

2017-18 CATALOG

# TURTLE MOUNTAIN *Community College*



*Creating  
A World  
Of Opportunities!!*



# **BOOZHOO, Greetings & Welcome!!**



*On behalf of our returning students, the Board of Directors, Board of Trustees, faculty, and staff, I welcome you all to another school year at Turtle Mountain Community College.*

*Students, we are extremely pleased you have chosen to attend TMCC to pursue your academic or career and technical educational goals. Over 3,500 students have graduated from TMCC and have moved on to great careers in medicine, science, teaching, welding, building trades, business and various occupations. As you complete your academic or career and technical educational goals here at TMCC, you too will move on to bigger and better things and create a better lifestyle for you and your family. Our goal is to assist you in reaching your goals. This college catalog provides all of the information you need to successfully enroll at TMCC.*

*The degree of success you experience here at TMCC is highly dependent on four things; (1) your commitment to attending classes on a regular basis, (2) successfully completing all course assignments, (3) participating in class projects, and (4) showing success, especially in the first 2-3 months of your college experience. To achieve your academic and career and technical education goals is certainly a worthwhile focus.*

*If you have any questions or concerns about registering at TMCC, please feel free to stop by my office (Room 205) to ask for help. I would be pleased to help you get the answers you need to enroll in the classes that will most benefit you. I am delighted to know you are a part of our family and once again, welcome to TMCC. Miigwech!!*

*Dr. Jim Davis, President*

*Turtle Mountain Community College*

# Contact Information



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**PO Box 340**  
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# EQUAL OPPORTUNITY & NON-DISCRIMINATION POLICY

The Turtle Mountain Community College (TMCC) is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sexual orientation, national origin, age, or handicap. In adhering to this policy the college abides by the requirements with the Title IX, Education Amendments of 1972; with Title VI and VII of the 1964 Civil Rights Act; by section 503 and 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. Questions or comments may be referred to Holly Cahill, Human Resource Director, Turtle Mountain Community College, PO Box 340, Belcourt, ND 58316, (701) 477-7862, or

**Chicago Office**  
**Officer for Civil Rights**  
**U.S. Department of Education**  
**Citigroup Center**  
**500 W. Madison Street, Suite 1475**  
**Chicago, IL 60661-4544**

**Telephone:** 312-730-1560  
**Fax:** 312-730-1576; **TDD:** 800-877-8339  
**Email:** [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and TMCC. Catalogs and bulletins of educational institutions are usually prepared by faculty committees and administrative officers for the purpose of furnishing students with the appropriate information. The catalog has attempted to present information regarding admission requirements, ground rules, and regulations of the college for the 2017-2018 academic year in as accurate and up-to-date manner as possible. This does not, however, preclude the possibility of changes taking place during the academic year. If such changes occur, they will be publicized through normal channels such as newspapers, TMCC website, and our message boards.

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## 2017-2018 Academic Calendar

TURTLE MOUNTAIN COMMUNITY COLLEGE

### FALL 2017 SEMESTER CALENDAR (August 21-December 15)

Wednesday, August 9, 2017	New Student Orientation @ 9:00 am in Auditorium
Wednesday, August 9, 2017	Faculty Return
Thursday, August 10, 2017	Returning Student Registration Opens @ 9:00 am
Monday, August 14, 2017	New Student Registration Opens @ 9:00 am
Monday, August 21, 2017	Fall Semester Courses Begin
Monday, August 28, 2017	Last Day To Add A Course (Regular Semester and 1st 8 Week) Or Drop Without Record
Monday, September 4, 2017	Labor Day - No School/No Work
Tuesday, September 13, 2017	TMCC Student Assembly 1:00-4:00pm
Friday, September 15, 2017	1st Financial Aid Disbursement
Friday, September 22, 2017	Last Day To Withdraw or Drop -1st - 8 Week Session
Friday, September 29, 2017	Incompletes Due (Spring & Summer Semester)
Thursday, October 5, 2017	College Awareness Day
Monday, October 9, 2017	College Founding Day - No Class/Work
10/10/2017-10/13/2017	Midterms (Finals for 1st-8 week courses)
Friday, October 13, 2017	2nd Financial Aid Disbursement
Monday, October 16, 2017	2nd - 8 Weeks Courses Begin
Tuesday, October 17, 2017	Midterm/1st - 8 Week Course Grades Due @ 4:30 pm
10/18/2017-10/20/2017	Native Language Conference
Thursday, October 19, 2017	Pre-Admission/Financial Aid Day/Placement Testing for Spring
Monday, October 23, 2017	2nd - 8 Weeks ONLY-Last Day to Add A Course or Drop Without Record
Friday, November 3, 2017	Mitchif Day - No Class/Work
Thursday, November 9, 2017	Last Day To Withdraw or Drop -Regular Semester
Friday, November 10, 2017	Veterans Day Holiday - No Class/Work
Friday, November 17, 2017	3rd Financial Aid Disbursement
Monday, November 20, 2017	Pre-Registration for Returning Students Starts @ 9:00 am
Thursday, November 23, 2017	Thanksgiving Holiday-No Class/Work
Friday, November 24, 2017	Native American Heritage Day- No Class/Work
12/04/2017-12/08/2017	Finals
Monday, December 11, 2017	Grades Due @ 4:30 pm
Tuesday, December 12, 2017	Faculty Development Day
Wednesday, December 13, 2017	Faculty Christmas Break Begins
Friday, December 22, 2017	Early Dismissal - 12:00pm - Christmas Break Begins (Staff)
12/25-12/26/2017	Christmas Holiday-No School-No Work
Friday, December 29, 2017	Early Dismissal - 12:00pm - New Year Holiday (Staff)



## 2017-2018 Academic Calendar

### TURTLE MOUNTAIN COMMUNITY COLLEGE

#### SPRING 2018 SEMESTER CALENDAR (January 9 - May 11)

01/01 - 01/02/2018	New Year Holiday -No School No Work
Wednesday, January 3, 2018	New Student Orientation/Faculty Return to Work
Thursday, January 4, 2018	Registration Opens @ 9:00 am
Monday, January 8, 2018	Spring Semester Courses Begin
Monday, January 15, 2018	Martin Luther King Day - No Class/Work
Tuesday, January 16, 2018	Last Day To Add A Course (Regular Semester and 1st 8 Week) Or Drop Without
Friday, February 2, 2018	1st Financial Aid Disbursement
Friday, February 9, 2018	Last Day To Withdraw or Drop -1st - 8 Week Session
Friday, February 16, 2018	Graduation Applications Due/Incompletes Due-Fall Semester
Monday, February 19, 2018	Presidents Day - No Class/Work
02/26 - 03/02/2018	Midterms (Finals for 1st-8 week courses)
Friday, March 2, 2018	2nd Financial Aid Disbursement
Monday, March 5, 2018	2nd 8-Week Courses Begin
Tuesday, March 6, 2018	Midterm/1st 8-week Course Grades Due @ 1:00 pm
Thursday, March 8, 2018	Pre-Admission/Financial Aid Day/Placement Testing for Spring
March 12-16, 2018	Spring Break - AIHEC
Monday, March 19, 2018	2nd - 8 Weeks ONLY-Last Day to Add A Course or Drop Without Record
Thursday, March 29, 2018	Last Day To Withdraw or Drop - Regular Semester
Friday, March 30, 2018	Easter Holiday - No Class/Work
Monday, April 2, 2018	Easter Holiday - No Class/Work
Friday, April 6, 2018	3rd Financial Aid Disbursement
Wednesday, April 25, 2018	Culture Fest
04/30-05/04/18	Finals
Friday, May 4, 2018	Graduation Powwow - Grand Entry 6:00pm
Monday, May 7, 2018	Grades Due @ 1:00 pm
Friday, May 11, 2018	Commencement @ 1:00 p.m.
Tuesday, May 15, 2018	Faculty Development Day/Contract End Date for faculty



## 2017-2018 Academic Calendar

### TURTLE MOUNTAIN COMMUNITY COLLEGE

#### **SUMMER 2018 SEMESTER CALENDAR (May 29 - July 23)**

Monday, May 14, 2018	Summer Registration Opens
Monday, May 28, 2018	Memorial Holiday- No Work
Tuesday, May 29, 2018	Summer Session Class Begins
Monday, June 4, 2018	Last Day to Add a course or Drop without Record
Thursday, June 14, 2018	1st Financial Aid Disbursement
Thursday, June 21, 2018	Last Day to Withdraw or Drop
Thursday, June 28, 2018	2nd Financial Aid Disbursement
Wednesday, July 4, 2018	<b>4th of July Holiday- No Class/Work</b>
07/16/2018- 07/19/2018	Finals Week Begins
Monday, July 23, 2018	Grades Due @ 1:00 pm

# TMCC History



Turtle Mountain Community College (TMCC) is one of the original six tribal colleges that were established by various Indian Tribes in the early 1970's. The Turtle Mountain Chippewa Tribe chartered the college in 1972. The TMCC is located in north central North Dakota in the historical wooded, hilly, and lake-filled area known as the Turtle Mountains. In addition to being the home of the Turtle Mountain Chippewa, the area is the home of the world-renowned International Peace Garden.

In its brief history, the College has emerged as a leader among this nation's 36 tribal colleges. Its origin was humble. For the first few years, the College operated out of two offices on the third floor of a former Catholic Convent. For a short period, the College operated out of the basement of an abandoned Indian Health Service facility. In 1977, the College moved into an abandoned tribal building and a BIA facility that had been moved to Belcourt's main street by a tribal member who had converted the building to a café and dance hall. It was on Belcourt's main street that the College later purchased and renovated several old buildings and as funding became available built a series of primarily metal buildings.

In 1994, Congress granted Tribal Colleges Land Grant status. Land grant status helps TMCC become more connected to the mainstream institution by sharing projects,

resources, and information with other land grant colleges. The land grant status gives TMCC access to equity grants, research grants, extension grants, and interest from an endowment fund. Most of these programs are competitive based but the endowment interest funding is paid annually based on the student count formula per college. The campus houses the USDA Land Grant programs.

In May 1999, the College moved to a new campus and a new facility. The new facility is located 2 ½ miles north of Belcourt. TMCC's new main campus includes a 124,000-square/ft. building located on an approximately 123-acre site. The new facility includes state of the art, technology, a fiscal area, general classrooms, science, math and engineering classrooms, labs, library and archives, learning resource center, faculty and student services area, gymnasium and mechanical systems, an auditorium with seating capacity for 1000, Career and Technical Education building, and a new Student Center. The former main campus in Belcourt has twelve buildings that provide 66,000 square feet of space. Both campuses are being used for college or community use. The two campuses house all college functions with the exception of some off-campus community responsive training programs. TMCC is a commuter campus and maintains no residence halls.

The main campus site has a 60 meter 660 kW wind turbine that helps supply general use electricity to the main building. Coupled with geothermal heating and cooling system, the turbine helps make TMCC's main campus building ecofriendly.

The former Interpretive Center was remodeled and expanded in 2010 to house the Allied Health Programs. The new Allied Health Building, located west of the main campus building, is 7,090 square feet. The facility houses faculty offices, separate labs for each of the following programs: Nursing, Phlebotomy/Medical Lab Tech Programs and one common lecture classroom.

In 2002, Anishinabe campus was purchased and consists of 102.5 acres of land along the shores of Belcourt Lake. It is located between the north main campus and the south campus. Anishinabe Cultural and Wellness Center is the home of the 1994 Land Grant programs. The center hosts many culturally appropriate health, educational, social, leadership, research, and community service programs. There is a 2.5-mile-long hiking trail and confidence course that weaves

throughout the wooded acreage. Anishinabe also has a Straw Bale building equipped with solar panels built in 2004. In 2012, a demonstration kitchen classroom was added to the main building at the Anishinabe campus, which also includes a root cellar below the kitchen. TMCC renovated the Trading Post building on this campus to provide space for entrepreneurial incubation activities. A new small biomass greenhouse is projected to be completed in 2013 to support land grant activities.

Since its beginning, the college has grown from a fledgling institution serving less than sixty students per year, to its current status of serving over 650 full time equivalents and approximately 250 pre-college adults. Indeed, TMCC has demonstrated success in enrolling and graduating students. The College serves the tribal community in other ways too. Its many programs are helping to build local capacity to effect positive systemic change by improving all levels of educational achievement of tribal members and public and private economic sustainability of the Turtle Mountain Band of Chippewa Indians.

## TMCC's Mission

TMCC is committed to functioning as an autonomous Indian controlled college on the Turtle Mountain Chippewa Reservation focusing on general studies, undergraduate education, Career and Technical Education, scholarly research, and continuous improvement of student learning. By creating an academic environment in which the cultural and social heritage of the Turtle Mountain Band of Chippewa is brought to bear throughout the curriculum, the college establishes an administration, faculty, staff and student body exerting leadership in the community and providing service to it.

## Accreditation

The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) accredits the College. TMCC volunteers to seek accreditation. Accreditation is not a requirement but is important to the College. According to the NCA Handbook of Accreditation "Accreditation is both a process and a result. As a process, it is a form of peer review in which educational institutions establish a set of criteria and procedures by which they and their fellows are judged. As a result, it is a form of certification by which the quality of an educational institution, as defined by the accreditation body's criteria, is affirmed."

The College received initial candidacy for accreditation in 1978. In April of 1980, the College received its first biennial visit to review progress and development. As a result of this visit, TMCC was granted continued Candidate Status for an additional two years. The College received a team of North Central Association evaluators for a second biennial visit in April of 1982. The team's report again recommended the College be continued in Candidate Status at the Associate Degree granting level.

In April of 1984, a team of evaluators visited TMCC; and in August, of that year, the North Central Executive Board granted the college accreditation. In April of 1989, a team of evaluators visited TMCC to determine if TMCC was continuing to meet the accreditation criteria. On August 25, 1989, the commission voted to continue the accreditation of TMCC. In October of 1993, NCA sent a team of evaluators to review the college's request for continued accreditation. As a result, the College was granted ten years of accreditation with a focus visit to occur in the spring of 1996. The focus visit resulted in the

College receiving full accreditation. In April 2001, The HLC granted full accreditation for the first baccalaureate degree, a Bachelor of Elementary Education. The HLC of NCA granted TMCC its second ten years of accreditation in 2003. In April of 2014, a team of evaluators again visited TMCC and in August of that year, the Higher Learning Commission of the North Central Association of Colleges and Schools granted reaffirmation of accreditation for TMCC.

## Institutional Philosophy

TMCC is a tribal community college with obligations of direct community service to the Turtle Mountain Band of Chippewa Indians. Under this unifying principle, the College seeks to maintain, seek out, and provide comprehensive higher education services in fields needed for true Indian self-determination.

## The Seven Teachings of the Anishinabe People

The philosophical foundation of the college is embedded in the system of values that stem from the heritage and culture of the Anishinabe people and expressed in the Seven Teachings of the Tribe.

1. To cherish knowledge is to know **WISDOM**.
2. To know **LOVE** is to know peace.
3. To honor Creation is to have **RESPECT**.
4. **BRAVERY** is to face the foe with integrity.
5. **HONESTY** in facing a situation is to be honorable.
6. **HUMILITY** is to know yourself as a sacred part of Creation.
7. **TRUTH** is to know all these things

## Organizational Background

Chartered by the Turtle Mountain Band of Chippewa Indians, TMCC offers courses and service to the residents of the Turtle Mountain area.

TMCC is a charter member of the American Indian Higher Education Consortium (AIHEC), which consists of 36 Indian community colleges, banded together to support mutual development activities. AIHEC maintains an office and staff located at Washington, D.C. The consortium provides liaison service between the colleges and the United States Government, and helps the colleges with legislation, program development, and technical assistance.

TMCC is a charter member of the American Indian College Fund (AICF). The fund was established to secure private and corporate donations for use by member colleges. Its primary purpose is to help the colleges achieve financial stability through private fund raising and resource development. In 1994, TMCC was designated by Congress a Land Grant College to address agriculture science and related fields.

## Institutional Goals

Turtle Mountain Community College hereby establishes the following goals:

1. A learning environment stressing the application of academic concepts to concrete problems;
2. Academic preparation for learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the tribe;
3. In and out of class opportunities to discover the nature of Indian society, its history, variation, current and future patterns, needs, and to serve as a contributing member toward its maintenance and betterment;
4. A curriculum wherein Indian tribal studies are an integral part of all courses offered as well as history, values, methods, and culture of Western society;
5. Continuous assessment of institutional programs and student academic achievement for the purpose of continuous improvement of student learning;
6. Baccalaureate, Associate of Arts, Associate of Science, Associate of Applied Science degrees and certificate programs of study;
7. Cooperation with locally Indian-owned business and stimulation of economic development for the service area;
8. Continued independent accreditation; and
9. Community service and leadership.

# Admissions



- Contact Information  
Joni LaFontaine, Admission Officer  
[jlafontaine@tm.edu](mailto:jlafontaine@tm.edu)  
(701)477-7885  
Student Services Office-Room 115

## Admission Policy

The College has an open-admission policy for most of its programs. However, the College does reserve the right to institute a selective admission policy in programs of study where limitations are necessary. In addition, some programs may require background checks.

## Electronic Application

Students are encouraged to complete and submit an electronic application for admission via the TMCC Web page at [www.tm.edu](http://www.tm.edu). Other admissions documents should be sent regular mail as soon as possible after the electronic application is submitted. Students who do not have online access can come to the admissions office for assistance.

## Student Responsibility for Satisfying Requirements

All correspondence regarding admission to the college should be addressed to the Admissions Office. Each student is urged to apply for fall/spring/summer semester admission as early as possible. If a student is denied admission to the college, he/she may appeal for a case review. Any questions concerning appeal procedures should be addressed to the Admissions/Records Officer.

Each student has complete responsibility for complying with the instructions and regulations set forth in this catalog. The College does not assume responsibility for student misinterpretation of policies and procedures presented in this catalog. Any question concerning the content should be referred to the Dean of Student Services, Registrar, or Advisor.

## General Admission Requirements- New Students/Students Seeking Readmission

An applicant who wishes to be considered for admission must have the following documents on file:

1. A complete application for admission;
2. An official transcript from an accredited or approved high school with the date of graduation, or the official transcript of the General Education Development (GED) examination. If you are a current high school student, a hold will be placed on your account until the final high school transcript is received.  
  
Turtle Mountain Community  
College  
Attn: Admissions Office  
PO Box 340  
Belcourt, ND 58316
3. A Certificate of Degree of Indian Blood Form or Tribal ID from a federally recognized tribe/if applicable.

4. A completed FERPA (Family Educational Rights Privacy Act) form.
5. TMCC does not have a vaccination requirement.

*\*Note: A student may be required to prove legal name, via a social security card. The student will be required to complete all of the above admission requirements before registering. If any of the requirements are not satisfied, a missing requirement letter will be sent to the student. Students who have completed all admission requirements will receive a letter of acceptance.*

## Admission of Transfer Students

A transfer student must meet the general admission requirements of Turtle Mountain Community College.

1. A transfer student must provide an official transcript of all previous college work.
  - a. If the student has been suspended in the previous semester at another institution, the student will not be allowed to register at TMCC until they have satisfied the timeline to re-enroll in an Institution of Higher Education.
2. A student may be admitted on Probation if his/her GPA does not meet the 2.0 minimum TMCC Standards of Academic Progress.
3. The student will be required to complete all of the above admission requirements before registering. If any of the requirements are not satisfied, a missing requirement letter will be sent to the student. It is the responsibility of the student to ensure all documents are received **before registering for classes**. Students who have completed all admission requirements will receive a letter of acceptance.
4. A complete FERPA (Family Education Rights Privacy Act) Form

5. TMCC does not have a vaccination requirement.

## Admission for All Students Applying As Non-Degree Seeking Student

An applicant who wishes to be considered for admission as a Non-Degree Student must have the following documents on file:

1. A complete application for admission; and A Certificate of Degree of Indian Blood Form or Tribal ID from a federally recognized tribe, if applicable.

*\*Note: A "Non-Degree" seeking student is not eligible to receive Federal Financial Aid*

## International Students

An International student must meet the general admission requirements of the Turtle Mountain Community College. In addition, the following documentation must be submitted in official format, translated into English and certified for authenticity and accuracy.

- Copy of Centum of blood (Canadians only) J Treaty: Section 289.
- Official High School transcript. Official transcript from all Post - Secondary Schools previously attended within last five years. Must be evaluated by World Education Services (WES). The evaluation form may be obtained@ [www.wes.org](http://www.wes.org). The form must be submitted with official transcript/academic records from all secondary schools attended, along with word for word translations. There will be a cost to the student for the service charged by WES. Exceptions to this policy may be granted if you have completed 24 or more semester hours of college level course work evaluated through WES.
- Placement Testing (taken on the TMCC campus). Exemptions to this

policy may be granted if the student has taken a college level Math and English course transferrable through WES.

- Student Medical form, completed and signed by a physician, must be submitted to the college. The Student needs verification completing the Hepatitis B series, as well as mumps, measles and rubella (MMR).
- International students are not eligible for Financial Aid. Immigration regulations state, anyone who enters the US on a student visa must not accept part time off campus employment for first year of U.S. residence.
- F-1 immigrant students (whose native language is not English) must submit one of the following measures for English proficiency:
  - TOEFL (minimum 550 paper based and 213 computer based).
  - ELS level scores 112
  - Pearson Test of English-(PTE Academic) test scores (minimum score: 58).
- A signed financial resource statement is required of all applicants. This should be a detailed statement of applicant financial situation, including money available per year, source of income and any other pertinent information. The availability of funds sufficient to meet expenses for first academic year must be certified. The inclusion of any false information constitutes grounds dismissal from the college.
- Medical insurance: All F-1 students who enroll at TMCC must provide proof of a medical health insurance policy or card which remains in effect for duration of study.

## Student Classification

A student who has earned less than 29 semester hours of credit is classified as a freshman. A student who has earned 30 semester hours of credit or more is classified as a sophomore. A student admitted to the Elementary Education or Secondary Science Education program will be classified as a junior or senior as noted in the Department's program of study.

## Part-Time/Full-Time Status and Type of Candidacy

A "Full-Time" student is one who is enrolled for a minimum of twelve semester hours of credit for the fall and spring semesters, and a minimum of six credits for the summer term. Any student applying for admissions to Turtle Mountain Community College will be admitted to one of the following classifications:

1. A "**Regular**" student is either full-time or part-time, has satisfied all of the admission requirements, and is enrolled as a candidate for a degree or certificate.
2. An "**Early Entry and/or Dual Credit) Student**" is a high school student who is a Junior/Senior of high school credit and who has a High School cumulative GPA of at least 3.00, and be recommended by the high school principal or his or her official designee. A student who wishes to apply for dual credit must get written approval of a high school principal/superintendent/registrar prior to registration. These students are not eligible to receive Federal Financial Aid.

3. A **“Non-Degree”** seeking student is not eligible to receive Federal Financial Aid. A **“Non-Degree”** student is one who meets one of the following criteria:
  - a. Is a **current GED student** who has passed three of the GED tests, and wishes to enroll in ASC 087-Writing Basics or MATH 100-Applied Math. The GED student must have written approval from the GED Coordinator and Registrar prior to registration.
  - b. An **“Auditor”** is a student who will attend classes only as a listener, and participation will be at the discretion of the instructor. College credit will not be received, and cannot be used toward a degree or certificate. The Auditor will receive a grade of **“AU”**.
  - c. A **“Continuing Education Unit”** student is one who is enrolled in courses for CEU credit.
  - d. A **“Customized Training”** student is one who is enrolled in courses designed to meet the training needs of an employer.
  - e. An **“Ability to Benefit”** student is one who may not satisfy admission requirements, but may have the **“ability to benefit”** from certain courses. Proper documentation from an outside source showing the student’s **“ability to benefit”** may be required before the student is admitted. The Registrar’s Office will process the student’s registration materials and notify the instructors of the student’s enrollment in class/classes.

## Student Catalog

The graduation requirements of TMCC as published in this catalog are in effect at the beginning of the first semester the student is enrolled and must be met for completion of each respective program of study. Any student that stops out for a period of one academic year or longer will fall under the requirements of the catalog for the year they reapply and begin courses.

# Policy & Procedure for Registration/and Academic Record Information



- Angelina Gladue, Registrar  
[agladue@tm.edu](mailto:agladue@tm.edu)  
(701)477-7825  
Student Services Office-Room 115H

Registration is conducted each semester. Faculty members are available to advise students during the fall and spring registration periods. Students are informed by mail, media and TMCC website [www.tm.edu](http://www.tm.edu) about the date, time, and place of registration.

Orientation is an organized informational seminar and an important part of the registration process. Orientation is a requirement for new students. At the session, staff and peer mentors present an overview of information for all freshmen and transfer students who intend to enroll for the semester

Pre-registration is conducted in the fall and spring semesters for currently enrolled students seeking enrollment for the next term.

## **Family Educational Rights & Privacy Act of 1974 (FERPA)**

Turtle Mountain Community College adheres to a policy of compliances with the Family Educational Rights & Privacy Act of 1974. The definition of this Amendment is as follows:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records.

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific
- State law

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:  
 Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-8520

[www2.ed.gov/policy/gen/guide/fpc/ferpa/index.html](http://www2.ed.gov/policy/gen/guide/fpc/ferpa/index.html)

## Placement

All new students registering for courses must meet placement requirements prior to being allowed to register for an English and mathematic level coursework. The purpose of placement testing at TMCC is to match the academic readiness of the incoming student with the academic requirements of the curriculum and enhance the probability of academic success. If test results do not meet the standards of college-level courses, students are required to register in courses, which help them to improve their learning and increase their opportunity to succeed in college.

Although the tests scores do not affect admission to the college, students will be required to meet established criteria for enrollment in English and mathematic courses prior to registration. See academic calendar for placement test dates.

The following students are exempt from this procedure:

- a. Students who have submitted official college transcripts indicating the completion of college-level composition and math courses with a "C" or satisfactory grade.
- b. Students who have submitted official college transcripts indicating the completion of remedial or equivalent courses with a "C" or satisfactory grade.

## Registration Process

All students are encouraged to register online. Students who do not have online access can come to the admissions office for assistance. Students can see the IT Department for assistance with username and password help. All students will be required to pay a registration fee of \$25.00 regardless of how many credits the student registers for in that semester. This fee will be assessed each semester.

1. Each student, with the assistance and approval of an advisor, prepares a schedule of classes.
  - a. Advisors are assigned based on the degree program in which the student is enrolled.
2. After reviewing the program of study with his/her advisor, the student enrolls in the appropriate classes in the online Student Information System.
3. Each student will email their advisors a request for approval through the online registration on Student Information System. Once the advisor approves the schedule, the student will print a copy of his/her class schedule. If the student has registered for online course(s), they are required to attend the Student Information System training for that course. Student Information System training dates will be announced on registration day.
4. The student will then take their schedule to the security office to obtain a student identification card.  
**Students will be required to present the class schedule and student identification card to the bookstore to receive textbooks.**

## Change of Student Information

The Student Service Office must be notified of all changes of name, address and phone number. It is the student's responsibility to keep the college informed.

## Change of Registration

Changes in registration during the first week of a semester will be classified as a registration adjustment. This registration adjustment can include course additions, withdrawals, and section changes. Courses dropped within this period will not appear on the student's record. Students who register for classes and do not attend any of the classes within the first week of the semester will be administratively withdrawn from all the courses for that semester.

## Dropping Courses

Dropping of classes can be done according to the dates shown in the calendar at the beginning of this catalog. The procedures are as follows:

1. Pick up the Drop card from Student Services.
2. Fill in the class(s) dropped on the front of card.
3. Obtain required signatures.
4. Return all books for dropped classes to the Book Store.
5. Return completed card to the Registrar.

## Transfer Credit Policy

Students who have attended college elsewhere must notify Turtle Mountain Community College of all previous enrollments. Students are required to have all official transcripts sent as part of their admissions requirements.

1. Any coursework transferring must meet the same criteria as the courses listed in the TMCC Catalog.
2. Transfer courses with a grade of "C", or better will be accepted if they

apply to the student's degree program. Students must contact the Registrar who may consult with the department chair for specific information about what credits may be transferred and how these credits fulfill any degree requirements.

3. Any coursework transferring must meet the same criteria as the courses listed in the TMCC Catalog.
4. In order for a transfer student to receive an associate degree/certificate from the TMCC, the institution requires that 30 of the last 60 credits that it awards for a bachelor's degree, 15 of the last 30 for an associate's degree, and a minimum of 15 semester hours for a certificate program must be delivered by the institution.

### **Program of Study Change**

A student may change a program of study (degree), by contacting the Admissions Officer to discuss the proposed change. The Admissions Officer will provide advice and if approved by the assigned advisor, the student must complete a change of program form that will then be signed by the Admissions Officer and forwarded to the Registrar for processing.

The student will be mailed a new admittance letter confirming the change. If a program of study is revised while students are enrolled in the program, students have the following options:

1. Continue to follow the requirements in the existing curriculum; OR
2. Change to the revised curriculum if the new requirements are better suited for transfer or employment. If students elect to follow the new curriculum, they may not return to the previous curriculum requirements.

### **Withdrawal from College**

Students who withdraw from all courses taken in a semester will be required to meet with the college counselor before they can withdraw. A student who totally withdraws will receive a "W" for all courses in that semester, unless they withdraw before the last day to add. Withdrawal cards may be obtained from registrar's office, and must be completed within the date allowed to withdraw from classes. The student must obtain all required signatures on the form. If the student is unable to personally come to campus, then he/she must provide a signed notice of intent that states the reason for withdrawing and includes the name(s) of the class or classes from which the student will withdraw and have it delivered before the allowed date to withdraw or, if mailed, to have it postmarked no later than the date allowed to withdraw from classes. The Registrar's office will process the withdrawal. Students may not withdraw from class(s) after the "last day to drop/withdraw" without approval of the Academic Standards Committee (see academic calendar at the front of the catalog for dates).

Any tuition refund or credit will be determined by the date of the change of the withdrawal card and according to the tuition refund schedule.

## Continuing Education

**Continuing Education:** Courses offered for credit and non-credit, which lead to certification, recertification, and personal enrichment.

The College offers continuing education courses that meet the requirements for awarding continuing education units. These units are defined as the contact hours of participation in an organized continuing education experience. CEU's do not replace regular credits.

Recreational, in-service and life-long learning educational opportunities are offered to the people of the Turtle Mountain through continuing education units. In addition, provisions are made for re-entry training, personal growth and improvement, cultural learning experiences, small business seminars, and upgrading/retraining of current employees for agencies, business, and industry.

Students receiving BIA higher education funding and PELL, or other Title IV Aid may not count CEU's toward funding requirements. Students enrolled in Career & Technical Education programs may be eligible for special funding assistance if CEU(s) contributes directly to their professional development of goals. Each unit of continuing education shall be determined as one credit for every ten contract hours. Conversion of CEU(s) to credit hours will be 15 contact hours for one semester credit hour. Continuing Education courses awarding CEU(s) are the courses, which tend to promote professional development.

**Customized Training:** Educational opportunities created to meet the needs of a specific group of learners. Customized training/courses can be offered for credit or non-credit.

**Cooperative Education:** Participants can receive college credit for their work.

# Business Office



- Tracy Azure, Comptroller  
[tazure@tm.edu](mailto:tazure@tm.edu)  
 (701)477-7809  
 Business Office

Every effort is made to keep tuition and fee costs as low as possible, but realistic enough to financially operate the college. The student cost of attendance is reviewed on a yearly basis. In some years, adjustments are made, and some years there are no changes. Turtle Mountain Community College's cost of attendance budgets are compared with cost of attendance at similar colleges. Since Turtle Mountain Community College is a commuter campus, care must be taken in developing transportation, housing and cost of living budgets.

## Tuition and Fees per Credit Hour 2017-2018

<u>CREDITS</u>	<u>TUITION</u>	<u>STUDENT ACTIVITIES</u>	<u>TECHNOLOGY FEE</u>	<u>TOTAL</u>
1 credit	\$ 74.00	\$ 9.00	\$0.00	\$ 83.00
2 credits	\$148.00	\$ 18.00	\$0.00	\$ 166.00
3 credits	\$222.00	\$ 27.00	\$0.00	\$ 249.00
4 credits	\$296.00	\$ 36.00	\$0.00	\$ 332.00
5 credits	\$370.00	\$ 45.00	\$0.00	\$ 415.00
6 credits	\$444.00	\$ 54.00	\$2.00	\$ 500.00
7 credits	\$518.00	\$ 63.00	\$2.00	\$ 583.00
8 credits	\$592.00	\$ 72.00	\$2.00	\$ 666.00
9 credits	\$666.00	\$ 81.00	\$2.00	\$ 749.00
10 credits	\$740.00	\$ 90.00	\$4.00	\$ 834.00
11 credits	\$814.00	\$ 99.00	\$4.00	\$ 917.00
12 credits	\$888.00	\$108.00	\$4.00	\$1,000.00

\*Process & Power Plant Technology Courses (PROP, PWRP & ENRT) \$137.00/Credit

### Additional Costs:

- A \$25.00 Registration fee will be charged to all students, no matter how many credits the student is registering for. This charge will be assessed every semester.
- An audit fee will be charged to less-than-full-time students who wish to attend a class and not receive credit. The charge is \$41.00 per credit hour.
- Transcript Fee- There will be a \$2.00 transcript fee, regardless of whether it is

unofficial or official. There will not be a transcript fee for transcripts sent to the any Tribal Scholarship program, BIA-Job Placement and Training program, or the Turtle Mountain Vocational Rehabilitation program.

- A Textbook/Supplies usage fee will be assessed depending on the number of credits that a student registers for. All students will be assessed the fees regardless of whether textbooks are required in the class or not (example:

some classes may use alternative digital technology instead of textbooks). The chart below identifies what the rate assessed will be.

- *Books will be provided on a textbook usage basis ONLY; all students will be charged a textbook usage fee based on the table below.*

### Textbook Usage fee table based on credit hours enrolled per semester

<b>1-3 (Credits)</b>	<b>\$25 or Buy the Books(s), whichever is less</b>
<b>4-6 (Credits)</b>	\$50
<b>7-11 (Credits)</b>	\$75
<b>12 &amp; Above (Credits)</b>	\$100

If the textbook includes a cd and the student loses the cd, or it is returned damaged, the student will be assessed a replacement fee. Students that return textbooks damaged will be assessed the full price of the book. Students that return textbooks, kits or equipment damaged or pieces missing will be assessed the full price of the book, kit or repair/replacement of equipment.

Textbooks can also be purchased if the student chooses to purchase them.

Textbooks will need to be returned within five days of the end of the semester. Students who do not return textbooks will be billed full price for them.

Students who return textbooks damaged will be assessed the full price of the book.

### Other Course Costs:

For some courses, a fee is charged to cover rental of equipment and facilities or for materials, the student will keep. However, a

student can fulfill his/her requirements without enrolling in a class that requires this type of fee. The fee is variable depending on the class.

### TMCC Tuition Refund Policy

A student who does not attend any class prior to the census date shall be considered a “no show” and a 100% tuition refund will be issued for the classes not attended (if a student has made cash payments on their account). TMCC shall use the last day to add/drop a class for each semester as the census date for determining student enrollment for the fall, spring and summer terms. The student will still be responsible for the Registration Fee.

If a student attends a class, s/he will be considered to be enrolled in the course and will have to withdraw from school. Students who pay their tuition in cash payments and do not receive aid will be refunded at the following rates. Tuition will be refunded at 100% if the student withdraws from the institution within the first 10 days of classes in the fall or spring semesters. The student will still be responsible to pay the textbook and registration fee. If a student completely withdraws from all classes after the first 10 days of classes, they will receive a refund based on the following schedule:

During Fall and Spring terms the refund is calculated as follows:

- 50% refund will be issued the third through fourth week of classes,
- 25% refund will be issued the fifth through eighth week of classes, or
- After eight weeks, the student will not receive a refund.

During the summer, eight-week term the refund is calculated as follows:

- 100% refund will be issued the first week of classes,
- 50% refund will be issued the second week of classes, or

- 25% refund will be issued the third week of classes.
- No refund will be issued after the third week of classes.

During the summer four-week term, the refund is calculated as follows:

- 100% refund will be issued the first three (3) days of classes,
- 50% refund will be issued the fourth through fifth day of classes
- 25% refund will be issued the sixth through seventh day of classes.
- No refund will be issued after the seventh day of classes.

## TMCC Billing Policy

TMCC uses a centralized billing system. Student charges are generated from the number of credits that a student enrolls in at the time of the student registration. The first billing will be sent out after the last day to add but before the first financial aid disbursement. A second billing notification will be sent after the first disbursement. The Business Office will print the invoices for the semester. The student billing statement will be mailed to the student's permanent address that is listed in the Registrar's office.

All students will be billed. No exceptions will be made. If an employer or outside organization is paying the students tuition and fees, it will be the student responsibility to submit the billing statement to them.

Tuition and fee charges are billed by the semester. Students with an outstanding balance from previous semesters will receive a warning and be permitted registration access in a subsequent semester, however; students will not receive grades, transcripts or diplomas until the account is cleared.

TMCC has the authority to withhold payment from any source of funding from individuals who have an outstanding balance on their accounts from sources including, but not

limited to, payroll, stipend, or scholarship.

*Students will be responsible to cover all costs not covered by financial aid.*

*Note: Students cannot receive transcripts or diplomas until their account is clear.*

## Voluntary Institutional Work Program

TMCC has implemented an institutional volunteer work program to allow current and former students the opportunity to volunteer to work off unpaid debt in order to clear their accounts

### Eligibility:

1. Complete application to Business Office.
2. Students must have an outstanding balance and have an unmet need or not eligible for financial aid.
3. The balance on the account is at least one year old.

### Requirements:

1. Follow supervisor instructions
2. Follow TMCC policies and procedures
3. Be on time for scheduled work hours
4. Comply with any dress or safety requirements

### Termination:

Students will be terminated from the program for the following reasons:

1. Failure to comply with work requirements
2. Continuous tardiness (3 incidents) without valid reason
3. Failure to show up for scheduled work without contacting the direct supervision
4. Insubordination

***To obtain an application, contact the business office.***

## **Financial Aid and Refund Checks**

If the student will be receiving financial aid from grants or scholarships, the amount of tuition and fees due will be subtracted from the aid. If the amount of aid exceeds the amount the students is being charged on their bill, the student will receive a refund from the Business Office.

Disbursements will be processed every Friday beginning on the days designated as Financial Aid disbursements dates listed in the Academic Calendar in the college catalog, for each semester. Checks can be picked up at the Business Office by the students.

## **Payment Methods**

TMCC will accept cash, personal checks, credit/debit cards, money orders, or traveler's checks in the Business Office. Checks can also be mailed directly to:

**TMCC**

**P.O. Box 340**

**Belcourt, ND 58316**

## **Questions**

General questions about your bill can be answered by the Business Office, which is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. The Business Office can be reached by calling student accounts at 701-477-7862, ext. 2204

# Financial Aid

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- Alexis Marcellais, Financial Aid Director  
[amarcellais@tm.edu](mailto:amarcellais@tm.edu)  
(701)477-7843  
Room 125

The TMCC Financial Aid Office, utilizing one or more of the student aid programs described in this section, will make every effort to provide adequate financial assistance to the student that demonstrates legitimate financial need. Priority consideration deadlines are as early as March 15 for some programs. Applications received after May 1

will be considered on a funds-available basis. The Financial Aid Office will make an effort to satisfy the student's unmet need to the maximum, if possible, from available sources. The student is free to accept or decline any aid that is offered.

**Financial aid is awarded for one academic year. A student must complete a new FAFSA application each year. A student who wishes to apply for financial aid should contact the Financial Aid office for information and application forms.**

**Academic Student Budget  
2017-2018  
(Subject to change without notice)**

**Dependent Student Budget**

	<b><u>One Semester</u></b>	<b><u>Fall &amp; Spring Semesters</u></b>	<b><u>Summer Semester</u></b>	<b><u>Total for Year</u></b>
Tuition and Fees	\$ 1,025	\$ 2,050	\$ 525	\$ 2,575
Books	100	200	50	250
Supplies	100	200	100	300
Room and Board	1,832	3,664	1,200	4,864
Personal Expenses	625	1,250	700	1,950
Transportation	<u>2,150</u>	<u>4,300</u>	<u>1,900</u>	<u>6,200</u>
<b>Total Education Costs</b>	<b>\$ 5,832</b>	<b>\$11,664</b>	<b>\$4,475</b>	<b>\$16,139</b>

**Independent Student Budget with no Dependents**

	<b><u>One Semester</u></b>	<b><u>Fall &amp; Spring Semesters</u></b>	<b><u>Summer Semester</u></b>	<b><u>Total for Year</u></b>
Tuition and Fees	\$ 1,025	\$ 2,050	\$ 525	\$ 2,575
Books	100	200	50	250
Supplies	100	200	150	350
Room and Board	2,250	4,500	1,800	6,300
Personal Expenses	1,000	2,000	800	2,800
Transportation	2,150	4,300	1,900	6,200
Utilities	<u>550</u>	<u>1,100</u>	<u>480</u>	<u>1,580</u>
<b>Total Education Costs</b>	<b>\$7,175</b>	<b>\$14,350</b>	<b>\$5,705</b>	<b>\$20,055</b>

\*Add an additional \$900.00 for tools for students in Construction Technology.

\*Add an additional \$900.00 for tools for students in Computer Support Specialist.

\*Process and Power Plant Technology Courses (PROP & ENRT) are \$137.00/Credit hour.

\*Add an additional \$900.00 for tools for students in Electrical Technology.

\*Add an additional \$600.00 for tools for students in HVAC.

**Independent Student Budget with Dependents**

	<b><u>One Semester</u></b>	<b><u>Fall &amp; Spring Semesters</u></b>	<b><u>Summer Semester</u></b>	<b><u>Total for Year</u></b>
Tuition and Fees	\$1,025	\$ 2,050	\$525	\$ 2,575
Books	100	200	50	250
Supplies	100	200	100	300
Room and Board	3,187	6,374	2,016	8,390
Personal Expenses	1,475	2,950	1,060	4,010
Transportation	2,150	4,300	1,900	6,200
Utilities	<u>700</u>	<u>1,400</u>	<u>480</u>	<u>1,880</u>
<b>Total Education Costs</b>	<b>\$8,737</b>	<b>\$17,474</b>	<b>\$6,131</b>	<b>\$23,605</b>

\*Add an additional \$100.00 per academic year for each additional dependent for an independent

Student (At the student's request).

\*Add an additional \$900.00 for tools for students in Construction Technology.

\*Add an additional \$900.00 for tools for students in Computer Support Specialist.

\*Process and Power Plant Technology Courses (PROP & ENRT) are \$137.00/Credit hour.

\*Add an additional \$900.00 for tools for students in Electrical Technology.

\*Add an additional \$600.00 for tools for students in HVAC.

**Elementary Education/Secondary Science Student Budget**  
**Junior Year 2017-2018**

	<b><u>One</u></b> <b><u>Semester</u></b>	<b><u>Fall &amp; Spring</u></b> <b><u>Semesters</u></b>	<b><u>Summer</u></b> <b><u>Semester</u></b>	<b><u>Fall/Spring</u></b> <b><u>&amp; Summer</u></b>
Tuition and Fees	\$ 1,025	\$ 2,050	\$ 525	\$ 2,575
Books	100	200	50	250
Supplies	100	200	100	300
Room and Board	3,187	6,374	2,016	8,390
Personal Expenses	1,700	3,400	1,060	4,460
Transportation	2,150	4,300	950	6,150
Utilities	700	1,400	480	1,880
Technology	600	1,200	410	1,610
Clothing	<u>500</u>	<u>1,000</u>	<u>340</u>	<u>1,340</u>
<b>Total Education Costs</b>	<b>\$10,062</b>	<b>\$20,124</b>	<b>\$5,931</b>	<b>\$26,955</b>

**Elementary Education/Secondary Science Student Budget**  
**Senior Year 2017-2018**

	<b><u>One</u></b> <b><u>Semester</u></b>	<b><u>Fall &amp; Spring</u></b> <b><u>Semesters</u></b>	<b><u>Summer</u></b> <b><u>Semester</u></b>	<b><u>Fall/Spring</u></b> <b><u>&amp; Summer</u></b>
Tuition and Fees	\$1,025	\$ 2,050	\$ 525	\$ 2,575
Books	100	200	50	250
Supplies	100	200	100	300
Room and Board	3,187	6,374	2,016	8,390
Personal Expenses	1,700	3,400	1,340	4,740
Transportation	2,600	5,200	1,900	7,100
Utilities	700	1,400	480	1,880
Technology	600	1,200	410	1,610
Clothing	500	1,000	340	1,340
Student Teaching Expense	<u>500</u>	<u>1,000</u>	<u>340</u>	<u>1,340</u>
<b>Total Education Costs</b>	<b>\$11,012</b>	<b>\$22,024</b>	<b>\$7,501</b>	<b>\$29,525</b>

\*Add an additional \$100.00 per academic year for each additional dependent of independent student (At the student's request).

