Turtle Mountain
Community College

2020-2021

COLLEGE
CATALOG
Creating A World of Opportunities

TURTLE MOUNTAIN COMMUNITY COLLEGE

Turtle Mountain Community College
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EQUAL OPPORTUNITY & NONDISCRIMINATION 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

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 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.

Disclaimer- 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.

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August 13, 2020	New Student Orientation @ 9:00 am in Auditorium
August 17, 2020	Faculty Return
August 17, 2020	New Student Registration Opens @ 9:00 am
August 24, 2020	Fall Semester Courses Begin
August 26, 2020	1st - 8 Week Courses Last Day to Add
September 1, 2020	Last Day To Add A Course (Regular Semester) or Drop Without Record (1st-8 Week Courses)
September 7, 2020	Labor Day - No School/No Work
September 8, 2020	TMCC Student Assembly & Title IX Training 9:00-11:30 am
September 17, 2020	Constitution Day
September 18, 2020	1st Financial Aid Disbursement
September 25, 2020	1st - 8 Week Courses Last Day to Withdraw
October 2, 2020	Incompletes Due (Spring & Summer Semester)
October 12, 2020	College Founding Day - No Class/No Work
October 13-16, 2020	**Midterms/1st 8 Week Finals**
October 16, 2020	2nd Financial Aid Disbursement
October 19, 2020	2nd - 8 Weeks Courses Begin
October 20, 2020	Midterm Grades/1st - 8 Week Course Final Grades Due @ 4:30 pm
October 21-22, 2020	TMCC Indigenous Language Conference/Professional Development
October 21, 2020	Last Day to Add 2nd - 8 Week Course
October 28, 2020	College Awareness Day
November 6, 2020	Michif Day - No Class / No Work
November 11, 2020	Veterans Day - No Class / No Work
November 12, 2020	Last Day To Withdraw - Regular Semester
November 12, 2020	Last Day To Withdraw or Drop -2nd - 8 Week Session
November 20, 2020	3rd Financial Aid Disbursement
November 25, 2020	Thanksgiving Holiday - Dismissal @ 2:00 pm
November 26, 2020	Thanksgiving Holiday - No Class / No Work
November 27, 2020	Native American Heritage Day - No Class / No Work
November 30, 2020	Pre-Registration Spring for Returning Students Starts @ 9:00 am
December 7-10, 2020	**Finals**
December 11, 2020	Grades Due @ 4:30 pm
December 14-17, 2020	Faculty Development Days
December 24-30, 2020	Christmas Break - No Class / No Work
December 31, 2020	New Year Holiday
January 1, 2021	New Year Holiday - No Class / No Work

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2020-2021 Academic Calendar: Summer I

Summer School 2020-2021 Semester Calendar
(May 17-July 21)

May 17, 2021	Summer Registration Opens (New Students)
May 24, 2021	Summer Semester (Session I & II) Class Begins
May 31, 2021	Memorial Holiday - No Class / No Work
June 1, 2021	Last Day To Add A Course or Drop Without Record
June 10, 2021	1st Financial Aid Disbursement
June 17, 2021	Last Day To Withdraw or Drop
June 24, 2021	2nd Financial Aid Disbursement
July 4-5, 2021	4th of July Holiday - No Class / No Work
July 19-20, 2021	**Finals**
July 21, 2021	Grades Due @ 4:30 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, Anishinaabe 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. Anishinaabe 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. Anishinaabe 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 Anishinaabe 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 Anishinaabe People

The philosophical foundation of the college is embedded in the system of values that stem from the heritage and culture of the Anishinaabe 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
(701)477-7885
Student Services Office-Room 115

Admissions Policy
TMCC 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, TMCC reserves the right to deny or to place conditions on admission or reenrollment of applicants and former students if the College determines such person represents a safety risk to persons or property at TMCC,

Students are encouraged to complete and submit an electronic application for admission via the TMCC Web page at www.tm.edu. Other admissions documents should be sent by 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.

Program Admissions
Some programs may require background checks and additional information.

Student Responsibility for Satisfying Admissions 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.

General Admission Requirements
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, an admittance letter will be sent upon receipt of official high school transcript.
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.
6. All documents must be received or postmarked by the TMCC last day to register (census date). Graduating high school students will receive an extended deadline up to 10 days to submit official high school transcript for summer session enrollment.
7. All documents can be sent to the following address:

Turtle Mountain Community College Attn: Admissions Office
PO Box 340
Belcourt, ND 58316

*Note: A student may be required to prove legal name, via a social security card.

Admission of Transfer Students

A transfer student must meet the general admission requirements of Turtle Mountain Community College.
1. All general admission requirements are applicable, with the exception of an official high school/GED transcript.
2. A transfer student must provide an official transcript of all previous college work.

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 (Admissions or CEU); and
2. 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.
All students, with the exception of CEU students, will receive an acceptance letter upon completion of all admission requirements. If any of the requirements are not satisfied, a missing documents letter will be sent.

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 at 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.

Note: A student may be required to prove legal name, via a social security card. If any of the requirements are not satisfied, a missing requirement letter will be sent to the student.

Student Admission 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 a Bachelor's program will be classified as a junior or senior as noted in the Department's program of study. Junior and senior status only applies to students enrolled in a Bachelor's program.

Year	Credits
Freshman	0-29
Sophomore	30-60
Junior	61-89
Senior	90 and above

Any student applying for admissions to TMCC 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. A "Full-Time" student is one who is enrolled for a minimum of twelve (12) credits for the fall and spring semesters, and a minimum of six (6) credits for the summer term. A part-time student is one who is enrolled for less than twelve (12) credits for the fall and spring semesters and less than six (6) credits for the summer term.
2. An "**Early Entry/Dual Credit Student**" is a high school student who is a Junior or Senior of high school credit and who has a High School cumulative GPA of at least 3.00, and be recommended, with signed approval, by the superintendent or his or her official designee. These students are not eligible to receive Federal Financial Aid. See TMCC Dual Credit Handbook for more information.
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. **Continuing Education Unit** (CEU) student is one who is enrolled in courses for CEU credit. 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 (CTE) 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 CEU credit for every ten contact 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

d. 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.

Admission Appeals

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 Dean of Students.

Policy & Procedure for Registration and Academic Record Information

Contact Information:
Angelina Gladue, Registrar
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 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 compliance 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): Policy & Procedure for Registration/and Academic Record Information 16;

- 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
https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn

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. 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 higher.

Registration Process
All students are encouraged to register online. Students who do not have online access can come to the Student Services Department 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 charged each semester.

1. Each student prepares a schedule of classes.
2. Advisors are assigned based on the degree program in which the student is enrolled.
3. After reviewing the program of study with his/her advisor, the student enrolls in the appropriate classes in the online Student Information System.
   - Each student will email their advisors a request for approval for fall and spring semester 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
4. The student will then take their schedule to the security office to obtain a student identification card.
5. 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 Services Department 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.

Administrative Withdrawal
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 Course(s)
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 Change of Registration card from Student Services.
2. Fill in the class(es) 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.

Withdrawal from College
Students who withdraw from all courses taken in a semester are encouraged to meet with the college counselor before they 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. If a student withdraws before the last day to add, these courses will not appear on the student's record.

Withdrawal cards may be obtained from the Student Services Department, and must be completed by the last day to drop. See academic calendar for the last day to drop. The student must obtain all required signatures on the withdrawal card.

1. Pick up the Total Withdrawal card from Student Services.
2. Fill in the class(es) dropped on the front of card.
3. Obtain required signatures.
4. Return all books and library materials to designated departments.
5. Return completed card and exit survey to the Registrar.

If the student is unable to personally come to campus for signatures, then he/she must provide a signed notice of intent that states the reason for withdrawing. It must also include the name(s) of the class or classes from which the student will withdraw. The card must be postmarked by the last day to withdraw.

The Registrar's office will process the withdrawal card. Students may not withdraw from class(es) after the "last day to drop/withdraw" without approval of the Academic Standards Committee

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.

Transfer Credit Policy
Students who have attended college elsewhere must notify Turtle Mountain Community College (TMCC) 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 higher will be accepted if they apply to the student's degree program of study. 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.

**In order for a transfer student to receive degree and/or certificate from TMCC, students must have earned a minimum of 30 of the 120 credits for the bachelor's degree and 15 of the 60 credits for the associate's degree from TMCC. For certificate programs, 25% of credits must be earned from TMCC.

Program of Study Change
A student may change a program of study by completing the required change of program of study form. The form can be picked up and returned to the Admissions Officer. The student will be sent a new admittance letter confirming the change.

Curriculum Changes within a Program of Study
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.

Student Stop-Out

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.

Business Office

Contact Information:
Tracy Azure, Comptroller
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 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 2020-2021

CREDITS	TUITION	STUDENT ACTIVITIES	TECHNOLOGY FEE	TOTAL
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) $144.00/Credit

Additional Costs:

● A $25.00 Registration fee will be charged to all students, no matter the number of credits the student is registered for. The registration fee will be charged every semester.
● A $41.00 per credit hour audit fee will be charged to less-than full-time students who wish to attend a class and not receive credit.
● Current students with online Jenzabar access may view and print UNOFFICIAL transcripts **free** of charge at any time via the Jenzabar portal.
    NOTE: If you are a former student, you will need to order an official transcript.
● Official transcripts can be obtained through the National Student Clearinghouse for a fee of $5.00 To access the website go to www.tm.edu, go to students, and transcript request If you need help or have questions about the Clearinghouse's transcript ordering service, contact 703.742.7791 or transcripts@studentclearinghouse.org.

- A course fee will be charged depending on the number of credits the student is registered for. All students will be charged the fees regardless of whether textbooks and/or instructional supplies are required. The chart below identifies what the rate assessed will be.
- Add an additional $300.00 for fuel cost and drug testing fees for students in Commercial Vehicle Operations.
- Add an additional $300.00 for fuel cost and drug testing fees for students in Heavy Equipment Operations.

Course fee table based on credit hours enrolled per semester

1-3 (Credits)	$25
4-6 (Credits)	$50
7-11 (Credits)	$75
12 & Above (Credits)	$100

Other Course Costs:

For some courses, a fee is charged to cover rental of equipment, 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 a course or drop without record 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, she/he will be considered to be enrolled in the course.

Students who pay their tuition in cash payments and do not receive aid will be refunded at the following rates:
- 100% if the student withdraws from the institution prior to or on the census date. The student will still be responsible for the registration fee.
- If a student completely withdraws from all classes after the census date, they will still be responsible for the Registration, Course and Technology fees. Students 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 up to 14 calendar days after the census date,
- 25% refund will be issued up to 14 calendar days after the 50% refund date
- After 28 calendar days following the census date, the student will not receive a refund.

During the **summer**, eight-week term the refund is calculated as follows:
- 100% refund will be issued prior to or on the census date
- 50% refund will be issued up to 7 calendar days after the census date

- 25% refund will be issued up to 7 calendar days after the 50% refund date
- After 14 calendar days following the census date, the student will not receive a refund.

During the **summer** four/five-week term, the refund is calculated as follows:
- 100% refund will be issued prior to or on the census date
- 50% refund will be issued up to 2 class days after the census date
- 25% refund will be issued up to 2 class days after the 50% refund date
- After 4 class days following the census date, the student will not receive a refund.

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. Students can also view their statements online through their student portal.

All students will be billed. No exceptions will be made.

Tuition and fee charges are billed by the semester. Students with an outstanding balance from previous semesters will be permitted registration access for the following semester. However, students will not receive grades, official transcripts or diplomas until the account is cleared.

TMCC has the authority to withhold payment from individuals who have an outstanding balance on their account from sources including, but not limited to payroll, stipend, or scholarship.

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

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. Students will need to accept their financial aid awards by noon two (2) days prior to the anticipated disbursement. Checks can be picked up at the Business Office by the students or students can enroll in direct deposit.

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
Attn: Accounts Receivable
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.

Bookstore

Contact Information
Shirley Morin, Bookstore Technician
smorin@tm.edu
(701)477-7887
Room 118

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 and/or any instructional supplies damaged will be assessed the full price of the book. Students that return textbooks, damaged or pieces missing will be charged the full price of the textbook and/or instructional supplies.

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

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

Financial Aid

Contact Information
Sheila Allard, Director of Financial Aid
smorin1@tm.edu
(701)477-7843
Room 115 F

The TMCC Financial Aid Office, using 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, grants and/or scholarships. 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 2020-2021
(Subject to Change without notice)

Dependent Student Budget

	One Semester	Fall & Spring Semesters	Summer Semester	Total for Fall, Spring & Summer
Tuition and Fees	$1,025.00	$2,050.00	$525.00	$2,575.00
Books	$100.00	$200.00	$50.00	$250.00
Supplies	$100.00	$200.00	$100.00	$300.00
Room and Board	$1,832.00	$3,664.00	$1,200.00	$4,864.00
Personal Expenses	$625.00	$1,250.00	$700.00	$1,950.00
Transportation	$2,150.00	$4,300.00	$1,900.00	$6,200.00
Total Education Costs	**$5,832.00**	**$11,664.00**	**$4,475.00**	**$16,139.00**

Independent Student Budget with no Dependents

	One Semester	**Fall & Spring Semesters**	**Summer Semester**	**Total for Fall, Spring & Summer**
Tuition and Fees	$1,025.00	$2,050.00	$525.00	$2,575.00
Books	$100.00	$200.00	$50.00	$250.00
Supplies	$100.00	$200.00	$100.00	$350.00
Room and Board	$2,250.00	$4,500.00	$1,800.00	$6,300.00
Personal Expenses	$1000.00	$2,000.00	$800.00	$2,800.00
Transportation	$2,150.00	$4,300.00	$1,900.00	$6,200.00
Utilities	$550.00	$1,100.00	$480.00	$1,580.00
Total Education Costs	**$7,175.00**	**$14,350.00**	**$5,655.00**	**$20,055.00**

Independent Student Budget with Dependents

	One Semester	**Fall & Spring Semesters**	**Summer Semester**	**Total for Fall, Spring & Summer**
Tuition and Fees	$1,025.00	$2,050.00	$525.00	$2,575.00
Books	$100.00	$200.00	$50.00	$250.00
Supplies	$100.00	$200.00	$100.00	$300.00
Room and Board	$3,187.00	$6,374.00	$2,016.00	$8,390.00
Personal Expenses	$1,475.00	$2,950.00	$1,060.00	$4,010.00
Transportation	$2,150.00	$4,300.00	$1,900.00	$6,200.00
Utilities	$700.00	$1,400.00	$480.00	$1,880.00
Total Education Costs	**$8,737.00**	**$17,474.00**	**$6,131.00**	**$23,605.00**

Professional Judgements may be administered by the Director of Financial Aid upon the request of the student based on the following:
- Add an additional $100.00 per academic year for each additional dependent for an independent student.
- Add an additional $900.00 for tools for students in Building Construction Technology.
- Add an additional $900.00 for tools for students in Computer Support Specialist.
- Process and Power Plant Technology Courses (PROP, PWRP & ENRT) are $144.00/Credit hour.
- Add an additional $900.00 for tools for students in Electric-Technician.
- Add an additional $300.00 for fuel cost and drug testing fees for students in Commercial Vehicle Operations.
- Add an additional $300.00 for fuel cost and drug testing fees for students in Heavy Equipment Operations.
- A student may claim child-care expenses with proper documentation.

Elementary Education/Secondary Science and English/Leadership and Management Student Budget Junior Year 2020-2021

One Semester	Fall & Spring Semesters		Summer Semester	Total for Fall, Spring & Summer
Tuition and Fees	$1,025.00	$2,050.00	$525.00	$2,575.00
Books	$100.00	$200.00	$50.00	$250.00
Supplies	$100.00	$200.00	$100.00	$300.00
Room and Board	$3,187.00	$6,374.00	$2,016.00	$8,390.00
Personal Expenses	$1,700.00	$3,400.00	$1,060.00	$4,460.00
Transportation	$2,150.00	$4,300.00	$1,900.00	$6,200.00
Utilities	$700.00	$1,400.00	$480.00	$1,880.00
Technology	$600.00	$1,200.00	$410.00	$1,610.00
Clothing	$500.00	$1,000.00	$340.00	$1,340.00
Total Education Costs	**$10,062.00**	**$20,124.00**	**$6,881.00**	**$27,005.00**

Elementary Education/Secondary Science and English/Leadership and Management Student Budget Senior Year 2020-2021

One Semester	Fall & Spring Semesters		Summer Semester	Total for Fall, Spring & Summer
Tuition and Fees	$1,025.00	$2,050.00	$525.00	$2,575.00
Books	$100.00	$200.00	$50.00	$250.00
Supplies	$100.00	$200.00	$100.00	$300.00
Room and Board	$3,187.00	$6,374.00	$2,016.00	$8,390.00
Personal Expenses	$1,700.00	$3,400.00	$1,340.00	$4,740.00
Transportation	$2,600.00	$5,200.00	$1,900.00	$7,100.00
Utilities	$700.00	$1,400.00	$480.00	$1,880.00
Technology	$600.00	$1,200.00	$410.00	$1,610.00
Clothing	$500.00	$1,000.00	$340.00	$1,340.00
Student Teaching/Internship Expense	$500.00	$1,000.00	$340.00	$1,340.00
Total Education Costs	**$11,012.00**	**$22,024.00**	**$7,501.00**	**$29,525.00**

Ojibwe Language, Culture and History Student Budget Junior and Senior Year 2020-2021

	One Semester	Fall & Spring Semesters	Summer Semester	Total for Fall, Spring & Summer
Tuition and Fees	$1,025.00	$2,050.00	$525.00	$2,575.00
Books	$100.00	$200.00	$50.00	$250.00
Supplies	$100.00	$200.00	$100.00	$300.00

Room and Board	$3,187.00	$6,374.00	$2,016.00	$8,390.00
Personal Expenses	$1,700.00	$3,400.00	$1,060.00	$4,460.00
Transportation	$2,150.00	$4,300.00	$1,900.00	$6,200.00
Utilities	$700.00	$1,400.00	$480.00	$1,880.00
Technology	$600.00	$1,200.00	$410.00	$1,610.00
Total Education Costs	**$9562.00**	**$19124.00**	**$6541.00**	**$25,665.00**

Tuition Waivers:

Tuition waivers that are available for students are the Elderly Tuition Waiver, Employee Tuition Waiver, and the Financial Hardship Tuition Waiver. Each waiver has different requirements. Forms for Tuition waivers can be found online at Tuition Waiver Forms.

Elderly Tuition Waiver:
This waiver is in place to waive tuition for eligible elders for one course per semester as a non-degree seeking student (lifetime limit of 12 credits). Elders are those individuals with a certificate of Indian Blood and over the age of 60.

Employee and Board Member Tuition Waiver:
This waiver is in place to grant an Institutional Tuition Waiver to members of the Board of Directors, Board of Trustees, regular full time employees, and their legal spouse and legal children. Legal children are defined as biological, legal guardianship, and stepchildren. Documentation may be required. Waivers are granted following satisfactory completion of employee probationary period (not applicable for board members). Waivers are effective at the start of each semester. Students not meeting Financial Aid Satisfactory Academic Progress will be reviewed on a case-by-case basis, to determine eligibility.

Financial Hardship Tuition Waiver:
This waiver is in place to grant an Institutional Tuition Waiver to any student who does not receive financial assistance sufficient to cover the cost of tuition and who is an enrolled member/descendent of a federally recognized Indian Tribe as evidenced by an official Certificate of Indian Blood quantum.
Note: If a student does not apply for any financial aid, they will not qualify for the Financial Hardship Tuition Waiver.

The following order will be used in determining the student's eligibility for a financial hardship 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 and does not qualify for sufficient financial aid to cover the cost of tuition the, they can apply for a tuition waiver.
2. If a student qualifies for financial aid, 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.

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 (SAP) toward a degree, diploma, or certificate. This policy applies to all periods of enrollment whether the student received federal financial aid during those periods or not. Students who fail to meet these standards of SAP will not be eligible to receive federal financial aid until eligibility has been re-established.

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

Measures of Financial Aid Satisfactory Academic Progress (SAP):

Two measures of SAP are used:
1. Qualitative academic standard (GPA), and
2. 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.

Students not meeting the 2.00 minimum cumulative 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 x 150%=90 attempted credits) Rate of Progress Examples

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.

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:

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 these requirements, he or she will be placed on Financial Aid Disqualification.

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 Action Plans:

Students who file an appeal and are approved will be given an action 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 is determined by the Financial Aid Committee upon approval of the student appeal.

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 Suspension:

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

1. Bring overall Grade Point Average to a 2.00 GPA or better and bring completion ratio of attempted credits to 67% or higher.
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 Suspension 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). **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:

Federal Pell grant will be disbursed three times per semester by check or direct deposit 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. Applications for appeals are 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:

*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.

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: Turtle Mountain Community College, through its general resources, has several institutional scholarships that are awarded to students who enroll at TMCC. 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.

Students selected for institutional scholarships, will be contacted by the scholarship technician and provided instructions on completing the scholarship process. Information provided from the Institutional Student Information Report (ISIR) will be used to determine student's eligibility. The college will also use the NSLDS (National Student Loan Data System) website if needed.

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. Students are exceptionally needy if they have a zero Estimated Family Contribution (EFC). Awarding priority must be given to Pell Grant recipients. If there are remaining FSEOG funds after making awards to all Pell Grant recipients for that award year, the next select students will be given to the students with the lowest EFCs who are not receiving Pell Grants. This groups of student is known as the FSEOG second selection group. The group also includes students who are no longer eligible for a Pell or Iraq & Afghanistan Service Grant because they have reached their

maximum LEU limit. 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 annually as soon as possible after October 1st. Funding under the state grant is limited so early application is recommended.

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. The priority deadline for submitting a completed application is July 15 of each year. Applications received after priority deadline, or that have missing documents as of the priority deadline, will only be considered if funding remains after all eligible applicants as of July 15 have first been awarded. 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.

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.

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- 88- 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.

Workforce Innovation and Opportunity 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 Tribal JTPA, Belcourt, N.D.

Other Sources of Student Aid:

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

Student Policies

Contact Information
Angelina Gladue, Registrar
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 and textbooks 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 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. A student may request permission to enroll in credits above 21 credits with the prior administrative written approval by completing the credit overload form.

Attendance:
Students are responsible for understanding and following the specific course attendance requirements of their instructors as outlined in the course syllabus. If at all possible, the student should contact the respective instructor prior to any absence. Only class instructors can excuse students from class for reasons other than participation in college approved functions. No absences are "excused" in the sense of relieving the student from the responsibility of making up missed work. Students are responsible for mastery of material and completion of assignments missed. Failure to do so may affect grades regardless of the reason for the absence.

TMCC 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.

Deficiencies/Unsatisfactory Progress Report:
Instructors process deficiencies or reports of unsatisfactory progress of a student at intervals throughout the semester. Students will be notified of a deficiency. Copies of the reports may be sent to Student Services, advisors, or funding agencies who may a 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 Student Services of any student(s) who are failing. The student will be contacted.

Credits, Grades, Honor Roll & Points:

The College functions on the semester plan. All academic work is completed in terms of semester credit hours. For academic purposes, TMCC 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
P	Pass	0.00
AU	Audit	0.00
N	No Credit	0.00
W	Withdrawal	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" is not calculated in the grade point average, as a "P" 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 Honor Grade Point Average (HGPA) credits. This average is

a minimum qualification for graduation. Credits with a grade of "W", "P", "N" or "AU" 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 "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 (15) 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. Courses that are repeated will only be covered up to two times under federal financial aid and the student will be required to pay on their own if repeated three or more times if failed or withdrawn from. 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.

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.

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.

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.

The grade change process can be initiated by the student or course instructor. 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.

A previous grade can 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.

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.

   - 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:

   - 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.

   - Internet Courses (online): 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. 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:

        i. Scheduled weekly chats
        ii. Weekly forum participation
        iii. Group activities
        iv. Readings
        v. Reflection activities such as journaling, projects, projects, etc.

4. **Hybrid Class:** Hybrid courses combine face-to-face classroom instruction and 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 pick up and 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:
ACADEMIC STANDARDS COMMITTEE - This committee has the responsibility for the following areas:
  (1) Academic programs,
  (2) Academic standards,
  (3) Academic bankruptcy, and
  (4) Guidance for Dean of Academic Programs when requested.

