BAY MILLS COMMUNITY COLLEGE

2005 - 2007

Chartered by Bay Mills Indian Community in 1984

Welcome to Bay Mills Community College,

Over the past few years, BMCC has undergone many significant changes and improvements. The new classroom facility, Mikanuk Hall, is now the center piece of our main campus. The majority of our classes will be held in this beautiful, well equipped new building. We have also been provided an opportunity to develop the new BMCC West Campus. The building and property formerly known as the Iroquois Inn, was purchased by the Bay Mills Indian Community, and leased to BMCC. This is now the home of the Language and Culture Center for the Tribe and College. We have also started the development of a new BMCC Building Trades program and facility. This recently initiated program will soon be completing its first year, and has been extremely well received by students and community members.

My goal is to continue to modernize the campus and secure the funding needed to hire and retain qualified full-time faculty. We will also provide time for faculty to work independently with students and to undertake special projects within their course of study, such as literary clubs, science projects, and computer clubs.

I am always open to new ideas to improve our institution, and hope that you will work with us to discover and implement new programs and projects. We will do our very best to make your student experience here pleasant and rewarding.

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 7

ACADEMIC INFORMATION.....8

TUITION AND FEES.....13

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.....21

GENERAL EDUCATION PROGRAM.....23

COURSE DESCRIPTIONS 53

ORGANIZATION OF THE COLLEGE.....87

GENERAL INFORMATION

Bay Mills Community College (BMCC) is located on the beautiful shore of Lake Superior in Michigan's historic Eastern Upper Peninsula. Bay Mills Community College is the only accredited tribal college located in Michigan. 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 the State of Michigan. 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.

Bay Mills Community College offers the following degrees: Associate of Applied Science (AAS), Associate of Arts (AA), and Associate of 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.ncahigherlearningcommission.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

The mission of the Bay Mills Community College is to: nurture minds, advance knowledge, provide research opportunities, and demystify the college experience in an accessible, community-based, and culturally diverse environment.

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, research, vocational, basic skill

building, cultural and in-service programs leading to appropriate certificates, degrees, and diplomas.

- 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.

Vision Statement

With learning as its central mission, BMCC will prepare students to become productive and responsible members of an increasingly diverse workforce by providing them with academic, technical, work and life skills, as well as the self-confidence needed for successful transfer into baccalaureate programs or directly into the workforce. By establishing itself as an effective partner, alongside other academic institutions, private and public sector employers, and neighboring communities, BMCC will ensure its long-term viability and positive impact on the Upper Great Lakes region. BMCC will work to ensure the viability and sustainability of the language, culture and way of life of the Anishnabe people while promoting and emphasizing life-long learning for all students.

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 physician's 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 its 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 Office of Postsecondary Education on the OPE Campus Security Statistics Website located at http://surveys.ope.ed.gov/security.

Students with Disabilities

Bay Mills Community College is committed to accommodating 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 Students. 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, native studies, creative arts programs, adult basic education programs, etc.

Applications for admission 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 the school official.
3. Submit a copy of their Tribal ID or verification of Tribal membership from their tribal enrollment office, or Canadian certificate of Indian status, if applicable.
4. Contact Financial Aid Office for information regarding various sources of financial assistance after receiving an acceptance letter to Bay Mills Community College.
5. Schedule and complete the assessment tests, which are used by academic advisors to determine course starting levels. Assessment tests have no impact on admission.

Registration

Registration at Bay Mills Community College and off campus locations is conducted in advance of each new semester and is advertised in most media outlets. 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.

Social Security Privacy Policy

It is necessary for Bay Mills Community College to use student social security numbers for financial transactions associated with the financial aid process and work study.

It is our policy to limit staff access to Social Security Numbers to those persons who use the information in the normal course of their employment and their use shall be limited to activities permitted or required by federal law.

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 conducted 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 addressed 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 with 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 enrolled at another institution and planning to continue at that institution may be admitted to Bay Mills Community College as guest students. Students assume full responsibility for checking to determine whether the courses taken at Bay Mills Community College will transfer to the program of study being pursued at their home institution.

Dual Enrollment Program

This program provides an opportunity for high school juniors and seniors to earn college credit while still attending high school. Students who would like to pursue dual enrollment should check with their high school principal or guidance counselor for eligibility guidelines and dual enrollment information.

ACADEMIC INFORMATION

The Academic Year

Bay Mills Community College operates on a semester system. The first semester begins in August 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 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 during the semester to discuss their progress and any difficulties they may

be encountering. Academic advisors are available to discuss and help solve any problems students may encounter in achieving their educational goals. This may result in a referral to someone in student services.

Assessment of Student Learning

Bay Mills Community College is committed to excellence in teaching and learning and 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 website http://www.bmcc.edu

Credit Load

A full-time student must carry at least 12 credits, anything less is considered part-time. Students who wish to take more than 18 credits are required to receive permission from the Vice President for Academics and their academic advisor.

Academic Enrichment

The basic philosophy of the Academic Enrichment Program is that all students have a right to succeed. Academic Enrichment courses are designed to strengthen the academic skills of individuals who need assistance through flexible classroom settings, individual instruction and computer tutorials so they are prepared to take college level courses.

While Bay Mills Community College has an open admissions policy; all new students must 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, and
- Take post tests at the end of the semester to determine their 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 that Departmental Examination credits are unlikely to transfer to another college or university.

Special Projects for Credit

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

Special projects in any program are not necessarily the same from year to year, since they are intended to meet changing conditions and demands. Program advisors, in consultation with the Vice President of Academic Affairs, determine the content and number of credits awarded for each project. Special projects for credit may be repeated; however, students may not submit more than six credits of special project courses in any combination, towards fulfillment of the requirements of 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, 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 of Academics and Vice President of Operations/Registrar.

Substitutions are not encouraged and should be considered only when absolutely necessary to fulfill degree requirements.

Course Cancellations

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

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. Cancellation of day-time classes will be announced before 7:00 a.m. Cancellation of evening classes 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 of illness or other circumstances which 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 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 with the assistance of an 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 ten days 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 first ten days of the semester without the approval of both the Instructor and the Registrar. Students officially withdrawing from a course after the first ten days 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 student's 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. If the student does not complete the course by the end of the semester, a grade of F will be recorded.

AU (Audit) Individuals, who are interested in a particular subject and not interested in earning credit for it, may audit the course. 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 Pass/Fail 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 course 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 not replace a previous grade in the course. The student must register and pay tuition for the repeated course.

Grade Reports

Grade reports are issued at the end of each semester or session of enrollment. Reports document grades, hours attempted, hours completed, honor points and GPA. Grade reports will not be released to 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 to 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 grade point average falls below 2.00 will be placed on academic probation for the next semester and a probationary statement will be noted in the student's record. A student will be removed from academic probation when their cumulative grade point average reads 2.00 or better. 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 process, they must assume responsibility for meeting the requirements of the college or university in 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 students are recognized 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 by being placed 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 summer, fall or winter semesters 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 their education and degree from BMCC. In order to protect the worth of their 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 ones own.
- Academic dishonesty is defined as any acts designed to circumvent the honest and moral completion of an individual’s assignment or test and might include unauthorized use of notes, textbooks, and computer media during an exam, or threatening or coercing an instructor.

Academic Disciplinary Sanctions

- The faculty member who feels a student has engaged in academic dishonesty will determine the sanction, which may include issuing 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 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, 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

Registration Fee (non-refundable) (Full and Part-time)	$ 30.00
Fees per credit hour (Full and Part-time)	$ 10.00
Late Registration Fee (non-refundable) (If not registered by the last scheduled day of registration for the semester)	$ 50.00
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 time based on the number of week's class will be held. 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. 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.

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:

- Scholarships: Non-repayable money usually based on academic performance and demonstrated financial need.
- Grants: Non-repayable money usually based 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 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 documentation 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 next semester. 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 meet satisfactory progress criteria:

- 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 attending half time; 9 credits each semester attending 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 applied.

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 applies. 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 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 before they graduate.

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 nurture minds, advance knowledge, provide research opportunities, and demystify the college experience in an accessible, community-based, and culturally diverse environment. 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 purposes.
- 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 the 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 an ex-officio 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, academic program 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 sometimes 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 through 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 students 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, Plays, 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 area 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, or 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 enter the “Just for Kids” section, click on the “Library” icon.

DEGREE PROGRAMS

BMCC is continually striving to meet the needs of our students, our communities, and our nation. In an effort to meet identified needs, curricula are added on an as needed basis. If you do not see a particular program of study or curricula that meets your needs, call BMCC at 1-800-844-2622 to check for updates. Supplements to this catalogue will be published as required.

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 or universities. Students should consult with their faculty advisors if interested in transfer information.

Associate of Applied Science Programs

COMPUTER INFORMATION SYSTEMS:
- Computer Technology Emphasis
- Office Emphasis

CONSTRUCTION TECHNOLOGY
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
EARLY CHILDHOOD EDUCATION (ONLINE)
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
NISHNAABEMWIN PANE IMMERSION INSTRUCTION PROGRAM

Certificate Programs

GREAT LAKES NATIVE AMERICAN STUDIES
MEDICAL OFFICE
NATURAL RESOURCE MANAGEMENT
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)
NISHNAABEMWIN PANE IMMERSION PROGRAM

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 completed year one of the Nishnaabemwin Language Institute are exempt from NA113 Native American Awareness. The content of this course is covered within the Nishnaabemwin 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
ES101	Fitness & Wellness	2
		19

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
******	Designated 3rd Writing Course	3-4
	EN219 Technical and Report Writing	
	EN256 Advanced Composition and Research	
	BU193 Communication and Writing Skills	
*****	Designated Math Course	4
	MA114 Intermediate Algebra or	
	MA116 College Algebra	
NA113	Native American Awareness	1
NA125	History and Organization of Michigan Indian Tribes	4
EN107	Public Speaking	3
ES101	Fitness & Wellness	2
******	Designated Science Elective with Lab	4
******	Designated Social Science Elective	3-4
		36-38

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
ED255	Children's Literature K-8 (online)	3
EN225	Contemporary Native American Literature	3
HS101	History Of World Civilization I	4
HS102	History Of World Civilization II	4
HS105	American History I	4
HS106	American History II	4
HU114	Art Appreciation (online)	2
NA105	Ojibwe Language I	3
NA106	Ojibwe Language II	3
NA113	Native American Awareness	1
NA125	History and Organization of Michigan Indian Tribes	4
NA131	Nishnaabek Legends & Oral Traditions	3
NA132	People and the Land/Seasonal Life Ways	3
NA136	Nishnaabek Clothing, Adornment & Handcrafts	3
NP141	Basic Immersion I	6
NA154	Traditional Drumming and Singing I	3
NA205	Tribal Law	3
NA213	Contemporary Native American Issues	3
NA214	Family Cultural & Traditional Practices (online)	3
NA219	Tribal Government and Economic Issues	3
NI104	Nishnaabek Cultural Experience I	3
NI106	Nishnaabek Cultural Orthography Grammar – Basic	3
NI108	Ojibwe Lang. Immersion – Basic	6

