



## **Keweenaw Bay Ojibwa Community College**

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*"Catch Your Dream Through A Superior Education"*

### **Office of the President**



### **BOZHOO AND WELCOME!**

I am pleased to welcome you to Keweenaw Bay Ojibwa Community College. It is an exciting time of development for our community with the dedication of our new facility on October 25, 2004, symbolizing our commitment to the future of our students.

As we strive to create an academic environment in which students are inspired to succeed in their educational journey, traditional Ojibwa knowledge and culture are incorporated to foster understanding of Native American beliefs and promote and preserve the customs of the Ojibwa people. Associate degrees and certificate programs are offered to meet the market needs of our region, and the College is devoted to serving the community by providing a skilled workforce for local companies and organizations.

Whether you are a first time college student or are returning to college, we are committed to support you in fulfilling your life-long educational dream. On behalf of the faculty, staff, and Board of Regents, best wishes in your educational journey.

Miigwech,

Debra J. Parrish  
President

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# CALENDAR 2005-2006

## FALL SEMESTER 2005

August	Monday	29	First official day of classes
September	Friday	2	Last day to register for classes
	Monday	5	Labor Day observed, no classes
November	Monday	12	Last day to drop/add classes
	Friday	23	Michigan Indian Day, no classes
	Thursday	24	Thanksgiving recess, no classes
December	Monday	28	Classes resume
	Friday	2	Last day to drop classes with a W grade
	Friday	9	Semester ends

## SPRING SEMESTER 2006

January	Monday	9	First official day of classes
	Friday	13	Last day to register for classes
	Friday	20	Last day to drop/add classes
February	Monday	27	Midterm break begins, no classes
March	Monday	6	Classes resume
April	Friday	14	Good Friday recess, no classes
	Monday	17	Classes resume
May	Friday	21	Last day to drop classes with a W grade
	Friday	28	Semester ends
	Saturday	6	Commencement Ceremony

## SUMMER SEMESTER 2006

May	Monday	8	First official day of classes
	Friday	12	Last day to register for classes
	Friday	19	Last day to drop/add classes
June	Monday	29	Memorial day recess, no classes
	Friday	23	Last day to drop with a W grade
	Friday	30	Semester ends

## Calendar 2006-2007

### FALL SEMESTER 2006

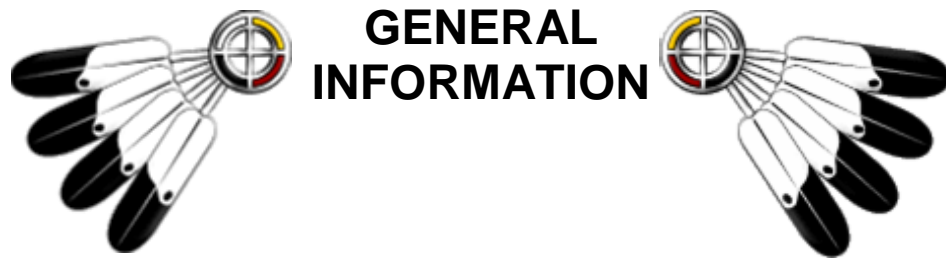
August	Monday	28	First official day of classes
September	Friday	1	Last day to register for classes
September	Monday	5	Labor Day, no classes
	Friday	15	Last day to drop/add classes
	Friday	22	Michigan Indian Day, no classes
November	Thursday	24	Thanksgiving recess, no classes
	Monday	27	Classes resume
December	Friday	1	Last day to drop classes with a W grade
	Friday	8	Semester ends

### SPRING SEMESTER 2007

January	Monday	8	First official day of classes
	Friday	12	Last day to register for classes
	Friday	19	Last day to drop/add classes
February	Monday	26	Mid-term break begins, no classes
March	Monday	5	Classes resume
April	Friday	6	Good Friday recess, no classes
	Monday	9	Classes resume
	Friday	20	Last day to drop classes with a W grade
	Friday	27	Semester ends
May	Saturday	5	Commencement Ceremony

### SUMMER SEMESTER 2007

May	Monday	7	First official day of classes
	Friday	11	Last day to register for classes
	Friday	18	Last day to drop/add classes
	Monday	28	Memorial day recess, no classes
June	Friday	22	Last day to drop with a W grade
	Friday	29	Semester ends



# **GENERAL INFORMATION**

## **HISTORY**

Keweenaw Bay Ojibwa Community College was chartered by Ordinance No. 75-1 of the Keweenaw Bay Indian Community as a non-profit educational corporation, allowing the college to establish and operate institutions granting post-secondary degrees and certificates, and to coordinate and regulate higher education on the L'Anse Indian Reservation. The College was developed upon the principle that American Indian students deserve an educational system that is responsive to their needs and concerns. Its basic purpose is to provide an educational program in which students experience success, enhance their self-image, dignity, and independence while preparing for their chosen career paths.

Programs are offered that allow students to become gainfully employed, encourage them to pursue advanced degrees, and enable them to meet their personal aspirations. Students can find offerings for associate degrees, career-focused certificates, community enrichment, and/or lifelong learning. Besides the main campus in Baraga, courses are offered at the tribal Community Center in Harvey, Michigan.

Keweenaw Bay Ojibwa Community College, along with thirty-four other tribal colleges throughout the United States, is a member of the American Indian Higher Education Consortium (AIHEC). Through AIHEC, the College is able to provide students with increased educational opportunities including scholarships from the American Indian College Fund.

Transfer credit and/or articulation agreements exist between Keweenaw Bay Ojibwa Community College and the following four-year institutions: Finlandia University, Michigan Technological University, and Northern Michigan University.

## **VISION**

Keweenaw Bay Ojibwa Community College will serve as the principal higher educational institution on the L'Anse Indian Reservation and surrounding communities by providing quality academic programs rich in Ojibwa culture that empower students to catch their dream of a superior education.

## **MISSION**

Formed out of our American Indian identity, the mission of Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition and beliefs, supporting life-long learning.

This mission will be accomplished by providing a professional, dedicated, open-minded, and enthusiastic faculty, teaching a challenging, intellectually rigorous and relevant curriculum in a culturally sensitive environment that is safe and conducive to learning.

The Board of Regents aspires to provide an education designed to promote the preservation of the customs and beliefs of the Ojibwa people. Traditional values are integrated to foster understanding and prepare students for responsible citizenship, academic competence, and career success which will enhance the economic base of the reservation and surrounding communities.

## **BELIEFS**

The administration and Board of Regents have set forth these beliefs and are accountable to them:

- Everyone can learn.
- Everyone is unique and has value.
- Everyone needs to maintain a sense of dignity.
- Everyone deserves a safe environment for learning.
- Everyone has the right to an accessible and affordable education.

- Education is a worthwhile endeavor and is the foundation for success.
- Education is a shared responsibility.
- Learning is a lifelong process.
- Those who teach must never cease to learn.
- Strength comes from diversity.
- The earth is our community.

## **PROGRAM DIRECTION**

Consistent with the mission and beliefs, Keweenaw Bay Ojibwa Community College sets forth these purposes:

1. Promote and preserve the Ojibwa culture through participation in language, history, and cultural activities.
2. Provide educational opportunities leading to certificates and associate degrees.
3. Encourage and prepare students to pursue advanced degrees.
4. Offer assistance for transfer to a four-year college or university.
5. Provide continuing and community educational programs that meet the changing needs of the Keweenaw Bay Indian Community and surrounding areas.
6. Provide occupational/career programs for employment opportunities in tribal organizations, governmental agencies, and private industry.
7. Provide instruction for students who desire to upgrade or enhance their skills.
8. Prepare and encourage students through guidance, advising, and counseling to meet their personal, social, academic, and career aspirations.
9. Offer students job placement assistance.
10. Educate all students regardless of race, color, religion, national origin, age, sex, marital status, disability, political affiliation or belief, and to not exclude from participation in or deny benefits of, or subject to discrimination in programs or activities offered by Keweenaw Bay Ojibwa Community College.



# **ADMISSIONS AND REGISTRATION**





# ADMISSIONS AND REGISTRATION

## ADMISSION REQUIREMENTS

Admission to Keweenaw Bay Ojibwa Community College is open to all eligible applicants regardless of age, race, color, religion, sex, marital status, disability, or national or ethnic origin.

To be eligible for admission to degree or certificate programs, an applicant must have earned a high school diploma or have successfully passed a high school equivalency exam (such as the GED). Adult students without a high school diploma or GED may apply under the Ability to Benefit program (See Special Admissions below). Transfer students must either be in good academic standing at their previous institution or receive special admission permission from the Registrar's Office.

## ADMISSION PROCEDURES

### *Regular Admission*

#### **High School Graduate or GED:**

1. Complete and submit an application for admission along with a \$20.00 application fee.
2. Have official high school transcripts or GED certificates sent directly from the issuing institution to the Admissions Office. These documents must indicate the date of graduation/completion.

#### **Transfer:**

1. Complete and submit an application for admission along with a \$20.00 application fee.
2. Have official transcripts from all previous colleges sent directly to the Admissions Office.

### *Readmission*

#### **If returning after a voluntary leave of absence from Keweenaw Bay Ojibwa Community College for one or more semesters:**

1. Submit an application for readmission.
2. Have official transcripts from any colleges or universities attended in the interim sent directly to the Admissions Office.

#### **If reapplying following an academic suspension you must:**

1. Submit an application for readmission.
2. Submit a letter of appeal for reinstatement to the Faculty Council.
3. Have official transcripts from any colleges or universities attended in the interim sent directly to the Registrar's Office.

### *Special Admission*

#### **Ability to Benefit:**

Adult students who have not completed a high school diploma or GED may apply for special admission under the Ability to Benefit program. These applicants must demonstrate the ability to do college level

work by: a) submitting a transcript showing satisfactory high school grades while they were enrolled, b) submitting satisfactory standardized test scores (for example: ACT, SAT, or TABE), or c) having a personal interview with the admissions counselor and/or relevant faculty. When admitted, Ability to Benefit students will take the ACT ASSET test to ensure accurate placement in their courses and determine whether tutoring will be advised.

Students admitted under the Ability to Benefit program who enroll in a degree program must qualify for regular admission before achieving sophomore status by completing a high school diploma or GED. Senior citizens, 55 years or older, will have the diploma requirement waived if they maintain a 2.0 GPA or better in their first 24 credits of college courses.

### **Guest Student:**

Students who are enrolled in good standing at another college or university and eligible to return to another college or university, but wish to earn credit from Keweenaw Bay Ojibwa Community College may apply to take course work as guest students. The following stipulations must be met for admission as a guest student:

1. Students must submit a guest student application (available from their home institution) to the Admissions Office. Transcripts from the home institution are not required.
2. Guest students may not register as degree candidates at Keweenaw Bay Ojibwa Community College.
3. Guest students must have their Keweenaw Bay Ojibwa Community College course selections approved in advance by the registrar of their home institutions.
4. Guest students must arrange to have any credit earned as guest students sent from Keweenaw Bay Ojibwa Community College to their home institutions.

Financial aid for guest students may be available from their home institution. The student will be responsible for payment to Keweenaw Bay Ojibwa Community College.

### **Advanced Secondary Enrollment:**

High school juniors or seniors with a "B" average (3.0 on a 4.0 scale) or better may enroll in up to three courses totaling up to 8 credits per semester upon the recommendation of their high school counselor and subject-area teacher. Applicants should submit an application for advanced secondary enrollment to the Admissions Office.

