

**Business Hours**

Monday-Friday  
8:00 a.m. – 4:30 p.m.

**Main Campus**

12214 W. Lakeshore Drive  
Brimley, MI 49715

[www.bmcc.edu](http://www.bmcc.edu)

**Main Switchboard**

906-248-3354  
906-248-3351 - fax  
Toll Free:  
1-800-844- BMCC

**Admissions**

906-248-8422 on-campus  
906-248-8417 online

**Registrar**

906-248-8424

**Financial Aid**

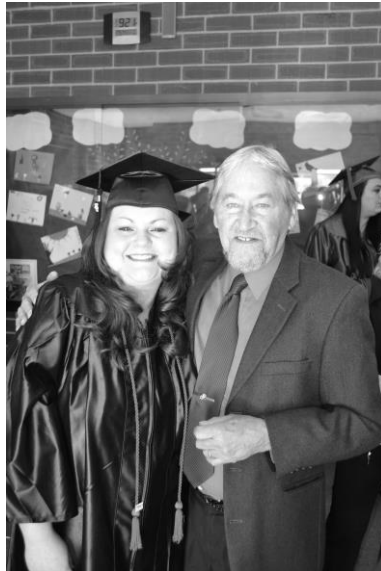
906-248-8437 or  
906-248-8433

**Student Services**

906-248-8442

**Library**

906-248-8418





Welcome,

I am glad that you have picked up a copy of our catalog and are considering BMCC. We hope that you will take the next step and visit our campus to meet with our faculty, staff, and students before you make your final decision. We would be happy to show you around and explain the many benefits of attending Bay Mills Community College.

We really have the best interest of our students in mind and support our student body with free tutoring and a very economical education, which is fully accredited by the same body that accredits most of the state educational institutions. Our students have open access to the President's office, and we offer a wide range of opportunities to improve the quality of your education.

So please call or stop in during our regular business hours and we will happily show you around or help you register.

Sincerely,

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 comparable alternative.

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

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## **GENERAL INFORMATION**

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Bay Mills Community College (BMCC) is located on the southeastern shore of Lake Superior, within the Bay Mills Indian Community (BMIC) in Michigan's Upper Peninsula, approximately 17 miles west of Sault Ste. Marie. As Michigan's first fully accredited, tribally controlled college, BMCC meets the educational needs of a wide variety of students, from its remote, rural Main Campus, West Campus, off-campus sites, and online courses. Control is vested in a Board of Regents, which elects the officers of the Board and establishes overall institutional policy. BMCC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA) and is a member of the American Indian Higher Education Consortium (AIHEC).

BMCC is one of three tribally controlled colleges in the State of Michigan, and the only community college in Michigan's Eastern Upper Peninsula; it is committed to providing affordable, culturally relevant, accessible, and high quality educational opportunities to all tribal communities in Michigan and their neighbors. BMCC is also committed to providing leadership in the areas of economic and community development for the Bay Mills Indian Community and the Eastern Upper Peninsula (EUP). As a 1994 Land Grant institution, BMCC works closely with land grant partners, such as Michigan State University to provide service and expertise to the Bay Mills Indian Community and the surrounding region.

### **Accreditation**

Bay Mills Community College is accredited by The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools. In 2008, Bay Mills Community College's accreditation was reviewed and this resulted in a recommendation for an additional 10 years. For more information regarding accreditation, contact the Higher Learning Commission, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604-1411 or view their website at [www.ncahlc.org](http://www.ncahlc.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 National Association of State Universities and Land Grant Colleges (NASULGC)

### ***Mission and Objectives***

As a tribally controlled community college and land grant institution, the mission of Bay Mills Community College is to provide quality educational opportunities, promote research, and facilitate individual development in an accessible, community-based, and culturally diverse environment that supports and maintains the Anishinaabek culture and language.

In carrying out our mission, the BMCC Board of Regents stresses a positive, student-centered atmosphere, which promotes 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 course work 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 prepares students to become productive self-confident and responsible members of an increasingly diverse workforce by providing them with academic, technical, work and life skills 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 Anishinaabe 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 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 legislation enacted in 1862 and the subsequent 1890 and 1994 federal enactments.

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 BMCC 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. Drugs prescribed by a physician must be in the original container in which they were received from the pharmacist. 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 and Security***

BMCC 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. The annual crime report is available on the Bay Mills Community College website located at [www.bmcc.edu](http://www.bmcc.edu).

### ***Students with Disabilities***

BMCC 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 must contact the Student Services Office to receive assistance and accommodations. In addition, BMCC contracts with Michigan Rehabilitation Services to provide a broader range of services. The campus is also 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 of harassment that is sexual in nature.

Sexual harassment, as summarized by 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.



**BMCC Learning Center**



# **ENROLLMENT INFORMATION**

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## ***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 are 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***

Bay Mills Community College requires the student to:

- Complete and sign application for admission, which may be obtained from Tribal Education Departments or from the Admissions Office at BMCC, and declare a program of study.
- Arrange for an official high school or GED transcript to be mailed directly from the issuing institution to BMCC's Admissions Office. It must bear the seal of the institution and signature or stamp of the school official. Faxed copies are not accepted.
- Submit a copy of your tribal ID or verification of tribal membership from your tribal enrollment office, or Canadian certificate of Indian status, if applicable. If you are not an enrolled Tribal/Band member but one of your biological parents is a Tribal/Band member, please submit: a copy of your parents Tribal I.D. or verification of Tribal Membership from the Tribal Enrollment Clerk or a Canadian Certificate of Indian Status, and a copy of your birth certificate and your parents' marriage license or other documentation if the tribal I.D. and birth certificate have different names.

Please note the above information must be received within the first two weeks of classes. If not received within the first two weeks, an Academic HOLD will be placed on your file. An Academic HOLD means you will NOT be allowed to register for subsequent semesters; as well as, transcripts, grade reports, financial aid checks, etc. will not be released, until this important information is received.

- All newly admitted students must schedule and complete the COMPASS test. This test may be waived if documentation is provided of previous testing, or by college transcripts showing a "C" or better was achieved in mathematics and English courses. The results of the placement tests are used for advising purposes only and will not affect admission status. To schedule an appointment please call 1-800-844-2622, ext. 8418. Students do not need to take the COMPASS exam if their program of study is Nishnaabemwin Pane.

## ***COMPASS Exam Policy for Returning Students***

The following applies to students who have not attended classes for one or more semesters and are now returning to BMCC.

### **ENGLISH**

If your English classes were taken three (3) or more years ago, you will be required to take the English COMPASS exam.

### **MATH**

Students with mathematics credit who wish to pursue further mathematics courses at BMCC may do so if their pre-requisite courses are not more than three years old. If the student's mathematics pre-requisite courses are more than three years old the student must take the departmental exam or the math COMPASS exam to determine eligibility for prospective mathematics course enrollment.

### **COMPUTER**

If your Computer classes were taken five (5) or more years ago, and you now wish to complete a degree requiring computer science courses you will be required to take the COMPASS exam.

### **NISHNAABEMWIN PANE PROGRAM**

Students do not need to take the COMPASS exam if their program of study is Nishnaabemwin Pane.

## ***Registration***

Registration at Bay Mills Community College 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 COMPASS placement testing prior to registration.

During the registration period, representatives from the Registrar's Office, Financial Aid Office, Student Services Office, and all academic departments are available for consultation. During summer registration academic advisors may not be available; however, other academic staff will be available for assistance.

Students must complete the following steps in order to register for classes:

- Complete and submit all registration material provided by the Admissions Office.
- Meet with the Financial Aid Office to clarify your financial aid status.
- Meet with the Student Accounts Manager to determine the total cost of tuition and fees for which you are responsible and make arrangements for payment of such costs if not seeking financial aid.
- Meet with an assigned academic advisor or academic staff for scheduling assistance and schedule approval.

## ***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 our policy to limit 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. These uses include financial transactions associated with student billing, financial aid, work study, and IRS reporting.

All other activities associated with the student's registration grade reports, etc. will be identified through the use of the student I.D. number. This will limit the use of Social Security Numbers.

## ***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 previous schools attended. BMCC may disclose any of these items without the student's prior written consent. If a student doesn't want the college to release any of the above information, they must inform the Student Services 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 three 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.
- Mathematics courses taken by students transferring in or returning to BMCC will be accepted and correlated to a BMCC course according to content by the Office of the Registrar. Students with mathematics credit who wish to pursue further mathematics courses at BMCC may do so if their pre-requisite courses are not more than three years old. If the student's mathematics pre-requisite courses are more than three years old, the student must take the departmental exam or the BMCC mathematics placement exam to determine eligibility for prospective mathematics course enrollment. Students with mathematics credit three years or older are recommended to meet with the Department Chair for Mathematics for advisement.
- 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 and will be counted when determining satisfactory academic progress for federal financial aid.
- 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 enrolled at another institution and planning to continue at that institution may be admitted to BMCC as guest students. Students assume full responsibility for checking to determine that the courses taken at BMCC will transfer to the program of study being pursued at their home institution.

## ***Dual Enrollment Program***

Bay Mills Community College participates in the State of Michigan's Postsecondary Enrollment Option Act (PSEO) by offering dual enrollment to qualified pupils that are eligible to enroll in postsecondary institutions. BMCC accepts only students in the 11<sup>th</sup> and 12<sup>th</sup> grade with a GPA of at least a 3.0 and that have been determined eligible by their school district and have met the requirements set forth in the PSEO. Students will be restricted to a maximum of two courses per semester or not more than 8 credits per semester. Dual enrollment is not intended to replace any high school offerings and the high school superintendent/principal must sign off on the application and agree to pay the expenses for taking the course.

# ACADEMIC INFORMATION

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## *The Academic Year*

Bay Mills Community College operates on a semester system. The fall semester begins the last week of August or the first week of September and is completed in December. The spring semester begins in January and ends in May. BMCC offers a limited summer schedule of accelerated summer courses, which are offered from May to August. A schedule listing hours, room numbers, and courses is published prior to each semester.

## *Academic Advisement*

Each student enrolled at BMCC will be assigned an academic advisor who approves the students' course loads, changes in academic studies, and helps with academic issues.

It is necessary for students to meet with an academic advisor every semester to get approval for 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 could result in a referral to student services for tutoring, assistive technology, or other assistance.

## *Assessment of Student Learning*

BMCC 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 ongoing 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.

## *Credit Load*

To be considered full-time a student must carry at least 12 credits; anything less is considered part-time. One credit or one semester hour are equal to 15 contact hours of instruction. Students who wish to take more than 18 credits are required to receive permission from their academic advisor and the Vice President for Academic Affairs and to maintain a minimum grade point average of 2.3.

## *Academic Enrichment*

BMCC has an open admission policy; however, we do require all new students to take an assessment test. This test determines the student's current comprehension level for the tested subject areas and will determine the courses in which the student will be placed to assure their academic success. 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 enrichment courses
- meet with their academic advisors on a regular basis
- make use of tutorial services
- take post tests to determine their increase in skill levels.

The Academic Enrichment Program must be completed before students may enroll in college-level courses. Academic enrichment courses may not be used to satisfy degree or certificate requirements. BMCC offers the following academic enrichment courses: Reading Comprehension & Written Communication Skills I & II, and Fundamentals of Algebra.

## ***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 Department Chair, take the departmental examination, if one has been developed, in that subject area. A fee of \$50.00 per exam must be paid prior to the examination. The exam will be arranged by the Department Chair when the student presents the payment receipt for the exam.

An examination grade of 75% or better is required for credit to be earned, please check with the respective Department Chair as the minimum grade may be set higher by program. Upon successful completion of the exam the Department Chair must file the completed exam with recommendations to the Vice President of Academic Affairs and the Registrar; upon approval the course completion will be entered on the student's transcript. A letter grade is not earned through this process and the credits are not calculated as part of the student's GPA. A maximum of 12 credits earned by departmental exam, with a CR (credit) grade, may be applied toward an associate degree, and a maximum of 6 credits for a certificate program. Students should be advised that Departmental Examination credits may not transfer to another college or university.

## ***Special Projects for Credit***

Special projects may be assigned in the student's program of study. The program advisor will work 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. Students may not count more than six credits of special project courses towards fulfillment of the requirements of any associate degree.

## ***Course Substitutions***

Students are expected to take the required courses in the sequence prescribed in their declared program of study. Occasionally, circumstances necessitate a substitution, if this is the case, the student should consult with the 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 Academic Affairs and filed with the Registrar. Substitutions are not encouraged and should be considered only when absolutely necessary to fulfill degree requirements.

Students registering for math courses will not be allowed to substitute the next level math course without proving competency in the course the student wishes to replace. To prove competency a student must pass a cumulative exam (with a minimum of 80%) on the course they wish to replace. This will NOT give credit for the course; it will allow the student to move to a higher level course, the test will be administered by the Department Chair for Math.

## ***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 all day classes will be announced before 7:00 a.m. Cancellation of evening classes will normally be announced before 3:00 p.m. Cancellation of off-campus classes due to inclement weather will be regulated by the specific site hosting the college course. Students should ask the instructor about the process at off-campus class sites and listen to media announcements for class cancellations. Instructors may e-mail students in the event of illness or other circumstances that 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 BMCC integrates academic and applied sciences for the benefit of students. Students contract with a site for on-the-job experience that 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 enhance the student's experience. For credit information, see the Cooperative Education requirements in the course description section of this catalog.

## ***Course Adjustments (Add/Withdrawal)***

Course enrollment should be carefully planned during each academic semester with the assistance of your academic advisor. After students are enrolled, changes may be made in the course enrollment by means of an Add/Withdrawal form. Add/Withdrawal forms are available from the Registrar's Office. Adds and Withdrawals **must** be approved by the offices indicated on the form. 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 withdrawal will be processed based upon a phone call. To properly withdraw from your courses requires completion and signing of the course Withdrawal Form. 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 BMCC during the academic year must complete the official Withdrawal Form. Students leaving college without completing the withdrawal form will receive a grade of "F" for all courses. **NOTE:** Withdrawal from college, after receiving federal financial aid funding, will result in the student financial aid being recalculated and the student may have to return any unearned aid.

## ***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:

<b><u>Grade Significance</u></b>		<b><u>Grade Points</u></b>
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	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
R	Repeat	---

**I (Incomplete)** Students are responsible for completing the requirements of courses in which they are enrolled by the end of the semester. Grades of incomplete will only be given when the student has completed seventy percent (70%) of the course requirements with a passing grade, and when in the opinion of the instructor, the student has a valid excuse for not completing on time and there is reasonable probability the work can be completed in the extension time. If the student does not complete the course requirements by the end of the extension granted (no later than five weeks after the semester ends), the grade earned up to that date will be recorded. An incomplete grade may affect your financial aid, and you are advised to discuss the matter with the Financial Aid Office.

**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 on the official student grade transcript.
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 included in the grade point average calculation.

**CR (Credit)** The grade of “CR” is recorded for departmental exams. Credit earned counts toward the total amount required for graduation; however, only 12 credits of courses taken as CR (credit) may be applied toward an associate degree, and 6 credits may be applied toward a certificate. Grades of CR are not included in the calculation of the grade point average.

**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 to repeat a course.

Courses with A, A-, B+, B, or B- grades may NOT be repeated, courses with a C grade may not be repeated without written permission from the Department of Academics. A course cannot be repeated after receiving credit in a course for which the repeat course is a prerequisite.

### ***Attendance Policy***

Attendance and class participation is extremely helpful in developing a thorough understanding of course material. The BMCC Board of Regents has set a base attendance policy of seventy percent (70%) attendance, which is required in order to receive a grade of “C” or better in the respective course. Individual instructors, with the approval of the Department Chair, may set a course’s attendance policy higher to reflect the requirements of the individual course and discipline of study.

### ***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 outstanding financial obligations to BMCC.



### ***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 \$10.00 is charged for each transcript issued.

Transcripts will not be released to students who have outstanding bills or who have overdue books or fines owed to the Library.

### ***Academic Probation***

Undergraduate students with a cumulative BMCC GPA below 2.0 will be placed on academic probation for the next semester and a probationary statement will be noted in the students' record. A student will be removed from academic probation when their cumulative grade point average is 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 academic 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 credit hours that semester 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 BMCC are expected to make academic progress during their course of study. Students pursuing an Associate Degree or Certificate must complete all courses required in their program and have a 2.00 cumulative grade point average to graduate. Students pursuing a Certificate of Completion must complete all courses required in their program and have a 2.0 grade point average in their last semester of full-time attendance. No more than 40% of a student's total number of credit hours needed for a program may include transfer credit from another institution and courses taken at BMCC for CR (credit) grade.

### ***Commencement***

Commencement is held annually for degree, certificate, and diploma candidates. Students completing graduation requirements at any time during the year may participate in the annual Spring Commencement exercises. Students who will earn degrees, certificates or diplomas must apply for graduation by the announced deadline. Please check with student services for the date.



## ***Academic Code of Conduct***

Students are expected to adhere to traditional Native American values such as honesty, truth and respect while attending BMCC. To do otherwise diminishes the value and integrity of your education and degree from BMCC. To protect the worth of your academic achievements, we expect you 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 one's 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***

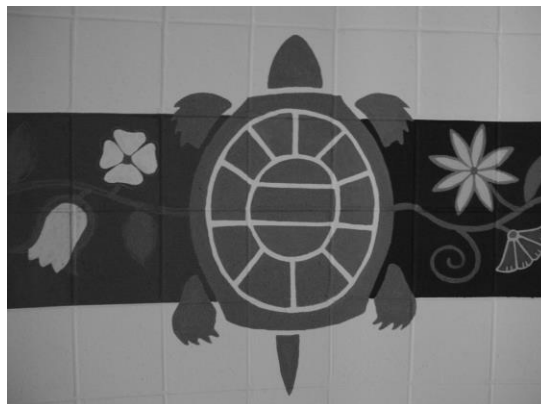
- The faculty member who feels a student has engaged in academic dishonesty will determine the sanction, which may include issuing a failing grade for the entire course.
- A form will be given to the student explaining the reason for the sanction.
- If a student has discussed the action with the instructor 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 conflicts 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.

