollment in NI229.

CS112 Introduction to Computers (Fall/Winter) 4 CR

This course is designed for a beginning student having little or no microcomputer experience. It provides a functional understanding of the components of microcomputers, how these components relate to each other, and elementary microcomputer terms. Use of a word processor, electronic spreadsheet, database file manager, presentation graphics, application software as relevant to the future career, occupation or profession of the student is included. Prerequisite: Basic keyboarding skills or successful completion of AE119.

CS114 Introduction to the Internet (Fall/Winter) 4 CR

This course provides a basic understanding of the Internet environment. The history and potential future of the Internet is discussed. Functions of an e-mail client are explained. Internet browser, newsgroups, chat functions, browser plug-ins and security are covered. Students will learn about e-commerce fundamentals and experience basic HTML authoring of a web page. Prerequisite: None

CS124 Introduction to Spreadsheets (Winter) 3 CR

This course covers the basics of spreadsheets: creating, formatting, and printing worksheets with functions and macros, as well as graphing, including sorting and querying worksheet database applications. Primary emphasis is on spreadsheet application software. Prerequisite: CS112 and Co-requisite MA101 or MA111.

CS125 Desktop Information Management (Winter) 1 CR

This course covers organizing schedules (maintaining multiple appointments, tracking meetings, tasks, projects, etc.), keeping track of contracts, and communicating with others. Prerequisite: CS112.

CS127 Introduction to Database (Fall) 4 CR

This course will develop skills in using database software. Topics will include database terminology, creating, maintaining and manipulating databases; working with queries, sorts, and calculations; and creating reports and forms. Taken concurrently with CS201. Prerequisite: CS112.

CS145 Introduction to Word Processing (Fall) 4 CR

This course provides students with an understanding of word processing concepts, terminology and techniques that are a part of most word processing software packages. Topics that may be included are creating, editing, saving, file management, joining documents, tables, sorting, and document assembly. Basic document formatting and keyboarding skill development are also included. Prerequisite: CS112.

CS201 File Management (Fall) 3 CR

This course covers the principles and practices of effective file management for manual and automated records systems. Basic manual systems concepts are discussed. Database concepts needed for understanding automated file storage and retrieval methods are introduced. Taken concurrently with CS127. Prerequisite: CS112.

CS203 Integrated Office (Winter) 3 CR

This capstone class is designed as a culminating activity at the end of the associate degree program. Students will prepare documents and complete tasks similar to those required in a technologically advanced office. To be taken last semester of studies.

CS204 Web Page Design (Winter) 3 CR

This course explores web page development. Programming in HTML, JavaScript and PERL CGI is covered. An introduction to animated graphic creation is included. Prerequisites: CS112 and CS114 or permission of instructor.

CS215 Desktop Publishing (Fall) 4 CR

This course is designed to take the student from simple through complex publishing procedures covering merging graphics and text to produce newsletters, catalogs and newspapers using desktop computer software. Prerequisite: CS145 and EN112.

CS217 Presentation Graphics (Winter) 3 CR

This course will focus on the elements of design for slide layouts for presentations. Working with graphics, text, and charts to create slide shows and presentations will be included. Prerequisite: CS145.

CS222 Advanced Operating Systems (Winter) 4 CR

This course trains students in the installation, configuration and administration of server operating systems. This course focuses on installing a Windows Domain controller using Active Directory in the Windows 2000 Server environment. Prerequisite: CS112.

CS223 Visual Basic Programming (Fall) 4 CR

This course introduces Visual Basic programming to students. Programming concepts include using variables, subroutines, functions, object properties, coding loop structures and object-orientated programming concepts. Prerequisite: CS112.

CS224 Advanced Spreadsheets (Fall) 3 CR

Electronic spreadsheet preparation and usage will be studied using an industry standard software package. This course familiarizes students with the more advanced capabilities of a spreadsheet software program, including the creation of templates used in business and industry. Prerequisite: CS124.

CS226 Computer Hardware Systems (Fall) 4 CR

This course introduces students to PC hardware and configuration, as well as basic troubleshooting techniques. Students will receive a basic understanding of how computers work, how software and hardware work together, system boards, peripherals, I/O devices and power supplies. Prerequisite: CS112.

CS227 Data Communication Systems - Advanced Networking (Fall) 4 CR

This course covers the basics of networking, network operation systems, network administration and future networking technologies. Successful students will be able to describe, design and build a functional network as well as understand the administration of the network, network operating systems and network applications. In addition, they will become knowledgeable in wireless LAN's and potential future technologies. Prerequisite: CS112.

CS228 Advanced Computer Hardware (Winter) 4 CR

This course is designed to prepare students to pass the Industry Standard A+ certification test, one of the most sought-after certifications in the computer industry. Successful students will become proficient in the installation, maintenance and troubleshooting of hardware on dedicated PC's and LAN's through a combination of lecture, demonstrations and hands-on-lab exercises. Prerequisite: CS112, CS226.

CS231 Unix Administration (Fall) 4 CR

This course covers the basics of Unix System Administration. Successful students will be able to differentiate between the main types of Unix. Students will also experience administrative tasks such as adding cron jobs, navigating file systems, starting and stopping systems processes, adding users, modifying user rights, and modifying file permissions. Students will be given the opportunity to modify DNS records, add and remove system packages, compile a program, modify an Apache web server configuration, and modify e-mail server configurations for Sendmail and Qmail. Prerequisite: CS112, CS226

CS243 Advanced Word Processing (Winter) 3 CR

This course uses realistic business documents to further develop word processing competencies. Topics include advanced functions of word processing software packages and may include merging, graphics, charts, macros, styles, and introduction to layout and design for desktop publishing. Prerequisite: CS145.

CS248 Database Design (Winter) 4 CR

This course will develop skill in using database software (Microsoft Access). Major topics include creating tables, fields, setting relationships between tables, creating reports and forms. This course covers database design, theory, and implementation. Using a relational database, students will gain experience using SQL in developing a working relational system. Prerequisite: CS112.

CS271 Cooperative Education: Computer Systems Technology (Winter) 5 CR

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. The student will complete 15 hours weekly for a total of 225 contract hours. This training should be accomplished during the student's final semester.

ED – EDUCATION

ED101 Study Skills (Fall/Winter) 1 CR

This course introduces the learning skills that lead to college success. Topics include learning styles, time management, stress reduction, organization, note taking, and test-taking strategies. Prerequisite: None.

ED213 Human Growth and Development for Educators (Winter) 3 CR

This course is designed to explore concepts of human physical, intellectual, personality, and social development from conception to advanced maturity, with particular emphasis on learning readiness and abilities at each stage. Students will learn how these concepts impact classroom instruction and curriculum design, with particular emphasis on the effective components of the Michigan Standards and Benchmarks. Prerequisite: EN112 and PY101 or permission of instructor.

ED232 Foundations in Native American Cultural Inclusion (On Demand) 3 CR

This guided independent study allows students to research a variety of sources and demonstrate, by means of written summaries, an understanding of diverse Native American cultures and histories. They will identify opportunities to integrate this knowledge based into standard K – 12 curriculum, as evidenced by completed portfolios. Credit and Honors Certificate will be awarded upon completion. Prerequisite: EN112 and a 3.00 GPA.

ED257 Learner Diversity (Fall) 3 CR

This survey course examines the wide diversity of learner needs in the classroom, including differences in learning styles, linguistic, cultural and economic backgrounds, gender issues, physical and learning disabilities. Students will be introduced to strategies for inclusion and differentiated learning, and will become familiar with special programs and schools that assist diverse learners. Field experience is required. Prerequisites: EN112

ED267 Introduction to Indian & Rural Education (Winter) 4 CR

This introductory level methods course will examine best practices for working with Indian and rural children, particularly in the context of the U.P. The course will trace the history of Indian education, from boarding schools to today's tribal and rural public schools, focusing on research findings relevant to the fields of Indian and rural education, including social, cultural, and economic obstacles to learning. Field experience is required. Prerequisites: EN112 and ED257.