\*A student may claim child-care expenses with proper documentation (At the student's request).

## Tuition Waiver Eligibility Requirements:

The following procedures will be performed by the Financial Aid Office to ensure that every student applies for financial aid assistance. Each student will need to apply for a sufficient number of grants and scholarships in order to meet the requirement of “applying for financial assistance”. If a student is deemed “ineligible” for financial assistance, the student may qualify for a tuition waiver. The purpose of this requirement is for the students to prove that they do not qualify for financial assistance and do not have the resources to cover the cost of their tuition. The following order will be followed in determining the student’s eligibility for a tuition waiver.

1. The Financial Aid Staff will verify that the student has a complete FAFSA on file. If the student does not qualify to receive the Federal Pell grant, the student will need to be deemed “ineligible” for any type of assistance before they can apply for a tuition waiver.
2. If a student qualifies for financial assistance, the aid will be awarded in the following order:
  - a. Program dollars (Programs paying tuition costs for their students)
  - b. Title IV funding
  - c. Other Grant Aid
  - d. Internal/External Scholarships
  - e. Tuition Waivers-
3. Textbook Usage and Registration fees will not be waived.

\*Decisions for granting waivers will be determined by the Tuition Committee and will be made based on each individual’s inability to pay.

\*Forms for Tuition waivers can be found online at [www.tm.edu](http://www.tm.edu). Tuition waivers that are available for students are the Employee Tuition Waiver, Elderly Tuition

Waiver, and the Financial Hardship Tuition Waiver. Each waiver has different requirements. Students that receive the Financial Hardship Tuition Waiver will still be required to pay their student fees.

*\* Note: If a student does not apply for any financial aid, they will not qualify for the Financial Hardship Tuition Waiver.*

## Financial Aid Satisfactory Academic Progress and Duration of Eligibility Review

Turtle Mountain Community College, in compliance with federal regulations, established these policies and procedures to ensure that students who receive federal financial aid are making satisfactory academic progress toward a degree, diploma, or certificate. This policy applies to all periods of enrollment whether the student received federal aid during those periods or not. Students who fail to meet these standards of satisfactory academic progress will not be eligible to receive federal financial assistance until eligibility has been re-established.

*Note: Financial Aid Satisfactory Academic Progress is NOT the same as Academic Standing.*

### Measures of Satisfactory Academic Progress:

Two measures of satisfactory progress are used:

- a.) qualitative academic standard (GPA) and
- b.) quantitative rate of progress (Pace) (Number of credits completed divided by number of credits attempted).

### Qualitative Academic Standard (Grade Point Average):

Students who receive Federal financial aid (i.e. Pell Grant, Supplemental Grant, Work Study, and ND State Grant) are required to maintain a grade point average of 2.00.

At the conclusion of each semester, the

cumulative grade point average will be evaluated for all students at Turtle Mountain Community College. All students must have earned a minimum of a 2.00 grade point average for each semester of attendance.

Students not meeting the 2.00 minimum GPA standard will be placed on Financial Aid Warning for the next semester the student enrolls in. Students on Financial Aid Warning have access to all financial aid programs for which he or she is eligible for during that semester. If the student does not improve his or her cumulative GPA to at least a 2.00 by the end of the warning semester, the student will then be placed on Financial Aid Disqualification, which terminates financial aid eligibility.

**Quantitative Rate of Progress (Pace of Progress):**

1. **Maximum Time Frame:** All students are expected to complete his or her degree requirements within 150% of the published length of the program. For example, if a program requires 60 credits to complete, the student would be allowed 90 attempted credits ( $60 \times 150\% = 90$  attempted credits)

**Rate of Progress Examples**

Program of Study	Credits Required	Max Credits Allowable
Bachelor’s Degree in Elementary Education	126	189= (126*150%)
Associate in Arts or Associate in Science	63	94.5 = (63*150%)

Associate in Applied Science Process Plant	68	102 = (68*150%)
Associate in Applied Science HVAC	66	99 = (66*150%)

2. **Completion of Attempted Credits:**

Students must successfully complete two-thirds (66.667%) of the credits he or she attempts each semester and cumulatively complete two-thirds of attempted credits throughout his or her academic career. This percentage is determined by dividing the total number of successfully completed credits by the total number of credits the student was registered for on the Turtle Mountain Community College financial aid census date. The financial aid census date is the first day after the last day to add a class.

**Percentage of Completion Example**

Semester	Attempted Credits	Credits Withdrawn From or Failed	Completion Rate	SAP Status
Semester 1	12 Credits	6 Credits	50% = (6/12)	Warning
Semester 2	12 Credits	0 Credits	100% = (12/12)	Meets
Cumulative	24 Credits	6 Credits	75% = (18/24)	Meets

Federal Regulations require that a refund calculation be calculated for all students receiving federal funds, unless the financial aid office staff can document an official last date of attendance beyond the 60% point in any semester. The calculation and return of funds may result in the student owing a balance to Turtle Mountain Community College and/or U.S. Department of Education.

### **Review Procedures:**

Upon the completion of each semester, the financial aid department will review the grade point average and earned credits of each financial aid recipient. Grades of F (failure), W (withdrawn), I (incomplete), count as attempted, but not completed credits and will apply toward the maximum number of credits attempted. Students who are not meeting the satisfactory guidelines as outlined above will be placed either on Financial Aid Warning or Disqualification.

### **Notification Process:**

Students will receive a notification of his or her satisfactory academic progress warning or disqualification status at the end of each semester after grades are posted. Notification will be via a letter or e-mail sent to the student.

**Financial Aid Warning-** means a student can receive federal financial aid while in this status.

Students placed on financial aid warning must improve his or her academic performance during the next semester of enrollment. During that semester, students who are on Financial Aid Warning must improve his or her cumulative GPA to at least a 2.00 and/or raise his or her completion of attempted credits to at least 66.667%. If the student does not meet those parameters, he or she will be placed on Financial Aid Disqualification.

**\*\*\*Exception: Students placed on a Financial Aid Warning due only to maximum credits. Students on warning for maximum attempted credits will be required to submit an academic plan to the financial aid office for review to determine if he or she will be eligible for funding beyond the warning semester.**

**Financial Aid Probation** – If the financial aid office approves a student's appeal of his or her Financial Aid Disqualification status, he or she will be placed on a Financial Aid Probation status. A student can receive federal aid in this status. Once on a Financial Aid Probation status, a student will remain on probation as long as he or she continues to meet the requirements of the appeal approval or until he or she has improved his or her statistics to meet the standards of satisfactory academic progress as outlined above.

**Academic Plans** – Students who file an appeal are encouraged to supply an academic plan. This plan can include, but is not limited to: What classes a student needs to take to complete his or her program of study; how the student plans to improve his or her statistics to meet or exceed the minimum requirements for federal aid; and the time frame for the student to complete his or her program of study. This plan can be self-produced or with the assistance of an advisor.

Academic plans for students who are on a warning for maximum credits attempted will need to include which specific classes are still needed to complete degree requirements and what his or her expected graduation/transfer date is. Students may use the Degree Audit feature, if available, on the Student Information System. A copy of the

audit, provided to the financial aid office, showing the classes required to complete a program of study, may serve as the students plan for program completion.

**Financial Aid Disqualification** - means a student cannot receive federal financial aid while in this status. Financial aid refers to federal grants, and work-study programs.

Students will be placed on Financial Aid Disqualification at the end of any semester if he or she was placed on Financial Aid Warning during the previous regular semester and his or her cumulative grade point average is still below the required minimum of a 2.00 GPA and/or his or her percentage of completion is below the required 66.667%.

**Criteria for Re-Establishing Eligibility for Federal Financial Aid:**

A student placed on Financial Aid Disqualification must re-establish eligibility for aid before he or she can continue to receive federal financial aid. To do this a student may:

1. Complete one semester successfully without federal financial aid. Students must complete all attempted credits (Minimum of 6) with at least a 2.0 grade point average. Students would then need to file an appeal to request reinstatement of financial aid.
2. If "I" (incomplete) credits are a factor in failure to maintain satisfactory progress, subsequent completion of these credits may be used to re-establish eligibility for aid.

3. Students who are placed on Financial Aid Disqualification may complete an appeal form and submit all requested documents to the Financial Aid Office. Students are highly encouraged to file an appeal prior to the start of any given semester. Students who file an appeal after the start of any given semester may be required to meet or visit with a financial aid administrator to determine preparedness and to answer any questions regarding preparedness.

A.) Students will be notified in writing or via email of the appeal decision of the Financial Aid Office within 15 working days of reaching a decision.

B.) All appeals of extenuating circumstances will be dealt with on a case-by-case basis. If an appeal is approved, the student eligibility for financial aid will be reinstated on a probationary status.

**Repeated Coursework:**

All repeated coursework, including those graded with a W, I, or F, count towards the maximum attempted credit limit and the most recent grade earned counts towards the calculation of GPA.

**Developmental Coursework:**

Developmental coursework is eligible for federal aid but does not apply towards a degree or GPA calculations. Enrollment in these courses will increase the number of attempted credits.

**Transfer Credits:**

All undergraduate courses, including those with grades of W, I, and F's, are transferred in

and count towards the maximum attempted credit limit.

## Mitigating Circumstances

Illness, death in the family, or other similar instances can be classified as mitigating circumstances and can be grounds to appeal Financial Aid suspension (disqualification). The Admissions and Financial Aid Committee will hear all appeals that claim mitigating circumstances. A complete explanation and formal appeal procedures can be obtained from the Financial Aid Office.

## How to Apply for Financial Aid

Each student who applies for Financial Aid must complete the following:

1. Admission requirements
2. The Free Application for Federal Student Aid (FAFSA) initiates the Student Aid Report (SAR), which is mailed to the student from the Central Processing system (CPS). The Institutional Student Information Record (ISIR) is sent to the college from CPS. The ISIR is the official determinant for the Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG) and Federal College Work Study (FCWS) which is used as the authorization for the Financial Aid Office to provide Federal Title IV funding to the student. At Turtle Mountain Community College, Federal Title IV funding is disbursed in the form of Federal Pell Grant, FSEOG and FCWS. TMCC does not participate in the federal loan programs. Upon receipt of the ISIR, the student will be informed if they are eligible to receive Federal Title IV funding.

## Financial Aid Disbursement

Financial aid is distributed through the Business Office on the date specified in the Academic Calendar in this catalog and the college website ([www.tm.edu](http://www.tm.edu)). **Students must be in attendance at least 67% of the total credit hours that they are currently enrolled in to receive Title IV funding.** No Federal Title IV or college controlled funding will be released to the student until all admissions and Financial Aid requirements are met.

## Frequency and Means of Payment for Student Financial Aid

Financial Aid will be disbursed three times per semester by check from the Business Office on the dates listed in the catalog and website.

**Attendance is reported weekly to a Student Services Official** and information is released to the Financial Aid official to determine aid eligibility and last date of attendance.

A student who accepts Federal College Work Study will be paid from the Business Office in accordance with the regular employee pay schedule. Time sheets must be submitted to the Financial Aid Office for processing no later than Monday following the end of each payroll period.

## Rights and Responsibilities of Students Who Receive Financial Aid

To receive Financial Aid, the student must maintain satisfactory academic progress as defined by the institution. (See Standards of Satisfactory Academic Progress in this catalog). All individuals receiving Financial Aid must comply with the intent of the federal regulations or aid may be canceled. A student has the right to appeal his/her case through the Financial Aid Office. Procedure

for appeal is available at the Financial Aid Office.

## Student Attendance Policy

It is the policy of the Turtle Mountain Community College to maintain and enforce attendance requirements for all students.

This policy places the responsibility on students to attend class. To pursue college work successfully, students are expected to attend all classes. Students have a personal responsibility to themselves and their course instructor to attend class. If a student is unable to attend class, it is their responsibility to notify their instructor, preferably in advance.

Attendance is reported weekly to a Student Services Official and is released to the Financial Aid Official to determine aid eligibility and last date of attendance. Students must be in attendance at least **67%** of the total credit hours that they are currently enrolled in to receive Title IV funding. This would exclude any eight-week mini courses that have not started or which are completed for the current semester.

### Examples of being eligible in 67% of total credits are:

\*If a student is enrolled in 12 credit hours, they must be eligible in a minimum of 8 out of 12 credits.

\*If a student is enrolled in 15 credits hours, they must be eligible in a minimum of 10 out of 15 credits. For a student to determine their eligibility, they would determine how many credit hours they are eligible in and divide that by the total number of credit hours they are enrolled in.

## Turtle Mountain Community College Institutional Refund Policy

When a student officially or unofficially withdraws or is expelled during the refund period, the following action will occur:

Any student who officially or unofficially withdraws may owe a repayment to a funding program. For a dropout date, the institution will use the last recorded date of attendance.

In order to comply with current federal regulations, Turtle Mountain Community College has implemented the Federal Refund Policy for all students that are recipients of Federal Title IV Financial Aid. Following is the attendance time and percentage of refund calculation for students who drop or withdraw during the first eight weeks of the semester.

- **First Week** 100%
- **Second Week** 90%
- **Third through Fourth Week** 50%
- **Fifth through Eighth Week** 25%
- **After Eight Weeks** *No Refund*

Any student that drops or withdraws after the eighth week of classes will not be subject to the Federal Refund Policy.

### Return of Title IV Funds/Refund Calculation Procedures

The registrar's office will notify the Financial Aid Office of all students that drop or withdraw from classes and/or the College. The Financial Aid Office will determine if the students have received Federal Title IV funding and whether or not they are subject to the Federal Refund Policy. Students that must repay or are eligible to receive a refund will receive a letter and a complete refund calculation form from the Financial Aid Office. The Business Office also receives a copy of the refund form. If the student is required to repay Federal Pell Grant or Federal SEOG funds, the Business Office

will bill the student the amount to be repaid by the student. Repayment received by the business office will be distributed back into the proper Federal Title IV accounts. The priority for restoring funds is Federal Pell Grant first and the Federal SEOG program second. Failure by the student to fully repay the Federal Title IV funds will result in the student's Financial Aid records being placed on hold and the student will no longer be eligible for Federal Title IV funds at Turtle Mountain Community College or any other College. All repayment arrangements must be made with the Business Office.

### **Military Selective Service Requirement**

Effective July 1, 1983, an amendment to the Military Service Act (Public Law 97-951) stipulates that any student who fails to register with the Selective Service is ineligible to receive federal student aid. Specifically, this includes the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal College Work-Study, National Direct Student Loan, Guaranteed Student/Plus Loan, and State Student Incentive Grant funds. Among federal Financial Aid applicants, men (citizens and eligible non-citizens except permanent residents of the Trust Territory of the Pacific Islands and the Northern Mariana Islands) who are at least 18 years old, who were born after December 31, 1959, and who are not currently on active duty with the armed forces must be registered.

### **Anti-Drug Abuse Certification**

Each student must certify compliance with the Omnibus Drug Initiative Act of 1988. As a grant recipient of a federal program, a student who wishes to receive Financial Aid is required to certify that he/she will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance while attending

Turtle Mountain Community College and receiving financial aid. The Act gives courts the authority to suspend eligibility for federal student aid when sentencing a student who has been convicted of a drug-related offense.

### **Turtle Mountain Community College Scholarships & Private Sources of Student Aid**

Students selected for institutional scholarships, will be contacted by the scholarship technician and provided instructions on completing the scholarship process. In the past, TMCC was required to obtain a student's Financial Aid history by requesting a Financial Aid Transcript (FAT) from each college the student previously attended. Regulations now permit colleges to obtain students Financial Aid history from NSLDS online. The Department of Education also provides this information on the ISIR (Institutional Student Information Report). The college will utilize the NSLDS website as needed, but will also depend on the information on the ISIR to check a student's eligibility.

### **Federal Pell Grant**

A Federal Pell Grant is an award to help "undergraduates" pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's or professional degree. (A professional degree would include a field such as pharmacy or a dentist.) The Federal Pell Grant is a federal grant that is the foundation for all other student Financial Aid. It is applied towards all mandatory school costs such as tuition and fees. It is awarded on a need basis. Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered. FAFSA application forms can be obtained from the student service office area. Each student is required to apply for the FAFSA as specified in TMCC policy.

### **Federal College Work Study (FCWS)**

The Federal College Work Study (FCWS) program provides funding for undergraduate

students who need financial assistance. The FCWS program provides students an opportunity to earn money to help pay their educational expenses. The student must complete the FAFSA to be considered for this program. The FCWS program is a campus-based program that is administered through the Director of Financial Aid. Any student who desires employment is potentially eligible for the college work-study program. In order to qualify, a student must be enrolled, have an unmet financial need, and meet the satisfactory academic progress requirements. To apply, students should contact the Financial Aid Office immediately. They also need to indicate that they are interested in student employment when they complete the FAFSA. When a student enters a work-study position, a job description and terms-of-employment handbook must be read by both the supervisor and employee. The handbook must be signed and dated by both the student and the supervisor and returned to the Director of Financial Aid. The student must also present two forms of identification to the Business Office, along with a W-4. The Director of Financial Aid will provide an orientation for those students that are selected to participate in the Federal College Work Study Program.

### **Federal Supplemental Education Opportunity Grant (FSEOG)**

A Federal Supplemental Educational Opportunity Grant (FSEOG) will be awarded to undergraduates with exceptional financial need. The FSEOG program is a campus-based program that is administered through the Director of Financial Aid. The student must complete the FAFSA to be considered for FSEOG. Turtle Mountain Community College will make FSEOG available to a limited number of undergraduate students. To be considered, an applicant must have his/her FAFSA completed by April 15. Since SEOG funding is limited, the awarding process will be given to students with exceptional need, and by the date of

application, until the funds are depleted.

### **American Indian College Fund (AICF)**

The American Indian College Fund provides scholarships to eligible students. Scholarship eligibility is determined by Turtle Mountain Community College; however, a donor may require specific application requirements. AICF also coordinates the Gates Millennium scholarship. Applications are available in the Financial Aid and Student Services Office.

### **North Dakota State Grant**

This grant is awarded by the North Dakota State Board of Higher Education to a student who has financial need, is a graduate of a North Dakota high school, is enrolled in a post-secondary institution accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, and is attending a North Dakota institution of post-secondary education. The student must complete the FAFSA application before April 15 to be considered for the North Dakota State Grant.

### **North Dakota Indian Scholarship**

High School graduates and other continuing students who have been accepted for enrolment by Turtle Mountain Community College can apply for this scholarship. Applications are available at Turtle Mountain Community College or by contacting the North Dakota University Systems, North Dakota Indian Scholarship Program, 1<sup>st</sup> Floor, State Capital, 600 E. Boulevard Avenue, Bismarck, ND 58505-0230. The application deadline is June 30. Each student is selected by the Indian Scholarship Committee based upon criteria established by that agency.

### **Tribal Scholarship Program**

A student who is a member of the Turtle Mountain Band of Chippewa is eligible to apply for a scholarship from the Turtle Mountain Tribe. Students need to apply early each year through the Tribal Scholarship

Office. Every student must maintain a 2.0 GPA each term to receive continued aid.

### **Tribal Higher Education Scholarships/Other Tribes**

A student who is a member of a tribe other than the Turtle Mountain Band of Chippewa should contact the higher education office at their home reservation to inquire about scholarship assistance and other tribal-based aid. Assistance to make this contact is available in the Turtle Mountain Community College Student Services and Financial Aid Office.

### **Bureau of Indian Affairs Employment Assistance to Job Placement and Training**

A student who is a member of a federally recognized Indian tribe or band may apply for grants-in-aid administered by the Employment Assistance Program within the Bureau of Indian Affairs (BIA). Each student must apply early each year through the BIA agency office where he/she is enrolled. Students must be PELL eligible to receive this assistance.

### **Vocational Rehabilitation**

The goal of Turtle Mountain Community College's Vocational Rehabilitation Project is to provide vocational rehabilitation services to Turtle Mountain tribal members with disabilities in order to prepare them for suitable employment. Services may include: assessment testing, counseling and guidance; physical and mental restoration services; vocational and other training services; maintenance; transportation; reader, note-taking, interpreter services; technological aides and devices; placement services; post-employment services; occupational licenses, tools, equipment, initial stocks and supplies. Clients with chemical usage issues may qualify for Native Healing services such as the Red Road approach to recovery. In addition, clients with specific learning disabilities may be eligible for

accommodations/services using Holistic educational strategies.

### **Turtle Mountain Community College Scholarships**

Turtle Mountain Community College, through its general resources, has several scholarships that are awarded to students who enroll at Turtle Mountain Community College. The awards are based on:

1. Academic aptitude, achievement, and promise
2. Financial need
3. Citizenship and character

Scholarship awards apply directly to student registration fees and books. Information and applications can be obtained from the Turtle Mountain Community College Financial Aid Director, Student Services, and Student Support Services Offices. A Scholarship committee selected at random selects recipients.

### **Veteran's Benefits**

The Veteran's Administration is authorized by law to provide a wide range of benefits to a student who has served his/her country in the Armed Forces and to his/her dependents. Veterans may be eligible for educational benefits under the G.I. Bill which provides grants, loans and work assistance.

There are various types of programs available to veterans. The Chapter 32 V.E.A.P. (Veteran's Education Assistance Program) which is a contributory educational plan for those who entered active military service after December 31, 1976 and before July 1, 1985. The Chapter 30 or Montgomery G.I. Bill is for those who entered active duty after July 1, 1985. A veteran must have an honorable discharge to be eligible for Chapter 30 benefits. There are also chapter 35 benefits for dependents of veterans and chapter 1606 benefits available for students under the Montgomery GI bill-selected reserve. Now there are Chapter 33 benefits

available for those individuals who have served in the Armed Forces on or after September 11, 2001. All benefits are contingent on service in the Armed Forces on or after September 11, 2001, and an honorable discharge or a discharge due to a medical condition that did not result from an individual's own willful misconduct. This does not have the effect of law, so for further information it is best to contact the Veteran's Administration at toll free 1-800-827-1100.

The Financial Aid Director can assist with the application process and certify students through the VA online. For more detailed information or assistance, students may contact their nearest VA regional office, local service officer, or veteran's organization representative, including the American Red Cross, in their community. Students may access the official website of the Department of Veterans Affairs Educational Service at <http://www.gibill.va.gov> or call them at 1-888- GI-BILL-1 (1-888-442-4551).

If, at any time, an individual who is using his/her entitlement, is failing to maintain satisfactory progress (see Standards of Satisfactory Academic Progress in this catalog), the Veteran's Administration will be notified within 30 days of the occurrence.

### **Job Training Partnership Act**

This program helps the job-seeking and dislocated worker with job training or educational opportunities. This funding is a supplement to the Pell Grant. A student can contact North Dakota Job Service, Rolla, N.D. or Tribal JTPA, Belcourt, N.D.

### **Private Sources of Student Aid**

The Turtle Mountain Community College Financial Aid Office and Library have information about other higher education funding sources. The applications are available upon request.

# Student Policies



- Angelina Gladue, Registrar  
[agladue@tm.edu](mailto:agladue@tm.edu)  
(701)477-7825  
Student Services-Room 115H

## Book and Library Returns

Students are required to return all items checked out from the library at the end of each semester. Students who do not return the textbooks and library material at the end of each semester will have a hold placed on their records. This hold will prevent the individual from registering in subsequent semesters or having a transcript request processed.

## Class Cancellation(s)

The TMCC administration reserves the right to cancel any course for which there is not sufficient student enrollment. Student Services will inform the students, who will be afforded the opportunity to add another course. Students are not charged for cancelled courses.

## Course Load Limitation

The average course load for a regular full-time student is 15 credits with a minimum of 12 credit hours. A student can enroll for a maximum of 21 credit hours. The maximum course load for any student is 21 semester hours.

First semester students will not be allowed to take more than 15 credit hours.

## Attendance

Students are responsible for understanding and following the specific course attendance requirements of their instructors. If at all possible, the student should contact the respective instructor prior to any absence. No absences are “excused” in the sense of relieving the student from the responsibility of making up missed work.

The College recognizes the value of participation in extracurricular activities. Thus, a student can be excused from class in the case of college approved functions. In such instances, the student is responsible for notifying the instructor of the absence prior to the class. Only class instructors can excuse students from class for reasons other than participation in college approved functions.

## Deficiencies/Unsatisfactory Progress Report

Instructors process deficiencies or reports of unsatisfactory progress of a student at intervals throughout the semester. The retention technician will notify the student of a deficiency. Copies of the reports may be sent to Student Support Services, advisors, or funding agencies who may request a meeting with the deficient student. It is the student’s responsibility to keep informed of his/her own performance in a course. If a student receives a deficiency notice, the student is required to contact the instructor who submitted the notice.

## Midterm Grades

Mid-term grades are reported during the Fall and Spring semesters and are available to all students on Student Information System by the Friday of the week following mid-term. Incomplete grades are not allowed at mid-term. Midterm grades are used to assist students in determining their academic progress. They are not recorded grades and therefore a grade cannot be appealed at this time.

Mid-term grades are not reported during the Summer term. Instructors will notify the retention technician of any student(s) who are failing. The retention technician will then contact the student.

## Credits, Grades and Honor Roll & Points

The College functions on the semester plan. All academic work is completed in terms of semester credit hours. For academic purposes, Turtle Mountain Community College uses Carnegie units to measure semester credit hours awarded to students for course work. Normally, institutions of higher education award Carnegie unit of credit to students for satisfactory completion of *one*

*(1) fifty (50) minute session of classroom instruction for a minimum of three (3) hours per week for a semester of not less than fifteen (15) weeks.*

Exact distribution of time may vary with the type of course, so students are encouraged to check the class schedule. All study for credit is recorded by letter symbols, each of which carries a value in honor points per credit hour. The grading system and honor point scale is as

follows:

Grade	Significance	Grade Points
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Passing	1.00
F	Failure	0.00
I	Incomplete	0.00
S	Satisfactory	0.00
U	Unsatisfactory	0.00
AU	Audit	0.00
W	Withdrawal	0.00
WAU	Withdrawal - Audit	0.00

## Honor Roll

To qualify for all levels of the Honor Roll, a student must be registered for a minimum of 12 regular credit hours. Any course with a grade of “P” or “S” is not calculated in the grade point average, as a “P” or “S” grade generates no honor points. A student with a GPA of 4.0 will be placed on the President’s List, a student with a 3.50 to 3.99 GPA will be placed on the Dean’s List and a student with a 3.0 to 3.49 GPA will be placed on the Honor Roll. The Honor Roll is published each semester.

## Grade Point Average

The grade point average (GPA) for regular credit courses is computed by dividing the total number of quality points earned by the total number of HGPA credits. This average is as a minimum qualification for graduation. Credits with a grade of, “W”, “P”, “N”, “AU”, “S”, or “U” are not included in computing GPA.

## Calculation of Grade Point Average

At the conclusion of each semester, a student will be evaluated by using the cumulative or total grade point average based on the Standards of Satisfactory Academic Progress. If the student fails to maintain satisfactory progress, the student will be placed on warning, probation, continued probation, or be suspended. When a student is placed on probation, they are required to meet standards of satisfactory academic progress the following semester. Students failing

to meet the standards of satisfactory academic progress as specified will be suspended.

## Pass/Fail Grading System/Regular Credit Courses

A student may elect to take courses for Pass/Fail grades under the following conditions.

1. Consent of the advisor and the instructor must be obtained for complete registration.
2. A student may register for only one pass/fail course per semester (excluding the Bachelor's Program).
3. A maximum of 12 semester hours of "P" grades taken from TMCC will be accepted toward an Associate Degree.
4. Pass/Fail may be used only for elective credit, with the exception of Supervised Occupational Experience (SOE).

A student should understand it may be difficult for designated courses with pass ("P") grades accepted in transfer to another institution of higher education. The "P" indicates that the credit earned counts toward the total credits required for graduation. However, the credits with the grade of "S", "P", "N", or "AU" are not used in the calculation of grade point average.

## Continuing Education Units (CEU) Pass/No Credit Grading System

The CEU will appear with a "P" for pass, or "N" for no credit on the student transcript. CEU's cannot be used to

satisfy graduation or financial aid requirements. CEU's may not transfer to another institution (See Continuing Education Division). They are issued to certify successful participation in specific workshops, courses, or training programs for your resume or job application verification. Cultural, social, civic groups, agencies, and business and industrial organizations are encouraged to make their training needs known to the TMCC Academic Dean. Ten (10) hours of classroom training is equivalent to one (1) CEU credit.

## Incomplete Grade Policy

The mark "I" is assigned to a student who has been in attendance and has done satisfactory work within three weeks of the close of the semester, and whose work is incomplete for reasons acceptable to the instructor. An incomplete grade should be for extenuating circumstances only. **It is the student's responsibility to initiate the incomplete process.** The student must get an incomplete card from Student Services and then negotiate the incomplete with the instructor. If the instructor allows the student to receive an incomplete, the instructor then returns the card to the Registrar when final grades are submitted.

Under extenuating circumstance such as those stated, an instructor may submit an incomplete card on behalf of the student. The following circumstances are considered extenuating:

- Student is hospitalized or under a doctor's orders to stay home and is unable to get to the College to fill out the form.
- The student is incarcerated.
- There is a death in the immediate family, defined in the TMCC personnel policy manual.

When the instructor submits the "I" grade, they also submit a letter grade, which reflects the student's progress to that point. In the next semester of residence (and before one calendar year), the student must fulfill the course requirements. The incomplete work must be completed by the end of the sixth week in order to receive a grade other than the one that was submitted with the "I." The six-week stipulation

does not apply to the Summer Session. At the end of one calendar year, and if the student has not re-enrolled, the “I” will automatically be changed to the letter grade submitted by the instructor. Students are not notified when incomplete grades are changed.

## Course Repetition

Students have the option to repeat a TMCC course taken in residence in which the student received a D or F letter grade. The cost for the course being repeated will only be covered once under financial aid and the student will be required to pay on their own if repeated three or more times.

Any course once recorded on the student transcript cannot be removed from the transcript. A repeated course will be indicated on the transcript with asterisk”\*” or “R” next to it. When a course is repeated, only the last grade earned and credit earned will be used in computing the cumulative grade point average. Repeated courses must be taken in residence and students can only repeat TMCC courses. Courses that were taken in the quarter system cannot be repeated in the semester system.

Any course that was passed in a prior term and is being retaken for a higher grade may only be repaid once with Federal financial aid.

## Grade Reports

Grades are submitted to the Registrar’s Office in accordance with the dates listed in the Academic Calendar. Students can view/print their grade report on Student Information System in 3-5 days later.

Grade reports may be withheld from a student who has not satisfied all entrance requirements, if the student has not

returned all library materials and all textbooks by the end of the semester, or has financial obligations to the institution.

## Grade Change

A grade change may be processed up to three weeks into the following semester of receiving the grade regardless of enrollment status. A grade change may be made for the following reasons:

- There has been a calculation error in computing the grade.
- The wrong grade was posted to the grade roll.
- To re-evaluate a previous grade with no additional work submitted.

A grade change should not be made if a student completes additional work beyond the end of the semester or term. Students who do work beyond the end of the semester or term should request to have a grade of “Incomplete” if they have extenuating circumstances. A previous grade cannot be changed to a “W” (official withdrawal); if the student had extenuating circumstances. The student should file a petition for withdrawal with the Academic Standards Committee.

To initiate the grade change process, the student needs to contact the instructor of the course. The grade change cards are located in the Registrar’s office and may only be given to faculty and processed by faculty. The card is then properly filled out and returned to the Registrar for approval and processing. Processing time usually takes 3– 5 days.

## Course Delivery Methods

1. **Lecture Class:** a semester credit hour consists of the equivalent of at least one (1) fifty (50) minute period per week of in class and two hours per week of out-of-class student work for fifteen (15) weeks.
  - a. Example: A one (1) semester credit hour lecture class meets at least fifteen (15) contact hours per semester, plus a

minimum average of ninety (30) hours of activities outside of the classroom per semester.

2. **Laboratory/Internship Class:** One (1) semester credit hour consists of the equivalent of a minimum of three (3) hours of laboratory work per week for fifteen (15) weeks.

3. **Distant Learning Instruction:** TMCC currently offers the following distance learning methods of instruction:

a. **Interactive Video Network (IVN)** This method of delivery is an alternative to the regular classroom instruction methods. This two way interactive communication system uses cameras and microphones at one site. Participants at other sites can watch and listen to an instructor or presenter on a television monitor.

b. **Internet Courses (online):** One (1) semester credit hour consists of 12.5 hours of instructional time throughout the duration of a fifteen (15) week semester. The time dedicated for communication, course work items, or group assignments is twice as much as the allotted instructional time. The following are examples of activities completed outside of the scheduled instructional time:

- Scheduled weekly chats
- Weekly forum participation
- Group activities
- Readings
- Reflection activities such as: journaling, projects, projects, etc

4. **Online video conferencing Hybrid Class:** Hybrid courses

combine face-to-face classroom instruction and the convenience of online web-based learning, resulting in a reduction of the amount of time spent in the face-to-face classroom and a significant increase of time spent studying online materials. Students registered in hybrid courses must attend class meetings as listed in the TMCC Course Schedule.

5. **Shortened Format:** Short courses are prorated so they contain the same number of hours as if the course were scheduled for a full semester.

### **Independent Study Policy**

A student at TMCC may need to take a course independently in order to satisfy graduation requirements in the student's proposed major. An independent study course offers a student the opportunity to make an in-depth study of a course in the student's regular curriculum that is not offered during the semester they are registered in (please note that any class requiring a lab and/or hands on activities, and any educational methods course cannot be taken as an independent study course).

No more than three (3) credit hours from an independent study may be earned in any one semester, and not more than nine (9) credit hours of independent study credit may count toward satisfying the minimum requirements for a degree of study at TMCC.

The student is responsible for conducting the independent study with the guidance of their advisor and faculty of record for the course. All independent studies are expected to include readings and assignments commonly found in the course syllabus plus include a reflective journal and/or final presentation of coursework. Final presentations in whatever agreed upon format must meet professional standards. While there is not official independent study class meeting time, regular class meetings may be scheduled to facilitate faculty-student conferences and reporting.

Use of e-mail communication is encouraged.

## Procedures

1. A student wishing to enroll in an independent study should begin by completing the “**Independent Study Application Form**” at least one week before the first day of class for the semester. The student should confer with their advisor for the justification for the independent study course.
2. The student must meet the following requirements before taking an independent study course.
  - a. The student needs to be making satisfactory progress in the student’s degree plan and have a 2.00 cumulative GPA at the time of the request.
  - b. The student must have completed 12 credits of college coursework with a minimum GPA of 2.00 or above.
  - c. The Application must present a convincing rationale for the intended independent study and must provide evidence of a genuine desire to work independently.
3. The student should then submit the application form to the approved faculty of the course to agree to the independent study.
4. If the faculty agrees to the independent study course, the student will then submit the approved application form to TMCC Academic Dean for final approval. Copies of the application should be kept by the student, the advisor, and the faculty of record. If approved, the Academic Dean will notify the Registrar of the course addition to the TMCC schedule

of classes.

5. The faculty of independent course will provide a syllabus for the independent study to include the layout the required coursework, the format of the reflective journal and/or final presentation/product, necessary meeting times, and the timeline to student. Communication may be in person, by phone, or email.
6. To register, the student must complete regular required registration paperwork for the course.

*Note: Turtle Mountain Community College reserves the right to deny an independent study for any course to any student at any time.*

## Student Academic Review Process

The Academic Standards Committee has been established to review petitions from students who have experienced special circumstances that have affected their academic performance or that require special consideration. The committee approves readmission of students who have withdrawn for academic reasons or have been excluded, and acts upon requests for exceptions to existing academic regulations and requirements.

Students who wish to appeal to Academic Standards Committee for exceptions to academic rules and regulations should put their request in writing, and must follow the guidelines enumerated in the following.

**These guidelines should serve as your checklist for preparing your petition packet to the Committee. It is incumbent upon the student petitioner to present a compelling case for an exception to the academic rules and regulations of TMCC.**

The written request is the only acceptable form of appeal. Students may not appear before the Committee in person.

## Student Petition Process

Students are responsible for gathering all materials necessary to support their appeal submitting them to the Dean of Academics. The

materials should include:

1. A brief written narrative stating the grounds for the appeal. Include a description of the situation that affected you, the time period during which you were affected, the extent to which this condition/event/situation affected you and the specific remedy you are requesting. Note that you should give details only to the extent that they support your request.
2. Keep in mind that the committee does not base its decisions on your stated plans for the future but on their understanding of the situation and how it affected your past academic performance. The heading of the narrative must include your current contact information (full legal name, mailing address, ID number, e-mail, and telephone number). You may consult with a faculty member, faculty academic adviser, or Student Services Office.
3. For medical conditions (physical or mental health) provide documentation from a treating professional on letterhead stationery. Any supporting documentation, medical or non-medical, should include the following:
  - a) The time period during which the condition/event/situation affected academic performance.
  - b) c. The severity or scope of the condition or situation (if applicable)
4. The remedy requested (if applicable) If you are requesting an exception or substitution for a General Education Requirement or a waiver of other academic regulations, you must include a

statement from an appropriate faculty member, academic advisor or administrator supporting the request. For course substitutions, a Course Substitution Form is available in Student Services.

5. Submit all petition packets to the Dean of Academics. Incomplete packets will not be accepted.

The student will be notified in writing of the committee decision. Decisions are final and cannot be appealed.

## **Transcript Policy**

Transcript requests must be submitted in writing. Either a completed “transcript release” form or a letter bearing the student’s signature and social security number can be used. According to Federal Law, telephone requests and requests by relatives or friends of a student will not be honored. If the student has a FERPA release form on file, those individuals will be honored. A request for a transcript of credits by a student who has a bill with TMCC or has a hold placed on their record for unreturned books or other items, will not be honored until the debt is paid or the items are returned or compensation is made. Each transcript includes the student’s entire academic status. The College does not fax official transcripts; however, an unofficial copy can be faxed. An official copy of a transcript is never released directly to the student. A student who desires transcripts of course work earned elsewhere must order official transcripts from the institution at which the courses was taken. TMCC does not issue or certify copies of transcripts from other institutions. A \$2.00 fee is assessed for transcripts. This fee must be paid at the Business Office before any transcript request will be processed. Official transcripts are processed on Wednesday and Friday of each week.

## **Transcript/Diploma Hold Policy**

Turtle Mountain Community College reserves the right to place a transcript and/or diploma hold on a student for one or more of the following

reasons:

- past due financial obligations to any department, office, or unit of the college\*;
- need to obtain official documents such as high school or GED transcripts;
- need to fulfill graduation requirements;
- As a result of judicial actions.

In order to resolve, or clear a hold, a student must contact the college/department/office which placed the hold and correct the issue accordingly.

*\*Students who are enrolled at Turtle Mountain Community College for the semester and have an outstanding bill may apply for scholarship opportunities. If the scholarship requires an official transcript, the Registrar may issue the transcript directly to the scholarship organization. In addition, the Registrar may send letters of enrollment and GPA information to funding sources directly for registered TMCC students as requested.*

## Academic Bankruptcy

TMCC has a policy for allowing a student who has experienced academic problems to apply to the Academic Standards Committee in writing for Academic Bankruptcy.

Academic Bankruptcy is designed for the benefit of the student who had an extremely poor start academically. Students may apply for Academic Bankruptcy only after they have sat out the required term or terms of their suspension or have been suspended twice from TMCC. The consequences of Academic Bankruptcy are:

- No credit is counted from previous transfer course work.

- All courses and grades will remain on the transcript, but will not be used in calculating cumulative GPA.
- Academic Bankruptcy will only be granted once throughout a student's academic career at TMCC.
- Bankruptcy does not clear an individual's record of previously attempted credits and grade point average for Title IV funding.
- A student who is using Veterans Administration benefits must consult a veteran's representative before they use this policy.

## Requirements for Graduation

Elementary, Secondary Science & Early Childhood Education majors must meet the requirements of the Education Department. A candidate for the Associate of Science degree, the Associate of Arts degree, the Associate of Applied Science degree, or the certificate programs must meet the following criteria:

1. Graduation application should be completed the semester of anticipated graduation.
2. Student must have achieved a cumulative grade point average of 2.00.  
*Note: Some programs may require a higher GPA.*
3. The student must complete an exit with the following offices: Financial Aid, Placement Office, Business Office, Registrar's Office, and Library.
4. Transfer students must earn a minimum of fifteen (15) credits at TMCC prior to graduation for an Associate degree and (30) credits for a Bachelor's degree and must be enrolled at TMCC during the final semester of anticipated graduation.
5. Student must complete payment of all fees and financial obligations to the College.
6. In order to participate in graduation the student must have completed all coursework or will be able to complete required coursework during the summer term.

## Commencement

Commencement takes place at the close of each academic year. A Candidate for a degree is strongly encouraged to be present at commencement in cap and gown.

Graduation dates include December, May & July of each year. The college only holds one commencement ceremony which is held in May of each year.

## Commencement Honors

Commencement honor's GPA is calculated using the students cumulative GPA. A candidate for the Associate Degree, Associate of Applied Science Degree, and Bachelor Degree who achieves a scholastic average of 3.5 and above will graduate cum laude; a candidate with a grade point average of 3.75 and above will graduate magna cum laude; and the candidate with the highest cumulative grade point average over 3.75 will graduate summa cum laude.

## Disbursing of Diploma's

Diplomas will not be disbursed until 15 business days after the commencement ceremony. At the time of graduation, students will receive the diploma cover.

## Transfer to Other Colleges

A student may enroll in a TMCC program of study that will qualify them for juniorstanding in the TMCC Elementary Education or Secondary Science education Programs or at most four-year colleges and universities.

In May of 2002, TMCC implemented a General Education core curriculum that qualifies transfer within the North

Dakota University System, and North Dakota colleges. Since the requirements of colleges and universities out of state may vary, a student must familiarize themselves with the program requirements of the TMCC or the four-year college where he/she will transfer. A student who is planning to transfer should adhere to the following:

1. The lower-division requirements at most four-year colleges and universities consist, in general of two parts: a) the general education requirements which are required of all candidates for a degree regardless of the proposed major (See the NDUS gold and silver pages, which is available from your advisor or registrar); and b) the major department requirements which are part of the student's projected field of specialization.
2. The four-year College or university, in the final analysis, determines the transferability of any course.
3. General Education courses, while not equivalent in all aspects, are similar in content. Therefore, all NDUS colleges and other out of state colleges accept courses to satisfy general education requirements. If a student is in doubt about the transfer of any course, they should ask for an evaluation by the Registrar at the institution to which they plan to transfer.

## Standards of Satisfactory Academic Progress

**Satisfactory Academic Standing** – A student who maintains at the standards of satisfactory academic progress at the conclusion of any academic term (2.00 GPA) is considered to be making satisfactory academic progress at TMCC.

