

Main Campus

12214 W. Lakeshore Drive
Brimley, MI 49715

1-800-844-BMCC
906-248-3354
906-248-3351 fax

www.BMCC.EDU

Business Hours

Monday-Friday
8:00 a.m. – 4:30 p.m.

Admissions Office

906-248-8422 On-Campus
906-248-8417 Online

Registrar's Office

906-248-8424

Financial Aid Office

906-248-8437 & 906-248-8433

Library

906-248-8418

Student Services

906-248-8442

***TRIO Student
Support Services***

906-248-8476





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

Michael C. Parish
President



PRESIDENTS WELCOME

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.

Notice of Nondiscrimination

Bay Mills Community College and its Board of Regents is committed to providing a non-discriminatory and harassment-free educational and working environment for all members of the Bay Mills Community College, including students, faculty, administrators, staff, and visitors. It is the policy of the College that no person shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, including harassment, in employment and admissions, in education, or in any program or activity for which the College is responsible, on the basis of race, color, national origin, ancestry, sex, gender, gender identification, sexual orientation, disability, age, religion, medical condition, veteran status, marital status or any other characteristic protected by institutional policy or tribal or federal law.

**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

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, Waishkey Bay Farm site, 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 and is a member of the American Indian Higher Education Consortium.

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 (HLC). HLC is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. 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 or view their website at www.hlcommission.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 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 BMCC 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.

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 Specialist 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.

ENROLLMENT INFORMATION

Admissions

Bay Mills Community College has an open admissions policy for students of any race, creed, color, and national or ethnic origin. High school transcripts or GED scores are required of all applicants seeking admission as regular students in degree and certificate programs. Students without a high school diploma can be 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:

- Visit our website www.bmcc.edu and complete the **Online Admissions Application**.
- 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.
- All newly admitted students must schedule and complete the BMCC placement 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 800-844-2622, ext. 8418. Students do not need to take the placement exam if their program of study is Anishinaabemwin 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 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.

Placement 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 courses were taken three (3) or more years ago, you may be required to take the English placement test. If the English course you took three (3) or more years ago was at college level, you may need to re-take the course before moving on to a next level, or consult the department chair about taking a departmental exam to update your credit.

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 placement exam to determine eligibility for prospective mathematics course enrollment.

COMPUTER

If your computer courses 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 placement exam.

ANISHINAABEMWIN PANE PROGRAM

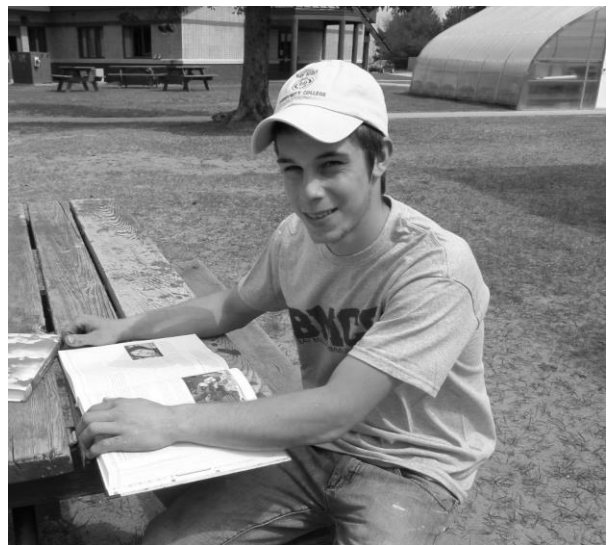
Students do not need to take the placement exam if their program of study is Anishinaabemwin Pane.

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.

Dual Enrollment Program

Bay Mills Community College participates in the State of Michigan's Postsecondary Enrollment Option Act (PSEOA) by offering dual enrollment to qualified pupils that are eligible to enroll in postsecondary institutions. This program provides an opportunity for high school students to earn college credit while still attending High school. Students who would like to pursue dual enrollment must check with their high school principal or guidance counselor for eligibility guidelines and dual enrollment information. Dual enrollment is not intended to replace any high school offerings and the high school superintendent or principal must sign off on the application and agree to pay the expenses for taking the course. BMCC may accept students after they have completed their first semester as high school freshman and have maintained a cumulative GPA of at least 3.0.



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 equivalency credential or diploma. CCSS also provides GED test preparation on-campus. The GED test is a four subject high school equivalency test that measures skills required by high schools and requested by colleges and employers. The four subjects are Science, Social Studies, Mathematical Reasoning, and Reasoning Through Language Arts.

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.

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 can be mailed directly from the issuing institution to BMCC, or sent as an etranscript through Parchment.com.
- 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 five 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.

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 Admissions/Registrar's office in writing by the tenth calendar day following the start of classes each semester.

ACADEMIC INFORMATION

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 which may include accelerated courses, summer courses 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 problems students may encounter in achieving their educational goals, including referrals for tutoring or assistive technology.

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 2.7.

Academic Enrichment

BMCC has an open admission policy; however, we do require all new students to take a placement test. This test determines the student's current proficiency 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 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. Departmental examinations must be completed during the first two weeks of a semester.

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 Substitution

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:

<u>Grade Significance</u>		<u>Grade Points</u>
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.

All courses, except English and mathematics courses, completed with an A, A-, B+, B, or B- grade may NOT be repeated. English and mathematics courses may be repeated if competency testing indicates need and the respective Department Chairperson has provided written approval.

All courses completed with a C grade may be repeated with written permission from the respective Department Chairperson or the Vice President of Academic Affairs. A course cannot be repeated after receiving credit in a course for which the repeat course is a prerequisite.

Attendance Policy

Attendance and participation are 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 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 through our partnership with Parchment.com. Electronic as well as paper mailed transcripts are available with a valid written request from the student. Information is available on our website, www.bmcc.edu. 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

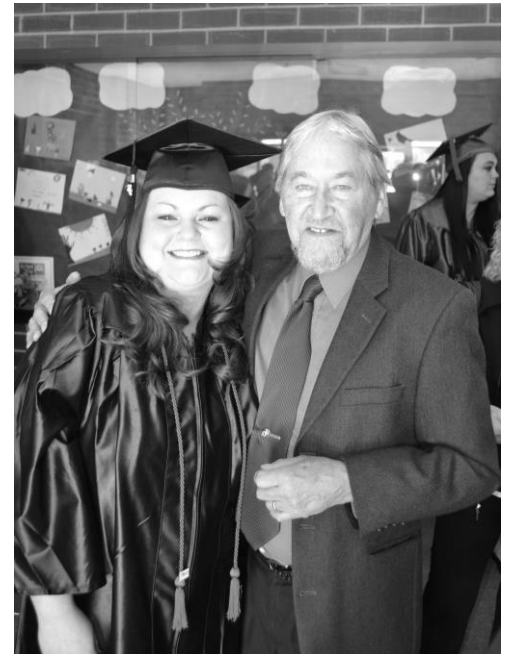
Each semester the names of students who have completed 12 credit hours in total and earned a grade point average of 3.5 or higher are published by the college, subject to permission of the student. Those students are recognized as Honors List Students.

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 cumulative grade point average to receive their certificate. 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 *BMCC Student Handbook* for the proper procedure.

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 the parent under FERPA transfer to the 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 purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents of the student, if he or she is under the age 21 and 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.

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.

BOOKSTORE

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 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 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. We recommend that you order your books approximately two weeks prior to the start of classes to allow verification and ensure timely delivery of your textbooks.

STUDENT BILLING

Tuition and Fees

Tuition (Full and Part-Time)

Tuition per credit hour **\$95.00**

Student Fees (Full and Part-Time)

Registration fee **\$30.00**

Technology fee **\$20.00**

Fees per credit hour **\$10.00**

Other Fees

Departmental examination fee (per exam) **\$50.00**

Transcript fee **\$10.00**

Return check fee (for non-sufficient funds) **\$20.00**

Some programs and/or classes have additional or special fees to support the courses.
Tuition and fees are subject to change.

Tuition Refund Policy

Students will receive a full refund of tuition and fees if a class is officially dropped within the following time frame:

- 16-week class, regular semester class - first ten scheduled class days
- 8-week class - first five scheduled class days
- 6-week class - first four scheduled class days
- 4-week class - first two scheduled class days
- 2-week class or less - one scheduled class day

Exceptions may be made when warranted by unusual circumstances.

Billing Statement and Due Dates

Your billing statement will be available electronically by accessing your account online at www.bmcc.edu. All student bills are expected to be paid in full within five business days from the beginning of the semester. If you have completed your financial aid paperwork by the financial aid deadline of June 30, financial aid will be applied to your account and you will need to pay any difference that financial aid does not cover. If you miss the financial aid deadline, you may still apply for financial aid during the semester you are enrolled. However, you will need to pay the full cost of your bill by the due date and you will be reimbursed later, if eligible for financial aid.

For on-campus students, we do offer a payment plan to help you pay tuition and fees for the current semester. Your outstanding balance will be divided into three consecutive monthly installments with the first payment due within five business days from the beginning of the semester. Please note that a business hold will be placed on your account until your semester balance is paid in full. Contact the Student Accounts Manager **before** the first payment due date to setup a payment plan.

If you fail to pay in full or setup a payment plan (available to on-campus students only) within five business days from the beginning of the semester, your account is delinquent and will be referred to a court or outside collection agency. Online students who have not paid in full by the payment due date will lose their password access immediately and be dropped from classes after ten business days. On-campus students who have not paid in full or setup a payment plan by the payment due date will have the password access to their classes suspended until payment arrangements are made.