ED290 Developing Culturally Inclusive Curriculum (Fall, Odd) 4 CR

In this course, students are introduced to the planning, implementing, and assessing stages of K-12 curriculum development and shown methods of integrating minority culture and history into curriculums that are aligned to the Michigan Standards and Benchmarks. Students will become familiar with the history of educational reform and various philosophies of education. They will understand the impact of these philosophies on curriculum design. Field experience is required. Prerequisites: EN112, ED257, ED267, and 2.75 G.P.A.

EN – ENGLISH

EN105 Introduction to College Reading (Fall/Winter) 4 CR

This course is designed to prepare students for college level reading. Placement in this class is based on results of assessment scores or successful completion of AE102 with a C or better. Students must achieve college level reading scores on the post-test ASSET exam before entering college level courses. Prerequisite: AE102 with a C or better, or appropriate ASSET scores. Co-requisite: EN106.

EN106 Introduction to College Writing (Fall/Winter) 4 CR

This course is designed to improve writing skills in preparation for college level classes. Emphasis is placed on grammatical accuracy and organization of ideas in paragraph writing, particularly in the context of college assignments. Placement in this class is based on ASSET scores or completion of AE103 with a C or better. At the end of the semester, students take an ASSET post-test; students must achieve minimum ASSET scores and complete course requirements earning a C or better before entering EN111. Prerequisite: AE103 or appropriate ASSET scores. Co-requisite: EN105 and AE119.

EN107 Public Speaking (Fall) 3 CR

This course develops student self-confidence and organizational abilities in formal and informal speaking situations. Emphasis is placed on planning and organization of informative and persuasive speeches, as well as speeches to entertain. Topics include effective listening skills, problem-solving strategies, discussions, oral reading, and impromptu speeches. Tribal oratory tradition is also explored. Co-requisite: EN111

EN111 College Composition (Fall /Winter) 4 CR

This course introduces students to the writing and thinking skills necessary for academic success in college. A variety of college writing contexts are examined, including essay tests, summaries, reaction papers, and expository essays. Within these contexts, the course explores various methods of development, such as process, exemplification, classification, and cause and effect. Emphasis is placed on critical thought, organization, correct usage, and mechanics. Prerequisite: C or better in EN106 and/or minimum placement test scores. Co-requisite: CS112.

EN112 Content Area Composition and Research (Fall/Winter) 4 CR

This course allows students to strengthen organizational strategies for expository writing across the curriculum, and it introduces them to research within the academic disciplines; students are taught to use A.P.A. documentation. Critical thought, organization, correct usage, and mechanics are stressed. Prerequisite: EN111 with a C or better; CS112.

EN206 Creative Writing (Winter) 3 CR

This course explores the creative process in writing poetry, fiction and drama. Students experiment with various literary modes while examining the work of established poets and fiction writers. Classroom activities include sharing individual work and pursuing publishing opportunities. Prerequisite: EN111; Co-requisite: EN112.

EN213 Introduction to Journalism (On Demand) 3 CR

This course introduces students to mechanics of news reporting and writing, as well as new publication. Frequent exercises and peer editing will be a part of the class, along with practical experience publishing newsletters. Prerequisite: EN112.

EN214 Native American Issues Through Readings (On Demand) 3 CR

This is an intensive, directed reading course providing committed students with an opportunity to investigate various aspects of Native American literature, history, legends and teachings, art, tribal law, social and political issues. It may or may not culminate in the selection of a team to compete in the AIHEC College Bowl Competition. Prerequisite: EN111 and NA113 or permission of instructor.

EN219 Technical and Report Writing (Winter) 4 CR

This course furthers development of writing and critical-thinking skills in the contexts of business, government, industry and academia. Emphasis is on audience analysis, appropriate style, document format, and research methodology in reports, proposals, public communications and correspondence. Correct usage and punctuation is stressed; APA documentation is required. Prerequisite: CS112, EN112 with a C or better, or permission of instructor.

EN225 Contemporary Native American Literature (Winter) 3 CR

This course is an overview of Native American literature which touches on foundations in oral tradition and oratory but focuses on modern poetry, fiction, drama, film, biography and essays. Emphasis is placed on recognizing the unique thematic concerns of Native literature. It fulfills the Native American requirement. Prerequisite: EN112 or permission of the instructor.

EN231 Introduction to Literature (Fall, Odd) 3 CR

This course presents the fundamentals of literary analysis and interpretation while exposing students to a variety of genre, including classic and contemporary works of fiction, drama and poetry. Students will learn to use relevant terminology and related concepts in the written analysis of literature. Emphasis is placed on writing. Prerequisite: EN112 or permission of the instructor.

EN256 Advanced Composition & Research (Fall) 4 CR

This second year writing course furthers development of academic writing skills. Emphasis is on extended essay writing, based on analysis and critical discussion of academic readings and covering a range of rhetorical methods. This may include definition, classification, comparison/contrast, cause/effect and argumentation. Students are engaged in the research process, using a variety of primary and secondary sources, with APA documentation. Prerequisite: EN112 with a C or better or permission of the instructor.

ES EXERCISE SCIENCE (Health & Fitness)

ES103 Fitness and Wellness (Fall) 4 CR

This is a practical "how to" course that gives students the information they need to make responsible decisions affecting their well-being, emphasizing self-responsibility and lifestyle management. It includes physical fitness and assessment, nutrition and weight control, cardiovascular strength, stress management and substance use and abuse. Prerequisite: None

ES105 Issues of Sports (Fall) 4 CR

This course will give students various perspectives on society and sport. Issues covered in class include socialization through sport; sport and the American school; sport and aging; aggression and violence in sport; racism in sport; women and sport; and sport as a political tool. Prerequisite: None.

ES107 Coaching Fundamentals (Winter) 4 CR

This course will define the attributes and abilities of a good coach by taking a close look at the coach as a person, a professional, and a manager. Students will be given information on teaching methods, athlete selection, developing appropriate behavior, equipment management, and the legal aspects of coaching. Prerequisite: None.

ES109 Conditioning and Strength Training (Winter) 4 CR

This course lays the foundation of conditioning and strength training. Students will learn about aerobic and anaerobic conditioning, sports nutrition, flexibility, putting together a conditioning program, strength exercises, strength training facilities, and equipment. Students will be required to plan and develop training programs for a wide variety of sports. Prerequisite: None.

ES204 Care and Prevention of Sports Injuries (Fall) 4 CR

This course covers the diagnosis and management of sports-related injuries. Prevention of sports injuries will be covered as well in the class. Students will learn and demonstrate proper taping techniques of injuries. Prerequisite: EN112**.**

ES 205 Sports Management (Fall) 4 CR

This course is designed to give students an overview of successful sports management, with an insight into the skills and competencies required in the private sector. Students will learn the basic how-to of commercial sports management, which will include organizational skills, planning strategies, managing people, relating to the consumer, and staying on the right side of the law. Prerequisite: ES107 and EN112.

ES206 Physical Rehabilitation (Winter) 4 CR

This course gives students practical information regarding the rehabilitation of the injured athlete. We will take an in-depth look at critical decisions relative to the various rehabilitation programs. Students will be required to devise rehabilitation programs as related to the athlete's injury and sport. Prerequisite: ES204 and EN112.

ES208 Exercise Physiology (Winter) 4 CR

This course provides a balanced view of theoretical treatment of exercise physiology. Students will learn through applications using the performance approach. The class will emphasize control of physiological systems during exercise. Prerequisite: EN112.

GE - GEOGRAPHY

GE105 Introduction to World Geography (Fall) 4 CR

This course will introduce students to the discipline of Geography and will provide students with a geographic framework for understanding global, regional, local issues and problems. This course will expound upon the physical geography of the Great Lakes region and the impact of geography on the region's peoples and products. Co-requisite: EN111.

