

# BOOZHOO, Greetings & Welcome!!



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

Students, we are extremely pleased you have chosen to attend TMCC to pursue your academic, career and technical education goals. Over 3,000 students have graduated from TMCC and have moved on to great careers in medicine, science, teaching, welding, building trades, business and various occupations. As you complete your academic goals here at TMCC, you too will move on to bigger and better things and create a better lifestyle for you and your family. Our goal is to assist you in reaching your goals. This college catalog provides all the information you need to successfully enroll at TMCC.

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

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

Dr. Jim Davis, President  
Turtle Mountain Community College

# Contact Information

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## EQUAL OPPORTUNITY & NON-DISCRIMINATION POLICY

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

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

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

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and TMCC. Catalogs and bulletins of educational institutions are usually prepared by faculty committees and administrative officers for the purpose of furnishing students with the appropriate information. The catalog has attempted to present information regarding admission requirements, ground rules, and regulations of the college for the 2013-2014 academic year in as accurate and up-to-date manner as possible. This does not, however, preclude the possibility of changes taking place during the academic year. If such changes occur, they will be publicized through normal channels such as newspapers, TMCC website, and our message boards.

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# Academic Calendar 2013 – 2014



## Fall Term 2013

July 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### July

10<sup>th</sup> Placement Testing  
24<sup>th</sup> Placement Testing

### August

12<sup>th</sup> Online Registration – Returning Students @ 9:00 a.m.  
15<sup>th</sup> Orientation  
19<sup>th</sup> Online Registration – New Students @ 9:00 a.m.  
26<sup>th</sup> First Day of Class  
30<sup>th</sup> Last Day to Change Curriculum

October 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### September

2<sup>nd</sup> Holiday – Labor Day (No Work/Classes)  
6<sup>th</sup> Last Day to Add Classes  
20<sup>th</sup> Financial Aid – 1<sup>st</sup> Disbursement

August 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### October

3<sup>rd</sup> Incompletes Due  
11<sup>th</sup> College Awareness Day  
14<sup>th</sup> College Foundation Day (No Work/Classes)  
14<sup>th</sup> – 17<sup>th</sup> Finals 1<sup>st</sup> Eight-Weeks/Midterms  
21<sup>st</sup> 2<sup>nd</sup> Eight-Weeks Begins  
23<sup>rd</sup> Pre-Admission/Financial Aid Day/Placement Testing for Spring

November 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### November

7<sup>th</sup> Last Day to Drop Classes  
8<sup>th</sup> Holiday – Michif Day (No Work/Classes)  
11<sup>th</sup> Holiday – Veterans Day (No Work/Classes)  
15<sup>th</sup> Financial Aid – 2<sup>nd</sup> Disbursement  
28<sup>th</sup>-29<sup>th</sup> Holiday – Thanksgiving (No Work/Classes)  
25<sup>th</sup>-29<sup>th</sup> Online Registration Begins – Current Students

September 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### December

9<sup>th</sup>-12<sup>th</sup> Last Week of Classes/Finals Week  
11<sup>th</sup> Placement Testing – New Students  
13<sup>th</sup> Orientation – New Students  
16<sup>th</sup> Registration – New Students  
17<sup>th</sup> Grades Due  
18<sup>th</sup>-2<sup>nd</sup> Christmas Vacation

December 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Spring Term 2014

### January

- 1<sup>st</sup>-3<sup>rd</sup> New Year's Day (No Work)
- 13<sup>th</sup> Classes Start
- 16<sup>th</sup> Last Day to Add Online Class/Change Curriculum
- 20<sup>th</sup> Holiday – Martin Luther King Day (No Work/Classes)
- 24<sup>th</sup> Last Day to Add Classes/Apply for Graduation
- 31<sup>st</sup> Financial Aid 1<sup>st</sup> Disbursement

January 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### February

- 17<sup>th</sup> Holiday – Presidents Day (No Work/Classes)
- 20<sup>th</sup> Incompletes Due

### March

- 3<sup>rd</sup>-6<sup>th</sup> Finals 1<sup>st</sup> Eight Weeks/Midterms
- 5<sup>th</sup> Pre-Admission/Financial Aid Day/Placement Testing For Summer
- 10<sup>th</sup> 2<sup>nd</sup> Eight Weeks Start
- 17<sup>th</sup>-21<sup>st</sup> Spring Break

February 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### April

- 3<sup>rd</sup> Last Day to Drop Classes
- 4<sup>th</sup> Financial Aid 2<sup>nd</sup> Disbursement
- 18<sup>th</sup>-21<sup>st</sup> Holiday – Easter Break/Good Friday/Monday

### May

- 5<sup>th</sup>-8<sup>th</sup> Finals Week
- 12<sup>th</sup> Grades Due
- 16<sup>th</sup> Commencement

April 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## Summer Term 2014

### May

- 22<sup>nd</sup> Registration
- 26<sup>th</sup> Holiday-Memorial Day (No Work/Classes)
- 27<sup>th</sup> Classes Start
- 29<sup>th</sup> Last Day to Add Classes

### June

- 5<sup>th</sup> Financial Aid 1<sup>st</sup> Disbursement
- 19<sup>th</sup> Last Day to Drop Classes
- 26<sup>th</sup> 2<sup>nd</sup> Financial Aid Disbursement

### July

- 4<sup>th</sup> Holiday – 4<sup>th</sup> of July
- 14<sup>th</sup>-17<sup>th</sup> Finals
- 21<sup>st</sup> Grades Due

March 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

June 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



# 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 Anishinabe 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, Pharmacy, Phlebotomy/Medical Lab Tech Programs and one common lecture classroom.

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

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

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

## TMCC's Mission

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

## Institutional Philosophy

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

## The Seven Teachings of the Anishinabe People

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

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



## Organizational Background

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

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

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

## Institutional Goals

Turtle Mountain Community College hereby establishes the following goals:

1. A learning environment stressing the application of academic concepts to concrete problems;

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

# Admissions



- Contact Information  
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(701)477-7885  
Student Services Office

## Student Responsibility for Satisfying Requirements

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.

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

## Selective Admission Policy

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

Online Admissions Procedures: Go to [www.tm.edu](http://www.tm.edu), click on Jenzabar tab on the left side, click Apply Online tab at the top. Scroll down to admissions application.

*\*Note: Students who do not have online access can come to the admissions office for assistance.*

## Electronic Application

Students are required to complete and submit an electronic application for admission via the TMCC Web page at [www.tm.edu](http://www.tm.edu). Other admissions documents should be sent regular mail as soon as possible after the electronic application is submitted.

*\*Note: Students who do not have online access can come to the admissions office for assistance.*

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

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

1. A complete application for admission;
2. An official transcript from an accredited or approved high school with the date of graduation, or the official transcript of the General Education Development (GED) examination;
3. A Certificate of Degree of Indian Blood or Tribal ID from a federally recognized tribe/if applicable.

4. A completed FERPA (Family Educational Rights Privacy Act) form.
5. A signed copy of the (IT) Appropriate Use Policy

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

## Admission of Transfer Students

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

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

who have completed all admission requirements will receive a letter of acceptance.

4. A complete FERPA (Family Education Rights Privacy Act) Form

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

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

1. A complete application for admission; and
2. A Certificate of Degree of Indian Blood or Tribal ID from a federally recognized tribe, if applicable.
3. A signed copy of the (IT) Appropriate Use Policy

## Student Classification

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

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

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

1. A "Regular" student is either full-time or part-time, has satisfied all of the admission requirements, and is

enrolled as a candidate for a degree or certificate.

2. A “Dual Credit” student is enrolled in courses on campus or at an approved high school, and earns credits that count toward high school graduation as well as toward a college certificate or degree. A dual credit student is a current high school student who has earned 14 units of high school credit. Credits earned by “Dual Credit” will be banked at TMCC until all admissions requirements are satisfied. A student who wishes to apply for dual credit must get written approval of a high school principal/superintendent and registrar prior to registration. A dual credit student may enroll for a maximum of 8 hours per semester.
3. An “Early Entry Student” is a high school student who has earned at least 20 or more units of high school credit and who has a High School cumulative GPA of at least 3.00, and be recommended by the high school principal or his or her official designee. An early entry student may enroll for a maximum of 8 semester hours per semester
4. 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 086-Writing Basics or MATH 100-Applied Math.

The GED student must have written approval from the GED Coordinator and Registrar prior to registration.

- b. An “Auditor” is a student who will attend classes only as a listener, and participation will be at the discretion of the instructor. College credit will not be received, and cannot be used toward a degree or certificate. The Auditor will receive a grade of “AU”.
- c. A “Continuing Education Unit” student is one who is enrolled in courses for CEU credit.
- d. A “Customized Training” student is one who is enrolled in courses designed to meet the training needs of an employer.
- e. An “Ability to Benefit” student is one who may not satisfy admission requirements, but may have the “ability to benefit” from certain courses. Proper documentation from an outside source showing the student’s “ability to benefit” may be required before the student is admitted.

*\*Note: The registration of a Non-Degree student is subject to the approval of the Dean of Academic Programs*

# Policy & Procedure for Registration/and Academic Record Information



- Contact Information  
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[afrederick@tm.edu](mailto:afrederick@tm.edu)  
(701)477-7843  
Student Services Office
- Angel Gladue, Registrar  
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(701)477-7825  
Student Services Office

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

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

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

All new students are required to take placement tests in the following areas: English, math, and science. Students who lack basic skills, based upon the results of these tests, will be required to register in

appropriate courses. Students will have a one-time opportunity to challenge the test results. See academic calendar for placement test dates.

## Registration Process

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

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



obtain a student identification card.  
**Students will be required to present the class schedule and student identification card to the bookstore to receive textbooks.**

5. The Registrar's Office will process the student's registration materials and notify the instructors of the student's enrollment in class(s).

## Change of Registration

Changes in registration during the first week of a semester will be classified as a registration adjustment and will be processed by Student Services. This registration adjustment can include course additions, withdrawals, and section changes. Courses dropped within this period will not appear on the student's record.

**\*Note: 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.**

## Adding and/or Dropping Courses

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

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

## Transfer Credit Policy

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

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1. Any coursework transferring must meet the same criteria as the courses listed in the TMCC Catalog.
2. Transfer courses with a grade of "C", or better will be accepted if they apply to the student's degree program. Students must contact the Registrar who may consult with the department chair for specific information about what credits may be transferred and how these credits fulfill any degree requirements.
3. Any coursework transferring must meet the same criteria as the courses listed in the TMCC Catalog.
4. College Level Examination Program (CLEP): TMCC does not give the CLEP test, but a student may transfer CLEP credits into the institution. (See the Admission/Records Technician for CLEP information).
5. In order for a transfer student to receive an associate degree/certificate from the TMCC, the institution requires that 30 of the last 60 credits that it awards for a bachelor's degree, 15 of the last 30 for an associate's degree, and a minimum of 15 semester hours for a certificate program must be delivered by the institution.

## Program of Study Change

If a student decides that they would like to be admitted to a different program of study before the first day of classes, they may contact the Admissions Officer. The decision to make the change will be based on availability of courses and the student's academic ability. After classes begin, the student must complete at least one semester of courses coursework before he/she can attempt to switch programs, unless it is before the last day to change program of study as stated in the academic calendar located at the front of this catalog. If the program of study change is approved by the Admissions Officer, the request will be forwarded to the Registrar for processing and the student will be mailed a new admittance letter stating the change. **A change is not final until the above procedure is complete.**

## Withdrawal from College

Students who withdraw from all courses taken in a semester will be required to meet with the college counselor before they can withdraw. A student who totally withdraws will receive a "W" for all courses in that semester, unless they withdraw before the

last day to add. Withdrawal cards may be obtained from registrar's office, and must be completed within the date allowed to withdraw from classes. The student must obtain all required signatures on the form. If the student is unable to personally come to campus, then he/she must provide a signed notice of intent that states the reason for withdrawing and includes the name(s) of the class or classes from which the student will withdraw and have it delivered before the allowed date to withdraw or, if mailed, to have it postmarked no later than the date allowed to withdraw from classes. The registrar will not process the form unless the student returns all required textbooks or pays the full cost of the textbooks to the business office. Upon obtaining a signature or letter of intent to withdraw from a student, along with returning their textbooks the Registrar's office will process the withdrawal. Students may not withdraw from class(s) after the "last day to drop/withdraw" without approval of the Academic Standards Committee (see academic calendar at the front of the catalog for dates).

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

# Business Office



- Tracy Azure, Comptroller  
[tazure@tm.edu](mailto:tazure@tm.edu)  
 (701)477-7809  
 Room A201

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

## Tuition and Fees per Credit Hour 2013-2014

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

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

### Additional Costs:

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

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

- An additional \$2,500.00 non-refundable charge for the CDL Program
- A Textbook/Supplies usage fee will be assessed depending on the number of credits that a student registers for. All students will be assessed the fees

regardless of whether textbooks are required in the class or not (example: some classes may use cd's instead of textbooks). The chart below identifies what the rate assessed will be.

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

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

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

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

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

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

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

### Other Course Costs:

For some courses, a fee is charged to cover rental of equipment and facilities or for

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

### TMCC Tuition Refund Policy

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

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

During Fall and Spring terms the refund shall be calculated as follows:

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

During the Summer term the refund shall be calculated as follows:

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

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

## TMCC Billing Policy

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

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

Tuition and fee charges are billed by the semester. Students with an outstanding balance from previous semesters will not be permitted registration access in a subsequent semester until the account is cleared.

A payment plan may be allowed for those students who are unable to pay their tuition and fees. The students will need to pay 50% of their tuition and fees expenses during the fourth week of class with the remaining balance (50%) paid by the end of the semester. Bills must be paid in full by the completion of the semester.

TMCC has the authority to withhold payment from any source of funding from individuals who have

an outstanding balance on their accounts from sources including, but not limited to, payroll, stipend, or scholarship.

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

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

## Financial Aid and Refund Checks

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

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

## Payment Methods

TMCC will accept cash, personal checks, credit/debit cards, money orders, or traveler's checks in the Business Office. Checks can also be mailed directly to TMCC, P.O. Box 340, Belcourt, ND 58316.

## Questions

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



# Financial Aid



- Wanda Laducer, Financial Aid Director  
[wladucer@tm.edu](mailto:wladucer@tm.edu)  
 (701)477-7875  
 Room 125

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

will be considered on a funds-available basis. The Financial Aid Director 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 2013 -2014

(Subject to change without notice)

### Dependent Student Budget

	One Semester	Fall & Spring Semesters	Summer Semester	Total for Year
Tuition and Fees	\$ 1,025	\$ 2,050	\$ 525	\$ 2,575
Books	100	200	50	250
Supplies	100	200	50	250
Room and Board	1,832	3,664	600	4,264
Personal Expenses	625	1,250	350	1,600
Transportation	<u>2,150</u>	<u>4,300</u>	<u>950</u>	<u>5,250</u>
Total Education Costs	\$ 5,832	\$11,664	\$2,525	\$14,189

### Independent Student Budget with no Dependents

	One Semester	Fall & Spring Semesters	Summer Semester	Total for Year
Tuition and Fees	\$ 1,025	\$ 2,050	\$ 525	\$ 2,575
Books	100	200	50	250
Supplies	100	200	50	250
Room and Board	2,250	4,500	900	5,400
Personal Expenses	1,000	2,000	500	2,500
Transportation	2,150	4,300	950	5,250
Utilities	<u>550</u>	<u>1,100</u>	<u>240</u>	<u>1,340</u>
Total Education Costs	\$7,175	\$14,350	\$3,215	\$17,565

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

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

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

\*Add an additional \$2500.00 for students enrolled the CDL program to be used for fuel cost.

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

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

#### Independent Student Budget with Dependents

	<b>One Semester</b>	<b>Fall &amp; Spring Semesters</b>	<b>Summer</b>	<b>Total for Year</b>
Tuition and Fees	\$1,025	\$ 2,050	\$ 525	\$ 2,575
Books	100	200	50	250
Supplies	100	200	50	250
Room and Board	3,187	6,374	1,008	7,382
Personal Expenses	1,475	2,950	530	3,480
Transportation	2,150	4,300	950	5,250
Utilities	<u>700</u>	<u>1,400</u>	<u>240</u>	<u>1,640</u>
<b>Total Education Costs</b>	<b>\$8,737</b>	<b>\$17,474</b>	<b>\$3,353</b>	<b>\$20,827</b>

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

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

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

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

\*Add an additional \$2500.00 for students enrolled the CDL program to be used for fuel cost.

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

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

#### Elementary Education/Secondary Science Student Budget

##### Junior Year 2013 – 2014

	<b>One Semester</b>	<b>Fall &amp; Spring Semesters</b>	<b>Summer</b>	<b>Fall/Spring &amp; Summer</b>
Tuition and Fees	\$ 1,025	\$ 2,050	\$ 525	\$ 2,575
Books	100	200	50	250
Supplies	100	200	50	250
Room and Board	3,187	6,374	1,008	7,382
Personal Expenses	1,700	3,400	530	3,480
Transportation	2,150	5,200	950	5,250
Utilities	700	1,400	240	1,640
Technology	600	1,200	205	1,405
Clothing	<u>500</u>	<u>1,000</u>	<u>170</u>	<u>1,170</u>
<b>Total Education Costs</b>	<b>\$11,012</b>	<b>\$19,674</b>	<b>\$3,728</b>	<b>\$23,402</b>

#### Elementary Education/Secondary Science Student Budget

##### Senior Year 2013 -2014

	<b>One Semester</b>	<b>Fall &amp; Spring Semesters</b>	<b>Summer Semester</b>	<b>Fall/Spring &amp; Summer</b>
Tuition and Fees	\$1,025	\$ 2,050	\$ 525	\$ 2,575
Books	100	200	50	250
Supplies	100	200	50	250

Room and Board	3,187	6,374	1,008	7,382
Personal Expenses	1,700	3,400	670	4,070
Transportation	2,600	5,200	950	6,150
Utilities	700	1,400	240	1,640
Technology	600	1,200	205	1,405
Clothing	500	1,000	170	1,170
Student Teaching Expense	<u>500</u>	<u>1,000</u>	<u>170</u>	<u>1,170</u>
<b>Total Education Costs</b>	<b>\$11,012</b>	<b>22,024</b>	<b>\$4,038</b>	<b>\$26,062</b>

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

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

## Tuition Waiver Eligibility Requirements:

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

1. The Financial Aid Staff will verify that the student has a complete FAFSA on file. If the student does not qualify to receive the Federal Pell grant, the student will need to be deemed "ineligible" for any type of assistance before they can apply for a tuition waiver.
2. If a student qualifies for financial assistance, the aid will be awarded in the following order:
  - a. Program dollars (Programs paying tuition costs for their students)
  - b. Title IV funding
  - c. Other Grant Aid

- d. Internal/External Scholarships
- e. Tuition Waivers-

3. Textbook Usage and Registration fees will not be waived.

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

\*Forms for Tuition waivers can be found online at [www.tm.edu](http://www.tm.edu). Tuition waivers that are available for students are the Employee Tuition Waiver, Elderly Tuition Waiver, and the Financial Hardship Tuition Waiver. Each waiver has different requirements. Students that receive the Financial Hardship Waiver will still be required to pay their student fees.

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

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

Turtle Mountain Community College, in compliance with federal regulations, established these policies and procedures to ensure that students who receive federal financial aid are making satisfactory

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

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

### Measures of Satisfactory Academic Progress:

Two measures of satisfactory progress are used:

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

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

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

At the conclusion of each semester the cumulative grade point average will be evaluated for all students at Turtle Mountain Community College. All students must have earned a minimum of a 2.00 grade point average for each semester of attendance. Students not meeting the 2.00 minimum GPA standard will be placed on Financial Aid Warning for the next semester the student enrolls in. Students on Financial Aid Warning have access to all financial aid programs for which he or she is eligible for

during that semester. If the student does not improve his or her cumulative GPA to at least a 2.00 by the end of the warning semester, the student will then be placed on Financial Aid Disqualification, which terminates financial aid eligibility.

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

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

### Rate of Progress Examples

Program of Study	Credits Required	Max Credits Allowable
Bachelor's Degree in Elementary Education	126	189 = $(126 \times 150\%)$
Associate in Arts or Associate in Science	63	94.5 = $(63 \times 150\%)$
Associate in Applied Science Process Plant	68	102 = $(68 \times 150\%)$
Associate in Applied Science HVAC	66	99 = $(66 \times 150\%)$

2. **Completion of Attempted Credits:** Students must successfully complete two-thirds (66.667%) of the credits he or she attempts each semester and cumulatively complete two-thirds of attempted credits throughout his or

her academic career. This percentage is determined by dividing the total number of successfully completed credits by the total number of credits the student was registered for on the Turtle Mountain Community College financial aid census date. The financial aid census date is the first day after the last day to add a class.

### Percentage of Completion Example

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

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

### Review Procedures:

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

### Notification Process:

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

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

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

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

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

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



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

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

1. Complete one semester successfully without federal financial aid. Students must complete all attempted credits (Minimum of 6) with at least a 2.0 grade point average. Students would then need to file an appeal to request reinstatement of financial aid.
2. If "I" (incomplete) credits are a factor in failure to maintain satisfactory progress, subsequent completion of these credits may be used to re-establish eligibility for aid.
3. Students who are placed on Financial Aid Disqualification may complete an appeal form and submit all requested documents to the Financial Aid Office. Students are highly encouraged to file an appeal prior to the start of any given semester. Students who file an appeal after the start of any given semester may be required to meet or visit with a financial aid administrator to determine preparedness and to answer any questions regarding preparedness.

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

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

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

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

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

### **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.

### **Remedial Coursework:**

Remedial 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. 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 form 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 college catalog. **Students must be in attendance at least 67% of the total credit hours that they are currently enrolled in to receive Title IV funding.** No Federal Title IV or college controlled funding will be released to the student until all admissions and Financial Aid requirements are met.

### **Frequency and Means of Payment for Student Financial Aid**

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

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

A student who accepts Federal College Work Study will be paid from the Business Office in accordance with the regular employee pay

schedule. Time sheets must be submitted to the Financial Aid Office for processing no later than Monday following the end of each payroll period.

## **Rights and Responsibilities of Students Who Receive Financial Aid**

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

## **Student Attendance Policy**

It is the policy of the Turtle Mountain Community College to maintain and enforce attendance requirements for all students. This policy places the responsibility on students to attend class. To pursue college work successfully, students are expected to attend all classes. Students have a personal responsibility to themselves and their course instructor to attend class. If a student is unable to attend class it is their responsibility to notify their instructor, preferably in advance.

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

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

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

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

## **Repayment/Refund Policy for Students Receiving Financial Aid**

When a student officially or unofficially withdraws or 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 drop-out date, the institution will use the last recorded date of attendance.

