Business Hours:

Monday-Friday

8:00 a.m. – 4:30 p.m.

Campus Mailing Address:

12214 W. Lakeshore Drive
Brimley, MI 49715

Campus Telephone Numbers:

Main Switchboard

906-248-3354

Fax: 906-248-3351

Toll Free:

1-800-844- 2622 (BMCC)

Admissions:

On Campus-906-248-8422

Online-906-248-8417

Registrar:

906-248-8424

Financial Aid:

906-248-8437 or

906-248-8433

Dean of Student Services

906-248-8442

Library:

906-248-8418

Website:

www.bmcc.edu

Bay Mills Community College 2011-2013 Catalog

Equal Opportunity Institution

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

Disclaimer

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

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

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

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GENERAL INFORMATION

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. As Michigan's first fully accredited, tribally controlled college, BMCC meets the educational needs of a wide variety of students, from its remote, rural Main Campus, West Campus, off-campus sites, and online courses. Control is vested in a Board of Regents, which elects the officers of the Board and establishes overall institutional policy. BMCC is accredited by the North Central Association of Colleges and Schools (NCA) and is a member of the American Indian Higher Education Consortium (AIHEC).

BMCC is one of three tribally controlled colleges in the State of Michigan, and the only community college in Michigan's Eastern Upper Peninsula; it is committed to providing affordable, culturally relevant, accessible, and high quality educational opportunities to all tribal communities in Michigan and their neighbors. BMCC is also committed to providing leadership in the areas of economic and community development for the Bay Mills Indian Community and the Eastern Upper Peninsula (EUP). As a 1994 Land Grant institution, BMCC works closely with land grant partners, such as Michigan State University to provide service and expertise to the Bay Mills Indian Community and the surrounding region. The only other institution of higher education in the EUP is Lake Superior State University (LSSU), which is located 25 miles east in Sault Sainte Marie, Michigan.

Accreditation

Bay Mills Community College is accredited by The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools. In 2008, Bay Mills Community College's accreditation was reviewed and this resulted in a recommendation for an additional 10 years. For more information regarding accreditation, contact the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504 or view their website at www.ncahigherlearningcommission.org.

College Memberships

- The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO)
- The American Association of Community Colleges (AACC)
- The American Council on Education (ACE)
- The American Indian Higher Education Consortium (AIHEC)
- The 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 Anishnabe people while promoting and emphasizing life-long learning for all students.

Land Grant Institution

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

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

Alcohol/Drug Free Campus Policy

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

No person may bring, keep or drink alcoholic beverages on college premises or at college functions. Possession of stimulants, depressants, narcotics or hallucinogenic drugs, including marijuana and other agents having potential for abuse, is strictly prohibited. Drugs prescribed by a physician must be in the original container in which they were received from the pharmacist. Any person found to be possessing, using or distributing such drugs or alcohol will be subject to disciplinary action, which could include prosecution for violation of tribal, state or federal law (See Student Conduct Code for Bay Mills Community College Substance Abuse Prevention Policy).

Campus Safety and Security

Bay Mills Community College is committed to maintaining a safe and secure campus for its students, staff, and visitors. The college publishes an annual report, which details any crimes reported on campus. Identities of victims and suspects are not revealed in these documents. The annual crime report is available on the Bay Mills Community College website located at www.bmcc.edu.

Students with Disabilities

Bay Mills Community College is committed to accommodating persons with disabilities. The college adheres to the standards and guidelines set forth in the Americans with Disabilities Act. Students with documented disabilities must contact the Student Services Office to receive assistance and accommodations. The campus is barrier free with accessible entrances and exits. Handicap accessible parking is available and clearly identified.

Sexual Harassment Policy

It is the policy of Bay Mills Community College to maintain a place of employment and education that is free of harassment in general and especially 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 are admitted as Special Status Students. Special Status Students are required to complete their GED or high school diploma within one year.

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

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

Admissions Procedures

Bay Mills Community College requires the student to:

1. Complete and sign application for admission, which may be obtained from Tribal Education Departments or from the Admissions Office at Bay Mills Community College, and declare a program of study.
2. Arrange for an official high school/GED transcript to be mailed directly from the principal's or counselor's office of the issuing institution to Bay Mills Community College's Admission Office. It must bear the seal of the institution and signature or stamp of the school official. Faxed copies are not accepted.
3. Submit a copy of their tribal ID or verification of tribal membership from their tribal enrollment office, or Canadian certificate of Indian status, if applicable. 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.
4. Complete all of the information listed on the financial aid checklist and submit with the application.
5. All newly admitted students must schedule and complete the COMPASS test or provide results of previous testing or have successfully completed college courses in mathematics and English. The results of the placement tests are used for advising purposes only and will not affect admission status. To schedule an appointment please call 1-800-844-2622, ext. 8418.

The above information must be received within ten (10) business days from the date classes begin or you will be dropped from your classes.

COMPASS Exam Policy

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

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

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

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

Students do not need to take the COMPASS Exam if their program of study is PANE

Registration

Registration at Bay Mills Community College and off campus locations is conducted in advance of each new semester and is advertised in most media outlets. New students are required to complete all admissions procedures and participate in COMPASS placement testing prior to registration.

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

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

- Complete and submit all registration material provided by the Student Services Office.
- Meet with the Financial Aid Office to clarify your financial aid status.
- Meet with the Business Office 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 their assigned academic advisor or academic staff for scheduling assistance and approval.

Orientation

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

Social Security Privacy Policy

It is our policy to limit access to social security numbers to those persons who use the information in the normal course of their employment and their use shall be limited to activities permitted or required by federal law. These uses include financial transactions associated with student billing, financial aid, work study, and IRS reporting.

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

Directory Information

Bay Mills Community College considers the following items as Directory Information: student name, curricula and major field of study, participation in officially recognized activities, dates of attendance, degrees, certificates and awards received, and previous schools attended. Bay Mills Community College may disclose any of these items without the student's prior written consent. If a student doesn't want the college to release any of the above information, they must inform the Student Services office in writing by the tenth calendar day following the start of classes each semester.

Transfer Credit(s)

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

- An evaluation will only be conducted from an official transcript. An official transcript bears the appropriate signatures and seals and is mailed directly from the issuing institution to BMCC.
- Courses completed with a "C" grade (2.0) or higher will be accepted with the exception of certain English and Computer courses. These are addressed in the following two sections.
- English Composition courses that are more than three years old will be accepted only upon the student's successful completion of a departmental exam. Students who have attained a bachelor's degree are exempt from the departmental exam.
- Computer Science courses that are more than three years old will be accepted only with the student's successful completion of a departmental exam.
- Mathematics courses taken by students transferring in or returning to BMCC will be accepted and correlated to a BMCC course according to content by the Office of the Registrar. Students with mathematics credit who wish to pursue further mathematics courses at BMCC may do so if their pre-requisite courses are not more than three years old. If the student's mathematics pre-requisite courses are more than three years old, the student must take the departmental exam or the BMCC mathematics placement exam to determine eligibility for prospective mathematics course enrollment.
- 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 Bay Mills Community College as guest students. Students assume full responsibility for checking to determine that the courses taken at Bay Mills Community College will transfer to the program of study being pursued at their home institution.

Dual Enrollment Program

Dual Enrollment is only available for online classes and the student must have completed the highest level course offering at their high school before applying. Dual enrollment is not intended to replace any high school offerings and the high school superintendant/principal must sign off on the application and agree to pay the expenses for taking the course.

ACADEMIC INFORMATION

The Academic Year

Bay Mills Community College operates on a semester system. The first semester begins in August and is completed in December. The second semester begins in January and ends in May. BMCC offers a limited summer schedule of accelerated summer courses, which may run from May to August. One semester hour equals 15 contact hours of instruction. A schedule listing hours, room numbers, and courses is published prior to each semester.

Academic Advisement

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

It is necessary for students to meet with an academic advisor every semester to get approval for courses to be taken. Students are strongly encouraged to check with an academic advisor during the semester to discuss their progress and any difficulties they may be encountering. Academic advisors are available to discuss and help solve any problems students may encounter in achieving their educational goals. This could result in a referral to student services for assistance**.**

Assessment of Student Learning

Bay Mills Community College is committed to excellence in teaching and learning and is equally committed to assessment as a means of ensuring effective student learning. Assessment is a continuous process of review and refinement at the course, program, and institutional level. Thus, faculty and administration are engaged in 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. Students who wish to take more than 18 credits are required to receive permission from their academic advisor and the Vice President for Academic Affairs and to maintain a minimum grade point average of 2.3.

Academic Enrichment

BMCC has an open admission's policy; however, we do require all new students to take assessment tests. These tests determine the students' current comprehension level for the tested subject areas and will determine the course 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 cannot be used to satisfy degree or certificate requirements.

BMCC offers the following academic enrichment courses:

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

Departmental Examinations

Regularly enrolled students may, in some subject areas, be able to earn credit for a course offered by the college through successful completion of a Departmental Examination. Students who believe they have mastered a course through life experience or past training may, at the discretion of the appropriate instructor, take the departmental examination, if one has been developed, in that subject area. A fee of $50.00 per exam must be paid prior to the exam time. The exam will not be given by the instructor until the student presents the payment receipt for the exam. Upon successful completion of the exam, courses are entered on the transcript and students are granted the appropriate credit hours. Since no letter grade is entered, the credits are not calculated as part of the GPA.

Students should be advised that Departmental Examination credits 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; however, students may not count more than six credits of special project courses towards fulfillment of the requirements of any associate degree.

Course Substitutions

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

The substitution must then be approved by the Vice President of Academic Affairs and filed with the Registrar.

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

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.

Many instructors 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 Bay Mills Community College 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 (Adds/Drops)

Course enrollment should be carefully planned during each academic semester with the assistance of your assigned academic advisor. After students are enrolled, changes may be made in the course enrollment by means of an Add/Drop form. Add/Drop forms are available from the Registrar's Office. Adds and Drops **must** be approved by the offices indicated on the 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 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 Bay Mills Community College 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, may have an adverse effect on your future eligibility for funding.

Grading Policies

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

Grade	Significance	Grade Points
A	Superior	4.0
A-		3.7
B+		3.3
B	Excellent	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7

D+		1.3
D	Poor	1.0
D-		0.7
F	Failure	0.0
W	Withdrawal	0.0
I	Incomplete	0.0
AU	Audit	0.0
P	Passing	0.0
CR	Credit	0.0
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 a reasonable probability the work can be completed in a reasonable amount of time. If the student does not complete the course requirements within five weeks of the semester end date, the grade earned up to that time will be recorded.

AU (**Audit)** Individuals, who are interested in a particular subject and not interested in earning credit for it may audit the course. Listed below are the criteria for auditing a course:

1. Students may audit courses with permission of the instructor. The course will be marked audit 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 calculation of the grade point average.

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

Attendance Policy

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

Grade Reports

Grade reports are issued at the end of each semester or session of enrollment. Reports document grades, hours attempted, hours completed, honor points and GPA. Grade reports will not be released to students with outstanding financial obligations to BMCC.

Official Transcripts

Official transcripts of a student's academic record will be sent to properly authorized individuals or organizations with a valid written request from the student. A fee of $10.00 is charged for each transcript issued.

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

Academic Probation

Undergraduate students with a cumulative BMCC GPA below 2.0 will be placed on academic probation for the next semester and a probationary statement will be noted in the students' record. A student will be removed from academic probation when their cumulative grade point average is 2.00 or better.
A student on academic probation must either raise their cumulative grade point average to at least 2.00 the following semester **or** achieve and maintain a current semester grade point average of 2.00 or better each semester until they are removed from probation.

Transfer of Credits to other Institutions

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

Honors List

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

Academic Achievement List

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

Graduation Requirements

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

Commencement

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

Academic Code of Conduct

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

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

Academic Disciplinary Sanctions

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

Academic Grievance

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

STUDENT BILLING

Tuition and Fees

Tuition (Full and Part-Time)	
Tuition per credit hour	**$85.00**
Student Fees (Full and Part-Time)	
Registration fee (non-refundable)	**$30.00**
Fees per credit hour	**$10.00**
Health promotion fee (on-campus students)	**$20.00**
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 (other than the registration fee) 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. If a class is canceled, the student will automatically receive a full refund.

Billing Statement and Due Dates

Your billing statement will be mailed; however, you can view your account and make payments online on our website at http://www.bmcc.edu. If you register during the last week of registration, you will need to access your account electronically to make your payment on time.