The Academic Standards Committee reviews petitions from students who have experienced special circumstances that have affected their academic performance or that require special consideration. The committee acts upon requests for exceptions to existing academic regulations and requirements. Students who wish to appeal to Academic Standards Committee should put their request in writing, and must follow the guidelines enumerated in the following.

Student Petition Process:
Students are responsible for gathering all materials necessary to support their appeal. 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. 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.
2. If you are requesting an exception or substitution for a General Education Requirement or a waiver of other academic regulations, you should 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.
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. The severity or scope of the condition or situation (if applicable).
4. Submit all petition packets to the Dean of Academics.

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

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 online at www.tm.edu.

A request for an official transcript 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.

A $5.00 transcript fee will be charged, payable to National Student Clearinghouse, for students requesting a transcript. There will be an additional fee for students requesting an electronic copy. There will not be a transcript fee for transcripts sent to any Tribal Scholarship program, BIA-Job Placement and Training program, or the Turtle Mountain Vocational Rehabilitation program. Official transcripts are processed by the following business day by 4:00 p.m.

TMCC does not issue or certify copies of transcripts from other institutions. A student who desires transcripts of course work earned elsewhere must order official transcripts from the institution at which the courses was taken.

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:

A candidate for graduation 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: Business Office, Registrar's Office, Bookstore 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.
7. Some programs will have additional graduation requirements that must be met.

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 student's cumulative GPA. A candidate for the Associate Degrees, Associate of Applied Science Degree, and Bachelor Degree who achieves a scholastic average of 3.5 to 3.74 will graduate cum laude; a candidate with a grade point average of 3.75 to 3.99 will graduate magna cum laude; and the candidate with the highest cumulative grade point of 4.00 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:

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 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. 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

Contact Information:
Sandi LaRocque, Adult Education Director
slarocque@tm.edu
(701)477-7913
South Campus

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 North Dakota Department of Public Instruction, Adult Education Unit, promotes and supports free programs that help individuals over the age of 16 obtain basic academic and education skill to be productive workers, family members, and citizens. Adult Education classes provide a second opportunity for adult learners committed to improving their academic and career skills.

The North Dakota Department of Public Instruction receives funds under the Workforce Innovation & Opportunities Act, or WIOA-Title II and State funds (NDCC 15.1-26) to support the operations and free programs of the Adult Learning Centers who serve individuals who: are at least 16 years of age; are not enrolled in high school, do not have a high school diploma, or mandated by State Law; may lack sufficient mastery of basic educational skills; and/or cannot speak, read, or write the language.

Services available in Adult Learning Centers include: reading/writing, science, social studies, math, literacy skills, workplace and career planning and readiness, and GED preparation and testing.

Acquiring a GED may take as short as a few weeks or as long as several months.; variable include time away from school, availability for classes/studying, attendance, and motivations.

Issuance of the ND GED diploma require the successful completion of the following two examinations.

North Dakota Century Code (15.1-21-26) and HB 1087 passed during the 2015 legislative session, which requires all students pursuing a GED to successfully take and pass the Civics examination. If you took and passed the Civics exam while in high school before leaving, please alert the adult learning center or GED testing staff so they can verify that you do not need to take it again.

The North Dakota GED High School Diploma is based upon the successful completion of four exams: Reasoning through Language Arts, Science, Social Studies, and Math. Persons who pass the GED test receive the North Dakota GED High School Diploma from the Department of Public Instruction and intended only for those persons who withdrew from their regular high school program.

To request a copy of GED transcript, go to: www.nd.gov/dpi

Information Technology

Contact Information:
Chad Davis, IT Director
cdavis@tm.edu
(701)477-7847
Room 208 mroussin@tm.edu

Chad Davis **IT Director** cdavis@tm.edu (701)477-7847	Michael Poitra **Lead IT Tech** mpoitra@tm.edu (701)477-7984	Jaclyn De Los Santos **Database Report** **Writer/Trainer** jdelossantos@tm.edu (701)477-7904
Candace Marion **Webmaster/Graphic** **Designer** cmarion@tm.edu (701)477-7810	**Sheldon Williams** **IT Technician** swilliams@tm.edu (701)477-7982	**Robert Poitra** **Distance Learning** **Coordinator** rjpoitra@tm.edu (701)477-7842
Michael Roussin **Education Technology** **Specialist** mroussin@tm.edu (701)477-7984		

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
- Student Web Portal

When a student has been fully admitted to TMCC, the Admissions Officer will forward their information to the IT Department. After the IT Department receives this information, 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 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 Learning Management System (LMS) 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 TMCC 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/wpcontent/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/productivitytools/

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/enus/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

Library

Contact Information
Laisee Allery, Library Director
lallery@tm.edu
(701)477-7812
Room 208B

The Turtle Mountain Community College Library is committed to excellence in service and to provide a learning center for the Turtle Mountain Band of Chippewa Indians and the surrounding communities where access to information encourages life-long learning.

The Turtle Mountain Community College Library has approximately 24,680 items including books, DVD's, audiobooks, cassettes, etc. The Library has 4,630 materials in the Native American Section. The Children's Collection has 6,233-catalogued items. The Dewey Decimal Classification System organizes the library. In addition to the print periodical collection, the Library has access to the Online Dakota Information Network (ODIN) that accesses the catalogs of nearly all the major libraries in North Dakota, and through other networks, libraries nationwide. The online catalog is Follett Destiny.

The Library has a web page at www.tm.edu. The library has several on-line resources for patron use such as Credo Literati and EBSCO Search Premier. The library facility includes 3 tutoring rooms, 29 desktop computers with free printing capabilities. TMCC students have access to calculators, voice recorders and e-readers free to check out with a student ID.

The hours during the academic year are 8:00 am to 6:00 pm Monday thru Thursday and 8:00am to 4:40 pm on Friday.

Institutional Assessment

Contact Information
Ace Charette, Director of Research, Assessment, and Accreditation
acharette1@tm.edu
Extension 2069
Room 207B

Welcome to the Office of Institutional Research, Assessment and Accreditation (IRAA). The IRAA office 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 office seeks to present information in accessible and valuable ways with courteous, prompt and accurate service.

Broad responsibilities of the IRAA office include:
- Collecting data about TMCC performance and environment,
- Analyzing, interpreting and presenting data,
- Researching best practices in institutional effectiveness, and
- Generating reports showing trends and comparisons to inform decision-making.

Assessment for Institutional Effectiveness
The IRAA office employs a variety of measures to inform decisions using evidence and known best practice. Published research, information shared at conferences, and known successful strategies at similar institutions all inform institutional decisions meant to improve TMCC in alignment with the institutional strategic plan, mission, goals, and philosophy. Similarly, data related to the student experience at TMCC is highly valued to understand areas of identified strengths and to target areas for future development; such data can take the form of surveys and focus group sessions aimed at broad levels of the student experience both inside the classroom and out. All data, research, and decisions are designed to facilitate continuous improvement of quality academic and co-curricular offerings for all TMCC students.

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

Campus Security

Contact Information:
Christopher M. Parisien
TMCC Safety Compliance Officer/Title IX Coordinator
cparisien@tm.edu
(701)477-7814
Room 122

TMCC Campus Security Department is here to provide a safe and secure learning and work environment for TMCC students, staff and faculty. TMCC Campus Security helps maintain safe conditions on all TMCC campuses by providing a uniformed presence and patrolling each TMCC campus site, grounds, and buildings.

The TMCC Campus Security Department:
- provides safety trainings on emergency procedures, campus safety, risk management, and other required safety trainings
- develops and maintains TMCC emergency and safety policies and procedures
- updates and maintains TMCC's annual campus safety report (Clery Report)
- provides oversight of TMCC's Title IX efforts, compliance, and implementation
- updates and maintains the TMCC Title IX Policy
- provides Title IX education and training, and
- coordinates and assists with Title IX investigations and/or complaints.

The TMCC Campus Safety Report provides a detailed summary of Turtle Mountain Community College's proactive efforts to keep our campus as safe as possible and includes information regarding safety on the campuses of Turtle Mountain Community College for the last three years. This report can be found on TMCC's website: TMCC-Campus-Security-Report-2016-17.pdf

The TMCC Title IX Policy is TMCC's sexual misconduct/gender-based discrimination policy. The Title IX Policy can be found on TMCC's website: TMCC-Title-IX-Policy-BOD-Approved-2-2-17.pdf

Student Senate

Contact Information
Wanda Laducer, Dean of Students
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

TMCC Student Learning Outcomes

The philosophy of Student Learning Outcomes at Turtle Mountain Community College is grounded in the belief that students must navigate a competitive workplace environment while maintaining connections to their culture, language and heritage. Students who graduate from TMCC will be able to think critically, understand the language and 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 programs at TMCC adhere to the student learning outcomes as the basis of the learning goals of each program.

Student Learning Goal 1: Advocacy
TMCC students will develop the skills necessary to help them become advocates for the Turtle Mountain Band of Chippewa Indians.

Student Learning Outcome #1: Language/History
-    Students will demonstrate an understanding of TMBCI history and languages

Performance Indicators
- o   Students will demonstrate an entry level proficiency in either Anishinaabemowin or Michif language
- o   Students will demonstrate knowledge of TMBCI history

Student Learning Outcome #2: Critical Thinking
-    Students will develop critical thinking skills and apply them to challenges facing the community.

Performance Indicators
- o   Students will identify ongoing challenges and issues facing the community
- o   Students will use data to develop solutions to challenges
- o   Students will acknowledge multiple perspectives surrounding societal issues

Student Learning Goal 2: Professionalism
TMCC students will develop skills and characteristics that will contribute to their success in a global environment.

Student Learning Outcome #3: Communication
-    Students will be able to communicate effectively in a variety of situations

Performance Indicators
- o   Students will demonstrate effective oral communication
- o   Students will apply written communication strategies across a wide variety of situations and contexts
- o   Students will use technology to successfully gather and communicate information

Student Learning Outcome #4: Research Skills
-    Students will develop quantitative and qualitative reasoning and research skills

Performance Indicators
- o   Students will be conversant in mathematical principles appropriate to their major
- o   Students will apply quantitative research techniques to gather and synthesize complex information
- o   Students will apply qualitative research techniques to gather and synthesize complex information

Matrix of General Education Courses:

The following matrix indicates which class offerings meet the General Education Requirement Transfer Agreement (GERTA) 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.

Communications		Credit Hours	BAS	AA	AS	AAS	DIPL	CERT	GERTA
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 Communications	3				X	X	X	ND:ENGL
BOTE 211	Business Communications	3				X	X	X	No
Arts and Humanities		**Credit Hours**	**BAS**	**AA**	**AS**	**AAS**	**DIPL**	**CERT**	**GERTA**
ENGL 211	Introduction to Creative Writing	3	X	X	X	X	X	X	ND:HUM
ENGL 221	Introduction to Drama	3	X	X	X	X	X	X	ND:HUM
ENGL 222	Introduction to Poetry	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	ND:HUM
ENGL 238	Children's Literature	3	X	X	X	X	X	X	ND:HUM
ENGL 239	Native American Children's 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 II	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	ND:HUM
SPAN 102	Spanish II	3	X	X	X	X	X	X	No
FREN 101	French I	3	X	X	X	X	X	X	ND:HUM
FREN 102	French II	4	X	X	X	X	X	X	ND:HUM
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	ND:HUM

VART 110	Introduction to the Visuals Arts (ART)	3	X	X	X	X	X	X	ND:HUM
VART 122	Two-Dimensional Design (ART)	3	X	X	X	X	X	X	ND:FA
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
Social Science	**(3 Credits of Indian/Chippewa History TMCC Requirement)**	**Credit Hours**	**BAS**	**AA**	**AS**	**AAS**	**DIPL**	**CERT**	**GERTA**
ANTH 171	Intro to 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	ND:SS
CJ 226	Introduction to Criminal Investigations	3	X	X	X	X	X	X	NS:SS
CJ 230	Criminal Law	3	X	X	X	X	X	X	ND:SS
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	ND:SS
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	ND:SS

SWK 257	Human Behavior in the Social Environment	3	X	X	X	X	X	X	ND:SS

Math		Credit Hours	BAS	AA	AS	AAS	DIPL	CERT	GERTA
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

Computer Science		Credit Hours	BAS	AA	AS	AAS	DIPL	CERT	GERTA
CSCI 101	Introduction to Computers	3	X	X	X	X	X	X	ND:COMPSC
CIS 101	Computer Literacy	3				X	X	X	ND:COMPSC
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	BAS	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	ND:LABSC
BIOL 115	Human Structure & Function/Lab	4	X	X		X	X	X	ND:LABSC
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	ND:LABSC
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	ND:LABSC
CHEM 115	Introductory Chemistry/Lab	4	X	X	X	X	X	X	ND:LABSC

CHEM 116	Introduction to Organic & Biochemistry/Lab	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	ND:LABSC
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	ND:LABSC
PHYS 211	College Physics I	4	X	X	X	X	X	X	ND:LABSC
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, Science, and Bachelor Degree Programs:

Associate of Arts/Science Degrees:
- Associate of Arts Degree (AA)
- Ogimaawi Leadership (AA)
- Anishinaabe Language (AA)
- Associate of Science Degree (AS)
- Engineering (AS)
- Natural Resource Management (AS)
- Education (AA)

Bachelor Degrees:
- Bachelor of Arts in Ogimaawiwin (Leadership) and Business Management
- Bachelor of Arts in Ojibwe Language, Culture and History
- Bachelor of Science- Elementary Education
- Bachelor of Science- Secondary Science Education

Associate of Arts Degree Program

Associate of Arts Degree

Department of Arts and Humanities and the Department of 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.

Associate of Arts Degree (2020-2021)

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 credit hours are required for completion of an associate degree. Courses can only be used once in this program.

- Communications – 9 credits
  - Composition is required – 6 credits, ENGL 110 & ENGL 120
  - Public Speaking is required – 3 credits, COMM 110

- Arts & Humanities – 12 credits, Use any AHU, ART, ENGL (other than ENGL 110 & ENGL 120), FREN, HUMM, LANG, MUSC, PHIL, SPAN, VART
  - Six (6) credits from LANG are required (LANG 121 and 122 or 125 and 126).

- Social Sciences – 12 credits, Use any CJ, ECON, HIST, POLS, PSYC, SOCI
  - Three credits from an American Indian History category are required (HIST 118, 251, 252, 261, 262, 296)

- Health and Wellness – 2 credits, Use any HPER or NUTR

- Math, Science & Engineering – 8 credits
  - One Laboratory Science courses are required – 4 credits (Can include BIOL 111)
  - One Mathematics course is required – 4 credits, MATH 103

- Technology – 3 credits
  - CSCI 101 Introduction to Computers is required – 3 Credits

- SOCI 105 – First Year Experience – 2 credits
  - Required for Freshmen entering TMCC

- SOCI 120 Transitions – Graduation & Beyond – 1 credit
  - Student completes this seminar the semester they expect to graduate

- Elective Courses – 12 credits – AHU, ANTH, ART, ASTR, BIOL, CHEM, CJ, ECON, ENGL (other than ENGL 110 & 120), ENGR, FREN, GEOG, GEOL, HIST, HUMM, LANG, MATH, MUSC, NRM, PHIL, PHYS, POLS, PSYC (higher than PSYC 111), SOCI, SPAN, SWK, or VART

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.

Associate of Arts Degree (2020-2021) Fillable:
Required Credits: 61-63

Communications: 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, ENGL (other than ENGL 110 & ENGL 120), FREN, HUMM, LANG, MUSC, PHIL, SPAN, VART
- Six (6) credits from LANG are required (LANG 121 and 122 or 125 and 126).

Course #:	Date:	Grade:	Credits:
LANG			3
LANG			3

Social Sciences: 12 Credits (GE=9, including one PSYC)
- Use any CJ, ECON, HIST, POLS, PSYC, SOCI
- 3 credits from an American Indian History Category is required

Course #:	Date:	Grade:	Credits:
HIST			3

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:
			4

Math: 4 Credits (GE=3)
- One Mathematics course required – 4 credits, MATH 103

MATH 103			4

Technology: 3 Credits (GE=3)

Course #:	Date:	Grade:	Credits:
CSCI 101			3

Elective Courses: 12 Credits (GE=3)
- AHU, ANTH, ART, ASTR, BIOL, CHEM, CJ, ECON, ENGL (other than ENGL 110 & 120), ENGR, FREN, GEOG, GEOL, HIST, HUMM, LANG, MATH, MUSC, NRM, PHIL, PHYS, POLS, PSYC (higher than PSYC 111), SOCI, SPAN, SWK, or VART

Course #:	Date:	Grade:	Credits:

First Year Experience: 2 Credits
- Required for Freshmen entering TMCC

Course #:	Date:	Grade:	Credits:
SOCI 105			2

Transitions Graduation & Beyond: 1 Credit
- Student completes this seminar the semester they expect to graduate

Course #:	Date:	Grade:	Credits:
SOCI 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 (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. Students can expect to understand the Turtle Mountain Band of Chippewa Indians culture as it is interwoven throughout the curriculum. Students can also expect exposure to 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 Catalog.

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, ENGL (other than ENGL 110 & ENGL 120), FREN, HUMM, LANG, MUSC, PHIL, SPAN, VART
   - *Recommended Courses: LANG 125, LANG 126, PHIL 210, AHU 256, ENGL 265

3. Social Sciences – 12 credits, Use any CJ, ECON, POLS, HIST, SOCI, PSYC
   - *Recommended Courses: SOCI 110, SOCI 270, POLS 115, POLS 241, POLS 287

4. Health and Wellness – 2 credits, Use any HPER or NUTR
   - *Recommended Course: HPER 108

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

6. Math and Science – 8 credits
   - One Mathematics course is required – 4 credits, MATH 103
   - *GEOL 101 or BIOL 124

7. SOCI 105 – First Year Experience – 2 credits
   ● Required for Freshmen entering TMCC

8. SOCI 120 Transitions – Graduation & Beyond – 1 credit
   ● Student completes this seminar the semester they expect to graduate

9. Required Core Courses – 9 Credits
   ● Leadership Development - 3 credits, BADM 215
   ● History of the Turtle Mountain Band of Chippewa – 3 credits, HIST 296
   ● Internship in Leadership – 3 credits, LEAD 220

10. Elective Courses – 6 credits – You may use any ENGL course (other than ENGL 110 & 120), AHU, ANTH, ART, CJ, COMM, CSCI, ECON, FREN, HIST, HUMM, LANG, LEAD, MUSC, PHIL, POLS, PSYC (higher than PSYC 111), SOCI, SPAN, SWK, VART
    ● Recommended courses: COMM 212, ECON 110, ENGL 130, LEAD 180, LEAD 235, PHIL 102, SOCI 271

Associate of Arts-Ogimaawi Leadership Fillable:
Required Credits: 64

Communications: 9 Credits (GE=9)

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

Arts & Humanities: 12 Credits (GE=7)
- Recommended Courses: LANG 125, LANG 126, PHIL 210, AHU 256, ENGL 265

Course #:	Date:	Grade:	Credits:
LANG			3
LANG			3

Social Sciences: 12 Credits (GE=9)
- Recommended Courses: SOCI 270, POLS 115, POLS 241, POLS 287, SOCI 110

Course #:	Date:	Grade:	Credits:

Health and Wellness: 2 Credits
- Recommended Course: HPER 108

Course #:	Date:	Grade:	Credits:

Technology: 3 Credits (GE=3)
- Recommended Course: CSCI 101

Course #:	Date:	Grade:	Credits:
			3

Math and Science: 8 Credits (GE=3)
- One Mathematics course required – 4 credits

Course #:	Date:	Grade:	Credits:
MATH 103			4

Science-4 credits required Science/Lab (GE=4)
(BIOL recommended)

Course #:	Date:	Grade:	Credits:

First Year Experience: 2 Credits
- Required for Freshmen entering TMCC

Course #:	Date:	Grade:	Credits:
SOCI 105			2

Transitions Graduation & Beyond: 1 Credit
- Student Completes this seminar the semester they expect to graduate

Course #:	Date:	Grade:	Credits:
SOCI 120			1

Required Core Courses: 9 Credits

Course #:	Date:	Grade:	Credits:
BADM 215			3
HIST 296			3
LEAD 220			3

Elective Courses: 6 Credits (GE=3)
- Recommended Courses: COMM 212, ECON 110, ENGL 130, LEAD 180, LEAD 235, PHIL 102, SOCI 271

Course #:	Date:	Grade:	Credits:

Anishinaabe Language (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. Students will be able to:
- 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.

Language Courses	18 Required Credits
LANG 125 Ojibwa I	3 credits
LANG 126 Ojibwa II	3 credits
LANG 299 Native Language Revitalization Case Studies and Planning I	3 credits
PHIL 102 Anishinaabe Worldview Nanda-Nibwaakaawin	3 credits
AHU 250 Anishinaabe Storytelling	3 credits
AHU 254 Anishinaabe Cultural Involvement and Research	3 credits
AHU 256 Anishinaabe Leadership	3 credits

Associate of Arts- Anishinaabe Language Fillable:

Required Credits: 61

Communications: 9 Credits (GE=9)

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

Arts & Humanities: 12 Credits (GE=7)
- Required courses listed below

Course #:	Date:	Grade:	Credits:
LANG 125			3
LANG 126			3
PHIL 102			3
AHU 250			3

Social Sciences: 12 Credits (GE=9)
- Recommended Courses: HIST 297, POLS 284, SOCI 270, SOCI 271

Course #:	Date:	Grade:	Credits:

Health and Wellness: 2 Credits
- Recommended Course: HPER 108

Course #:	Date:	Grade:	Credits:

Technology: 3 Credits (GE=3)
- Recommended Course: CSCI 101

Course #:	Date:	Grade:	Credits:
			3

Math: 4-6 Credits (GE=3)
- One Mathematics course required – 4 credits

Course #:	Date:	Grade:	Credits:
MATH 103			4

Science-4 credits required Science/Lab (GE=4)
- (BIOL recommended)

Course #:	Date:	Grade:	Credits:

First Year Experience: 2 Credits
- Required for Freshmen entering TMCC

Course #:	Date:	Grade:	Credits:
SOCI 105			2

Transitions Graduation & Beyond: 1 Credit
- Student Completes this seminar the semester they expect to graduate

Course #:	Date:	Grade:	Credits:
SOCI 120			1

Required Core Courses: 9 Credits
- Required courses listed below

Course #:	Date:	Grade:	Credits:
AHU 254			3
AHU 256			3
LANG 299			3

Electives: 3 Credits (GE=3)

Course #:	Date:	Grade:	Credits:

Bachelor of Arts Degree Program

Bachelor of Arts in Ogimaawiwin (Leadership) and Business Management

Program Outcomes
1. Students will explain best management and leadership practices that they can use in businesses, organizations, and tribal governments.
2. Students will evaluate the unique role that tribes and tribal governments have in the global business environment.
3. Students will construct an understanding of tribal knowledge and tribal government practices and apply that knowledge in an organizational environment.
4. Students will demonstrate leadership skills through professional, ethical, and legal standards of conduct in tribal governments and organizations.