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 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.

Refund Checks

If a student pays for a course and it is dropped or cancelled, for a full refund of tuition and fees, the student must contact the Accounting Office to receive a refund. Students who pay with cash, check, or money order are issued a BMCC refund check that is mailed to the student's address on file. Students who pay online using their credit card will receive a refund to the credit card that was used to make the payment. The student must have the credit card number and expiration date when contacting the Accounting Office because BMCC's system does not store credit card information.

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

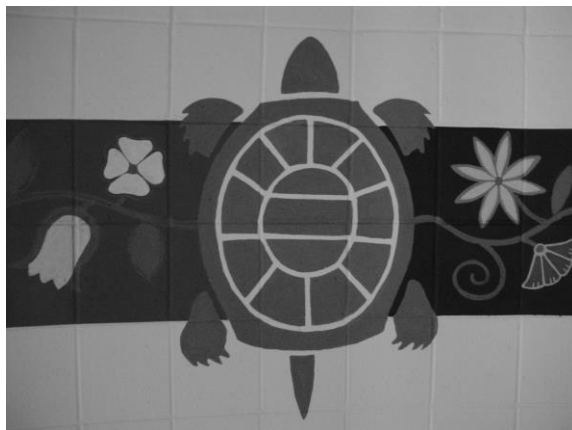
Accounts that are 30 days past due will be referred to a court or outside agency for collection. If you have arranged a payment plan with the Student Accounts Manager, your account is not delinquent unless you fail to make your prearranged payments. If you miss one payment with no communication to the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

ONLINE COURSES

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.



FINANCIAL AID

Financial Aid

Bay Mills Community College offers a variety of federal, state, and local scholarships, grants and work study opportunities. Many students are eligible for financial aid and should apply to find out what financial aid may be available. Most financial aid is based on need and is intended to assist students whose families cannot pay all, or perhaps any, of the college costs. The difference between what it costs to attend BMCC and what a student and his/her parents can reasonably contribute is considered the student's unmet need.

Types of Financial Assistance

BMCC offers three types of financial aid:

- Scholarships: Non-repayable money, usually based on academic performance and/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.

Apply for FAFSA

To apply for federal and state financial aid, you will need to complete the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/>. The school code for Bay Mills Community College is 030666.

You should start by applying for an FSA ID (user name and password) through the U.S. Department of Education. Then you'll need to gather the documents needed to complete your FAFSA. Typically, these documents include your social security number, alien registration number (if you are not a U.S. citizen), your most recent federal income tax returns, W-2's, and other records of money earned, bank statements and records of investments (if applicable), and records of untaxed income (if applicable). If you are a dependent student, then you will also need most of the above information for your parents.

Once you've gathered the documents, you can complete the FAFSA. You may also contact our Financial Aid Office about any questions you may have.

When to Apply – Financial Aid Deadline

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 from the beginning of the semester. 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

Financial Aid Disbursement Dates/Refund Checks

If you qualify for financial aid, we will apply the financial aid to your college bill first and if your financial aid is greater than your bill, you are eligible for a refund. Financial aid refunds from the Pell grant are disbursed in three payments over the course of the semester. If you receive other types of financial aid, it will be disbursed on the closest refund date. Please refer to the Financial Aid Disbursement Date schedule at www.bmcc.edu.

Pell Grant Attendance Requirement

BMCC is required to check attendance regularly as part of the Pell grant requirements. If you don't attend your classes, your Pell grant will be adjusted and you will receive a smaller financial aid refund check or you may have to pay back a portion of your Pell grant.

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 6 semesters (three years) at BMCC, you would be limited to 6 semesters (three 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 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 or Federal Supplemental Opportunity 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 on SAP warning are eligible for financial aid; however, those students on SAP warning who fail 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.

Board of Regents Tuition Award

This award **WAIVES TUITION** costs for all students admitted to BMCC who complete the required application and meet the following rules:

1. Must be a **TRIBAL 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 one hundred (100) credits, which is enough to secure any Associate Degree at BMCC. At a minimum, fifty (50) credits of the total of 100 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 one hundred (100) 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** courses are not subject to the 50% on campus rule as stated above in part 3. Please contact the Department of Academics for a list of the current **EC COURSES** qualified for **WAIVED TUITION** costs.

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.

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.



STUDENT SERVICES

Bay Mills Community College provides a number of student services designed to assist students to succeed in a college environment. The student services staff is available to assist students in achieving their academic and career goals, and personal/cultural development.

Student Success Center

The Student Success Center (SSC) is a one-stop-center that offers one-on-one assistance to help students plan for and achieve their academic and career goals. The SSC's goal is to provide students with the knowledge, skills, and self-awareness that is necessary to achieve success in college and in life. The center offers a number of programs, resources, and services to all students. These include but are not limited to:

- Professional and peer tutoring
- Academic success planning
- Career planning
- Early Alert Referral System (EARS)
- Proctoring for tests
- Success seminars
- Student activities and clubs
- Laptop and computer lending program

All students are welcome and encouraged to stop by and explore the opportunities that are available to them while a student at BMCC.



Cultural Services

BMCC promotes the preservation of the culture, traditions, lifeways, language, history, and customs of Native Americans with emphasis on the Anishinaabe people of the Great Lakes. Along with a wide variety of courses in Native American studies and language, the BMCC Cultural Services Director offers assistance to students and community members who would like more information about Native culture for their coursework and/or for personal interest.

Disability Services

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 Disability Services Office to receive assistance and accommodations. In addition, BMCC contracts with Michigan Rehabilitation Services to provide a broader range of services. The BMCC campus is barrier free with accessible entrances and exits, and handicap accessible parking is available and clearly identified.

TRIO Student Support Services (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
- FAFSA assistance
- Disability services and referrals
- Professional and peer tutoring
- Peer mentoring
- Transfer & university application assistance
- University tours & cultural experiences
- Financial aid literacy
- Grant aid per semester
- Scholarship resources
- Workshops & talking circles
- Career and learning style assessment
- Career development & job shadowing
- Leadership opportunities & activities
- TRIO lab with study aids, computers, printers, and supplies



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 a 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 or devices designed to simulate tobacco usage, 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 *BMCC Student Handbook* for a detailed description of the appeals procedure).

Parking

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

Student Eligibility for Office and Activities

A student must be a “student in good standing” to participate in BMCC activities. These activities include seeking a seat on the Student Council and traveling as part of a BMCC sponsored event, such as, the annual AIHEC Student Conference, transfer trips to other colleges and universities, and club activities. Good standing is defined as making satisfactory progress toward a degree, at least 70% attendance in all registered classes, no outstanding financial obligations to the College, no misconduct issues as defined in the *Student Handbook*, and if seeking election to the Student Council you must carry at least an eight (8) college credit load.



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.

COMMUNITY SERVICES

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.

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 Anishinaabek 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 (Anishinaabek)
- 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.

Prerequisites

Courses with prerequisites build on the foundational skills acquired in the prerequisite course. Therefore, students are recommended to take these courses right or soon after earning their credit in the prerequisite course. Transferred prerequisite credits expire after three years. Students with prerequisite credits older than three years may be required to demonstrate skills on a departmental test. For example, EN112 builds on the foundational college writing skills acquired in EN111. Therefore, students are recommended to take EN112 right or soon after earning their credit in EN111. Transferred credits for EN111 expire after three years; all EN111 credits older than three years may be accepted on condition of taking a departmental test.

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. 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 & Associate of Science Degrees

<u>Courses</u>	<u>Credits</u>
***** 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
HS105 American History I	4
HS106 American History II	4
HS109 History of World Civilization I	3
HS110 History of World Civilization II	3
HS202 Michigan History	3
HU116 Art Appreciation	3
HU122 Native American Art Appreciation	3
JR110 Introduction to Mass Media	4
NA110 Native Americans: Sharing Our Culture and Traditions	3
NA113 Native American Awareness	1
NA117 Introduction to Native American Beading	2
NA122 Native American Art Appreciation	3
NA123 Native American Contributions to Society	3
NA125 History & Organization of Michigan Indian Tribes	4
NA131 Anishinaabek Legends & Oral Traditions	3
NA132 People and the Land Seasonal Life Ways	3
NA136 Anishinaabek Clothing, Adornment & Handcrafts	3
NA154 Traditional Drumming and Singing I	3
NA155 Traditional Drumming and Singing II	3
NA205 Tribal Law	3
NA213 Contemporary Native American Issues	3
NA219 Tribal Government and Economic Issues	3
NA225 Contemporary Native American Literature	3
NL101 Introduction to Anishinaabe Language I	1
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
BI110 General Biology	4
CH104 Introduction to Chemistry	4
CH110 Introduction to Organic & Biochemistry	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
EC101 Intro. to Early Childhood Education	4
EC212 Child Development	4
EC217 Emergent Literacy	3
EC218 Developing Family Partnerships	4
ED201 Intro.to Education & Student Diversity	4
ES105 Sociology of Sports	4
GE105 Intro. to World Geography	4
HS105 American History I	4
HS106 American History II	4
HS109 History of World Civilization I	3
HS110 History of World Civilization II	3
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 and 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
Construction Technology
Office Administration

Associate of Arts Programs

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

Associate of Science Program

General Science

Certificate Programs

Health Science
Medical Office
Natural Science

Certificate of Completion

Corrections
Construction Technology
Early Childhood Education
Emergency Medical Technician – Basic
Emergency Medical Technician – Specialist/Advanced
General Studies – Michigan Transfer Agreement
Medical Coding & Billing
Paramedics