### **PLACEMENT TESTING**

All newly admitted degree-seeking students must schedule and complete placement testing in math and English, or provide results of previous testing, or successfully completed college courses in these areas. The results of the placement tests are used for advising purposes only and will not affect admission status. Placement tests may be scheduled at the Admissions Office.

### **REGISTRATION**

Open registration is held prior to the beginning of the semester. In order to register, students must have completed the following:

1. Admissions file.
2. Placement testing.
3. Financial aid applications and payment arrangements.

#### 4. Course registration card.

Early registration allows students with advanced standing to secure placement in needed courses and to determine their financial responsibilities before the start of the next semester.

#### ***Late Registration***

Students may register through the fifth business day of the semester. Students who register late are responsible for making up any missed course work.

#### ***Adding Courses***

Students may add courses by the end of the second week of the semester with the approval of the instructor and advisor. An official drop/add form must be submitted to the Registrar's Office before a student can be enrolled in a course.

#### ***Course Audit***

Students wishing to audit a course must complete the registration card and application form and pay the audit fee. If a class is audited, it cannot be repeated for a grade at a later date.

#### ***Dropping Courses***

Students may drop courses through the end of the second week of the semester without a transcript notation by completing a drop/add form and submitting it to the Registrar's Office. Courses dropped after that date will be charged to the student.

#### ***Repeated Courses***

Students registering to repeat a previously attempted course for which they received a grade must submit a Repeat Course Form at the time of registration. The first grade earned will be converted to an "R", and the second grade will be recorded on the permanent transcript regardless of which grade is higher. No prerequisite course may be repeated if a more advanced course has been completed with a grade of "C" or better.

#### ***Withdrawal from Courses***

Students may withdraw from classes after the second week and before the final week of the semester by completing a withdrawal form, having it signed by the instructor, and submitting it to the Registrar's Office. Courses that students have withdrawn from will appear on their grade reports and transcripts with a "W" grade.

Tuition and fees are assessed on the number of credits for which the students are enrolled at the end of the second week of the semester. Withdrawing from a course after the second week will not result in a tuition reduction except in medical emergencies substantiated by a physician. Students who have received financial aid for a course may have to repay the aid if they do not complete the course.

#### ***Administrative Withdrawal***

Administrative withdrawal is the termination of a student's enrollment in a course by the College. It may be used to correct registration errors, to assist students who are seriously ill or otherwise unable to carry out a normal withdrawal, for nonpayment of tuition and fees, or for disciplinary reasons. Student actions that might lead to administrative withdrawal include plagiarism, persistent disruption of classes, harassment, violence, or copying another student's work.



## **ACADEMIC INFORMATION**



# **ACADEMIC INFORMATION**

## **ACADEMIC CALENDAR**

Keweenaw Bay Ojibwa Community College operates on the semester system with fifteen-week semesters for fall and spring. Accelerated (fifteen week equivalent) courses may be taught during the summer.

## **CLASSIFICATION OF STUDENTS**

### ***Class Standing***

A student's class standing is based on the amount of credits earned as follows:

Freshman	0-30 earned semester hours of credit
Sophomore	31 or more earned semester hours of credit

### ***Course Load***

A student's course load standing is as follows:

Part-time	1-11 credits
Full-time	12-18 credits

An average course load is 15-16 semester credit hours. Students must have permission from the Academic Dean's office to carry more than 18 credit hours and will be charged additional tuition per credit hour for any credits above 18. Students on academic probation are prohibited from carrying more than 12 credits per semester.

## **ENROLLMENT STATUS**

<b>Degree Seeking:</b>	Students who have declared a major and are enrolled in courses for college credit and in pursuit of a degree or certificate in a declared major.
<b>Non-degree Seeking:</b>	Students enrolled in courses for college credit but not pursuing a degree or certificate.
<b>Audit:</b>	Students only observing a course. Although the student may participate in all assignments and testing, no grade or credits are earned. Audited courses may not be repeated for credit and are not eligible for financial aid.
<b>Guest:</b>	Students enrolled at another institution taking courses at KBOCC for transfer to their home institution.

## **CLASS ATTENDANCE**

Because academic success is closely related to class attendance, attendance is required at all scheduled classes. Each instructor will establish an attendance policy with consequences for excessive absences. Instructors will inform students of their attendance policy on the course syllabus.

## **ACADEMIC INTEGRITY**

Academic honesty and integrity are expected of all students. Depending upon the specific nature of the offense, students found guilty of the following violations may receive an "F" grade for the test or assignment, or for the course, or may be dismissed from the college with a notation of the offense on their permanent record. Academic offenses include:

- Knowingly using, buying, selling, or having possession of an unadministered test.
- Copying of another student's work.
- Plagiarism (i.e. using someone else's ideas or words without proper acknowledgment).

**ACADEMIC HONORS**

Each semester Keweenaw Bay Ojibwa Community College recognizes those students who have demonstrated academic excellence.

For full-time students who have completed 12 or more credits, have no incompletes, no more than four credits below 100 level, and who have earned a semester GPA of:

3.50-4.00	Dean's List
3.00-3.49	Honors List

For part-time students who have no incompletes, no courses below the 100 level and who have earned a semester GPA of:

3.25 or above	Scholastic Achievement List
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**ACADEMIC PROBATION**

First semester freshmen students will be placed on probation if their semester GPAs are below 1.70. Other students will be placed on probation if their cumulative GPAs are below 2.0.

Students who do not raise their cumulative GPAs to 2.0 or above after two semesters on probation will be placed on Academic Suspension. Students will be removed from probation when their cumulative GPAs are 2.0 or above.

**ACADEMIC SUSPENSION**

Students will be automatically suspended for a minimum of one semester if they:

- Fail to achieve semester and cumulative GPAs of 2.0 or above after two semesters on probation.
- Earn all "F" grades for the semester.

Students may appeal a suspension if they feel that legitimate, extenuating circumstances explain their poor academic performance. Appeals must be in writing and addressed to the Faculty Council.

**READMISSION AFTER ACADEMIC SUSPENSION**

Suspended students may apply for readmission after a minimum of one semester's leave. Appeals must be made in writing to the Faculty Council. Appeals must include an explanation for the poor performance and outline the steps the student plans to take to improve academic performance. Unsatisfactory academic progress may affect financial aid eligibility.

**GRADING SYSTEM**

Keweenaw Bay Ojibwa Community College uses letter grades with corresponding numeric values to evaluate academic performance.

Grade	Honor Points Per Credit Hour	Grade	Honor Points Per Credit Hour
<b>A</b>	4.0	<b>C</b>	2.0

<b>A-</b>	3.7	<b>C-</b>	1.7
<b>B+</b>	3.3	<b>D+</b>	1.3
<b>B</b>	3.0	<b>D</b>	1.0
<b>B-</b>	2.7	<b>D-</b>	0.7
<b>C+</b>	2.3	<b>F</b>	0.0

**I** = Incomplete. A temporary grade issued until completion of required course work. A contract specifying the work to be completed and the deadline for completion must be signed by both the student and instructor. A final grade must be submitted by the end of the following semester or the grade will automatically be changed to "F" by the Registrar's Office. Does not affect the GPA.

**N** = No grade was submitted. (Temporary grade only) Does not affect GPA.

**P** = Passed successfully with course work equivalent to a "C" or better. Does not affect GPA.

**R** = Course was repeated. Any course may be repeated. Only the last grade given in a repeated course is counted in computing the GPA, even if that grade is lower. A grade of "W" for the repeat of any course does **not** replace the previous grade with an "R". Does not affect GPA.

**W** = Withdrawal from course after drop/add period. No credit given. Does not affect GPA.

**CR** = Credit awarded through transfer, advanced placement, CLEP (College Level Examination Program), credit by exam, military training evaluation, or prior learning assessment. Does not affect GPA.

**AU** = Audit. No credits awarded. Does not affect GPA.

### **Grade Point Average**

To calculate the grade point average for each semester:

1. Multiply the number of credits for the course by the honor points for the grade received.
2. Then total the honor points for all courses taken.
3. Divide by the total credits attempted. (Attempted credits are those for courses in which a grade of A-F was earned.)

Example: Semester GPA

Attempted Credit Hours	Course Grade	GPA Values		Grade Points
3	A	4.0	3x4.0=	12.00
4	B-	2.7	4x2.7=	10.80
4	B+	3.3	4x3.3=	13.20
3	C+	2.3	3x2.3=	6.90
2	F	0.0	2x0.0=	0.00
16				42.90

Divide the total honor points (42.9) by the total credits attempted (16) = 2.68 GPA. Cumulative college GPA is calculated by totaling the honor points for all courses taken at KBOCC and dividing by the total attempted credit hours at KBOCC.

### ***Grade Changes***

Students who feel an error was made in reporting or recording a grade on their grade reports should contact the instructor as soon as possible. Grade change forms must be signed by instructors and received in the Registrar's Office by the fifteenth business day of classes of the following semester.

### **GRADE REPORTS**

Semester grade reports are mailed to students at the end of each semester. Reports will not be mailed to students who have unpaid balances on their account.

### **OFFICIAL TRANSCRIPTS**

Final grades are posted to the student's official transcript and become part of the permanent academic record. Students are entitled to one free copy of their transcript per academic year. Requests for official transcripts to be sent to schools, individuals, or organizations must be made in writing. The fee for official transcripts is \$5.00 per copy. Transcripts will not be released if a student has an unpaid balance.

### **PRIVACY AND ACCESS TO STUDENT RECORDS**

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to:

1. Examine and review their educational records. Requests to review records should be made in writing and will be responded to within five business days.
2. Challenge the contents of their records if they believe the information is inaccurate, misleading, or violates their right to privacy.
3. Limit the disclosure of information from their records.

Keweenaw Bay Ojibwa Community College does not release information from a student's educational record without prior written consent by the student except for information designated as "directory information" which, under FERPA, may be disclosed by the College at its discretion. Directory information includes: name, address, telephone number, date of birth, enrollment status, class, and degrees and awards conferred. Currently enrolled students may request that all or part of the directory information not be disclosed by submitting written notification at the beginning of the academic year. The restriction remains in effect for one year.





## TRANSFER POLICIES



# **TRANSFER POLICIES**

## **TRANSFERRING TO KBOCC**

Keweenaw Bay Ojibwa Community College will accept credits from other colleges or universities that fulfill the requirements of the student's declared program and that meet the following criteria:

1. Courses must be designated as college level by the transferring institution.
2. The student must have earned a "C" or better in the course.
3. Courses must be comparable to those taught at Keweenaw Bay Ojibwa Community College.

Credits transferred from institutions on the quarter system will be valued at 2/3 of the semester hour value (e.g. 4 credits will be accepted as 2.7 semester hours of credit). Grades and GPA do not transfer.

Students must complete a minimum of 30 semester hours of credit while enrolled at Keweenaw Bay Ojibwa Community College, including the last semester of course work, to earn a degree from the College.

## **TRANSFERRING FROM KBOCC TO ANOTHER INSTITUTION**

The Registrar's Office will send transcripts to other institutions upon written request by the student and payment of the \$5.00 fee. A student must take responsibility for this step since academic records will only be released when a student's account is paid to date and the transcript form or written request has been signed.

The accepting institution always determines how to value transfer credits. Students may obtain additional assistance in transferring from Keweenaw Bay Ojibwa Community College Student Services Office as well as the institution to which they are transferring.

Transfer credit and/or articulation agreements exist between Keweenaw Bay Ojibwa Community College and the following four-year institutions: Finlandia University, Michigan Technological University, and Northern Michigan University.



