TURTLE MOUNTAIN COMMUNITY COLLEGE

2010-2011 CATALOG

Turtle Mountain Community College
PRESIDENT'S MESSAGE
Dr. Jim Davis

Greetings and welcome to all students, faculty, staff and community members.

On behalf of the Board of Directors, Board of Trustees, and administration, 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. Close to 3,000 students have graduated from TMCC over the years and have moved on to great careers in medicine, science, teaching, welding, building trades and more 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 catalogue provides all the information you need to successfully enroll at TMCC.

Students 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 and requirements (3) participating in class projects, and (4) showing success in the first 2 -3 months of your college experiences. We believe every student who enters the Turtle Mountain Community College can succeed, and your strong belief 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 again, welcome to TMCC!

Dr. Jim Davis President
Turtle Mountain Community College

Turtle Mountain Community College

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EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

The Turtle Mountain Community College is committed to the policy that all person shall have equal access to its programs, facilities, and employment without regard to race, religion, color sex, 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 Dr. William Gourneau, Human Resource Director, Turtle Mountain Community College PO Box 340, Belcourt, ND 58316, (701) 477-7862, or the Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367

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 of 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 2010 -2012 school years in as accurate and up-to-date fashion 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.

Revised 07-2010

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Turtle Mountain Community College
Academic Calendar 2010 – 2011

Fall Term 2010

Orientation/student/advisement	August 16-18
Registration for returning students	August 19
Registration for New students	August 20
First day of class	August 23
Last Day to add Online Class	August 27
Last Day to Add Classes	September 3
Last Day to change curriculum	September 3
Labor Day Holiday (No Work – No Classes)	September 6
Financial Aid-1st Disbursement	September 17
Incompletes Due	October 1
College Awareness Day	October 8
College Founding Day (no work – no classes)	October 11
Finals 1st Eight-Weeks/Mid-terms	October 11-14
2nd Eight-Week courses start	October 18
Pre-Admission/Financial Aid Day	October 27
Last Day to Drop Classes	November 4
Mitchif Day Observed (No Work – No Classes)	November 5
Veterans Day Holiday Observed (No Work – No Classes)	November 11
Financial Aid-2nd Disbursement	November 19
Thanksgiving Holiday (No Work – No Classes	November 25-26
Pre-Registration / Spring Term	Nov. 29-Dec. 3
Finals Week (Christmas Vacation starts after finals for students)	December 6-10
Grades Due Noon	December 14
Christmas Vacation Starts (Faculty)	December 15-January 7
Christmas Holiday (No Work)	December 24

Spring Term 2011

New Year's Day (No Work)	December 31-January 1
Orientation/Student/Advisement	January 6
Student Registration	January 7
Classes Start	January 10
Last Day to Apply for Graduation	January 14
Last Day to add Online Class(s)	January 14
Martin Luther King Holiday (No Work – No Classes)	January 17
Last day to add a class	January 21
Last day to change curriculum	January 21
Financial Aid 1st Disbursement	February 4
Incompletes Due	February 18
Presidents Day Holiday (No Work – No Classes)	February 21
Finals 1st Eight Weeks/midterms	Feb. 28 – March 3
2nd Eight Weeks start	March 7
Pre-Admission/Financial Aid Day	March 9

Spring Break	March 14-18
Last Day to Drop a Class	March 31
Financial Aid 2nd Disbursement	April 8
Easter Break/Good Friday/Monday (No Work – No Classes)	April 22-25
Finals Week	May 2-5
Grades Due	May 10
Commencement	May 14

Summer Term 2011

Registration	May 27
Memorial Day(No classes/work)	May 30
Classes Start	May 31
Last Day to Add	June 3
Financial Aid Disbursement	June 10
Last Day to Drop	July 1
4th of July Holiday (No Work – No Classes)	July 4
Finals	July 18-21
Grades Due Noon	July 25

HISTORY OF
TURTLE MOUNTAIN COMMUNITY COLLEGE

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 Turtle Mountain Community College 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 IHS 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 May 1999, the college moved to a new campus and a new facility. The new facility is located 2 ½ miles north of Belcourt. Turtle Mountain Community College's new main campus includes a 105,000-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 and labs, library and archives, learning resource centers, faculty and student services area, gymnasium and mechanical systems, a auditorium with seating capacity for 1000, 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. Turtle Mountain Community College is a commuter campus and maintains no residence halls.

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, Turtle Mountain Community College 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 Turtle Mountain Chippewa.

Accreditation

The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA) accredits the College. Turtle Mountain Community College 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, Turtle Mountain Community College 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 a gain recommended the college be continued in Candidate Status at the Associate Degree granting level.

In April of 1984, a team of evaluators visited Turtle Mountain Community College and in August of that year the North Central Executive Board granted the college Accreditation. In April of 1989, a team of evaluators visited Turtle Mountain Community College to determine if continued accreditation criteria and made this recommendation to the full NCA commission. On August 25, 1989, the commission voted to continue the accreditation of Turtle Mountain Community College. 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 Higher Learning Commission granted full accreditation for the first baccalaureate degree, a Bachelor of Elementary Education. The Higher Learning Commission of NCA granted TMCC its second ten years of accreditation in 2003.

Institutional Philosophy

Turtle Mountain Community College is a tribal community college with obligations of direct community service to the Turtle Mountain Chippewa Tribe. 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 the Creation.
7. **TRUTH** is to know all of these things.

Organizational Background

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

Turtle Mountain Community College 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.

Turtle Mountain Community College 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, Turtle Mountain Community College was designated by Congress and Land Grant College to address agriculture science and related fields.

Institutional Mission Statement

Turtle Mountain Community College is committed to functioning as an autonomous Indian controlled college on the Turtle Mountain Chippewa Reservation focusing on general studies, undergraduate education[3], Career & Technical Education education[1], scholarly research[2], 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.

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[4];

6. Baccalaureate[7], Associate of Arts, Associate of Science, Associate of Applied Science degrees and certificate programs of study[5];

7. Cooperation with locally Indian-owned business and stimulation of economic development for the service area[6];

8. Continued independent accreditation; and

9. Community service and leadership.

Student Responsibility for Satisfying Requirements

Each student has complete responsibility for complying with the instructions and regulations set forth in this catalog, for selecting courses that will satisfy his/her educational objectives, and for satisfying course Prerequisite: Student Services and advisors are always available and willing to assist students.

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 Academic Programs, Registrar, or Advisor.

Admission

All correspondence regarding admission to the college should be addressed to the Admission 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 Technician.

Selective Admission Policy

Turtle Mountain Community 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.

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 from a federally recognized tribe, if applicable.
    - No Indian student will be denied admission because the student is not a member of a specific tribe or because such student is a member of s specific tribe.
4. A completed FAFSA file (Free Application for Federal Student Aid) **All students need to complete the FAFSA.**
5. Copy of 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 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. The letter will contain information on orientation, registration and first day of classes.

Admission of Transfer Students

A transfer student must meet the general admission requirements of Turtle Mountain Community College (see page 14).

1. A transfer student must provide an official transcript of all previous college work.

2. If the student has been suspended in the previous semester at another institution, the student will not be allowed to register at TMCC.

3. A student may be admitted on Probation if his/her GPA does not meet Turtle Mountain Community College Standards of Academic Progress.

4. Any coursework transferring must meet the same criteria as the courses listed in the Turtle Mountain Community College.

5. Only regular credit college courses with a "C" or better will be accepted in transfer.

6. All transfer credits with a "C" or better will be recorded with a "P" grade. Decisions about transfer credit may be appealed to the Academic Standards Committee.

7. A transfer student seeking to receive an Associate Degree from Turtle Mountain Community College must take a minimum of 25 semester hours in residence. In order for a transfer student to receive a degree from Turtle Mountain Community College, the student must have a minimum of 30 % of their semester hours taken in residence with a C or better average. (See graduation requirements)

8. 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.

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

2. A Certificate of Degree of Indian Blood from a federally recognized tribe, if applicable.

    - No Indian student will be denied admission because the student is not a member of a specific tribe or because such student is a member of a specific tribe.

Student Classification

A student enrolled as a candidate for a degree and who is seeking eligibility for Financial Aid must satisfy admission requirements. A student who has earned less than 30 semester hours of credit is classified as a freshman. A student who has earned 31 semester hours of credit or more is classified as a sophomore. A student admitted to the Elementary Education or Secondary Science Education program is classified as a junior or senior as noted in the Department's program of study. A "Full-time" student is one who is enrolled for a minimum of twelve semester hours of credit or fall and spring semester 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 who 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. Credits earned by "Dual Credit" will be banked at Turtle Mountain Community College until all admissions requirements are satisfied. A student who wished to apply for dual credit must get written approval of high school counselor and registrar prior to registration. A dual credit student may enroll for a maximum of 8 hours per semester. This includes any credits earned as a special student.

3. A "Non-Degree" seeking student is not eligible to receive Federal Financial Aid and is classified as a "Special Student" defined as follows:

   A "Special "student is one who meets one of the following criteria:

   i. Is a current high school student who has earned 14 units and has the written approval of the high school counselor and registrar prior to registration. A high school student may enroll for a maximum of 8 hours per semester.
   ii. Is a current GED student who has passed three of the GED test 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.
   iii. Credits earned by a "Special "student cannot be counted toward a degree or certificate until all admission requirements have been satisfied. Credits earned will be banked by the institution until the admission file is complete.
   iv. An "Auditor" 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".
   v. A "Continuing Education Unit" student is one who is enrolled in Courses for CEU credit.
   vi. A Customized Training" student is one who is enrolled in courses designed to meet the training needs of an employer.

4. A "Non-Traditional" student is one who may not satisfy admission requirements, but may have the "ability to benefit" from certain courses. The registration of a Non-Traditional student is subject to the approval of the Dean of Academic Programs. Proper documentation from an outside source showing the student's ability to benefit" may be required before the student is admitted.

Registration dates for each term are shown in the academic calendar at the front of this catalog, posted on the college website, listed in the student handbook and posted at various areas around campus.

Registration is conducted each semester. See the academic calendar at the front of this catalog for dates. Faculty is available to advise students during the fall/spring registrations. Starting one to two weeks before registration, prospective students are informed by mail and media 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 GRADUATION FOR ALL STUDENTS.
At the session, staff and peer mentors present an overview of information for all freshmen and transfer students who intend to enroll for six or more credits. See the academic calendar at the front of this catalog for the date.

Pre-registration is conducted for one week in the semester for currently enrolled students seeking enrollment for the next term. See academic calendar for dates. Students who pre-register in the spring term for the next academic fall term need to complete and return the intent to enroll form. This form needs to be returned by the deadline date published in the academic calendar. If the form is not received by the deadline the student's enrollment will not change from pre-registration to registration. The student will then have to arrange a new course schedule and enroll on the dates scheduled in the academic calendar for registration.

All new students are required to take placement tests in the following areas: writing, reading, math and study skills. Students who lack basic skills based upon these tests will be required to register in developmental courses. Students will have a one time opportunity to challenge the test results. The placement tests are normally scheduled the day prior to registration.

1. Registration packets are available in Student Services. Each student, with the assistance and approval of an advisor, prepares a schedule of classes. After reviewing the program of study with his/her advisor, the student indicates appropriate classes on the registration schedule form. The advisor must sign the registration schedule form.

2. Each student will take the registration schedule form to the designated registration area where an operator will register the student. The registered student will receive a copy of his/her class schedule and will be required to present the class schedule to the bookstore to receive his/her textbooks for the courses registered for.

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

4. Change of Registration, Add/Drop and Total Withdrawal

   Change of Registration

   Changes in registration during the first two weeks 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.

   There is a $2.00 fee for changes in registration after the third day of classes.

Students who register for classes and do not attend any of the classes within the first two weeks of the semester will administratively be withdrawn from all the courses for that semester.

a. Course Additions

A student may add a class until the completion of the 10th day of instruction for the fall and spring terms. No adds will be accepted after the 10th day of instruction without approval of the Academic Affairs Committee. **No online classes added after the fifth day of instruction.**

b. 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 procedure is as follows:

1. Pick up the Add/Drop or Total Withdrawal card from Student Services.
2. Fill in the class(s) added/dropped. Fill in revised class schedule.
3. Obtain required signatures.
4. Return all books for dropped classes to the Book Store.
5. Go to the Business Office and pay the $2.00 fee.
6. Return completed card to the registrar.

c. 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 registrar and ask for admission consideration to their new choice. The student will need to receive approval from their advisor prior to the change. The decision to make the change will be based on availability and the student's academic quality. After classes begin, the student must complete at least one semester of 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 registrar, the request will be forwarded to admission for processing. **A change is not final until the above procedure is complete.**

Withdrawal from school

Students who withdraw from all courses taken in a semester will be required to meet with the retention officer before they can return. A student who totally withdraws will receive a "w" for all courses in that semester, unless they withdraw before the last day to add. A Student does not withdraw simply by dismissing him/herself for the course. A student who does not formally withdraw may receive the grade of "F" in each course for which he/she was registered. To avoid this, a withdrawal card must be fully processed before or on the last day to drop/withdraw from a class. Students may not withdraw from class(s) after "The last day to drop/withdraw", without approval of the academic affairs committee (See academic calendar at the front of the catalog for dates).

Book and Library Returns

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

Late Registration

A student who registers after the first day of class(s) assumes responsibility for the make-up of missed work at the convenience of the instructor.

Class Cancellation(s)

Courses with less than 10 students enrolled may be cancelled. 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 16) There is no charge to the student.

Course Load Limitation

The average course load for a regular full-time student is 16 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 Affairs Committee to request approval of the overload. A student who carries an overload must hold a cumulative GPA of 2.5. The maximum course load for any student is 24 semester hours. 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. Students who are transfers and wish to take more than 19 credit hours, must have a cumulative GPA of 2.5 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 responsibility.