Bachelor of Art in Leadership and Management

Prerequisites: Associate Degree in Applied Science, Art and/or Science for a Minimum of 60 Credits Total

Leadership and Management Credits:

LEAD 180	Leadership Development	3
LEAD 235	Cultural and Tribal Sovereignty	3
LEAD 330	Professional Communication	3
LEAD 335	Business Law	3
LEAD 360	Grant Writing	3
LEAD 400	Organizational Leadership	3
LEAD 405	Finance	3
LEAD 410	Advanced Marketing Strategies	3
LEAD 425	Global Trends in Business	3
LEAD 451	Small Business Management	3
LEAD 460	Human Resource Management	3
LEAD 461	Leadership and Conflict Resolution	3
LEAD 498	Senior Seminar	3
LEAD 499	Internship	9

Core Elective Credits:

MATH 210	Elementary Statistics	3
POLS 241	Indian Law I	3
POLS 287	Tribal Government	3
ECON 110	Elements of Economics and Tribal Economic Development	3

Additional Elective Credits:

AHU 254	Anishinaabe Cultural Involvement	3
BADM 201	Principles of Marketing	3
ECON 201	Microeconomics	3
ECON 202	Macroeconomics	3
POLS 115	American Government and Politics	3
SOCI 270	Sociology of Indian Reservations	3
SOCI 271	Contemporary Indian Issues	3
SOCI 275	Native American Indian Studies	3

Bachelor of Arts in Ogimaawiwin (Leadership) and Business Management Fillable:
<u>**Prerequisites: (A Minimum of 60 Credits Total)**</u>

Course #:	Date:	Grade:	Credits:
LEAD 180			3
LEAD 235			3
LEAD 330			3
LEAD 335			3
LEAD 360			3
LEAD 400			3
LEAD 405			3
LEAD 410			3
LEAD 425			3
LEAD 451			3
LEAD 460			3
LEAD 461			3
LEAD 498			3
LEAD 499			9
TOTAL			**48**

CORE ELECTIVES:

Course #:	Date:	Grade:	Credits:
MATH 210			3
POLS 241			3
POLS 287			3
ECON 110			3
TOTAL			**12**

Additional Elective Credits:

AHU 254			3
BADM 201			3
ECON 201			3
ECON 202			3
POLS 115			3
SOCI 270			3
SOCI 271			3
SOCI 275			3

Bachelor of Arts in Ojibwe Language, Culture and History

The Bachelor of Arts in Ojibwe Language, Culture, and History will provide students with the opportunity to immerse themselves and become proficient in the Ojibwe language. Students will learn about Ojibwe culture, tribal sovereignty, tribal arts and music, and Ojibwe history. Graduates of this degree will express this knowledge through the Ojibwe language with special attention to culture and ways of knowing of the Turtle Mountain Band of Chippewa.

Graduates of this degree may have opportunities in a variety of fields. Some examples include cultural teacher, cultural advisor, and translator. Graduates of the BA in Ojibwe Language, Culture, and History will also have gained skills that may enhance job performance in areas such as Native businesses and industries, tribal government and programs, and working with grants related to Native languages and communities.

Program Outcomes: Upon completion of the BA in Ojibwe Language, Culture, and History, graduates will have gained the necessary skills to:

1. Demonstrate proficiency in speaking, reading, listening, and writing Ojibwe Language, Culture, and History.
   - Students will demonstrate oral fluency in Ojibwe.
   - Students will analyze the Ojibwe language through reading and writing with emphasis on the double vowel writing system.
   - Students will demonstrate active listening skills in Ojibwe.

2. Exhibit knowledge of Ojibwe traditional worldview and spiritualty, especially as it relates to the Turtle Mountain Band of Chippewa.
   - Students will analyze Ojibwe philosophy and culture through the Ojibwe language.
   - Students will demonstrate how worldview and spiritualty shape perceptions of our social environment.
   - Students will learn about self-identity and cultural identity as it relates to the Turtle Mountain Band of Chippewa people and apply that knowledge through presentations, research, and participating in cultural events.

3. Examine and assess tribal sovereignty and tribal history, and how they relate to language and culture of the Ojibwe people, especially the Turtle Mountain Band of Chippewa tribe.
   - Students will explain what tribal sovereignty is and how it applies to the Turtle Mountain Band of Chippewa.
   - Students will examine how tribal sovereignty supports efforts regarding the historical and current status of tribal government.
   - Students will examine the history of tribal sovereignty and the past and current status of tribal governments, especially as it relates to the Turtle Mountain Band of Chippewa tribal government.
   - Students will assess tribal sovereignty and government within a global context.

4. Demonstrate Ojibwe culture and language through the mediums of tribal art, Native literature, and traditional music of the Ojibwe people.

- Using the Ojibwe language, students will explain how traditional and contemporary Native American music and culture are interrelated.
- Students will build knowledge of language and culture through the medium of Native American art.
- Students will critique Native American literature as it relates to cultural norms, customs, and morals.
- Students will evaluate Native American traditional and contemporary literature through the use of Ojibwemowin.

The suggested sequence of courses is outlined below. Students will move as a cohort, completing the same courses together and graduating at the end of four semesters with their Bachelor Degree in Ojibwe Language, Culture and History. Students are highly encouraged to follow the sequence of courses in order to graduate within a two-year timeframe.

Junior Year:

Fall Semester	Spring Semester
LANG 325 Ojibwe Language III (4 credits) *(Prerequisite: LNG 126: Ojibwa Language II or consent of instructor)*	LANG 326 Ojibwe Language IV (4 credits) *(Prerequisite: Ojibwe Language III)*
AHU 253 Turtle Mountain Traditions (3 credits) ***Existing Course**	POLS 287 Tribal Government (3 credits) ***Existing Course**
SOCI 270 Sociology of Indian Reservations (3 credits) ***Existing Course**	AHU 256 Anishinaabe Leadership (3 credits) ***Existing Course**
ENGL 265/266 Native American Literature I or II (3 credits) ***Existing Course**	LANG 331 Ojibwe Language Assessment (3 credits)
LANG 330 Ojibwe Grammar Patterns and Sentence Structure (3 credits)	LANG 332 Native American Literature and Oral Traditions (3 credits) *(Prerequisite: ENGL 265 or 266: Native American Lit. I or II)*

Senior Year:

Fall Semester	Spring Semester
LANG 425 Ojibwe V (4 credits) *(Prerequisite: Ojibwe Language IV)*	LANG 426 Ojibwe VI (4 credits) *(Prerequisite: Ojibwe Language V)*
LANG 401 Native American Dance and Music I (3 credits)	LANG 408 Native American Dance and Music II (3 credits) *(Prerequisite: Native American Dance and Music I)*
LANG 402 Ojibwe Language Immersion Methods (3 credits)	PHIL 410 Native American Philosophy: Traditional and Contemporary Perspectives (3 credits)
LANG 404 Native American Art (3 credits)	LANG 430 Capstone (4 credits)
LANG 403 Decolonizing Language and Culture (3 credits)	

Below are additional courses for students who have already taken and successfully passed with a "C" or higher AHU 253, AHU 256, SOCI 270, ENGL 265/266, POLS 287:

AHU 134 Powwow Organization and Management	AHU 254 Anishinaabe Cultural Involvement and Research
ENGL 239 Native American Children's Literature	HIST 252 Chippewa History II
LANG 299 Native Language Revitalization Case Studies and Planning I	POLS 285 Federal Indian Policy II 1871-Present
SOCI 271 Cotemporary Indian Issues	SOCI 275 Native American Indian Studies

Leadership and Management Credits:

LANG 325	Ojibwe Language III	4
AHU 253	Turtle Mountain Traditions	3
SOCI 270	Sociology of Indian Reservations	3
ENGL 265/ 266	Native American Literature I or II	3
LANG 330	Ojibwe Grammar Patterns and Sentence Structure	3
LANG 326	Ojibwe Language IV	4
POLS 287	Tribal Government	3
AHU 256	Anishinaabe Leadership	3
LANG 331	Ojibwe Language Assessment	3
LANG 332	Native American Literature and Oral Traditions	3

LANG 425	Ojibwe V	4
LANG 401	Native American Dance and Music I	3
LANG 402	Ojibwe Language Immersion Methods	3
LANG 404	Native American Art	3
LANG 403	Decolonizing Language and Culture	3
LANG 426	Ojibwe VI	4
LANG 408	Native American Dance and Music II	3
PHIL 410	Native American Philosophy: Traditional and Contemporary Perspectives	3
LANG 430	Capstone	4

Bachelor of Arts in Ojibwe Language, Culture and History Fillable:
Prerequisites: Must possess an Associates of Arts or an Associate of Science degree with a minimum of 60 credits

Course #:	Date:	Grade:	Credits:
LANG 325			4
AHU 253			3
SOCI 270			3
ENGL 265/ 266			3
LANG 330			3
LANG 326			4
POLS 287			3
AHU 256			3
LANG 331			3

Course #:	Date:	Grade:	Credits:
LANG 332			3
LANG 425			4
LANG 401			3
LANG 402			3
LANG 404			3
LANG 403			3
LANG 426			4
LANG 408			3
PHIL 410			3
LANG 430			4

Associate of Science Degree Program

Department of Science, Technology, Engineering and Math

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.

Associate of Science Degree (2020-2021)

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 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 used 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, ENGL (other than ENGL 110 & ENGL 120, HUMM, LANG, MUSC, PHIL)
   - Six (6) credits from LANG are required (LANG 121 and 122 or 125 and 126).
3. Social Sciences – 9 credits, Use any CJ, 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. Math, Science & Engineering – 23 credits
   - *Four Laboratory Science courses are required – 16 credits
   - One Mathematics course is required – 4 credits, MATH 103
   - One Science, Math or Engineering Elective- 3 Credits
6. Technology – 3 credits, CSCI 101 Introduction to Computers is required – 3 credits
7. SOCI 105 – First Year Experience – 2 credits
   - Required for Freshmen entering TMCC
8. SOCI 120 Transitions – Graduation & Beyond – 1 credit
   - Student completes this seminar the semester they expect to graduate
9. Elective Courses – 4 credits –AHU, ANTH, ART, ASTR, BIOL, CHEM, CJ, ECON, ENGL course (other than ENGL 110 & 120), ENGR, FREN, GEOG, GEOL, HIST, HUMM, LANG, MATH, MUSC, NRM, PHIL, PHYS, POLS, PSYC (higher than PSYC 111), SOCI, SPAN, SWK, or VART

*Does not include BIOL 111, BIOL 115, and CHEM 110
*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 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.

Associate of Science Degree (2020-21) Fillable:

Required Credits: 62

Communications: 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: 9 Credits (GE=9, including one PSYC)
- Use any CJ, ECON, HIST, POLS, PSYC, SOCI
- 3 credits from an American Indian History Category is required

Course #:	Date:	Grade:	Credits:
HIST			3

Health and Wellness: 2 Credits
- Use any HPER or NUTR

Course #:	Date:	Grade:	Credits:

Technology: 3 Credits (GE=3)

Course #:	Date:	Grade:	Credits:
CSCI 101			3

Science, Math & Engineering: 16 Credits (GE=4)
- *Four Laboratory Science courses are required – 16 credits

Course #:	Date:	Grade:	Credits:
			4
			4
			4
			4

Math: 4 Credits (GE=3)

- One Mathematics course required – 4 credits

Course #:	Date:	Grade:	Credits:
MATH 103			4

Science, Math & Engineering Elective: 3 Credits

Course #:	Date:	Grade:	Credits:
			3

Elective Courses: 4 Credits (GE=3)
- AHU, ANTH, ART, ASTR, BIOL, CHEM, CJ, ECON, ENGL course (other than ENGL 110 & 120), ENGR, FREN, GEOG, GEOL, HIST, HUMM, LANG, MATH, MUSC, NRM, PHIL, PHYS, POLS, PSYC (higher than PSYC 111), SOCI, SPAN, SWK, or VART

Course #:	Date:	Grade:	Credits:

First Year Experience: 2 Credits
- Required for Freshmen entering TMCC

Course #:	Date:	Grade:	Credits:
SOCI 105			2

Transitions Graduation & Beyond: 1 Credit
- Student Completes this seminar the semester they expect to graduate

Course #:	Date:	Grade:	Credits:
SOCI 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 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.
*Excludes BIOL 111, BIOL 115, and CHEM 110

Associate of Science- Engineering

This program is designed to allow students who are interested in obtaining an engineering degree the opportunity to get the first two years done at the tribal college. Several engineering programs have similar courses in their curriculum over the first two years, so the curriculum for this program is designed to highlight as many areas as possible to ease the transfer to a four-year program. The goal is to mentally prepare students for success in Bachelor of Science engineering programs by teaching academic lessons as well as study habits.

Programs Outcomes

Students will show:
- an ability to apply knowledge of mathematics, sciences, and engineering
- an ability to conduct experiments, as well as to analyze and interpret data
- an ability to identify, formulate, and solve engineering problems
- an understanding of professional and ethical responsibility
- an ability to use the techniques, skills, and modern engineering tools necessary for professional practice.

Program Degree Requirements

The Minimum qualification to complete an AS degree for Engineering is a 2.0 GPA or better in all Curriculum requirements of the program.

Associate of Science Degree--Engineering (2020-2021) Fillable:

Required Credits: 77

Communications: 9 Credits (GE=9)

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

Arts & Humanities: 7 Credits (GE=7)
- Use any AHU, ART, HUMM, LANG, MUSC, ENGL, PHIL (other than ENGL 110 & ENGL 120)

Course #:	Date:	Grade:	Credits:
LANG 125			3
LANG 126			3

Social Sciences: 9 Credits (GE=9, including one PSYC)
- Use any CJ, ECON, HIST, POLS, PSYC, SOCI
- 3 credits from an American Indian History Category is required

Course #:	Date:	Grade:	Credits:
HIST			3

Technology: 3 Credits (GE=3)

Course #:	Date:	Grade:	Credits:
CSCI 101			3

Health and Wellness: 2 Credits
- Use any HPER or NUTR

Course #:	Date:	Grade:	Credits:

Science & Engineering: 12 Credits (GE=4)
- Recommended: CHEM 115/121, PHYS 211/212 or BIOL 150/151

Course #:	Date:	Grade:	Credits:
ENGR 115			4
			4
			4

Math: 25 Credits (GE=3)
- *MATH 105 or MATH 107

Course #:	Date:	Grade:	Credits:
MATH 103			4
*MATH 105/107			3
MATH 129			3
MATH 165			4
MATH 166			4
MATH 265			4
MATH 266			3

Elective Courses: 9 Credits (GE=3)
- *Recommended: AM 101, ENGR 204, ENGR 241, ME 223

Course #:	Date:	Grade:	Credits:
ENGR 201			3
ENGR 202			3
*			3

First Year Experience: 2 Credits
- Required for Freshmen entering TMCC

Course #:	Date:	Grade:	Credits:
SOCI 105			2

Transitions Graduation & Beyond: 1 Credit
- Student Completes this seminar the semester they expect to graduate

Course #:	Date:	Grade:	Credits:
SOCI 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 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.

AS- 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.
3. Demonstrate how integrating Anishinaabe cultural teachings across branches of science can lead to greater insights into biological processes and natural resources management.
4. Demonstrate and articulate the development, implementation, and research findings of their own project, which will include Anishinaabe language and culture.

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.

Associate of Science in Natural Resource Management Degree Fillable:
Required Credits: 67-69

Communications: 9 Credits (GE=9)

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

Arts & Humanities: 9 Credits (GE=7)

Course #:	Date:	Grade:	Credits:
LANG 125			3
LANG 126			3
HUMM 190			3

Social Sciences: 9 Credits (GE=9)
- 3 credits from an American Indian History Category is required
- 3 credits of PSYC 111

Course #:	Date:	Grade:	Credits:
HIST			3
PSYC 111			3

Health and Wellness: 2 Credits

Course #:	Date:	Grade:	Credits:
HPER 210			2

Laboratory Science: 12 Credits (GE=4)
Choose 3 courses from the following:

Course #:	Date:	Grade:	Credits:
GEOL 105			4
BIOL 123			4
BIOL 151			4
BIOL 124			4
CHEM 115			4

Technology: 3 Credits (GE=3)

Course #:	Date:	Grade:	Credits:
CSCI 101			3

Math: 4 Credits (GE=3)
- One Mathematics course required – 4 credits, MATH 103

Course #:	Date:	Grade:	Credits:
MATH 103			4

Core Courses: 13 Credits

Course #:	Date:	Grade:	Credits:
GEOG 100			3
NRM 150			1
NRM 190			3
NRM 200			3
NRM 210			3

Electives: 3 Credits

Course #:	Date:	Grade:	Credits:
			3

First Year Experience: 2 Credits
- Required for Freshmen entering TMCC

Course #:	Date:	Grade:	Credits:
SOCI 105			2

Transitions Graduation & Beyond: 1 Credit
- Student Completes this seminar the semester they expect to graduate

Course #:	Date:	Grade:	Credits:
SOCI 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 Science (NRM) degree.
Earn a minimum cumulative grade point average (GPA) of 2.00 ("C" average).
Complete the Graduation Application for an Associate of Science (NRM) degree. See TMCC Academic Calendar for Due date.

Bachelor of Science Degree Program

Bachelor of Science in Secondary English

A Bachelor of Science in Education - Secondary English is designed to produce graduates who are qualified to pursue careers as teachers of Language Arts in grades 7-12. Candidates who complete the program will have passed the Praxis examination as well as logged significant hours in local and regional classrooms as observers and student teachers. With an emphasis on culturally responsive teaching, the program will also produce teachers who are at the vanguard of the discipline in terms of engaging students from myriad backgrounds and with diverse needs. As graduates of TMCC specifically, candidates will be uniquely suited to meeting the needs of the Turtle Mountain Band of Chippewa, providing exceptional teaching to ensure that classrooms provide the knowledge and environment fundamental to advancing the opportunities available to tribal community members.

Program Outcomes and Requirements
Students who successfully complete the program will be able to:
- o   Meet the requirements for becoming fully qualified teachers in 7-12 Language Arts
- o   Employ culturally responsive teaching in any secondary school classroom
- o   Maintain a high standard of professionalism
- o   Pursue further degrees in Education and/or enter the field depending on regional and state-based requirements
- o   Address the needs of the TMBCI secondary school system and its students
- o   Position themselves to apply for work in other Native communities
- o   Adapt interdisciplinary techniques to classroom teaching
- o   Conduct discipline-specific research
- o   Develop teaching portfolios as well as learn how to use instructional technologies
- o   Understand the fundamentals of project-based learning and curriculum development
- o   Learn how to engage exceptional and special-needs students

Bachelor of Science in Secondary English
Credit Requirement Breakdown

Total Credits for the 4-year Program: 132
Total Credits for the General/Core: 36
Total Credits for the EDUC portion: 54 (+ 3 credits of clinicals)
Total Credits for the ENGL portion: 42

General Studies/Core Curriculum Courses
Total Credits: 36

SOCI 105	First Year Experience	**2**	LANG 121 or LANG 125	CreeI or Ojibwa I	3
ENGL 110	College Composition I	3			
ENGL 120	College Composition II	3			
COMM 110	Foundations of Public Speaking	3	LANG 122 or LANG 126	Cree II or Ojibwa II	3

MATH 103	College Algebra	4	ASTR/BIOL/	Science Course/Lab (Any)	4
HIST	Native History (Any)	3	CHEM/PHYS		
SOCI	Social Science (Any)	3	PSYC 111	Introduction to Psychology	3
HPER 210	First Aid/CPR	2			

Required Educational Courses
Total Credits: 54 + 3 Credits of Clinicals

EDUC 200	Introduction to Teaching	3	EDUC 353	Child and Adolescent	3
EDUC 299	Secondary Classroom	3		Psychology	
	Management		EDUC 360	Practicum II English	1
EDUC 300	Educational Technology	2	EDUC 374	Adolescent Literacy	3
EDUC 310	Teaching Special Needs/	3.5	EDUC 402	Foundations of Reading and	4
	Exceptional			Diagnosis	
EDUC 320	Native Issues in Education	3	EDUC 409	Methods/Materials Language	3.5
EDUC 321	Multicultural Education &	3.5		Arts	
	Diversity		EDUC 414	Student Teaching	12
EDUC 329	Curriculum Planning	3.5	EDUC 415	Student Teaching Seminar	1
EDUC 331	Learning Environments	3.5	EDUC 471	Methods and Materials for	3
EDUC 350	Practicum I English	1		Secondary ELA	

Required English Courses (beyond the General/Core Curriculum)
Total Credits: 42

ENGL 224	Introduction to Fiction	**3**	ENGL 266	Native American Literature II	3
ENGL 211	Intro to Creative Writing	3	ENGL 270	Intro to Lit Criticism	3
ENGL 221	Introduction to Drama	3	ENGL 301	Multicultural Literature	3
ENGL 222	Introduction to Poetry	3	ENGL 320	Reading and Writing About	3
ENGL 236	Women and Literature	3		Text	
ENGL 240	World Literature	3	ENGL 401	Mid-Late 20th Century Lit in	3
ENGL 251	Classics of British Literature	3		English	
ENGL 260	American Literature	3		OR	
	Masterpieces		ENGL 420	Author/Thematic Focus	3
ENGL 265	Native American Literature I	3			

Bachelor of Science in Secondary English Fillable:

GENERAL STUDIES/CORE CURRICULUM COURSES:

Course #:	Date:	Grade:	Credits:
			2
SOCI 105			3
ENGL 110			3
ENGL 120			3
COMM 110			3
LANG 121 or LANG 125			3
LANG 122 or LANG 126			3
MATH 103			4
HIST			3
SOCI			3
HPER 210			2
ASTR/BIOL /CHEM/ PHYS			4
PSYC 111			3
TOTAL			**36**

REQUIRED EDUCATIONAL COURSES:

Course #:	Date:	Grade:	Credits:
EDUC 200			3
EDUC 299			3
EDUC 300			2
EDUC 310			3.5
EDUC 320			3
EDUC 321			3.5
EDUC 329			3.5
EDUC 331			3.5
EDUC 350			1
EDUC 353			3.5
EDUC 360			1
EDUC 374			3
EDUC 402			4
EDUC 409			3.5
EDUC 414			12
EDUC 415			1
EDUC 471			3
TOTAL			**57**

REQUIRED ENGLISH COURESE:

Course #:	Date:	Grade:	Credits:
ENGL 224			**3**
ENGL 211			3
ENGL 221			3
ENGL 222			3
ENGL 236			3
ENGL 240			3
ENGL 251			3
ENGL 260			3
ENGL 265			3
ENGL 266			3
ENGL 270			3
ENGL 301			3
ENGL 320			3
ENGL 401			3
OR			
ENGL 420			3
TOTAL			**42**

Teacher Education Department

The Department of Teacher Education

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

Associate of Arts- Education

I.   Overview

The program is designed to provide students with the opportunity to acquire the foundations of a degree in Education, enabling them to pursue careers in educational settings. Additionally, students who obtain this degree at TMCC will develop a working understanding of the unique issues faced by the students and schools affiliated with the Turtle Mountain Band of Chippewa as well as other tribes and native schools regionally and across the country.
Students who complete an A.A. in Education will also have a jump-start on a B.S.Ed and could more easily declare for a 4-year degree in Elementary, Secondary Science or Secondary English, provided they meet the 2.5 GPA requirements.

II.   Program Outcomes

Students who choose to pursue an A.A. in Education will, upon successful completion, be able to:
- Develop basic teaching portfolios as well as learn how to use instructional technologies
- Understand the fundamentals of project-based learning and curriculum development
- Learn how to engage exceptional and special-needs students
- Focus on implementing culturally responsive teaching
- Represent and express a uniquely native approach to teaching in accordance with TMCC's unique mission
- Address the needs of TMBCI students and schools
- Incorporate an interdisciplinary approach to teaching and learning
- Become paraprofessionals in education
- Pursue 4-year degrees in Primary and Secondary Education

AA- Education

Total Credits: 61-63

Required Courses
Freshman Seminar (2 Credits)

SOCI 105	First Year Experience	2

English (12 Credits)

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

Arts and Humanities (9 Credits)

LANG 121 or 125	Chippewa I or Ojibwa I	3
LANG 122 or 126	Chippewa II or Ojibwa II	3
ART/HUMM Elec	Any Art/Humm Elec	3

Social Science (9 Credits)

PSYC 111	Introduction to Psychology	3
HIST	Native American History Elec	3
Elective	Any ECON, POLS, SOCI	3

Physical Education (2 Credits)

HPER/NUTR	HPER or NUTR	2

Science and Engineering (4 Credits)

Elective	Any Science + Lab	4

Math (4 Credits Min.)