Diploma (D)

Anishinaabemwin Pane Immersion Program

ASSOCIATE OF APPLIED SCIENCE COMPUTER INFORMATION SYSTEMS

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

YEAR ONE

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

YEAR TWO

FALL SEMESTER			SPRING SEMESTER					
			<u>Credits</u>				<u>Credits</u>	
CS204	Web Page Design	3	CS221	Computer Programming	4			
CS225	Microsoft Desktop Operating	3	CS222	Windows Server Administration	4			
	Systems		CS233	Advanced Routing	4			
CS231	Linux Administration	4	CS271	Cooperative Education	<u>5</u>			
CS232	Introduction to Routing	4						
MA116	College Algebra	<u>4</u>						
TOTAL			18	TOTAL			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

FALL SEMESTER			SPRING SEMESTER		
			<u>Credits</u>		
CS***	Computer Science Elective CS112 Intro. to Computers CS121 Princ. of Microsoft Office	4	CT113	Construction III: Interior Wall Finish	5
CT111	Construction I: Intro. to Construction	5	CT114	Construction IV: Finish Carpentry	5
CT112	Construction II: Framing and Exterior Finish	5	CT122	Principles of Blueprinting	3
ES101	Fitness & Wellness	2	MA101	Beginning Algebra I	<u>4</u>
NA113	Native American Awareness	<u>1</u>			
TOTAL		17	TOTAL		17

YEAR TWO

FALL SEMESTER			SPRING SEMESTER		
			<u>Credits</u>		
CT202	Material Estimating	3	CT208	Construction VI: Concrete & Foundation	4
CT207	Construction V: Site Construction	4	CT232	Residential Utilities	3
CT233	Principles of Workforce Leadership	5	CT234	Legal Aspects of Construction	1
EN111	College Composition	<u>4</u>	*****	Communication Elective: BU193, EN107, or NL105	3-4
			*****	Undesignated Elective	<u>3-4</u>
TOTAL		16	TOTAL		14-16

Required credits for this curriculum = 64-66

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

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
AC131	Accounting I	4	CS128	Word Processing		4	
CS121	Principles of Microsoft Office	4	EN112	Content Area: Comp. & Research		4	
EN111	College Composition	4	MA114	Intermediate Algebra		4	
NA113	Native American Awareness	1	*****	Approved Elective		<u>4</u>	
OE121	Office Procedures	<u>3</u>					
TOTAL		16	TOTAL			16	

YEAR TWO

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
BU113	Introduction to Business	3	BU193	Business Communication & Writing Skills		3	
CS216	Spreadsheet Design & Management	4	BU206	Principles of Management		3	
ES101	Fitness & Wellness	2	CIS204	Computer Security		3	
*****	Approved Electives	<u>6-8</u>	OE203	Integrated Office		3	
			*****	Approved Elective		<u>3-4</u>	
TOTAL		15-17	TOTAL			15-16	

Required credits for this curriculum = 62-65

Approved Electives: AC104 Payroll Accounting
 AC105 Quickbooks for Small Business
 AC132 Accounting II
 BU204 Business Law
 CS204 Web Page Design
 CS215 Desktop Publishing
 OE101 Introduction to Medical Office
 OE123 Medical Coding & Billing I
 OE114 Pharmacy Technician
 SI112 Medical Terminology

ASSOCIATE OF ARTS
BUSINESS ADMINISTRATION
Degree offered Online & 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

FALL SEMESTER			SPRING SEMESTER				
			<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	4	EN112	Content Area	4		
	CS112 Intro. to Computers			Composition and Research			
	CS121 Princ. of Microsoft Office		*****	Humanities Elective	3		
EN111	College Composition	4	*****	Science Elective w/Lab	<u>4</u>		
ES101	Fitness & Wellness	2					
NA113	Native American Awareness	<u>1</u>					
TOTAL			18	TOTAL			18

YEAR TWO

FALL SEMESTER			SPRING SEMESTER				
			<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	Business Communication & Writing Skills	3		
*****	Communication Elective	3-4	MA***	Designated Math Elective	4		
	EN107 Public Speaking			MA114 Intermediate Algebra			
	NL105 Ojibwe Language I			MA116 College Algebra			
*****	Designated Elective	<u>4</u>	*****	Science Elective w/Lab	<u>4</u>		
	PY101 Intro. to Psychology						
	SO106 Intro. to Sociology						
TOTAL			17-18	TOTAL			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

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
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>					
TOTAL			17	TOTAL			17

YEAR TWO

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
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 Intermediate Algebra			
*****	Science Elective w/Lab	<u>4</u>	*****	MA116 College Algebra			
				Science Elective w/Lab	<u>4</u>		
TOTAL			17	TOTAL			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
 Instruction delivered Online

This is a two year program delivered online that leads to an associate degree in early childhood education. It is for students who are interested in working with young children age birth to 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. Students will also acquire knowledge in parent engagement and the necessary skills required to administer an early childhood program. Preparing teachers and administrators of 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 early childhood programs.

YEAR ONE

FALL SEMESTER			SPRING SEMESTER		
		<u>Credits</u>			<u>Credits</u>
CS***	Computer Science Elective	4	EC117	Health, Safety, & Nutrition for Early Childhood	3
	CS112 Intro. to Computers		EN112	Content Area	4
	CS121 Princ. of Microsoft Office			Composition and Research	
EN111	College Composition	4	NA125	History & Organization of Michigan Indian Tribes	4
ES101	Fitness & Wellness	2	*****	Approved Elective	<u>3-4</u>
NA113	Native American Awareness	1			
*****	Approved Elective	<u>3-4</u>			
TOTAL		14-15	TOTAL		14-15

YEAR TWO

FALL SEMESTER			SPRING SEMESTER		
		<u>Credits</u>			<u>Credits</u>
EC212	Child Development	4	EC200	Social & Emotional Needs of Children	3
EC217	Emergent Literacy	3	EC216	Curriculum Development	3
EC218	Developing Family Partnerships	4	EC219	Inclusion of Special Needs Preschoolers in EC Programs	3
SO213	Communication/Conflict Resolution	3	MA***	Math Elective	4
*****	Communication Elective	<u>3-4</u>	*****	MA114 Intermediate Algebra	
	EN107 Public Speaking			MA116 College Algebra	
	NL105 Ojibwe Language I			Science Elective w/Lab	<u>4</u>
TOTAL		17-18	TOTAL		17

Required credits for this curriculum = 62-65

Approved Electives: EC101 Introduction to Early Childhood Education
 EC107 Competencies & Best Practices in Children & Family Programs I (CDA I)
 EC108 Competencies & Best Practices in Children & Family Programs II (CDA II)
 EC221 Infant-Toddler Development
 BU206 Principles of Management

Students seeking the Michigan Transfer Agreement Seal for transferability should select MA116 for the math elective, and complete a second science course with lab.

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

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
CS***	Computer Science Elective	4	EN112	Content Area:		4	
	CS112 Intro. to Computers			Composition and Research			
	CS121 Princ. of Microsoft Office			HS212 American Government		4	
ED201	Introduction to Education and Student Diversity	4	MA114	Intermediate Algebra		4	
EN111	College Composition	4	NA125	History & Organization of Michigan Indian Tribes		<u>4</u>	
GE105	Intro. to World Geography	4					
NA113	Native American Awareness	<u>1</u>					
TOTAL			17	TOTAL			16

YEAR TWO

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
ED220	Integrating Technology in the Classroom	3	EN107	Public Speaking		3	
			EN225	Contemporary Native American Literature		3	
EN256	Advanced Comp. & Research	4	ES101	Fitness & Wellness		2	
MA***	Designated Math Elective	4	*****	Science Elective		4	
	MA116 College Algebra			BI101 Intro. to Biology			
	MA206 Statistical Methods			CH104 Intro. to Chemistry			
*****	Science Elective	<u>4</u>		PS112 Concepts of Physics			
	BI101 Intro. to Biology		HS***	History Elective		<u>3-4</u>	
	CH104 Intro. to Chemistry			HS202 Michigan History			
	PS112 Concepts of Physics			HS105 American History I			
TOTAL			15	TOTAL			15-16

Required credits for this curriculum = 63-64

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

FALL SEMESTER			SPRING SEMESTER		
		<u>Credits</u>			<u>Credits</u>
CS***	Computer Science Elective CS112 Intro. to Computers CS121 Princ. of Microsoft Office	4	EN112	Content Area: Composition & Research Science Elective w/Lab	4 4
EN111	College Composition	4	*****	NA/Humanities Elective	3-4
ES101	Fitness & Wellness	2	*****	Concentration Elective	<u>3</u>
NA113	Native American Awareness	1			
*****	Concentration Elective	<u>3-4</u>			
TOTAL		14-15	TOTAL		14-15

YEAR TWO

FALL SEMESTER			SPRING SEMESTER		
		<u>Credits</u>			<u>Credits</u>
MA116	College Algebra	4	NS***	Natural Science Elective	4
*****	Communication Elective EN107 Public Speaking NL105 Ojibwe Language I	3-4	NA125	History & Organization of Michigan Indian Tribes	4
*****	Communication Elective EN219 Techn. & Report Writing EN256 Adv. Comp. & Research BU193 Bus.Comm.&Writing Skill	3-4	*****	Communication Elective	3-4
*****	MTA Required Elective	3	*****	Social Science Elective	4
*****	Concentration Elective	<u>3</u>	*****	Concentration Elective	<u>3</u>
TOTAL		16-18	TOTAL		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