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 or in high school courses and earn credits that count toward high school graduation as well as toward a college certification or degree.

Credits, Grades and Honor Points

The college functions on the semester plan. All academic work is completed in terms of semester credit hours. The semester hour is the unit of credit and represents one hour of class instruction or two hours of directed laboratory work per week for a term of sixteen weeks. (Some Career & Technical Education programs are exceptions to this policy.) A class period usually involves 50 minutes, except for directed laboratory work. Exact distribution of time may vary with the type of course. Check with the class schedule for reference. 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:

Honor Point(S)

Grade Interpretation Per Credit Hour

A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
P	Passing	0
F	Failing, no credit granted	0

The Mark of "I" represents:	Incomplete
The Mark of "AU" represents:	Audit
The Mark of "N" represents:	No credit (CEU course(s) only)
The Mark of "S" represents:	Satisfactory
The Mark of "U" represents:	Unsatisfactory
The Mark of "W" represents:	Withdrew
The Mark of "*" represents:	Course repeated
The Mark of "WIP" represents	In Progress

Grade Point Average

The grade point average (GPA) for regular credit courses is computed by dividing the total number of honor points earned by the total number of earned credits. This average is used to students as a minimum qualification for graduation. Credits with a grade of, "W", "P", "N", "AU", "S", or "U" are not included in computing the 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, or suspension. When a student is placed on probation they are required to meet standards of satisfactory academic progress the following semester or they will be suspended.

CLEP Policy (College Level Examination)

Turtle Mountain Community College does not give the CLEP test, but a student may transfer CLEP credits into the institution. See the Admission/Records Technician for CLEP information.

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.
3. A maximum of 12 semester hours of "P" grades from Turtle Mountain Community College will be accepted toward an Associate Degree for any (period).
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 t have 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 the 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 resume or job application verification. Cultural, social, civic groups, agencies, and business and industrial organizations are encouraged to make their training needs known to Turtle Mountain Community College. Ten (10) hours of classroom training is equivalent to one (1) CEU credit.

Incomplete Grade Policy

The mark "I" is assigned to a student who has been in attendance and has done satisfactory work within three weeks of the close of the semester and whose work is incomplete for reasons acceptable to the instructor. It is the student's responsibility to initiate the incomplete. 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 for the student. The following circumstances are considered extenuating:

- Student is hospitalized or under doctors orders to stay home and are 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 personal policy manual.

When the instructor submits the "I" grade, he/she also submits 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. This must be done 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 Turtle Mountain Community College 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 Turtle Mountain Community College courses. If a student receives a failing grade in any course, the course should be repeated the next time the course if offered. (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.

Deficiencies/Unsatisfactory Progress Report

The instructor makes deficiencies or reports of unsatisfactory progress of a student at intervals throughout the semester. The retention technician sends the student the deficiency. Copies of the reports may be sent to

Student Support Services, advisors, or funding agencies who may call the deficient student for a conference. 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 sent the notice.

Grade Reports

Grade reports are mailed to the student at the end of each semester by the office of the Registrar. Grade reports may be withheld from a student who has not satisfied all entrance requirements. Grade reports will be held if the student has not returned all library materials, has not returned all textbooks by the end of the semester, or has financial obligations at the institution.

Grade Change

A grade change may be made 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 any 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 an Incomplete. 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 processed. Processing time usually takes 3 – 5 days.

Student Academic Review Process

The Academic Standards Committee has been established for students who encounter situations involving extenuating circumstances, or emergencies potentially affecting their educational 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, 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

- 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., have that person write a letter supporting your extenuating circumstance or emergency. This letter needs to be on official letterhead 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 to the Registrar's office to be presented to the Academic Standards Committee.
- The Student will be notified in writing of the appeal decision.

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" generates no honor points. A student with a 4.00 GPA will be placed on the President's Honor Roll. A student with a 3.50 to 3.99 GPA will be placed on the Dean's List. A student with a 3.0 to 3.49 GPA will be placed on the Honor Roll. The Honor Roll is published each semester.

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 cannot be honored no can requests by relatives or friends of a student. A request for a transcript of credits by a student who is in debt or has a hold placed on his/her record for unreturned books or items to Turtle Mountain Community College 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. Turtle Mountain Community College does not fax official transcripts. 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 course was taken. Turtle Mountain Community College 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. Updated transcripts will be withheld from a student who has not satisfied all entrance requirements, if the student has not returned all library materials, has not returned all textbooks, or has financial obligations at the institution.

Academic Bankruptcy

Turtle Mountain Community College 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 student who had an extremely poor start academically. Without this problem, students in this situation would not have a second chance to pursue their educational goals. Students may apply for Academic Bankruptcy only after they have exhausted their probationary status and have sat out the required term or terms their suspension dictates. 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 the cumulative GPA.

1. Academic Bankruptcy will only be granted once throughout a student's academic career at Turtle Mountain Community College.
2. Bankruptcy does not clear an individual's record of previously attempted credits and grade point average for Title IV funding.
3. A student who is using Veterans Administration benefits must consult his/her veteran's representative before he/she uses this policy.

Requirements for Graduation

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

1. Earn a minimum grade point average of 2.0
2. Satisfy all entrance requirements
3. Satisfy all requirements of the suggested catalog curriculum. Specific curricular requirements may be modified by the student's advisor.
4. Fill out the graduation application for the degree or certificate at the registrar's office.
5. Fulfill all financial and academic obligations prior to the date of graduation
6. Fulfill the residency requirements for the Institution with a minimum of 25 semester hours for a Bachelor's degree, Associate of Arts, Associate of Science, or Associate of Applied Science, or a minimum of 30% of course-work in residence for a certificate, and 30% of course work for bachelors degree.

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 as a graduation requirement. A student should consult their academic advisor on program assessment requirements for graduation.

Commencement

Commencement takes place at the close of each academic year. A candidate for a degree should be present at commencement in cap and gown.

Commencement Honors-Commencement honor's GPA is calculated using the previous semester's 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, the candidate with the highest cumulative grade point average over 3.75 will graduate summa cum laude.

Transfer to Other Colleges

A student may enroll in a program of study at Turtle Mountain Community College that will qualify him/her for junior standing in Turtle Mountain Community College Elementary Education or Secondary Science education Programs or at most four-year colleges and universities. In May of 2002 Turtle Mountain Community College implemented a General Education core curriculum that qualifies transfer within the North Dakota University System, and the 4 Tribal Colleges. Since the requirements of colleges and universities out of state may vary, s student must familiarize her/herself with the program requirements of the Turtle Mountain Community College 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, this book is available from your advisor or registrar; 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 them to satisfy general education requirements. If a student is in doubt about the transfer of any course, he/she should ask for an evaluation by the Registrar at the institution to which he/she plans to transfer. A substantial number of catalogs of four-year colleges and universities are available in the Career Counselor's office.

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 Turtle Mountain Community College.

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.

Turtle Mountain Community College has established the following probation, and suspension procedures:

- **Academic Probation**- After grades are reported at the end of any academic term, a student whose current 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 meet 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 cumulate grade point average is not satisfactory according to the standard of satisfactory progress (2.00 GPA), the student must maintain a minimum of 2.00 semester grade point average and will remain on "Continued Academic Probation".

- **Academic Probation for Transfer Students**- A transfer student who is on academic probation at the institution from which he/she is transferring will be placed on "Academic Probation" at Turtle Mountain Community College.

- **Academic Probation After Incompletes are Satisfied-** When a student satisfies their incomplete(s) after the sixth week in residence and the student's grade point average is not in compliance with the standards of Satisfactory Academic Progress, he/she will be placed on "Academic Probation." All of the Turtle Mountain Community College conditions for academic probation will apply.

- **Academic Suspension**- Any student on "**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. A student suspended from the college is denied the privileges of the institution. The Registrar may re-admit the student who has been suspended once. When this student returns to the institution, he/she will be placed on "Academic Probation." 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 re-admission to Turtle Mountain Community College. A student meeting the semester stop out requirement will be readmitted on probation and may be limited to take a maximum of 12 credits depending upon approval of readmission.

- **Academic Suspension After Incompletes are Satisfied - When** a student who is on "Academic Probation" receives 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 he/she will be suspended.

Financial Aid

The Turtle Mountain Community College 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, form available sources. The student is free to accept or decline any aid that is offered.

Financial aid is rewarded for one academic year. A student must complete a new aid 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 2010 -2011
(Subject to change without notice)
Dependent Student Budget

	Semester	**Year**	**Summer**	**Total**
Tuition and Fees	1,000	2,000	500	2,500
Books and Supplies	200	400	150	550
Room and Board	1,832	3,664	600	4,264
Personal Expenses	425	850	180	1,030
Transportation	1,750	3,500	700	4,200
Total Education Costs	5,207	10,414	$2,130	$12,544

Independent Student Budget

Tuition and Fees	1,000	2,000	500	2,500
Books and Supplies	200	400	150	550
Room and Board	3,187	6,374	1,008	7,382
Personal Expenses	1,275	2,550	360	2,910
Transportation	1,750	3,500	700	4,200
Utilities	700	1,400	240	1,640
Total Education Costs	8,112	16,224	$2,958	$19,182

*Add an additional $100.00 per academic year for each additional dependent for independent student.
*A student may claim child-care expenses with proper documentation.
*Add an additional $550.00 for Construction Technology Tools students.
*Add an additional $250.00 for Computer Support Specialist Tools.
*Add an additional $210.00 for Power Plant Technology/credit fee.

Elementary Education Student Budget 12 Month Budget-Junior Year 2010 – 2011

	Fall	Spring	Summer	Total
Tuition and Fees	1,000	2,000	500	2,500
Books and Supplies	200	400	150	550
Room and Board	3,187	6,374	1,008	7,382
Personal Expenses	1,275	2,550	360	2,910
Transportation	1,750	3,500	600	4,100
Utilities	700	1,400	240	1,640
Technology	600	1,200	205	1,405
Clothing	500	1,000	170	1,170
Total Education Costs	9,212	18,424	$3,233	$21,657

Elementary Education Student Budget 12 Month Budget-Senior Year 2010 -2011

Tuition and Fees	1,000	2,000	500	2,500
Books and Supplies	200	400	150	550
Room and Board	3,187	6,374	1,008	7,382
Personal Expenses	1,500	3,000	500	3,500
Transportation	2,000	4,000	680	4,680
Utilities	700	1,400	240	1,640
Technology	600	1,200	205	1,405
Clothing	500	1,000	170	1,170
Student Teaching Expense	500	1,000	170	1,170
Total Education Costs	10,187	20,374	$3,623	$23,997

*Add an additional $100.00 per academic year for each additional dependent of independent student.
*A student may claim child-care expenses with proper documentation

Student Cost of Attendance

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 year's adjustments are made, and some year's there are no changes. Turtle Mountain Community College's cost of attendance budgets is 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
2010-2011

CREDITS	TUITION	STUDENT ACTIVITIES	TECHNOLOGY FEE	TOTAL
1 credit	$ 74.00	$ 9.00	$0.00	$ 83.00
2 credits	$148.00	$ 18.00	$0.00	$ 166.00
3 credits	$222.00	$ 27.00	$0.00	$ 249.00
4 credits	$296.00	$ 39.00	$0.00	$ 335.00
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

Additional Costs

Change of Registration fee is assessed for each course change or section change after the third day of class $2.00.

Audit Fee is charged to less-than-full-time students who wish to attend a class and not receive credit $41.00 per credit hour.

Transcript Fee- the first official and first unofficial Transcript is free and each transcript thereafter will cost $2.00.

Total Withdrawal Fee $2.00

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 a fee. The fee is variable depending on the class.

Financial Aid Satisfactory Academic Progress and Duration of Eligibility Review

Federal law requires that financial aid recipients must maintain satisfactory academic progress in a program of study that leads to a degree, certification, or transfer program. Financial Aid Satisfactory Academic Progress (SAP) has the following components to measure a student's progress toward a degree or certificate.

The components are:

1. Cumulative grade point average.
2. A completive ratio of all courses attempted. This must be at cumulative completion rate of 67% or higher.
3. Duration of eligibility, which is 150% of the program of study they are enrolled in, or reach the maximum time frame as listed under student status.
4. Requirements (the completion ratio allows for remedial work by the student if it is required of the program of study).

Students applying for federal financial aid (Pell, SEOG, College Work Study, and State Incentive Grant) are required to be making satisfactory progress toward completion of their degree requirements.

There are two areas that are assessed for the 150% maximum time frame:

- A student must complete the requirements for the degree within 150% of the time it normally takes to complete the degree.

  Example: 63 credits required for X 150% = 95 credit hours a student may attempt while working on the degree.

- At the end of each semester, the Director of Financial Aid will review the student's file to determine credits attempted and completed. **Each semester, the student must pass 67% of the credits in which he/she is enrolled.**

  Example: 60 credits x 67% = 40 credits
  30 credits x 67% = 20 credits
  12 credits x 67% = 8 credits
  9 credits x 67% = 6 credits

  Example: A student has attempted a total of 38 credits and has completed his third semester. 38 credits x 67% =25.46 credits. He must have successfully completed at least 25.46 credits hours and have at least a 1.80 cumulative grade point average (according to the chart of SAP on next page) to be making satisfactory academic progress.

The following will not be considered as credits successfully completed, but will be counted as credits attempted in computing satisfactory academic progress.

"F" Failing
"W" Withdrawal
"I" Incomplete
"P" Passing

Each student receiving financial aid will have his or her academic progress and duration of eligibility reviewed on an annual basis.

Students on "Financial Aid Probation" will have their academic progress and duration of eligibility reviewed each semester.

Duration of eligibility for a student receiving Title IV funding will receive up to 150% of credit requirements in their program of study.

Example: A student has attempted 95 credits and his program of study requires 63 credits to Complete.