MATH 103	University Algebra	4

Graduation and Beyond (1 Credit)

SOCI 120	Transitions Graduation and Beyond	1

Education Credits Required

EDUC 200	Introduction to Teaching	3
EDUC 299 Or	Secondary Classroom Mgmt	3
EDUC 374	Adolescent Literacy	3
EDUC 300	Educational Technology	2
EDUC 310	Intro to Exceptional Learner	3
EDUC 320 or	Native Issues in Education	3
EDUC 321 and	Multicultural Ed/Human Div	3
EDUC 321L	Clinical III	.5
EDUC 329 and	Curriculum Planning & Eval.	3
EDUC 329L or	Clinical IV	.5
EDUC 331 and	Learning Environments Elem	3
EDUC 331L	Clinical II	.5
EDUC 350	Practicum I	1 + .5
EDUC 353	Child and Adolescent Psychology	3
and		
EDUC 353L	Clinical I	.5
EDUC 360	Practicum II	1 + .5

Associate of Arts-Education (2020-2021) Fillable:
Required Credits: 61-63

First Year Experience: 2 Credits
- Required for Freshmen entering TMCC

Course #:	Date:	Grade:	Credits:
SOCI 105			2

Communications: 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, ENGL (other than ENGL 110 & ENGL 120), FREN, HUMM, LANG, MUSC, PHIL, SPAN, VART
- Six (6) credits from LANG are required (LANG 121 and 122 or 125 and 126).

Course #:	Date:	Grade:	Credits:
LANG			3
LANG			3

Social Sciences: 9 Credits (GE=9, including PSYC 111)
- Use any ECON, HIST, POLS, PSYC, SOCI
- 3 credits from an American Indian History Category is required

Course #:	Date:	Grade:	Credits:
HIST			3
PSYC 111			

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

Course #:	Date:	Grade:	Credits:
			4

Math: 4 Credits (GE=3)
- One Mathematics course required: MATH 103

Course #:	Date:	Grade:	Credits:
MATH 103			4

Transitions Graduation & Beyond: 1 Credit
- Student completes this seminar the semester they expect to graduate

Course #:	Date:	Grade:	Credits:
SOCI 120			1

Required Education Courses:

Course #:	Date:	Grade:	Credits:
EDUC 200			3
EDUC 299			3
OR			
EDUC 374			3
EDUC 300			3
EDUC 310			3
AND			
EDUC 310L			.5
EDUC 320			3
OR			
EDUC 321			3
AND			
EDUC 321L			.5
EDUC 329			3
OR			
EDUC 331			3
EDUC 350			1
EDUC 353			3
AND			
EDUC 353L			.5
EDUC 360			1

Total Credits for the Program: 63 (40 Gen Ed + 23 EDUC)

Bachelor Degrees in Elementary Education and Secondary Science:

The Department of Teacher Education offers three Bachelor of Science Degrees: Elementary Education, Secondary English 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 culturally responsive teachers are better equipped to respond to the needs of all students in any setting.

Our Vision:

We envision TMCC as an advocate for social change, social justice, and as a model of transformed education in all the disciplinary fields, integral to the living universe.

Students may declare a Bachelor of Science in Elementary Education, Secondary English or Secondary Science Education as their program of study upon admission to the college. Near completion of the Teacher Education Department General Education Requirements, a student may then apply for admission into the teacher education programs. 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 admission criteria advance to a personal interview for final selection. For more information on the Bachelor of Science programs of study please refer to the TMCC website: www.tm.edu.

Bachelor of Science- Elementary Education

Prerequisites

(Minimum of 56-57 Credits Total)

English (12 Credits)

ENGL 110	College Composition I	3
ENGL 120	College Composition II	3
ENGL 238	Children Literature	3
COMM 110	Fund of Public Speaking	3

Math (4 Credits Min.)

MATH 103	University Algebra	4

Science (15-16 Credits Min.)

ASTR 110	Principles of Astronomy	4
GEOL	Geology with Lab	4
BIOL	Biology with Lab	4
GEOG	Geography	3/4

Physical Education (2 Credits)

HPER 210	First Aid/CPR	2

Social Science (3 Credits)

PSYC	111 or Higher	3

History (6 Credits): 1 Native American and 1 U.S. History

HIST	U.S. History Elective	3
HIST	Native American History Elec	3

Arts and Humanities (9 Credits)

HUMM 202	Fine Arts & Aesthetics	3
LANG	Native Language Elective	6

(LANG 121 & 122 or 125 & 126)

Other Courses Required (5 Credits)

SOCI 105	First Year Experience	2
MATH 277	Math for Teachers	3

Elementary Education

(70 Credits Total)

Education Credits

EDUC 200	Introduction to Teaching	3
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 321L	Clinical III	.5
EDUC 326	Writing for Elementary Teachers	3
EDUC 329	Curriculum Planning & Eval.	3
EDUC 329L	Clinical IV	.5
EDUC 331	Learning Environments Elem	3
EDUC 331L	Clinical II	.5
EDUC 350	Practicum I	1
EDUC 353	Child and Adolescent Psychology	3
EDUC 353L	Clinical I	.5
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 409L	Clinical V	.5
EDUC 410	Educational Assessment	3
EDUC 414	Student Teaching	12
EDUC 415	Student Teaching Seminar	1

126.5-127.5 Credits needed for BS Degree

Bachelor of Science- Elementary Education Fillable:
Prerequisites: 56-57 Credits Total)

English: 12 Credits

Course #:	Date:	Grade:	Credits:
ENGL 110			3
ENGL 120			3
ENGL 238			3
COMM 110			3

Math: 7 Credits

Course #:	Date:	Grade:	Credits:
MATH 103			4
AND			
MATH 277			3

Science: 15-16 Credits

Course #:	Date:	Grade:	Credits:
ASTR 110			4
GEOL			4
BIOL			4
GEOG			3 or 4

Physical Education: 2 Credits

Course #:	Date:	Grade:	Credits:
HPER 210			2

Social Sciences: 9 Credits
- Three credits must be PSYC 111 or higher
- Six credits of history required: 1 Native American and 1 U.S. History

Course #:	Date:	Grade:	Credits:
PSYC 111			3
HIST (U.S History)			3
HIST (NA History)			3

First Year Experience: 2 Credits

Course #:	Date:	Grade:	Credits:
SOCI 105			2

Arts & Humanities: 9 Credits
- Six (6) credits from LANG are required (LANG 121 and 122 or 125 and 126).

Course #:	Date:	Grade:	Credits:
HUMM 202			3
LANG			3
LANG			3

Elementary Education Credits (70 Credits Total)

Course #:	Date:	Grade:	Credits:
EDUC 200			3
EDUC 235			1
EDUC 236			1
EDUC 300			2
EDUC 310			3
EDUC 320			3
EDUC 321+L			3 + .5
EDUC 325			3
EDUC 329+L			3+ .5
EDUC 331+L			3+ .5
EDUC 350			1
EDUC 353+L			3+ .5
EDUC 360			1
EDUC 402			4
EDUC 403			3
EDUC 404			2
EDUC 405			3
EDUC 406			2
EDUC 407			3
EDUC 408			2
EDUC 409+L			3+ .5
EDUC 410			3
EDUC 414			12
EDUC 415			1

126.5-127.5 Credits needed for BS Degree

Bachelor of Science- Secondary Science Education

Prerequisites
(69 Credits Total)

English (9 Credits)

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

Math (11 Credits)

MATH 103	University Algebra	4
MATH	Statistics	3
MATH 105 Or	Trigonometry	4
MATH 107	Pre-Calculus	4

Science (24 Credits Min.)

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): 1 Native American and
     1 U.S. History

HIST	U.S. History Elective	3
HIST	Native American History Elec	3

Arts and Humanities (9 Credits)

LANG	Native Language Elective	6

(LANG 121 & 122 or 125 & 126)

Physical Education (2 Credits)

HPER 210	First Aid/CPR	2

Social Science (3 Credits)

PSYC	111 or Higher	3

Technology (3 Credits)

CSCI 101	Introduction to Computers	3

Other Courses Required (2 Credits)

SOCI 105	First Year Experience	2

Secondary Science Education Credits
(44.5 Credits Total)

Education Credits

EDUC 200	Introduction to Teaching	3
EDUC 235	Preparation for PRAXIS I	1
EDUC 236	Preparation for PRAXIS II	1
EDUC 299	Secondary Classroom Mgt	3
EDUC 300	Educational Technology	2
EDUC 310	Intro to Exceptional Learner	3
EDUC 320	Native Issues in Education	3
EDUC 321	Multicultural Education & Human Diversity	3
EDUC 321L	Clinical III	.5
EDUC 329	Curriculum Planning & Eval	3
EDUC 329L	Clinical IV	.5
EDUC 350	Practicum I	1
EDUC 360	Practicum II	1
EDUC 414	Student Teaching	12
EDUC 415	Student Teaching Seminar	1
EDUC 470	Methods of Secondary Science	3
EDUC 353	Child & Adolescent Psych	3
EDUC 353L	Clinical I	.5

28 Credits (12+8+4+4) Chemistry Emphasis (12 Credits)

28 Credits (12+8+4+4) Biology Emphasis (12 Credits)

Bachelor of Science- Secondary Science Education Fillable:
Prerequisites: (69 Credits Total)

Communications: 9 Credits

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

Math: 11 Credits: One Statistics required

Course #:	Date:	Grade:	Credits:
MATH 103			4
MATH			3
MATH 105			4
OR			
MATH 107			4

Science: 24 Credits

Course #:	Date:	Grade:	Credits:
GEOL 106			4
BIOL 150			4
BIOL 151			4
CHEM 121			4
CHEM 122			4
PHYS 211			4
ASTR 110			4

Physical Education: 2 Credits

Course #:	Date:	Grade:	Credits:
HPER 210			2

Social Sciences: 9 Credits
- Three credits must be PSYC 111 or higher
- Six credits of history required: 1 Native American and 1 U.S. History

Course #:	Date:	Grade:	Credits:
PSYC			3
HIST (U.S History)			3
HIST (NA History)			3

Technology: 3 Credits

Course #:	Date:	Grade:	Credits:
CSCI 101			3

Arts & Humanities: 9 Credits
- Six (6) credits from LANG are required (LANG 121 and 122 or 125 and 126).

Course #:	Date:	Grade:	Credits:
LANG			3
LANG			3
			3

First Year Experience

Course #:	Date:	Grade:	Credits:
SOCI 105			2

Secondary Science Education Credits (44.5 Credits)

Course #:	Date:	Grade:	Credits:
EDUC 200			3
EDUC 235			1
EDUC 236			1
EDUC 299			3
EDUC 300			2
EDUC 310			3
EDUC 320			3
EDUC 321+L			3 + .5
EDUC 329+L			3 + .5
EDUC 350			1
EDUC 353+L			3 + .5
EDUC 360			1
EDUC 414			12
EDUC 415			1
EDUC 470			3

Chemistry Emphasis (12 Credits)

Course #:	Date:	Grade:	Credits:
CHEM			4
CHEM			4
CHEM			4

Biology (8 Credits)

Course #:	Date:	Grade:	Credits:
BIOL			4
BIOL			4

Geology (4 Credits):

Course #:	Date:	Grade:	Credits:
GEOL			4

Physics (4 Credits):

Course #:	Date:	Grade:	Credits:
PHYS			4

Biology Emphasis (12 Credits)

Course #:	Date:	Grade:	Credits:
BIOL			4
BIOL			4
BIOL			4

Chemistry (8 Credits)

Course #:	Date:	Grade:	Credits:
CHEM			4
CHEM			4

Geology (4 Credits):

Course #:	Date:	Grade:	Credits:
GEOL			4

Physics (4 Credits):

Course #:	Date:	Grade:	Credits:
PHYS			4

141.5 Credits needed for BS Degree

Career
&
Technical
Education

Career & Technical Education

Contact Information:
Sheila Trottier, CTE Director
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 and Certificate Programs:

16 Week Certificates:
- Coaching/Prevention & Care of Athletic Injuries (16-Week Certificate)
- Commercial Vehicle Operations (CVO) (16-Week Certificate)
- Concrete Technology (16-Week Certificate)
- Fitness & Wellness (16-Week Certificate)
- Heavy Equipment Operator (16-Week Certificate)
- Personal Training (16-Week Certificate)
- Pharmacy Technician (16-Week Certificate)
- Welding Technology-Pipe (16-Week Certificate)

9 Month Certificates
- Accounting Technician (9-Month Certificate)
- Building Construction Technology (9-Month Certificate)
- Casino Management (9-Month Certificate)
- Cyber Security (9-Month Certificate)
- Electrical Technician (9-Month Certificate)
- Entrepreneurship (9-Month Certificate)
- Network Administrator (9-Month Certificate)
- Patient Access Specialist (9-Month Certificate)
- Phlebotomy Technician (9-Month Certificate)
- Plumbing Technology (9-Month Certificate)
- Process Plant Technology (9-Month Certificate)
- Web Design (9-Month Certificate)
- Welding Technology (9-Month Certificate)

Associate of Applied Science A.A.S
- Accounting Technician (A.A.S)
- Building Construction Technology (A.A.S)
- Business Administration (A.A.S)
- Cyber Security and Data Privacy (A.A.S)
- Electrical Technician (A.A.S)
- Health and Fitness Technician (A.A.S)
- Medical Administrative Assistant (A.A.S)
- Medical Lab Technician (A.A.S)
- Pharmacy Technician (A.A.S)
- Network Administrator (A.A.S)
- Power Plant Technology (A.A.S)
- Process Plant Technology (A.A.S)
- Web Design (A.A.S)

Accounting Technician (A.A.S)

Contact Information:
Diane Bercier/ Stephanie Bear, Instructors
(701) 477-7862/ (701) 477-7859
Office 111D/ 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.

Job Outlook

According to the Bureau of Labor Statistics: Employment of bookkeeping, accounting, and auditing clerks is projected to show little or no change from 2016 to 2026. With more routinized tasks automated, bookkeepers are expected to take on a more analytical and advisory role over the next 10 years. For example, rather than performing manual data entry, bookkeepers will focus more on analyzing their clients' books and pointing out potential areas for efficiency gains.

Because bookkeeping, accounting, and auditing clerks constitute a large occupation, there will be a large number of job openings from workers leaving the occupation. Thus, opportunities to enter the occupation should be plentiful, despite the slight projected decline in employment.

The median annual wage for Accounting Technician was $38,390 in May 2016.

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 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)	3
ENGL 105 Or	Technical Communication	
ENGL 110	Composition I	3
PSYC 100	Human Relations in Organizations	
Or		
PSYC 111	Intro to Psychology	3
Electives	General Education Electives (See GEN ED Matrix)	6

Total Required Credits: 63

Accounting Technician 9-Month Certificate

Contact Information:
Diane Bercier/ Stephanie Bear, Instructors
(701) 477-7862/ (701) 477-7859
Dbercier@tm.edu/ sbear@tm.edu
Office 111D/ 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

Course	Title	Credits
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
BOTE 107	Customer Service Strategies	3
BOTE 108	Business Math	3
BOTE 127	Information Processing	3
BOTE 177	Job Readiness	1
ENGL 105	Technical Communication	
Or		
ENGL 110	Composition I	3
PSYC 100	Human Relations in Organizations	
Or	Intro to Psychology	
PSYC 111		3

Total Required Credits: 33

Building Construction Technology (A.A.S)

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

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.

Job Outlook
According to the Bureau of Labor Statistics: Employment of carpenters is projected to grow 8 percent from 2016 to 2026, about as fast as the average for all occupations. Population growth should result in more new-home construction—the largest segment employing carpenters which will require many new workers. The construction of factories and power plants is also expected to result in some new job opportunities in the next ten years.

Carpenters work indoors and outdoors on many types of construction projects, from building highways and bridges to installing kitchen cabinets. Carpenters may work in cramped spaces. They frequently shift between lifting, standing, and kneeling, the result of which can be tiring. Those who work outdoors are subject to variable weather conditions, which may limit a carpenter's ability to the median annual wage for carpenters was $43,600 in May 2018.

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 and 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	Intro to Computers	
CSCI 101		3
COMM	Communication Requirement (See GEN ED Matrix)	3
PSYC 100	Human Relations in Organizations	
Or		
PSYC 111	Intro to Psychology	3
Electives	General Education Electives (See GEN ED Matrix)	6

Total Required Credits: 64

Building Construction Technology 9-Month Certificate

Contact Information:
Ron Parisien /Luke Baker, Instructors
rparisien@tm.edu /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 www.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 Construction	2
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

Total Required Credits: 34

Business Administration (A.A.S)

Contact Information:
Diane Bercier/ Stephanie Bear, Instructors
(701) 477-7862/ (701) 477-7859
dbercier@tm.edu/ sbear@tm.edu
Office 111D/ 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:

Course	Title	Credits
ACCT 102	Fundamentals of Accounting	3
ACCT 200	Elements of Accounting I	3
ACCT 201	Elements of Accounting II	3
ACCT 215	Business in the Legal Environment	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:

Course	Title	Credits
COMM 110	Fundamentals of Public Speaking	3
ENGL 110	Composition I	3
ENGL 120	Composition II	3
	General Education Electives (See GEN ED Matrix)	6

Total Required Credits: 63

Casino Management 9-Month Certificate

Contact Information:
Sheila Trottier, CTE Director
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).

Required Courses

Course	Title	Credits
CAS 104	Introduction to Gaming Industry	2
CAS 107	Casino Operations and Management	3
CAS 120	Casino Games Management	3
CAS 177	Job Readiness	1
CAS 200	Supervisory Essentials & Frontline Leadership	3
CAS 207	Hotel and Casino Hospitality Management	3
CAS 220	Budget Creation and Analysis	3
CAS 225	Purchasing and Materials Management	3
BOTE 107	Customer Service Strategies	3
PSYC 100	Human Relations in Organizations or PSYC 111 Intro to Psychology	3
ELECTIVES	General Education Electives (See Gen. Ed Matrix)	6

Total Required Credits: 33

Coaching /Prevention & Care of Athletic Injuries 16-Week Certificate

Contact Information:
Roger Ross, Instructor
rross@tm.edu
701-477-7862

Program Description

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.

Program Outcomes:
- Demonstrate knowledge of care and prevention for athletic injuries.
- Apply proper taping, bandaging, wrapping, and bracing techniques for athletic injuries.

- Analyze legal issues in caring for athletic injuries.
- Examine specific injuries to the human anatomy.
- Assess and manage the healing process of athletic injuries.
- Recognize emergency and environmental conditions.
- Develop coaches that are organized and knowledgeable about the sports profession.

Labor Market Information: According to the Bureau of Labor Statistics the Job outlook for degreed/certified Athletic Trainers will grow 23% between 2016-2026 (much faster than average)

Required Courses

BIOL 115	Human Structure & Function/Lab	4
BOTE 177	Job Readiness	1
FITT 101	Principles of Coaching & Leadership	2
FITT 106	Kinesiology	3
FITT 110	Code of Ethics and Professional Practices	1
FITT 179	Team Sports	1
FITT 230	Prevention and Care of Athletic Injuries	3
	HPER Elective	1

Total Required Credits: 16

Commercial Vehicle Operations 16-Week Certificate

Contact Information:
Edwin Acosta/ Craig Johnson, Instructors
(701) 477-7862 Ext. 2913 & 2914
eacosta@tm.edu / cejohnson@tm.edu
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.

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 Prerequisite 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).

Turtle Mountain College Commercial Driver program provides core knowledge education that trains for success. We have established these goals to assist in our student's success:

1. 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.
2. 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.
3. 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.
4. 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.
5. All personnel within Commercial Driver program are committed to the philosophy, programs and their objectives, and most importantly, the students at Turtle Mountain College.
6. 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 181	Introduction to Commercial Vehicle Maneuvers/Lab	2
CDL 105	Novice CDL Training/Lab	5			
CDL 110	Transportation Management Math and Language	2	CDL 191	Doubles/Triples Endorsement	1
			CDL 192	Tanker Endorsement	1
CDL 175	Introduction to Transportation Safety and Drivers Skills Evaluation	1	SAFT 108	H2S Gas	1
			SAFT 110	OSHA 10-Hour General Industry	1
CDL 177	Job Readiness	1	**Total Required Credits: 17**		

Concrete Technology 16-Week Certificate

Contact Information:
Sheila Trottier, CTE Director
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 Reading	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

Cybersecurity and Data Privacy (A.A.S)

Contact Information:
Marlin Allery
mallery@tm.edu
(701)477-7992
Room 210

Program Description:
The AAS in Cybersecurity and Data Privacy prepares students for entry-level positions in cybersecurity and data privacy. Graduates will be prepared to become leaders in cybersecurity, with a solid understanding of security technology and privacy laws, preparing them to make knowledgeable and responsible decisions. The program also offers students a transfer option to four-year institutions.

Learning Outcomes
After completion of the program, students will be able to:
- Identify risks, assess threats, and develop effective countermeasures aimed at protecting organizational assets on-premise and in the cloud.
- Prevent common security threats, including implementing firewall and VPN

technologies and perimeter defenses, conducting vulnerability and penetration testing and scanning networked systems.
- Discuss relevant laws, regulations and frameworks as they apply to data privacy and cybersecurity operations.
- Demonstrate the legal and technical aspects of a cybercrime investigation and the application of computer forensic tools.

Labor Market Information:
According to the Cyber Crime Magazine, the top 10 percent of cybersecurity analysts make over $117,000 per year, while the median annual salary is $76,000. New data indicates that of all IT jobs, cybersecurity engineers- with an average annual salary of $140,000- were the highest paying and most recruited heading into 2019.

Required Courses

CIS 141	Introduction to Cyber Security	3
CIS 162	Operating Systems	3
CIS 164	Network Fundamentals I	3
CIS 165	Network Fundamentals II	3
CIS 168	Firewalls and Network Security	3
CIS 215	Microsoft Windows Server	3
CIS 219	Hardware Repair & Maintenance	4
CIS 220	Linux Administration I	3
CIS 223	Linux Administration II	3
CIS 241	Introduction to Digital Forensics	3
CIS 243	Incident Response & Disaster Recovery	3
CIS 255	Cloud Foundations	3
CIS 261	Cybersecurity Law & Ethics	3
CIS 264	Ethical Hacking & Network Defense	3
CIS 270	Cybersecurity Infrastructure	3
CIS 271	Cybersecurity Prevention & Countermeasures	3
CSCI 101	Introduction to Computers	3
CSCI 162	Internship	2
BOTE 177	Job Readiness	1
	Credits of General Education	12

Total Required Credits: 67

Cyber Security 9 Month Certificate

Contact Information:
Marlin Allery
mallery@tm.edu
(701)477-7992
Room 210

Program Description:
The 9-month certificate in cybersecurity prepares individuals for demanding positions in public and private sectors overseeing, operating, or protecting critical computer systems, information, networks, infrastructures and communications networks.

Upon completion of the program, students will be able to:
- Analyze, design, install, configure and troubleshoot network & system hardware and operating systems.
- Identify risks, assess threats and develop effective countermeasures aimed at protecting organizational assets on-premise and in the cloud.
- Demonstrate the legal and technical aspects of a cybercrime investigation and the application of computer forensic tools.

Labor Market Information:
According to the Cyber Crime Magazine, the top 10 percent of cybersecurity analysts make over $117,000 per year, while the median annual salary is $76,000. New data indicates that of all IT jobs, cybersecurity engineers- with an average annual salary of $140,000- were the highest paying and most recruited heading into 2019.

Required Courses

CIS 141	Introduction to Cyber Security	3
CIS 162	Operating Systems	3
CIS 164	Network Fundamentals I	3
CIS 165	Network Fundamentals II	3
CIS 168	Firewalls & Network Security	3
CIS 215	Microsoft Windows Server	3
CIS 219	Hardware Repair & Maintenance	4
CIS 220	Linux Administration I	3
CIS 241	Introduction to Digital Forensics	3
CSCI 101	Introduction to Computers	3
BOTE 177	Job Readiness	1

Total Required Credits: 32

Electrical Technician (A.A.S)

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

The Electrical Technician Program is designed to give students the skills necessary for successful employment in electrical wiring. A substantial amount of hands-on experience is provided in the work stations which includes services, rough in-wiring, communication wiring, hanging fixtures, trim out work, blue print reading, load calculations for services and voltage drop, and proper grounding.

Career Opportunities
With an Electrical Technician Degree from TMCC you can seek employment in the construction industry. There are also opportunities for electricians in other industries.

A trained electrician must have knowledge of building and construction, mathematics, mechanical, critical thinking/troubleshooting, judgment and decision making, reading comprehension, work ethic, and time management, reasoning, communication skills and follow strict safety procedures.

According to Bureau of Labor Statistics, the median annual wage for electricians was $54,110 in May 2017. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $32,180, and the highest 10 percent earned more than $92,690.

Apprentices receive less pay than fully trained electricians do, but their pay increases as they learn to do more.