**GRADUATION**



# **GRADUATION**

## **GRADUATION REQUIREMENTS**

To qualify for graduation from Keweenaw Bay Ojibwa Community College, the student must have:

1. Completed a minimum of 60 semester hours of credit.
2. Completed a minimum of 30 semester hours of credit at Keweenaw Bay Ojibwa Community College.
3. Earned a cumulative GPA of 2.0 or higher.
4. Completed all of the general education requirements specified for the degree.
5. Completed all of the program requirements for the declared major.
6. Submitted an Application for Graduation along with a course work audit and final semester course schedule by the end of the semester prior to the semester of anticipated completion.
7. Paid the graduation fee of \$50.00.

## **COMMENCEMENT**

A commencement ceremony is held each year at the end of the Spring semester. Students who have completed their degree requirements at the end of either the Fall or Spring semesters and those who anticipate completing their requirements at the end of the Summer semester may participate.

## **GRADUATION HONORS**

Academic Honors for graduation are based upon a cumulative GPA as follows:

Summa Cum Laude (Highest Honors)	3.75-4.00
Magna Cum Laude (High Honors)	3.50-3.74
Cum Laude (Honors)	3.00-3.49



# HEALTH AND SAFETY POLICIES



# **HEALTH AND SAFETY POLICIES**

## **COLLEGE CODE OF CONDUCT**

Keweenaw Bay Ojibwa Community College integrates traditional Ojibwa values into all its programs. The seven sacred traditional teachings charge us with the seeking the virtues of wisdom, love, respect, bravery, honesty, humility, and truth; virtues which are also upheld in the traditions of our country and its religions. Students are expected to behave in a manner that demonstrates these virtues and shows honor and respect for the college and broader communities.

In any college facility or while participating in any college activity, the following behaviors will be considered violations and result in disciplinary action:

- Possessing a firearm, other weapon, or explosives.
- Endangering the health or safety of another.
- Threatening or intimidating others.
- Sexually harassing anyone.
- Stealing or damaging property.
- Using college facilities or equipment without authorization.
- Using tobacco except in designated areas or in a ceremony.
- Refusing to comply with college officials performing their duties.
- Using, possessing, or being under the influence of either alcohol or an illegal drug.

## **DISCIPLINARY ACTIONS**

The following disciplinary sanctions may be imposed for any student violation:

- Warning
- Written reprimand
- Restitution for damages
- Probation
- Suspension
- Dismissal
- Referral for Prosecution

## **DUE PROCESS**

Students who are charged with violations of the Conduct Code will:

1. Receive a written charge of the violation and the disciplinary action taken.
2. Have a hearing.
3. Have the right to appeal the charge and the disciplinary action.

Students may continue in good standing until the appeals process is completed, unless the safety of others is affected. Detailed descriptions of the appeals procedures may be found in the Student Handbook.

## **DRUG FREE CAMPUS POLICY**

Keweenaw Bay Ojibwa Community College's policy is that the unlawful manufacturing, distribution, dispensation, possession and/or use of alcohol and/or illegal drugs in any college facility will not be tolerated. Anyone who appears to be under the influence of alcohol or illegal drugs in a college facility will be asked to leave. Any violation of this policy will result in disciplinary action.

## **NO SMOKING POLICY**

Keweenaw Bay Ojibwa Community College complies with all applicable Federal, State, and local regulations regarding smoking in either the workplace or academic buildings in order to provide an environment that promotes productivity and the well-being of its students and employees.

SMOKING IS PROHIBITED INSIDE ALL TRIBAL COLLEGE FACILITIES. Supervisors and instructors are expected to enforce regulations. The NO SMOKING POLICY applies to students, employees, and visitors while on the premises. Everyone is expected to exercise common courtesy and to respect the needs and sensitivities of others with regard to the smoking policy. Smokers have a special obligation to keep outdoor smoking areas litter-free. Complaints about smoking issues should be resolved at the lowest level possible but may be processed through the grievance procedure. Anyone who violates the policy will be subject to disciplinary action.

## **RESPECT AND CONSIDERATION**

Maintaining an environment that is safe and conducive to learning is an important part of Keweenaw Bay Ojibwa Community College's mission. While at college or any college-sponsored activity, faculty, staff, and students have the right to insist that actions which threaten or insult them in any way stop immediately. If problem behavior persists, instructors and staff will intervene to keep students safe and able to learn. All incidents of this type should be reported to the instructor or the president as soon as possible. Students may ask faculty or staff members to report on their behalf. All members of our college community have the right to be treated with respect and consideration.

## **SEXUAL HARASSMENT POLICY**

Keweenaw Bay Ojibwa Community College will not tolerate verbal or physical conduct by any employee or student which harasses, disrupts, or interferes with another's education or creates an intimidating, offensive, or hostile environment. Anyone found guilty of sexual harassment will be subject to disciplinary action, which may include termination or dismissal.

### ***Definition of sexual harassment***

Sexual harassment is defined as inappropriate comments about a person's gender, clothing, or body; sexist comments of a general or individual nature; physical conduct such as inappropriate touching; unwelcome sexual advances; requests for sexual favors; or solicitation of sex through implicit or explicit promises of rewards or threats of punishment by an employee or student when:

- Submission to such conduct or communication is made a condition, explicitly or implicitly, to obtain employment, services, or education.
- Submission to or rejection of such conduct by an employee or student is used as a factor in decisions affecting the individual's employment or education.
- Such conduct has the purpose or effect of interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Examples that may constitute sexual harassment include but are not limited to: unnecessary brushing or touching; sexist remarks about a person's clothing, body, or sexual activities; verbal abuse disguised as humor; offensive whistling; obscene gestures; subtle pressure for sexual activity; disparaging remarks about one's gender or false accusation of sexual harassment.

### ***Sexual harassment complaint procedure***

Procedures for filing complaints of sexual harassment are available in the Administration Office. Prompt reporting will be made within 120 days of the alleged incident. Every attempt will be made to resolve it in

the least disruptive manner possible and to allow alleged offenders and complainants the opportunity to resolve the complaint informally. If informal efforts are unsuccessful, formal procedures may be pursued.





## TUITION AND FEES



## TUITION AND FEES

All student accounts are payable at the time of registration. Tuition charges are assessed as full-time (12 credits minimum), three-quarter time (9-11 credits), half-time (6-8 credits), or per credit hour. Student fees are in addition to tuition expenses. Fees for community enrichment classes and workshops are established independently.

Tuition and fees will be assessed based on the number of credits for which the student is enrolled on the tenth business day of the semester. There will be no tuition reduction for courses dropped after that date, except in medical emergencies substantiated by a physician's statement.

The following semester charges are subject to change:

<b>Tuition:</b>	<b>2005-2006</b>	<b>2006-2007</b>
Per credit hour (1-5 credits)	\$75.00	\$75.00
Half-time (6-8 credits)	\$450.00	\$450.00
3/4 time (9-11 credits)	\$675.00	\$675.00
Full-time (12-18 credits)	\$900.00	\$900.00
Any credits over 18	\$75.00	\$75.00
<b>Other fees and charges:</b>		
Technology Fee	\$25.00	\$25.00
Student Activity Fee	\$15.00	\$15.00
Course Audit Per Credit	\$75.00	\$75.00
Building Fee Per Semester	\$20.00	\$20.00
Library/Printed Materials Fee	\$15.00	\$15.00
Lab Fee	Based on course needs	
<b>One-Time Fees</b>		
Application Fee	\$20.00	\$20.00
Official Transcript Fee*	\$5.00	\$5.00
Graduation Fee**	\$50.00	\$50.00

\*After first copy

\*\*Due at time of application for graduation

### PAYMENTS

Student accounts shall be paid at the time of registration for tuition, and if available at registration, for textbooks. If needed, arrangements for a monthly payment plan must be made at the beginning of each semester. All payments must be completed by the end of the semester. Only those students whose accounts are paid in full at the end of each semester are allowed to register for the next semester.

Students must have their accounts paid in full prior to receiving their transcripts, diplomas or certificates.

### REFUND POLICY

There will be no refunds following the tenth business day of the semester, except in unusual circumstances such as medical emergencies substantiated by a physician's statement. Grants and scholarship refunds may be pro-rated. If a class is cancelled, students will automatically receive full refunds for that class.

## **FINANCIAL AID**

Students are responsible for financing their college education. The KBIC Student Fund provides scholarships to eligible members of the Keweenaw Bay Indian Community. The American Indian College Fund provides scholarships to all eligible students. Keweenaw Bay Ojibwa Community College offers other scholarships as they become available.



## **STUDENT SERVICES**



## **STUDENT SERVICES**

### **ADVISING**

The Dean of Student Services is assigned as advisor for students, monitoring their academic progress and advising them on matters related to academic procedures, designing their programs, helping to choose courses, or aiding them to overcome barriers to continue college study. The faculty may also provide advising for students, particularly those experiencing academic difficulties and considering either internship or special study programs.

### **TUTORING/WORKSHOPS**

Most tutoring is done by course instructors during their office hours. However, professional and student tutors are available on request for students desiring additional individual help in meeting course requirements. Educational workshops on topics of current interest are offered for all students as needed or as opportunities arise.

### **INTERNSHIPS AND SPECIAL STUDY PROGRAMS**

College faculty and staff maintain listings of opportunities for student internships, special study, conferences, seminars and meetings. The staff will assist students in applying for opportunities which interest them and in making the necessary arrangements.

Internships provide workplace experience for students, either for credit, stipend (pay) or both. The Admissions Office maintains files of internship opportunities for students in a wide variety of locations both in the U.S and abroad. Many are summer programs, but some internships are available during the spring and fall semesters.

Special study programs offer out-of-the-ordinary opportunities for learning. They may feature particular in-depth study of a specialty area, field study and/or the use of innovative technologies.

### **COMMUNITY ENRICHMENT PROGRAMS**

As a service to the community, Keweenaw Bay Ojibwa Community College offers non-credit or continuing education (CEU) workshops, conferences, seminars and short courses to meet the economic, social, and cultural development needs of the community. Certificates of Completion are awarded for non-credit training.

Continuing Education Units (CEUs) are awarded for designated programs when students complete all requirements. CEUs are typically awarded for instruction at the college level that is shorter than a one credit course. Certificates of Training are awarded listing the number of CEUs granted.

### **TRANSFER SERVICES**

Students who are considering continuing their education at a bachelor's degree-granting institution should work with their academic advisor throughout their studies at Keweenaw Bay Ojibwa Community College to ensure that their course selections will be compatible with requirements of their intended four-year programs. The College maintains a collection of college catalogs and program brochures. The College will also assist students in finding on-line information and facilitate direct contact with staff and faculty at transfer institutions. If desired, the faculty and staff will assist students in the transfer admissions process.

## **PLACEMENT SERVICES**

The College provides employment-related information and assistance with resume writing, job interviewing techniques and developing a credentials file to all students. Placement efforts are provided in conjunction with the Tribal Employment Rights Office and Keweenaw Bay Indian Community Human Resources Office.

## **CHILDCARE SERVICES**

The KBIC Daycare provides childcare and charges are based on family income. For available hours, please call 524-6626. The BHK Child Development Center is also available for childcare. Call 524-7300 for more information.

## **OFFICE EQUIPMENT**

Copiers, a fax machine, and audio/visual equipment are available for students to use for class work, job placement or college transfer processes. See the administrative staff for access to this equipment. Equipment that will be needed for more than ten minutes should be reserved at least one week in advance.