## **Turtle Mountain Community College Institutional Refund Policy**

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.

- |                                    |                  |
|------------------------------------|------------------|
| • <b>First Week</b>                | 100%             |
| • <b>Second Week</b>               | 90%              |
| • <b>Third through Fourth Week</b> | 50%              |
| • <b>Fifth through Eighth Week</b> | 25%              |
| • <b>After Eight Weeks</b>         | <i>No Refund</i> |

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

## **Refund Calculation Procedures**

The registrar's office will notify the Financial Aid Office of all students that drop or withdraw from classes and/or the College. The Financial Aid Office will determine if the students have received Federal Title IV funding and whether or not they are subject to the Federal Refund Policy. Students that must repay or are eligible to receive a refund will receive a letter and a complete refund calculation form from the Financial Aid Office. The Business Office also receives a copy of the refund form. If the student is required to repay Federal Pell Grant or Federal SEOG funds, the Business Office will bill the student the amount to be repaid by the student. Repayment received by the business office will be distributed back into the proper Federal Title IV accounts. The priority for restoring funds is Federal Pell Grant first and the Federal SEOG program second. Failure by the student to fully repay the Federal Title IV funds will result in the student's Financial Aid records being placed on hold and the student will no longer be eligible for Federal Title IV funds at Turtle Mountain Community College or any other College. All repayment arrangements must be made with the Business Office.

## **Military Selective Service Requirement**

Effective July 1, 1983, an amendment to the Military Service Act (Public Law 97-951) stipulates that any student who fails to register with the Selective Service is ineligible to receive federal student aid. Specifically, this includes the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal College Work-Study, National Direct Student Loan, Guaranteed Student/Plus Loan, and State Student Incentive Grant funds. Among

federal Financial Aid applicants, men (citizens and eligible non-citizens except permanent residents of the Trust Territory of the Pacific Islands and the Northern Mariana Islands) who are at least 18 years old, who were born after December 31, 1959, and who are not currently on active duty with the armed forces must be registered.

## **Anti-Drug Abuse Certification**

Each student must certify compliance with the Omnibus Drug Initiative Act of 1988. As a grant recipient of a federal program, a student who wishes to receive Financial Aid is required to certify that he/she will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance while attending Turtle Mountain Community College and receiving financial aid. The Act gives courts the authority to suspend eligibility for federal student aid when sentencing a student who has been convicted of a drug-related offense.

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

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

## **Federal Pell Grant**

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

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

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

Director of Financial Aid. The student must also present two forms of identification to the Business Office, along with a W-4. The Director of Financial Aid will provide an orientation for those students that are selected to participate in the Federal College Work Study Program.

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

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

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

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

## **North Dakota State Grant**

This grant is awarded by the North Dakota State Board of Higher Education to a student who has financial need, is a graduate of a North Dakota high school, is enrolled in a post-secondary institution accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, and is attending a North Dakota institution of



post-secondary education. The student must complete the FAFSA application before March 15 to be considered for the North Dakota State Grant.

### **North Dakota Indian Scholarship**

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

### **Tribal Scholarship Program**

A student who is a member of the Turtle Mountain Band of Chippewa is eligible to apply for a scholarship from the Turtle Mountain Tribe. Students need to apply early each year through the Tribal Scholarship Office. Every student must maintain a 2.0 GPA each term to receive continued aid.

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

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

### **Bureau of Indian Affairs Employment Assistance Adult Career & Technical Education Training**

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

### **Vocational Rehabilitation**

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

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

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

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

Scholarship awards apply directly to student registration fees and books. Information and

applications can be obtained from the Turtle Mountain Community College Financial Aid Director, Student Services, and Student Support Services Offices. A Scholarship committee selected at random selects recipients.

## **Veteran's Benefits**

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

There are basically five 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.

## **Job Training Partnership Act**

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

## **Private Sources of Student Aid**

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

# Student Policies



- Anita Frederick, Dean of Student Services  
[afrederick@tm.edu](mailto:afrederick@tm.edu)  
(701)477-7843  
Room 115F

## Book and Library Returns

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

## Class Cancellation(s)

The Academic Dean reserves the right to cancel any course for which there is not sufficient student enrollment. Student Services will inform the students and advisors when a course is cancelled. When the institution cancels a course and the student has to add another course, the add/drop card must be filled out (See Change of Registration procedure page 12). Students are not charged for cancelled courses. At times classes may be cancelled due to inclement weather or for college participation in activities.

## 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 19 credit hours. A student who desires to take more hours than the maximum must petition the Academic Standards Committee to request approval of the

overload. The maximum course load for any student is 21 semester hours. A student who carries an overload must hold a cumulative GPA of 2.75. Students on probation will only be allowed to enroll in 12 semester hours of academic credit. First semester students will not be allowed to take more than 19 credit hours. A student who transfers and wishes to take more than 19 credit hours must have a cumulative GPA of 2.75 from their last institution attended.

## Participation

It is the responsibility of the student to meet the specific participation requirements of each instructor and for the make-up of work missed by absences. No absences are "excused" in the sense of relieving the student of their academic responsibilities.

## Dual Credit

Dual credit college courses allow students to receive both high school and college credit and are authorized according to the provisions of North Dakota Century Code 28-32-01. High school students can enroll in college courses and earn credits that count toward high school graduation as well as toward a college certification or degree.

## Deficiencies/Unsatisfactory Progress Report

Instructors process deficiencies or reports of unsatisfactory progress of a student at intervals throughout the semester. The retention technician will notify the student of a deficiency. Copies of the reports may be sent to Student Support Services, advisors, or

funding agencies who may request a meeting with the deficient student. It is the student's responsibility to keep informed of his/her own performance in a course. If a student receives a deficiency notice, the student is required to contact the instructor who submitted the notice.

## Midterm Grades

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

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

## Credits, Grades and Honor Roll & Points

The College functions on the semester plan. All academic work is completed in terms of semester credit hours. For academic purposes, Turtle Mountain Community College uses Carnegie units to measure semester credit hours awarded to students for course work. Normally, institutions of higher education award Carnegie unit of credit to students for satisfactory completion of *one (1) fifty (50) minute session of classroom instruction for a minimum of three (3) hours per week for a semester of not less than fifteen (15) weeks.*

Exact distribution of time may vary with the type of course, so students are encouraged to check the class schedule. All study for credit is recorded by letter symbols, each of which

carries a value in honor points per credit hour. The grading system and honor point scale is as follows:

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

## Honor Roll

To qualify for all levels of the Honor Roll, a student must be registered for a minimum of 12 regular credit hours. Any course with a grade of "P" or "S" is not calculated in the grade point average, as a "P" or "S" grade generates no honor points. A student with a 4.00 GPA will be placed on the President's List, a student with a 3.50 to 3.99 GPA will be placed on the Dean's List and a student with a 3.0 to 3.49 GPA will be placed on the Honor Roll. The Honor Roll is published each semester.

## Grade Point Average

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

## Calculation of Grade Point Average

At the conclusion of each semester, a student will be evaluated by using the cumulative or total grade point average based on the Standards of Satisfactory Academic Progress. If the student fails to maintain satisfactory progress, the student will be placed on

probation, continued probation, or be suspended. When a student is placed on probation, they are required to meet standards of satisfactory academic progress the following semester. Students failing to meet the standards of satisfactory academic progress as specified will be suspended.

### **Pass/Fail Grading System/Regular Credit Courses**

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

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

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

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

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

not transfer to another institution (See Continuing Education Division). They are issued to certify successful participation in specific workshops, courses, or training programs for your resume or job application verification. Cultural, social, civic groups, agencies, and business and industrial organizations are encouraged to make their training needs known to the TMCC Academic Dean. Fifteen (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 may repeat TMCC courses taken in residence in which they have a grade of D or F. Repeated courses must be taken in residence and can only repeat TMCC courses. If a student receives a failing grade in a course, the course should be repeated the next time the course is offered. (Note: Courses that were taken in the quarter system cannot be repeated in the semester system.) A course, once recorded cannot be removed from the record. When a course is repeated only the last grade earned and credit earned will be used in computing the cumulative grade point average. A repeated course will be indicated on the transcript with asterisk”\*” or “R” next to it. Students will not be allowed to repeat courses that they have received a grade of “B” or better. A student may be allowed to repeat a course that received a “C”, but only by written approval of the registrar. Courses where the student received a “C” or better will not be covered under federal financial aid for that term.

## 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 Jenzabar in 3-5 days later. (See Academic Calendar for dates). Grade reports may be withheld from a student who has not satisfied all entrance requirements, if the student has not returned

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

## Grade Change

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

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

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

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

## Course Delivery Methods

1. Lecture Class: a semester credit hour consists of the equivalent of at least one (1) fifty (50) minute period per week of “seat time” in class and two (2) hours per week of out-of-class student work for fifteen (15) weeks.



- a. Example: A one (1) semester credit hour lecture class meets at least fifteen (15) contact hours per semester, plus a minimum average of thirty (30) hours of activities outside of the classroom per semester.
2. Laboratory Class: One (1) semester credit hour consists of the equivalent of a minimum of three (3) hours of laboratory work per week for fifteen (15) weeks.
3. Distant Learning Instruction: TMCC currently offers the following distance learning methods of instruction:
  - a. Interactive Video Network (IVN)  
This method of delivery is an alternative to the regular classroom instruction methods. This two way interactive communication system uses cameras and microphones at one site. Participants at other sites can watch and listen to an instructor or presenter on a television monitor.
  - b. Internet Courses (online)  
This method of delivery is an alternative to the regular classroom instruction methods. Online courses use the Internet and a Learning Management System (JICS) to deliver course materials and to facilitate student-instructor, student-content, and student to student interaction. To participate in online courses, the student should have a good understanding of computer hardware and software applications and the Internet.
4. Hybrid Class: Hybrid courses combine face-to-face classroom instruction and the convenience of online web-based learning, resulting in a reduction of the amount of time spent in the face-to-face classroom and a significant increase of time spent studying online materials. Students registered in hybrid courses

must attend class meetings as listed in the TMCC Course Schedule.

5. Independent Study: 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 register in courses requiring a lab and/or hands on activities, and any educational methods course cannot be taken as an independent study course. (See Independent Study Policy below for requirements)
6. 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 register in (please note that any class requiring a lab and/or hands on activities, and any educational methods course cannot be taken as an independent study course). No more than three (3) credit hours from an independent study may be earned in any one semester, and not more than nine (9) credit hours of independent study credit may count toward satisfying the minimum requirements for a degree of study at TMCC.

The student is responsible for conducting the independent study with the guidance of their advisor and faculty of record for the course. All independent studies are expected to include readings and assignments commonly found in the course syllabus plus include a reflective journal and/or final presentation of coursework. Final presentations in whatever

agreed upon format must meet professional standards. While there is not official independent study class meeting time, regular class meetings may be scheduled to facilitate faculty-student conferences and reporting. Use of e-mail communication is encouraged.

#### Procedures

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

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

### Student Academic Review Process

The Academic Standards Committee has been established for students who encounter situations involving extenuating circumstances or emergencies potentially affecting their academic records that fall outside the realm of normal TMCC policy and procedure. Students may petition to be withdrawn from a class after the drop deadline for non-academic emergencies, such as a serious injury or illness, death in the family, and, under some circumstances, employment. The general principle of a late withdrawal is a non-academic circumstance that is outside of the student's control, such as when that emergency has caused the student to miss more class time and work than the student can make up. Students are encouraged to initiate this process within one year of the semester or term in question. It is the student's responsibility to obtain the necessary supporting information from the instructor, physician, employer, etc., to accompany the request. The decision made by the Academic Standards Committee will be based on the extenuating circumstances that are involved in the petition. Consequences the student may face either real or perceived, are not usually reasons for an exception.

Procedures for filing Petitions are as follows:

- Write a letter to the Academic Standards Committee giving a short explanation of the extenuating

circumstance or emergency. List events in proper sequence using dates where possible. The semester in question needs to be clearly defined along with the course number and title of courses the student is petitioning.

- When circumstances involve a physician, counselor, employer, etc., you should request this individual/agency write a letter supporting your extenuating circumstance or emergency. This letter needs to be on official letterhead of the individual/agency and submitted along with the student letter.
- If requesting to add a course after the last day to add, the student will need to submit a letter of support from the instructor approving the late add.
- Return the above documents to the office of the Dean of Academic Programs to be presented to the Academic Standards Committee.
- The Student will be notified in writing of the appeal decision.

## Transcript Policy

Transcript requests must be submitted in writing. Either a completed “transcript release” form or a letter bearing the student’s signature and social security number can be used. According to Federal Law, telephone requests and requests by relatives or friends of a student will not be honored. If the student has a FERPA release form on file, those individuals will be honored. A request for a transcript of credits by a student who has a bill with TMCC or has a hold placed on their record for unreturned books or other items, will not be honored until the debt is paid or the items are returned or compensation is made. Each transcript includes the student’s entire academic status. The College does not fax official transcripts; however an unofficial copy can be faxed. An official copy of a transcript is never released

directly to the student. A student who desires transcripts of course work earned elsewhere must order official transcripts from the institution at which the courses was taken. TMCC does not issue or certify copies of transcripts from other institutions. A \$2.00 fee is assessed for transcripts. This fee must be paid at the Business Office before any transcript request will be processed. Official transcripts are processed on Wednesday and Friday of each week.

## Transcript/Diploma Hold Policy

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

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

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

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

## Academic Bankruptcy

TMCC has a policy for allowing a student who has experienced academic problems to

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

- No credit is counted from previous transfer course work.
- All courses and grades will remain on the transcript, but will not be used in calculating cumulative GPA.
- Academic Bankruptcy will only be granted once throughout a student's academic career at TMCC.
- Bankruptcy does not clear an individual's record of previously attempted credits and grade point average for Title IV funding.
- A student who is using Veterans Administration benefits must consult a veteran's representative before they use this policy.

## Requirements for Graduation

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

1. Graduation application should be completed the semester of anticipated graduation.
2. Student must have achieved a cumulative grade point average of 2.00. Note: Some programs may require a higher GPA.
3. The student must complete an exit with the following offices: Financial Aid, Placement Office, Business

Office, Registrar's Office, and Library.

4. Transfer students must earn a minimum of fifteen (15) credits at TMCC prior to graduation for an Associate degree and (30) credits for a Bachelor's degree and must be enrolled at TMCC during the final semester of anticipated graduation.
5. Student must complete payment of all fees and financial obligations to the College.
6. In order to participate in graduation the student must have completed all coursework or will be able to complete required coursework during the summer term.

## Commencement

Commencement takes place at the close of each academic year. A Candidate for a degree is strongly encouraged to be present at commencement in cap and gown. Graduation dates include May, July, and December of each year. The college only holds one commencement ceremony which is held in May of each year.

## Commencement Honors

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

## Disbursing of Diploma's

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

## Assessment of Student Learning

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

## Transfer to Other Colleges

A student may enroll in a TMCC program of study that will qualify them for junior standing in the TMCC Elementary Education or Secondary Science education Programs or at most four-year colleges and universities. In May of 2002, TMCC implemented a General Education core curriculum that qualifies transfer within the North Dakota University System, and North Dakota colleges. Since the requirements of colleges and universities out of state may vary, a student must familiarize themselves with the program requirements of the TMCC or the four-year college where he/she will transfer. A student who is planning to transfer should adhere to the following:

1. The lower-division requirements at most four-year colleges and universities consist, in general of two parts: a) the general education requirements which are required of all candidates for a degree regardless of the proposed major (See the NDUS gold and silver pages, which is available from your advisor or registrar); and b) the major department requirements which are part of the student's projected field of specialization.
2. The four-year College or university, in the final analysis, determines the transferability of any course.
3. General Education courses, while not equivalent in all aspects, are similar in

content. Therefore, all NDUS colleges and other out of state colleges accept courses to satisfy general education requirements. If a student is in doubt about the transfer of any course, they should ask for an evaluation by the Registrar at the institution to which they plan to transfer.

## Standards of Satisfactory Academic Progress

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

### Less Than Satisfactory Academic Standing

- A student who fails to maintain the standards of satisfactory academic progress (2.00 GPA) at the conclusion of any academic term is considered to be failing to maintain satisfactory progress and will be placed on academic probation. TMCC has established the following probation, continued probation, and suspension procedures:

- **Academic Probation**- After grades are reported at the end of any academic term, a student whose current term grade point average falls below a 2.00 will be placed on "Academic Probation." A student who is on "Academic Probation" may not enroll for more than the 12 credit hours. A student who meets the Standards of Satisfactory Academic Progress (2.00 GPA) at the conclusion of that term will be removed from "Academic Probation."
- **Continued Academic Probation**- When the cumulative grade point average is not satisfactory according to the Standards of Satisfactory Academic Progress; the student must

maintain a minimum of 2.00 term grade point average each semester and will remain on “Continued Academic Probation” until the student meets the standard of satisfactory progress with a 2.00 overall GPA.

- **Academic Probation for Transfer Students-** A transfer student who is on academic probation at the institution from which they are transferring will be placed on “Academic Probation” at TMCC; or if the student transfers with a cumulative GPA below a 2.00, the student will be placed on “Academic Probation.”
- **Academic Probation/Suspension 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/Suspension.” All of the TMCC conditions for academic probation/suspension will apply.
- **Academic Suspension-** Any student on “Academic Probation” or “Continued Academic Probation” who fails to maintain satisfactory academic progress according to the semester grade point average requirements will be suspended. The suspension will be for one semester not including the summer semester. A student suspended from the college

is denied the privileges of the institution. A suspended student, upon re-admittance by the Registrar, will be placed on Academic Probation status and may be limited to taking a maximum of 12 credits depending upon approval of readmission. A student who is receiving Financial Aid should refer to the Financial Aid section of the catalog for eligibility criteria. A student who has been academically suspended more than once must petition the Admissions and Financial Aid Committee when seeking readmission to TMCC.

- **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.



# Adult and Continuing Education Department



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

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

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

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

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

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

Eligible adult participants must be 16 years of age or older who lack basic education skills or a high school education. Classes are flexible and are offered at no cost to the eligible participant.

## Continuing Education

The College offers continuing education courses approved by the Academic Standards Committee 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 in PELL, or other Title IV Aid may not count CEU's toward funding requirements. Students enrolled in Career & Technical Education programs may be eligible for special funding assistance if CEU(s) contributes directly to their professional development of goals. Each accredited unit of continuing education consists of 10 clock hours of instruction for each (1) CEU awarded. 1 clock hour=.10 CEU. Continuing Education courses awarding CEU(s) are the courses, which tend to promote professional development.

# Information Technology



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

## Acceptable Use Policy

This policy applies to all users of IT systems, including but not limited to students, faculty, and staff. It applies to the use of all IT systems. These include systems, networks, and facilities administered by the IT Department, as well as those administered by individual departments, laboratories, and other college-based entities.

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

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

- <http://www.tm.edu/pdf/policies/TMCCITAppropriateUsePolicyVFinal.pdf>

## How to Get an Email Address

When a student has been fully admitted to TMCC, their information will be forwarded to the IT Department by the Admissions Officer. After

the IT Department receives this information they will create the student an email/network account. The username will be in the following format: firstname.lastname, 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 at the IT Department. Students will also receive their username and password information via email to the email address they provide to TMCC. Students can log into their email address by going to the TMCC webpage at [www.tm.edu](http://www.tm.edu) and clicking on Webmail. The email can also be accessed by going to <http://mail.tm.edu>. If student's experience any problems with logging in they can contact the IT Department. This can be done by emailing any of the following: [cdavis@tm.edu](mailto:cdavis@tm.edu) , [bchromy@tm.edu](mailto:bchromy@tm.edu) , [qbeston@tm.edu](mailto:qbeston@tm.edu) , [mpoitra@tm.edu](mailto:mpoitra@tm.edu) , [swilliams@tm.edu](mailto:swilliams@tm.edu) , [dplant@tm.edu](mailto:dplant@tm.edu) . Students can also call TMCC at 477.7862 and ask for the IT Department. To access Jenzabar, students must go to our website which is [www.tm.edu](http://www.tm.edu).

## Jenzabar Access

Students will receive a letter in the mail that will have their username and password for Jenzabar. Throughout the semester if students forget their Jenzabar username and/or password they must contact the IT Department. This can be done by emailing any of the following: [cdavis@tm.edu](mailto:cdavis@tm.edu), [bchromy@tm.edu](mailto:bchromy@tm.edu), [qbeston@tm.edu](mailto:qbeston@tm.edu), [mpoitra@tm.edu](mailto:mpoitra@tm.edu), [swilliams@tm.edu](mailto:swilliams@tm.edu), [dplant@tm.edu](mailto:dplant@tm.edu). Students can also call TMCC at 477.7862 and ask for the IT Department. To access Jenzabar, students must go to our website

which is [www.tm.edu](http://www.tm.edu). After being directed to our website, students must click on Jenzabar. This link can be found on the list on the left of our website. Once Jenzabar opens, students will be required to enter their username and password that they received by mail. Please be reminded if students forget their username and password at any time during the semester, it is recommended they contact the IT Department.

## Internet

Turtle Mountain Community College connects to the Internet through a local area network. All computers on the TMCC campus are capable of making the Internet connection.

## Turtle Mountain Community College Library



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

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

major libraries in North Dakota, and through other networks, libraries nationwide.

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

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

## Student Support Services



- Steve DeCoteau, Student Support Services Director  
[sdecoteau@tm.edu](mailto:sdecoteau@tm.edu)  
(701)477-7958  
Room SU 101

Student Support Services is sponsored by the United States Department of Education and

primarily assists the student who is low-income, has a disability, a first-generation college student (parents who have not attained a four-year college degree), or who is a member of an under-represented group. The function of Student Support Services is to help the student experience success in college; by providing advising, tutoring,

teaching developmental courses, career counseling, assisting with application forms, and helping students in personal goal attainment. All services are available to

eligible students at no cost. For applications and further information, contact the Student Support Services Department located in the student union.

## Student Senate

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- Anita Frederick, Dean of Student Services  
[afrederick@tm.edu](mailto:afrederick@tm.edu)  
(701)477-7843  
Room 115F

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

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

the students and appointed by the Tribal Council to the Board of Trustees.