### **Less Than Satisfactory Academic Standing**

A student who fails to maintain the standards of satisfactory academic progress (2.00 GPA) at the conclusion of any academic term is considered to be failing to maintain satisfactory progress and will be placed on academic

probation. TMCC has established the following probation, continued probation, and suspension procedures:

- **Academic Warning-**After grades are reported at the end of the any academic term, a student whose current term GPA is under a 2.00 but the over-all GPA is over a 2.00 will be placed on an “Academic Warning.”
  - **Academic Probation-** After grades are reported at the end of any academic term, a student whose current term and overall grade point average falls below a 2.00 will be placed on “Academic Probation.” A student who is on “Academic Probation” may not enroll for more than the 12 credit hours. A student who meets the Standards of Satisfactory Academic Progress (2.00 GPA) at the conclusion of that term will be removed from “Academic Probation.”
  - **Continued Academic Probation-** When the cumulative grade point average is not satisfactory according to the Standards of Satisfactory Academic Progress; the student must maintain a minimum of 2.00 term grade point average each semester and will remain on “Continued Academic Probation” until the student meets the standard of satisfactory progress with a 2.00 overall GPA.
  - **Academic Probation for Transfer Students-** A transfer student who is on academic probation at the institution from which they are transferring will be placed on “Academic Probation” at TMCC; or if the student transfers with a cumulative GPA below a 2.00, the student will be placed on “Academic Probation.”
  - **Academic Probation after Incompletes are Satisfied-** When a student satisfies their incomplete(s) after the sixth week in residence and the student’s grade point average is not in compliance with the standards of Satisfactory Academic Progress, they will be placed on “Academic Probation” All of the TMCC conditions for academic probation will apply.
  - **Academic Suspension-** Any student on “Academic Probation” or “Continued Academic Probation” who fails to maintain satisfactory academic progress according to the semester grade point average requirements will be suspended. The suspension will be for one semester not including the summer semester. A student suspended from the college is denied the privileges of the institution. A suspended student, upon re-admittance by the Registrar, will be placed on Academic Probation status and may be limited to taking a maximum of 12 credits depending upon approval of readmission. A student who is receiving Financial Aid should refer to the Financial Aid section of the catalog for eligibility criteria.
  - **Academic Suspension after Incompletes are Satisfied -** When a student who is on “Academic Probation” receives an incomplete(s), the student will be identified by the Registrar before the beginning of the new term. The student will be sent a letter of notification containing conditions for continued enrollment. If the student’s grade-point average is not in compliance with the semester grade point average requirements when the student’s incomplete grade is satisfied, the student’s registration will be canceled and be suspended.
- Note: Financial Aid Satisfactory Academic Progress is NOT the same as Academic Standing Satisfactory Progress.*

## Adult Basic & Secondary



## Education Department

- Sandi LaRocque, Adult Education Director  
[slarocque@tm.edu](mailto:slarocque@tm.edu)  
(701)477-7813  
South Campus

of age or older who lack basic education skills or a high school education. Classes are flexible and are offered at no cost to the eligible participant.

### Adult Basic and Secondary Education

The Adult Education program at Turtle Mountain Community College began in 1976. The need for the service came about because of the large number of adults who had experienced problems in school and had dropped out. While the dropout rate has improved, the population has increased so that the number of adults needing the services from this program remains constant.

The Adult Basic and Secondary/GED program provides services to eligible participants to help increase knowledge and improve skills essential in today's world. The program provides instructions to enable adults to acquire basic skills necessary to function in our society. These skills include math, social studies, science, literature, language skills, job skills, career assessment, and literacy. The program provides instruction to help adults for the General Education Development (GED) tests. The State Department of Public Instruction issues a High School Equivalency Diploma to those who successfully complete the exams. Eligible adult participants must be 16 years

# Information Technology



- Chad Davis, IT Director  
[cdavis@tm.edu](mailto:cdavis@tm.edu)  
 (701)477-7847  
 Room 208

<b>Chad Davis</b> <b>IT Director</b> <a href="mailto:cdavis@tm.edu">cdavis@tm.edu</a> 701-477-7847	Ben Chromy Lead IT Tech. <a href="mailto:bchromy@tm.edu">bchromy@tm.edu</a> 701-477-7873	Jaclyn De Los Santos Database Report Writer <a href="mailto:jdelossantos@tm.edu">jdelossantos@tm.edu</a> 701-477-7904
Michael Poitra Education Technology Specialist <a href="mailto:mpoitra@tm.edu">mpoitra@tm.edu</a> 701-477-7984	Donald Plant Webmaster <a href="mailto:dplant@tm.edu">dplant@tm.edu</a> 701-477-7810	Sheldon Williams IT Technician <a href="mailto:swilliams@tm.edu">swilliams@tm.edu</a> 701-477-7982

The Turtle Mountain Community College provides computers, networks, and Internet access to support the educational mission of the institution and to enhance the curriculum and learning opportunities for students and staff.

Turtle Mountain Community College Information Technology Department (ITD) provides support services for students and employees. Areas that fall under IT include:

- Computer & Support Services (Help Desk)
- Server Operations
- Application Support
- Network and Telecommunications Services
- 

they will create the student account. The username will be in the following format: first name.last name, if the student's name is John Doe, the username would be john.doe. For security reasons the password combination will be sent via email directly to the student. If the student does not have an alternate email, address the IT Department will mail the email information to the student's home address or it can be picked up from the IT Department. Students will also receive their username and password information via email to the email address they provide to TMCC.

Students can log into their email address by going to the TMCC webpage at [www.tm.edu](http://www.tm.edu) and clicking on single sign on. Single sign-on (SSO) is a session and user authentication service that permits a user to use one set of login credentials to access multiple applications.

## Online Learning Management System

All TMCC classes use Canvas LMS (Learning Management System) to enhance student learning. The LMS includes tools for course handouts, announcements, group and private discussions, test administration, internet links, and delivery of course content. The typical classroom course uses one or more of the tools, while total online classes use all of the available tools. An internet link to each online course a student is registered for automatically appears within the student's personal web portal.

## Acceptable Use Policy

This policy applies to all users of IT systems, including but not limited to students, faculty, and staff. It applies to the use of all IT systems. These include systems, networks, and facilities administered by the IT Department, as well as

those administered by individual departments, laboratories, and other college-based entities.

The Turtle Mountain Community College provides computers, networks, and Internet access to support the educational mission of the institution and to enhance the curriculum and learning opportunities for students and staff. The Institutional Technology (IT) Committee believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that institutions establish reasonable controls for lawful, efficient, and appropriate use of this technology.

For more information about the Acceptable Use Policy, please view the following link:

<http://www.tm.edu/wp-content/uploads/ITAppUsePolicy.pdf>

## **Google**

TMCC, in collaboration with Google, Inc., provides a Gmail account for student email. This system features unlimited email storage, enhanced mail search, Instant Messenger chat integration, access to Google Drive and full calendar use.

For more information on all the capabilities of Google, please view the following link:

<https://edu.google.com/products/productivity-tools/>

## **Microsoft Office 365**

TMCC provides students with access to Microsoft Office 365, which includes Word, Excel, PowerPoint, and OneNote.

For more information on Microsoft Office365, please view the following link:

<https://www.microsoft.com/en-us/education/students/default.aspx>

## **Online Meetings and Video Conferencing**

Faculty and students use a web conferencing system (Cisco Webex) to allow faculty, staff, students and guest speakers located at distant locations to participate in a live session. Users can collaborate via chat, voice, video, information appearing on the computer screen, and an electronic whiteboard.

For more information on Cisco Webex, please view the following link:

<https://www.webex.com/>

## **Help Desk**

The Help Desk provides technology support for students and staff in a variety of areas. This includes hardware and software support for TMCC owned computer equipment, as well as assisting students with issues related to their Jenzabar, Canvas, and Google email.

To submit a service request, please view the following link:

<http://help.tm.edu:9675/portal>

# Turtle Mountain Community College Library

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- Laisee Allery, Library Director  
[lallery@tm.edu](mailto:lallery@tm.edu)  
(701)477-7812  
Room 208B

The Turtle Mountain Community College Library has 26,278-catalogued items including videos, computer software, audiotapes, and audio books as well as books. The Dewey Decimal Classification System organizes the library. The Winnebago Spectrum online catalog indexes the collection. In addition to the print periodical collection, the Library has access to the Online Dakota Information Network (ODIN) which accesses the catalogs of nearly all the major libraries in North Dakota, and through other networks, libraries nationwide.

The Library has 914 items dealing with Native Americans and an impressive collection of new Elementary Education resources. The Children's Collection has 1,719-catalogued items.

The Library has a web page at <http://www.tm.edu/winnebago>. Currently, there are reference sources available there such as Britannica Online and Information Please Online Almanac. The web page also indexes a great many excellent Native American web sites and a separate section just for children.

# Institutional Assessment



- Ace Charette, Director of Research, Assessment, and Accreditation  
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Extension 2069  
Room 207B

Welcome to the Office of Institutional Research, Assessment and Accreditation (IRAA). The IRAA is here to measure the performance of Turtle Mountain Community College (TMCC) incorporating culturally responsive approaches; the information collected is used in decision making efforts including long- term and short-term strategic planning and policy development. Driven by the TMCC Mission Statement, the IRAA seeks to present information in accessible and valuable ways with courteous, prompt and accurate service.

Responsibilities of the IRAA include:

- To collect data about the performance of the university,
- To collect data about the environment of the university,
- Analyze, interpret and present data, and
- Generate annual reports showing trends and comparisons.

## Assessment of Student Learning

All new, returning and graduating students are required to participate in TMCC's assessment program. The assessment program consists of several pre and post-tests, general departmental evaluations, satisfaction surveys, and the college and community initiatives. Some programs require an electronic portfolio for a graduation requirement. A student should consult their academic advisor on program assessment requirements for graduation.

If you are interested in learning more about IRAA, please feel free to stop in. For more information, contact the Director of Institutional Research, Assessment and Accreditation.

# Student Senate

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- Wanda Laducer, Dean of Students  
[wladucer@tm.edu](mailto:wladucer@tm.edu)  
(701)477-7875  
Room 115F

The Student Senate is the official student representative body of Turtle Mountain Community College. Student Senate is responsible for promoting student rights, budgeting funds for all students' activities, and organizing and promoting activities for the student body such as pow-wows, conferences, movies, picnics, and field trips.

Elections are held at the beginning of each school year. The student body President, Vice-President, Secretary, Treasurer, and two Delegates are elected at that time. (A copy of the Student Senate Constitution and Rules of Election is included in the Student Handbook.) The students are involved in the institution through the Student Senate President and a student-at-large representative who are selected annually by the students and appointed by the Tribal Council to the Board of Trustees.

## Student Activities

The Student Activities Program attempts to broaden the educational environment of the college by providing cultural, recreational, athletic, and social experiences to supplement the academic programs. A wide variety of extra-curricular opportunities are offered to ensure activities of interest to all students.

Student activities are generated by student interest. Therefore, any student who wishes to begin an organization or has an idea that can be developed into an activity is free to present that idea to any of the student Senate members. Each student is urged to take advantage of the programs, events and organizations funded by the student activity fees collected each semester. The activity fee assists with financial support for sports, clubs, social and cultural activities, and maintenance of the student lounge area.



## General Education Program Philosophy

Turtle Mountain Community College's philosophy of General Education is grounded in the belief that a multi-faceted array of concepts and experiences enhances and broadens student's abilities to contribute to a more vibrant, ethical, progressive and responsible society. General Education at TMCC will produce students who can think critically, use technology effectively, understand the culture of the Turtle Mountain Band of Chippewa Indians, solve concrete problems and apply their skills and competencies to benefit themselves and society, with an emphasis upon contributing to the success of the Turtle Mountain Band of Chippewa. All academic programs at TMCC adhere to the student learning outcomes as the basis of the learning goals of each program (A.A., A.S., A.A.S, B.S., and certificates).

## General Education Student Learning Outcomes

1. **Communication:** To develop the skills to gather information appropriately and communicate clearly both orally and in writing. Through time and process, further developing advance skills with the English language such that they can read, accurately interpret, critically analyze written material, express themselves effectively through narrative, explanatory, and investigative writing utilizing standard rhetorical techniques in the styles and formats.
2. **Mathematics:** To develop the student's ability to apply arithmetic, metric, geometric, statistical, and algebraic principles of mathematics and problem solving; use numerical, symbolic, or graphical reasoning to interpret information, draw valid conclusions, and communicate results appropriate to their program of study.
3. **Science:** To develop the knowledge through the use lecture, labs, and research to expose students to the sciences. Science that will provide the bases, procedures, and applied techniques by which knowledge are generated and accessed through the life, physical and earth sciences.
4. **Arts, Humanities and Social Science:** To develop and enhance, through its instruction in the humanities, sciences, and social sciences, the students intellectual and cultural worlds, providing them with resources to live fuller and richer lives. The students are taught to be flexible and disciplined thinkers who can approach life situations from multiple perspectives and solve problems in diverse situations that span their work, personal and civic lives.
5. **Culture/Diversity:** To develop the student's awareness and knowledge to appreciate the values and beliefs of diverse cultures and recognize responsibility for our local, national, and global issues. Examine critically and appreciate the values and attitudes of our own local culture and of other cultures. Students will be able to consider a variety of perspectives bases on differences such as those stemming from culture, culture heritage, class gender, ethnicity, historical development, community and leadership.
6. **Critical Thinking:** To provide students with the competence to demonstrate the ability raise vital questions, gather and assess relevant information, come to well-reasoned conclusions and solutions, and test those solutions against relevant criteria, think open-mindedly about their assumptions, consider the practical consequences and communicate effectively to find solutions.

7. **Technology:** Students will be conversant with the general knowledge bases and the procedures and techniques by which knowledge is generated and accessed through the use of technology, and they will be able to select and apply the techniques and procedures of technology at a level of complexity appropriate to their TMCC studies.

### Matrix of General Education Courses

The following matrix indicates which class offerings meet the General Education Requirement (GER) for the Bachelors of Science Degree, Associate in Arts Degree, Associate in Science Degree, and Associate in Applied Science Degree, Certificate Program, and Diploma Program. Courses included in the GERTA column are approved by the NDUS institutions as meeting the requirements of GERTA.

<b>Communications</b>		<b>Credit Hours</b>	<b>BAS</b>	<b>AA</b>	<b>AS</b>	<b>AAS</b>	<b>DIPL</b>	<b>CERT</b>	<b>GERTA</b>
ENGL 110	Composition I	3	x	x	x	x	x	x	ND:ENGL
ENGL 120	Composition II	3	x	x	x	x	x	x	ND:ENGL
COMM 110	Fund. of Public Speaking	3	x	x	x	x	x	x	ND:COMM
ENGL 105	Technical Communication	3				x	x	x	No
BOTE 211	Business Communication	3				x	x	x	No
<b>Arts and Humanities</b>		<b>Credit Hours</b>	<b>BAS</b>	<b>AA</b>	<b>AS</b>	<b>AAS</b>	<b>DIPL</b>	<b>CERT</b>	<b>GERTA</b>
ENGL 211	Introduction to Creative Writing	3	x	x	x	x	x	x	No
ENGL 221	Introduction to Drama	3	x	x	x	x	x	x	ND:HUM
ENGL 224	Introduction to Fiction	3	x	x	x	x	x	x	ND:HUM
ENGL 236	Women and Literature	3	x	x	x	x	x	x	No
ENGL 238	Children's Literature	3	x	x	x	x	x	x	No
ENGL 239	Native American Children Lit	3	x	x	x	x	x	x	ND:HUM
ENGL 265	Native American Literature I	3	x	x	x	x	x	x	ND:HUM
ENGL 266	Native American Literature II	3	x	x	x	x	x	x	ND:HUM
HUMM 101	Introduction to Humanities I	3	x	x	x	x	x	x	ND:HUM

HUMM 102	Introduction to Humanities	3	x	x	x	x	x	x	ND:HUM
HUMM 202	Fine Arts & Aesthetics	3	x	x	x	x	x	x	ND:HUM
LANG 121	Chippewa/Cree Language I	3	x	x	x	x	x	x	ND:HUM
LANG 122	Chippewa/Cree Language II	3	x	x	x	x	x	x	ND:HUM
LANG 125	Ojibwa Language I	3	x	x	x	x	x	x	ND:HUM
LANG 126	Ojibwa Language II	3	x	x	x	x	x	x	ND:HUM
SPAN 101	Spanish I	3	x	x	x	x	x	x	No
SPAN 102	Spanish II	3	x	x	x	x	x	x	No
FREN 101	French I	3	x	x	x	x	x	x	No
FREN 102	French II	3	x	x	x	x	x	x	No
MUSC 100	Music Appreciation	3	x	x	x	x	x	x	ND:HUM
MUSC 101	Fundamentals Of Music	3	x	x	x	x	x	x	No
MUSC 122	Music Theory I	3	x	x	x	x	x	x	ND:HUM
MUSC 123	Aural Skills I	1 to 3	x	x	x	x	x	x	ND:HUM
PHIL 101	Intro to Philosophy	3	x	x	x	x	x	x	No
VART 110	Introduction to the Visual Arts (ART)	3	x	x	x	x	x	x	ND:HUM
VART 122	Two-Dimensional Design (ART)	3	x	x	x	x	x	x	No
VART 130	Drawing I (ART)	3	x	x	x	x	x	x	ND:FA
VART 140	Crafts I (ART)	3	x	x	x	x	x	x	ND:HUM
VART 220	Painting I (ART)	3	x	x	x	x	x	x	ND:HUM
VART 225	Water Media I	3	x	x	x	x	x	x	No
VART 250	Ceramics I (ART)	3	x	x	x	x	x	x	ND:FA
VART 265	Sculpture (ART)	3	x	x	x	x	x	x	ND:HUM
VART 270	Printmaking I (ART)	3	x	x	x	x	x	x	ND:HUM

<b>Social Science</b>	<i>( 3 credits of Indian/Chippewa a History TMCC Requirement)</i>	<b>Credit Hours</b>	<b>BAS</b>	<b>AA</b>	<b>AS</b>	<b>AAS</b>	<b>DIPL</b>	<b>CERT</b>	<b>GERTA</b>
ANTH 171	Intro. Cultural Anthropology	3	x	x	x	x	x	x	No
HIST 101	Western Civilization I	3	x	x	x	x	x	x	ND:HIST
HIST 102	Western Civilization II	3	x	x	x	x	x	x	ND:HIST
HIST 103	U.S. History to 1877	3	x	x	x	x	x	x	ND:HIST
HIST 104	U.S. History since 1877	3	x	x	x	x	x	x	ND:HIST
HIST 220	North Dakota History	3	x	x	x	x	x	x	ND:HIST
HIST 251	Chippewa History I	3	x	x	x	x	x	x	ND:HIST
HIST 252	Chippewa History II	3	x	x	x	x	x	x	ND:HIST
HIST 261	Indian History to 1850	3	x	x	x	x	x	x	ND:HIST
ECON 105	Elements of Economics	3	x	x	x	x	x	x	No
ECON 201	Microeconomics	3	x	x	x	x	x	x	ND:SS
ECON 202	Macroeconomics	3	x	x	x	x	x	x	ND:SS
CJ 201	Intro to Criminal Justice	3	x	x	x	x	x	x	No
POLS 115	American Government & Politics	3	x	x	x	x	x	x	ND:SS
POLS 241	Indian Law I	3	x	x	x	x	x	x	ND:SS
POLS 287	Tribal Government	3	x	x	x	x	x	x	ND:SS
PSYC 111	Introduction to Psychology	3	x	x	x	x	x	x	ND:SS
PSYC 230	Educational Psychology	3	x	x	x	x	x	x	No
PSYC 250	Developmental Psychology	3	x	x	x	x	x	x	ND:SS
PSYC 270	Abnormal Psychology	3	x	x	x	x	x	x	No
SOCI 110	Introduction to Sociology	3	x	x	x	x	x	x	ND:SS
SOCI 270	Sociology of Indian Reservations	3	x	x	x	x	x	x	ND:SS
SOCI 271	Contemporary Indian Issues	3	x	x	x	x	x	x	ND:SS

SOCI 275	Native American Indian Studies	3	x	x	x	x	x	x	ND:SS
SWK 255	Social Work in Modern Society	4	x	x	x	x	x	x	No
SWK 257	Human Behavior in the Social Environment	3	x	x	x	x	x	x	No
<b>Math</b>		<b>Credit Hours</b>	<b>BAS</b>	<b>AA</b>	<b>AS</b>	<b>AAS</b>	<b>DIPL</b>	<b>CERT</b>	<b>GERTA</b>
MATH 103	College Algebra	4	x	x	x	x	x	x	ND:MATH
MATH 105	Trigonometry	3	x	x	x	x	x	x	ND:MATH
MATH 107	Pre-Calculus	4	x	x	x	x	x	x	No
MATH 111	Algebra I	3	x	x	x	x	x	x	No
MATH 112	Algebra II	3	x	x	x	x	x	x	No
MATH 165	Calculus I	4	x	x	x	x	x	x	No
MATH 166	Calculus II	4	x	x	x	x	x	x	No
MATH 265	Calculus III	4	x	x	x	x	x	x	No
MATH 210	Elementary Statistics I	3	x	x	x	x	x	x	ND:MATH
MATH 212	Statistics I	3	x	x	x	x	x	x	No
MATH 213	Statistics II	3	x	x	x	x	x	x	No
BOTE 108	Business Math	3				x	x	x	No
<b>Computer Science</b>		<b>Credit Hours</b>	<b>BAS</b>	<b>AA</b>	<b>AS</b>	<b>AAS</b>	<b>DIPL</b>	<b>CERT</b>	<b>GERTA</b>
CSCI 101	Introduction to Computers	3	X	x	x	x	x	x	ND:COMPSC
CIS 101	Computer Literacy	3				x	x	x	No
BOTE 127	Information Processing	3				x	x	x	No
BOTE 147	Word Processing	3				x	x	x	No
BOTE 247	Spreadsheet Applications	3				x	x	x	No
BOTE 257	Database Applications	3				x	x	x	No
BOTE 218	Desktop Publishing	3				x	x	x	No
CIS 265	Network Fundamentals	4				x	x	x	No

Science/Lab		Credit Hours		AA	AS	AAS	DIPL	CERT	GERTA
ASTR 110	Astronomy	4	X	x	x	x	x	x	ND:SCI ND:LABSC
BIOL 111	Concepts of Biology/Lab	4	X	x	x	x	x	x	No
BIOL 115	Human Structure & Function/Lab	4	X	x	x	x	x	x	No
BIOL 124	Environmental Science/Lab	4	X	x	x	x	x	x	ND:LABSC
BIOL 150	General Biology I/Lab	4	X	x	x	x	x	x	ND:LABSC
BIOL 151	General Biology II/Lab	4	x	x	x	x	x	x	ND:LABSC
BIOL 170	General Zoology I Lab	4	x	x	x	x	x	x	No
BIOL 202	Introductory Microbiology/Lab	4	x	x	x	x	x	x	ND:LABSC
BIOL 220	Anatomy & Physiology I/Lab	4	x	x	x	x	x	x	ND:LABSC
BIOL 221	Anatomy & Physiology II/Lab	4	x	x	x	x	x	x	ND:LABSC
BIOL 250	General Ecology/Lab	4	x	x	x	x	x	x	No
CHEM 110	Survey of Chemistry/Lab	4	x	x	x	x	x	x	No
CHEM 115	Introductory Chemistry/Lab	4	x	x	x	x	x	x	ND:LABSC
CHEM 116	Introduction to Organic & Biochemistry/	4	x	x	x	x	x	x	ND:LABSC
CHEM 121	General Chemistry I/Lab	4	x	x	x	x	x	x	ND:LABSC
CHEM 122	General Chemistry II/Lab	4	x	x	x	x	x	x	ND:LABSC
GEOG 121	Physical Geography/Lab	4	x	x	x	x	x	x	ND:SCI ND:LABSC
GEOG 134	Introduction to Global Climate	3	x	x	x	x	x	x	No
GEOL 101	Environmental Geology/Lab	4	x	x	x	x	x	x	No
GEOL 105	Physical Geology/Lab	4	x	x	x	x	x	x	ND:SCI ND:LABSC
GEOL 106	The Earth Through Time/Lab	4	x	x	x	x	x	x	No
PHYS 211	College Physics I	4	x	x	x	x	x	x	No
PHYS 212	College Physics II	4	x	x	x	x	x	x	ND:LABSC

**BAS – Bachelor of Arts – Bachelor of Science**

**A.A. – Associate of Arts Degree**

**A.S. – Associate of Science Degree**

**A.A.S– Associate of Applied Science Degree DIPL – Diploma**

**CERT – Certificate**

### **First Year Experience**

All first-time two-year Associate of Arts (A.A), and Associate of Science (A.S) degree-seeking students, will be required to complete the First Year Experience Seminar. Students register and complete the seminar in the first semester they enroll. The course orients students to college and examines topics that are important for student success and positive student outcomes.

Students who enroll in the two credit seminar:

- All first time, the first year, freshmen students.
- Any student with 11 or fewer credits, excluding Dual Credit students.
- Returning/Transfer students who have been out of school for seven years or more and have not earned a degree from Turtle Mountain Community College.

Students that will be exempt:

- Students who have earned a Bachelor’s degree or two-year Associates degree from an accredited institution of higher learning will not be required to complete the First Year Experience Seminar.

Associate of  
Arts  
Degree  
Program

**Department of Arts, Humanities and  
Social Science**

The Departments of Arts and Humanities, and Social Science offer curricula which give TMCC students a broad perspective of the world of knowledge while providing specific pre-professional curriculum sequences which may qualify the student for admission as a junior at the college to which he/she will transfer. Courses in these departments offer specific knowledge of Indian people, particularly the Turtle Mountain Chippewa. An Associate of Arts degree is awarded upon completion of the general education courses and the course electives.

## Social Science Curriculum Area

TMCC provides the general background for the following Social Science areas:

- Criminal Justice
- Social Work

### Suggested Curricula

The following curricula are suggested as aids in program planning and may be modified by the student in order to meet specific requirements of the intended four-year program at a university. Each student is urged to consult with an academic advisor early in his/her freshman year to plan an entire TMCC program with reference to a

specific four-year program at a university. An Associate of Arts Degree is awarded upon the completion of the basic curriculum leading to an Associate of Arts Degree.

#### CRIMINAL JUSTICE

CJ 201	Intro to Criminal Justice	3
CJ 230	Criminal Law	3
CJ 240	Policing	3
CJ 250	Criminological Theory	3
CJ 270	Juvenile Justice	3
POLS 115	American Government & Politics	3
PSYC 270	Abnormal Psychology	3

#### SOCIAL WORK

SOCI 110	Introduction to Sociology	3
PSYC 111	Introduction to Psychology	3
POLS 115	American Government & Politics	3
BIOL 111	Concepts of Biology	4
MATH 212	Statistics I	3
SOCI 275	Native American Indian Studies	3
SWK 255	Social Work in a Modern Society	4
SWK 257	Human Behaviors in the Social Environment	3

## Associate of Arts Degree – A.A.

The Associate of Arts (AA) degree program of study is intended to encourage exploration of academic options, provide a strong general education component, and prepare students to initiate upper-division work in baccalaureate programs or prepare for employment. A minimum of 61 and a maximum of 63 credit hours are required for completion of an associate degree. Courses can only be used once in this program.

### 1. Communications – 9 credits

- Composition is required – 6 credits, ENGL 110 & ENGL 120
- Public Speaking is required – 3 credits, COMM 110

### 2. Arts & Humanities – 12 credits, Use any AHU, ART, HUMM, LANG, MUSC, PHIL, ENGL (other than ENGL 110 & ENGL 120)

- Six (6) credits from LANG are required (LANG 121 and 122 or 125 and 126).

### 3. Social Sciences – 12 credits, Use any ECON, POLS, HIST, SOCI, PSYC

- Three credits from an American Indian History category are required (HIST 118, 251, 252, 261, 262, 296)

### 4. Health and Wellness – 2 credits, Use any HPER or NUTR

### 5. Math, Science & Engineering – 8-10 credits

- One Laboratory Science courses are required – 4 credits
- One/Two Mathematics course is required – 4/6 credits, MATH 103, MATH 111, MATH 112

### 6. Technology – 3 credits, CSCI 101 Introduction to Computers is required – 3 Credits

### 7. SOC 105 – First Year Experience – 2 credits

- Required for Freshmen entering TMCC

### 8. SOC 120 Transitions – Graduation & Beyond – 1 credit

- Student completes this seminar the semester they expect to graduate

### 9. Elective Courses – 12 credits – You may use any ENGL course (other than ENGL 110 & 120), AHU, ANTH, CJ, CSCI, ECON, FREN, HUMM, LANG, MUSC, POLS, PSYC (higher than PSYC 111), SOCI, SPAN, SWK, ACCT, BADM, BOTE

*\*Academic Skills Courses (ASC) below 100 or MATH 100 & Math 102 will not fulfill General Education requirements and cannot be included in the semester hours required for an Associate of Arts degree.*

*Earn a minimum cumulative grade point average (GPA) of 2.00 (“C” average).*

*Complete the Graduation Application for an Associate of Arts degree. See TMCC Academic Calendar for Due date.*

**BASIC CURRICULUM FOR ASSOCIATE OF ARTS DEGREE 2017- REQUIRED CREDITS: 61-63**

**Communication: 9 Credits (GE=9)**

Course #	Date	Grade	Credits
ENGL 110			3
ENGL 120			3
COMM 110			3

**Arts & Humanities: 12 Credits (GE=7)**

- Use any AHU, ART, HUMM, LANG, MUSC, ENGL PHIL (other than ENGL 110 & ENGL 120).

Course #	Date	Grade	Credits
LANG			3
LANG			3

**Social Sciences: 12 Credits (GE=9, including one PSYC)**

- Use any ECON, POLS, HIST, SOCI, PSYC  
 - 3 credits from an American Indian History Category is required

Course #	Date	Grade	Credits

**Health and Wellness: 2 Credits**

- Use any HPER or NUTR

Course #	Date	Grade	Credits

**Science & Engineering: 4 Credits (GE=4)**

-One Laboratory Science course is required – 4 credits

Course #	Date	Grade	Credits

**Math: 4/6 Credits (GE=3)**

-One/Two Mathematics courses required – 4/6 credits, MATH 103, MATH 111, MATH 112

Course #	Date	Grade	Credits
MATH 111			3
MATH 112			3

OR

Course #	Date	Grade	Credits
MATH 103			4

**Technology: 3 Credits (GE=3)**

Course #	Date	Grade	Credits

**Elective Courses: 12 Credits (GE=3)**

-You may use any ENGL course (other than ENGL 110 & 120), AHU, ANTH, CJ, ECON, FREN, HUMM, LANG, MUSC, POLS, PSYC, SOCI, SPAN, SWK, ACCT, BADM, BOTE

Course #	Date	Grade	Credits

**First Year Experience: 2 Credits**

- Required for freshmen entering TMCC

Course #	Date	Grade	Credits
SOC 105			2

**Transitions Graduation & Beyond: 1 Credits**

- Student completes this seminar the semester they expect to graduate

Course #	Date	Grade	Credits
SOC 120			1

*\*Academic Skills Courses (ASC) below 100 or MATH 100 & 102 will not fulfill General Education requirements and cannot be included in the semester hours required for an Associate of Arts degree.*

*- Earn a minimum cumulative grade point average (GPA) of 2.00 ("C" average).*

*Complete the Graduation Application for an Associate of Arts degree. See TMCC Academic Calendar for Due date.*

## Ogimaawi Leadership Associate of Arts Degree (AA)

The program is designed to provide students with the opportunity to acquire basic principles and skills in leadership involving non-traditional methods other than the classroom. The expectations are to understand the Turtle Mountain Band of Chippewa Indians culture interwoven throughout the curriculum, while showing students there is more to our world by civic engagement.

### Program Outcomes:

- Students will identify and develop personal strengths and weaknesses using a variety of leadership models.
- Students will define what leadership means to them in a Native American community and global world.
- Students will explain the TMBCI culture, origins, and traditions in an effort to teach and influence future generations.
- Students will assess community needs resulting in strengthening the economic and social system, while addressing the poverty crisis.
- Students will implement community service projects through civic engagement learning.
- Students will support the next generation of leaders by mentoring or recruiting program participants.

A minimum of 60 credit hours are required for completion of the Ogimaawi Leadership Associate of Arts degree. \*Denotes courses that are strongly recommended for this degree.

*To see list of transferrable courses, please refer to the GERTA Matrix located within the TMCC Catalogue.*

### 1. Communications – 9 Credits Required

- \*ENGL 110 Composition I (3)
- \*ENGL 120 Composition II (3)
- \*COMM 110 Fundamentals of Public Speaking (3)

### 2. Arts & Humanities – 12 Credits Required *\*listed courses are recommended*

- LANG 125 Ojibwa I (3)
- LANG 126 Ojibwa II (3)
- PHIL 210 Multicultural Ethics (3)
- AHU 256 Anishinabe Leadership (3)
- ENG 265 Native American Literature (3)

### 3. Social Sciences – 12 Credits Required

- \*SOC 270 Sociology of Indian Reservations (3)
- \*POL 115 American Government & Politics (3)
- \*POL 241 Indian Law I (3)
- \*POL 287 Tribal Government (3)
- \*SOC 110 Intro to Sociology (3)

4. Health and Wellness – 2 Credits Required

- \*HPER 108 Traditional Dance (2)

5. Math and Science – 10 Credits Required

- MATH 111 Algebra I (3)
- MATH 112 Algebra II or MATH 103 College Algebra (4)
- And*
- \*GEOL 101 Environmental Geology/Lab (4)
- Or*
- \*BIOL 124 Environmental Science/Lab (4)

6. Technology – 3 Credits Required

- \*CSCI 101 Intro to Computers (3)

7. \*SOC 105 – First Year Experience – (2) *Required of all First-Time, Freshmen Students Entering TMCC*

8. \*SOC 120 Transitions – Graduation & Beyond – (1) **Required** *student completes this seminar the semester he/she is expect to graduate.*

9. Required Core Courses – 9 Credits Required

- \*BADM 215 Leadership Development (3)
- \*HIST 296 History of the Turtle Mountain Band of Chippewa (3)
- \*LEAD 220 Internship in Leadership (3)

10. Electives – 6 credits Required

- LEAD 235 Cultural and Tribal Sovereignty (3)
- ECON 110 Elements of Economics & Tribal Economic Development (3)
- ENGL 130 Technical Writing (3)
- LEAD 180 Leadership Theory & Concepts (3)
- PHIL 102 Anishinabe Worldview Nanda-Nibwaakaawin (3)
- COMM 212 Interpersonal Communications (3)
- LEAD 235 Cultural & Tribal Sovereignty (3)
- SOCI 271 Contemporary Indian Issues (3)

## Anishinaabe Language Associate of Arts Degree (AA)

This Associate of Arts degree with an emphasis in the Anishinaabe Language offers the opportunity for students seeking to become fluent speakers and enter into the growing and much needed field of Immersion and/or language Education. Language will be taught using a variety of methods including, but not limited to: oral stories and lessons, songs, games, and through Immersion. Knowledge gained through these courses will empower the student to be able to speak and comprehend the Anishinaabe language in various settings. Completion of the program can lead to future employment in the areas of Education with an emphasis on becoming Immersion Teachers, Tribal Government, and Historical Research/Preservation.

### Program Outcomes

This Associate of Arts degree in the Anishinaabe Language offers the opportunity for students seeking to become fluent speakers.

- Identify the various aspects of the Anishinaabe cultural heritage which permeate the lifestyles of people living across Anishinaabe akiing (Ojibwe lands).
- Explain what made Anishinaabe communities in the past 100% self-sustainable and the cause and effect of how government policies systematically broke these communities down.
- Displays command of all of the basic syllables (sounds) in the Ojibwe language and can break down sentences from parts of a word to syllables within that word correctly.
- Demonstrates a fluent comprehension of “survival Anishinaabemowin” and is able to speak and understand phrases.
- Demonstrates ability to carry on a conversation with another Ojibwe speaker at the Intermediate level (based on ACTFL proficiency guidelines)

### Language Courses

LANG 125 Ojibwa I

LANG 126 Ojibwa II

LANG 299 Native Language Revitalization Case Studies and Planning I

PHIL 102 Anishinaabe Worldview Nanda-Nibwaakaawin

AHU 250 Anishinaabe Storytelling

AHU 254 Anishinaabe Cultural Involvement and Research

AHU 256 Anishinaabe Leadership

### 18 Required Credits

3 Credits

### Sample Two Year Sequence

**First Year/Fall**
**First Year/ Spring**

Course	Credits	Course	Credits
SOC 105 First Year Experience	2	ENGL 120 Composition II	3
ENGL 110 Composition I	3	MATH 112 Algebra II	3
MATH 103 or MATH 111 Algebra	3	BIOL Environmental Science/Lab	4
CSCI 114 Microcomputer Applications Packages	3	AHU 250 Anishinaabe Storytelling	3
PHIL 102 Anishinaabe Worldview Nanda-Nibwaakaawin	3	AHU 256 Anishinaabe Leadership	3
PE Elective	1		
<b>Total Credits</b>	<b>15</b>	<b>Total Credits</b>	<b>16</b>

**Second Year/Fall**
**Second Year/Spring**

Course	Credits	Course	Credits
COMM 110 Fundamentals of Public Speaking	3	SOCI 271 Contemporary American Indian Issues	3
SOCI 270 Sociology of the Indian Reservation	3	HIST 297 Turtle Mountain Band Of Chippewa History and Culture	3
LANG 161 Conversational Anishinaabemowin I w/lab	4	LANG 162 Conversational Anishinaabemowin II w/lab	4
AHU 254 Anishinaabe Cultural Involvement/Research	3	LANG 299: Capstone	3
POLS 284 Federal Indian Policy	3	PE Elective	1
		SOCI 120 Transitions- Graduation and Beyond	1
<b>Total Credits</b>	<b>16</b>	<b>Total Credits</b>	<b>15</b>

# Associate of Science Degree Program

## Department of Science, Math and Engineering

The department of Science and Math offers an Associate of Science Degree. The curricular program includes the general education courses, as well as particular emphasis on specific science, Math, computer science and engineering courses. As with the other departments, localization and inclusion of the Indian cultural concerns are the unique curricular thrusts of this department.

The college can provide the general background for the following mathematics, engineering and science areas:

- Pre-Nursing
- Pre-Engineering
- Pre-Wildlife Management

### Suggested Curricula

The following curricula **are suggested as aids in program planning** and may be modified by the student in order to meet specific requirements of the intended four-year program at a university.

Each student is urged to consult with an academic advisor early in his/her freshman year to plan an entire TMCC program with reference to a specific four-year program at a university. An Associate of Science Degree is awarded upon the completion of the basic curriculum leading to an Associate of Science Degree.

### PRE-NURSING (Transferring to a FOUR--YEAR program)

CHEM 115	Introductory Chemistry/Lab	4
CHEM 116	Organic & Biochem/Lab	4
BIOL 220	Anatomy & Phys. I/ Lab	4
BIOL 221	Anatomy & Phys. II/Lab	4
BIOL 202	Intro to Microbiology/Lab	4
NUTR 240	Nutrition	3
NURS 100	Nursing Assistant	

### PRE-ENGINEERING

ENGR 115	Intro to Engineering w/CADD	4
MATH 129	Linear Algebra	2
ENGR 201	Statics	3
ENGR 202	Dynamics	3
MATH 166	Calculus II	4
ME 223	Mechanics of Materials	3
MATH 265	Calculus III	4
PHYS 251	University Physics I	4
PHYS 252	University Physics II	4
MATH 266	Intro to Differential Equations	3

### PRE-WILDLIFE MANAGEMENT

MATH 112	College Algebra II	3
FWLD 121	Intro to Fish & Wildlife Management	3
FWLD 122	Wildlife & Fisheries Techniques	3
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
BIOL 170	General Zoology I/Lab	4
CJ 201	Intro to Criminal Justice	3
CJ 210	Intro to Fish and Wildlife Law Enforcement	3
CJ 230	Criminal Law	3
BIOL 250	General Ecology/Lab	4

# Associate of Science Degree – A.S.

The Associate of Science (AS) degrees are called “transfer” degrees because they satisfy the lower division general education requirements for a baccalaureate degree at all North Dakota State Institutions of Higher Education. A minimum of 62 and a maximum of 64 credit hours are required for completion of an associate science degree. Be aware that the completion of an AS degree does not guarantee automatic acceptance into any specific major at other colleges and universities; some four-year major programs are restricted and require special application as well as a competitive GPA. TMCC faculty continually strive to articulate course offerings with other institutions both within North Dakota. TMCC Academic Advisors and advisors at the student’s intended receiving institution can assist students with specific course transfer and articulation information. Courses can only be utilized once in this program of study.

1. Communications – 9 credits
  - Composition is required – 6 credits, ENGL 110 & ENGL 120
  - Public Speaking is required – 3 credits, COMM 110
2. Arts & Humanities – 9 credits Use any AHU, ART, HUMM, LANG, MUSC, PHIL, ENGL (other than ENGL 110 & ENGL 120).
  - Six (6) credits from LANG are required (LANG 121 and 122 or 125 and 126).
3. Social Sciences – 12 credits, Use any ECON, HIST, POLS, PSYC, SOCI
  - Three credits from an American Indian History category are required (HIST 118, 251, 252, 261, 262, 296)
4. Health and Wellness – 2 credits, USE any HPER or NUTR
5. Science and Math– 16-18 credits
  - Three Laboratory Science courses are required – 12 credits
  - One/Two Mathematics course is required – 4-6 credits, MATH 103 or MATH 111 & MATH 112
6. Technology – 3 credits -CSCI 101 Introduction to Computers is required – 3 credits
7. SOC 105 – First Year Experience – 2 credits
  - Required for Freshmen entering TMCC
8. SOC 120 Transitions – Graduation & Beyond -1-credit
  - Student completes this seminar the semester they expect to graduate
9. Elective Courses – 8 credits, Use Science/Lab, Math, or Engineering

*\*Academic Skills Courses (ASC) below 100 or MATH 100 & MATH 102 will not fulfill General Education requirements and cannot be included in the semester hours required for an Associate of Arts degree.*

*Earn a minimum cumulative grade point average (GPA) of 2.00 (“C” average).*

*Complete the Graduation Application for an Associate of Science degree. See TMCC Academic Calendar for Due date.*

**BASIC CURRICULUM FOR ASSOCIATE OF SCIENCE  
DEGREE 2017 CATALOG**

**REQUIRED CREDITS: 62-64**

**Communication: 9 Credits (GE=9)**

Course #	Date	Grade	Credits
ENGL 110			3
ENGL 120			3
COMM 110			3

**Arts & Humanities: 9 Credits (GE=7)**

- Use any AHU, ART, HUMM, LANG, MUSC, ENGL PHIL (other than ENGL 110 & ENGL 120).

Course #	Date	Grade	Credits
LANG			3
LANG			3

**Social Sciences: 12 Credits (GE=9, including one PSYC)**

- Use any ECON, POLS, HIST, SOCI, PSYC  
- 3 credits from an American Indian History Category is required

Course #	Date	Grade	Credits

**Health and Wellness: 2 Credits**

- Use any HPER or NUTR

Course #	Date	Grade	Credits

*\*Academic Skills Courses (ASC) below 100 or MATH 100 & 102 will not fulfill General Education requirements and cannot be included in the semester hours required for an Associate of Science degree. Earn a minimum cumulative grade point average (GPA) of 2.00 ("C" average).*

*Complete the Graduation Application for an Associate of Science degree. See TMCC Academic Calendar for Due date.*

**Science & Engineering: 12 Credits (GE=4)**

-Three Laboratory Science courses are required – 12 credits

Course #	Date	Grade	Credits

**Math: 4/6 Credits (GE=3)**

-One/Two Mathematics courses required – 4/6 credits, MATH 103, MATH 111, MATH 112

Course #	Date	Grade	Credits
MATH 111			
MATH 112			3

OR

MATH 103			4
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**Technology: 3 Credits (GE=3)**

Course #	Date	Grade	Credits
CSCI 101			

**Elective Courses: 8 Credits (GE=3)**

Use Science/Lab, Math, or Engineering

Course #	Date	Grade	Credits

**First Year Experience: 2 Credits**

- Required for freshmen entering TMCC

Course #	Date	Grade	Credits
SOC 105			2

**Transitions Graduation & Beyond: 1 Credits**

- Student completes this seminar the semester they expect to graduate

Course #	Date	Grade	Credits
SOC 120			1

**ASSOCIATE OF SCIENCE  
NATURAL RESOURCE MANAGEMENT  
Program Outcomes**

Students will be able to:

1. Explain core concepts for biological literacy including: biological structure-function relationships; pathways and transformations of energy and matter; interconnectedness and interactions of living systems.
2. Demonstrate skills in effective use of quantitative data and qualitative data
  - Understand how mathematical tools can be used to describe complex living systems
  - Practice using quantitative and qualitative data to address biological problems
3. Demonstrate how integrating across branches of Science can lead to greater insights into biological processes and Natural Resources Management
4. Understand that other disciplines, including communication and social science, can inform our understanding of our natural environment.
5. Demonstrate the ability to apply vector data model and raster data model to geographic landscapes and present their models using cartographic principles utilizing GIS.
6. Demonstrate and articulate the development, implementation, and research findings of their own project.