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
CS***	Computer Science Elective	4	EN112	Content Area: Composition and Research		4	
	CS112 Intro. to Computers		NA125	History & Organization of Michigan Indian Tribes		4	
	CS121 Princ. of Microsoft Office		NA131	Anishinaabek Legends & Oral Traditions		3	
EN111	College Composition	4	NA106	Ojibwe Language II		<u>4</u>	
NA113	Native American Awareness	1					
NA132	People and The Land/ Seasonal Life Ways	3					
NL105	Ojibwe Language I	<u>4</u>					
TOTAL			16	TOTAL			15

YEAR TWO

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
ES101	Fitness & Wellness	2	EN225	Contemporary Native American Literature		3	
NA219	Tribal Government & Economic Issues	3	MA***	Designated Math Elective		4	
*****	Designated Elective	4	MA114	Intermediate Algebra			
	PY101 Intro. to Psychology		MA116	College Algebra			
	SO106 Intro. to Sociology		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>	
TOTAL			16-17	TOTAL			17

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

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
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>	
TOTAL			17-18	TOTAL			17

YEAR TWO

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
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	4	HS212	American Government I		4	
	MA114 Intermediate Algebra		*****	Science Elective w/Lab		<u>4</u>	
	MA116 College Algebra						
NA125	History & Organization of Michigan Indian Tribes	<u>4</u>					
TOTAL			19	TOTAL			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

FALL SEMESTER			SPRING SEMESTER		
		<u>Credits</u>			<u>Credits</u>
CS***	Computer Science Elective	4	EN112	Content Area:	4
	CS112 Intro. to Computers			Composition & Research	
	CS121 Princ. of Microsoft Office		MA***	Designated Math Elective	4
EN111	College Composition	4		MA116 College Algebra	
NA113	Native American Awareness	1		MA206 Statistical Methods	
SO106	Introduction to Sociology	4	PY214	Developmental Psychology	3
PY101	Introduction to Psychology	<u>4</u>	SO204	Social Problems	3
			*****	Science Elective w/Lab	<u>4</u>
TOTAL		17	TOTAL		18

YEAR TWO

FALL SEMESTER			SPRING SEMESTER		
		<u>Credits</u>			<u>Credits</u>
NA125	History & Organization of Michigan Indian Tribes	4	ES101	Fitness & Wellness	2
*****	Communication Elective	3-4	PY205	Abnormal Psychology	3
	EN107 Public Speaking		SO209	Family Systems	3
	NL105 Ojibwe Language I		*****	Humanities Electives	3
*****	Science Elective w/Lab	4	*****	Social Science Elective	<u>3-4</u>
*****	Social Science Electives	<u>6</u>			
TOTAL		17-18	TOTAL		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 SCIENCE

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

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
CS***	Computer Science Elective	4		EN112	Content Area	4	
	CS112 Intro. to Computers				Composition & Research		
	CS121 Princ. of Microsoft Office			MA116	College Algebra	4	
EN111	College Composition	4	*****	Science Elective w/Lab		4	
ES101	Fitness & Wellness	2	*****	Science Elective w/Lab		<u>4</u>	
NA113	Native American Awareness	1					
*****	Science Elective w/Lab	<u>4</u>					
TOTAL			15	TOTAL			16

YEAR TWO

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
*****	Communication Elective	3-4	MA***	Math Elective	4		
	EN107 Public Speaking			MA118 Analytic Trigonometry			
	NL105 Ojibwe Language I			MA206 Statistical Methods			
*****	MTA Required Elective	3-4	NA125	History & Organization of	4		
*****	NA/Humanities Elective	3-4		Michigan Indian Tribes			
*****	Science Elective w/Lab	4	*****	Science Elective w/Lab	4		
*****	Undesignated Elective	<u>3-4</u>	SI200	Capstone Seminar	<u>3</u>		
TOTAL			16-20	TOTAL			15

Required credits for this curriculum = 62-66

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

FALL SEMESTER		<u>Credits</u>	SPRING SEMESTER		<u>Credits</u>
CS***	Computer Science Elective	4	B1107	Human Biology	4
	CS112 Intro. to Computers		*****	Designated Elective	4
	CS121 Princ. of Microsoft Office			CH104 Intro. to Chemistry	
EN111	College Composition	4		PS112 Concepts of Physics	
MA***	Math Elective	4	*****	Approved Elective	3-4
	MA102, MA114, or MA116		*****	Approved Elective	<u>3-4</u>
NA113	Native American Awareness	1			
*****	Designated Elective	<u>3-4</u>			
	SI112 Medical Terminology				
	BI101 Introduction to Biology				
TOTAL		16-17	TOTAL		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

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
AC131	Accounting I	4	BI107	Human Biology	4		
CS121	Principles of Microsoft Office	4	BU193	Bus.Comm.& Writing Skills	3		
EN111	College Composition	4	MA***	Math Elective	4		
OE101	Introduction to Medical Office	3		MA114 Intermediate Algebra			
SI112	Medical Terminology	<u>3</u>		MA116 College Algebra			
			NA113	Native American Awareness	1		
			*****	Approved Elective	<u>3-4</u>		
TOTAL			18	TOTAL			15-16

Required credits for this curriculum = 33-34

Approved Electives: OE114 Pharmacy Technician
 OE121 Office Procedures
 OE123 Medical Coding & Billing I, offered spring semester only
 OE124 Medical Coding & Billing II, offered summer semester only

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

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
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>					
TOTAL			17	TOTAL			15-16

Required credits for this curriculum = 32-33

Many of the above courses require pre-or-co-requisites. Please consult the course 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

FALL SEMESTER		<u>Credits</u>	SPRING SEMESTER		<u>Credits</u>
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
CT207	Construction V: Site Construction	<u>4</u>	CT208	Construction VI: Concrete & Foundation	<u>4</u>
TOTAL		17	TOTAL		17

Required credits for this curriculum = 34

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

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

Required credits for this curriculum = 15

Students must maintain a 2.0 GPA in all corrections courses to qualify for the certificate.

CERTIFICATE OF COMPLETION

EARLY CHILDHOOD EDUCATION

This curriculum is designed to prepare students for the CDA competency exam. Courses will focus 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. The program will give students resource materials, and a basic foundation of knowledge. Classroom practicum is also incorporated. Students will observe and record children's behavior and progress in the areas of creative process, motor development, language and cognitive development.

YEAR ONE

FALL SEMESTER		<u>Credits</u>	SPRING SEMESTER		<u>Credits</u>
EC107	Competencies & Best Practices in Children & Family Programs I (CDA I)	4	EC108	Competencies & Best Practices in Children & Family Programs II (CDA II)	4

Required credits for this curriculum = 8

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

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
EN111	College Composition	4	EN112	Content Area		4	
MA***	Math Elective	4		Composition & Research			
	MA116 College Algebra		*****	Humanities Elective		3	
	MA118 Analytic Trigonometry		*****	Science Elective w/Lab		4	
	MA206 Statistical Methods		*****	Social Science Elective		<u>3</u>	
NA113	Native American Awareness	1					
*****	Science Elective w/Lab	4					
*****	Social Science Elective	<u>3</u>					
TOTAL			16	TOTAL			14

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 **MEDICAL CODING & BILLING**

This curriculum is designed to prepare students for work in the field of Medical Coding & Billing, and for competency exams in the field of Medical Coding & Billing. Central areas to be studied will include coding and medical procedures, the meaning of formatting, symbols, abbreviations, and notations, coding guidelines, and the coding of medical diagnoses using the Current Procedural Terminology coding guidelines and the International Classification of Disease coding guidelines.

YEAR ONE

SPRING SEMESTER			SUMMER SEMESTER		
		<u>Credits</u>			<u>Credits</u>
OE123	Medical Coding & Billing I	4	OE124	Medical Coding & Billing II	3

Required credits for this curriculum = 7

CERTIFICATE OF COMPLETION
EMERGENCY MEDICAL TECHNICIAN
BASIC

This course will prepare you for a job in the emergency medical field. The student will be trained in basic life support, patient assessment and management of medical and traumatic emergencies. It will include lecture and practical experience in aspects of emergency treatment and transport of patients to emergency departments. This course is pre-requisite for the EMT Specialist and Paramedic programs. The student must complete 40 hours of emergency department and ambulance clinicals.

Credits

HL125 Emergency Medical Technician – Basic 12

Required credits for this curriculum = 12

CERTIFICATE OF COMPLETION
EMERGENCY MEDICAL TECHNICIAN
SPECIALIST – ADVANCED EMT

This course prepares the Emergency Medical Technician Basic to deliver more advanced care during an emergency. This course includes skills in advanced airway management, intravenous and intraosseous cannulations, and some medication administration. The student must also complete forty (40) hours of emergency department and ambulance clinicals.