Students desiring a second degree must be officially admitted to the new program of study and all courses from previous programs that are applicable will be counted as courses completed for the new program of study. Students reaching their duration of eligibility may appeal to the Financial Aid Committee in writing.

Satisfactory Academic Progress Chart

2 TO 4 YEAR PROGRAMS

Semester	Cumulative Grade Point Average
1st Semester	1.4
2nd Semester	1.6
3rd Semester	1.8
4th Semester	2.0
All Subsequent Semesters	2.0

9-MONTH PROGRAMS

Semester	Cumulative Grade Point Average
1st Semester	1.8
2nd Semester	2.0

- **Summer Pell Grant Policy**
-

- The summer Pell policy is effective May of 2010.
- Beginning with the 2009-2010 academic year, students are eligible for up to two (2) scheduled Pell Grant awards per year. For the summer of 2010, TMCC will pay a Pell Grant out of the 2009-2010 year (as a "trailer") during the transition period for the new Pell Grant awards. If students use their first scheduled award and enroll in a minimum of six (6) credit hours, they can be eligible for a second scheduled award. For the summer 2010 only, no consideration will be given to 2010-11 student eligibility during the cross-over payment period and no consideration will be given to academic progression requirements.
- For the summer of 2011, TMCC will consider the summer term to be a crossover payment period. TMCC will pay a Pell Grant out of the 2010-2011 or 2011-2012 academic year, depending on which award year provides the most Pell Grant eligibility. Students must have valid ISIRs on file for the year that is used to determine Pell Grant eligibility. If students use their first scheduled awards and enroll in a minimum of six (6) credit hours, they can be eligible for a second scheduled award. Students must have one (1) hour, which would go into their second year.
- For example, TMCC defines its year as 24 credit hours. If a student receives a fulltime award in fall 2010 and spring 2011 and enrolls in six (6) hours or more for the summer, he/she would receive a Pell Grant for the summer payment period from either the 2010-2011 or the 2011-2012 award year, depending on which year will provide the largest scheduled award and providing he is otherwise eligible.
- Pell Grants for a payment period may be combined using the first and second scheduled awards if the student is eligible. For summer 2011, students must meet applicable academic progression requirements for 2010-2011 awards, or they may be eligible for a first scheduled award from the 2011-2012 year. For the summer terms in all years after 2011, the rules applied in summer 2011 will be applied using the correct aid years as determined by federal regulations.
- This policy may change based on federal regulations.

Change of Degree Plan

Students wishing to change their degree plan should notify the Financial Aid Office so that a determination of eligibility for the new program of study can be made. Determination shall be based on credits attempted and earned that can be transferred into the new degree and satisfactory progress standing at the end of the last term at TMCC.

Remedial Courses

Remedial courses are not included in the maximum number of credit hours attempted or successfully completed toward completion of the degree unless they are required in the program of study.

Transfer Credits

Transfer credits earned at another institution that are accepted at TMCC toward the degree/certificate a student is currently pursuing shall be used in computing the total credits attempted and earned as well as in determining the cumulative GPA.

Repeated Courses

Courses that are repeated for which the student previously received a grade of "F" or "W" will count in the calculation of hours attempted. The first grade will not be included in calculating the cumulative grade point average.

Student Enrollment Status, Financial Aid and Satisfactory Academic Progress

Student enrollment status is determined by the credit hours attempted per semester by the student. In order to be certified as full-time, a student enrolled for 12 or more credits are full-time, students enrolled for 9 -11 credits are three-quarter time, students enrolled for 6-8 credits are half-time, and students enrolled for 5 or less credits are less than half-time. A less than half-time student may be eligible for financial aid. Each student must complete a minimum number of credits determined by the college financial aid policy to be eligible for continued aid. Each must also maintain a grade point average consistent with the Standards of Satisfactory Academic Progress.

Student Status

Full-time student (12 or more credits)

The full-time student **must complete 67% of their attempted credits** per semester and maintain satisfactory academic progress.

Three-quarter time student (9-11 credits)

The three-quarter-time student **must complete 67% of their attempted credits** per semester and maintain satisfactory academic progress.

Half-time student (6-8 credits)

The half-time student **must complete 67% of their attempted credits** per semester and maintain satisfactory academic progress.

Less than half-time student eligibility may be prorated based on the existing policy for full-time, three-quarter-time, and half-time students. Satisfactory progress must be maintained.

Incompletes and Financial Aid

If a student has received any incomplete grades and has not satisfied the **67%** successful completion of his/her enrollment, financial aid will be denied until satisfactory progress is made. The deadline is the end of the sixth week of the next semester of the student's enrollment (See Incomplete Policy).

Financial Aid Probation

Students failing to meet any of the above requirements will be placed on probation for one term. Students will be notified in writing that they have been placed on probation. Probation notices will be distributed within 45 days of the end of the term.

Students will be able to receive aid for the probation term. However, for financial aid eligibility to continue, students must meet the SAP requirements by the end of the probation term. The probation notice will also inform the student what GPA he/she must achieve and the number of credits that must be successfully completed in order to meet requirements.

Financial Aid Suspension

If a student fails to meet any of the above requirements, while on financial aid probation or fails to complete all degree requirements with the 150% limit, the student will be placed on suspension. Students will be notified in writing that they have been placed on suspension. Suspension notices will be distributed within **45 days** of the end of the term.

Financial Aid Appeal Procedures

The student has a right to appeal financial aid decisions by applying to the Financial Aid Office to have his/her case presented to the Financial Aid Committee. (Documented mitigating circumstances may be grounds for appeal). The Financial Aid Committee will hear all appeals that claim 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 probation or suspension.

Students who have been placed on financial aid suspension or who have exceeded the 150% program of study limit may file an appeal if they have extenuating circumstances. They will need to provide the following:

- A letter of explanation
- Documentation supporting the reason for the appeal.

The documentation will be reviewed and students will receive written notification of the result of their appeal within 14 days from submission of their documentation. If the appeal is granted, the student will be able to receive aid for the term(s) listed in the notification. However, for financial aid eligibility to continue, students must meet the SAP requirements by the end of the term specified in the notification. All results are final.

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 or probation. 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 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 have to be attending 67% of the total class periods of the courses they are enrolled in to be eligible 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 informed 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 by check 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 credits hours they are eligible in and divide that by the total number of credits hours they are enrolled in.

Repayment/Refund Policy for Students Receiving Financial Aid

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.

First Week	100%
Second Week	90%
Third through Fourth Week	50%
Fifth through Eighth Week	25%
After Eight Weeks	no refund

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

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 in 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 expected to apply for the grant.

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.

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, 1st 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 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 four 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, and an honorable discharge or a discharge due to 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 Officer 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.gibil.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.

Adult and Continuing Education Department

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.

STUDENT SUPPORT SERVICES

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 Director in Room 114.

Summary of Student Rights and Responsibilities

Turtle Mountain Community College recognizes the basic rights and responsibilities of the members of the college and accepts its obligation to preserve and to protect these rights and responsibilities. Each student should realize that Turtle Mountain Community College's primary mission is to meet the needs of the reservation community and of the individuals who make up the community. Public opinions may be easily formulated as a result of the actions of any single individual. With this in mind, it is expected that each student and staff member will do his or her part to represent the college and to project its name in a positive manner, thereby enabling it to fulfill its mission of service in the tradition of excellence. The complete Student Rights and Responsibilities Policy are printed in the Student Handbook.

Student Senate

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 is 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.

Turtle Mountain Community College Library

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.

Telecommunications

Interactive Video Network

Turtle Mountain Community College is part of the North Dakota Interactive Video Network (IVN) which is a state-wide network of video centers which connects all North Dakota higher education institutions through two-way compressed video and audio signals. Each tribal controlled college in the state is connected to the system and a cooperative effort brings courses from each tribal college to our campus.

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.

On-Line Courses

On-line courses are offered through the Internet. Turtle Mountain Community College Faculty and North Dakota Tribal College Association (NDATC) offer on-line courses. Each semester a list of on-line courses is presented in the class schedule and made available to students. A student will need to take an online orientation before enrolling in an online course.

Computer Usages Policy at TMCC

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.

Student use of school computers, networks, and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action. The following rules are intended to provide general guidelines and examples of prohibited uses. Failure to comply with these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

Educational Purpose:

- Computers and computer network have been established for educational purposes only. This includes classroom activities, career development, and research activities.
- Students may not use the computer for commercial purposes. This means that they may not offer, provide, or purchase products or services through the computer system.

Unacceptable Usage:

- Students shall have no expectation of privacy regarding computer files, email or internet usage. Turtle Mountain Community College reserves the right to monitor all computer files, email and internet use without prior notice to the student.
- Students may not attempt to gain unauthorized access to any other computer system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Students are not allowed to download, copy, or install any games or unauthorized software in the computer. Any unauthorized software and games, if found in the college computers, will be removed by college IT technician.
- Students will not use the computer to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, threatening the safety of a person(s), etc.
- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Restrictions against Inappropriate language apply to public messages, private messages, and material posted on Web pages.
- Students will not post information that could cause damage or a danger of disruption.
- Students will not post private information about another person.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.

System Security:

- Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide their password to another person.

- Students must immediately notify the instructor or ITD if they have identified a possible security problem.

Email Usage:

- E-mail is an official means of communication at TMCC Institution. The institution may send communications to students by e-mail and has the right to expect that those communications will be received and read in a timely fashion. Information sent via e-mail has the same importance and needs to be responded to the same manner as information sent in other ways. Students have the responsibility of accessing and reading their e-mail messages in a timely fashion.
- Information Technology Department (ITD) or other authorized personnel will assign all students an official institution e-mail address. It is to this address that the institution will send all official e-mail communications. This official address will also be listed in the institution's student directory unless the student has requested otherwise.
- Students are expected to read and properly dispose of e-mail promptly. Prompt disposition of e-mail is necessary to manage storage space on the student e-mail server, or moving the e-mail onto the student's own computer. The institution reserves the right to purge mail from accounts. Prior notification will be given if that notification is feasible and practical to allow students time to save messages.
- In some cases a student may wish to configure his or her TMCC Institution e-mail account to forward e-mail to another address. The student takes full responsibility for the correct configuration of that forwarding. The institution takes no responsibility for the handling of e-mail in this fashion. The use of automatic e-mail forwarding does not absolve the student from the responsibilities associated with e-mail sent to the student's official e-mail in cases where it is found to be problematic. Additionally, the institution may delete e-mail forwarding or other automated e-mail handling rules that cause system problems without prior notification.
- All users of electronic communication, including e-mail, need to realize that communication of this type usually leaves traces as to its origin and destination as well as its content. The simple deletion of e-mail or other electronic files does not remove these traces and the file or e-mail is often recoverable for some time after deletion. Further, students need to realize that the institution makes regular archival copies of all e-mail to ensure the system's integrity and that these archives exist for some time. Therefore, although TMCC's e-mail system and governing policies may grant some privacy to student e-mail, students should treat all e-mail as if they were public documents.
- The institution uses spam filtering tools to help control unwanted email. The institution will continue to stay up-to-date with the latest spam filtering techniques and will adjust its own processes when warranted. However, no current spam filtering technique is completely effective and they will let mail through that should be blocked and occasionally block e-mail that should be delivered. Moreover, each person's definition of spam is unique. Given that, students should expect that on rare occasions, legitimate e-mail may be blocked from delivery. If this happens please contact the ITD for further assistance.
- TMCC graduates are granted the use of the institution e-mail as long as they are a student at TMCC. Once a student has graduated, they will have six weeks to save any email. After the six weeks the student account will be deleted.

Assessment of Student Learning

Assessment of student learning at Turtle Mountain Community College is a constantly ongoing process of measuring and evaluating student learning to determine the best way to modify educational practices to enhance student learning and thus continually improve the college's ability to fulfill its mission of service to the Turtle Mountain Band of Chippewa. **All students will participate in the assessment process.**

Turtle Mountain Community College General Education

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.