## ***International Students Not Accepted for Enrollment***

BMCC was chartered by the Bay Mills Indian Community in 1984 under the regulations promulgated to implement the Tribally Controlled Community College Assistance Act of 1978. A condition of eligibility found in these regulations is that the college must maintain a majority Native American students if in operation more than a year. This severely limits the ability of the college to recruit non-Tribal students, BMCC grants preference to those non-Tribal students from the Eastern Upper Peninsula of Michigan and those employed by any Federally Recognized Tribe.





## ***Payment Options***

You may pay in **U.S. funds** with cash (in person only), personal check, money order, Discover, MasterCard, or VISA. You may make a credit card payment directly on your student account by using our secure online payment system located on our website at <http://www.bmcc.edu>. Checks should be made payable to Bay Mills Community College. Mail payments to Bay Mills Community College, Attn: Cashier, 12214 West Lakeshore Drive, Brimley, MI 49715.

There will be a 3% foreign transaction fee added to the student's account for any check received in Canadian funds.

## ***Financial Holds***

The college will not issue transcripts and reserves the right to withhold grades, diplomas, and deny subsequent registration to any student whose account has an outstanding balance.

## ***Delinquent Accounts***

Accounts that are 30 days past due will be referred to a court or outside agency for collection. If you have arranged a payment plan with the Student Accounts Manager, your account is not delinquent unless you fail to make timely payments. If you miss one payment with no communication to the Student Accounts Manager, your account will be referred to a court or outside agency for collection.

The student is responsible for paying all charges due to the college as well as all collection agency or legal fees incurred to collect the delinquent account which may exceed 50% of the original amount owed.

## **BOOKSTORE**

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BMCC has an agreement with an organization to provide textbooks to students; however, students may purchase their books from any source available. It is the responsibility of the student to ensure that he/she has ordered correct textbooks from a reliable source and that the textbooks arrive in time to start classes. You can find the required textbooks, listed by course, on the college's website at <http://www.bmcc.edu>.

You will have to pay for your books at the time of purchase unless you qualify for a financial aid charge approval. To qualify, you must have accepted your financial aid award package (signed your financial aid award letter) at least one month prior to the start of classes and have enough financial aid to cover tuition, fees, and expected book charges.

If you would like to use your financial aid to pay for on-campus books, you must request a charge approval from the Financial Aid Office prior to the start of classes. If you qualify, the Financial Aid Office will give you a charge approval form that you will bring to the bookstore to purchase textbooks or supplies.

If you would like to use your financial aid to pay for online books, you need to send a request by e-mail to the Financial Aid Office at [financialaid@bmcc.edu](mailto:financialaid@bmcc.edu) at least one week prior to the start of classes. They will send an e-mail to let you know whether you qualify for a financial aid charge approval. Once approved, e-mail your textbook order to [aotbookstore@gmail.com](mailto:aotbookstore@gmail.com). We recommend that you order your books approximately two weeks prior to the start of classes to allow verification and assure timely delivery of your textbooks.



# FINANCIAL AID

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## *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/or demonstrated financial need.
- Grants: Non-repayable money, usually based upon demonstrated financial need.
- College Work-Study: Part-time work during the school year and evidence of financial need is usually a requirement.

These types of assistance are often combined to form a financial aid “package”. The “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 funds.

## *When to Apply*

BMCC recommends that you submit the Free Application for Federal Student Aid (FAFSA) by **March 1** so that you'll meet the priority deadline of completing your financial aid file by **June 30**. This deadline is for new and returning students. If you have other sources of financial aid, such as a direct pay by your tribe or employer, please submit a copy of the documentation to the Financial Aid Office by August 1 of each year. If you only plan to attend in the spring semester, complete the FAFSA by **October 1** and provide authorization of other financial aid by **December 1**.

If you miss the financial aid deadline, you may still apply for financial aid during the semester you are enrolled; however, you will be required to pay for your books at the time of purchase. You will also be required to pay in full or setup a payment plan (available for on-campus students) for your tuition and fees within five business days of the date classes begin. If you're eligible for financial aid, refund checks will be issued during the semester of any excess financial aid.

## *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 or earned a GED.

In order to be eligible for financial aid, a student must:

- Be a U.S. citizen or "eligible non-citizen"
- Be accepted for admission to BMCC
- Complete the FAFSA and submit all required documentation for the financial aid file
- Be enrolled for the minimum number of credit hours needed to fulfill program requirements
- Maintain satisfactory academic progress
- Register with Selective Service, if required by law
- Not be in default on any Title IV loan or Title IV grant received at any institution
- Complete the Anti-Drug Abuse Certification Statement

## ***Federal Pell Grant Lifetime Eligibility***

Students are limited to 12 semesters (six years) of Pell grant eligibility during their lifetime. This regulation affects all students regardless of when or where they received their first Pell grant. For example, if you received a full time Pell grant for 8 semesters (four years) at BMCC, you would be limited to 4 semesters (two years) at another college or university.

The U.S. Department of Education is tracking your lifetime eligibility percentage. Since the maximum amount of Pell grant funding a student can receive each year is equal to 100%, the six year equivalent is 600%. For example, if you received a full time Pell grant for two semesters, you used 100% for that year. In the next year, if you enroll at three-quarter time for two semesters, you used 75% for that year. Together, you would have used 175% out of the total 600% lifetime limit. You can determine how much Pell you have used and what you have remaining at [www.nsls.ed.gov](http://www.nsls.ed.gov) or by contacting BMCC's Financial Aid Office.

You must plan now for your future, especially if you intend to transfer to a four year college and pursue a Bachelor's degree. Complete your classes and stay on track with your academic plan to attain your Associate and Bachelor's degrees within the six year lifetime limit!

## ***Return of Financial Aid for College Withdrawal or All F's***

When you receive a Pell grant, Federal Supplemental Opportunity grant, or Academic Competitiveness Grant to attend Bay Mills Community College, you are agreeing to complete courses covered by your financial aid. According to Department of Education regulations, if you withdraw or stop attending all classes prior to completing more than 60% of a semester, your aid will be recalculated based on the percent of the semester you have completed. For example, if you received a \$1,000 award and only completed 30% of the semester, you would need to pay back \$700.

If you received F's in all of your classes, the U.S. Department of Education requires a recalculation of your financial aid based on the last date you attended. For example, if you stopped attending classes after receiving your financial aid refund check and get all F's, you may have to pay back a substantial amount because you didn't earn your Pell award.

If you are thinking about withdrawing from all of your classes or decide to stop attending classes, please contact the Financial Aid Office to determine how this will affect your financial aid and possible repayment.

## ***Satisfactory Academic Progress Policy***

Federal law requires all students who receive federal financial aid to make Satisfactory Academic Progress (SAP) toward their degree. The intent of this policy is to ensure that students who are receiving federal financial aid are making measurable academic progress toward completion of an eligible academic program in a reasonable period of time. This will be evaluated at the end of each semester. At that time, the Financial Aid Office will review the student's transcript to determine if the student is in compliance with the following requirements:

- **Credit Hours**

Students must earn at least 67 percent of the credit hours, which they attempt at BMCC on a cumulative basis. Students who fail to meet this requirement will be put on a SAP warning for their next semester of attendance. Students put on warning will be notified in writing of their status and informed of the deficiency requiring correction. Eligibility for financial aid will be suspended if the deficiency is not corrected by the end of the next semester of attendance.

- **Grade Point Average (GPA)**

Undergraduate students with a cumulative BMCC GPA below 2.0 will be placed on academic warning. Students put on SAP warning will be notified in writing of their status and informed of the deficiency requiring correction to be removed from SAP warning. Students in good academic standing or on SAP warning are eligible for financial aid; however, failure by the student(s) on SAP warning to raise their GPA to the minimum 2.0 level after the semester of SAP warning will be placed on financial aid suspension.

Students on SAP suspension are not eligible for federally sponsored financial aid programs. Transfer credits will not be considered in the cumulative BMCC GPA calculation.

Please contact the Financial Aid Office to obtain a copy of the entire Satisfactory Academic Progress policy.

### ***Maximum Credit Hours***

Students are limited to receiving federal financial aid for up to 150 percent of the number of credits required for their program of study. For example, if your associate degree requires 66 credits, you can obtain financial aid for up to 99 credit hours (66 x 150%) provided that you maintain satisfactory academic progress.

### ***Right to Appeal Financial Aid Suspension***

If your unsatisfactory progress was due to extenuating circumstances, you must appeal your Financial Aid Suspension within ten business days of the date on the notification letter. You must submit your appeal in writing to the Director of Financial Aid stating the reason for your unsatisfactory progress and in what way the situation has now been rectified, while attaching any appropriate documentation to your letter.

### ***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.

### ***Grants and Scholarship Opportunities***

The following discussion is not a complete list of the types of grants and scholarships that are available. Please contact the Financial Aid Director to obtain additional information.

#### ***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. Eligibility for Pell is determined from the FAFSA application.

#### ***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.

#### ***Work Study Program***

The purpose of the Work Study program is to make available part-time employment opportunities for students who have demonstrated financial need and who are eligible for financial aid. Students at BMCC must apply through the Financial Aid Office. To determine if a student qualifies for work study, financial aid eligibility and work ability are evaluated. Students may be required to re-apply for work study programs each semester as actual employment is based upon funding available.

## ***Supplemental Educational Opportunity Grants***

The purpose of the Federal Supplemental Educational 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. The minimum award is \$100. To qualify for these grant funds, students must be eligible to receive a Federal Pell Grant.

## ***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, students must contact the E.U.P. Employment and Training Consortium to explore available programs.

## ***Board of Regents Tuition Award***

The Board of Regents Tuition Award, waives tuition costs for all students admitted to BMCC who complete the required application and meet the following rules:

1. Must be a member of a U.S. Federally Recognized Tribe and submit a copy of your Tribal I.D. or verification of Tribal membership from your Tribal Enrollment Clerk.
2. Must maintain a 2.0 Grade Point Average.
3. At least 50% of all credits taken at any given time must be taken on campus. For example, if total credits in on campus courses is less than 50% and online or off-campus is greater than 50% during the semester, eligibility for this award may be cancelled. \*
4. Students must display good moral character to remain eligible (the BMCC student handbook defines acceptable student behavior).

The Board of Regents (BOR) Tuition Award is limited to sixty-six (66) credits, which is enough to secure an Associate Degree at BMCC. At a minimum, thirty-three (33) credits of the total of 66 credits must be taken on campus. If a student withdraws from a course after the drop period, and the BOR Tuition Award has been applied to the student's account, the course will count against the sixty-six (66) credits allowed under the BOR Tuition Award program.

Any student currently earning below a 2.0 cumulative Grade Point Average at the end of the academic year will be placed on probation and have one academic year to bring their GPA up to a 2.0. If the student fails to achieve a 2.0 during the probationary period, they will not be eligible until their cumulative GPA is brought up to the 2.0 requirement.

\* Early Childhood Education (EC) courses are not subject to the 50% on campus rule as stated above in part 3. Please contact the Department of Academics - Online to obtain a list of the current qualifying online EC courses.

## ***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. The Financial Aid Office posts information regarding the AICF Grants/Scholarships at the beginning of each semester and the student is responsible for filling out the application online.

## ***Other Scholarships***

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

# STUDENT SERVICES

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## *Family Educational Rights and Privacy Act (FERPA)*

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to you as a parent under FERPA transfer to the student (“eligible student”). However, FERPA provides ways in which a school may – but is not required to – share information from an eligible student’s education records with parents, without the student’s consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purpose.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student, if he or she is under age 21, has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with a parent, information that is based on that official’s personal knowledge or observation of the student.

## *Student 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
- peer tutoring assistance
- 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
- disability student services

## *BMCC Learning Center*

The Learning Center 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 students’ classroom experience.

Tutoring services are provided by peer and professional tutors. Students are encouraged to use the Learning Center to develop their skills in areas such as reading, writing, grammar, vocabulary development, and basic math. 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.



## ***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. The program is designed to provide services that will assist eligible students to achieve academic success, complete their educational program at BMCC, and successfully transfer to a 4-year institution.

Services available to TRiO-SSS participants are

- One-on-one advising
- Career counseling
- Professional tutoring
- Financial Aid counseling
- Career and learning style testing
- Transfer assistance
- University tours
- Cultural trips
- Equipment/laptop lending
- Grant aid
- Workshops



To be eligible to participate in the TRiO – SSS Program, BMCC 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.

## ***Student Rights and Responsibilities***

As a tribally controlled community college and land grant institution, the mission of Bay Mills Community College is to provide quality educational opportunities, promote research, and facilitate individual development in an accessible, community-based, and culturally diverse environment that supports and maintains the Anishinaabek culture and language. 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 in a timely manner
- 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 educational 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 possessing firearms, other weapons or explosives on campus, or those threatening the health, welfare, or safety of students, staff, instructors, or others may be banned from BMCC by the president. This ban is permanent and not appealable under the standard student grievance procedures. The banned individual will only be allowed to return when directed by a competent authority.

## ***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 Code 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, if requested
- 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 may consist of full and part-time students, with the exception of BMCC employees. Student council officers, include a president, vice president, secretary, treasurer, and sergeant-at-arms. Officers are elected from the student body-at-large at the beginning of the fall semester each academic year.

The Student Council President also represents the students as an ex-officio member of the BMCC Board of Regents.

## ***Student Activities/Clubs***

BMCC promotes many student activities and events. Students are encouraged to participate in all activities, and clubs sponsored by the Student Council and Student Services personnel.

## ***Parking***

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



## **COMMUNITY SERVICES**

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### ***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.

### ***The Library***

The college library is a major academic resource for students at BMCC. Its facilities stimulate intellectual curiosity, promote research, and provide an atmosphere of learning. The library staff is available 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 BMCC.

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 the interlibrary loan.

## **ONLINE COURSES**

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Online courses provide the convenience of instruction that allows students to study from their own location and on their own schedule. Students may complete individual online courses or complete Associate of Arts degrees in either Early Childhood Education or Business Administration. Course work may include weekly online discussions, readings, and individual or 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 advocate who acts as liaison between students and faculty when needed. To learn more about online courses visit [www.bmcc.edu](http://www.bmcc.edu).

# **GENERAL EDUCATION PROGRAM**

The purpose of the General Education program at Bay Mills Community College is to provide the skills and knowledge necessary to be a successful citizen who contributes positively to society and continues to grow personally. BMCC believes that graduates should possess competency in the following areas: social sciences, Native history and culture, communication, health and fitness, science and math, critical thinking and technological literacy.

## **GENERAL EDUCATION IN SOCIAL SCIENCE**

The social science general education requirement at BMCC encompasses a broad spectrum of academic disciplines. In general, students will be able to describe the social, intellectual and political forces that affect change and permanence, particularly in the fields of psychology, sociology, economics, history, geography or education. At the end of their prescribed studies, students will be able to:

- identify the enduring institutions that shape the development of individuals, societies and cultures
- describe the roles, rights and responsibilities of groups and individuals within these institutions
- demonstrate understanding of interconnectedness and change in the human experience

## **GENERAL EDUCATION IN NATIVE HISTORY AND CULTURE**

Students will understand the diversity of Native histories, lifestyles, philosophies and cultures as well as the importance of traditional language in maintaining Native culture from the Anishnaabek perspective. At the end of their prescribed studies, students will be able to:

- describe the diversity of Native languages and cultures, particularly peoples of the Great Lakes areas (Anishnaabek)
- describe the historical, social, economic and political forces that shaped the current realities of Native American communities of the Upper Great Lakes region
- demonstrate the ways in which traditional Native teachings are relevant to their lives
- demonstrate an appreciation for multicultural frameworks of knowledge

## **GENERAL EDUCATION IN COMMUNICATION**

Students will learn to generate, research, and organize ideas for the purpose of communication. They will communicate those ideas orally and in writing. They will employ effective rhetorical methods and accurate, Standard American English, using writing conventions in contexts and in documents appropriate to the goals of their degree or certificate program. At the end of their prescribed studies, students will be able to:

- access information from oral, print and electronic sources
- demonstrate comprehension of academic lectures and information contained in print and electronic sources
- appropriately explain and defend their own point of view, orally and in writing, through clear, accurate, and logically organized ideas, employing Standard American English sentence structure, punctuation, and mechanics
- prepare appropriately formatted documents, employing academic means of crediting sources

## **GENERAL EDUCATION IN HEALTH AND FITNESS**

Students will develop an understanding of the habits, skills and attitudes that promote wellness and healthy lifestyles. At the end of their prescribed studies, students will be able to:

- access learning resources and information on health issues
- explain the wellness continuum and its impact on personal health
- describe the impact of personal dietary and lifestyle choices on health
- describe the physical, mental, emotional and social benefits of physical activity and healthy life styles
- plan, develop and implement a healthy lifestyle and maintenance program

## **GENERAL EDUCATION IN SCIENCE AND MATH**

Students will demonstrate practical knowledge of general mathematical and scientific concepts. At the end of their prescribed studies, students will be able to:

- apply the logical thought processes of mathematics to basic algebraic and statistical problems that are appropriate to students' academic and career fields
- demonstrate knowledge of basic scientific principles in introductory, non-major level science, or, in the case of applied degrees, apply scientific or mathematical principles to other academic areas
- identify and explain applications of math and/or science in current local, national and global issues

## **GENERAL EDUCATION IN CRITICAL THINKING**

Students will demonstrate the use of critical thinking skills for planning, problem solving and decision making in diverse academic and career fields and in everyday life. At the end of their prescribed studies, students will be able to:

- demonstrate problem-solving skills within their chosen field of study
- demonstrate critical thinking skills necessary to learn new concepts
- detect bias and establish credibility in statements and opinions
- use critical thinking skills to identify and evaluate ethical issues

## **GENERAL EDUCATION IN TECHNOLOGICAL LITERACY**

Students will utilize information technology in educational, employment and personal environments. In addition, students will demonstrate their ability to remain current in the rapidly changing world of information technology. At the end of their prescribed studies, students will be able to:

- utilize common word processing, spreadsheet and presentation software to gather, organize and present information
- demonstrate functional knowledge of basic computer terminology related to hardware, software, networking, storage and security systems
- demonstrate the skills necessary to successfully navigate in online environments
- demonstrate skills in information sharing and communication in an online environment

## GENERAL EDUCATION SEQUENCING

General education courses provide the core of learning which students need to succeed in their other courses and in their communities. General education learning is not limited to the required general education courses; rather, it is infused and practiced throughout BMCC's curriculum. It is therefore in the students' best interest to take these core classes in the exact order specified in their program.