Credits

HL126 Emergency Medical Technician – Specialist 12

Required credits for this curriculum = 12

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

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

YEAR TWO

FALL SEMESTER			SPRING SEMESTER		
			<u>Credits</u>		
HL207	Emergency Medical Technician Paramedic Training III	9		HL208	12
				Emergency Medical Technician Paramedic Training IV	
SUMMER SEMESTER					
<u>Credits</u>					
HL209	Emergency Medical Technician Paramedic Training V	5			

Required credits for this curriculum = 45

BAY MILLS COMMUNITY COLLEGE **ANISHINAABEMWIN LANGUAGE STUDIES**

INTRODUCTION

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

THE PROGRAM

In keeping with the spirit of Bay Mills Community College's mission, the goal of the Anishinaabemwin Language programs at BMCC are targeted for individuals who have a special commitment to regain and retain the Anishinaabe language and culture. The teaching and learning process of these programs are developed in a manner that is unique and dynamic, Anishinaabe driven, and attempts to make a difference in the lives of the learners. Historically, the educational experiences of Anishinaabe 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 Anishinaabe 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 Anishinaabemwin through research, teaching and production of materials.
- To introduce Anishinaabemwin 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 Anishinaabemwin language and culture.
- To develop competent Anishinaabemwin speakers who possess a beginning to intermediate level of speaking proficiency.
- To provide students with the skills necessary for teaching Anishinaabemwin.

DIPLOMA

ANISHINAABEMWIN PANE IMMERSION PROGRAM

The four and six year diploma programs are designed to develop the Anishinaabe language learner's ability to understand the content of fluent speakers' speech and to respond to that speech appropriately. The semester course offerings and the immersion weekends provide a total immersion environment in which the language student can attain a high level of listening comprehension and eventually the ability to spontaneously produce speech.

YEAR ONE

Fall Semester

NP141 Basic Immersion I 6
NP161 Intro. to Immersion I 8
 Credits 14

Spring Semester

NP142 Basic Immersion II 6
NP162 Intro. to Immersion II 8
 Credits 14

Summer Semester

NP143 Basic Immersion III 6
NP163 Intro. to Immersion III 8
 Credits 14

YEAR TWO

Fall Semester

NP241 Intermediate Immersion I 6
NP261 Listening Comprehension I 8
 Credits 14

Spring Semester

NP242A Intermediate Immersion II 6
NP262 Listening Comprehension II 8
 Credits 14

Summer Semester

NP243A Intermediate Immersion III 6
NP263 Listening Comprehension III 8
 Credits 14

YEAR THREE

Fall Semester

NP245A Intermediate Immersion IV 6
NP271A Conversational Immersion I 8
 Credits 14

Spring Semester

NP247A Intermediate Immersion V 6
NP272A Conversational Immersion II 8
 Credits 14

Summer Semester

NP249A Intermediate Immersion VI 6
NP273A Conversational Immersion III 8
 Credits 14

YEAR FOUR

Fall Semester

NP251B Advanced Immersion I 6
NP281B Comprehensive Immersion I 8
 Credits 14

Spring Semester

NP252B Advanced Immersion II 6
NP282B Comprehensive Immersion II 8
 Credits 14

Summer Semester

NP253B Advanced Immersion II-B 6
NP283B Comprehensive Immersion II-B 8
 Credits 14

YEAR FIVE

Fall Semester

NP253C Advanced Immersion III 6
NP283C Comprehensive Immersion III 8
 Credits 14

Spring Semester

NP254C Advanced Immersion IV 6
NP284C Comprehensive Immersion IV 8
 Credits 14

Summer Semester

NP255C Advanced Immersion V 6
NP285C Comprehensive Immersion V 8
 Credits 14

YEAR SIX

Fall Semester

NP256D Advanced Immersion VI 6
NP286D Comprehensive Immersion VI 8
 Credits 14

Spring Semester

NP257D Advanced Immersion VII 6
NP287D Comprehensive Immersion VII 8
 Credits 14

Summer Semester

NP258D Advanced Immersion VIII 6
NP288D Comprehensive Immersion VIII 8
 Credits 14

Required credits for FOUR (4) year curriculum = 168

Required credits for SIX (6) year curriculum = 252

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

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.

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. 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. 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.

Prerequisite: AC131 with a C or better.

AE - ACADEMIC ENRICHMENT

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. In order to succeed in this curriculum, it is recommended that you complete the math sequence in a timely manner. 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 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. Prerequisite: Appropriate placement 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.

AG – AGRICULTURE SCIENCE

AG110 Fundamentals of Sustainable Agriculture & Food Systems 3 CR

This course will introduce students to the basic characteristics, production methods, and philosophies involved in sustainable agriculture and food systems. The pros and cons of sustainable systems will be discussed and contrasted with other production methods. Traditional Anishinaabeg food sources and systems will be explored. Students will receive 15 hours of seasonally appropriate experiential education at Waishkey Bay Farm. Prerequisite: None.

BI – BIOLOGY

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. 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.

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

BI110 General Biology (Lab required) 4 CR

This course is an introduction to chemical and cellular levels of general biology. Processes that will be covered include the structure and function of cellular organelles, cellular metabolism, enzymatic processes, cellular respiration and photosynthesis, the cell cycle, DNA replication, mitosis, meiosis, and Mendelian genetics. Lab required.

Prerequisites: MA 101 and EN 111, or permission of instructor

BU – BUSINESS

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. 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. 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. 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.

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. Prerequisite: basic computer and internet skills required.

BU193 Business 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. 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. 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. 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.

Prerequisites: EN112 and BU113.

CH – CHEMISTRY

CH104 Introduction to Chemistry (Lab required) 4 CR

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.

Prerequisite: MA101 with a C or better.

CH110 Introduction to Organic and Biochemistry (Lab required) 4 CR

This course offers a continuation of introductory chemistry concepts presented in CH104, and emphasized organic and biochemical processes. The course focuses on chemical reactions required for life, with an emphasis on human health.

Prerequisite: CH104 or equivalent, with a C or better.

CJ – CRIMINAL JUSTICE W/CORRECTIONS EMPHASIS

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. 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.

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. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

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.

Prerequisite: CJ101 or permission of the Department Chair.

CIS/CS - COMPUTER INFORMATION SYSTEMS

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. Prerequisite: CS112 or CS121.

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. Prerequisite: None.

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. Prerequisite: Appropriate placement test scores.

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. 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: none.

CS133 Graphic Design I 4 CR

This course will introduce students to the elements of design, spatial relationships, typography and imagery. This course instructs the student in graphic design with the use of digital tools to create visual solutions for self-promotion, logo design, and Web design. Prerequisite: none.

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. 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. Prerequisite: one CS course.

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. 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. Prerequisites: CS112 or CS121, MA101.

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. 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. 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. Co-requisite: 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. Prerequisite: one CS course.

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. 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. 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. 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. Prerequisite: CS232.

CS271 Cooperative Education: Computer Information Systems 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. Prerequisite: This is a capstone course, Department Chair permission required.

CT – CONSTRUCTION TECHNOLOGY

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. 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. 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. 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. 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. 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. Prerequisite: None.

CT207 Construction V: Site Construction 4 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, surveying strategies, property descriptions, and concrete forming techniques.

Prerequisite: CT114 or Instructor's permission.

CT208 Construction VI: Concrete & Foundations 4CR

This course will be held 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.



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. Prerequisite: CT208 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.

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. Prerequisites: CT233 or instructor's permission.

EC – EARLY CHILDHOOD EDUCATION

EC101 Introduction to Early Childhood Education 4 CR

This course will give students an overview of the field of early childhood education. It looks at the history as well as current practices, how early experiences influence brain growth and development, what activities constitute best practice and quality environments. The course also covers professionalism in the field: professional ethics, and the commitment to being a lifelong learner. 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. 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. 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. Prerequisite: None.

EC200 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. Co-requisite: 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. 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. 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. Prerequisite: EN111. Course offered online.

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. 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. 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. Prerequisite: EN111.

ED – EDUCATION

ED101 First Year 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. Prerequisite: None.

ED201 Introduction to Education and Student Diversity 4 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. Students will also learn about the wide diversity of learner needs in the classroom including differences in learning styles, linguistic, cultural, and economic backgrounds, gender issues, and physical and learning disabilities. 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. 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. Prerequisites: EN112 and PY101 or permission of instructor.

ED220 Integrating Technology in the Classroom 3 CR

This course explores technology operations, concepts, and a variety of instructional tools. Students in this course will apply learning theory with technology to create lesson plans and outcomes aimed at improving critical thinking, communication, creativity and digital citizenship. Prerequisite: ED201.

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. Prerequisite: EN111 or EN219.

EN – ENGLISH

EN102 Introduction to College Reading & Writing I 4 CR

This course is designed to prepare students for college level reading and 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 AE111 with a C or better. Prerequisite: AE111 with a C or better, or appropriate placement test score. Co-requisite: CS112 or CS121, and ED101 is required if the student has completed less than 15 college credits or has a cumulative GPA less than 2.0. In order to succeed in this curriculum, it is recommended that you complete the English sequence in a timely manner.

EN103 Introduction to College Reading & Writing II 4 CR

This course is designed to prepare students for college level reading and 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. Prerequisite: EN102 with a C or better, or appropriate placement test score. Co-requisite: CS112 or CS121, and ED101 is required if the student has completed less than 15 college credits or has a cumulative GPA less than 2.0. In order to succeed in this curriculum, it is recommended that you complete the English sequence in a timely manner.

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. Co-requisite: EN111. In order to succeed in this curriculum, it is recommended that you complete the English sequence in a timely manner.

EN111 College Composition 4 CR

This course introduces students to the writing and thinking skills necessary for academic success in college. A variety of college writing contexts and assignments are examined, including essay tests, summaries, reflective pieces, persuasive and expository essays. The course explores various methods of development, including narration, illustration, comparison, definition, classification, and cause and effect. Critical thinking, logical organization, and respectful incorporation of print or electronic sources are emphasized. Fundamentals of correct usage and mechanics are reviewed. Prerequisite: EN103 with a C or better, or appropriate placement score. Co-requisite: CS112 or CS121. In order to succeed in this curriculum, it is recommended that you complete the English sequence in a timely manner.