## **COMPUTER/GIS LABS**

Computers are available for student use during posted lab hours in the Niiwin Akeaa Center. The terminals have Internet connections, word processing, spreadsheets, database and other programs. Students are given a user ID and password for access to the computers. Printers are available for student use. Students are expected to abide by the computer use policy located in the Student Handbook.

## **LIBRARY**

### ***Ojibwa Community Library***

The collection of Ojibwa Community Library, located at 409 Superior Avenue, Baraga, contains print, audio, video, and digital material. The Library offers Internet access for research as well as a full complement of library materials and services. The materials include items for each of the College's programs, including career and placement programs. The library specialty is Native American Culture, Literature and Art. The library is a member of the Upper Peninsula Region of Library Cooperation which provides direct access to library materials across the region. The library's computer lab also provides access to online library services through the American Indian Higher Education Consortium (AIHEC) Virtual Library. Go to <http://www.kbocc.org> and click on the library link to get into the database.

Some of the programs offered via the library:

- Interlibrary loan
- Internet research
- Reference materials
- Current periodicals
- Programs of community interest

## **FITNESS CENTER**

Students can participate in activities at the KBOCC Fitness Center at no cost. The fitness center is located in the Niiwin Akeaa Center. See the administrative staff for information.



# ACADEMIC PROGRAMS



## **ACADEMIC PROGRAMS**

Keweenaw Bay Ojibwa Community College offers programs of study leading to the Associate of Arts Degree, the Associate of Science Degree and the Associate of Applied Science Degree.

### **ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE**

The Associate of Arts and Associate of Science degrees are designed to prepare the student for transfer to a baccalaureate program. In general, students who successfully complete either the Associate of Arts or the Associate of Science degrees will have completed the equivalent of freshman and sophomore level required course work at baccalaureate institutions. However, students are strongly advised to work closely with their academic advisor and with the institutions they plan to attend when selecting their courses. Selecting the appropriate courses is ultimately the students' responsibility. In special cases, substitutions for required courses may be approved to meet specific transfer requirements.

#### ***Associate of Arts Program (AA)***

Liberal Studies

#### ***Associate of Science Program (AS)***

Earth and Environmental Science

### **ASSOCIATE OF APPLIED SCIENCE**

The Associate of Applied Science Degree is designed to prepare students for immediate employment upon graduation. Requirements for the Associate of Applied Science Degree include general education requirements along with a core of specialized occupational courses. The concept of "career concentration" has been followed in the design of each Applied Science program. Students who successfully complete an Associate of Applied Science Degree will have acquired the specific knowledge and skills required for either job entry or employment upgrade in their chosen occupational area.

Keweenaw Bay Ojibwa Community College is dedicated to ensuring that our graduates are competitive in the job market. Therefore, we have carefully designed our career entry programs to ensure our courses are relevant to today's job requirements. These programs are reviewed and updated regularly. Placement assistance is available to all of our graduates.

Although the Associate in Applied Science Degree is designed for employment preparation, many of the courses in these programs can transfer to baccalaureate institutions. Students should consult with their advisor if they are interested in transfer information.

#### ***Associate of Applied Science Programs (AAS)***

Business

Early Childhood Education

### **GENERAL EDUCATION**

General education requirements give students a broad background of information and skills to effectively use the specialized knowledge gained from their majors. Keweenaw Bay Ojibwa Community College's general education requirements include courses that provide students with the ability to:

1. Gain and use information.
2. Develop one's own ideas.
3. Communicate ideas and information to others.
4. Develop a broader understanding of our world and how we relate to it.



## **GENERAL EDUCATION LEARNING OBJECTIVES**

Students who complete Keweenaw Bay Ojibwa Community College's general education requirements will be able to:

1. Find information through observation, experimentation, or library and Internet research.
2. Understand and use information presented in oral, written graphic or numerical form.
3. Compile, analyze, and synthesize information to facilitate new ideas, conclusions and applications.
4. Express their thoughts and ideas clearly, effectively, and appropriately in oral, written, graphic or numeric presentation.
5. Understand the basic principles of various perspectives people use to make sense of the world: arts, literature, humanities, mathematics, natural sciences and social sciences.
6. Understand Ojibwa culture and traditions and the roles Native Americans have fulfilled and continue to fulfill in today's world.
7. Use different perspectives to gain information, understand themselves and the world, and communicate their findings with others.

## GENERAL EDUCATION ELECTIVES

### Composition Courses

EN102 College Composition I (3)  
EN202 College Composition II (3)  
EN205 Research & Report Composition (3)

### Math Electives

MA103 Algebra with Business Applications (4)  
MA104 Intermediate Algebra (4)  
MA105 College Algebra (4)  
MA130 Precalculus (4)  
MA135 Survey of Calculus (5)

### Natural Science with Lab Electives

BI101 General Biology (4)  
BI202 Fundamentals of Human Nutrition (4)  
BI203 Wildlife Biology (4)  
BI204 Ornithology (4)  
BI206 Principles of Ecology (4)  
BI210 Botany (5)  
BI223 Anatomy and Physiology (4)  
CH101 Basic Chemistry (4)  
ES110 Introduction to Environmental Science (4)  
ES121 Dendrology (4)  
ES125 Survey of Forestry (4)  
ES213 Anishinaabe Community Ecology (4)  
ES220 Environmental Sampling and Monitoring (4)  
ES230 Soil Science (4)  
ES242 Wetlands (4)  
GS215 Environmental Geology (4)  
PH101 Physics (4)

### Humanities Electives

AR103 Art Appreciation (4)  
AR204 Native American Art Forms (4)  
EN150 Introduction to Literature (4)  
EN210 World Literature (4)  
EN212 American Literature (4)  
EN250 Native American Images in Literature & Film (4)  
EN255 Modern Native American Literature (4)  
HS101 World Civilizations to 1600 (4)  
HS102 World Civilizations since 1600 (4)  
HU109 Introduction to Humanities (4)  
HU110 World Cultures (4)  
OS125 Introduction to Ojibwa Culture (4)  
OS150 Ojibwa Language I (4)  
OS210 Traditional Storytelling (4)  
OS220 Ojibwa Philosophy (4)  
OS250 Ojibwa Language II (4)  
OS275 Ojibwa III (4)

### Physical Education Electives

PE100 Aerobics (1)  
PE101 Physical Fitness (1)  
PE102 Bowling (1)  
PE103 Weight Training (1)  
PE104 Beginning Swimming (1)  
PE106 Scuba Diving (1)

### Physical Education Electives (continued)

PE110 Personal Health (1)  
PE112 Powwow Dancing (1)  
PE204 Intermediate Swimming (1)

### Social Science Electives

EC200 Survey of Economics (4)  
EC201 Microeconomics (4)  
EC202 Macroeconomics (4)  
GE101 Introduction to Geography (4)  
HS105 U.S. History to 1865 (4)  
HS106 U.S. History since 1865 (4)  
HS110 Introduction to American Government (4)  
OS130 Tribal Environmental Management (4)  
OS200 History of Michigan Tribes (4)  
OS201 History of North American Indians (4)  
OS203 History of Keweenaw Bay Indian Community (4)  
OS215 Contemporary Native American Issues (4)  
OS225 Native American Education (4)  
OS232 Tribal Government (4)  
PY101 Psychology (4)  
PY130 Psychology of Learning (4)  
PY210 Child Psychology (4)  
PY240 Abnormal Psychology (4)  
PY250 Cognitive Psychology (4)  
PY260 Social Psychology (4)  
SO101 Introduction to Sociology (4)  
SO102 Social Problems (4)  
SO201 Marriage and the Family (4)  
SO202 Minority Groups in America (4)

### Native American Awareness Electives

AR105 Ojibwa Beadwork (3)  
AR106 Ojibwa Basket-making (3)  
AR107 Ojibwa Garments (3)  
AR115 Ojibwa Pottery (3)  
AR204 Native American Art Forms (4)  
EN250 Native American Images in Lit & Film (4)  
EN255 Modern Native American Literature (4)  
ES213 Anishinaabe Community Ecology (4)  
OS125 Introduction to Ojibwa Culture (4)  
OS130 Tribal Environmental Management (4)  
OS150 Ojibwa Language I (4)  
OS200 History of Michigan Tribes (4)  
OS201 History of North American Indians (4)  
OS203 History of Keweenaw Bay Indian Community (4)  
OS210 Traditional Storytelling (4)  
OS215 Contemporary Native American Issues (4)  
OS220 Ojibwa Philosophy (4)  
OS225 Native American Education (4)  
OS232 Tribal Government (4)  
OS250 Ojibwa Language II (4)  
OS275 Ojibwa Language III (4)  
PE112 Powwow Dancing (1)

# LIBERAL STUDIES

## ASSOCIATE OF ARTS DEGREE

This curriculum is designed primarily for students who wish to transfer to a four-year baccalaureate granting institution to further their education beyond an associate degree. All students wishing to transfer should work closely with their advisor to determine course selection and the transferability of the courses taken.

<b>General Education Requirements</b>	<b>Credits</b>
EN102 College Composition I	3
Composition Elective (Choose from EN202 or EN205)	3
Lab Science Elective	4
Math Elective (Choose from MA105, MA130 or MA135)	4
Humanities Elective	4
OS125 Introduction to Ojibwa Culture	4
Social Science Elective	4
Native American Social Science Elective	4
Physical Education Elective	1
<b>Subtotal</b>	<b>31</b>

<b>Liberal Studies Requirements</b>	<b>Credits</b>
Liberal Studies Electives* (May not include ECE, BS or IS courses)	24
General Electives	6-8
LS100 Study Skills	1
<b>Subtotal</b>	<b>31-33</b>
<b>Total Credits Required</b>	<b>62-64</b>

\*At least sixteen credits must be numbered 200 or above.

# LIBERAL STUDIES-NATIVE AMERICAN STUDIES CONCENTRATION

## ASSOCIATE OF ARTS DEGREE

This curriculum is designed primarily for students who wish to transfer to a four-year baccalaureate granting institution to further their education beyond an associate degree. This concentration offers students a solid foundation in the tradition, language, history, art, literature and unique governmental status of Native Americans, focusing on the Ojibwa tribes of the Great Lakes region.

<b>General Education Requirements</b>	<b>Credits</b>
EN102 College Composition I	3
Composition Elective (Choose from EN202 or EN205)	3
ES213 Anishinaabe Community Ecology	4
Math Elective (Choose from MA105, MA130 or MA135)	4
OS125 Introduction to Ojibwa Culture	4
Humanities Elective	4
Social Science Elective	8
Physical Education Elective	1
<b>Subtotal</b>	<b>31</b>

<b>Concentration Requirements</b>	<b>Credits</b>
Native American Art Elective (Choose from AR105, AR106, AR107, AR115 or AR204)	3-4
OS150 Ojibwa Language I	4
Native American Studies History Elective (Choose from OS200, OS201 or OS203)	4
Native American Studies Humanities Elective (Choose from AR 204, EN250 EN255, OS210, OS220, OS250 or OS275)	4
Native American Social Studies Elective (Choose from OS215, OS225 or OS232)	4
Native American Studies Electives	7-8
LS100 Study Skills	1
General Electives	4
<b>Subtotal</b>	<b>31-33</b>
<b>Total Credits Required</b>	<b>62-64</b>

# EARTH AND ENVIRONMENTAL SCIENCE

## ASSOCIATE OF SCIENCE

The Associate of Science Degree in Earth and Environmental Science is intended to give students the foundational skills necessary to assess and manage natural resources in tribal communities. The program integrates traditional Ojibwa knowledge with biological and physical science, and emphasizes the use of modern technology for conducting environmental field sampling, data analysis, and decision-making. Students may individualize their program by choosing from a variety of courses in the disciplines of biology, environmental science, and geoscience.