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
EC111	Parents as Partners	3
EC201	Partners in Decision Making	3
EC206	Foundations of Family Services	3
EC217	Emergent Literacy	3
ED257	Learner Diversity	3
ED267	Introduction to Indian & Rural Education	4
ES105	Issues of Sports	4
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
HS212	American Government I	4
NA125	History & Organization of Michigan Indian Tribes	4
PY101	Introduction to Psychology	4
PY205	Abnormal Psychology	3
PY214	Developmental Psychology	3
SO103	Community Support Systems (online)	2
SO106	Introduction to Sociology	3
SO206	Sociology of Death and Dying	3
SO209	Family Systems	3
SO212	Sociology of Women	3
SO213	Communications/Conflict Resolution (online)	3

Math

MA116	College Algebra	4

ASSOCIATE OF APPLIED SCIENCE
COMPUTER INFORMATION SYSTEMS
Office Emphasis

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	3
CS121	Principles of Microsoft Office	4	CS128	Word Processing	4
EN111	College Composition	4	CS125	Desktop Information Management	1
NA113	Native American Awareness	1	CS248	Database Design	4
OE118	Basic Office Skills	2	EN112	Content Area Composition and Research	4
	TOTAL	15		**TOTAL**	16

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS204	Web Page Design	3	BU193	Communication & Writing Skills	3
CS215	Desktop Publishing	4	CS203	Integrated Office	3
CS216	Spreadsheet Design & Management	4	CS***	Computer Elective	3-4
CS217	Presentation Graphics	3	CS204	Computer Security	3
MA114	Intermediate Algebra	4	ES101	Fitness & Wellness	2
	TOTAL	18		**TOTAL**	14-15

Required Credits for This Curriculum = 63-64

ASSOCIATE OF APPLIED SCIENCE
COMPUTER INFORMATION SYSTEMS
Computer Technology Emphasis

Students who graduate with a Computer Information Systems degree with a Computer Technology Emphasis will possess the skills necessary to install and manage computer networks, configure and administrate servers, and provide software support. Computer hardware and network courses are based on certification-level instructional materials computer security, web page design, and office suite software is included.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS112	Introduction to Computers	4	CS228	Advanced Computer Hardware	4
CS121	Principles of Microsoft Office	4	CS248	Database Design	4
CS226	Computer Hardware Systems	4	CIS204	Computer Security	3
EN111	College Composition	4	EN112	Content Area Composition and Research	4
NA113	Native American Awareness	1	ES101	Fitness & Wellness	2
	TOTAL	17		**TOTAL**	17

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CS204	Web Page Design	4	CS222	Advanced Operating Systems	4
CS227	Data Communication Systems (Advanced Networking)	4	CS223	Visual Basic Programming	4
CS231	Unix Administration	4	CS***	Computer Systems Elective	3-4
MA114	Intermediate Algebra	4	CS271	Cooperative Education	5
	TOTAL	16		**TOTAL**	16-17

Required Credits for This Curriculum = 66-67

ASSOCIATE OF APPLIED SCIENCE
CONSTRUCTION TECHNOLOGY

Upon successful completion, students will possess the skills necessary to construct homes and other residential buildings. Central areas to be studied will include blueprint reading, foundations, framework, exterior openings, exterior and interior finishes. Specialty subjects such as electrical, plumbing, heating and cooling will be based on the Michigan Residential Code guidelines. Graduated students will be able to use their skills and experience to obtain a career in residential construction.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
MA108	Construction Tech. Math	3	CT105	Communication & Writing Skills	3
CS120	Computers for Construction Technology	4	CT113	Construction III	5
CT111	Construction I	5	CT114	Construction IV	5
CT112	Construction II	5	CT122	Principles of Blueprinting	3
	TOTAL	17		**TOTAL**	16

YEAR TWO

SUMMER SEMESTER		CREDITS	FALL SEMESTER		CREDITS
CT211	Construction V	5	CT221	Code Studies & Cost Analysis	3
CT212	Construction VI	5	CT231	Residential Utilities	6
CT261	Cooperative Education	5	CT233	Principles of Workforce Leadership	5
			ES101	Fitness & Wellness	2
			NA113	Native American Awareness	1
	TOTAL	15		**TOTAL**	17

Required Credits for This Curriculum = 65

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
		20

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
BU113	Introduction to Business	3	AC***	**Designated Elective**	3
CS112	Introduction to Computers	4		AC104 Payroll Accounting	
EN111	College Composition	4		AC105 QuickBooks	
ES101	Fitness & Wellness	2	BU108	Macroeconomics	3
NA113	Native American Awareness	1	EN112	Content Area Composition and Research	4
			*****	Natural Science Elective	4
	TOTAL	18		**TOTAL**	18

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
BU109	Microeconomics	3	BU204	Business Law	3
BU209	Marketing	3	BU206	Principles of Management	3
EN107	Public Speaking	3	BU193	Communication and Writing Skills	3
NA125	History & Organization of Michigan Indian Tribes	4	MA***	Designated Math Elective	4
				MA114 Intermediate Algebra	
*****	**Designated Elective**	3-4		MA116 College Algebra	
	PY101 Intro. to Psychology		*****	Native Studies or Humanities Electives	3
	SO106 Intro. to Sociology				
	TOTAL	16-17		**TOTAL**	16

Required Credits for This Curriculum = 68-69

*****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 curriculum is designed to prepare men and women 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. Courses included in this program would allow an individual to qualify for the 15 semester credits mandated by the State of Michigan for employment as a Corrections Officer in the Michigan Department of Corrections. The correctional and general education courses are transferable to many four year programs.

YEAR ONE

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CJ101	Introduction to Corrections*	3	CJ212	Institutional Corrections*	3
CJ112	Client Relations in Corrections*	3	CJ215	Corrections Client Growth*	3
CS112	Introduction to Computers	4	CJ221	Correctional Law*	3
ES101	Fitness & Wellness	2	EN112	Content Area Composition and Research	4
EN111	College Composition	4	NA125	History & Organization of Michigan Indian Tribes	4
NA113	Native American Awareness	1			
	TOTAL	17		**TOTAL**	17

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
CJ201	Introduction to Criminal Justice	3	*****	Natural Science Elective	4
EN107	Public Speaking	3	EN219	Technical & Report Writing	4
PY101	Introduction to Psychology	4	NA***	NA Elective	3-4
SO106	Introduction to Sociology	3	PY205	Abnormal Psychology	3
MA***	**Designated Math Elective** MA114 Intermediate Algebra MA116 College Algebra	4			
	TOTAL	17		**TOTAL**	14-15

Required Credits for This Curriculum = 65-66

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

*Correction Officer Certificate Courses

ASSOCIATE OF ARTS
EARLY CHILDHOOD EDUCATION
Specialization Area: Administration of Early Childhood Programs
Instruction Delivered by Internet
www.bmcc.edu

This is a two-year program delivered on-line via the Internet (bmcc.edu) that leads to an associate degree in early childhood education. Students will acquire an understanding of developmental patterns of the preschool child/infant-toddler in such areas as cognition, emotion, social interaction and physical growth. In addition, students will investigate all aspects of administrating early childhood education programs. Preparing administrators for Indian Head Start facilities nationwide is the primary focus of this program. A secondary focus is imparting an understanding of Native American culture as it applies to children in childcare situations.

YEAR ONE

	FALL SEMESTER	**CREDITS**		**WINTER SEMESTER**	**CREDITS**
CS105	Basic Computer and Internet Skills	4	HS***	**History Elective** HS101, HS102, HS105, HS106	4
EC105	Performance Standards	3	MA***	**Math Elective** MA111, MA114, MA116	3-4
EC107	Competencies and Best Practices in Children and Family Programs I (CDA I)	3	EC108	Competencies and Best Practices in Children and Family Programs II (CDA II)	3
EN111	College Composition	4	EN112	Content Area Composition and Research	4
NA113	Native American Awareness	1	NS101	Environmental Science W/Lab	4
	TOTAL	15		**TOTAL**	18-19

YEAR TWO

	FALL SEMESTER	**CREDITS**		**WINTER SEMESTER**	**CREDITS**
EC109	Competencies and Best Practices in Children and Family Programs III (CDA III)	3	EC205	Budgeting and Fiscal Management in Early Childhood Education	3
EC111	Parents as Partners (Formerly EC201)	3	EC207	Human Resources Management in Early Childhood Education Programs	4
EC217	Emergent Literacy in Young Children	3	EC208	Facilities, Materials and Equipment in Early Childhood Education	2
EN***	Additional Composition Class: EN219, EN256, BU193	3-4	EC214	Strategic Planning and Proposal Writing	3
NA214	Family Cultural and Traditional Practices	3	EC215	Evaluation and Continuous Improvement in Early Childhood Education	3
SO213	Communications/Conflict Resolution (Formerly EC113)	3			
	TOTAL	18-19		**TOTAL**	15

Required Credits for This Curriculum = 67-69

*****MACRAO:** Students seeking the MACRAO Seal for transferability of credits in Michigan should consult their transfer institution for proper selection of a math elective.

ASSOCIATE OF ARTS
EARLY CHILDHOOD EDUCATION
Specialization Area: Family Services
Instruction Delivered by Internet
www.bmcc.edu

This is a two-year program delivered on-line via the Internet (bmcc.edu) that leads to an associate degree in early childhood education. It is for students who are interested in working with young children, birth through age five-and their families. Students will acquire an understanding of developmental patterns of the preschool child/infant-toddler in such areas as cognition, emotion, social interaction, and physical growth. They will also learn about family dynamics and services. Learning how to encourage parents to be active participants in their children's preschool education will be stressed throughout the program. A secondary focus is imparting an understanding of Native American culture as it applies to children in childcare situations.

YEAR ONE

	FALL SEMESTER	**CREDITS**		**WINTER SEMESTER**	**CREDITS**
CS105	Basic Computer and Internet Skills	4	EC105	Performance Standards	3
HS***	**History Elective** HS101, HS102, HS105, HS106	4	MA***	**Math Elective** MA111, MA114, MA116	3-4
EN111	College Composition	4	EC108	Competencies and Best Practices in Children and Family Programs II	3
EC107	Competencies and Best Practices in Children and Families Programs I	3	EN112	Content Area Composition and Research	4
NA113	Native American Awareness	1	NS101	Environmental Science W/Lab	4
	TOTAL	16		**TOTAL**	17-18

YEAR TWO

	FALL SEMESTER	**CREDITS**		**WINTER SEMESTER**	**CREDITS**
EC109	Competencies and Best Practices in Children and Family Programs III	3	EC206	Foundations of Family Services	3
EC111	Parents as Partners (Formerly EC201)	3	EC217	Emergent Literacy in Young Children	3
EC218	Developing Family Partnerships	4	EC219	Inclusion of Special Needs Pre-Schoolers in E.C. Programs (Formerly EC209)	3
PY101	Introduction to Psychology	4	SO213	Communications: Conflict Resolution (Formerly EC113)	3
EN***	Additional English Class: EN219, EN256, BU193	3-4	NA214	Family Cultural and Traditional Practices (Formerly EC202)	3
	TOTAL	17-18		**TOTAL**	15

Required Credits for This Curriculum = 65-67

*****MACRAO:** Students seeking the MACRAO Seal for transferability of credits in Michigan should consult their transfer institution for proper selection of a math elective.