Students who prefer to earn an A.S. in NRM to become a technician should follow this program. Students who wish to transfer to another institution for a B.S. should meet with their advisor to discuss recommended courses before transferring.

<b>Program Requirements</b>	<b>Credits</b>	<b>Program Requirements</b>	<b>Credits</b>
<u>Communication</u>	<u>9 Credits</u>	<u>Social Science</u>	<u>6 Credits</u>
ENGL 110 Composition I	3	American Indian History Course	3
ENGL 120 Composition II	3		
COMM 110 Public Speaking	3	<u>Arts and Humanities</u>	<u>9 Credits</u>
		LANG 125 Ojibwe Language I	3
<u>Mathematics</u>	<u>4-6 Credits</u>	LANG 126 Ojibwe Language II	3
Math 103 College Algebra	4	HUMM 190 Traditional Plants	3
or			
Math 111 Algebra I	3	<u>SOCI 105 First Year Experience</u>	<u>2 Credits</u>
Math 112 Algebra II	3	(Required for Freshman)	
		<u>SOCI 120 Graduation and Beyond</u>	<u>1 Credits</u>
<u>Laboratory Science</u>	<u>20 Credits</u>	(Required for Graduation)	
<b>Earth Science</b>		<u>Technology</u>	
GEOL 105 Physical Geology	4	CSCI 101 Intro to Computers	3
<b>Life Science</b>			
BIOL 123 Intro to Research Method	4	<u>Core Courses</u>	<u>7 Credits</u>
BIOL 151 General Biology II	4	GISGPS 110	3
<b>Environmental Science</b>		NRM 150 NRM Orientation	1
BIOL 124 Environmental Science	4	NRM 200-Turtle Mtn Systems	3
<b>Physical Science</b>			
CHEM 115 Introductory Chemistry			
<u>Health and Wellness</u>	<u>2 Credits</u>		
HPER 210 First Aid/CPR			

**Teacher  
Education  
Department**

- Contact Information  
Dr. Teresa Delorme, Director  
Teacher Education  
[tdelorme@tm.edu](mailto:tdelorme@tm.edu)  
(701)477-7826  
Office: Room 219

## **The Department of Teacher Education**

### **Bachelor Degrees in Elementary Education, Early Childhood and Secondary Science**

The Department of Teacher Education offers three Bachelor of Science Degrees: Early Childhood Education, Elementary Education and Secondary Science. These degree programs are designed around a cohort model, highlighting the importance of collaboration and teamwork as necessary preludes to being change agents dedicated to culturally responsive teaching. The hope is that the Teacher Candidates will emerge from our Teacher Education Program well-equipped to meet the needs of all students.

#### **Our Mission:**

##### ***Culturally Responsive Teaching***

You will find that the fabric and soul of the educational philosophy of the Teacher Education Department is formed around culturally responsive teaching as a way to initiate a complete and radical transformation of an educational system so that the student is the central focus of teaching and learning.

We believe that culturally responsive teachers will be better prepared to address the problems faced by our indigenous people. We hope this will bring about a change in self-perception, and foster a renewed sense of identity. Even more than that, we believe that as a culturally responsive teacher, you will be better equipped to respond to the needs of all students in any setting.

#### **Our Vision:**

##### ***Agents of Change through Best Teaching Practices***

You will emerge from our Teacher Education Program well-equipped to meet the needs of all your students because multicultural education is taken to heart with inclusiveness being a key element of our program. You will learn how to adapt your teaching strategies, to use exploration

and inquiry based activities, thus you will entice your students to journey into a learner-centered world of discovery. The difference in atmosphere will be palpable as each student will self-pace his/her learning to fit personal levels of comfort, and as you respectfully accommodate those learning styles. You will create classrooms where students are finally free to find satisfaction in setting personal challenges with you as mentor and guide who will make the necessary adjustments to facilitate success. It is our intent that you will bear the pride of bringing about a complete transformation in the way teachers teach and the students learn.

Students may declare a Bachelors' of Science in Early Childhood Education (K-3), Elementary Education (1-6) or Secondary Science Education (7-12) as their curriculum of study upon admission to the college. Upon completion of the General Education Requirements, a student may then apply for admission into the teacher education program. Admission requires three letters of recommendation, 2.5 GPA, a statement of educational philosophy, resume, and official transcripts. Evaluation of this packet is conducted by an admissions committee within the teacher education department. Students who meet all of these preliminary objectives are asked for a personal interview for final selection. For more information on the Bachelor's programs of study please refer to the TMCC website: [www.tm.edu](http://www.tm.edu).

The TMCC baccalaureate degree in Early Childhood Education is a career-oriented program that prepares students to be effective teachers of young children from birth through age eight or third grade. Graduates must be competent to meet the developmental needs of children and families and the programming needs of a high quality early childhood education program. The curriculum is aligned with North Dakota and National Council for Accreditation of Teacher Education (NCATE) standards in order to ensure consistency across both agencies. In addition, the program is aligned with the National Association for the Education of Young Children (NAEYC) standards for early childhood professional preparation programs

## Elementary Education Pre-Requisites (59-60 Credits Total)

### English (9 Credits)

ENGL 110	College Composition I	3
ENGL 120	College Composition II	3
ENGL 238	Children Literature	3

### Math (7 Credits Min.)

MATH 111	College Algebra I	3
MATH 112	College Algebra II or	3
MATH 103	University Algebra	4
MATH 277	Math for Teachers	3

### Science (14 Credits Min.)

ASTR 110	Principles of Astronomy	4
GEOL	Geology with Lab	4
BIOL	Biology with Lab	4
CHEM	Physical Science-Elective	4

### Physical Education (2 Credits)

HPER 210	First Aid/CPR	2
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### Social Science (3 Credits)

PSYC	111 or Higher	3
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### History (6 Credits)

HIST 104	U.S. History Since 1877	3
HIST 251	Chippewa History I	3

### Arts and Humanities (9 Credits)

HUMM 202	Fine Arts & Aesthetics	3
LANG	Native Language Elective (LANG 121 & 122 or 125 & 126)	6

### Other Courses Required (9-10 Credits)

COMM 110	Fundamentals of Public Speaking	3
GEOG	Course	3-4
SOCI 105	First Year Experience	2
SOCI 120	Graduation & Beyond	1

## Elementary Education (68 Credits Total)

### Education Credits

EDUC 235	Prep for Praxis I	1
EDUC 236	Prep for Praxis II	1
EDUC 300	Educational Technology	2
EDUC 310	Intro to Exceptional Learner	3
EDUC 320	Native Issues in Education	3
EDUC 321	Multicultural Ed/Human Div.	3
EDUC 325	Writing for Elementary Teachers	3

EDUC 329	Curriculum Planning & Eval.	3
EDUC 330	Foundations of Education	3
EDUC 331	Learning Environments Elem.	3
EDUC 350	Practicum I	1
PSYC 353	Child Adolescent Psychology	3
EDUC 360	Practicum II	1
EDUC 402	Foundations of Reading & Reading Diagnostics	4
EDUC 403	Social Studies Methods/ Materials	3
EDUC 404	Music Methods/Materials	2
EDUC 405	Math Methods/Materials	3
EDUC 406	Science Methods/Materials	2
EDUC 407	Creative Arts Methods/ Materials	3
EDUC 408	Health & PE Methods/ Materials	2
EDUC 409	Materials for Lang Arts	3
EDUC 410	Educational Assessment	3
EDUC 414	Student Teaching	12
EDUC 415	Student Teaching Seminar	1

*127-128 Credits needed for BS Degree*

## Early Childhood Education Pre-Requisites (65 Credits Total)

### English (9 Credits)

ENGL 110	College Composition I	3
ENGL 120	College Composition II	3
ENGL 238	Children Literature	3

### Math (7 Credits Min.)

MATH 111	College Algebra I	3
MATH 112	College Algebra II or	3
MATH 103	University Algebra	4
MATH 277	Math for Teachers	3

### Science (14 Credits Min.)

ASTR 110	Principles of Astronomy	4
GEOL 105	Physical Geology/Lab	4
BIOL	Biology with Lab	4
CHEM	Physical Science-Elective	4

### Physical Education (2 Credits)

HPER 210	First Aid/CPR	2
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### History (6 Credits)

HIST	Elective	3
HIST 251	Chippewa History I	3

**Social Science (3 Credits)**

PSYC	111 or Higher	3
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**Arts & Humanities (9 Credits)**

HUMM 202	Fine Arts & Aesthetics	3
LANG	Native Language Elective (LANG 121 & 122 or 125 & 126)	6

**Other Courses Required (9 Credits)**

COMM 110	Fundamentals of Public Speaking	3
GEOG	Elective	3
SOCI 105	First Year Experience	2
SOCI 120	Graduation & Beyond	1

**Teacher Education (6 Credits)**

PSYC 353	Child/Adolescent Psych	3
ECE 310	Intro to Early Childhood Educ	3

**Early Childhood Education Major Program of Study (79 Credits Total)**

ECE 311	Observation, Documentation and Assessment	3
ECE 313	Language Development and Emerging Literacy	3
ECE 320	Infant & Toddler Development & Learning	3
ECE 329	EC Curriculum, Planning Dev. Play & Evaluation	3
ECE 336	SOC/EM Development & Guidance of Young Children	3
ECE 337	Pre-School Children with Special Needs	3
ECE 338	Family & Community Relations	3
ECE 350	Early Childhood Practicum I	1
ECE 360	Early Childhood Practicum II	1
ECE 411	Pre-Kindergarten Method & Materials	2
ECE 412	Kindergarten Methods & Materials	2
ECE 413	Administrative Leadership in Early Childhood	3
ECE 414	Student Teaching Pre-K-6	6
ECE 415	Student K-3	6
ECE 416	Student Teaching Seminar	1
EDUC 235	Preparation for Praxis I	1
EDUC 236	Preparation for Praxis II	1
EDUC 300	Educational Technology	2
EDUC 310	Intro to Exceptional Learner	3
EDUC 320	Native Issues in Education	3
EDUC 325	Writing for Elementary Teachers	3

EDUC 321	Multicultural Education & Human Diversity	3
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EDUC 325	Writing for Elementary Teachers	3
EDUC 330	Foundations of Education	3
EDUC 402	Foundations of Reading & Reading Diagnosis	3
EDUC 403	Social Studies Methods & Materials	3
EDUC 405	Math Methods & Materials	2
EDUC 406	Science Methods & Materials	2
EDUC 409	Methods & Materials for Language Arts	3

**144 Credits needed for BS in ECE****Secondary Education Pre-Requisites (137 Credits Total)****General Education (68 Credits)****English (9 Credits)**

ENGL 110	College Composition I	3
ENGL 120	College Composition II	3
COMM 110	Fundamentals of Public Speaking	3

**Math (12 Credits)**

MATH 111	Algebra I and	3
MATH 112	Algebra II or	3
MATH 103	University Algebra	4
MATH	Statistics	2
MATH 105	Trigonometry OR	4
MATH 107	Pre-Calculus	4

**Science (24 Credits)**

GEOL 106	Earth through Time	4
BIOL 150	Gen. Biology I/Lab	4
BIOL 151	Gen. Biology II/Lab	4
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
PHYS 211	College Physics/Lab	4
ASTR 110	Principles of Astronomy	4

**History (6 Credits)**

HIST	Elective	3
HIST 251	Chippewa History I	3

**Humanities (6 Credits)**

LANG	Native Lang. Elective (LANG 121 & 122 or 125 & 126)	6
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**Physical Ed (2 Credits)**

HPER 210	First Aid/CPR	2
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**Social Science (3 Credits)**

PSYC 111	or higher	3
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**Other Courses Required (6 Credits)**

SOCI 105	First Year Experience	2
SOCI 120	Graduation & Beyond	1

PHYS 412 Astronomy Instruments  
MATH 165 Calculus

4

**Secondary Science Education Credits (69 Credits)**

EDUC 310	Intro to Exceptional Learner	3
EDUC 321	Multicultural Education & Human Diversity	3
EDUC 325	Writing for Elementary Teachers	3
EDUC 330	Foundations of Education	3
EDUC 300	Educational Technology	2
EDUC 320	Native Issues in Education	3
PSYC 353	Child & Adolescent Psych	3
EDUC 329	Curriculum Planning & Eval	3
EDUC 470	Methods of Secondary Science	3
EDUC 375	Reading in the Content Area	2
EDUC 350	Practicum I	1
EDUC 235	Preparation for PRAXIS I	1
EDUC 236	Preparation for PRAXIS II	1
EDUC 360	Practicum II	1
EDUC 414	Student Teaching	12
EDUC 415	Student Teaching Seminar	1

**Chemistry (8 Credits)**

CHEM 240	Survey of Organic Chemistry	3
CHEM 333	Forensic Chemistry/Lab	4
CHEM 380	Environmental Chemistry	4
CHEM 431	Analytical Chemistry	2
CHEM 301	Biochemistry	3
MATH 165	Calculus I	4

**Biology (8 Credits)**

BIOL 363	General Entomology/Lab	4
BIOL 220	Anatomy/Physiology I/Lab	4
BIOL	Electives	

**Geology (4 Credits)**

GEOL 105	Physical Geology/Lab	4
GEOL 200	Intro to Meteorology	3
GEOL 320	Oceanography	3
GEOL 410	Sed/Strat	3
GEOL 450	Sedimentary/Stratigraph/Lab	4
GEOL 101	Environmental Geology/Lab	4

**Physics (4 Credits)**

PHYS 212	College Physics II	4
PHYS 275	Planetary Science	4
PHYS 310	Philosophy Issues	
PHYS 321	Optics	
PHYS 405	Advanced Physical Science	4

# **Career & Technical Education**

# Career & Technical Education



- Sheila Trottier, CTE Director  
[strottier@tm.edu](mailto:strottier@tm.edu)  
(701)477-7879  
Room 111I

Turtle Mountain Community College's Career and Technical Education Department was established in 1976 as a culturally based local program to address the career training needs of the tribal membership. Turtle Mountain Community College's Career and Technical Education program is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and is certified by the North Dakota State Board for Career and Technical Education.

The program offers culturally based educational opportunities that include single skill/competency based programs, industry recognized credentials and the option to earn stackable credentials.

Students can earn a certificate, and/or an associate of applied science degrees.

## Specific purposes and objectives of the Career and Technical Education Department are:

- To give a solid foundation of technical courses which provide the student with marketable employment skills;
- To provide general education courses that give balance to the student's education;
- To enhance/expand skills to attain promotions;
- To develop positive attitudes and practical applications in human relations as required in our socio-economic area; and
- To meet the employment, labor market and economic needs on the Reservation and in the surrounding communities.

## General Education Requirements

A student who is seeking an Associate of Applied Science degree from Turtle Mountain Community College Career and Technical Education Department must satisfy the minimum general education credit requirement of 15 Credits.

## Associate of Applied Science Degree Programs

- Accounting Technician
- Building Construction Technology
- Business Administration
- Clinical/Medical Lab Technician
- Computer Support Specialist
- Heating, Ventilation, and Air Conditioning
- Medical Administrative Assistant
- Power Plant Technology
- Process Plant Technology
- Residential Electrical Technology

## Certificate Programs

A certificate is awarded to qualified students who successfully complete an approved program of study of one year or less.

- Accounting Technician
- Building Construction Technology
- Casino Management
- Commercial Vehicle Operations (CVO)
- Computer Support Specialist
- Concrete Technology
- Entrepreneurship
- Heating, Ventilation, and Air Conditioning
- Heavy Equipment Operator
- Machine Technology
- Medical Exercise Specialist
- Oilfield Operations
- Patient Access Specialist
- Personal Training
- Phlebotomy Technician
- Plumbing Technology
- Prevention & Care of Athletic Injuries
- Process Plant Technology
- Residential Electrical Technician
- Sports Nutrition
- Welding Technology
- Welding Technology-Pipe

## Accounting Technician Associate of Applied Science (A.A.S)

- Contact Information  
(701) 477-7859  
Office 111E

The Accounting Technician Program is a very challenging program designed to train accounting technicians who generally work in bookkeeping/accounting operations in business or accounting departments or as para-professionals assisting professional accountants. Coursework includes courses in accounting theory, computer technology, and general education that are designed to assure graduates possess the skills necessary to clearly communicate the results of their work, both orally and in writing. Students will become proficient in the latest computerized accounting applications and other prominent software used in the accounting field.

Upon successful completion of this program, students will be able to do the following:

- Perform accounting procedures including journalizing transactions, preparing financial statements, and completing bank reconciliation.
- Effectively use QuickBooks and Microsoft Office software to create reports, perform financial transactions, and complete tasks typically found in a business environment.
- Prepare payroll reports in compliance with federal, state and local tax law.
- Classify this information and maintain records for future analysis and tax purposes.
- Communicate key accounting information effectively and precisely.
- Act independently and as a team member to complete required projects and tasks effectively and within stated deadlines with confidence, competence, and professionalism.

### Required Courses

ACCT 102	Fundamentals of Accounting	3
ACCT 161	Internship	2
ACCT 200	Elements of Accounting I	3
ACCT 201	Elements of Accounting II	3
ACCT 212	Payroll Accounting	3
ACCT 218	Computer Applications in Business	3
BADM 201	Principles of Marketing	3
BADM 202	Principles of Management	3
BADM 215	Leadership Development	3
BADM 224	Management Information Systems	3
BOTE 107	Customer Service Strategies	3
BOTE 108	Business Math	3
BOTE 127	Information Processing	3
BOTE 161	Internship	2
BOTE 177	Job Readiness	1
BOTE 211	Business Communications	3
BOTE 247	Spreadsheet Applications	3
CIS 274	Project Management	3

### Related General Education Courses

COMM	Communication Requirement (See GEN ED Matrix)	6
PSYC 100	Human Relations in Organizations	
<b>Or</b>		
PSYC 111	Intro to Psychology	3
	General Education Electives (See Gen. Ed Matrix)	6

**Total Required Credits 63**

## Building Construction Technology Associate of Applied Science (A.A.S)

- Contact Information  
Ron Parisien / Luke Baker, Instructors  
[rparisien@tm.edu](mailto:rparisien@tm.edu) / [lbaker@tm.edu](mailto:lbaker@tm.edu)  
(701) 477-7936 / (701) 477-7900  
CTE Building

### Career Opportunities

Positions leading to supervisor, contractor, construction technician, or construction superintendent. These positions require, in addition to this degree, suitable job experience.

According to [jobsnd.com/labor-market-information](http://jobsnd.com/labor-market-information), an entry level position wage in North Dakota in the Building Construction trades industry is approximately \$25,080 annually. While the average annual wage for this type of job is \$31,640. Upon gaining experience in this field, you can hope to earn as much as \$34,920 annually. Even more promising is the opportunity to become a supervisor of your job site, where the average annual wage is approximately \$47,620, with the potential to earn \$55,350 per year with supervisory experience.

### Required Courses

BCT 103	Construction Blueprints	3
BCT 105	Core Curriculum	2
BCT 110	Construction Math	2
BCT 115	Site Layout/Concrete Form Construction	2
BCT 120	Framing Principles & Methods	3
BCT 125	Framing Shop I	4
BCT 130	Exterior Finish Theory & Lab	3
BCT 135	Framing Shop II	4
BCT 144	Construction Estimating	3
BCT 145	Interior Finish Theory & Shop I	4
BCT 147	Construction Estimating II	3
BCT 148	Interior Finish Theory & Shop II	4
BCT 161	Internship (Two 2 credit courses)	4
BCT 175	Energy Efficient & Green Construction	3
BCT 177	Job Readiness	1
BCT 190	Weatherization & Renovation Theory	3
SAFT 110	OSHA 10-Hour Construction Industry	1

### Related General Education Courses

CIS 101	Computer Literacy or CSCI 101 Intro to Computers	3
COMM	Communication Requirement (See GEN ED Matrix)	3
PSYC 100	Human Relations in Organization	
	<b>Or</b>	
PSYC 111	Intro to Psychology	3
	General Education Electives (See Gen. Ed Matrix)	6

**Total Required Credits 64**

## Business Administration Associate of Applied Science (A.A.S)

- o Contact Information  
(701) 477-7859  
Office 111E

The Associate of Applied Science in Business degree program provides students the general education, business, and technical workplace skills necessary for success. This program prepares graduates for entry-level business management positions and promotes expansion of the skills and knowledge of individuals currently employed. The program prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

It provides knowledge of the business world to enable students to function effectively within large and small corporations and also in non-profit organizations, tribal entities and government agencies. Program completion will prepare individuals seeking advanced degrees and knowledge of business.

At the completion of this program, the student will demonstrate:

- Demonstrate critical thinking in business
- Demonstrate working knowledge of financial statements
- Explain the role of marketing
- Demonstrate knowledge of fundamental business concepts and principles;
- Discuss and analyze issues related to global & tribal economics
- Communicate effectively with accurate 'business' terminology in written and/or oral form, with a demonstrated proficiency in the use of technology.

### Required Courses

ACCT 102	Fundamentals of Accounting	3
ACCT 200	Elements of Accounting I	3
ACCT 201	Elements of Accounting II	3
ACCT 215	Legal Environment of Business	3
BADM 201	Principles of Marketing	3
BADM 202	Principles of Management	3
BADM 215	Leadership Development	3
BADM 224	Management Information Systems	3
BOTE 108	Business Math	3
BOTE 161	Internship	2
BOTE 177	Job Readiness	1
BOTE 211	Business Communications	3
BOTE 224	E-Business	3
BOTE 247	Spreadsheet Applications	3
CIS 274	Project Management	3
ECON 201	Principles of Microeconomics	3
ECON 202	Principles of Macroeconomics	3

### Related General Education Courses

COMM 110	Fundamentals of Public Speaking	3
ENGL 110	Composition I	3
ENGL 120	Composition II	3
	General Education Electives	6
(See Gen. Ed Matrix)		

### Total Required Credits

**63**

## Clinical/Medical Lab Technician Associate of Applied Science (A.A.S)

### o Contact Information

Wayne Olson,  
Instructor  
[wcolson@tm.edu](mailto:wcolson@tm.edu)  
(701)477-7867 ext.  
2905  
Allied Health Building

The Medical Lab Technician Program provides a curriculum for a two-year Associate of Applied Science degree. Students will be trained as competent Clinical Laboratory Technicians with the knowledge and skills necessary to demonstrate entry level proficiency in all areas of laboratory science. The program follows the requirements put forth by the National Accrediting Agency for Clinical Laboratory Science (NAACLS) 5600 N. River Rd. 720 Rosemont, IL. 60018 (773) 714- 8880. The Minimum qualification to complete an AAS degree for a Clinical Laboratory Technician is a 2.0 GPA or better in all Curriculum requirements of the program. Upon successful completion of all program requirements students will earn an AAS degree. They are then eligible to take a national board of certification exam. Passing a certification exam is not contingent on receiving their degree. (This program also offers the number of credits to fulfill transferability into a four-year laboratory science program.)

According to [jobsnd.com/labor-market-information](http://jobsnd.com/labor-market-information), an entry level position wage in North Dakota as a Clinical/Medical Lab Technician (MLT) is approximately \$33,040 annually.

While the average annual wage for an MLT is \$37,450. Upon gaining experience in this field, you can hope to earn as much as \$39,650 annually.

## Required Courses

BIOL 115	Human Structure and Function (or BIOL 220 Anatomy & Physiology)	4
BIOL 150	General Biology I/Lab	4
BOTE 171	Medical Terminology	3
CHEM 115	Introduction to Chemistry	4
CLS 103	Phlebotomy	4
CLS 106	Clinical Seminar	1
CLS 113	Urinalysis and Body Fluid	2
CLS 115	Clinical Parasitology	1
CLS 225	Hematology and Coagulation	3
CLS 201	Immunology	3
CLS 215	Clinical Internship I	6
CLS 235	Clinical Chemistry	3
CLS 240	Immunohematology	4
CLS 245	Clinical Microbiology	3
CLS 254	Clinical Internship II	4
CLS 256	Clinical Internship III	6
CLS 257	Capstone	4
ENGL 110	Composition I	3
HIST 251	Chippewa or Indian History	3
HPER 210	First Aid/CPR	2
MATH 111	College Algebra I	3

**Total Required Credits** **70**

## Computer Support Specialist Associate of Applied Science (A.A.S)

- o Contact Information  
Marlin Allery, Instructor  
[mallery@tm.edu](mailto:mallery@tm.edu)  
(701)477-7992  
Room 210

The Computer Support Specialist program provides two years of technical computer education, leading to an Associate in Applied Science degree. Students will be prepared to work in various technical settings.

### Career Opportunities

With a Computer Support Specialist Certificate/Degree from TMCC you can seek employment providing help and advice to people and organizations using computer software or equipment. Some, called technical support specialists, support information technology (IT) employees within their organization. Others, called help-desk technicians, assist non-IT users who are having computer problems. Computer support specialists work in many different industries, including IT, education, finance, health care, and telecommunication.

A computer support specialist must have strong problem-solving capabilities, excellent written and oral communications skills, ability to work with a wide range of people of varying degrees of technical expertise, and must be detail oriented.

According to PayScale.com, a Computer Support Specialists can expect to earn around \$28,640 to \$55,254 a year, as of 2013.

### Required Courses

Students must select 49 credits from the following list of courses and complete the general education requirements for this program to earn an Associate of Applied Science Degree.

Students must complete 25 credits from the following list of core courses and 8 general education credits to earn a 9-month Certificate.

CIS 104	Microcomputer Database	3
CIS 128	Microcomputer Hardware I	3
CIS 129	Microcomputer Hardware II	3
CIS 147	Principles of Information Security	3
CIS 162	Operating Systems	3
CIS 164	Networking Fundamentals I	4
CIS 165	Networking Fundamentals II	4
CIS 177	Job Readiness	1
CIS 180	Creating Web Pages I	3
CIS 181	Creating Web Pages II	3
CIS 201	Cascading Style Sheets	3
CIS 211	Web Plan & Design	3
CIS 215	Microsoft Windows Server	3
CIS 216	MS Planning MS Network Infrast.	3
CIS 217	Virtualization	3
CIS 218	Implementing MS Server Network	3
CIS 232	Graphic Design	3
CIS 233	Vector Graphics/Web Animation	3
CIS 267	Intermediate Networking I	4
CIS 268	Intermediate Networking II	4
CSCI 122	Beginning Basic/Visual Basic	3
CSCI 124	Intro to Programming in Java	3
CSCI 160	Computer Science I	4
CSCI 161	Computer Science II	4
CSCI 162	Internship	2
CSCI 172	Intermediate Visual Basic	3
CIS or CSCI	Elective	6

### Related General Education Courses

COMM 110	Fundamentals of Public Speaking	3
CSCI 101	Introduction to Computers or CIS 101 Computer Literacy	3
ENGL 110	College Composition I	3
MATH	Elective	3
PSYC 100	Human Relations in Organizations Or PSYC 111 Intro to Psychology	3

**Total Required Credits 64**

## Health and Fitness Technician Associate of Applied Science

The health/fitness technician program is designed as a career ladder program providing students with the option to earn program certificates, industry certification and a two-year Associate of Applied Science degree. The program prepares multi-skilled fitness professionals qualified to perform various skills in the health and fitness industry. Course work includes instruction in exercise science, fitness and exercise, nutrition, prevention and care of injuries, group exercise, personal training, exercise programming, working with special populations, and ethical/legal issues associated with the fitness industry.

This career path has a much higher profile than it ever has before, makes health fitness technicians recognizable as being a real and active part of individual goal setting and achievements. The role that trainers play in the success of their clients is increasingly in the spotlight. Personal trainers dig deep into people's barriers and motivations for being active. Personal trainers have many roles and are responsible for maintaining the scope of practice for their profession and within the confines of their certification.

### Program Goals:

- Obtain an entry-level position in a health-fitness related workplace.
- Prepare to pass a nationally accredited Personal Trainer certification exam.
- Prepare to pass a nationally accredited Group Fitness Instructor certification exam.
- Demonstrate proficiency in developing and leading group exercise programs.
- Demonstrate proficiency in developing and instructing safe and effective personal training programs to improve stability, mobility, and function.
- Use appropriate strategies to motivate clients to adopt healthier behaviors.

- Demonstrate proficiency at basic fitness assessment and program design.
- Demonstrate critical thinking, teamwork, communication, and technical and information literacy skills.

### Required Courses

BIOL 115 Human Structure & Function/Lab	4
BIOL 150 General Biology/Lab	4
BIOI 220 Anatomy & Physiology	4
COMM 110 Fundamentals of Public Speaking	3
ENGL 110 Composition I	3
FITT 101 Fundamentals of Coaching	1
FITT 106 Kinesiology	4
FITT 110 Code of Ethics and Professional Practices	1
FITT 130 Fitness & Exercise Testing	3
FITT 155 Personal Training/Lab	4
FITT 161 Health & Fitness Internship	2
FITT 174 Special Population	2
FITT 177 Job Readiness	1
FITT 219 Sports Nutrition/Lab	4
FITT 220 Strength and Conditioning	4
FITT 221 Medical Exercise Specialist	4
FITT 230 Prevention and Care of Athletic Injuries	3
HPER 136 Weight Training	1
HPER 210 First Aid/CPR	2
HPER 213 Personal and Community Health	2
HPER Elective	1
PSYC 111 Introduction to Psychology	3
SOCI 110 Introduction to Sociology	3
Gen ed. Elective	3

### Total Required Credits

**65**

## Heating, Ventilation and Air Conditioning (HVAC)

### Associates of Applied Science (A.A.S.)

- Contact Information  
Sheila Trottier, CTE Director  
(701)477-7879  
Office 111I

TMCC HVAC Program provides training to students that prepares them with the knowledge and skills needed in the industry.

There are many job prospects in this field, especially as a technician. This industry is increasing faster than average growth and offers better job opportunities to those who are skilled and trained as technicians. According to North Dakota's Employment Outlook, the employment change is estimated to increase by 33.7 percent in the job openings related to this field. The average annual wage is \$45,830.

Trained technicians work at various locations and industries such as office buildings, homes, schools, malls, hospitals, petroleum and petroleum products merchants, electric power generation, transmission and distribution, and many other places. They move from one location to another depending on the requirements. Technicians also work at outdoor locations and should be able to cope with extreme cold and hot temperature.

### Required Courses

HVAC 101	Introduction to Heating, Ventilation & Air	3
HVAC 103	Air Conditioning Theory & Components	4
HVAC 104	Heating Theory & Components	4
HVAC 106	Introduction to HVAC/R Electricity & Controls	3
HVAC 108	Residential Oil Burners	4
HVAC 109	Residential Gas Heaters	4
HVAC 110	HVAC/R Electricity & Controls I	3
HVAC 114	Heating Systems Service & Troubleshooting	5

HVAC 177	Job Readiness	1
HVAC 203	Indoor Air Quality Solutions	3
HVAC 213	Air Conditioning Systems Service & Troubleshooting	5
REFG 216	Residential & Commercial Refrigeration	3
SAFT 110	10-Hour OSHA	1
SMTL 115	Introduction to Sheet Metal	3
SMTL 116	Sheet Metal Layout, Fabrication & Installation I	3
SMTL 117	Sheet Metal Layout, Fabrication & Installation II	3

### Related General Education Courses

CIS 101	Computer Literacy or CSCI Intro to Computers	3
COMM	Communication Requirement (See GEN ED Matrix)	6
MATH 102	Intermediate Algebra or Higher	3
PSYC 100	Human Relations in Organizations	3
	Or PSYC 111 Intro to Psychology	
	General Education Electives (See Gen. Ed Matrix)	3

**Total Required Credits 70**

## Medical Administrative Assistant Associate of Applied Science

- Contact Information  
Joan Azure, Instructor  
[jazure@tm.edu](mailto:jazure@tm.edu)  
Allied Health Building

### Need for Program:

Medical administrative assistants can be found working in a variety of healthcare facilities, and the demand for electronic health record specialists will only increase as electronic health records become more standard. Job opportunities can be found in doctors' offices, hospitals, outpatient clinics, and many other types of healthcare facilities. The Medical Administrative Assistant will efficiently and effectively fill the demands of the healthcare field that have dramatically increased with the expansion of health care coverage brought about by the Affordable Care Act and the Meaningful Use incentives brought about by the use of the Electronic Health Record. The median income for a Patient Account Assess Specialist in North Dakota is approximately \$27,000 annually and had an expected growth of 13% in the next 7-10 years. (Per CAREERwise)

### Purpose:

The Medical Administrative Assistant program prepares students to enter into the healthcare arena as trained specialists in the Electronic Health Record and Medical Billing and Insurance. The Medical Administrative Assistant handles patient encounters, patient customer service questions, medical billing questions and other registration duties within a health care organization. The Medical Administrative Assistant degree will provide the student with the knowledge and skills needed to effectively navigate through the electronic health record, maintain electronic health record databases, and retrieve data electronically upon request, as well as perform as a Medical Biller. Classroom instruction will include simulation of the Electronic Health Record and Third Party Billing.

Upon completion of the Associate of Applied Science degree, the student will be eligible to take National Examinations/Certifications such as:

1. National Center for Competency Testing
  - a. Medical Office Assistant (NCMOA)
  - b. Insurance and Coding Specialist (NCICS)
2. National Health Career Association
  - a. Certified Medical Administrative Assistant (CMAA)
  - b. Certified Billing & Coding Specialist (CBCS)
  - c. Certified Electronic Health Record Specialist (CEHRS)

### Career Opportunities:

Upon completion, the graduates may find employment opportunities with medical offices, hospital admitting departments, emergency rooms, and freestanding clinics as patient registration clerks, admission clerks and ward clerks. The median salary for a Medical Administrative Assistant is \$28,000, with anticipated increase of workforce by 13% in the next 7-10 years.

### Required Coursework

BIOL 115	Human Structure & Function I	4
BOTE 107	Customer Service Strategies	3
BOTE 171	Medical Terminology	3
BOTE 211	Business Communication	3
HIT 176	Intro Health Information Tech.	4
HIT 177	Job Readiness	1
HIT 178	Electronic Health Records	3
HIT 180	Pathopharmacology	3
HIT 182	Medical Language Applications	4
HIT 184	Basic ICD-10-CM Coding	3
HIT 185	Basic CPT Coding	3
HIT 222	Medical Transcription	4
HIT 270	Medical Office Simulation I	2
HIT 272	Medical Office Simulation II	2
HIT 274	Patient Access Certification	2
HIT 277	Medical Office Procedures	3
HIT 281	Medical Law & Ethics	3
HIT 282	Medical Billing/Insurance	3
HIT 286	Medical Admin. Assistant Cert.	2
HIT 290	Patient Access Internship	2
HIT 291	Medical Admin Assistant Internship	2
	Gen Ed Elective's	9

### Total Program Credits

**68**

## Power Plant Technology Associate of Applied Science

### ○ Contact Information

Katrina Delorme, TREND Director  
(701) 477-7968

Keith Brien, TREND Tutor  
(701) 477-7939

This program is designed to prepare graduates for entry-level employment in the operation of modern fossil fuel power plants, gas turbine facilities, or other facilities where steam and/or electricity is generated.

This program provides students an understanding of the equipment and the principle of operation involved. Graduates will know the responsibilities of plant operators, the necessary mechanical and chemical technology and the work and safety environment in this shift-oriented position.

Turtle Mountain Community College has an HLC approve Consortia Agreement to Offer Online Energy Technology Courses with Bismarck State College. Bismarck State College has been teaching customized programs for the energy industry for over 40 years and offer a wide range of services to help you succeed.

### Required Courses

ENRT 101	Introduction to Energy Technology	4
ENRT 103	Applied Math	3
ENRT 104	Electrical Fundamentals	3
ENRT 105	Safety, Health & Environment	3
ENRT 107	Mechanical Fundamentals	2
ENRT 110	Plant Equipment & Systems	4
ENRT 112	Print Reading	3
ENRT 116	Instrumentation & Control	4
ENRT 118	Heat Transfer, Fluid Flow & Thermodynamics	3
ENRT 120	Water Purification & Treatment	3
ENRT 205	Steam Generation	3
ENRT 215	Operations, Troubleshooting & Communication	3
ENRT 220	Practical Applications	2
PWRP 203	Energy Sources & Conversions	3
PWRP 207	Boilers & Environmental Protection	3
PWRP 210	Turbines & Combined Cycle	3
PWRP 224	Power Generation, Components & Protection	3

### General Education Requirements

Arts & Humanities/Social Science	3
Math, Science & Technology	6
Communications	6

**Total Required Credits 67**

## Process Plant Technology Associate of Applied Sciences (A.A.S)

- Contact Information  
Keith Brien, Instructor  
[kbrien@tm.edu](mailto:kbrien@tm.edu)  
(701)477-7839  
Student Union

The Process Plant Technology Program is offered through a partnership agreement between Bismarck State College and Turtle Mountain Community College.

Process Plant Technology is a program which focuses on the machines, technology, and work required to create a product. Examples of such products include natural gas, refinery products, ethanol, biodiesel, food products, etc. The program provides a foundation of knowledge used for working in these facilities including the safety and technical aspects of operating the plant, the work of a plant operator, and the mechanical and chemical technology needed for working in similar industrial operations.

Graduates from this program are prepared to work in various areas of the industry including: refineries, gasification plants, ethanol and biodiesel plants, water treatment facilities, petrochemical plants, electrical generation facilities, natural gas plants and in the Bakken region

### Required Courses

ENRT 101	Introduction to Energy Technology	4
ENRT 103	Applied Math	3
ENRT 104	Electrical Fundamentals	3
ENRT 105	Safety, Health, & Environmental	3
ENRT 107	Mechanical Fundamentals	2
ENRT 110	Plant Equipment & Systems	4
ENRT 112	Basic Print Reading	3
ENRT 116	Instrumentation & Control	4
ENRT 118	Heat Transfer, Fluid Flow, & Thermodynamics	3
ENRT 120	Water Purification & Treatment	3
ENRT 205	Steam Generation	3

ENRT 215	Operations, Troubleshooting, & Communications	3
ENRT 220	Practical Applications	2
PROP 177	Job Readiness	1
PROP 235	Hydrocarbon Chemistry	3
PROP 237	Distillation & Refinery Operations	4
PROP 239	Gas Processing & Gasification	3
PROP 244	Ethanol and Biofuels Production	3
SAFT 110	10-Hour OSHA General	1

### Related General Education Courses

CIS 101	Computer Literacy	
	<b>Or</b>	
CSCI 101	Intro to Computers	3
ENGL 105	Technical Communications	3
	<b>Or</b>	
ENGL 110	Composition I	
PSYC 100	Human Relations in Organizations	
	<b>Or</b>	
PSYC 111	Intro to Psychology	3
	General Education Electives	6
	(See Gen. Ed Matrix)	

**Total Required Credits** **70**

## Accounting Technician 9-Month Certificate

- o Contact Information  
701-477-7859  
Office 111E

This certificate program is designed to prepare students to enter the workforce in the field of accounting.

Courses from the Accounting Technician Certificate will transfer to the Business Technology Management Associates of Applied Science Degree at TMCC.

### Career Opportunities

With an Accounting Technician Certificate from TMCC you can seek employment doing entry-level bookkeeping. More experience can lead to jobs like

accounts receivable or accounts payable clerk, payroll clerk or bookkeeper.

The Accounting Technician Certificate is also designed for someone who may already hold a degree, or who is looking to build their educational background and gain additional skills in the focused area.

A trained accounting technician must be detailed-oriented, must be trustworthy, able to handle confidential records and banking deposits. They need excellent communication, math skills, technology skills, and should enjoy working with numbers and people. They must also have excellent time management, critical thinking and customer service skills.

According to PayScale.com, an accounting clerk, or technician, can expect to earn around \$30,000 a year, as of November 2010. The highest paid accounting technicians worked in the manufacturing and distributing industries and may earn upwards of \$35,000 annually.

### Required Courses

ACCT 102	Fundamentals of Accounting	3	BOTE 108	Business Math	3
ACCT 200	Elements of Accounting I	3	BOTE 127	Information Processing	3
ACCT 201	Elements of Accounting II	3	ACCT 161	Internship	2
ACCT 212	Payroll Accounting	3	BOTE 177	Job Readiness	1
ACCT 218	Computer Applications in Business	3	ENGL 105	Technical Communication	3
				<b>OR</b>	
BOTE 107	Customer Service Strategies	3	ENGL 110	Composition I	
			PSYC 100	Human Relations in Organizations	3
			Or PSYC 111	Intro to Psychology	

**Total Required Credits 33**

## Building Construction Technology 9-Month Certificate

- Contact Information  
Ron Parisien / Luke Baker, Instructors  
[rparisien@tm.edu](mailto:rparisien@tm.edu) / [lbaker@tm.edu](mailto:lbaker@tm.edu)  
(701)477-7936 / (701)477-7900  
CTE Building

This program is a basic introduction to the construction field. This certificate includes nine Building Construction Technology core classes with one elective. It is designed for the person who only wants the basics of carpentry so they can join the exciting world of construction after only two semesters.

### Career Opportunities

Population growth, deteriorating infrastructure, and aging buildings will generate employment growth in the construction industry. Job opportunities are expected to be good for those construction workers

with the most experience and skill. Employment in building construction may include office and industrial building construction companies, home building construction companies, concrete and brick work companies, and highway and street construction companies.

A trained building construction worker must have good hand to eye coordination, understand the blueprint of the work on hand and should be able to carry out the work plan effectively, math skills, and teamwork.

According to [jobsnd.com/labor-market-information](http://jobsnd.com/labor-market-information), an entry level position wage in North Dakota in the Building Construction trades industry is approximately \$25,080 annually. While the average annual wage for this type of job is \$31,640. Upon gaining experience in this field, you can hope to earn as much as \$34,920 annually. Even more promising is the opportunity to become a supervisor of your job site, where the average annual wage is approximately \$47,620, with the potential to earn \$55,350 per year with supervisory experience.

### Required Courses

BCT 103	Construction Blueprint	3
BCT 105	Core Curriculum	2
BCT 110	Construction Math	2
BCT 115	Site Layout/Concrete Form	2
Construction		
BCT 120	Framing Principles & Methods	3
BCT 125	Framing Shop I	4
BCT 130	Exterior Finish Theory/ Shop	3
BCT 135	Framing Shop II	4
BCT 144	Construction Estimating	3
BCT 145	Interior Finish Theory & Shop I	4
BCT 161	Internship	2
BCT 177	Job Readiness	1
SAFT 110	OSHA 10-Hour	1
<b>Total Required Credits</b>		<b>34</b>

## Casino Management 9-Month Certificate

- o Contact Information  
Sheila Trottier, CTE Director  
[strottier@tm.edu](mailto:strottier@tm.edu)  
701-477-7879  
Office 111I

The casino management certificate is designed with input from local tribal enterprises and employers that recognizes that tribal communities operating gaming revenues rely on profitable and efficient operations that deliver maximum revenue generation to drive economic development, creation of jobs for tribal members and tribal government funding.

### Career Opportunities

Completion of the certificate, individuals will possess the skills and knowledge that has prepared them to find employment in various segments of hospitality and tourism, with a particular focus on casino operations

The certificate program prepares individuals for work as supervisors and managers within the gaming industry.

According to the U.S. Bureau of Labor Statistics, employment of gaming managers is expected to increase by 12% between 2008 and 2018 ([www.bis.gov](http://www.bis.gov)).