General Education Requirements

Department	Credits
Communications	**9**
ENGL 110 Composition I	
ENGL 120 Composition II	
COMM 110 Fund. Of Public Speaking	
Arts and Humanities	7
ENGL 221 Introduction to Drama	
ENGL 224 Introduction to Fiction	
ENGL 239 Native American Children Lit	
ENGL 265 Native American Literature I	
ENGL 266 Native American Literature II	
HUMM 101 Introduction to Humanities I	
HUMM 102 Introduction to Humanities II	
HUMM 190 Traditional Use of Plants	
HUMM 202 Fine Arts & Aesthetics	
LANG 121 Chippewa/Cree Language I	
LANG 122 Chippewa/Cree Language II	
LANG 125 Ojibwa Language I	
LANG 126 Ojibwa Language II	
SPAN 101 Spanish I	
SPAN 102 Spanish II	
MUSC 100 Music Appreciation	
MUSC 122 Music Theory I	
ART 110 Introduction to Understanding Art	
ART 122 Two-Dimensional Design	
ART 130 Drawing I	
ART 140 Crafts I	
ART 220 Painting I	
ART 250 Ceramics I	
ART 265 Sculpture	
Social Science	**9**
(3 credits of Indian/Chippewa History TMCC requirement)	
HIST 101 Western Civilization I	
HIST 102 Western Civilization II	
HIST 103 U.S. History to 1877	
HIST 104 U.S. History since 1877	
HIST 220 North Dakota History	
HIST 251 Chippewa History I	
HIST 252 Chippewa History II	
HIST 261 Indian History	
HIST 118 Metis History	
ECON 201 Microeconomics	
ECON 202 Macroeconomics	
CJ 120 Intro to Criminal Justice	
POLS 115 American Government	
POLS 241 Indian Law I	
POLS 287 Tribal Government	
PSYC 111 Introduction to Psychology	
PSYC 250 Developmental Psychology	
SOCI 110 Introduction to Sociology	
SOCI 270 Sociology of American Indian Reservations	
SOCI 271 Contemporary Indian Issues	
SOCI 275 Native American Studies	
SWK 255 Social Work Profession	
SWK 257 Development of Social Welfare	
Math	**3**
Math 103 Algebra	
Math 105 Trigonometry	
Math 112 Algebra II	
Computer Science	**3**
CSCI 101 Introduction to Computers	
Science/Lab	**8**
ASTR 110 Astronomy	
BIOL 124 Environmental Science/Lab	
BIOL 150 Biology I/Lab	
BIOL 151 Biology II/Lab	
BIOL 202 Introductory Microbiology/Lab	
BIOL 220 Anatomy & Physiology I/Lab	
BIOL 221 Anatomy & Physiology II/Lab	
BIOL 111 Concepts of Biology/Lab	
CHEM 115 Introductory Chemistry/Lab	
CHEM 116 Introduction to Organic & Biochemistry	
CHEM 121 General Chemistry I/Lab	
CHEM 122 General Chemistry II/Lab	
GEOG 101 Environmental Geology/Lab	
GEOG 106 Earth Through Time/Lab	
GEOG 121 Physical Geography/Lab	
GEOG 105 Physical Geology/Lab	
PHYS 211 College Physics I	
PHYS 212 College Physics II	

Total Credits Needed to Complete General Education Requirements 39

Associate of Arts Degree Program

Department of Arts, Humanities and Social Science

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

ARTS and HUMANITIES CURRICULUM AREA

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

Art	English	Music
Communications	Humanities	Business
Developmental Studies	Language	

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 215	Survey of Native Art	3
VART 250	Ceramics	3
VART 220	Painting I	3
VART 265	Sculpture	3
HUM 202	Fine Arts & Aesthetics	3

BUSINESS

ECON 201	Microeconomics	3
ECON 202	Macroeconomics	3
ACCT 200	Elements of Accounting	3
ACCT 201	Elements of Accounting II	3
MATH 210	Statistics	3
BOTE 247	Spreadsheet Applications	3
BADM 201	Principles of Marketing	3
BADM 202	Principles of Management	3

COMMUNICATIONS

COMM 110	Fundamentals of Public Speaking	3
COMM 103	Information Technology & Social Change	3
COMM 102	Communication & Community	3
COMM 200	Intro to Media Writing	3
COMM 201	Visual Communication	3
COMM 212	Interpersonal Communication	3

ENGLISH

ENGL 110	College Composition I	3
ENGL 120	College Composition II	3
ENGL 210	College Composition III	3
ENGL 224	Introduction to Fiction	3
ENGL 236	Women & Literature	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 200	Native American Music Survey	3
MUSC 102	Beginning Piano	1
MUSC 111	Beginning Guitar	1
MUSC 103	Beginning Fiddle	1
MUSC 133	Traditional Singing/Ojibwe	1
MUSC 160	Band	1

SOCIAL SCIENCE CURRICULUM AREA

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

Economics	Psychology	Criminal Justice
History	Social Science	
Political Science	Social Work	

SUGGESTED CURRICULA

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

CRIMINAL JUSTICE

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 102	Western Civilization II	3
HIST 103	United States History to 1877	3
HIST 104	United States History Since 1877	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
HIST 118	Metis History	3

POLITICAL SCIENCE

POLS 115	American Government and Politics	3
POLS 241	Indian Law I	3
POLS 242	Indian Law II	3
POLS 284	Federal Indian Policy 1 – 1789 -1871	3
POLS 285	Federal Indian Policy II – 1871 to Present	3
POLS 284	Tribal Government	3

PSYCHOLOGY

PSYC 111	Introduction to Psychology	3
PSYC 205	Addiction Studies I	3
PSYC 206	Addiction Studies II	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
BIOL	Course	4
POLS 115	American Government I	3
SOCI 275	Native American Indian Studies	3
MATH 212	Statistics	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: _____**

6 credits of Language Arts (GE=6)

Course #	Date	Grade	Credits
ENGL110			
ENGL 120			

6 credits of Math (GE=3)

Course #	Date	Grade	Credits
MATH 111			
MATH 112			
MATH 103			

(If using MATH 103, only 4 credits needed)

8 credits of Science/Lab (GE=4)
You may use any science course.

Earth Science (any ASTR, GEOL or GEOG):

Course #	Date	Grade	Credits

Life Science (any BIOL course):

Course #	Date	Grade	Credits

Physical Science (any CHEM or PHYS)

Course #	Date	Grade	Credits

6 credits of History (GE=3)
You may use any HIST course, but one course must Be an American Indian History.

Course #	Date	Grade	Credits

3 credits of Psychology (GE=3)

Course #	Date	Grade	Credits

Any course on page 40 can be used toward completion of General ED (GE) requirements.

2 credits of Physical Education

Course #	Date	Grade	Credits

6 credits of Social Science (GE=3)
You may use any ECON, POLS or SOCI course.

Course #	Date	Grade	Credits

8 credits of Arts and Humanities (GE=7)
You may use any ENGL course other than ENGL 110 or 120; also any AHU, ART, HUM, LANG, MUSC course.

Course #	Date	Grade	Credits

3 credits of Communications (GE=3)

Course #	Date	Grade	Credits
COMM 110			

3 credits of Introduction to Computers (GE=3)

Course #	Date	Grade	Credits
CSCI101			

12 credits of Electives (GE=3)

Course #	Date	Grade	Credits

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

ASSOCIATE OF SCIENCE DEGREE PROGRAM

DEPARTMENT OF SCIENCE, MATH AND ENGINEERING

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

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

Biology	Mathematics	Pre-Dentistry
Chemistry	Medical Technology	Pre-Medicine
Computer Science	Nursing	Pre-Optometry
Pre-Engineering	Pharmacy	Pre-Veterinary Medicine
Environmental Science	Physical Therapy	Pre-Plant Science
Environmental Public Health	Physics	Pre-Natural Resources
Pre-Environmental 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 Science Degree is awarded upon the completion of the basic curriculum leading to an Associate of Science Degree.

BIOLOGY

MATH 112	College Algebra II	3
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

MATH 102	College Algebra II	3
CHEM 116	Intro. Org. & Biochem./Lab	4
CHEM 121	General Chemistry I/Lab	4
BIOL 150	General Biology I/Lab	4
BIOL 151	General Biology II/Lab	4

COMPUTER SCIENCE

MATH 121	Discrete Structures	3
CSCI 101	Introduction to Computers	3
CSCI 160	Computer Science I	3
CSCI 161	Computer Science II	3
CSCI 210	Data Structures	3
CSCI 221	Architecture & Operating	3
CIS 133	Data Theory & Design	3
CIS 212	Microsoft Windows System	3

ENVIRONMENTAL PUBLIC HEALTH

MATH 112	College Algebra II	3
MATH 105	Trigonometry	3
MATH 210	Statistics I	3
BIOL 150	General Biology I/Lab	4
BIOL 124	Environmental Science/Lab	4
BIOL 220	Anatomy & Phys. I/ Lab	4
BIOL 202	Inro to Microbiology/Lab	4
CHEM 116	Intro. Org. & Biochem./Lab	4
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
PHYS 211	College Physics I/Lab	4

MATHEMATICS

MATH 112	College Algebra II	3
MATH 105	Trigonometry	3
MATH 210	Statistics I	3
MATH 211	Statistic II	3
MATH 165	Calculus I	4
MATH 166	Calculus II	4

MEDICAL TECHNOLOGY

MATH 112	College Algebra II	3
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
BIOL 220	Anatomy & Phys. I/ Lab	4
BIOL 221	Anatomy & Phys. II/Lab	4
BIOL 202	Intro to Microbiology/Lab	4
CHEM 116	Intro. Org. & Biochem./Lab	4

PRE-NURSING (FOUR-YEAR)

MATH 112	College Algebra II	3
MATH 212	Statistics I	3
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	Inro to Microbiology/Lab	4
NUTR 240	Nutrition	3
NUTR 100	Nursing Assistant	4

PRE-PHARMACY

MATH 165	Calculus I	4
MATH 166	Calculus II	4
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
BIOL 202	Inro to Microbiology/Lab	4

PRE-PHYSICAL THERAPY

MATH 112	College Algebra II	3
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
PHYS 211	College Physics I/Lab	4
PHYS 212	College Physics II/Lab	4

PRE-DENTISTRY

MATH 112	College Algebra II	3
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	Inro to Microbiology/Lab	4
PHYS 211	College Physics I/Lab	4
PHYS 212	College Physics II/Lab	4

PRE-ENGINEERING

MATH 112	College Algebra II	3
ENGR 100	Intro to Engineering	2
ENGR 173	Scientific Computing	3
ENGR 275	Digital Systems	3
MATH 105	Trigonometry	3
PHYS 251	University Physics I	4
PHYS 252	University Physics II	4

PRE-MEDICINE

MATH 112	College Algebra II	3
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
PHYS 211	College Physics I/Lab	4
PHYS 212	College Physics II/Lab	4

PRE-OPTOMETRY

MATH 112	College Algebra II	3
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

MATH 112	College Algebra II	3
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
BIOL 203	General Zoology II/Lab	4

PRE-PLANT SCIENCES

CHEM 121/L	General Chemistry I/Lab	4
CHEM 122/L	General Chemistry II	4
AGRI 150	Agricultural Orientation	1
BIOL 150/L	General Biology I/Lab	4
SOIL 210/L	Introduction to Soil Science	4
GIS/GPS 110/l	Intro to GIS/GPS	4
AGRI 150	Introduction to Native American Gardening	3
PLSC 210	Horticulture Science	3
PLSC 211	Horticulture Science Lab	1

***If you the student plans to go on to a 4 yr PS Program after completing the AS in Pre-PS it is recommended you also take BIOL 151/L before transferring.**

PRE-NATURAL RESOURCES

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
SOIL 210/L	Introduction to Soil Science	4
GIS/GPS110/L	Intro to GIS.GPS	4
NRM 150	Natural Resource Management Training	1
NRM 224	Natural Resources & Agro-Ecosystems	3

***If you the student plans to go on to a 4 yr PS Program after completing the AS in Pre-NR it is recommended you also take CHEM 122/L before transferring.**

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
SOIL 210/L	Introduction to Soil Science	4
GIS/GPS 110/L	Intro to GIS/GPS	

***If you the student plans to go on to a 4 yr PS Program after completing the AS in Pre-ES it is recommended you also take CHEM 122/L before transferring.**

BASIC CURRICULUM FOR ASSOCIATE OF SCIENCE DEGREE

TOTAL CREDITS NEEDED: 63

Student Name _____ **Date of Evaluation: _____**

6 credits of **English** (GE=6)

Course #	Date	Grade	Credits
ENGL110			
ENGL 120			

6 credits of Math (GE=3)
If using MATH 103, only 4 credits needed.

Course #	Date	Grade	Credits
MATH 111			
MATH 112			
MATH 103			
MATH			

16 credits of Science/Lab (GE=4)
Choose classes in at least 2 of these three areas.
Earth Science (any ASTR, GEOL or GEOG):

Course #	Date	Grade	Credits

Life Science (any BIOL course):

Course #	Date	Grade	Credits

Physical Science (any CHEM or PHYS)

Course #	Date	Grade	Credits

6 credits of History (GE=3)
Use any HIST course, but one course must
Be an American Indian History.

Course #	Date	Grade	Credits
HIST			
HIST			

3 credits of Psychology (GE=3)

Course #	Date	Grade	Credits
PSYC111			

Any course on page 41 can be used toward completion of General ED (GE) requirements.

2 credits of Physical Education

Course #	Date	Grade	Credits

6 credits of Social Science (GE=3)
You may use any ECON, POLS or SOCI course.

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, orMUSC course.

Course #	Date	Grade	Credits

3 credits of Communications (GE=3)

Course #	Date	Grade	Credits
COMM 110			

3 credits of Introduction to Computers (GE=3)

Course #	Date	Grade	Credits
CSCI101			

4 credits of Electives (GE=3)

Course #	Date	Grade	Credits

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

TEACHER EDUCATION DEPARTMENT

The Department of Teacher Education
Bachelor Degrees in Elementary Education and Secondary Science

The Department of Teacher Education offers two Bachelor of Science Degrees: Elementary Education and Secondary Science. Both 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. They will learn how to adapt teaching strategies, to promote best teaching practices, and "to be the change they want see" (Gandhi).

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 students in any setting, for one who teaches with these principles in heart and mind cannot conform to teaching standards that devalue students wherever they may be.

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 there with inclusiveness being a key element of our program. You will learn how to adapt your teaching strategies, to use exploration and hands-on activities, and 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.

Elementary Education curriculum is posted on the following page.