Students completing all Earth and Environmental Science program requirements will:

1. Be prepared to transfer into baccalaureate degree programs in related disciplines.
2. Have the technical skills and scientific knowledge necessary to obtain entry-level positions as environmental technicians.
3. Have an understanding of special issues related to managing tribal natural resources.

<b>General Education Requirements</b>	<b>Credits</b>
EN102 College Composition I	3
EN205 Research and Report Composition	3
Mathematics Elective (Choose from MA105, MA130 or MA135)	4-5
Humanities Electives	4
OS125 Introduction to Ojibwa Culture	4
Lab Science Elective (Choose from BI206 or ES110)	4
Social Science Elective (Choose from EC200, EC201, EC202, GE101, OS203, OS200, OS201 or OS215)	4
OS130 Tribal Environmental Management	4
Physical Education Elective	1
<b>Subtotal</b>	<b>31-32</b>

<b>Program Requirements</b>	<b>Credits</b>
Wildlife Science Elective (Choose from BI203 or BI204)	4
Plant Science Elective (Choose from BI210 or ES121)	4-5
Earth Science Elective (Choose from GS215, ES230 or ES235)	3-4
MA210 Statistics	4
ES298 Internship	1
Science Electives*	12
General Electives	3
<b>Subtotal</b>	<b>31-33</b>
<b>Total Credits Required</b>	<b>62-65</b>

\*Science electives may be BI, CH, ES, GS, MA130 or above, or PH courses. Courses may be chosen to design concentrations in forestry, water resources, conservation biology, or geoscience. All science elective courses must be pre-approved by the academic advisor.

# BUSINESS ADMINISTRATION

## ASSOCIATE OF APPLIED SCIENCE DEGREE

The student completing this program will earn the Associate of Applied Science Degree. Graduates will be ready for entry level positions in accounting, management, and/or information technology.

<b>General Education Requirements</b>	<b>Credits</b>
EN102 College Composition I	3
EN205 Research and Report Composition	3
Lab Science Elective	4
Math Elective (Choose from MA105, MA130 or MA135)	4
Humanities Electives	4
OS125 Introduction to Ojibwa Culture	4
EC201 Microeconomics	4
EC202 Macroeconomics	4
Native American Awareness Electives*	3-4
Physical Education Elective	1
<b>Subtotal</b>	<b>34-35</b>

\*Certain humanities courses may be double counted to fulfill the Native American Awareness elective requirement. However, additional credits must be taken to complete the 61 credit minimum requirement.

<b>Business Requirements</b>	<b>Credits</b>
BS110 Introduction to Business	3
BS201 Accounting I	4
BS208 Management and Supervision	3
BS211 Business Law	3
IS101 Introduction to Computers	4
MA201 Probability and Statistics	4
Business Concentration Electives (Choose any BS or IS120 or higher courses)	6
<b>Subtotal</b>	<b>27</b>
<b>Total Credits Required</b>	<b>61-62</b>

# EARLY CHILDHOOD EDUCATION

## ASSOCIATE OF APPLIED SCIENCE DEGREE

The student completing this program will earn the Associate of Applied Science Degree and will be able to work at Head Start or other preschool settings as a teacher, aide, or child care worker.

<b>General Education Requirements</b>	<b>Credits</b>
EN102 College Composition I	3
Composition Elective (Choose from EN202 or EN205)	3
BI202 Human Nutrition	4
Math Elective	4
Humanities Electives	4
PY101 Psychology	4
OS225 Native American Education	4
OS125 Introduction to Ojibwa Culture	4
Physical Education Elective	1
<b>Subtotal</b>	<b>31</b>

<b>Early Childhood Education Requirements</b>	<b>Credits</b>
CE100 Introduction to Early Childhood Education	3
CE104 Infant and Toddler Development and Appropriate Practice*	3
PY210 Child Psychology	4
CE110 Developmentally Appropriate Curriculum and Practice	3
CE111 Infant and Toddler Programming	3
CE118 Creative Teaching Methods	3
CE237 Children with Special Needs	3
CE276 ECD Practicum I	4
Early Childhood Electives (Choose from CE103, CE105, CE207, CE223, CE277, CE290, PY130, PY212, PY250, PY260, or CE299 <i>with approval of project plan</i> )	3-4
PE105 First Aid/CPR**	1
<b>Subtotal</b>	<b>30-31</b>
<b>Total Credits Required</b>	<b>61-62</b>

\*CE102 Child Development may be substituted for this course.

\*\*Proof of certification may be substituted.



## **COURSE DESCRIPTIONS**





## COURSE DESCRIPTIONS

### ART (AR)

#### **AR101 Drawing I - 3**

Introduction to the fundamentals of drawing, including the use of form, line, shape, value, texture, and composition to create a coherent visual statement.

#### **AR102 Drawing II - 3**

Continuation of AR101 with emphasis on color, space, composition, and greater individualization of expression. Prerequisite: AR101.

#### **AR103 Art Appreciation - 4**

Survey of visual arts through study of the social contexts of art, aspects of form, possible intentions of the artist, and theoretical underpinnings of artistic activity. Replaces AR100. (*Humanities*)

#### **AR105 Ojibwa Beadwork - 3**

Hands-on exploration of the use of beads and beading techniques used by the Ojibwa people. Materials will be provided to complete all assigned beadwork projects. (*Native American Awareness*)

#### **AR106 Ojibwa Basket-making - 3**

Hands-on exploration of Ojibwa basket making techniques, including identification and location of Black Ash trees, cutting, stripping and pounding methods for making ribbons for use in both basic and decorative weaving. Individual basket completed. (*Native American Awareness*)

#### **AR107 Ojibwa Garments - 3**

Hands-on exploration of various styles and materials for clothing and adornment used by Ojibwa people. Individual projects completed. (*Native American Awareness*)

#### **AR115 Ojibwa Pottery - 3**

Hands-on exploration of many different techniques of making clay pottery, firing of pots and glazing to create finished products. Emphasis will be placed on Ojibwa traditions. Topics will include creating a fire pit for firing low temperature pots, as well as kiln use. (*Native American Awareness*)

#### **AR204 Native American Art Forms - 4**

Study of objects and artifacts expressing cultural concepts in visual forms from pre-contact times to the present. Emphasis is placed on traditional and contemporary Ojibwa art. Other indigenous groups from the U.S. and Canada will also be studied. (*Humanities & Native American Awareness*)

#### **AR207 Special Topics in Art - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

#### **AR299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

### BIOLOGY (BI)

#### **BI101 General Biology - 4**

Exploration of basic biological phenomena common to all living organisms. Topics covered include cellular and molecular levels of organization, genetics and mechanisms of heredity in organic evolution, reproduction and development, as well as introductory concepts of taxonomy and ecology. (*Science with lab*)

#### **BI202 Fundamentals of Human Nutrition - 4**

Designed for students who do not have a background in chemistry and biology, this course provides a basic understanding of the science of human metabolism and nutrition. (*Science with lab*).

#### **BI203 Wildlife Biology - 4**

Introduction to the study of the evolutionary history, anatomy, physiology, behavior, and ecology of animals. Identification and conservation issues are addressed. Management tools for the assessment of problems associated with species in the Great Lakes Ecosystem will be the focus. Special attention will be given to fishery resources. (*Science with lab*)

#### **BI204 Ornithology - 4**

Introduction to the study of birds. Concepts leading to an understanding of bird evolution,

ecology, physiology, and behavior are examined. Field identification of regional avian species is emphasized. Weekly field studies are required. (*Science with lab*)

**BI206 Principles of Ecology - 4**

Examination of the interactions that organisms have with one another and their physical environment. Students study classic ecological principles used to understand the behavior, physiology, distribution, and abundance of plants and animals. Replaces ES206. (*Science with lab*)

**BI207 Special Topics in Biology - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

**BI208 Conservation Biology - 3**

Overview of principles related to the persistence of species and the maintenance of biological integrity in the Lake Superior Ecosystem. Ecological, genetic, and demographic factors that influence biodiversity are explored. Prerequisite: BI206. Replaces ES205.

**BI210 Botany - 5**

Exploration of plant science principles. Topics include plant morphology and taxonomy, botanical techniques, invasive species dynamics, and the interactions of plants, communities, and ecosystems. The diversity of non-animal life, including algae and fungi are examined, but focus is on the true land plants. Ethnobotanical considerations as they relate to Native American cultures are addressed. Replaces ES210. (*Science with lab*)

**BI223 Anatomy and Physiology - 4**

Exploration of the structure and function of the skin, skeletal, muscular, nervous, and endocrine systems of the human body. The course examines how the body functions and the consequences of injury and disease. The interrelationships among the various organ systems are emphasized. (*Science with lab*)

**BI299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

**BUSINESS (BS)**

**BS110 Introduction to Business - 3**

Overview of business principles. Topics include global markets, the changing business environment, competitiveness, and the importance of small businesses. Course also examines impacts of globalization on business functions.

**BS145 Business Communication - 3**

Introduction to the theory and practice of communication in business, emphasizing planning, writing and presenting business messages which include letters, memos, and reports. Course provides a review of basic writing principles.

**BS201 Accounting I - 4**

Study of fundamental concepts, principles and procedures of accounting, including methods of recording, reporting and interpreting financial data.

**BS202 Accounting II - 4**

Continuation of BS201, including partnership and corporate accounting, cost accounting, budgeting, cash flow and application of funds. Prerequisite: BS201.

**BS203 Tax Accounting - 4**

Overview of tax accounting including the tax system and how it affects business and individuals, as well as the application of federal and state tax laws to individuals, sole proprietorship, partnerships and corporations. Prerequisite: BS202.

**BS204 Micro-Computer Accounting - 3**

Designed to introduce the student to computerized applications covering the accounting cycle, including accounts payable, accounts receivable and payroll.

**BS206 Cost Accounting - 3**

Introduction to accounting principles for manufacturing enterprises. Includes accounting for materials, labor, overhead in job-order, process, standard, and direct costing systems. The course considers the application of costs to operations and to products. Prerequisite: BS202.

**BS207 Special Topics in Business - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

**BS208 Management and Supervision - 3**

Exploration of principles of organizational management including planning, organizing, decision making, staffing, and leadership. Prerequisite: BS110 or instructor's permission.

**BS210 Marketing - 3**

Study of the basic marketing functions of managers; including decisions made in developing both strategic and tactical marketing plans. Topics include principles of market segmentation, product development, pricing, distribution planning, and promotion. Prerequisite: BS110 or instructor's permission.

**BS211 Business Law - 3**

Study of legal terminology, contracts, agencies, partnerships, corporations, property, negotiable instruments, sales and court proceedings. Prerequisite: BS110 or instructor permission.

**BS212 Principles of Entrepreneurial Ventures - 3**

Introduction to the entrepreneurial process from the initial idea through business operations to ending the venture. The course will expose the student to the knowledge and skills required to pursue a career as an entrepreneur as well as provide valuable ideas for the student in a more structured business environment. Prerequisite: BS110 or instructor's permission.

**BS214 Operations Management - 3**

Survey of problems that production-operations and service managers face. Topics include importance of strategies and interrelated concepts, quantitative tools available for product/process design, work systems, forecasting, inventory and materials management, just-in-time, scheduling, capacity management, ERP, and E-commerce. Prerequisite: BS110 or instructor's permission.