All student bills are expected to be paid in full within five business days from the date classes begin. If you have completed your financial aid paperwork by the financial aid deadline, 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 payment plans to help you pay your tuition and fees over the current semester. You can choose to make a down payment of 25% of the amount owed with three monthly installments or a down payment of 15% of the amount owed with six bi-weekly installments. Contact the Student Accounts Manager before the 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) within five business days from the date classes begin, your account is delinquent and will be referred to Tribal Court or a collection agency. Online students that do not pay in full within five business days from the date classes begin will lose their password access and be dropped from classes. BMCC does not offer payment plans to students taking all of their classes online.

Payment Options

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

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

Financial Holds

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

Delinquent Accounts

Accounts that are 30 days past due will be referred to Tribal Court or an 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 scheduled payments. If you miss one payment with no communication to the Student Accounts Manager, your account will be referred to Tribal Court or an outside agency for collection.

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

Bookstore

BMCC has agreements with two organizations to provide textbooks to students; however, students may purchase their books from any source available. It is the responsibility of the student to ensure they have ordered correct textbooks from a reliable source and they arrive in time to start their classes. You can find the required textbooks by course on the college's website at http://www.bmcc.edu.

Students who have completed financial aid applications on file by the financial aid deadline and are eligible for assistance may charge their bookstore purchases unless the financial aid does not include books. If you would like to use your financial aid to pay for books, please contact the Financial Aid Office. Students who have not filed for financial aid by the deadline date or who are not eligible for financial aid will be required to pay for their books at the time of purchase.

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.

When to Apply

BMCC's priority deadline for filing your Free Application for Federal Student Aid (FAFSA) and having a complete financial aid application on file is **June 30** of each year. 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 winter semester, please complete the FAFSA by **October 31** 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 5 business days of the date classes begin. If you're eligible for financial aid, a refund check 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, earned a GED, or demonstrated an ability to benefit from college by achieving passing scores on an acceptable entrance examination.

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

- 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 Refund Policy

If a student withdraws from school during the college refund period and the student has received Title IV Federal Financial Aid monies, the following procedure applies. The refund is applied to the programs which have paid the tuition in the following order if tuition was paid from more than one Title IV source: 1. Pell, 2. SEOG.

Return of Financial Aid for College Withdrawal

When you receive a Pell grant, Federal Supplemental Opportunity grant, or Academic Competitiveness Grant to attend Bay Mills Community College, you are agreeing to complete courses covered by your financial aid. According to Department of Education regulations, if you withdraw from 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 are thinking about withdrawing from all classes prior to completing the semester, please contact the Financial Aid Office to determine how the withdrawal 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 for Associate Degree programs. 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 probation 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)**
  Students must meet the Academic Proficiency Standards as outlined in the Student Handbook. Undergraduate students with a cumulative BMCC GPA below 2.0 will be placed on academic warning. Students put on SAP warning will be notified in writing of their status and informed of the deficiency requiring correction to be removed from SAP warning. Students in good academic standing or on SAP

warning are eligible for financial aid; however, failure by the student(s) on SAP warning to raise their GPA to the minimum 2.0 level after the semester of SAP warning will be placed on financial aid suspension. Students on SAP suspension are not eligible for federally sponsored financial aid programs. Transfer credits will not be considered in the cumulative BMCC GPA calculation.

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

Right to Appeal Financial Aid Suspension

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

Omnibus Drug Initiative Act

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

Grants and Scholarship Opportunities

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

Federal Pell Grant Program

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

Tribal Support Programs and the Indian Higher Education Program

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

Work Study Program

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

Supplemental Educational Opportunity Grants

The purpose of the Federal Supplemental Educational Opportunity Grant is to provide grants to exceptionally needy students to help pay for their post-secondary education. It is for undergraduates only and it does not have to be paid back. The minimum award is $100. To qualify for these grant funds, students must be eligible to receive a Federal Pell Grant.

Michigan Works

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

Board of Regents Scholarship

The Board of Regents Scholarship will be awarded to all students admitted to BMCC who complete the required application and meet the following rules:

1. Must be a member of a U.S. Federally Recognized Tribe and submit a copy of your Tribal I.D. or verification of Tribal membership from your Tribal Enrollment Clerk.
2. Must maintain a 2.0 Grade Point Average.
3. At least one-half or 50% of all credits taken at any given time must be taken on campus. Please be aware that enrollment in online classes or off campus classes after you have enrolled on campus can cancel your eligibility if you fall below the 50% on campus rule.
4. Students must display good moral character to remain eligible (the BMCC student handbook defines acceptable student behavior).

The scholarship is presently limited to sixty-six (66) credits, which is enough to secure any Associates Degree we offer and at least thirty-three (33) credits of the total of 66 credits must be taken on campus. If a student withdraws from a class after the drop period, and the Board of Regents Scholarship has been applied to the student's account, the class will count against the sixty-six (66) credits allowed under the Board of Regents Scholarship 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 (E.C.E.) courses are not subject to the 50% on campus rule as stated in Part 3. Please contact Admissions to obtain a list of the qualifying online E.C.E. courses.

American Indian College Fund (AICF)

The American Indian College Fund scholarships and grants are an integral part of the financial aid package at Bay Mills Community College. The Financial Aid Office posts information regarding the AICF Grants/Scholarships at the beginning of each semester and the student is responsible for filling out the application online.

Other Scholarships

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

STUDENT SERVICES

Family Educational Rights and Privacy Act (FERPA)

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

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

Student Support Services

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

- traditional guidance/teachings
- utilization of Native American spiritual advisors
- talking circles
- annual ceremonials
- native workshops/gatherings
- personal/family/group counseling referrals
- substance abuse assessment/evaluation referrals
- peer tutoring assistance
- advocacy
- faculty/student liaison
- student/health care agency liaison
- career development/assistance
- GED scheduling/assistance
- college transfer information/assistance
- student leadership development
- resource materials
- Student Council advisors
- disability student services

BMCC Learning Center

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

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

TRIO (SSS) Program

The TRiO Student Support Services (SSS) Program is a federally funded program that offers academic support services and individualized resources to eligible students each year. The program is designed to provide services that will assist eligible students to achieve academic success, complete their educational program at Bay Mills Community College, and successfully transfer to a 4-year institution.

Services available to TRiO-SSS participants are

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

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

Student Rights and Responsibilities

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

Rights

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

Responsibilities

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

Social Code of Conduct

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

The following violations will result in disciplinary actions:

- Possession of any firearms, other weapons or explosives on campus.
- Assaulting, threatening, harassing or endangering the health or safety of others.
- Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that unreasonably interferes with another and creates an intimidating, hostile or offensive environment.
- Theft or damage to public or private property.
- Unauthorized presence in or use of college facilities or equipment.
- Use of tobacco, except in authorized areas or for ceremonial purposes.
- Refusing to comply with college officials performing their duties.
- Use, possession, or being under the influence of an illegal drug or alcoholic beverage while on college premises or at off-campus sponsored events or field trips.

Any person possessing firearms, other weapons or explosives on campus, or those threatening the health, welfare, or safety of students, staff, instructors, or others may be banned from BMCC by the president. This ban is permanent and not appealable under the standard student grievance procedures. The banned individual will only be allowed to return when directed by a competent authority.

Social Conduct Disciplinary Sanctions

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

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

Due Process

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

- receive a Written charge of the violation and the disciplinary sanction imposed
- have a Hearing, if requested
- have the right to Grieve the charge and disciplinary sanction

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

Student Council

The Student Council at BMCC consists of all full and part-time students, with the exception of BMCC employees. Student council officers, which include a president, vice president, secretary, treasurer, and sergeant-at-arms, are elected from the student council-at-large at the beginning of the fall semester each academic year.

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

Student Activities/Clubs

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

Parking

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

COMMUNITY SERVICES

High School Completion and GED Program

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

Continuing Education Services

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

The Library

The college library is a major academic resource for students at Bay Mills Community College. 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 Bay Mills Community College.

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

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 http://www.bmcc.edu/index-2.html.

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 SCIENCES

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

At the end of their prescribed studies, students will be able to

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

GENERAL EDUCATION IN NATIVE HISTORY AND CULTURE

Students will understand the diversity of Native histories, lifestyles, philosophies and cultures as well as the importance of traditional language in maintaining Native culture from the Anishnaabek perspective.

At the end of their prescribed studies, students will be able to

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

GENERAL EDUCATION IN COMMUNICATION

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

At the end of their prescribed studies, students will be able to

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

GENERAL EDUCATION IN HEALTH AND FITNESS

Students will develop an understanding of the habits, skills and attitudes that promote wellness and healthy lifestyles.

At the end of their prescribed studies, students will be able to

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

GENERAL EDUCATION IN SCIENCE AND MATH

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

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

GENERAL EDUCATION IN CRITICAL THINKING

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

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

GENERAL EDUCATION IN TECHNOLOGICAL LITERACY

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

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

GENERAL EDUCATION SEQUENCING

General education courses provide the core of learning which students need to succeed in their other courses and in their communities. General education learning is not limited to the required general education courses; rather, it is

infused and practiced throughout BMCC's curriculum. It is therefore in the students' best interest to take these core classes in the exact order specified in their program.

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

PREREQUITES

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

ASSESSMENT OF STUDENT LEARNING

BMCC is committed to assessment as a means of ensuring effective student learning. A series of three, one-hour standardized tests is required prior to graduation. Individuals should begin these tests as soon as they complete their General Education requirements, generally in their fourth semester. The tests may be taken in the Library, after registering with the Assessment Coordinator. There is no "passing" score, 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 may need review.

General Education Course Requirements for Associate of Applied Science Degrees

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

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

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

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

	Courses	Credits
******	Designated computer science elective: CS112 or CS121	4
EN111	College Composition	4
EN112	Content Area Composition and Research	4
******	Designated 3rd writing course	3-4
	EN219 Technical and Report Writing	
	EN256 Advanced Composition and Research	
	BU193 Communication and Writing Skills	
*****	Designated math course	4
	MA114 Intermediate Algebra or	
	MA116 College Algebra	
NA113	Native American Awareness	1
NA125	History and Organization of Michigan Indian Tribes	4
EN107	Public Speaking	3
ES101	Fitness & Wellness	2
******	Designated science elective with lab	4
******	Designated social science elective	3-4
		36-38

MACRAO AGREEMENT

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

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

English Composition…...…6 Credit Hours

Social Science……..……8 Credit Hours

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

Humanities……8 Credit Hours

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

Science/Math……..…8 Credit Hours

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

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

MACRAO Elective Options

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

Native Studies/Humanities

ED252 Children's Literature	3
ED255 Children's Literature K-8	3
EN206 Creative Writing	3
EN225 Contemporary Native American Literature	3
HS101 History of World Civilization I	4
HS102 History of World Civilization II	4
HS202 Michigan History	3
HU116 Art Appreciation	3
NA113 Native American Awareness	1
NA125 History and Organization of Michigan Indian Tribes	4
NA129 Native American Art and Artifacts: Cultural Interpretations	3
NA131 Nishnaabek Legends & Oral Traditions	3
NA132 People and the Land/Seasonal Life Ways	3
NA136 Nishnaabek Clothing, Adornment & Handcrafts	3
NA154 Traditional Drumming and Singing I	3
NA201 Native American Contributions to Society	3
NA205 Tribal Law	3
NA213 Contemporary Native American Issues	3
NA219 Tribal Government and Economic Issues	3
NI104 Nishnaabek Cultural Experience I	3
NI106 Nishnaabek Cultural Orthography Grammar – Basic	3
NI108 Ojibwe Lang. Immersion – Basic	6
NL105 Ojibwe Language I	3
NL106 Ojibwe Language II	3
NP141 Basic Immersion I	6

Natural Sciences (With Lab)

BI101 Introduction to Biology	4
BI107 Human Biology	4
CH104 Introduction to Chemistry	4
MA116 College Algebra	4
MA118 Analytic Trigonometry	4
MA206 Statistical Methods I	4
NS101 Environmental Science	4
NS107 Introduction to Earth Science	4
NS112 Concepts of Physics	4
NS114 Fish & Wildlife Management	4

Social Science

BU108 Macroeconomics	3
BU109 Microeconomics	3
CJ101 Introduction to Corrections	3
CJ201 Introduction to Criminal Justice	3
EC111 Parents as Partners	3
EC201 Partners in Decision Making	3
EC206 Foundations of Family Services	3
EC217 Emergent Literacy	3
ED257 Learner Diversity	3
ED267 Intro. to Indian & Rural Education	4
ES105 Sociology of Sports	4
GE105 Introduction to World Geography	4
HS101 History of World Civilization I	4
HS102 History of World Civilization II	4
HS105 American History I	4
HS106 American History II	4
HS212 American Government I	4
NA125 History & Organization of Michigan Indian Tribes	4
PY101 Introduction to Psychology	4
PY205 Abnormal Psychology	3
PY208 Counseling Theories and Techniques	3
PY214 Developmental Psychology	3
SO103 Community Support Systems	2
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

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

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

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

Associate of Applied Science (AAS)

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

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

Associate of Applied Science Programs

COMPUTER INFORMATION SYSTEMS – Computer Technology Emphasis
CONSTRUCTION TECHNOLOGY
OFFICE ADMINISTRATION
OJIBWE LANGUAGE INSTRUCTION: NISHNAABEMWIN

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

The Associate of Arts and the Associate of Science degree programs are BMCC's basic academic transfer programs. Courses in these programs form the basis for many career options and majors and parallel those offered in the first two years at four-year baccalaureate degree institutions. All students wishing to transfer should work closely with their academic advisor at BMCC and the intended transfer schools in the planning of their course of study while at Bay Mills Community College. 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.