Long periods of time between skill-based courses in Communication and Mathematics can cause individuals to lose vital learning that is necessary for success at the next level. BMCC students must enroll in Communication courses consecutively, starting with their first semester at BMCC and continuing until they have passed EN112 with a "C" or better. All Communication courses require a minimum of a "C" average to advance to the next level.

## PREREQUITES

Many degree-oriented courses require a "C" or better in EN111 or EN112 and completion of CS112 as course prerequisites. Completing these requirements early affords students a wider variety of course options during their third and fourth semester.

## GENERAL EDUCATION ASSESSMENT

Solid General Education skills are the foundation for successful employment, transfers to four year universities, and lifelong learning. In order to ensure that we are delivering strong General Education curricula, BMCC continuously measures how much our students learn over more than one semester of skills development. Students should expect to have at least one standardized test in each of their second, third, and fourth semesters of their programs. The tests are administered as part of specific classes; you will take the tests as course requirements. These tests are 50 minute, multiple choice tests, not unlike the COMPASS.

There is no passing or failing this kind of test, and confidentiality regarding specific scores is strictly maintained. The results are used internally in order to continuously improve teaching and learning. Trends are examined over time and scores for groups of students are analyzed to identify areas that might need review.

### General Education Course Requirements for Associate of Applied Science Degrees

<u>Courses</u>	<u>Credits</u>
***** Designated computer science elective: CS112 or CS121	4
***** Two program designated communication courses	7-8
***** Math elective or science elective with lab	4
NA113 Native American Awareness	1
ES101 Fitness & Wellness	<u>2</u>
	18-19

**General Education Course Requirements for Associate of Arts and Associate of Science Degrees**

	<b><u>Courses</u></b>	<b><u>Credits</u></b>
*****	Designated computer science elective CS112 or CS121	4
EN111	College Composition	4
EN112	Content Area Composition and Research	4
*****	Designated communication elective EN107 Public Speaking NL105 Ojibwe Language I	3-4
*****	Designated math course MA114 Intermediate Algebra or MA116 College Algebra	4
NA113	Native American Awareness	1
NA125	History and Organization of Michigan Indian Tribes	4
ES101	Fitness & Wellness	2
*****	Science elective with lab	4
*****	Social science elective	<u>3-4</u>

33-35





## MICHIGAN TRANSFER AGREEMENT

Bay Mills Community College is a signatory to the Michigan 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.

To fulfill the Michigan Transfer Agreement, students must successfully complete at least 30 credits, with at least a 2.0 in each course. These credits, which will be certified by a Michigan community college, should be met according to the following distribution:

- 1 course in English Composition
- A second course in English Composition or 1 course in Communications
- 1 course in Mathematics
  - Course options include: College Algebra, Analytic Trigonometry and Statistical Methods
- 2 courses in Social Sciences
  - Courses must be taken in more than one academic discipline
  - Course options may include but are not limited to the following: Economics, Corrections, Education, Geography, History, Native American Studies, Psychology, Political Science and Sociology
- 2 courses in Humanities and Fine Arts
  - Courses must be taken in more than one academic discipline and may not include studio and performance courses
  - Course options may include but are not limited to the following: Art, Ojibwe Language, History, Literature, Music and Native American Studies
- 2 courses in Natural Sciences
  - Courses must be taken in more than one academic discipline and include at least one laboratory experience
  - Course options may include but are not limited to the following: Biology, Chemistry, Natural Science and Physics

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

## MICHIGAN TRANSFER AGREEMENT

### *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 electives. Courses used to meet Michigan Transfer Agreement requirements must receive a C or higher grade (2.0 or higher).

#### **Native Studies/Humanities**

ED252	Children’s Literature	3
ED255	Children’s Literature K-8	3
EN206	Creative Writing	3
EN225	Contemporary Native American Literature	3
HS101	History of World Civilization I	3
HS102	History of World Civilization II	3
HS202	Michigan History	3
HU116	Art Appreciation	3
JR110	Introduction to Mass Media	4
NA103	Native American Cuisine	3
NA110	Native Americans: Sharing Our Culture and Traditions	3
NA113	Native American Awareness	1
NA125	History and Organization of Michigan Indian Tribes	4
NA129	Native American Art and Artifacts: Cultural Interpretations	3
NA131	Nishnaabek Legends & Oral Traditions	3
NA132	People and the Land/Seasonal Life Ways	3
NA136	Nishnaabek Clothing, Adornment & Handcrafts	3
NA154	Traditional Drumming and Singing I	3
NA155	Traditional Drumming and Singing II	3
NA201	Native American Contributions to Society	3
NA205	Tribal Law	3
NA213	Contemporary Native American Issues	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
NL105	Ojibwe Language I	4
NL106	Ojibwe Language II	4
NP141	Basic Immersion I	6

#### **Mathematics**

MA116	College Algebra	4
MA118	Analytic Trigonometry	4
MA206	Statistical Methods I	4

#### **Science (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
NS114	Fish & Wildlife Management	4
PS112	Concepts of Physics	4

#### **Social Science**

BU108	Macroeconomics	3
BU109	Microeconomics	3
CJ101	Introduction to Corrections	3
CJ201	Introduction to Criminal Justice	3
EC206	Foundations of Family Services	3
EC212	Child Development	4
EC217	Emergent Literacy	3
EC218	Developing Family Partnerships	4
ED257	Learner Diversity	3
ED267	Intro. to Indian & Rural Education	4
ES105	Sociology of Sports	4
GE105	Intro. to World Geography	4
HS101	History of World Civilization I	3
HS102	History of World Civilization II	3
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
PY208	Counseling Theories and Techniques	3
PY214	Developmental Psychology	3
SO103	Community Support Systems	3
SO106	Introduction to Sociology	4
SO203	Interpersonal/Intercultural Relations	3
SO206	Sociology of Death and Dying	3
SO209	Family Systems	3
SO212	Sociology of Women	3
SO213	Communications/Conflict Resolution	3

## **DEGREE PROGRAMS**

Programs of study at BMCC 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. BMCC also welcomes those seeking personal enrichment or new or updated job skills, as well as visiting students from other colleges.

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) or Diploma (D).

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 as needed. 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.

### **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 BMCC. 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 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 their academic advisor at BMCC and the intended transfer schools in the planning of their course of study while at BMCC. The academic curriculums differ and can adversely impact your ability to transfer your credits unless you plan properly. 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 Associate of Science degree must successfully complete a minimum of 62 semester credits. If prerequisite courses need to be taken prior to required courses, students should expect to spend additional time for program completion.

### **Certificate of Completion (C)**

Certificate programs at BMCC 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 a degree program. Students should consult with an academic advisor to determine eligibility for continuation in an associate program.

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

### **Associate of Applied Science Programs**

Computer Information Systems – Computer Technology Emphasis  
Construction Technology  
Office Administration  
Ojibwe Language Instruction: Nishnaabemwin

### **Associate of Arts Programs**

Business Administration (on campus & online)  
Criminal Justice – Corrections Emphasis  
Early Childhood Education (online)  
Education  
General Studies  
Great Lakes Native American Studies  
Health & Fitness  
Social Science

### **Associate of Science Program**

General Studies

### **Certificate Programs**

Health Science  
Medical Office  
Natural Science

### **Certificate of Completion**

Corrections  
Construction Technology  
Emergency Medical Technician – Basic  
Emergency Medical Technician – Specialist  
Paramedics

### **Diploma (D)**

Nishnaabemwin Language & Instructors Institute (Ojibwe Language Instruction)  
Nishnaabemwin Pane Immersion Program

**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**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<b><u>CREDITS</u></b>				<b><u>CREDITS</u></b>
CS***	Computer Science Elective CS112, CS121	4	CIS204	Computer Security	3		
			CS227	Networking Technologies	4		
CS226	Computer Hardware Systems	4	CS228	Advanced Computer Hardware	4		
EN111	College Composition	4					
ES101	Fitness & Wellness	2	EN112	Content Area	<u>4</u>		
NA113	Native American Awareness	<u>1</u>		Composition and Research			
<b>TOTAL</b>			15	<b>TOTAL</b>			15

**YEAR TWO**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<b><u>CREDITS</u></b>				<b><u>CREDITS</u></b>
CS204	Web Page Design	3	CS222	Windows Server Administration	4		
CS225	Microsoft Desktop Operating Systems	3	CS***	Computer Programming	4		
CS231	Linux Administration	4	CS233	Advanced Routing	4		
CS232	Introduction to Routing	4	CS271	Cooperative Education	<u>5</u>		
MA***	Designated Math Elective MA114, MA116	<u>4</u>					
<b>TOTAL</b>			18	<b>TOTAL</b>			17

**Required credits for this curriculum = 65**

## **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**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u><b>CREDITS</b></u>				<u><b>CREDITS</b></u>
CT111	Construction I: Intro. to Construction	5		CT113	Construction III: Interior Wall Finish	5	
CT112	Construction II: Framing and Exterior Finish	5		CT114	Construction IV: Finish Carpentry	5	
EN111	College Composition	4		CT122	Principles of Blueprinting	3	
MA***	Designated Math Elective MA114, MA116	<u>4</u>		EN112	Content Area Composition and Research	<u>4</u>	
<b>TOTAL</b>			18	<b>TOTAL</b>			17

### **SUMMER SEMESTER**

		<u><b>CREDITS</b></u>
CT***	Designated Elective CT261 Cooperative Education CT271 Cooperative Education	3-5
<b>TOTAL</b>		3-5

### **YEAR TWO**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u><b>CREDITS</b></u>				<u><b>CREDITS</b></u>
CS***	Computer Science Elective CS112 or CS121	4		CT212	Construction VI: Concrete & Foundation	5	
CT202	Material Estimating	3		CT232	Residential Utilities	3	
CT211	Construction V: Site Construction	5		CT234	Legal Aspects of Construction	1	
CT233	Principles of Workforce Leadership	<u>5</u>		ES101	Fitness & Wellness	2	
				NA113	Native American Awareness	1	
				*****	Elective	<u>3-4</u>	
<b>TOTAL</b>			17	<b>TOTAL</b>			15-16

**Required credits for this curriculum = 70-73**

## **ASSOCIATE OF APPLIED SCIENCE OFFICE ADMINISTRATION**

This degree is designed to provide students with the basic knowledge, skills, and competencies required for employment in an office environment. 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**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<b><u>CREDITS</u></b>				<b><u>CREDITS</u></b>
AC***	Accounting Elective AC101, AC104, or AC105	3-4		CS128	Word Processing	4	
				CS248	Database Design	4	
BU113	Introduction to Business	3	EN112	Content Area	4		
CS125	Desktop Information Mgmt	1		Composition and Research			
CS***	Computer Science Elective CS112 or CS121	4	NA113	Native American Awareness	1		
			OE121	Office Procedures	<u>3</u>		
EN111	College Composition I	<u>4</u>					
<b>TOTAL</b>			15-16	<b>TOTAL</b>			16

### **YEAR TWO**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<b><u>CREDITS</u></b>				<b><u>CREDITS</u></b>
CS215	Desktop Publishing	4	BU193	Communication & Writing Skills	3		
CS216	Spreadsheet Design & Management	4	CIS204	Computer Security	3		
MA114	Intermediate Algebra	4	OE203	Integrated Office	3		
*****	Business or Computer Science Elective	<u>4</u>	ES101	Fitness & Wellness	2		
			*****	Business or Computer Science Elective	<u>4</u>		
<b>TOTAL</b>			16	<b>TOTAL</b>			15

**Required credits for this curriculum = 62-63**

**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***

<u>Course Number</u>	<u>Course Name</u>	<u>Credits</u>
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	<u>3</u>
	<b>TOTAL</b>	<b>15</b>

***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	<u>3</u>
	<b>TOTAL</b>	<b>16</b>

***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	<u>3</u>
	<b>TOTAL</b>	<b>19</b>

**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
*****	Fitness & Wellness	<u>2</u>
		<b>22</b>

**Required credits for this curriculum = 72**



**ASSOCIATE OF ARTS**  
**BUSINESS ADMINISTRATION**  
Degree offered Online and On-Campus

This degree is designed to provide students with a foundation for careers in private or tribal enterprises 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**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u>CREDITS</u>				<u>CREDITS</u>
AC131	Accounting I	4	AC132	Accounting II	4		
BU113	Introduction to Business	3	BU108	Macroeconomics	3		
CS***	Computer Science Elective CS112 or CS121	4	EN112	Content Area Composition and Research	4		
EN111	College Composition	4	*****	Humanities Elective	3		
ES101	Fitness & Wellness	2	*****	Science Elective w/Lab	<u>4</u>		
NA113	Native American Awareness	<u>1</u>					
<b>TOTAL</b>			18	<b>TOTAL</b>			18

**YEAR TWO**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u>CREDITS</u>				<u>CREDITS</u>
BU109	Microeconomics	3	BU204	Business Law	3		
BU209	Marketing	3	BU206	Principles of Management	3		
NA125	History & Organization of Michigan Indian Tribes	4	BU193	Communication & Writing Skills	3		
*****	Communication Elective EN107 Public Speaking	3-4	MA***	Designated Math Elective MA114 or MA116	4		
*****	NL105 Ojibwe Language I Designated Elective PY101 or SO106	<u>4</u>	*****	Science Elective w/Lab	<u>4</u>		
<b>TOTAL</b>			17-18	<b>TOTAL</b>			17

**Required credits for this curriculum = 70-71**

Students seeking the Michigan Transfer Agreement Seal for transferability should select MA116 for the math elective.

## **ASSOCIATE OF ARTS CRIMINAL JUSTICE CORRECTIONS EMPHASIS**

This curriculum is designed to prepare students for various positions in correctional agencies at the local, state, and federal levels. The program includes a combination of theoretical, practical, and supportive courses. 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 university programs.

### **YEAR ONE**

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

### **YEAR TWO**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<b><u>CREDITS</u></b>				<b><u>CREDITS</u></b>
CJ201	Introduction to Criminal Justice	3	PY205	Abnormal Psychology	3		
EN107	Public Speaking	3	SO106	Introduction to Sociology	4		
PY101	Introduction to Psychology	4	MA***	Designated Math Elective	4		
*****	Humanities Elective	3		MA114 or MA116			
*****	Science Elective w/Lab	<u>4</u>	*****	Science Elective w/Lab	<u>4</u>		
<b>TOTAL</b>			17	<b>TOTAL</b>			15

**Required credits for this curriculum = 66**

\*Correction Officer Certificate Courses

Students seeking the Michigan Transfer Agreement Seal for transferability should select MA116 for the math elective.

**ASSOCIATE OF ARTS**  
**EARLY CHILDHOOD EDUCATION**  
Specialization Area: Administration of Early Childhood Programs  
Instruction Delivered Online

This is a two-year program delivered Online ([www.bmcc.edu](http://www.bmcc.edu)) that leads to an associate degree in early childhood education. Students will acquire an understanding of developmental patterns for children birth to five 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**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u>CREDITS</u>				<u>CREDITS</u>
CS***	Computer Science Elective CS112 or CS121	4	EC108	Competencies and Best Practices in Children and Family Programs II (CDA II)		4	
EC107	Competencies and Best Practices in Children and Family Programs I (CDA I)	4	EN112	Content Area Composition and Research		4	
EN111	College Composition	4	NS101	Environmental Science w/Lab		4	
ES101	Fitness & Wellness	2	*****	Humanities Elective		3	
NA113	Native American Awareness	<u>1</u>					
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>			<b>15</b>	

**YEAR TWO**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u>CREDITS</u>				<u>CREDITS</u>
BU116	Intro. to Grants & Grant Mgmt.	3	BU206	Principles of Management		3	
EC212	Child Development	4	EC211	Intro. to Strategic Plans, Proposals & Evals. In H.S.		3	
MA***	Designated Math Elective MA114 or MA116	4	EC217	Emergent Literacy in Young Children		3	
SO213	Communication/Conflict Resolution	3	EC218	Developing Family Partnerships		4	
*****	Science Elective w/Lab	<u>4</u>	NA125	History & Organization of Michigan Indian Tribes		<u>4</u>	
<b>TOTAL</b>		<b>18</b>	<b>TOTAL</b>			<b>17</b>	

**Required credits for this curriculum = 65**

Students seeking the Michigan Transfer Agreement Seal for transferability should select MA116 for the math elective.