ASSOCIATE OF ARTS
EARLY CHILDHOOD EDUCATION
Specialization Area: Teacher Preparation
Instruction Delivered by Internet
www.bmcc.edu

This is a two-year program delivered on-line via the Internet (bmcc.edu) that leads to an associate degree in early childhood education. It is for students who are interested in working with young children, birth through age five. Students will acquire an understanding of developmental patterns of the preschool child/infant-toddler in such areas as cognition, emotion, social interaction, and physical growth. Preparing teachers for Indian Head Start facilities nationwide is the primary focus of this program. A secondary focus is imparting an understanding of Native American culture as it applies to children in childcare situations.

YEAR ONE

	FALL SEMESTER	**CREDITS**		**WINTER SEMESTER**	**CREDITS**
CS105	Basic Computer and Internet Skills	4	EC108	Competencies and Best Practices in Children and Family Programs II (CDA II)	3
EC105	Performance Standards	3	EN112	Content Area Composition and Research	4
EC107	Competencies and Best Practices in Children and Family Programs I (CDA I)	3	MA***	**Math Elective** MA111, MA114, MA116	3-4
ED111	Social and Emotional Needs of Children	3	SI117	Nutrition for Early Childhood	3
EN111	College Composition	4	SO103	Community Support Systems	2
	TOTAL	17		**TOTAL**	15-16

YEAR TWO

	FALL SEMESTER	**CREDITS**		**WINTER SEMESTER**	**CREDITS**
EC109	Competencies and Best Practices in Children and Family Programs III (CDA III)	3	EC212	Child Development	4
EC216	Curriculum Development	3	EC219	Inclusion of Special Needs Pre-Schoolers in E.C. Programs (Formerly EC209)	3
EN***	Additional Composition Class: EN219, EN256, BU193	3-4	NA113	Native American Awareness	1
HS***	**History Elective** HS101, HS102, HS105, HS106	4	NS101	Environmental Science	4
NA214	Family Cultural and Traditional Practices (Formerly EC202)	3	SO213	Communications: Conflict Resolution (Formerly EC113)	3
			ED/EC	**Designated Elective** ED252, EC217	3
	TOTAL	16-17		**TOTAL**	18

Required Credits for This Curriculum = 67-69

*****MACRAO:** Students seeking the MACRAO Seal for transferability of credits in Michigan should consult their transfer institution for proper selection of a math elective.

ASSOCIATE OF ARTS
EDUCATION

This program is designed to prepare students to transfer to four-year teacher education program or for a paraprofessional position (teacher aid) in public, private and public 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 education with a major in social studies.

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
*****	Natural Science Elective	4	NA125	History & Organization of Michigan Tribes	4
	TOTAL	16		**TOTAL**	16

YEAR TWO

	FALL SEMESTER	**CREDITS**		**WINTER SEMESTER**	**CREDITS**
ED257	Learner Diversity	3	ED267	Introduction to Rural & Indian Education	4
EN107	Public Speaking	3	EN225	Contemporary Native American Literature	3
ES101	Fitness & Wellness	2	NA213	Contemporary Native American Issues	3
*****	Natural Science or MA116	4	*****	Planned Elective	3-4
EN256	Advanced Composition and Research	4			
	TOTAL	16		**TOTAL**	14-15

Required Credits for This Curriculum = 62-63

Many courses have co requisites and prerequisites; consult the course descriptions for more detail.

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. Students 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 in Elementary Education with a major in Social Science. 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. Ferris has recently petitioned the state for an expansion of this program to include a secondary option. Students should contact the education advisor for more information.

ASSOCIATE OF ARTS
GREAT LAKES NATIVE AMERICAN STUDIES

This curriculum 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	ES101	Fitness & Wellness	2
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	3	NA131	Nishnaabek Legends & Oral Traditions	3
SO106	Introduction to Sociology	3			
	TOTAL	18		**TOTAL**	16

YEAR TWO

	FALL SEMESTER	CREDITS		WINTER SEMESTER	CREDITS
EN107	Public Speaking	3	EN225	Contemporary Native American Literature	3
EN***	**Communications Elective** EN219 Tech. & Report Writing EN256 Advanced Composition & Research	4	NA213	Contemporary Native American Issues	3
NA109	Ojibwe Language III	3	MA***	**Designated Math Elective** MA114 Intermediate Algebra MA116 College Algebra	4
NA219	Tribal Government & Economic Issues	3	NA***	NA Elective	3-4
NS101	Environmental Science	4			
	TOTAL	17		**TOTAL**	13-14

Required Credits for This Curriculum = 64-65

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

ASSOCIATE OF ARTS
HEALTH & FITNESS

This curriculum 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, sport/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	EN112	Content Area Composition and Research	4
EN111	College Composition	4	BI107	Human Biology	4
ES101	Fitness & Wellness	2	ES107	Coaching Fundamentals	4
ES105	Issues of Sports	4	ES109	Conditioning & Strength in Training	4
*****	Humanities Elective	3-4	NA113	Native American Awareness	1
	TOTAL	17-18		**TOTAL**	17

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
ES204	Sports Injuries (Care & Prevention)	4	ES206	Physical Rehabilitation	4
			ES208	Exercise Physiology	4
ES205	Sports Management	4	HS212	American Government	4
MA***	**Designated Math Elective** MA114 MA116	4	NA125	History & Organization of Michigan Indian Tribes	4
EN107	Public Speaking	3			
EN219	Technical & Report Writing	4			
	TOTAL	19		**TOTAL**	16

Required Credits for This Curriculum = 69-70

*****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	PY214	Developmental Psychology	3
PY101	Introduction to Psychology	4	SO204	Social Problems	3
	TOTAL	16		**TOTAL**	18

YEAR TWO

FALL SEMESTER		CREDITS	WINTER SEMESTER		CREDITS
EN107	Public Speaking	3	ES101	Fitness & Wellness	2
EN256	Advanced Composition and Research	4	PY205	Abnormal Psychology	3
*****	Science Elective w/Lab	4	*****	Social Science Electives	4-6
SO***	Social Science Electives	6-7	SO209	Family Systems	3
			*****	Humanities Elective	3
	TOTAL	17-18		**TOTAL**	15-17

Required Credits for This Curriculum = 66-69

BU108	Macroeconomics	3	HS105	American History I	4
BU109	Microeconomics	3	HS106	American History II	4
CJ101	Introduction to Criminal Justice	3	HS212	American Government I	4
EC206	Foundations of Family Services (Online)	3	PY208	Counseling Theories & Technology	3
GE105	Introduction to Geography	4	SO206	Sociology of Death & Dying	3
HS101	History of World Civilization I	4	SO212	Sociology of Women	3
HS102	History of World Civilization II	4			

Other electives may be substituted as required by the transfer institution

ASSOCIATE OF SCIENCE
GENERAL STUDIES

This curriculum 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	*****	Natural Science Elective	4
ES101	Fitness & Wellness	2	*****	MACRAO Required Elective	4
NA113	Native American Awareness	1	MA116	College Algebra	4
*****	Natural Science Elective	4			
	TOTAL	15		**TOTAL**	16

YEAR TWO

	FALL SEMESTER	CREDITS		WINTER SEMESTER	CREDITS
*****	Written Communications Elective	3-4	NA125	History & Organization of Michigan Indian Tribes	4
EN107	Public Speaking	3			
*****	MACRAO Required Elective	4	*****	Natural Science Elective	4
*****	Natural Science Elective	4	*****	Undesignated Electives	3-4
*****	Undesignated Elective	3-4	*****	MACRAO Required Elective	3-4
	TOTAL	17-19		**TOTAL**	14-16

Required Credits for This Curriculum = 62-66

***MACRAO must be met to earn this degree. Courses used to meet MACRAO requirements must be a C or higher.

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
NA113	Native American Awareness	1	NA131	Nishnaabek Legends & Oral Traditions	3
NA132	People and the Land/ Seasonal Lifeways	3	SO***	Elective	3
	TOTAL	15		**TOTAL**	17

Required Credits for This Curriculum = 32

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**
CS121	Principles of Microsoft Office	4	AC104	Payroll Accounting	3
EN111	College Composition	4	BI107	Human Biology	4
MA111	Business Math	3	BU193	Comm. & Writing Skills	3
OE112	Medical Coding & Billing I	3	CS128	Word Processing	4
OE118	Basic Office Skills	2	NA113	Native American Awareness	1
SI112	Medical Terminology	3	OE113	Medical Coding & Billing II	3
	TOTAL	19		**TOTAL**	18

Required Credits for This Curriculum = 37

CERTIFICATE
NATURAL SCIENCE

This certificate is designed to provide a basic foundation of skills to students seeking continued education and careers in the natural sciences. Students are encouraged to complete their associate or bachelor's degree at another institution after completing this program.

YEAR ONE

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

Required Credits for This Curriculum = 32-33

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	AC104	Payroll Accounting	3
CS121	Principles of Microsoft Office	4	BU193	Comm. & Writing Skills	3
EN111	College Composition	4	CS***	Computer Elective	3-4
MA111	Business Math	3	CS125	Desktop Information Management	1
OE118	Basic Office Skills	2	CS128	Word Processing	4
			NA113	Native American Awareness	1
	TOTAL	17		**TOTAL**	15-16

Required Credits for This Curriculum = 32-33

CERTIFICATE OF COMPLETION
CORRECTIONS

This curriculum is designed to prepare men and women for various positions in correctional facilities 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. The Certificate courses approved by the Michigan Correction Officers Training Council give perspective employees higher employment consideration. Students who complete the five Corrections Officer Certificate courses will satisfy the mandate by the State of Michigan for employment as a Correction Officer in the Michigan Department of Corrections.

YEAR ONE

FALL SEMESTER		**CREDITS**	**WINTER SEMESTER**		**CREDITS**
CJ101	Introduction to Corrections	3	CJ212	Institutional Corrections	3
CJ112	Client Relations in Corrections	3	CJ215	Corrections Client Growth & Development	3
			CJ221	Correctional Law	3
	TOTAL	6		**TOTAL**	9

Required Credits for This Curriculum = 15

CERTIFICATE OF COMPLETION
FRONTLINE TRAINING FOR FINANCIAL INSTITUTIONS

This program is designed to provide opportunities for students to develop skills in the financial services area that would lead to employment. Upon completion of the program, students will be equipped with the skills needed for employment at any financial institution.

One Semester

Course Number	Course Name	Credits
BA103	The Professional Teller	2
BA105	Introduction to Banking	2
BA108	Banking Lab	4
CS112	Introduction to Computers	4
	Total	12

NISHNAABEMWIN LANGUAGE STUDIES

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 and acquisition, students of the *Nishnaabemwin Language Instructor Institute* (NL&II) Program and students in the *Nishnaabemwin Immersion Instruction* 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 programs at BMCC are targeted for individuals who have a special commitment to regain and retain the Nishnaabe language and culture. The teaching and learning process of these programs are 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 these 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.

LANGUAGE STUDIES GOALS

The goals of the Language Studies programs 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.

CERTIFICATE OF COMPLETION
NISHNAABEMWIN LANGUAGE INSTITUTE
OJIBWE LANGUAGE IMMERSION PROGRAM

This Basic Eastern Ojibwe Language and cultural learning program is designed to encourage and promote Anishnaabemwin and enhance cultural awareness. Students will learn about 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 some of 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 Nishnaabe dialogue 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. This course is taught using fifty percent Anishnaabemwin.