## Student Activities

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

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



## General Education Program Philosophy

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

### General Education Student Learning Outcomes

1. **Communication:** Students will have developed sufficient skills with the English language such that they can read, accurately interpret, critically analyze written material, express themselves effectively through narrative, explanatory, and investigative writing utilizing standard rhetorical techniques in the styles and formats, and at the level of complexity, appropriate to their TMCC studies.
2. **Mathematics:** Students will be able to apply arithmetical, geometric, statistical and algebraic principles of mathematics and problem solving at a level of complexity appropriate to their TMCC studies.
3. **Science:** Students will be conversant with the general knowledge bases and the procedures and techniques by which knowledge are generated and accessed through the life, physical and earth sciences, and they will be able to select and apply the techniques and procedures of the sciences at a level of complexity appropriate to their TMCC studies.
4. **Humanities and Social Science:** Students will be conversant with the general knowledge bases and the procedures and techniques by which knowledge and artistic expressions are generated and accessed in the two divisions of (1) the humanities and fine arts, and (2) the social and behavioral sciences, and they will be able to select and apply the techniques and procedures of these two areas at a level of complexity appropriate to their TMCC studies.
5. **Culture/Diversity:** Students will be able to consider a variety of perspectives bases on differences such as those stemming from culture, culture heritage, class gender, ethnicity, historical development, community and leadership and they will apply this awareness at a level of complexity appropriate to their TMCC studies.
6. **Critical Thinking:** Students will be able to raise vital questions and problems, gather and assess relevant information, come to well-reasoned conclusions and

solutions, and test those solutions against relevant criteria, think open-mindedly about their assumptions, consider the practical consequences and communicate effectively to find solutions at a level of complexity appropriate to their TMCC studies.

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

### Matrix of General Education Courses

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

<b>Communications (9 credits)</b>			BAS	AA	AS	AAS	DIPL	CERT	GERTA
ENGL 110	Composition I	3	x	x	x	x	x	x	Yes
ENGL 120	Composition II	3	x	x	x	x	x	x	Yes
COMM 110	Fund. of Public Speaking	3	x	x	x	x	x	x	Yes
ENGL 105	Technical Communications	3				x		x	No
BOTE 211	Business Communications	3				x	x	x	No
<b>Arts and Humanities (7 credits)</b>			BAS	AA	AS	AAS	DIPL	CERT	GERTA
ENGL 221	Introduction to Drama	3	x	x	x	x	x	x	Yes
ENGL 224	Introduction to Fiction	3	x	x	x	x	x	x	Yes
ENGL 236	Women and literature	3	x	x	x				Yes
ENGL 239	Native American Children Lit	3	x	x	x	x	x	x	Yes
ENGL 265	Native American Literature I	3	x	x	x	x	x	x	Yes
ENGL 266	Native American Literature II	3	x	x	x	x	x	x	Yes
HUMM 101	Introduction to Humanities I	3	x	x	x	x	x	x	Yes
HUMM 102	Introduction to Humanities II	3	x	x	x	x	x	x	Yes
HUMM 190	Traditional Use of Plants	2	x	x	x	x	x	x	No



HUMM 202	Fine Arts & Aesthetics	3	x	x	x	x	x	x	Yes
LANG 121	Chippewa/Cree Language I	3	x	x	x	x	x	x	Yes
LANG 122	Chippewa/Cree Language II	3	x	x	x	x	x	x	Yes
LANG 125	Ojibwa Language I	3	x	x	x	x	x	x	Yes
LANG 126	Ojibwa Language II	3	x	x	x	x	x	x	Yes
SPAN 101	Spanish I	3	x	x	x	x	x	x	Yes
SPAN 102	Spanish II	3	x	x	x	x	x	x	Yes
MUSC 100	Music Appreciation	3	x	x	x	x	x	x	Yes
MUSC 122	Music Theory I	3	x	x	x	x	x	x	Yes
ART 110	Introduction to Understanding Art	3	x	x	x	x	x	x	Yes
ART 122	Two-Dimensional Design	3	x	x	x	x	x	x	Yes
ART 130	Drawing I	3	x	x	x	x	x	x	Yes
ART 140	Crafts I	3	x	x	x	x	x	x	Yes
ART 220	Painting I	3	x	x	x	x	x	x	Yes
ART 250	Ceramics I	3	x	x	x	x	x	x	Yes
ART 265	Sculpture	3	x	x	x	x	x	x	Yes
<b>Social Science (9 credits)</b>	<i>( 3 credits of Indian/Chippewa History TMCC Requirement)</i>		BAS	AA	AS	AAS	DIPL	CERT	GERTA
HIST 101	Western Civilization I	3	x	x	x	x	x	x	Yes
HIST 102	Western Civilization II	3	x	x	x	x	x	x	Yes
HIST 103	U.S. History to 1877	3	x	x	x	x	x	x	Yes
HIST 104	U.S. History since 1877	3	x	x	x	x	x	x	Yes
HIST 220	North Dakota History	3	x	x	x	x	x	x	Yes
HIST 251	Chippewa History I	3	x	x	x	x	x	x	Yes
HIST 252	Chippewa History II	3	x	x	x	x	x	x	Yes
HIST 261	Indian History	3	x	x	x	x	x	x	Yes
HIST 118	Metis History	3	x	x	x	x	x	x	No
			BAS	AA	AS	AAS	DIPL	CERT	GERTA
ECON 201	Microeconomics	3	x	x	x	x	x	x	Yes
ECON 202	Macroeconomics	3	x	x	x	x	x	x	Yes
CJ 120	Intro to Criminal Justice	3	x	x	x	x	x	x	Yes

POLS 115	American Government	3	x	x	x	x	x	x	Yes
POLS 241	Indian Law I	3	x	x	x	x	x	x	Yes
POLS 287	Tribal Government	3	x	x	x	x	x	x	Yes
PSYC 111	Introduction to Psychology	3	x	x	x	x	x	x	Yes
PSYC 250	Developmental Psychology	3	x	x	x	x	x	x	Yes
SOCI 110	Introduction to Sociology	3	x	x	x	x	x	x	Yes
SOCI 270	Sociology of American Indian Reservations	3	x	x	x	x	x	x	Yes
SOCI 271	Contemporary Indian Issues	3	x	x	x	x	x	x	Yes
SOCI 275	Native American Studies	3	x	x	x	x	x	x	Yes
SWK 255	Social Work Profession	3	x	x	x	x	x	x	No
SWK 257	Development of Social Welfare	3	x	x	x	x	x	x	No
BADM 103	Leadership Techniques	2				x	x	x	No
PSYC 100	Human Relations in Organizations	2				x	x	x	No
<b>Math (3 credits)</b>			BAS	AA	AS	AAS	DIPL	CERT	GERTA
MATH 103	Algebra	3	x	x	x	x	x	x	Yes
MATH 105	Trigonometry	3	x	x	x	x	x	x	Yes
MATH 111	Algebra I	3				x	x	x	No
MATH 112	Algebra II	3	x	x	x	x	x	x	Yes
BOTE 108	Business Math	3				x	x	x	No
<b>Computer Science (3 credits)</b>			BAS	AA	AS	AAS	DIPL	CERT	GERTA
CSCI 101	Introduction to Computers	3	x	x	x	x	x	x	Yes
CIS 101	Computer Literacy	3				x	x	x	No
BOTE 127	Information Processing	3				x	x	x	No
BOTE 147	Word Processing	3				x	x	x	No
BOTE 247	Spreadsheet Applications	3				x	x	x	No
BOTE 257	Database Management	3				x	x	x	No
BOTE 218	Desktop Publishing	3				x	x	x	No

CIS 265	Networking Fundamentals	3				x	x	x	No
<b>Science/Lab ( 8 credits)</b>			BAS	AA	AS	AAS	DIPL	CERT	GERTA
ASTR 110	Astronomy	4	x	x	x	x	x	x	Yes
BIOL 115	Human Structure & Function	4				x		x	No
BIOL 124	Environmental Science/Lab	4	x	x	x	x	x	x	Yes
BIOL 150	Biology I/Lab	4	x	x	x	x	x	x	Yes
BIOL 151	Biology II/Lab	4	x	x	x	x	x	x	Yes
BIOL 202	Introductory Microbiology/Lab	4	x	x	x	x	x	x	Yes
BIOL 220	Anatomy & Physiology I/Lab	4	x	x	x	x	x	x	Yes
BIOL 221	Anatomy & Physiology II/Lab	4	x	x	x	x	x	x	Yes
BIOL 111	Concepts of Biology/Lab	4	x	x	x	x	x	x	Yes
CHEM 115	Introductory Chemistry/Lab	4	x	x	x	x	x	x	Yes
CHEM 116	Introduction to Organic & Biochemistry	4	x	x	x	x	x	x	Yes
CHEM 121	General Chemistry I/Lab	4	x	x	x	x	x	x	Yes
CHEM 122	General Chemistry II/Lab	4	x	x	x	x	x	x	Yes
			BAS	AA	AS	AAS	DIPL	CERT	GERTA
GEOG 101	Environmental Geology/Lab	4	x	x	x	x	x	x	No
GEOG 105	Physical Geology/Lab	4	x	x	x	x	x	x	Yes
GEOG 106	Earth Through Time/Lab	4	x	x	x	x	x	x	No
GEOG 121	Physical Geography/Lab	4	x	x	x	x	x	x	Yes
PHYS 211	College Physics I	4	x	x	x	x	x	x	Yes
PHYS 212	College Physics II	4	x	x	x	x	x	x	Yes

**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**

# Associate of Arts Degree Program

- Larry Henry, Academic Dean  
[lhenny@tm.edu](mailto:lhenny@tm.edu)  
(701)477-7876  
Room 210H

## Department of Arts, Humanities and Social Science

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

### Arts and Humanities Curriculum Area

TMCC provides the general background for the following Arts and Humanities areas:

- Art
- Business
- English
- Humanities
- Language
- Music

### Suggested Curricula

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

#### ART

VART 110	Introduction to Visual Arts	3
VART 130	Drawing I	3
VART 122	Two-Dimensional Design	3

VART 140	Crafts I	3
VART 220	Painting I	3
VART 265	Sculpture	3

#### BUSINESS

ECON 201	Microeconomics	3
ECON 202	Macroeconomics	3
ACCT 200	Elements of Accounting	3
ACCT 201	Elements of Accounting II	3
MATH 211	Statistics I	3
BOTE 247	Spreadsheet Applications	3
BADM 201	Principles of Marketing	3
BADM 202	Principles of Management	3

#### ENGLISH

ENGL 110	College Composition I	3
ENGL 120	College Composition II	3
ENGL 238	Children's Literature	3
ENGL 239	Native American Children's Literature	3
ENGL 265	Native American Literature I	3
ENGL 266	Native American Literature II	3

#### HUMANITIES

HUM 101	Introduction to Humanities I	3
HUM 102	Introduction to Humanities II	3
HUM 190	Traditional Use of Plants	3
HUM 202	Fine Arts & Aesthetics	3

#### LANGUAGE

LANG 121	Chippewa/Cree Language I	3
LANG 122	Chippewa/Cree Language II	3
LANG 125	Ojibwa Language I	3
LANG 126	Ojibwa Language II	3
SPAN 101	Spanish I	3
SPAN 102	Spanish II	3

#### MUSIC

MUSC 100	Music Appreciation	3
MUSC 101	Music Fundamentals	2
MUSC 103	Beginning Fiddle	1
MUSC 111	Beginning Guitar	1
MUSC 133	Traditional Singing/Ojibwe	1
MUSC 161	Band	1
MUSC 200	Native American Music Survey	3

### Social Science Curriculum Area

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

- Criminal Justice

- History
- Native Studies
- Political Science
- Psychology
- Social Science

## **Suggested Curricula**

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

### **CRIMINAL JUSTICE**

POLS 115	American Government	3
PSYC 270	Abnormal Psychology	3
CJ 120	Intro to Criminal Justice	3
CJ 230	Criminal Law	3
CJ 240	Police & Police-Community Relations	3
CJ 250	Criminological Theory	3
CJ 270	Juvenile Justice	3

### **HISTORY**

HIST 101	Western Civilization I	3
HIST 103	United States History to 1877	3
HIST 104	United States History since 1877	3
HIST 118	Metis History	3
HIST 220	North Dakota History	3
HIST 251	Chippewa History I	3
HIST 252	Chippewa History II	3
HIST 261	Indian History I to 1850	3
HIST 262	Indian History II to Present	3

### **NATIVE STUDIES**

LANG 122	Chippewa/Cree Language	3
LANG 125	Ojibwa Language	3
HIST 251	Chippewa History I	3
HIST 252	Chippewa History II	3

POLS 241	Indian Law I	3
SOCI 271	Contemporary Indian Issues	3
SOCI 275	Native American Studies	3
AHU 253	Turtle Mountain Ojibwa/Traditions	3
ENGL 265	Native American Literature 1	3
SOCI 270	Sociology of Indian Reservations	3
POLS 287	Tribal Government	3

### **POLITICAL SCIENCE**

POLS 115	American Government and Politics	3
POLS 241	Indian Law I	3
POLS 284	Federal Indian Policy 1 – 1789 -1871	3
POLS 285	Federal Indian Policy II – 1871 to Present	3
POLS 287	Tribal Government	3

### **PSYCHOLOGY**

PSYC 111	Introduction to Psychology	3
PSYC 205	Addiction Studies I	3
PSYC 230	Educational Psychology	3
PSYC 250	Developmental Psychology	3
PSYC 255	Child & Adolescent Psychology	3
PSYC 270	Abnormal Psychology	3

### **SOCIAL SCIENCE**

SOCI 110	Introduction to Sociology	3
SOCI 221	Minority Relations	3
SOCI 270	Sociology of Indian Reservations	3
SOCI 271	Contemporary Indian Issues	3
SOCI 275	Native American Studies	3

### **SOCIAL WORK**

SOCI 110	Introduction to Sociology	3
PSYC 111	Introduction to Psychology	3
POLS 115	American Government I	3
BIOL 111	Concepts of Biology	4
MATH 211	Statistics I	3
SOCI 275	Native American Indian Studies	3
SWK 255	Social Work in the Modern Society	3
SWK 257	Human Behavior in the Social Environment	3



# BASIC CURRICULUM FOR ASSOCIATE OF ARTS DEGREE

**TOTAL CREDITS NEEDED: 63**

**Student Name** \_\_\_\_\_

**Date of Evaluation:** \_\_\_\_\_

## 9 credits of Communication (GE=9)

Course #	Date	Grade	Credits
ENGL110			
ENGL120			
COMM 110			

## 6 credits of Math (GE=3)

*If using MATH103, 105, 107, or 165, only one course is required. MATH100 and 102 cannot be used to fulfill the math requirement.*

Course #	Date	Grade	Credits
MATH 111			
MATH 112			
MATH			

## 8 credits of Lab Science (GE=4)

*Earth Science (any 100-level ASTR, GEOL or GEOG):*

Course #	Date	Grade	Credits

*Life Science*

*(any BIOL less than 300 level):*

Course #	Date	Grade	Credits

*Physical Science (any CHEM less than 200 level or PHYS with the exception of PHYS275)*

Course #	Date	Grade	Credits

## 3 credits of Psychology (GE=3)

Course #	Grade	Date	Credits
PSYC111			

## 2 credits of Physical Education

*An inactive physical education course (HPER First Aid/CPR) can fulfill degree requirements with advisor recommendation.*

Course #	Date	Grade	Credits

## 12 credits of Social Science (GE=6)

*Use any ECON, POLS, HIST or SOCI course.*

*One course (3 credits) must be an American Indian (Chippewa) history.*

Course #	Date	Grade	Credits

## 8 credits of Arts and Humanities (GE=7)

*Use any ENGL course other than ENGL 110 or 120; also you may use any AHU, VART, HUMM, LANG, or MUSC course.*

Course #	Date	Grade	Credits

**3 credits of Introduction to Computers  
(GE=3)**

Course #	Date	Grade	Credits
CSCI101			

**12 credits of Arts and Humanities/Social  
Science Electives (GE=3)** *You may use any  
ENGL course (other than ENGL 110 and 120),  
COMM (other than COMM 110), HUMM, AHU,  
VART, LANG, SPAN, MUSC, POLS, ECON,  
ACCT, BOTE, BADM, CJ, ANTH, PSYC, SWK*

Course #	Date	Grade	Credits

*ASC007 does not count as credit in any category.*

***No course may be counted more once.***

# Associate of Science Degree Program

- Larry Henry, Academic Dean  
[lherry@tm.edu](mailto:lherry@tm.edu)  
 (701)477-7876  
 Room 210H

## Department of Science, Math and Engineering

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

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

- Biology
- Chemistry
- Pre-Engineering
- Pre-Geography
- Environmental Public Health
- Pre-Environmental Science
- Mathematics
- Medical Technology
- Pre-Nursing
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Dentistry
- Pre-Medicine
- Pre-Optometry
- Pre-Veterinary Medicine
- Management

## Suggested Curricula

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

completion of the basic curriculum leading to an Associate of Science Degree.

### BIOLOGY

BIOL 150	General Biology I/Lab	4
BIOL 151	General Biology II/Lab	4
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4

### CHEMISTRY

CHEM 116	Intro. Org. & Biochem./Lab	4
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
BIOL 150	General Biology I/Lab	4
BIOL 151	General Biology II/Lab	4

### ENVIRONMENTAL PUBLIC HEALTH

MATH 105	Trigonometry	3
BIOL 150	General Biology I/Lab	4
BIOL 124	Environmental Science/Lab	4
CHEM 116	Intro. Org. & Biochem./Lab	4
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4

### MATHEMATICS

MATH 105	Trigonometry	3
MATH 211	Statistics I	3
MATH 212	Statistic II	3
MATH 165	Calculus I	4
MATH 166	Calculus II	4

### PRE-MEDICAL TECHNOLOGY

BIOL 150	General Biology I/Lab	4
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
BIOL 220	Anatomy & Phys. I/ Lab	4
BIOL 221	Anatomy & Phys. II/Lab	4
BIOL 202	Intro to Microbiology/Lab	4

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

CHEM 115	Introductory Chemistry/Lab	4
CHEM 116	Organic & Biochem/Lab	4
BIOL 220	Anatomy & Phys. I/ Lab	4
BIOL 221	Anatomy & Phys. II/Lab	4
BIOL 202	Intro to Microbiology/Lab	4
NUTR 240	Nutrition	3
NUTR 100	Nursing Assistant	2

### PRE-PHARMACY

BIOL 150	General Biology 1/Lab	4
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4

CHEM 116	Intro. Org. & Biochem./Lab	4
BIOL 202	Intro to Microbiology/Lab	4

### **PRE-PHYSICAL THERAPY**

CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
CHEM 116	Intro. Org. & Biochem./Lab	4
BIOL 220	Anatomy & Phys. I/ Lab	4
BIOL 221	Anatomy & Phys. II/Lab	4

### **PRE-DENTISTRY**

CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
BIOL 150	General Biology I/Lab	4
BIOL 220	Anatomy & Phys. I/ Lab	4
BIOL 221	Anatomy & Phys. II/Lab	4
BIOL 202	Intro to Microbiology/Lab	4

### **PRE-ENGINEERING**

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

### **PRE-MEDICINE**

BIOL 150	General Biology I/Lab	4
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
BIOL 220	Anatomy & Phys. I/ Lab	4
PHYS 211	College Physics I/Lab	4

### **PRE-OPTOMETRY**

BIOL 150	General Biology I/Lab	4
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
BIOL 220	Anatomy & Phys. I/ Lab	4
BIOL 221	Anatomy & Phys. II/Lab	4

### **PRE-VETERINARY**

CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
BIOL 150	General Biology I/Lab	4
BIOL 151	General Biology II/Lab	4
BIOL 202	General Zoology I/Lab	4

### **PRE-ENVIRONMENTAL SCIENCE**

CHEM 121/L	General Chemistry I/Lab	4
BIOL 124/L	Environmental Science/Lab	4

BIOL 150/L	General Biology I/Lab	4
BIOL 151/L	General Biology II/Lab	4
BIOL 250/L	Introduction to Ecology	4

### **PRE-GEOGRAPHY**

CHEM 116	Intro to Organic	4
GEOG 121	Physical Geography/lab	4
GEOG 124	Intro to Geospatial Tech	4
BIOL 124	Environmental Science	4
GEOG 134	Intro to Global Climate	3
GEOG 263	Geography of North Dakota	3

### **PRE-WILDLIFE MANAGEMENT**

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

# BASIC CURRICULUM FOR ASSOCIATE OF SCIENCE DEGREE

**TOTAL CREDITS NEEDED: 63**

Student Name \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

## 9 credits of Communications (GE=9)

Course #	Date	Grade	Credits
ENGL110			
ENGL 120			
COMM 110			

## 6 credits of Math (GE=3)

*If using MATH103, 105, 107, or 165, only one course is required. MATH100 and 102 can only be counted as general electives.*

Course #	Date	Grade	Credits
MATH 111			
MATH 112			
MATH			

## 8 credits of Lab Science (GE=4)

**Earth Science** (any 100-level ASTR, GEOL or GEOG):

Course #	Date	Grade	Credits

**Life Science** (any BIOL less than 300 level, with the exception of BIOL111):

Course #	Date	Grade	Credits

**Physical Science** (any CHEM less than 200 level or PHYS with the exception of PHYS275)

Course #	Date	Grade	Credits

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## 8 credits of Electives in Lab Science, Math, Engineering, or Computer Science (CSCI only)

Course #	Date	Grade	Credits

## 3 credits of Psychology (GE=3)

Course #	Grade	Date	Credits
PSYC111			

## 2 credits of Physical Education

*An inactive physical education course (HPER First Aid/CPR) can fulfill degree requirements with advisor recommendation.*

Course #	Date	Grade	Credits

## 12 credits of Social Science (GE=6)

*Use any ECON, POLS, HIST or SOCI course. One course (3 credits) must be an American Indian history.*

Course #	Date	Grade	Credits

## 8 credits of Arts and Humanities (GE=7)

*Use any ENGL course other than ENGL 110 or 120; also you may use any AHU, ART, HUM, LANG, or MUSC course.*



Course #	Date	Grade	Credits

**3 credits of Introduction to Computers (GE=3)**

Course #	Date	Grade	Credits
CSCI101			

**4 credits of General Electives (GE=3)**

*BIOL111 can be used as a general elective only.*

Course #	Date	Grade	Credits

ASC007 does not count as credit in any category.