General Education Requirements

PRE	NO	Course Title		GR	CR
		English (9 Credits)			
ENGL	110	College Composition			3
ENGL	120	College Composition			3
ENGL	238	Children Literature			3
		Math (6 credits)			
MATH	112	College Algebra II or			3
MATH	103	College Algebra			4
MATH	277	Math for Elem. Teacher			3
		Science (12 credits)			
		Earth and Space Sci.			
ASTR					4
GEOL					4
		Life Science (BIOL)			
BIOL					4
		Physical Science			
CHEM	115	Introduction to Chem. Or			4
PHYS					
		History (6credits)			
HIST	220	North Dakota History			3
HIST		251 or 261			3
		Physical Educ. (2credits)			
HPER	210	First Aid/CPR			2
		Social Science (6 credits)			
PSYC	110				3
HIST	104				3
		Arts & Humanities (9 credits)			
HUMM					3
HUMM	202	Fine Arts & Aesthetics			3
LANG		121 or 125			3

PRE	NO	Course Title		GR	CR
		Communications (3 credits)			
COMM	110	Fund. Of Public Speaking			3
		Intro to Computers (3 credits)			
CSCI	101	Intro to Computers			3
		Geography (4 credits)			
GEOG	121	Physical Geography			4
		Teacher Education (2 credits)			
EDUC	200	Intro. To Teaching			2

Course must be repeated due to low grade
Course needs to be accomplished
Course has been accomplished
Means course is in progress
Course is questionable, e.g. substitution request

Total General Education Credits Required 67

Total General Education Credits Earned

Grade Point Average

Major: Program of Study, Page 2

Teacher Education Credits			DATE		
PRE	**NO**	Course Title		**Gr**	**Cr**
EDUC	235	Prep for Praxis I			1
EDUC	236	Prep for Praxis II			1
EDUC	300	Educational Tech			2
EDUC	310	Intro to Except. Children			3
EDUC	320	Native Issues In Educ			3
EDUC	321	Multicultural Ed/Human Div.			3
EDUC	329	Curric Planning & Eval			3
EDUC	330	Foundations of Ed			3
EDUC	331	Learning Environments			3
EDUC	350	Practicum 1			1
PSYC	353	Child & Adol Psych			3
EDUC	360	Practicum 2			1
EDUC	402	Found Rdng and Rdng Diag			4
EDUC	403	Soc Stud Methods/Materials			3
EDUC	404	Music Methods			2
EDUC	405	Math Methods			3
EDUC	406	Sci Methods/Materials			2
EDUC	407	Creative Arts Methods/Materials			3
EDUC	408	Health & PE Methods/Materials			2
EDUC	409	Meth/Matls for Lang Arts			3
EDUC	410	Educational Assessment			3
EDUC	414	Student Teaching			12
EDUC	415	Seminar: Classrm Tch			1
		Electives			
Total Teacher Education Credits Required					65
Total Teacher Education Credits Earned					
Total General Education Credits Required					67
Total General Education Credits Earned					
BS in Elementary Education Credits Earned					132

Advisement Meeting Notes:	

Course must be repeated due to low grade

Course **needs to be accomplished**

Course has been accomplished

Means course is in progress

Course is questionable, e.g. substitution request

Faculty Advisor:

Date of Advisement:

Student Signature:

Bachelors of Science in Secondary (7 – 12) Science Education

The Bachelors of Science in Secondary Science Education is designed for individuals who have a background in science that are now seeking a career in teaching science education. The B.S. is a 71 or 72 semester credit program that prepares individuals for a composite teaching certificate in secondary science for the State of North Dakota that gives them the credentials to teach any science in grades 7 through 12. Of the 71 or 72 credits required for the program 38 are in education while 33 or 34 are in science content areas (earth science, biology, chemistry & physics).

Required General Education Courses for Entry into the Secondary Science Program

Math

MATH 103	College Algebra*
MATH 107	Pre-calculus
MATH 212	Statistics
MATH 277	Math for Elementary Education Teachers

Science

BIOL 150	General Bio I/L
BIOL 151	General Bio II/L
CHEM 121	General CHM I/L
CHEM 122	General CHM II/L
PHYS 211	College Physics/L
GEOL 105	Physical Geology/L

Humanities (needs to be 7 credits)

LANG 126	Ojibwa Language****

4 additional elective credits

English

ENGL 110	College Comp I
ENGL 120	College Comp II
COMM 110	Fundamentals of Public Speaking

History

HIST 220	North Dakota History
HIST 251	Chippewa History I****

3 additional elective credits

Physical Education

2 elective credits

Psychology/Sociology

6 elective credits

Computer Science

3 elective credits

Science Content Areas Addressed in the Curriculum & Overall Credits

Based on their interests, students will choose from one of four tracks of study. Completing one track will result in the following overall science & mathematics credit distributions. Distributions include credits earned in Prerequisite: science & mathematics courses.

Earth Science

- 26 semester credits in earth science
- 12 semester credits in biology
- 12 semester credits in chemistry
- 4 semester credits in physics
- 11 semester credits mathematics

Biology

- 24 semester credits in biology
- 12 semester credits in chemistry
- 12 semester credits in earth science
- 4 semester credits in physics
- 11 semester credits mathematics

Chemistry

- 25 semester credits in Chemistry
- 12 semester credits in biology
- 12 semester credits in earth science
- 4 semester credits in physics
- 15 semester credits mathematics (includes calculus)

Physics

- 25 semester credits in Physics
- 12 semester credits in biology
- 12 semester credits in chemistry
- 4 semester credits in earth science
- 15 semester credits mathematics (includes calculus)

The lists above represent "most-likely" credit distribution for each of the tracts. Students may elect to change their distribution as long as they meet the 24/12/12/8 semester credit minimum within the 4 scientific disciplines. Students must receive a grade of C or better in all of their course work within the science content areas.

Science Content Course within Each of the Tracks

Earth Science

GEOL 101	Environmental Geology/L	4 credits	
ASTR 110/L	Principles of Astronomy	4 credits	
GEOL 106/L	Earth through Time	4 credits	
GEOL 320	Oceanography	3 credits	
GEOL 334	Climatology	3 credits	
GEOL 450	Field Geology	4 credits	
CHEM 380	Environmental Chemistry	4 credits	
BIOL 332	Ecology	4 credits	
PHYS 405	Adv. Physical Science by Inquiry/L	4 credits	**Total 34 Credits**

Biology

BIOL 220	Anatomy & Physiology/L	4 credits	
BIOL 332	Ecology/L	4 credits	
BIOL 363	General Entomology/L	4 credits	
BIOL 401	Biodiversity with Lab/L	4 credits	
BIOL 470	Research	2 credits	
CHEM 380	Environmental Chemistry/L	4 credits	
PHYS 405	Adv. Physical Science by Inquiry/L	4 credits	
	Earth Science Electives/L	8 credit	**Total 34 Credits**

Chemistry

CHEM 240	Organic Chemistry	3 credits	
BIOL 301	Biochemistry/L	4	
CHEM 333	Environmental, Clinical & Forensic Chemistry/L	4 credits	
CHEM 431	Analytical Chemistry	2 credits	
BIOL 332	Ecology/L	4 credits	
	Earth Science Electives/L	8 credits	
PHYS 405	Adv. Physical Science by Inquiry/L	4 credits	**Total 29 Credits**

Physics

PHYS 212	College Physics II/L	4 credits	
PHYS 275	Planetarium Science	3 credits	
PHYS 310	Philosophical Issues in Physics	3 credits	
PHYS 321	Optics/L	4 credits	
PHYS 405	Adv. Physical Science by Inquiry/L	4 credits	
PHYS 412	Astronomical Instruments & Observation	4 credits	
BIOL 332	Ecology/L	4 credits	
CHEM 380	Environmental Chemistry/L	4 credits	
	Earth Science Electives/L	4 credits	**Total 33 Credits**

<u>Educational Content Course Work Required for All Students</u>

EDUC 200	Introduction to Teaching	2 credits	
EDUC 235	Praxis I Review	1 credit	
EDUC 236	Praxis II Review	1 credit	
EDUC 283	Human Relations & Multicultural Education	3 credits	
EDUC 300	Educational Technology	2 credits	
EDUC 310	Introduction to Exceptional Children	2 credits	
EDUC 305	Ojibwa Language & Culture	3 credits	
EDUC 329	Curriculum Planning & Evaluation	3 credits	
EDUC 330	Foundations of Education	3 credits	
EDUC 350	Practicum I	1 credit	
EDUC 360	Practicum II	1 credit	
EDUC 375	Reading in the Content Area	2 credits	
EDUC 470	Classroom Methods/Teaching Sec. Science	2 credits	
EDUC 414	Student Teaching	12 credits	
EDUC415	Student Teaching Seminar	1 credit	
PSYC 353	Adolescent Psychology	3 credits	**Total 38 Credits**

CAREER AND TECHNICAL EDUCATION

DEPARTMENT OF CAREER AND TECHNICAL EDUCATION

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 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 following general education requirements.

Associate of Applied Science Degree

The student can complete 14-17 General Education courses in the following areas:

- Math
- English
- Social and Behavioral Science, Humanities, and Language
- Chippewa/Indian History
- Communication
- Electives

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Building Construction Technology
Computer Support Specialist
Early Childhood Education Professional
Health Information Management
Tribal Para-Legal
Process Plant Technology
Small Business Management-Entrepreneurship
Office Administration
Residential Electric
HVAC
Clinical/Medical Lab Technician
Pharmacy Technician

CERTIFICATE PROGRAMS

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

NINE MONTH CERTIFICATE PROGRAMS

Building Construction Technology
Child Day Care Provider
Computer Support Specialist
Entrepreneurship/Small Business
Welding
Process Plant Technology
Tribal Para-Legal
Phlebotomy

Intensive Supervised Occupational Experience (SOE), or on-the-job training, is a critical segment of the curricula.

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

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

Program Goals:

1. Integrating Turtle Mountain Band of Chippewa culture into the curriculum
2. Use Content Learning Series curriculum in carpentry and management
3. Enroll students in NCCER National Registry in modules completed
4. Students will be involved in Building Construction Technology Student Organization
5. Students will be involved in Leadership and Community Service projects involving issues in the community.
6. Students will learn Work-Base experience through a SOE course.

BUILDING CONSTRUCTION TECHNOLOGY
Associate of Applied Science Degree (A.A.S)

General Education Requirements

Program Core Requirements

- A program diploma is awarded to students who complete 49 credits of the program core requirements and a minimum of 9 credit hours of required general education.
- An Associate of Applied Science degree is awarded to students who successfully complete the program core requirements and a minimum of 15 credit hours of required general education.

(See page 44 for general education requirements.)

Pre	No	Course	Cr	Date
BCT	100	Core Curriculum	3	
BCT	104	Construction Blueprint Reading	3	
BCT	110	Construction Math	3	
BCT	115	Site Layout/Concrete Form Construction	3	
BCT	120	Framing Principles & Methods	3	
BCT	125	Framing Shop I	6	
BCT	130	Exterior Finish Theory & Shop	4	
BCT	135	Framing Shop II	6	
BCT	144	Construction Estimating	3	
BCT	145	Interior Finish Theory & Shop	6	
BCT	147	Estimating II	3	
BCT	150	Cabinet Theory & Shop	3	
BCT	156	Home Building Care & Maintenance	3	
BCT	162	Supervised Occupational Experience	6	
BCT	175	Energy Efficient & Green Construction	3	
		Total Core Requirement Credits	58	

Computer Support Specialist/Applied Science Degree

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.

COMPUTER SUPPORT SPECIALIST				
General Education Requirements				
• To Earn a Certificate a student must earn 9 General Education Credits and 28 Program Core Credits				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
ENGL	110	College Composition I	3	
COMM	110	Fundamentals of Public Speaking	3	
CSCI	101	Introduction to Computers	3	
		Arts & Humanities	3	
PSY	100	Human Relations in Organization	2	
		Math	3	
		Total General Education Requirements	**17**	
Program Core Requirements				
CIS	219	Microcomputer Hardware I	3	
CIS	285	Advanced Hardware	3	
CIS	265	Networking Fundamentals I	4	
CIS	104	Microcomputer Database (Access)	3	
CIS	162	Operating Systems	3	
CSCI	162	Supervised Occupational Experience	3	
CIS	176	Job Preparation	1	
CIS	180	Creating Web Pages	3	
CIS	147	Principles of Information Security	3	
CIS	122	Beginning Basic/Visual Basic	3	
CIS	215	Microsoft Windows Server	3	
		Total Core Requirements	31	
Students will be reported to select 18 credits from the following options				
OPTION I – Web Design/Computer Support				
CIS	181	Creating Web Pages II (Dreamweaver)	3	
CIS	211	Web Plan & Design	3	
CIS	295	Web Practical Application	3	
CIS	232	Graphic Design	3	
CIS	233	Vector Graphics	3	
		CIS Elective (choose from options)	3	
OPTION II - CISCO				
CIS	216	Implementing MS Server Network	4	
CIS	217	MS Exchange Server	4	
CIS	218	MS Planning MS Network Infrastructure	4	
		CIS Elective (choose from options)	6	
OPTION III - MSCA				
CIS	127	Beginning C++	3	
CIS	160	Computer Science I	4	
CIS	161	Computer Science II	4	
CIS	172	Intermediate Visual Basic	3	
		CIS Elective (choose from options)	4	

Early Childhood Education/PARA-PROFESSIONAL (A.A.S)

Program Outcomes

1. To prepare Para-professional educators to meet the Federal No Child Left Behind Act.
2. To strengthen Para-professional academic skills and to provide training in effective classroom practices while addressing the requirements for Para-professional educators established by the No Child Left Behind Act of 2002
3. To apply techniques and knowledge that supports instruction, tutoring and supervision of individual students or small groups of students.
4. To prepare the Para-professional to enrich the learning experience for students by assisting in the classroom and performing both administrative and instructional duties that support the instructional plan and educational goals.
5. To understand the needs of their particular workplace, their role in and out of the classroom and how their skill are used in that role of preparing classroom materials, projects, demonstrations and visual displays. Monitoring and scoring tests/class assignments, clerical duties, such as keeping attendance records, operating audiovisual equipment and computers, assisting with classroom management and monitoring of student behavior.
6. To provide a career ladder opportunity for Para-professional educators.