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 Nishnaabemwin Language Instructor Institute 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

CERTIFICATE OF COMPLETION
NISHNAABEMWIN IMMERSION INSTRUCTION PROGRAM

This one-year certificate program will prepare the fluent speaker of Nishnaabemwin for professional careers in the growing field of Immersion Education. Participants will: gain knowledge of the general areas of language acquisition, bilingual education, Native language revitalization, materials development, and curriculum design; develop a strong foundation in the current theory and practice of the field, gain and understanding of the process by which Nishnaabemwin is passed-on to the next generation - both inside and outside of the immersion classroom, develop an ability to facilitate the creation of highly-proficient second-language speakers of Nishnaabemwin, be given opportunities to put their knowledge, skills, talents and abilities to use in an immersion setting.

	COURSES	CREDITS	PRE-REQUISITES
NP145	Introduction to 2nd Language Acquisition: Theory & Practice	4	None
NP244	Immersion Education	4	NP145
NP274-A	Native Language Revitalization: Case Studies & Lessons	4	NP244
NP275-A	Methodology: Immersion in Context	4	NP145 and NP244
NP276-A	Advanced Methodology	4	NP275
NP277-A	Syllabus Design & Materials Development	4	NP276
NP278-A	Language Testing & Assessment	4	NP277
NP279-A	Immersion Instruction Practicum I	4	All Above Courses
NP280-A	Immersion Instruction Practicum II	4	NP279-A

Required Credits for This Curriculum = 36

DIPLOMA
NISHNAABEMWIN LANGUAGE INSTRUCTOR INSTITUTE
OJIBWE LANGUAGE INSTRUCTION

The Nishnaabemwin Language Instructor 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.

DIPLOMA
NISHNAABEMWIN PANE IMMERSION PROGRAM

This four-year diploma 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. The semester course offerings and the immersion weekends provide a total immersion environment in which the language student can attain a high level of listening comprehension and eventually the ability to spontaneously produce speech.

YEAR ONE

Course Number	Course Name		Credits
Fall Semester			
NP141	Basic Immersion I		6
NP161	Ojibwe Immersion I		8
		TOTAL	14
Winter Semester			
NP142	Basic Immersion II		6
NP162	Ojibwe Immersion II		8
		TOTAL	14
Summer Semester			
NP145	Introduction to Second Language Acquisition: Theory & Practice		4
NP163	Ojibwe Immersion III		8
		TOTAL	12

YEAR TWO

Fall Semester			
NP143	Basic Immersion III		6
NP261	Listening Comprehension I		8
		TOTAL	14
Winter Semester			
NP241	Intermediate Immersion I		6
NP262	Listening Comprehension II		8
		TOTAL	14
Summer Semester			
NP244	Immersion Education		4
NP263	Listening Comprehension III		8
		TOTAL	12

YEAR THREE

Course Number	Course Name		Credits
Fall Semester			
NP242-A	Intermediate Immersion II		6
NP271-A	Conversational Immersion I		8
		TOTAL	14
Winter Semester			
NP243-A	Intermediate Immersion III		6
NP272-A	Conversational Immersion II		8
		TOTAL	14
Summer Semester			
NP245-A	Bemaadzid E-zhintaawgid		4
NP273-A	Conversational Immersion III		8
		TOTAL	12

YEAR FOUR

Fall Semester			
NP251-B	Advanced Immersion I		6
NP281-B	Comprehensive Immersion I		8
		TOTAL	14
Winter Semester			
NP252-B	Advanced Immersion II		6
NP282-B	Comprehensive Immersion II		8
		TOTAL	14

Required Credits for This Curriculum = 148

COURSE DESCRIPTIONS

Unless indicated otherwise in the course descriptions, all prerequisites must be completed with a C- or better or with permission of the instructor.

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 (Winter) 3 CR

This class is designed to teach students the skills, procedures and conceptual knowledge necessary to figure a company's payroll. Basic principles and concepts of accounting and financial reporting will also be covered.
Prerequisite: Minimum placement test scores.

AC105 Using QuickBooks for Small Businesses (Winter) 3 CR

Upon successful completion of the course, students will know how to use a computerized bookkeeping software package for small businesses. Instruction includes information on creating accounts, writing checks, balancing accounts, navigating the program, and more.
Prerequisites: CS112 or permission of instructor.

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 complete a 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 complete a 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.

BA – BANKING

BA103 The Professional Teller (Fall/Winter) 2 CR

This course is designed to provide students with basic entry-level bank teller skills. Topics will include writing resumes and basic letters and completion of application forms, effective phone skills, listening skills, clarifying and verifying issues, dealing with customer conflict, developing a positive attitude and appearance, FISH philosophy, cash handling skills, and attendance.
Prerequisite: Minimum placement scores.

BA105 Introduction to Banking (Fall/Winter) 2 CR

This course lays the foundation of banking through the discussion of such topics as security, credit reports, calculating daily interest, collections/bankruptcy, determining debt ratio, credit cards, products, exchange rates and policies/procedures.
Prerequisite: Minimum placement scores.

BA108 Banking Lab (Fall/Winter) 4 CR

This course consists of hands-on training on location at the BMCC branch of the Soo Co-op Credit Union that reinforces content of BA103 and BA105 and gives practical experience in the banking field.
Pre or Co-requisites: BA103 and BA105.

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.
Prerequisite: 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: EN111or 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 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.
Prerequisites: One year high school algebra, MA101.

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, correctional programs.
Prerequisite: None.

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.
Prerequisite: 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: EN111 or is currently taking, CJ101 or is currently taking or permission by 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: 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: 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. Also, there will be a special emphasis on Michigan Law.
Prerequisite: CJ101, CJ112 or permission of the Department Chair.

CIS/CS - COMPUTER INFORMATION SYSTEMS

CIS204 Computer Security (Winter) 3 CR

This course is designed to arm students with the ability to recognize and combat threats to their computer and personal privacy. Lessons cover firewall basics, viruses, and Malware. Explanations of safe communication using encryption, secure socket layer (SSL), virtual private networks (VPN) are explained. At risk behavior, social engineering, and content filtering are discussed to provide an overall “best practice” of computer use. Please note: topics covered in this class are subject to change in order to provide students with the most current information at the time the class is offered.
Prerequisite: CS112.

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 a basic knowledge of computer equipment and accessory use in developing Ojibwe Language instructional materials and resources.
Prerequisite: None.

CS008 Computer Assisted Materials Development II (Summer) 1 CR

This course is offered in conjunction with the Nishnaabemwin Language & Instructors Institute. Students will continue working on individual computer-related projects developing Ojibwe Language instructional resources and materials.
Prerequisite: CS007.

CS112 Introduction to Computers (Fall/Winter) 4 CR

This course is designed to provide beginning students functional knowledge of computer use. An overview of computer hardware, usage of the internet, terminology, basic local area network concepts and practical usage are covered. Software topics such as word processing, electronic spreadsheets, presentation graphics, and email are included. Students are prepared for using computers in their coursework.
Prerequisite: Basic keyboarding skills or successful completion of AE119.

CS120 Computers for Construction Technology (Fall/Winter) 4 CR

This course is designed to provide students functional knowledge of computer use and concepts. An overview of computer hardware and practical usage are covered. Software topics such as Microsoft Word, Excel, and Vision are covered. Students will be prepared to successfully locate materials on the Internet.
Prerequisite: Basic keyboarding skills or successful completion of AE119.

CS121 Principles of Microsoft Office (Fall) 4 CR

This course covers the basic skills level for word processing, spreadsheets, presentation graphics, and databases with emphasis on real-world situations.
Co-requisite: CS112.

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.

CS128 Word Processing (Winter) 4 CR

This course covers all Microsoft Specialist-level and Expert-level standards. A broad range of topics are covered such as: page and paragraph formatting, tabs, tables and columns, advanced editing, styles, templates, wizards, mail merge, graphics, charts, fields, forms, and macros.
Prerequisite: CS121.

CS203 Integrated Office (Winter) 4 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 (Fall) 3 CR

With successful completion of this course students will be able to design web pages. Hypertext Markup Language (HTML) basics are covered, followed by using a web-page design program such as Dreamweaver MX 2004.
Prerequisite: CS112.

CS215 Desktop Publishing (Fall) 3 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: CS121 or CS112 and EN111.

CS216 Spreadsheet Design and Management (Fall) 4 CR

In this course, students will cover the basic concepts and design and move into the advanced spreadsheet applications in business including writing and working with formulas, creating templates, finding and organizing information by filtering, sorting and subtotaling, working with multiple worksheets, creating charts, working with data tables and scenario management, and importing data into spreadsheet software.
Prerequisite: CS121 or CS112. Co-requisite: MA101 or MA111.

CS217 Presentation Graphics (Fall) 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 (Winter) 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.

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

CS248 Database Design (Winter) 4 CR

This course will develop skill in creating databases. Major topics covered 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 in developing a working relational system. Major topics include creating.
Prerequisite: CS112.

CS271 Cooperative Education: Computer Information 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.

CT – CONSTRUCTION TECHNOLOGY

CT105 Vocational Communication and Writing Skills (Winter) 3 CR

This is a course in the oral and written communicative skills needed to succeed on the job. Students will learn to employ active listening techniques, interact effectively with coworkers and supervisors, and follow and give directions; systematic problem solving skills will also be developed.
There is no prerequisite to the course, but it is delivered at the same level as EN 105/106.

CT111 Construction I (Fall) 5 CR

This course is offered in conjunction with Construction II, and will be held during the first seven and a half weeks of the semester. Construction I is designed to cover the general layout and structure used in constructing a wood frame dwelling. Students will learn proper safety procedures and requirements mandated by O.S.H.A. and MI.O.S.H.A. standards. There will be a special emphasis on the proper use, care, and maintenance of equipment. Students will become familiar with commonly used terminology in the building trades. The students will be introduced to the fundamentals of blueprint reading as it pertains to the building trades, learning to read, understand and interpret blueprints, floor plans, site plans, elevations and symbols required to build modern homes. Students will study the various types of material used in construction.
Prerequisites: None

CT112 Construction II (Fall) 5 CR

This course is a continuation of Construction I and will be offered during the second half of the first semester. Construction II will involve students in building activities such as laying out walls, framing walls, framing door/window openings, applying sheathing, etc. Students will become comfortable in checking for plumb, level and square. Students will learn the importance of roof structures and will use multiple water shedding materials. Students will investigate and use modern types of exterior finish products and insulating materials.
Co-requisite: CT111

CT113 Construction III (Winter) 5 CR

This course is offered in conjunction with Construction IV and will be held during the first half of the semester. The course involves the actual laying out of structures and the components involved. This process will continue until all partition wall sections of a wood frame house are complete. Students will be introduced to the dynamics of plumbing, using their basic knowledge to design and install a plumbing system. The plumbing section will cover water feed systems as well as the drain and septic systems. Students will install insulation and hang drywall. During the course students will learn proper ways to tape, mud and sand drywall. Prerequisites: CT112 and MA108 with a C or better.