**ASSOCIATE OF ARTS**  
**EARLY CHILDHOOD EDUCATION**  
Specialization Area: Family Services  
Instruction Delivered Online

This is a two-year program delivered Online ([www.bmcc.edu](http://www.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 for children birth to five 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**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<b><u>CREDITS</u></b>				<b><u>CREDITS</u></b>
CS***	Computer Science Elective CS112 or CS121	4		EC108	Competencies and Best Practices in Children and Family Programs II (CDA II)	4	
EC107	Competencies and Best Practices in Children and Family Programs I (CDA I)	4		EC218	Developing Family Partnerships Content Area	4	
EN111	College Composition	4		EN112	Composition and Research	4	
ES101	Fitness and Wellness	2		NS101	Environmental Science w/Lab	<u>4</u>	
NA113	Native American Awareness	<u>1</u>					
<b>TOTAL</b>		<b>15</b>		<b>TOTAL</b>		<b>16</b>	

**YEAR TWO**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<b><u>CREDITS</u></b>				<b><u>CREDITS</u></b>
EC206	Foundations of Family Services	3		EC212	Child Development	4	
EC218	Developing Family Partnerships	4		EC217	Emergent Literacy in Young Children	3	
MA***	Designated Math Elective MA114 or MA116	4		EC219	Inclusion of Special Needs Preschoolers in EC Programs	3	
SO213	Communication/Conflict Resolution	3		NA125	History & Organization of Michigan Indian Tribes	4	
*****	Science Elective w/Lab	<u>4</u>		*****	Humanities Elective	<u>3</u>	
<b>TOTAL</b>		<b>18</b>		<b>TOTAL</b>		<b>17</b>	

**Required credits for this curriculum = 66**

Students seeking the Michigan Transfer Agreement Seal for transferability should select MA116 for the math elective.

**ASSOCIATE OF ARTS**  
**EARLY CHILDHOOD EDUCATION**  
Specialization Area: Teacher Preparation  
Instruction Delivered Online

This is a two-year program delivered Online ([www.bmcc.edu](http://www.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 for children birth to five 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**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u>CREDITS</u>				<u>CREDITS</u>
CS***	Computer Science Elective CS112 or CS121	4	EC108	Competencies and Best Practices in Children & Family Programs II (CDA II)	4		
EC105	Performance Standards	3					
EC107	Competencies and Best Practices in Children and Family Programs I (CDA I)	4	EC117	Health, Safety, & Nutrition for Early Childhood	3		
EN111	College Composition	4	EN112	Content Area Composition and Research	4		
NA113	Native American Awareness	<u>1</u>	MA***	Designated Math Elective MA114 or MA116	<u>4</u>		
<b>TOTAL</b>		16	<b>TOTAL</b>		15		

**YEAR TWO**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u>CREDITS</u>				<u>CREDITS</u>
EC***	Designated EC Elective EC216 Curriculum Dev. EC217 Emergent Literacy	3	EC219	Inclusion of Special Needs Preschoolers in EC Programs	3		
ED111	Social and Emotional Needs of Children	3	EC***	Designated EC Elective	3-4		
ES101	Fitness & Wellness	2	NS101	Environmental Science w/Lab	4		
NA125	History & Organization of Michigan Indian Tribes	4	SO213	Communication/Conflict Resolution	3		
*****	Science Elective w/Lab	<u>4</u>	*****	Designated Elective EC218 Family Partnerships ED252 Children's Literature	<u>3-4</u>		
<b>TOTAL</b>		16	<b>TOTAL</b>		16-18		

**Required credits for this curriculum = 63-65**

Students seeking the Michigan Transfer Agreement Seal for transferability should select MA116 for the math elective.

## **ASSOCIATE OF ARTS EDUCATION**

This program is designed to provide students at Bay Mills Community College with a course of study that will prepare them for employment as qualified paraprofessionals or for transfer to a four-year university to complete a baccalaureate degree in Education. In a manner consistent with the mission of the college, students are provided with a foundation of core liberal arts and education courses as well as sufficient electives to meet individual career and transfer plans.

### **YEAR ONE**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u><b>CREDITS</b></u>				<u><b>CREDITS</b></u>
CS***	Computer Science Elective CS112 or CS121	4	EN112	Content Area Composition and Research		4	
ED200	Introduction to Teaching	3	HS212	American Government		4	
EN111	College Composition	4	MA114	Intermediate Algebra		4	
GE105	Intro. to World Geography	4	NA125	History & Organization of Michigan Indian Tribes		<u>4</u>	
NA113	Native American Awareness	<u>1</u>					
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>			<b>16</b>	

### **YEAR TWO**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u><b>CREDITS</b></u>				<u><b>CREDITS</b></u>
ED257	Learner Diversity	3	ED267	Introduction to Rural and Indian Education		4	
EN256	Advanced Composition and Research	4	EN107	Public Speaking		3	
MA***	Designated Math Elective MA116 or MA206	4	EN225	Contemporary Native American Literature		3	
NS107	Earth Science	<u>4</u>	ES101	Fitness & Wellness		2	
			PS112	Concepts of Physics		<u>4</u>	
			Complete: MTTC Basic Skills Test				
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>			<b>16</b>	

**Required credits for this curriculum = 63**  
**Other requirements: Completion of MTTC Basic Skills Test**

*Many courses have co-requisites and prerequisites; consult the course descriptions for more detail. Students should decide on their transfer school by the end of the second semester. Substitutions of courses are allowed only to meet specific transfer requirements and only if they maintain Michigan Transfer Agreement eligibility. Students seeking the Michigan Transfer Agreement Seal for transferability must complete two natural science courses from two disciplines. Students must work closely with the Teacher Education Coordinator/Advisor to determine selection and transferability of courses. Students are encouraged to contact the Department of Education at prospective transfer schools to confirm transfer plans.*

## **ASSOCIATE OF ARTS 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. Substitutions for prescribed courses may be allowed as necessary for individual students to meet specific transfer requirements.

### **YEAR ONE**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u><b>CREDITS</b></u>				<u><b>CREDITS</b></u>
CS***	Computer Science Elective CS112 or CS121	4		EN112	Content Area Composition & Research	4	
EN111	College Composition I	4		*****	Science Elective w/Lab	4	
ES101	Fitness & Wellness	2		*****	NA/Humanities Elective	3-4	
NA113	Native American Awareness	1		*****	Concentration Elective	<u>3</u>	
*****	Concentration Elective	<u>3-4</u>					
<b>TOTAL</b>			14-15	<b>TOTAL</b>			14-15

### **YEAR TWO**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u><b>CREDITS</b></u>				<u><b>CREDITS</b></u>
MA116	College Algebra	4		NS***	Natural Science Elective	4	
*****	Communication Elective EN107 or NL105	3-4		NA125	History & Organization of Michigan Indian Tribes	4	
*****	Communication Elective EN219, EN256, or BU193	3-4		*****	Communication Elective	3-4	
*****	MTA Required Elective	3		*****	Social Science Elective	4	
*****	Concentration Elective	<u>3</u>		*****	Concentration Elective	<u>3</u>	
<b>TOTAL</b>			16-18	<b>TOTAL</b>			18-19

**Required credits for this curriculum = 62-67**

\*\*\*Michigan Transfer Agreement must be met to earn this degree, courses used to meet MTA requirements require a 2.0 or higher grade. Students seeking the Michigan Transfer Agreement Seal for transferability should complete two natural science courses from two disciplines. Students must complete at least 9 approved elective credits in one concentration area. Students are responsible for meeting the prerequisite courses as specified in the catalog.

## **ASSOCIATE OF ARTS GREAT LAKES NATIVE AMERICAN STUDIES**

Great Lakes Native American Studies is committed to examining the contemporary and past experiences and life ways of the first Americans from an Anishinaabe perspective. The curriculum is designed to provide a study of the Anishinaabek from a holistic and humanistic viewpoint by not only focusing upon our historical and contemporary life, but our language and culture as well. Courses are designed for both Native American and non-Native American students so they can better understand the similarities and differences within our respective societies with the goal of achieving better communications and relations.

### ***YEAR ONE***

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u><b>CREDITS</b></u>				<u><b>CREDITS</b></u>
CS***	Computer Science Elective CS112 or CS121	4		EN112	Content Area Composition and Research	4	
EN111	College Composition	4		NA125	History & Organization of Michigan Indian Tribes	4	
NA113	Native American Awareness	1		NA131	Nishnaabek Legends & Oral Traditions	3	
NA132	People and The Land/ Seasonal Life Ways	3		NL106	Ojibwe Language II	<u>4</u>	
NL105	Ojibwe Language I	<u>4</u>					
<b>TOTAL</b>		<b>16</b>		<b>TOTAL</b>		<b>15</b>	

### ***YEAR TWO***

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u><b>CREDITS</b></u>				<u><b>CREDITS</b></u>
ES101	Fitness & Wellness	2		EN225	Contemporary Native American Literature	3	
NA219	Tribal Government & Economic Issues	3		MA***	Designated Math Elective MA114 or MA116	4	
*****	Designated Elective PY101 or SO106	4		NA213	Contemporary Native American Issues	3	
*****	Science Elective w/Lab	4		*****	Native Studies Elective	3	
*****	Undesignated Elective	<u>3-4</u>		*****	Science Elective w/Lab	<u>4</u>	
<b>TOTAL</b>		<b>16-17</b>		<b>TOTAL</b>		<b>17</b>	

**Required credits for this curriculum = 64-65**

Students seeking the Michigan Transfer Agreement Seal for transferability should select MA116 for the math elective.



## **ASSOCIATE OF ARTS HEALTH & FITNESS**

This curriculum is designed to provide students with the opportunity to acquire the skills, knowledge, and competencies for the field 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**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<b><u>CREDITS</u></b>				<b><u>CREDITS</u></b>
CS112	Introduction to Computers	4	EN112	Content Area		4	
EN111	College Composition	4		Composition and Research			
ES101	Fitness & Wellness	2	BI107	Human Biology		4	
ES105	Sociology of Sports	4	ES107	Coaching Fundamentals		4	
*****	Humanities Elective	<u>3-4</u>	ES109	Conditioning & Strength in Training		4	
			NA113	Native American Awareness		<u>1</u>	
<b>TOTAL</b>			17-18	<b>TOTAL</b>			17

### **YEAR TWO**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<b><u>CREDITS</u></b>				<b><u>CREDITS</u></b>
ES204	Care & Prevention of Sports Injuries	4	ES110	Physical Rehabilitation		2	
ES205	Sports Management	4	ES112	Sports Nutrition		2	
EN107	Public Speaking	3	ES208	Exercise Physiology		4	
MA***	Designated Math Elective MA114 or MA116	4	HS212	American Government I		4	
NA125	History & Organization of Michigan Indian Tribes	<u>4</u>	*****	Science Elective w/Lab		<u>4</u>	
<b>TOTAL</b>			19	<b>TOTAL</b>			16

**Required credits for this curriculum = 69-70**

Students seeking the Michigan Transfer Agreement Seal for transferability should select MA116 for the 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 programs such as education, psychology, sociology, anthropology, and social work.

### **YEAR ONE**

<b>FALL SEMESTER</b>		<b><u>CREDITS</u></b>	<b>SPRING SEMESTER</b>		<b><u>CREDITS</u></b>
CS***	Computer Science Elective CS112 or CS121	4	EN112	Content Area Composition & Research	4
EN111	College Composition	4	MA***	Designated Math Elective MA116 or MA206	4
NA113	Native American Awareness	1	PY214	Developmental Psychology	3
SO106	Introduction to Sociology	4	SO204	Social Problems	3
PY101	Introduction to Psychology	<u>4</u>	*****	Science Elective w/Lab	<u>4</u>
<b>TOTAL</b>		17	<b>TOTAL</b>		18

### **YEAR TWO**

<b>FALL SEMESTER</b>		<b><u>CREDITS</u></b>	<b>SPRING SEMESTER</b>		<b><u>CREDITS</u></b>
NA125	History & Organization of Michigan Indian Tribes	4	ES101	Fitness & Wellness	2
*****	Communication Elective EN107 or NL105	3-4	PY205	Abnormal Psychology	3
*****	Science Elective w/Lab	4	SO209	Family Systems	3
*****	Social Science Electives	<u>6</u>	*****	Humanities Electives	3
*****			*****	Social Science Elective	<u>3-4</u>
<b>TOTAL</b>		17-18	<b>TOTAL</b>		14-15

**Required credits for this curriculum = 66-68**

Other electives may be substituted as required by the transfer institution. Students seeking the Michigan Transfer Agreement Seal for transferability should select MA116 for the math elective.

## **ASSOCIATE OF SCIENCE GENERAL STUDIES**

This curriculum is primarily designed for students who wish to transfer to another institution to pursue 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 the Michigan Transfer Agreement requirements. Substitutions for prescribed courses may be allowed as necessary for students to meet specific transfer requirements.

### **YEAR ONE**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u><b>CREDITS</b></u>				<u><b>CREDITS</b></u>
CS***	Computer Science Elective CS112 or CS121	4	EN112	Content Area Composition & Research		4	
EN111	College Composition	4	MA116	College Algebra		4	
ES101	Fitness & Wellness	2	*****	Science Elective w/Lab		4	
NA113	Native American Awareness	1	*****	Social Science Elective		<u>4</u>	
*****	Science Elective w/Lab	<u>4</u>					
<b>TOTAL</b>		15	<b>TOTAL</b>			16	

### **YEAR TWO**

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u><b>CREDITS</b></u>				<u><b>CREDITS</b></u>
*****	Communication Elective EN219, EN256, or BU193	3-4	NA125	History & Organization of Michigan Indian Tribes		4	
*****	Communication Elective EN107 or NL105	3-4	*****	Science Elective w/Lab		4	
*****	NA/Humanities Elective	3-4	MA***	Designated Math Elective		4	
*****	Science Elective w/Lab	4	*****	MA118 or MA206			
*****	Undesignated Elective	<u>3-4</u>		MTA Required Elective		<u>3-4</u>	
<b>TOTAL</b>		16-20	<b>TOTAL</b>			15-16	

**Required credits for this curriculum = 62-67**

The Michigan Transfer Agreement must be met to earn this degree. Courses used to meet Michigan Transfer Agreement requirements must have a grade of 2.0 or higher.

## ***CERTIFICATE*** **HEALTH SCIENCE**

This certificate is designed to provide students the basic skills needed for continued studies in the health science fields. After completion of this program, students are encouraged to continue their education at Bay Mills Community College or transfer to another institution to continue their studies.

### ***YEAR ONE***

<b>FALL SEMESTER</b>		<b><u>CREDITS</u></b>	<b>SPRING SEMESTER</b>		<b><u>CREDITS</u></b>
CS***	Computer Science Elective CS112 or CS121	4	BI107 *****	Human Biology Designated Elective	4 4
EN111	College Composition	4		CH104 Intro. to Chemistry	
MA***	Math Elective MA102 or MA114 or MA116	4	*****	PS112 Concepts of Physics Approved Elective	3-4
NA113 *****	Native American Awareness Designated Elective SI112 Medical Terminology BI101 Introduction to Biology	1 <u>3-4</u>	*****	Approved Elective	<u>3-4</u>
<b>TOTAL</b>		16-17	<b>TOTAL</b>		14-16

**Required credits for this curriculum = 30-33**

Approved Electives: EN112 Content Area Composition and Research  
 EN107 Public Speaking  
 PS112 Concepts of Physics  
 PY101 Introduction to Psychology  
 SO106 Introduction to Sociology  
 OE114 Pharmacy Technician

## ***CERTIFICATE*** **MEDICAL OFFICE**

This program prepares students for entry-level office positions in a medical office setting. Skills, knowledge, and competencies in business communications, medical billing, medical coding, and medical terminology are emphasized.

### ***YEAR ONE***

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<u><b>CREDITS</b></u>				<u><b>CREDITS</b></u>
CS***	Computer Science Elective CS112 or CS121	4		AC***	Accounting Elective AC101, AC104, or AC105	3-4	
EN111	College Composition	4		BI107	Human Biology	4	
MA***	Math Elective MA104, MA111, MA114 or MA116	3-4		BU193	Comm. & Writing Skills	3	
OE112	Medical Coding & Billing I	3		NA113	Native American Awareness	1	
SI112	Medical Terminology	<u>3</u>		OE113	Medical Coding & Billing II	3	
				OE121	Office Procedures	<u>3</u>	
<b>TOTAL</b>			17-18	<b>TOTAL</b>			17-18

**Required credits for this curriculum = 34-36**

## ***CERTIFICATE*** **NATURAL SCIENCE**

This certificate is designed to provide the basic skills for students who want to enter degree programs and careers in natural science. Students who finish this certificate program are encouraged to complete their associate degree at Bay Mills Community College or bachelor's degree at another institution.