**BS220 Finance - 3**

Introduction to the principles of financial management of corporations. Topics include financial mathematics, management of capital sources of short and intermediate funds, financial assets valuation, and sources of long-term capital; the securities market; and financing growth and development. Emphasis on the analysis and interpretation of financial accounting measurements. Prerequisite: BS110 or instructor's permission.

**BS299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

**CHEMISTRY (CH)****CH101 Basic Chemistry - 4**

Introductory chemistry course intended for students who have not previously taken high school chemistry but have at least 1 unit of high school algebra or the equivalent. Topics include atomic structure, chemical periodicity, terminology, equations, kinetics, energy relationships, nuclear and descriptive chemistry. Replaces CH100. (*Science with lab*)

**CH207 Special Topics in Chemistry - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

**CH299 Research and Special Topics - 1-4**

With the guidance of a faculty member, students conduct research or create projects. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

**EARLY CHILDHOOD EDUCATION (CE)****CE100 Introduction to Early Childhood Education - 3**

Introduction to fundamental educational practices concerning cognitive and memory abilities; attention span in the pre-school years; developing the setting and structure of the early

childhood education program to motivate and promote physical, cognitive, social and emotional skills; and using age appropriate activities, toys, and discipline techniques.

**CE 104 Infant and Toddler Development -3**

Study of the first three years of a child's life. Examines social, motor, and cognitive developmental processes. Replaces CE102.

**CE105 Pre-School Classroom Management and Child Guidance - 3**

Examination of the basic structure of the pre-school or early childhood program, how to teach social skills and use appropriate child guidance methods in the educational setting. Replaces CE103.

**CE110 Developmentally Appropriate Curriculum and Practice - 3**

Study of the philosophy of developmentally appropriate practice and exploration of its application in the classroom. Prepares students to be classroom teachers in early childhood settings. Emphasis is on creating effective teaching materials and strategies. Prerequisites: CE 100, PY 210 or instructor's permission.

**CE111 Infant and Toddler Programming - 3**

Overview of the programming requirements, administration, daily planning and curriculum components for infants and toddlers in a child care setting. Topics include staffing, relating to parents and families, incorporating developmentally appropriate curriculum, assessing developmental progress, and evaluating programs. Prerequisites: CE 104, PY 101 or instructor's permission.

**CE118 Creative Teaching Methods - 3**

Examination of various teaching techniques and materials specific to promoting children's cognitive, motor, and social skills. Prerequisite: CE 110 or instructor's permission.

**CE207 Special Topics in Early Childhood Education - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

**CE223 Children's Literature - 3**

Introduction to a broad sampling of children's literature from various genres and cultural perspectives. Explains the functions of literature

in children's development, helps students develop criteria for selecting literature for children, and explores methods of using children's literature. Prerequisite: ENG 102

**CE237 Children with Special Needs - 3**

Overview of common childhood disabilities, disorders and difficulties; how to develop effective programs and teaching skills for children with special needs. Prerequisite: CE102 or PY210 or instructor's permission.

**CE276 ECE Practicum I - 4**

Hands-on experience and supervision in an early childhood educational setting to practice skills and concepts learned throughout their educational experience. Prerequisite: CE 110 and First Aid/CPR.

**CE277 ECE Practicum II - 3**

Continuation of CE276 with hands-on experience and supervision in an early childhood educational setting to practice and enhance skills and concepts learned throughout their educational experience. Prerequisite: CE 276.

**CE278 Health, Safety and Nutrition - 3**

Study of information relating to current concepts in the fields of health, safety, nutrition, and their relationship to the young child.

**CE290 Early Childhood Program Management - 3**

Examination of administrative issues associated with program development, implementation, and control. Key topics include staffing, personnel management and leadership, licensing, certification requirements, equipment and materials, facilities and their design, and family and community outreach. Prerequisite: CE 110 or instructor's permission.

**CE299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

**ECONOMICS (EC)**

**EC200 Survey of Economics - 4**

Overview of concepts, tools and methodologies of economics. Topics include supply and

demand, national income accounting, money and banking, and market structures. *(Social Science)*

#### **EC201 Microeconomics - 4**

Introduction to theoretical and practical principles of markets, prices, business decision making and consumer behavior. Topics include supply and demand, theory of consumer behavior, theory of production in competitive markets, monopoly & oligopoly, economic costs, pricing, externalities and public goods, production, government regulation and deregulation. *(Social Science)*

#### **EC202 Macroeconomics - 4**

Exploration of the relationship between the aggregate economy and various broad economic indicators. Topics include recession, economic growth rates, inflation, consumer spending and personal saving, fiscal policy, monetary policy, national, and trade deficits. Prerequisite: EC201. *(Social Science)*

#### **EC207 Special Topics in Economics - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics or courses.

#### **EC299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

### **ENGLISH (EN)**

#### **EN095 Basic Composition - 4**

Designed to improve the students' reading and writing skills in preparation for college-level classes. Emphasis is placed on grammar, organization and adequate paragraph development skills. This course does not fulfill any graduation requirements.

#### **EN101 Reading Skills - 1**

Designed to improve students' chances of succeeding in college by introducing strategies to improve existing reading skills and illustrating how to use them for assigned reading and research projects. This course increases reading comprehension and reading rates.

#### **EN102 College Composition I - 3**

Designed to improve the students' reading, writing, and analytical skills and give them a broader understanding of culture and society. Emphasis is on writing short essays, with a basic introduction to research writing. *(Composition)*

#### **EN105 Public Speaking - 3**

Introduction to the field of speech communication with practical experiences in oral presentation for both formal and informal speaking situations. Designed to improve students' confidence, listening, and organizational skills in regards to oral communication.

#### **EN150 Introduction to Literature - 4**

Introduction to literary analysis and interpretation through readings of fiction, poetry, and drama. Prerequisite: EN102. *(Humanities)*

#### **EN202 College Composition II - 3**

Continuation of EN102. Further development of students' skills with emphasis placed on writing longer and more complex essays and discussing critically both their writing and others. Students will write at least one research paper. Prerequisite: EN102. *(Composition)*

#### **EN205 Research and Report Composition - 3**

Continuation of EN102 with emphasis on formal expository writing, preparation of reports, and adapting writing style to specific contexts and purposes. Includes writing of at least one research paper as well as techniques for oral reporting. Prerequisite: EN102. *(Composition)*

#### **EN207 Special Topics in English - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

#### **EN210 World Literature – 4**

In depth study of different eras of literature from different countries. Course may be repeated for credit with different topics. Prerequisite: EN102.

#### **EN212(A-E) American Literature – 4**

Overview of prose, poetry, and drama by American authors from different regions and ethnic groups (i.e. Native American, Asian American, African American, New England, Southern, Western, and Mid-western). Course may be repeated for different eras of American Literature. Prerequisite: EN102. *(Humanities)*

**A.** (pre 1492-1800) Study of the literature from before Columbus to the beginning of the United States.

**B.** (1800-1865) Study of the emerging "National Voice" in literature beginning with the new nation through the Civil War.

**C.** (1865-1914) Study of literature that took shape after the Civil War until the start of World War I.

**D.** (1914-1945) Study of literature shaped by events of the first part of the Twentieth Century.

**E.** (1945-Present) Study of how American Literature has broadened since the end of WWII and incorporates Native American, African American, Asian American, and Latin American authors to give as complete a picture as possible to the present canon of American Literature.

#### **EN250 Native American Images in Literature and Film—4**

Examination of how Native American tribes, cultures, beliefs, and individuals have been presented in contemporary film, media, and literature by both Native and non-native writers and film makers. Prerequisite: EN102 and a Native American Awareness elective or permission of the instructor. (*Humanities & Native American Awareness*)

#### **EN255 Modern Native American Literature —4**

Survey of Native American literature, primarily of the twentieth century. Emphasis is placed on the influence of Native American culture and philosophy on the style and content of the works. Prerequisite: EN102. (*Humanities & Native American Awareness*)

#### **EN260 Creative Writing - 3**

Designed for students to understand and appreciate the fundamentals of the different genres of creative writing. The course will also explore aspects of publishing and demonstrate options open to writers for publication. Prerequisite: EN102.

#### **EN299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects. Students must prepare written proposals, including project

schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

### **ENVIRONMENTAL SCIENCE (ES)**

#### **ES110 Introduction to Environmental Science - 4**

Development of an understanding of the biological, physical, economic, and social processes that govern how natural resources of the Keweenaw Bay Indian Community function. The course provides a cultural framework for examining sustainability issues related to Lake Superior Ecosystems. (*Science with lab*)

#### **ES121 Dendrology - 4**

Study of techniques used for sight identification of woody plant species commonly found in Michigan's Upper Peninsula. Students also gain insight into silvical characteristics associated with local species. (*Science with lab*)

#### **ES125 Survey of Forestry - 4**

Introduction to basic skills utilized by managers of forest systems. The application of mensuration techniques and silvicultural practices will be examined. Prerequisite: ES121. Previously ES120. (*Science with lab*)

#### **ES207 Special Topics in Environmental Science - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

#### **ES213 Anishinaabe Community Ecology – 4**

Exploration of ecology from a cultural perspective that stresses ethno-biology. Integration of traditional knowledge with storytelling provides students with a basis for comparing western science to the Anishinaabe ecological world view. Lab portions of this course will examine Native American use of botanicals such as wild rice and blueberries, native fishing rights and fishery resource use and other Native American environmental practices within the context of ecological sustainability. Previously OS120. (*Science with lab & Native American Awareness*)

#### **ES220 Environmental Sampling and Monitoring – 4**

Hands-on experience with techniques used for sampling, measuring, monitoring, evaluating, and

managing natural resources. Biological, chemical, and geophysical field and laboratory techniques for environmental assessment will be the central focus of the course. The use and care of environmental instrumentation will also be covered. Special attention will be given to the assessment of tribal land and water resources. Prerequisite: ES110. (*Science with lab*)

#### **ES230 Soil Science - 4**

Introduction to soil as an ecosystem component. Physical, chemical, and biological properties along with their interactions are examined. Special attention is given to implications of different soil management regimes. The importance of soil for managing tribal forestry and water resources is addressed. (*Science with lab*)

#### **ES235 Introduction to Geographic Information System (GIS) - 3**

Introduction to basic principles of GIS. Provides students with an understanding of its importance for resource management. Students will learn to develop and use a database for environmental applications. Topics include global positioning system (GPS) and remote sensing.

#### **ES242 Wetlands - 4**

Examination of concepts associated with soils, hydrology and vegetation characteristics used in the delineation of wetlands. This course addresses social value concepts, management consideration and legal issues associated with wetland ecosystems. Dynamics of wetlands within the Lake Superior drainage basin is the focal point of the course. (*Science with lab*)

#### **ES298 Internship - 1**

The internship course requires that a student engage in practical work experience in the Environmental Science field under the supervision of a practicing professional. Students must work in the approved site for a minimum of 80 hours to receive credit. This is a Pass/Fail course. This course may be repeated for credit.

#### **ES299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

### **GEOGRAPHY (GE)**

#### **GE101 Introduction to Geography - 4**

Examination of the earth's physical features and other aspects of regional environments and how they influence human culture. (*Social Science*)

#### **GE207 Special Topics in Geography - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

#### **GE299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

### **GEOSCIENCE (GS)**

#### **GS207 Special Topics in Geoscience - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

#### **GS215 Environmental Geology - 4**

Examination of the relationship between humans and the earth. Classic issues such as geologic processes, hazards, resources, and pollution are addressed. Special consideration is given to humans as mechanisms for environmental change. Case studies from the Great Lakes region are utilized. Previously ES215. (*Science with lab*)

#### **GS241 Hydrology - 3**

Overview of the characterization of natural waters including rivers, lakes, wetlands, and groundwater. Influence of human activities on the physical, chemical, biological, and hydrological characteristics are examined. Legal, technical, and socio-economic factors associated with the planning and management of water resources are considered. Prerequisite: GS215.