CT 114 Construction IV (Winter) 5 CR

This course is a continuation of Construction III, and will be offered during the second half of the second semester. Students will learn different options in finishing a house. Students will acquire practical hands on experience with carpeting, tiling, painting and trim work. Students will use their experience to construct prefabricated walls for the next summer project house. Students will be introduced to the basic technicalities and theories of electrical work, learning the differences between parallel and series circuits. Actual house wiring will briefly be introduced. Students will design and install cabinets.
Prerequisite: CT113

CT122 Principles of Blueprinting (Winter) 3 CR

This course introduces the students to computer setup and operation with a major emphasis on architectural design. Computer aided design will be the central focus. Drafting design related to architectural drawing will be studied covering site planning, floor plans, elevation and material design and sizing. Students will learn symbols, systems, patterns and applications related to standard housing needs.
Prerequisites: CS120 or equivalent to CS112

CT 211 Construction V (Summer) 5 CR

During this course the students will prepare the building site for a three bedroom ranch style house to be constructed by students. This project will cover work in both theory and fieldwork in the principals of surveying and surveying techniques. Students will use transits and surveying equipment along with their blueprint reading skills to set up a site plan. After ground is broken, students will use batter boards, set forms and pour footings. Students will lay cinder block and set pressure treated top plates to finish the foundation. Assessment of masonry portion will be based on test, material design and surface finishing.
Prerequisite: CT114

CT 212 Construction VI (Summer) 5 CR

This course will be a continuation of CT211 the second half of the summer semester. During the course the students will install Lam beams, joists and tongue & groove plywood to build a sub-floor. Students will build exterior walls and set roof trusses if time permits.
Prerequisite: CT211

CT 214 Alternative Methods, Materials, and Resources (Summer) 1 CR

This course will be a continuation of CT211 the second half of the summer semester. During the course the students will install Lam beams, joists and tongue & groove plywood to build a sub-floor. Students will build exterior walls and set roof trusses if time permits.
Prerequisite: CT211

CT 221 Code Studies and Cost Analysis (2nd Fall) 4 CR

This course examines building codes, labor costs, and material costs daily work orders, and employer paperwork. Students will learn the preparation necessary to make a bid from blueprints. For a special project the students will be required to prepare a bill of materials as well as estimate labor costs. Various forms of analysis, such as equations for estimating material, labor units, and job overhead will be covered.
Prerequisites: None

CT226 Residential Home Electrical (Fall) 2 CR

This is an in-depth coverage of house wiring, design, electrical codes, electrical load calculations and basic electrical theory. Students will work in a hands-on environment running wire, hooking up switches and outlets, and testing circuitry. Three-way switches, rheostats, and 220 volt lines will also be installed with instructor assistance.
Prerequisites: CT114 and MA108

CT227 Methods of Heating and Cooling (Fall) 2 CR

This is an introductory course providing an opportunity to investigate common methods used in heating and cooling a home. Students will help design a home heating and cooling system, including ductwork, pipe fittings, and estimating the furnace type needed for each home. Air conditioning, heat load calculations and alternative heat/cooling methods will also be studied.
Prerequisites: CT114

CT228 Residential Plumbing Techniques (Fall) 2 CR

This course is designed as a hands-on learning experience that will teach students the basics behind plumbing a house. Students will study pumps, feed lines, vent systems, appliance hook ups, waste lines, sewer systems and plumbing loads. Students will learn the minimum pressure allowances, slope regulations, and critical distances. Students will learn common installation techniques using both copper and plastics.
Prerequisites: CT113

CT231 Residential Utilities (Fall) 6 CR

This course offers an in depth study of residential electric, heating, and plumbing. During the electrical portion of the course students will cover house wiring, design, electrical codes, electric load calculations and basic electrical theory. In the heating and cooling segment the focus will be targeted on heat load calculations, cooling systems, heating methods, ductwork installation, and pipefitting. In the plumbing section, students will study pumps, feed lines, vent systems, appliance hook ups, waste lines, sewer systems and plumbing loads.

CT233 Principle of Workforce Leadership (Fall) 5 CR

This course is designed to promote productive relations in the workforce. Students in their second year will be assigned to model foreman positions. They will work with the first year students as crew leaders. In the theoretical portion of the class students will learn the different relations that they have to keep. Upon completion of this course students will be required to present a personal resume.
Prerequisites: CT271

CT271 Cooperative Education (Summer) 5 CR

This advance practicum is designed for a hands-on application of classroom lessons in construction applications of various sizes and complexity. Effort will be made to have the student spend time with a residential home contractor on site to learn more of the business aspect of building and perhaps form a base for future employment.
Prerequisites: CT212

DE – DESIGN

DE103 Landscape Design and Construction (Winter) 3 CR

This course is designed to equip students with the basic skills necessary to lay-out and establish various types of landscapes. It involves the selection of tree types, shrubbery types and materials that provide appealing yard settings. This course is offered as a "hands on" experience where students will design landscapes to complete a desired effect.

DE106 Interior Design (Winter) 3 CR

This course is designed to educate students in the fundamentals of laying out and arranging the interior elements of the homes. Color selection, fabrics, cabinet styles, floor coverings and proper applications will be covered in a hands on" format. Students will design and implement all design factors, both interior and exterior of a student-built residential home.

EC – EARLY CHILDHOOD EDUCATION

EC105 Performance Standards (Online) 3 CR

This course will help the student to understand the new Performance Standards. It will help the student think through some of the implications of the Standards for their Head Start program. The student will understand the philosophy and thought that explains why the Standards have been written the way they have.
Pre-requisite: None

EC107 Competencies and Best Practices in Children and Family Programs I (Online) 3 CR

This is the first of three courses that will prepare students for CDA (Child Development Associate) assessment. This course focuses on child growth and development from birth to age five, with emphasis on planning a safe, healthy and supportive learning environment for children, including strategies in positive guidance. Hands on experience will supplement reading and study and students will learn how to find and use many resources. Classroom practicum is also incorporated. Students will explore ways to support positive social development in children, strategies for positive guidance and management, and ways to establish and maintain a safe, healthy, appropriate learning environment for children.
Prerequisites: None

EC108 Competencies and Best Practices in Children and Family Programs II (Online) 3 CR

This is the second of three courses that will prepare students for the CDA (Child Development Associate) assessment. This course will give students resource materials, a basic foundation of knowledge, and hands-on experience in ways to nurture cognitive, motor, language and creative process skills in children. The main objective is to teach students ways to advance physical and intellectual development in young children. Principles of children's growth and development will be integrated throughout the course, as will experiences in

observing and recording children's behavior and progress in the areas of creative process, motor development, language and cognitive development. Long range and daily planning will also be explored. As in the other two courses, students will be observed working with children, will continue work on their professional resource files, and will fulfill other course requirements.
Prerequisite: EC107 with a C or better.

EC109 Competencies and Best Practices in Children and Family Programs III (Online) 3 CR

This is the third of three courses that will prepare students for the CDA (Child Development Associate) assessment. This course addresses the important areas of program management, parent partnerships, and professionalism. Objectives are to establish positive and productive relationships with families, ensure a well-run, purposeful program responsive to participant needs, and to maintain a commitment to professionalism. The students will explore resources, study, and do hands-on activities to demonstrate skills in observation, record keeping, reporting, long range and daily lesson planning, individualized teaching, parent involvement and conferencing, and child and family advocacy. Workforce issues, ethical practices, and professional resources/associations will be discussed. During this course, parent questionnaires will be distributed and collected and the advisor/mentor will make a final, written observation of the student. The written Professional Resource File, with autobiography, copies of 6 competency papers, table of contents, resources, and short bibliography (optional) will be due for final review by the end of the course.
Prerequisite: EC108

EC111 Parents as Partners (Online) 3 CR

Parents as Partners teaches students to work with parents in decision making and how to involve parents in the overall Head Start Program or other Early Childhood Education Program.
Prerequisite: EC105 Performance Standards

EC205 Budgeting and Fiscal Management in Early Childhood Education (Online) 3 CR

This course introduces students to the regulations governing budgeting and fiscal management in Head Start and federally funded day care programs. Practice is given in both budgeting and fiscal management processes and a thorough review of federal contracting is provided.
Prerequisite: None

EC206 Foundations of Family Services (Online) 3 CR

This course will cover basic knowledge and skills necessary for workers to practice in a variety of fields. It will include a history of the Human Service field in the United States and provide workers with a basic awareness of what they are doing and why in order to be more effective in working with people and to avoid burnout.
Prerequisite: EN101 or EN111

EC207 Human Resources Management in Early Childhood Education Programs (Online) 4 CR

Human Resources Management introduces students to the regulations governing the management of human resources in Head Start and Early Head Start programs. Topics include: interpersonal relations, procedures for rewarding and disciplining Head Start workers, the role of the Policy Council in human resources management, training programs from a Head Start perspective, developing a personnel manual for Head Start, designing job descriptions to meet program needs, hiring procedures for Head Start programs, Human Resources law and policies, child and sexual abuse policies, etc.
Prerequisite: EC205

EC208 Facilities, Materials and Equipment in Early Childhood Education (Online) 2 CR

This course introduces students to property management procedures and policies required by the Revised Performance Standards. Included is a thorough review of topics such as environmental health code (I.H.S.), licensing regulations and space requirements.
Prerequisite: EC205

EC212 Child Development (Online) 4 CR

In this course, students will be introduced to the unique qualities of the young child as distinguished from the older child. Beginning with developmental and learning theories, students will study all developmental areas of young children, to include affective, cognitive, physical and motor skills. Students will learn practical skills and procedures to increase their effectiveness with young children. This course incorporates and will provide students with accurate, authoritative, and up-to-date information on child development.
Prerequisite: EN101 or EN111

EC214 Strategic Planning and Proposal Writing (Online) 3 CR

This course is designed to teach students about strategic planning processes and how those processes integrate into the writing and design of superior program proposals. This is an introductory course that will introduce students to a number of planning tools and techniques. It also teaches the mechanics of successful proposal writing.
Prerequisite: EN101 or EN111

EC215 Evaluation and Continuous Improvement in Early Childhood Education (Online) 3 CR

This course is a companion course to Strategic Planning and Proposal Writing. In the new Head Start and federal model, grantees should develop a strategic plan, write a proposal based upon the elements of the strategic plan, and then collect data that relates to project goals and objectives as the project operates. At the end of any project period, an evaluation is completed which provides quantitative and qualitative data that is used to revise the strategic plan. The cycle of planning, proposal writing, continuous improvement, and evaluation then continues. This course introduces the basic concepts and methods of assessment, continuous improvement, and evaluation. Practice in basic statistical analysis and evaluation design is included.
Prerequisites: EC214 and MA111.

EC216 Curriculum Development (Online) 3 CR

This course will focus on curriculum development for Early Childhood Education as well as developmentally appropriate practices for children birth - 5. Students will do reading from the textbooks - Early Education Curriculum, A Child's Connection to the World and Developmentally Appropriate Practices in Early Childhood Programs. This course will enhance the student's understanding of Early Childhood Curriculum and Developmentally Appropriate Practices.
Prerequisites: EN101 or EN111

EC217 Emergent Literacy (Online) 3 CR

This course will explore the current views of attitudes, experiences, and opportunities that promote the development of reading and writing in young children. Because literacy begins at birth, students will learn about infant-toddler, as well as pre-school, development and activities. The course will also examine the role of reading aloud to children.
Prerequisites: EN101 or EN111

EC218 Family Partnerships (Online) 4 CR

This course is designed to give students the essential partnership building skills that contribute to Head Start's overall effectiveness a supportive, family centered community program. Students will learn about critical roles they will play as an Early Childhood worker, both individually and as part of team interactions with families, as well as gain knowledge and skills necessary to promote and sustain supportive partnerships. Topics covered wail include: cultural awareness, development of individualized Family Partnership Agreements, identification and implementation of family centered goals, strengths and support, follow-up and tracking, comprehensive and confidential record keeping, as well as skills encompassing personalized attention, mutual respect, trust, acceptance and flexibility.
Prerequisites: EN101 or EN 111 and EC205

EC219 Inclusion of Special Needs Pre-Schoolers in Early Childhood (Online) 3 CR

This course will provide practical information about how to create and implement a high quality learning environment for children with special needs, within an Early Childhood program serving typically developing children.
Prerequisites: EC212, ED111, SI117, and EN101

ED – EDUCATION

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.