### Required Courses

CAS 104	Introduction to Gaming Industry	2
CAS 107	Casino Operations and Management	3
PSYC 100	Human Relations in Organizations	3
Or PSYC 111	Intro to Psychology	
CAS 120	Casino Games Management	3
CAS 220	Budget Creation and Analysis	3
CAS 225	Purchasing and Materials Management	3
CAS 177	Job Readiness	1
CAS 200	Supervisory Essentials & Frontline Leadership	3
BOTE 107	Customer Service Strategies	3
CAS 207	Hotel and Casino Hospitality Management	3
General Education Courses		6

**Total Required Credits 3**



## Computer Support Specialist 9-Month Certificate

- Contact Information  
Marlin Allery, Instructor  
[mallery@tm.edu](mailto:mallery@tm.edu)  
(701)477-7992  
Room 210

The Computer Support Specialist program provides two years of technical computer education, leading to an Associate in Applied Science degree. Students will be prepared to work in various technical settings.

### Career Opportunities

With a Computer Support Specialist Certificate/Degree from TMCC you can seek employment providing help and advice to people and organizations using computer software or equipment. Some, called technical support specialists, support information technology (IT) employees within their organization. Others, called help-desk technicians, assist non-IT users who are having computer problems. Computer support specialists work in many different industries, including IT, education, finance, health care, and telecommunication.

A computer support specialist must have strong problem-solving capabilities, excellent written and oral communications skills, ability to work with a wide range of people of varying degrees of technical expertise, and must be detail oriented.

According to PayScale.com, a computer support specialist can expect to earn around \$28,640 to \$55,254 a year, as of 2013.

### Required Courses

Students must complete 25 credits from the following list of core courses and 8 general education credits to earn a 9-month Certificate.

CIS 104	Microcomputer Database	3
CIS 128	Microcomputer Hardware I	3
CIS 129	Microcomputer Hardware II	3
CIS 147	Principles of Information Security	3
CIS 162	Operating Systems	3
CIS 164	Networking Fundamentals I	4
CIS 165	Networking Fundamentals II	4
CIS 177	Job Readiness	1
CIS 180	Creating Web Pages I	3
CIS 181	Creating Web Pages II	3
CIS 201	Cascading Style Sheets	3
CIS 211	Web Plan & Design	3
CIS 215	Microsoft Windows Server	3
CIS 216	MS Planning MS Network Infrast.	3
CIS 217	Virtualization	3
CIS 218	Implementing MS Server Network	3
CIS 232	Graphic Design	3
CIS 233	Vector Graphics/Web Animation	3
CIS 267	Intermediate Networking I	4
CIS 268	Intermediate Networking II	4
CSCI 122	Beginning Basic/Visual Basic	3
CSCI 124	Intro to Programming in Java	3
CSCI 160	Computer Science I	4
CSCI 161	Computer Science II	4
CSCI 162	Internship/SOE	2
CSCI 172	Intermediate Visual Basic	3
CIS or CSCI	Elective	6

### Related General Education Courses

COMM 110	Fundamentals of Public Speaking	3
CSCI 101	Introduction to Computers or CIS 101 Computer Literacy	3
ENGL 110	College Composition I	3
HUMM	Elective	3
MATH	Elective	3
PSYC 100	Human Relations in Organizations	3
Or PSYC 111	Intro to Psychology	3

**Total Required Credits** **33**

## Entrepreneurship 9-Month Certificate

- Contact Information  
701-477-7859  
Office 111E

The 9-month Entrepreneurship Certificate program applies entrepreneurial principles to establishing, organizing and managing a small business. Current business owners and employees may find particular courses helpful in strengthening skills to assist in the effectiveness of the business.

### Required Courses

ACCT 215	Business in the Legal Environment	3
BADM 152	Fundamentals of Business	3
BADM 201	Principles of Marketing	3
BADM 202	Principles of Management	3
BADM 215	Leadership Development	3
BOTE 211	Business Communications	3
BOTE 107	Customer Service Strategies	3
BOTE 127	Information Processing	3
BOTE 224	E-Business	3
ENTR 161	Internship	2
ENTR 233	Entrepreneurship I	3
ENTR 234	Entrepreneurship II	3

**Total Required Credits** **35**

# Patient Access Specialist 9-Month Certificate

- Contact Information  
Joan Azure, Instructor  
[jazure@tm.edu](mailto:jazure@tm.edu)  
Allied Health Building

The Patient Access Specialist will efficiently and effectively fill the demands of the healthcare field that have dramatically increased with the expansion of health care coverage brought about by the Affordable Care Act and the Meaningful Use incentives brought about by the use of the Electronic Health Record. The median income for a Patient Account Access Specialist in North Dakota is approximately \$20,000 annually and had an expected growth of 13% in the next 7-10 years.

### **Purpose:**

The Patient Access Specialist program prepares students to be trained as specialists who handle patient encounters, patient customer service questions and other registration duties within a health care organization. The Patient Access Certificate will provide the individual with entry-level skills in patient registration/access duties. Students will begin with basic tasks such as answering the telephone, customer service skills, making appointments, canceling appointments, updating demographic information, verifying insurance coverage, and calculating co-payment. Through classroom instruction and a simulated office program, students learn proper phone etiquette, how to schedule, cancel and modify patient appointments, how to verify third party coverage and calculate co- payments. The curriculum is based on a 9-month certificate – with the option of continuing on to the 2-year Medical Administrative Assistant degree.

### **Career Opportunities:**

Upon completion of the 9-month program, graduates may find employment opportunities with medical offices, hospital admitting departments, emergency rooms, and freestanding clinics as patient registration clerks, admission clerks and ward clerks. Additional experience may provide opportunities as managers or supervisors, in Patient admissions, patient registration or patient accounts.

### **Required Courses**

BIOL115 Human Structure & Function I	4
BOTE 107 Customer Service Strategies	3
BOTE171 Medical Terminology	3
HIT 176 Intro Health Information Technology	4
HIT 178 Electronic Health Records	3
HIT 182 Medical Language Applications	4
HIT 270 Medical Office Simulation I	2
HIT 274 Patient Access Certification	2
HIT 277 Medical Office Procedures	3
HIT 282 Medical Billing/Insurance	3
HIT 290 Patient Access Internship	2

**Total Required Credits** **33**



# Phlebotomy Technician 9-Month Certificate

- Contact Information  
Marilyn Delorme,  
Instructor  
[mdelorme@tm.edu](mailto:mdelorme@tm.edu)  
(701)477-7862 ext. 2904  
Allied Health Building

The Mission of the Turtle Mountain Community College Phlebotomy Technician Program is to provide a quality curriculum centered in Phlebotomy theory and clinical practice, preparing students for entry-level positions as Phlebotomy Technicians. The Turtle Mountain Community College Phlebotomy program will follow the Standard Requirements as put forth by:

**National Accrediting Agency for Clinical Laboratory Sciences. (NAACLS)**  
**5600 N. River Road Suite 729**  
**Rosemont, IL. 60018**  
**Phone (733)714-8880.**

Phlebotomy professionals by academic and practical education are qualified to collect, transport, and process blood specimens for analysis. Phlebotomy professionals perform venipunctures and capillary (dermal) punctures adhering to all standards governing patient and employee safety. Phlebotomy professional demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates and the community.

Upon successful completion of all academic and clinical components, a Certificate of Completion will be granted from the Turtle Mountain Community College Accredited Phlebotomy Program. Students will then be able to apply for Certification through on of the National Certification Agencies for laboratory personnel. Passing a National Certifying exam is not contingent on the student receiving their certificate.

## Required Courses

BIOL 115	Human Structure & Function	4
<b>or</b>		
BIOL 220	Anatomy & Physiology/Lab	
BOTE 171	Medical Terminology	3
CLS 103	Phlebotomy	4
CLS 104	Phlebotomy Clinical Internship	8
CLS 105	Clinical Seminar	2
CLS 177	Job Readiness	1
CIS 101	Computer Literacy	3
ENGL 105	Technical Communications	3
<b>or</b>		
ENGL 110	Composition I	
HPER 210	First Aid/CPR	2
PSYC 111	Intro to Psychology	
<b>or</b>		
PSYC 100	Human Relations in Organizations	3

**Total Required Credits 33**

## Process Plant Technology

### 9-Month Certificate

- Contact Information  
Keith Brien, Instructor  
[kbrien@tm.edu](mailto:kbrien@tm.edu)  
(701)477-7839

The Process Plant Technology certificate program is offered through a collaborative agreement with Bismarck State College's Energy Technology Department and Turtle Mountain Community Colleges. The program prepares students for all aspects of operating refineries, ethanol plants, process plants and related industrial facilities. Students gain the skills and technical background needed for entry-level employment as process operators. Students learn the technical and safety aspect of plant operations, the responsibilities of plant operators, and the mechanical and chemical technology needed for working in related industrial operations.

Most employers want process technicians who have associate degrees in applied science or a related area.

### Required Courses

ENRT 101	Introduction to Energy Technology	4
ENRT 103	Applied Math	3
ENRT 104	Electrical Fundamentals	3
ENRT 105	Safety, Health & Environments Practices	3
ENRT 107	Mechanical Fundamental	2
ENRT 110	Plant Equipment & Systems	4
ENRT 112	Basic Print Reading	3
ENRT 116	Instrumentation & Control	4
SAFT 106	10-Hour OSHA General	1

### Related General Education Courses

CIS 101	Computer Literacy	3
	Or CSCI 101 Intro to Computers	
ENGL 105	Technical Communications	3
	<b>OR</b>	
ENGL 110	Composition I	
	General Education Electives	3
	(See Gen. Ed Matrix)	

**Total Required Credits 36**

## Welding Technology 9-Month Certificate

- Contact Information  
Carl Eller, Instructor  
[celler@tm.edu](mailto:celler@tm.edu)  
(701)477-7832  
South Campus

The welding program at TMCC provides students with a competency based curriculum that teaches the basic welding skills for entry-level jobs necessary for the demands of the welding industry. The Welding Technology program uses a cohort model of instruction that provides students the opportunity to complete their program of study through hands-on learning in a modern, well-equipped and safe learning laboratory.

The Welding Technology program is designed to train students to become the best welders they can be. To meet the advance technological demands that are evolving in welding, students will be using our Virtual Reality VRTEX 360 welding simulators that will train skilled welders faster as well as recruit the next generation of welders. Students learn to utilize safe working techniques and through a curriculum built on stackable credentials, students will earn OSHA certification

The welding curriculum is designed to provide students experience in welding as it pertains to assembly, manufacturing, energy and construction.

### Required Courses

SAFT 110	OSHA 10-Hour	1
WELD 123	Fabrication Methods I	2
WELD 140	Fabrication Methods II	2
WELD 151	Welding Theory I	3
WELD 152	Welding Theory II	3
WELD 153	Welding Lab I	5
WELD 154	Welding Lab II	5
WELD 155	Blueprint Reading for Welders	3
WELD 162	Internship	3
WELD 165	Blueprint Symbols for Welders	2
WELD 167	Introduction to CNC	1
WELD 177	Job Readiness	1
MATH 130	Technical Math	2

**Total Required Credits** **33**

## Residential Electrical Technician 9-Month Certificate

- Contact Information  
Wayne Sande, Instructor  
[wsande@tm.edu](mailto:wsande@tm.edu)  
(701)477-7973  
CTE Building

This program prepare trainees in a career in the electrical field, TMCC offers an Electrical curriculum that complies with the time-based standards for apprenticeship. The program meets the demand and the needs of providing a skilled, highly trained, professional work force for the electrical contracting industry. It covers the apprenticeship, training programs, and career opportunities.

The program provides students with the tools, resources, and training needed to be successful in a changing work environment.

### Required Courses

ELEC 100	Core Curriculum	2
ELEC 101	Orientation & Safety to Electrical Trade	2
ELEC 103	Intro to Electrical Circuits & Theory	3
ELEC 104	Intro to National Electric Code	4
ELEC 111	National & State Electric Codes	4
ELEC 112	Basic Energy & Electrical Testing	4
ELEC 113	Residential Drawings & Wiring I	4
ELEC 177	Job Readiness	1
SAFT 110	OSHA 10-Hour	1

### Related General Education Courses

CIS 101	Computer Literacy or	
CSCI 101	Intro to Computers	3
MATH 100	Applied Math	3
PSYC 100	Human Relations in Organizations	3
<b>Or</b>		
PSYC 111	Intro to Psychology	

**Total Required Credits** **34**

## Commercial Vehicle Operations 16-Week Certificate

- Contact Information  
Edwin Acosta, Instructor  
[eacosta@tm.edu](mailto:eacosta@tm.edu)  
and  
Craig Johnson, Instructor  
[cejohnson@tm.edu](mailto:cejohnson@tm.edu)  
(701)477-7862 Ext. 2913  
Room 203

TMCC's CDL Curriculum will provide students with competencies and skill to assist in obtaining a North Dakota Class 'A' Commercial Driver's License (CDL). Students gain a working knowledge of a tractor and trailer through a combination of classroom, simulation and behind-the-wheel driver training.

Turtle Mountain College Commercial Driver program provides core knowledge education that trains for success.

### Commercial Vehicle Operations program requirements:

- Must be at least 18 years of age
- Complete a TMCC application for admissions
- Copy of current North Dakota Driver's License
- Submit a copy of Birth Certificate
- Submit a current Department of Transportation (DOT) Medical Examiner's Certificate (MEC) and wallet card
- Complete DOT Drug Analysis Screen
- Students **WILL BE** required as a prerequisite to CDL 105 Novice CDL Training/Lab **pass a drug** test on the first day of class. Students who do not meet the Pre-Requisite for CDL 105, will be required to drop the course. This is required by the Federal Motor Carrier Safety Administration (FMCSA), along with the Department of Transportation (DOT). (49 CFR Part 40 Subpart F)

We have established these goals to assist in our student's success:

For students to become professional drivers, programs will provide both knowledge content and practice

experience, by including an effective balance of classroom, lab, simulation, range and street-highway lessons.

1. Programs will be constantly evaluated and revised so that they provide career-oriented (realistic and up-to-date) material and activities. This involves individual focus on prospective careers in which each student will most likely begin employment with.
2. Programs will be provided by quality instructors who have extensive knowledge in transportation. They are professionals who are aware of their responsibility to provide the best education possible to each student.
3. The program and equipment will be maintained to meet high standards so that the programs are presented in a sound, safe learning environment. All personnel must be alert to any unsafe conditions and responsible for the safety of all individuals using the facilities and the equipment.
4. All personnel within Commercial Driver program are committed to the philosophy, programs and their objectives, and most importantly, the students at Turtle Mountain College
5. Upon graduation, we will strive to provide each student with the opportunity for a career determined to best fit their needs, which will increase the probability for success.

### Required Courses

CDL 101	CDL Permit	2
CDL 105	Novice CDL Training/Lab	5
CDL 110	Transportation Management Math and Language	2
CDL 175	Introduction to Transportation Safety and Drivers Skills Evaluation	1
CDL 181	Introduction to Commercial Vehicle Maneuvers/Lab	2
CDL 191	Doubles/Triples Endorsement	2
CDL 192	Tanker Endorsement	1
CDL 177	Job Readiness	1
SAFT 110	OSHA 10-Hour General Industry	1
SAFT 108	H2S Gas	1

**Total Required Credits 17**

## Concrete Technology 16-Week Certificate

- Contact Information  
Sheila Trottier  
[strottier@tm.edu](mailto:strottier@tm.edu)  
(701)477-7879  
CTE Building

The Concrete Technology program at TMCC gives you a broad-based understanding of the technology of concrete. You also learn trouble-shooting techniques to handle problems often encountered by finishers.

Concrete Tech students build on this educational foundation by working on-site in completing a concrete project.

This occupation is expected to experience much faster than average employment growth with a high volume of annual job openings. Business expansion, as opposed to the need for replacements, will provide the majority of job openings in the coming decade. Job opportunities for cement masons are expected to be good, particularly for those with more experience and skills.

During peak construction periods, employers report difficulty in finding workers with the right skills, because many qualified jobseekers often prefer work that is less strenuous and has more comfortable working conditions.

Students who take concrete-related courses at technical schools will have the best job opportunities. Compared to all occupations, wages for this occupation are average.

Median Hourly Wage - \$17.45  
Annual Mean wage - \$36,670

## Required Courses

CFC 111	Properties of Concrete	1
CFC 112	Introduction to Concrete Construction and Finishing	2
CFC 126	Concrete Const. Print Read	1
CFC 140	Concrete Forming	3
CFC 146	Site Prep & Preparation for Concrete Placement	2
CFC 151	Reinforcing Concrete	1
CFC 153	Concrete Placing and Finishing	3
CFC 154	Concrete Trouble Shooting & Quality Control	1
CFC 170	Curing/Protecting & Repairing Concrete	1
CFC 190	Concrete Forming & Finishing Shop	2

**Total Required Credits 17**

## Heavy Equipment Operator 16-Week Certificate

- Contact Information  
Albert Parisien,  
Instructor  
[aparisiensr@tm.edu](mailto:aparisiensr@tm.edu)  
And  
Kurt Fleury, Instructor  
[kfleury@tm.edu](mailto:kfleury@tm.edu)  
(701) 477-7862 Ext.  
2939

The program is comprehensive, industry developed, and locally recognized by employers in the construction, earthmoving, and excavation industries. TMCC's HEO students are taught to operate heavy equipment through in-the-seat operation of many types of heavy equipment and through classroom instruction, which includes simulation learning on our state-of-the-art simulators. TMCC's heavy equipment training program is designed to give a person the fundamental skills and knowledge needed to operate equipment such as bulldozers, backhoe/loaders, scrapers, and motor graders. In addition to operating heavy equipment, students will learn grade

reading, laser levels, soils, safety, site layouts, and heavy equipment maintenance. Our completers become certified in OSHA 10, Hydrogen Sulfide Gas Safety, MSHA, as well as ND Flagger Training. They also participate in a Job Readiness course, which is designed to prepare students to get, keep and excel at a new job. The curriculum aligns with level 1-3- Heavy Equipment Operator professional from NCCER course materials.

### Required Courses

HEO 105 Core Curriculum	2
HEO 110 Heavy Equipment Level I	2
HEO 115 Heavy Equipment Level II	3
HEO 120 Heavy Equipment Level III	3
HEO 125 Heavy Equipment Operation Lab	4
HEO 177 Job Readiness	1
SAFT 104 Work Zone Safety (ND Flagger Training & MSHA)	2
SAFT 108 H2S Gas	1
SAFT 110 OSHA 10-Hour	1

### Total Required Credits

**19**

## Machine Technology 16-Week Certificate

- Contact  
Information Brian  
Birkland, Instructor  
[bbirkland@tm.edu](mailto:bbirkland@tm.edu)  
(701) 477-7888

Upon completion of the program, students receive a certificate of completion in machine technology. This program is designed both for entry-level students and experienced craftspeople wanting to upgrade their skills. The up-to-date curriculum provides the current theoretical, technological and practical experience necessary for employment and advancement in the industry.

Students will be well positioned to begin a career in the machine trades by gaining basic machining competencies through their work on projects along with a thorough grounding in shop theory.

### Career Opportunity

Highly skilled machinists are currently in great demand. A report by the National Association of Manufacturers states that nearly 90 percent of American employers are unable to hire enough trained personnel. To stay in demand, machinists and machine operators must constantly stay current with technological developments in the field.

### Required Courses

ENRT 112	Basic Print Reading 3	
MACH 120	Intro to Machine Tool Technology	1
MACH 121	Measure and Layout	1
MACH 122	Hand Tools and Bench Work	1
MACH 123	Basic Machine Tools	2
MACH 124	Lathe 1: Facing and Turning	2
MACH 125	Shape Altering & Taping on Lath	2
MACH 161	Internship	2
OFO 105	Valves, Gages & Pumps	2
OFO 177	Job Readiness	1
SAFT 110	OSHA 10-Hour	1

**Total Required Credits** **18**

## Medical Exercise Specialist 16 Week Certificate

- Contact Information  
Dave Agnes,  
Instructor  
[dagnes@tm.edu](mailto:dagnes@tm.edu)  
(701) 477-7862

A Medical Exercise Specialist program provides the knowledge and skills to work with clients with a wide range of medical conditions. The program will focus on working with “medical exercise or post rehab” and clients who need a fitness program tailored to their particular medical condition. Students will be trained to develop safe and effective conditioning programs for clients with musculoskeletal, cardiovascular, neurological or metabolic disorders. Medical Exercise Specialist are found working in hospital-based wellness and fitness centers, corporate fitness centers, physical therapy clinics, chiropractic offices, health clubs, gyms, personal training studios and in clients’ homes.

### Required Courses

FITT 110 Code of Ethics and Professional Practices	1
FITT 161 Health & Fitness Internship	2
FITT 174 Special Population	2
FITT 177 Job Readiness	1
FITT 221 Medical Exercise Specialist	4
PSYC 111 Introduction to Psychology	3
Gen ed. Elective	3
<b>Total Required Credits</b>	<b>16</b>

## Oilfield Operations 16- Week Certificate Or 9-Month Certificate

- o Contact  
Information  
Sheila Trottier  
(701)477-7879  
Office 112

The Oilfield Operations certificate training program is designed to provide the opportunity for individuals to take advantage of quality hands-on and formal classroom instruction to begin a successful career in the oil and gas industries. This program provides the knowledge and skills to work safely and productively as part of an oil operations team.

Careers in oilfield operations are diverse and job duties may vary on a daily basis. In working with industry partnership, this program was designed to offer many of the skills and credentials required for nearly every oilfield position. In addition, several industry recognized credentials are offered in the program.

**Students may enroll in the following courses and receive a 16-Week Oil Field Operations certificate or continue on into the Machinist component of the program an earn a 9-month Oil Field Operations Certificate.**

### Required Courses

CDL 190	Skid Loader	2
OFO 100	Orientation to the Trade	1
OFO 101	Basic Rigging	2
OFO 102	Rough Terrain Equipment and Operations	5
OFO 177	Job Readiness	1
SAFT 110	OSHA 10-Hour	1
SAFT 108	H2S Gas	1

### Related General Education Courses

GEOL 100	Geologic Overview of ND Hydrocarbons	2
HPER 210	First Aid/CPR	2

**Total Required Credits 17**

### Additional course to earn 9 Month Certificate in Oil Field Operations

ENRT 112	Basic Print Reading	3
MACH 120	Intro to Machine Tool Technology	1
MACH 121	Measure and Layout	1
MACH 122	Hand Tools and Bench Work	1
MACH 123	Basic Machine Tools	2
MACH 124	Lathe 1: Facing and Turning	2
MACH 125	Shape Altering & Taping on Lath	2
MACH 161	Internship	2
OFO 105	Valves, Gages & Pumps	2

**Total Required Credits 34**

## Personal Training 16 Week Certificate

- Contact Information  
Dave Agnes,  
Instructor  
[dagnes@tm.edu](mailto:dagnes@tm.edu)  
(701) 477-7862

The Personal Training certificate provides students with varying degree of knowledge of general fitness involved in exercise prescription and instruction. Instruction will include how to motivate clients by setting goals and providing feedback and accountability to clients. The program will teach students how to measure client's strengths and weaknesses with fitness assessments and educate their clients in many other aspects of wellness besides exercise, including general health and nutrition guidelines.

### Required Courses

BIOL 115 Human Structure & Function/Lab	4
ENGL 110 Composition I	3
FITT 155 Personal Training/Lab	4
FITT 130 Fitness & Exercise Testing	3
HPER 136 Weight Training	1
HPER 210 First Aid/CPR	2
<b>Total Required Credits</b>	<b>17</b>

## Plumbing Technology

### 16-Week Certificate

#### Contact Information

Richard Jay, Instructor

[rjay@tm.edu](mailto:rjay@tm.edu)

South Campus

The Plumbing Certificate program provides individuals new to plumbing with entry-level skills in basic plumbing. Students will begin with basic tasks such as shop safety and on the job safety training, identifying tools and fittings used in the trade, and will be trained with several varieties of hand tools power tools and power equipment used in the plumbing field. Students will learn basic coverage of plumbing standards, including acceptable installation practices and acceptable materials. They will design, install, and repair plumbing and water systems using acceptable standards, and material to assemble, maintain, and repair plumbing systems in accordance to plumbing code. Through classroom instruction, students learn design, layout, and installation theory. Students acquire the skills necessary to perform basic plumbing operations. The curriculum is based on a level I - plumbing professional from NCCER course materials.

#### Required Courses

PLU 100 Core Curriculum	2
PLU 101 Introduction to Plumbing	4
PLU 104 Introduction to Plumbing Codes	2
PLU 110 Construction Drawing	2
PLU 125 Plumbing I	5
SAFT 110 OSHA – 10 Hour	1
PLU 177 Job Readiness	1

**Total Required Credits** **17**



## Prevention & Care of Athletic Injuries

### 16-Week Certificate

- Contact Information  
Dave Agnes, Instructor  
[dagnes@tm.edu](mailto:dagnes@tm.edu)  
(701) 477-7862

The purpose of this program is to prepare students to manage the well-being and health of student athletes. Students will learn to recognize the signs and symptoms of common severe athletic injuries and differentiate them from less severe athletic injuries. This program includes dealing with the history of athletic training, basic anatomy of common injuries, evaluation techniques, preventive measures to reduce the incidences of injuries and a knowledge of basic treatment procedures to be used after injuries occur.

### Required Courses

BIOL	115 Human Structure and Function	4
COMM	110 Fundamentals of Public Speaking	3
FITT	101H Fundamentals of Coaching	1
FITT	106 Kinesiology (2 <sup>nd</sup> – week session)	4
FITT	230 Prevention & Care of Athletic Injuries	3
HPER	136 Weight Training	1
HPER	210 First Aid/CPR	2

**Total Required Credits** **18**

## Welding Technology - Pipe 16-Week Certificate

- Contact Information  
Carl Eller, Instructor  
[celler@tm.edu](mailto:celler@tm.edu)  
(701)477-7832  
South Campus

The Turtle Mountain Community College Advanced Pipe Welding Program will teach you the skills you need to get on the job quickly and start gaining the experience that will help you refine your skills and become one of the specialists companies are seeking. The profession of welding allows a person to fit into many different career paths due to the demand for those proficient in the art of welding.

Pipe welding has become recognized as a profession in itself. Even though many of the skills are comparable to other types of welding, pipe welders develop skills that are unique only to pipe welding. Because of the hazardous materials that most pipelines carry, pipe welders are required to pass specific tests before they can be certified.

### Required Courses

WELD 201	Welding Theory III	2
WELD 202	Welding Theory IV	2
WELD 211	Welding Lab III	6
WELD 213	Welding Lab IV Fabrication	6

**Total Required Credits** **16**



# Course Descriptions

## Course Descriptions (Alphabetical)

### **ACCT 102 Fundamentals of Accounting** 3 Credits

This course includes elements of financial statements and the full accounting cycle.

### **ACCT 161 Internship** 2 Credits

This course is designed to integrate on-campus study with off-campus work experience. The internship experience will directly support the development of the student's technical skills, knowledge and career path, while allowing classroom learning to be correlated into on-the-job practice. The internship is directly related to their major field of study.

### **ACCT 200 Elements of Accounting I** 3 Credits

The basic principles of the complete accounting cycle for a service and a merchandising enterprise, cash, receivables, inventories, plant assets, payroll, generally accepted accounting principles, and partnerships. *Pre-requisite: ACCT 102*

### **ACCT 201 Elements of Accounting II** 3 Credits

Special emphasis on corporate accounting and the uses of accounting information by managers is covered in this course. *Pre-requisite: ACCT 200*

### **ACCT 212 Payroll Accounting** 3 Credits

This course is designed to introduce individuals, entrepreneurs and small businesses to the cost of labor and its related payroll taxes. In some companies, payroll costs represent more than one third of the operating costs. The employer is liable for meeting reporting requirements and for the money withheld from employees, wages or salaries and for payroll taxes. This course will focus on the liabilities, the records and control requirements of payroll accounting. *Pre-requisite: ACCT 102*

### **ACCT 215 Business in the Legal Environment** 3 Credits

This course takes a good look at public policy orientation. It touches on political economy, and ethics which is the foundation on which you, as a student, can build a logical understanding of the regulatory process.

### **ACCT 218 Computer Applications In Business** 3 Credits

The completing of accounting tasks on the computer, including units on the general ledger, accounts receivable, accounts payable, sales, purchasing, inventory control, fixed assets, payroll, and the setting up of a computerized accounting system for a small business using QuickBooks and MS Excel. *Prerequisite: ACCT 200*

### **AHU 101 Drum Making** 3 Credits

This course provides students with the opportunity to learn to make a traditional drum. Throughout the course, participants will learn the origin of the drum and proper protocol.

### **AHU 134 Pow-Wow Organization and Management** 3 Credits

This course will cover various strategies and methodologies commonly employed in the development of traditional and contest powwows. The areas to be covered are fund-raising, committee assignments, poster design, and arena set up. Class project will include assisting with the development and operation of the college powwows.

### **AHU 159 Turtle Mountain Legends and Lore** 3 Credits

In this course the student will study tribal legends of the Turtle Mountain Chippewa.

### **AHU 161 American Indian Games** 2 Credits

This course is a survey of games played and developed by American Indians. Games of skill and chance have always been a part of the culture and society of American Indians. Special emphasis shall be on learning the Plains Indian hand games, commonly called moccasin games and stick games.

### **AHU 180 Moccasin Making** 3 Credits

This course introduces students to the traditional practice and history of Ojibwa moccasin making. Students will be guided step by step, beginning with making a pattern, and complete the course with their own personal pair of leather moccasins. Instruction also includes the traditional practice of designing an Ojibwa floral pattern, as well as appliqué stitch beadwork and hand-stitching of the moccasin. Documentary notes and diagrams of each stage of the process will be required.

**AHU 182 Basic Dance Outfit 2 Credits** In this course the male student will make a ribbon shirt, breach cloth, and arm-bands. The female student will have an option of making a skirt or ribbon dress. Each female student will make a shawl.

**AHU 192 Sweetgrass Basket Weaving 2 Credits** This course is designed to teach by demonstration and hands-on instruction learning all we can about the time-honored practice and techniques of sweetgrass basket weaving. Students complete the course when they have each created one of their own sweetgrass baskets.

**AHU 193 Chippewa Jingle Dress 3 Credits** This course is designed to teach the art of traditional jingle dress making. Using step-by-step instruction, students are taught the traditional methods and necessary technical skills to complete their own jingle dress. Students will twist and cut their own cones, and be responsible for assembly of the dress.

**AHU 194 Grass Dance Outfit 3 Credits** In this course the student will make a grass dance outfit. This will involve putting the fringe and ribbons on the basic outfit and adding other accessories as necessary to complete the grass dance outfit.

**AHU 195 Dance Outfit Accessories 3 Credits** In this course the student will make the accessories that are needed to complete a dance outfit. (This does not include the beadwork.) Men: bells, leggings, arm bands, chokers, shields, and other items which are decorative. Women: Fan, choker, leggings, purse and other appropriate accessories.

**AHU 196 Beadwork I 3 Credit** This is a beginning course teaching the basics to becoming a successful beadwork artist. Traditional appliqué will be the focus, and include four additional types of beadwork: 1) loom, 2) appliqué, 3) lazy stitch, 4) peyote stitch, and 5) edging stitch. Course instruction will cover the basic stitches, beadwork techniques, and hand sewing methods to begin completing the beadwork for Native American regalia.

**AHU 250 Anishinaabe Storytelling 3 Credits** This introductory course will examine different forms of Anishinaabe storytelling. Students will identify the differences between Aadizookaanag (sacred stories) and dibaajimowinan (stories) and explain the cultural importance of each. At the end of this course, students will have a working knowledge of each type of story and be able to share these with their relations.

**AHU 253 Turtle Mountain Ojibwa Traditions 3 Credits** This course involves the student in Turtle Mountain Ojibwa Traditions. It involves the language, ceremonies, artifacts, mythology, and value systems of the tribe.

**AHU 254 Anishinaabe Cultural Involvement 3 Credits** This course involves the continued participation of students in cultural activities such as ceremonies, field trips, and visits to communities which have an abundance of Anishinaabemowin speakers (Red Lake, Leech Lake, Duluth). This course will have some classes on pre-determined weekends.

**AHU 256 Anishinabe Leadership 3 Credits** This course provides students with an opportunity to analyze traditional leadership roles of both Ininiwag (men) and Ikwewag (women). Students will compare a variety of Anishinabe leaders in both historical and contemporary times.

**ANTH 171 Introduction to Cultural Anthropology 3 Credits** This course involves a critical examination of customs, institutions, and social organization of preliterate societies, with special emphasis on the concept of cultural and anthropological theory. The course will also provide a general overview of the past to present culture/traditions of the Turtle Mountain Ojibwa

**ASC 007 Science Survey 4 Credits** This course will introduce the fundamentals in four different areas of science: life, physical, earth, and environmental. This is a developmental course to prepare students for higher level college science course. This is not a general education course and cannot be used towards any TMCC degree.

**ASC 075 College Study Skills 2 Credits**

This course provides students with an overview of basic study skills, including outlining, note taking, underlining, efficient textbook reading, and test taking. Also discussed are self-motivational techniques and general study tips. Upon recommendation of the instructor, this course may be repeated for additional credit.

**ASC 086 Writing Basics I 3 Credits**

This course provides students with the essential building blocks of written English: standard spelling, punctuation marks, and the mechanics of proper grammar usage. It is designed to train students to spell words correctly, recognize their meanings and purposes, and use them appropriately in constructing complete sentences. Students needing to learn the rules of written English and to expand their vocabulary will benefit from taking this course. Credit earned does not count towards any degree, nor does it transfer.

**ASC 087 Writing Basics II 3 Credits**

This course introduces students to the fundamental principles of sentence structure, paragraphing, organization, as well as the essential elements found in persuasive essays. It is designed to prepare students for the TMCC composition course. Students needing to develop and practice their beginning writing skills will benefit from taking this course.

**ASTR 110 Principles of Astronomy/Lab 4 Credits**

An introductory study of the universe: The solar system, stars, stellar evolution, galaxies, black holes, big bang cosmology, and the expanding universe. This course also includes the study of earth's atmosphere and will include the elements of weather types and storms, meteorological instruments and weather maps. Laboratory includes basic instruction in the use of star maps and telescopes.

**ASTR 150 Introduction To Meteorology/Lab 4 Credits**

This course is the study of earth's atmosphere and will include the elements of weather types and storms, meteorological instruments and weather maps.

**BADM 152 Fundamentals of Business 3 Credits**

This course is an introduction to the basic principles of business organizations and enterprises. It explores the American business system, ownership, labor management relation, banking and finance, risk management, the legal environment and the overall government and tribal government's role in the business locally.

**BADM 201 Principles of Marketing 3 Credits**

This course is an introductory course that is designed to cover the basic marketing concepts. This course will introduce the students to the marketing mix of product, price, promotion and distribution. Discussion will focus on market segmentation and consumer behaviors globally and locally.

**BADM 202 Principles of Management 3 Credits**

The study of management will ensure the student will receive a thorough understanding of the environment problems and duties that confront the manager. Topics will include planning, organizing, controlling, leadership and decision making on a global and local perspective.

**BADM 215 Leadership Development 3 Credits**

Through coursework, hands-on experience, and practice giving and receiving feedback, the Leadership Development course develops skills on four levels: (1) **Individual Level** Examples: Values and leadership commitments, knowledge of personal strengths and weaknesses; (2) **Interpersonal/Team Level** Examples: Giving/receiving feedback, emotional intelligence, communication, diversity; (3) **Organizational Level** Examples: Developing and implementing vision and strategy, organizational design and organizational culture; and (4) **Global Level** Examples: Building and sustaining community, ethics, social responsibility and accountability, cultural awareness.

**BADM 224 Management Information System 3 Credits**

This course is an introduction to management information systems, microcomputer applications in business, office information systems and systems analysis and design. Hands on experience with microcomputer applications will be provided in lab.

### **BCT 103 Construction Blueprint**

**Reading 3 Credits**

This course will provide the student with knowledge and skills needed to interpret the abbreviations, symbols, lines, and different drawings in a set of working drawings used in residential construction. Students will also learn to use specifications used in conjunction with a set of working drawings.

### **BCT 105 Core Curriculum 2 Credits**

The Core Curriculum consist of eight modules, consisting of Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Blueprints, and Basic Rigging.

Students will be required to pass a test on each module, and must pass a performance test to complete the course.

### **BCT 110 Construction Math 2 Credits**

Provides students gives students knowledge of the basic principles of construction math. The course includes the use of math to calculate areas, volume, lengths, and angles in relationship to building construction. Students will do all aspects of math calculations involved in residential construction.

### **BCT 115 Site Layout & Concrete Form Construction 2 Credits**

This course provides instruction and hands-on experience in the preparation of a building site, including foundation layout, establishing lot lines, setbacks, leveling, erecting batter boards, concrete reinforcement, footing forms, slab-on grade forms, and foundation forms.

### **BCT 120 Framing Principles & Methods 3 Credits**

This is a comprehensive course with instruction concentrating on the study of the techniques and practices required for successful employment as a framing carpenter. Areas studied will include floor systems, wall framing, roof framing and stair construction.

### **BCT 125 Framing Shop I 4Credits**

This shop course will increase the students' knowledge, skills, and proficiency in framing by applying the techniques and methods learned in 120 Framing Principles and Methods. Students will have hands-on residential house framing as a

class project.

### **BCT 130 Exterior Finish Theory & Lab 3 Credits**

This course provides instruction and hands-on experience in the installation of the various types of exterior wall finishes, exterior window and door installation, and different types of roof finish applications.

### **BCT 135 Framing Shop II 4 Credits**

This course will increase the student's skills and knowledge in residential construction. Activities will center around exterior and interior framing during the actual construction of a house.

### **BCT 144 Construction Estimating 3 Credits**

This course is an introduction into residential materials and labor estimating. Material list, and labor estimates are calculated for residential and other small structures.

### **BCT 145 Interior Finish Theory & Shop I 4 Credits**

This course will provide knowledge and hands-on experience in interior finish materials and interior finish applications, interior door installation, trim installation, and kitchen cabinet installation.

### **BCT 147 Construction Estimating II 3 Credits**

This course is a continuation of Construction Estimating I, Bid forms and sheets will be included in this course, students will made a bid on a small project using skills and knowledge learned.

### **BCT 148 Interior Finish Theory & Shop II 4 Credits**

This course is a continuation of BCT 145 Interior Finish Theory and Shop I. Students will use the knowledge and skills learned in BCT 145 Interior Finish Theory and Shop I to hands-on projects designed for the class, such as a residential home, mock-ups, and remodeling.

### **BCT 161 Internship 2 Credits**

This course is designed to integrate on-campus study with off-campus work experience. The internship experience will directly support the development of the student's technical skills, knowledge and career path, while allowing

classroom learning to be correlated into on-the-job practice. The internship is directly related to their major field of study.

**BCT 175 Energy Efficient & Green Construction** 3

**Credits**

This course will provide students with basic knowledge and skills in energy efficient and green building. Students will do research on energy efficient and green building materials and practices used in the construction industry. Students will use the knowledge and skills learned to help design and build a house using energy efficient and green materials and practices.

**BCT 177 Job Readiness** 1 Credit

This course is designed to equip student with job search procedures, resume writing, cover letter, interviewing skills and various job applications.

**BCT 190 Weatherization & Renovation Theory** 3 Credits

This Course will help you gain the knowledge and skills you need, like evaluating interior and exterior areas of a house, inspecting building materials for quality, and drawing schedules and calculating project expenses. This course introduces trainees to home weatherization including the purpose and benefits of the weatherization. Trainees will learn how homes gain and lose heat energy and how those losses can be reduced by sealing the building shell and adding insulation. Introduction to planning and implementing a residential remodeling project. Emphasis on development of a professional contract through the preparation of drawings, specifications, schedule, and estimates for a typical residential remodeling project, and code inspection sequences.

**BIOL 111 Concepts of Biology/Lab** 4 Credits

This is an introductory-level non-majors transferable class. It is designed to meet the requirements of a lab science. Basic science literacy, possibly including superficial coverage of cell biology, ecology, human anatomy and physiology, evolution, genetics, and environmental biology. Understanding how science informs cultural perspectives, the relationship among levels of biological information, and the unity and diversity of life

forms. Comprehending methods of inquiry and technology and the applications for society. Integrating knowledge and ideas in science. Understanding and utilizing scientific knowledge. This course will meet General Education requirements and Associate of Arts Degree requirements.

**BIOL 115 Human Structure and Function/Lab** 4 Credits

This course is designed to familiarize the students with the organization and development of the body, cell development, and function of all eleven systems in the body. Disease processes and treatment associated with each system will be presented.

**BIOL 122 Principles of Agronomy/Lab** 2 Credits

This course is the study of the principles of plant-soil-climate relationships in the production of crops along with crop utilization and management.

**BIOL 123 Introduction to Research Methods/Lab** 4 Credits

This is an introductory-level class to aid students in developing skills to design, carry out and report research. Although this is a science class, the ability to design, carry out, analyze and report research is applicable to students in multiple areas including business, education, and history.

**BIOL 124 Environmental Science/Lab** 4 Credits

Environmental science is the use of scientific methods to study processes and systems in the environment in which we live. Students will learn about local, national and global environmental topics from the micro to the macro level of relationships. Students will explore the local environment and create projects that will produce information beneficial to the local community.

**BIOL 150 General Biology I/Lab** 4 Credits

First of a two-semester sequenced study of the fundamental topics of biology, with an emphasis on cellular biology. Understand cellular and viral structure and function. Understand fundamental biochemical principles, rudimentary classical. Understand rudimentary molecular genetics and have a familiarity with various DNA technologies. Use knowledge about mechanisms of cellular and molecular processes.

**BIOL 151 General Biology II/Lab 4 Credits**

Part 2 of a two-semester sequenced study of fundamental topics of biology, with an emphasis on organismal biology. Describe the unity and diversity of life, including structure and function and how this relates to the environment. Describe how life (or life forms) has (have) changed and adapted over time. Understand basic evolution processes. Develop an understanding of ecology.

**BIOL 170 General Zoology I/Lab 4 Credits**

A survey of the animal kingdom, from simple to complex. Major invertebrate and vertebrate animal groups will be covered with emphasis on structure, function, life history characteristics and evolutionary advancements of each. Topics of animal ecology, with emphasis on regional species, concludes the course. *Pre-requisite: BIOL 150 or 151*

**BIOL 202 Introductory Microbiology/Lab 4 Credits**

This course is a study of microbes important to man including human pathogens and diseases. Laboratory work includes methods of culturing, staining and identification of common microbe forms. *Pre-requisite: BIOL 150 General Biology*

**BIOL 220 Anatomy and Physiology I/Lab 4 Credits**

Study of the structure and function of the human body. Students understand the organization of the body from simple to complex, from the chemical level to the system level and the inter-relationships between them. Students gain an understanding of the role and importance passive and active processes, membrane potentials, feedback systems have in maintaining homeostasis. Understand diagnostic treatments, procedures and technology used to identify and treat human disease and disorders. Understand disease mechanisms in each system. Understand the chemical basis of life and the anatomy and physiology of cells and tissues. Understand body structure and function. Understand the link between homeostatic imbalance and disease. Organ systems that can be covered include musculoskeletal, respiratory, circulatory, nervous, integumentary, endocrine, lymphatic, digestive, reproductive, and urinary. *Pre-requisite: General Biology/Lab BIOL 150*

**BIOL 221 Anatomy And Physiology II/Lab 4 Credits**

This course is the study of the structure and function of the human body. Students gain a more thorough understanding of the inter-relationships and organizational hierarchy among the systems of the body. Students will gain a more thorough understanding of role of feedback systems, osmosis/diffusion, electrolyte balance, acidosis/alkalosis in maintaining homeostasis. Diagnostic procedures, treatments of disease and organ systems that can be covered include musculoskeletal, respiratory, circulatory, nervous, integumentary, endocrine, lymphatic, digestive, reproductive and urinary. *Pre-requisite: BIOL 220 Anatomy and Physiology I: C or better in BIOL 220*

**BIOL 250 General Ecology/Lab 4 Credits**

This course is a study of the relationships of living organisms to their biotic and abiotic environments. Field trips will be included as part of this instruction. *Pre-requisite: BIOL 150 General Biology I or BIOL 151 General Biology II*

**BIOL 363 General Entomology/Lab 4 Credits**

This course is an introductory study of the classification, taxonomy, collection methods, behavior, ecology, anatomy, and physiology of insects.