*No course may be used more than once.*

# Teacher Education Department

- Contact Information  
Carmelita Lamb, Teacher Ed Dept. Chair  
[clamb@tm.edu](mailto:clamb@tm.edu)  
(701)477-7826  
Room 219

## **The Department of Teacher Education**

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

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

#### **Our Mission:**

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

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

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

#### **Our Vision:**

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

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

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

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

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

## **Pre-Elementary Education Curriculum (60 Credits Total)**

### **English (9 Credits)**

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

### **Math (7 Credits Min.)**

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

### **Science (14 Credits Min.)**

ASTR 110	Principles of Astronomy	3
GEOL	Geology with Lab	4
BIOL	Biology with Lab	4
CHEM	Physical Science-Elective	4

### **Physical Education (2 Credits)**

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

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

HIST 104	U.S. History	3
HIST 251	Native American History	3

### **Arts and Humanities (6 Credits)**

HUMM 202	Fine Arts & Aesthetics	3
LANG	Elective	3

### **Other Courses Required (10 Credits)**

COMM 110	Fundamentals of Public Speaking	3
GEOG	Course	3-4
PSYC 353	Child & Adolescent	3
EDUC	Electives	

## **Elementary Education (62 Credits Total)**

### **Education Credits**

EDUC 235	Prep for Praxis I	1
EDUC 236	Prep for Praxis II	1
EDUC 300	Education Tech	2
EDUC 310	Intro to Exceptional Children	3

EDUC 320	Native Issues in Education	3
EDUC 321	Multicultural Ed/Human Dev.	3
EDUC 323	Curriculum Planning & Eval.	3
EDUC 330	Foundations of Education	3
EDUC 331	Learning Environments	3
EDUC 350	Practicum I	1
EDUC 353	Child Adolescent Psychology	3
EDUC 360	Practicum II	1
EDUC 402	Foundations of Reading & Reading Diagnostics	4
EDUC 403	Social Studies Methods/Materials	3
EDUC 404	Music Methods	2
EDUC 405	Math Methods	3
EDUC 406	Science Methods/Materials	2
EDUC 407	Creative Arts Methods/Materials	3
EDUC 408	Health & PE Methods/Materials	2
EDUC 409	Language Arts Methods	3
EDUC 410	Educational Assessment	3
EDUC 414	Student Teaching	12
EDUC 415	Seminar: Classroom Teaching	1

- **121 Credits needed for BS Degree**

## **Pre-Early Childhood Education Curriculum (62 Credits Total)**

### **English (9 Credits)**

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

### **Math (6 Credits Min.)**

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

### **Science (14 Credits Min.)**

ASTR 110	Principles of Astronomy	3
GEOL 105	Physical Geology/Lab	4
BIOL	Biology with Lab	4
CHEM	Physical Science-Elective	4

### **Physical Education (2 Credits)**

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

HIST	Elective	3
HIST 251	Native American History	3

**Social Science (3 Credits)**

PSYC	111 or Higher	3
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**Arts & Humanities (6 Credits)**

HUMM 202	Fine Arts & Aesthetics	3
LANG	Elective	3

**Other Courses Required (6 Credits)**

COMM 110	Fundamentals of Public Speaking	3
GEOG	Elective	3

**Teacher Education (6 Credits)**

PSYC 353	Adolescent Psych	3
ECE 310	Intro to Early Childhood	3

**Early Childhood Education Major Program of Study (71 Credits Total)**

ECE 311	Observation, Documentation and Assessment	3
ECE 313	Language Development and Emerging Literacy	3
ECE 320	Infant & Toddler Development & Learning	3
ECE 329	EC Curriculum, Planning Dev. Play & Evaluation	3
ECE 336	SOC/EM Development & Guiding Young Children	3
ECE 337	Pre-School Children with Special Needs	3
ECE 338	Family & Community Relations	3
ECE 350	Early Childhood Practicum I	1
ECE 360	Early Childhood Practicum II	1
ECE 411	Pre-Kindergarten Method & Materials	2
ECE 412	Kindergarten Method & Materials	2
ECE 413	Administrative Leadership in Early Childhood	2
ECE 414	Student Teaching Pre-K	6
ECE 415	Student K-3	6
ECE 416	Student Teaching Seminar	1
EDUC 235	Prep for Praxis I	1
EDUC 236	Prep for Praxis II	1
EDUC 300	Educational Tech	3
EDUC 310	Intro to Exceptional Learner	3
EDUC 320	Infants and Toddlers	3
EDUC 321	Human Relations & Multicultural Education	3

EDUC 402	Foundations of Reading & Diagnosis	3
EDUC 403	Social Studies Methods & Materials	3
EDUC 405	Math Methods & Materials	3
EDUC 406	Science Methods & Materials	3
EDUC 409	Language Arts Methods & Materials	3

- 133 Credits needed for BS in ECE

**Secondary Education Curriculum (134 Credits Total)****General Education (64 Credits)****English (9 Credits)**

ENGL 110	College Composition I	3
ENGL 120	College Composition II	4
COMM 110	Public Speaking	3

**Math (12 Credits)**

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

**Science (24 Credits)**

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

**History (6 Credits)**

HIST	Elective	3
HIST 251	Native American History	3

**Humanities (3 Credits)**

LANG	Elective	3
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**Phys Ed (2 Credits)**

HPER	Elective	2
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**Teacher Education**

PSYC 353	Child & Adolescent	3
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**Teacher Education Credits (42 Credits)**

EDUC 310	Educating Exceptional Student	3
EDUC 283	Human Relations &	

	Multicultural Ed	3
EDUC 330	Foundations of Ed	3
EDUC 300	Educational Tech	2
EDUC 320	Issues in Native Ed	3
PSYC 353	Child & Adolescent Psych	3
EDUC 329	Curriculum Planning & Eval	3
EDUC 470	Science Methods	3
EDUC 375	Reading in the Content Area	2
EDUC 350	Practicum 1	1
EDUC 235B	Prep for PRAXIS I	1
EDUC 236B	Prep for PRAXIS II	1
EDUC 360	Practicum 2	1
EDUC 414	Student Teaching	12
EDUC 415	Teaching Seminar	1

#### **Chemistry (8 Credits)**

CHEM 240	Fundamentals of Organic
CHEM 333	Environmental/Clinic/Forensic
CHEM 380	Environmental
CHEM 431	Analytical
CHEM 301	Biochemistry
MATH 165	Calculus

#### **Biology (8 Credits)**

BIOL 363	Entomology
BIOL 220	Anatomy/Physiology I
BIOL	Electives

#### **Geology (4 Credits)**

GEOL 105	Physical Geology
GEOL 200	Meteorology
GEOL 320	Oceanography
GEOL 410	Sed/Strat
GEOL 450	Field Geology
GEOL 101	Environmental Geology

#### **Physics (4 Credits)**

PHYS 212	College Physics II
PHYS 275	Planetary Science
PHYS 310	Philosophy Issues
PHYS 321	Optics
PHYS 405	Advanced Physical Science
PHYS 412	Astronomy Instruments
MATH 165	Calculus



# **Career & Technical Education**

# Career & Technical Education



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

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

The program offers culturally based educational opportunities that include single skill/competency based programs, nine-month certificates, and two-year associate of applied science degrees.

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

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

## **General Education Requirements**

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

## **Associate of Applied Science Degree Programs**

- **Building Construction Technology**
- **Computer Support Specialist**
- **Clinical/Medical Lab Technician**
- **Heating, Ventilation, Air Conditioning**
- **Licensed Practical Nurse**
- **Pharmacy Technician**
- **Process Plant Technology**
- **Residential Electric**

## **Certificate Programs**

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

- **Accounting Technician**
- **Building Construction Technology**
- **Computer Support Specialist**
- **Phlebotomy**
- **Process Plant Technology**
- **Electrical Technician**
- **Welding Technology**

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

### ○ Contact Information

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

TMCC Building Construction Technology  
 Program's goal is to provide training to prepare students with knowledge and skills needed in the building construction industry.

### Career Opportunities

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

According to jobsnd.com/labor-market-information, 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 104	Construction Blueprints	2
BCT 105	Core Curriculum	2
BCT 110	Construction Math	3
BCT 115	Site Layout/Concrete Form Construction	2
BCT 120	Framing Principles & Methods	3
BCT 125	Framing Shop I	6
BCT 130	Exterior Finish Theory & Shop	3
BCT 135	Framing Shop II	4
BCT 144	Construction Estimating I	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 176	Job Readiness	1
BCT 190	Weatherization & Renovation Theory/shop	4

### Related General Education Courses

CIS 101	Computer Literacy or CSCI 101 Intro to Computers	3
COMM	Communication Requirement (See GEN ED Matrix)	6
PSYC 100	Human Relations in Organizations or PSYC 111 Intro to Psychology	2
General Education Electives		6

**Total Required Credits 68**

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

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

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

According to jobsnd.com/labor-market-information, an entry level position wage in North Dakota as a Clinical/Medical Lab Technician (MLT) is approximately \$33,040 annually. While the average annual wage for an MLT is \$37,450. Upon gaining experience in this field, you can hope to earn as much as \$39,650 annually.

### Required Courses

CLS 103	Phlebotomy	3
BIOL 115	Human Structure and Function (or BIOL 220 Anatomy & Physiology)	4
HPER 210	First Aid/CPR	2

ENGL 110	Composition I	3
CHEM 115	Introduction to Chemistry	4
MATH 111	College Algebra I	3
CLS 113	Urinalysis and Body Fluid	2
CLS 225	Clinical Hematology and Coagulation	3
CLS 201	Clinical Immunology	3
CLS 235	Clinical Chemistry	3
CLS 215	Clinical Internship I	6
CHEM 116	Introduction to Organic/BioChemistry	4
BIOL 150	General Biology I/Lab	4
BIOL 202	Microbiology	4
CLS 245	Clinical Microbiology	3
CLS 115	Clinical Parasitology	1
CLS 240	Clinical Immunohematology	4
HIST 251	Chippewa or Indian History	3
CLS 255	Clinical Internship II	12
CLS 106	Clinical Seminar	1
	Electives	5

**Total Required Credits 77**

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

- Contact Information  
Marlin Allery, Instructor  
[mallery@tm.edu](mailto:mallery@tm.edu)  
(701)477-7992  
Office 111F

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

### Career Opportunities

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

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

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

### Required Courses

*(Students must select 47 credits from the following list of courses to earn an Associate of Applied Science Degree.*

*Students can select 25 computer support core credits and 9 general education credits to earn a 9-month Certificate.)*

CIS 104	Microcomputer Database	3
CIS 128	Microcomputer Hardware I	3
CIS 129	Microcomputer Hardware II	3
CIS 147	Principles of Information Security	3
CIS 162	Operating Systems	3
CIS 164	Networking Fundamentals I	4
CIS 165	Networking Fundamentals II	4
CIS 176	Job Readiness	1
CIS 180	Creating Web Pages I	3
CIS 181	Creating Web Pages II	3
CIS 211	Web Plan & Design	3
CIS 215	Microsoft Windows Server	3
CIS 216	MS Planning MS Network Infrast.	3
CIS 217	MS Exchange Server	3
CIS 218	Implementing MS Server Network	3
CIS 232	Graphic Design	3
CIS 233	Vector Graphics/Web Animation	3
CIS 267	Intermediate Networking I	4
CIS 268	Intermediate Networking II	4
CSCI 122	Beginning Basic/Visual Basic	3
CSCI 124	Beginning C++/Visual C++	3
CSCI 160	Computer Science I	4
CSCI 161	Computer Science II	4
CSCI 162	Internship	3
CSCI 172	Intermediate Visual Basic	3
CIS or CSCI	Elective	6

### Related General Education Courses

HUMM	Elective	3
CSCI 101	Introduction to Computers or CIS 101 Computer Literacy	3
COMM	Fundamentals of Public Speaking	3
ENGL 110	College Composition I	3
MATH	Elective	3
PSYC100	Human Relations in Organizations or PSYC 111 Into to Psychology	2

**Total Required Credits 64**

## **Practical Nursing Program Associate of Applied Science (A.A.S)**

### **TMCC AAS-PN Admission Criteria**

All the pre-requisites are to be completed before applying to the nursing program, BIOL 220 & 221 Anatomy and Physiology I & II must have been completed within the last five years. Application to TMCC and AASPN Nursing Program must be made on time and all required documentation/verification to TMCC Admissions and TMCC Nursing Director.

### **Pertinent information:**

1. Students working on the nursing prerequisites are keeping in touch with the nursing department while these are being completed. During this time these students are called “pre-nursing” students.
2. Applicant and transfer student determination for course (s) equivalency will be on a case by case basis and decided by the TMCC Department of Nursing Director, nursing faculty and/or nursing application review committee.
3. Admission application includes completion of the application form, completion of a mission statement and submission of two references.
4. The mission statement is to be a two page essay on why you desire to become a nurse, written in essay format and utilizing APA format if resources are used.
5. Two references should be submitted using reference forms from the nursing director. Requirements for the references will be on the form itself.
6. Availability for an interview is encouraged with awareness that the director will contact you for a time when you can meet with her and the faculty.
7. Nursing students are those selected for admission into nursing classes only after meeting the standard admission requirements of TMCC.

### **Admission criteria include:**

1. Meet all TMCC admission requirements.
2. Completed application form.
3. Must have all pre-requisites completed (BIOL 220 & 221 Anatomy and Physiology I & II must have been completed within the last five years).
4. Must include all other nursing schools attended. Failure to list these schools may result in dismissal from the program.
5. Must have all official transcripts on file at the registrar’s office.
6. Have a cumulative GPA of 2.75 or better on all required pre-requisite courses.
7. Must have a ‘C’ or better in all prerequisite courses.
8. Completed written essay of 500 words.
9. TEAS cut score at or above the “Proficient” cut score
10. Successful interview process.
11. All applicants must have current C.P.R. certification. Proof of certification must be provided to the nursing department with application.
12. Current Certified Nursing Assistant (C.N.A.)
13. All applicants must show proof of current immunizations including MMR, TB, Hepatitis B, Chicken Pox

Applications received after the designated date will be only considered if there is space available. Students will be notified in writing of their admission status. In addition, the admission notification will be forwarded to the TMCC admissions officer. Students are required to sign and return the “Letter of Intent of admission to the TMCC AASPN program” within 2 weeks of notification of admission to the nursing program.

Completing the application process does not guarantee admission to the nursing courses. The total numbers of students in the courses are limited by availability of clinical experiences and available faculty. In the case of an excess of qualified applicants, grade point average will be considered in making the decision as to which students will be accepted into the courses. Qualified late applicants will be admitted to nursing courses on a space available basis.

The program of study was designed based on TMCC’s institutional mission, philosophy and goals with



integration of the AASPN program goals and objectives. It incorporates TMCC's basic curriculum for Associate of Applied Science degree. The curriculum is designed to meet the North Dakota State Board of Nursing Standards for Nursing Education Programs. The graduate of this program is eligible to write the national

examination for licensing as a licensed practical nurse (NCLEX-PN).

Pre-requisites: The following courses **MUST** be completed before the applicant applies for admission into the nursing program.

#### Pre-requisites for admittance into the Licensed Practical Nursing Program

ENGL	110	Composition I	3	HIST	Chippewa History, Indian	
MATH	102	Intermediate Algebra or Higher	3		History or Mitchif History will	
COMM	110	Fundamentals of Public Speaking	3	HPER	---	Suffice 3
CSCI	101	Introduction to Computers	3		First Aid/CPR or 2 credits	
CHEM	115	Introductory Chemistry/Lab	4	NURS	100	other HPER course 2
BIOL	150	General Biology I/Lab	4		Certified Nursing Assistant	
BIOL	202	Introduction to Microbiology/Lab	4		(C. N. A.) or Current CNA	
BIOL	220	Anatomy & Physiology I/Lab	4		License	2
BIOL	221	Anatomy & Physiology II/Lab	4	<b>Total Required Credits</b>		<b>42</b>
PSYC	111	Introduction to Psychology	3			

All admission requirements **MUST** be completed along with the pre-requisite courses in order to be considered an applicant for the nursing program, the BIOL 220 & 221 Anatomy & Physiology I & II must have been completed in the last 5 years. Admission criteria can be found in the current TMCC Catalog. Completing the application process does not guarantee admission to the nursing courses. The total numbers of students in the courses are limited by availability of clinical experiences and faculty.

\*\*\*Transfer student's courses will be examined on a case by case basis by the Director of Nursing, nursing faculty and /or TMCC Registrar.

#### Licensed Practical Nursing Cohort Courses

The student will only be allowed to take these courses after they have been formally accepted into the AASPN program

##### First Year (Fall Semester 2012)

Pre Title	No Cr	Course		NURS 221	Maternal/Child Nursing/Lab	5
				NURS 222	Maternal/Child Nursing Clinical	1
NURS	101	Basic Nursing Theory/Lab	4	<i>Total for Spring Semester</i>		<i>14</i>
NURS	102	Basic Nursing Clinical	2			
NURS	103	Health Assessment/Lab	4	<b>First Year (Summer 2013)</b>		
NURS	105	Pharmacology for Nurses	3	NURS	203	Mental Health Nursing/Lab 2
NUTR	240	Nutrition	3	NURS	260	Practicum in Nursing Homes 2
<i>Total for Fall Semester</i>			<i>16</i>	NURS	265	NCLEX Prep and Interviewing/Lab 2

##### First Year (Spring Semester 2013)

Pre Title	No	Course		<i>Total for Summer Semester</i>		<i>6</i>
NURS	201	Med-Surgical Nursing	5	<b>Total Credits Needed in LPN Cohort</b>		<b>36</b>
NURS	202	Med-Surgical Nursing Clinical	3	<b>Total AASPN Credits Need to complete Program</b>		<b>78</b>

## Heating, Ventilation and Air Conditioning (HVAC) Associates of Applied Science (A.A.S.)

- Contact Information  
Todd Poitra, Instructor  
[tpoitra@tm.edu](mailto:tpoitra@tm.edu)  
(701)477-7845  
South Campus

New technology, the demand for service in this field, and ever-changing indoor air quality standards have created a major demand for knowledgeable, trained individuals. The future looks bright for those with training in the related fields of heating, ventilation and air conditioning. Turtle Mountain Community College (TMCC) HVAC program prepares students for entry level employment in this service industry. Students learn to use logical step-by-step diagnostic procedures in installation and repair. They also master the use and care of basic tools and equipment. They learn to operate by Environmental Protection Agency (EPA) standards and safety standards set by Occupational Safety Health Administration (OSHA) regulations. Enrollment: A class of 12 students selected will be considered for the HVAC cohort. The cohort class will be selected every two years. The student cohort group consists of students seeking a two year Associate of Applied Science Degree (A.A.S.). The program is two (2) years in length. Enrollment in summer school is optional for obtaining the general education requirements

### Career Opportunities

The HVAC industry is a very diverse industry. The career opportunities for those trained in related fields in heating, ventilation and air conditioning are bright. The HVAC technician has the opportunity to move into supervisory or management positions, while others can become sales persons, estimators, facility managers or teachers. There is also the opportunity to open your own contracting business.

According to PayScale.com, an HVAC Service Technician, can expect to earn around \$40,000 a year, and will go higher as you gain more knowledge or possibly train into different career paths in the HVAC field.

### Required Courses

HVAC 101	Introduction to Heating, Ventilation & Air	3
HVAC 103	Air Conditioning Theory & Components	4
HVAC 104	Heating Theory & Components	4
HVAC 107	Indoor Air Quality Solutions	4
HVAC 108	Residential Oil Burners	3
HVAC 109	Residential Gas Heaters	3
HVAC 110	HVAC/R Electricity & Controls I	2
HVAC 111	HVAC Troubleshooting & Maintenance	4
HVAC 112	HVAC/R Electricity & Controls II	2
HVAC 114	Heating Systems Service & Troubleshooting	5
SMTL 115	Introduction to Sheet Metal	3
SMTL 116	Sheet Metal Layout, Fabrication & Installation I	3
SMTL 117	Sheet Metal Layout, Fabrication & Installation II	2
HVAC 213	Air Conditioning Systems Service & Troubleshooting	5
REFG 216	Residential & Commercial Refrigeration	3

### Related General Education Courses

MATH 111	Algebra I or Higher	3
ENGL 110	College Composition I	3
COMM 110	Fundamentals of Public Speaking	3
CIS 101	Computer Literacy or CSCI Intro to Computers	3
ARTS/HUMM	Elective	3
HPER	Wellness Elective	1

**Total Required Credits 66**

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

- Contact Information  
James Mitchell, Instructor  
[jmitchell@tm.edu](mailto:jmitchell@tm.edu)  
(701)477-7890  
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 two on-campus program options, a one-year (41 academic credits) Certificate and a two-year (65 academic credits) Associate in Applied Science Degree. The minimum qualifications to complete a certificate or AAS degree for a pharmacy Technician is a GPA of 2.0 or better in all General Education Classes and Program Core Classes. Both of these include eight weeks of internship in community and hospital settings, which occur after all classroom requirements have been completed.

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 certification.

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.

According to [jobsnd.com/labor-market-information](http://jobsnd.com/labor-market-information), an entry level position wage in North Dakota for a Pharmacy Technician is approximately \$25,640 annually. While the average annual wage for this type of job is \$33,640. Upon gaining experience in this field, you can hope to earn as much as \$37,070 annually.

### Required Courses

BIOL 115	Human Structure and Function/Lab	
BIOL 220	or Anatomy or Physiology/Lab	4
BOTE 171	Medical Terminology	3
CSCI 101	Intro to Computers	3
ENGL110	Composition I	3
PHRM 101	Orientation to Pharmacy Practice	1
PHRM 102	Pharmaceutical Calculations	3
PHRM 105	Institutional Pharmacy	2
PHRM 111	Pharmacy Records and Inventory Mgmt/Lab	2
PHRM 115	Community Practice/Lab	3
PHRM 116	IV and Sterile Product Preparation Lab	2
PHRM 121	Chemical/Physical Pharmacy	2
PHRM 121L	Chemical/Physical Pharmacy Lab	1
PHRM 125	Pharmacology for Pharmacy Technicians	3
PHRM 131	Pharmacy Internship – Community Based	3
PHRM 141	Pharmacy Internship – Hospital Based	3
PSYC 111	Intro to Psychology	3

### Related General Education Courses

COMM 110	Fundamentals of Public Speaking	3
HPER	Wellness elective	2
MATH	MATH 100 Applied Math or Higher	3
	General Education Electives	16

**Total Required Credits** **65**

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

- Contact Information  
Keith Brien, Instructor  
[kbrien@tm.edu](mailto:kbrien@tm.edu)  
(701)477-7878  
Office 111H

The Process Plant Technology Program is offered through a partnership agreement between Bismarck State College and Turtle Mountain Community College. This program prepares students for all aspects of working in oil refineries, coal gasification, process plants like gas processing plants and even renewable energies like bio-diesel and ethanol production. Students gain technical skills needed for entry-level employment as process operators. Students learn the technical and safety aspects of plant operations, the responsibilities of plant operators and the mechanical and chemical technology needed for working in related industrial operations.

### Career Opportunities

With a Process Plant Technology Degree from TMCC 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
BOTE 176	Practical Applications	2
PROP 176	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

### Related General Education Courses

CIS 101	Computer Literacy or CSCI 101 Intro to Computers	3
ENGL 105	Technical Communications	3
ENRT 103	Applied Math	3
PSYC 100	Human Relations in Organizations or PSYC 111 Intro to Psychology	2
COMM	Communications Elective	3
PSYCH/SOC/HIST	Elective	3

**Total Required Credits 68**

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

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

The 2-year Residential Electric Program is designed to give students the skills necessary for successful employment in the Residential Wiring. Residential Electricity Program includes in-depth of electrical theory, applied math, code study and residential 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 a Residential Electric Degree from TMCC you can seek employment in the construction industry or are self-employed, but there will be opportunities for electricians in other industries.