ED252 Children's Literature (Online) 3 CR

This course introduces students to selected readings and discussions in developmentally appropriate literature for young children, ages four through seven. Coursework includes the development of related activities for use in the integration of literature in the whole curriculum of early childhood education.
Prerequisite: EN101 or EN111

ED255 Children's Literature for Grades K through 8 (Online) 3 CR

This course introduces students to the wide varieties of children's literature, such as poetry, folklore, fantasy, realistic fiction, historical fiction, and biography, at the levels suitable for children ages five through 13. It covers the analysis of children's fiction, enabling the student to discuss plot, setting, characterization, theme and style. It also stresses the use of literature in teaching cultural diversity.
Prerequisite: EN101, EN111 or EN219

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 begins with a review of the history of rural and Indian education within the larger context of American public education. It examines best practices for working with Indian and rural children, particularly in the context of the Upper Peninsula of Michigan, focusing on relevant research findings including social, cultural, and economic obstacles to learning students are introduced to lesson planning for multiple intelligences. Field experience is required. Requires Michigan Teacher Education Basic Skills Test. Prerequisites: EN112 and ED257.

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

In this course, students develop their ability to participate in the planning, implementing, and assessing stages of K-12 curriculum development. They are shown methods of integrating minority culture and history in to 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. Emphasis is on building specific skills for reading analysis and critical evaluation. Placement in this class is based on results of assessment scores or successful completion of AE102 with a C or better.
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 must complete course requirements earning a C or better before entering EN111.
Prerequisite: AE103 or appropriate ASSET scores. Co-requisite: EN105.

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 I (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.

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. Fulfills the Native American requirement.
Prerequisite: EN112, or permission of 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 instructor.

ES - EXERCISE SCIENCE (Health & Fitness)

ES101 Fitness and Wellness (Fall/Winter) 2 CR

This course is designed to provide an introduction and investigation into the foundations and principles of physical fitness and health. Fundamental theory of the psychological and physiological basis of physical fitness will be presented and discussed, as well as topics and issues relevant to the broad areas of health and wellness. Each student will be given the opportunity to develop a personal wellness program based on information obtained through class.
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 in Training (Winter) 4 CR

This course is an introduction to laying 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 is in the diagnosis and management of sports-related injuries. Prevention of sports injuries will be covered as well in the class. Students will learn and properly 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: 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.

HU114 Art Appreciation (Online) 2 CR

Art Appreciation on the Internet is a survey of art history beginning with Ancient Greek Art and continuing through the twentieth century.
Prerequisite: None

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 or permission of instructor.

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: MA101 with a C or better or permission of instructor.

MA108 Construction Technology Math (Fall) 3 CR

This course is designed to teach practical applications that are used to solve mathematical problems in construction technologies. Students will learn to estimate materials, figure cost, calculate area, figure volume and use formulas. The course also includes basic algebraic skills that are used in geometry and trigonometry as applied to building trades.
Prerequisite: Minimum placement test scores.

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 1 ½ 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 student of business, life and social science students who wish to transfer into a 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.

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) (Fall) 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.

NA113 Native American Awareness (Fall/Winter) 3 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.

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.

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.

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 Anishnaabek and will receive traditional teachings on their origin and use.
Prerequisite: NA154 or permission of instructor.

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.

NA214 Family Cultural and Traditional Practices (Online) 3 CR

In this course, students will examine their own lives as well as some of the history and culture of selected Native Americans. They will develop an appreciation, respect and skills to be able to work with diverse cultures, especially Native Americans. In addition, students will study the geography, lifestyle, and family traditions of selected Native American tribes.
Prerequisite: CS112, EN101 or EN111

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.

Note: Contemporary Native American Literature is offered as EN225.

NI104 Nishnaabek Cultural Experience I 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 I/Speaking 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 3 CR

This course will introduce the student 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 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 6 CR

The students will be introduced to the Nishnaabemwin language as opposed to the vocabulary since language is all the words you use when you speak. Vocabulary is all the words students memorize instead of speaking. Students will become familiar with the sound and flow of the language and the development of the conversational patterns.

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

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.

NI118 Ojibwe Language Immersion/Speaking 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 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.
Prerequisite: Completion of NLII Basic Year I or permission of instructor.

NI206 Nishnaabek Cultural Orthography/Grammar - Intermediate 3 CR

This is a continuation of NI104 Nishnaabek Cultural Experience I and will involve further study of the language with more emphasis on sentence structure and patterns. It will include written exercises and is intended to promote oral fluency of everyday conversation. The student will continue to learn the "root" origin of words which will provide a deeper understanding of Nishnaabek Culture and perspectives.
Prerequisite: Completion of NLII Basic Year I or permission of instructor.

NI208 Ojibwe Language Immersion – Intermediate 3 CR

Students will continue to learn through various activities such as memory games, Medicine Wheel Teachings, and readings from Nishnaabe authors. Language will be reinforced through the integrated approach with other courses within the program. Opportunities for review and expansion of grammar and vocabulary will be given to ensure continuous learning of the language.
Prerequisite: Completion of NLII Basic Year I or permission of instructor.

NI209 Nishnaabe Language Teaching Methods 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 I or permission of instructor.

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

This is a continuation of the topics of NI111 Dagwaagi/Biboon/Minookami—Fall/Winter/Spring Weekend Immersion—Basic with further emphasis on the development of units and activities using the materials produced in the previous NI111 Immersion Weekends. The practicum will encourage the students to develop their skills in originality and imagination yet keeping within the bounds of second language teaching criteria. Incorporation of learned concepts will also be encouraged. The idea is to make learning fun and exciting. A supervised practicum will provide the opportunity for teaching a class at the Basic or Introductory level to peer students during this course. Students will prepare three (3) 30-minute lessons for presentation during each weekend session.
Prerequisite: NI111.

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

Students will attend (3) three scheduled seasonal weekend Immersion sessions and participate in a special class project(s) to design and develop various types of Ojibwe language teaching resource materials. Students will

utilize intensive written Nishnaabenmwin language and orthography skills. Nishnaabek teaching methods and principles learned from the NLII courses will also be utilized.
Prerequisite: NLII Year II Intermediate or permission of instructor.

NI224 Nishnaabek Cultural Orthography/Grammar – Advanced 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 Nishnaabek Cultural Orthography/Grammar—Intermediate.

NI228 Ojibwe Language Immersion/Special Projects - Advanced 6 CR

Students will have the opportunity to participate in a "total immersion experience" via an exchange visit to members of a community where there is yet a fullness of the language. Language learning will take forms of participating and communicating in the daily activities of the family or sponsor. Daily journals written in the language will be kept and used as a reporting tool upon return. These will also be used for certain aspects of the Advanced Nishnaabemwin Language & Orthography course. Intensive emphasis will be on oral skills, however, written exercises and readings will be utilized as well as other activities.
Prerequisite: NI208 Ojibwe Language Immersion—Intermediate.

NI229 Teaching Methods and Curriculum Development - Advanced 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 learn 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.

NI231 Nishnaabe Child Development and the Classroom 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.

NP – NISHNAABEMWIN IMMERSION INSTRUCTION PROGRAM

NP145 Introduction to Second Language Acquisition: Theory and Practice 4 CR

This course delivered both in Nishnaabemwin and in English, is a general introduction to the ways that human beings develop an ability to speak a second language. The course introduces current research on this process of language acquisition. Particular emphasis will be placed on the immersion techniques that are being successfully utilized in the Bay Mills Community College Nishnaabemwin Pane Immersion Program.
Prerequisite: None

NP244 Immersion Education 4 CR

This course is delivered both in Nishnaabemwin and English and presents within the broader context of Native language revitalization the theory and application of teaching subject matter courses using Nishnaabemwin as the medium of instruction. Language acquisition can occur through the teaching of any subject which does not

focus on the form of the language being used to teach. Students and first-speakers interested in passing on the language will benefit from the practical applications presented. Relevant topics will be addressed from the fields of bilingualism and second language acquisition.
Prerequisite: NP145

NP274-A Native Language Revitalization: Case Studies and Lessons 4 CR

This course is delivered in both Nishnaabemwin and English and critically examines the experiences of the following Native language revitalization efforts: Native Hawai'i, Maori, Blackfeet, Hualapai, Waskaganish Cree, Cayuga and Mohawk, M'Chigeeng, and Waadookodaading. The successes and challenges of each community will be discussed as they relate to the revitalization of Nishnaabemwin. Relevant topics will be addressed from the field of sociolinguistics.
Prerequisite: NP145 and NP244

NP275-A Methodology: Immersion in Context 4 CR

Delivered in both Nishnaabemwin and English, this course assists the student in the process of clarifying their own beliefs about classroom-based language acquisition and immersion instruction, both in terms of theoretical issues and practical implications for classroom instruction. Within the context of Nishnaabe language revitalization, this course builds on the material covered in Introduction to Second Language Acquisition: Theory and Practice to help the student construct a principled framework for evaluating and developing a methodological approach to immersion instruction.
Prerequisite: NP274-A

NP276-A Advanced Methodology 4 CR

Delivered in both Nishnaabemwin and English, this course is a continuation of Methodology: Immersion in Context, and is designed to promote greater understanding of several areas of immersion instruction methodology including second language acquisition, language curriculum issues, and professional development.
Prerequisite: NP275-A

NP277-A Syllabus Design and Materials Development 4 CR

This course, delivered in both Nishnaabemwin and English, examines the principles of syllabus design for Nishnaabemwin immersion courses, and presents an introduction to the development of instruction materials. The emphasis of the course is practical. However, within the context of Nishnaabe language revitalization, theoretical aspects will also be discussed.
Prerequisite: NP276-A

NP278-A Language Testing and Assessment 4 CR

This course, delivered in both Nishnaabemwin and English, presents the basic principles of language testing procedures used in the immersion classroom. By analyzing actual tests and working with actual data, students are informed of the role of assessment in immersion instruction.
Prerequisite: NP277-A

NP279-A Immersion Instruction Practicum 4 CR

This course offers the student practical application of the Methodology: Immersion in Context, and Advanced Methodology courses: observation of immersion classes, immersion instruction practice, self-evaluation, lesson and materials preparation, and self-evaluation.
This capstone course is open only to those students who have completed <u>all other requirements</u> for the Certificate in Nishnaabemwin Immersion Instruction.