### ***YEAR ONE***

<b>FALL SEMESTER</b>		<b><u>CREDITS</u></b>	<b>SPRING SEMESTER</b>		<b><u>CREDITS</u></b>
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	<u>3-4</u>
NS107	Introduction to Earth Science	<u>4</u>			
<b>TOTAL</b>		17	<b>TOTAL</b>		15-16

**Required credits for this curriculum = 32-33**

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

## ***CERTIFICATE OF COMPLETION*** **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***

<b>FALL SEMESTER</b>		<b><u>CREDITS</u></b>	<b>SPRING SEMESTER</b>		<b><u>CREDITS</u></b>
CT111	Construction I: Intro. to Construction	5	CT113	Construction III: Interior Wall Finish	5
CT112	Construction II: Framing & Exterior Finish	5	CT114	Construction IV: Finish Carpentry	5
CT202	Material Estimating	3	CT122	Principles of Blueprinting	3
CT211	Construction V: Site Construction	<u>5</u>	CT212	Construction VI: Concrete & Foundation	<u>5</u>
<b>TOTAL</b>		<b>18</b>	<b>TOTAL</b>		<b>18</b>

**Required credits for this curriculum = 36**

## ***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. The Certificate courses approved by the Michigan Correction Officers Training Council give prospective 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***

<b>FALL SEMESTER</b>		<b><u>CREDITS</u></b>	<b>SPRING SEMESTER</b>		<b><u>CREDITS</u></b>
CJ101	Introduction to Corrections	3	CJ212	Institutional Corrections	3
CJ112	Client Relations in Corrections	<u>3</u>	CJ215	Corrections Client Growth & Development	3
			CJ221	Correctional Law	<u>3</u>
<b>TOTAL</b>		<b>6</b>	<b>TOTAL</b>		<b>9</b>

**Required credits for this curriculum = 15**



## ***CERTIFICATE OF COMPLETION*** **GENERAL STUDIES - Michigan Transfer Agreement**

This certificate of completion in General Studies - Michigan Transfer Agreement provides students with the MTA stamp which may allow easier transfer of general studies courses to other Michigan institutions. Students are advised to contact the institution to which they are planning to transfer and verify if and how that institution applies the Michigan Transfer Agreement stamp.

### ***YEAR ONE***

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<b><u>CREDITS</u></b>				<b><u>CREDITS</u></b>
EN111	College Composition	4	EN112	Content Area		4	
MA***	Math Elective MA116, MA118, or MA206	4	*****	Composition & Research			
			*****	Humanities Elective		3	
NA113	Native American Awareness	1	*****	Science Elective w/Lab		4	
*****	Science Elective w/Lab	4	*****	Social Science Elective		<u>3</u>	
*****	Social Science Elective	<u>3</u>					
<b>TOTAL</b>			<b>16</b>	<b>TOTAL</b>			<b>14</b>

**Required credits for this curriculum = 30**

Students are required to earn a grade of 2.0 or higher in all courses in this certificate. Courses must be taken in more than one discipline in each of the designated area electives. See page 32 of the catalog or the General Education Advisor for assistance. Students seeking the Michigan Transfer Agreement Seal for transferability must complete two science courses from two disciplines.



## ***CERTIFICATE OF COMPLETION*** **PARAMEDICS**

This certificate program prepares the EMT Basic for the highest level of emergency medicine. The student will learn advanced techniques of administering care in life-threatening conditions and to reduce disability. It will also teach the students to recognize signs and symptoms of most life threatening illnesses and injuries, and to effectively manage them. EMT paramedics are employed by advance life support ambulances, emergency departments, critical care units of hospitals, tactical teams, industrial medicine, and sports medicine groups. State licenses are required. The student is required to perform 550 hours of clinical hours in emergency departments and ambulance services. .

### ***YEAR ONE***

<b>SPRING SEMESTER</b>			<b>SUMMER SEMESTER</b>				
			<b><u>CREDITS</u></b>				<b><u>CREDITS</u></b>
HL205	Emergency Medical Technician Paramedic Training I	12		HL206	Emergency Medical Technician Paramedic Training II	7	
<b>TOTAL</b>			12	<b>TOTAL</b>			7

### ***YEAR TWO***

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>				
			<b><u>CREDITS</u></b>				<b><u>CREDITS</u></b>
HL207	Emergency Medical Technician Paramedic Training III	9		HL208	Emergency Medical Technician Paramedic Training IV	12	
<b>TOTAL</b>			9	<b>TOTAL</b>			12

<b>SUMMER SEMESTER</b>			
			<b><u>CREDITS</u></b>
HL209	Emergency Medical Technician Paramedic Training V	5	
<b>TOTAL</b>			5

**Required credits for this curriculum = 45**

# ***BAY MILLS COMMUNITY COLLEGE*** **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&I) Program and students in the *Nishnaabemwin Immersion Instruction* Program will gain the skills necessary to teach the Nishnaabe language to second language learners.

## **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. Historically, 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 this program.

## **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.

***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 Nishnaabemwin Language Instruction*.

***SUMMER—BASIC—YEAR ONE***

<u>Course Number</u>	<u>Course Name</u>	<u>Credits</u>
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	<u>3</u>
<b>TOTAL</b>		<b>15</b>

***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	<u>3</u>
<b>TOTAL</b>		<b>16</b>

***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	<u>3</u>
<b>TOTAL</b>		<b>19</b>

**Required credits for this curriculum = 50**

***DIPLOMA***  
**NISHNAABEMWIN PANE IMMERSION PROGRAM**

The four and six year diploma programs are 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.

<b><u>YEAR ONE</u></b>	<b><u>Fall Semester</u></b>	<b><u>CREDITS</u></b>
	NP141 Basic Immersion I	6
	NP161 Ojibwe Immersion I	<u>8</u>
		14
	<b><u>Spring Semester</u></b>	
	NP142 Basic Immersion II	6
	NP162 Ojibwe Immersion II	<u>8</u>
		14
	<b><u>Summer Semester</u></b>	
	NP143 Basic Immersion III	6
	NP163 Ojibwe Immersion III	<u>8</u>
		14
<b><u>YEAR TWO</u></b>	<b><u>Fall Semester</u></b>	<b><u>CREDITS</u></b>
	NP241 Intermediate Immersion I	6
	NP261 Listening Comprehension I	<u>8</u>
		14
	<b><u>Spring Semester</u></b>	
	NP242A Intermediate Immersion II	6
	NP262 Listening Comprehension II	<u>8</u>
		14
	<b><u>Summer Semester</u></b>	
	NP243A Intermediate Immersion III	6
	NP263 Listening Comprehension III	<u>8</u>
		14
<b><u>YEAR THREE</u></b>	<b><u>Fall Semester</u></b>	<b><u>CREDITS</u></b>
	NP245A Intermediate Immersion IV	6
	NP271A Conversational Immersion I	<u>8</u>
		14
	<b><u>Spring Semester</u></b>	
	NP247A Intermediate Immersion V	6
	NP272A Conversational Immersion II	<u>8</u>
		14
	<b><u>Summer Semester</u></b>	
	NP249A Intermediate Immersion VI	6
	NP273A Conversational Immersion III	<u>8</u>
		14
	<b>TOTAL</b>	<b>14</b>

<b>YEAR FOUR</b>	<b><u>Fall Semester</u></b>	<b><u>CREDITS</u></b>
	NP251B Advanced Immersion I	6
	NP281B Comprehensive Immersion I	<u>8</u>
		14
	<b><u>Spring Semester</u></b>	
	NP252B Advanced Immersion II	6
	NP282B Comprehensive Immersion II	<u>8</u>
		14
	<b><u>Summer Semester</u></b>	
	NP253B Advanced Immersion II-B	6
	NP283B Comprehensive Immersion II-B	<u>8</u>
		14
<b>YEAR FIVE</b>	<b><u>Fall Semester</u></b>	<b><u>CREDITS</u></b>
	NP253C Advanced Immersion III	6
	NP283C Comprehensive Immersion III	<u>8</u>
		14
	<b><u>Spring Semester</u></b>	
	NP254C Advanced Immersion IV	6
	NP284C Comprehensive Immersion IV	<u>8</u>
		14
	<b><u>Summer Semester</u></b>	
	NP255C Advanced Immersion V	6
	NP285C Comprehensive Immersion V	<u>8</u>
		14
<b>YEAR SIX</b>	<b><u>Fall Semester</u></b>	<b><u>CREDITS</u></b>
	NP256D Advanced Immersion VI	6
	NP286D Comprehensive Immersion VI	<u>8</u>
		14
	<b><u>Spring Semester</u></b>	
	NP257D Advanced Immersion VII	6
	NP287D Comprehensive Immersion VII	<u>8</u>
		14
	<b><u>Summer Semester</u></b>	
	NP258D Advanced Immersion VIII	6
	NP288D Comprehensive Immersion VIII	<u>8</u>
		14
	<b>Required credits for FOUR (4) year curriculum = 168</b>	
	<b>Required credits for SIX (6) year curriculum = 252</b>	

## 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***

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#### **AC104 Payroll Accounting**

**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. Course offered On Campus and Online. Co-requisites: MA101, and CS112 or CS121.

#### **AC105 Using QuickBooks for Small Businesses**

**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. Course offered On Campus and Online. Prerequisite: CS112 or CS121.

#### **AC131 Accounting I**

**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. Course offered On Campus and Online. Co-requisite: MA101 or permission of instructor.

#### **AC132 Accounting II**

**4 CR**

This course is a continuation of AC131 with emphasis on managerial/cost accounting concepts. Course offered On Campus and Online. Prerequisite: AC131 with a C or better.

### ***AE - ACADEMIC ENRICHMENT***

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#### **AE109 Fundamentals of Algebra**

**4 CR**

This course is designed as a review of fundamental math skills and developmental algebra. Topics covered include fractions, decimals, ratio and proportion, application problems, charts and graphs, English/Metric measurement, geometry, and an introduction to properties of integers. Students must meet minimum requirements in this course before enrolling in future math courses. If minimum requirements are not met, the student receives a grade of Incomplete (I) and must repeat the course. Developmental in nature, credit in this course does not apply toward graduation. Course offered On Campus.

Prerequisites: Appropriate placement score less than three years old

Co-requisite: ED101 is required if the student has completed less than 15 college credits or has a cumulative GPA less than 2.0.

#### **AE111 Reading Comprehension & Written Communication Skills II**

**4 CR**

This course is designed to improve basic reading comprehension, vocabulary, and basic writing skills for those students requiring assistance as indicated by placement scores. Emphasis is placed on reading to access basic information; 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 EN102. If this minimum requirement is not met, the student receives a grade of Incomplete (I) and repeats the course. Credit in this course does not apply toward college graduation. Course offered On Campus. Prerequisite: AE110 with a C or better or Compass score.

Co-requisite: ED101 is required if the student has completed less than 15 college credits or has a cumulative GPA less than 2.0.

### ***BI – BIOLOGY***

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#### **BI101 Introduction to Biology (Lab required)**

**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, and mankind's relationship to his environment. This course is designed to fulfill the Natural Science requirement. Course offered On Campus and Online.

Co-requisites: MA101 and EN111 or permission of instructor.



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

This course is a survey of functional human anatomy and the related physiological processes of normal human activity at the chemical, cellular, tissue, organ, and system levels. It is designed to fulfill the Natural Science requirement.

Course offered On Campus. Prerequisites: High school Biology and Chemistry with a B or better, or BI101 or SI112 with a C or better, or permission of instructor.

***BU – BUSINESS***

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**BU108 Macroeconomics****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. Course offered On Campus and Online. Prerequisite: EN111.

**BU109 Microeconomics****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. Course offered On Campus and Online. Prerequisite: EN111 or permission of instructor.

**BU113 Introduction to Business****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. Course offered On Campus and Online. Co-requisite: EN111.

**BU115 Entrepreneurship: Introduction to Small Business****3 CR**

This course is designed to introduce students to the concept of entrepreneurs and their role in small business, development and management. Students will examine the nature of small business and the factors that contribute to their success. Course offered On Campus and Online. Prerequisite: None.

**BU116 Introduction to Grants and Grant Management****3 CR**

This course offers students a basic understanding of the grant process from planning through submission and grant management. Course offered On Campus and Online. Prerequisite: basic computer and internet skills required.

**BU193 Communication and Writing Skills****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, the use of different styles, techniques and procedures for producing good written communications. Course offered On Campus and Online. Prerequisites: CS112 or CS121, and EN111 with C or better or permission of instructor.

**BU204 Business Law I****3 CR**

This course includes current coverage of business law fundamentals and their application to the legal and social environment of business. Topics covered include common law and the Uniform Commercial Code including contracts, sales, personal property, bailments, commercial paper, and employment. Course offered On Campus and Online. Prerequisites: EN112 and BU113.

**BU206 Principles of Management****3 CR**

This course is an introduction to the social and legal consequence of business and managerial decision-making. 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. Course offered On Campus and Online. Prerequisites: EN112 and BU113.

**BU209 Marketing****3 CR**

This course is designed to expose the students to various aspects of marketing. The emphasis is on identifying target markets with market segmentation and positioning approaches. It also focuses on developing the right marketing mix. Course offered On Campus and Online.

Prerequisites: EN112 and BU113.

## ***CH – CHEMISTRY***

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### **CH104 Introduction to Chemistry 4 CR (Lab required)**

This course is designed to expose students 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 impacts people and their environment. It is designed to fulfill the Natural Science requirement.

Course offered On Campus.

Prerequisite: Completion of MA101 with a C or better.



## ***CJ – CRIMINAL JUSTICE W/CORRECTIONS EMPHASIS***

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### **CJ101 Introduction to Corrections 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 including correctional systems from arrest through parole/discharge, the Michigan Correctional System, correctional personnel and prisoner interaction and Michigan's minorities in prison with an emphasis on Native American Correctional Programs. Course offered On Campus and Online. Prerequisite: None.

### **CJ112 Client Relations in Corrections 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 to correctional clientele. Course offered On Campus and Online. Prerequisite: None.

### **CJ201 Introduction to Criminal Justice 3 CR**

This course is designed to provide students with an exploration of the police, court 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. Course offered On Campus.

### **CJ212 Institutional Corrections 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, and 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. Course offered On Campus.

### **CJ215 Corrections Client Growth and Development 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. Course offered On Campus.

### **CJ221 Correctional Law 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. Course offered On Campus and Online. Prerequisite: CJ101 or permission of the Department Chair.

## ***CIS/CS - COMPUTER INFORMATION SYSTEMS***

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### **CIS204 Computer Security**

**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 available at the time the class is offered. Course offered On Campus. Prerequisite: CS112 or CS121.

### **CS007 Computer Assisted Materials Development I**

**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. Course offered on demand. Prerequisite: None.

### **CS008 Computer Assisted Materials Development II**

**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. Course offered on demand. Prerequisite: CS007.

### **CS112 Introduction to Computers**

**4 CR**

This course is designed to provide beginning students functional knowledge of computer use. An overview of computer hardware, 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. Course offered On Campus and Online. Prerequisite: Compass scores.

### **CS121 Principles of Microsoft Office**

**4 CR**

This course covers the basic skills for word processing, spreadsheets, presentation graphics, and databases with emphasis on real-world situations. Course offered On Campus and Online. Prerequisite: Compass scores.

### **CS125 Desktop Information Management**

**1 CR**

This course covers organizing schedules (maintaining multiple appointments, tracking meetings, tasks, projects, etc.), keeping track of contracts, and communicating with others. Course offered On Campus. Co-requisite: CS112.

### **CS128 Word Processing**

**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. Course offered On Campus. Prerequisite: CS112 or CS121.

### **CS132 3D Design**

**2 CR**

This course will introduce 3D Design using Creo Parametrics software to create, analyze, view and leverage product designs utilizing 2D CAD, 3D CAD, parametric & direct modeling. Prerequisite: CS112 or CS121.

### **CS142 Internet Search Techniques and Strategies**

**1 CR**

This course is designed to give students a basic understanding about working in an online environment, developing positive online relationships, and utilizing online resources. Course offered Online. Prerequisite: None.

### **CS204 Web Page Design**

**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. Course offered On Campus and Online. Prerequisite: CS112 or CS121.

### **CS215 Desktop Publishing**

**4 CR**

This course is designed to take the student from simple through complex publishing procedures covering merging graphics and text to produce newsletters, catalogs and newspapers using desktop computer software. Course offered On Campus. Prerequisites: CS121 or CS112 and EN111.

**CS216 Spreadsheet Design and Management****4 CR**

In this course, students will begin with basic concepts and design of spread sheets and move into the advanced spreadsheet applications for business, this will include writing and working with formulas, creating templates, finding and organizing information, working with multiple worksheets, creating charts, working with data tables, and importing data into spreadsheet software. Course offered On Campus and Online. Prerequisites: CS112 or CS121, MA101.

**CS217 Presentation Graphics****3 CR**

This course will focus on the elements of design for slide presentations. Working with graphics, text, and charts to create slide shows and presentations will be taught. Course offered On Campus. Prerequisite: CS112 or CS121.

**CS221 Computer Programming****4 CR**

Students will study how to use programming languages to create dynamic web pages, and how to add animation and interactivity to web pages. Document Object Model (DOM) and Browser Object Model (BOM) will be utilized to develop well-formed web pages. This course will provide the insights and innovative techniques to be able to develop real code for real applications such as microcontroller processing and/or mobile app development. Prerequisite: CS112 or CS121.

**CS222 Advanced Operating Systems****4 CR**

This course trains students in the installation, configuration and administration of Network Operating Systems. This course focuses on installing a Windows Domain controller using Active Directory in the Windows Server environment. Course offered On Campus. Prerequisite: CS112 or CS121.

**CS225 Microsoft Desktop Operating Systems****3 CR**

This course provides students with the skills and knowledge necessary to: install and upgrade Windows Operating Systems; configure and troubleshoot post-installation system settings; configure network connectivity; configure Windows security; configure applications included with Windows; maintain and optimize systems that run Windows Operating Systems; and configure and troubleshoot mobile computing. Students are prepared for the Microsoft Certified Technology Specialist (MCTS) examination, 70-620. This course is subject to change to keep current with Microsoft Operating Systems. Course offered On Campus. Prerequisite: CS112 or CS121.