GE201 Introduction to GIS (Geographic Information Systems) (Winter) 3 CR

This course is an introduction to the concepts and applications of Geographical Information Systems. Topics will include the editing and creation of themes and shape files through a hands on approach to GIS. Students will gain practical experience in the operation of GIS. Prerequisite: CS112, Co-requisite: EN111 or EN112.

HS – HISTORY

HS101 History of World Civilization I (Fall, Even) 4 CR

This course is a survey of the history of World Civilization from its prehistoric roots through the Reformation Era. This study will investigate the origin and development of cultural trends from the civilizations of the Americas, Asia, India, and the Mediterranean through the era of European Feudalism; culminating in the emergence of modern Europe. This course will include a study of political history, philosophy, and literature. HS101 meets a social science or humanities requirement elective. Co-requisite: CS112 and EN111.

HS102 History of World Civilization II (Winter, Odd) 4 CR

This course is a continuation of HS101 emphasizing political, economic, and cultural changes of the 18th century, the various forms of nationalism, international socialism, and their influences on the 19th and 20th century, and the search for international peace, with the increasing complexity of the emerging nations of the Third World. This course will include a study of political history, philosophy, and literature. HS102 meets a social science or humanities requirement or elective. Prerequisite: CS112 and HS101, Co-requisite: EN112.

HS105 American History I (Fall, Odd) 4 CR

This course begins with an overview of Native settlement patterns before the arrival of the Mayflower. It addresses the arrival of colonists to the eastern shore of North America, and their descendants who eventually waged the successful American War for Independence beginning in 1776. The formation of a new government, the acquisition of new territory, and the march toward fulfilling "manifest destiny" prior to the Civil War. This course comprises the themes addressed in this first, of two courses, detailing the persons, and events which are the history of the United States. Co-requisite: CS112 and EN111.

HS106 American History II (Winter, Even) 4 CR

An emerging nation convulsed by Civil War begins this course. Settlement of the west, Turner's "frontier thesis," the World Wars which thrust the United States into global leadership, the '50s calm before the '60s social storm, and the contemporary era conclude this sequential course overview of American History. Prerequisite: CS112, HS105, Co-requisite: EN112.

HS212 American Government I (Winter) 4 CR

This course is a study of the processes and functions of national government. It includes a study of Federalism, political parties, Constitutional principles, and the role of the citizen. It will also examine the ongoing relationship between the Federal government and the Indian tribes. Prerequisite: CS112, Co-requisite: EN112.

MA – MATH

MA101 Beginning Algebra I (Fall/Winter) 4 CR

This course is designed for students with at least one year of high school algebra. It will include a review of basic mathematical and algebraic skills and their applications, polynomials and first-degree factoring. Prerequisites: Minimum placement test scores or AE109 with a C or better.

MA102 Beginning Algebra II (Fall/Winter) 4 CR

This course is the continuation of MA101. Topics covered are factoring, algebraic fractions, graphs, linear equations, inequalities, radical expressions and quadratic equations. Prerequisite: Minimum placement test scores or MA101 with a C or better.

MA111 Business Math (Fall) 3 CR

This course provides an increased competence in fundamental mathematic skills and an understanding of the application of mathematical concepts of business activities. Emphasis is placed upon learning mathematical concepts through practical application to business problems. Prerequisite: Minimum placement test scores.

MA114 Intermediate Algebra (Fall/Winter) 4 CR

This course is designed for students with at least 1½ or 2 years of high school algebra. It is a study of number systems, first-degree equations, inequalities, polynomials, exponents, radical expressions, radicals, linear equations, quadratic equations, functions, graphing, and logarithmic functions. Prerequisites: MA102 with a C or better or permission of instructor.

MA116 College Algebra (Fall/Winter) 4 CR

This course is for students who wish to transfer into a four-year degree program. It is the study of inequalities, functions, graphs of linear, polynomial and rational functions, exponential and logarithmic functions, mathematics of finance, systems of linear equations and matrices, linear programming, and an introduction to probability and statistics. Prerequisite: MA114 with a C or better or permission of instructor.

NA - NATIVE AMERICAN STUDIES

NA105 Ojibwe Language I (Fall/Winter) 3 CR

This is an introductory course to the Ojibwe Language. Students will have the opportunity to learn simple phrases, greetings, nouns, and structure (grammar) in Ojibwe. Students will also have the opportunity to learn culturally relevant Nishnaabek teachings. Emphasis will be on listening and recognition of the flow of the language. Prerequisite: None

NA106 Ojibwe Language II (Winter) 3 CR

This course will expand upon Ojibwe I, still keeping the verb as the main focus and continuing work with the double vowel system. Students will learn to write sentences and simple dialogue on their own. This course will also include Ojibwe cultural activities. Prerequisite: NA105 or permission of instructor.

NA109 Ojibwe III (Intermediate I) (On Demand) 3 CR

This course will emphasize conversational Ojibwe. Students will continue utilizing the nouns and verbs from Ojibwe II. More class time will be spent on oral exercises. Prerequisite: NA106 or permission of instructor.

NA112 Inside The History of Native North America (On Demand) 3 CR

This course examines the "greatest stories" of American Indian history. Traveling from pre-contact to the wars and eventual loss of the land and from Pocahontas to the "Little Big Horn," learn the truth here. (Formerly History of Native North America) Prerequisite: None.

NA113 Native American Awareness (Fall/Winter) 1 CR

This course is designed to provide an increased awareness and understanding of the Nishnaabe people of the past and present. Students will participate in group discussions in a talking circle format, supplemented with video presentations, guest speakers and/or field trips. Prerequisite: None.

NA114 Native American Awareness II (On Demand) 2 CR

This course will provide an opportunity to learn/experience Nishnaabe traditional teachings, ethics, purposes and/or meanings in a neutral environment. There will be field trips, hands-on experience and guest speakers. Prerequisite: NA113 or permission of instructor.

NA115 Ojibwe IV (Intermediate II) 3 CR

This course is a continuation of Ojibwe III with an expanded knowledge of nouns and verbs. Additional assignments with reading and writing of the Ojibwe language are required. Prerequisite: NA109 or permission of instructor.

NA116 Ojibwe Language V (On Demand) 3 CR

This course will increase student understanding of more advanced sentence structure within the Ojibwe language. Students will use more oral dialogue and will work independently, conducting research and giving oral presentations. Prerequisite: NA115.

NA125 History and Organization of Michigan Indian Tribes (Fall/Winter) 4 CR

This course will examine the history of Michigan Indian tribes (present and past) and their chronological relationship with the Federal and State Governments. Overviews of tribal histories will include the Chippewa, Ottawa, Potawatomi, Menominee, Huron, Sac & Fox and Miami tribes. Prerequisite: EN111.

NA126 Miijim-The Language of Food I (On Demand) 3 CR

This course introduces the student to the beauty and complexity of the language of the Anishinaabe. The course will place emphasis on student acquisition of basic phonics, grammar, vocabulary and orthography through the study of a single theme-Miijim. Students will become familiar with and demonstrate an increased facility with the speaking of the language by mastering the sound of the language, developing a core vocabulary and understanding conversational patterns and sentence structure. Prerequisite: None.

NA127 Miijim-The Language of Food II (On Demand) 3 CR

This introductory Ojibwe Language course is a continuation of NA126 Miijim-The Language of Food I. The course continues to place emphasis on student acquisition of basic phonics, grammar, vocabulary and orthography through the study of a single theme-Miijim. Content Areas that will be explored are food items, eating, drinking, taste, cooking, table conversations, utensils, feasts/ceremonies, shopping, traditional food preparation, cleaning, feelings and prayer. Students will become familiar with and demonstrate an increased facility with the speaking of the language by mastering the sound of the language, developing a core vocabulary and understanding conversational patterns and sentence structure. As an introductory course, students will be expected to master simple grammar structure and to improve their mastery of the sound of the language through class participation and dialogue.