#### **GS245 Environmental Geochemistry - 3**

Introduction to chemical principles associated with contaminants of air, soil, and water. Origin, transport, and fate of chemicals in the local environment are the key area of focus. Soil and

water analyses of local systems are an integral part of the course.

**GS299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

**HISTORY (HS)**

**HS101 World Civilizations to 1600 - 4**

Survey of the origins and historical development of cultures throughout the world including the Americas, Europe, Asia, Africa, and the Pacific basin to the 1600's. (*Humanities*)

**HS102 World Civilizations since 1600 - 4**

Survey of various factors influencing cultural change. Examines the emergence of the Third World. 1600's to the present. (*Humanities*)

**HS105 U.S. History to 1865 - 4**

Survey of American history from first European contact to the Civil War. Examines the interplay of social and cultural factors and political developments. (*Social Science*)

**HS106 U.S. History since 1865 - 4**

Survey of recent American history from reconstruction to the present. Examines the major social, cultural, economic, and political trends and events of this period. The influence of and impact on Native Americans are highlighted. (*Social Science*)

**HS110 Introduction to American Government - 4**

Survey of the structure and processes of the American federal governmental system. Closely examines the relationship between the federal government and Native American tribes. (*Social Science*)

**HS207 Special Topics in History - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

**HS299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

**HUMANITIES (HU)**

**HU109 Introduction to Humanities - 4**

Survey of philosophy, art, music, literature and drama of a given time and place, approach may be historical, cross-cultural, or thematic. (*Humanities*)

**HU110 World Cultures - 4**

Examination of traditional worldviews, religions, practices, and customs of the peoples of various world regions. Emphasis is on how cultural elements are expressed in terms of music, dance, fine art, and literature. Special attention is given to non-North American tribal cultures. (*Humanities*)

**HU207 Special Topics in Humanities - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

**HU299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

**INFORMATION SYSTEMS (IS)**

**IS100 Keyboarding - 2**

Hands-on application of keyboarding and techniques to build speed and accuracy.

**IS101 Introduction to Computers - 4**

Introduction to the personal computer; its history and evolution, and component parts. Covers the internal workings of a computer as well as common hardware and software. Familiarizes students with the school's computer systems and how to use the most common programs.



**IS102 Introduction to PowerPoint - 2**

Introduction to presentation software, using PowerPoint. Topics include objects, attributes, templates, presentation skills, printing and online help.

**IS103 Introduction to Word Processing - 2**

Introduction to use of word processing software to create and name files, edit text, format, and print a variety of documents.

**IS104 Introduction to Spreadsheets - 2**

Introduction to spreadsheets using Excel software.

**IS105 Introduction to Databases - 2**

Introduction to the basic elements of Access and how it can be used in various business applications.

**IS107 Desktop Publishing - 2**

Introduction to the use of computer software and peripherals to manipulate page layouts, edit graphic images, use templates to create business forms, and convert spreadsheets into charts and graphs.

**IS108 Internet - 2**

Introduction to the Internet. Topics include use of a pointing device, use and customization of web browsers, selection of an Internet service provider, and Intra vs. Internet. Focuses on the Internet as a tool used in gathering and analyzing information for personal and education purposes.

**IS120 Networking I - 4**

Exploration of network architecture, protocols and topologies as well as the different hardware and software used in networks. Introduces network management and administration. Prerequisite: IS 101.

**IS130 Programming I - 4**

Introduction to the methods of programming, using a high-level object-oriented programming language, Java. This course is geared for students who have little or no programming experience. Topics include programming concepts and methods, debugging, compiling, conditionals and loops. Prerequisite: IS 101.

**IS202 Introduction to Computer Aided Design (CAD) - 3**

Introduction to basic commands used to create 2D objects. Topics include menu systems to draw, select views, change design elements, modify attributes, add patterns and text, draw

compound objects, use layers, change views, and make selections.

**IS203 Advanced Word Processing - 2**

Continuation of IS103, using advanced word processing software features. Prerequisite IS103.

**IS204 Advanced Spreadsheets - 2**

Continuation of IS104. Topics include advanced formulas and functions, printing and displaying graphs, and other advanced principles. Prerequisite: IS104.

**IS205 Advanced Databases --2**

Continuation of IS105. Topics include exploration of additional components and common management problems related to databases. Prerequisite: IS105.

**IS207 Special Topics in Information Systems - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

**IS210 Operating Systems - 4**

Exploration of the differences between operating systems. Systems covered include Windows NT/98/2000/XP, Mac OS 9/10, Unix (Solaris 8/9), Linux (Redhat). Network operating systems will also be discussed. Prerequisite: IS101. May be concurrently enrolled in IS120.

**IS215 System Administration - 4**

Overview of information systems in the business world. Organizational view of how to use information technology to create competitive firms, manage global organizations, and provide useful products and services to customers. Topics include hardware, software, databases, telecommunication systems, strategic use and development of information systems, social and ethical issues. Prerequisite: IS120.

**IS220 Networking II - 4**

Continuation of IS 120. Topics include in-depth network design of small and large networks and hands-on network administration experiences including advanced troubleshooting. This course also explores the different networking operating systems in more detail. Prerequisite: IS 120.

**IS230 Programming II - 4**

Continuation of IS 130. Topics include conditionals, loops, arrays, inheritance, recursion and data abstraction. Students are expected to work in project teams. Prerequisite: IS 130.

**IS240 Security - 4**

Exploration of computer security systems and networks. Stand-alone and networked system security are addressed. Topics include documentation, virus types and preventative maintenance, firewalls, and physical location of equipment. Prerequisite: IS210.

**IS250 Business Database Management - 4**

Introduction to different models for creating databases, including the Entity-Relationship Model and Object Oriented Modeling, within the scope of the Systems Development Life Cycle. Other concepts covered include cross platforms, creating tables, populating tables, sorting tables and Standard Query Language queries. Microsoft Access is used to demonstrate these concepts. Prerequisite: IS120.

**IS260 Web Design/Development - 4**

Study of business web site creation using HTML programming and WYSIWIG editing tools. Topics include logical design and layout of a site, how to incorporate databases into a business website, designing for the customer and audience. Students are expected to work in project teams. Prerequisite: IS250.

**IS299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

**LIBERAL STUDIES (LS)****LS101 Job Skills - 1**

Study of the basic skills needed to gain employment, retain employment, and succeed in the workplace. Topics include resume writing, writing cover letters, interview strategies, completing job applications, professional behavior, work ethics, dress codes, and other issues.

**LS102 Study Skills - 1**

Designed to show students how to effectively manage their time, study, take notes, increase organizational skills, take tests, and generally succeed while in college. Previously EN100.

**LS200 Grant Writing - 3**

Designed to teach students how to search for funding sources. Course also explores various components of grant proposal preparation from the RFP to the final product. Topics will include developing and writing proposals, research techniques to gather baseline data, the budgeting process, and protocols relating to submitting proposals. Students will write and submit a grant proposal as a final product for the course.

**LS207 Special Topics in Liberal Studies - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

**LS299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

**MATHEMATICS (MA)****MA096 Basic Math - 2**

Review of whole numbers, decimals, fractions, ratio, proportion and percentages. Basic concepts of algebra, use of formulas, powers, roots of numbers, and calculator use are stressed. Geometry is introduced. *Does not count towards graduation.*

**MA097 Introductory Algebra - 4**

Designed for students who did not have a year of high school algebra, who did poorly in high school algebra or have not had an algebra class in over 10 years. Fundamental operations are covered and problem solving is emphasis. Topics included graphing, linear equations, exponents and introductory probability and statistics. *Does not count towards graduation.*

**MA100 Math Skills - 1**

Designed to teach students how to study math; how to reduce math anxiety; and how to improve note-taking, test-taking skills, listening, and

reading skills. Emphasizes topics such as time management, stress management, how to develop memory, and use it as efficiently as possible. Should be taken in conjunction with another math course.

#### **MA103 Algebra with Business Applications - 4**

Introduction to algebraic topics as they apply to the business environment. Topics include equations, formulas, graphs, computation of interest, retailing, payroll, annuities, and certain accounting principles. *(Math)*

#### **MA104 Intermediate Algebra - 4**

Survey of algebraic concepts including equations, inequalities, polynomials, rational expressions, exponents, radicals, quadratic equations, inequalities, graphs and systems of equations. *(Math)*

#### **MA105 College Algebra - 4**

Exploration of real numbers, equations, inequalities and absolute value, linear systems, conic sections, theory of equations, exponential and logarithmic functions, natural number functions, and probability. *(Math)*

#### **MA130 Precalculus - 4**

Review of basic algebraic principles in preparation for calculus. Topics include definition and manipulation of functions; properties and applications of linear, quadratic, rational, exponential, and logarithmic functions; basic right-angle trigonometry; and properties and applications of the circular trigonometric functions. Prerequisite: MA105 or placement. *(Math)*

#### **MA135 Survey of Calculus - 5**

Introduction to techniques, methods and applications of differential and integral calculus. Emphasis is on finding limits, derivatives, partial derivatives, and integrals of functions built from powers, exponentials, and natural logarithms. Concepts are applied to graphing and finding maxima and minima. Applications of concepts to business and economics, as well as the biological sciences are emphasized. Prerequisite: MA130 or placement. *(Math)*

#### **MA201 Probability and Statistics - 4**

Survey of statistics will give students an understanding of basic concepts and will be utilized for analyzing data in virtually every discipline. Topics include descriptive statistics, probability, probability distributions including

normal, t-, and chi-square, along with techniques for statistical inference. Special attention is given to the application of principles for the biological, physical, and social sciences. Course uses EXCEL and MINITAB software for statistical analysis. Prerequisite: MA105 or higher.