**CS226 Computer Hardware Systems****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, Input/Output devices, and power supplies. Course offered On Campus. Prerequisite: CS112 or CS121.

**CS227 Networking Technologies****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. Course offered On Campus. Prerequisite: CS112 or CS121.

**CS228 Advanced Computer Hardware****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. Course offered On Campus. Prerequisites: CS226 with a C or better.

**CS231 Linux Administration****4 CR**

This course is designed to provide students with an introduction to the Linux operating system using Linux distributions. Students will learn how to create, delete, copy, move, and search for information on a Linux system as well as organize information using the Linux system file structure. Students will be introduced to the VI editor and other text editors. Students will learn how to use the bash shell and create shell scripts for automated system administration, be introduced to the X Windows system and its graphical user interface. Students will explore Linux capabilities in the network environment and on the Internet. This course will look at system administration, job control and some of the utilities that are available. Course offered On Campus. Prerequisite: CS112 or CS121. Co-requisite: CS226.

**CS232 Introduction to Routing****4 CR**

This course will provide an introduction to the concepts of Cisco devices while learning the commands to log into routers and switches in both user and privilege modes, manage and view configuration files, control passwords, hostnames and banners. In addition, this course covers the OSI reference model, IP addressing, subnetting, data link and network addresses, and concepts of data encapsulation. Course offered On Campus.

Prerequisite: CS227 with a C or better.

**CS233 Advanced Routing****4 CR**

This course covers VLSM, LAN switching, VLANs, VTP EIGRP, OSPF, RIP2 and WANs for Cisco router and switches. In addition, students will be able to design a WAN, identify and describe technologies such as HDLC and PPP encapsulation, ISDN, and Frame Relay. Course offered On Campus. Prerequisite: CS232.

**CS248 Database Design****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. Course offered On Campus.

Prerequisite: CS112 or CS121.

**CS271 Cooperative Education: Computer Information Systems - Technology****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. Course offered On Campus. Prerequisite: This is a capstone course, Department Chair permission required.

**CT – CONSTRUCTION TECHNOLOGY**

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**CT111 Construction I: Introduction to Construction****5 CR**

This course is an introduction into carpentry and related trades. This course will be held during the first eight weeks of the semester. Construction I will cover the general layouts and structures used in constructing a wood frame dwelling. Students will learn proper safety procedures and standards, which are mandated by M.I.O.S.H.A. There will be a special emphasis on the proper use, care, and maintenance of equipment. Students will also become familiar with construction terminology, various construction materials, and basic framing techniques. Course offered On Campus. Prerequisites: None.

**CT112 Construction II: Framing and Exterior Finish****5 CR**

This course is a continuation of Construction I and will be offered during the second eight weeks of the fall semester. This course will involve students in building activities such as wall framing, door/window installation, roof construction, eave detailing, and exterior wall finishing. Students in this course will learn rafter framing techniques, stair calculations, and other special framing systems. Course offered On Campus. Co-requisite: CT111.

**CT113 Construction III: Interior Wall Finish****5 CR**

This course is offered in conjunction with Construction IV, and is held during the first eight weeks of the spring semester. Students will learn the fundamentals of thermal and acoustical insulation. Students will be taught the various types of materials used to finish interior walls. Students will also learn proper techniques to hang, tape, mud, sand, and finish drywall. Course offered On Campus. Prerequisite: CT112 or Instructor's permission.

**CT114 Construction IV: Finish Carpentry****5 CR**

This course is offered in conjunction with Construction III, and is held during the last eight weeks of the spring semester. Students will complete the interior wall finish of a house project. Students will learn to paint, install interior doors, install trim, design shelves, and perform many other facets of finish carpentry. Students will develop an understanding of modern techniques used to install vanities, kitchen cabinets, and finish flooring. Course offered On Campus. Co-requisite: CT113.

**CT122 Principles of Blueprinting 3 CR**

This course introduces the students to architectural drawings. Students will learn how to navigate and interpret a set of plans through the use of site plans, floor plans, elevations, sections, and details. Course offered On Campus. Prerequisite: None.

**CT202 Material Estimating 3 CR**  
This course involves students in the process of estimating material and labor amounts for construction projects. Students will investigate quantity takeoff, material ordering, crew sizes, production rates, and unit expenditure. Course offered On Campus.  
Prerequisite: None.

**CT211 Construction V: Site Construction 5 CR**  
This course is offered in conjunction with Construction VI, and is held during the first half of the semester. During this course students will learn necessary steps for site construction including soil classifications, soil characteristics, soil mechanics, elevation contours, leveling procedures, grading methods, building layout procedures, and concrete forming techniques. Course offered On Campus. Prerequisite: CT114 or Instructor's permission.



**CT212 Construction VI: Concrete and Foundations 5 CR**  
This course will be the second half of the semester. During this course the students will have the opportunity to study the use of concrete as a building material for foundations, decorative work, and as an interior finish option. Students completing this course will understand inherent strengths, characteristics, concepts of thermal mass, and compositions of numerous concrete mixture ratios. Students will learn basic techniques used in masonry and the various bonds that are used in block and bricklaying. Course offered On Campus.

**CT214 Alternative Methods, Materials, and Resources 1-3 CR**  
The purpose of this course is to instill flexibility into the Construction Technology program to so that students receive up-to-date information on current trends in building materials, building methods, energy resources, energy conservation techniques, and green building designs. Material covered and credits will vary from year to year depending on demand, availability, and resources. Course offered On Campus. Prerequisite: None.

**CT232 Residential Utilities 3 CR**  
This course encompasses topics related to electrical, plumbing, and heating. During the electrical portion of the course students will learn about circuitry, electrical design, electrical codes, and basic electrical theory. In the heating and cooling segment, the focus will be targeted on heat load calculations, cooling systems, heating methods, and various heating systems. In the plumbing section, students will study the mechanics of plumbing systems. This will include methods of attachment, pumps, feed lines, vent systems, appliances, waste lines, and waste systems. Course offered On Campus.  
Prerequisite: CT212 or Instructor's permission.

**CT233 Principle of Workforce Leadership 5 CR**  
Designed to promote productive relations in the workforce, students in their second year will be modeling a foreman position. As crew leaders, they will work with first year students in order to learn the different communication skills required on the job site. Students investigate various code regulations, and develop a sturdy log to properly document the student house projects. At the end of this course, students will create a personal resume and participate in an exit interview. Course offered On Campus.  
Prerequisites: CT261 or CT271.

**CT234 Legal Aspects of Construction 1 CR**  
This course is an introduction to legal implications in the building and construction industry. This course reviews the Michigan Construction Lien Act with an in detail look into the laws and rules relating to Residential Builders and Maintenance and Alteration Contractors. Course offered On Campus. Prerequisites: CT233 or instructor's permission.

**CT261 Cooperative Education (Field Experience)****3 CR**

This advanced practicum is designed for the 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 contractor on site to learn more about the trade and form a base for future employment. The duration of this course is three weeks, five days per week at eight hours per day. Course offered On Campus. Prerequisite: CT114.

**CT271 Cooperative Education (Field Experience)****5 CR**

This advance practicum is designed for the hands-on application of classroom lessons in construction applications of various sizes and complexity. Effort will be made for each student to spend time with a contractor on site to learn more about the trade and form a base for future employment. The duration of this course is five weeks, five days per week at eight hours per day. Course offered On Campus. Prerequisite: CT114.

***EC – EARLY CHILDHOOD EDUCATION***

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**EC105 Performance Standards****3 CR**

This course will help the student to understand the Head Start 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 behind the Standards. Course offered Online. Prerequisite: None.

**EC107 Competencies and Best Practices in Children and Family Programs I****4 CR**

This is the first of two courses that will prepare students for CDA (Child Development Associate) competency exam. 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. Course offered Online. Prerequisite: None.

**EC108 Competencies and Best Practices in Children and Family Programs II****4 CR**

This is the second of two courses that will prepare students for the CDA (Child Development Associate) competency exam. 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. Students will be observed working with children, will continue to work on their professional resource files, and will fulfill other course requirements. Course offered Online. Prerequisite: EC107 with a C or better.

**EC117 Health, Safety, and Nutrition for Early Childhood****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. Course offered Online. Co-requisite: EN111.

**EC206 Foundations of Family Services****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. Course offered Online. Prerequisite: EN111.

**EC208 Facilities, Materials, Equipment, and Transportation in E.C.E.****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. Course offered Online. Prerequisite: EN111.

**EC211 Introduction to Strategic Plans, Proposals, & Evaluations in Head Start****4 CR**

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. Course offered Online. Prerequisite: EN111.

**EC212 Child Development****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.

Course offered Online. Prerequisite: EN111.

**EC216 Curriculum Development****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. Course offered Online.

Prerequisite: EN111.

**EC217 Emergent Literacy****3 CR**

This course will explore the current attitudes, experiences, and opportunities which 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. Course offered Online.

Prerequisite: EN111.

**EC218 Developing Family Partnerships****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 the critical role 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 will 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. Course offered Online. Prerequisite: EN111.

**EC219 Inclusion of Special Needs Pre-Schoolers in Early Childhood****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. Course offered Online. Prerequisite: EC212.

**EC221 Infant-Toddler Development****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. Course offered Online. Prerequisite: EN111.



## **ED – EDUCATION**

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### **ED101 Study Skills: The College Experience**

**1 CR**

This course introduces strategies to aid students in developing study skills that are needed for success in college. Topics include: importance and use of a syllabus; time management and organizational skills; effective textbook reading; effective note taking; writing a summary; test-taking; using technology. Course offered On Campus and Online. Prerequisite: None.

### **ED111 Social & Emotional Needs of Children**

**3 CR**

In this course, students will learn about the nature of social development in young children and how to guide that development in the early childhood classroom. They will learn practical skills and procedures to increase their effectiveness with young children. This course incorporates the sound principles of child development, relationship enhancement, and behavior management. Course offered Online. Co-requisite: EN111.

### **ED200 Introduction to Teaching**

**3 CR**

This course is designed for students who are considering careers in education as certified teachers or as qualified paraprofessionals. Course content provides an overview of the role of schools in society; the roles and responsibilities of teachers and paraprofessionals; school curricula and instruction; current issues and trends in education. Human development is studied in terms of teaching and learning. Additional topics include *Michigan Curriculum Framework* and Michigan requirements for teacher certification and Title I Part A requirements for paraprofessionals. Field experience is required. Course offered On Campus. Co-requisites: CS112 and EN111.

### **ED213 Human Growth and Development for Educators**

**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. Course offered On Campus.  
Prerequisites: EN112 and PY101 or permission of instructor.

### **ED252 Children's Literature**

**3 CR**

This course introduces students to selected readings and discussions in developmentally appropriate literature for young children, age's birth through eight years old. Coursework includes the development of activities to integrate literature in the whole curriculum of early childhood education. Course offered Online. Prerequisite: EN111.

### **ED255 Children's Literature for Grades K through 8**

**3 CR**

This course introduces students to a wide variety 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. Course offered On Campus. Prerequisite: EN111 or EN219.

### **ED257 Learner Diversity**

**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. Course offered On Campus. Prerequisite: EN112 and ED200.

### **ED258 Classroom Management**

**3 CR**

This course provides a study of techniques and methods for effective classroom organization and management for productive learning communities. Field experience required. Course offered On Campus. Prerequisites: EN112 and ED257.

### **ED267 Introduction to Rural & Indian Education**

**4 CR**

This introductory level methods course begins with a review of the history of rural and Native American education within the larger context of American public education. Students will evaluate educational materials for cultural sensitivity in teaching about Native Americans. Social, cultural, and economic impacts on learning will be examined in terms of best practices for educating all children in rural areas. Field experience is required. Course offered On Campus.  
Prerequisites: EN112, ED200, and ED257.

**ED290 Developing Culturally Inclusive Curriculum 4 CR**

In this course, students develop their abilities to participate in the planning, implementing, and assessing stages of K-12 curriculum development. They are shown methods of integrating minority culture and history into curricula 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. Course offered On Campus. Prerequisites: EN112, ED257, ED267, and 2.75 G.P.A.

***EN – ENGLISH***

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**EN102 Introduction to College Reading & Writing I 4 CR**

This course is designed to prepare students for college level reading and to improve writing skills in preparation for college level courses. Emphasis is on building specific skills for reading analysis and critical evaluation; grammatical accuracy; and organization of ideas in paragraph writing, particularly in the context of college assignments. Placement in this class is based on assessment scores or successful completion of AE110 or AE111 with a C or better. Course offered On Campus and Online. Prerequisite: AE110 or AE111 with a C or better or Compass scores. Co-requisite: ED101 is required if the student has completed less than 15 college credits or has a cumulative GPA less than 2.0.

**EN103 Introduction to College Reading & Writing II 4 CR**

This course is designed to prepare students for college level reading and to improve writing skills in preparation for college level courses. Emphasis is on building specific skills for reading analysis and critical evaluation; grammatical accuracy; and organization of ideas in paragraph writing, particularly in the context of college assignments. Placement in this class is based on assessment scores or successful completion of EN102 with a C or better. Course offered On Campus and Online. Prerequisite: EN102 with a C or better or Compass scores. Co-requisite: ED101 is required if the student has completed less than 15 college credits or has a cumulative GPA less than 2.0.

**EN107 Public Speaking 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. Course offered On Campus. Co-requisite: EN111.

**EN111 College Composition I 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. Course offered On Campus and Online. Prerequisite: EN103 with a C or better or Compass scores. Co-requisite: CS112 or CS121.

**EN112 Content Area Composition and Research 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. Course offered On Campus and Online. Prerequisites: EN111 with a C or better; CS112 or CS121.

**EN206 Creative Writing 3 CR**

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

**EN219 Technical and Report Writing 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. Course offered On Campus and Online. Prerequisites: EN112 with a C or better, CS112 or CS121.

**EN225 Contemporary Native American Literature****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. Course offered On Campus and Online. Prerequisite: EN112, or permission of instructor.

**EN256 Advanced Composition & Research****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. Course offered On Campus and Online. Prerequisite: EN112 with a C or better.

***ES - EXERCISE SCIENCE (Health & Fitness)***

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**ES101 Fitness and Wellness****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. Course offered On Campus and Online. Prerequisite: None.

**ES105 Sociology of Sports****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. Course offered On Campus. Prerequisite: None.

**ES107 Coaching Fundamentals****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. Course offered On Campus. Prerequisite: None.

**ES109 Conditioning and Strength in Training****4 CR**

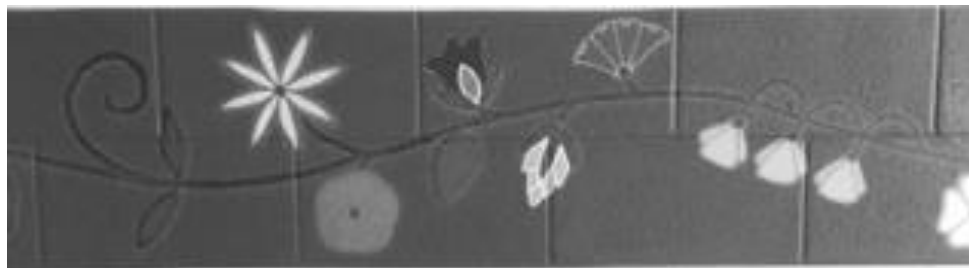
This course is an introduction to laying the foundation of conditioning and strength training. Students will learn about aerobic and anaerobic conditioning, sports nutrition, flexibility, putting together a conditioning program, strength exercises, strength training facilities, and equipment. Students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

**ES110 Physical Rehabilitation****2 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. Course offered On Campus. Prerequisites: EN112.

**ES112 Sports Nutrition****2 CR**

This course will give students knowledge of the basic principles of nutrition as well as the role of the major nutrients in their application to wellness and fitness, as well as athletic performance. This course will address the interaction of diet and exercise in modifying the condition of the individuals with metabolic dysfunction and compromised cardiovascular health. We will also examine the nutritional needs of athletes and the effectiveness of ergogenic aids in enhancing sport performances. Course offered On Campus. Prerequisite: None.



**ES204 Care and Prevention of Sports Injuries****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. Course offered On Campus. Prerequisite: EN112.

**ES 205 Sports Management****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. Course offered On Campus. Prerequisites: ES107 and EN112.

**ES208 Exercise Physiology****4 CR**

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

**GE - GEOGRAPHY**

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**GE105 Introduction to World Geography****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. Course offered On Campus and Online. Co-requisite: EN111.

**HL – HEALTH**

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**HL125 Emergency Medical Technician Basic Training****12 CR**

This program provides an understanding of the role of an emergency medical technician and prepares the student to manage pre-hospital emergencies. This course teaches the basics in airway management, CPR, bleeding and shock management. It also educates the student on the recognition and the management of medical and traumatic emergencies. Successful completion of this course qualifies the student to deliver primary pre-hospital care in emergencies. With proper licensing this program may allow the student to function on an ambulance, fire department, safety officer, park ranger, or other agencies until more advance pre-hospital care is available. The student must also complete 40 hours emergency department and ambulance clinicals. Course offered On Campus. Prerequisite: No felony convictions, no medical restrictions.