NA 129 Past and Present Art of the Great Lakes (Winter) 3 CR

This is an introductory course designed to explore the Art of the Great Lakes Indigenous Peoples focusing primarily upon pictographs and their use in historical and contemporary Native American Culture and Art. Means of exploration include text, videos, speakers, and possibly field trips. This class can also serve as a Humanities credit. Prerequisite: None.

NA131 Nishnaabek Legends & Oral Traditions (Winter) 3 CR

This course presents oral teachings of the Nishnaabe people through the use of audio and video presentation and guest speaking elders, supplemented by written texts. Emphasis will be on season-specific legends, (i.e. wenebojo, nanabojo, nanabush) and various other teachings. This course is offered during winter semester only. Prerequisite: None.

NA132 People and the Land/Seasonal Life Ways (Fall) 3 CR

This course studies the relationship between the Nishnaabe people and nature, focusing on their seasons, their ceremonies and the seasonally ordered progression of work. Students will participate in seasonal-specific field trips, supplemented with guest speakers, input from elders, and video presentations. Prerequisite: None.

NA136 Nishnaabek Clothing, Adornment & Handcrafts (Winter) 3 CR

This course presents a hands-on approach to familiarizing the student with traditional Nishnaabek styles of clothing, adornment and other handcrafted items native to the Great Lakes region. Students will complete individual projects such as various types of beadwork, ribbon applique, leatherwork, basketry, quillwork, etc. There will be a required lab fee. Prerequisite: None.

NA138 Historical & Contemporary Nishnaabek Art (Fall) 3 CR

This course presents various Great Lakes Native art forms as related to the cultural development of this Nishnaabe people. It will reflect an overview of modern painting and its roots in pictographs including students' use of water color and acrylic paints. Prerequisite: None.

NA154 Traditional Drumming and Singing I (Fall) 3 CR

This course is designed for the beginner and is taught from a Traditional Anishinaabek perspective. It will introduce basic drumming and singing etiquette and techniques, starting with the teachings of the drum and progressing through a variety of song styles commonly used at pow-wows and social gatherings. Prerequisite: None.

NA155 Traditional Drumming and Singing II (Winter) 3 CR

This course is a continuation of NA154 and expands upon different styles of song and dance with emphasis on pow-wow drumming and singing. Students will be introduced to other drums used by the Anishinaabek and will receive traditional teachings on their origin and use. Prerequisite: NA154 or permission of instructor.

NA158 Native American Theater & Production (On Demand) 3 CR

This course promotes the rich culture, heritage, traditions, contemporary issues, humor and historical re-enactments of the Nishnaabek of Upper Great Lakes area. It introduces the basic concepts of theater productions, terminology, demonstrative works and special projects. Prerequisite: None.

NA205 Tribal Law (Winter) 3 CR

This course will explore such areas as the structure of tribal government, tribal sovereignty, treaties, civil and criminal court jurisdiction in Indian country, tribal resources, economic development, taxation and regulation, rights of individual Indians and various federal laws and court cases concerning and affecting tribes and their members. Prerequisite: NA125, EN111, or permission of instructor.

NA213 Contemporary Native American Issues (Winter) 3 CR

This course is an examination of current Native American achievements, issues, problems and events. Students are introduced to Native and non-Native newspapers, magazines, periodicals and publications which report on events affecting Native Americans on an international, national, regional and local level. Prerequisite: EN111 or permission of instructor.

NA219 Tribal Government and Economic Issues (Fall) 3 CR

This course is an examination of tribal government and current tribal economic development issues. Course topics include, but are not limited to structure and roles of reservation governments, gaming and other tribal business enterprises. Prerequisite: NA125, EN111 or permission of instructor.

NA223 Ojibwe Language Immersion Preparatory Course (On Demand) 3 CR

This companion Ojibwe language course focuses on enhancing the language learner's ability to successfully participate in the full Ojibwe language immersion course, NA231 Ojibwe Language Immersion, offered during the same term. This course follows the same theme areas to be covered in the immersion class and is focused on preparing the students core vocabulary. The course will review grammar and fundamentals necessary to developing a mastery if the orthographic principles of writing Ojibwe and the formation of sentence patterns to facilitate speech. The student's basic skills will be enhanced through a review a transitive verb conjugation, verb transitivity and the transitive verb conjunct form. The student will demonstrate their skill development through oral presentations and dialogue. Prerequisites: NA105 Ojibwe Language I and/or NA106 Ojibwe Language II

NA227 History of Native America in Cinema/Film (Fall) 4 CR

Native American cultures and characters in film have generally been presented from the vantage points of non-Indian history and culture. This course will provide a chronological overview from circa 1900 to the present as it relates to Native America in cinema and film. Prerequisites: successful completion of one of the following courses in Native American Studies: NA112, NA113, NA131 or NA213 and EN111 or permission of the instructor(s).

NA228 Introduction to Basic Nishnaabek Grammar and Orthography I (On Demand) 3 CR

This introductory Ojibwe Language Course focuses on the grammar fundamentals necessary to developing a mastery of the orthographic principles of writing Ojibwe and the formation of sentence patterns to facilitate speech as well as the ability to translate Ojibwe dialogue. The student's basic skills will be enhanced through an in-depth analysis of verb conjugation, verb transitivity and the verb conjunct form. The students will demonstrate their skill development through writing and translation exercises and oral presentations. Prerequisite: NA105 or NA106 and/or one year of Nishnaabemwin Institute.

NA229 Introduction to Basic Nishnaabek Grammar and Orthography II (On Demand) 3 CR

This introductory Ojibwe Language Course is a continuation of NA228-Introduction to Basic Ojibwe Grammar I. The focus of this course is on grammar fundamentals necessary to developing a mastery of the orthographic principles of writing Ojibwe and the formation of sentence patterns to facilitate speech as well as the ability to translate Ojibwe dialogue. The student's basic skills will be enhanced through an in-depth analysis of verb conjugation, verb transitivity and the verb conjunct form. The students will demonstrate their skill development through writing and translation exercises and oral presentations. Prerequisite: NA228.

NA231 Ojibwe Language Immersion I (On Demand) 3 CR

This course is designed for students to practice the vocabulary that has been taught to them previously. Total immersion will be used, and students at this level should understand the language structure. Students are encouraged to use the language at all times, and able to create a dialogue orally. The instructor will assist the students with building dialogues and short stories. This course will also include cultural activities, e.g. community functions, assemblies, etc.

NA232 Ojibwe Dialogue I (On Demand) 3 CR

This course will consist of total immersion in the Ojibwe language. The instructions for each lesson will be given in the Ojibwe language as much as possible. Students will respond speaking the Ojibwe language learned in class. Central Ojibwe Dialect will be taught. Students should be able to understand the basic vocabulary used. The majority of this course will be oral with some writing. It is also important that a student must want to learn. Students enrolling in this course should have a strong desire and commitment to learning to speak Ojibwe. Students should also feel comfortable with speaking since they have already had previous Ojibwe language training. Prerequisites: Completion of a minimum of two years of the Nishnaabemwin Language & Instructors Institute and Ojibwe IV or permission of instructor.

NA233 Ojibwe Dialogue II (On Demand) 3 CR

This course is a continuation of Ojibwe Dialogue I. It will be taught using total Ojibwe language immersion. Instructions for each lesson will be given in Ojibwe language only. Prerequisite: Ojibwe Dialogue I or permission of instructor.

NA234 Ojibwe Dialogue III (On Demand) 3 CR

This course is a continuation of Ojibwe Dialogue II. It will be taught with the use of the Ojibwe language and total immersion in the Ojibwe language. Prerequisite: Ojibwe Dialogue II or permission of the instructor.