PARAPROFESSIONAL EARLY CHILDHOOD				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
ENGL	110	College Composition I	3	
ENGL	120	College Composition II	3	
ENGL	238	Children's Literature	3	
COMM	110	Fundamentals of Public Speaking	3	
CSCI	100	Computer Literacy	2	
MATH	103	College Algebra I or Math 111	3	
MATH	112	College Algebra II	3	
HYPER	210	First Aid/CPR	2	
PSY	**111**	General Psychology	3	
		Total General Education Requirements	**25**	
Program Core Requirements for Paraprofessional EC				
CHLD	130	Stages of Child Development	3	
CHLD	123	Activities for Children	3	
CHLD	201	Child Development Lab/Field Experience	2	
CHLD	186	Dev. Learning Environments & Parental Involvement	3	
CHLD	211	Child Development Practicum II	3	
CHLD	220	Infant & Toddler Development	3	
CHLD	236	Social Emotional Lives of Young Children	3	
CHLD	212	Child Development Practicum III	4	
CHLD	290	Preschool Children W/Special Needs	3	
CHLD	221	Preschool Management	3	
CHLD	210	Child Development Curriculum	3	
CHLD	200	Intro to Teaching	2	
ECE	310	Introduction to Early Childhood	3	
EDUC	310	Intro to Exceptional Learner	3	
EDUC	235	Praxis I	1	
CHLD	176	Job Preparation	1	
		Program Core Courses	**43**	
		Total General Education Requirements	**25**	
		Total Credits	**68**	

BUSINESS MANAGEMENT – ENTREPRENEURSHIP
ASSOCIATES OF APPLIED SCIENCE (A.A.S)

The Small Business Management – Entrepreneurship program is designed for persons preparing for careers as small business owners, as an employee in a small business.

Program Outcomes:

1. To analyze the variety of entrepreneurial opportunities available in the United States.
2. To provide the concepts and current practices of managing any small business.
3. To provide students the knowledge and appropriate tools to effectively manage and evaluate the financial plan and performances of any small business.
4. Develop the concepts for a business plan for a new business venture.
5. Demonstrate a working knowledge of small business marketing, sales and advertising.
6. Gain the motivation and skills to continue to learn throughout life.

SMALL BUSINESS MANAGEMENT - ENTREPRENEURSHIP				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
COMM	110	Fundamentals of Public Speaking	3	
CSCI	101	Computer Literacy	2	
		Math Elective	3	
		Arts & Humanities Elective	3	
		General Education Elective	3	
		Total General Education Requirements	**14**	
Program Core Requirements				
ACCT	105	Principles of Bookkeeping	3	
ACCT	110	Computerized Accounting with QuickBooks	1	
BOTE	127	Information Processing	3	
BADM	152	Fundamentals of Business	3	
BADM	200	Grant Writing	2	
BADM	201	Principles of Marketing	3	
BADM	202	Principles of Management	3	
BADM	103	Leadership Techniques I	2	
BADM	210	Advertising	3	
ACCT	215	Business in the Legal Environment	3	
BOTE	224	E-Business	3	
ENTR	233	Entrepreneurship/Small Business Management	3	
ENTR	234	Entrepreneurship II	3	
BADM	240	Sales and Customer Service	3	
BOTE	211	Business Communications	3	
BOTE	162	Supervised Occupational Experience	3	
BOTE	176	Job Preparation	1	
		Elective (s)	6	
		Total Core Requirement Credits	**51**	
		Total A.A.S. Credits	**65**	

HEALTH INFORMAITON MANAGEMENT
ASSOCIATE OF APPLIED SCIENCE (A.A.S)

The health information management program prepares students for employment in a variety of health care areas: hospitals, clinics, private medical practices, dental offices, nursing homes and assisted-living facilities, government agencies and insurance companies. Students will be able to find employment in the records management department as well as in many other areas of the facility.

HEALTH INFORMATION MANAGEMENT ASSOCIATE OF APPLIED SCIENCE (A.A.S)				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
COMM	110	Fundamentals of Public Speaking	3	
CSCI	100	Computer Literacy	2	
		Arts & Humanities Elective	3	
		Math Elective	3	
		General Education Elective	3	
		Total General Education Requirements	**14**	
Program Core Requirements				
ACCT	105	Principles of Bookkeeping	3	
BIOL	115	Human Structure and Function	3	
BOTE	102	Keyboarding I	3	
BOTE	127	Information Processing	3	
BOTE	138	Medical Coding I	3	
BOTE	139	Medical Coding II	3	
BOTE	152	Keyboarding II	3	
BOTE	171	Medical Terminology	3	
BOTE	176	Job Preparation	1	
BOTE	211	Business Communications	3	
BOTE	222	Medical Transcription	3	
BOTE	275	Administrative Office Procedures	4	
BOTE	281	Medical Insurance/Billing	3	
HIT	281	Medical Law Ethics	3	
BOTE	162	Supervised Occupational Experience	3	
BADM	103	Leadership Techniques	2	
		Electives	3	
		Total Core Requirement Credits	**50**	
		Total A.A.S. Credits	**64**	

OFFICE ADMINISTRATION
Associates of Applied Science (A.A.S)

Associate of Applied Science Degrees combine career-technical courses with general education courses not intended to transfer to bachelor degree programs, although certain courses may be accepted at some institutions. This degree prepares students for employment in the career-technical specialty area of their choice.

This curriculum is designed to provide opportunities for individuals to develop marketable skills in the areas of office procedures, interpersonal relations, office technology, office accounting, written and oral communication and computer applications to meet the demands and expanded responsibilities of today's administrative workforce. Many office administration positions perform tasks once completed by mid-managers.

In addition to taking courses, students participate in a supervised work experience, both of which enhance their level of marketability.

OFFICE ADMINISTRATION ASSOCIATE OF APPLIED SCIENCE (A.A.S)				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
COMM	110	Fundamentals of Public Speaking	3	
CSCI	100	Computer Literacy	2	
		Arts & Humanities Elective	3	
		Math Elective	3	
		General Education Elective	3	
		Total General Education Requirements	**14**	
Program Core Requirements				
BOTE	102	Keyboarding I	3	
ACCT	105	Principles of Bookkeeping	3	
ACCT	110	Computerized Accounting with QuickBooks	1	
BADM	103	Leadership Techniques	2	
BOTE	127	Information Processing	3	
BOTE	152	Keyboarding II	3	
BOTE	176	Job Preparation	1	
BOTE	275	Administrative Office Procedures	4	
BOTE	211	Business Communications	3	
BOTE	162	Supervised Occupational Experience	3	
BOTE	121	Outlook	2	
BOTE	247	Spreadsheet Applications	3	
BOTE	257	Database Management	3	
BOTE	147	Word Processing	3	
BOTE	120	Presentations	2	
BOTE	218	Desktop Publishing	3	
BADM	240	Sales and Customer Services	3	
		Elective(s)	6	
		Total Core Requirement Credits	**51**	
		Total A.A.S. Credits	**65**	

Associate of Applied Science Tribal Advocate/Paralegal

This degree is designed for students who want to become a licensed tribal advocate and/or certified paralegal. This degree program prepares students for employment in a variety of legal settings, including but not limited to, tribal court, private law offices, prosecutor's office, public defender's office, and legal assistance. Students can also apply to take the national examination from the National Association of Legal Assistants or National Federation of Para-legals.

A 9-month certificate, consisting of the program core requirements, is also available to those students who have met the general education requirements, i.e. ENGL 120 & COMM 110. The certificate can assist in providing a foundation to those students interested in attending law school.

TRIBAL ADVOCATE/PARALEGAL ASSOCIATE OF APPLIED SCIENCE (A.A.S)				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
ENGL	110	College Composition I	3	
ENGL	120	College Composition II	3	
COMM	110	Fundamentals of Public Speaking	3	
CSCI	101	Introduction to Computers	3	
MATH		Pre-Algebra or Higher	3	
HIST		Chippewa History(251) or Indian History(261)	3	
HPER		Physical Education	2	
POLS	241	Federal Indian Law	3	
POLS	287	Tribal Government	3	
		Total General Education Requirements	**26**	

Program Core Requirements				
LEG	201	Introduction to Legal Studies and Ethics	3	
LEG	202	Criminal Law & Procedure	3	
LEG	209	Legal Writing	3	
LEG	204	Civil Procedure	3	
LEG	210	Tribal Advocate	4	
LEG	206	Constitutional Law	3	
LEG	207	Family Law	3	
LEG	230	Contracts and Torts	3	
LEG	211	Legal Research	3	
LEG	208	Property Law	3	
LEG	231	Tribal Advocate/Paralegal Internship	3	
		Total Core Credits	**34**	
		Total Program Credits	**60**	

Associate of Applied Science Process Plant Technology

The Process Plant Technology Applied Science 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.

PROCESS PLANT TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE (A.A.S)				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
ENGL	110	College Composition I	3	
CSCI	101	Computers	3	
COMM	110	Speech	3	
		Arts & Humanities	3	
		Math	3	
		Health/Physical Education	2	
		Total General Education Requirements	**17**	
Program Core Requirements				
PROP	102	Introduction to the Process Technology	3	
PROP	103	Applied Math	3	
PROP	105	Safety	3	
PROP	106	DC Fundamentals	2	
PROP	108	AC Fundamentals	3	
PROP	112	Basic Print Reading	2	
PROP	116	Instrumentation & Control	4	
PROP	118	Thermodynamics	3	
PROP	120	Water Purification & Treatment	2	
PROP	201	Process Equipment	3	
PROP	212	Auxiliary Systems & Refrigeration	3	
PROP	216	Process Boilers	2	
PROP	218	Process Operations & Troubleshooting	3	
PROP	220	Practical Applications	2	
PROP	235	Hydro-Carbon Chemistry	3	
PROP	237	Distillation & Refinery Operations	4	
PROP	239	Gas Processing	3	
PROP	244	Ethanol & Bio-Fuel Production	4	
PROP	176	Job Preparation Workshop	1	
		Total Core Requirements	**53**	
		Total A.A.S. Credits	**70**	

Turtle Mountain Community College
Residential Electric Program

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.

RESIDENTIAL ELECTRIC PROGRAM APPLIED SCIENCE DEGREE				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
MATH	100	Applied Math	3	
CSCI	100	Computer Literacy	2	
PSY	100	Human Relations in Organizations	2	
ENGL	100	Composition I	3	
		Electives	**5**	
		General Education Courses	**15**	
Program Core Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
BCT	105	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	105	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	
		Core Requirements	**56**	
		Total Degree Credits	**71**	

HEATING, VENTILATION AND AIR CONDITIONING

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 (AA.S). The program is two (2) years in length. Enrollment in summer school is optional for obtaining the general education requirements. View the application process and limited enrollment program information under Admission to Turtle Mountain Community College in the TMCC Catalog.

Background in these areas beneficial

- Basic math and geometry
- Basic knowledge of drafting & blueprint reading

HVAC Associate of Applied Science Degree (A.A.S.)				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
MATH	111	Algebra I or higher	3	
ENGL	110	College Composition I	3	
COMM	110	Fundamentals of Public Speaking/Or Equivalent	3	
CSCI	101	Introduction to Computers	3	
ARTS/HUMM		**Electives**	**3**	
		PE Elective	**1**	
		Total Credits	**16**	
Program Core Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
HVAC	100	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	5	
HVAC	111	HVAC Troubleshooting & Maintenance	4	
HVAC	114	Heating Systems Service & Troubleshooting	5	
HVAC	213	Air Conditioning Systems Service & Troubleshooting	5	
SMTL	115	Introduction to Sheet Metal	3	
SMTL	116	Sheet Metal Layout, Fabrication & Installation	**5**	
REFG	216	Residential & Commercial Refrigeration	3	
		Total Required Credits	51	
		Total Credits	**67**	

TURTLE MOUNTAIN COMMUNITY COLLEGE
CLINICAL/MEDICAL LAB TECHNICIAN PROGRAM

The Clinical/Medical Lab Technician Program provides the curriculum for a two-year Associate of Applied Science degree for TMCC students to be trained as competent Clinical Lab Technician/Medical Lab Technicians with the knowledge and skills necessary to demonstrate entry level proficiency in all areas of Laboratory Science. The program will also provide the number of credits to fulfill transferability into a four-year Laboratory Science program at a four-year higher education institution. The minimum qualifications to be enrolled in the program is a 2.00 GPA in all classes that pertain to the degree. Students that complete the degree requirements will earn an associate of applied science degree and are eligible to write a national board examination to become certified as a Medical Laboratory Technician.

General Education Course	Code	Course Title	Credits
BOTE	**171**	**Medical Terminology**	**4**
BIOL **BIOL**	**115** **220**	**Human Structure and Function and Lab** **Anatomy and Physiology**	**4**
CSCI	**101**	**Intro to Computers**	**3**
ENGL	**110**	**Composition 1**	**3**
CHEM	**115**	**Introduction to Chemistry**	**4**
CHEM	**116**	**Introduction to Organic Chemistry and Biochemistry**	**4**
MATH	**111**	**College Algebra 1**	**3**
BIOL	**202**	**Microbioloby**	**4**
PSYC	**111**	**Intro to Psychology**	**1**
HPER	**210**	**First Aid/CPR**	**2**
		Chippewa or Indian History	**3**
		Total Credit	**35**

Associate Applied Science Course	Code	Course Title	Credits
CLS	**103**	**Phlebotomy**	**3**
CLS	**113**	**Urinalysis and Body Fluids**	**1**
CLS	**225**	**Hematology/Coag**	**3**
CLS	**245**	**Clinical Microbiology**	**3**
CLS	**235**	**Clinical Chemistry**	**3**
CLS	**215**	**Clinical Internship 1**	**4**
CLS	**115**	**Clinical Parasitology**	**1**
CLS	**201**	**Immunology**	**4**
CLS	**205**	**Clinical Internship 1**	**2**
CLS	**240**	**Immunohematology**	**3**
CLS	**255**	**Clinical Internship 11**	**12**
CLS	**105**	**Clinical Seminar**	**1**
		Total Core Credits	**40**
		Total Program Credits	**75**

PHARMACY TECHNICIAN APPLIED SCIENCE DEGREE PROGRAM

The Pharmacy Technician program is designed to prepare students for careers performing and managing the technical distributive functions in pharmacies and pharmacy-related industries. By doing so, pharmacy technicians allow the pharmacist to concentrate on clinical services such as patient consultation, physician intervention, drug therapy analysis and other clinical topics. The pharmacy technician performs those functions of pharmacy practice that do not require a pharmacist's professional education or judgment.