EN112 Content Area: Composition and Research 4 CR

This course gives students further practice in organizational and development strategies for expository writing across the curriculum. In addition, EN112 initiates students into research in the academic disciplines and professional fields. Techniques for respectful and competent incorporation and APA-style documentation of research are introduced. Critical thinking, context appropriate style, correct usage and mechanics are stressed. Prerequisite: EN111 with a C or better; and CS112 or CS121. In order to succeed in this curriculum, it is recommended that you complete the English sequence in a timely manner.

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, compiling a portfolio and pursuing publishing opportunities. Techniques of writing short literary essays are introduced; correct usage and mechanics are emphasized. Prerequisite: EN111. Co-requisite: EN112. In order to succeed in this curriculum, it is recommended that you complete the English sequence in a timely manner.

EN219 Technical and Report Writing 4 CR

EN219 builds a connection between academic and work-related writing, and prepares students to write in their selected area of employment. Students will study and practice some small and large genres (memos, e-mails, reports and proposals) commonly used at work. Examples from workplace writing are analyzed, and models are examined as students learn to create their own documents and work on their selected projects. Correct usage and mechanics are stressed; APA documentation is required. Prerequisite: EN112 with a C or better, and CS112 or CS121. In order to succeed in this curriculum, it is recommended that you complete the English sequence in a timely manner.

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. (see also NA225) Prerequisite: EN112, or permission of instructor. In order to succeed in this curriculum, it is recommended that you complete the English sequence in a timely manner.

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. Prerequisite: EN112 with a C or better. In order to succeed in this curriculum, it is recommended that you complete the English sequence in a timely manner.

ES - EXERCISE SCIENCE (Health & Fitness)

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. 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. 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. 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. 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. 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. 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. 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. 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. Prerequisite: EN112.

GE - GEOGRAPHY

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. Co-requisite: EN111.

HL – HEALTH

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.

Prerequisite: No felony convictions, no medical restrictions.

HL126 Emergency Medical Technician Specialist - Advanced 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. 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. 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. 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. 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. 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. Prerequisite: HL208.

HS – HISTORY

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.

Co-requisites: EN111, or permission of instructor.

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. Prerequisite: HS105.

HS109 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. Co-requisites: EN111.

HS110 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. Prerequisite: HS109.

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.

Prerequisites: EN111.

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. Prerequisites: EN111.

HU – HUMANITIES

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. Prerequisite: None.

HU122 Native American Art Appreciation 3 CR

This course discusses the art of Native peoples of North America from prehistoric times to the present. It explores the diverse regions, traditions, mediums, issues, styles, and themes of Native North American art works and artists. Prerequisite: none.

JR – JOURNALISM

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.

Prerequisite: minimum college placement test score.

MT – MANUFACTURING TECHNOLOGY

MT102 Introduction to Manufacturing Technology I 1 CR

This course is designed to give students an overview of manufacturing processes used to day in major industry product markets (e.g. ground and air transportation, construction, consumer industry, packaging, power generation). The course will demonstrate how manufacturing is integrated with the product development stages from conceptual design to commercial introduction. The course will have high focus on the manufacturing process selection criteria that meet specific characteristics of the product material, geometry/construction and customer requirements. The course will include a survey of the major advanced manufacturing methodologies, quality, cost, process control, product requirement validation, technical skill requirements and various career opportunities in the 21st century manufacturing sector.

Prerequisite: High School degree or GED test.

MA – MATH

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. In order to succeed in this curriculum, it is recommended that you complete the math sequence in a timely manner.

Prerequisite: AE109 with C or better, or 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.

MA102 Beginning Algebra II 4 CR

This course is the continuation of MA 101. Topics covered are functions, rational expressions, linear equations, inequalities, radical expressions, quadratic equations, and solving systems of equations. In order to succeed in this curriculum, it is recommended that you complete the math sequence in a timely manner. Prerequisite: MA101 with C or better.

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, first-degree equations and inequalities, polynomials, radical and rational expressions, systems of linear equations, quadratic equations, and exponential and logarithmic functions. In order to succeed in this curriculum, it is recommended that you complete the math sequence in a timely manner. Prerequisites: MA102 with C or better, or appropriate placement score less than three years old.

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, linear, polynomial and rational functions, exponential and logarithmic functions, mathematics of finance, systems of equations and matrices, and an introduction to probability and sequences. In order to succeed in this curriculum, it is recommended that you complete the math sequence in a timely manner. Prerequisite: MA114 with C or better, or appropriate placement score less than three years old.

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. In order to succeed in this curriculum, it is recommended that you complete the math sequence in a timely manner.

Prerequisite: MA116 with a C or better.

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, sampling techniques, probability distributions, statistical inference (tests of hypothesis), correlation, and regression. In order to succeed in this curriculum, it is recommended that you complete the math sequence in a timely manner.

Prerequisite: MA114 with a C or better.

NA – NATIVE AMERICAN STUDIES

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. Prerequisite: None.

NA113 Native American Awareness 1 CR

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

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. Prerequisite: None.

NA122 Native American Art Appreciation 3 CR

This course discusses the art of Native peoples of North America from prehistoric times to the present. It explores the diverse regions, traditions, mediums, issues, styles, and themes of Native North American art works and artists. Prerequisite: none.

NA123 Native American Contributions to Society 3 CR

Throughout the course, students will look at the contributions that Native Americans have made to past and present society. Topics covered will include agriculture, medicine, art, language, politics, hunting, technology, and food. Each week students will discuss and complete assignments to reinforce the weekly material. 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. Co-requisite: EN111.

NA131 Anishinaabek Legends & Oral Traditions 3 CR

This course presents oral teachings of the Anishinaabe 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. Prerequisite: None.

NA132 People and the Land Seasonal Life Ways 3 CR

This course studies the relationship between the Anishinaabe people and nature, focusing on their seasons, their ceremonies and the seasonally ordered progression of work. Students will participate in seasonal-specific field trips, supplemented with guest speakers, input from elders, and video presentations.

Prerequisite: None.



NA136 Anishinaabek Clothing, Adornment & Handcrafts 3 CR

This course presents a hands-on approach to familiarizing the student with traditional Anishinaabek 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. 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. 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 Anishinaabek and will receive traditional teachings on their origin and use. Prerequisite: NA154 or permission of instructor.

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.

Prerequisites: NA125 and 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. 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.

Prerequisites: NA125, EN111 or permission of instructor.

NA225 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. (see also EN225) Prerequisite: EN112, or permission of instructor.

NL – NATIVE LANGUAGE

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. 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.

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. 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 Anishinaabek teachings. Emphasis will be on listening and recognition of the flow of the language. 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. Prerequisite: NL105 or permission of instructor.

NL109 Ojibwe Language 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. 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. 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. Prerequisite: NL112.

NP – ANISHINAABEMWIN PANE PROGRAM

NP141 Basic Immersion I 6 CR

This course, delivered entirely in Anishinaabemwin, is designed for both new and continuing Anishinaabemwin 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 Anishinaabemwin. It is expected that the student will begin to comprehend the broad context of the instructor's narrative without having to resort to grammatical study. Prerequisite: None.

NP142 Basic Immersion II 6 CR

This course is a continuation of NP141. It is delivered entirely in Anishinaabemwin and focuses on hearing, listening and comprehension. Through story-telling the instructor facilitates the student's ability to understand general meaning and significant events within a story. Through the continued development of immersion listening skills, the student's comprehension is further improved allowing the acquisition of a broadened core vocabulary and an enhanced ability to recognize meaning in natural speech. Prerequisite: None.

NP143 Basic Immersion III 6 CR

This course, delivered entirely in Anishinaabemwin, 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 Anishinaabemwin, to questions from the instructor. Prerequisite: None.

NP161 Introduction to Immersion I 8 CR

This course, team taught entirely in Anishinaabemwin, 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 be on hearing the language used in a wide variety of contexts to develop an ability to recognize the sound, intonation and rhythm of the speech of fluent speakers. Hearing the language is a prerequisite to listening to the language for comprehension. Prerequisite: None.

NP162 Introduction to Immersion II 8 CR

This course, delivered entirely in Anishinaabemwin, 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. Prerequisite: None.

NP163 Introduction to Immersion III 8 CR

This course, delivered entirely in Anishinaabemwin, will conclude the student's introduction to language immersion education presented in NP161 and NP162. Instructors will maintain an immersion environment and continue building the confidence of the student to understand and remain committed to the immersion approach to second language acquisition. The focus will remain on maximizing the student's hearing the language used in a wide variety of contexts in order to develop an ability to recognize the sound, intonation and rhythm of the speech of fluent speakers. Instructors will monitor individual students' progress and adjust the level of language used to meet each student's level of acquisition. Prerequisite: None.

NP241 Intermediate Immersion I 6 CR

This course, delivered entirely in Anishinaabemwin, is designed to increase the listening comprehension of the student beyond the basic level. The student will become more confident in his/her ability to comprehend the speech of a fluent speaker. The student will continue the development of their ability to respond to and interact with the instructor. Prerequisite: None.



NP242A Intermediate Immersion II 6 CR

This course, delivered entirely in Anishinaabemwin, 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 Anishinaabemwin or in English to the instructor.

Prerequisite: None.