A trained residential 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 [jobsnd.com/labor-market-information](http://jobsnd.com/labor-market-information), an entry level position wage in North Dakota in the Residential Electric industry is approximately \$36,620 annually. While the average annual wage for this type of job is \$48,440. Upon gaining

experience in this field, you can hope to earn as much as \$54,350 annually.

### Required Courses

ELEC 100	Core Curriculum	3
ELEC 101	Orientation & Safety to Electrical Trade	3
ELEC 103	Intro to Electrical Circuits & Theory	4
ELEC 104	Intro to National Electric Code	3
ELEC105	Basic Electrical Construction Drawings	2
ELEC 106	Residential Electrical Services	4
ELEC 107	Device Boxes & Fittings	3
ELEC 108	Basic Electrical Test Equipment	2
ELEC 109	Residential Wiring #1	3
ELEC 110	Conductors & Cables & Hand Bending	4
ELEC 111	National & State Electrical Codes	4
ELEC 200	Energy Efficient & Green Wiring	3
ELEC 201	Advanced Electrical Code Study	3
ELEC 202	Advanced Fundamentals of Electricity	3
ELEC 203	Electric Lighting & Design	3
ELEC 204	Residential Wiring #2	3
ELEC 205	Grounding & Bonding	3
ELEC 206	Circuit Breakers & Fuses	3

### Related General Education Courses

MATH 100	Applied Math	3
CIS 101	Computer Literacy or CSCI 101 Intro to Computers	3
PSYC 100	Human Relations in Organizations or PSYC 111 Intro to Psychology	2
ENGL 110	Composition I	3
Electives		5

**Total Required Credits 72**

## Accounting Technician Certificate

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

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.

### Required Courses

ACCT 102	Fundamentals of Accounting	3	BOTE 108	Business Math	3
ACCT 200	Elements of Accounting I	3	BOTE 127	Information Processing	3
ACCT 201	Elements of Accounting II	3	BOTE 176	Job Readiness	1
ACCT 212	Payroll Accounting	3	ENGL 105	Technical Writing	3
ACCT 218	Computer Applications in Business	3	PSYC 100	Human Relations in Organizations or PSYC 111 Intro to Psychology	2
BOTE 107	Customer Service Strategies	3	BOTE 161	Internship	2
<b>Total Required Credits</b>					<b>32</b>

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.



## Building Construction Certificate

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

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

### Career Opportunities

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

building construction may include office and industrial building construction companies, home building construction companies, concrete and brick work companies, and highway and street construction companies.

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

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

### Required Courses

BCT 104	Construction Blueprint	2
BCT 105	Core Curriculum	2
BCT 110	Construction Math	3
BCT 120	Framing Principles & Methods	3
BCT 125	Framing Shop I	6
BCT 130	Exterior Finish Theory/ Shop	3
BCT 135	Framing Shop II	4
BCT 161	Internship	2
BCT 176	Job Readiness	1

### Related General Education Courses

CIS 101	Computer Literacy or CSCI 101 Intro to Computers	3
COMM	Communication Requirement (See GEN ED Matrix)	3
PSYC 100	Human Relations in Organizations or PSYC 111 Intro to Psychology	2

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

## Phlebotomy Technician Certificate

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

The mission of the Turtle Mountain Community College Phlebotomy Technician Program (TMCC) is to provide a curriculum centered in phlebotomy theory and practice preparing students for entry level positions as Phlebotomy Technicians in a variety of medical settings. The TMCC Phlebotomy Program follows the requirements as put forth by the National Accrediting Agency for Clinical Laboratory Science (NACCLS) 5600 N. River Rd. Suite 720 Rosemont, IL. 60018. (773)714-8880. Participants in the Phlebotomy program must maintain a 2.0 GPA in **all** curriculum courses. All curriculum requirements must be met

before a student is allowed to enter a clinical rotation. Upon successful completion of all program components a Certificate of completion will be granted from the approved TMCC Phlebotomy Technician Program. Students will be eligible to take a National Certification Exam.

### Career Opportunities

With a Phlebotomy Technician Certificate from TMCC you can seek employment in clinical laboratories, hospitals, community health centers, nursing homes, doctor's offices, blood donation centers, and other health care facilities.

According to [jobsnd.com/labor-market-information](http://jobsnd.com/labor-market-information), an entry level position wage in North Dakota as a Phlebotomy Technician is approximately \$21,860 annually. While the average annual wage for this type of job is \$28,060. Upon gaining experience in this field, you can hope to earn as much as \$31,160 annually.

### Required Courses

CSCI 101	Introduction to Computers	3	BOTE 171	Medical Terminology	3
ENG 110	College Composition I or ENG 105 Technical Communications	3	PSYC 100	Human Relations in Organizations	2
BIOL 115	Human Structure and Function or BIOL 220 Anatomy and Physiology/Lab	4	CLS 103	Phlebotomy	3
			HPER 210	First Aid/ CPR	2
			CLS 105	Clinical Seminar	1
			HIT 281	Medical Law and Ethics	3
			CLS 176	Job Readiness	1
			CLS 104	Clinical Rotation	8
<b>Total Required Credits</b>					<b>33</b>

## Process Plant Technology Certificate

- Contact Information  
Keith Brien, Instructor  
[kbrien@tm.edu](mailto:kbrien@tm.edu)  
(701)477-7878  
Office 111H

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 104	Electrical Fundamentals	3
ENRT 105	Safety, Health & Environments Practices	3
ENRT 107	Mechanical Fundamental	2
ENRT 110	Plant Equipment & Systems	3

ENRT 112	Basic Print Reading	3
ENRT 116	Instrumentation & Control	4
CIS 101	Computer Literacy or CSCI 101 (Intro to Computers)	3
PROP 103	Applied Math	3
COMM	(See Gen Ed Matrix)	3
<b>Total Required Credits</b>		<b>32</b>

## Electrical Technology Certificate

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

This program prepare trainees in a career in the electrical field, TMCC offers an Electrical curriculum that complies with the

time-based standards for apprenticeship. The program meets the demand and the needs of providing a skilled, highly trained, professional work force for the electrical contracting industry. It covers the apprenticeship, training programs, and career opportunities.

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

### Required Courses

ELEC 100	Core Curriculum	3
ELEC 101	Orientation & Safety to Electrical Trade	3
ELEC 103	Intro to Electrical Circuits & Theory	4
ELEC 104	Intro to National Electric Code	3
ELEC 108	Basic Electrical Test Equipment	2
ELEC 109	Residential Wiring #1	3
ELEC 111	National & State Electric Codes	4
ELEC 200	Energy Efficient & Green  Wiring	3

### Related General Education Courses

MATH 100	Applied Math	3
PSYC 100	Human Relations in Organizations or PSYC 111 Intro to Psychology	2
CIS 101	Computer Literacy or CSCI 101 Intro to Computers	3
<b>Total Required Credits</b>		<b>33</b>

## Welding Technology Certificate

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

The welding program at TMCC provides students with a competency based curriculum that teaches the basic welding skills for entry-level jobs necessary for the demands of the welding industry. The Welding Technology program uses a cohort model of instruction that provides students the opportunity to complete their program of study through hands-on learning in a modern, well-equipped and safe learning laboratory. The Welding Technology program is designed to train students to become the best welders they can be. To meet the advance technological demands that are evolving in welding, students will be using our Virtual Reality VRTEX 360 welding simulators that will train skilled welders faster as well as recruit the next generation of welders. Students learn to utilize safe working techniques and through a curriculum built on stackable credentials, students will earn OSHA certification. In addition, students will have the option to take the industry recognized American Welding Society (AWS) certification.

The welding curriculum is designed to provide students experience in welding as it pertains to assembly, manufacturing, energy and construction. The Welding Technology Certificate leads into the Advance Pipe Welding certificate.

### Career Opportunities

Welders are needed throughout the world, making the job opportunities endless. Students enter the work force with a wide variety of skills and can specialize in specific aspects of the welding trade, including layout

and inspection welding, new construction welding, and fabrication.

According to North Dakota Employment Projections 2006-2016 publication, Welding is ranked as one of the top seventy-one “Hot Jobs” for North Dakota. Jobs in welding are projected to increase by 16.8% by 2016.

According to [jobsnd.com/labor-market-information](http://jobsnd.com/labor-market-information), an entry level position wage in North Dakota in the Welding Technology industry is approximately \$31,140 annually. While the average annual wage for this type of job is \$42,080. Upon gaining experience in this field, you can hope to earn as much as \$47,540 annually.

WELD 110	OSHA Certification	1
WELD 123	Fabrication Methods I	2
WELD 135	Basic Metallurgy	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 165	Blueprint Symbols for Welders	2
WELD 176	Job Readiness	1

### Related General Education Courses

MATH 130	Technical Math	2
PSYC 100	Human Relations in Organizations or PSYC 111 Intro to Psychology	2
CIS 101	Computer Literacy or CSCI 101 Intro to Computers	3
<b>Total Required Credits</b>		<b>36</b>

# Course Descriptions



## Arts/Humanities and Social Science course Descriptions

### 196, 197, 198, 199 Cooperative

#### Education 1 to 6 Credits

These courses are designed to allow students to earn credit while working and going to school. Students will be required to put in eighty (80) hours per credit. *Pre-requisite: Director Approval*

### 281, 282, 283, 284 Individual

#### Studies 1 to 4 Credits

These courses are designed to allow students to conduct individual research and/or projects for credit while under the supervision of a faculty member from the department. *Pre-requisite: Department approval*

### 296, 297, 298, 299 Special

#### Topics 1 to 4 Credits

These courses are designed to allow flexibility in the department. New courses may be introduced under Special Topics. Courses offered under Special Topics will be taken for pass/fail.

## Visual Art

### 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 130 Drawing I 3 Credits

This course 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.

### 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 220 Painting I 3 Credits

This course will introduce painting techniques and painting styles for the studio artist using a variety of media including tempera, acrylic, and oil. *Pre-requisite: VART 130 Drawing I*

### VART 225 Water media I 3 Credits

This course will introduce a variety of watercolor techniques used by painters to achieve translucent use of colors. Watercolor and gouache paints will be used for still-life, landscape, and portraiture paintings. *Pre-requisite: VART 130 Drawing I*

### VART 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.

## Arts & Humanities

### AHU 100 Drum Making 1 Credit

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

### AHU 134 Pow-Wow Organization and Management 3 Credit

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 college powwows.

### AHU 160 Turtle Mountain Legends and Lore 1 Credit

In this course the student will study tribal legends and lore for meaning and then will use that information to write a script for a puppet show. The student will make a puppet that will be used to tell a legend or story.

### AHU 181 Moccasin Making 2 Credits

In this course the student will make a pair of moccasins that are completely beaded. They will learn to measure and cut the leather for the

moccasins, bead the moccasins, and assemble them.

**AHU 182 Basic Dance Outfit 2 Credit**

In this course the male student will make a ribbon shirt, breach cloth, and arm- bands. The female student will have an option of making a skirt or ribbon dress. Each female student will make a shawl.

**AHU 183 Chippewa Jingle Dress 2 Credits**

In this course the student will make a woman's jingle dress. It will include cutting and twisting the cones; and, the assembly of the dress.

**AHU 184 Grass Dance Outfit 2 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 185 Dance Outfit Accessories 2 Credit**

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

**AHU 190 Beadwork I 2 Credit**

This course will cover the basic stitches needed to complete the beadwork in a Native American dance outfit. It will include five types of beadwork: 1) loom, 2) appliqué, 3) lazy stitch, 4) peyote stitch, and 5) edging stitch.

**AHU 251 Multi-Cultural Ethics 2 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.

**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.

## **Communications**

**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 1 Credit**

This course introduces fundamental concepts of communication between individuals and explores aspects of self-expression and relationship communication.

## **Criminal Justice**

**CJ 120 Introduction to Criminal Justice 3 Credits**

This course examines the criminal justice process, including legislative lawmaking, law enforcement, prosecution, the courts, and corrections; highlights contemporary issues and landmark cases influencing case processing at different stages throughout the criminal justice system; familiarizes students with the Bill of Rights and Amendments critical to law enforcement, evidentiary issues, and correctional procedures; a basic survey and Pre-requisite: for all criminal justice courses.

**CJ 210 Introduction to Fish and Wildlife Law Enforcement 3 Credits**

This course is a survey of the Fish and Wildlife Law Enforcement field. Principles and application of wildlife Management are examined. Lab sessions are conducted to provide students with a hands-on experience. Career options and current Fish and Wildlife events are discussed. This course should be taken by Fish and Wildlife Law Enforcement majors. *Pre-requisite: CJ 120 Intro to CJ*

**CJ 226 Introduction to Criminal Investigations 3 Credits**

This course gives a broad examination of the basic principles of a criminal investigation. *Pre-requisite: CJ 120 Intro to CJ*

**CJ 230 Criminal Law 3 Credits**

A critical examination of the development and function of Western criminal law; analyzes current definitions of criminal acts and omissions, defenses and justifications in the social and legal society of the United States; illustrates the development of legal interpretations of criminal statutes through the use of current and historical U.S. Supreme Court and state court decisions.

*Pre-requisite: CJ 120 Intro to CJ*

**CJ 240 Police and Police-Community Relations 3 Credits**

Examination of the past, present, and future role of police in western society; included are the internal and external influences on police work, and the social and individual effects of police work in Western Society. *Pre-requisite: CJ 120 Intro to CJ*

**CJ 250 Criminological Theory 3 Credits**

An examination of the major criminological schools of thought, which include the prominent theorists within each school. Criminal motivation and the application of criminal law, are reviewed and applied to criminal justice policies and practices. *Pre-requisite: CJ 120 Intro to CJ*

**CJ 255 Cybercrime 3 Credits**

Overview of computer crime and its investigation. Includes an analysis of current crime rates and trends. *Pre-requisite: CJ 120 Intro to CJ*

**CJ 270 Juvenile Justice 3 Credits**

This course examines theories of delinquency and issues facing today's youth. It illustrates how children are processed by the juvenile justice system, from investigation to re-entry into society. *Pre-requisite: CJ 120 Intro to CJ*

**CJ 275 Gangs 3 Credits**

Exploration of gang activity in the U.S. Examines gang related violence, and the dynamics of gang involvement. Criminological theories that explain the social, economic, and environmental reasons for gang existence are discussed. *Pre-requisite: CJ 120 Intro to CJ*

**Developmental Studies****ASC 075 College Study Skills 3 Credits**

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

**ASC 086 Writing Basics I 3 Credits**

This course provides students with the essential building blocks of written English: standard spelling, punctuation marks, and the mechanics of proper grammar usage. It is designed to train students to spell words correctly, recognize their meanings and purposes, and use them appropriately in constructing complete sentences. Students needing to learn the rules of written English and to expand their vocabulary will benefit from taking this course.

**ASC 087 Writing Basics II 3 Credits**

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

**English****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**

This course provides guided practice in college-level reading, writing, and critical thinking.

**ENGL 120 College Composition II 3 Credits**

This course provides advanced practice in college-level writing from sources including the application of rhetorical strategies. *Pre-requisite: ENGL 110 College Composition I*

**ENGL 224 Introduction to Fiction 3 Credits**

This course is a study of representative short stories and novels and their historical and literary backgrounds. *Pre-requisite: ENGL 110 or permission of instructor*

**ENGL 236 Women and Literature 3 Credits**

This course is a study of literary texts by and about women including gender roles as a literary theme. *Pre-requisite: ENGL 110 or permission of instructor*

**ENGL 238 Children's Literature 3 Credits**

This course is a study of texts suitable for reading by elementary age school children with emphasis on the analysis of literary characteristics which determine age-appropriateness.

**ENGL 239 Native American Children's Literature 3 Credits**

This course is an introductory study of Native American children's books, with established literary criteria being applied to a variety of literature: stories in the oral tradition; read-aloud and picture story books; folk and fairy tales; creation stories; pour quoi; myths and legends; historical fiction; contemporary realistic fiction; nonfiction, including biographies and informational books. Techniques used to identify and meet the needs and interests of students through Native American literature will be studied, and students will also write contemporary Native American stories.

**ENGL 265 Native American Literature I 3 Credits**

This course is the study of literary and cultural works by and about American Indians.

**ENGL 266 Native American Literature II 3 Credits**

This course is the study of literary and cultural works by and about American Indians

**Humanities****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 190 Traditional Use Of Plants 2 Credits**

This course is intended as humanity elective to introduce students to the gathering and use of natural plants by the American Indians.

**HUMM 202 Fine Art and 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.

**Language****LANG 121 Chippewa/Cree Language 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 3 Credits**

In this semester emphasis continues with building on the basics of the Chippewa/Cree language. Language, pronunciation, spelling, and local dialects are taught. Word origin is also explored. *Pre-requisite: Lang 121 Chippewa/Cree Language*

**LANG 125 Ojibwa Language I 3 Credits**

This course is designed to familiarize students with the fundamental principles and pronunciation of the Ojibwa/Chippewa language through oral use and the development of skills in comprehension and speaking. Verbal communication is emphasized. However, written form is an option.

**LANG 126 Ojibwa Language II 3 Credits**

This course is a continuation of LANG 125 and is designed to provide a continuation of the fundamental principles and pronunciation of the Ojibwa/Chippewa language through oral use and

the development of skills in comprehension and speaking. Verbal communication is emphasized. However, written form is an option. *Pre-requisite: LANG 125 Ojibwa Language I*

### **SPAN 101**

#### **First Year 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 Second Year**

#### **Spanish II 3 Credits**

This is the second course in the Spanish language. The student will be provided more concentrated practice in listening, comprehension and speaking followed by reading and writing. The course is offered when there is sufficient student interest and an instructor is available. *Pre-requisite: SPAN 101*

## **Music**

#### **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.

#### **MUSC 101 Music Fundamentals 2 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 1 Credit**

This course is designed for the beginning Piano student.

#### **MUSC 103 Beginning Fiddle 1 Credit**

This course is designed for the beginning fiddle student.

#### **MUSC 111 Beginning Guitar 1 Credit**

This course is designed for the beginning guitar student.

#### **MUSC 132 Introduction to Traditional Singing of the Plains Ojibwe 1 Credit**

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 Ojibwe 1 Credit**

The students will learn a variety of songs that are commonly sung at Pow-wows with an emphasis on the Ojibwe style.

#### **MUSC 161 Band I 1 Credit**

This course is designed to enhance the college experience by providing further band experience for student. *Pre-requisite: Prior Band Experience*

### **MUSC 200 Native American**

#### **Music Survey 3 Credits**

This course is designed to explore the rich tradition of Native American music. Students will listen to recordings and discuss culture from a musical perspective.

## **Economics**

#### **ECON 201 Principles of Microeconomic 3 Credits**

Microeconomics is the study of a piece of the economy. For example, (microeconomics studies a single tree in the forest, whereas, macroeconomics studies the entire forest). Microeconomics studies and analyzes (through graphs and models), elasticity's of supply and demand, utility (customer satisfaction), costs and market structures. The four different market structures: perfect competition, monopolistic competition, oligopoly, and monopoly are compared and contrasted to show how firms behave in each of the different market structures. The students will learn how to measure utility (satisfaction) and how business entities and consumers try to maximize utility through they're 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.

## **History**

### **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 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 Metis History 1498-1885 3 Credits**

This course emphasizes Mitchif history and culture, political social entity, and beginning in 1498 when John Cabot explored the coast of Labrador and Nova Scotia through the development of the Hudson Bay Company. It will conclude with the Riel Rebellions of 1869-1885.

### **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**

#### **1850 to Present 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.

## **Philosophy**

### **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.

## **Political Science**

### **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 will focus on the legal relationships between the tribe, the State of North Dakota, and the United States Government.

### **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 Act.



**POLS 284 Federal Indian****Policy I - 1789-1871 3 Credits**

This course is a survey of the tribal and federal government relationship that evolved between 1789 and 1871.

**POLS 285 Federal Indian****Policy II - 1871 to Present 3 Credits**

This course is a survey of the tribal and federal government relationship that evolved from 1871 to the present. *Pre-requisite: POLS 284 Federal Indian Policy I*

**POLS 287 Tribal Government 3 Credits**

This course provides a descriptive analysis of the structure of the tribal governments with particular emphasis on the present tribal government of the Turtle Mountain Band of Chippewa Indians.

## **Psychology**

**PSYC 100 Human Relations in Organizations 2 Credits**

This course is designed to teach students human relations in business and industry with emphasis on how people can work effectively in groups to satisfy both organizational and personal goals. Motivation, emotion and mental health, communication techniques and coping with stress are explored. Activities are used to encourage the application of concepts to enhance personal growth and insight and to increase social skills.

**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 205 Addiction Studies I 3 Credits**

This course is a study of the history of use and abuse of legal and illegal drugs and the disease concept of addiction, its etiology, and complications.

**PSYC 206 Addiction Studies II 3 Credits**

This course is a study of the treatment of chemical addiction including the American Indian cultural aspects of treatment. The family illness concept and prevention education is

explored. *Pre-requisite: PSYC 205 Addiction Studies I*

**PSYC 230 Educational Psychology 3 Credits**

This course emphasizes principles of child development, learning theory, classroom management, and effective teaching through lectures, class discussion, research review groups, and field experiences. *Pre-requisite: PSYC 111 Introduction to Psychology*

**PSYC 250 Developmental Psychology 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. *Pre-requisite: PSYC 111 Introduction to Psychology*

**PSYC 255 Child & Adolescent Psychology 3 Credits**

Adolescence has its own space on the growth and development continuum. This course explores those differences and will promote an understanding of this dynamic and complex stage of life. The student will examine the cognitive, social-emotional and physical aspects of adolescence. The course will also include a study of the psychological and developmental theories as they pertain to adolescence. *Pre-requisite: 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. *Pre-requisite: PSYC 111 Introduction to Psychology*

**PSYC 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.

## **Social Science**

### **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.

### **SOCI 110 Introduction to Sociology 3 Credits**

This is a study of society, socialization processes, social groupings, social stratification, social institutions, social movements, and social change incorporating American Indian perspectives.

### **SOCI 221 Minority Relations 3 Credits**

This course of study provides a better understanding and appreciation of the different racial, ethnic and nationality groups in the United States. The knowledge gained through the course about racial injustice and inequality is intended to help the student to gain perspectives to help deal more effectively with racial problems intrinsic to this society.

### **SOCI 270 Sociology of American 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 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.