Almost all electricians worked full time in 2016. Work schedules may include evenings and weekends, and may vary during times of inclement weather. During scheduled maintenance, or on construction sites, electricians can expect to work overtime.

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 106	Residential, Commercial and Industrial Electrical Services	4
ELEC 110	Conductors & Cables & Hand Bending	3
ELEC 111	National & State Electric Codes	4
ELEC 112	Basic Energy & Electrical Testing	4
ELEC 113	Residential Drawings & Wiring	4
ELEC 177	Job Readiness	1
ELEC 201	Advanced Electrical Code Study	4
ELEC 202	Advanced Fundamentals of Electricity	4
ELEC 205	Grounding & Bonding	3
ELEC 207	Electrical Boxes, Fuses & Breakers	4
ELEC 208	Hand & Power Conduit Bending	3
ELEC 209	Advanced Electrical Wiring	4
SAFT 110	OSHA 10-Hour	1

Related General Education Courses:

CIS 101	Computer Literacy	
Or		
CSCI 101	Introduction to Computers	3
ENGL 105	Technical Communications	
Or		
ENGL 110	Composition I	3
MATH 100	Applied Math	3
PSYC 100	Human Relations in Organizations	
Or		
PSYC 111	Intro to Psychology	3
Electives	General Education Electives (See Gen. Ed. Matrix)	5

Total Required Credits: 71

Electrical Technician 9-Month Certificate:

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

The Electrical Technician Program is designed to give students the skills necessary for successful employment in electrical wiring. A substantial amount of hands-on-experience is provided in the work stations which includes services, rough in-wiring, communication wiring, hanging fixtures, trim out work, blue print reading, load calculations for services and voltage drop, and proper grounding.

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	4
ELEC 177	Job Readiness	1
SAFT 110	OSHA 10-Hour	1

Related General Education Courses:

CIS 101	Computer Literacy	
Or		
CSCI 101	Introduction to Computers	3
MATH 100	Applied Math	3
PSYC 100	Human Relations in	
Or	Organizations	
PSYC 111	Intro to Psychology	3

Total Required Credits: 34

Entrepreneurship 9-Month Certificate

Contact Information:
Diane Bercier/ Stephanie Bear, Instructors
(701) 477-7862/ (701) 477-7859
dbercier@tm.edu/ sbear@tm.edu
Office 111D/ 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 102	Fundamentals of Accounting	3
ACCT 212	Payroll Accounting	3
ACCT 218	Computer Application in Business	3
BADM 201	Principles of Marketing	3
BADM 202	Principles of Management	3
BOTE 107	Customer Service Strategies	3

BOTE 211	Business Communications	3
BOTE 224	E-Business	3
ENTR 161	Internship	2
ENTR 233	Entrepreneurship I	3
ENTR 234	Entrepreneurship II	3

Total Required Credits: 32

Fitness & Wellness 16-Week Certificate

Contact Information:
Roger Ross, Instructor
rross@tm.edu
(701) 477-7862

Fitness Wellness certificate program is to provide focused educational and practical experiences to those interested in a career in the emerging fitness/health/wellness industry. Students will be able to design and facilitate fitness programs in a variety of recreational, nonprofit, corporate, and health club settings. The Fitness Wellness program is a combination of general education and core coursework to prepare competent entry-level exercise professionals with the knowledge and skills to assist individuals across the lifespan in adopting and maintaining healthy behaviors that lead to increased fitness, wellness, and optimal health.

Program Outcomes:
- Implement assessment protocols and pre-participation health screening procedures to maximize participant safety and minimize risk.
- Determine participant's readiness to take part in a health-related physical fitness assessment and exercise program.
- Select and prepare physical fitness assessments for healthy participants and those with controlled disease.
- Conduct and interpret cardiorespiratory fitness assessments.
- Conduct assessments of muscular strength, muscular endurance and flexibility.
- Conduct anthropometric and body composition assessments.
- Review pre-participation health screening including self-guided health questionnaires and appraisals, exercise history and fitness assessments
- Determine safe and effective exercise programs to achieve desired outcomes and goals.

- Implement cardiorespiratory exercise prescriptions using the FITT principle (frequency, intensity, time, and type) for apparently healthy participants based on current health status, fitness goals and availability of time.
- Implement exercise prescriptions using the FITT principle (frequency, intensity, time, and type) for flexibility, muscular strength, and muscular endurance for apparently healthy participants based on current health status, fitness goals and availability of time.
- Establish exercise progression guidelines for resistance, aerobic and flexibility activity to achieve the goals of apparently healthy participants.
- Implement a weight management program as indicated by personal goals that are supported by pre-participation health screening, health history, and body composition/anthropometrics.
- Prescribe and implement exercise programs for participants with controlled cardiovascular, pulmonary, and metabolic diseases and other clinical populations.
- Prescribe and implement exercise programs for healthy special populations (i.e., older adults, youth, and pregnant women).
- Modify exercise prescriptions based on environmental conditions

Labor Market Information:
According to the Bureau of Labor Statistics the Job outlook for degreed/certified Fitness/Wellness Instructors will grow 10% between 2016-2026 (faster than average)

Required Courses

BOTE 177	Job Readiness	1		HPER 136	Weight Training	1
FITT 161	Health & Fitness Internship	2		HPER 213	Personal & Community Health	2
FITT 174	Special Population	2				
FITT 219	Sports Nutrition/Lab	4		**Total Required Credits: 16**		
FITT 223	Exercise Psychology/Lifestyle Coaching	4				

Contact Information:
Roger Ross, Instructor
rross@tm.edu
(701) 477-7862

Program Description

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 Outcomes:
Demonstrate proficiency in the following performance domains:
- Basic exercise science
- Assessment Exercise technique and training instruction
- Program design
- Considerations in nutrition
- Client Relations and behavioral coaching
- Professional development, practice, and responsibility

Labor Market Information:
According to the Bureau of Labor Statistics the Job outlook for degreed/certified Personal Trainers will grow 10% between 2016- 2026 (faster than average)

Required Courses

BIOL 115	Human Structure & Function/Lab	4
BOTE 177	Job Readiness	1
FITT 101	Principles of Coaching & Leadership	2
FITT 106	Kinesiology	3
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 179	Team Sports	1
FITT 219	Sports Nutrition/Lab	4
FITT 220	Strength and Conditioning	4
FITT 223	Exercise Psychology/Lifestyle Coaching	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	3

Related General Education Courses:

BIOL 150	General Biology/Lab	4
COMM 110	Fundamentals of Public Speaking	3
CIS 101	Computer Literacy	3
	OR	
CSCI 110	Intro to Computers	3
ENGL 105	Technical Communication	3
	OR	
ENGL 110	Composition I	3
PSYC 100	Human Relations in Organizations	3
	OR	
PSYC 111	Intro to Psychology	3

Total Required Credits: 62

Heavy Equipment Operator 16-Week Certificate

Contact Information:
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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.

Job Outlook
According to the Bureau of Labor Statistics: The median annual wage for construction equipment operators was $45,040 in May 2016.

Overall employment of construction equipment operators is projected to grow 12 percent from 2016 to 2026, faster than the average for all occupations. Employment growth is expected to vary across the construction equipment operator occupations.

Spending on infrastructure is expected to increase, resulting in many new positions over the next 10 years. Across the country, many roads, bridges, and water and sewer systems are in need of repair. In addition, population growth will require new infrastructure projects, such as roads and sewer lines, which are also expected to generate jobs.

Pile-driver operators, the smallest of the three occupations in this profile, is projected to grow 15 percent from 2016 to 2026, much faster than the average for all occupations. However, because it is a small occupation, this growth will result in only about 500 new jobs over the 10-year period.

Workers with the ability to operate multiple types of equipment should have the best job opportunities. In addition, employment opportunities should be best in metropolitan areas, where most large commercial and residential buildings are constructed, and in states that undertake large transportation-related projects. Because apprentices learn to operate a wider variety of machines than do other beginners, they usually have better job opportunities.

As with many other types of construction worker jobs, employment of construction equipment operators is sensitive to fluctuations of the economy. On the one hand, workers may experience periods of unemployment when the overall level of construction falls. On the other hand, some areas may need additional workers during peak periods of building activity.

Required Courses

HEO 190	Skid Loader	2
HEO 105	Core Curriculum	2
HEO 110	Heavy Equipment Level I	1
HEO 115	Heavy Equipment Level II	1
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)	1
SAFT 108	H2S Gas	1
SAFT 110	OSHA 10-Hour	1

Total Required Credits: 17

Medical Administrative Assistant (A.A.S)

Contact Information:
Joan Azure, Instructor
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Allied Health Building

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 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.

An increasing number of group practices, clinics, and other healthcare facilities will also need support workers, particularly medical assistants, to complete both administrative and clinical duties. Medical assistants work mostly in primary care, a steadily growing sector of the healthcare industry. Medical assistants take and record patients' personal information. They must be able to keep that information confidential and discuss it only with other medical personnel who are involved in treating the patient.

Electronic health records (EHRs) are changing some medical assistants' jobs. More and more physicians are adopting EHRs, moving all their patient information from paper to electronic records. Assistants need to learn the EHR software that their office uses.

1. National Center for Competency Testing
   a. Medical Office Assistant (NCMOA)

opportunities can be found in doctors' offices, hospitals, outpatient clinics, and many other types of healthcare facilities. The Medical Administrative Assistant will efficiently and

   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)

Job Outlook

According to the Bureau of Labor Statistics: Employment of medical assistants is projected to grow 29 percent from 2016 to 2026, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

In May 2016, the median annual wages for Medical Assistant was $45,310 Industry. Most medical assistants work full time. Some work evenings, weekends, or holidays to cover shifts in medical facilities that are always open.

Required Courses

BIOL 115	Human Structure & Function I	4
BOTE 171	Medical Terminology	3
BOTE 211	Business Communication	3
HIT 107	Customer Service Strategies in Health Care Setting	3
HIT 176	Intro to Health Information Management	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	Electives	9

Total Required Credits: 68

Medical Lab Technician (A.A.S)

Contact Information:
Tyler Parisien, Ed.D Instructor/Program Director
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(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., Suite 720 Rosemont, IL. 60018-5119, Telephone: (773) 714- 8886, info@naacls.org. 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.)

Job Outlook: According to the Bureau of Labor Statistics employment of medical laboratory technologists is projected to grow 11 percent from 2018 to 2028, faster the average for all occupations. Employment of medical laboratory technicians is projected to grow 14 percent from 2016 to 2026, faster than the average for all occupations.
An increase in the aging population is expected to lead to a greater need to diagnose medical conditions, such as cancer or type 2 diabetes, through laboratory procedures. Prenatal testing for various types of genetic conditions also is increasingly common. Medical laboratory technologists and technicians will be in demand to use and maintain the equipment needed for diagnosis and treatment. The median annual wage for medical and clinical laboratory technicians was $52,330 in May 2018.

Clinical Internships: Prerequisite: Must have completed all General Education and Program Core classes with a GPA of 2.0 or better.

Pre-Medical Lab Technician Required Courses:

BIOL 115 Or	Human Structure and Function	
BIOL 220	Anatomy & Physiology I	4
BOTE 171	Medical Terminology	3
CHEM 116	Introduction to Organic Chemistry and Biochemistry/Lab	4
MATH 103	College Algebra	4
ENGL 110	Composition I	3
Total		18

Medical Lab Technician Required Courses:

BOTE 177	Job Readiness	1
CLS 103	Phlebotomy	4
CLS 106	Clinical Seminar	2
CLS 113	Urinalysis and Body Fluid	3
CLS 161	Integrated Lab Simulation	4
CLS 200	Intro to Med Biology/Molecular Diagnostics	3
CLS 201	Immunology	4
CLS 220	Parasitology, Virology, Mycology	3
CLS 225	Hematology	4
CLS 235	Clinical Chemistry	4
CLS 240	Immunohematology	4
CLS 245	Clinical Microbiology	4
CLS 255	Clinical Internship	9
HPER 210	First Aid/CPR	2

Total Required Credits: 69

Network Administrator (A.A.S)

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

Program Description:
Graduates of the Network Administrator degree, students will be able manage an organization's servers and desktop and mobile equipment. They can ensure that email and data storage networks work properly. They also can make sure that employees' workstations are working efficiently and stay connected to the central computer network.
With the skills earned from the Network Administrator degree, students will be able to perform the following duties:
- Determine an organization's system needs and install network hardware and software
- Make needed upgrades and repairs to networks and ensure that systems are operating correctly
- Maintain network and computer system security
- Evaluate and optimize network or system performance
- Add users to a network, and assign and update security permissions on the network
- Train users in the proper use of hardware and software

- Interpret and solve problems when a user or an automated monitoring system alerts them that a problem exists

Upon completion of the program, students will be able to:
- Demonstrate the ability to diagnose and solve network problems.
- Demonstrate the ability to research technology problems, provide technology support, and to learn new technology tools.
- Demonstrate the ability to help other technology users, develop training and maintenance plans and to translate their technical knowledge so that others can use it.

Labor Market Information:
According the Bureau of Labor Statistics, the median annual wage for network and computer systems administrators was $81,100 in May 2017. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $49,830, and the highest 10 percent earned more than $130,200.

Required Courses

BIT 123	Technology for Personal Development	3
BOTE 177	Job Readiness	1
CIS 141	Introduction to Cyber Security	3
CIS 147	Principles of Information Security	3
CIS 162	Operating Systems	3
CIS 164	Network Fundamentals I	3
CIS 165	Network Fundamentals II	3
CIS 168	Firewalls and Network Security	3
CIS 215	Microsoft Windows Server	3
CIS 216	MS Planning MS Network Infrastructure	3
CIS 217	Virtualization	3
CIS 219	Hardware Maintenance & Repair	4
CIS 224	Networking	3
CIS 243	Incident Response & Disaster Recovery	3
CIS 255	Cloud Foundations	3
CIS 267	Intermediate Networking I	3
CSCI 101	Introduction to Computers	3
CSCI 162	Internship	2
	General Education	12

Total Required Credits: 64

Network Administrator 9-Month Certificate

Contact Information:
Marlin Allery, Instructor
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Room 210

Program Description:
Graduates of the Network Administrator degree, students will be able manage an organization's servers and desktop and mobile equipment. They can ensure that email and data storage networks work properly. They also can make sure that employees' workstations are working efficiently and stay connected to the central computer network.

Upon completion of the program, students will be able to:
- Demonstrate essential IT support skills including installing, configuring, securing and troubleshooting operating systems and hardware.
- Demonstrate the ability to diagnose and solve operating system and hardware problems.
- Demonstrate essential networking skills including installing, configuring, securing and troubleshooting the devices, protocols and services within a network infrastructure.

Labor Market Information:
According the Bureau of Labor Statistics, the median annual wage for network and computer systems administrators was $81,100 in May 2017. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $49,830, and the highest 10 percent earned more than $130,200.

Required Courses

Course	Title	Credits
BOTE 177	Job Readiness	1
CIS 141	Introduction to Cyber Security	3
CIS 147	Principles of Information Security	3
CIS 162	Operating Systems	3
CIS 164	Network Fundamentals I	3
CIS 165	Network Fundamentals II	3
CIS 168	Firewalls & Network Security	3
CIS 215	Microsoft Windows Server	3
CIS 216	MS Planning MS Network Infrastructure	3
CIS 219	Hardware Maintenance & Repair	4
CSCI 101	Introduction to Computers	3

Total Required Credits: 32

Patient Access Specialist 9-Month Certificate

Contact Information:
Joan Azure, Instructor
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 Assess 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

BIOL 115	Human Structure & Function I	4
BOTE 171	Medical Terminology	3
HIT 107	Customer Service Strategies in a Health Care Setting	3
HIT 176	Intro to Health Information Management	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

Personal Training 16-Week Certificate

Contact Information
Roger Ross, Instructor
rross@tm.edu
(701) 477-7862

Program Description

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.

Students will learn about the essentials to personal fitness training. Students will be introduced to the human movement system, the Optimum Performance Training (OPT) model and other domains of basic exercise science; assessment; exercise technique and training instruction; program design; considerations in nutrition; client relations and behavioral coaching; and professional development, practice, and responsibility.

Student Learning Outcomes

- Define the components of the human movement system.
- Describe the structure and function of the cardiovascular and respiratory systems.
- Understand the essential methods of how the body produces energy.
- Understand biomechanics and have knowledge of biomechanical terminology.
- Define and comprehend the rationality of an integrated fitness assessment.
- Define and describe the components associated with cardiorespiratory training.
- Understand the importance of core training, balance training, resistance, reactive training, and speed, agility, and quickness training.
- Define and describe the cause and symptoms of selected chronic health conditions.
- Understand the importance of macronutrients and supplementation and their functions.
- Describe the characteristics of a positive client experience and customer service.

Labor Market Information:

According to the Bureau of Labor Statistics the Job outlook for Fitness Trainers will grow 8% between 2016-2026 (faster than average)

Required Courses

BOTE 177	Job Readiness	1
FITT 130	Fitness & Exercise Testing	3
FITT 155	Personal Training/Lab	4
FITT 161	Health & Fitness Internship	2
FITT 220	Strength & Conditioning	4
HPER 210	First Aid/CPR	2
	HPER Electives	2

Total Required Credits: 18

Pharmacy Technician Program-A.A.S

Contact Information
Raynee Gottbreht, Instructor
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(701)477-7894
Allied Health Building

The Pharmacy Technician program is designed to prepare students for careers performing and managing the technical distributive functions in pharmacies and pharmacy-related industries. By doing so, pharmacy technicians allow the pharmacist to concentrate on clinical services such as patient consultation, physician intervention, drug therapy analysis, and other clinical topics. The pharmacy technician performs those functions of pharmacy practice that do not require a pharmacist's professional education or judgment. Students receive classroom, laboratory and practical experience covering community and institutional practice, sterile product preparation, manufacturing, inventory management and record-keeping, medical terminology and drug products. Students also take other courses in communications, writing, psychology and speech that will help provide them with the skills to advance in their careers. Upon completion of our program, the graduate will be registered with the North Dakota Board of Pharmacy (which is required for employment) and are eligible for national certifications. This program follows the requirements put forth by the American Society of Health Systems-Pharmacist (ASHP).

Completed application for the Federal, North Dakota criminal background checks may be required upon entry to an internship. A previous felony conviction may affect fieldwork placements. The applicant must visit with the program director regarding this issue if it applies.

Career Opportunities
With a Pharmacy Technician Degree, you can seek employment in a wide variety of practice settings, including community pharmacies, hospitals, the military, in-home health care settings, long term care facilities, mail service pharmacies and managed health care organizations.

Labor Market Information
According to the Bureau of Labor Statistics the average salary is $32,700 with a 7% increase from 2018-2028.

Required Courses

BIOL 115	Human Structure & Function/Lab	4
BOTE 171	Medical Terminology	3
PRMT 100	Pharmacy Terminology	1
PRMT 102	Pharmaceutical Calculations	2
PRMT 105	Institutional Pharmacy	2
PRMT 111	Pharmacy Records and Inventory	2
PRMT 115	Community Practice/Lab	3
PRMT 116	IV & Sterile Product Prep/Lab	1
PRMT 125	Pharmacology for Pharmacy Tech I	3
PRMT 217	Pharmacy Practice I	3
PRMT 131	Pharmacy Internship-Community	2

PRMT 141	Pharmacy Internship-Hospital	2

Related General Education Courses:

COMM110	Fundamentals of Public Speaking	3
CSCI 101	Intro to Computers	3
ENGL 110	College Composition I	3
HPER	Wellness Electives	4
MATH 102	Intermediate Algebra or Higher	3
PSYC 100	Human Relations in Organizations	3
PSYC 111	Introduction to Psychology	3
ELEC	Electives	16

Total Required Credits   66

Pharmacy Technician Program-16 Week Certificate

Contact Information
Raynee Gottbreht, Instructor
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(701)477-7894
Allied Health Building

The Pharmacy Technician program is designed to prepare students for careers performing and managing the technical distributive functions in pharmacies and pharmacy-related industries. TMCC offers a 16-week certificate (600 hours). The minimum qualifications to complete a certificate is a GPA of 2.0 or better in all Program Core Classes. This certificate includes four weeks of internship in community and hospital settings, which occur after all classroom requirements have been completed. This program follows the requirements put for by the American Society of Heath Systems-Pharmacist (ASHP).

Students receive classroom, laboratory and practical experience covering community and institutional practice, sterile product preparation, manufacturing, inventory management and record-keeping, medical terminology and drug products. Upon completion of our program, the graduate will be registered with the North Dakota Board of Pharmacy (which is required for employment) and are eligible for national certifications.

Completed application for the Federal, North Dakota criminal background checks may be required upon entry to an internship. A previous felony conviction may affect fieldwork placements. The applicant must visit with the program director regarding this issue if it applies.

Career Opportunities
With a Pharmacy Technician Certificate, you can seek employment in a wide variety of practice settings, including community pharmacies, hospitals, the military, in-home health care settings, long term care facilities, mail service pharmacies and managed health care organizations.
Labor Market Information: According to the Bureau of Labor Statistics the average salary is $32,700 with a 7% increase from 2018-2028.

Program Outcomes
1. Student will perform proficiently and professionally as a Pharmacy Technician in hospital, retail, and industrial environments.
2. Student will demonstrate familiarity with brand and generic drug names, appearance, manufacturer, dosage form(s), and rout of administration.
3. Student will demonstrate the ability to accurately interpret the information on a new prescription, request any missing information, and enter it.

Required Courses

BIOL 115	Human Structure & Function/Lab	4
PRMT 100	Pharmacy Terminology	1
PRMT 102	Pharmaceutical Calculations	2
PRMT 116	IV & Sterile Product Prep/Lab	1

PRMT 125	Pharmacology for Pharmacy Tech I	3
PRMT 217	Pharmacy Practice I	3
PRMT 131	Pharmacy Internship-Community	2
PRMT 141	Pharmacy Internship-Hospital	2

Total Required Credits   18

Phlebotomy Technician 9-Month Certificate

Contact Information:
Marilyn Delorme, Instructor
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 I	4
	OR	
BIOL 220	Anatomy & Physiology I/Lab	4
BOTE 171	Medical Terminology	3
BOTE 177	Job Readiness	1
CLS 103	Phlebotomy	4
CLS 104	Phlebotomy Clinical Internship	6
CLS 105	Clinical Seminar/Laboratory Simulation	4
CIS 101	Computer Literacy	3
ENGL 105	Technical Communications	3
	OR	
ENGL 110	Composition I	3
HPER 210	First Aid/CPR	2
PSYC 100	Human Relations in Organizations	3
	OR	
PSYC 111	Intro to Psychology	3

Total Required Credits: 33

Plumbing Technology 9-Month Certificate

Contact Information:
Richard Jay, Instructor
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.

Career Opportunities:
Upon completion of the 9-month program, graduates may find employment opportunities with residential and commercial plumbing contractors as plumbing apprentices, entry level plumbing supply warehouse and entry level maintenance personnel. The median annual wage for plumbers, pipefitters, and steam fitters was $53,910 in May 2018. Employment of plumbers, pipefitters and steamfitters is projected to grow 14 percent from 2018 to 2028, much faster than the average for all occupations. Building construction, maintenance, and repair should drive demand for these workers and overall job opportunities are expected to be good. Bureau of Labor Statistics, US Department of Labor, Occupational Outlook Handbook, Plumbers, Pipefitter, and Steamfitters.

Learning Outcomes:
Program Educational Outcomes: Upon completion of the Plumbing Certificate Program, the graduate is prepared to:
- Develop a base of trade terminology used in plumbing.
- Identify the different types of plumbing material and systems.
- Explain basic safety procedures for the job site.
- Identify basic hand and power tools.
- Demonstrate skills necessary to perform basic plumbing operations.