**BOTE 107 Customer Service Strategies 3 credits**

Students will learn how to build a loyal, long-term customer relationship by meeting the needs and wants of customers, handling difficult customers with tact and skill, respecting diversity, and providing superior customer service in person, online and via telephone in a variety of customer service environments.

**BOTE 108 Business Mathematics 3 credits**

This course provides complete skill to understand basic function of Mathematics and their use in Business and Finance. After completing the course, student will be able to obtain mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems using electronic calculators.

**BOTE 127 Information Processing 3 Credits**

Using MS Office application software, this course is

designed to provide an introduction to word processing, spreadsheet, database, operating system, presentation and e-mail software.

**BOTE 161 Internship 2 Credits**

This course is designed to integrate on-campus study with off-campus work experience. The internship experience will directly support the development of the student's technical skills, knowledge and career path, while allowing classroom learning to be correlated into on-the-job practice. The internship is directly related to their major field of study.

**BOTE 171 Medical Terminology 3 Credits**

This course provides the student the ability to talk and understand the language of medicine. Student will learn the meaning of suffixes, prefixes and combining forms. Medical abbreviations and terms associated with each body system, as well as terms and abbreviations associated with diseases and treatment of those diseases.

*Pre-requisite: Enrollment in Allied Health Education Program.*

**BOTE 177 Job Readiness 1 Credit**

Job readiness is designed to prepare students to get, keep and excel at a new job. Basic employability skills include effective communication, problem solving, resume building, and interviewing. The course is also designed to help participants develop good work habits that facilitate their ongoing success. Instruction typically include lectures, discussions and role playing.

**BOTE 211 Business Communications 3 Credits**

This course is designed to address and develop the critical communication skills necessary for today's business. Topics include listening and speaking, presenting, workplace writing, information in the workplace, reading in the workplace, problem solving, communicating with co-workers, teamwork, diversity in the workplace, ethics in the workplace, telephone skills, e-mail skills, electronic communications, and communication careers.

**BOTE 224 E-Business 3 Credits**

This course covers standards, technologies and practices for both business-to-business and business-to-consumer e-business models. Students will learn the concepts involved

with designing and implementing commerce-driven Website.

**BOTE 247 Spreadsheet Applications 3 Credits**

This course is an intermediate and advanced use the application software, Microsoft Excel for creation of spreadsheets, graphs, databases, and macros. Integration with other software applications is also reviewed. *Prerequisite: CIS101 Computer Literacy or CSCI 101*

**CAS 104 Introduction to Gaming Industry 2 Credits**

This course is designed to provide an understanding of the casino and gaming industry as it exists nationally and on the Turtle Mountain Indian Reservation. Special emphasis will include gaming law and regulations, gaming commissions, and state compacts.

**CAS 107 Casino Operations and Management 3 Credits**

The purpose of this course is to examine the duties and responsibilities of casino personnel and the management structure existing in various casino facilities.

**CAS 120 Casino Games Management 3 Credits**

This course will survey and provide a brief introduction to table games management, slots, poker, probability and statistics, staffing, and scheduling.

**CAS 177 Job Readiness 1 Credit**

Job Readiness is an instructor-led, paper-based training course for delivery in a classroom setting. The Job Readiness course is designed primarily for job-seeking adult students at TMCC to prepare them for new careers.

**CAS 200 Supervisory Essentials & Frontline Leadership 3 Credits**

This course will survey and provide a brief overview of time management, modeling professionalism, basics of supervision, writing and email etiquette, terminating employees, effective delegation, communicating clear directives, managing difficult employees, motivating employees, scheduling and shifts, setting performance expectations, and ethics.

**CAS 207 Hotel and Casino Hospitality Management 3 Credits**

This course provides students with an introduction to the hospitality management specialization of Resort and Casino Management. Subjects covered include what defines resorts/casinos, their organizational structure, service in the resort/casino environment, profit and non-profit organizations, and business professionals in resort/casino management. This course includes guest speakers and field trips.

**CAS 220 Budget Creation and Analysis** 3 Credits

This course will include information on determining needs vs. wants, recordkeeping, developing and managing a budget, and cost saving tips. Upon completion you will have the skill set to prepare a budget, and set up a control system for a budget.

**CAS 225 Purchasing and Materials Management** 3 Credits

The course will explore the basic principles of purchasing and procurement management. Procuring products and services is an essential part of a supervisor's/management responsibilities. Purchasing policies, procedures, cost-price analysis, order specifications and agreements, supplier selection, ethical issues, and the role of purchasing in production planning and inventory management. *Prerequisite: CAS 220*

**CDL 101 CDL Permit** 2 Credits

This course is designed to assist students with the skills necessary to pass the State Commercial Driver's License permit test. This is the first course in the CDL program and students must pass this course in the allotted time scheduled before being allowed to complete any of the other courses in the CDL curriculum.

**CDL 105 Novice CDL Training** 5 Credits w/Lab

This course is designed to provide students with a working knowledge of a tractor and trailer and preparation for the road CDL tests. Included in this course is, pre-trip inspection, basic driver skill training, and backing a tractor trailer combination. Students will take the North Dakota CDL driving test to demonstrate their driving knowledge and skills. Students will be required to complete 28- hours of behind-the-wheel truck driving.

**CDL 110 Transportation Management Math and Language** 2 Credits

This course is designed to provide students the fundamental math skills and reading/language skills necessary for the truck driving industry. This course covers transportation math such as weight of a truck and load, road restrictions, transportation terms and meaning, and reading to understand what is in your load, what dangers are behind you. This course also covers the basic forms, reports, and information that a driver must prepare for customers, local, state and federal government agencies.

**CDL 161 Internship** 2 Credits

This course is designed to integrate on-campus study with off-campus work experience. The internship experience will directly support the development of the student's technical skills, knowledge and career path, while allowing classroom learning to be correlated into on-the-job practice. The internship is directly related to their major field of study.

**CDL 175 Introduction to Transportation Safety and Drivers Skills Evaluation** 1 Credits

This course is designed to teach students the safety skills that are necessary in the commercial driving career. Driving safety skills that include: rollover prevention, and safety in a high-profile vehicle. Students earn two specific industry recognized safety credentials (1) 10-hour OSHA certification and (2) H2S Gas certification.

**CDL 177 Job Readiness** 1 Credit

This course is designed to equip students with job search procedures, resume writing/creation, cover letters, interviewing skills, writing job applications, and all other job readiness skills.

**CDL 181 Introduction to Commercial Vehicle Maneuvers/Lab** 2 Credits

This course is designed for the driver at the early stages of handling a commercial vehicle. The student will operate a commercial vehicle through the driving simulator lab, and learn how to operate the vehicle in a safe environment without the risk for public safety or damaging the vehicle. Throughout the course the driver will learn all the basic maneuvers needed to handle the commercial vehicle before driving the tractor trailer. Students are

required to complete 10 hours of simulator driving.

**CDL 190 Skid Loader** **2 Credit**

OSHA (the Occupational Safety and Health Administration) requires that anyone operating heavy machinery, like a skid loader, be certified. This course is designed to provide students the in-class preparation and hands-on practice for industry certification. The certification is designed to give students an edge in the marketplace.

**CDL 191 Doubles/Triples Endorsement** **1 Credit**

This course covers the requirement needed to drive any commercial vehicle designed to transport liquid in a tank that is either permanently or temporarily attached to the vehicle or the chassis, or any liquid or liquefied gaseous material in a permanent tank that requires placards. Students will be required to take the Tank Knowledge Test

**CDL 192 Tanker Endorsement** **1 Credit**

This course covers the requirements needed to legally haul double or triple trailers. Students will learn what is allowable and unallowable state by state. Students will be required to take the Doubles/Triples Knowledge Test.

**CFC 111 Properties of Concrete** **1 Credit**

Introduces the properties of concrete and the components that make up the concrete mixture. Describes chemical and physical properties of cement, aggregate, and admixtures. Explains basic tests used to determine properties such as slump and ultimate strength.

**CFC 112 Introduction to Concrete Construction and Finishing** **2 Credits**

Provides an introduction to the methods and procedures used in concrete finishing. Introduces terms of the trade and tools and equipment used to place, finish, and cure concrete. Explains methods and techniques for constructing concrete structures. Describes tools and equipment used in the production, placing, and curing of concrete. Explains safe operation and maintenance requirements. Provides opportunities for hand tool operation and demonstration of larger pieces

of power equipment. Introduces light construction equipment, including the aerial lift, skid steer loader, trencher, electric power generator, compressor, compactor, and forklift. An overview of general safety, operation, and maintenance procedures is provided. Explains safety requirements for concrete construction and finishing. Provides information on OSHA requirements with regard to hazard communication, fall protection, and use of personal protective equipment. Covers topics such as general work site safety, use of chemicals, and safe use of hand and power tools.

**CFC 126 Concrete Construction Print Reading** **1 Credit**

Covers print reading for concrete construction, including plot plans, foundation plans, typical wall section drawings, and elevation drawings to get information to estimate materials and to complete concrete work. Covers the methods and techniques used in estimating materials quantities for concrete construction. Explains the use of plans and drawings as well as math calculations. Gives example calculations for estimating quantities of concrete for curb and gutter, stairs, slab, wall footings, and columns.

**CFC 140 Concrete Forming** **3 Credits**

Foundations and Slab-on-Grade covers basic site layout tools and methods; layout and construction of deep and shallow Foundations, layout and forming of slabs-on-grade, and forms used for curbing and paving. Vertical Formwork covers the applications and construction methods for types of forming and form hardware systems for walls, columns, and stairs, as well as slip forms, climbing forms, and shaft forms. Provides an overview of the assembly, erection, and stripping of gang forms.

**CFC 146 Site Prep & Preparation For Concrete Placement** **2 Credits**

Trenching and Excavating provides an introduction to working in and around excavations, particularly in preparing building foundations. Describes types and bearing capacities of soils; procedures used in shoring, sloping, and shielding trenches and excavations, trenching safety requirements, including recognition of unsafe conditions, the mitigation of ground water, and rock when excavating foundations. Preparing for Placement details the methods and procedures used to prepare for placing concrete. Covers site layout, forms requirements, and subgrade preparation. Describes requirements for joints and reinforcement. Explains how to order concrete from

a mixing or batch plant. Placing Concrete presents requirements and methods for properly placing concrete. Includes information on conveying and placing fresh concrete using equipment such as wheelbarrows, pumps and conveyors. Describes techniques for spreading, consolidating, and striking off concrete.

#### **CFC 151 Reinforcing Concrete 1 Credit**

Explains the selection and uses of different types of reinforcing materials. Describes requirements for cutting, bending, splicing, and tying reinforcing steel and the placement of steel in footings, columns, walls, and slabs.

#### **CFC 153 Concrete Placing and Finishing 3 Credits**

Handling and Placing Concrete covers tools, equipment, and procedures for handling, placing, and finishing concrete. Describes joints made in concrete structures, the use of joint sealants, and form removal procedures. Emphasizes safety procedures for handling, placing, and finishing concrete. Finishing describes basic finishing techniques for slabs and other horizontal structures. Explains the proper use of floats, trowels, edgers, and groovers. Discusses requirements for cutting joints using different types of saws. Provides hands-on practice for finishing concrete slabs.

#### **CFC 154 Concrete Trouble Shooting & Quality Control 1 Credit**

Introduction to Troubleshooting describes problems of placing, finishing, and curing. Defines symptoms of problems and discusses their causes. Presents ways to reduce or eliminate these problems. Quality Control introduces the ideas and tasks related to sampling, testing, and inspecting concrete and its component materials. Describes types of specifications, along with the standard procedures for sampling and testing concrete mix. Covers inspection procedures for forms, construction methods, and finishing.

#### **CFC 170 Curing/Protecting & Repairing Concrete 1 Credit**

Curing and Protecting Concrete introduces methods and procedures used in curing and protecting concrete. Covers curing commonly performed for both horizontal and vertical placement. Describes techniques for protecting concrete during hot and cold weather.

Making Repairs explains the requirements for making repairs to concrete based on specific problems. Explains and demonstrates repair methods. Describes the use of special tools and materials.

#### **CFC 190 Concrete Forming & Finishing Shop 2 Credits**

This course is designed to integrate in-class study with out-of-class hands-on work. Students will work with the instructor on an actual concrete project from beginning to completion.

#### **CHEM 110 Survey of Chemistry/Lab 4 Credits**

Course designed for non-science majors who wish to obtain a basic understanding of chemistry as applied in the world today. Includes laboratory.

The course will cover the basic principles and concepts of inorganic, organic and biological chemistry. Topics will include states of matter, measurements, elements, atoms and the periodic table, chemical bonding, chemical equations, gases, liquids and solids, energy and equilibrium reaction, acid-base and oxidation reduction.

Organic topics include hydrocarbons, alcohol, ethers, esters, aldehydes and ketones. Topics in biochemistry will include carbohydrates, carboxylic acids, liquids, amines, proteins, enzymes, and metabolism.

Laboratory required. Prerequisites: MATH 101 Pre-Algebra

#### **CHEM 115 Introductory Chemistry/Lab 4 Credits**

This course is the study of measurement, ionic and covalent compounds, and chemical calculations, states of matter, energy, solutions, reactions, and chemical bonding. *Pre-requisite: MATH 102 or placement into Math 111*

#### **CHEM 116 Introduction to Organic Chem. and Biochem./Lab 4 Credits**

This course is the study of alkanes, alkenes, and alkynes aromatics, alcohols, phenols, ethers, aldehydes/ketones, carboxylic acids and esters, amines and amides, carbohydrates, lipids, amino acids, proteins, and nucleic acids. *Pre-requisite: CHEM 115 or CHEM 121*

#### **CHEM 121 General Chemistry I/Lab 4 Credits**

This course is the study of matter, measurement, atoms, ions, molecules, reactions, chemical calculations, thermo chemistry, bonding, molecular geometry, periodicity, and gases. *Pre-*

*requisite: Math 102 or placement into Math 111*

**CHEM 122 General Chemistry II/Lab 4 Credits**

This course is the study of intermolecular forces, liquids, solids, kinetics, equilibria, acids, and bases, solution chemistry, precipitation, thermodynamics, and electrochemistry. *Pre-requisite: CHEM 121 General Chemistry I*

**CHEM 240 Survey of Organic Chemistry Secondary 3 Credits**

Emphasis is on structure and bonding, nomenclature; hydrocarbons, aromatics, stereochemistry, alcohols, phenols, ethers, amines, carbonyls: aldehydes, ketones, carboxylic acids, esters, and amides. *Pre-requisite: CHEM 121/L*

**CHEM 301 Biochemistry/Lab 4 Credits**

This is a study of the major classes of biological compounds, synthesis of macromolecules, enzyme kinetics, intermediary metabolism, recombinant DNA technology and bioenergetics.

**CHEM 333 Forensic Chemistry/Lab 4 Credits**

This is a study of analytical chemistry techniques in a modern science laboratory. Principles of quantitative and qualitative chemical analysis as applied to environmental, clinical and forensic science are investigated.

**CHEM 380 Environmental Chemistry 4 Credits**

This examines the interactions of chemical substances within the environment. Water quality and air quality are of primary interest. Labs investigate the impact of chemical pollutants on the Turtle Mountain Reservation and surrounding community.

**CHEM 431 Analytical Chemistry 2 Credits**

This course includes chemical equilibrium with its analytical applications, introduction to chromatography, and potentiometer.

**CIS 101 Computer Literacy 3 Credits**

This course is an introduction to the understanding and use of computers with particular emphasis on microcomputers. Lectures and student work focuses on dispelling fears and gaining confidence

by attaining knowledge and skills using computers. No prior computer experience is expected.

**CIS 104 Microcomputer Database 3 Credits**

Acquaints students with database design including data entry, storage and retrieval.

**CIS 128 Microcomputer Hardware I 3 Credits**

Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs will: learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course helps students prepare for the CompTIA A+ certification.

**CIS 129 Microcomputer Hardware II 3 Credits**

Continuation of CIS 128. Students gain a higher level of skills in the diagnosis of hardware and software faults and the upgrading of computer systems. Software adaptation to hardware, installation, and troubleshooting of network hardware including modems, network interfaces, and peripheral connections and local area network hardware design covered. *Prerequisite: CIS 128 Microcomputer Hardware I*

**CIS 147 Principles of Information Security 3 Credits**

Provides students with an overview of personal and business information security. Topics covered include various methods of attack and defense. Students will also investigate desktop security, internet security, wireless network security and enterprise security and ethics.

**CIS 162 Operating Systems 3 Credits**

An in-depth coverage of the Windows operating systems geared for those students enrolled in Information Technology programs or students who want a more advanced Windows course.

**CIS 164 Networking Fundamentals I 4 Credits**

This course focuses on the following: network terminology and protocols, local area networks (LANs), wide area networks (WANs), open system interconnection, (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, internet protocol (IP) addressing, and network standards. The first of four courses leading to the Cisco Certified

Network Associate (CCNA) certification. Participants completing levels 1-3 prepare to take the industry certification exam and become a certified CISCO.

### **CIS 165 Networking Fundamentals II** 4 Credits

This course focuses on the following: initial router configuration, Cisco IOS software management, routing protocol configuration, TCP/IP, access control lists (ACLs). Students will develop skills in configuring a router, managing Cisco IOS Software, configuring routing protocols, and creating access lists that control access to a router. The second of four courses leading to the Cisco Certified Network Associate (CCNA) certification. *Prerequisite: CIS 164*

### **CIS 177 Job Readiness** 1 Credit

Job readiness is designed to prepare students to get, keep and excel at a new job. Basic employability skills include effective communication, problem solving, resume building, and interviewing. The course is also designed to help participants develop good work habits that facilitate their ongoing success. Instruction typically include lectures, discussions and role playing.

### **CIS 180 Creating Web Pages** 3 Credits

The learner will create basic web sites by manually writing HTML/XHTML and Cascading Style Sheets (CSS) using a text editor. The student will learn the fundamentals of site layout and design, and how to upload completed web sites to a remote server. Other skills used include critical thinking by solving problems with coding syntax and viewing websites “live” on the World Wide Web.

### **CIS 181 Creating Web Pages II** 3 Credits

Students create web sites using a current version of a graphical user interface (GUI) web authoring tool. *Prerequisite: CIS 180*

### **CIS 201 Cascading Style Sheets** 3

**Credits** Students will learn how to format Web pages using Cascading Style Sheets (CSS). Concepts covered are the anatomy of a CSS rule, inline, embedded and external style use, contextual selectors, classes, ids, pseudo classes, font and text properties, style inheritance, the box model, and basic and advanced page layout.

*Prerequisite: CIS 180*

### **CIS 211 Website Plan & Design** 3 Credits

An in-depth study of the planning and design processes that are utilized in the creation of a website. *Prerequisite: CIS 180*

### **CIS 215 Microsoft Windows Server** 3 Credits

This course introduces the learner to the Microsoft Windows Server Environment and the networking technologies it supports. The learner will become familiar with networking and operating system concepts and the common tasks required administering and supporting the Microsoft Windows operating system in a network environment.

### **CIS 216 MS Planning MS Network Infrastructure** 3 Credits

This course is designed to give the student a practical approach to the layout and configuration of the Microsoft 2008 server. The goal with this class is not only to aid in the MCITP certification but to also make use of the skills acquired in the previous courses that are offered. *Prerequisite: CIS 215*

### **CIS 217 Virtualization** 3 Credits

The course is intended to provide information about and working with Microsoft Exchange Server 2003. It will contain a pedagogical approach to assist in preparing for the MS Certification Exam 70-284: *Implementing and Managing Microsoft Exchange Server 2003*. *Prerequisite: CIS 216*

### **CIS 218 Implementing MS Server Network** 3 Credits

The Active Directory will be discussed in this course and allow for the students to participate in projects dealing with configuring the system. The use of 2008 server will provide the users with knowledge of services such as: Domain Name Service, Certificate Services, Active Directory Rights Management Services and others. The goal will be to prepare the students for the 70-640 exams. *Prerequisite: CIS 217*

### **CIS 229 Information Systems Management** 3 Credits

An introduction to managing information systems including user support issues and careers in a business environment.

**CIS 232 Graphics Design 3 Credits**

Students will learn how to edit photos and how to design composite images using Adobe Photoshop. *Prerequisite: CSCI 101*

**CIS 233 Vector Graphics and Web Animation 3 Credits**

Students will learn how to design vector graphics for animation, presentation, applications and web sites. *Prerequisite: CSCI 101*

**CIS 267 Intermediate Networking I 4 Credits**

This course focuses on the following advanced IP addressing techniques: Variable Length Subnet Masking (VLSM), intermediate routing protocols, command-line interface configuration of switches Ethernet switching, Virtual LANS (VLANs), Spanning Tree Protocol (STP), VLAN Trunking Protocol (VTP). The third of four courses leading to the Cisco Certified Network Associate (CCNA) certification. *Prerequisite: CIS 165*

**CIS 268 Intermediate Networking II 4 Credits**

This course focuses on the following advanced IP addressing techniques: network address translation (NAT), port address translation (PAT), DHCP, WAN technology and terminology, PPP, ISDN, DDR, frame relay, network management, and introduction to optical networking. In addition, the student will prepare for taking the CCNA Exam. This is the fourth of four courses leading to the Cisco Certified Network Associate (CCNA) certification. *Prerequisite: CIS 267*

**CIS 269 Enterprise Systems 3 Credits**

An exploration of how enterprise systems help companies integrate business functions and improve business processes.

**CIS 274 Project Management 3 Credits**

An investigation of the project management techniques and appropriate software used to effectively manage projects.

**CJ 201 Introduction to Criminal Justice 3 Credits**

This course examines the criminal justice process, including legislative lawmaking, law enforcement, prosecution, the courts, and corrections; highlights contemporary issues and landmark cases influencing case processing at different stages throughout the criminal justice system; familiarizes students with the Bill of

Rights and Amendments critical to law enforcement, evidentiary issues, and correctional procedures; a basic survey and Pre-requisite: for all criminal justice courses.

**CJ 210 Introduction to Fish and Wildlife Law Enforcement 3 Credits**

This course is a survey of the Fish and Wildlife Law Enforcement field. Principles and application of wildlife Management are examined. Lab sessions are conducted to provide students with a hands-on experience. Career options and current Fish and Wildlife events are discussed. *Pre-requisite: CJ 201 Intro to CJ*

**CJ 230 Criminal Law 3 Credits**

A critical examination of the development and function of Western criminal law; analyzes current definitions of criminal acts and omissions, defenses and justifications in the social and legal society of the United States; illustrates the development of legal interpretations of criminal statutes through the use of current and historical U.S. Supreme Court and state court decisions. *Pre-requisite: CJ 201 Intro to CJ*

**CJ 226 Introduction to Criminal Investigations 3 Credits**

This course gives a broad examination of the basic principles of a criminal investigation. *Pre-requisite: CJ 201 Intro to CJ*

**CJ 240 Police and Police-Community Relations 3 Credits**

Examination of the past, present, and future role of police in western society; included are the internal and external influences on police work, and the social and individual effects of police work in Western Society. *Pre-requisite: CJ 201 Intro to CJ*

**CJ 250 Criminological Theory 3 Credits**

An examination of the major criminological schools of thought, which include the prominent theorists within each school. Criminal motivation and the application of criminal law, are reviewed and applied to criminal justice policies and practices. *Pre-requisite: CJ 201 Intro to CJ*

**CJ 255 Cybercrime 3 Credits**

Overview of computer crime and its investigation. Includes an analysis of current crime rates and trends. *Pre-requisite: CJ 201 Intro to CJ*

**CJ 270 Juvenile Justice 3 Credits**

This course examines theories of delinquency and issues facing today's youth. It illustrates how children are processed by the juvenile justice system, from investigation to re-entry into society. *Pre-requisite: CJ 201 Intro to CJ*

**CJ 275 Gangs** **3 Credits**

Exploration of gang activity in the U.S. Examines gang related violence, and the dynamics of gang involvement. Criminological theories that explain the social, economic, and environmental reasons for gang existence are discussed. *Pre-requisite: CJ 201 Intro to CJ*

**CJ 280 Corrections** **3 Credits**

Examination of the different types of jails and prisons in modern society. Emphasis on historical, contemporary, and developing duties and responsibilities of the correctional system. Classification systems of offenders and current problems such as overcrowding, labor, gang involvement and inmate rights are reviewed. *Pre-requisite: CJ 201 Intro to CJ*

**CLS 103 Phlebotomy** **4 Credits**

This course provides instruction in the skills needed to properly collect and handle blood and other specimens for diagnostic purposes. Emphasis placed on ethics, patient interactions, communication both verbal and non-verbal, legalities related to phlebotomy, universal precautions, safety, national patient safety goals, and health care delivery systems.

*Pre-requisite: Enrollment in a Health Career Education Program*

**CLS 104 Phlebotomy/Clinical Internship** **8 Credits**

This course provides the student with the opportunity to put into practice the theory and skills of phlebotomy. This course takes place in one of the Turtle Mountain Community College affiliate hospitals. Students are mentored by the Clinical Laboratory Supervisor and Medical technologists. Students are required to have 135 hours in the laboratory and 100 unassisted venipuncture draws as well as 5 capillary (dermal) punctures. 75 hours of journaling, recording case studies and problem solving documentation.. *Pre-requisite: CLS 103*

**CLS 105 Clinical Seminar** **2 Credits**

This course provides the student the opportunity to review with Phlebotomy faculty specific learning objectives, practice procedures they are having problems with in Clinical Practicum, expand knowledge of point of care testing and preparation for the National Certification Exams. *Pre-requisite: CLS 103*

**CLS 106 Clinical Seminar** **1 Credits**

This course provides the student the opportunity to review with Faculty specific learning objectives/competencies, clinical rotation evaluations and provides the student with tools to use in preparation and review for the National and State Certification exams. While enrolled in this class students will be required to participate in Service Learning Activities in which they will use their skills learned in their field of study to benefit the community. *Pre-requisite: CLS 103 Co- Requisite CLS 255*

**CLS 113 Urinalysis and Body Fluids** **2 Credits**

Theory, techniques and practice of urinalysis with emphasis on identification of elements in sediment. Analysis of various body fluids, examination of slides, chemistry of spinal fluids, semen, plural and synovial fluids. *Pre-requisite: CLS 103*

**CLS 115 Clinical Parasitology** **1 Credits**

The study of parasites and their relationship to the human host.

**CLS 177 Job Readiness** **1 Credits**

Job readiness is designed to prepare students to get, keep and excel at a new job. Basic employability skills include effective communication, problem solving, resume building, and interviewing. The course is also designed to help participants develop good work habits that facilitate their ongoing success. Instruction typically include lectures, discussions and role playing.

**CLS 201 Immunology** **3 Credits**

The foundations of diagnostic serology, immunoematology, histocompatibility and hematology as well as new technology such as monoclonal antibodies and molecular biology are covered in order for students to become better prepared for a career in laboratory medicine.

**CLS 215 Clinical Internship I** **6 Credits**

This practicum will be presented in the Clinical

Laboratory of the Allied Health Complex. The instrumentation that will be used by the students with supervision include the Abbott Ruby Hematology analyzer, Piccolo chemistry analyzer, Qualigen, Triage meter, Clinitek Status urinalysis analyzer, CoaguChek XS coagulation analyzer and manual procedures for microbiology.

**CLS 225 Hematology/Coagulation** **3 Credits**

Identification of normal and abnormal blood cells in various hematological disorders. Theory and application of hematology procedures. Theory and mechanisms of hemostasis. *Pre-requisite: CLS 103*

**CLS 235 Clinical Chemistry** **3 Credits**

Principles of instrumentation and the theory and application of the biochemical tests performed in the clinical laboratory. The student will receive instruction in the basic techniques required for performing routine manual determinations.

**CLS 240 Immunohematology** **4**

**Credits** Lecture and laboratory. Fundamental principle of immunology are presented and applied to serology and blood banking. Donor selection, blood collection and processing, blood components and compatibility testing. Preparation and administration of blood and genetics of blood inheritance.

**CLS 245 Clinical Microbiology** **3**

**Credits** The morphology, culture characteristics and identification of bacteria pathogenic to man and their role in infectious disease are discussed, as well as antibiotics susceptibility testing and rapid identification systems.

**CLS 254 Clinical Internship II** **4 credits**

Supervised experience in the hematology/coagulation, chemistry, microbiology, urinalysis, phlebotomy, parasitology and blood banking departments of the affiliated clinical laboratory. The student will be placed in an affiliate with Turtle Mountain Community College. The student will have an opportunity to intern in a different facility for CLS 256 to broaden their experience in a clinical laboratory setting.

**CLS 256 Clinical Internship III** **6 credits**

Supervised experience in the hematology/coagulation, chemistry, microbiology, urinalysis, phlebotomy, parasitology and blood banking departments of the affiliated clinical laboratory. The student will have an opportunity to intern in one of three affiliated laboratories dependent upon their staffing situation. *Pre-requisite: Must have completed all General Education and Program Core classes with a GPA of 2.0 or better.*

**CLS 257 CAPSTONE** **4 credits**

Designed to integrate theory with MLT directed clinical practicum. A comprehensive and current review supplemented by reading assignments and questions on the following subjects: sample collection, parasitology, hematology/coagulation, chemistry, microbiology, blood banking, serology, urinalysis, and calculations. *Co-requisite: CLS 256*

**COMM 110 Fundamentals of Public Speaking** **3 Credits**

This course covers the theory and practice of public speaking with emphasis on content, organization, language, delivery and critical evaluation of messages. Students will use power point in class.

**COMM 212 Interpersonal Communications** **3 Credits**

This course introduces fundamental concepts of communication between individuals and explores aspects of self-expression and relationship communication.

**CSCI 101 Introduction to Computers** **3 Credits**

General hardware and software issues such as terminology and environments are studied. The focus of the course is on the applications software to include: google mail, word processing, spreadsheets, and presentation software. The course also reinforces the use of TMCC's learning management system (Canvas), Jenzabar; and effectively using the Internet for research and information gathering.

**CSCI 122 Introduction to Visual Basic** **3 Credits**

This is an introductory course in Visual Basics. The student will use Visual Basic to create full featured applications that exploit windows including multiple-document interface (MDI), object linking and embedding (OLE) dynamic data exchange, and

linking applications to data base files. The student will design an application interface, set controls and properties, and attach code and debug procedures and functions that read and write files and data bases.

**CSCI 124 Introduction to C++ 3 Credits**

This course introduces the student to structured programming techniques using C++ programming language. Students learn object-oriented C++ syntax, including arrays, variables, functions, expressions, and algorithms. The focus of this class is on object-oriented analysis and design. Course content is achieved through a combination of lecture and hands-on computer projects.

**CSCI 127 – Intro to Programming In Java 3 Credits**

An introduction to computer programming using the Java language. *Prerequisite: MATH 102 or the equivalent.*

**CSCI 160 Computer Science I 4 Credits**

An introduction to computer science including problem solving, algorithm development and structured programming in a high-level language. Emphasis on design, coding, testing and documentation of programs using accepted standards of style *Pre-requisite: CSCI 101 and College Algebra.*

**CSCI 161 Computer Science II 4 Credits**

Advanced concepts in computer science including data structures, algorithm analysis, and standard problems such as searching and sorting and memory management issues. *Pre-requisite: CSCI 160*

**CSCI 162 Internship/SOE Credits 2**

This course is designed to integrate on-campus study with off-campus work experience. The internship experience will directly support the development of the student's technical skills, knowledge and career path, while allowing classroom learning to be correlated into on-the-job practice. The internship is directly related to their major field of study.

**CSCI 172 Intermediate Basic/Visual Basic Credits 3**

Advanced techniques in programming in a high-level language. Topics include recursion, pointers, and fundamental data structures and their use in developing small- to medium-scale programs.

*Prerequisites: CSCI 122 Beginning Visual Basic.*

**ECE 310 Introduction to Early Childhood Education 3 Credits**

This course is designed to give the student a general overview of the field of early childhood education. The course will explore the historical and philosophical foundation of care and developmentally appropriate practices of schooling young children which include stages of cognitive, communication, social, emotional, and physical development.

**ECE 311 Observation, Documentation, and Assessment 3 Credits**

A study of assessments for children from birth to age eight years of ages. Both formal and informal instruments will be discussed with the emphasis on tools that can be used by teachers of young children. Considerations in choosing, administering, and reporting results of assessments will also be addressed. Field experiences are required.

**ECE 313 Language Development and Emerging Literacy 3 Credits**

This course reviews major theories, stages of normal language development, language disorders associated with various handicapping conditions, techniques of language assessment and strategies for intervention in oral and written language.

**ECE 320 Infant/Toddler Development and Learning 3 Credits**

This course is a study of appropriate infant and toddler programs (birth to age 3) including an overview of development, quality routines, appropriate environments, materials, activities, and teaching/guidance techniques. Sixteen (16) hours of supervised field work with Infants and Toddlers is required.

**ECE 329 Early Childhood Curriculum Planning, Development, Play and Evaluation 3 Credits**

This course is designed to address the systems and collaborative approaches used in developing appropriate early childhood curricula. Emphasis is on curriculum content and sources; instructional based strategies; connections with community resources; national and state standards, lesson and

unit planning, and curriculum and technology integration that encourages and support's children initiatives and active learning experiences. Field Experience is required.

**ECE 336 Social Emotional Development & Guidance of Young Children 3 Credits**

This course requires the study of strategies to encourage positive social interaction among children, to promote positive conflict resolution, and to develop personal self-control, self-motivation, and self-esteem.

**ECE 337 Preschool Children With Special Needs 3 Credits**

An overview of the field of early childhood special education including discussions of historical and empirical support for providing early intervention services, screening, assessment, instructional programming, integration of children with and without disabilities, family involvement, and service delivery models. Emphasis is placed on assessing and promoting the attainment of cognitive, language, social, self-help, and motor skills.

**ECE 338 Family and Community Relations 3 Credits**

This course explores home/school/community connections and helps students learn how to foster positive relationships with parents and stakeholders in the community. It provides an understanding of the issues surrounding home/school/community partnerships and the importance of recognizing and appreciating diversity, interest, and needs of the community that support children's development.

**ECE 350 Early Childhood Practicum I 1 Credit**

Practicum I requires the student to spend 40 clock- hours in an accredited/licensed setting under the supervision of a qualified profession. Student are involved in observing and recording individual children's growth and learning, interacting with children & families, practicing teaching skills, as well as journaling their practicum experience.

**ECE 360 Practicum II 1 Credit**

Practicum II involves 40 clock hours in an accredited/licensed setting under the supervision of a qualified profession. The students will be provided opportunities focuses on the application of principles, practices, and theories of early childhood education. Students work under the mentorship of an experienced teacher as they increasingly assume responsibilities of classroom management, planning curriculum and assessment, child guidance, and continuously practice reflective teaching dispositions.

**ECE 410 Foundations of Reading & Reading Diagnosis 4 Credits**

This course provides the foundations of literacy with emphasis given to the following topics: the reading process, historical trends in reading instruction, the theories of reading as a life-long activity, organizing and managing reading programs, and critiquing/selecting appropriate diagnostic measures.

**ECE 411 Pre-Kindergarten Methods and Materials 2 Credits**

This course is designed to examine developmentally appropriate curriculum, methods, and materials in infant/toddler and preschool settings. Students will observe diverse programs, learn to develop curriculum, plan integrated instruction, set up positive learning environments, and create experiences for meaningful learning. Emphasis will be upon developing classrooms that motivate children through active learning, inquiry, and supportive interaction. This class requires substantial work and sustained reading, writing, participation and fieldwork completed in ECE Practicum II.

**ECE 412 Kindergarten Methods and Materials 2 Credits**

This course is designed to examine developmentally appropriate kindergarten curricula, current issues, and practices. The aim is to acquaint the student with principles that underlie curricula activities, management and routines of a kindergarten classroom. The course explores the connections between children's development and designing an appropriate and integrated kindergarten program.

**ECE 413 Administrative Leadership In Early Childhood 3 Credits**

This course is an overview of the components involved in administering a program for young children. The course includes goal setting, curriculum design, facilities, budget and finances, record keeping, staff relations and training, parent

and community involvement, federal, state and local agencies, and relevant national trends and their effects on early childhood programs. Job shadowing of an administrator is required.

**ECE 414 Student Teaching Pre-K6** 6 Credits

This course is designed to provide the pre-service teacher candidate an opportunity to put into practice the skills competencies, and dispositions of effective teaching of young children. It is the culmination of all professional education and curriculum content courses which comprise the Early Childhood Education Program. The course will include intense experiences and practices in a kindergarten and primary classroom.

**ECE 415 Student Teaching K-3** 6 Credits

This course is designed to provide the pre-service teacher candidate an opportunity to put into practice the skills competencies, and dispositions of effective teaching of young children. It is the culmination of all professional education and curriculum content courses which comprise the Early Childhood Education Program. The course will include intense experiences and practices in a kindergarten and primary classroom.

**ECE 416 Student Teaching Seminar** 1 Credit

Course Description: Discussion of current experiences in the classrooms are an integral component of this seminar, which is partly an opportunity to offer sage advice and to support pre-service teachers with practical ideas of how to apply what they've learned in their previous courses.

**ECON 105 Elements of Economics** 3 Credits

Basic macro- and microeconomics principles. Study of demand and supply, competitive and noncompetitive markets, concepts of national income, unemployment, inflation, money, and fiscal and monetary policies. This course cannot be substituted for ECON 201 and ECON 202.

**ECON 110 Elements of Economics &**

**Tribal Economic Development** 3 Credits

Students build a foundation, develop and understanding, and learn the terminology or language of economics through the study of related subjects that include: survey of economic principles, supply and demand, national income analysis, business cycles, money and the monetary system, Federal Reserve System, and analysis of competitiveness and imperfect market structures and other contemporary economic issues unique to tribal communities.

**ECON 201 Principles of Microeconomic** 3 Credits

Microeconomics is the study of a piece of the economy. For example, (microeconomics studies a single tree in the forest, whereas, macroeconomics studies the entire forest). Microeconomics studies and analyzes (through graphs and models), elasticity's of supply and demand, utility (customer satisfaction), costs and market structures. The four different market structures: perfect competition, monopolistic competition, oligopoly, and monopoly are compared and contrasted to show how firms behave in each of the different market structures. The students will learn how to measure utility (satisfaction) and how business entities and consumers try to maximize utility through they are purchasing behavior.

**ECON 202 Principles of Macroeconomics** 3 Credits

Macroeconomics is the study of the economy as an aggregate (whole entity). The text includes the latest economic statistics. The course will use numerical examples which will provide greater clarity in graphical presentations. Aggregate demand and aggregate supply, unemployment and inflation, fiscal and monetary policy will be studied and analyzed. The Keynesian aggregate expenditure is thoroughly covered and is integrated into the aggregated demand model. The U. S. Department of commerce method for calculating the growth of real GDP, and data on the new "chain-type" real GDP will be examined.

**EDUC 235 Preparation for Praxis I** 1 Credit

This course helps teacher candidates prepare for the Core Academic Skills for Educators exam. The course focuses on basic skills in reading, writing and math. Teacher candidates are required to take this course. This course can be waived for students who have already passed the Core Academic Skills for

Educators.

**EDUC 236 Praxis Subject Assessment and Principles of Learning and Teaching 1 Credit**

This course helps teacher candidates prepare for the Praxis Subject Assessment and Principles of Learning and Teaching. This course focuses on how theory translates into practice for early childhood, elementary and secondary education degrees.

**EDUC 300 Educational Technology 2 Credits**

This course introduces teacher candidates to the use of electronic media as it relates to classroom instruction. The course focuses on the development of an electronic portfolio and the strategies of using internet websites, web quests, and other electronic resources to enhance education.

**EDUC 310 Introduction to Exceptional Learner 3 Credits**

This course includes an interdisciplinary overview of information related to exceptional abilities and cultural applications for teaching and learning. Analysis and critique of formal and informal assessment strategies and materials are integral to the course content. Educational adaptations and methods are also addressed within the context of an inclusive classroom setting.

**EDUC 320 Native Issues in Education 3 Credits**

This course focuses on historical and contemporary struggles that Native People have endured in schooling with an emphasis on the educational implications of this history. Much time is spent on an analysis of short and long-term solutions to address the academic struggles of students in Elementary schools in Reservation settings.

**EDUC 321 Multicultural Education & Human Diversity 3 Credits**

This course is an analysis of factors that influence behavior of ethnic and diverse populations in schools and classrooms. It will include principles and strategies for teaching students from various cultural and ethnic

backgrounds, and for relating to students, parents, and others involved in the education of children and youth.

**EDUC 325 Writing for Teachers 2 Credits**

Writing for teachers focuses on best practices in professional writing and speaking. Grammar and style will be taught through writing. Teacher candidates will be required to use APA focus on writing.

**EDUC 329 Curriculum Planning 3 Credits**

This course prepares teacher candidates to use curriculum mapping and assessment to design curriculum to meet state standards for learning in grades 1-12.

**EDUC 330 Foundations of Education 3 Credits**

This course will provide an opportunity to view the field of education from a broad historical, social, and philosophical perspective. An emphasis on professional dispositions, planning, designing, and implementing effective teaching practices in the K-12 classroom.

**EDUC 331 Learning Environments 3 Credits**

Classroom management and learning environments are the main emphasis of this course. The teacher candidate will learn the different theories of classroom management, using classroom arrangements and the critical role of a safe and healthy affective environment. The teacher candidate will have the opportunity to observe classroom management styles in the local elementary schools.

**EDUC 350 Practicum I 1 Credit**

Practicum 1 is designed to give students 40 hours of supervised field experience in regular classroom settings. Students will be required to do lessons in small groups settings of two or more students.

**EDUC 360 Practicum II 1 Credit**

Practicum II and Fall Field Experience is designed to give students 80 hours of supervised experience in regular classroom settings. This mid-level clinical experience provides teacher candidates with an extended experience in the fall semester observing and assisting with beginning of the year room design, organization, and classroom management policies and procedures.

**EDUC 375 Reading in the Content****Area 2 Credits**

This course is designed to focus on strategies for teaching reading in the content areas. Comprehension, vocabulary, and diagnostic assessment for reading difficulties are emphasized.

**EDUC 402 Foundations of Reading  
And Reading Diagnosis 4 Credits**

This course provides the theoretical and practical framework for literacy instruction viewed from an historical perspective along with a critical review of existing programs. It includes an analysis of reading theories, promotion of reading as a lifelong activity, organization and management of reading programs and the diagnosis of reading skills.

**EDUC 403 Social Studies Methods and  
Materials 3 Credits**

This course studies the content, methods, and materials for teaching social studies. The students will be expected to produce an interdisciplinary thematic unit as a performance assessment artifact.

**EDUC 404 Music Methods and  
Materials 2 Credits**

This course familiarizes students with methods and materials used to teach music appreciation and also demonstrate how music is of critical importance for learning, particularly as it pertains to best teaching practices based on brain-based learning theories.

**EDUC 405 Math Methods and  
Materials 3 Credits**

This course addresses the application of innovative teaching methods and materials for teaching elementary school mathematics. It stresses developmentally appropriate instructional strategies that emphasize problem solving approaches to math instruction.

**EDUC 406 Science Methods and  
Materials 2 Credits**

This course will build upon current research and best practice to prepare teacher candidates to foster science learning in the elementary classroom. Through participation in activities and discussions, the teacher candidate will develop an informed sense of the nature of science and science content in elementary

grades. Emphasis is placed upon inquiry and discovery approaches in teaching science.

**EDUC 407 Creative Arts Methods/  
Materials 3 Credits**

This course explores resources, theories and trends of art education. It includes an interdisciplinary integrating dance, literature, drama, and art and provides a historical perspective on the arts.

**EDUC 408 Health and Physical Education  
Methods and Materials 2 Credits**

This course is designed to teach methods, techniques, learning styles, and skills necessary to recognize the developmental, physical, mental, emotional, and social growth of the elementary- aged child. Emphasis will be placed on the importance of health and physical education as an integral part of the elementary curriculum and the impact on child development. Students will become familiar with organizing and presenting health and physical education content, materials, curricular, community resources, using technology, and communicating about healthy lifestyles.