NP280-A Immersion Instruction Practicum II **4 CR**

This final course in the Certificate in Nishnaabemwin Immersion Instruction continues the development of skills begun in Immersion Instruction Practicum I. The participant creates and critiques lesson plans, does demonstration lessons and observes other participant-instructors. Following preparation, the participant instructs a series of immersion classes that they have organized.
Prerequisite: NP279-A

NP – NISHNAABEMWIN PANE IMMERSION PROGRAM

NP141 Basic Immersion I (Fall) **6 CR**

(Formerly classified as NA141 Nishnaabemwin Pane-1: Basic (Fall)- 3 Credits and NA142 Nishnaabemwin Pane-2: Intermediate Basic (Fall) – 3 Credits)
This course, delivered entirely in Nishnaabemwin, is designed for both new and continuing Nishnaabemwin learners. Through a variety of techniques including story-telling, the instructor creates for the students a context in which the language is heard. For many students, this may be the first time they have heard the language used for an extended period. Students will have the opportunity to become familiar with the sound of Nishnaabemwin. It is expected that the student will begin to comprehend the broad context of the instructor's narrative without having to resort to grammatical study.
Prerequisite: None

NP142 Basic Immersion II (Winter) **6 CR**

(Formerly classified as NA143 Nishnaabemwin Pane-3: Advanced Basic (Winter) – 3 Credits and NA144 Nishnaabemwin Pane-4: Intermediate (Winter) – 3 Credits)
This course is a continuation of NP141. It is delivered entirely in Nishnaabemwin and focuses on hearing, listening and comprehension. Through story-telling the instructor facilitates the student's ability to understand general meaning and significant events within a story. Through the continued development of immersion listening skills, the student's comprehension is further improved allowing the acquisition of a broadened core vocabulary and an enhanced ability to recognize meaning in natural speech.
Prerequisite: NP141 or Permission of Instructor.

NP143 Basic Immersion III (Fall) **6 CR**

(Formerly NA241 Nishnaabemwin Pane-5: Advanced Intermediate (Fall) – 3 Credits and NA242 Nishnaabemwin Pane-6: Advanced (Fall) – 3 Credits)
This course, delivered entirely in Nishnaabemwin, is a continuation of NP141 and NP142. Using progressively higher levels of speech, sentence structure and vocabulary, the instructor continues to promote the development of the student's immersion listening skills and comprehension. The student will demonstrate an understanding of increasingly subtle nuances in each story, and will begin to respond appropriately, in either English or Nishnaabemwin, to questions from the instructor.
Prerequisite: NP141 and NP142

NP145 Introduction to Second Language Acquisition: Theory and Practice (Summer) **6 CR**

(New Course – this is the first course of a series of courses to be developed for training fluent speakers and tribal/first nation language personnel on the fundamental theory and practices of creating and maintaining a successful immersion program)
This course delivered both in Nishnaabemwin and in English, is a general introduction to the ways that human beings develop an ability to speak a second language. The course introduces current research on this process of language acquisition. Particular emphasis will be placed on the immersion techniques that are being successfully utilized in the Bay Mill Community College Nishnaabemwin Pane Immersion Program.
Prerequisite: Permission of the instructor.

NP161 Introduction to Immersion I (Fall) 8 CR

(Formerly NA161 Immersion Weekend – 1: Understanding Nishnaabemwin (Fall) (On Demand) – 4 Credits and NA162 Immersion Weekend - 2: Personal Activities. (Fall) – 4 Credits)
This course team taught entirely in Nishnaabemwin will focus on introducing the learner to language immersion, familiarizing the learner to the techniques used by the instructors in an immersion environment and building the confidence of the learner to remain committed to the immersion approach to second language acquisition. The focus will initially focus on hearing the language used in a wide variety of contexts to develop an ability to recognize the sound, intonation and rhythm of the speech of fluent speakers. Hearing the language is a prerequisite to listening to the language for comprehension.
Prerequisite: None

NP162 Introduction to Immersion II (Winter) 8 CR

(Formerly NA163 Immersion Weekend – 3: Residence and Employment (Winter) – 3 Credits and NA164 Immersion Weekend - 4. (Winter) – 4 Credits)
This course, delivered entirely in Nishnaabemwin, will continue the immersion techniques introduced in NPIP161. Instructors will maintain an immersion environment, develop the student's immersion listening skills, and continue to strengthen the student's commitment to the immersion approach to second language acquisition. The focus will remain on maximizing the student's hearing the language used in a wide variety of contexts in order to develop an ability to recognize the sound, intonation and rhythm of the speech of fluent speakers. Hearing the language is a prerequisite to listening to the language for comprehension.
Prerequisite: NP161

NP163 Introduction to Immersion III (Summer) 8 CR

(Renamed Course Title)
This course, delivered entirely in Nishnaabemwin, will conclude the student's introduction to language immersion education presented in NP161 and NP162. Instructors will maintain an immersion environment and continue building the confidence of the student to understand and remain committed to the immersion approach to second language acquisition. The focus will remain on maximizing the student's hearing the language used in a wide variety of contexts in order to develop an ability to recognize the sound, intonation and rhythm of the speech of fluent speakers. Instructors will monitor individual students' progress and adjust the level of language used to meet each student's level of acquisition.
Prerequisite: NP161 and NP162

NP241 Intermediate Immersion I (Winter) 6 CR

(Formerly NA243-Nishnaabemwin Pane-7: Intermediate Advanced (Winter) – 3 Credits and NA244 Nishnaabemwin Pane-8: Comprehensive (Winter) – 3 Credits)
This course, delivered entirely in Nishnaabemwin, is designed to increase the listening comprehension of the student beyond the basic level. The student will become more confident in their ability to comprehend the speech of a fluent speaker. The student will continue the development of their ability to respond to and interact with the instructor.
Prerequisite: NP141, NP142 and NP143

NP242-A Intermediate Immersion II (Fall) 6 CR

(New Course)
This course, delivered entirely in Nishnaabemwin, is a continuation of NP241. It is designed to further develop the student's listening comprehension. The student will be able to understand in greater detail the emotive and

descriptive nuances in the speech of a first-speaker, as well as be able to broadly describe in English the subject matter presented by the instructor. The student will exhibit a greater facility to respond appropriately in either Nishnaabemwin or in English to the instructor.
Prerequisite: NP241 Intermediate Immersion I.

NP243-A Intermediate Immersion III (Winter) 6 CR

(New Course)
This course, taught entirely in Nishnaabemwin, is a continuation of NP242. The course continues to increase the comprehension level of the student. The student will develop an increased ability to understand the finer points of what is being communicated, and an emergent ability to translate from Nishnaabemwin to English will show itself in the student.
Prerequisite: NP242 Intermediate Immersion II

NP244 Immersion Education (Summer) 4 CR

(New Course)
Within the broader context of Native Language Revitalization, this course presents the theory and application of teaching subject matter courses using Nishnaabemwin as the medium of instruction. Language acquisition can occur through the teaching of any subject which does not focus on the form of the language being used to teach. Students and first-speakers interested in passing on the language will benefit from the practical applications presented. Relevant topics will be addressed from the fields of bilingualism and second language acquisition.
Prerequisite: NP145 Introduction to Second Language Acquisition: Theory and Practice or Permission of the Instructor.

NP245-A Bemaadzid E-zhi-ntaawgid (Summer) 4 CR

(Formerly Nishnaabemwin Pane 148)
This immersion course is taught fully in the Nishnaabe language. Emphasizing Native teachings (Nishnaabe kinoo'maadwinan), the course introduces the student to the basic theories and concepts of human development. The student will come to understand and appreciate the human life cycle as expressed in the teachings of the Medicine Wheel and the Four Hills of Life. This is a psychology course, the content of which is human growth and development. The medium of instruction is Nishnaabemwin making this course the first of its kind.
Prerequisite: Successful completion of NP141 and NP142.

NP251-B Advanced Immersion I (Fall) 6 CR

(New Course)
This course, delivered entirely in Nishnaabemwin, will continue to increase the student's comprehension level and begin to facilitate the student's production of speech. The decision to speak in Nishnaabemwin is still the choice of the student. Lab hours are additional hours spent with fluent speaker(s).
Prerequisite: NP243 Intermediate Immersion III.

NP252-B Advanced Immersion II (Winter) 6 CR

(New Course)
This course, delivered entirely in Nishnaabemwin, culminates the four-year Nishnaabemwin Pane Immersion Program. Students will understand fully what the instructor is saying and will be able to translate accurately the general content of that speech. Students will be able to engage in dialogues with the instructor and answer appropriately questions posed by the instructor. Lab hours are additional hours spent with fluent speaker(s).
Prerequisite: NP251-B Advanced Immersion I.

NP261 Listening Comprehension I (Fall) 8 CR

(Formerly NA261 Immersion Weekend – 5: Giving Directions and Instructions (Fall) – 4 Credits and NA262 Immersion Weekend – 6: Cultural Activities. (Fall) – 4 Credits
This course, delivered entirely in Nishnaabemwin, builds on the first year immersion experience. Instructors will create an immersion environment designed to increase the listening comprehension of the student beyond the introductory level while continuing building the confidence of the learner to understand and remain committed to the immersion approach to second language acquisition. The instructors will use a variety of techniques to maximize the student's hearing of the language. Hearing the language used in a wide variety of contexts will lead to an increased capacity to comprehend the speech of fluent speakers. Instructors will monitor individual students' progress and adjust the level of language used to meet each student's level of acquisition.
Prerequisite: NP161 and NP162.

NP262 Listening Comprehension II (Winter) 8 CR

(Formerly NA263 Immersion Weekend – 7: Nishnaabeg Values. (Winter) - 4 Credits and NA268 Immersion Weekend – 8: Shopping and Buying. (Winter) – 3 Credits).

This course, delivered entirely in Nishnaabemwin, is a continuation of NP261 Intermediate Immersion I.
Prerequisite: NP Year One and NP261.

NP263 Listening Comprehension III (Summer) 8 CR

This course, delivered entirely in Nishnaabemwin, is a continuation of NP262 Intermediate Immersion II. Additional hours with the instructor(s) and/or fluent speakers outside of the weekend experience will be arranged by the student to generate additional hours of comprehensible input.
Prerequisite: NP Year One and NP261 and 262.

NP271-A Conversational Immersion I (Fall) 8 CR

This course, team taught in Nishnaabemwin, builds on the first two years of course offerings and weekend immersions. The student will exhibit a higher level of listening comprehension and demonstrate a greater facility to respond to and interact with the instructors in either Nishnaabemwin or in English. Additional hours with the instructor(s) and/or fluent speakers outside of the weekend immersions will be arranged by the student to generate additional hours of comprehensible input.
Prerequisite: NP Year One and Two.

NP272-A Conversational Immersion II (Winter) 8 CR

This course, team taught in Nishnaabemwin, is a continuation of NP271 Conversational Immersion I. The student will exhibit a higher level of listening comprehension and demonstrate a greater facility to respond to and interact with the instructors in either Nishnaabemwin or in English. Additional hours with the instructor(s) and/or fluent speakers outside of the weekend immersions will be arranged by the student to generate additional hours of comprehensible input.
Prerequisite: NP Year One and Two and NP271.

NP273-A Conversational Immersion III (Summer) 8 CR

This course, team taught in Nishnaabemwin, is a continuation of NP272 Conversational Immersion II. The student will exhibit a higher level of listening comprehension and demonstrate a greater facility to respond to and interact with the instructors in either Nishnaabemwin or in English. Additional hours with the instructor(s)

and/or fluent speakers outside of the weekend immersions will be arranged by the student to generate additional hours of comprehensible input.
Prerequisite: NP Year One and Two and NP272.

NP281-B Comprehensive Immersion I (Fall) 8 CR

This course, team taught in Nishnaabemwin, culminates the Nishnaabemwin Pane Immersion Program and builds on the first three years course and weekend immersions. The students listening comprehension will be at an extremely high level. The production of speech will begin to emerge spontaneously and comfortably. Additional hours with the instructor(s) and/or fluent speakers outside of the weekend immersions will be arranged by the student to generate additional hours of comprehensible input.
Prerequisite: NP Year One, Two and Three.