**HL126 Emergency Medical Technician Specialist****12 CR**

Successful completion of this course qualifies the student to deliver more advance care during an emergency and to be recommended for NREMT evaluation at the EMT-Specialist level. This course includes increased understanding of anatomy and physiology of common medical and traumatic emergencies. It will also increase the skills performed including: advance airway management, intravenous and intraosseous cannulation, and some medication administration. The student must also complete 40 hours emergency department and ambulance clinicals. Course offered On Campus. Prerequisite: HL125.

**HL205 Emergency Medical Technician Paramedic I****12 CR**

This course is the first part of a five semester certificate program to prepare a student to take the National Registry EMT Paramedic exam for licensing. EMT Paramedic is a healthcare professional prepared for a position with an Advance Life Support Agency, fire department, clinic, emergency department, or other agency. The program provides the scientific knowledge and advance technical skills needed to recognize, assess, and manage medical and/or traumatic emergencies. EMT-P I is focused on the anatomy and physiology of the human body, medical terminology, roles and responsibilities of the EMT-P, and ambulance operations. 550 clinical hours in an emergency department and advance life support ambulance are required during the five semesters. The student must possess a CPR and Michigan EMT Basic license or NREMT certificate, or be pending either. Course offered On Campus. Prerequisite: HL125.

**HL206 Emergency Medical Technician Paramedic II****7 CR**

The second part of a five semester certificate program to continue preparing a student to take the NREMT exam. EMT-P II is focused on Advance Airways, venous cannulation, medication administration, and respiratory emergencies. Course offered On Campus. Prerequisite: HL205.

**HL207 Emergency Medical Technician Paramedic III****9 CR**

The third part of a five semester certificate program to continue preparing a student to take the NREMT exam. Introduces the concepts, terminology, and modalities relative to cardiac emergencies. The third curriculum also starts to include most medical emergency recognition and management. The students participating in their clinical will be gaining experience in most skills and observance of real patients. Course offered On Campus. Prerequisite: HL206.

**HL208 Emergency Medical Technician Paramedic IV****12 CR**

The fourth part of a five semester certificate program to continue preparing a student to take the NREMT exam. EMT-P IV is focused on traumatic emergencies, neonatal, geriatrics, and other specialized areas of pre-hospital care. The students will continue their clinical experience and become proficient in their skills. Course offered On Campus. Prerequisite: HL207.

**HL209 Emergency Medical Technician Paramedic V****5 CR**

The final part of a five semester certificate program to prepare a student to take the NREMT exam and prepare the student at the professional levels for employment. The focus is designed to develop critical thinking skills through scenario based instructions. The student must have completed 450 hours of clinical time, have an 80% cumulative grade average, and pass all final classroom exams to be recommended for the National Registry EMT Paramedic exam. Course offered On Campus. Prerequisite: HL208.

***HS – HISTORY***

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**HS101 History of World Civilization I****3 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. Course offered On Campus and Online. Co-requisites: CS112, and EN111.

**HS102 History of World Civilization II****3 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. Course offered On Campus and Online. Prerequisites: CS112, EN112 and HS101.

**HS105 American History I****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. Course offered On Campus and Online. Co-requisites: CS112 & EN111.

**HS106 American History II****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. Course offered On Campus and Online. Prerequisites: CS112, EN111 and HS105.

**HS202 Michigan History****3 CR**

This course introduces students to the general history of the State of Michigan from its days as a territory of the nation of France, then Britain, and finally as a territory, and subsequently a state of the United States of America. Course offered On Campus and Online. Prerequisites: EN111, CS112 or CS105.

**HS212 American Government I****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. Course offered On Campus and Online. Prerequisites: CS112 and EN111.

## ***HU – HUMANITIES***

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### **HU116 Art Appreciation**

**3 CR**

This course offers a thematic and global approach to learning about art and art appreciation. Students will begin to learn about the balance of Western and non-Western approaches to art, its purposes and functions, and will discover and explore the diverse approaches of artists. Students will also learn to identify characteristics that unite cultural differences and those that show distinction. Course offered Online. Prerequisite: None.

## ***JR – JOURNALISM***

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### **JR110 Introduction to Mass Media**

**4 CR**

This course focuses on today's world of mass media industries and support businesses, as well as the legal, ethical, social, global, and technological issues these businesses face every day. An emphasis on mass media as a business helps students see how economic concepts apply to the publishing industry in regards to books, newspapers, magazines and internet. Course offered On Campus and Online. Prerequisite: minimum college Compass placement scores..

## ***MA – MATH***

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### **MA101 Beginning Algebra I**

**4 CR**

This course is designed for students with at least one year of high school algebra. It includes a review of basic mathematical and algebraic skills and their applications, solving of equations, polynomial manipulations and first-degree factoring. Course offered On Campus and Online. Prerequisites: AE109 with C or better, appropriate placement score less than three years old, or permission of Department Chair. Co-requisite: ED101 is required if the student has completed less than 15 college credits or has a cumulative GPA less than 2.0.

### **MA102 Beginning Algebra II**

**4 CR**

This course is the continuation of MA 101. Topics covered are graphing and functions, rational expressions, graphing linear equations, inequalities, radical expressions, quadratic equations, and solving systems of equations. Course offered On Campus and Online. Prerequisite: MA101 with C or better, or permission of Department Chair. Co-requisite: ED101 is required if the student has completed less than 15 college credits or has a cumulative GPA less than 2.0.

### **MA114 Intermediate Algebra**

**4 CR**

This course is designed for students with at least 1 year of high school algebra. It is a study of number systems, solving and graphing first-degree equations and inequalities, polynomials, radical and rational expressions, solving systems of linear equations and quadratic equations, and exponential and logarithmic functions. Course offered On Campus and Online. Prerequisites: MA102 with C or better, appropriate placement score less than three years old, or permission of Dept. Chair.

### **MA116 College Algebra**

**4 CR**

This course is for 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 equations and matrices, and an introduction to probability and sequences. Course offered On Campus and Online. Prerequisite: MA114 with C or better, appropriate placement score less than three years old, or permission of Dept. Chair.

### **MA118 Analytic Trigonometry**

**4 CR**

This course is designed for students with a solid background in algebra. It is for students who wish to continue their study of mathematics and plan to transfer to a program which requires higher mathematical skills. It is a study and application of definitions and graphs of trigonometry functions, laws of sine and cosine, radians, solutions of right and oblique triangles, vectors, inverse trigonometry functions, trigonometry identities, solving trigonometry equations and applications. Course offered On Campus. Prerequisite: MA116 with a C or better or permission of Department Chair.

**MA206 Statistical Methods I****4 CR**

This course is for students who wish to continue their study of mathematics and plan to transfer to a program which requires higher mathematical skills and/or the study of statistics. It is an introduction to the study of descriptive statistics, testing hypothesis, sampling, probability, distributions, statistical inference, correlation, and regression. Course offered On Campus. Prerequisite: MA114 with a C or better or permission of instructor.

**NA – NATIVE AMERICAN STUDIES**

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**NA103 Native American Cuisine****3 CR**

This course will explore various food sources from North, South, and Central America that may include the Aleutian Islands and Hawaii. The foundation will center on plants, animals, fish, and herbs to include their cultivation, preparation, and storage methods. Course offered Online. Prerequisite: None.

**NA110 Native Americans: Sharing Our Culture and Traditions****3 CR**

This course provides a means of sharing cultural and traditional norms between the Native American Tribes of the United States. It demonstrates the diversity of the Native American ways of life, including cultural changes and continuity of traditions in present day Native American cultures. Course offered Online. Prerequisite: None.

**NA113 Native American Awareness****1 CR**

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

**NA117 Introduction to Native American Beading****2 CR**

This course presents a hands-on approach to familiarizing the student with traditional Native American beadwork. Emphasis will be placed on beadwork styles of the Anishinaabe. Students will complete individual beadwork projects. Course offered On Campus. Prerequisite: None.

**NA125 History and Organization of Michigan Indian Tribes****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, & Miami Tribes. Course offered On Campus and Online. Co-requisite: EN111.

**NA129 Native American Art and Artifacts: Cultural Interpretations****3 CR**

This course explores the art and artifacts of Native American Tribes of the United States. The means of exploration includes visits to Online museum exhibits thus employing a visual method of learning, and research of a Native American Tribe's art and artifacts. Students will gain an understanding and appreciation of historical and contemporary Native American art. Course offered Online. Co-requisite: EN111.

**NA131 Nishnaabek Legends  
& Oral Traditions****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 offered during the winter season only. Course offered On Campus. Prerequisite: None.



**NA132 People and the Land Seasonal Life Ways****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. Course offered On Campus. Prerequisite: None.

**NA136 Nishnaabek Clothing, Adornment & Handcrafts****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 appliqué, leatherwork, basketry, quillwork, etc. Lab fee required. Course offered On Campus. Prerequisite: None.

**NA154 Traditional Drumming and Singing I****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. Course offered On Campus. Prerequisite: None.

**NA155 Traditional Drumming and Singing II****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. Course offered On Campus. Prerequisite: NA154 or permission of instructor.

**NA201 Native American Contributions to Society****3 CR**

This course provides students with a foundation in the philosophical and historical roots of Native American contributions to society as well as knowledge of current contributions. Students analyze topics such as the Native American Path to Industrialism, Native American Agriculture Technology, and Liberty Annuities & the Noble Savage. Students synthesize the knowledge of theories, structures, and practices to develop an understanding of Native American contributions to society. Students will be expected to reflect on their experiences, building and applying knowledge, participating in learning and making theoretical and practical contributions. Course offered Online. Prerequisite: NA113.

**NA205 Tribal Law****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. Course offered On Campus. Prerequisites: NA125, EN111, or permission of instructor.

**NA213 Contemporary Native American Issues****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 & local level. Course offered Online. Prerequisite: EN111 or permission of instructor.

**NA219 Tribal Government and Economic Issues****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. Course offered Online. Prerequisites: NA125, EN111 or permission of instructor.

***NI – NISHNAABEMWIN INSTITUTE***

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**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. Course offered On-Campus. 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 Year 1-Nishnaabemwin Language Instructors Institute. Course offered On-Campus. 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 provides the student with cultural information as to the “root” of the words, enhancing the students’ knowledge and understanding of Nishnaabek culture and concepts. Course offered On Campus. 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 Year 1-Nishnaabemwin Language Instructors Institute. Course offered On Campus. 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. Course offered On Campus. Prerequisite: None.
- NI111 Dagwaagi/Biboon/Minookami—Fall/Winter/Spring Weekend Immersion – Basic 3 CR**  
 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. Course offered On Campus. Prerequisite: None.
- 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 Year 1-Nishnaabemwin Language Instructors Institute. Course offered On Campus. 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. Course offered On Campus. 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 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. Course offered On Campus. 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. Course offered On Campus. 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. Course offered On Campus. 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 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 30-minute lessons for presentation during each weekend session. Course offered On Campus. 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 Nishnaabemwin language and orthography skills. Nishnaabek teaching methods and principles learned from the NLII courses will also be utilized. Course offered On Campus. 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. Course offered On Campus. Prerequisite: NI206.

**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. Course offered On Campus. Prerequisite: NI208.

**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 Nishnaabemwin Language Instructors Institute Program. Incorporation and utilization of culturally relevant material and activities will be encouraged. Course offered On Campus.

**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. Course offered On Campus.

## ***NL – NATIVE LANGUAGE***

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**NL101 Introduction to the Anishinaabe Language I 1 CR**  
This is an introductory course that presents basic concepts of conversation in the Anishinaabe language. Students will have the opportunity to increase their vocabulary, learn to pronounce words correctly, and understand that the Anishinaabe culture is within the language. Course offered on demand. Prerequisite: None.

**NL102 Introduction to the Anishinaabe Language II****1 CR**

This is a continuation of NL101 Introduction to the Anishinaabe Language I. This course continues to build on the basic concepts of conversation in the Anishinaabe language. Students will increase their vocabulary, learn to pronounce and read and write in Anishinaabemowin. Students will also deepen their understanding of Anishinaabe culture and language. Course offered on demand. Prerequisite: None.

**NL103 Introduction to the Anishinaabe Language III****1 CR**

This is a continuation of NL102 Introduction to the Anishinaabe Language II. This course continues to build on the concepts of conversation in the Anishinaabe language. Students will continue to increase their vocabulary, learn more complex grammar structures, expand their use of reading and writing in Anishinaabemowin. Students will also deepen their understanding of Anishinaabe culture and language. Course offered on demand. Prerequisite: None.

**NL105 Ojibwe Language I****4 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. Course offered On Campus and Online. Prerequisite: None.

**NL106 Ojibwe Language II****4 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. Course offered On Campus. Prerequisite: NL105 or permission of instructor.

**NL109 Ojibwe III (Intermediate I)****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. Course offered On Campus. Prerequisite: NL106 or permission of instructor.

**NL112 Introduction to the Sound Based Method of Understanding Anishinaabemowin –Part I** **2 CR**

An introductory course in understanding the root concepts of Anishinaabemowin. Course offered On Campus. Prerequisite: none.

**NL114 Introduction to the Sound Based Method of Understanding Anishinaabemowin –Part II** **2 CR**

A course in understanding Anishinaabemowin from the point of view of the first language fluent speaker of the pre-Columbian time. The worldview of those past speakers is important to understanding what is actually said when the language is spoken. We will look at how the original concepts apply to actions we see today, the sounds, meanings remain the same. This course is designed to be taught concurrently to the introductory class of the sound based method. Students of this course will be encouraged to assist in explaining, to the first year students the most basic concepts of the language as they understand them. Course offered On Campus. Prerequisite: NL112.

***NP – NISHNAABEMWIN PANE PROGRAM***

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**NP141 Basic Immersion I****6 CR**

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. Course offered On Campus. Prerequisite: None.

**NP142 Basic Immersion II****6 CR**

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. Course offered On Campus. Prerequisite: None.

### **NP143 Basic Immersion III**

**6 CR**

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. Course offered On Campus. Prerequisite: None.



### **NP161 Introduction to Immersion I**

**8 CR**

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. Course offered On Campus. Prerequisite: None.

### **NP162 Introduction to Immersion II**

**8 CR**

This course, delivered entirely in Nishnaabemwin, will continue the immersion techniques introduced in NP161. 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 speech of fluent speakers. Hearing the language is a prerequisite to listening to the language for comprehension. Course offered On Campus. Prerequisite: None.

### **NP163 Introduction to Immersion III**

**8 CR**

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. Course offered On Campus. Prerequisite: None.

**NP241 Intermediate Immersion I****6 CR**

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. Course offered On Campus. Prerequisite: None.

**NP242A Intermediate Immersion II****6 CR**

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. Course offered On Campus. Prerequisite: None.

**NP243A Intermediate Immersion III****6 CR**

This course, taught entirely in Nishnaabemwin, is a continuation of NP242A. 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. Course offered On Campus. Prerequisite: None.

**NP245A Intermediate Immersion IV****6 CR**

This course, taught entirely in Nishnaabemwin, is a continuation of NP243A. The course continues to increase the comprehension level of the student to an intermediate level. The student will continue to develop his/her understanding of the messages being communicated by first-speakers of Nishnaabemwin and be able to better respond to questions offered in the language. The student will be able to demonstrate an increased facility to broadly translate from Nishnaabemwin to English by correctly identifying character(s), setting, story sequence and meaning. Course offered On Campus. Prerequisite: None.

**NP247A Intermediate Immersion V****6 CR**

This course, taught entirely in Nishnaabemwin, is a continuation of NP245A. The course continues to increase the comprehension level of the student to an intermediate level. The student will continue to develop his/her understanding of the messages being communicated by first-speakers of Nishnaabemwin and be able to better respond to questions offered in the language. The student will be able to demonstrate an increased facility to broadly translate from Nishnaabemwin to English by correctly identifying character(s), setting, story sequence and meaning. Course offered On Campus. Prerequisite: None.

**NP249A Intermediate Immersion VI****6 CR**

This course, taught entirely in Nishnaabemwin, is a continuation of NP247A. The course continues to increase the comprehension level of the student to an intermediate level. The student will continue to develop his/her understanding of the messages being communicated by first-speakers of Nishnaabemwin and be able to better respond to questions offered in the language. The student will also be able to demonstrate an increased facility to broadly translate from Nishnaabemwin to English by correctly identifying character(s), setting, story sequence and meaning. Course offered On Campus. Prerequisite: None.

**NP251B Advanced Immersion I****6 CR**

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). Course offered On Campus. Prerequisite: None.

**NP252B Advanced Immersion II****6 CR**

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). Course offered On Campus. Prerequisite: None.

**NP253B Advanced Immersion II-B****6 CR**

This course is delivered entirely in Nishnaabemwin. Students will receive comprehensive input through storytelling and other activities that the instructors deem necessary to facilitate the students' ability to understand general meaning and significant events within a story/activity. Course offered On Campus. Prerequisite: None.

**NP253C Advanced Immersion III****6 CR**

This course, delivered entirely in Nishnaabemwin, initiates the fifth-year Nishnaabemwin Pane Immersion Program. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s). Course offered On Campus. Prerequisite: None.

**NP254C Advanced Immersion IV****6 CR**

This course, delivered entirely in Nishnaabemwin, is a continuation of NP253C. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s). Course offered On Campus. Prerequisite: None.

**NP255C Advanced Immersion V****6 CR**

This course, delivered entirely in Nishnaabemwin, is a continuation of NP254C. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s). Course offered On Campus. Prerequisite: None.

**NP256D Advanced Immersion VI****6 CR**

This course, delivered entirely in Nishnaabemwin, is a continuation of NP255C and initiates the sixth year Nishnaabemwin Pane Immersion Program. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s). Course offered On Campus. Prerequisite: None.