Required Courses

BOTE 177	Job Readiness	1
PLU 100	Core Curriculum	2
PLU 101	Introduction to Plumbing	4
PLU 102	Building Sewers/Drainage Systems	4
PLU 104	Introduction to Plumbing Codes	2
PLU 105	UPC Interpretation	3
PLU 110	Construction Drawing	2
PLU 112	Introduction to Plumbing Estimation	3
PLU 125	Plumbing I	5
PLU 126	Residential Plumbing Installation	5
SAFT 110	OSHA- 10 hours	1

Total Required Credits: 32

Power Plant Technology (A.A.S)

Contact Information:
Sheila Trottier, CTE Director
(701)477-7879
strottier@tm.edu

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 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 177	Job Readiness	1
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
SAFT 110	OSHA 10-Hour	1

Related General Education Courses:

CIS 101	Computer Literacy	
Or		
CSCI 101	Introduction to Computers	3
ENGL 105	Technical Communications	3
MATH 100	Applied Math	3
PSYC 100	Human Relations in Organizations	
Or		
PSYC 111	Introduction to Psychology	3
Gen. Ed Electives	See General Education Matrix	6

Total Required Credits: 69

Process Plant Technology (A.A.S)

Contact Information:
Sheila Trottier, CTE Director
(701)477-7879
strottier@tm.edu

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 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	
Or	Intro to Computers	
CSCI 101		3
ENGL 105	Technical Communications	
Or		
ENGL 110	Composition I	3
MATH 100	Applied Math	3
PSYC 100	Human Relations in Organizations Intro to	
Or		
PSYC 111	Psychology	3
ELEC	General Education Electives (See Gen Ed Matrix)	6

Total Required Credits: 70

Process Plant Technology 9-Month Certificate

Contact Information:
Sheila Trottier, CTE Director
(701)477-7879
strottier@tm.edu

The Process Plant Technology certificate program is offered through a collaborative agreement with Bismarck State College' 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 110	OSHA 10-hours	1

Related General Education Courses:

CIS 101	Computer Literacy or CSCI 101 Introduction to Computers	3
ENGL 105	Technical Communications or ENGL 110 Composition I	3
Elective	General Education Electives (See Gen Ed Matrix)	3

Total Required Credits: 36

Web Design (A.A.S)

Contact Information:
Marlin Allery
mallery@tm.edu
(701)477-7992
Room 210

Program Description:
This curriculum is designed for students who want to specialize in Web Page Development and Design. Web languages covered in the Web Page Development and Design curriculum are HTML 5, CSS3, XML, & JavaScript. The curriculum additionally offers training in software Adobe Dreamweaver, InDesign, Illustrator, and Photoshop, and training in Search Engine Optimization (SEO).

With the skills earned from the Web Design degree, students will be able to perform the following duties:
- Meet with clients or management to discuss the needs and design of a website
- Create and test applications for a website
- Write code for the website, using programming languages such as HTML or XML
- Work with other team members to determine what information the site will contain
- Work with graphics and other designers to determine the website's layout
- Integrate graphics, audio, and video into the website
- Monitor website traffic

Program Outcomes:
- Demonstrate knowledge of artistic and design components that are used in the creation of a web site.
- Utilize and apply the technical, ethical and interpersonal skills needed to function in a cooperative environment.

Labor Market Information:
According to the Bureau of Labor Statistics, the median annual wage for web developers was $67,990 in May 2017. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $36,830, and the highest 10 percent earned more than $122,320.

Required Courses

BOTE 177	Job Readiness	1
CIS 104	Microcomputer Database	3
CIS 141	Introduction to Cyber Security	3
CIS 147	Principles of Security	3
CIS 180	Creating Web Pages I	3
CIS 181	Creating Web Pages II	3
CIS 188	Application Design	3
CIS 211	Web Plan & Design	3
CIS 219	Hardware Maintenance & Repair	4
CIS 232	Graphics Design	3
CIS 233	Vector Graphics & Web Animations	3
CIS 235	Digital Video Basics	3
CIS 240	Digital Media	3
CIS 281	IT Project Management	3
CSCI 101	Introduction to Computers	3
CSCI 127	Introduction to Programming in JavaScript	3
CSCI 162	Internship	2
	CIS/CSCI Elective	3
	General Education	12

Total Required Credits: 64

Web Design Certificate 9-Month Certificate

Contact Information:
Marline Allery, Instructor
mallery@tm.edu
(701)477-7992
Room 210

Program Description:
With more people accessing online content through mobile and tablet devices, designing a web presence that engages people is an ever-evolving challenge. Prepare to understand better this area of web development with a 9-month certificate in Web Design from TMCC. In this specialization, you'll study cloud computing, design, digital imaging, scripting and internet-based business strategies.

Program Outcomes:
- Create and manipulate web media objects using editing software.

- Apply critical thinking and problem solving skills required to successfully design and implement a website.
- Demonstrate the ability to analyze, identify and define the technology required to build and implement a web site.

Labor Market Information:
According to the Bureau of Labor Statistics, the median annual wage for web developers was $67,990 in May 2017. The median wage is the age at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $36,830, and the highest 10 percent earned more than $122,320.

Required Courses

BOTE 177	Job Readiness	1
CIS 141	Introduction to Cyber Security	3
CIS 147	Principles of Security	3
CIS 180	Creating Web Pages I	3
CIS 181	Creating Web Pages II	3
CIS 211	Web Plan & Design	3
CIS 219	Hardware Repair & Maintenance	4
CIS 232	Graphics Design	3
CIS 233	Vector Graphics & Web Animations	3
CSCI 101	Introduction to Computers	3
CSCI 127	Introduction to Programming in JavaScript	3

Total Required Credits: 32

Welding Technology 9-Month Certificate

Contact Information:
Carl Eller & Carl Bercier, Instructors
celler@tm.edu/ cebercier@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.

Job Outlook
According to the Bureau of Labor Statistics: The median annual wage for welders in North Dakota was $52,210 in May 2016.   Employment of welders is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations. Employment growth reflects the need for welders in manufacturing because of the importance and versatility of welding as a manufacturing process.

Required Courses

Course	Title	Credits
BOTE 177	Job Readiness	1
SAFT 110	OSHA 10-Hour	1
WELD 123	Fabrication Methods I	2
WELD 130	Math for Welders	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 161	Internship	3
WELD 165	Blueprint Symbols for Welders	2
WELD 167	Introduction to CNC	1

Total Required Credits: 33

Welding Technology-Pipe 16-Week Certificate

Contact Information:
Carl Eller & Carl Bercier, Instructors
celler@tm.edu/ cebercier@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 212	Welding Lab IV/ Pipe/Plate	6
Or		
WELD 213	Welding Lab IV Fabrication	6

Total Required Credits: 16

Course Descriptions

Course Descriptions

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.
Prerequisite: ACCT 102 Fundamentals of Accounting

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.
Prerequisite: ACCT 200 Elements of Accounting I

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.
Prerequisite: ACCT 102 Fundamentals of Accounting

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 110 Quilt Making for Beginners   **3 Credits**
This course teaches beginning quilting skills using a log cabin pattern. A variety of quilting tools will be introduced and used. A quilt template will be used to design the quilt with chosen fabric. The history of and tradition of log cabin quilting for the Turtle Mountain Band of Chippewa Indians will also be discussed. This class will help preserve family traditions and while teaching it to the younger members of our community.

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.
Prerequisite: AHU 190 Beadwork I or instructor's consent

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

AHU 190 Beadwork I   **3 Credits**
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 191 Beadwork II   **3 Credits**
Additional types of beadwork are introduced in this class, including lazy stitch, peyote stitch and edging stitch and flat stitch. Course instruction will cover these beading stitches and hand sewing methods to begin and finish artwork projects. Projects vary from semester to semester from bandolier bags, baby bonnets and hats, baby moccasins, earrings, etc. This course will also cover information on various beadwork methods from other tribes in North America.
Prerequisite: AHU 190 Beadwork I

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 have a choice of making beaded accessories such as cuffs, arm bands, headband, medallion, leg bands, hair ties, earrings, choker and barrettes.
Prerequisite AHU 191

AHU 197 Contemporary Fancy Shawl   **3 Credits**
This is a comprehensive course on the instruction of making contemporary style shawl and dress for the purpose of dancing the fancy shawl style. A variety of techniques and supplies will be used in the creation process. Ojibwe style floral will be the inspiration incorporated into designing shawls for the wearer to keep Anishinaabe culture alive. Student will do research on who were some major influences to the fancy shawl and be able to talk about the history of the dance and the style of dress.

AHU 200 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.
Prerequisite AHU 110

AHU 201 Anishinaabe Contemporary Attire   **3 Credits**
In this course students will learn about traditional attire and contemporary fashion trends and the meaning behind both. Students will learn how Anishinaabe fashion trends have evolved and how they are an important part of our identity. Students will create their own attire using traditional meanings with some contemporary flare. This attire is used across North American by Indigenous people for professional event settings such as the work place, conferences, powwows, and traditional ceremonies, etc. Students can make either a ribbon dress with Anishinaabe applique (floral) work and jewelry or a basic ribbon shirt with Anishinaabe applique (floral) work and jewelry.

AHU 230 Ishwasso Maawandoogwaasonikaan Intermediate Quilting   **3 Credits**

This is an intermediate class in quilting; students will learn how to read a pattern, to cut quaros and sew them together for the selected quilt pattern. This course teaches quilt making using eight patterns, one of which students will select from. A variety of tools will be introduced. After selecting a quilt pattern, a template will be developed for designing the selected quilt. The class will also learn about the history of quilts. The two types of quilts that are generally made in our community are the Log Cabin Quilt and the Star Quilt. This class will help preserve these family traditions and bring it to the younger members of our community.

Prerequisite: AHU 110 Quilt Making for Beginners

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, and Duluth). This course will have some classes on pre-determined weekends.

AHU 256 Anishinaabe 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 Anishinaabe leaders in both historical and contemporary times.

AHU 296 Traditional Dolls   **3 Credits**

AHU 297 Michif Sash Making   **3 Credits**

The Michif/Metis sash is a piece of art made by the Ojibwa people. It is a finger woven belt around 9 feet in length. The Michif/Metis scarf can be used as a scarf, rope, but originally it was used to hold a coat closed. The sash had great significance to the Ojibwa people. Students in this course will learn a variety of sash patterns.

AM 101 3D Modeling for Advanced Manufacturing   **3 Credits**
Students will be introduced to 3D modeling using 3D modeling software used within the advanced manufacturing industry. Students will learn how to create 3D models and create 2D engineering drawings with appropriate orthographic views, sectional views and auxiliary views. Projects will challenge students to follow the steps of producing a product from need identification through production (art to part) using 3D printing. The course will include a survey of the major advanced manufacturing methodologies, technical skills requirements, and various career opportunities in the 21st century manufacturing sector.

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 087 Writing Basics   **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 120 Astor-Imaging/Lab   **4 Credits**
This intensive course is designed to introduce the tools and techniques necessary to help you become a successful Astro-Imager. During our daytime lecture and evening imaging sessions, you will learn how digital images are created, the equipment used for gathering astro images, and the many types of targets that may be of interest to you.
Prerequisite: MATH 103 College Algebra and ASTR 110 Principles of Astronomy/Lab

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   **4 Credits**
This shop course will increase the students' knowledge, skills, and proficiency in framing by applying the techniques and methods learned in 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 make 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 science lab course that meets non-science majors course requirements. The course provides students with basic science literacy skills including an introduction to cell biology, ecology, evolution, cell metabolism, genetics, the diversity of life and environmental biology. Students are presented with analyzing the role of science and science technology within the student's daily life and culture as well as applications within the community. This course does not meet the requirements for an Associate of Science degree.

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. This course does not meet the requirements for an Associate of Science degree.

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 125 Introduction to Qualitative Research   **3 Credits**
This course is an introduction to the mindsets, methods, and significance of conducting research. Assignments include an individual research project that occurs both during and outside of the class meetings.

BIOL 150 General Biology I/Lab   **4 Credits**
First of a two-semester sequence designed to study the fundamental topics of biology, this course focuses on cellular biology and genetics. The structural components of the cell, cell regulation, cellular metabolism, and cellular reproduction are covered. Laboratory exercises in cell biology include examining cell structures, metabolism, and regulation of the cell.   The role of nucleic acids, genes, and the effect of mutations on cellular function are also discussed. Laboratory exercises include an introduction to molecular DNA technologies and the role of genetics in determining our identity as individual humans.

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 154 Introduction to Botany/Lab   **4 Credits**
This course is a study of plants and the role of plants in the circle of life. This will include plant anatomy and development, plant physiology (photosynthesis), genetics and evolution and ecology. Students will practice developing critical thinking skills while learning scientific concepts.
Prerequisite: BIOL 150 General Biology I/Lab and BIOL 151 General Biology II/Lab

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.
Prerequisite: BIOL 150 General Biology I/Lab or BIOL 151 General Biology II/Lab

BIOL 202 Introductory Microbiology/Lab   **4 Credits**

This course is a study of microbes including bacteria, virus, fungi, helminthes (worms), and protozoans. The role of the microbes as human pathogens and the role of microbes in the environment, including the function of antibiotics produced by bacteria and fungi is covered. The on-going competition between the human immune system, the use of antibiotics, and applying physical, antimicrobial activities and the biochemical mechanisms microbe organisms use to avoid these antimicrobial activities are discussed. Laboratory exercises include techniques used to identify different bacteria, bacterial growth, epidemiology, UV light and antibiotic effects, and viral infections of bacteria.
Prerequisite: BIOL 150 General Biology I/Lab

BIOL 215 Cancer Biology   **4 Credits**

This course is designed to focus on specific topics in biological, environmental, or natural resources. The course will involve in-class lectures and specific journal article reading and discussions. The students will write and submit a research report for each topic investigated, including researching scientific journals for reports and reviews on cancer ranging from specific cancers, new cancer treatments or research studies involving new treatments. The research reports will be presented as power points to TMCC faculty, staff, students, and open to the Turtle Mountain community. At the completion of the course, the students will understand the process of cancer, why some cancers are increasing while others are decreasing in the human community, and the role of chemicals, stress, and the environment in increasing cancer risk.
Prerequisite: BIOL 150 General Biology I/Lab

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 interrelationships 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.

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.
Prerequisite: BIOL 220 **Anatomy and Physiology I/Lab***: C or better in BIOL 220* **Anatomy and Physiology II/Lab**

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.
Prerequisite: BIOL 150 General Biology I/Lab or BIOL 151 General Biology II/Lab

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.

BIT 123 Technology-Personal Development					**3 Credits**
Introduction to technology for personal development. Emphasis placed on how to exploit technology to achieve goals and improve quality of life.

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.
Prerequisite: 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: CIS 101 Computer Literacy or CSCI 101 Introduction to Computers

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 Budget Creation and Analysis

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 Credit**
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 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, edger's, 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 placements. 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**
This course meets the science lab requirements for non-science majors who wish to obtain a basic understanding of chemistry as applied to the world today. Air quality, water quality, climate change, energy from fossil fuels, alternative energy sources, energy storage and the effects of solar radiation along with other topics are covered. With each topic, the fundamental chemistry that applies to each is also explored. This course does not meet the requirements for an Associate of Science degree.

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.
Prerequisite: MATH 102 Intermediate Algebra or placement into Math 103

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, ldehydes/ketones, carboxylic acids and esters, amines and amides, carbohydrates, lipids, amino acids, proteins, and nucleic acids.

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.
Prerequisite: MATH 102 Intermediate Algebra or placement into Math 103

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.
Prerequisite: CHEM 121 General Chemistry I

CHEM 240 Survey of Organic Chemistry/Lab   **4 Credits**
Emphasis is on structure and bonding, nomenclature; hydrocarbons, aromatics, stereochemistry, alcoholics, phenols, ethers, amines, carbonyls: aldehydes, ketones, carboxylic acids, esters, and amides.
Prerequisite: CHEM 121 General Chemistry I

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.
Prerequisite: CHEM 240 Survey of Organic Chemistry

CHEM 333 Forensic Chemistry/Lab   **4 Credits**
This is a study of analytical chemistry techniques in a modern science laboratory. Principals 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 141 Introduction to Cyber Security   **3 Credits**
This course will introduce concepts related to Cybersecurity. Students will learn safe practices, which can be deployed to secure computer systems. Students will gain an understanding of different tools, which can be used to defend attacks on computer systems. Special emphasis will be given to systems and applications that non-CS majors will likely to encounter in daily life. In addition to lecture classes, security lab exercises will be conducted to perform hands-on experiments on safe security practices.

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 attach and defense. Students will also investigate desktop security, internet security, wireless network security and enterprise security and ethics.

CIS 162 Operating Systems   **4 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   **3 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   **3 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 Networking Fundamentals I

CIS 168 Firewalls and Network Security   **3 Credits**
Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

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 Creating Web Pages

CIS 188 Application Design   **3 Credits**
This course provides an introduction to the field of human-computer interaction (HCI). Students will learn practical principles and guidelines needed to develop high quality interface designs-ones that users can understand, predict, and control. Students explore theoretical foundations, design processes, examples of direct manipulation, menu selection, and form fill-in to gain an understanding of excellence in design. Current HCI topics are explored with balanced emphasis on mobile devices, Web, and desktop platforms. It addresses the profound changes brought by user-generated content of text, photo, music, and video and the raised expectations for compelling user experiences.

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 Creating Web Pages

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 Creating Web Pages

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 Microsoft Windows Server

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 MS Planning MS Network Infrastructure

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 Virtualization

CIS 219 Hardware Maintenance & Repair   **4 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 220 Linux Administration I   **3 Credits**

This course is designed to acquaint the student with the UNIX and Linux operating system. It will provide practical skills in using Linux and UNIX commands and utilities, including editors and file system management.

CIS 223 Linux Administration II   **3 Credits**
The course goes deeper into core Linux system administration skills, including storage configuration, security feature management, task control and installation and deployment of Red Hat Enterprise Linux.
Prerequisite: CIS 220

CIS 224 Networking   **3 Credits**
Students gain a higher level of network management skills and strategies necessary to administer a local area network. Students will learn how to install a network operating system, perform appropriate procedures to prevent and recover from problems, how to analyze and improve network performance, multiple protocol support, advantages and considerations for using various utilities and functions, and advanced printing capabilities. Students will also be exposed to other network operating systems.

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 Introduction to Computers

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 Introduction to Computers

CIS 235 Digital Video Basics   **3 Credits**
This course will introduce students to a digital video editing application. The students will learn how to gather loose artwork, video clips, bitmap images, and vector graphics and bring them together to create a new video product. The student will gain an understanding of how to work with transitions, clips, audio, titles, video effects and animating clips. In this course, they will also explore editing techniques and exporting options into a movie, frame, Edit Decision List, or a filmstrip.

CIS 240 Digital Media   **3 Credits**
Students will learn the technical and conceptual tools to understand the basics of digital media as well as begin to learn the language of the visual imagery. In this class, you will build a blog as a means of communicating and presenting your work to a wide audience.

CIS 241 Introduction to Digital Forensics   **3 Credits**
This course introduces students to digital forensics. Topics covered include the investigative process, preservation of evidence, computer and mobile forensics issues, as well as working with forensics.

CIS 243 Incident Response & Disaster Recovery   **3 Credits**
This course examines detailed aspects of incident response and contingency planning consisting of incident response planning, disaster recovery planning, and business continuity planning. Developing and executing plans to deal with incidents in the organization is a critical function in information security. This course focuses on the planning processes for all three areas of contingency planning, incident response, disaster recovery and business continuity, and the execution of response to human and non-human incidents in compliance with these policies.

CIS 255 Cloud Foundations   **3 Credits**
Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS, core services, security, architecture, pricing and support.

CIS 261 Cybersecurity Law & Ethics   **3 Credits**
This course presents the student with issues of law, ethics and privacy in cyberspace. Topics covered include government regulation of online behavior, constitutional considerations concerning free speech and content controls, intellectual property, hacking and the ethics of internet behavior. This course will explore the laws governing security breaches and responses to such breaches and the current United States case law and statutes governing the Internet.

CIS 264 Ethical Hacking and Network Defense   **3 Credits**
This course provides experience securing computer network resources. The tools and methodologies attackers use will be examined, as well as defenses against them.

CIS 267 Intermediate Networking I   **3 Credits**
This course focuses on the following advanced IP addressing techniques: Variable Length Subnet Masking (VSLM), 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 Networking Fundamentals II

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 Intermediate Networking I

CIS 269 Enterprise Systems   **3 Credits**
An exploration of how enterprise systems help companies integrate business functions and improve business processes.

CIS 270 Cybersecurity Infrastructure Configuration   **3 Credits**
This course provides the student with a general understanding of how to install, configure, and manage firewalls for defense of enterprise network architecture. Students will learn the theory and configuration steps for setting up the security, networking, threat prevention, logging, and reporting features of next generation firewall technologies.
Prerequisite: CIS 168

CIS 271 Cybersecurity Prevention and Countermeasures   **3 Credits**
This course provides the student with a general understanding of how to install, configure, and manage firewalls for defense of enterprise network architecture. Students will learn the theory and configuration steps for setting up the security, networking, threat prevention, logging, and reporting features of next generation firewall technologies.
Prerequisite: CIS 270

CIS 274 Project Management   **3 Credits**
An investigation of the project management techniques and appropriate software used to effectively manage projects.

CIS 281 IT Project Management   **3 Credits**
The course is designed to examine the processes, methods, techniques and tools that organizations use to manage their information systems projects utilizing a systematic methodology for initiating, planning, executing, controlling, and closing 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 Prerequisite 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.
Prerequisite: CJ 201 Introduction to Criminal Justice

CJ 226 Introduction to Criminal Investigations   **3 Credits**
This course gives a broad examination of the basic principles of a criminal investigation.
Prerequisite: CJ 201 Introduction to Criminal Justice

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.
Prerequisite: CJ 201 Introduction to Criminal Justice

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.
Prerequisite: CJ 201 Introduction to Criminal Justice

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.
Prerequisite: CJ 201 Introduction to Criminal Justice

CJ 255 Cybercrime **3 Credits**
Overview of computer crime and its investigation. Includes an analysis of current crime rates and trends.
Prerequisite: CJ 201 Introduction to Criminal Justice

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.
Prerequisite: CJ 201 Introduction to Criminal Justice

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.
Prerequisite: CJ 201 Introduction to Criminal Justice

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.
Prerequisite: CJ 201 Introduction to Criminal Justice

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.
Prerequisite: Enrollment in a Health Career Education Program.

CLS 104 Phlebotomy/Clinical Internship **6 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.
Prerequisite: CLS 103 Phlebotomy

CLS 105 Clinical Seminar/Laboratory Simulation **4 Credits**

This course provides the students the opportunity to review specific learning objectives with Phlebotomy faculty and to expand simulation of laboratory techniques practiced in hospital lab settings. They have the opportunity to practice procedures they have are having trouble with in their clinical internships. They will practice point of testing procedures and prepare for National Certification Exams.
Prerequisite: CLS 103 Phlebotomy

CLS 106 Clinical Seminar **2 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.
Prerequisite: CLS 103 Phlebotomy

CLS 113 Urinalysis and Body Fluids **3 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.
Prerequisite: CLS 103 Phlebotomy

CLS 161 Integrated Lab Simulation **4 Credits**

This practicum will be presented in allied health laboratory. 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.
**Required 60 hours of instruction

CLS 200 Introduction to Medical Biology Molecular Diagnostics   3 Credits
This course introduces the student to the basic principles of Biology, Microbiology, and Molecular Diagnostics and the associated terminology. This course is offered as part of the Medical Laboratory Technician curriculum and is appropriate for students with some background in biology and chemistry who need a refresher course for the basic principles and terminology. This course is offered in three parts. Part I of this course will highlight the basics of modern cellular biology with the organization of eukaryotic and prokaryotic cells. A general understanding of both cell types is useful before taking a medical microbiology course. Part II of this course will include an introduction to the basic principles of microbiology, examining the microbes that inhabit our planet and their effects on human health and disease. Part III of this course will provide a comprehensive introduction to the basic principles of molecular diagnostics, highlighting clinical applications and specimen handling.