Associate of Arts Programs

BUSINESS ADMINISTRATION
CRIMINAL JUSTICE EMPHASIS CORRECTIONS
EDUCATION
EARLY CHILDHOOD EDUCATION (ONLINE)
GENERAL STUDIES
GREAT LAKES NATIVE AMERICAN STUDIES
HEALTH & FITNESS
SOCIAL SCIENCE

Associate of Science Program

GENERAL STUDIES

Certificate Programs

HEALTH SCIENCE
MEDICAL OFFICE
NATURAL SCIENCE

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

Certificate of Completion (C)

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

CORRECTIONS
EMERGENCY MEDICAL TECHNICIAN – BASIC
EMERGENCY MEDICAL TECHNICIAN – SPECIALIST
PARAMEDICS
GENERAL STUDIES – MACRAO
NISHNAABEMWIN LANGUAGE INSTITUTE – YEAR 1
NISHNAABEMWIN PANE IMMERSION INSTRUCTION PROGRAM

Diploma (D)

NISHNAABEMWIN LANGUAGE & INSTRUCTORS INSTITUTE (OJIBWE LANGUAGE INSTRUCTION)
NISHNAABEMWIN PANE IMMERSION PROGRAM

ASSOCIATE OF APPLIED SCIENCE
COMPUTER INFORMATION SYSTEMS
Computer Technology Emphasis

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

YEAR ONE

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

YEAR TWO

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
CS204	Web Page Design	3	CS222	Advanced Operating Systems	4
CS227	Data Communication Systems (Advanced Networking)	4	CS223	Visual Basic Programming	4
CS231	Unix Administration	4	CS***	Computer Science Elective	3-4
MA114	Intermediate Algebra	4	CS271	Cooperative Education	5
	TOTAL	15		**TOTAL**	16-17

Required Credits for This Curriculum = 65-66

ASSOCIATE OF APPLIED SCIENCE
CONSTRUCTION TECHNOLOGY

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

YEAR ONE

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

	SUMMER SEMESTER	CREDITS
CT***	Designated Elective CT261 Cooperative Education CT271 Cooperative Education	3-5
	TOTAL	3-5

YEAR TWO

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
CS112	Introduction to Computers	4	CT212	Construction VI: Concrete & Foundation	5
CT202	Material Estimating	3			
CT211	Construction V: Site Construction	5	CT232	Residential Utilities	3
			ES101	Fitness & Wellness	2
CT233	Principles of Workforce Leadership	5	NA113	Native American Awareness	1
			*****	Elective	3-4
	TOTAL	17		**TOTAL**	14-15

Required Credits for This Curriculum = 69-72

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		CREDITS	SPRING SEMESTER		CREDITS
BU113	Introduction to Business	3	AC***	Accounting Elective	3-4
CS112	Introduction to Computers	4		AC101, AC104, AC105	
CS121	Princ. Of Microsoft Office	4	CS128	Word Processing	4
CS125	Desktop Information Mgmt	1	CS248	Database Design	4
EN111	College Composition I	4	EN112	Content Area	4
NA113	Native American	1		Composition and Research	
	Awareness		OE121	Office Procedures	3
	TOTAL	17		**TOTAL**	18-19

YEAR TWO

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
CS215	Desktop Publishing	4	BU193	Communication & Writing	3
CS216	Spreadsheet Design &	4		Skills	
	Management		CIS204	Computer Security	3
MA114	Intermediate Algebra	4	CS203	Integrated Office	3
*****	Business or	3-4	ES101	Fitness & Wellness	2
	Computer Science Elective		*****	Business or	3-4
				Computer Science Elective	
	TOTAL	15-16		**TOTAL**	14-15

Required Credits for This Curriculum = 64-67

ASSOCIATE OF APPLIED SCIENCE
OJIBWE LANGUAGE INSTRUCTION
NISHNAABEMWIN

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

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

SUMMER—BASIC—YEAR ONE

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

SUMMER—INTERMEDIATE—YEAR TWO

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

SUMMER—ADVANCED—YEAR THREE

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

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

CS112	Introduction to Computers	4
EN111	College Composition	4
EN112	Content Area Composition and Research	4
NA125	History & Organization of Michigan Indian Tribes	4
*****	Science or Math Elective	4
*****	Fitness & Wellness	2
		22

Required Credits for This Curriculum = 72

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

ASSOCIATE OF ARTS
BUSINESS ADMINISTRATION

This degree is designed to provide students with a foundation for careers in private or tribal 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	CREDITS		SPRING SEMESTER	CREDITS
AC101	Accounting I	4	AC102	Accounting II	4
BU113	Introduction to Business	3	*****	Designated Elective	3
CS112	Introduction to Computers	4		AC104 Payroll Accounting	
EN111	College Composition	4		AC105 QuickBooks	
ES101	Fitness & Wellness	2		BU115 Entrepreneurship	
NA113	Native American Awareness	1	BU108	Macroeconomics	3
			EN112	Content Area Composition and Research	4
			*****	Natural Science Elective	4
	TOTAL	18		**TOTAL**	18

YEAR TWO

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

Required Credits for This Curriculum = 69

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

ASSOCIATE OF ARTS
CRIMINAL JUSTICE CORRECTIONS EMPHASIS

This curriculum is designed to prepare students for various positions in correctional agencies at the local, state, and federal levels. The program includes a combination of theoretical, practical, and supportive courses. Individuals already employed in the corrections area can increase their skills and prepare for supervisory positions. 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	**CREDITS**		**SPRING SEMESTER**	**CREDITS**
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 Composition and Research	4
ES101	Fitness & Wellness	2			
ES111	College Composition	4	NA125	History & Organization of Michigan Indian Tribes	4
NA113	Native American Awareness	1			
	TOTAL	17		**TOTAL**	17

YEAR TWO

	FALL SEMESTER	**CREDITS**		**SPRING SEMESTER**	**CREDITS**
CJ201	Introduction to Criminal Justice	3	*****	Natural Science Elective	4
			EN219	Technical & Report Writing	4
EN107	Public Speaking	3	NA***	NA Elective	3-4
PY101	Introduction to Psychology	4	PY205	Abnormal Psychology	3
SO106	Introduction to Sociology	4			
MA***	Designated Math Elective MA114 Intermediate Algebra MA116 College Algebra	4			
	TOTAL	18		**TOTAL**	14-15

Required Credits for This Curriculum = 66-67

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

*Correction Officer Certificate Courses

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

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

YEAR ONE

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
CS***	Designated Elective CS112, CS121	4	EC108	Competencies and Best Practices in Children and Family Programs II (CDA II)	4
EC105	Performance Standards				
EC107	Competencies and Best Practices in Children and Family Programs I (CDA I)		EN112	Content Area Composition and Research	4
			MA***	Designated Math Elective	4
EN111	College Composition	4		MA114 Intermediate Algebra	
ES101	Fitness & Wellness	2		MA116 College Algebra	
			NA113	Native American Awareness	1
			NS101	Environmental Science w/Lab	4
	TOTAL	17		**TOTAL**	17

YEAR TWO

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
EC111	Parents as Partners	3	BU206	Principles of Management	3
EC208	Facilities, Materials, Equipment & Transportation in ECE	2	EC205	Budgeting and Fiscal Management in ECE	3
			EC211	Introduction to Strategic Plans, Proposals, & Evaluations in ECE	3
NA125	History & Organization of Michigan Indian Tribes	4			
SO213	Communication/Conflict Resolution	3	EC217	Emergent Literacy in Young Children	3
*****	Designated Comm. Elective EN219, EN256, BU193	3-4	*****	NA/Humanities Elective	3-4
	TOTAL	15-16		**TOTAL**	15-16

Required Credits for This Curriculum = 64-66

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

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

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

YEAR ONE

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
CS***	Designated Elective CS112, CS121	4	EC108	Competencies and Best Practices in Children and Family Programs II (CDA II)	4
EC105	Performance Standards	3			
EC107	Competencies and Best Practices in Children and Family Programs I (CDA I)	4	EN112	Content Area Composition and Research	4
EN111	College Composition	4	MA***	Designated Math Elective	4
NA113	Native American Awareness	1		MA114 Intermediate Algebra MA116 College Algebra	
			NS101	Environmental Science w/Lab	4
	TOTAL	16		**TOTAL**	16

YEAR TWO

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
EC111	Parents as Partners	3	EC206	Foundations of Family Services	3
EC218	Developing Family Partnerships	4	EC217	Emergent Literacy in Young Children	3
ES101	Fitness & Wellness	2	EC219	Inclusion of Special Needs Preschoolers in EC Programs	3
*****	Designated Comm. Elective EN219, EN256, BU193	3-4	NA125	History & Organization of Michigan Indian Tribes	4
*****	NA/Humanities Elective	3-4	SO213	Communication/Conflict Resolution	3
	TOTAL	15-17		**TOTAL**	16

Required Credits for This Curriculum = 63-65

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

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

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

YEAR ONE

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
CS***	Designated Elective CS112, CS121	4	EC108	Competencies and Best Practices in Children & Family Programs II (CDA II)	4
EC105	Performance Standards	3			
EC107	Competencies and Best Practices in Children and Family Programs I (CDA I)	4	EC117	Health, Safety, & Nutrition for Early Childhood	3
EN111	College Composition	4	EN112	Content Area Composition and Research	4
NA113	Native American Awareness	1	MA***	Math Elective MA114 Intermediate Algebra MA116 College Algebra	4
			SO103	Community Support Systems	2
	TOTAL	16		**TOTAL**	17

YEAR TWO

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
EC***	Designated ECE Elective EC216 Curriculum Dev. EC217 Emergent Literacy	3	EC219	Inclusion of Special Needs Preschoolers in EC Programs	3
			EC***	Designated ECE Elective EC212 Child Dev. EC221 Infant – Toddler Dev.	3-4
ED111	Social and Emotional Needs of Children	3			
ES101	Fitness & Wellness	2	NS101	Environmental Science w/Lab	4
NA125	History & Organization of Michigan Indian Tribes	4	SO213	Communication/Conflict Resolution	3
*****	Designated Comm. Elective EN219, EN256, BU193	3-4	*****	Designated Elective EC218 Family Partnerships ED252 Children's Literature: Birth through Grade 6	3-4
	TOTAL	15-16		**TOTAL**	16-18

Required Credits for This Curriculum = 64-67

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

ASSOCIATE OF ARTS
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. The program meets MACRAO requirements for transfer to state universities.

YEAR ONE

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
CS112	Introduction to Computers	4	EN112	Content Area Composition and Research	4
ED200	Introduction to Teaching	3	HS212	American Government	4
EN111	College Composition	4	MA114	Intermediate Algebra	4
GE105	Introduction to World Geography	4	NA125	History & Organization of Michigan Indian Tribes	4
NA113	Native American Awareness	1			
	TOTAL	16		**TOTAL**	16

YEAR TWO

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
ED257	Learner Diversity	3	ED267	Introduction to Rural and Indian Education	4
EN256	Advanced Composition and Research	4	EN107	Public Speaking	3
MA***	Designated Math Elective MA116 College Algebra MA206 Statistical Methods I	4	EN225	Contemporary Native American Literature	3
			ES101	Fitness & Wellness	2
NS107	Earth Science	4	NS112	Concepts of Physics	4
	TOTAL	15		**TOTAL**	16

Required Credits for This Curriculum = 63

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 MACRAO eligibility. 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. This program meets MACRAO requirements. Substitutions for prescribed courses may be allowed as necessary for individual students to meet specific transfer requirements.