#### **MA207 Special Topics in Mathematics - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

#### **MA299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects, reporting as required. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

#### **OJIBWA STUDIES (OS)**

#### **OS125 Introduction to Ojibwa Culture - 4**

Introduction to Ojibwa culture, lifestyles, customs, and traditions. Designed to acquaint the student with the historical and modern Ojibwa lifestyle. *(Humanities & Native American Awareness)*

#### **OS130 Tribal Environmental Management - 4**

Examination of the human dimensions associated with management of tribal resources. Topics include economics, finance, policy, law, and planning issues. Previously BS130. *(Social Science & Native American Awareness)*

#### **OS150 Ojibwa Language I - 4**

Introduction to basic Ojibwa grammar, vocabulary and idioms. Designed to acquaint the student with the minimum essentials of oral and written Ojibwa. *(Humanities & Native American Awareness)*

#### **OS200 History of Michigan Tribes - 4**

Survey of the history of federally recognized Indian Tribes in Michigan and the relationship between tribal, state, and federal governments. Tribes include the Chippewa (Ojibwa), Ottawa, Potawatomi, Menominee, Huron, Sac & Fox, and Miami. *(Social Science & Native American Awareness)*

**OS201 History of North American Indian - 4**

Study of North American Indians from the pre-glacial era to the present. (*Social Science & Native American Awareness*)

**OS203 History of Keweenaw Bay Indian Community - 4**

Exploration of the history of Keweenaw Bay Indian Community. Topics include the creation of the L'Anse Indian reservation, tribal leaders, the beginning of gaming, and other related topics. (*Social Science & Native American Awareness*)

**OS207 Special Topics in Ojibwa Studies - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

**OS210 Traditional Storytelling - 4**

Designed to enhance listening, speaking, and comprehension skills. Students learn about the different roles storytelling plays in Native communities and the importance of storytellers. (*Humanities & Native American Awareness*)

**OS215 Contemporary Native American Issues - 4**

Focuses on achievements, issues, problems, and events in the Indian Country today. Encompasses international, national, regional, and local levels. (*Native American Awareness & Social Science*)

**OS220 Ojibwa Philosophy - 4**

Study of Ojibwa customs, ceremonies, rites of passage, and beliefs, how they have been handed down and why they are important to Ojibwa traditions and culture. Emphasizes how these teachings have been a part of everyday life and continue to be a part of everyday life. (*Humanities & Native American Awareness*)

**OS225 Native American Education - 4**

Designed to provide an understanding of the history of Indian education. Topics include traditional Indian educational practices, boarding school policies, and current issues related to Native education today. (*Social Science & Native American Awareness*)

**OS232 Tribal Government - 4**

Study of the history and present state of Native American governments. Presents the powers of tribal governments, tribal-federal relationships, and tribal-state relationships. Shows how tribal

governments are in a transition that began with America's independence from England, moved to paternalism, and presently moves towards self-determination and control. (*Social Science & Native American Awareness*)

**OS250 Ojibwa Language II - 4**

Continuation of OS150. Expands knowledge of Ojibwa grammar, vocabulary and idioms. Designed to develop students' skills in oral and written Ojibwa. Prerequisite: OS150. (*Humanities & Native American Awareness*)

**OS275 Ojibwa III - 4**

Continuation of OS250. Additional development of students' fluency and conversational abilities in Ojibwa. Course includes practice in conversation, discussion, storytelling and oral presentations, reading, and written work. Students work in pairs or small groups for discussion and to practice conversation. Prerequisite: OS250. (*Humanities & Native American Awareness*)

**OS299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects, reporting as required. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

**PHYSICAL EDUCATION (PE)****PE100 Aerobics - 1**

Introduction to aerobic exercise. Class exercises include warm-up, aerobic dance, toning and strengthening, cool-down, and relaxation.

**PE101 Physical Fitness - 1**

Introduction to physical fitness and how to achieve it. Exercises promote flexibility, strength, and cardiovascular endurance.

**PE102 Bowling - 1**

Introduction to basic bowling skills, etiquette and rules with emphasis on a consistent approach, delivery, and optimizing scores.

**PE103 Weight Training - 1**

Introduction to physical fitness and wellness. Students discover their levels of fitness and acquire the knowledge and skills necessary to achieve and maintain a personally satisfying level of physical fitness.

**PE104 Beginning Swimming - 1**

Introduction to basic swimming skills and elementary rescue.

**PE105 First Aid/CPR - 1**

Introduction to first aid techniques. Topics include dealing with shock, control of bleeding, splinting, burns, CPR, and emergency procedures.

**PE106 SCUBA Diving - 1**

Introduction to basic scuba diving skills. Course includes confined water [pool] and actual open water diving. Course is a forty-hour certification course.

**PE110 Personal Health - 1**

Introduction to basic principles of physical activity and nutrition for maintaining good health. Provides practical experience in adopting the principles in students' own lives.

**PE112 Powwow Dancing -1**

Introduction to the different types of dances done at powwows, powwow etiquette, and different conditioning methods, so students will be in shape to participate at a weekend long powwow. (*Native American Awareness*)

**PE204 Intermediate Swimming - 1**

Continuation of PE104. Development of additional swimming skills and safety techniques.

**PE207 Special Topics in Physical Education - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

**PHYSICS (PH)****PH 101 Physics – 4**

Introduction to topics which include motion, forces, energy, the properties of solids, liquids, and gases, and heat and thermodynamics. Prerequisite MA105. (*Science with lab*)

**PH207 Special Topics in Physics - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

**PH299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects, reporting as required. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

**PSYCHOLOGY (PY)****PY101 Psychology - 4**

Introduction to the natural science of psychology. Behavior and mental processes are studied from the viewpoints of biological foundations, cognitive processes, emotion, motivation, life-span development, adjustment, abnormality, and social psychology. (*Social Science*)

**PY130 Psychology of Learning - 4**

Exploration of the psychological study of learning processes and its application in educational, clinical, business, and personal contexts. Topics include an overview of learning theories and research from behavioral, cognitive, and constructivist perspectives. Behavior modification techniques are studied in depth. Prerequisite: PY 101. (*Social Science*)

**PY207 Special Topics in Psychology - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

**PY210 Child Psychology - 4**

Examination of current research and theories on the physical, cognitive, social, and emotional development of children from conception through adolescence. Includes discussion of practical applications for parenting, child care, and education. Prerequisite: PY101. (*Social Science*)

**PY240 Abnormal Psychology - 4**

Examination of current theories and research on disordered or dysfunctional human behavior. Topics include the various perspectives for understanding the etiology of disorder and corresponding approaches to treatment. Prerequisite: PY101. (*Social Science*)

**PY 250 Cognitive Psychology - 4**

Survey of theories and research in human cognition. Topics include models of cognition, perception, attention, models of mental representation, structure of memory, imagery,

concepts, humor, reasoning, problem-solving, and decision-making. Prerequisite: PY 101. (*Social Science*).

**PY 260 Social Psychology - 4**

Exploration of theories and research on the psychology of social interactions and their applications in everyday life. Topics include social facilitation, group processes, leadership, intergroup conflict, interpersonal attraction, persuasion, and altruism. Prerequisite PY 101. (*Social Science*).

**PY299 Research and Special Projects (1-4 Credits)**

With the guidance of a faculty member, students conduct research or create projects, reporting as required. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

**SOCIOLOGY (SO)**

**SO101 Introduction to Sociology - 4**

Introduction to the study of human interaction. Topics include social organization, socialization, deviance, status and role, and social and cultural change. (*Social Science*)

**SO102 Social Problems - 4**

Examination of selected social problems of American society. Topics include poverty, racism, crime, pollution, and disease as well as methods used to combat these problems. (*Social Science*)

**SO201 Marriage and Family - 4**

Study of the role of marriage and the family in contemporary society, with historical perspectives and sociological analysis. (*Social Science*)

**SO202 Minority Groups in America - 4**

Survey of minority groups in America. Topics include theories of racism, prejudice, political, economic and social inequalities, and conflict. Addresses minority contributions to American life and culture. Prerequisite: SO101. (*Social Science*)

**SO207 Special Topics in Sociology - 1-4**

Exploration of topics evolving from current events or of special interest to students and faculty. Instructor's permission or course prerequisites may be required for some topics courses.

**SO299 Research and Special Projects - 1-4**

With the guidance of a faculty member, students conduct research or create projects, reporting as required. Students must prepare written proposals, including project schedules and evaluation methods, with their faculty mentors. Each proposal must be approved by faculty of the relevant disciplines. Open to sophomores.

**DISCLAIMER**

The information in this catalog is meant to provide the reader with an overview of the policies, procedures, programs, and courses at Keweenaw Bay Ojibwa Community College. Every attempt has been made to provide current accurate information. However, this catalog does not constitute a contract or agreement between Keweenaw Bay Ojibwa Community College and the student. All information is subject to change without notice.

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## **KEWEENAW BAY OJIBWA COMMUNITY COLLEGE**

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Keweenaw Bay Indian Community Member

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MA-Michigan State University  
BA-Valparaiso University

**Treneece Marshall, Academic Dean and Registrar**

MPA-Indiana University  
BA-University of Chicago

### **SUPPORT STAFF**

**Rachelle A. Bachran, Health Education Coordinator**

MS-Health Education, University of North Texas  
BS-Physical Education, University of North Texas

**Mary Bergerson, Library Director**

**Robin Chosa, Admissions Counselor/Recruiter**

AA-Keweenaw Bay Ojibwa Community College  
Keweenaw Bay Indian Community Member

**Kelly Dowd, Traditional Ojibwa Advisor**

Initiate Midewiwin  
Hannahville Indian Community Member

**Yvette M Friisvall, Administrative Assistant**

Keweenaw Bay Indian Community Member

**Richard Geroux, Fitness/Nutrition Coordinator**

Fitness and Nutrition Certificate, Harcourt Learning Systems  
Keweenaw Bay Indian Community Member

**Elizabeth Julio, Financial Aid Director and Enrollment Coordinator**

AA-Keweenaw Bay Ojibwa Community College  
Keweenaw Bay Indian Community Member

**Kristin J Tepsa, Academic Policy Director**

BA-Wayne State University

**Kristen Thoresen, Business Manager**

BS-Michigan Technological University

## **FULL-TIME FACULTY**

### **Mary DeLine, Early Childhood Education Department Chair**

MA-Education, Northern Michigan University  
BS-Elementary Education, Eastern Michigan University

### **Penny Olson, Liberal Studies Department Chair**

MFA-Fiction Writing, Northern Michigan University  
MA-English, Northern Michigan University  
BS-English and Speech, Northern Michigan University

### **Business Department Chair—Vacant**

### **Earth and Environmental Science Chair—Vacant**

## **ADJUNCT FACULTY**

### **Timothy Brennan, Business**

JD-Ohio Northern University  
BS-Business, Indiana University

### **Joe Dowd, Native American Studies**

1<sup>st</sup> Degree Midewiwin  
Keweenaw Bay Indian Community Member

### **Violet Friisvall-Ayres, Social Science/Native American Studies**

MPA-State and Local Government, Northern Michigan University  
BS-Political Science, Northern Michigan University  
Keweenaw Bay Indian Community Member

### **Gerald Hays, Business**

MA-Business, Lake Superior State University  
BS-Accounting, Lake Superior State University

### **Nicole LaPlante, Information Systems**

BS-Electronics Engineering Technology, Northern Michigan University  
AAS-Electronics Technology, Northern Michigan University

### **James Loonsfoot, Native American Studies**

MS-Education, Antioch University  
BS-Education, Northern Michigan University  
AA-Suomi College  
Keweenaw Bay Indian Community Member

### **Gene Mensch, Science**

MS-Biological Sciences with Fisheries Emphasis, Michigan Technological University  
BS-Fisheries and Wildlife Management, Michigan Technological University

### **Pamela Nankervis, Science**

MS-Environmental Biology and Ecology, University of Alberta  
BS-Wildlife Management and Biology, University of Wisconsin

### **Joseph O'Leary, Business/Native American Studies**

JD-University of Wisconsin-Madison  
BGS-University of Michigan

**JoAnne Racette, Native American Studies**

American Indian Teacher Aide, Northern Michigan University  
Ojibwa Traditional Teacher, Minnesota Vocational Technical Institute  
Keweenaw Bay Indian Community Member

**Dawn Richards, Business**

MBA-E-Business, University of Phoenix  
BS-Accounting, Northern Michigan University

**Dale Schmeisser, Science**

PhD, RD-Nutritional Sciences, University of Illinois  
BS-Psychology, Loyola University Chicago

**Lori Sherman, Business**

BS-Business Administration, Michigan Technological University  
Keweenaw Bay Indian Community Member

**Sarah Smith, Math**

BS-Mathematics, Michigan Technological University  
Keweenaw Bay Indian Community Member

**Frank Taddeucci, Social Science**

BS-Sociology, Northern Michigan University

**Gary Willis, Science**

MS-Forest Management/Ecology, Michigan Technological University  
BS-Forest Management, Michigan Technological University