CLS 201 Immunology   4 Credits
The foundations of diagnostic serology, immunohematology, 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 220 Parasitology, Virology, Mycology   3 Credits
The student is presented with the theories, techniques and methods used in basic parasitology, mycology and virology. Emphasis is placed on special bacteria, identification, life cycles, culture growth and pathological states of infection and infestation. Upon completion, students should be able to identify certain parasites, demonstrate various straining and culture procedures, and discuss the correlation of certain microorganisms to pathological conditions.
Prerequisite: CLS 200

CLS 225 Hematology   4 Credits
Identification of normal and abnormal blood cells in various hematological disorders. Theory and application of hematology procedures. Theory and mechanisms of hemostasis.
Prerequisite: CLS 103 Phlebotomy

CLS 235 Clinical Chemistry   4 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 is 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   4 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 255 Clinical Internship   **9 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 five affiliated laboratories dependent upon their staffing situation. ***Prerequisite: Must have completed all General Education and Program Core classes with a GPA of 2.0 or better. Students will be required to complete 405 hours of internship.***

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 131 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 Intermediate Algebra or the equivalent

CSCI 130 Introduction to Python   3 Credits
Python is a language with a simple syntax, and a powerful set of libraries. It is an interpreted language, with a rich programming environment, including a robust debugger and profiler. While it is easy for beginners to learn, it is widely used in many scientific areas for data exploration. This course is an introduction to the Python programming language for students without prior programming experience. We cover data types, control flow, object-oriented programming, and graphical user interface-driven applications. The examples and problems used in this course are drawn from diverse areas such as text processing, simple graphics creation and image manipulation, HTML and web programming, and genomics.

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.
Prerequisite: CSCI 101 Introduction to Computers 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.
Prerequisite: CSCI 160 Computer Science I

CSCI 162 Internship/SOE   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.

CSCI 172 Intermediate Basic/Visual Basic   3 Credits
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

CSCI 289 Social Implications of Computer Technology   2 Credits
An introduction to the effects of computer technology on society and individuals and to ethical problems faced by computer professionals. Topics covered include privacy, advances in technology, the nature of work, centralization versus decentralization, and the need for human factors analysis in the development of a new computer system.

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), elasticities 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 200 Introduction to Teaching   3 Credits
This introductory course is designed to prepare pre-service teachers for teaching careers and give an orientation to the profession as it has developed historically and in contemporary times. Emphasis is on planning, designing, and implementing effective teaching practices and will provide education majors an opportunity to view the field of education from a broad historical, social, and philosophical perspective. Field site visits will be an integral part of the course. The goal of the course is to provide pre-service teachers with an opportunity to develop and display competence in the North Dakota Code of Ethics.

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 elementary and secondary education degrees.

EDUC 299 Secondary Classroom Management   **3 Credits**

This course is designed to familiarize students with basic theories of classroom control and to give them a working knowledge of classroom management. It will focus on prevention and remediation of problems involving physical space, student behavior, mental health, and special learning needs. Students will become familiar with current teaching methods and models for secondary teachers.

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. Candidates will also examine various ethical situations as well as tech do's and don'ts involving social interactions in the classroom.

EDUC 310 Introduction to Exceptional Learner   **3 Credits**

This is a survey course examining exceptionalities of learning with a focus on understanding current social and educational responsibilities.
Prerequisites: ENGL 110 Comp I and ENGL 120 Comp II

EDUC 320 Native Issues in Education   **3 Credits**

Focuses on historical and contemporary struggles that Native people have endured in schooling. Primarily emphasizes the educational implications of this history along with an analysis of short and long-term solutions to address the academic struggles of students in elementary schools on reservations settings.

EDUC 321 Multicultural Education & Human Diversity   **3 Credits**

This course is designed to create dialogue concerning the issues of cultural diversity in school, its impact on the learning process and the construction of human relations. Emphasis is placed on an education that is multicultural, gender fair, and disability aware. It examines issues such as racism, sexism, oppression, prejudice, and discrimination. It stresses the importance of inclusive teaching strategies.

EDUC 321L Clinical III   **.5 Credit**

This clinical provides candidates with 30 hours of experience to exploration of cultural diversity issues in schools, their impact on the learning process and the construction of human relations first hand. Emphasis is placed on multicultural education, gender equity and disability awareness. In addition, candidates consider the degree to which culturally responsive teaching is addressed in the classroom.

EDUC 326 Writing for Teachers   **2 Credits**

Writing for teachers focuses on best practices in professional writing and speaking. The writing and speaking process will engage students in the process of refining grammar and developing writing styles suited to various writing needs in the education environment. The Seven Teachings of the Anishinaabe will be infused in at the writing process.

EDUC 329 Curriculum Planning   **3 Credits**

Curriculum planning and evaluation prepares teacher candidates to use curriculum mapping and assessment to design curriculum to meet state standards for learning in grades 1-12.

EDUC 329L Clinical IV   **.5 Credits**
This mid-level clinical experience provides teacher education candidates with 30 hours of classroom experience working on academic interventions with small groups of students. It is directly tied to EDUC 329: Curriculum Planning and Evaluation.

EDUC 331 Learning Environments   **3 Credits**
Learning Environments discusses various theories of classroom management, various learning environments, and the creation of safe schools. This class analyzes how policy, theory, and diagnostics play out in "real world" settings and elaborates on trends to redesign school systems so that students are prepared for the information age by establishing rigor, relevance, and continuity in education from kindergarten to postsecondary education.

EDUC 331L Clinical II   **.5 Credit**
This entry level clinical provides candidates with 20 hours of experience with various programs and services in area schools/education settings related to managing a learning environment.

EDUC 350 Practicum I   **1 Credit**
Practicum I requires you to spend 40 hours in one of the surrounding school districts in order to observe an experienced teacher and to teach small student groups so that you get the "feel" of what it's like to be a teacher. This is excellent preparation for your eventual teaching and allows you to connect the theory of your courses with the real world of teaching.

EDUC 353 Child & Adolescent Psychology   **3 Credits**
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 120 Comp I and PSYC 111 Intro to Psychology

EDUC 353L Clinical I   **.5 Credits**
This entry level clinical within the teacher education program provides candidates with 10 hours of observations in schools related to content in child and adolescent psychology.

EDUC 360 Practicum II   **1 Credit**
Practicum II requires you to spend 80 clock hours in one of the surrounding school districts in order to observe an experienced teacher and to teach small student groups so that you get the "feel" of what it's like to be a teacher. This is excellent preparation for your eventual teaching and allows you to connect the theory of your courses with the real world of teaching. Students will be required to do lessons in small group settings of two or more students. Students are encouraged to do one large group lesson if possible. A lesson or lessons from any of the curriculum areas- math, science, reading, health or PE and social studies is required to be planned and taught in an elementary classroom.

EDUC 374 Adolescent Literacy   **3 Credits**

This course will focus on the 7-12 grades in terms of both literacy and reading as well as young adult (YA) literature. How adolescents read as well as what they read in secondary school will be examined; strategies for critically thinking about YA literature; and designing effective lesson plans for this grade range. Multicultural and speculative young adult literature will be included as well as examples of classic and contemporary texts. The role of adolescent development in the context of literacy will be considered, including (but not limited to) information processing and cognition; the effect of technology on adolescent literacy; inclusion and representation in YA literature; and other relevant topics. This class will also focus on YA Literature in a Native context, from how oral traditions and stories were passed onto young adults to books written by Native authors. At least one course unit will center on this component, and information will be presented and discussed throughout the class on Native youth experiences both historically and contemporaneously.

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 is a course for elementary education majors. Topics covered in this class include: state and national math standards, problem solving, assessment, number concepts, numeration, whole number operations, patterns, estimation, fractions, decimals, ratio, proportion, percent, geometry, measurement, statistics, data, probability and algebraic concepts. Emphasis is given to hands on discovery learning through real life application. 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 in a diverse classroom.

EDUC 406 Science Methods and Materials   **2 Credits**
This course addresses the philosophy, content and pedagogy of science (Life, Earth, Space, and Physical Science); covering the scientific methodologies of the Indigenous and western sciences. Emphasis is also on the implementation is also on implementation of developmentally appropriate methodologies that include applications of national and state standards.

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**
Health is a state of mental, physical and social well-being. This course focuses on the health and physical education curriculum with an emphasis on innovative methods to teach health and physical education. Covered in this course will be the six health dimensions: physical, intellectual, emotional, social, spiritual, and environmental.

EDUC 409 Methods and Materials for Language Arts   **3 Credits**
Methods and Materials for Language Arts focuses on best practices through the writing process, reading and writing connections, assessment, writing genres and writing across the curriculum. Other topics of emphasis will include best practices in teaching grammar, oral language, handwriting, and spelling.

EDUC 409L Clinical V   **.05 Credits**
This clinical experience (30 hours) expands teacher education candidate experiences by engaging them in small group interventions designed to improve literacy skills using selected intervention strategies. This clinical is directly tied to EDUC 409 Language Arts Methods and Materials and EDUC 402 Foundations of Reading and Reading Diagnosis.

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**
The seminar and student teaching address professional obligations, teaching challenges, and preparation for careers in teaching. The courses Ed 414 and Ed 415 are taken concurrently.

EDUC 415 Student Teaching Seminar   **1 Credit**
The seminar and student teaching address professional obligations, teaching challenges, and preparation for careers in teaching. The courses Ed 414 and Ed 415 are taken concurrently.

EDUC 470 Methods of Secondary Science   **3 Credits**
This course is designed to explore various pedagogical methods of science instruction using inquiry into the nature of science, including the integration of Native American traditional science lore. Students will also design multiple methods of science assessment, learn ways to monitor student progress using valid and reliable data, and use assessment to guide the teacher's decision-making process.

EDUC 471 Methods and Materials for Secondary ELA   **3 Credits**
Methods and materials for Secondary English Language Arts is designed to critically examine pedagogies and content delivery methods for composition and literature, grades 9-12, including specifically addressing national standards and best practices. This course will cover learner differences; adaptive and reflexive teaching; content knowledge in the subject; instructional planning and strategy; and assessment methodologies. This course will also address the inclusion and teaching of diverse texts and learning materials, with a specific emphasis on indigenous education, decolonization, and Native voices and perspective. Importantly, this course will also include a focus on representing the needs of the TMBCI community with regards to skilled secondary ELA instructors.

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, Commercial & Industrial 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.
Prerequisite: 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   **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 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.

ELEC 201 Advanced Electrical Code Study   **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. 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   **4 Credits**
Focuses on forces that are characteristic of alternating –current systems and the application of ohms law to ac circuits, motors: theory & application.

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 207 Electrical Boxes, Fuses and Breakers   **4 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.

ELEC 209 Advanced Electrical Wiring   **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, then continuing on to the more advanced wiring methods. Each code rule is presented through text, illustrations, examples, and wiring diagrams.

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.
Prerequisite: 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.
Prerequisite: ENGL 110 or permission of instructor

ENGL 225 Introduction to Film   **3 Credits**
An introduction to film studies with an emphasis on multicultural aspects of technical approaches and thematic analysis of literary elements of films examining artistic merits and their role in influencing society.

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.
Prerequisite: 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 240 World Literature   **3 Credits**
This is a survey course will introduce influential works of literature around the world, from the earliest surviving written narrative to the masterpieces of the premodern era. The primary focus of this course will be on the development of literature throughout history, including the elements of storytelling and narrative; characterization and representation; genre and style. Powerful intersections between great works and their authors in specific historical and sociopolitical contexts will be examined, in terms of what influences led to the composition of certain texts, and what impact those texts had on the world at that time and across subsequent generations. The journey will go from myths and epics, to poems and dramas, to travelogues and novels. Importantly, this class will focus on selections from cultures and peoples around the globe, both written in and translated or transcribed into English. Students will be exposed to the concept of *Decolonization* as an underlying and substantive effort to acknowledge the perspectives of indigenous and native cultures as distinct within the mosaic of global storytelling. Featured readings will likely include works by Aboriginal, African, Pacific Islander, and South American peoples. As part of TMCC's mission, works will be included from the Anishinaabe and other Native American peoples, and context provided that accords the proper historical significance to the oft-neglected contributions of indigenous traditions and their influence on the greater development of narrative throughout time.

ENGL 251 Classics of British Literature   **3 Credits**
This course focuses on the British literary canon, from *The Canterbury Tales* to the 20th Century classics. The birth of the novel form, the origins of genre fiction, and the development of literature in the Isles will be explored. From the age of kings to the age of empire, from the smoky Industrial Revolution through the Great Wars, this course will sample carefully chosen selections from the seminal works that reflected and influenced the identity of a nation in its own language. Special attention will also be paid to Britain's role as an empire from the 18th through 20th Centuries, looking at how indigeneity was represented and misrepresented in British literature, laying the foundations for an introduction to Postcolonial *and* Decolonization Theory, as well as the critical differences between Colonialism and Settler Colonialism.
Prerequisite: ENGL 240

ENGL 260 Classics of American Literature   **3 Credits**

This course focuses on the American literary canon, from the first authors to consider themselves citizens of the new United States, to the giants of 20th Century literature. This will be a fast-paced hurdle through the most influential classics across 220+ years of history; there will be selections and excerpts from the poems and stories that spoke to and reflected the tumultuous growing pains of the republic, the harrowing crucible of the Civil War and Reconstruction, the unprecedented changes attending the Turn of the Century, the writings of the Gilded Age and World Wars, and the works that captured the spirit of the Civil Rights Movement and social change. Importantly, this course will include an additional contextual dimension: namely, that of the Native American peoples as both creators and subjects of literature and narrative. This context will extend from properly historicizing the growth of the United States against the backdrop of relations with Native peoples, to critiquing representations of tribal cultures in various texts, to reading and analyzing indigenous authors' narratives. This contextual dimension will be robust enough to actively *reframe* this literary survey, establishing and reinforcing access to a perspective that has historically been silenced or glossed over.
Prerequisite: ENGL 240

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.

ENGL 270 Introduction to Literary Criticism   **3 Credits**

This course is intended to familiarize students with the foundations of literary analysis and criticism. Students will look at what it means to *analyze* literature and text; how to apply specific *critical lenses*; and how those lenses are constructed from theories and philosophies. A number of different critical lenses and theories will be surveyed, including structuralism, new historicism, Marxism, psychoanalysis, postcolonialism, reader response, and others. Students will read selections from major theoretical works that established specific schools of critical theory. This course will include a major unit on Decolonization, giving students an opportunity to critically examine TMCC's identity, mission, and curricula in the context of an intentional move to challenge dominant modes and paradigms of thought, identity, metacognition, and value. Special emphasis will be placed on Decolonization theory and praxis throughout the course, inasmuch as it is fundamental to this institution's own identity as a tribal college serving and empowering a tribal community.

ENGL 301 Multicultural Literature in the United States   **3 Credits**

This is an upper-level intensive reading course designed to immerse students in literature produced by people of color and disparate ethnicities in the United States. For decades, the Western literary canon was dominated by texts that did not always represent the experiences and stories embedded in the complex mosaic of American society and culture. This class is intended to address that oversight by focusing exclusively on authors that represent Native American, African American, Latinx, Asian American, and other voices. Students will examine narrative, character, theme, and representation in context as well as critically. Note that ENGL 270 is a prerequisite for this course: students will be expected to apply Postcolonial and Decolonization lenses to the texts examined herein, looking at issues of voice, representation, power, as well as linguistic and sociocultural structures implicitly and explicitly reflected through literature.
Prerequisite: ENGL 270

ENGL 320 Reading and Writing about Text   **3 Credits**

This course is designed to provide students the opportunity to apply their knowledge of literary criticism and critical thinking directly to specific texts in a variety of ways and formats, from producing analytical essays to composing lesson plans. Students will be able to choose their own texts and critical lenses, working with the instructor to plan, organize, and develop strategies for engaging literature in a formal way. Students will look at examples of essays written by literary scholars and theorists as well as supplementary materials provided to accompany a reading. A feature unique to this course as taught at TMCC will include a relational analysis of formal criticism as a predominantly Western mode of academic scholarship in the Humanities that can nonetheless be adapted within specific cultural contexts and ways of knowing—including the Native and tribal.
Prerequisite: ENGL 270

ENGL 401 Mid-Late 20th Century Literature in English   **3 Credits**

This course focuses on the great works of the mid- to late 20th Century written in English, from the late modern and postmodern to the contemporary. The world changed after WWII, and so did the literatures composed by writers; new themes, symbols, ideas, and sensibilities proliferated in the wake of conflicts that had unleashed weapons the world had never seen, and left in its wake an undreamt scale of destruction and human suffering. The late 1900s would see the exponential development of technologies that would redefine society and humankind; the rise of secularism, liberalism, globalism, and other sociopolitical movements; and so this course focuses on the stories that capture the complex pattern and flux that characterizes the world we think we know. In keeping with TMCC's mission and emphasis on Decolonization, this course will also *locate* contemporary Native communities in the mid-late 20th Century through the stories and perspectives of indigenous writers. Critical analyses of Native writing will afford the opportunity to complete the circle and consider the rise of Decolonization Theory as an evolution of critical discourse during this period of literary history.

ENGL 420 Author / Thematic Focus   **3 Credits**

ENGL 420 is designed to be an intensive study of an author or theme, depending on the instructor. Rather than a single course, ENGL 401 is a grouping of possible classes organized around this structure. The following options may stand or may be modified and/or expanded as necessary:

        ENGL 401A – Shakespeare
        ENGL 401B – The Romantic Poets
        ENGL 401C – Gothic Fiction
        ENGL 401D – Travel Literature
        ENGL 401E – Hemingway and Fitzgerald
        ENGL 401F – American Realism
        ENGL 401G – Fantasy and Science Fiction
        ENGL 401H – Contemporary Native Writers

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 130 Introduction to Additive Manufacturing   **2 Credits**

This course will serve as an introduction to the area of advanced manufacturing known as additive manufacturing (AM) or as commonly known as 3D printing. Students will learn the basic process of 3D printing along with the terminology associated with this type of manufacturing process. In addition, they will learn how to set up various types of 3D printers, how to operate the software which controls the 3D printers, and learn several post-processing techniques to use the objects which they will be 3D printing.

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.
Prerequisite: 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.
Prerequisite: 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.

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.

ENTR 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.

ENTR 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 Entrepreneurship/Small Business I

FITT 101 Principles of Coaching & Leadership   **2 Credit**
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   **3 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 Credit**
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 179 Team Sports   **1 Credit**
The purpose of this course is to develop the techniques utilized in fundamental skills for team sports. This course will also focus on the various stages of games skill development. An emphasis will be placed on designing a variety of learning experiences for grade appropriate sports, such as basketball, football and volleyball.

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, and 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 223 Exercise Psychology/Lifestyle Coaching   **4 Credits**
Students will learn the basics of personal and professional leadership as well as motivational and situational techniques to use during interaction with clients to enhance positive behavioral change. Students will also learn how to apply a holistic, integrated, principled-centered approach to organizing personal lives and motivating people to be physically active. In addition, students will learn about client screening, goal setting, managing stress, physical performance, professional ethics of wellness professionals and health-related quality of life. This course will lay the foundation for students to effectively promote personal training as part of a healthy lifestyle.

FITT 230 Prevention and Care of Athletic Injuries   **3 Credits**
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 French I

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 100 Introduction to GIS/GPS   **3 Credits**

This course is an introduction to the Global Positioning Systems, Geographic Information Systems, Remote Sensing and Mapping. A GIS integrates the display capabilities of a computerized map with the information management tools of a spreadsheet. This introductory course will focus on the fundamentals of operating in a GIS environment, and the many different applications of GIS technology. Lectures will be integrated with hands-on practices, and labs will support the development of student mapping projects.

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.
Prerequisite: 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.

GEOL 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.

GEOL 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.

GEOL 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.

GEOL 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.
Prerequisite: GEOL 105 Physical Geology/Lab or instructor approval

GEOL 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.

GEOL 410 Sedimentary/Stratigraphy   **4 Credits**
Origin/classification of sedimentary rocks, and their stratigraphic relationships.

GEOL 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.
Prerequisite: GEOL 101 Environmental Geology/Lab, GEOL 105 Physical Geology/Lab and GEOL 106 The Earth Through Time/Lab.

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   **1 Credit**
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   **1 Credit**
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   **3 Credits**
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.

HEO 190 Skid Loader   **2 Credits**
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.

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 Michif/Metis History 1498-1885 to Present   **3 Credits**
This course examines the history, culture, and political status of Michif 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 Michif 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 107 Customer Service Strategies in Health Care Setting   **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.

HIT 176 Introduction to Health Information Management   **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 roleplaying.

HIT 178 Electronic Health Records   **3 Credits**
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   **3 Credits**
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 Administrative 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 124 Cross Country Skiing I   **1 Credits**
This course is a well-rounded introduction to cross-country skiing and snowshoeing that includes an explanation of techniques, equipment, and safety considerations. It is the goal of this course to give students the basic skills and knowledge to safely enjoy and further explore the sport of cross-country skiing and snowshoeing on their own.

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 134 Half Marathon Training   **2 Credits**
Course focuses on the importance and benefits of having a timeline to train for a half marathon (13.1 miles). Students will walk, run, cross train and rest according to the needs of their own individual bodies. This course provides students with the opportunity to start and finish a half marathon (13.1 miles) with the appropriate training and schedule.

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 196 Personal Fitness   **2 Credits**
This course is designed to encourage and develop a lifelong, positive attitude toward physical fitness through participation in a variety of fitness activities.

HPER 210 First Aid/CPR   **2 Credits**
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.

HPER 213 Personal and Community Health   **2 Credits**
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 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 241 Officiating High School Sports   **1 Credit**
The purpose of this class is to acquaint students with the rules, qualifications, ethics, techniques, conduct, proper signals and appearance of officials for various high school sports. Students will be shown how to register to actually officiate high schools sports by fulfilling the requirements of North Dakota High School Activities.

HPER 297 Open Water Fishing I   **2 Credits**
This course is designed to assist students with the skills necessary to fish in the open waters safely.

HUMM 101 Introduction to Humanities I   **3 Credits**
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   **3 Credits**
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 110 Ojibwa Language & Culture Immersion Camp   **3 Credits**
This course will provide an Ojibwa Language & Culture Camp in which the Turtle Mountain Ojibwa language and the Turtle Mountain Chippewa Culture will be taught. The students will spend an intensive four days from early morning until late evening integrating the language and learning the ways of the local Chippewa people into their daily living. The Ojibwa language will be used throughout the course, with English translation so that the student will better understand.

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.

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.
Prerequisite: 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.
Prerequisite: 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.

LANG 325 Ojibwe Language III   **4 Credits**
Ojibwe Language III will build off the first-year sequence of language courses offered at TMCC (LNG 125 Ojibwa I and LNG 126 Ojibwa II). All four verb types will be examined (VTA, VAI, VII, and VTI) with extra emphasis placed on VAI verbs (verbs that are animate and intransitive) and their conjugations, negations, dependent, independent, and command forms. This course will continue to build fluency in the Ojibwe language through deeper language study and the introduction of more words and phrases. Emphasis in this course will focus on further study of the alphabet, correct pronunciation, writing Ojibwe, and oral fluency. Conversational Ojibwe will continue to be part of the Ojibwe III course and students will be able to speak in a conversational manner with ease and will communicate Ojibwe culture through the language.
Prerequisite: LANG 126 Ojibwa Language II or instructor's consent

LANG 326 Ojibwe Language IV   **4 Credits**
Ojibwe Language IV is the second part of the Junior level of language classes and builds off Ojibwe III. All four-verb types (VAI, VII, VTA, VTI) are examined with an emphasis on VII verbs (verbs that are inanimate and intransitive) and their conjugations, negations, dependent, independent, and command forms. This course will continue to build fluency in the Ojibwe language through deeper language study and the introduction of more words and phrases that can be utilized. Emphasis in this course will focus on further study of correct pronunciation, writing Ojibwe, and oral fluency. Students will continue to build on and expand their Ojibwe vocabulary and grammar and articulate Ojibwe culture and philosophies through the language. In this course, Ojibwe will be utilized at a more complex level than Ojibwe III and students will be required to communicate mostly in Ojibwe throughout the course. This will be demonstrated through articulating thoughts and ideas more comprehensively in speaking, writing, reading, and listening skills.
Prerequisite: LANG 325 Ojibwe Language III

LANG 330 Ojibwe Grammar Patterns and Sentence Structure   **3 Credits**
In this course, focus will be on learning the Ojibwe language through understanding Ojibwe grammar patterns and sentence structure. Attention will be given on the different verb forms; verbs that are transitive and animate (VTA), verbs that are animate and intransitive (VAI), verbs that are inanimate and intransitive (VTI), and verbs that are inanimate and intransitive (VII). Conjugations of these verbs will be evaluated in general terms. Grammar patterns will be understood through question and answer format where verbs can be exchanged along with sentence structure such as subject-verb agreement.