NP243A Intermediate Immersion III 6 CR

This course, taught entirely in Anishinaabemwin, 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 Anishinaabemwin to English will show itself in the student.

Prerequisite: None.

NP245A Intermediate Immersion IV 6 CR

This course, taught entirely in Anishinaabemwin, 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 Anishinaabemwin 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 Anishinaabemwin to English by correctly identifying character(s), setting, story sequence and meaning. Prerequisite: None.

NP247A Intermediate Immersion V 6 CR

This course, taught entirely in Anishinaabemwin, 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 Anishinaabemwin 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 Anishinaabemwin to English by correctly identifying character(s), setting, story sequence and meaning. Prerequisite: None.

NP249A Intermediate Immersion VI 6 CR

This course, taught entirely in Anishinaabemwin, 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 Anishinaabemwin 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 Anishinaabemwin to English by correctly identifying character(s), setting, story sequence and meaning. Prerequisite: None.

NP251B Advanced Immersion I 6 CR

This course, delivered entirely in Anishinaabemwin, will continue to increase the student's comprehension level and begin to facilitate the student's production of speech. The decision to speak in Anishinaabemwin is still the choice of the student. Lab hours are additional hours spent with fluent speaker(s). Prerequisite: None.

NP252B Advanced Immersion II 6 CR

This course, delivered entirely in Anishinaabemwin, culminates the four-year Anishinaabemwin Pane Immersion Program. Students will understand fully what the instructor is saying and will be able to translate accurately the general content of that speech. Students will be able to engage in dialogues with the instructor and answer appropriately questions posed by the instructor. Lab hours are additional hours spent with fluent speaker(s). Prerequisite: None.

NP253B Advanced Immersion II-B 6 CR

This course is delivered entirely in Anishinaabemwin. 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. Prerequisite: None.

NP253C Advanced Immersion III 6 CR

This course, delivered entirely in Anishinaabemwin, initiates the fifth-year Anishinaabemwin 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). Prerequisite: None.

NP254C Advanced Immersion IV 6 CR

This course, delivered entirely in Anishinaabemwin, 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). Prerequisite: None.

NP255C Advanced Immersion V 6 CR

This course, delivered entirely in Anishinaabemwin, 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). Prerequisite: None.

NP256D Advanced Immersion VI 6 CR

This course, delivered entirely in Anishinaabemwin, is a continuation of NP255C and initiates the sixth year Anishinaabemwin 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). Prerequisite: None.

NP257D Advanced Immersion VII 6 CR

This course, delivered entirely in Anishinaabemwin, 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). Prerequisite: None.

NP258D Advanced Immersion VIII 6 CR

This course, delivered entirely in Anishinaabemwin, is a continuation of NP257D and completes the sixth and final year of Anishinaabemwin 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). Prerequisite: None.

NP261 Listening Comprehension I 8 CR

This course, delivered entirely in Anishinaabemwin, 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. Prerequisite: None.

NP262 Listening Comprehension II 8 CR

This course, delivered entirely in Anishinaabemwin, is a continuation of NP261 Intermediate Immersion I. Prerequisite: None.

NP263 Listening Comprehension III 8 CR

This course, delivered entirely in Anishinaabemwin, 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. Prerequisite: None.

NP271A Conversational Immersion I 8 CR

This course, team taught in Anishinaabemwin, 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 Anishinaabemwin or in English. Additional hours with the instructor(s) and/or fluent speakers outside of the weekend immersions will be arranged by the student to generate additional hours of comprehensible input. Prerequisite: None.

NP272A Conversational Immersion II 8 CR

This course, team taught in Anishinaabemwin, 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 Anishinaabemwin or in English. Additional hours with the instructor(s) and/or fluent speakers outside of the weekend immersions will be arranged by the student to generate additional hours of comprehensible input. Prerequisite: None.

NP273A Conversational Immersion III 8 CR

This course, team taught in Anishinaabemwin, 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 Anishinaabemwin or in English. Additional hours with the instructor(s) and/or fluent speakers outside of the weekend immersions will be arranged by the student to generate additional hours of comprehensible input. Prerequisite: None.

NP281B Comprehensive Immersion I 8 CR

This course, team taught in Anishinaabemwin, builds on the first three years of courses. The students listening comprehension will be at an extremely high level. The production of speech will begin to emerge spontaneously and comfortably. Additional hours with the instructor(s) and/or fluent speakers outside of the weekend immersions will be arranged by the student to generate additional hours of comprehensible input. Prerequisite: None.

NP282B Comprehensive Immersion II 8 CR

This course, team taught entirely in Anishinaabemwin, 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. Prerequisite: None.

NP283B Comprehensive Immersion II-B 8 CR

This course is delivered entirely in Anishinaabemwin; 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). Prerequisite: None.

NP283C Comprehensive Immersion III 8 CR

This course, team taught entirely in Anishinaabemwin, is a continuation of NP283B and is the first course of Year 5 of the Anishinaabemwin 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). Prerequisite: None.

NP284C Comprehensive Immersion IV 8 CR

This course, team taught entirely in Anishinaabemwin, 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). Prerequisite: None.

NP285C Comprehensive Immersion V 8 CR

This course, team taught entirely in Anishinaabemwin, 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). Prerequisite: None.

NP286D Comprehensive Immersion VI 8 CR

This course, team taught entirely in Anishinaabemwin, is a continuation of NP285C and is the first course of Year 6 of the Anishinaabemwin 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). Prerequisite: None.

NP287D Comprehensive Immersion VII 8 CR

This course, team taught entirely in Anishinaabemwin, 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). Prerequisite: None.

NP288D Comprehensive Immersion VIII 8 CR

This course, team taught entirely in Anishinaabemwin, is a continuation of NP287D and is the final weekend immersion course of Year 6 of the Anishinaabemwin 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). Prerequisite: None.

NS - NATURAL SCIENCE

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 Anishinaabek. 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. 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. Prerequisite: EN111 with a C or better.



OE - OFFICE EDUCATION

OE101 Introduction to Medical Office 3 CR

This course prepares the student for entry level jobs in a doctor's office or other medical facility. The course includes an introduction to front office management, scheduling appointments, managing medical records, managing correspondence, creating superbills and posting charges/payments. The student will be introduced to Medicare, Medicaid, BCBS and other 3rd party billing insurances. The course explores issues regarding medical records, signature authorization, patient confidentiality and the completion of the health insurance claim form (HCFA-1500 and UB-04). The student will learn how to follow a claim through the billing process. Co-requisite: SI112.

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. 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. Prerequisite: CS121.

OE123 Medical Coding and Billing I 4 CR

This course introduces the student to the coding of medical procedures using the Current Procedural Terminology coding guidelines. Discussion and hands-on practice will be provided for the basic steps in a medical procedure. This instruction will include the meaning of formatting, symbols, abbreviations, and notations in the CPT coding handbook and sequencing rules for reporting medical procedures codes. Students will be introduced to detailed medical history reports, including post-operative reports using the coding guidelines that apply to different cases. Prerequisite: SI112 or permission of Department Chair.

OE124 Medical Coding and Billing II 3 CR

This course introduces the student to the coding of medical diagnoses using the International Classification of Disease coding guidelines. Discussion and hands-on practice will be provided for the basic steps in a medical diagnoses. This instruction will include the meaning of formatting, symbols, abbreviations, and notations in the ICD coding handbook and sequencing rules for reporting medical diagnoses codes. Students will be introduced to detailed medical history reports, including post-operative reports using the coding guidelines that apply to different cases. Prerequisite: OE123 and SI112, or permission of Department Chair.

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. Prerequisite: This is a capstone course, permission of Department Chair.

PE - PHYSICAL EDUCATION

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. 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. 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. Prerequisite: None.

PS - PHYSICAL SCIENCE

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. Prerequisite: MA102 with a C or better.

PY - PSYCHOLOGY

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. Co-requisite: EN111 or college level placement test score less than three years old or permission of Department Chair.

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. 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. 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. Prerequisite: PY101. Co-requisite: EN112.

SI - SCIENCE

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. 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. Prerequisite: None.

SI200 Capstone Seminar 3 CR

This course is to be offered during a student's last semester in the General Science program. Students are provided with the opportunity to conduct small-scale individual research projects, work with local experts, job shadow and present findings. This course will include discussion of literature relevant to the student's disciplines of interest, and focus on data display techniques and interpretation. Students wishing to enter a health field may present on job shadow experiences. Students interested in the natural sciences will emphasize application of the scientific method, data analysis techniques, and scientific knowledge presentation. Prerequisite: EN112 and MA116, each with a C or better, and completion of four BMCC science courses with a C or better, or permission of instructor.

SO - SOCIOLOGY

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. 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.

Co-requisite: EN111 or college level placement test score or permission of Department Chair.

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. 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. Prerequisite: SO106 and 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.

Prerequisite: SO106 and 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. Prerequisite: SO106 and 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. Prerequisite: SO106 and 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.