NP282-B Comprehensive Immersion II (Winter) 8 CR

This course, team taught entirely in Nishnaabemwin, is a continuation of NP281-B Comprehensive Immersion I. Students will understand fully what the instructor(s) is saying and will be able to translate accurately the general content of that speech. Students will be able to engage in dialogues with the instructor and answer appropriately questions posed by the instructor(s). Additional hours with the instructor(s) and/or fluent speakers outside of the weekend immersions will be arranged by the student to generate additional hours of comprehensible input.
Prerequisite: NP Year One, Two and Three.

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: EN111, NS101 with a C or better.

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

This course is designed to give students a thorough exposure to basic concepts and processes related to the Geosphere, the Hydrosphere, the atmosphere and Universe. Understanding the major thesis of Earth Science and the application of the knowledge to interpret and analyze natural phenomena will be a major goal of this course.
Prerequisite: EN111

NS112 Concepts of Physics (Lab required) (Fall) 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.

OE - OFFICE EDUCATION

OE112 Medical Coding and Billing I (Fall) 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) 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.

OE114 Pharmacy Technician (Winter) 3 CR

This is an introductory course in pharmacy technology that offers professional training in the following areas: computer programs, pharmaceuticals, customer service and patient care. Upon successful completion of this course students will have the option of taking the Michigan Certified Pharmacy Technician Exam. Prerequisites: SI112 and minimum placement test scores in Mathematics.

OE118 Basic Office Skills (Fall) 2 CR

This course covers the common office tasks that require basic office procedures, including but not limited to: interpersonal skills; management of work, time, and resources; set up and maintain records; schedule appointments; set up meetings, and receive visitors; use the telephone effectively; and prepare written communications and distribute processed information.
Co-requisite: CS121.

PE - PHYSICAL EDUCATION

.

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

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. Prerequisite: PY101, Co-requisite: EN112.

PY208 Counseling Theories and Techniques (Fall, Odd) 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.
Prerequisite: PY101, Co-requisite: EN112.

PY214 Developmental Psychology (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.
Prerequisites: EN112, PY101.

SI - SCIENCE

SI112 Medical Terminology (Fall) 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

SI 117 Nutrition for Early Childhood (Online) 3 CR

In this course, students will understand the roles of good nutrition, health, and safety in the early childhood classroom. Students will learn practical skills and procedures to increase their effectiveness with young children. This course incorporates and will provide students with accurate, authoritative, and up-to-date information on nutrition, health, and safety for young children.
Prerequisite: None, Co-requisites: EN101 or EN111

SO - SOCIOLOGY

SO103 Community Support Systems (Online) 2 CR

This course explores the functions of community support systems, support systems personnel, community social issues and problems addressed by community support personnel with special emphasis on issues of particular concern to Native Americans. We will also gather information about the community service agencies in our area and build our own resource book for our community, again with the emphasis on Native issues. The

majority of this course, because of the medium, will be reading, community support job descriptions, professional interviews, and web based research.
Prerequisite: None

SO106 Introduction to Sociology (Fall) 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.

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.
Prerequisite: 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.
Prerequisite: SO106, Co-requisite: EN112.

SO209 Family Systems (Winter) 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.

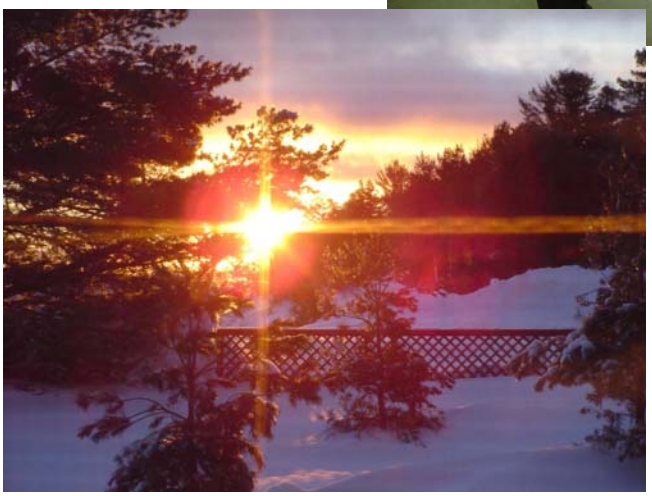
SO212 Sociology of Women (Fall) 3 CR

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 and EN112.

SO213 Communications/Conflict Resolution (Online) 3 CR

Interpersonal Communications: Conflict Resolution will provide a cultural perspective, with an emphasis on American Indian approaches, about the nature of conflict and the various methods, multi-culturally, used to resolve conflict. While the beginning of the course will include a brief overview of the history and content of

the emerging field of conflict resolution, the overall focus will be interpersonal conflict between individuals and groups of individuals. Students will learn techniques of communication, such as active listening, in order to be prepared to de-escalate potential conflicts that may occur in their work and personal life. Significant issues that impact both the theory and practice of conflict resolution, such as neutrality, settlement or compromise vs. structural change, will inform our discussions.
Prerequisites: EN101 or (EN111 and EN112)



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

Carrick, Terry E……..Member
Member, Bay Mills Indian Community

Teeple, Sharon L. .....Member
Member, Bay Mills Indian Community

LeBlanc, Richard .....Member
Member, Bay Mills Indian Community

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

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

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

Willis, Michael .....Member
Member, Bay Mills Indian Community

Concannon, John .....Member
Member, Grand Traverse Band of Ottawa & Chippewa Indians

Harrington Jr., Fred .....Member
Member, Little Traverse Bay Band of Odawa Indians

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

Student Body President/Elected Annually .....Ex-Officio Member

Full Time Faculty

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

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

Miller, Christine M. ..... General Studies
B.S., Ferris State University
M.S., East Texas State University

Montano, John Paul ..... Nishnaabemwin Pane Immersion Program
Diploma, Bay Mills Community College
B.A., Brooklyn College of the City University of New York
Member, Pokagon Band of Potowatami

Ripple, Paul ..... Science
B.A., Miami University
B.S., Northern Michigan University
M.S., Michigan Technological University

Stark, Brent ..... Construction Technology
A.S., Muskegon Community College
B.S., Lake Superior State University

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

Adjunct Faculty

Adair, Kathy. .....Social Sciences
A.A., Lake Superior State University
B.S., Lake Superior State University
M.S.W., Grand Valley State University

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

Bedell, Duane ..... Computer Information Systems
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

Brunner, Sharon ..... Social Science
B.S., Lake Superior State University
M.S.W., Grand Valley State University
Member, Sault Ste. Marie Tribe of Chippewa Indians

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

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

Holappa, Ted .....Nishnaabemwin Pane Immersion Program
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

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

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

Korcal, Timothy ..... Construction Technology
Lake Superior State University
Certified Building Inspector
Certified Mechanical Inspector
Master Electrician
B.A., Michigan State University

LeBlanc, Debra ..... Social Sciences
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 Information Systems
A.D., Lake Superior State University

McKinney, Lois M. ..... Computer Information Systems
Certificate, Bay Mills Community College
A.A.S., Bay Mills Community College

Melis, Ildik'o ..... Communications
M.A., University of Arizona
M.A., Eotvos Lor' and University
Ph D., University of Arizona

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

Nolan, Barbara ..... …….Nishnaabemwin Pane Immersion Program
Certificate, Laurentian University
Diploma, Lakehead University
B.A., Algoma University
Member, Garden River Band

Pearce, Stephanie ..... Medical Office
Certificate, University of Washington

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 Information Systems
Certificate, Purdue University
Lake Superior State University
A.A.S., Northern Michigan University
Member, Sault Ste. Marie Tribe of Chippewa Indians

Rose, C Marie ..... Medical Office
B.S., Rutgers University

Sargent, Catherine.....Medical Office
Certificate, Heritage Professional Ed
Certificate, Medicare B Provider Outreach
Certificate, Blue Cross/Blue Shield

Soltys, Steve .....Business Administration
B.S., Lake Superior State University

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

Webb, Judith A. .....Business Administration
B.S., Lake Superior State University
M.S., Central Michigan University

White, Catherine .....Education
B.S., Lake Superior State 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., Ed.D. ..... Director of Charter Schools
B.S., Central Michigan University
J.D., University of Detroit
M.P.H., University of Michigan
Ed.D., Central Michigan University

Adair, Kathy … ..... Grant Specialist
A.A., Lake Superior State University
B.S., Lake Superior State University
M.S.W., Grand Valley State

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, 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

Bjork, Bill..... Director of Construction Technology
M.S., Northern Michigan University
B.S., Northern Michigan University

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

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

Dowd, Nicole ..... TRIO Student Support Services Counselor
B.S., Lake Superior State University

Doyle, Michael ..... Director of Research
B.Sc., The Evergreen State College
M.Sc., Southern Illinois University
Ph.D., Claremont Graduate School

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. II ..... Director of Development/ Special Assistant to the President
University of Wisconsin
Indiana University, School of Philanthropy
Jackson Community College

Jerman, Joan ..... Health Promotion Coordinator
A.A., Bay Mills Community College
A.A.S., Bay Mills Community College
Certified Personal Trainer
Member, Bay Mills Indian Community

Kasper, Chet ..... Title III Director
B.S., Ferris State University

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

LeBlanc, Debra ..... Director of TRIO Student Support Services
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/Registrar
Certificate, Bay Mills Community College
Member, Bay Mills Indian Community

Lindsay, John M. ..... Student Online Mentor/Virtual Librarian
Certificate, Bay Mills Community College
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, Bay Mills Community College
A.A.S., Bay Mills Community College

Miller, Tina M. ..... Financial Aid Director
A.A.S., Bay Mills Community College
Member, Sault Ste. Marie Tribe of Chippewa Indians

Mitchell, Betty A. ..... Bookkeeper/Human Resource Officer
Certificate, Lake Superior State University
Bay Mills Community College

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

Reffruschinni, Jeani ..... Administrative Assistant for Vice President of Academic Affairs
Lake Superior State University
A.A.S., Northern Michigan University
Member, Sault Ste. Marie Tribe of Chippewa Indians

Shaule, Carole K. ..... Internet Course Curriculum Developer/Manager
B.A., Algoma University
M.B.A., Lake Superior State University

Schofield, Sherri A. ..... Student Information Specialist
Northern Michigan University
Suomi College
A.A.S., Bay Mills Community College
Member, Bay Mills Indian Community

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

Tadgerson, Aaron ..... Recruiter/Land Grant Director
B.S., Lake Superior State University
Member, Bay Mills Indian Community

Teeple, Wade ..... Off-Campus Coordinator/Contract Services
Bay Mills Community College
U.S. Indian Police Academy
Member, Bay Mills Indian Community

Wanic, Mariah ..... Compliance Coordinator
Lake Superior State University
A.A.S., Bay Mills Community College
Member, Bay Mills Indian Community

Wilson, Debra J. ..... Administrative Assistant for President's Office
Lake Superior State University
A.A.S., Bay Mills Community College
Member, Bay Mills Indian Community

Yanni, Steve ..... Extension and Community Development
B.S., Lake Superior State University
M.Sc., Western Illinois University
Ph.D., Michigan State University

NOTES