LANG 331 Ojibwe Language Assessment   **3 Credits**
The Ojibwe language assessment course will focus on the theory behind second language acquisition and the learning styles of second language learners. This course will examine tools used in evaluating language acquisition and the process in how second language learners acquire a second language. Part of this course will be dedicated to gathering reliable data and evidence of progress, evaluation of courses, programs, and immersion techniques. The Ojibwe language will be used throughout this course and students will evaluate second language acquisition through their own journey of learning the Ojibwe language.

LANG 332 Native American Literature and Oral Traditions   **3 Credits**
This course will further expose students to local and regional tribal stories, histories, and traditions through literature and storytelling. A wide range of material will be used in this course and will include storytelling from local people and people of different Native American traditions. This course will also reflect on differences in storytelling techniques and literature from different tribes. Cultural implications of stories will be discussed and evaluated as well as differences between written literature and oration in communicating stories. Contemporary and historical literature will also be examined from a variety of Native authors and storytellers.
Prerequisite: ENGL 265 **Native American Literature I or ENGL 266 Native American Literature II**

LANG 401 Native American Dance and Music I   **3 Credits**

This course will focus on traditional dance and music of Native American people. In particular, students will learn how the different Native American traditional dances developed and changed throughout time. Changes in regalia and accessories will also be evaluated in this course. Students will discuss the different forms of Native American music and instruments and how tribal influences and non-native influences have affected music and dance. Students will examine gender differences in music. Ojibwe language, culture, dance, stories, and music will be integrated into this course.

LANG 402 Ojibwe Language Immersion Methods   **3 Credits**

This course will focus on different strategies that are used to teach Ojibwe as a second language. Different learning styles will also be examined and discussed as they relate to learning a second language. Immersion school methods, immersion setting strategies, language nests, and Ojibwe in the home are some of the methods that will be covered. Speaking, writing, reading, and listening skills in the Ojibwe language will be used and strengthened throughout this process.

LANG 403 Decolonizing Language and Culture   **3 Credits**

This course will examine the history of the relationship, laws, and treaties between the United States government and Native American tribes. The effects of Native American boarding schools on culture and language loss will be examined. A timeline of United States policies outlining the key points of Native American education, self-determination, and tribal sovereignty will also be explored as well as current trends in Native language and cultural revitalization efforts on behalf of tribal people.

LANG 404 Native American Art   **3 Credits**

This course will give students an overview of Native American art. Both historical and contemporary art forms will be covered in this course. Native American art from different geographical areas will be evaluated with special emphasis given to Ojibwe art forms. Students will evaluate how Native art has changed from pre-contact to current times. Language will be used throughout this course as part of the Ojibwe language program.

LANG 408 Native American Dance and Music II   **3 Credits**

This course is the second part of a sequence on traditional dance and music of Native Americans with focus on Ojibwe dance and music. Students are required to have taken Native American Dance and Music I prior to enrolling in this course. Evaluation of different dance styles, regalia, and music not covered in Native American Traditional Dance and Music I will be covered in this course. Stories and cultural protocol related to different dances and forms of music of the Ojibwe people will be explored. An understanding of how traditional music and dance reflect traditional Ojibwe spirituality, language, and culture will also be examined.

Prerequisite: LANG 401 Native American Dance and Music I

LANG 425 Ojibwe Language V   **4 Credits**
Ojibwe Language V is the first part of the senior level of language classes and builds off the junior year of Ojibwe language courses. All four-verb types (VAI, VII, VTA, VTI) are examined with an emphasis on VTI verbs (verbs that are inanimate and intransitive) and their conjugations, negations, dependent, independent, and command forms. This course will continue to build fluency in the Ojibwe language through deeper language study. Emphasis in this course will focus on further study of correct pronunciation, reading, writing, and listening in Ojibwe, and oral building oral fluency to a level where students are speaking almost exclusively in Ojibwe. Students will continue to build on and expand their Ojibwe vocabulary and grammar and explain Ojibwe culture and philosophies through the language.
Prerequisite: LANG 326 Ojibwe Language IV

LANG 426 Ojibwe VI   **4 Credits**
Ojibwe Language VI is the second part of the senior level of language classes and builds off Ojibwe V. All four-verb types (VAI, VII, VTA, VTI) are examined with an emphasis on VTA verbs (verbs that are inanimate and intransitive) and their conjugations, negations, dependent, independent, and command forms. Students will continue to build on and expand their Ojibwe vocabulary and grammar and articulate Ojibwe culture and philosophies through the language. At this level, course instruction will be in Ojibwe and all four skills; speaking, writing, listening, and reading, will be in through the Ojibwe language.
Prerequisite: LANG 425 Ojibwe Language V

LANG 430 Capstone   **4 Credits**
This course will focus on all four aspects of learning Ojibwe; reading, writing, listening, and speaking. Students enrolled in this course will study different writings and speeches that will include stories, personal accounts, presentations, and older texts in Ojibwe. Through evaluation of these writings, students will gain a better understanding of Ojibwe fluency and Ojibwe discourse. Students will listen to speeches in Ojibwe to further build upon listening, transcribing, and assessment skills. Students will have the opportunity to evaluate fluent speaker sentence structure, grammar patterns, and vernacular conversation.
Prerequisite: Senior Standing in the Ojibwe Language, Culture and History Program and completion of program coursework in semesters I, II, and III.

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 Anishinaabe 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.

LEAD 330 Professional Communication **3 Credits**

The focus of this course will be on developing professional communication skills. Building upon BOTE 211 Business Communications, attention will be given to different communication styles, multicultural communication, and developing skills to enhance verbal and written communication for leaders with focus on executive presentations and information sharing at the manager level. Topics in diversity in the workplace will also be covered. The traditional and current communication styles of tribal leaders in various capacities, both past and present, will also be evaluated.
Prerequisites: Senior standing and admission into Leadership and Management program

LEAD 335 Business Law **3 Credits**

This course will emphasize the legal environment in business. Students will evaluate how tribal, county, state, and federal laws affect business operations. Study will be given to legal cases related to business such as contracts, consumer laws, torts, copyrights, dispute resolution, and patents. This course will also dedicate time to analyzing federal law regarding employee rights and employer obligations.
Prerequisite: Junior standing and admission into Leadership and Management program

LEAD 360 Grant Writing **3 Credits**

This course will focus on technical skills needed in business writing and grant writing. Topics covered will include writing business proposals, collect and research information for needs assessments, identify potential funding sources, and demonstrating sound technical writing skills. Grant writing as it pertains to tribal governments, programs, and communities will be an integral part of this course.
Prerequisites: ENGL 120 College Composition II, Junior standing and admission into Leadership and Management program

LEAD 400 Organizational Leadership **3 Credits**

This course is designed to apply leadership principles and philosophies to organizational behavior in the workplace. Students will study the role of the leader in the workplace and in how that affects the organizational structure of the workplace. Students will also study the culture and climate of organizations, group behavior, group member motivation, conflict, interpersonal relationships, and organizational change. This course will also cover tribal organizational leadership as it pertains to tribal governments, programs, and entities.
Prerequisite: Junior standing and admission into Leadership and Management program

LEAD 405 Finance   **3 Credits**

Students will gain and understanding in finance theory and financial analysis that is used to help drive the business decision making process. Students will also analyze how financial documents such as cash flow, and other financial elements, such as the time value of money, risk and return, and the financial market have an effect the business decision making process, budgeting, and financial reporting. This course will also cover issues that arise when working with financial institutions from the vantage of tribal government and tribal government programs. Specific topics related to tribal government finance and financial structure will also be discussed and evaluated.
Prerequisites: Junior standing and admission into Leadership and Management program

LEAD 410 Advanced Marketing Strategies   **3 Credits**

This course will cover strategies that help organizations be competitive in a global and digital world. Topics such as value-driven marketing, relationship marketing, and customers and target markets will be evaluated. This course will also study how to promote and price goods to potential consumers and customers. Students will also examine how to create and implement marketing programs and ethical marketing practices. Marketing resources used in tribal programs and businesses will be discussed along with socioeconomic factors that affect marketing strategies.
Prerequisites: Senior standing and admission into Leadership and Management program

LEAD 425 Global Trends in Business   **3 Credits**

This course is designed to give students insight into global leadership practices and the unique problems that companies may face when engaging in business activities internationally. Attention will be given to understanding how the social and political environment of different countries affects trade, importing, and exporting. The history of global leadership will be studied as well as how leadership concepts are applied in a modern, diverse, complex, global environment. The interaction between global business and tribal governments, entities, and individual tribal businesses will also be examined.
Prerequisites: Junior standing and admission into Leadership and Management program

LEAD 451 Small Business Management   **3 Credits**

This course builds off of ENTR 234 and is designed to help prepare students for the role of managing a small business such as operations management, supply chain management issues, laws affecting small businesses, types of small businesses and how they affect taxes and fiscal responsibility. Students will also discuss small business taxes and the role of a small business owner. Issues that affect small business and feasibility within rural and urban areas will be evaluated. The unique challenges of tribal members owning business in rural areas and their interactions within the community and global marketplace will be examined.
Prerequisites: Senior standing and admission into Leadership and Management program

LEAD 460 Human Resource Management   **3 Credits**

This course is designed to provide students with an understanding of the overall function of human resources in an organization. Emphasis will be on hiring processes, employee rights, maximizing employee performance, and employee evaluations. Issues related to personnel will also be covered in this course which may include Equal Employment Opportunity laws, recruitment of qualified employees, the hiring process, training and development within the organization, confidentiality and employee files, performance evaluations, and labor management relations. Tribal, State and Federal employee laws, regulations, and rights will be analyzed as well as the structure of human resource departments in tribal governments and organizations.

Prerequisites: Senior standing and admission into Leadership and Management program

LEAD 461 Leadership and Conflict Resolution   **3 Credits**

This course will explore how leadership techniques and best practices can be utilized to negate conflict in the workplace. Students will gain insight into creative and positive ways of deescalating conflict and also ways in which leaders can create positive interpersonal relationships to minimize conflict in the workplace. Focus will be given to various strategies such as active listening, negotiation, and mediation. Historical and current tribal policies and strategies in conflict resolution will also be studied.

Prerequisites: Senior standing and admission into Leadership and Management program

LEAD 498 Senior Seminar   **3 Credits**

This Senior Seminar will focus on skills needed to be successful leaders in the workplace. This course will provide the opportunity for students to engage in workshops targeted at specific topics related to leadership and management. Topics covered include workplace diversity, communication skills, leadership skills, and personal reflection/discussion of workplace issues. Students will engage with guest speakers from local businesses, tribal government, tribal programs, and area commerce departments.

Prerequisites: Senior standing in the Leadership and Management program and completion of program coursework in Semesters I, II, and III

LEAD 499 Internship   **9 Credits**

This course is designed to integrate professional practice, theory, and ethical standards within a supervised leadership setting. Students will apply the knowledge and skills acquired through the program in the leadership setting. Students will apply leadership skills and communication skills during their placement. Students will also apply high standards of ethical behavior through following policies and procedures, following employer confidentiality rules and federal laws regarding business practices. Placement areas include various tribal government programs, tribal entities, tribal programs, and local business entities.

Prerequisites: Senior standing in the Leadership and Management program and completion of program coursework in Semesters I, II, and III

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, filling, 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 prepare 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.
Prerequisite: Math 100 Applied Math 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.
Prerequisite: 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.
Prerequisite: MATH 103 College Algebra 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.
Prerequisite: MATH 103 College Algebra 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.
Prerequisite: MATH 102 Intermediate Algebra 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.
Prerequisite: MATH 111 College Algebra I

MATH 129 Basic Linear Algebra   **2 Credits**
Systems of linear equations, matrices, determinants, vector spaces, lines and planes in space, linear transformations, eigenvalues, and eigenvectors.
Prerequisite: MATH 103 College Algebra

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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: Math 103 College Algebra

MATH 213 Statistics II   **3 Credits**
In this course, the student will build on concepts learned previously and think critically on study design and interpretation of statistical outcomes. Continuing from the Central Limit Theorem, additional topics include calculation of confidence intervals, hypothesis testing, linear regression and correlation, basics of model building and non-parametric statistics. A strong emphasis is given to study design with applied project to collect and analyze data. For students of multiple disciplines.
Prerequisite: 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.
Prerequisites: Math 103 College Algebra

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.
Prerequisites: 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.
Prerequisite: MATH 265 Calculus III
Corequisite: MATH 129 Basic Linear Algebra

MATH 277 Math for Elementary Teachers   **3 Credits**
This is a course for early childhood and elementary education majors. Topics include problem solving, sets of numbers (natural numbers through the real numbers), number theory, and proportional reasoning. Students will gain knowledge of the mathematics taught at the elementary level and will model how to communicate, explain, and demonstrate mathematics using various physical models, conceptual models, and manipulatives.

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.
Prerequisite: ENGR 115 Intro to Engineering
Corequisite: ENGR 201 Statistics

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.
Prerequisite: 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   **3 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.

NRM 190 Turtle Mountain Systems I   **3 Credits**

The course provides hand-on instruction in the summer of the year. Students will work within the Turtle Mountain forest, lakes & wetlands, and rangelands. We will be learning about the biotic and abiotic components, food webs, Anishinaabe culture and teachings, and sustainable development.

NRM 200 Turtle Mountain Systems II   **3 Credits**

The course provides hand-on instruction in the fall of the year. Students will work within the Turtle Mountain forest, lakes & wetlands, and rangelands. We will be learning about the biotic and abiotic components, food webs, Anishinaabe culture and teachings, and sustainable development.

NRM 210 Capstone Project   **3 Credits**

The purpose of the Capstone Project is for students to apply the knowledge and experience they have gained during the NRM program. During the project, students engage in either the entire process of developing a small research project that will be completed during the summer semester or developing a management plan for an area of Anishinaabe Center that will be approved by the TMCC Anishinaabe Director. The problem statements for the projects, project implementation and results will be presented to the TMCC Anishinaabe Center staff and invited guests.
Prerequisite: NRM 200 Turtle Mountain Systems II

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 Anishinaabe Worldview NandaNibwaakaawin   **3 Credits**
This course introduces the student to the Ojibwe philosophical and spiritual viewpoint of the Anishinaabe. 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.

PHIL 410 Native American Philosophy: Traditional & Contemporary Perspectives 3 Credits
In this course, students will examine various Native American traditional and contemporary philosophical perspectives. Gaining this knowledge, students will then discuss, and explain the philosophical and spiritual viewpoints from different Native American tribes. How tribal perspectives have changed through time will be reviewed. Native American perspectives on current social, political, and environmental issues will also be evaluated. Philosophies from different from different tribes throughout North America will be explored and compared and contrasted with Ojibwe philosophy and worldview.

PHYS 211 College Physics I/Lab   **4 Credits**
This is a general physics course for students with an algebra and trigonometry background (calculus is not required, although some derivations may be demonstrated by the instructor). It covers Newtonian kinematics, role of forces, and energy transfer.

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.
Prerequisite: PHYS 211 College Physics/Lab

PHYS 251 University Physics I   **4 Credits**
This course is the study of Newtonian mechanics of transnational and rotational motion, work, energy, power, impulse, momentum, conversation of energy and momentum, periodic motion, waves, sound, heat, and thermodynamics.
Prerequisite: 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.
Prerequisite: PHYS 251 University Physics I, ENGR 201 Statistics or ENGR 202 Dynamics

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 102 Building Sewers/Drainage Systems   **4 Credits**
This course introduces the tools, equipment and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

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 105 UPC Interpretation   **3 Credits**
This course covers plumbing industry codes and regulations. Emphasis is placed on North Dakota regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Dakota plumbing codes.

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 112 Introduction to Plumbing Estimation   **3 Credits**
Introduction to Plumbing Estimating is a class which is the gateway to trade specific estimating. This course is designed to help students polish their estimating skills and learn the basic skills that are absolutely required to produce successful construction estimates.

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 126 Residential Plumbing Install   **5 Credits**
This course covers general plumbing layout, fixtures and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

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. 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.
***Prerequisite: HIST 261** Indian History to 1850 *or HIST 262 Indian History II*

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.
Prerequisite: POLS 241 Indian Law I

POLS 284 Federal Indian Policy I - 1789-1871   **3 Credits**
This course addresses both Indigenous and Western political worldviews. Topics studied apply to pre-colonial America, the American Revolution and governance, and the formative years of federal Indian policies. The course uses various cultural ways of knowing related to concepts of tribal identity, Indian education, Indigenous land issues, tribal sovereignty and other topics related to the unique political relationship that Native Nations have with the United States.

POLS 285 Federal Indian Policy II - 1871 to Present   **3 Credits**
This course begins with the broad federal Indian policies dealing with the formation of Indian reservations and continues into the ear of assimilation and allotment, which include Indian boarding schools. The course also covers the era of Indian reorganization and the period of termination and relocation, which threatened the federal status of American Indians. Finally, various topics such as Indian treaties and agreements, Indian vs. Tribal education, and the various complexities of jurisdiction issues unique to Indian Country with emphasis on the era of post self-determination are examined.
Prerequisite: POLS 284 Federal Indian Policy I - 1789-1871

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.

PRMT 100 Pharmacy Terminology   **1 credit**
On completion of this course the student will be able to identify, spell and define medical terms related to the diagnosis, health, disease, and treatment of the major body systems. The body system, structures and functions and how they are used by specialists, as well as in diagnostic and treatment procedures are covered.

PRMT 102 Pharmaceutical Calculations   **2 credits**
Students will demonstrate the ability to perform pharmaceutical calculations required for the usual dosage determinations and solution preparation. Emphasis will be placed on basic computation, use of measuring tools, dosage computations, compounding calculations and solution preparations. Topics covered include conversions between systems, ratio and proportion, dosage calculations including pediatric dosages, dilution and concentration, milliequivalents, units and intravenous flow rates, and compounding sterile and extemporaneous products.

PRMT 105 Institutional   **2 credits**
The students will be introduced to the organization and function of a hospital pharmacy and to the duties and responsibilities of the pharmacy technician. This will include law, standards of ethics that govern institutional pharmacy, and medical terminology as it applies to institutional pharmacy practice. JCAHO, quality assurance, inventory control and common medications in institutional settings will also be discussed. The course will focus on pharmacy technician/pharmacist relationships as well as relationships with other health professionals. The laws governing these relationships also will be studied.

PRMT 111 Pharmacy Records and Inventory   **2 credits**
This course will focus on the skills needed to maintain pharmacy records involving pharmacy inventory and processing of third-party billing. Emphasis will be placed on law, inventory control, ordering medications, paying of invoices, pricing and third-party billing. Other topics covered will include stocking of shelves, receiving and checking in orders, rotation of stock and medication returns.

PRMT 115 Community Practice   **3 credits**
In this course the student technician will master the skills needed to interpret, dispense, label and maintain patient profiles in the community pharmacy. Emphasis will be placed on the dispensing function as it applies to the community pharmacy, ethical standards in pharmacy practice, drug diversion and laws pertaining to this practice. Students will cover the top 100 drugs utilized in the community pharmacy as well as OTC medications including vitamins and minerals.

PRMT 116 IV & Sterile Product Prep/Lab   **1 credit**

This course is a lab/lecture course with the emphasis placed on the hands on skills necessary to prepare sterile products in compliance with current pharmaceutical standards of practice. The students will be introduced to sterile product preparation including syringes, needles, vial and ampoules as well as small volume and large volume preparations. Student will cover TPN and chemotherapy preparation and procedures that govern the preparation of these products.

PRMT 125 Pharmacology for Pharmacy Technicians   **3 credits**

This course provides a framework to understand medications and their administration and is appropriate for a variety of health care practitioners, including nurses, medical assistants, pharmacy technicians, and health professionals seeking continuing education. Students will be introduced to an extensive body of knowledge within a limited time frame through a concise yet adaptable format. They will examine drug classifications through their indications, side effects, precautions, and interactions and become familiar with the steps in calculating dosages and administering medications through various routes. The increasing need for all health care professionals to provide clear and accurate patient education will be addressed through highlighted sections and case studies.

PRMT 131 Pharmacy Internship-Community Based   **2 credits**

This course is an unpaid learning experience which takes place on site at a prearranged community pharmacy and is supervised by a registered pharmacist. You must keep a notebook to log experiences at the worksite and calendar to document hours of attendance. A satisfactory evaluation must be submitted by your preceptor that you have successfully exhibited skills in community (retail) pharmacy.

PRMT 141 Pharmacy Internship-Hospital Based   **2 credits**

This course is an unpaid learning experience which takes place on site at a prearranged clinical facility and is supervised by a registered pharmacist. You must keep a notebook to log experiences at the worksite and calendar to document hours of attendance. A satisfactory evaluation must be submitted by your preceptor that you have successfully exhibited skills in institutional (hospital) pharmacy.

PRMT 217 Pharmacy Practice   **3 credits**

This course places emphasis on the role the Pharmacy Technician plays in both institutional and community pharmacies. The duties and responsibilities of the pharmacy technician are expanding as the field of pharmacy grows and adapts to consumer demands. These new competencies are defined and explained, making the pharmacy technician fully prepared for the challenges of a career in the pharmacology industry.

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

PSYC 100 Human Relations in Organization   **3 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 Introduction to Psychology

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.
Prerequisite: 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.
Prerequisite: PSYC 111 Introduction to Psychology

PSYC 250 Developmental Psychology   **3 Credits**
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.
Prerequisite: PSYC 111 Introduction to Psychology

PSYC 252 Adolescent Psychology   **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 Introduction to Psychology

PSYC 270 Abnormal Psychology   **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.
Prerequisite: PSYC 111 Introduction to Psychology

PWRP 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.

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 instance's 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**
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.
Recommended Prerequisite: ENRT 205 Steam Generation

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.

SAFT 104 Work Zone Safety   **1 Credit**
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   **1 Credit**
It is essential that oil & gas workers be trained to understand and recognize the hazards associated with Hydrogen Sulfide (H2S) 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   **1 Credit**

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   **3 Credits**

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.

SOCI 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.

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 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 221 Minority Issues: Race, Ethnicity, Gender, Class and Nationality   **3 Credits**

This course provides a study of the relations of the different race, ethnicity, gender, class and nationality groups in the United States and the world. The student will gain knowledge focused on injustice and inequality surrounding minority issues in 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.
Prerequisite: SPAN 101 Spanish I

SPEC 198 Koru Wellness Through Mindfulness   **1 Credit**
Students will explore the science and wellness practices of mindfulness as pathways to becoming stress resilient lifelong. Students learn to shift from a reactive brain to a traditionally creative brain, a key to responding wisely to life's challenges.

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. Biopsycho-socio-cultural aspects of human development.
Prerequisite: 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 142 Introduction to Anishinaabe Mazinibii'igan (Art)   **3 Credits**
This course will provide an understanding of art in the Turtle Mountains as well as art from other tribes in North America. This course will also provide an understanding on how western society has influenced the art world regarding identity of North American Indigenous people, including the identity of the Turtle Mountain people. Art and tribal identity will be a part of lecture, research, and discussion in class. Students will learn the difference between authentic and generic art and how it relates or does not relate to Indigenous identity. This course will also introduce and discuss how the pow-wow has had a major influence on fashion and art and how fashion and art can co-exist in any modern society.

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.
Prerequisite: 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 130 Math for Welders   **2 Credits**
This course is designed for welding students to learn and apply basic math skills. Students learn to perform measurements and calculations routinely used in the welding industry. Topics include place value, estimation, measurement, and the addition, subtraction, multiplication and division of whole numbers, fractions, decimals and mixed numbers. Student will perform hands-on welding-related practice problems to reinforce what they have learned. The practice problems are identical to the types of problems the students will be required to solve in a welding shop. In addition to learning basic math concepts, the course will give students a preview of the types of challenges they will face in a work environment.

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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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 161 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.
Prerequisite: 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 164 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 212 Welding Lab IV/Pipe/Plate   **6 Credits**

Develops the principles taught in WELD 211, expanding the student's ability to weld pipe in all positions. Hands-on instruction will consist of perfecting skilled pipe welding. Lab time will be a combination of student lab, on-the-job class projects and simulated welding.

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

Cooperative Education 196, 197, 198, 199   **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.
Prerequisite: Director Approval

Individual Studies 281, 282, 283, 284   **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

Special Topics 296, 297, 298, 299   **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.

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