YEAR ONE

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
CS112	Introduction to Computers	4	EN112	Content Area Composition & Research	4
EN111	College Composition I	4			
ES101	Fitness & Wellness	2	NS***	Natural Science Elective	4
NA113	Native American Awareness	1	*****	MACRAO Required Elective	4
*****	Undesignated Elective	3-4	*****	Concentration Elective	3
	TOTAL	14-15		**TOTAL**	15

YEAR TWO

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
MA***	Designated Math Elective MA114 Intermediate Algebra MA116 College Algebra	4	NS***	Natural Science Elective	4
			NA125	History & Organization of Michigan Indian Tribes	4
EN107	Public Speaking	3	EN***	Communication Elective	3-4
*****	Communication Elective	3-4	*****	MACRAO Required Elective	3-4
*****	MACRAO Required Elective	3-4	*****	Concentration Elective	3
*****	Concentration Elective	3			
	TOTAL	16-18		**TOTAL**	17-19

Required Credits for This Curriculum = 62-67

***MACRAO must be met to earn this degree. Courses used to meet MACRAO requirements require a "C" or higher grade. 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. The program meets MACRAO requirements for transfer to state universities.

YEAR ONE

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
CS112	Introduction to Computers	4	EN112	Content Area Composition and Research	4
EN111	College Composition	4			
NA113	Native American Awareness	1	ES101	Fitness & Wellness	2
NA132	People and The Land/ Seasonal Life Ways	3	NA125	History & Organization of Michigan Indian Tribes	4
NL105	Ojibwe Language I	3	NA131	Nishnaabek Legends & Oral Traditions	3
			NL106	Ojibwe Language II	3
	TOTAL	15		**TOTAL**	16

YEAR TWO

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
EN107	Public Speaking	3	EN225	Contemporary Native American Literature	3
EN***	Designated Comm. Elective EN219 Tech.& Report Writing EN256 Adv.Comp.& Research	4	MA***	Designated Math Elective MA114 Intermediate Algebra MA116 College Algebra	4
NA219	Tribal Government & Economic Issues	3	NA213	Contemporary Native American Issues	3
NL109	Ojibwe Language III	3			
*****	Designated Elective PY101 Intro. to Psychology SO106 Intro. to Sociology	4	NA***	NA Elective	3-4
			*****	Natural Science Elective	4
	TOTAL	17		**TOTAL**	17-18

Required Credits for This Curriculum = 65-66

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

ASSOCIATE OF ARTS
HEALTH & FITNESS

This curriculum is designed to provide students with the opportunity to acquire the skills, knowledge, and competencies 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	CREDITS		SPRING SEMESTER	CREDITS
CS112	Introduction to Computers	4	EN112	Content Area Composition and Research	4
EN111	College Composition	4			
ES101	Fitness & Wellness	2	BI107	Human Biology	4
ES105	Sociology of Sports	4	ES107	Coaching Fundamentals	4
*****	Humanities Elective	3-4	ES109	Conditioning & Strength in Training	4
			NA113	Native American Awareness	1
	TOTAL	17-18		**TOTAL**	17

YEAR TWO

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

Required Credits for This Curriculum = 69-70

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

ASSOCIATE OF ARTS
SOCIAL SCIENCE

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

YEAR ONE

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
CS112	Introduction to Computers	4	EN112	Content Area Composition & Research	4
EN111	College Composition	4			
NA113	Native American Awareness	1	MA***	Designated Math Electives MA116 College Algebra MA206 Statistical Methods I	4
SO106	Introduction to Sociology	4			
PY101	Introduction to Psychology	4			
			NA125	History & Organization of Michigan Indian Tribes	4
			PY214	Developmental Psychology	3
			SO204	Social Problems	3
	TOTAL	17		**TOTAL**	18

YEAR TWO

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
EN107	Public Speaking	3	ES101	Fitness & Wellness	2
EN256	Advanced Composition and Research	4	PY205	Abnormal Psychology	3
			*****	Social Science Electives	3-6
*****	Science Elective w/Lab	4	SO209	Family Systems	3
SO***	Social Science Electives	6-7	*****	Humanities Electives	3
	TOTAL	17-18		**TOTAL**	14-17

Required Credits for This Curriculum = 66-70

Other electives may be substituted as required by the transfer institution

ASSOCIATE OF SCIENCE
GENERAL STUDIES

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

YEAR ONE

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
CS112	Introduction to Computers	4	EN112	Content Area Composition & Research	4
EN111	College Composition	4			
ES101	Fitness & Wellness	2	*****	Natural Science Elective	4
NA113	Native American Awareness	1	*****	MACRAO Required Elective	4
*****	Natural Science Elective	4	MA116	College Algebra	4
	TOTAL	15		**TOTAL**	16

YEAR TWO

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
*****	Written Communication Elective	3-4	NA125	History & Organization of Michigan Indian Tribes	4
EN107	Public Speaking	3	*****	Natural Science Elective	4
*****	MACRAO Required Elective	4	MA***	Designated Math Elective MA118 Analytic Trigonometry MA206 Statistical Methods I	4
*****	Natural Science Elective	4			
*****	Undesignated Elective	3-4	*****	MACRAO Required Elective	3-4
	TOTAL	17-19		**TOTAL**	15-16

Required Credits for This Curriculum = 62-66

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

CERTIFICATE
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	**CREDITS**		**SPRING SEMESTER**	**CREDITS**
CS112	Introduction to Computers	4	BI107	Human Biology	4
EN111	College Composition	4	*****	Designated Elective	4
MA***	Math Elective	4		CH104 Intro. to Chemistry	
	MA102 Beginning Algebra II			NS112 Concepts of Physics	
	MA114 Intermediate Algebra		*****	Approved Elective	3-4
	MA116 College Algebra		*****	Approved Elective	3-4
NA113	Native American Awareness	1			
*****	Designated Elective	3-4			
	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
NS112 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	CREDITS		SPRING SEMESTER	CREDITS
CS121	Principles of Microsoft Office	4	AC***	Accounting Elective	3-4
EN111	College Composition	4		AC101, AC104, AC105	
MA***	Math Elective	3-4	BI107	Human Biology	4
	MA104 Math & Metrics		BU193	Comm. & Writing Skills	3
	MA111 Business Math (online)		NA113	Native American Awareness	1
	MA114 Intermediate Algebra		OE113	Medical Coding & Billing II	3
	MA116 College Algebra		OE121	Office Procedures	3
OE112	Medical Coding & Billing I	3			
SI112	Medical Terminology	3			
	TOTAL	17-18		**TOTAL**	17-18

Required Credits for This Curriculum = 34-36

CERTIFICATE
NATURAL SCIENCE

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

YEAR ONE

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
BI101	Introduction to Biology	4	CH104	Introduction to Chemistry	4
CS112	Introduction to Computers	4	MA102	Beginning Algebra II	4
EN111	College Composition	4	NS***	Natural Science Elective	4
NA113	Native American Awareness	1	*****	Undesignated Elective	3-4
NS107	Introduction to Earth Science	4			
	TOTAL	17		**TOTAL**	15-16

Required Credits for This Curriculum = 32-33

Many of the above courses require pre-or-co-requisites. Please consult the course 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	**CREDITS**		**SPRING SEMESTER**	**CREDITS**
CT111	Construction I: Intro. to Construction	5	CT113	Construction III: Interior Wall Finish	5
CT112	Construction II: Framing & Exterior Finish	5	CT114	Construction IV: Finish Carpentry	5
CT202	Material Estimating	3	CT122	Principles of Blueprinting	3
CT211	Construction V: Site Construction	5	CT212	Construction VI: Concrete & Foundation	5
	TOTAL	18		**TOTAL**	18

Required Credits for This Curriculum = 36

CERTIFICATE OF COMPLETION
CORRECTIONS

This curriculum is designed to prepare men and women for various positions in correctional facilities at the local, state and federal levels. The program includes a combination of theoretical, practical, and supportive courses. The Certificate courses approved by the Michigan Correction Officers Training Council give prospective employees higher employment consideration. Students who complete the five Corrections Officer Certificate courses will satisfy the mandate by the State of Michigan for employment as a Correction Officer in the Michigan Department of Corrections.

YEAR ONE

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

Required Credits for This Curriculum = 15

CERTIFICATE OF COMPLETION
GENERAL STUDIES - MACRAO

This certificate of completion in General Studies – MACRAO provides students with the MACRAO 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 they apply the MACRAO stamp.

YEAR ONE

	FALL SEMESTER	**CREDITS**		**SPRING SEMESTER**	**CREDITS**
EN111	College Composition	4	EN112	Content Area	4
*****	Humanities Elective	4		Composition & Research	
*****	Natural Science/Math Elective	4	*****	Humanities Elective	4
*****	Social Science Elective	4	*****	Natural Science/Math Elective	4
			*****	Social Science Elective	4
	TOTAL	16		**TOTAL**	16

Required Credits for This Curriculum = 32

Students are required to earn a "C" 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 25 of the catalog or General Education Advisor for assistance.

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
	TOTAL	12

Required Credits for This Curriculum = 12

CERTIFICATE OF COMPLETION
EMERGENCY MEDICAL TECHNICIAN SPECIALIST

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	8
	TOTAL	8

Required Credits for This Curriculum = 8

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	CREDITS		SUMMER SEMESTER	CREDITS
HL205	Emergency Medical Technician Paramedic Training I	12	HL206	Emergency Medical Technician Paramedic Training II	7
	TOTAL	12		**TOTAL**	7

YEAR TWO

	FALL SEMESTER	CREDITS		SPRING SEMESTER	CREDITS
HL207	Emergency Medical Technician Paramedic Training III	9	HL208	Emergency Medical Technician Paramedic Training IV	12
	TOTAL	9		**TOTAL**	12

	SUMMER SEMESTER	CREDITS
HL209	Emergency Medical Technician Paramedic Training V	5
	TOTAL	5

Required Credits for This Curriculum = 45

BAY MILLS COMMUNITY COLLEGE
NISHNAABEMWIN LANGUAGE STUDIES

INTRODUCTION

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

In addition to Nishnaabemwin language learning and acquisition, students of the *Nishnaabemwin Language Instructor Institute* (NL&II) Program and students in the *Nishnaabemwin Immersion Instruction* Program will gain the skills necessary to teach the Nishnaabe language to second language learners.

THE PROGRAM

In keeping with the spirit of Bay Mills Community College's mission, the goal of the Nishnaabemwin Language programs at BMCC are targeted for individuals who have a special commitment to regain and retain the Nishnaabe language and culture. The teaching and learning process of these programs are developed in a manner that is unique and dynamic, Nishnaabe driven, and attempts to make a difference in the lives of the learners. In past history, the educational experiences of Nishnaabe people have not been pleasant and their rich culture largely unappreciated. This has changed dramatically in the past few years with the ever increasing awareness and enhancement of pride in this rich heritage. With this in mind, the development of the program has been done in a holistic approach—holistic meaning integrating the language in all of the courses in these program.