Prerequisite: 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	
Kuzmik, Arlen.....	Vice Chairperson
Member, Bay Mills Indian Community	
Newland, Bryan.....	Treasurer
Member, Bay Mills Indian Community	
Touchtone, Randy.....	Secretary
Member, Bay Mills Indian Community	
Carrick, Sr., Levi.....	Member
Member, Bay Mills Indian Community	
Hoffman, D.J.....	Member
Member, Sault Tribe of Chippewa Indians	
Vargo, Kimberly.....	Member
Member, Grand Traverse Band of Ottawa and Chippewa Indians	
Lufkins, L. John.....	Member
Member, Bay Mills Indian Community	
Cotto, Jannan.....	Member
Member, Little Traverse Bay Band of Odawa Indians	
Student Body President/Elected Annually.....	Ex-Officio Member
Bertram, Albert.....	Ex-Officio Member
Member, Bay Mills Indian Community	
Walden, Stacey.....	Ex-Officio Member
Member, Bay Mills Indian Community	

Full Time Faculty & Department Chairs

- Adair, Kathy** – *Social Science Department Chair*
M.S.W., Grand Valley State University
B.S. and A.A., Lake Superior State University
- Berkompas, Nancy** – *Criminal Justice – Corrections Department Chair*
Ph.D. (ABD), Western Michigan University
M.A., Eastern Michigan University
B.S., Bob Jones University
- Bedell, Duane** – *Computer Information Systems Faculty & Department Chair*
M.A., University of Michigan
B.S., Baker College
A.A.S., Bay Mills Community College
Member, Bay Mills Indian Community
- Cryderman, Diana** – *General Studies-Science Faculty & Department Chair*
Ph.D., University of Michigan
B.A., Lake Superior State University
Member, Sault Ste. Marie Tribe of Chippewa Indians
- Duncan, David** – *Emergency Medical Technician - Paramedic Department Chair*
M.A. and B.S., Liberty University
A.A.S., University of the State of New York, Regents College
A.A.S., North Central Michigan College
- Elder, Richard** – *Social Studies Faculty*
M.A. and B.S., Central Michigan University
A.S., Mott Community College
- Hammock, Sheryl** – *Early Childhood Education Faculty*
M.A. and B.S., Lake Superior State University
Member, Sault Ste. Marie Tribe of Chippewa Indians
- 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
- Melis, Ildikó** – *Communication Faculty & Department Chair*
Ph. D. and M.A., University of Arizona
M.A., Eotvos Lorand University, Budapest
- Miller, Christine** – *General Studies-Faculty & Advisor*
M.S., East Texas State University
B.S., Ferris State University
- Miller, Janet** – *Mathematics Faculty & Department Chair*
M.A., University of Houston
M.A., Asbury Theological Seminary
B.S., Florida Southern College
- Romatz, Matthew** – *Health & Fitness Faculty & Department Chair*
B.S., Lake Superior State University
- Sawaski, James** – *Mathematics Faculty*
M.A. and B.S., Northern Michigan University

Stark, Brent – *Construction Faculty and Department Chair*

B.S., Lake Superior State University
A.S., Muskegon Community College

Tassier, Kathy – *Education Department Chair*

Ed.S., University of Michigan
M.A. and B.S., Lake Superior State University
Member, Bay Mills Indian Community

Thomas, Vicki – *Early Childhood Education Department 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-Teepie, Michele – *Anishinaabemwin Pane Immersion Faculty*

B.S., Lake Superior State University
Diploma Anishinaabemwin Pane Immersion, Bay Mills Community College
Diploma Anishinaabemwin Language Instructors Institute, Bay Mills Community College
Member, Little River Band of Ottawa Indians

White, John – *Business and Office Administration Faculty & Department Chair*

M.B.A. and B.A., Lake Superior State University

Willis, Michael – *Native American Studies/Pane Faculty & Department Chair*

A.A.S., Bay Mills Community College
Diploma Anishinaabemwin Language Instructors Institute, Bay Mills Community College
Member, Bay Mills Indian Community



BMCC Administration and Staff

Adair, Kathy – *Director of Development*

M.S.W., Grand Valley State University
A.A. and B.S., Lake Superior State University

Bedell, Kelly – *Student Support Services Specialist*

B.S., Northern Michigan University
Michigan Office of Substance Abuse Services Certificate
Member, Bay Mills Indian Community

Bedell, Robin – *Network Manager*

M.N.C.M., DeVry University
B.S., Southern Illinois University
A.A.S., Georgia Military College
A.A., A.S., and A.A.S., Bay Mills Community College
Member, Bay Mills Indian Community

Bergstrom, Tiffany – *Administrative Assistant to the Financial Aid Director*

A.A.S. and Certificate, Bay Mills Community College
Member, Bay Mills Indian Community

Bertram, Sherry – *Student Accounts Manager*

B.S., Lake Superior State University
A.A. and A.A.S., Bay Mills Community College
Member, Bay Mills Indian Community

Cameron, Samantha – *Vice President of Academic Affairs*

M.A., Michigan State University
B.B.A., Western Michigan University
A.B., St. Clair County Community College
Member, Bay Mills Indian Community

Church, Heather – *Assistant to the Dean of Student Services*

A.A.S., Bay Mills Community College
Member, Bay Mills Indian Community

Clarke, Megan – *Library Director*

M.L.I.S., Wayne State University
B.A., Grand Valley State University
Member, Bay Mills Indian Community

Croad, Patty – *Assistant Library Director*

Member, Sault Ste. Marie Tribe of Chippewa Indians

DePetro, Chad – *Attorney*

J.D., Michigan State University
B.A., Northern Michigan University

Ellis, Terry – *Construction Technology*

State of Michigan Residential Builder License
Journeyman Michigan Carpenters Union 1510
Certificate Building Trades, Sault Area Skill Center

Halvorsen, Joe – *Accountant*

B.S., Ferris State University

- Heyrman, Wendy** – *Academic Specialist for Online Learning & Recruitment Specialist*
 B.S., Central Michigan University
 A.A., Bay Mills Community College
 Member, Bay Mills Indian Community
- Jahn, Norman** – *TRIO/SSS – Academic Success Coach*
 M.P.A., University of Nevada Las Vegas
 B.A., Michigan State University
- Kasper, Chet** – *Director of Technology & Title III*
 B.S., Ferris State University
- Kelly, Tina** – *Executive Assistant to the President*
 A.A.S. and Certificate, Bay Mills Community College
- Landreville, Elizabeth** – *Computer Technician*
 Certificate, Bay Mills Community College
 Member, Sault Ste. Marie Tribe of Chippewa Indians
- LeBlanc, Kathleen** – *Cultural Services Director*
 Member, Bay Mills Indian Community
- LeBlanc, Stephanie** – *Assistant to Vice President of Academic Affairs and Academic Advisor*
 A.A.S., Heald College
- Lehre, Elaine** – *Director of Admissions*
 Certificate, Bay Mills Community College
 Member, Bay Mills Indian Community
- Lindsay, John** – *Webmaster & System Administrator*
 A.A.S. and Certificate, Bay Mills Community College
 Member, Sault Ste. Marie Tribe of Chippewa Indians
- McLeod, Tenniel** – *TRIO/SSS – Academic Success Coach*
 B.S., Central Michigan University
 A.A., Bay Mills Community College
 Member, Sault Ste. Marie Tribe of Chippewa Indians
- Mikolowski, Abigail** – *Administrative Assistant to the President's Office*
 B.S., Central Michigan University
 A.A.S., Bay Mills Community College
 Member, Bay Mills Indian Community
- Miller, Tina** – *Financial Aid Director*
 A.A.S., Bay Mills Community College
 Member, Sault Ste. Marie Tribe of Chippewa Indians
- Mills, Kendra** – *Academic Manager for Online Learning & Marketing Specialist*
 M.A., Central Michigan University
 B.S. and A.A.S., Ferris State University
 Graduate Certificate, Michigan State University
- Mitchell, Betty** – *Bookkeeper/Human Resource Officer*
 Certificate, Lake Superior State University
- Parish, 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

Parish, Michael – President

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

Postma, Laura – Vice President for Business and Finance

M.S., Central Michigan University
B.S., Lake Superior State University
Certified Public Accountant
Certified Government Financial Manager

Powless, Holly – Policy Analyst & Title IX Coordinator

J.D., Wayne State University
M.P.A., Kent State University
B.A., University of Michigan
A.A., Haskell Indian Nations University
Member, Bay Mills Indian Community

Reffruschinni, Jeani – Director of Data & Reporting

B.B.A., Davenport University
A.A. and A.A.S., Bay Mills Community College
Member, Sault Ste. Marie Tribe of Chippewa Indians

Schofield Jr., Richard – Maintenance

Member, Bay Mills Indian Community

Schofield, Sherri – 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 Director

B.S., A.A., A.S., and Certificate, Lake Superior State University
Member, Cherokee Nation

Soltys, Stephen – Accountant

B.S., Lake Superior State University

Sparks, Holly – Receptionist and Purchasing Assistant

Member, Sault Ste. Marie Tribe of Chippewa Indians

Teeple, Wade – Off-Campus and Non-Credit Program Coordinator/Cashier

U.S. Indian Police Academy
Member, Bay Mills Indian Community

Walden, Stacey – Human Resources Director

B.S., Central Michigan University
Member, Bay Mills Indian Community

Wilson, Debra – 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 – Land Grant Director

Ph.D., Michigan State University
M.S., Western Illinois University
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

Forrester, Erin – *Compliance Coordinator*

Member, Bay Mills Indian Community

Ringuette, Megan – *Administrative Assistant to the Charter Schools Office*

A.S., Bay Mills Community College
Member, Bay Mills Indian Community

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*

Ed. S., University of Michigan
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
Member, Bay Mills Indian Community

Great Lakes Composite Institute

Griffen, Chris – *Technical Director*

Ph.D., Oakland University
M.S., Wayne State University
B.S., University of Michigan

Haara, Raymond – *Technician*

Spencer, Tim – *Product Applications Supervisor*