## **Social Work**

### **SWK 255 Social Work in a Modern Society 3 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; 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. Biopsychosocial aspects of human development. *Pre-requisite: PSYC 111 Introduction to Psychology or SOCI 110 Sociology*

## **Science, Math, Computer Science, Engineering and Health/Physical Education Course Descriptions**

### **196, 197, 198, 199 Cooperative Education 1 to 4 Credits**

These courses are designed to allow students to earn credit while working and going to school. Courses offered under Cooperative Education will be taken for satisfactory/unsatisfactory grade. *Pre-requisite: Director Approval*

### **281, 282, 283, 284 Individual Studies 1 to 4 Credits**

These courses are designed to allow students to conduct individual research and/or projects for credit while under the supervision of a faculty member from the department. *Pre-requisite: Department approval*

### **296, 297, 298, 299 Special Topics 1 to 4 Credits**

These courses are designed to allow flexibility in the department. New courses may be introduced under Special Topics. Courses offered under Special Topics can be taken for pass/fail.

## **Developmental Studies**

### **ASC 007 Survey of Science 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 college science courses, and it will not count toward any degree.

## **Biology**

### **BIOL 111 Concepts of Biology/Lab 4 Credits**

This is an introductory-level non-majors transferable class. It is designed to meet the requirements of a lab science. Basic science literacy, possibly including superficial coverage of cell biology, ecology, human anatomy and physiology, evolution, genetics, and environmental biology. Understanding how science informs cultural perspectives, the relationship among levels of biological information, and the unity and diversity of life forms. Comprehending methods of inquiry and technology and the applications for society. Integrating knowledge and ideas in science. Understanding and utilizing scientific knowledge. This course will meet General Education requirements and Associate of Arts Degree requirements.

### **BIOL 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. *Pre-requisite: General Botany I 112*

### **BIOL124 Environmental Science/Lab 4 Credits**

This course is a study of basic interrelationships of organisms and their environment. A special

emphasis is the effects of man's technology on the environment.

### **BIOL 150 General Biology I/Lab 4 Credits**

First of a two-semester sequenced study of the fundamental topics of biology, with an emphasis on cellular biology. Understand cellular and viral structure and function. Understand fundamental biochemical principles, rudimentary classical. Understand rudimentary molecular genetics and have a familiarity with various DNA technologies. Use knowledge about mechanisms of cellular and molecular processes.

### **BIOL 151 General Biology II/Lab 4 Credits**

Part 2 of a two-semester sequenced study of fundamental topics of biology, with an emphasis on organismal biology. Describe the unity and diversity of life, including structure and function and how this relates to the environment. Describe how life (or life forms) has (have) changed and adapted over time. Understand basic evolution processes. Develop an understanding of ecology.

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

This course is a study of microbes important to man including human pathogens and diseases. Laboratory work includes methods of culturing, staining and identification of common microbe forms. *Pre-requisite: BIOL 150 General Biology or Instructor Approval*

### **BIOL 220 Anatomy and Physiology I/Lab 4 Credits**

Study of the structure and function of the human body. Students understand the organization of the body from simple to complex, from the chemical level to the system level and the inter-relationships between them. Students gain an understanding of the role and importance passive and active processes, membrane potentials, feedback systems have in maintaining homeostasis. Understand diagnostic treatments, procedures and technology used to identify and treat human disease and disorders. Understand disease mechanisms in each system. Understand the chemical basis of life and the anatomy and physiology of cells and tissues. Understand body structure and function. Understand the link between homeostatic imbalance and disease. Organ systems that can be covered include

musculoskeletal, respiratory, circulatory, nervous, integumentary, endocrine, lymphatic, digestive, reproductive, and urinary. *Pre-requisite: General Biology/Lab BIOL 150, or General Chemistry CHEM 115 or 121,*

**BIOL 221 Anatomy And Physiology II/Lab 4 Credits**

This course is the study of the structure and function of the human body. Students gain a more thorough understanding of the inter-relationships and organizational hierarchy among the systems of the body. Students will gain a more thorough understanding of role of feedback systems, osmosis/diffusion, electrolyte balance, acidosis/alkalosis in maintaining homeostasis. Diagnostic procedures, treatments of disease and organ systems that can be covered include musculoskeletal, respiratory, circulatory, nervous, integumentary, endocrine, lymphatic, digestive, reproductive and urinary. *Pre-requisite: BIOL 220 Anatomy and Physiology I*

**BIOL 231 General Zoology I/Lab 4 Credits**

This course is a study of the structure and physiology of the animal cell. It will include basic biology, classification and ecology of the invertebrates, emphasizing major phyla and parasitic groups. *Pre-requisite: BIOL 150 or 151*

**BIOL 250 General Ecology/Lab 4 Credits**

This course is a study of the relationships of living organisms to their biotic and abiotic environments. Field trips will be included as part of this instruction. *Pre-requisite: BIOL 150 General Biology or instructor approval*

## Chemistry

**CHEM 115 Introductory Chemistry/Lab 4 Credits**

This course is the study of measurement, ionic and covalent compounds, and chemical calculations, states of matter, energy, solutions, reactions, and chemical bonding. *Pre-requisite: MATH 102 or placement into Math 111*

**CHEM 116 Introduction to Organic Chemistry and Biochemistry/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. *Pre-requisite: CHEM 115 or CHEM 121*

**CHEM 121 General Chemistry I/Lab 4 Credits**

This course is the study of matter, measurement, atoms, ions, molecules, reactions, chemical calculations, thermo chemistry, bonding, molecular geometry, periodicity, and gases. *Pre-requisite: Math 102 or placement into Math 111*

**CHEM 122 General Chemistry II/Lab 4 Credits**

This course is the study of intermolecular forces, liquids, solids, kinetics, equilibria, acids, and bases, solution chemistry, precipitation, thermodynamics, and electrochemistry. *Pre-requisite: CHEM 121 General Chemistry I*

## Computer Science

**CSCI 101 Introduction to Computers 3 Credits**

This course exposes the student to a broad view of the computer and includes topics such as history, software applications, terminology, Internet and Hardware.

**CSCI 160 Computer Science I 3 Credits**

An introduction to computer science including problem solving, algorithm development and structured programming in a high-level language. Emphasis on design, coding, testing and documentation of programs using accepted standards of style *Pre-requisite: CSCI 101 and College Algebra.*

**CSCI 161 Computer Science II 3 Credits**

Advanced concepts in computer science including data structures, algorithm analysis, standard problems such as searching and sorting and memory management issues. *Pre-requisite: CSCI 160*

**CSCI 122 Introduction to Visual Basic 3 Credits**

This is an introductory course in Visual Basics. The student will use Visual Basic to create full featured applications that exploit windows including multiple-document interface (MDI), object linking and embedding (OLE) dynamic data exchange, and linking applications to data base files. The student will design an application



interface, set controls and properties, and attach code and debug procedures and functions that read and write files and data bases.

**CSCI 124 Introduction to C++ 3 Credits**

This course introduces the student to structured programming techniques using C++ programming language. Students learn object-oriented C++ syntax, including arrays, variables, functions, expressions, and algorithms. The focus of this class is on object-oriented analysis and design. Course content is achieved through a combination of lecture and hands-on computer projects.

## **Engineering**

**ENGR 115 Intro of Engineering Practices & Graphic Design 4 Credits**

This course is designed to introduce the profession of engineering with its many types, to the student and in particular the specific skill of computer aided design (CAD). In addition the students will learn skills and techniques used by successful college students in engineering.

**ENGR 201 Statics 3 Credits**

Vector approach to principles of statics. Resultants of force systems, equilibrium of force systems, analysis of structures, centroids, moments of inertia. *Pre-requisite: Math 165 Calculus I*

**ENGR 202 Dynamics 3 Credits**

Vector approach to principles of dynamics, rectilinear and curvilinear translation, rotation, plane motion, force-mass-inertia, work-energy, impulse-momentum. *Pre-requisite: ENGR 201 Statics*

**ME 223 Mechanics of Materials 3 Credits**

Introduction to stress, strain, and their relationships; torsion of circular shafts, bending stresses, deflection of beams, stress transformation, buckling. *Pre-requisite: ENGR 115 Intro to Engineering*

## **Fish and Wildlife Management**

**FWLD 121 Introduction to Fish and Wildlife Management (Fall) 3 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 (Spring) 3 Credits**

Provide a basic understanding of the biological principles involved in wildlife management. Upland game, waterfowl, big game, fisheries and nongame.

## **Geography/Geology/Soil Science**

**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.

**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. *Pre-requisite: GEOL 114 Physical Geology/Lab or instructor approval*

**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. Other 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 climatic distribution; emphasis is placed upon the factors which control climate, and climatic distributions.

**GEOG 263 Geography of North Dakota 3 Credits**

Study of the interrelationships that exist between North Dakota's physical and cultural environments. Specific topics include physiography, climate, flora, prehistoric occupation, historic development, demography, and economic structures. *Pre-requisite: GEOG 121 Physical Geology.*

## Physics

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

This course is the study of the Earth as a planet. It will cover the solar system, stars, galaxies and universe. Laboratory includes basic instruction in the use of star maps and telescopes.

**PHYS 211 College Physics I 4 Credits**

This is a beginning course for students without a calculus background. It covers basic principles of bodies at rest and in motion. *Pre-requisite: MATH 105 Trigonometry*

**PHYS 212 College Physics II 4 Credits**

This is the second course for students without a calculus background. It covers laws of electricity and magnetism, optics, and selected topics from modern physics. *Pre-requisite: PHYS 211 College Physics/Lab*

**PHYS 251 University Physics I 4 Credits**

This course is the study of Newtonian mechanics of transnational and rotational motion, work, energy, power, impulse, momentum, conversation of energy and momentum, periodic

motion, waves, sound, heat, and thermodynamics.

*Pre-requisite: MATH 165 Calculus 1*

**PHYS 252 University Physics II 4 Credits**

This course is the study of electric charge, field, potential, and current, magnetic field, capacitance, resistance, inductance, RC, RL, IC, and RLC circuit, EM waves, optics, and introduction to modern physics. *Pre-requisite: PHYS 251. ENGR 201 or ENGR 202*

## Math

**MATH 100 Applied Math 3 Credits**

This course covers the fundamental skills in mathematics beginning with basic arithmetic and proceeding through pre-algebra. Course content includes: fractions, percents, decimals, number systems, basic terms of algebra and algebraic expressions. This is a remedial 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 for the student who has limited Algebra knowledge. Topics include the real number system, exponents, roots, radicals, rational exponents, polynomials and rational expressions. *Pre-requisite: Math 100 or Placement Test*

**MATH 103 College Algebra 3 Credits**

In this course the student will cover graphs and technology, equations, inequalities, functions and their graphs, polynomials and rational functions. In addition, the student will cover exponential and logarithmic functions, systems of equations and equalities, discrete algebra and analytic geometry. *Pre-requisite: Placement based on TMCC Math Placement Test*

**MATH 105 Trigonometry 3 Credits**

In this course the student will study triangle trigonometry, trigonometric functions, trigonometric identities and equations and applications of trigonometry. *Pre-requisite: MATH 103 or MATH 111 or Placement Test*

**MATH 107 Pre-Calculus 3 Credits**

In this course the student will study trigonometric functions, solving triangles, analytic geometry, theory of equations, sequences, series and



induction. *Pre-requisite: MATH 112, or MATH 103 or Placement Test*

**MATH 111 College Algebra I 3 Credits**

In this course the student will cover graphs and technology, equations, inequalities, functions and their graphs, polynomials and rational functions.

*Pre-requisite: MATH 102 or Placement Test*

**MATH 112 College Algebra II 3 Credits**

In this course the student will cover exponential and logarithmic functions, systems of equations and equalities, discrete algebra and analytic geometry. *Pre-requisite: MATH 111 College Algebra I*

**MATH 129 Basic Linear Algebra 2 Credits**

Includes content of Math 128 with the addition of vectors in n-space, subspaces, homogeneous systems, linear independence, rank, and dimension. *Pre-requisite: MATH 105 or 107*

**MATH 165 Calculus I 4 Credits**

In this course the student will study limits, continuity, differentiation, indefinite integrals, definite integrals, application of derivative, logarithmic and exponential functions, and numerical integration. *Pre-requisite: MATH 105 Trigonometry or MATH 107 Pre-Calculus*

**MATH 166 Calculus II 4 Credits**

In this course the student will study techniques of integration, applications of integration, polar equations, sequences, series, and power series. *Pre-requisite: MATH 165 Calculus I*

**MATH 265 Calculus III 4 Credits**

Multivariate and vector calculus including partial derivatives, multiple integration and its applications, line and surface integrals, Green's Theorem and Stoke's Theorem. *Pre-requisite: MATH 165 Calculus I & 166 Calculus II*

**MATH 212 Statistics I 3 Credits**

In this course the student will study the description of sample data, numerical methods for analyzing data, normal distribution, sampling, estimation, hypothesis testing, linear correlation, regression, probability, rules of probability, discrete probability distributions and the properties, chi-square distribution, analysis of variance and nonparametric statistics. Emphasis

is given to application in word problems. *Pre-requisite: Math 103 or MATH 111.*

**MATH 213 Statistics II 3 Credits**

In this course the student will study the description of sample data, numerical methods for analyzing data, normal distribution, sampling, estimation, hypothesis testing, linear correlation and regression. Emphasis is given to application in word problems. *Pre-requisite: MATH 212 Statistics I*

**MATH 266 Introduction to Differential Equations 3 Credits**

Solution of elementary differential equations by elementary techniques. Laplace transforms, systems of equations, matrix methods, numerical techniques, and applications. *Pre-requisite: MATH 265, Co-requisite MATH 129*

## Health

**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.

## Physical Education

**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 115 Downhill Skiing I 1 Credit**

This course provides the basic instruction in the techniques and skill of downhill skiing.

**HPER 126 Archery 1 Credit**

This course provides basic instruction and participation in this sport for fitness and recreation.

**HPER 127 Aerobics 1 Credit**

This course places emphasis on getting an aerobic conditioning from workouts and incorporates understanding the heart range and ways to keep the working within the desired range. The maximum emphasis is on cardiovascular endurance.

**HPER 130 Walking 1 Credit**

This course provides the basic instruction and benefits of walking, use of proper equipment, and the proper way to walk for fitness.

**HPER 134 Basketball 1 Credit**

This course is an activity to help you learn and demonstrate the basics of basketball. You will learn the importance of team ball. You will also learn about officiating basketball.

**HPER 136 Weight Training 1 Credit**

This course is designed to teach students with limited knowledge of weight training the terminology, safety, and protocol for proper training.

**HPER 210 First Aid/CPR 2 Credit**

This standard course in first aid technique deals with shock, control of bleeding, splinting, burns, CPR, and emergency procedures. Including CPR, this leads to certification.

**HPER 211 Yoga/Creative****Dance-Intermediate 1 Credit**

This course is an extension of the beginning

course and will extend the movements to a further level. The students will learn to communicate through movement. This course will also exercise the importance for developing techniques to encourage students to move and express how they feel for effective change, growth and healing in the individual. *Pre-requisite: HPER 110*

**HPER 213 Personal And Community Health 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.

## TEACHER EDUCATION COURSE DESCRIPTIONS

### Education

**EDUC 200 Introduction to the Teaching Profession****Elementary/Secondary 2 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. Field site visits will be an integral part of the course. (This required course should be taken in one's sophomore year.) *Pre-requisite: ENGL 110*

**EDUC 235 Preparation for Praxis I Early Childhood,****Elementary and Secondary 1Credit**

This course helps students prepare for the Pre-Professional Basic Skills Test (PPST)—which focuses on basic skills in reading, writing and math. Students are required to take this course prior to taking the PPST. This course can be waived for students who have already passed the PPST test.

**EDUC 236 Praxis II Early Childhood, Elementary and Secondary****1 Credit**

This course helps students prepare for the Praxis 11—which focuses on how theory translates into practice for the elementary and early childhood

degrees. The secondary science praxis 11 exam focuses almost exclusively on content in biology, chemistry, earth science and physics.

**EDUC 300 Educational Technology  
Elementary Secondary Course 2 Credits**

Educational Technology introduces teacher candidates to the use of electronic media as it relates to educational software and classroom instruction. The course focuses on the development of an electronic portfolio and the practices of using internet websites, web quests, and other electronic tools and media to enhance education.

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

This course includes an interdisciplinary overview of information related to exceptional abilities and cultural applications for teaching and learning. Analysis and critique of formal and informal assessment strategies and materials are integral to the course content. Educational adaptations and methods are also addressed within the context of an inclusive classroom setting.

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

This course focuses on historical and contemporary struggles that Native People have endured in schooling with an emphasis on the educational implications of this history. Much time is spent on an analysis of short and long-term solutions to address the academic struggles of students in Elementary schools in Reservation settings.

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

This course is an analysis of factors that influence behavior of ethnic and diverse populations in schools and classrooms. It will include principles and strategies for teaching students from various cultural and ethnic backgrounds, and for relating to students, parents, and others involved in the education of children and youth.

**EDUC 329 Curriculum Planning and  
Evaluation Elementary/Secondary 3 Credits**

This course content addresses how to design and develop curriculum content for Grades 1-12 students. Curriculum alignment, curriculum

mapping, assessment, and the use of state standards are also covered.

**EDUC 330 Foundations of  
Education 3 Credits**

This course will provide education majors in the first semester of their junior year an opportunity to view the field of education from a broad historical, social, and philosophical perspective. The goals of the course are to provide pre-service teachers with an opportunity to develop and display competency in the North Dakota principles.

**EDUC 331 Learning Environments  
Elementary 3 Credits**

Classroom management and learning environments are the main emphasis of this course. The students will learn the different theories of classroom management, using classroom arrangements and the critical role of a safe and healthy affective environment.

**EDUC 350 Practicum I  
Elementary/Secondary 1 Credit**

Practicum 1 is designed to give students 40 hours of supervised field experience in regular classroom settings.

Students will be required to do lessons in small groups settings of two or more students.

**EDUC 360 Practicum II  
Elementary/Secondary 1 Credits**

Practicum II is designed to give students 40 hours of supervised field experience in regular classroom settings.

Students will be required to do lessons in small groups settings of two or more students. Students are encouraged to do one large group lesson if possible.

**EDUC 375 Reading in the Content  
Area Secondary 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 Elementary 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 Elementary 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 Elementary 3 Credits**

This course addresses the application of innovative teaching methods and materials for teaching elementary school mathematics. It stresses developmentally appropriate instructional strategies that emphasize problem solving approaches to math instruction.

**EDUC 406 Science Methods and Materials Elementary 2 Credits**

This course addresses the philosophy, content and pedagogy of science, covering the scientific methodologies of the indigenous and western sciences. Emphasis is also on the implementation of developmentally appropriate methodologies that include applications of national and state science standards.

**EDUC 407 Creative Arts Methods and Materials Elementary 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 Elementary 2 Credits**

This course is designed to teach methods, techniques, learning styles, and skills necessary to recognize the developmental, physical, mental, emotional, and social growth of the elementary-aged child. Emphasis will be placed on the importance of health and physical education as an integral part of the elementary curriculum and the impact on child development. Students will become familiar with organizing and presenting health and physical education content, materials, curricular, community resources, using technology, and communicating about healthy lifestyles.

**EDUC 409 Methods and Materials for Language Arts Elementary 3 Credits**

This course emphasizes planning, implementing, and evaluating language arts lessons; language acquisition; teaching grammar usage; oral language; writing, handwriting, and spelling. Practical applications include the development of learning centers and meeting the diverse needs of students.

**EDUC 410 Educational Assessment Elementary 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 Elementary and Secondary 10 Credits**

Student teaching will take place within the local area Turtle Mountain, Spirit Lake, and Fort Berthold. This experience is a demanding and exhilarating time. It is an opportunity to hone one's skills by bringing theory into practice. The teacher candidates will be expected to collect valuable artifacts for their showcase portfolio, which is due at the end of student teaching.

**EDUC 415 Student Teaching Secondary 10-12 Credits**

Student teaching will take place within the local Turtle Mountain, Spirit Lake and Fort Berthold area. This experience is a demanding and exhilarating time. It is an opportunity to hone one's skills by bringing theory into practice. The teacher candidate will be expected to collect valuable artifacts for their showcase portfolio, which is due at the end of student teaching.

**EDUC 470 Methods of Secondary Science 3Credits**

This course is designed to explore various pedagogical methods of science instruction using inquiry into the nature of science, and epistemologies of Native Ways of Knowing. Students have several opportunities to integrate real-world experiences into these methods.

### **Early Childhood**

**ECE 310 Introduction to Early Childhood Education 2 Credits**

This course is designed to give the student a general overview of the field of early childhood education. The course will explore the historical and philosophical foundation of care and developmentally appropriate practices of schooling young children which include stages of cognitive, communication, social, emotional, and physical development.

**ECE 311 Observation, Documentation, and Assessment 3 Credits**

A study of assessments for children from birth to age eight years of ages. Both formal and informal instruments will be discussed with the emphasis on tools that can be used by teachers of young children. Considerations in choosing, administering, and reporting results of assessments will also be addressed. Field experiences are required.

**ECE 313 Language Development and Emerging Literacy 3 Credits**

This course reviews major theories, stages of normal language development, language disorders associated with various handicapping conditions, techniques of language assessment and strategies for intervention in oral and written language.

**ECE 320 Infant/Toddler Development and Learning 3 Credits**

This course is a study of appropriate infant and toddler programs (birth to age 3) including an overview of development, quality routines, appropriate environments, materials, activities, and teaching/guidance techniques. Sixteen (16) hours of supervised field work with Infants and Toddlers is required.

**ECE 329 Early Childhood Curriculum Planning, Development, Play and Evaluation 3 Credits**

This course is designed to address the systems and collaborative approaches used in developing appropriate early childhood curricula. Emphasis is on curriculum content and sources; instructional based strategies; connections with community resources; national and state standards, lesson and unit planning, and curriculum and technology integration that encourages and support's children initiatives and active learning experiences. Field Experience is required.

**ECE 336 Social Emotional Development & Guidance of Young Children 3 Credits**

This course requires the study of strategies to encourage positive social interaction among children, to promote positive conflict resolution, and to develop personal self-control, self-motivation, and self-esteem.

**ECE 337 Preschool Children with Special Needs 3 Credits**

An overview of the field of early childhood special education including discussions of historical and empirical support for providing early intervention services, screening, assessment, instructional programming, integration of children with and without disabilities, family involvement, and service delivery models. Emphasis is placed on assessing and promoting the attainment of cognitive, language, social, self-help, and motor skills.

**ECE 338 Family and Community Relations 3 Credits**

This course explores home/school/community connections and helps students learn how to foster positive relationships with parents and stakeholders in the community. It provides an



understanding of the issues surrounding home/school/community partnerships and the importance of recognizing and appreciating diversity, interest, and needs of the community that support children's development.