LANGUAGE STUDIES GOALS

The goals of the Language Studies programs are as follows:

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

CERTIFICATE OF COMPLETION
NISHNAABEMWIN LANGUAGE INSTITUTE
OJIBWE LANGUAGE IMMERSION PROGRAM

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

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

SIX WEEK – SUMMER ONLY

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

CERTIFICATE OF COMPLETION
NISHNAABEMWIN IMMERSION INSTRUCTION PROGRAM

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

	COURSES	**CREDITS**
NP145	Introduction to 2nd Language Acquisition: Theory & Practice	4
NP244	Immersion Education	4
NP265-A	Curriculum Development	4
NP274-A	Native Language Revitalization: Case Studies & Lessons	4
NP275-A	Methodology: Immersion in Context	4
NP279-A	Immersion Instruction Practicum I	4
NP280-A	Immersion Instruction Practicum II	4

Required Credits for This Curriculum = 28

DIPLOMA
NISHNAABEMWIN LANGUAGE INSTRUCTOR INSTITUTE
OJIBWE LANGUAGE INSTRUCTION

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

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

SUMMER—BASIC—YEAR ONE

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

SUMMER—INTERMEDIATE—YEAR TWO

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

SUMMER—ADVANCED—YEAR THREE

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

Required Credits for This Curriculum = 50

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

DIPLOMA
NISHNAABEMWIN PANE IMMERSION PROGRAM

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

YEAR ONE

FALL SEMESTER		**CREDITS**
NP141	Basic Immersion I (Formerly NA141 & NA142)	6
NP161	Ojibwe Immersion I (Formerly NA161 & NA162)	8
	TOTAL	14
SPRING SEMESTER		
NP142	Basic Immersion II (Formerly NA143 & NA144)	6
NP162	Ojibwe Immersion II (Formerly NA163 & NA164)	8
	TOTAL	14
SUMMER SEMESTER		
NP143	Basic Immersion III (Formerly NA241 & NA242)	6
NP163	Ojibwe Immersion III	8
	TOTAL	14

YEAR TWO

FALL SEMESTER		**CREDITS**
NP241	Intermediate Immersion I (Formerly NA243 & NA244)	6
NP261	Listening Comprehension I (Formerly NA261 & NA262)	8
	TOTAL	14
SPRING SEMESTER		
NP242-A	Intermediate Immersion II	6
NP262	Listening Comprehension II (Formerly NA263 & NA264)	8
	TOTAL	14
SUMMER SEMESTER		
NP243-A	Intermediate Immersion III	6
NP263	Listening Comprehension III	8
	TOTAL	14

YEAR THREE

FALL SEMESTER		**CREDITS**
NP245-A	Intermediate Immersion IV	6
NP271-A	Conversational Immersion I	8
	TOTAL	14
SPRING SEMESTER		
NP247-A	Intermediate Immersion V	6
NP272-A	Conversational Immersion II	8
	TOTAL	14
SUMMER SEMESTER		
NP249-A	Intermediate Immersion VI	6
NP273-A	Conversational Immersion III	8
	TOTAL	14

YEAR FOUR

FALL SEMESTER			**CREDITS**
NP251-B	Advanced Immersion I		6
NP281-B	Comprehensive Immersion I		8
		TOTAL	14
SPRING SEMESTER			
NP252-B	Advanced Immersion II		6
NP282-B	Comprehensive Immersion II		8
		TOTAL	14
SUMMER SEMESTER			
NP253-B	Advanced Immersion II-B		6
NP283-B	Comprehensive Immersion II-B		8
		TOTAL	14

YEAR FIVE

FALL SEMESTER			**CREDITS**
NP253-C	Advanced Immersion III		6
NP283-C	Comprehensive Immersion III		8
		TOTAL	14
SPRING SEMESTER			
NP254-C	Advanced Immersion IV		6
NP284-C	Comprehensive Immersion IV		8
		TOTAL	14
SUMMER SEMESTER			
NP255-C	Advanced Immersion V		6
NP285-C	Comprehensive Immersion V		8
		TOTAL	14

YEAR SIX

FALL SEMESTER			**CREDITS**
NP256-D	Advanced Immersion VI		6
NP286-D	Comprehensive Immersion VI		8
		TOTAL	14
SPRING SEMESTER			
NP257-D	Advanced Immersion VII		6
NP287-D	Comprehensive Immersion VII		8
		TOTAL	14
SUMMER SEMESTER			
NP258-D	Advanced Immersion VIII		6
NP288-D	Comprehensive Immersion VIII		8
		TOTAL	14

COURSE DESCRIPTIONS

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

AC – ACCOUNTING

AC101 Accounting I (Fall) 4 CR

This is an introductory course in accounting, which includes the recording and reporting of business transactions, and the measuring, planning and controlling of business income, assets and equities.
Co-requisite: MA101 or permission of instructor.

AC102 Accounting II (Spring) 4 CR

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

AC104 Payroll Accounting (Spring) 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 CS216.

AC105 Using QuickBooks for Small Businesses (On Demand) 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.

AE - ACADEMIC ENRICHMENT

AE106 Reading Comprehension & Written Communication Skills (Fall/Spring) 8 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 EN108. If this minimum requirement is not met, the student receives a grade of Incomplete (I) and repeats the course.
Prerequisite: Compass score. Credit in this course does not apply toward college graduation.

AE108 Fundamentals of Mathematics (Fall/Spring) 4 CR

This course is designed as a review of the basic mathematical operations. Topics covered include whole numbers, fractions, decimals, percents, ratios, proportions, and word problems. Students must meet minimum requirements of a C or better in the course before enrolling in AE 109. 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.
Prerequisite: Compass score. Co-requisite: ED101

AE109 Fundamentals of Algebra (Fall/Spring) 4 CR

This course is a continuation of AE 108. Topics covered include signed numbers, basic algebra operations, exponents, word problems, charts and graphs, and English-Metric measurements and conversions. Students must meet minimum requirements of a C or better in the course before enrolling in college level 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.
Prerequisites: Compass score or AE108 with a C or better. Co-requisite: ED101

AE119 Basic Computers (Fall/Spring) 3 CR

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

BI – BIOLOGY

BI101 Introduction to Biology (Lab required) (Fall/Spring) 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) (Spring) 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.

BU – BUSINESS

BU108 Macroeconomics (Spring) 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 (Fall) 3 CR

In this course, students will explore the branch of economics that deals with human behavior and choice, as they relate to relatively small units: the individual, the firm, the industry, and the single market.
Prerequisite: EN111 or permission of instructor.

BU113 Introduction to Business (Fall) 3 CR

This course is intended to provide the student a survey of the various and complex aspects of business and the interrelationship that exists between them. Topics will include business organization and management,

personnel and labor relations, governmental agencies and controls, production, marketing, and the like. Current career opportunities will be explored throughout the course.
Co-requisite: EN111.

BU115 Entrepreneurship: Introduction to Small Business (On Demand) 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 (On Demand) 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 Communication and Writing Skills (Spring) 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, and EN111 with a C or better or permission of instructor.

BU204 Business Law I (Spring) 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 (Spring) 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 (Fall) 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.

BU215 Personal Finance (Online) 3 CR

This course is designed to expose the students to various areas of personal finance. It will discuss and apply sound approaches to making various financial decisions, the impact financial decision have on their lives, and how financial situations and priorities change over time.
Prerequisite: EN111

CH – CHEMISTRY

CH104 Introduction to Chemistry (Lab required) (Spring) 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: Completion of MA101 with a C or better.

CJ – CRIMINAL JUSTICE W/CORRECTIONS EMPHASIS

CJ101 Introduction to Corrections (Fall) 3 CR

This course is intended for students interested in Corrections as a career. It will provide an understanding of the history and philosophy of corrections and correctional policy 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 (Fall) 3 CR

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

CJ201 Introduction to Criminal Justice (Fall) 3 CR

This course is designed to provide students with an exploration of the police, 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.
Co-requisites: EN111 and CJ101 or permission of instructor.

CJ212 Institutional Corrections (Spring) 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: CJ101 or permission of the Department Chair.

CJ215 Corrections Client Growth and Development (Spring) 3 CR

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

CJ221 Correctional Law (Spring) 3 CR

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

CIS/CS - COMPUTER INFORMATION SYSTEMS

CIS204 Computer Security (Spring) 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.

CS007 Computer Assisted Materials Development I (Summer) 1 CR

This course is offered in conjunction with the Nishnaabemwin Language & Instructors Institute. It is designed to give students a basic knowledge of computer equipment and accessory use in developing Ojibwe Language instructional materials and resources.
Prerequisite: None.

CS008 Computer Assisted Materials Development II (Summer) 1 CR

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

CS105 Basic Computer and Internet Skills (Fall/Spring) 4 CR

This course is designed for a beginning student having little or no computer experience. Basic computer concepts, basics of Internet use, word processing and electronic spreadsheets are covered.
Prerequisite: None

CS112 Introduction to Computers (Fall/Spring) 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: CS105 or Compass scores.

CS121 Principles of Microsoft Office (Fall) 4 CR

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

CS125 Desktop Information Management (Spring) 1 CR

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

CS128 Word Processing (Spring) 4 CR

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

CS142 Internet Search Techniques and Strategies (Online) 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.

CS203 Integrated Office (Spring) 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 instructor.

CS204 Web Page Design (Fall) 3 CR

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

CS215 Desktop Publishing (Fall) 4 CR

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

CS216 Spreadsheet Design and Management (Fall) 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 or MA111.

CS217 Presentation Graphics (On Demand) 3 CR

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

CS222 Advanced Operating Systems (Spring) 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.

CS223 Visual Basic Programming (Spring) 4 CR

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

CS225 Microsoft Desktop Operating Systems (Spring) 3 CR

This course will provide 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. This course prepares students for the Microsoft Certified Technology Specialist (MCTS) examination, 70-620. This course is subject to change to keep current with Microsoft Operating Systems.
Prerequisites: CS112, CS226 with a C or better.

CS226 Computer Hardware Systems (Fall) 4 CR

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

CS227 Data Communication Systems - Networking (Fall) 4 CR

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

CS228 Advanced Computer Hardware (Spring) 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: CS112, CS226 with a C or better.

CS231 Unix Administration (Fall) 4 CR

This course is designed to provide students with an introduction to the UNIX operating system using Linux distributions. Students will learn how to create, delete, copy, move, and search for information on a UNIX system as well as organize information using the UNIX 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 UNIX 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. Co-requisite: CS226.

CS248 Database Design (Spring) 4 CR

This course will develop skill in creating databases. Major topics covered include creating tables, fields, setting relationships between tables, creating reports and forms. This course covers database design, theory, and implementation. Using a relational database, students will gain experience in developing a working relational system.
Prerequisite: CS121.

CS271 Cooperative Education: Computer Information Systems - Technology (Spring) 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 (Fall) 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 MI.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 (Fall) 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, eve 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 (Spring) 5 CR

This course is offered in conjunction with Construction IV, and is held during the first eight weeds 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 (Spring) 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 (Spring) 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 (Fall) 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.

CT211 Construction V: Site Construction (Fall) 5 CR

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

CT212 Construction VI: Concrete and Foundations (Spring) 5 CR

This course will be the second half of the semester. During this course the students will have the opportunity to study the use of concrete as a building material for foundations, decorative work, and as an interior finish option. Students completing this course will understand inherent strengths, characteristics, concepts of thermal mass, and compositions of numerous concrete mixture ratios. Students will learn basic techniques used in masonry and the various bonds that are used in block and bricklaying.
Co-requisite: CT211.

CT214 Alternative Methods, Materials, and Resources (On Demand) 1-3 CR

The purpose of this course is to instill flexibility into the Construction Technology program to so that students receive up-to-date information on current trends in building materials, building methods, energy resources, energy conservation techniques, and green building designs. Material covered and credits will vary from year to year depending on demand, availability, and resources.
Prerequisite: None.

CT216 Introduction to Commercial Construction (On Demand) 3 CR

This course is designed to expose students to commercial construction from site layout and planning to final inspection. The focus of the course will include layout, interaction of various trades, subcontractors' roles, structural steel, roofing systems and interior finishes. Material of this course will be obtained through class lectures, hands on activities, guest speakers and construction site field trips.
Prerequisite: CT212 or Instructor's permission.

CT232 Residential Utilities (Spring) 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: CT212 or Instructor's permission. (formerly CT231)

CT233 Principle of Workforce Leadership (Fall) 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.
Prerequisites: CT261 or CT271.

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

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

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

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

DE – DESIGN

DE103 Landscape Design and Construction (On Demand) 3 CR

This course is designed to equip students with the basic skills necessary to lay-out and establish various types of landscapes. It involves the selection of tree types, shrubbery types and materials that provide appealing yard settings. This course is offered as a "hands on" experience where students will design landscapes to complete a desired effect.
Prerequisite: None.

DE106 Interior Design (On Demand) 3 CR

This course is designed to educate students in the fundamentals of laying out and arranging the interior elements of homes. Color selection, fabrics, cabinet styles, floor coverings and proper applications will be covered in a "hands-on" format. Students will design and implement all design factors, both interior and exterior of a student-built residential home.
Prerequisite: None.

EC – EARLY CHILDHOOD EDUCATION

EC105 Performance Standards (Online) 3 CR

This course will help the student to understand the Head Start Performance Standards. It will help the student think through some of the implications of the Standards for their Head Start program. The student will understand the philosophy and thought behind the Standards.
Prerequisite: None.

EC107 Competencies and Best Practices in Children and Family Programs I (Online) 4 CR

This is the first of three 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 (Online) 4 CR

This is the second of three 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. As in the other two courses, students will be observed working with children, will continue work on their professional resource files, and will fulfill other course requirements.
Prerequisite: EC107 with a C or better.

EC111 Parents as Partners (Online) 3 CR

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

EC117 Health, Safety, and Nutrition for Early Childhood (Online) 3 CR

In this course, students will understand the roles of good nutrition, health, and safety in the early childhood classroom. Students will learn practical skills and procedures to increase their effectiveness with young children. This course incorporates and will provide students with accurate, authoritative, and up-to-date information on nutrition, health, and safety for young children.
Co-requisite: EN111.

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

This course introduces students to the regulations governing budgeting and fiscal management in Head Start and federally funded day care programs. Practice is given in both budgeting and fiscal management processes and a thorough review of federal contracting is provided.
Prerequisite: EN111.