NA235 Ojibwe Dialogue IV (On Demand) 3 CR

This course will consist of total immersion in Nishnaabemwin. Instructions for each lesson will be spoken in the Ojibwe language only. This course is a continuation of Ojibwe Dialogue III and will incorporate the use of new vocabulary and more advanced level speaking skills. Prerequisite: Ojibwe Dialogue III or permission of the instructor.

NA239 Introduction to Basic Nishnaabek Grammar and Orthography III (On Demand) 3 CR

This advanced Ojibwe Language Course is a continuation of NA228-Introduction of Basic Nishnaabek Grammar and Orthography I and NA229-Introduction to Basic Nishnaabek grammar and Orthography II. The focus of this course is on grammar fundamentals necessary to developing a mastery of the orthographic principles of writing Ojibwe and the formation of sentence patterns to facilitate speech as well as the ability to translate Ojibwe dialogue. Students' basic skills will be enhanced through an in-depth analysis of transitive verb conjugation and the transitive verb conjunct form. Students will demonstrate their skill development through writing and translation exercises and oral presentations. Prerequisite: NA228 and NA229.

NA 271 Cooperative Education: Nishnaabek Community/Cultural Service (Winter) 5 CR

Cooperative Education provides on-the-job experience in selected Tribal and non-Tribal organizations and agencies. Emphasis will be on the understanding, preservation and promotion of the language, culture, history and government. Students will complete 15 hours weekly for a total of 225 contact hours in programs and community, etc. which provide culturally relevant services. This training should be accomplished during the students' final semester.

Note: Contemporary Native American Literature is offered as EN225.

NI104 Nishnaabek Cultural Experience I (Summer) 3 CR

This course is designed to support the NLII Summer Program through cultural immersion and instructional activities. Students will participate in talking circles, ceremonial activities, field trips, native video presentations and receive traditional teachings from Nishnaabe elders and other speakers knowledgeable in the Nishnaabe culture. Prerequisite: None.

NI105 Nishnaabek Cultural Experience 1/Speaking (Summer) 3 CR

This is a participative course in which students receive traditional teachings of the Ojibwe Clan Systems, i.e. Doodem. There will be presentations and workshops by guest speakers and elders knowledgeable in the Anishinaabe customs and traditions. This course will be taught with the use of 80% Ojibwe language. This course satisfies requirements for NI104 when taken in conjunction with YRI/NLII. Prerequisite: None.

NI106 Nishnaabek Cultural Orthography/Grammar-Basic (Summer) 3 CR

This course will introduce the students to the Nishnaabemwin language, with emphasis on basic phonics, grammar, vocabulary and orthography. Exercises in pronunciation, aural comprehension, oral skills, elementary composition and translation will be utilized. This course will provide the student with cultural information as to the "root" of the words, thereby enhancing the students' knowledge and understanding of Nishnaabek culture and concepts. Prerequisite: None.

NI107 Nishnaabek Cultural Orthography/Speaking (Summer) 3 CR

In this course students will be introduced to the basic grammar and structure, which will help with the pronunciation and comprehension of the Ojibwe language needed for courses NI105 and NI118. The course will be taught by 80% immersion in the Ojibwe language. This course satisfies requirements for NI106 when taken in conjunction with YRI/NLII. Prerequisite: None.

NI108 Ojibwe Language Immersion-Basic (Summer) 6 CR

This course is unique in its delivery. Students will be immersed in speaking Anishinaabemowin on a continual basis during the six-week course. Daily activities and interactions with peers and instructors will be 95% in the language. This course will give students the opportunity to have fun while learning to speak. Prerequisite: None

NI111 Dagwaagi/Biboon/Minookami (Fall/Winter/Spring)
Weekend Immersion – Basic 3 CR

This course is a continuation of the Nishnaabemwin Language Instructors Institute-Basic-Year One Summer Program. This course of three weekend Immersion Sessions will reinforce what the students have learned in order to maintain previously learned language. The students will also be introduced to the general principals of second language teaching, stressing development of listening comprehension and speaking skills. The practicum component of this course includes work/assignments to be done in-between the workshop sessions. Prerequisite: Completion of NLII Summer-Basic-Year One or permission of instructor.

NI118 Ojibwe Language Immersion/Speaking (Summer) 3 CR

This is an introductory course in basic eastern Ojibwe language speaking (Anishinaabemdaa Eta). It will include dialog to express: Doodem/Ojibwe Clan System, weather conditions, sacred words used in ceremonies, and everyday phrases used at home or office. This course will be taught with use of 80% of Ojibwe language. This course satisfies requirements for NI108 when taken in conjunction with YRI/NLII. Prerequisite: None.

NI204 Nishnaabek Cultural Involvement & Research - Intermediate (Summer) 3 CR

This course involves the continued participation of students in cultural activities such as ceremonies, field trips, and visits to communities which have an abundance of Nishnaabemwin speakers. Language learned in the other courses will be applied through various assignments and activities. Completion of NLII Basic Year 1 or permission of instructor.

NI206 Nishnaabek Cultural Orthography/Grammar - Intermediate (Summer) 3 CR

This course gives students an opportunity to further develop Anishinaabemowin language skills with more emphasis on sentence structure and patterns. Students will be provided with opportunities to practice structures learned to express themselves with increasing sophistication-with a richer vocabulary and a greater command of language structures. Prerequisite: NI106 or permission of instructor.

NI208 Ojibwe Language Immersion – Intermediate (Summer) 3 CR

This course will emphasize maximum usage of Anishinaabemowin. Students will be given the opportunity to further develop listening and speaking skills through lecture and skill building exercises. Emphasis will be placed on developing oral reading skills to develop better speech enunciation and expression. Daily journal entries will promote development of students' writing skills. Students will be required to participate in daily language immersion activities. Prerequisite: NI108 or permission of instructor.

NI209 Nishnaabe Language Teaching Methods (Summer) 3 CR

This course is an introduction to the general principles of teaching Nishnaabemwin, stressing development of listening comprehension and speaking skills. In lesson planning, focus will be on structural and communicative approaches. Prerequisite: Completion of NLII Basic Year One or permission of instructor.

NI211 Dagwaagi/Biboon/Minookami (Fall/Winter/Spring)
Weekend Immersion—Intermediate 3 CR

This course is a continuation of the Nishnaabemwin Language & Instructors Institute-Intermediate-Year Two Summer Program. Students will attend three scheduled seasonal weekend Immersion Sessions and participate in a special class project to design and develop various types of Ojibwe language teaching resource materials. Students will utilize intensive written Nishnaabemowin language and orthography skills. Nishnaabek teaching methods and principles learned from the NLII courses will be utilized. Prerequisite: Completion of NLII Summer-Basic-Year One and Summer-Intermediate-Year Two or permission of instructor.

NI212 Dagwaagi/Biboon/Minookami (Fall/Winter/Spring)
Weekend Immersion—Advanced 3 CR

This course is an enhancement of the Nishnaabemwin Language Instructor Institute-Advanced-Year Three Summer Program. Students will participate in seasonal advanced Anishinaabemowin Immersion and Cultural activities; i.e. field experience, practicum, workshops, or development of Ojibwe language teaching resources. Intensive Nishnaabemwin language and orthography skills will be utilized incorporating Nishnaabek teaching methods and principles learned from the NLII courses. This course may be offered in the Fall or Winter semester or as part of the summer session, per instructor discretion. Prerequisite: Completion of NLII Summer-Basic-Year One and Summer-Intermediate-Year Two or permission of instructor.

NI224 Nishnaabek Cultural Orthography/Grammar – Advanced (Summer) 3 CR

This course is the advanced study of the structure of the Nishnaabemwin Language. Reading comprehension exercises will be utilized as well as other activities incorporating the four communicative styles of language acquisition previously learned. Further in-depth study of the language will focus on advanced grammar structure as well as research on the "true meaning" of various words and phrases. Prerequisite: NI206.