TMCC offers two on-campus program options, a one-year (38 academic credits) Certificate and a two-year (65 academic credits) Associate in Applied Science Degree. 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.

Most pharmacies employ several technicians, and opportunities within the field are steadily increasing. Pharmacy technicians are found in community, hospital and home health care pharmacies, as well as research institutions, manufacturers, insurance companies and other industrial settings.

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

Pharmacy Technician Certificate Program			
Course Code		**Course Title**	**Credits**
BOTE	**171**	**Medical Terminology**	**4**
BIOL	**115**	**Human Structure and Function and Lab**	**4**
CSCI	**100**	**Computer Literacy**	**2**
ENGL	**100**	**Applied Tech Writing**	**2**
PHRM	**101**	**Orientation to Pharmacy Practice**	**1**
PHRM	**102**	**Pharmaceutical Calculations**	**3**
PHRM	**105**	**Institutional Pharmacy**	**2**
PHRM	**111**	**Pharmacy Records and Inventory Mgmt.**	**2**
PHRM	**115**	**Community Practice**	**3**
PHRM	**116**	**IV and Sterile Product Preparation Labe**	**1**
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	**100**	**Human Relations in Organizations**	**2**
		Total Required Credits for Certificate	**38**

Pharmacy Technician Associate Applied Science			
Course	**Code**	**Course Title**	**Credits**
BOTE	**171**	**Medical Terminology**	**4**
BIOL	**115**	**Human Structure and Function and Lab**	**4**
CSCI	**101**	**Intro to Computers**	**3**
ENGL	**110**	**Composition 1**	**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.**	**2**
PHRM	**115**	**Community Practice**	**3**
PHRM	**116**	**IV and Sterile Product Preparation Labe**	**1**
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**
		Total Credit	**41**

Applied Science General Education Electives			
Course Code		**Course Title**	**Credits**
HPER		**Wellness electives**	**2**
COMM	**110**	**Speech**	**3**
MATH	**111**	**College Algebra I**	**3**
		General Education electives (to be chosen with advisor)	**16**
		Total Required Credits for Associate	**65**
		Attendance at designated campus and/or community activities that support general education learning outcomes	

CERTIFICATE PROGRAMS

Building Construction Technology or Building Construction Entrepreneur Certificate
Nine Month Certificate

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

BUILDING CONSTRUCTION TECHNOLOGY CERTIFICATE				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
CSCI	100	Computer Literacy	2	
PSYC	100	Human Relations in Organizations	2	
ENGL	100	Applied Technical Writing	2	
		Total General Education Requirements	**6**	
Program Core Requirements				
BCT	100	Core Curriculum	3	
BCT	104	Construction Blueprint Reading	3	
BCT	110	Construction Math	3	
BCT	120	Framing Principles & Methods	3	
BCT	125	Framing Shop I	6	
BCT	130	Exterior Finish Theory & Shop	2	
BCT	135	Framing Shop II	6	
BCT	162	Supervised Occupational Experience	3	
BCT	176	Job Preparation	1	
		Total Core Requirement Credits	**30**	
		Total Certificate Credits	**36**	

BUILDING CONSTRUCTION TECHNOLOGY ENTREPRENEURCERTIFICATE				
Students must complete a minimum of 15 credit hours from the Building Construction Technology required core courses, and 7 general education credits to obtain this certificate.				
Entrepreneur Core Requirements				
ACCT	105	Principles of Bookkeeping	3	
ACCT	110	Computerized Accounting with QuickBooks	1	
BADM	152	Fundamentals of Business	3	
ENTR	233	Entrepreneurship/Small Business Management	3	
ENTR	234	Entrepreneurship II	6	
		Total Entrepreneur Credits	13	

CHILD DAY CARE PROVIDER - CERTIFICATE				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	
ASC **ENGL**	086 110	credits to be comprised of Writing Basics I/II or College Comp. I dependent upon placement tests	3	
CSCI	100	Computer Literacy	2	
HPER	210	First Aid/CPR	2	
MATH		credits to be comprised of Applied Math 100 or 102 Intermediate Algebra dependent upon placement	3	
		Total General Education Requirements	**10**	
CHLD	130	Stages of Child Development	3	
CHLD	123	Activities for Young Children	3	
CHLD	201	Child Development Lab/Field Experience	2	
CHLD	186	Dev. Learning Environments & Parental Involvement	3	
CHLD	211	Child Development Practicum II	3	
CHLD	222	Infant & Toddler Development	3	
CHLD	246	Social Emotional Lives of Young Children	3	
		Total Core Requirements	**20**	
		Total Gen. Ed.'s	**10**	
		Total Certificate Credits	**30**	

CHILD DAY CARE PROVIDER ENTREPRENEUR CERTIFICATE				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Term/Grade**
ENGL	110	College Composition I	3	
CSCI	100	Computer Literacy	2	
		Total General Education Requirements	**5**	
Program Core Course Requirements				
Students must complete a minimum of 15 credit hours from the Child Day Care Provider required core courses.			**15**	
Entrepreneur Core Course Requirements				
ACCT	105	Principles of Bookkeeping	3	
ACCT	110	Computerized Accounting with Quick Books	1	
BADM	152	Fundamentals of Business	3	
ENTR	233	Entrepreneurship / Small Business Management	3	
ENTR	234	Entrepreneurship II	3	
		Total Entrepreneur Credits	**13**	
		Total Gen. Ed. Credits	**5**	
		Total Core Courses	**15**	
			33	

ENTREPRENEURSHIP
9 MONTH CERTIFICATE

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

ENTREPRENEURSHIP CERTIFICATE				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
		Students must take 6 general education Credits		
		General Education Elective Requirements	**6**	
Program Core Requirements				
**Students must complete 28 credit hours from the following list of courses to obtain a certificate.				
ACCT	105	Principles of Bookkeeping	3	
ACCT	110	Computerized Accounting with QuickBooks	1	
BOTE	127	Information Processing	3	
BADM	152	Fundamentals of Business	3	
BADM	200	Grant Writing	2	
BADM	201	Principles of Marketing	3	
BADM	202	Principles of Management	3	
BADM	103	Leadership Techniques	2	
BADM	210	Advertising	3	
BOTE	224	E-Business	3	
ENTR	233	Entrepreneurship/Small Business Management	3	
ENTR	234	Entrepreneurship II	3	
BADM	240	Sales and Customer Service	3	
ACCT	215	Legal Environment of Business	3	
BOTE	211	Business Communications	3	
BOTE	162	Supervised Occupational Experience	3	
		Total Core Requirement Credits	**28**	
		Total Certificate Credits	**34**	

MANAGEMENT
NINE MONTH CERTIFICATE

This curriculum provides applied management coursework to graduate a professional who can fill a responsible managerial position.

MANAGEMENT CERTIFICATE				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
		Students must take 6 general education credits for certificate		
		Total General Education Requirements	**6**	
Program Core Requirements				
ACCT	105	Fundamentals of Bookkeeping	3	
BADM	120	Fundamentals of Business	3	
BADM	202	Principles of Management	3	
BADM	103	Leadership Techniques I	2	
BOTE	127	Information Processing	3	
BOTE	176	Job Preparation	1	
BADM	201	Fundamentals of Marketing	3	
BADM	240	Sales and Customer Service	3	
ACCT	215	Business in the Legal Environment	3	
		Elective	3	
		Total Core Credits	**27**	
		Total Certificate Credits	**33**	

Office Assistant Certificate

General Education Requirements				
Pre	No	Course	Cr	Date
COMM	110	Fundamentals of Public Speaking	3	
CSCI	100	Computer Literacy	2	
BOTE	108	Business Math	3	
		Total General Education Requirements	8	
Program Core Requirements				
BOTE	102	Keyboarding I	3	
ACCT	105	Principles of Bookkeeping	3	
ACCT	110	Computerized Accounting with QuickBooks	1	
BOTE	275	Administrative Office Procedures	4	
BOTE	127	Information Processing	3	
BOTE	211	Business Communications	3	
BOTE	152	Keyboarding II	3	
BOTE	176	Job Preparation	1	
BADM	103	Leadership Techniques	2	
		Elective	2	
		Total Core Requirement Credits	25	
		Total Certificate Credits	33	

WELDING TECHNOLOGY
NINE-MONTH CERTIFICATE

Description:

The welding program provides students with the basic welding skills needed for entry-level jobs. The welding Technology program will offer students the opportunity to spend a majority of their hours in school working in a modern, well-equipped laboratory. The program will teach welding skills using oxyacetylene, manual stick electrode, semiautomatic Mig, Tig (Heliarc), Pulse Mig, and various other welding processes. Working from blueprints, students follow exact specifications and apply practical shop math to accomplish required tasks. Students complete live work projects using skills acquired in classes. In addition, students will have the option to take the American Welding Society (AWS) certification practical exam. The AWS welding test is recognized worldwide as the standard to measure welding competence.

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. Turtle Mountain Community College will be offering this new program fall semester to meet the workforce training needs of the Turtle Mountain Manufacturing Plant. Career upgrade certificate classes are also offered. American Welding Society welder certification is available to students enrolled in welding course.

WELDING TECHNOLOGY CERTIFICATE				
Related Courses				
Pre	**No**	**Course**	**Cr**	**Date**
MATH	130		2	
CSCI	100		2	
PSY	100		2	
ENGL	151		2	
		Related Courses	**8**	
Program Core Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
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	2	
WELD	165	Blueprint Symbols for Welders	2	
WELD	176	Job Preparation Workshop	1	
		Core Requirement Credits	**27**	

PHLEBOTOMY TECHNICIAN PROGRAM
9-MONTH CERTIFICATE

The mission of the Turtle Mountain Community College Phlebotomy Technician Program is to provide a high quality curriculum centered education in phlebotomy theory and practice preparing students for entry level positions as Phlebotomy Technicians in a variety of Medical settings. TMCC Phlebotomy Program will follow the requirements as put forth by the National Accrediting Agency for Clinical Laboratory sciences. (NACCLS) 5600 N. River Rd. Suite 720 Rosemont, IL 60018. As vital members of the health care team Phlebotomists need to be skilled at collecting blood and other specimens accurately, assuring high quality specimens for laboratory analysis. They are also required to interpret physician's orders, use computers to enter patient demographics and send reports, process specimens and in some facilities will perform point-of-care and waived testing procedures. To be successful, phlebotomist should be practical and accurate, able to inspire confidence in others and to put patients at ease. After successful completion of all academic components (must maintain a C avg. in all academic and Core classes of the Phlebotomy program.) A Certificate of completion will be granted from the approved TMCC Phlebotomy Technician Program. Students will then be eligible to apply for Certification through one of the National Certification Agency for laboratory Personnel.

PHLEBOTOMY TECHNICIAN PROGRAM 9-MONTH CERTIFICATE				
Courses	**No**	**Course**	**Cr**	**Date**
CSCI	101	Computer Literacy	2	
BIOL	115	Human Structure and Function	4	
BOTE	171	Medical Terminology	3	
CLS	103	Phlebotomy	4	
HIT	218	Medical Laws and Ethics	3	
ENGL	100	Applied Technical Writing	2	
HPER	210	First Aid/CPR	2	
BOTE	176	Job Preparation	1	
PSY	100	Human Relations in Organizations	2	
CLS	104	Phlebotomy Clinical Rotation	8	
CLS	103	Prerequisite:		
CLS	105	Clinical Seminar	1	
CLS	103	Prerequisite:		
		Total Credits	32	

COURSE DESCRIPTIONS

ARTS/HUMANITIES AND SOCIAL SCIENCE COURSE DESCRIPTIONS

196, 197, 198, 199 COOPERATIVE EDUCATION
1 to 6 Credits Prerequisite: Director Approval
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.

281, 282, 283, 284 INDIVIDUAL STUDIES
1 to 4 Credits Prerequisite: Department approval
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.

296, 297, 298, 299 SPECIAL TOPICS
1 to 4 Credits Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
This course studies the art elements and principles of design, creating visual organization.

VART 130 DRAWING I
3 Credits Prerequisite: None
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 Prerequisite: None
This course will involve traditional plains art and crafts demonstrated by local artisans, emphasizing traditional techniques, history and folklore.

VART 210 ART HISTORY I
3 Credits Prerequisite: None
This course includes a survey of western art form from Paleolithic to Renaissance. Films, slides, discussions and demonstrations will be introduced.

VART 220 PAINTING I
3 Credits Prerequisite: VART 130 Drawing I
This course will introduce painting techniques and painting styles for the studio artist using a variety of media including tempera, acrylic, and oil.

VART 225 WATERMEDIA I
3 Credits Prerequisite: VART 130 Drawing I
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.

VART 230 DRAWING II
3 Credits Prerequisite: VART 130 Drawing I
This course is an advanced study and application of the different drawing media, methods, and techniques. Its emphasis will be on figure drawing, studying proportion as it relates to portraiture and human form. Expressive visual skills will be developed using mixed media and varied drawing techniques.

VART 250 CERAMICS I
3 Credits Prerequisite: None
This course introduces basic hand-built techniques using coil, pinch, slab and drape along with understanding clay and the firing process.

VART 251 CERAMICS II
3 Credits Prerequisite: VART 250 Ceramics I
This course introduces basic wheel-thrown techniques with a potter's wheel using a variety of clay and glazes.

VART 265 SCULPTURE
3 Credits Prerequisite: None.
This course introduces basic sculpture techniques and styles with the use of wood, stone, wire and clay using assemblage, additive and subtractive methods.

VART 270 PRINTMAKING
3 Credits Prerequisite: VART 130 Drawing I
This course is an introduction to basic printmaking techniques and materials using relief (lino and woodcut), collagraph, serigraphy, lithography and intaglio.