EC206 Foundations of Family Services (Online) 3 CR

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

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

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

EC211 Introduction to Strategic Plans, Proposals, & Evaluations in E.C.E. (Online) 4 CR

In the new Head Start and federal model, grantees should develop a strategic plan, write a proposal based upon the elements of the strategic plan, and then collect data that relates to project goals and objectives as the project operates. At the end of any project period, an evaluation is completed which provides quantitative and qualitative data that is used to revise the strategic plan. The cycle of planning, proposal writing, continuous improvement, and evaluation then continues. This course introduces the basic concepts and methods of assessment, continuous improvement, and evaluation. Practice in basic statistical analysis and evaluation design is included. Prerequisites: EN111 and MA111.

EC212 Child Development (Online) 4 CR

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

EC216 Curriculum Development (Online) 3 CR

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

EC217 Emergent Literacy (Online) 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.

EC218 Developing Family Partnerships (Online) 4 CR

This course is designed to give students the essential partnership building skills that contribute to Head Start's overall effectiveness a supportive, family centered community program. Students will learn about 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.
Prerequisites: EN111 and EC105.

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

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

EC220 Infant and Toddler Education (Online) 3 CR

We will examine the developmental sequence of infants and toddlers and the strategies for guiding the childs development and working with parents in a home based program. We will look at the experiences of infants and toddlers in five domains of development: cognition, language, motor, social-emotional, and self-help, and learn how they are related to school readiness. Each student will select a family with a young child to work with while completing the practicum requirement of this course. This course will introduce students to strategies for observing, recording and guiding children's developmental sequences as well as strategies for working with parents.
Prerequisite: EN111.

EC221 Infant-Toddler Development (Online) 3 CR

This course will provide practical information about how to create and implement a high quality learning environment for children with special needs, within an Early Childhood program serving typically developing children.
Prerequisites: EC212, ED111, SI117, EN112.

ED – EDUCATION

ED101 Study Skills: The College Experience (Fall/Spring) 1 CR

This course introduces study and test-taking skills that are needed for success in college. Topics include learning styles, organizational skills, note taking, outlining, reading techniques and test-taking strategies.
Prerequisite: None.

ED111 Social & Emotional Needs of Children (Online) 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.

ED200 Introduction to Teaching (Fall/Spring) 3 CR

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

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

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

ED252 Children's Literature (Online) 3 CR

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

ED255 Children's Literature for Grades K through 8 (Online) 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.
Prerequisites: EN111 or EN219.

ED257 Learner Diversity (Fall) 3 CR

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

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

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

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

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

EN107 Public Speaking (Fall/Spring) 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.

EN108 Introduction to College Reading & Writing (Fall/Spring) 8 CR

This course is designed to prepare students for college level reading and to improve writing skills in preparation for college level courses. Emphasis is on building specific skills for reading analysis and critical evaluation; grammatical accuracy; and organization of ideas in paragraph writing, particularly in the context of college assignments. Placement in this class is based on assessment scores or successful completion of AE106 with a C or better. Students must complete course requirements earning a C or better before entering EN111.
Prerequisite: AE106 with a C or better or Compass scores.

EN111 College Composition I (Fall /Spring) 4 CR

This course introduces students to the writing and thinking skills necessary for academic success in college. A variety of college writing contexts are examined, including essay tests, summaries, reaction papers, and expository essays. Within these contexts, the course explores various methods of development, such as process, exemplification, classification, and cause and effect. Emphasis is placed on critical thought, organization, correct usage, and mechanics.
Prerequisite: EN108 with a C or better or Compass scores.
Co-requisite: CS112.

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

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

EN206 Creative Writing (On demand) 3 CR

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

EN219 Technical and Report Writing (Spring) 4 CR

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

EN225 Contemporary Native American Literature (Online) 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.
Prerequisite: EN112, or permission of instructor.

EN256 Advanced Composition & Research (Fall) 4 CR

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

ES - EXERCISE SCIENCE (Health & Fitness)

ES101 Fitness and Wellness (Fall/Spring) 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 (Fall) 4 CR

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

ES107 Coaching Fundamentals (Spring) 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 (Spring) 4 CR

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

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

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

ES 205 Sports Management (Fall) 4 CR

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

ES206 Physical Rehabilitation (Spring) 4 CR

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

ES208 Exercise Physiology (Spring) 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 (Fall) 4 CR

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

GE201 Introduction to GIS (Geographic Information Systems) (On Demand) 3 CR

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

HL – HEALTH

HL125 Emergency Medical Technician Basic Training (On Demand) 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 (On Demand) 8 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 (On Demand) 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.

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

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

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

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

HS105 American History I (Fall, Odd) 4 CR

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

HS106 American History II (Spring, Even) 4 CR

An emerging nation convulsed by Civil War begins this course. Settlement of the west, Turner's "frontier thesis," the World Wars which thrust the United States into global leadership, the '50s calm before the '60s social storm, and the contemporary era conclude this sequential course overview of American History.
Prerequisites: CS112, EN111 and HS105.

HS202 Michigan History (On demand) 3 CR

This course will introduce 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, CS112 or CS105

HS212 American Government I (Spring) 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: CS112 and EN111.

HU – HUMANITIES

HU116 Art Appreciation (Online) 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

MA – MATH

MA101 Beginning Algebra I (Fall/Spring) 4 CR

This course is designed for students with at least one year of high school algebra. It will include a review of basic mathematical and algebraic skills and their applications, solving of equations, polynomial manipulations and first-degree factoring.
Prerequisites: AE109 with a C or better or Compass scores or permission of instructor.

MA102 Beginning Algebra II (Fall/Spring) 4 CR

This course is the continuation of MA 101. Topics covered are functions, rational expressions, graphing linear equations, inequalities, radical expressions, quadratic equations, and solving systems of equations.
Prerequisite: MA101 with a C or better or permission of instructor.

MA104 Math and Metrics (On demand) 3 CR

This course covers the mathematics of measurement as it is used in the sciences medical laboratory and clinical setting. Metric, household and apothecary systems are studied along with their applications.
Prerequisite: minimum placement test scores, or AE109 with a C or better, or permission of instructor.

MA111 Business Math (Online) 3 CR

This course provides an increased competence in fundamental mathematic skills and an understanding of the application of mathematical concepts of business activities. Emphasis is placed upon learning mathematical concepts through practical application to business problems.
Prerequisite: Compass scores or AE109 with a C or better or permission of instructor.

MA114 Intermediate Algebra (Fall/Spring) 4 CR

This course is designed for students with at least 1 ½ to 2 years of high school algebra. It is a study of number systems, first-degree equations, inequalities, polynomials, exponents, radical and rational expressions, linear equations, quadratic equations, functions, graphing, and exponential and logarithmic functions.
Prerequisites: minimum placement test scores, or MA102 with a C or better or permission of instructor.

MA116 College Algebra (Fall/Spring) 4 CR

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

MA118 Analytic Trigonometry (On demand) 4 CR

This course is designed for students with a solid background in algebra. 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.
Prerequisite: MA116 with a C or better or permission of instructor.

MA206 Statistical Methods I (On demand) 4 CR

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

NA - NATIVE AMERICAN STUDIES

NA103 Native American Cuisine (Online) 3 CR

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

NA110 Native Americans: Sharing Our Culture and Traditions (Online) 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 (Fall/Spring) 1 CR

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

NA121-A Community Leadership Development I (On demand) 1 CR

Recognizing the importance of community involvement in contemporary Native live, this course serves to award one semester credit hour for each semester of involvement in student council, cultural, and campus and service-based activities. Students will take part in organizational governance as well as sponsor fund-raising and special interest-based activities. Students are not required to enroll in the course to participate in student government or in clubs, but the course provides documented leadership development.
Prerequisite: None.

NA121-B Community Leadership Development II (On demand) 1 CR

Recognizing the importance of community involvement in contemporary Native live, this course serves to award one semester credit hour for each semester of involvement in student council, cultural, and campus and service-based activities. Students will take part in organizational governance as well as sponsor fund-raising and special interest-based activities. Students are not required to enroll in the course to participate in student

government or in clubs, but the course provides documented leadership development.
Prerequisite: None.

NA121-C Community Leadership Development III (On demand) 1 CR

Recognizing the importance of community involvement in contemporary Native live, this course serves to award one semester credit hour for each semester of involvement in student council, cultural, and campus and service-based activities. Students will take part in organizational governance as well as sponsor fund-raising and special interest-based activities. Students are not required to enroll in the course to participate in student government or in clubs, but the course provides documented leadership development.
Prerequisite: None.

NA121-D Community Leadership Development IV (On demand) 1 CR

Recognizing the importance of community involvement in contemporary Native live, this course serves to award one semester credit hour for each semester of involvement in student council, cultural, and campus and service-based activities. Students will take part in organizational governance as well as sponsor fund-raising and special interest-based activities. Students are not required to enroll in the course to participate in student government or in clubs, but the course provides documented leadership development.
Prerequisite: None.

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

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

NA129 Native American Art and Artifacts: Cultural Interpretations (Online) 3 CR

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

NA131 Nishnaabek Legends & Oral Traditions (Spring) 3 CR

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

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

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

NA136 Nishnaabek Clothing, Adornment & Handcrafts (On demand) 3 CR

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

NA154 Traditional Drumming and Singing I (Fall) 3 CR

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

NA155 Traditional Drumming and Singing II (Spring) 3 CR

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

NA201 Native American Contributions to Society (Online) 3 CR

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

NA205 Tribal Law (Spring) 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, EN111, or permission of instructor.

NA213 Contemporary Native American Issues (Spring) 3 CR

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

NA219 Tribal Government and Economic Issues (Fall) 3 CR

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

Note: Contemporary Native American Literature is offered as EN225.

NI – NISHNAABEMWIN INSTITUTE

NI104 Nishnaabek Cultural Experience I 3 CR

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

NI105 Nishnaabek Cultural Experience I/Speaking 3 CR

This is a participative course in which students receive traditional teachings of the Ojibwe Clan Systems, i.e. Doodem. There will be presentations and workshops by guest speakers and elders knowledgeable in the Anishinaabe customs and traditions. This course will be taught with the use of 80% Ojibwe language. This course satisfies requirements for NI104 when taken in conjunction with Year 1-Nishnaabemwin Language Instructors Institute.
Prerequisite: None.

NI106 Nishnaabek Cultural Orthography/Grammar-Basic 3 CR

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

NI107 Nishnaabek Cultural Orthography/Speaking 3 CR

In this course students will be introduced to the basic grammar and structure, which will help with the pronunciation and comprehension of the Ojibwe language, needed for courses NI105 and NI118. The course will be taught by 80% immersion in the Ojibwe language. This course satisfies requirements for NI106 when taken in conjunction with Year 1-Nishnaabemwin Language Instructors Institute.
Prerequisite: None.

NI108 Ojibwe Language Immersion-Basic 6 CR

The students will be introduced to the Nishnaabemwin language as opposed to the vocabulary since language is all the words you use when you speak. Vocabulary is all the words students memorize instead of speaking. Students will become familiar with the sound and flow of the language and the development of the conversational patterns.
Prerequisite: None.

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

This course of three weekend Immersion Sessions will reinforce what the students have learned in order to maintain previously learned language. The students will also be introduced to the general principals of second

language teaching stressing development of listening comprehension and speaking skills. The practicum component of this course includes work/assignments to be done in- between the workshop sessions.
Prerequisite: None.

NI118 Ojibwe Language Immersion/Speaking 3 CR

This is an introductory course in basic eastern Ojibwe language speaking (Anishinaabemdaa Eta). It will include dialog to express: Doodem/Ojibwe Clan System, weather conditions, sacred words used in ceremonies, and everyday phrases used at home or office. This course will be taught with use of 80% of Ojibwe language. This course satisfies requirements for NI108 when taken in conjunction with Year 1-Nishnaabemwin Language Instructors Institute.
Prerequisite: None.

NI204 Nishnaabek Cultural Involvement & Research - Intermediate 3 CR

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

NI206 Nishnaabek Cultural Orthography/Grammar - Intermediate 3 CR

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

NI208 Ojibwe Language Immersion – Intermediate 3 CR

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

NI209 Nishnaabe Language Teaching Methods 3 CR

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

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

This is a continuation of the topics of NI111 Dagwaagi/Biboon/Minookami—Fall/Winter/Spring Weekend Immersion—Basic with further emphasis on the development of units and activities using the materials produced in the previous NI111 Immersion Weekends. The practicum will encourage the students to develop their skills in originality and imagination yet keeping within the bounds of second language teaching criteria.