NI228 Ojibwe Language Immersion/Special Projects - Advanced (Summer) 6 CR

This course is designed to further develop reading, writing and oral communication skills. Students will gain a greater understanding of Anishnaabe culture through reading a variety of materials. The use of correct grammar and appropriate language conventions in both oral and written Anishinaabemowin will be emphasized. Anishinaabemowin will be used in all daily activities. Prerequisite: NI208.

NI229 Teaching Methods and Curriculum Development - Advanced (Summer) 3 CR

Consolidation and extension of previously learned material in Parts 1 & 2 will be focused in this course. Students will have the opportunity to develop curriculum using the course spiral process outlined at the onset of the NLII Program. Incorporation and utilization of culturally relevant material and activities will be encouraged. Prerequisite: NI209 or permission of instructor.

NI231 Nishnaabe Child Development and the Classroom (Summer) 3 CR

Incorporating what has been learned in the Medicine Wheel Teachings, students will examine the four aspects (physical, mental, emotional, and spiritual) of children and youth. Language teacher interaction, development of student rapport, and classroom management will be emphasized. The Seven Grandfather teachings will be a model used in the development of culturally relevant material. Prerequisite: Current enrollment in NL&II.

NS - NATURAL SCIENCE

NS101 Environmental Science (Lab required) (Fall) 4 CR

This course explores the varied aspects of mankind's relationship to the environment. This course will provide students with the opportunity to learn about the environment. Concepts of Traditional Native American methods, ecology and modern science will be explored as ways to solve problems dealing with the environment. It will also deal with some identification and ecology of the local plant and animal communities along with the traditional uses of these communities by the Anishnaabek. It is designed to fulfill the Natural Science requirement. Co-requisite: EN111.

NS103 Introduction to Natural Resource Management (Lab required) (Winter) 4 CR

This course deals with classification and description of renewable and non-renewable resources with emphasis on their ecological value to ecosystems. It is an introduction to and discussion of major resource problems. It is designed to fulfill the Natural Science requirement. Prerequisite: NS101 with a C or better.

NS107 Earth Science (with NASA Satellite Images) (Winter) 4 CR

This course will include recognition of basic concepts and processes related to the Geosphere, the Hydrosphere, the Atmosphere and Universe. Understanding the major theses of Earth Science and the application of this knowledge to interpret and analyze natural phenomena will be a major goal of this course.

NS112 Concepts of Physics (lab required) (On Demand) 4 CR

This course is designed to give students a thorough exposure to basic physical concepts. The course will provide a basic training in fundamental physical phenomena and their applications. An introduction of the principals involving mechanics, electromagnetism, waves, optics and thermodynamics will be presented in lecture, demonstration and hands-on activities. It is designed to fulfill the Natural Science requirement. Prerequisite: MA102 with a C or better or permission of instructor.

NS114 Introduction to Fish and Wildlife Management (On Demand) 4 CR

This course will provide an introduction to the identification, ecology and management of fish and wildlife. The emphasis will be placed on species found in Michigan and the Great Lakes region. We will use NASA satellite images to understand macro-ecological factors. Prerequisite: EN111

OE - OFFICE EDUCATION

OE112 Medical Coding and Billing I (Fall, Even) 3 CR

This course introduces the student to the coding of medical diagnoses and procedures using ICD-9 and CPT coding manuals. It includes basic insurance concepts, terminology and practices used by health insurance carriers. Prerequisite: None.

OE113 Medical Coding and Billing II (Winter, Even) 3 CR

This course continues the study of billing and coding. It introduces the student to an actual office setting in using the ICD-9 and CPT coding on the HCFA 1500 forms. Many hands-on classroom activities will assist the student in applying the knowledge. Prerequisite: OE112.

OE122 Office Technology and Procedures (Winter) 3 CR

This course focuses on the role of office support personnel. Problems involving office ethics, diversity, organizational skills, safety and security, technology, time management, stress management, sexual harassment, and coping with change are emphasized as well as technological aspects of the job. Prerequisite: CS112, EN112.

PE - PHYSICAL EDUCATION

PE104 Weight Training and Conditioning (Fall/Winter) 2 CR

This course will provide students with an awareness of the importance of developing and maintaining a personal fitness program. Students will be provided basic information on exercises designed to strengthen small and large muscle groups and improve cardiovascular endurance. Students will be trained on the proper use of various exercise equipment and how to measure and chart increases in endurance. Prerequisite: None.

PE105 Beginning Exercise (Winter) 2 CR

This exercise program is designed for the student that has lead a sedentary life style and now wants to start a healthier life style. This program will assist in weight loss and/or better body composition while strengthening the confidence of the student. Students will be introduced to gradual but regular exercise habits. The intensity of exercise will vary depending on the student’s level of fitness. None.

PE106 Fundamentals of Golf (On Demand) 1 CR

This course offers an introduction to the game of golf. Prerequisite: None.

PE107 Advanced Golf (On Demand) 1 CR

This course is a continuation of PE106. Prerequisite: PE106 or permission of instructor.

PE108 Outdoor Hiking (Fall) 2 CR

This course is designed to enable the student to engage in outdoor hiking as a means of developing physical and mental fitness. Prerequisite: None.

PE109 Walk Fitness (Fall) 2 CR

This class is designed for students that are looking to increase their level of fitness and health through walking. Students will be given information on the benefits of walking, nutrition, and weight control. Students will learn how to keep motivated and various walking routines. This is a hands-on course where students will be physically walking every class period.

PY - PSYCHOLOGY

PY101 Introduction to Psychology (Fall) 4 CR

This course is a general introduction to the scientific study of behavior and mental processes. The study of psychology is presented as an attempt to understand the "mystery of human behavior" and includes a survey of basic topics such as perception, learning, human development, psychological disorders, psychotherapy, and systems of psychology. Co-requisite: EN111.

PY205 Abnormal Psychology (Winter) 3 CR

This course is designed to examine the characteristics, etiology, and treatment of a wide range of mental, emotional, and behavioral disorders according to the DSM-IV diagnostic categories. The socio-historical origins of our concepts of abnormality and the social significance of maladaptive behavior are included. Prerequisites: PY101, Co-requisite: EN112.

PY208 Counseling Theories and Techniques (Winter, Even) 3 CR

This course focuses on the key concepts of contemporary counseling theories and the techniques and methods that are specific to each theoretical approach including those used in traditional Native American healing. Special emphasis is placed on the characteristics of effective counselors, the ethical guidelines affecting the practice of counseling, and the development of an individual philosophy of counseling. Prerequisites: PY101, SO116, Co-requisite: EN112.

PY213 Human Growth and Development (Winter, Odd) 3 CR

This course is designed to explore human growth and development through all stages of life from conception through death. Included are concepts of physical, intellectual, personality and social development as well as issues and concerns relevant to each stage of life. Prerequisite: EN112, PY101.

SI - SCIENCE

SI112 Medical Terminology (Fall, Even) 3 CR

This course is designed to furnish the basic tools necessary for building a medical vocabulary for students wishing to enter a medical field. It involves analyzing the structure of medical terms by learning their roots, prefixes and suffixes, as well as learning to identify, spell, define and properly use those terms and pertinent medical abbreviations. Prerequisite: None.

SO - SOCIOLOGY

SO103 Community Support Systems (Winter) 2 CR

This course is designed to explore contemporary social issues and problems with special emphasis on issues of particular concern to Native Americans. It also provides information about resources for resolving these problems through face-to-face contact with representatives of community agencies directly involved in providing assistance to individuals and families with these problems. Co-requisite: EN112.

SO104 Introduction to Human Services (Fall) 2 CR

This course provides a general introduction to the field of human services for students who are headed toward careers that involve direct contact with people. It includes an overview of the goals and function of human services, the groups who receive help from human services, the theories that govern human services and the techniques and methods of helping. Finally, in an effort to aid students' development of a humanistic perspective combined with a realistic awareness of societal problems, a sampling of current controversies affecting human services is explored. Guest speakers from community human service agencies will be included on a regular basis to provide information about the manner in which services are delivered to specific populations such as Native Americans among others. Co-requisite: EN111.