#### **ECE 350 Practicum I 1 Credit**

Practicum I requires the student to spend 40 clock-hours in an accredited/licensed setting under the supervision of a qualified profession. Student are involved in observing and recording individual children's growth and learning, interacting with children & families, practicing teaching skills, as well as journaling their practicum experience.

#### **ECE 360 Practicum II 1 Credit**

Practicum II involves 40 clock hours in an accredited/licensed setting under the supervision of a qualified profession. The students will be provided opportunities focuses on the application of principles, practices, and theories of early childhood education. Students work under the mentorship of an experienced teacher as they increasingly assume responsibilities of classroom management, planning curriculum and assessment, child guidance, and continuously practice reflective teaching dispositions.

#### **ECE 410 Foundations of Reading and Reading Diagnosis 4 Credits**

This course provides the foundations of literacy with emphasis given to the following topics: the reading process, historical trends in reading instruction, the theories of reading as a life-long activity, organizing and managing reading programs, and critiquing/selecting appropriate diagnostic measures.

#### **ECE 411 Pre-Kindergarten Methods and Materials 2 Credits**

This course is designed to examine developmentally appropriate curriculum, methods, and materials in infant/toddler and preschool settings. Students will observe diverse programs, learn to develop curriculum, plan integrated instruction, set up positive learning environments, and create experiences for meaningful learning. Emphasis will be upon developing classrooms that motivate children through active learning, inquiry, and supportive interaction. This class requires substantial work

and sustained reading, writing, participation and fieldwork completed in ECE Practicum II.

#### **ECE 412 Kindergarten Methods and Materials 2 Credits**

This course is designed to examine developmentally appropriate kindergarten curricula, current issues, and practices. The aim is to acquaint the student with principles that underlie curricula activities, management and routines of a kindergarten classroom. The course explores the connections between children's development and designing an appropriate and integrated kindergarten program.

#### **ECE 413 Administrative Leadership in Early Childhood 3 Credits**

This course is an overview of the components involved in administering a program for young children. The course includes goal setting, curriculum design, facilities, budget and finances, record keeping, staff relations and training, parent and community involvement, federal, state and local agencies, and relevant national trends and their effects on early childhood programs. Job shadowing of an administrator is required.

#### **ECE 414 Student Teaching Pre-K6 Credits each course 6 Credits**

This course is designed to provide the pre-service teacher candidate an opportunity to put into practice the skills competencies, and dispositions of effective teaching of young children. It is the culmination of all professional education and curriculum content courses which comprise the Early Childhood Education Program. The course will include intense experiences and practices in a kindergarten and primary classroom.

#### **ECE 415 Student Teaching K-3 6 Credits**

This course is designed to provide the pre-service teacher candidate an opportunity to put into practice the skills competencies, and dispositions of effective teaching of young children. It is the culmination of all professional education and curriculum content courses which comprise the Early Childhood Education Program. The course will include intense experiences and practices in a kindergarten and primary classroom.



### **ECH 416 Student Teaching Seminar 1 Credit**

Course Description: Discussion of current experiences in the classrooms are an integral component of this seminar, which is partly an opportunity to offer sage advice and to support pre-service teachers with practical ideas of how to apply what they've learned in their previous courses.

## **Secondary Science**

### **Biology**

#### **BIOL 332 Ecology/L Secondary 4 Credits**

This is thematic-based linked course develops the fundamental facts, concepts and theory of ecology. Many topics will incorporate concepts learned in Environmental Chemistry (CHEM 380). Local habitat of the Turtle Mountain Reservation will be considered the basis for laboratory investigations. Traditional ecological knowledge and resource management strategies of northern indigenous people will be studied.

#### **BIOL 363/L General Entomology Secondary 4 Credits**

This course is an introductory study of the classification, taxonomy, collection methods, behavior, ecology, anatomy, and physiology of insects.

#### **BIOL 470 Research Experience Secondary 2 Credits**

This course provides teacher candidates the opportunity to carry out research in a laboratory or field setting.

Students will collect, analyze and interpret data that will culminate in a written research report and support documents.

### **Biochemistry**

#### **CHEM 301 Biochemistry 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.

## **Chemistry**

#### **CHEM 240 Fundamentals of Organic Chemistry Secondary 3 Credits**

Emphasis is on structure and bonding, nomenclature; hydrocarbons, aromatics, stereochemistry, alcohols, phenols, ethers, amines, carbonyls: aldehydes, ketones, carboxylic acids, esters, and amides. *Pre-requisite: CHEM 121/L*

#### **CHEM 333/L Forensic Chemistry 4 Credits**

This is a study of analytical chemistry techniques in a modern science laboratory. Principles of quantitative and qualitative chemical analysis as applied to environmental, clinical and forensic science are investigated.

#### **CHEM 380 Environmental Chemistry 4 Credits**

This examines the interactions of chemical substances within the environment. Water quality and air quality are of primary interest. Labs investigate the impact of chemical pollutants on the Turtle Mountain Reservation and surrounding community.

#### **CHEM 431 Analytical Chemistry 2 Credits**

This course includes chemical equilibrium with its analytical applications, introduction to chromatography, and potentiometer.

## **Earth Science**

#### **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 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 450 Sedimentology/Stratigraphy with field methods 4 Credits**

Interpretation of geology in the field; preparation of base maps and plotting geological data. Lecture and one week field experience. *Pre-requisite: GEOL 101, 105 and 106.*

## Mathematics

### **MATH 240: Applied Statistics**

#### **Secondary**

**2 Credits**

An introduction to the theory and methods of statistics, especially those commonly used in science and science education. This course partially fulfills the ND secondary science teacher education composite degree requirements and is open to Secondary Science majors. *Pre-requisites: Math 103 or Math 112*

## Physics

### **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.

## **CAREER & TECHNICAL EDUCATION COURSE DESCRIPTIONS**

### **Accounting**

#### **ACCT 102 Fundamentals of**

##### **Accounting**

**3 Credits**

This course includes elements of financial statements and the full accounting cycle. It is designed for non-accounting or preparation of Elements of Accounting.

#### **ACCT 200 Elements of**

##### **Accounting I**

**3 Credits**

This course is a study of the basic principles of the complete accounting cycle and accounting for merchandising, cash and receivable.

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

**3 Credits**

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

#### **ACCT 212 Payroll Accounting**

**3 Credit**

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*

#### **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*

### **Business & Office Technology**

#### **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 Math**

**3 credits**

Applies practical mathematical fundamentals with an emphasis on business application and problem solving.

#### **BOTE 127 Information Processing**

**3 Credits**

This course provides an introduction to word processing, spreadsheet, database, operating system, presentation and e-mail software.

**BOTE 161 Internship 2 Credit**

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 176 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.

## **Building Construction Technology**

**BCT 104 Construction Blueprint Reading 2 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 six 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 3 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 6 Credits**

This shop course will increase the students' knowledge, skills, and proficiency in framing by applying the techniques and methods learned in 120 Framing Principles and Methods. Students will have hands-on residential house framing as a class project.

**BCT 130 Exterior Finish Theory & Shop 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 I** **3 Credits**

This course is an introduction to 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 176 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/Shop** **4 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.

**Clinical/Medical Lab Technician**

**CLS 103 Phlebotomy/Introduction to MLT** **3 Credits**

This course provides instruction in the skills needed for the proper collection and handling of blood and other specimens used for diagnostic purposes. Emphasis is placed on ethics, legalities, safety, universal precautions, national patient safety goals, health care delivery systems, patient relations and communication. Additionally students will understand the pre-analytical variables that affect laboratory specimens and how to work successfully as part of the extended laboratory team. Upon completion, students will have gained educational instruction to be able to demonstrate competency in all areas of theoretical comprehension and techniques of phlebotomy. *Pre-requisite: Enrollment in Phlebotomy or MLT.*

**CLS 106 Clinical Seminar** **1 Credit**

This course provides the student the opportunity to review with Faculty specific learning objectives/competencies, clinical rotation evaluations and provides the student with tools to use in preparation and review for the National and State Certification exams. While enrolled in

this class students will be required to participate in Service Learning Activities in which they will use their skills learned in their field of study to benefit the community. *Pre-requisite: CLS 103*  
*Co-Requisite CLS 255*

**CLS 113 Urinalysis and Body Fluids 2 Credits**

Theory, techniques and practice of urinalysis with emphasis on identification of elements in sediment. Analysis of various body fluids, examination of slides, chemistry of spinal fluids, semen, plural and synovial fluids. *Pre-requisite: CLS 103*

**CLS 205 Clinical Parasitology 1 Credits**

The study of parasites and their relationship to the human host.

**CLS 201 Immunology 3 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 215 Practicum I 6 Credits**

This practicum will be presented in the Clinical Laboratory of the Allied Health Complex. The instrumentation that will be used by the students with supervision include the Abbott Ruby Hematology analyzer, Piccolo chemistry analyzer, Qualigen, Triage meter, Clinitek Status urinalysis analyzer, CoaguChek XS coagulation analyzer and manual procedures for microbiology.

**CLS 225 Hematology/Coagulation 3 Credits**

Identification of normal and abnormal blood cells in various hematological disorders. Theory and application of hematology procedures. Theory and mechanisms of hemostasis. *Pre-requisite: CLS 103*

**CLS 235 Clinical Chemistry 3 Credits**

Principles of instrumentation and the theory and application of the biochemical tests performed in the clinical laboratory. The student will receive instruction in the basic techniques required for performing routine manual determinations.

**CLS 240 Immunohematology 4 Credits**

Lecture and laboratory. Fundamental principle of immunology are presented and applied to serology and blood banking. Donor selection, blood collection and processing, blood components and compatibility testing. Preparation and administration of blood and genetics of blood inheritance.

**CLS 245 Clinical Microbiology 3 Credits**

The morphology, culture characteristics and identification of bacteria pathogenic to man and their role in infectious disease are discussed, as well as antibiotics susceptibility testing and rapid identification systems.

**CLS 255 Clinical Rotation 12 Credits**

Supervised experience in the hematology, chemistry, microbiology, urinalysis, phlebotomy and blood banking departments of the affiliated clinical laboratory. *Pre-requisite: Must have completed all General Education and Program Core classes with a GPA of 2.5 or better.*

**Computer Support**

**CIS 101 Computer Literacy 3 Credits**

This course is an introduction to the understanding and use of computers with particular emphasis on microcomputers. Lectures and student work focuses on dispelling fears and gaining confidence by attaining knowledge and skills using computers. No prior computer experience is expected.

**CIS 104 Microcomputer Database 3 Credits**

Acquaints students with database design including data entry, storage and retrieval.

**CIS 128 Microcomputer Hardware I 3 Credits**

Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs will: learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course helps students prepare for the CompTIA A+ certification.

**CIS 129 Microcomputer Hardware II 3 Credits**



Continuation of CIS 128. Students gain a higher level of skills in the diagnosis of hardware and software faults and the upgrading of computer systems. Software adaptation to hardware, installation, and troubleshooting of network hardware including modems, network interfaces, and peripheral connections and local area network hardware design covered. *Prerequisite: CIS 128 Microcomputer Hardware I*

**CIS 147 Principles of Information Security 3 Credits**

Provides students with an overview of personal and business information security. Topics covered include various methods of attack and defense. Students will also investigate desktop security, internet security, wireless network security and enterprise security and ethics.

**CIS 162 Operating Systems 3 Credits**

An in-depth coverage of the Windows operating systems geared for those students enrolled in Information Technology programs or students who want a more advanced Windows course.

**CIS 164 Networking Fundamentals I 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*

**CIS 176 Job Readiness 1 Credit**  
Job readiness is designed to prepare students to get, keep and excel at a new job. Basic employability skills include effective communication, problem solving, resume building, and interviewing. The course is also designed to help participants develop good work habits that facilitate their ongoing success. Instruction typically include lectures, discussions and role playing.

**CIS 180 Creating Web Pages 3 Credits**

The learner will create basic web sites by manually writing HTML/XHTML and Cascading Style Sheets (CSS) using a text editor. The student will learn the fundamentals of site layout and design, and how to upload completed web sites to a remote server. Other skills used include critical thinking by solving problems with coding syntax and viewing websites “live” on the world wide web.

**CIS 181 Creating Web Pages II 3 Credits**  
Students create web sites using a current version of a graphical user interface (GUI) web authoring tool. *Prerequisite: CIS 180*

**CIS 211 Website Plan & Design 3 Credits**  
An in-depth study of the planning and design processes that are utilized in the creation of a website. *Prerequisite: CIS 180*

**CIS 215 Microsoft Windows Server 3 Credits**  
This course introduces the learner to the Microsoft Windows Server Environment and the networking technologies it supports. The learner will become familiar with networking and operating system concepts and the common tasks required administering and supporting the Microsoft Windows operating system in a network environment.

**CIS 216 MS Planning MS Network Infrastructure 3 Credits**

This course is designed to give the student a practical approach to the layout and configuration of the Microsoft 2008 server. The goal with this class is not only to aid in the MCITP certification but to also make use of the skills acquired in the previous courses that are offered. *Prerequisite: CIS 215*



**CIS 217 MS Exchange Server 3 Credits**

The course is intended to provide information about and working with Microsoft Exchange Server 2003. It will contain a pedagogical approach to assist in preparing for the MS Certification Exam 70-284: *Implementing and Managing Microsoft Exchange Server 2003*.  
*Prerequisite: CIS 216*

**CIS 218 Implementing MS Server Network 3 Credits**

The Active Directory will be discussed in this course and allow for the students to participate in projects dealing with configuring the system. The use of 2008 server will provide the users with knowledge of services such as: Domain Name Service, Certificate Services, Active Directory Rights Management Services and others. The goal will be to prepare the students for the 70-640 exams. *Prerequisite: CIS 217*

**CIS 229 Information Systems Management 3 Credits**

An introduction to managing information systems including user support issues and careers in a business environment.

**CIS 232 Graphics Design 3 Credits**

Students will learn how to edit photos and how to design composite images using Adobe Photoshop. *Prerequisite: CSCI 101*

**CIS 233 Vector Graphics and Web Animation 3 Credits**

Students will learn how to design vector graphics for animation, presentation, applications and web sites. *Prerequisite: CSCI 101*

**CIS 267 Intermediate Networking I 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*

**CIS 268 Intermediate Networking II 3 Credits**

This course focuses on the following advanced IP

addressing techniques: network address translation (NAT), port address translation (PAT), DHCP, WAN technology and terminology, PPP, ISDN, DDR, frame relay, network management, and introduction to optical networking. In addition the student will prepare for taking the CCNA Exam. This is the fourth of four courses leading to the Cisco Certified Network Associate (CCNA) certification.

*Prerequisite: CIS 267*

**CIS 269 – Enterprise Systems 3 Credits**

An exploration of how enterprise systems help companies integrate business functions and improve business processes.

**CIS 281 – Project Management 3 Credits**

An investigation of the project management techniques and appropriate software used to effectively manage projects.

**CSCI 101 Introduction to Computers 3 Credits**

This course exposes the student to a broad view of the computer and includes topics such as history, software, application, terminology, Internet and hardware.

**CSCI 122 Introduction to Visual Basic 3 Credits**

Introduction to computer programming in a high-level language, with emphasis on problem solving and logical thinking. Students learn to design, implement, test, and debug programs for small-scale problems using elementary data types and control structures.

**CSCI 124 Beginning C++/Visual C++ 4 Credits**

Introduction to programming in the C++/Visual C++ language. Students learn problem solving, algorithm development, and structured programming in the C++ programming language. Emphasis on learning how to design, code, debug and document programs using techniques of good programming style.

**CSCI 127 – Beginning JAVA/J++ 3 Credits**

An introduction to computer programming using the Java language. *Prerequisite: MATH 102 or the equivalent.*

**CSCI 160 Computer Science I 4 Credits**

Introduction to the problem solving, algorithm development, and structured programming in a high level language. Emphasis on learning how to design, code, debug and document programs, using techniques of good programming style. Prerequisite: Math 103 or consent of instructor.

**CSCI 161 Computer Science II 4 Credits**

This course is a continuation of CSCI 160. Prerequisite: CSCI 160.

**CSCI 162 Internship 3 Credits**

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

**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

**Para-Professional****CHLD 123 Activities for Children 3 Credits**

This course is designed to emphasize the importance of developing appropriate curriculum planning/mapping, materials and strategies used with PreK-12 students. Students will plan, implement and assess both structure group activities and learning centers. Focus will be on curriculum methods in the area of mathematics, science, language arts, social studies, physical education, music, language and literacy, technology, and the arts. Culture, gender diversity, and the anti-bias curriculum are stressed throughout the course.

**CHLD 130 Stages of Child Development 3 Credits**

This course is designed to examine the emotional, social, physical, cognitive and communicative development of young children from conception through age 8, with identifying milestones. This

course provides a hands-on guide for teacher/caregivers in determining the characteristics of typical and atypical development.

**CHLD 176 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.

**CHLD 186 Developing Learning Environments & Parental Involvement 3 Credits**

This course is designed to allow students to help students create developmentally appropriate classroom environments inside and outside, to enhance the curriculum. Issues to be examined are best practices, classroom management, children and family wellness, safety, health and nutrition needs. Students will learn about the anti-bias curriculum and accommodation of needs of related children, parents and families, with additional focus related to culture, diversity, communication, and parental involvement.

**CHLD 201 Child Development Lab/Field Experience 2 Credits**

This course emphasizes the importance of skillful observation in planning appropriate instructional activities for children. Student will meet in the class each week with additional hours in the field, for a total of 16 hours spent observing 3 to 5 year olds in an early childhood setting. Students are required to submit an accounting and reflection of their experiences in journal form to their advisor. The student will begin their portfolio, for which their course artifacts can be stored for reflection.

**CHLD 210 Child Development Curriculum 3 Credits**

This course is designed to help understand different types of curriculum for child development. Study of growth and developmental process through adolescence will be examined, as well as, the child development theories in the field. Also a basis for understanding basic needs of the normal child

and means of meeting them in the child's home and community environment.

### **CHLD 211 Child Development**

#### **Practicum II**

**3 Credits**

Students will be placed with teachers/caregivers in actual child care center/classroom serving children ages zero to eight year olds. Students will spend a total of 45 hours. Progress is checked by written reports from the supervising teacher/caregiver. Periodic student-advisor conferences are required to discuss progress or problems. Students are required to submit an accounting and reflection of their experiences in journal form to their advisor and keep as an artifact to reflect upon as part of their portfolio development. *Prerequisite: CHLD 201 Child Dev. Laboratory/Field Exp.*

### **CHLD 212 Child Development**

#### **Practicum III**

**4 Credits**

This course will involve the student in approximately 64 hours of lab, plus regular class hours, and periodic conferences are required to discuss all issues, as well as, student progress problems. The purpose of this experience is to relate what is learned in the early childhood classes to actual teaching practices. *Prerequisite: CHLD 211 Child Development Practicum II*

### **CHLD 220 Preschool Children**

#### **with Special Needs**

**3 Credits**

This course is designed with the paraprofessional in mind, this course surveys various special needs (physical, cognitive, communication, social, emotional) and approaches dealing with them in an inclusive setting. The importance of early intervention is stressed.

### **CHLD 221 Preschool Management**

**3 Credits**

This course is designed to familiarize the student with management aspects of child-care programs. Such topics as health, safety regulations, finance, working with parents and the community, and licensing requirements will be considered. Various program models for the education of pre-school and kindergarten children will be included.

### **CHLD 222 Infant and Toddler**

#### **Development**

**3 Credits**

This course is designed to address the particular needs of infants and toddlers will be addressed

with emphasis on a responsive care giving. Topics include: the care of infants and toddlers in group settings, current issues and trends in the profession, and working with parents. Application will be made in regards to developmental theories to group care while respecting the child's individuality.

### **CHLD 236 Social Emotional**

#### **Lives of Young Children**

**3 Credits**

This course is designed to focus on developmentally appropriate, effective guidance and classroom management techniques with young children. Strategies for guiding behavior and the relationship between developments, children's behaviors, culture, and the environment are presented. Students will develop skills in using positive guidance techniques while enhancing children's self-esteem and developing children's pro-social skills.

## **Education**

### **ECE 310 Introduction to Early Childhood**

**3 Credits**

This course is designed to explore the historical and philosophical foundations and care of young children birth to age 8. Career of options of Early Childhood will be explored and personal characteristics needed for the profession will be reviewed. Developmentally appropriate, individually appropriate and culturally appropriate curriculum will be addressed.

### **EDUC 200 Introduction to Teaching**

**2 Credits**

This 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 time. Emphasize is on planning, designing and implementing effective teaching practices. Field site visits will be an integral part of the course.

### **EDUC 235 Praxis I**

**1 Credit**

This course is designed to help students prepare for the Pre-Professional Basic Skills Test (PPST)- which focuses on basic skills in reading, writing, and math. Students are required to take this course prior to taking the PPST.

### **EDUC 310 Introduction to Exceptional Children 3 Credits**

This course is designed to provide theories, research, and practice in special education. Students will Examine the importance of the child's culture, family and community when reviewing/developing an Individual Family Service Plan (IFSP) or Individual Education Plan (IEP).

## **Entrepreneur**

**ENTR 233 Entrepreneurship 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 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*

## **Heating, Ventilation, And Air Conditioning (HVAC)**

**HVAC 101 Introduction to Heating, Ventilation and Air Conditioning 3 Credits**  
This course is an introduction to the heating, ventilation and air conditioning trades and covers safety, tools, test equipment and sheet metal equipment. *Pre-requisites: None*

**HVAC 103 Air Condition Theory & Components 4 Credits**  
This lecture and discussion course covers the theory of residential and commercial air conditioning. This class will include the operation and maintenance of various Air Conditioning (AC) unit types.

**HVAC 104 Heating Theory & Components 4 Credits**  
This lecture and discussion course covers the theory of residential heating. This class will include the operation and maintenance of gas, oil

and electric furnaces as well as electronic air cleaners and humidifiers.

**HVAC 107 Indoor Air Quality Solutions 4 Credits**  
This lecture, discussion and lab class will provide a comprehensive overview of Indoor Air Quality (IAQ), including air properties, contaminants filtration and air flow design through the use of IAQ testing, adjusting, and balancing equipment.

**HVAC 108 Residential Oil Burners 3 Credits**  
This lecture, discussion and lab class will provide a keen insight into the inner workings of residential and commercial type oil burning equipment through the use of trainers and live equipment.

**HVAC 109 Residential Gas Heaters 3 Credits**  
This lecture, discussion and lab class will provide the prospective student with a thorough hands-on working knowledge of the application, installation and service of residential and commercial gas type heaters.