Incorporation of learned concepts will also be encouraged. The idea is to make learning fun and exciting. A supervised practicum will provide the opportunity for teaching a class at the Basic or Introductory level to peer students during this course. Students will prepare three (3) 30-minute lessons for presentation during each weekend session.
Prerequisite: NI111.

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

Students will attend (3) three scheduled seasonal weekend Immersion sessions and participate in a special class project(s) to design and develop various types of Ojibwe language teaching resource materials. Students will utilize intensive written Nishnaabenmwin language and orthography skills. Nishnaabek teaching methods and principles learned from the Nishnaabemwin Language Instructors Institute courses will also be utilized.
Prerequisite: Nishnaabemwin Language Instructors Institute Year II Intermediate or permission of instructor.

NI224 Nishnaabek Cultural Orthography/Grammar – Advanced 3 CR

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

NI228 Ojibwe Language Immersion/Special Projects - Advanced 6 CR

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

NI229 Teaching Methods and Curriculum Development - Advanced 3 CR

Consolidation and extension of previously learned material in Parts 1 & 2 will be focused in this course. Students will have the opportunity to learn to develop curriculum using the course spiral process outlined at the onset of the Nishnaabemwin Language Instructors Institute Program. Incorporation and utilization of culturally relevant material and activities will be encouraged.

NI231 Nishnaabe Child Development and the Classroom 3 CR

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

NL – NATIVE LANGUAGE

NL105 Ojibwe Language I (Fall/Spring) 3 CR

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

NL106 Ojibwe Language II (Spring) 3 CR

This course will expand upon Ojibwe I, still keeping the verb as the main focus and continuing work with the double vowel system. Students will learn to write sentences and simple dialogue on their own. This course will also include Ojibwe cultural activities.
Prerequisite: NL105 or permission of instructor.

NL109 Ojibwe III (Intermediate I) (Fall) 3 CR

This course will emphasize conversational Ojibwe. Students will continue utilizing the nouns and verbs from Ojibwe II. More class time will be spent on oral exercises.
Prerequisite: NL106 or permission of instructor.

NP – NISHNAABEMWIN PROGRAM

NP141 Basic Immersion I (Fall) 6 CR

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

NP142 Basic Immersion II (Spring) 6 CR

This course is a continuation of NP141. It is delivered entirely in Nishnaabemwin and focuses on hearing, listening and comprehension. Through story-telling the instructor facilitates the student's ability to understand general meaning and significant events within a story. Through the continued development of immersion listening skills, the student's comprehension is further improved allowing the acquisition of a broadened core vocabulary and an enhanced ability to recognize meaning in natural speech. Formerly NA143 and NA144.
Prerequisite: None.

NP143 Basic Immersion III (Summer) 6 CR

This course, delivered entirely in Nishnaabemwin, is a continuation of NP141 and NP142. Using progressively higher levels of speech, sentence structure and vocabulary, the instructor continues to promote the development of the student's immersion listening skills and comprehension. The student will demonstrate an understanding of increasingly subtle nuances in each story, and will begin to respond appropriately, in either English or Nishnaabemwin, to questions from the instructor. Formerly NA241 and NA242.
Prerequisite: None.

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

(This is the first course of a series of courses for training fluent speakers and Tribal/First Nation language personnel on the fundamental theory and practices of creating and maintaining a successful immersion program)
This course in Nishnaabemwin, is a general introduction to the ways that human beings develop an ability to speak a second language. The course introduces current research on this process of language acquisition. Particular emphasis will be placed on the immersion techniques that are being successfully utilized in the Bay Mill Community College Nishnaabemwin Pane Immersion Program.
Prerequisite: None.

NP161 Introduction to Immersion I (Fall) 8 CR

This course team taught entirely in Nishnaabemwin will focus on introducing the learner to language immersion, familiarizing the learner to the techniques used by the instructors in an immersion environment and building the confidence of the learner to remain committed to the immersion approach to second language acquisition. The focus will initially focus on hearing the language used in a wide variety of contexts to develop an ability to recognize the sound, intonation and rhythm of the speech of fluent speakers. Hearing the language is a prerequisite to listening to the language for comprehension. Formerly NA161 and NA162.
Prerequisite: None.

NP162 Introduction to Immersion II (Spring) 8 CR

This course, delivered entirely in Nishnaabemwin, will continue the immersion techniques introduced in NPIP161. Instructors will maintain an immersion environment, develop the student's immersion listening skills, and continue to strengthen the student's commitment to the immersion approach to second language acquisition. The focus will remain on maximizing the student's hearing the language used in a wide variety of contexts in order to develop an ability to recognize the sound, intonation and rhythm of the speech of fluent speakers. Hearing the language is a prerequisite to listening to the language for comprehension. Formerly NA163 and NA164.
Prerequisite: None.

NP163 Introduction to Immersion III (Summer) 8 CR

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

NP241 Intermediate Immersion I (Fall) 6 CR

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

NP242-A Intermediate Immersion II (Spring) 6 CR

This course, delivered entirely in Nishnaabemwin, is a continuation of NP241. It is designed to further develop the student's listening comprehension. The student will be able to understand in greater detail the emotive and descriptive nuances in the speech of a first-speaker, as well as be able to broadly describe in English the subject matter presented by the instructor. The student will exhibit a greater facility to respond appropriately in either Nishnaabemwin or in English to the instructor.
Prerequisite: None.

NP243-A Intermediate Immersion III (Summer) 6 CR

This course, taught entirely in Nishnaabemwin, is a continuation of NP242-A. The course continues to increase the comprehension level of the student. The student will develop an increased ability to understand the finer points of what is being communicated, and an emergent ability to translate from Nishnaabemwin to English will show itself in the student.
Prerequisite: None.

NP244 Immersion Education (Summer) 4 CR

Within the broader context of Native Language Revitalization, this course presents the theory and application of teaching subject matter courses using Nishnaabemwin as the medium of instruction. Language acquisition can occur through the teaching of any subject which does not focus on the form of the language being used to teach. Students and first-speakers interested in passing on the language will benefit from the practical applications presented. Relevant topics will be addressed from the fields of bilingualism and second language acquisition.
Prerequisite: None.

NP245-A Intermediate Immersion IV (Fall) 6 CR

This course, taught entirely in Nishnaabemwin, is a continuation of NP243-A – Intermediate Immersion III. The course continues to increase the comprehension level of the student to an intermediate level. The student will continue to develop his/her understanding of the messages being communicated by first-speakers of Nishnaabemwin and be able to better respond to questions offered in the language. The student will also be able to demonstrate an increased facility to broadly translate from Nishnaabemwin to English by correctly identifying character(s), setting, story sequence and meaning.
Prerequisite: None.

NP247-A Intermediate Immersion V (Spring) 6 CR

This course, taught entirely in Nishnaabemwin, is a continuation of NP245-A – Intermediate Immersion III. The course continues to increase the comprehension level of the student to an intermediate level. The student will continue to develop his/her understanding of the messages being communicated by first-speakers of Nishnaabemwin and be able to better respond to questions offered in the language. The student will also be able to demonstrate an increased facility to broadly translate from Nishnaabemwin to English by correctly identifying character(s), setting, story sequence and meaning.
Prerequisite: None.

NP249-A Intermediate Immersion VI (Summer) 6 CR

This course, taught entirely in Nishnaabemwin, is a continuation of NP247-A – Intermediate Immersion III. The course continues to increase the comprehension level of the student to an intermediate level. The student will continue to develop his/her understanding of the messages being communicated by first-speakers of Nishnaabemwin and be able to better respond to questions offered in the language. The student will also be

able to demonstrate an increased facility to broadly translate from Nishnaabemwin to English by correctly identifying character(s), setting, story sequence and meaning.
Prerequisite: None.

NP251-B Advanced Immersion I (Fall) 6 CR

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

NP252-B Advanced Immersion II (Spring) 6 CR

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

NP253-B Advanced Immersion II-B (Summer) 6 CR

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

NP253-C Advanced Immersion III (Fall) 6 CR

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

NP254-C Advanced Immersion IV (Spring) 6 CR

This course, delivered entirely in Nishnaabemwin, is a continuation of NP253-C Advanced Immersion III. 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.

NP255-C Advanced Immersion V (Summer) 6 CR

This course, delivered entirely in Nishnaabemwin, is a continuation of NP254-C Advanced Immersion IV. 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.

NP256-D Advanced Immersion VI (Fall) 6 CR

This course, delivered entirely in Nishnaabemwin, is a continuation of NP255-C Advanced Immersion V and initiates the sixth year Nishnaabemwin Pane Immersion Program. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s).
Prerequisite: None.

NP257-D Advanced Immersion VII (Spring) 6 CR

This course, delivered entirely in Nishnaabemwin, is a continuation of NP256-D Advanced Immersion VI. 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.

NP258-D Advanced Immersion VIII (Summer) 6 CR

This course, delivered entirely in Nishnaabemwin, is a continuation of NP257-D Advanced Immersion VII and completes the sixth and final year of Nishnaabemwin Pane Immersion Program. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s).
Prerequisite: None.

NP261 Listening Comprehension I (Fall) 8 CR

This course, delivered entirely in Nishnaabemwin, builds on the first year immersion experience. Instructors will create an immersion environment designed to increase the listening comprehension of the student beyond the introductory level while continuing building the confidence of the learner to understand and remain committed to the immersion approach to second language acquisition. The instructors will use a variety of techniques to maximize the student's hearing of the language. Hearing the language used in a wide variety of contexts will lead to an increased capacity to comprehend the speech of fluent speakers. Instructors will monitor individual students' progress and adjust the level of language used to meet each student's level of acquisition. Formerly NA261 and NA262.
Prerequisite: None.

NP262 Listening Comprehension II (Spring) 8 CR

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

NP263 Listening Comprehension III (Summer) 8 CR

This course, delivered entirely in Nishnaabemwin, is a continuation of NP262 Intermediate Immersion II. Additional hours with the instructor(s) and/or fluent speakers outside of the weekend experience will be arranged by the student to generate additional hours of comprehensible input.
Prerequisite: None.

NP271-A Conversational Immersion I (Fall) 8 CR

This course, team taught in Nishnaabemwin, builds on the first two years of course offerings and weekend immersions. The student will exhibit a higher level of listening comprehension and demonstrate a greater facility to respond to and interact with the instructors in either Nishnaabemwin or in English. Additional hours with the instructor(s) and/or fluent speakers outside of the weekend immersions will be arranged by the student to generate additional hours of comprehensible input.
Prerequisite: None.

NP272-A Conversational Immersion II (Spring) 8 CR

This course, team taught in Nishnaabemwin, is a continuation of NP271-A Conversational Immersion I. The student will exhibit a higher level of listening comprehension and demonstrate a greater facility to respond to and interact with the instructors in either Nishnaabemwin or in English. Additional hours with the instructor(s) and/or fluent speakers outside of the weekend immersions will be arranged by the student to generate additional hours of comprehensible input.
Prerequisite: None.

NP273-A Conversational Immersion III (Summer) 8 CR

This course, team taught in Nishnaabemwin, is a continuation of NP272-A Conversational Immersion II. The student will exhibit a higher level of listening comprehension and demonstrate a greater facility to respond to and interact with the instructors in either Nishnaabemwin or in English. Additional hours with the instructor(s) and/or fluent speakers outside of the weekend immersions will be arranged by the student to generate additional hours of comprehensible input.
Prerequisite: None.

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

This course is delivered in both Nishnaabemwin and English and critically examines the experiences of the following Native language revitalization efforts: Native Hawai'i, Maori, Blackfeet, Hualapai, Waskaganish Cree, Cayuga and Mohawk, M'Chigeeng, and Waadookodaading. The successes and challenges of each community will be discussed as they relate to the revitalization of Nishnaabemwin. Relevant topics will be addressed from the field of sociolinguistics.
Prerequisite: None.

NP275-A Methodology: Immersion in Context 4 CR

Delivered in both Nishnaabemwin and English, this course assists the student in the process of clarifying their own beliefs about classroom-based language acquisition and immersion instruction, both in terms of theoretical issues and practical implications for classroom instruction. Within the context of Nishnaabe language revitalization, this course builds on the material covered in Introduction to Second Language Acquisition: Theory and Practice to help the student construct a principled framework for evaluating and developing a methodological approach to immersion instruction.
Prerequisite: None.

NP276-A Advanced Methodology 4 CR

Delivered in both Nishnaabemwin and English, this course is a continuation of Methodology: Immersion in Context, and is designed to promote greater understanding of several areas of immersion instruction methodology including second language acquisition, language curriculum issues, and professional development.
Prerequisite: None.