SO106 Introduction to Sociology (Fall/Winter) 3 CR

This course is designed to examine human behavior in the socio-cultural setting and to evaluate the forces which act upon and shape that behavior. Special attention is given to the interaction of individuals in relationships with other groups and with larger social institutions. Native American issues and experiences will be incorporated as feasible and appropriate. Co-requisite: EN111.

SO116 Human Services Interviewing (Fall) 3 CR

This course is designed to provide a detailed examination of the foundational skills, concepts, and methods of effective interviewing using a micro-training format. Students will have the opportunity to develop concrete competencies in these areas and to integrate them into their personal interviewing styles. Emphasis is placed on understanding that these concepts and skills can be adapted to facilitate communication in a variety of multicultural encounters. Co-requisite: EN111.

SO202 Interpersonal/Intercultural Relations (Fall/Winter) 3 CR

The focus of this course is developing effective communication strategies in diverse social and cultural systems from the family to the community. The experiential component includes values clarification activities, empathic listening and responding skill development, facilitating trust, problem-solving strategies, and cross cultural communication. Co-requisite: EN111

SO203 Interpersonal/Intercultural Relations for Managers (Winter) 3 CR

The focus of this course is developing effective communication strategies in diverse social and cultural systems within the modern workplace, such as office settings, the hospitality/resort environment, manufacturing, and general retailing. This course will address several key workplace issues, such as how to create and manage a business enterprise in which both the quality of customer service and employee morale/performance are at a level of peak performance. Other issues this course will address are: winning and maintaining both customer and employee allegiance, teamwork, and how to motivate a culturally and socially diverse employee base. The course will also examine workplace stress and human rights issues in the working world. Prerequisite: EN112.

SO204 Social Problems (Winter) 3 CR

This course is a survey of selected contemporary problems in American society from the perspective of sociological concepts and orientations which underlie an understanding of human behavior. It begins by focusing on problems of personal concern to students and moves to an examination of broader societal problems in an effort to illuminate the social forces that have shaped the social problems as well as the factors that have shaped the students' individual views of those problems. Native American issues and experiences will be incorporated as feasible and appropriate. Prerequisites: SO106, Co-requisite: EN112.

SO206 Sociology of Death and Dying (Winter) 3 CR

This course will explore death, dying, and bereavement as well as other losses that we experience in life from a sociological perspective. Trends in attitudes, coping, legal and moral issues will be covered from a cultural and historical perspective. Prerequisites: SO106, Co-requisite EN 112.

SO209 Family Systems (Fall) 3 CR

This course is designed to explore America's diverse and changing family systems in terms of structure, function and ethnicity in an attempt to provide both personal and intellectual understanding of the importance of families as the crucibles in which our humanity is born, nurtured, and fulfilled. Issues specific to families such as marriage, parenting, divorce, and work are included along with the influences of the economy and social policy on family life. Prerequisite: SO106, Co-requisite: EN112.

SO212 Sociology of Women (Fall) 3 CR

This course will cover the history and future of women and feminism including its political roots and objectives. It will also explore how race, class and other social hierarchies define a woman's role and feminism. Prerequisites: SO106, EN112.

SO231 Sociology of Deviant Behavior (Winter) 3 CR

This course is designed to present a theoretical overview of the nature and meaning of deviance and a detailed examination of a number of forms of behavior commonly regarded as deviant in an attempt to understand deviance in its social context. Included are interpersonal violence, economic and political criminality, drug and alcohol addiction, heterosexual deviance, homosexuality, and mental disorders among others. Prerequisites: SO106, N112.

SO241 Special Topics in Social Science (On Demand) 3 CR

This course is designed as a directed study focusing on a student's particular area of interest.

SO271 Cooperative Education: Human Service Agencies—Procedures and Application (Winter) 5 CR

This course is designed to be a capstone educational experience for students who are completing Associate Degrees in Human Services. The goal is to provide an overview of Human Service Agency functions, procedures, etc. as well as provide a mechanism for students to engage in practical application of cumulative knowledge and skills gained from all major and general educational courses they have completed to date. Students will complete 12 hours weekly in an agency setting for a total of 180 contact hours during their final semester in addition to 2 hours weekly in the classroom.

ORGANIZATION OF THE COLLEGE

Bay Mills Community College is governed by the Bay Mills Community College Board of Regents. The current members and their tribal affiliations are as follows:

Board of Regents

Cameron, Allyn J……..Chairman
Director of Communications, Bay Mills Indian Community
Member, Bay Mills Indian Community

Walker, Quinton A. ..... Vice Chairman
Member, Grand Traverse Band of Ottawa/Chippewa Indians

Teeple, Sharon L. ..... Treasurer
Director, Inter-Tribal Council of Michigan
Member, Bay Mills Indian Community

Parker, Gregory .....Member
Controller, Bay Mills Indian Community
Member, Bay Mills Indian Community

Easton, Alexander.....Member
Slot Attendant, Bay Mills Indian Community
Member, Bay Mills Indian Community

Kibble, Jack….. .....Member
Sault Ste. Marie Tribe of Chippewa Indians
Member, Sault Tribe of Chippewa Indians

Parker, Jeffrey.....Member
Tribal Chairman, Bay Mills Indian Community
Member, Bay Mills Indian Community

Teeple, Diane L. .....Member
Tribal Accountant for Grants and Contracts, Bay Mills Indian Community
Member, Bay Mills Indian Community

Student Body President/Elected Annually .....Member

Carnahan, George R., Ph.D. .....Ex-Officio Member
Management & Marketing Department, Northern Michigan University

Full Time Faculty

Aponte, Melissa . ..... Communications
B.A., Lake Superior State University
M.A., Indiana State University

Cameron, Samantha J. ..... Business Administration
A.A.S., St. Clair County Community College
B.A., Western Michigan University
M.A., Michigan State University
Member, Bay Mills Indian Community

Cantarero, Maria N. . ..... Communications/Education
B.A., University of Iowa
M.A., Northern Iowa University

Dickinson, Robert E. ..... Science
B.S., University of Michigan
M.S., Eastern Michigan University

Elder, Richard W. ..... History/Government
A.S., Mott Community College
B.S., Central Michigan University
M.A., Central Michigan University

Johnson Cox, Susan K. ..... Computer Science
B.S., Northern Michigan University
M.A., Viterbo College

Lewis, Donald R. ..... Social Sciences
Michigan Office of Substance Abuse Service Certification
B.S., Lake Superior State University
Member, Wikwemikong Unceded Indian Reserve

Miller, Christine M. ..... Science/Mathematics
B.S., Ferris State University
M.S., East Texas State University

Willis, Michael ..... Native American Studies
Northern Michigan University
Lake Superior State University
A.A.S., Bay Mills Community College
Diploma, Nishnaabemwin Language Instructors Institute, Bay Mills Community College
Member, Bay Mills Indian Community

Adjunct Faculty

Armstrong, Joshua. ..... Communications
B.A., Northern Michigan University
B.A., Northern Michigan University

Atherton, Robert. .....Criminal Justice
A.S., Jackson Community College
B.S., Eastern Michigan University
M.A., Eastern Michigan University

Bedell, Duane ..... Computer Science
A.A.S., Bay Mills Community College
Member, Bay Mills Indian Community

Boissoneau, Doris, O… . ..... Ojibwe Language Institute
Diploma, Lakehead University
Member, Garden River Band

DePlonty,-Shawna. ..... Business /Computer Science
Certificate(s), Sault College
B.A., Algoma University
M.Ed., University of Nipissing

Gentry, Sherrie ..... Education
B.A., Hope College
M.A., Western Michigan University