**EDUC 409 Methods and Materials for Language  
Arts 3 Credits**

This course emphasizes planning, implementing, and evaluating language arts lessons; language acquisition; teaching grammar usage; oral language; writing, handwriting, and spelling. Practical applications include the development of learning centers and meeting the diverse needs of students.

**EDUC 410 Educational Assessment 3 Credits**

This course helps decipher all aspects of standardized, criterion referenced and teacher constructed tests. Students will learn the basics of good test design within the framework of authentic assessment and how to use testing information to effectively plan instruction.

**EDUC 414 Student Teaching 12 Credits**

This course is designed to provide the teacher candidate an opportunity to apply best practices and dispositions of effective teaching in the elementary setting. It is the culmination of all curriculum content courses which comprise the Turtle Mountain Community College Teacher Education Program. This course will include experiences and practices in grades 1-6. This course is a Pass/Fail grading.

**EDUC 415 Student Teaching Seminar 1 Credit**

This course is taken concurrently with student teaching and focuses on the development of the teacher candidate professional dispositions. The seminar meets biweekly with the opportunity for the teacher candidate to reflect upon and share classroom experiences. Course topics include classroom management, teaching strategies, behavior plans, and lesson planning. This course is a Pass/Fail grading.

**EDUC 470 Methods of Secondary Science 3 Credits**

This course is designed to explore various pedagogical methods of science instruction in grades 7-12. Teacher candidates have opportunities to integrate real-world experiences into these methods.

**ELEC 100 Core Curriculum 2 Credits**

The NCCER Core Curriculum is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings.

**ELEC 101 Orientation & Safety Electrical Trade 2 Credits**

Orientation & safety to the electrical trade - the electrical trade offers numerous job opportunities in residential, commercial, and industrial construction. Required skills include blue print reading, selecting correct material & tools, installing the components, testing the system, and trouble shooting. Electricians work in all areas of a job site. They are exposed to safety hazards that other workers encounter and also are exposed to the risk of electrical shock more often than other workers.

**ELEC 103 Introduction to Electrical Circuits & Theory 3 Credits**

The foundation for successful and safe electrical installations and troubleshooting is a sound understanding of electrical theory. Electrician must understand electrical theory to fully understand the roles that voltage, current, and resistance play in electrical systems.

**ELEC 104 Introduction to the National Electrical Code 4 Credits**

The NEC states that its primary purpose is “the

practical safeguarding of persons and property from hazards arising from the use of electricity”. The NEC governs about every task an electrician does. Therefore, it is important to understand the layout of the NEC.

**ELEC 106 Residential Electrical Services 4 Credits**

Residential electricians must know how to perform load calculations accurately. In order to figure total connected load, certain formulas must be applied based on livable square footage of the house and other factors. *Pre-requisite: MATH 100 Applied Math,*

**ELEC 110 Conductors & Cables & Hand Bending 3 Credits**

This will focus on the types and applications of conductors and covers proper wiring techniques. Also stresses the proper NEC requirements. Hand bending provides an introduction to conduit bending and installation. It covers the techniques for using hand operated and step conduit benders as well as cutting, reaming, and threading conduit. *Prerequisite: ELEC 100 Core Curriculum.*

**ELEC 111 National & State Electrical Codes 4 Credits**

This course provides students with the tool necessary for achieving workplace success by giving basic foundation skills needed in electrical wiring in residential home construction.

**ELEC 112 Basic Energy & Electrical Testing 4 Credits**

Residential electricians must be able to select the right test equipment for the application and must keep up with changes in technology. Students will learn the different ways to save energy, not only by the products that are used but also different methods.

**ELEC 113 Residential Drawing and Wiring I 4 Credits**

This comprehensive class guides students room by room through the wiring of a typical residence and builds a foundation of knowledge by starting with the basic requirements of the national electrical code.

**ELEC 161 Internship 2 Credits**

This course is designed to integrate on-campus study with off-campus work experience. The internship experience will directly support the development of the student’s technical skills,

knowledge and career path, while allowing classroom learning to be correlated into on-the-job practice. The internship is directly related to their major field of study.

### **ELEC 204 Residential Wiring II 3 Credits**

Job readiness is designed to prepare students to get, keep and excel at a new job. Basic employability skills include effective communication, problem solving, resume building, and interviewing. The course is also designed to help participants develop good work habits that facilitate their ongoing success. Instruction typically include lectures, discussions and role playing.

### **ELEC 201 Advanced Electrical Code Study 3 Credits**

The NEC states that its primary purpose is “the practical safeguarding of persons and property from hazards arising from the use of electricity”. The NEC governs about every task an electrician does. Therefore, it is important to understand the layout of the NEC. This class will have a more in-depth learning of state & national codes. This will look at all issues of the state & national code.

### **ELEC 202 Advanced Fundamentals Of Electricity 3 Credits**

Focuses on forces that are characteristic of alternating –current systems and the application of ohms law to ac circuits, motors: theory & application.

### **ELEC 204 Residential Wiring II 3 Credits**

This comprehensive class guides students, room by room; through the wiring of a typical residence and builds a foundation of knowledge by starting with the basic requirements of the national electrical code, then continuing on to the more advanced wiring methods. Each code rule is presented through text, illustrations, examples, and wiring diagrams.

**ELEC 205 Grounding & Bonding 3 Credits** The grounding and bonding article is so comprehensive because of the important role that grounding plays in the safe operation of electrical systems.

### **ELEC 206 Circuit Breakers & Fuses 3**

### **Credits**

The primary function of fuses and breakers is to protect people and equipment from excessive current by an unintentional load increase or fault condition. GFCI and arc fault units do not provide over current protection. They are devices that recognize a ground fault condition and open the circuit in which they are connected.

### **ELEC 207 Electrical Boxes, Fuses And Breakers 3 Credits**

Introduction in to the basic drawing and specifications. It is the responsibility of the electrician to accurately interpret a set of drawings, and to be familiar with the standardized numbering system used in specifications to identify electrical components and their installation.

### **ELEC 208 Hand & Power Conduit Bending 3 Credits**

Provides an introduction to conduit bending and installation. Covers the techniques for using hand operated and step conduit benders, as well as power benders, cutting, reaming, and threading conduit with safe operation of related equipment.

### **ENGL 105 Technical Communications 3 Credits**

This course concentrates on business correspondence and development of written and oral communication skills, instruction in writing applications, various types of letters, and oral expression.

### **ENGL 110 College Composition I 3 Credits**

The first of two courses in the one-year composition sequence. Introduces students to college-level writing as a process of developing and supporting a thesis in an organized essay. Requires students to read and think critically. Emphasizes using appropriate style and voice as well as the conventions of Standard English and citation.

### **ENGL 120 College Composition II 3 Credits**

Second course in the two course composition sequence. Students continue to develop experience in reading, thinking, and writing. Instruction reinforces the student experience with the conventions of standard written English and the conventions of documentation while developing student's

ability to carry out independently the proper method and responsibilities of research.

*Pre-requisite: ENGL 110 College Composition I*

### **ENGL 211 Intro to Creative Writing 3**

**Credits** This course is an introduction to the study of the forms and styles of poetry, fiction, creative nonfiction, and other genres, with practice in a workshop format.

*Prerequisite: ENGL 110 or instructor approval.*

### **ENGL 221 Introduction to Drama 3**

**Credits** Reading and discussion of representative dramatic works from ancient Greek times to the present.

### **ENGL 224 Introduction to Fiction 3**

**Credits** This course is a study of representative short stories and novels and their historical and literary backgrounds. *Pre-requisite: ENGL 110 or permission of instructor*

### **ENGL 236 Women and Literature 3**

**Credits** This course is a study of literary texts by and about women including gender roles as a literary theme. *Pre-requisite: ENGL 110 or permission of instructor*

### **ENGL 238 Children's Literature 3**

**Credits** This course is a study of texts suitable for reading by elementary age school children with emphasis on the analysis of literary characteristics which determine age-appropriateness.

### **ENGL 239 Native American Children's Literature 3**

**Credits** This course is an introductory study of Native American children's books, with established literary criteria being applied to a variety of literature: stories in the oral tradition; read-aloud and picture story books; folk and fairy tales; creation stories; pour quoi; myths and legends; historical

fiction; contemporary realistic fiction; nonfiction, including biographies and informational books. Techniques used to identify and meet the needs and interests of students through Native American literature will be studied, and students will also write contemporary Native American stories.

### **ENGL 265 Native American Literature I 3 Credits**

Using some lecture and regular classroom discussions, this course is designed to introduce the study of Native American literature by and about Native Americans. Native American literature consists of a wide range of voices and themes across different tribes, times, and places. In this class, traditional aspects of Native American literature—vibrant oral histories, myths, and stories—will be paired with writings by modern writers. Because of the traditionally rich oral and visual components of Native American literature, materials for the course will likely be drawn from several media, including audio recordings, film, poetry, fiction, essays, and drama. It is a goal to approach the class as a conversation among a community of learners, in which we can try out a variety of approaches to critical reading and deep thinking.

### **ENGL 266 Native American Literature II 3 Credits**

This is the second course of a sequence. Using discussion-based and student-centered instruction, a range of texts by a range of Native American authors from diverse tribes and geographical regions in the U.S. will be studied. This is a reading intense course and students will read outside the classroom as homework. These readings will expose you to new perspectives on language, deepen your understanding of Native American history/culture/literature, and enhance your ability to engage in focused literary and rhetorical analysis.

**ENGR 115 Intro of Engineering w/CADD 4 Credits** This course is designed to introduce the profession of engineering with its many types, to the student and in particular the specific skill of computer aided design (CAD). In addition, the

students will learn skills and techniques used by successful college students in engineering.

**ENGR 201 Statics 3 Credits**  
Vector approach to principles of statics. Resultants of force systems, equilibrium of force systems, analysis of structures, centroids, moments of inertia. *Pre-requisite: Math 165 Calculus I*

**ENGR 202 Dynamics 3 Credits**  
Vector approach to principles of dynamics, rectilinear and curvilinear translation, rotation, plane motion, force-mass-inertia, work-energy, impulse-momentum. *Pre-requisite: ENGR 201 Statics,*

**ENRT 101 - Introduction to Energy Technology - 4 credits**  
An introduction to the expanding energy industry. Students will learn about a variety of energy facilities from traditional to renewable, including but not limited to fossil fuel power plants, petroleum refineries, ethanol and biodiesel facilities, gasification plants, wind farms, geothermal and hydro power production facilities, natural gas processing facilities, petroleum production, water and wastewater treatment and others. The role of the technician in these facilities will be a focus, as will be the expectations and culture of the industry.

**ENRT 103 - Applied Math - 3 credits**  
This course will teach basic math skills and apply them to energy industry situations. Students will learn the metric system, basic volume and area calculations as well as algebra and trigonometry and how they apply to industry specific situations.

**ENRT 104 - Electrical Fundamentals – 3 credits**  
This course covers basic direct current theories and applies those to the electrical system and related equipment. Students will

also study basic DC circuit calculations. This course will also cover basic alternating current theories and apply those theories to electrical systems and related equipment. Students will study various methods of producing a voltage. Students will also study essential generator and motor design, construction and operating principles.

**ENRT 105 - Safety, Health & Environment - 3 credits**  
This course covers the personal protective equipment and proper safe work practices and procedures commonly used in the energy industry. Students will also gain a working knowledge of standard safety, health and environmental practices and regulations set by various government entities.

**ENRT 107 - Mechanical Fundamentals - 2 credits**  
This course provides an introduction to mechanical concepts commonly found in a plant setting. Topics covered include hand tools, piping, valves, steam traps and strainers. In addition, pumps, compressors, drivers, fans and rotating equipment are covered. Bearings, seals and lubrication are a focus in this course, as well as heat exchanger designs. Plant terminology and operator expectations are covered also.

**ENRT 110 - Plant Equipment & Systems - 4 credits**  
This course provides an introduction to equipment used in the power, process and renewable industries. Valves, piping, pumps, compressors, generators, turbines, motors, lubrication systems, heat exchangers, furnaces, boilers, cooling towers, separators, reactors, and distillation columns are covered. The utilization of this equipment within systems will be covered.

**ENRT 112 - Print Reading - 3 credits**  
This course covers schematics, prints, and piping and instrument diagrams used in the energy industry. Students will learn how to read and interpret block and single-line diagrams, which

will prepare them for the logic and electrical schematics included in this course.

### **ENRT 116 - Instrumentation & Control - 4 credits**

This course provides a comprehensive study of instrumentation components, control theory, control systems and typical controllers associated with the operation of energy facilities.

### **ENRT 118 - Heat Transfer, Fluid Flow & Thermodynamics - 3 credits**

Students enrolled in this course will study heat transfer, fluid flow and the conservation of energy. Specific equipment design considerations based on thermodynamic principles will be covered.

### **ENRT 120 - Water Purification & Treatment - 3 credits**

This course covers industrial water treatment processes. Students will study boiler water treatment, raw water treatment and the design and operation of ion exchangers. The course also covers cooling water treatment equipment and waste water treatment equipment and systems.

### **ENRT 205 - Steam Generation - 3 credits**

In this course the various types of boilers, systems, components and auxiliary systems associated with steam generators are covered. Different designs of boilers will be covered including low/high pressure, fire tube/water tube, negative/positive draft, drum type and others. Boiler operation, combustion, safety and emission control equipment will be covered along with efficiency measures.

### **ENRT 215 - Operations, Troubleshooting & Communication - 3 credits**

Students will gain the knowledge necessary to comprehend overall plant operations and respond to abnormal operating conditions. Students also will participate in root cause analysis exercises while troubleshooting

different operating scenarios. This course provides instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Students will use existing knowledge of equipment, systems and instrumentation to understand the operation of an entire unit in a facility. Students study concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technicians individual and team role in performing tasks associated with these concepts within an operating unit.

### **ENRT 220 - Practical Applications - 2 credits**

\*Online students are required to contact their advisor prior to registering  
Students will participate in hands-on lab activities, internships or industry job shadowing to gain entry-level job competencies. Students may not complete this course before their final semester at BSC.

### **ENRT 161 Internship 2 Credits**

This course is designed to integrate on-campus study with off-campus work experience. The internship experience will directly support the development of the student's technical skills, knowledge and career path, while allowing classroom learning to be correlated into on-the-job practice. The internship is directly related to their major field of study.

### **ENRT 233 Entrepreneurship/Small Business I 3 Credits**

This course focuses on information and procedures needed to start-up and operate a small business.

Topics include the business plan, market research, management, accounting, and finance.

### **ENRT 234 Entrepreneurship/Small Business II 3 Credits**

This course is an extension of the Entrepreneurship I course with advanced studies addressing integration of market research, management, accounting, and finance. The focus is on the

operation of an actual small business and refining the business plan. *Prerequisite:* ENTR 233

### **FITT 101 Fundamentals of Coaching** **1 Credits**

Fundamentals of coaching course provides a unique student-centered curriculum for interscholastic teacher/coaches, assisting them in creating a healthy and age-appropriate athletic experience that supports the educational mission of our nation's schools.

### **FITT 106 Kinesiology**      **4 Credits**

Students are introduced to the discipline of kinesiology and recreation. They will study the effects of physical activity on human beings; survey the sub disciplines, including exercise physiology, biomechanics, motor behavior and sociological, historical and philosophical perspectives; and discuss how the discipline can be applied professionally.

### **FITT 110 Code of Ethics and Professional Practices** **1 Credits**

The professional educator accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. We strongly affirm parents as the primary moral educators of their children. Nevertheless, we believe all educators are obligated to help foster civic virtues such as integrity, diligence, responsibility, cooperation, loyalty, fidelity, and respect-for the law, for human life, for others, and for self.

### **FITT 130 Fitness & Exercise Testing** **3 Credits**

A study of the techniques for conducting physical fitness assessments including tests of cardiorespiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity. Topics include an introduction to equipment use and maintenance. Emphasis on health considerations and exercise programming for special populations through identification of modification of testing procedures, equipment

adjustments and exercise prescriptions.

### **FITT 155 Personal Training/Lab** **4 Credits**

This course will prepare you for the NCCA accredited, nationally recognized Certified Personal Trainer (CPT) Exam provided by the National Council on Strength and Fitness (NCSF) Board for Certification. The course bridges the gap between exercise science related coursework and the practical application skills required to become a certified personal trainer.

### **FITT 161 Health & Fitness Internship** **2 Credits**

The primary purpose of an Internship is to gain practical experience in the field. Students will work at a designated location and apply hands on experience.

### **FITT 174 Special Population**      **2 Credits**

A course designed to direct kinesiology educators toward meeting the program needs of the exceptional individual in physical education or kinesiology professional setting. Practical teaching application with exceptional individuals is stressed.

### **FITT 177 Job Readiness**      **1 Credit**

This course is designed to equip students with job search procedures, resume writing/creation, cover letters, interviewing skills, writing job applications, and all other job readiness skills.

### **FITT 219 Sports Nutrition/Lab**   **4 Credits**

The program takes an in-depth look at nutritional science and its application in competitive fitness and athletic performance. The latest evidence-based information is presented in a building block model to develop the competencies necessary of a skilled practitioner. This advanced program goes far beyond a standard nutrition course, enabling learners to:

- Differentiate nutritional fact from fiction with clear evidence
- Understand the interaction of nutrients and their role in health and performance

- Develop strategies to optimize performance for Competitive Fitness, Anaerobic and Aerobic sports
- Educate clients on the efficacy of supplements and ergogenic aids for improved performance outcomes

This course will prepare you for the NCCA accredited, nationally recognized Sports Nutrition Specialist Exam provided by the National Council on Strength and Fitness (NCSF) Board for Certification.

### **FITT 220 Strength and Conditioning** **4 Credits**

The National Council Strength & Fitness Certified Strength Coach (CSC) program is an advanced professional credential designed to develop the knowledge and skill set necessary to work with, and train, athletic populations. The program uses a systematic approach to teach candidates in-depth sport science concepts and their application to athletic performance.

### **FITT 221 Medical Exercise Specialist** **4 Credits**

As an ACE Certified Medical Exercise Specialist, you'll hold expertise in creating programs for post-rehabilitative clients recovering from cardiovascular, pulmonary, metabolic and musculoskeletal conditions; identifying postural imbalance; and implementing programs that train the body to overcome, and in many instance, prevent conditions from occurring.

### **FITT 230 Prevention and Care of Athletic Injuries** **3 Credits**

**Course Description** A course designed to provide entry-level knowledge in the field of sport related injuries. This course includes units dealing with the history of athletic training, basic anatomy of common injuries, evaluation techniques, and preventive measures to reduce the incidences of injuries and a knowledge of basic treatment procedures to be used after injuries occur. Legal and ethical issues will also be discussed.

### **FREN 101 French I** **3 Credits**

Introduction to listening, speaking, reading and culture of the French-speaking people. This course focuses on the development of elementary linguistic skills while introducing students to the richness and diversity of the French world. Course Objectives: Attain a basic competency in all four language skills; listening, speaking, writing, reading and culture. Learn vocabulary, basic grammatical structure, useful sentences related to the daily life such as introducing and describing self and others. Converse and write in simple but correct French. Read and understand simple French texts available in the textbook. Describe people using a variety of adjectives. Express likes and dislikes, knowledge of French culture and civilization and the French world.

### **FREN 102 French II** **4 Credits**

This course a continuation of FREN 101, which focuses on the fundamental elements of the French language within a cultural context. Emphasis is on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness.

*Prerequisite: FREN 101*

### **FWLD 121 Introduction to Fish And Wildlife Management** **4 Credits**

Field and laboratory methods used in game management. Census methods, history of management in legislation, law enforcement and careers in wildlife management.

### **FWLD 122 Wildlife & Fisheries Techniques** **3 Credits**

Provide a basic understanding of the biological principles involved in wildlife management. Upland game, waterfowl, big game, fisheries and nongame.

### **GEOG 121 Physical Geography/Lab** **4 Credits**

Included in this course are studies of the physical environment and its variations, the interrelationship of elements of the physical

environment and its effect on man. Specific topics covered are earth and space, map reading, weather and climate, regulation, soils, water, and land forms. Students will be introduced to the global information system (GIS) and global positioning system (GPS).

**GEOG 134 Introduction to Global Climate** 3

**Credits** An introduction to basic atmospheric processes, weather and climate elements, and basic climactic distribution; emphasis is placed upon the factors which control climate, and climactic distributions.

**GEOG 263 North Dakota Geography** 3  
**Credits**

Study of the interrelationships that exist between North Dakota's physical and cultural environments. Specific topics include physiography, climate, flora, prehistoric occupation, historic development, demography, and economic structures. *Pre-requisite: GEOG 121 Physical Geology.*

**GEOG 334 Climatology** 3

**Credits** A study of the basic concepts of meteorology and climatology and their applications: includes energy balance, greenhouse effects, temperature, pressure systems, lows, highs, fronts, winds, clouds, storms, humidity, precipitation and measurements.

**GEOG 100 Geologic Overview of ND Hydrocarbons** 2

**Credits** This course provides a geologic overview of North Dakota fuel-related Hydrocarbons, more commonly known in their forms of oil and gas. Covered in the course will be the basic geologic and biologic processes and situations that lead to the formation, preservation and storage of hydrocarbons in the earth and the specific geologic history. Also to include the structure of the Williston Basin. Geographic

Information System (GIS) based resources will be introduced.

**GEOG 101 Environmental Geology/Lab** 4  
**Credits**

This course is the study of man's interactions with the Earth. It will include major environmental problems facing mankind today including water resources, energy and mineral resources, and geologic hazards. Students will be introduced to the global information system (GIS) and global positioning system (GPS). Field trips will be included.

**GEOG 105 Physical Geology/Lab** 4 Credits

This course is a study of the Earth as a physical body, its structure, composition, and the geologic processes acting upon and within the earth. Laboratory involves the study of rocks and minerals and topographic maps. Students will apply global information system (GIS) and global positioning system (GPS) strategies to studies. Field trips will be included as part of the instruction.

**GEOG 106 The Earth Through Time/Lab** 4 Credits

This course is the study of the earth through time. It's origin, history and the evolution of plant and animal life. Laboratory work includes the study of fossils and ecological and stratigraphic processes. *Pre-requisite: GEOG 105 Physical Geology/Lab or instructor approval*

**GEOG 320 Oceanography** 3 Credits The nature origin and evolution of ocean basins and sea water are emphasized and sea water, chemistry, movement, and ability to support life are also addressed.

**GEOG 410 Sedimentary/Stratigraphy** 4 Credits

Origin/classification of sedimentary rocks, and their stratigraphic relationships.

**GEOG 450 Sedimentology/Stratigraphy With field methods** 4 Credits

Interpretation of geology in the field; preparation of base maps and plotting geological data. Lecture and one-week field experience.  
*Pre-requisite: GEOL 101, 105 and 106.*

### **HEO 105 Core Curriculum 2 Credits**

The Core Curriculum consist of eight modules, consisting of Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Blueprints, and Basic Rigging. Students will be required to pass a test on each module, and must pass a performance test to complete the course. It is a prerequisite to upper level NCCER courses.

### **HEO 110 Heavy Equipment Level I 2 Credits**

This course introduces the student to the basic terminology and equipment used in the heavy equipment trade. They will learn what makes a good operator, the importance of safety when working around heavy equipment, and use of PPE. Level I also introduces the most commonly used heavy equipment machines, including dump trucks, backhoes, excavators, dozers, and tractors. Students will start performing pre-operational checks and operator maintenance tasks for heavy equipment, basic startup procedures and will be introduced to basic operation of some heavy equipment. They will also learn basic concepts and procedures related to the use of heavy equipment to perform earthmoving work, including preparing graded surfaces using heavy equipment, construction stakes and methods for grading slopes.

### **HEO 115 Heavy Equipment Level II 3 Credits**

In this course, students will learn the primary components, prestart inspections, preventive maintenance, and the proper operating procedures on a rough-terrain forklift, on-road dump trucks, skid steer, loader, and a scraper. Students will get in-depth knowledge on the formulas and calculations used to determine the amounts of soil and other material to be removed from or added to a job-site

excavation, focusing on volume and weight calculations. Course content includes types of soils, their properties, and how these properties affect the heavy equipment operator. This course introduces students to the types of drawings used in highway and building site construction projects. In addition, Level II describes the work involved in preparing a site for excavation and construction as well as important site safety practices.

### **HEO 120 Heavy Equipment Level III Credits 3**

Level III is more individualized, focused instruction on various types of heavy equipment. This course provides training on common types of equipment and instruments used for finish grading, materials and methods used to stabilize soils and control soil erosion, and finishing and grading methods used for various applications. Students also learn about common types of compaction equipment, in particular, a roller. Also taught in this course is common uses, types, components, instruments, and controls of backhoes (including attachments), dump trucks, dozers, excavators, and motor graders. Safety guidelines, prestart inspection procedures, and preventive maintenance requirements are presented. Basic startup and operation are described, and common work activities associated with equipment previously mentioned is covered.

### **HEO 125 Heavy Equipment Lab 4 Credits**

This course is designed to give students practical hands-on experience and knowledge of heavy equipment in an actual work environment. The focus is geared towards the efficient and safe operation of scrapers, loaders, dozers, and motor graders. Students will continue to learn more about construction grade stakes, safety procedures, and equipment maintenance. Students will also utilize the simulators to get hands-on experience on various types of equipment.

### **HEO 177 Job Readiness 1 Credit**

Job readiness is designed to prepare students to get, keep and excel at a new job. Basic

employability skills include effective communication, problem solving, resume building, and interviewing. The course is also designed to help participants develop good work habits that facilitate their ongoing success. Instruction typically include lectures, discussions and role-playing.

**HIST 101 Western Civilization I 3 Credits**

This course is a survey of the major political, economic, social, and cultural development of the western world from prehistory to 1500.

**HIST 102 Western Civilization II 3 Credits**

An introductory survey of recent western civilization.

**HIST 103 United States**

**History to 1877 3 Credits**

This course is a survey of the major political, economic, social, and cultural developments of the United States from pre-Columbian time in early Native American societies to the American Civil War. Special emphasis shall be on the American Indian.

**HIST 104 United States**

**History – Since 1877 3 Credits**

This course is a survey of the major political, economic, social, and cultural developments of the United States from the Reconstruction to the present day. Special emphasis shall be on those events and persons relative to the American Indian.

**HIST 118 Mitchif/Metis History 1498-1885 to Present 3 Credits**

This course examines the history, culture, and political status of Mitchif people of the United States. Special emphasis is placed on their history with Metis people of Canada, as well as the significance of early French and English fur trade and its cultural, social and political impacts on Mitchif and Metis peoples from the distant past to the present.

**HIST 220 North Dakota History 3**

**Credits** This course examines the historic and contemporary study of the Indians in North Dakota history and the contributions of ethnic groups to the state.

**HIST 251 Chippewa History I 3 Credits**

This course includes the traditional life-style, value system, political organization, the 1863 treaty, and significant events of the Turtle Mountain Chippewa from the distant past.

**HIST 252 Chippewa History II 3 Credits**

This course includes the traditional life-style, value system, political organization, the McCumber Agreement, and significant events of the Chippewa from the distant past to the present day Turtle Mountain Chippewa entity.

**HIST 261 Indian History to 1850 3 Credits**

This course is a history of American Indian tribal groups that existed prior to 1850 (the beginning of the reservation policy of the United States).

**HIST 262 Indian History II 3 Credits**

This course is a history of American Indian tribal groups that existed between 1850 (the beginning of the reservation policy of the United States) and the present time.

**HIST 296 History of the Turtle Mountain**

**Band of Chippewa 3 Credits**

This course is an account of the major political, economic, social, and cultural developments of the Turtle Mountain Band of Chippewa (TMBC) from Pre-Columbian time to the Present, Special emphasis will be on the creation, migration, cultural identity, fur and pemmican trade, governance structures, treaties, constitutions, leadership and federal Indian policy.

**HIT 176 Introduction to Health Information Technology 4 Credits**

This course is a study of recordkeeping practices in hospitals and physician's offices. Emphasis is placed on hospital and medical staff organization, patient record content, quantitative analysis, release of patient information, forms control and

design, indexes and registers, reimbursement, regulatory and accrediting agencies, and alternate healthcare delivery systems. The student will learn about the role of the health information professional and how the American Health Information Management Association's (AHIMA) role is integral to the healthcare delivery system. Computer software will be utilized to provide experience in operating/manipulating health information data.

**HIT 177 Job Readiness 1 Credit**

Job readiness is designed to prepare students to get, keep and excel at a new job. Basic employability skills include effective communication, problem solving, resume building, and interviewing. The course is also designed to help participants develop good work habits that facilitate their ongoing success. Instruction typically include lectures, discussions and role-playing.

**HIT 178 Electronic Health Records Credits 3**

This course covers the history, benefits, standards, functionality, security, and confidentiality as well as the impact of Electronic Health Records (EHR) in the healthcare environment. Students will have hands-on experience using EHR software to complete common work tasks in the health care setting.

**HIT 180 Pathopharmacology Credits 3**

Emphasis is on the specific disease processes affecting the human body systems via an integrated approach to specific disease entities, including the study of causes, diagnosis, and treatment of disease. Pharmacology study of drug action, including the absorption, distribution, metabolism, and excretion of drugs by the body. Emphasis on most commonly prescribed drugs, a drug formulary, matching drugs to common conditions and lab

findings.

**HIT 182 Medical Language Applications 4 Credits**

This course covers appropriate usage of medical language in written documentation. Authentic medical documentation will be reviewed. Proofreading for spelling errors, analysis of content, and proper pronunciation of medical language are emphasized. A solid foundation of medical terminology is necessary for success in this class.

**HIT 184 Basic ICD-9-CM Coding 3 Credits**

Introduces the student to nomenclatures and classification systems. Introduction to the basic coding principles of CPT-4 and ICD-9-CM coding systems. The format of each system, coding rules, and coding selection are studied. Application of correct coding standards and principles. Coding software applications will be introduced. Prerequisites exist.

**HIT 185 Basic CPT Coding 3 Credits**

A continued study of the CPT-4 and ICD-9-CM coding systems with focus on coding actual cases. Other topics include legislation affecting coding/reimbursement, documentation requirements, and ethical coding principles. Coding software applications will be used.

**HIT 222 Medical Transcription 4 Credits**

This course is an introduction to transcription of dictated medical reports used in a variety of medical facilities. Emphasis is placed on proper formatting, building transcription proficiency, and application of medical transcription style as defined by the Association of Healthcare Documentation Integrity (AHDI).

**HIT 270 Medical Office Simulation I 2 Credits**

This course is a capstone simulation course that covers a variety of administrative tasks. This course bridges the gap between classroom and work experience and provides an

internship/externship-like experience in a medical office.

**HIT 272 Medical Office Simulation II 2 Credits**

This course is a capstone experience for students enrolled in a medical administrative assistant. Medical office responsibilities such as appointment scheduling, registration, health information management, and billing and financial operations are included in this project-based course. This course should be taken in the last semester prior to graduation, as students will employ skills mastered over the course of their program enrollment. Students will develop 10-key skills necessary for billing and insurance practices in a medical facility

**HIT 274 Patient Access Certification 2 Credits**

This course covers the skills and knowledge required to perform administrative tasks in the administrative department of a medical office. Topics include, but are not limited to, receiving patients, scheduling appointments, & handling medical records. This course will prepare the student for the Patient Access certification test. Upon completion of this course, the student will apply to take the Patient Access certification test

**HIT 277 Medical Office Procedures 3 Credits**

This course covers medical office tasks performed by the medical office assistant. Medical topics covered include health care careers, legal and ethical responsibilities, medical appointments, telephone techniques, health information management, and medical office management.

**HIT 281 Medical Law & Ethics 3 Credits**

This course is a general introduction to ethical issues that arise in the contemporary practice

of healthcare, and which are central to understanding healthcare in contemporary society. In addition to developing a basic understanding of standard moral theories, issues that arise within American culture for patients, providers, and planners of health care are examined. Examples of such issues include, but are not limited to, abortion, euthanasia, patient rights, informed consent, health care distribution and reform, genetic testing and research, and cloning.

**HIT 282 Medical Billing & Insurance 3 Credits**

This course provides information related to medical billing and health insurance. Topics covered include billing and procedures in the medical office, types of health insurance coverage, insurance claim processes and related ethical and legal issues.

**HIT 286 Medical Admin. Assistant Certification 2 Credits**

This course covers the skills and knowledge required to perform administrative tasks in the administrative department of a medical office. Topics include, but are not limited to, receiving patients, scheduling appointments, patient triage, handling medical records, and processing insurance claims. This course will prepare the student for the MAA certification test. Upon completion of this course, the student will apply to take the MMA certification test.

**HIT 290 Patient Access Internship 2 Credits**

Provides student work experience in a Patient Access environment. Topics include application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the program faculty and/or persons designated to coordinate work experience arrangements. *Prerequisites: Must be in last semester of program. With advisor approval.*

**HIT 291 Medical Administrative Assistant Internship** **2 Credits**

Provides student work experience in a medical office environment. Topics include application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the program faculty and/or persons designated to coordinate work experience arrangements. *Prerequisites: Must be in last semester of program. With advisor approval.*

**HPER 102 Volleyball** **1**

**Credit** The course provides fundamental techniques, rules, and sportsmanship in volleyball.

**HPER 103 Tennis** **1 Credit**

This course teaches the forehand, backhand, serve, rules and other tennis fundamentals.

**HPER 104 Golf** **1 Credit**

This course provides the fundamentals of golf, rules, safety, and language of golf, scoring, and golf etiquette.

**HPER 108 Traditional Dance** **2**

**Credits** This course provides various American Indian dance forms that reflect various cultures with some emphasis placed on dance forms of the Turtle Mountain Chippewa.

**HPER 110 Yoga/Creative Dance – Beginning** **1 Credit**

This course provides a combination of both lecture and dance techniques. The students will learn to communicate through movement. This course will exercise the importance for developing techniques to encourage students to move and express how they feel for effective change, growth and healing in the individual.

**HPER 111 Ice Fishing** **2**  
**Credits**

This course is designed to introduce the student

to the winter sport of ice fishing where they will explore the skills and equipment along with the resources available to begin the journey of becoming an angler. Topics covered in the course include basic rod and reels, ice safety, knot tying, fish identification, angling strategies, ethics, rules and regulations, and fileting fish. In fulfillment of TMCC’s mission, course instruction will also include the culture of the Turtle Mountain Chippewa. Instruction will include the traditional fishing methods and the uses of fish once practiced by Chippewa tribes, discussion of federal treaty hunting and fishing rights of Native Americans, and a review of the Turtle Mountain Tribal Code.

**HPER 115 Downhill Skiing I** **1**

**Credit** This course provides the basic instruction in the techniques and skill of downhill skiing.

**HPER 126 Archery** **1 Credit**

This course provides basic instruction and participation in this sport for fitness and recreation.

**HPER 127 Aerobics** **1 Credit**

This course places emphasis on getting an aerobic conditioning from workouts and incorporates understanding the heart range and ways to keep the working within the desired range. The maximum emphasis is on cardiovascular endurance.

**HPER 130 Walking** **1 Credit**

This course provides the basic instruction and benefits of walking, use of proper equipment, and the proper way to walk for fitness.

**HPER 232 Basketball** **1 Credit**

This course is an activity to help you learn and demonstrate the basics of basketball. You will learn the importance of team ball. You will also learn about officiating basketball.

**HPER 136 Weight Training** **1 Credit**

This course is designed to teach students with limited knowledge of weight training the terminology, safety, and protocol for proper training.

**HPER 210 First Aid/CPR** **2 Credit**

This standard course in first aid technique deals with shock, control of bleeding, splinting, burns, CPR, and emergency procedures. Students completing this course receive a First Aid/CPR certification card.

**HPER 211 Yoga/Creative Dance-Intermediate 1**

**Credit** This course is an extension of the beginning course and will extend the movements to a further level. The students will learn to communicate through movement. This course will also exercise the importance for developing techniques to encourage students to move and express how they feel for effective change, growth and healing in the individual. *Pre-requisite: HPER 110*

**HPER 213 Personal And Community Health Credits 2**

This course is designed to provide information and skill training directed to assessing personal fitness and body composition, proper nutritional needs for performing physical activities, laboratory activities, and the cognitive concepts of health related fitness.

**HPER 297 Open Water Fishing I Credits 2**

This course is designed to assist students with the skills necessary to fish in the open waters safely.

**HUMM 101 Introduction to Humanities I Credits 3**

This course is designed to introduce beginning college students to the major disciplines of the humanities: literature, philosophy, history, religion, drama, music, and art.

**HUMM 102 Introduction to Humanities II Credits 3**

This course is designed to introduce beginning college students to the major disciplines of the Humanities: literature, philosophy, history, religion, drama, music, and art.

**HUMM 190 Traditional Use of Plants 3 Credits**

This course explores the many different natural herbs and plants that were gathered and used traditionally by American Indians. Students will do local field studies and will be required to gather and identify the different plants and learn the importance of them according to cultural beliefs, tradition, and song.

**HUMM 202 Fine Art & Aesthetics 3 Credits**

This is a course designed to acquaint the student with the development of music and visual arts within the context of world civilization and seeks to develop aesthetic responsiveness. The art and music of the Turtle Mountain Band of Chippewa will be an integral part of this course.

**HVAC 101 Introduction to Heating, Ventilation and Air Conditioning 3 Credits**

This course is an introduction to the heating, ventilation and air conditioning trades and covers safety, tools, test equipment and sheet metal equipment. *Pre-requisites: None*

**HVAC 103 Air Condition Theory & Components Credits 4**

This lecture and discussion course covers the theory of residential and commercial air conditioning. This class will include the operation and maintenance of various Air Conditioning (AC) unit types.

**HVAC 104 Heating Theory & Components 4 Credits**

This lecture and discussion course covers the theory of residential heating. This class will include the operation and maintenance of gas, oil and electric furnaces as well as electronic air cleaners and humidifiers.

**HVAC 106 Introduction to HVAC/R Electricity & Controls 3 Credits**

This lecture, discussion and lab class will cover basic electrical theory, safety, tools, and equipment needed for the practical use in the HVAC industry. Students will begin a practical hands-on use of named items above.

**HVAC 108 Residential Oil Burners 4**

**Credits** This lecture, discussion and lab class will provide a keen insight into the inner workings of residential and commercial type oil burning equipment through the use of trainers and live equipment.

**HVAC 109 Residential Gas Heaters Credits 4**

This lecture, discussion and lab class will provide the prospective student with a thorough hands-on working knowledge of the application, installation and service of residential and commercial gas type heaters.

**HVAC 110 HVAC/R Electricity & Controls Credits 3**

This lecture, discussion and lab class will cover various electrical circuits and components common to HVAC equipment. The student will also begin to perform practical hands-on use of electrical meters and devices as it pertains to this course, along with continued common safety practices as it adheres to HVAC equipment.  
*Prerequisite: HVAC 106*

**HVAC 114 Heating Systems Service & Troubleshooting Credits 5**

This lecture, discussion and lab class covers the wiring, troubleshooting, installation of residential and commercial gas, oil, and electric furnaces through the use of trainers and live equipment.  
*Prerequisite: HVAC 221*

**ENTR 161 Internship 2 Credits**

This course is designed to integrate on-campus study with off-campus work experience. The internship experience will directly support the development of the student's technical skills, knowledge and career path, while allowing classroom learning to be correlated into on-the-job practice. The internship is directly related to their major field of study.

**HVAC 177 Job Readiness 1 Credit**

Job readiness is designed to prepare students to get, keep and excel at a new job. Basic employability skills include effective communication, problem solving, resume building, and interviewing. The course is also designed to help participants develop good work habits that facilitate their ongoing success.

Instruction typically include lectures, discussions and role playing.

**HVAC 203 Indoor Air Quality Solutions 3 Credits**

This lecture, discussion and lab class will provide a comprehensive overview of Indoor Air Quality (IAQ), including air properties, contaminates filtration and air flow design through the use of IAQ testing, adjusting, and balancing equipment.

**HVAC 213 Air Conditioning Systems Service & Troubleshooting 5 Credits**

This lecture, discussion and lab class covers the wiring, troubleshooting, installation of residential and commercial type Air Conditioning Units through the use of trainers and live equipment.

**LANG 121 Chippewa/Cree Language I 3 Credits**

This course places emphasis on the basics of the Chippewa/Cree language. Language, pronunciation, spelling, and local dialects are taught. Word origin is also explored.

**LANG 122 Chippewa/Cree Language II 3 Credits**

In this semester emphasis continues with building on the basics of the Chippewa/Cree language. Language, pronunciation, spelling, and local dialects are taught. Word origin is also explored.  
*Pre-requisite: Lang 121 Chippewa/Cree Language*

**LANG 125 Ojibwa Language I 3 Credits**

This course is designed to familiarize students

with the fundamental principles and pronunciation of the Ojibwa/Chippewa language through oral use and the development of skills in comprehension and speaking. Verbal communication is emphasized. However, written form is an option.

**LANG 126 Ojibwa Language II 3 Credits** This course is a continuation of LANG 125 and is designed to provide a continuation of the fundamental principles and pronunciation of the Ojibwa/Chippewa language through oral use and the development of skills in comprehension and speaking. Verbal communication is emphasized. However, written form is an option. *Pre-requisite: LANG 125 Ojibwa Language I*

**LANG 299 Native Language Revitalization: Case Studies and Planning I 3 Credits**

This course will examine the condition/status of Indian languages from the past to present day. Case studies of Native Hawaiian, Maori, Blackfeet, and Ojibwe languages will be studied in order for the student to understand the different methods that have successfully been used to revitalize Native languages.

**LEAD 180 Leadership Theory & Concepts 3 Credits**

Classic and contemporary theories of leadership and methods of study are discussed along with their strengths and weakness. Students will study leadership theories and applications of those ideas, will evaluate themselves on the factors associated with ethical leadership, will identify their own leadership style and skills as well as ways to become leader-citizens. Traditional and contemporary American Indian leadership is examined and the 7 Teachings of the Anishinabe People.

**LEAD 220 Internship in Leadership 3 Credits**

TMBCI community service legacy project with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

**LEAD 235 Cultural and Tribal Sovereignty 3 Credits**

Identify and describe traditional values still present in their respective communities and land. Identify and give examples of their inherent rights found in the origin stories of their ancestors. Native land tenure history is intended to discuss native land tenure issues and problems currently facing Indian people. Discusses the current state of tribally-owned, plotted land, and or non-native owned land and how the land tenure situation was greatly altered from the joint use/family ownership concept of the traditional times (before reservations) by allotment and subsequent adaptations of the reservation. Major western concepts of Native "property" law; use, management, and re-acquisition of Native land and its base.

**MACH 120 Introduction to Machine Tool Technology 1 Credit**

A beginning course in Machine Shop Technology that covers the occupational outlook and job descriptions for a machinist and other careers in metal related trades. General shop and personal safety are also stressed.

**MACH 121 Measure and Layout 1 Credit**

A course on systems of measurements, tools, and methods used in making accurate measurements. Also covers tools and procedures used in making precise layouts.

**MACH 122 Hand Tools and Bench Work 1 Credit**

A course in the proper use and maintenance of the basic hand tools of a machine shop. Bench work includes the operations of laying out, fitting, and assembling. These operations may involve sawing, chopping, filing, polishing, scraping, reaming, and threading.

**MACH 123 Basic Machine Tools 1 Credit**

A course in the proper use and maintenance of the basic machine tools. Equipment includes the

metal cutting saws, drilling machines, grinders, and external threading machine.

**MACH 124 Lathe I: Facing and Turning** 2 Credits

A beginning course on the use of the engine lathe. Topics covered are methods of mounting work, cutting tool shapes and preparation, turning, facing, knurling, speeds, and feeds.

**MACH 125 Shape Altering & Taping On Lath** 2 Credits

This course will include safety, maintenance and basic operations of the shaper, portable line boring machine, and advanced operations on the lathe and drill press. This course is designed to be offered concurrently with Vertical Milling. Due to the limited work stations, this course is a part of a multiple activity laboratory offering.