**HVAC 110 HVAC/R Electricity & Controls 2 Credits**  
This lecture, discussion and lab class will cover basic electrical theory, series circuits, parallel circuits, AC current, single and three phase services, Individual devices and components common to air conditioning. Heating and refrigeration field will be presented in a practical matter.

**HVAC 111 HVAC Trouble Shooting and Maintenance 4 Credits**  
This lecture, discussion and lab class covers a generalized overview of a wide variety of heating, air conditioning and refrigeration type units as it relates to the general and in depth procedures needed to properly troubleshoot and maintain both residential and commercial HVAC systems.



### **HVAC 112 HVAC/R Electricity & Controls II** 2 Credits

This course is a continuation of HVAC/R Electricity and Controls I, with added electrical circuit theory pertaining to residential line voltage and phasing along with residential oil burner circuits and components. We will be learning about Electrical Schematics and Ladder Diagrams.

### **HVAC 114 Heating Systems Service & Troubleshooting** 5 Credits

This lecture, discussion and lab class covers the wiring, troubleshooting, installation of residential and commercial gas, oil, and electric furnaces through the use of trainers and live equipment.

### **HVAC 213 Air Conditioning Systems Service & Troubleshooting** 5 Credits

This lecture, discussion and lab class covers the wiring, troubleshooting, installation of residential and commercial type Air Conditioning Units through the use of trainers and live equipment.

### **REFG 216 Residential and Commercial Refrigeration** 3 Credits

This lecture discussion and lab class covers the theory of refrigeration. This class will include the operations, maintenance and service of both residential and commercial units.

### **SMTL 115 Introduction to Sheet Metal** 3 Credits

This lecture, discussion and lab class covers sheet metal equipment, tools, materials and proper procedures for the beginner to fabricate and install duct work. Design fundamentals will be interpreted and installation procedures will be practiced in lab activities.

### **SMTL 116 Sheet Metal Layout, Fabrication and Installation** 3 Credits

This lecture, discussion and lab class covers the sheet metal layout and process with parallel line development, fabrication and installation of metal duct.

### **SMTL 117 Sheet Metal Layout, Fabrication & Installation II** 2 Credits

This lecture, discussion, and lab class will continue to advance the student in the layout procedures needed with emphasis on properly sizing, constructing, and installing sheet metal

duct fittings, and common ductwork fittings as it pertains to proper airflow.(I.E.-velocity, cfm, etc.)

## **Nursing**

### **NUR 100 Certified Nursing Assistant** 2 Credits

The Certified Nursing Assistant course provides the student with the necessary skills to seek employment in a variety of health care settings such as long-term care facilities as Certified Nursing Assistants. Emphasis is on basic principles of nursing, development and application of nursing skills in long-term care facilities. Upon completion of the Certified Nursing Assistant course the student will receive a Certificate of Course Completion. The student is eligible to take the State of North Dakota Department of Health Services C.N.A. exam to obtain a certificate as a Certified Nursing Assistant. A grade of C or better must be achieved to receive the Certificate of Course Completion.

### **NURS 101 Basic Nursing Theory** 4 Credits

General nursing concepts related to the health-illness continuum, history and role of nursing legal and ethical issues related to the scope and practice of the PN. Laboratory simulations and return demonstrations will be conducted in lab to ensure competency under supervised practice. The theory, labs and clinical components of this course will contribute to the student performing safe, effective, individualized, and holistic and evidence-based care to patients with stable and predictable health alterations in a long term care setting. *Pre-requisites: Admittance to AASPN program. Co-requisites: NURS 102, 103, & 105.*

### **NURS 102 Basic Nursing Clinical** 2 Credits

This course accompanies NURS 101/L Basic Nursing Theory. Nursing concepts of health promotion, disease prevention, general concepts of the health-illness continuum and documentation will also be practiced as the student functions as a contributing member of the healthcare team. They will learn how to provide safe, effective, individualized, holistic and evidence-based care to patients with stable and predictable health alterations in a long term care setting. *Pre-requisites: Admittance to AASPN program NURS 101. Co-requisites: NURS 101, 103, & 105.*

### **NURS 103 Health Assessment**

#### **Techniques**

**4 Credits**

This course includes theory and practice in the collection of subjective and objective health related data through physical assessment and interviewing skills. A systematic approach using the nursing process will be taught including psychosocial, spiritual and systematic assessments of body systems. This will be practiced and demonstrated in a lab setting and applied to patients in a long term care setting. *Pre-requisites: Admittance to AASPN program. Co-requisites: NURS 101, NURS 102 & 105.*

### **NURS 105 Nursing Pharmacology**

**3 Credits**

This course will provide the student with the basic skills, knowledge and principles required for the safe administration of drugs using the nursing process of assessing, planning, implementing and evaluating the responses of therapeutic drugs on humans and will be applied in health care areas related to clinical experiences. *Pre-requisites: All required Pre-requisite courses for admittance to AASPN program. NURS 101, NURS 102, NURS 103.*

### **NURS 201 Medical-Surgical Nursing**

**5 Credits**

This course will expand on fundamental nursing skills specific for body system health alterations with emphasis on signs and symptoms, diagnosis, treatment, medications and nursing interventions. Human responses to alterations will be correlated to assessment data, laboratory findings, nutrition, medications, and nursing diagnoses. Concepts of effective communication, medication administration, and nursing skills including critical thinking and individualized plans of care will be reviewed and practiced in the supervised classroom laboratory and with patients in the clinical setting. *Pre-requisites: Admittance to AASPN program. NURS 101, NURS 102, NURS 103, NURS 105. Co-requisites: NURS 202, NURS 221, NURS 222.*

### **NURS 202 Medical-Surgical Nursing**

#### **Clinical**

**3 Credits**

This course accompanies NURS 201 Medical Surgical Nursing theory course. The student

nurse will utilize and demonstrate fundamental nursing skills specific for the body system health alterations with emphasis on signs and symptoms, diagnosis, treatment, medications while using the nursing process and critical thinking skills within the PN scope of practice. The student will develop individualized care plans while providing safe and effective care with patients and function as a member of the health care team in the clinical setting. *Pre-requisites: Admittance to AASPN program, NURS 101, NURS 102, NURS 103, & NURS 105. Co-requisites: NURS 201, NURS 221, NURS 222.*

### **NURS 203 Mental Health Nursing**

**2 Credits**

This course will provide a theoretical base of core concepts related to human/environmental interactions on a mental health-illness continuum to diverse clients across the life span. The student will be exposed to mental health in normal growth and development, pathologic alterations, treatment modalities, medications and nursing implications through a variety of learning modalities. Disparities in mental health and barriers to effective treatment will be discussed. *Pre-requisites: Admittance to AASPN program, NURS 101, NURS 102, NURS 103, NURS 105, NURS 201, NURS 202, NURS 221, & NURS 222. Co-requisites: NURS 260, NURS 265.*

### **NURS 221 Maternal and Child Health Nursing**

**5 Credits**

This course will integrate prior learning of general concepts and knowledge of health, nursing care of an expectant mother, newborn and pediatric patients and the roles of their family members. The birth process, newborn care, basics of pediatric nursing care, common and predictable health problems of infants, children and adolescents will be discussed in theory. Nursing knowledge, skills, and abilities requisite to providing safe, effective, holistic, evidence-based nursing care will be discussed and practiced in the classroom, lab and clinical settings. *Pre-requisite: Admittance to AASPN program, NURS 101, NURS 102, NURS 103, & NURS 105. Co-requisites: NURS 201, NURS 202, AND NURS 222.*

### **NURS 222 Maternal and Child Health**

#### **Nursing Clinical**

**1 Credits**

This course will accompany NURS 221. This course will integrate prior learning of general



concepts of health and nursing to care giving of an expectant mother, newborn and pediatric patients. Basic and theoretical concepts relating to the legal/ethical considerations that impact PN practice in maternal/child clients will be examined. Nursing knowledge, skills, and abilities requisite to providing safe, effective, holistic, evidence-based nursing care will be discussed and practiced in the clinical settings. *Pre-requisite: Admittance to AASPN program, NURS 101, NURS 102, NURS 103 & NURS 105. Co-requisites: NURS 201, NURS 202 & NURS 221.*

### **NURS 260 Practicum in Nursing Homes** **2 Credits**

Transition from a student nurse to a graduate nurse will be discussed within the context of current trends in nursing. The student nurse will function as a member of the health care team and practice as a leader and manager in a nursing home setting with a preceptor. *Pre-requisite: Admittance to AASPN program, NURS 101, NURS 102, NURS 103, NURS 105, NURS 201, NURS 202, NURS 221, & NURS 222. Co-requisites: NURS 203 & NURS 265.*

### **NURS 265 NCLEX Prep and Interviewing/Lab** **2 Credits**

This course will provide a review of body systems, diseases processes and principles of PN nursing care. Concepts related to the NCLEX-PN application and testing process will be discussed. The student will be exposed to test taking skills by utilizing practice questions and tests. Discussion pertaining to interviewing techniques, resume building, professional attire, and the job search process. NCLEX style questions related to course content will be practiced; The ATI PN comprehensive predictor exam will be completed at the end of the course. *Pre-requisite: Admittance to AASPN program, NURS 101, NURS 102, NURS 103, NURS 105, NURS 201, NURS 202, NURS 221, & NURS 222. Co-requisites: NURS 203 & NURS 260.*

## **Pharmacy Technician**

### **PHRM 101 Orientation to Pharmacy Practice** **1 Credits**

Students will explore the unique role of the pharmacy technician in various health care settings such as community and hospital practices as well as some non-traditional roles. In addition to practice sites, student will be introduced to the laws that govern pharmacy practice as well as the common abbreviations used in various practice settings. The various dosage forms and routes of common medication administration will be additional topics in this course. *Pre-requisite: Math 100 and higher or ENGL 110*

### **PHRM 102 Pharmaceutical Calculations** **3 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.

### **PHRM 105 Institutional Pharmacy** **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.

### **PHRM 111 Pharmacy Records and Inventory Management** **2 Credits**

This course will focus on Pharmacy Law (Federal and State) and 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 and pricing and third party billing. Other topics covered will include stocking of shelves, receiving and checking in orders, rotation of stock and medication returns. *Pre-requisite: PHRM 101, 102*

### **PHRM 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. This course includes a lab component. *Pre-requisite: PHRM 101, PHRM 102, PHRM 125*

### **PHRM 116 IV and Sterile Product Preparation Lab 1 Credits**

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, vials and ampoules as well as small volume and large volume preparations. Students will cover TPN and chemotherapy preparation and procedures that govern the preparation of these products. *Pre-requisite: PHRM 101, PHRM 102, PHRM 125*

### **PHRM 121 Chemical/Physical Pharmacy 2 credits**

In this course students will be introduced to the concepts of extemporaneous product preparation, weighing, measuring of solid and liquid products, labeling and dispensing of these products and the chemical concepts required for their preparation. Students will be introduced to the concepts involving stability and compatibility of various preparations. Prerequisites: Successful completion of PHRM 101, PHRM 102, PHRM 125. Corequisite: PHRM 121L. PHRM 121L Chemical/Physical Pharmacy Lab (1)

### **PHRM 121L Chemical/Physical Pharmacy Lab 1 credits**

This class is the laboratory class for PHRM 121. In this course the student technician will master skills needed to interpret, weigh and measure ingredients specially ordered by the physician for extemporaneously compounded products and dispense these compounds in accordance to approved pharmacy practice standards. Prerequisites: Successful completion of PHRM 101, PHRM 102, PHRM 125. Corequisite: PHRM 121.

### **PHRM 125 Pharmacology for Pharmacy Technicians 3 Credits**

This course will serve as an introduction to the basic concepts of pharmacology, including drug uses, sources, and major classifications of medications, actions, and drug references. The course will focus on major medication classifications and drugs used in each body system including cardiac medications, hormones, analgesics, antibiotics, antivirals, respirator drugs, chemotherapy and immunizations. *Pre-requisite: and/or Co requisites: BIOL 115, BOTE 171, PHRM 101, and PHRM 102.*

### **PRHM 131 Pharmacy Internship-Community Based 3 Credits**

Students who have completed all of the course work in the Pharmacy Technician certificate program qualify for this course. Students will participate for a minimum of 160 hours in a licensed community pharmacy setting, supervised by a registered pharmacist. The duties and tasks to be performed will be pre-determined based on classroom instruction to reinforce competencies. The duties and tasks to be performed will be agreed upon by the faculty, student and supervising pharmacist to guarantee learning. Performance activities are to include: customer relations; following workplace rules, procedures, ethics and legal parameters; processing of prescriptions including compounding, counting and pouring, packaging and labeling; inventory and stock operations including control, ordering and pricing, data entry and record-keeping. *Pre-requisite: Successful completion of all core courses with a grade of "C" or better.*

**PHRM 141 Pharmacy Internship-Hospital Based 3 Credits**

Students who have completed all of the course work in the Pharmacy technician certificate program qualify for this course. Students will participate for a minimum of 160 hours in a licensed institutional (hospital) pharmacy setting, supervised by a registered pharmacist. Students will be assigned activities and will be evaluated in the following areas: compliance with the institution's policies and procedures, perform billing operations, use of drug dispensing systems, compound, package and label medications, process data on electronic systems, prepare sterile products, use of proper procedures in working with controlled substances, inventory maintenance, use of technology including automated dispensing machines and record-keeping. *Pre-requisite: Successful completion of all courses with a grade of "C" or better.*

**Phlebotomy**

**CLS 103 Phlebotomy Technician 3 Credits**

This course provides instruction in the skills needed for the proper collection and handling of blood and other specimens used for diagnostic purposes. Emphasis is placed on ethics, legalities, safety, universal precautions, national patient safety goals, health care delivery systems, patient relations and communication. (While enrolled in this class students will be required to participate in Service Learning Activities in which they will use their skills learned in their field of study to benefit the community.) *Pre-requisite: Enrollment in a Health Career Education Program*

**CLS 104 Phlebotomy Practicum 8 Credits**

This course provides supervised experience in the performance of venipuncture and micro-collection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, national patient safety goals, proper collection and handling techniques, special procedures (to include but not limited to waived, and point of care testing) as well as data management. *Pre-requisite: CLS 103*

**CLS 105 Clinical Seminar 1 Credits**

This course provides the student the opportunity to review with Faculty specific learning

objectives/competencies, clinical rotation evaluations and provides the student with tools to use in preparation and review for the National and State Certification exams. *Pre-requisite: CLS 103*

**Process Plant Technology**

**ENRT 101 Introduction to Energy Technology 4 credits**

An introduction to the expanding industry known as "Energy." 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. *Prerequisite: Department approval*

**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. *Prerequisite: Department approval*

**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. *Prerequisite: Department approval*

**ENRT 107 Mechanical Fundamentals 2 credits**

This course introduces mechanical concepts commonly found in a plant setting. This course

provides students with an overview of piping systems including dimensions, connections, blinding and more. Students will become familiar with common hand tools and terminology found in many plants. Students will learn about steam traps, strainers and their applications. Students are introduced to common pumps and drivers, compressors and fans and heat exchangers.

*Prerequisite: Department approval*

### **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. *Prerequisite: Department approval*

### **ENRT 112 Print Reading** **3 credits**

This course covers schematics, prints, and piping & 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. *Prerequisite: Department approval*

### **ENRT 116 Instrumentation & Control** **4 credits**

This course provides a comprehensive look and study of instrumentation components, control theory, control systems and typical controllers associated with the operation of energy facilities. *Prerequisite: Department approval*

### **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. *Prerequisite: Department approval*

### **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. *Prerequisite: Department approval*

### **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. *Prerequisite: Department approval*

### **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 will also participate in root cause analysis exercises while troubleshooting different operating scenarios. This course is designed to provide 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 technician's individual and team role in performing tasks associated with these concepts within an operating unit. *Prerequisite: Department approval*

### **ENRT 220 Practical Applications** **2 credits**

Students will participate in hands-on lab activities, internships or industry job shadowing to gain entry-level job competencies. *Prerequisite: Department approval*

### **MATH 103 Applied Math** **3 credits**

This course includes math skills and how they apply to the energy industry. Students will learn volume and area calculations as well as conversions of temperature, pressure, level and flow through the use of algebra, trigonometry, and other math applications. *Prerequisite: Department approval*



**BOTE 176 Job Readiness 1 Credits**

Job readiness is designed to prepare students to get, keep and excel at a new job. Basic employability skills include effective communication, problem solving, resume building, and interviewing. The course is also designed to help participants develop good work habits that facilitate their ongoing success. Instruction typically include lectures, discussions and role playing.

**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*

**Residential Electric****ELEC 100 Core Curriculum 3 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 3 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 4 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 3 Credits**

The NEC states that its primary purpose is “the practical safeguarding of persons and property from hazards arising from the use of electricity”. The NEC governs about every task an electrician does. Therefore it is important to understand the layout of the NEC.

**ELEC 105 Basic Electrical Construction Drawings 2 Credits**

Introduction in to basic drawings and specifications. The drawings explain how a job is to be wired. It is an electrician’s responsibility to accurately interpret a set of drawings, and be familiar with the standardized numbering system

used in specifications to identify electrical components and their installation. *Pre-requisite: MATH 100 Applied Math, ENGL-110 Composition I*

**ELEC 106 Residential Electrical Services 4 Credits**

Residential electricians must know how to perform load calculations accurately. In order to figure total connected load, certain formulas must be applied based on livable square footage of the house and other factors. *Pre-requisite: MATH 100 Applied Math, ENGL-110 Composition I*

**ELEC 107 Device Boxes & Fittings 3 Credits**

The outlet and pull boxes are used in an electrical system are selected according to their volume capacity. This volume capacity, called box fill, is measured in cubic inches or centimeters and is regulated by the national electric code. This unit introduces the factors that must be considered when sizing and installing boxes. *Pre-requisite: MATH 100 Applied Math, ENGL-110 Composition I*

**ELEC 108 Basic Electrical Test Equipment 2 Credits**

Electricians must be able to select the right test equipment for the application. Electricians must keep up with changes in technology and learn how to use various types of test equipment.

**ELEC 109 Residential Wiring # 1 3 Credits**

This comprehensive class guides students, room by room, through the wiring of a typical residence and builds a foundation of knowledge by starting with the basic requirements of the national electrical code.

**ELEC110 Conductors & Cables & Hand Bending 4 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*

**ELEC111 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 200 Energy Efficient & Green Wiring 3 Credits**

This course will show the student different ways to save energy, not only by the products that are used but also through different methods.

**ELEC 201 Advanced Electrical Code Study 3 Credits**

The NEC states that its primary purpose is “the practical safeguarding of persons and property from hazards arising from the use of electricity”. The NEC governs about every task an electrician does. Therefore it is important to understand the layout of the NEC. This class will have a more in-depth learning of state & national codes. This will look at all issues of the state & national code.

**ELEC 202 Advanced Fundamentals of Electricity 3 Credits**

Focuses on forces that are characteristic of alternating –current systems and the application of ohms law to ac circuits, motors: theory & application.

**ELEC 203 Electric Lighting & Design 3 Credits**

Introduces the basic principles of human vision and the characteristics of light. Focuses on the handling and installation of various types of lamps and lighting fixtures.

**ELEC 204 Residential Wiring # 2 3 Credits**

This comprehensive class guides students, room by room; through the wiring of a typical residence and builds a foundation of knowledge by starting with the basic requirements of the national electrical code, then continuing on to the more advanced wiring methods. Each code rule is presented through text, illustrations, examples, and wiring diagrams.

**ELEC 205 Grounding & Bonding 3 Credits**

The grounding and bonding article is so comprehensive because of the important role that grounding plays in the safe operation of electrical systems.



**ELEC 206 Circuit Breakers &****Fuses****3 Credits**

The primary function of fuses and breakers is to protect people and equipment from excessive current by an unintentional load increase or fault condition. GFCI and arc fault units do not provide over current protection. They are devices that recognize a ground fault condition and open the circuit in which they are connected.

**Welding Technology****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.

**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 135 Basic Metallurgy 2 Credits**

This course is a study of the common metals and alloys, welding arc – Heat flow and temperature distribution in and around weld metal – temperatures zones – temperatures gradient cooling rates – metallurgical effects of welding – weld metal solidification – absorption of gases by welds and their effects- gas metal reactions – porosity in welds – Isothermal contours for localized heating – thermal effects of welding on parent metal – structure of fusion weld deposits in mild steel – heat affected zones – grain size control – corrosion of welds, weld decay, dilution – metallurgy of soldering and brazing.

**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, fixturing and heat treatment. *Pre-requisite: WELD 123 Fabrication Methods I*

**WELD 151 Welding Theory I 3 Credits**

This theory course introduces the processes of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Oxy-Fuel Cutting (OFC). Safety for the student such as Personal Protection Equipment (PPE) and safe welding practices in the welding shop are emphasized. Welding and cutting equipment, selection of welding supplies and metals that are used in industry are introduced.

**WELD 152 Welding Theory II 3 Credits**

This theory course covers Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW) equipment and supplies. Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW), Oxy-Fuel Cutting (OFC), Carbon Arc Cutting-Air (CAC-A) are also covered in more detail. A study of welding symbols on drawings, nonferrous welding applications, welding codes, specifications and tests with special emphasis on The American Welding Society (AWS) welder qualifications and discussion on employability in the welding industry and employee/employer relations. *Pre-requisite: WELD 151 Welding Theory I*

**WELD 153 Welding Lab I 5 Credits**

This course gives beginning instructions in laboratory safety, use of Personal Protection Equipment (PPE), with a strong emphasis on the safe handling of welding and cutting equipment. Basic hands-on instruction in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Oxy-Fuel Cutting (OFC) on various thicknesses of metal, and the techniques used. Also covered are welding supplies and equipment maintenance. Basic elements in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) are practiced and tested.

**WELD 154 Welding Lab II 5 Credits**

Instruction will consist of perfecting skilled welding on plate steel in all positions using Shield Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), Flux-Core Arc Welding (FCAW) and Carbon Arc Cutting-Air (CAC-A). Students will practice and weld plates in accordance to The American Welding Society (AWS) certification guidelines. *Pre-requisite: WELD 153 Welding Lab I*

**WELD 155 Blueprint Reading for Welders 3 Credits**

This course will cover visualization of the objects shape, reading the print for finding size and location dimensions, symbols, notes and related information shown on the print.

**WELD 162 Internship 3 Credits**

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

job practice. The internship is directly related to their major field of study.

**WELD 165 Blueprint Symbols for Welding 3 Credits**

Welding symbols are considered an integral part of blueprint reading for the welder. Topics include: welding symbols and abbreviations; basic joints for weldment fabrications; industrially used welds; surfacing back or backing, and melt-thru welds; and structural shapes and joint design. Actual prints from industry are used during this course. *Pre-requisite: WELD 155 Blueprint Welding for Welders*

**WELD 176 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.

# Campus Map (1<sup>st</sup> Floor)