Gonzalez-Murphy, Val ..... Communications
B.A., University of Arkansas
M.A., University of Arkansas

Hass, Randal . .....……Criminal Justice
A.A., Ferris State University
B.A.,Lake Superior State University
M.P.A., Northern Michigan University

Holappa, Ted .....Native American Studies
Diploma, Nishnaabemwin Language Instructors Institute, Bay Mills Community College
A.A.S., Bay Mills Community College
B.S., Wisconsin State University
M.P.H., University of Michigan
Member, Keweenaw Bay Indian Community

Holbrook, Charles ..... Computer Science
A.A.S., Bay Mills Community College
Member, Sault Ste. Marie Tribe of Chippewa Indians

Jerman, Joan .....Physical Education
A.A., Bay Mills Community College
A.A.S., Bay Mills Community College
Member, Bay Mills Indian Community

Kasper, Chet .....Computer Science
B.S., Ferris State University

Krentz, John .....Health & Fitness
B.A., Ripon College
M.S., University of Madison

Lasslett,Patricia .....Business Administration
B.A., Lake Superior State University
Member, White Earth Band of Chippewa Indians

LeBlanc, Debra.....Social Sciences/Math
A.A., Bay De Noc Community College
B.S., Lake Superior State University
M.S.W., Michigan State University

LeBlanc, Kathleen .....Native American Studies
Lake Superior State University
Bay Mills Community College
Member, Bay Mills Indian Community

Lucas, Al .....Computer Science
A.D., Lake Superior State University

McKinney, Lois M.. .....Office Systems
Certificate(s), Bay Mills Community College
A.A.S., Bay Mills Community College

Murphy, Russell .....Communications
B.A., Washington University
M.A., University of Missaur & Columbia
MDiv., St. Paul School of Theology

Nolan, Barbara.....…….Ojibwe Language Institute
Certificate, Laurentian University
Diploma, Lakehead University
B.A., Algoma University
Member, Garden River Band

Powless, Holly, J.D. .....Tribal Government and Law
A.A., Haskell Indian Junior College
B.A., University of Michigan
M.A., Kent State University
J.D., Wayne State University
Member, Bay Mills Indian Community

Reffruschinni, Jeani A. .....Computer Technology
Lake Superior State University
A.A.S., Northern Michigan University
Member, Sault Ste. Marie Tribe of Chippewa Indians

Roy, Helen ..... Native American Studies
A.A., Lansing Community College
Member, Wikwemikong Unceded Indian Reserve

Shoberg, Bruce ..... Computer Science
B.A., University of South Florida

Slater, Kelly ..... Communications
B.A., Lake Superior State University

Swadling, Bonnie ..... Social Science
B.A., Oakland University
M.A., Oakland University

Theut, David ..... Criminal Justice
B.A. Lake Superior State University
J.D., Thomas M. Cooley Law School

Turco, Michael ..... Mathematics
B.A., University of Toronto
M.A., Northern Michigan University

White, Jeanette ..... Native American Studies
Certificate, Lambton College
University of Windsor
Member, Walpole Island First Nations

- BMCC Virtual College faculty are found in the Virtual College Catalog at www.bmcc.edu

Administration & Staff

Parish, Michael C., J.D. ..... President
B.S., Lake Superior State University
J.D., Cooley Law School
Member, Bay Mills Indian Community

VanSloten, Veronica A. ..... Vice President of Operations/Registrar
Ferris State University
Lake Superior State University
Member, Bay Mills Indian Community

Ogston, Barbara J. ..... Vice President of Academic Affairs
B.A., Northern Michigan University
M.A., Northern Michigan University

Shannon, Patrick M., J.D. ..... Director of Charter Schools
B.S., Central Michigan University
J.D., University of Detroit
M.P.H., Michigan State University
P.H.D., Michigan State University

Bedell, Kelly C… ..... Support Services Specialist
Michigan Office of Substance Abuse Services Certification
Bay Mills Community College
B.S., Northern Michigan University
Member, Bay Mills Indian Community

Bedell, Robin … ..... Network Manager
A.A.S., Georgia Military College
A.A.S., Bay Mills Community College
A.A., Bay Mills Community College
A.S., Bay Mills Community College
Member, Bay Mills Indian Community

Bergstrom, Tiffany ..... Book Sales Manager/ Student Billing Clerk
Certificate(s), Bay Mills Community College
A.A.S., Bay Mills Community College
Member, Bay Mills Indian Community

Bertram, Sherry ..... Distance Learning Coordinator
A.A.S., Bay Mills Community College
Member, Bay Mills Indian Community

Curtis, Krista-Lena ..... Administrative Assistant for Financial Aid Director
Certificate, Bay Mills Community College
Member, Bay Mills Indian Community

Donovan, Jeanne ..... Recruiter/Land Grant Coordinator
B.S., Regis University
Member, Sault Ste. Marie Tribe of Chippewa Indians

Elder, Richard W. .....Librarian / HS/GED Completion Coordinator
A.S., Mott Community College
B.S., Central Michigan University
M.A., Central Michigan University

Ferro, Nicholas L. III.....Director of Development/ Special Assistant to the President
University of Wisconsin
Indiana University, School of Philanthropy
Jackson Community College

Hollis, Mariah.....Administrative Assistant for the Director of Charter Schools
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A.A.S., Bay Mills Community College
Member, Bay Mills Indian Community

Hopper, Ken .....Community Education Program Coordinator
B.A.A., Central Michigan University
B.S., Central Michigan University
M.S., Central Michigan University

Kasper, Chet .....Management Information Systems/Title III Director
B.S., Ferris State University

Landreville, Elizabeth ..... Computer Technician
Certificate(s), Bay Mills Community College
Member, Sault Ste. Marie of Chippewa Indians

LeBlanc, Debra.....TRIO Assistant Director
A.A., Bay De Noc Community College
B.S., Lake Superior State University
M.S.W., Michigan State University

LeBlanc, Kathleen ..... Cultural Services Director
Lake Superior State University
Bay Mills Community College
Member, Bay Mills Indian Community

Lehre, Elaine M. .....Administrative Assistant for Vice President of Operations/
Certificate, Bay Mills Community College Admissions Officer
Member, Bay Mills Indian Community

Lindsay, John M. ..... Student Online Mentor/Virtual Librarian
A.A.S., Bay Mills Community College
Member, Sault Ste. Marie Tribe of Chippewa Indians

Lipponen, Carol L. ..... Clerk/Receptionist
Member, Sault Ste. Marie Tribe of Chippewa Indians

McKinney, Lois M. ..... Administrative Assistant for Administrative Offices
Certificate(s), Bay Mills Community College
A.A.S., Bay Mills Community College

Miller, Tina M. .....Financial Aid Director
A.A.S., Bay Mills Community College
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Mitchell, Betty A. .....Bookkeeper/Human Resource Officer
Certificate, Lake Superior State University
Bay Mills Community College

Newland, Vicki. .....TRIO/SSS Director
Certificate, Bay Mills Community College
B.A., Lake Superior State University
Member, Bay Mills Indian Community

Postma, Laura A., C.P.A. .....Controller
B.S., Lake Superior State University

Reffruschinni, Jeani .....Administrative Assistant for Vice President of Academic Affairs
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Shaule, Carole K. .....Internet Course Curriculum Developer/Manager
B.A., Algoma University
M.B.A., Lake Superior State University

Schofield, Sherri A. .....Computer Information Systems Assistant
Northern Michigan University
Suomi College
A.A.S., Bay Mills Community College
Member, Bay Mills Indian Community

Soltys, Stephen E. .....Accountant
B.A., Lake Superior State University

Teeple, Wade ..... Off-Campus Coordinator/Contracts-Grants Officer
Bay Mills Community College
U.S. Indian Police Academy
Member, Bay Mills Indian Community

Wilson, Debra J. .....Administrative Assistant for President's Office
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Bay Mill's Community College

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