**MACH 161 Internship** 2 Credits

This course is designed to integrate on-campus study with off-campus work experience. The internship experience will directly support the development of the student's technical skills, knowledge and career path, while allowing classroom learning to be correlated into on-the-job practice. The internship is directly related to their major field of study.

**MATH 100 Applied Math** 3 Credits

This course covers the basic computations involved in working with whole numbers, fractions, decimals, percentages, squares, number systems, basic terms of algebra, and other topics to include, but not limited to metrics. This is a developmental course and may not count toward graduation in an Associate of Arts or Associate of Science program.

**MATH 102 Intermediate Algebra** 3 Credits

This course is designed to develop the student who has limited algebra knowledge to prepared to advance to the next level of algebra. Topics include the real number system, exponents, roots, radicals, rational exponents, polynomials and rational expressions. Credit

earned does not count towards any degree, nor does it transfer.

*Pre-requisite: Math 100 or Placement Test*

**MATH 103 College Algebra** 4 Credits

In this course the student will cover graphs and technology, equations, inequalities, functions and their graphs, polynomials and rational functions. In addition, the student will cover exponential and logarithmic functions, systems of equations and equalities, discrete algebra and analytic geometry.

*Pre-requisite: Placement based on TMCC Math Placement Test*

**MATH 105 Trigonometry** 3 Credits

In this course the student will study triangle trigonometry, trigonometric functions, trigonometric identities and equations and applications of trigonometry. *Pre-requisite: MATH 103 or MATH 111 or Placement Test*

**MATH 107 Pre-Calculus** 4 Credits

In this course the student will study trigonometric functions, solving triangles, analytic geometry, theory of equations, sequences, series and induction. *Pre-requisite: MATH 112, or MATH 103 or Placement Test*

**MATH 111 College Algebra I** 3 Credits

In this course the student will cover graphs and technology, equations, inequalities, functions and their graphs, polynomials and rational functions. *Pre-requisite: MATH 102 or Placement Test*

**MATH 112 College Algebra II** 3 Credits

In this course the student will cover exponential and logarithmic functions, systems of equations and equalities, discrete algebra and analytic geometry. *Pre-requisite: MATH 111 College Algebra I*

**MATH 129 Basic Linear Algebra** 2 Credits

Includes content of Math 128 with the addition of vectors in n-space, subspaces, homogeneous systems, linear independence, rank, and dimension. *Pre-requisite: MATH 105 or 107*

**MATH 130 Technical Mathematics** 2 Credits

A review of whole numbers, fractions and decimals using U.S. measurements. The application of ratio and proportion, direct measure, perimeter, area and volume with a construction emphasis.

**MATH 165 Calculus I 4 Credits**

In this course the student will study limits, continuity, differentiation, indefinite integrals, definite integrals, application of derivative, logarithmic and exponential functions, and numerical integration. *Pre-requisite: MATH 105 Trigonometry or MATH 107 Pre-Calculus*

**MATH 166 Calculus II 4 Credits**

In this course the student will study techniques of integration, applications of integration, polar equations, sequences, series, and power series. *Pre-requisite: MATH 165 Calculus I*

**MATH 210 Elementary Statistics 3 Credits**

An introduction to statistical methods of gathering, presenting and analyzing data. Topics include probability and probability distributions, confidence intervals, hypothesis testing, and linear regression and correlation.

**MATH 212 Statistics I 3 Credits**

In this course the student will study the description of sample data, numerical methods for analyzing data, normal distribution, sampling, estimation, hypothesis testing, linear correlation, regression, probability, rules of probability, discrete probability distributions and the properties, chi-square distribution, analysis of variance and nonparametric statistics. Emphasis is given to application in word problems. *Pre-requisite: Math 103 or MATH 111.*

**MATH 213 Statistics II 3 Credits**

In this course the student will study the description of sample data, numerical methods for analyzing data, normal distribution, sampling, estimation, hypothesis testing, linear

correlation and regression. Emphasis is given to application in word problems. *Pre-requisite: MATH 212 Statistics I*

**MATH 240 Applied Statistics 2 Credits**

An introduction to the theory and methods of statistics, especially those commonly used in science and science education. This course partially fulfills the ND secondary science teacher education composite degree requirements and is open to Secondary Science majors. *Pre-requisites: Math 103 or Math 112*

**MATH 265 Calculus III 4 Credits**

Multivariate and vector calculus including partial derivatives, multiple integration and its applications, line and surface integrals, Green's Theorem and Stoke's Theorem. *Pre-requisite: MATH 165 Calculus I & 166 Calculus II*

**MATH 266 Introduction to Differential Equations 3 Credits**

Solution of elementary differential equations by elementary techniques. Laplace transforms, systems of equations, matrix methods, numerical techniques, and applications. *Pre-requisite: MATH 265, Co-requisite MATH 129*

**MATH 277 Math for Elementary Ed3 Credits**

A course for elementary education majors. Conceptual approach to topics in geometry. Topics include measurement, line and angle relationships, parallelism, polygons, congruence, similarity, circles, area and volume. Emphasis given to hands on discovery learning and real life applications.

**ME 223 Mechanics of Materials 3 Credits**

Introduction to stress, strain, and their relationships; torsion of circular shafts, bending stresses, deflection of beams, stress transformation, buckling. *Pre-requisite: ENGR 115 Intro to Engineering*

**MUSC 100 Music Appreciation 3 Credits**

This course will focus on the different styles of music and composers, as well as forms and styles of music as connected with the history of music. This class will attempt to increase the awareness and understanding of music through

listening to and discussion of a wide variety of music.

Students will review or learn basic elements of music critical to an appreciation of music through reading, lecture and hands-on activities.

**MUSC 101 Fundamentals of Music 3 Credits** This course is an Introduction to the fundamental elements of music through the study of scales, chords, basic harmonic progressions, rhythms and terminology.

**MUSC 102 Beginning Piano 3 Credits** This course is designed for the beginning Piano student.

**MUSC 105 Beginning Fiddle 3 Credits** This course is designed for the beginning fiddle student.

**MUSC 112 Beginning Guitar 3 Credits** This course is designed for the beginning guitar student.

**MUSC 122 Music Theory I 3 Credits** The passage of competency exams may be required before enrolling in any course of a sequence.

**MUSC 123 Aural Skills I 3 Credits** The passage of competency exams may be required before enrolling in any course of a sequence.

**MUSC 126 Intermediate Guitar 3 Credits** This course is designed to offer instruction which will enhance each student's ability to perform on an acoustic guitar and to understand music. Students will perform a variety of guitar music in ensemble and solo settings.

**MUSC 132 Introduction to Traditional Singing of the Plains Ojibwa 3 Credits** This course provides the students with historical as well as practical knowledge of the drum and Pow Wow singing. Various drum construction techniques will also be covered.

**MUSC 133 Traditional Singing**

**of the Plains Ojibwa 3 Credits** The students will learn a variety of songs that are commonly sung at Pow-wows with an emphasis on the Ojibwa style.

**MUSC 161 Band I 1 or 3 Credits** This course is designed to enhance the college experience by providing further band experience for student. *Pre-requisite: Prior Band Experience*

**MUSC 200 Native American Music Survey 3 Credits** This course is designed to explore the rich tradition of Native American music. Students will listen to recordings and discuss culture from a musical perspective.

**MUSC 265 Studio Recording Arts 4 Credits** Introductory course to the fields of studio recording and music technology. Students will learn the techniques of using Digital Audio Workstation (DAW) software to record, edit, apply effects, and mix audio tracks to complete creative projects. Students will be introduced to audio engineering in the recording studio including multi-track recording, microphone selection and use, signal processing, and MIDI. Students will have the opportunity to engineer studio recording sessions during this course.

**NRM 150 Natural Resources Management Orientation 1 Credit** Introduction to natural resources management issues, concepts, and careers.

**NUTR 240 Nutrition 3 Credits** This course provides an understanding of nutrients, the four basic food groups, adequate diets for healthy people, the food exchange list used in special diets, nutrition during pregnancy, infancy and pre-school digestion, absorption, metabolism, overweight, nutritional evaluation of self, food fads and fallacies, habits and nutritional deficiencies.

**OFO 100 Orientation to the Trade 1 Credit** Introductory course that provides students with the information necessary to understand the work and expectations of those employed in the oil field operations.

**OFO 101 Basic Rigging 2 Credits**

This crane rigging course has been developed for those workers in charge of rigging loads for crane operation, and covers the knowledge needed by a worker to safely and properly perform the many tasks required of a rigger. The crane rigger has many responsibilities and plays an integral part in the safety of a job site where cranes are in operation.

**OFO 102 Rough Terrain Equip Ops. 5 Credits**

Rough terrain forklifts are essential material handling equipment on many worksites. This course of rough terrain forklift safety training course will teach employees, through in-class and hands-on instruction, about the hazards and explain what you can do to prevent accidents and injuries when operating these lift trucks.

**OFO 105 Valves, Gages, and Pumps 2 Credits**

At the completion of this course, the student will be able to explain the theory of operations of centrifugal and positive displacement pumps along with the major steps involved in the overhauling of them, student will understand the theory of, Globe, Butterfly, Gate, Check and Ball valves along with the reading and monitoring of the different types of pressure gauges.

**OFO 177 Job Readiness 1 Credit**

Job readiness is designed to prepare students to get, keep and excel at a new job. Basic employability skills include effective communication, problem solving, resume building, and interviewing. The course is also designed to help participants develop good work habits that facilitate their ongoing success. Instruction typically include lectures, discussions and role playing.

**PHIL 101 Introduction to Philosophy 3 Credits**

This course explores the questions which

human beings have perennially asked themselves about existence, truth, the world in which we live, and the purpose of life. Emphasis will be placed on key philosophers who have shaped Western Culture and draw a broad outline on Native American Culture and Thoughts.

**PHIL 102 Anishinabe Worldview Nanda-Nibwaakaawin 3 Credits**

This course introduces the student to the Ojibwe philosophical and spiritual viewpoint of the Anishinabe. Ojibwe language will be discussed and explained pertaining to leadership, gender roles, and individual identity in order to gain an understanding of minobimaadiziwin (the good life). The course also includes the context related to social competence, in that students will own a positive self-identity and having a high degree of self-perceived ability in social interactions.

**PHIL 210 Multi-Cultural Ethics 3 Credits**

This course is a study of ethical concepts of Native American and Euro-Americans applied to issues concerning the environment, business, sexuality, families, treaties, racism, poverty, media, government and war, principals of personal and institutional conduct, values clarification, and tribal versus individualist decision making.

**PHYS 211 College Physics I/Lab 4 Credits**

This is a beginning course for students without a calculus background. It covers basic principles of bodies at rest and in motion. *Pre-requisite: MATH 105 Trigonometry*

**PHYS 212 College Physics II/Lab 4 Credits**

This is the second course for students without a calculus background. It covers laws of electricity and magnetism, optics, and selected topics from modern physics. *Pre-requisite: PHYS 211 College Physics/Lab*

**PHYS 251 University Physics I 4 Credits**

This course is the study of Newtonian mechanics of translational and rotational motion, work, energy, power, impulse, momentum, conservation of energy and momentum, periodic motion, waves, sound, heat, and thermodynamics. *Pre-requisite: MATH 165 Calculus I*

**PHYS 252 University Physics II** 4  
**Credits** This course is the study of electric charge, field, potential, and current, magnetic field, capacitance, resistance, inductance, RC, RL, IC, and RLC circuit, EM waves, optics, and introduction to modern physics. *Pre-requisite: PHYS 251. ENGR 201 or ENGR 202*

**PHYS 275: Planetary Science** 3  
**Credits** An examination of the solar system, planets, satellites, asteroids, comets, and meteorites. Explorations of the science and technology used to explore and understand the planets, solar system, and wider universe.

**PHYS 320 Physical Science for Teachers** 4  
**Credits** This course is designed for students who are in the teacher education program, but is not exclusive to those students. Physical science for Teachers is a college level physical science course that combines lecture and laboratory work in a way that focuses on teaching methodology that most effectively engages students in the realm of science from the context and perspective of the rural Native student.

**PLU 100 Core Curriculum** 2  
**Credits** The Core Curriculum consist of eight modules, consisting of Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Blueprints, and Basic Rigging. Students will be required to pass a test on each module.

**PLU 101 Introduction to Plumbing** 4  
**Credits** This course will introduce the learner to the plumbing profession. The course highlights the importance of safety procedures associated in construction. This course is for the people who want to learn the knowledge and skills that are needed to begin a career in the plumbing trade.

**PLU 104 Introduction to Plumbing Codes** 2  
**Credits** This course presents a basic coverage of plumbing standards, including acceptable installation practices and acceptable

materials. All standards are based on the current uniform plumbing code.

**PLU 110 Construction Drawing** 2  
**Credits** This course introduces the types of construction drawings typically used in the plumbing trade, explains the relationship among these drawings, and discusses applicable code requirements. Trainees will learn to recognize the basic symbols on drawings, sketch basic isometric drawings, as well as how to draw lines to scale.

**PLU 125 Plumbing I** 5  
**Credits** In this part of the curriculum the students will apply all the information they are currently learning and have learned into practical application with hands on experience. They will design, install, and repair plumbing and water systems using acceptable standards, and material. In this course, we will highlight the importance of safety procedures on the jobsite and with tools.

**PLU 177 Job Readiness** 1  
**Credit** Job readiness is designed to prepare students to get, keep and excel at a new job. Basic employability skills include effective communication, problem solving, resume building, and interviewing. The course is also designed to help participants develop good work habits that facilitate their ongoing success. Instruction typically includes lectures, discussions and role-playing.

**POLS 115 American Government And Politics** 3  
**Credits** This is the fundamental course the in study of the institutions and processes of the national, state, and local forms of government of the United States.

**POLS 241 Indian Law I** 3  
**Credits** This course includes an overview of the legal relationships among the tribe, state and federal governments with emphasis on the history of Indian law, treaties, statutes, case law, regulations and executive orders. In addition, the course addresses issues related to the federal trust relationship, tribal sovereignty, criminal and civil jurisdiction, management of natural

resources of tribal lands, hunting and fishing rights, and cultural preservation. *Pre-requisite: HIST 261 or HIST 262*

This course includes a review of the legal relationships among the tribe, state and federal governments with emphasis on Indian course systems tribal codes and constitutions, and federal laws like the Indian Civil Rights Act, Indian Self-Determination and Education Assistance Act, Indian Child Welfare Act, Tribal Law and Order Act and others. *Pre-requisite POLS 241*

**POLS 242 Indian Law II 3 Credits**

In this course, special emphasis will be placed upon areas of criminal and civil law involving jurisdictional questions. Special emphasis is placed on problems faced by Indian courts in following the guidelines of the 1968 Indian Civil Rights.

**POLS 284 Federal Indian Policy I - 1789-1871 3 Credits**

This course is a survey of the tribal and federal government relationship that evolved between 1789 and 1871.

**POLS 285 Federal Indian Policy II - 1871 to Present 3 Credits**

This course is a survey of the tribal and federal government relationship that evolved from 1871 to the present. *Pre-requisite: POLS 284 Federal Indian Policy I*

**POLS 287 Tribal Government 3 Credits**

This course provides a descriptive analysis of the structure of the tribal governments with particular emphasis on the present tribal government of the Turtle Mountain Band of Chippewa Indians.

**PROP 177 Job Readiness 1 Credit**

Job readiness is designed to prepare students to get, keep and excel at a new job. Basic employability skills include effective communication, problem solving, resume building, and interviewing. The course is also designed to help participants develop good work habits that facilitate their ongoing success.

Instruction typically includes lectures, discussions and role playing.

**PROP 235 Hydrocarbon Chemistry 3 Credits**

This course provides a fundamental study of the organic chemistry of hydrocarbons associated with crude oil. This course will also focus on process chemistry, chemistry fundamentals, typical process reactions and process solubility theory.

**PROP 237 Distillation & Refinery Operations 4 Credits**

This course provides a comprehensive study of processes associated with refining, and petrochemical distillation. This course will also focus on equipment designs, operation requirements and technician responsibilities associated with the operation of typical distillation facilities.

*Prerequisite: Department approval*

**PROP 239 Gas Processing & Gasification 3 credits**

This course provides a comprehensive study of the processing technologies associated with the production of natural gas and other gases and liquids found within natural gas fields. Students will study gas laws, molecular structure, process theory, terminology, equipment and the auxiliary systems that support the production and processing of natural gas. The production of synthetic natural gas by means of coal gasification will be covered. *Prerequisite: Department approval*

**PROP 244 Ethanol & Bio Fuels Production 3 credits**

Students enrolled in this course will study the design, operation, equipment and process flows of ethanol plants and biofuels facilities including biodiesel plants. The student will have the ability to interpret basic flow diagrams and understand related terminology. The equipment design and operation used in these facilities will be a focus as well as safety considerations, typical maintenance and startup/shutdown procedures. *Prerequisite: Department Approval*

**PWRP 203 - Energy Sources & Conversions - 3 credits**

Students enrolled in this course will study the

various forms of energy and the processes used to convert chemical and potential energy into thermal, mechanical and in some instances electrical energy. Energy sources that will be studied include fossil fuels (coal, oil and natural gas), hydro, wind, fuel cells, and solar, derived fuel, geothermal and nuclear. Combustion and reaction will be discussed in detail for those energy sources that require combustion to convert from one energy form to another.

### **PWRP 207 - Boilers & Environmental Protection - 3 credits**

Recommended prerequisite: ENRT 205

In this course, students will gain a more thorough understanding of the various types of boilers, systems, components and auxiliary systems associated with steam generation. Topics covered include low/high pressure, fire tube/water tube, negative/positive draft, drum type, supercritical and fluidized bed boilers. Boiler operation, combustion, safety and emission control equipment will be covered along with efficiency measures.

### **PWRP 210 - Turbines & Combined Cycle - 3 credits**

Students enrolled in this course will study all the elements that make up a gas turbine and a combined cycle unit. This course also covers the safe and efficient operation of gas turbines and heat recovery steam generators and their different applications as used in combine cycle and cogeneration configurations. Coal gasification is also studied. This course covers basic steam turbine construction and design and associated auxiliary systems. Students will learn how thermal energy is converted to mechanical energy as the steam passes through a typical industry steam turbine. Students will also study the auxiliary systems associated with steam turbine operation, including extraction steam systems, gland steam sealing systems, turbine lube oil systems, seal oil systems, instrumentation and control devices and protective schemes used during abnormal operating conditions. Steam turbine start-up and shutdown procedures will also be studied.

### **PWRP 224 - Power Generation, Components & Protection - 3 credits**

Students enrolled in this course will study the design and construction of large industrial generators used in the production of electricity. Students will study the various exciter designs and operation and the various auxiliary equipment that supports generator operation. Students enrolled in this course will study the electrical systems from the main generator through the switchyard.

### **PSYC 100 Human Relations in Organization 2 Credits**

This course is designed to teach students human relations in business and industry with emphasis on how people can work effectively in groups to satisfy both organizational and personal goals. Motivation, emotional and mental health, communication techniques and coping with stress are explored.

### **PSYC 111 Introduction to Psychology 3 Credits**

This course provides the student with scientific terminology, theory, and fundamentals necessary to understand those forces which direct the behavior of human beings in their environment.

### **PSYC 112 Foundations of Psychology 3 Credits**

This course will emphasize the tools necessary to advance students in the fields of psychology and addiction studies. Prerequisite: PSYC 111

### **PSYC 205 Addiction Studies I 3 Credits**

This course is a study of the history of use and abuse of legal and illegal drugs and the disease concept of addiction, its etiology, and complications.

### **PSYC 206 Addiction Studies II 3 Credits**

This course is a study of the treatment of chemical addiction including the American Indian cultural aspects of treatment. The family illness concept and prevention education is explored. *Pre-requisite: PSYC 205 Addiction Studies I*

### **PSYC 230 Educational Psychology 3**

**Credits** This course emphasizes principles of child development, learning theory, classroom management, and effective teaching through lectures, class discussion, research review groups, and field experiences. *Pre-requisite: PSYC 111 Introduction to Psychology*

**PSYC 250 Developmental Psychology Credits 3**

This is a study of the growth and development of humans through the life span. This study utilizes Biological, psychological, social perspective of human growth processes. The course is taught with an emphasis on American Indian perspectives relating to the holistic development of humans. *Pre-requisite: PSYC 111 Introduction to Psychology*

**PSYC 270 Abnormal Psychology Credits 3**  
**Credits** This course is an introduction to the diagnosis, etiology, and treatment of mental disorders. It includes discussion of history, theoretical approaches, classification, symptoms prevention, therapeutic intervention, and community attitudes, and programs for dealing with behavior problems. *Pre-requisite: PSYC 111 Introduction to Psychology*

**PSYC 252 Adolescent Psychology Credits 3**  
**Credits** This course presents a study of physical, cognitive, emotional, social, and behavioral parameters of adolescence from preteen to young adulthood. *Prerequisite: PSYC 111*

**PSYC 353 Child & Adolescent Psychology Credits 3**

A study of human development during adolescence. Covers physical, social, emotional, intellectual, moral, and spiritual domains within a multicultural context and from a global awareness perspective. Attention given to young adolescent and emerging adult issues with specific implications for teaching and learning at the elementary, middle & secondary levels.

*Prerequisite: ENGL 110 Comp I and PSYCH 111 Intro to Psychology*

**REFG 216 Residential and Commercial Refrigeration Credits 3**

This lecture discussion and lab class covers the theory of refrigeration. This class will include the operations, maintenance and service of both residential and commercial units. *Prerequisite: HVAC 101*

**SAFT 104 Work Zone Safety Credit 2**

This is an intermediate safety course, which includes MSHA certification as well as ND Flagger training certification. Students will learn how to promote the safety of workers and motorists while maintaining a smooth flow of traffic during highway maintenance and construction activities. The goal of this work zone safety course is to familiarize you with the hazards, the requirements, safe work practices and controls that will promote safety during construction and highway maintenance activities. In addition, this course offers training regarding mandatory safety and health standards as a means to eliminate fatal accidents, to reduce the frequency and severity of nonfatal accidents, to minimize health hazards, and to promote improved safety and health conditions in mining worksites.

**SAFT 108 H2S Gas Credit 1**

It is essential that oil & gas workers be trained to understand and recognize the hazards associated with Hydrogen Sulfide (H<sub>2</sub>S) gas. Hydrogen Sulfide, more commonly known as sour gas, is a flammable, colorless gas that is toxic at extremely low concentrations. Students enrolled in this course will become knowledgeable about the OSHA and API regulations applicable to Hydrogen Sulfide Gas.

**SAFT 110 OSHA 10-Hour Credit 1**

This course provides entry level workers and employees basic safety awareness training to recognize, avoid and prevent safety and health hazards in the workplace. Upon completion of course instruction, students complete the OSHA certification exam. Students successfully completing the OSHA certification exam receive an OSHA 10-Hour General Industry or OSHA 10-

Hour Construction certification card.

**SAFT 201 Hazwoper 40-General Industry Credits 3**

HAZWOPER 40-hour is required for workers that perform activities that expose or potentially expose them to hazardous substances. This course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, emergency response operations, oilfield operations and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. Students completing this course receive a Hazwoper 40-General Industry certification card.

**196, 197, 198, 199 Cooperative Education 1 to 4 Credits**

These courses are designed to allow students to earn credit while working and going to school. Courses offered under Cooperative Education will be taken for satisfactory/ unsatisfactory grade. *Prerequisite: Director Approval*

**281, 282, 283, 284 Individual Studies 1 to 4 Credits**

These courses are designed to allow students to conduct individual research and/or projects for credit while under the supervision of a faculty member from the department. *Prerequisite: Department approval*

**296, 297, 298, 299 Special Topics to 4 Credits 1**

These courses are designed to allow flexibility in the department. New courses may be introduced under Special Topics. Courses offered under Special Topics can be taken for pass/fail.

**SMTL 115 Introduction to Sheet Metal 3 Credits**

This lecture, discussion and lab class covers sheet metal equipment, tools, materials and proper procedures for the beginner to fabricate and install duct work. Design

fundamentals will be interpreted and installation procedures will be practiced in lab activities.

**SMTL 116 Sheet Metal Layout, Fabrication and Installation 3 Credits**

This lecture, discussion and lab class covers the sheet metal layout and process with parallel line development, fabrication and installation of metal duct. *Prerequisite: SMTL 115*

**SMTL 117 Sheet Metal Layout, Fabrication & Installation II 3 Credits**

This lecture, discussion, and lab class will continue to advance the student in the layout procedures needed with emphasis on properly sizing, constructing, and installing sheet metal duct fittings, and common ductwork fittings as it pertains to proper airflow (I.E.-velocity, cfm, etc.). *Prerequisite: SMTL 115/SMTL116*

**SOC 105 First Year Experience 2 Credits**

First Year Experience is a course designed to help student acclimate to the environment of the Turtle Mountain Community College (TMCC). The course will introduce students to the key cultural values and principles at the core of the TMBCI community while also equipping them with strategies to facilitate academic success

**SOC 120 Transitions – Graduation and Beyond 1 Credits**

This course is designed to prepare students for the next steps after they graduate from TMCC. This course will be tailored to match the plans of the students and will equip them with tasks to facilitate their movement to other institutions of higher education or to the job market.

**SOCI 110 Introduction to Sociology 3 Credits**

This is a study of society, socialization processes, social groupings, social stratification, social institutions, social movements, and social change incorporating American Indian perspectives.

**SOCI 221 Minority Relations 3 Credits**

This course of study provides a better understanding and appreciation of the different

racial, ethnic and nationality groups in the United States. The knowledge gained through the course about racial injustice and inequality is intended to help the student to gain perspectives to help deal more effectively with racial problems intrinsic to this society.

**SOCI 270 Sociology of Indian Reservations 3**

**Credits** This course enables the student to gain insight into the personal, social, political, and economic interactions of people in contemporary Indian societies with special emphasis on the Turtle Mountain Band of Chippewa Reservation.

**SOCI 271 Contemporary Indian Issues 3**

**Credits** This course is a study of contemporary Indian issues that involve American Indians today. It will include various forms of media including books, articles, websites, videos and resource people.

**SOCI 275 Native American Indian Studies 3**

**Credits** This course introduces the students to the living legacy of American Indians and their culture. Primarily focusing on the North Dakota tribes including the Turtle Mountain Chippewa, class lectures, discussions, and student assignments will engage students in examining the role American Indians played in the history of North Dakota from prehistory to the present.

**SPAN 101 Spanish I 3**

**Credits** This first course introduces the student to the fundamental principles and pronunciation of the Spanish language. The student will be provided ample practice in listening, comprehension and speaking followed by reading and writing. The emphasis of the course is on conversational Spanish and practical application of grammatical principles. The course is offered when there is sufficient student interest and an instructor is available.

**SPAN 102 Spanish II 3**  
**Credits** This is the second course in the Spanish language. The student will be provided more concentrated practice in listening, comprehension and speaking followed by reading and writing. The course is offered when there is sufficient student interest and an instructor is available.

*Pre-requisite: SPAN 101*

**SWK 255 Social Work in a Modern Society 4**

**Credits** An introduction to the social work profession including: the development of the profession, generalist practice, the problem solving process, the strengths perspective, social work values and ethics, levels of practice, and fields of practice; Students enrolled in this course will be required to complete 40 hours of volunteer experience.

**SWK 257 Human Behaviors in the Social Environment 3 Credits**

This course provides an emphasis on ecological/social systems theory as the conceptual framework. Biopsychosocio-cultural aspects of human development. *Pre-requisite: PSYC 111 Introduction to Psychology or SOCI 110 Sociology*

**VART 110 Introduction to The Visual Arts 3 Credits**

This course studies the structure, meaning and appreciation of visual art forms, using it as a framework on which to build further knowledge and understanding of art. Films, original works, slides, discussions, and demonstrations will be introduced.

**VART 122 Two-Dimensional Design 3 Credits**

This course studies the art elements and principles of design, creating visual organization.

**VART 123 Color and Design 3 Credits**

Study of color properties and structural devices and their contribution to visual organization.

**VART 130 Drawing I 3 Credits**

This course is designed for the beginning drawing student. It is a studio course that introduces basic

drawing techniques using a variety of tools and media. Experimentation in line, value and color, perspective, proportion, form and composition will be emphasized. Its main purpose is to develop an appreciation of drawing, open up the world of drawing, and develop the student's confidence that this is then achieved. It is a learnable skill that takes ambition, interest and discipline.

**VART 140 Crafts I 3 Credits**

This course will involve traditional plains art and crafts demonstrated by local artisans, emphasizing traditional techniques, history and folklore.

**VART 190 Quilt Making 3 Credits**

This course provides the foundation for making a star quilt. The course will teach traditional knowledge and technical skills required to complete a star quilt. Each student completes a star quilt for their own.

**VART 220 Painting I 3**

**Credits** This course will introduce painting techniques and painting styles for the studio artist using a variety of media including tempera, acrylic, and oil. *Pre-requisite: VART 130 Drawing I*

**VART 225 Water Media I 3**

**Credits** This course will introduce a variety of watercolor techniques used by painters to achieve translucent use of colors. Watercolor and gouache paints will be used for still-life, landscape, and portraiture paintings. *Pre-requisite: VART 130 Drawing I*

**VART 250 Ceramics I 3**

**Credits** Introduction to basic ceramic techniques.

**VART 265 Sculpture 3**

**Credits** This course introduces basic sculpture techniques and styles with the use of wood, stone, wire and clay using assemblage, additive and subtractive methods.

**VART 270 Printmaking I 3**

**Credits** Introduction to basic printmaking techniques and materials.

**WELD 110 Safety Orientation 1**

**Credit** Safety Orientation is designed to provide training for OSHA's 10-hour industry training program, which provides employees with best practices for some of the most common and hazardous situations on the job site. Upon completion of course instruction students will complete the OSHA certification exam.

**WELD 123 Fabrication Methods I 2**

**Credits** This course covers basic fabrication techniques as they relate to product manufacturing, maintenance and repair. Topics include: bending, forming, shearing, simple punching operations, flat pattern layouts, basic jig and fixture applications, and assembly methods.

**WELD 140 Fabrication Methods II 2 Credits**

This course covers more advanced topics including: layout and form square-to-round transitions; taper sheet metal objects with straight and mitered collars; and, make square and rectangular transitions. Students will learn bending, forming, shearing, and punching operations, template development straightening techniques, fixture and heat treatment. *Pre-requisite: WELD 123 Fabrication Methods I*

**WELD 151 Welding Theory I 3 Credits**

This theory course introduces the processes of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Oxy-Fuel Cutting (OFC). Safety for the student such as Personal Protection Equipment (PPE) and safe welding practices in the welding shop are emphasized. Welding and cutting equipment, selection of welding supplies and metals that are used in industry are introduced.

**WELD 152 Welding Theory II 3 Credits**

This theory course covers Gas Metal Arc Welding

(GMAW), Gas Tungsten Arc Welding (GTAW) equipment and supplies. Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW), Oxy-Fuel Cutting (OFC), Carbon Arc Cutting-Air (CAC-A) are also covered in more detail. A study of welding symbols on drawings, nonferrous welding applications, welding codes, specifications and tests with special emphasis on The American Welding Society (AWS) welder qualifications and discussion on employability in the welding industry and employee/employer relations. *Pre-requisite: WELD 151 Welding Theory I*

### **WELD 153 Welding Lab I 5 Credits**

This course gives beginning instructions in laboratory safety, use of Personal Protection Equipment (PPE), with a strong emphasis on the safe handling of welding and cutting equipment. Basic hands-on instruction in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Oxy-Fuel Cutting (OFC) on various thicknesses of metal, and the techniques used. Also covered are welding supplies and equipment maintenance. Basic elements in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) are practiced and tested.

### **WELD 154 Welding Lab II 5 Credits**

Instruction will consist of perfecting skilled welding on plate steel in all positions using Shield Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), Flux-Core Arc Welding (FCAW) and Carbon Arc Cutting-Air (CAC-A). Students will practice and weld plates in accordance to The American Welding Society (AWS) certification guidelines. *Pre-requisite: WELD 153 Welding Lab I*

### **WELD 155 Blueprint Reading for Welders 3 Credits**

This course will cover visualization of the objects shape, reading the print for finding

size and location dimensions, symbols, notes and related information shown on the print.

### **WELD 162 Internship 3 Credits**

This course is designed to integrate on-campus study with off-campus work experience. The internship experience will directly support the development of the student's technical skills, knowledge and career path, while allowing classroom learning to be correlated into on-the-job practice. The internship is directly related to their major field of study.

### **WELD 165 Blueprint Symbols For Welding 2 Credits**

Welding symbols are considered an integral part of blueprint reading for the welder. Topics include: welding symbols and abbreviations; basic joints for weldment fabrications; industrially used welds; surfacing back or backing, and melt-thru welds; and structural shapes and joint design. Actual prints from industry are used during this course. *Pre-requisite: WELD 155 Blueprint Welding for Welders*

### **WELD 167 Introduction to CNC 1 Credit**

This course is an introduction to CNC Plasma Cutting. Students will learn the basic operating techniques of cutting metal for a wide variety of projects as applied in welding technology.

### **WELD 177 Job Readiness 1 Credit**

Job readiness is designed to prepare students to get, keep and excel at a new job. Basic employability skills include effective communication, problem solving, resume building, and interviewing. The course is also designed to help participants develop good work habits that facilitate their ongoing success.

Instruction typically include lectures, discussions and role playing.

### **WELD 201 Welding Theory III 2 Credits**

Learn fundamentals of ASME pipe welding, which includes 2G, proper fit-up, joint preparation, tacking, and electrode

selection in vertical up welding. Additionally, comparative techniques like whip vs. drag root pass are discussed along with testing procedures and grading. Students enrolled in this course learn how to weld and fabricate all thicknesses of steel plate and most diameters of steel pipe.

**WELD 202 Welding Theory IV 2 Credits**

This course is designed to provide participants with the advanced pipe welding skills and knowledge to undertake both the practical and theoretical studies to enhance pipe welding knowledge.

**WELD 211 Welding Lab III 6 credits**

This course is designed to upgrade or broaden the knowledge and skill of a pipe welder, fitter or engine personnel in common welding processes available on board. Students in this course will undergo hands-on training that enhances their knowledge and skill as an operator of welding in accordance with the industry standards.

**WELD 213 Welding Lab IV/**

**Fabrication 6 Credits**

Students enrolled in this course learn how to weld and fabricate all thicknesses of steel plate and most diameters of steel pipe. Processes and courses taught include oxyacetylene, stick electrode, Metal-Inert-Gas (MIG) and Tungsten- Inert-Gas (TIG), blue-print reading, drafting, layout and fabrication

**196, 197, 198, 199 Cooperative**

**Education 1 to 6**

**Credits** These courses are designed to allow students to earn credit while working and going to school.

Students will be required to put in eighty (80) hours per credit. *Pre-requisite: Director Approval*

**281, 282, 283, 284 Individual**

**Studies 1 to 4**  
**Credits**

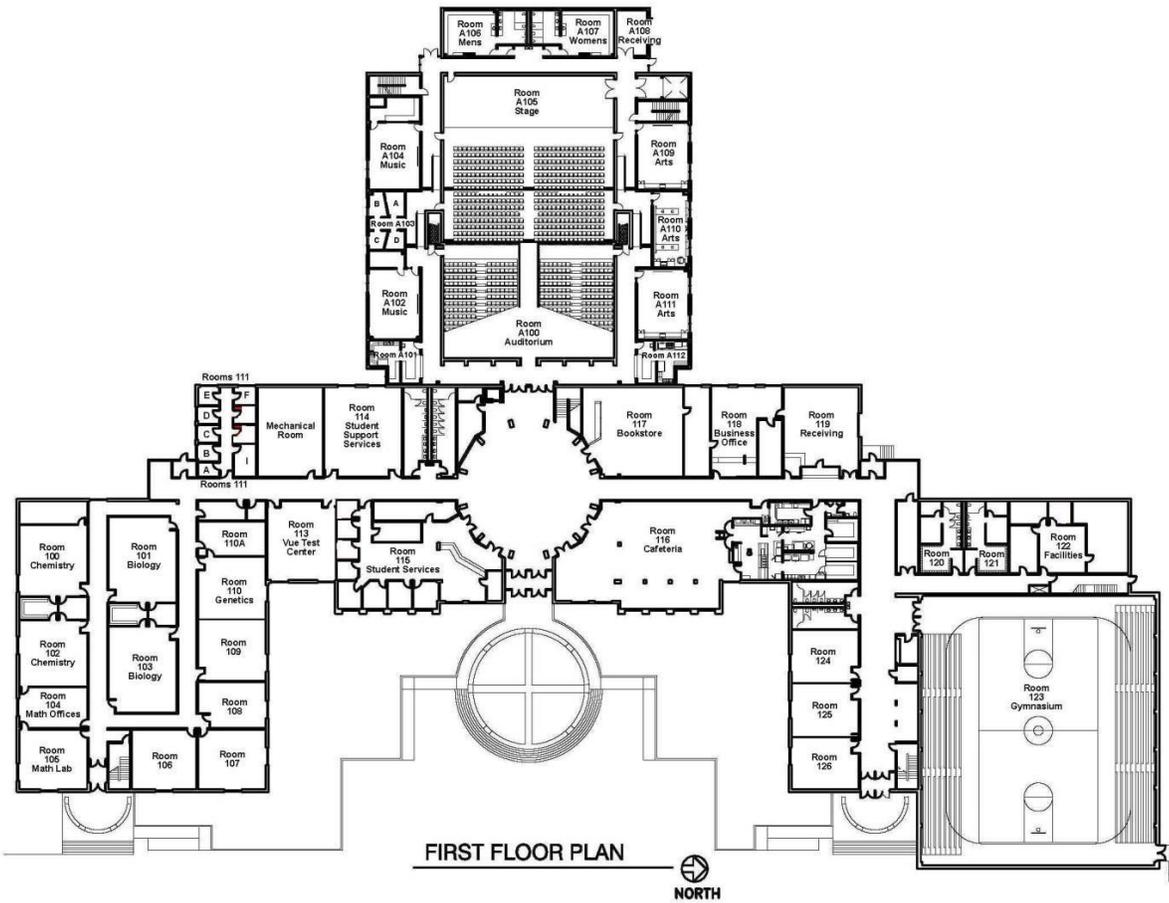
These courses are designed to allow students to conduct individual research and/or projects for credit while under the supervision of a faculty member from the department. *Pre-requisite: Department approval*

**296, 297, 298, 299 Special**

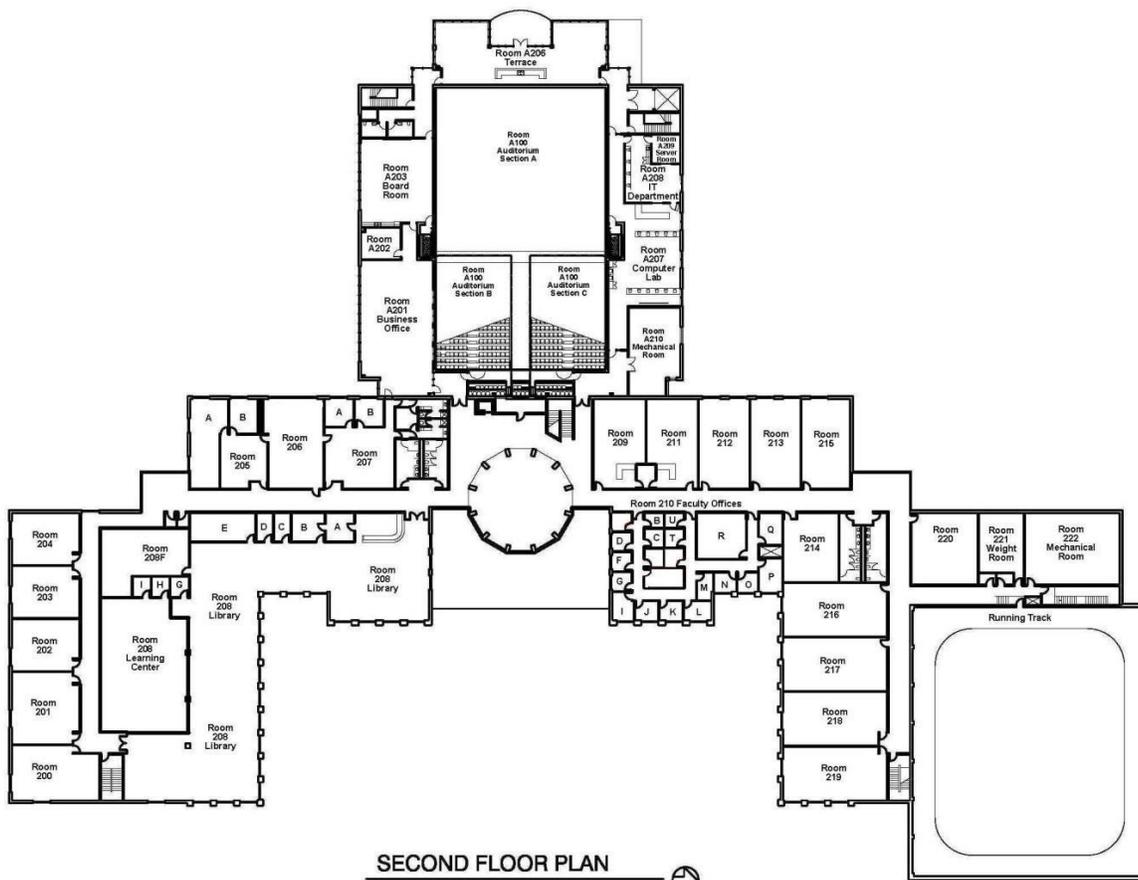
**Topics 1 to 4**  
**Credits**

These courses are designed to allow flexibility in the department. New courses may be introduced under Special Topics. Courses offered under Special Topics will be taken for pass/fail.

# Campus Map (1<sup>st</sup> Floor)



# Campus Map (2<sup>nd</sup> Floor)



SECOND FLOOR PLAN



# *Turtle Mountain Community College*

## **CERTIFICATES**

**ACCOUNTING TECHNICIAN**  
**BUILDING CONSTRUCTION TECHNICIAN**  
**CASINO MANAGEMENT**  
**COMMERCIAL VEHICLE OPERATION**  
**COMPUTER SUPPORT SPECIALIST**  
**CONCRETE TECHNOLOGY**  
**ENTREPRENEURSHIP**  
**HEATING, VENTILATION AND AIR CONDITIONING**  
**HEAVY EQUIPMENT**  
**MACHINE TECHNOLOGY**  
**MEDICAL EXERCISE SPECIALIST**  
**OILFIELD OPERATIONS**  
**PATIENT ACCESS SPECIALIST**  
**PERSONAL TRAINING**  
**PHLEBOTOMY TECHNICIAN**  
**PLUMBING TECHNICIAN**  
**PREVENTION & CARE OF ATHLETIC INJURIES**  
**PROCESS PLANT TECHNOLOGY**  
**RESIDENTIAL ELECTRIC TECHNOLOGY**  
**SPORT NUTRITION**  
**WELDING TECHNOLOGY**  
**WELDING TECHNOLOGY-PIPE**

## **BACHELOR OF SCIENCE**

**ELEMENTARY EDUCATION**  
**EARLY CHILDHOOD**  
**SECONDARY SCIENCE**

## **ASSOCIATE OF ARTS**

**ANISHINAABE LANGUAGE**  
**OGIMAAWI LEADERSHIP**

## **ASSOCIATE OF SCIENCE**

**PRE-NATURAL RESOURCE**

## **ASSOCIATE OF APPLIED SCIENCE**

**ACCOUNTING TECHNICIAN**  
**BUILDING CONSTRUCTION TECHNOLOGY**  
**BUSINESS ADMINISTRATION**  
**CLINICAL/MEDICAL LAB TECHNICIAN**  
**COMPUTER SUPPORT SPECIALIST**  
**HEATING, VENTILATION AND AIR CONDITIONING**  
**MEDICAL ADMINISTRATIVE ASSISTANT**  
**POWER PLANT TECHNOLOGY**  
**PROCESS PLANT TECHNOLOGY**  
**RESIDENTIAL ELECTRICAL TECHNOLOGY**

*Creating a World of Opportunity*