**NP257D Advanced Immersion VII****6 CR**

This course, delivered entirely in Nishnaabemwin, is a continuation of NP256D. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s). Course offered On Campus. Prerequisite: None.

**NP258D Advanced Immersion VIII****6 CR**

This course, delivered entirely in Nishnaabemwin, is a continuation of NP257D and completes the sixth and final year of Nishnaabemwin Pane Immersion Program. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s). Course offered On Campus. Prerequisite: None.

**NP261 Listening Comprehension I****8 CR**

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 to build 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. Course offered On Campus. Prerequisite: None.

**NP262 Listening Comprehension II****8 CR**

This course, delivered entirely in Nishnaabemwin, is a continuation of NP261 Intermediate Immersion I. Course offered On Campus. Prerequisite: None.

**NP263 Listening Comprehension III****8 CR**

This course, delivered entirely in Nishnaabemwin, is a continuation of NP262. 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. Course offered On Campus. Prerequisite: None.

**NP271A Conversational Immersion I****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. Course offered On Campus. Prerequisite: None.

**NP272A Conversational Immersion II****8 CR**

This course, team taught in Nishnaabemwin, is a continuation of NP271A. 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. Course offered On Campus. Prerequisite: None.

**NP273A Conversational Immersion III****8 CR**

This course, team taught in Nishnaabemwin, is a continuation of NP272A. 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. Course offered On Campus. Prerequisite: None.

**NP281B Comprehensive Immersion I****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. Course offered On Campus. Prerequisite: None.

**NP282B Comprehensive Immersion II****8 CR**

This course, team taught entirely in Nishnaabemwin, is a continuation of NP281B. 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. Course offered On Campus. Prerequisite: None.

**NP283B Comprehensive Immersion II-B****8 CR**

This course is delivered entirely in Nishnaabemwin; it is a continuation of NP282B. Students will continue to receive comprehensive input through storytelling and other activities that the instructors deem necessary to facilitate the students' ability to understand general meaning and significant events within a story/activity. Lab hours are additional hours spent with fluent speaker(s). Course offered On Campus. Prerequisite: None.

**NP283C Comprehensive Immersion III****8 CR**

This course, team taught entirely in Nishnaabemwin, is a continuation of NP283B and is the first course of Year 5 of the Nishnaabemwin Pane Immersion Program. Instructors and students meet for five weekend sessions during the semester and spend a total of twenty-four hours of immersion over two and one-half days per weekend. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s). Course offered On Campus. Prerequisite: None.

**NP284C Comprehensive Immersion IV****8 CR**

This course, team taught entirely in Nishnaabemwin, is a continuation of NP283C. Instructors and students meet for five weekend sessions during the semester and spend a total of twenty-four hours of immersion over two and one-half days per weekend. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s). Course offered On Campus. Prerequisite: None.

**NP285C Comprehensive Immersion V****8 CR**

This course, team taught entirely in Nishnaabemwin, is a continuation of NP284C. Instructors and students meet for five weekend sessions during the semester and spend a total of twenty-four hours of immersion over two and one-half days per weekend. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s). Course offered On Campus. Prerequisite: None.

**NP286D Comprehensive Immersion VI****8 CR**

This course, team taught entirely in Nishnaabemwin, is a continuation of NP285C and is the first course of Year 6 of the Nishnaabemwin Pane Immersion Program. Instructors and students meet for five weekend sessions during the semester and spend a total of twenty-four hours of immersion over two and one-half days per weekend. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s). Course offered On Campus. Prerequisite: None.

**NP287D Comprehensive Immersion VII****8 CR**

This course, team taught entirely in Nishnaabemwin, is a continuation of NP286D. Instructors and students meet for five weekend sessions during the semester and spend a total of twenty-four hours of immersion over two and one-half days per weekend. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s). Course offered On Campus. Prerequisite: None.

**NP288D Comprehensive Immersion VIII****8 CR**

This course, team taught entirely in Nishnaabemwin, is a continuation of NP287D and is the final weekend immersion course of Year 6 of the Nishnaabemwin Pane Immersion Program. Instructors and students meet for five weekend sessions during the semester and spend a total of twenty-four hours of immersion over two and one-half days per weekend. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s). Course offered On Campus. Prerequisite: None.

***NS - NATURAL SCIENCE***

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**NS101 Environmental Science  
(Lab required)****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. Course offered On Campus and Online. Co-requisite: EN111.





**NS103 Introduction to Natural Resource Management (Lab required)****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. Course offered On Campus. Prerequisites: EN111, NS101 with a C or better.

**NS107 Introduction to Earth Science****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. Course offered On Campus. Prerequisite: EN111 with a C or better.

***OE - OFFICE EDUCATION***

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**OE112 Medical Coding and Billing I****3 CR**

This course introduces the student to the coding of medical diagnoses and procedures using ICD-10 and CPT coding manuals. It includes basic insurance concepts, terminology and practices used by health insurance carriers. Course offered On Campus. Prerequisite: None.

**OE113 Medical Coding and Billing II****3 CR**

This course continues the study of billing and coding. It introduces the student to an actual office setting in using the ICD-10 and CPT coding on the HCFA 1500 forms. Many hands-on classroom activities will assist the student in applying the knowledge. Course offered On Campus. Prerequisite: OE112.

**OE114 Pharmacy Technician****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. Course offered On Campus. Co-requisites: SI112, MA101, and EN111.

**OE121 Office Procedures****3 CR**

This course deals with general office duties, including efficient procedures for handling mail, telephone, office supplies and equipment, and records management. Time management and human relation aspects are emphasized. Course offered On Campus. Prerequisite: CS121.

**OE203 Integrated Office****4 CR**

This capstone class is designed as a culminating activity at the end of the Associate of Applied Science Office Administration program. Students will prepare documents and complete tasks similar to those required in a technologically advanced office. To be taken last semester of studies. Course offered On Campus. Prerequisite: This is a capstone course, permission of instructor.

***PE - PHYSICAL EDUCATION***

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**PE104 Weight Training and Conditioning****2 CR**

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

**PE105 Functional Fitness (Beginning Exercise)****2 CR**

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

**PE108 Outdoor Hiking****2 CR**

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

***PS - PHYSICAL SCIENCE***

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**PS112 Concepts of Physics (Lab required)****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. Course offered On Campus. Prerequisite: MA102 with a C or better.

***PY - PSYCHOLOGY***

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**PY101 Introduction to Psychology****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.

Course offered On Campus and Online. Co-requisite: EN111.

**PY205 Abnormal Psychology****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. Course offered On Campus and Online.

Prerequisite: PY101, Co-requisite: EN112.

**PY208 Counseling Theories and Techniques****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. Course offered On Campus and Online.

Prerequisite: PY101, Co-requisite: EN112.

**PY214 Developmental Psychology****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. Course offered On Campus and Online.

Prerequisites: PY101, Co-requisite: EN112.

***SI - SCIENCE***

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**SI105 Introduction to Forest Ecology and Natural Resource Management****3 CR**

In this course, students will explore historic and modern forest management practices, forest ecology, disturbance factors, soils, common forest types, seral stages and methods to prevent environmental damage. This course will also teach students how to better use natural and renewable resources the earth and sun provide. Students will learn systems, through investigative activities and field trips, of how to insure these resources remain available into the future. Course offered on demand.

Prerequisites: None.

**SI112 Medical Terminology****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.

Course offered On Campus and Online. Prerequisite: None.

## **SO - SOCIOLOGY**

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### **SO103 Community Support Systems**

**3 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. Course offered Online.

Co-requisite: EN111.

### **SO106 Introduction to Sociology**

**4 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. Course offered On Campus and Online. Co-requisite: EN111.

### **SO203 Interpersonal/Intercultural Relations for Managers**

**3 CR**

The focus of this course is developing effective communication strategies in diverse social and cultural systems within the modern workplace. This course will address several key workplace issues, such as how to create and manage a business enterprise in which both the quality of customer service and employee morale/performance are at a level of peak performance. Other issues this course will address are: winning and maintaining both customer and employee allegiance, teamwork, and how to motivate a culturally and socially diverse employee base. Course offered Online.

Prerequisite: EN111.

### **SO204 Social Problems**

**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. Course offered On Campus and Online.

Prerequisites: SO106, EN111.

### **SO206 Sociology of Death and Dying**

**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. Course offered On Campus. Prerequisites: SO106, EN111.

### **SO209 Family Systems**

**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. Course offered On Campus and Online.

Prerequisite: SO106, EN111.

### **SO212 Sociology of Women**

**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. Course offered On Campus.

Prerequisites: SO106, EN111.

### **SO213 Communication/Conflict Resolution**

**3 CR**

This course will provide a cultural perspective, with an emphasis on American Indian approaches, on the nature of conflict and the various methods, 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 be discussed. Course offered Online. Prerequisites: EN111.

**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***

- Teeple, Dwight ..... Chairperson  
 Member, Bay Mills Indian Community
- Parish, Gerald ..... Vice Chairperson  
 Member, Bay Mills Indian Community
- Carrick Sr., Levi ..... Treasurer  
 Member, Bay Mills Indian Community
- Lufkins, John Paul ..... Secretary  
 Member, Bay Mills Indian Community
- LeBlanc, Anthony ..... Member  
 Member, Bay Mills Indian Community
- Boulley, Angeline ..... Member  
 Member, Sault Tribe of Chippewa Indians
- Bailey, Derek J. .... Member  
 Member, Grand Traverse Band of Ottawa and Chippewa Indians
- Lufkins, L. John ..... Member  
 Member, Bay Mills Indian Community
- Harrington, Ken ..... Member  
 Member, Little Traverse Bay Band of Odawa Indians
- Student Body President/Elected Annually ..... Ex-Officio Member

## *Full Time Faculty/Department Chair*

- Adair, Kathy ..... Social Science Chair  
M.S.W., Grand Valley State University  
B.S. and A.A., Lake Superior State University
- Bedell, Duane..... Computer Information Systems/Technology Chair & Faculty  
B.S., Baker College  
A.A.S., Bay Mills Community College  
Haskell Indian Nations University  
University of Michigan  
Member, Bay Mills Indian Community
- Berkompas, Nancy.....Criminal Justice & Communication Chair  
Ph.D. (ABD), Western Michigan University  
M.A., Eastern Michigan University  
B.S., Bob Jones University
- Cantarero, Maria N. ....Communication Faculty  
M.A., Northern Iowa University  
B.A., University of Iowa
- Cryderman, Diana.....General Studies-Science Chair & Faculty  
Ph.D., University of Michigan  
B.A., Lake Superior State University  
Member, Sault Ste. Marie Tribe of Chippewa Indians
- Elder, Richard W.....Social Studies Faculty  
M.A. and B.S., Central Michigan University  
A.S., Mott Community College
- Hutcheson, Jana.....Communication Faculty  
M.A., Northern Michigan University  
M.B.A., University of Phoenix  
B.A., Manchester College  
A.A., Bay Mills Community College
- Krentz, John..... Health & Fitness Chair & Faculty  
M.S., University of Madison  
B.A., Ripon College
- Melis, Ildikó.....Communication Faculty  
Ph. D., University of Arizona  
M.A., University of Arizona  
M.A., Eotvos Lor' and University
- Miller, Christine M. ....General Studies-Arts Chair & Faculty  
M.S., East Texas State University  
B.S., Ferris State University

- Miller, Janet M..... Mathematics Chair & Faculty  
M.A., Asbury Theological Seminary  
B.S., Florida Southern College  
Saginaw Valley State University  
University of Houston
- Stark, Brent ..... Construction Technology Chair & Faculty  
B.S., Lake Superior State University  
A.S., Muskegon Community College  
Ferris State University
- Tassier, Kathy ..... Education Chair  
M.A. and B.S., Lake Superior State University  
Member, Bay Mills Indian Community
- Thomas, Vicki..... Early Childhood Education Chair  
M.Ed., Concordia University  
B.S., Michigan State University
- Waybrant, Brody ..... Communication Faculty  
M.A., Central Michigan University  
B.A., Lake Superior State University
- Wellman-Teeple, Michele..... Nishnabemwin Pane Immersion Faculty  
B.S., Lake Superior State University  
Diploma, Nishnaabemwin Pane Immersion Program, Bay Mills Community College  
Diploma, Nishnaabemwin Language Instructors Institute, Bay Mills Community College  
University of Arizona  
Member, Little River Band of Ottawa Indians
- White, John. .... Business and Office Administration Chair & Faculty  
M.B.A. and B.A., Lake Superior State University
- Willis, Michael ..... Native American Studies/Pane Chair & Faculty  
A.A.S., Bay Mills Community College  
Diploma, Nishnaabemwin Language Instructors Institute, Bay Mills Community College  
Lake Superior State University  
Northern Michigan University  
Member, Bay Mills Indian Community



Forrester, Erin .....Receptionist/Purchasing Assistant  
 Bay Mills Community College  
 Member, Bay Mills Indian Community

Halvorsen, Joe .....Accountant  
 B.S., Ferris State University

Heyrman, Wendy ..... Assistant to Vice President of Academic Affairs  
 A.A., Bay Mills Community College & Academic Advisor  
 Central Michigan University  
 Member, Bay Mills Indian Community

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

Kelly, Tina..... Administrative Assistant for President’s Office  
 A.A.S. and Certificate, Bay Mills Community College

LaMothe, Laura ..... Assistant Registrar/Online Coordinator  
 B.S., Central Michigan University  
 A.A. and A.A.S., Bay Mills Community College  
 Member, Bay Mills Indian Community

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

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

Lehre, Elaine M. ....Director of Admissions  
 Certificate, Bay Mills Community College  
 Member, Bay Mills Indian Community

Lindsay, John M. ....Webmaster & System Administrator  
 A.A.S. and Certificate, Bay Mills Community College  
 Kaplan University  
 Member, Sault Ste. Marie Tribe of Chippewa Indians

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

Mills, Kendra .....Online Technical Assistant  
 B.S. and A.A.S., Ferris State University & Academic Advisor  
 Graduate Certificate, Michigan State University  
 Central Michigan University

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



Norman, Megan .....Director of TRiO SSS  
 B.S., Lake Superior State University  
 Grand Valley State University

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

Postma, Laura A.....Vice President for Business and Finance  
 M.S., Central Michigan University  
 B.S., Lake Superior State University  
 Certified Public Accountant  
 Certified Government Financial Manager

Reffruschinni, Jeani..... Director of Data & Reporting  
 B.B.A., Davenport University  
 A.A. and A.A.S., Bay Mills Community College  
 Lake Superior State University  
 Northern Michigan University  
 Member, Sault Ste. Marie Tribe of Chippewa Indians

Schofield Jr., Richard..... Maintenance  
 Member, Bay Mills Indian Community

Schofield, Sherri A. ....Registrar/Institutional Information Systems Manager  
 B.S., Central Michigan University  
 A.A. and A.A.S., Bay Mills Community College  
 Member, Bay Mills Indian Community

Sliger, Diane ..... TRiO SSS Advisor  
 B.S., Lake Superior State University  
 Member, Cherokee Nation

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

Teeple, Patty ..... Assistant Library Director  
 Bay Mills Community College  
 Member, Sault Ste. Marie Tribe of Chippewa Indians

Teeple, Wade..... Off-Campus and Non-Credit Program Coordinator/Cashier  
 Bay Mills Community College  
 U.S. Indian Police Academy  
 Member, Bay Mills Indian Community

Wellman, Sarah..... Online & Distance Learning Coordinator  
 B.A., Michigan State University & Academic Advisor  
 Graduate Certificate, Michigan State University  
 Central Michigan University  
 Member, Bay Mills Indian Community

Wilson, Debra J. ....Dean of Student Services  
 B.S., Central Michigan University  
 A.A. and A.A.S., Bay Mills Community College  
 Member, Bay Mills Indian Community

Yanni, Stephen R. ....Director of Extension & Research  
 Ph.D., Michigan State University  
 M.S., Western Illinois State  
 B.S., Lake Superior State University

***BMCC Charter Schools***

Berkompas, Nancy ..... Governance Specialist  
 Ph.D. (ABD), Western Michigan University  
 M.A., Eastern Michigan University  
 B.S., Bob Jones University

Bertram, Albert.....Finance Specialist  
 M.B.A., University of Michigan  
 B.S., Lake Superior State University  
 A.A., Bay Mills Community College  
 Certificate, Michigan State University  
 Member, Bay Mills Indian Community

Good, Kathy .....Office Manager  
 M.S., Capella University  
 B.A., Lake Superior State University

Reid-Goldberg, Samantha.....Information Management Specialist  
 M.L.I.S., Wayne State University  
 B.A., Lake Superior State University  
 Graduate Certificate, Wayne State University

Tadgerson, Pat..... Information Systems Administrator  
 M.S., Central Michigan University  
 B.S. and A.A.S., Lake Superior State University  
 Member, Bay Mills Indian Community

Tassier, Kathy..... Curriculum Specialist  
 M.A. and B.S., Lake Superior State University  
 Member, Bay Mills Indian Community

Victor, Pat.....Director of Field Operations  
 M.Ed., Oakland University  
 B.S., Central Michigan University

Wanic, Mariah..... Special Assistant to the President in Charge of Charter Schools  
 M.A. and B.S., Central Michigan University  
 A.A.S., Bay Mills Community College  
 Lake Superior State University  
 Member, Bay Mills Indian Community

## *Great Lakes Composite Institute*

Griffin, Chris ..... Technical Director  
Ph.D., Oakland University  
M.S., Wayne State University  
B.S., University of Michigan

Spencer, Tim..... Product Applications Supervisor  
Northern Michigan University