NP277-A Syllabus Design and Materials Development 4 CR

This course, delivered in both Nishnaabemwin and English, examines the principles of syllabus design for Nishnaabemwin immersion courses, and presents an introduction to the development of instruction materials. The emphasis of the course is practical. However, within the context of Nishnaabe language revitalization, theoretical aspects will also be discussed.
Prerequisite: None.

NP278-A Language Testing and Assessment 4 CR

This course, delivered in both Nishnaabemwin and English, presents the basic principles of language testing procedures used in the immersion classroom. By analyzing actual tests and working with actual data, students are informed of the role of assessment in immersion instruction.
Prerequisite: None.

NP279-A Immersion Instruction Practicum I 4 CR

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

NP280-A Immersion Instruction Practicum II 4 CR

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

NP281-B Comprehensive Immersion I (Fall) 8 CR

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

NP282-B Comprehensive Immersion II (Spring) 8 CR

This course, team taught entirely in Nishnaabemwin, is a continuation of NP281-B Comprehensive Immersion I. Students will understand fully what the instructor(s) is saying and will be able to translate accurately the general content of that speech. Students will be able to engage in dialogues with the instructor and answer appropriately questions posed by the instructor(s). Additional hours with the instructor(s) and/or fluent speakers outside of the weekend immersions will be arranged by the student to generate additional hours of comprehensible input.
Prerequisite: None.

NP283-B Comprehensive Immersion II-B (Spring) 8 CR

This course is delivered entirely in Nishnaabemwin; it is a continuation of NP282-B. 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.

NP283-C Comprehensive Immersion III (Fall) 8 CR

This course, team taught entirely in Nishnaabemwin, is a continuation of NP282-B Comprehensive Immersion II and is the first course of Year 5 of the Nishnaabemwin Pane Immersion Program. Instructors and students meet for five weekend sessions during the semester and spend a total of twenty-four hours of immersion over two and one-half days per weekend. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s).
Prerequisite: None.

NP284-C Comprehensive Immersion IV (Spring) 8 CR

This course, team taught entirely in Nishnaabemwin, is a continuation of NP283-C Comprehensive Immersion III. 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.

NP285-C Comprehensive Immersion V (Summer) 8 CR

This course, team taught entirely in Nishnaabemwin, is a continuation of NP284-C Comprehensive Immersion IV. 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.

NP286-D Comprehensive Immersion VI (Fall) 8 CR

This course, team taught entirely in Nishnaabemwin, is a continuation of NP285-C Comprehensive Immersion V and is the first course of Year 6 of the Nishnaabemwin Pane Immersion Program. Instructors and students meet for five weekend sessions during the semester and spend a total of twenty-four hours of immersion over two and one-half days per weekend. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s).
Prerequisite: None.

NP287-D Comprehensive Immersion VII (Spring) 8 CR

This course, team taught entirely in Nishnaabemwin, is a continuation of NP286-D Comprehensive Immersion VI. 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.

NP288-D Comprehensive Immersion VIII (Summer) 8 CR

This course, team taught entirely in Nishnaabemwin, is a continuation of NP287-D Comprehensive Immersion VII and is the final weekend immersion course of Year 6 of the Nishnaabemwin Pane Immersion Program. Instructors and students meet for five weekend sessions during the semester and spend a total of twenty-four hours of immersion over two and one-half days per weekend. Students with high comprehension listening skills will continue to develop those skills by interacting with first-speaker instructors and demonstrating their translation skills. Instructors will utilize story-telling, skits and word games incorporating a variety of language usage in a number of social and cultural settings. Lab hours are additional hours spent with fluent speaker(s).
Prerequisite: None.

NS - NATURAL SCIENCE

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

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

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

This course deals with classification and description of renewable and non-renewable resources with emphasis on their ecological value to ecosystems. It is an introduction to and discussion of major resource problems. It is designed to fulfill the Natural Science requirement.
Prerequisites: EN111, NS101 with a C or better.

NS107 Introduction to Earth Science (Fall) 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.

NS112 Concepts of Physics (Lab required) (On demand) 4 CR

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

OE - OFFICE EDUCATION

OE112 Medical Coding and Billing I (Fall) 3 CR

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

OE113 Medical Coding and Billing II (Spring) 3 CR

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

OE114 Pharmacy Technician (On demand) 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 (Spring) 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.

PE - PHYSICAL EDUCATION

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PE108 Outdoor Hiking (Fall) 2 CR

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

PT – PLASTICS TECHNOLOGY – Great Lakes Composites Institute

PT101 Introduction to Polymers and Reinforced Plastics (On demand) 3 CR

This course is designed to give students an introduction to polymers and reinforced plastics and their applications. The course assumes the student has no prior knowledge of plastics or the plastics manufacturing industry. It will provide an introductory study of the properties of polymer science. The course will provide a basic understanding of plastics technology, terminology, nomenclature, machinery, and industry through textbook, lecture, demonstration and laboratory activities.
Prerequisite: None

PY - PSYCHOLOGY

PY101 Introduction to Psychology (Fall/Spring) 4 CR

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

PY205 Abnormal Psychology (Online) 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 (On demand) 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 (Online) 3 CR

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

SI - SCIENCE

SI112 Medical Terminology (Fall) 3 CR

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

SO - SOCIOLOGY

SO103 Community Support Systems (Online) 2 CR

This course explores the functions of community support systems, support systems personnel, community social issues and problems addressed by community support personnel with special emphasis on issues of particular concern to Native Americans. We will also gather information about the community service agencies in our area and build our own resource book for our community, again with the emphasis on Native issues. The majority of this course, because of the medium, will be reading, community support job descriptions, professional interviews, and web based research.
Prerequisite: EN111.

SO106 Introduction to Sociology (Fall/Spring) 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.

SO203 Interpersonal/Intercultural Relations for Managers (Online) 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 (Spring) 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, EN111.

SO206 Sociology of Death and Dying (On demand) 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, EN111.

SO209 Family Systems (Spring) 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, EN111.

SO212 Sociology of Women (On demand) 3 CR

This course will cover the history and future of women and feminism including its political roots and objectives. It will also explore how race, class, and other social hierarchies define a woman's role and feminism.
Prerequisites: SO106 and EN111.

SO213 Communication/Conflict Resolution (Online) 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.
Prerequisites: EN111.

ORGANIZATION OF THE COLLEGE

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

Board of Regents

Teeple, Dwight .....Chairperson

Member, Bay Mills Indian Community

LeBlanc, Richard ..... Vice Chairperson

Member, Bay Mills Indian Community

Cameron, Allyn .....Treasurer

Member, Bay Mills Indian Community

Lufkins, John Paul…….. .....Secretary

Member, Bay Mills Indian Community

Teeple, Dwight. .....Member

Member, Bay Mills Indian Community

Boulley, Angeline…. .....Member

Member, Sault Tribe of Chippewa Indians

Parker, Jeffrey D. .....Member

Member, Bay Mills Indian Community

Lufkins, John L. .....Member

Member, Bay Mills Indian Community

Vacant .....Member

Member, Little Traverse Bay Band of Odawa Indians

Carrick, Terry E., ...Ex-Officio Member

Member, Bay Mills Indian Community

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

Full Time Faculty/Department Chair

Adair, Kathy ..... Social Science
A.A., Lake Superior State University — Department Chair
B.S., Lake Superior State University
M.S.W., Grand Valley State University

Bedell, Duane……Computer Information Systems/Technology
A.A.S., Bay Mills Community College — Full Time Faculty/Department Chair
Haskell Indian Nations University
Baker College
Member, Bay Mills Indian Community

Berkompas, Nancy..... Criminal Justice & Communications
B.S., Bob Jones University — Department Chair
M.A., Eastern Michigan University
Western Michigan University

Cadreau, Bridget..... Education
B.S., Northern Michigan University — Department Chair
M.A., Northern Michigan University

Cantarero, Maria N. ..... Communications
B.A., University of Iowa — Full Time Faculty
M.A., Northern Iowa University

Elder, Richard W…….....Social Studies
A.S., Mott Community College — Full Time Faculty
B.S., Central Michigan University
M.A., Central Michigan University

Hatfield-Herrod, Heather……..…..Science
B.S., Ogalala Lakota College — Full Time Faculty
M.S., South Dakota State University
Ph.D., South Dakota State University
Member, Bay Mills Indian Community

Hutcheson, Jana……Communications
A.A., Bay Mills Community College — Full Time Faculty
B.A., Manchester College
M.B.A., University of Phoenix

Johnson Cox, Susan K. ..... Office Administration
B.S., Northern Michigan University — Full Time Faculty/Department Chair
M.A., Viterbo College

Krentz, John..... Health & Fitness
B.A., Ripon College — Full Time Faculty/Department Chair
M.S., University of Madison

Melis, Ildikó..... Communications
M.A., University of Arizona Full Time Faculty
M.A., Eotvos Lor´ and University
Ph. D., University of Arizona

Miller, Christine M. ..... General Studies/Arts
B.S., Ferris State University Full Time Faculty/Department Chair
M.S., East Texas State University

Miller, Janet M..... Math
B.S., Florida Southern College Full Time Faculty/Department Chair
M.A., Asbury Theological Seminary
Saginaw Valley State University
University of Houston

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

Thomas, Vicki..... Early Childhood Education
B.S., Michigan State University Department Chair

Waybrant, Brody ..... Communications
B.A., Lake Superior State University Full Time Faculty
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Wellman-Teeple, Michele……..……Nishnabemwin PANE Immersion
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Diploma, Nishnaabemwin Language Instructors Institute, Bay Mills Community College
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J.D., Cooley Law School
Member, Bay Mills Indian Community

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B.B.A., Western Michigan University
M.A., Michigan State University
Member, Bay Mills Indian Community

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B.S., Lake Superior State University
Central Michigan University

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B.S., Central Michigan University
J.D., University of Detroit
M.P.H., University of Michigan
Ed.D., Central Michigan University

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

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Central Michigan University
Member, Bay Mills Indian Community

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Northern Michigan University
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A.A.S., Bay Mills Community College
B.B.A., Davenport University
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M.A.E., Northern Michigan University

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

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

CHARTER SCHOOLS

Berkompas, Nancy ..... Governance Specialist
B.S., Bob Jones University
M.A., Eastern Michigan University
Western Michigan University

Hopper, Julie ..... Education Specialist/ Field Consultant
B.S., Central Michigan University
M.A., Central Michigan University
Member, Bay Mills Indian Community

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

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

CONSTRUCTION TECHNOLOGY

Ellis, Terry ..... Construction Technology
Lake Superior State University — Instructor
Certificate, State of Michigan Residential Builder License
Certificate, Building Trades, Sault Area Skill Center

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

Timmer, Richard ..... Director of Construction Technology
B.S., Hope College

COMPUTER & AUDIO VISUAL SERVICES

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

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

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

DEVELOPMENT

Adair, Kathy … .....Director of Development
A.A., Lake Superior State University
B.S., Lake Superior State University
M.S.W., Grand Valley State University

Ferro, Nicholas L. II.....Special Assistant to the President
University of Wisconsin
Indiana University, School of Philanthropy
Jackson Community College

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

FINANCIAL AID

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

Bergstrom, Tiffany ..... Administrative Assistant to the Financial Aid Director
Certificate, Bay Mills Community College
A.A.S., Bay Mills Community College
Member, Bay Mills Indian Community

LIBRARY

Parish, Megan .....Library Director
B.A., Grand Valley State

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

STUDENT BILLING

Bertram, Sherry .....Student Accounts Manager
A.A.S., Bay Mills Community College
A.A., Bay Mills Community College
B.S., Lake Superior State University
Member, Bay Mills Indian Community

STUDENT SERVICES

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

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

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

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

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

Lehre, Elaine M. .....Administrative Assistant for Dean of Student Services/Admissions Officer
Certificate, Bay Mills Community College
Member, Bay Mills Indian Community

Norman, Megan ..... TRiO SSS Advisor
B.S., Lake Superior State University

Parish, Laura..... Student Support Services Assistant
A.A.S., Bay Mills Community College
A.A., Bay Mills Community College
Member, Bay Mills Indian Community

Perry, Floyd L. ..... TRiO SSS Advisor
A.A. S., Bay Mills Community College
A.S., Bay Mills Community College
A.S., Lake Superior State University
B.S., Lake Superior State University
Member, Sault Ste. Marie Tribe of Chippewa Indians

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

Tadgerson, Aaron .....Recruiting and Retention Coordinator
B.S., Lake Superior State University
M.P.A., Northern Michigan University
Member, Bay Mills Indian Community

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