Arts & Humanities

AHU 100 DRUM MAKING
2 Credit Prerequisite: None
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 Prerequisite: None
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
2 Credit Prerequisite: None
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 161 AMERICAN INDIAN GAMES
2 Credits Prerequisite: None
This course is a survey of games played and developed by American Indians. Games of skill and chance have always been a part of the culture and society of American Indians. Special emphasis shall be on learning the Plains Indian hand games, commonly called moccasin games and stick games.

AHU 181 MOCCASIN MAKING
2 Credits Prerequisite: Beadwork 190
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 127 PROGRAM PLANNING AND PROPOSAL WRITING
1 Credit Prerequisite: None
This course will provide an overview of the basics of program planning and proposal development at the beginning or entry level. Students will take part in the writing of a proposal by class or individual assignments and will learn the components of program planning and proposal writing through reading, written assignments, organized lessons, and lecture.

COMM 102 COMMUNICATION AND THE HUMAN COMMUNITY
3 Credits Prerequisite: None
An introduction to the important concepts and principles of human communication, with a focus on how humans create meaningful worlds to live in through shared language, shared visual perception and interaction processes. Examination of the conflicts and opportunities that can result from communication differences within and among communities, with particular emphasis on gender, race and ethnicity, age, sexual orientation, class and physical ability.

COMM 103 INFORMATION, TECHNOLOGY AND SOCIAL CHANGE
3 Credits Prerequisite: None
Evolution of communication technology and the consequences for how people communicate and acquire information, including the impact of culture, economics and public policy on contemporary media practices.

COMM 200 INTRODUCTION TO MEDIA WRITING
3 Credits Prerequisite: None
Introduction to writing in the various styles and forms required in journalism, advertising, broadcasting, public relations and speech communication.

COMM 212 INTERPERSONAL COMMUNICATIONS
1 Credit Prerequisite: None
This course introduces fundamental concepts of communication between individuals and explores aspects of self-expression and relationship communication.

ASL 101 AMERICAN SIGN LANGUAGE I
3 Credits Prerequisite: None
This course offers the fundamentals of basic sign language

Criminal Justice

CJ 120 INTRODUCTION TO CRIMINAL JUSTICE
3 Credits Prerequisite: None
This course examines the criminal justice process, including legislative lawmaking, law enforcement, prosecution, the courts, and corrections; highlights contemporary issues and landmark cases influencing case processing at different stages throughout the criminal justice system; familiarizes students with the Bill of Rights and Amendments critical to law enforcement, evidentiary issues, and correctional procedures; a basic survey and Prerequisite: for all criminal justice courses.

CJ 226 INTRODUCATION TO CRIMINAL INVESTIGATIONS
3 Credits Prerequisite: CJ 120
This course gives a broad examination of the basic principles of a criminal investigation.

CJ 230 CRIMINAL LAW
3 Credits Prerequisite: CJ 120
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.

CJ 240 POLICE AND POLICE-COMMUNITY RELATIONS
3 Credits Prerequisite: CJ 120
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.

CJ 250 CRIMINOLOGICAL THEORY
3 Credits Prerequisite: CJ 120
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.

CJ 270 JUVENILE JUSTICE
3 Credits Prerequisite: CJ 120
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.

Developmental Studies

ASC 075 COLLEGE STUDY SKILLS
2 Credits Prerequisite: None
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 Prerequisite: None
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 Prerequisite: ASC 086
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.

ASC 088 COMPOSITION LAB
1 Credit Prerequisite: None
This course provides supplemental and developmental instruction for students taking a first-year English course (110, 120) and is taken during the same semester as the English course. Instruction is based on student needs with time allowed for application to English course assignments. Upon recommendation of the instructor, this course may be repeated for additional credit when taking a second English class.

English

ENGL 110 COLLEGE COMPOSITION I
3 Credits Prerequisite: None
This course provides guided practice in college-level reading, writing, and critical thinking.

ENGL 120 COLLEGE COMPOSITION II
3 Credits Prerequisite: ENGL 110 College Composition I
This course provides advanced practice in college-level writing from sources including the application of rhetorical strategies.

ENGL 210 COLLEGE COMPOSITION III
3 Credits Prerequisite: ENGL 110 & 120 College Composition I and II
In this course students will be given the opportunity to receive advanced development of writing skills, which emphasizes increasingly sophisticated and effective rhetoric and style.

ENGL 215 WRITING FOR WORK
3 Credits Prerequisite: ENGL 120 College Composition II
This course is an introduction to business and technical writing and to strategies for completing business related writing projects.

ENGL 221 INTRODUCTION TO DRAMA
3 Credits Prerequisite: None
This course provides reading and discussion of representative dramatic works from ancient Greek times to the present.

ENGL 224 INTRODUCTION TO FICTION
3 Credits Prerequisite: ENGL 110 & ENGL 120 College Composition I and II
This course is a study of representative short stories and novels and their historical and literary backgrounds.

ENGL 236 WOMEN AND LITERATURE
3 Credits Prerequisite: None
This course is a study of literary texts by and about women including gender roles as a literary theme.

ENGL 238 CHILDREN'S LITERATURE
3 Credits Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
This course is the study of literary and cultural works by and about American Indians.

ENGL 266 NATIVE AMERICAN LITERATURE II
3 Credits Prerequisite: None
This course is the study of literary and cultural works by and about American Indians

Humanities

HUMM 101 INTRODUCTION TO HUMANITIES I
3 Credits Prerequisite: None
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 Prerequisite: None
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 130 LIBRARY ORIENTATION
1 Credit Prerequisite: None
This course provides an introduction to the Dewey Decimal and Library of Congress Classification System, the card catalog, periodical indexes, basic references, and bibliographies. The purpose of the course is to acquaint the student with the facilities and resources of libraries.

HUMM 190 TRADITIONAL USE OF PLANTS
2 Credits Prerequisite: None
This course is intended as a 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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: Lang 121 Chippewa/Cree Language
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.

LANG 125 OJIBWA LANGUAGE
3 Credits Prerequisite: LANG 125 for LANG 126
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
3 Credits Prerequisite: LANG 125 for LANG 126
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.

SPAN 101 FIRST YEAR SPANISH I
3 Credits Prerequisite: SPAN 101 for SPAN 102
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 Prerequisite: None
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.

Music

MUSC 100 MUSIC APPRECIATION
3 Credits Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
This course is designed for the beginning Piano student.

MUSC 103 BEGINNING FIDDLE
1 Credit Prerequisite: None
This course is designed for the beginning fiddle student.

MUSC 111 BEGINNING GUITAR
1 Credit Prerequisite: None
This course is designed for the beginning guitar student.

MUSC 122 MUSIC THEORY I
3 Credits Prerequisite: None
This course provides experience in the study of music notation and the basic structure of music. This course includes; key signatures, scales, chords, and four part writing and instrumental notation.

MUSC 132 INTRODUCTION TO TRADITIONAL SINGING OF THE PLAINS OJIBWE
1 Credit Prerequisite: None
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 Prerequisite: None
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 Prerequisite: Prior Band Experience
This course is designed to enhance the college experience by providing further band experience for student.

MUSC 200 NATIVE AMERICAN MUSIC SURVEY
3 Credits Prerequisite: None
This course is designed to explore the rich tradition of Native American music. Students will listen to recordings and discuss culture from a musical perspective.

MUSC 264 VIOLIN PEDAGOGY
1 Credit Prerequisite: MUSC 128 or MUSC 263, or Instructor Approval
This course is for adults with extensive performance experience on the Fiddle/Violin and who would like to learn how to teach it to others.

Special Education

EDUC 210 INTRODUCTION TO EXCEPTIONAL CHILDREN
3 Credits Prerequisite: None
This is a survey course examining exceptionalities of learning with a focus on understanding current social and educational responsibilities.

EDUC 310 INTRODUCTION TO DEVELOPMENTAL DISABILITIES
3 Credits Prerequisite: SPD 110 Introduction to Exceptional Children
This is a survey course in the education of persons with developmental disabilities including handicapped conditions, legal aspects, history, parental perspectives, educational programming, service delivery systems, and current research

Economics

ECON 201 PRINCIPLES OF MICROECONOMIC
3 Credits Prerequisite: None
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 Prerequisite: None
Macroeconomics is the study of the economy as an aggregate (whole entity). The text includes the latest economics 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 Prerequisite: None
This course is a survey of the major political, economic, social, and cultural development of the western world from prehistory to 1500.

HIST 102 WESTERN CIVILIZATION II
3 Credits Prerequisite: None
This course is a survey of the major political, economic social and cultural developments of the western world from 1500 to the present day.
HIST 103 UNITED STATES HISTORY TO 1877
3 Credits Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite:: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: POLS 284 Federal Indian Policy I
This course is a survey of the tribal and federal government relationship that evolved from 1871 to the present.

POLS 287 TRIBAL GOVERNMENT
3 Credits Prerequisite: None
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 111 INTRODUCTION TO PSYCHOLOGY
3 Credits Prerequisite: None
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 Prerequisite: None
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 Prerequisite: PSYC 205 Addiction Studies I
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.

PSYC 230 EDUCATIONAL PSYCHOLOGY
3 Credits Prerequisite: PSYC 111 Introduction to Psychology
This course emphasizes principles of child development, learning theory, classroom management, and effective teaching through lectures, class discussion, research review groups, and field experiences.

PSYC 250 DEVELOPMENTAL PSYCHOLOGY
3 Credits Prerequisite: PSYC 111 Introduction to Psychology
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.

PSYC 255 CHILD & ADOLESCENT PSYCHOLOGY
3 Credits Prerequisite: PSYC 111 Introduction to Psychology
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.

PSYC 270 ABNORMAL PSYCHOLOGY
3 Credits Prerequisite: PSYC 111 Introduction to Psychology
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.

PSYC 353 Child & Adolescent Psychology
3 Credits Prerequisite:
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 BEHAVIOR IN THE SOCIAL ENVIRONMENT
3 Credits Prerequisite: Introduction to Psychology or Sociology
This course provides an emphasis on ecological/social systems theory as the conceptual framework. Biopsycho-socio-cultural aspects of human development.

SCIENCE, MATH, COMPUTER SCIENCE, ENGINEERING AND HEALTH/PHYSICAL EDUCATION COURSE DESCRIPTIONS

196, 197, 198, 199 COOPERATIVE EDUCATION
1 to 4 Credits Prerequisite: Director Approval
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.

281, 282, 283, 284 INDIVIDUAL STUDIES
1 to 4 Credits Prerequisite: Department approval
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.

296, 297, 298, 299 SPECIAL TOPICS
1 to 4 Credits Prerequisite: None
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.

Developmental Studies

ASC 007 SURVEY OF SCIENCE
4 Credits Prerequisite: none
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 Prerequisite: None

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 123 INTRODUCTION TO RESEARCH METHODS/LAB
4 Credits Prerequisite: General Botany I 112
This is an introductory-level class to aid students in developing skills to design, carry out and report research. Although this is a science class, the ability to design, carry out, analyze and report research is applicable to students in multiple areas including business, education, and history.

BIOL 122 PRINCIPLES OF AGRONOMY/LAB
2 Credits Prerequisite: None
This course is the study of the principles of plant-soil-climate relationships in the production of crops along with crop utilization and management.

BIOL124 ENVIRONMENTAL SCIENCE/LAB
4 Credits Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: BIOL 150 General Biology or instructor approval
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.

BIOL 220 ANATOMY AND PHYSIOLOGY I/LAB
4 Credits Prerequisite: General Biology/Lab BIOL 150, General Chemistry CHEM 115 or 121,
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.

BIOL 221 ANATOMY AND PHYSIOLOGY II/LAB
4 Credits Prerequisite: BIOL 220 Anatomy and Physiology I or instructor approval
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.

BIOL 231 GENERAL ZOOLOGY I/LAB
4 Credits Prerequisite: None
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.

BIOL 232 GENERAL ZOOLOGY II/LAB
4 Credits Prerequisite: None
This course is a survey of the basic biology, classification and ecology of the vertebrates, with emphasizes on the chordates.
BIOL 250 GENERAL ECOLOGY/LAB
4 Credits Prerequisite: BIOL 150 General Biology or instructor approval
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.

CHEMISTRY

CHEM 115 INTRODUCTORY CHEMISTRY/LAB
4 Credits Prerequisite: MATH 102 – Intermediate Algebra (or one year of high school algebra)
This course is the study of measurement, ionic and covalent compounds, chemical calculations, states of matter, energy, solutions, reactions, and chemical bonding.

CHEM 116 INTRODUCTION TO ORGANIC CHEMISTRY AND BIOCHEMISTRY/LAB
4 Credits Prerequisite: CHEM 115 or CHEM 121
This course is the study of alkanes, alkenes, and alkynes aromatics, alcohols, phenols, ethers, adehydes/ketones, carboxylic acids and esters, amines and amides, carbohydrates, lipids, amino acids, proteins, and nucleic acids.

CHEM 121 GENERAL CHEMISTRY I/LAB
4 Credits Prerequisite: One year of high school chemistry (or some college chemistry) and two years of high school algebra (or one year of college algebra).
This course is the study of matter, measurement, atoms, ions, molecules, reactions, chemical calculations, thermo chemistry, bonding, molecular geometry, periodicity, and gases.

CHEM 122 GENERAL CHEMISTRY II/LAB
4 Credits Prerequisite: CHEM 121 General Chemistry I
This course is the study of intermolecular forces, liquids, solids, kinetics, equilibria, acids, and bases, solution chemistry, precipitation, thermodynamics, and electrochemistry.

Geography/Geology

GEOL 101 ENVIRONMENTAL GEOLOGY/LAB
4 Credits Prerequisite: None
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 Prerequisite: None
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 Prerequisite: Physical Geology/Lab 114 or instructor approval
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.

GEOG 121 PHYSICAL GEOGRAPHY/LAB
4 Credits Prerequisite: None
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).

ASTR 150 Introduction to Meteorology/Lab
4 Credits Prerequisite: None
This course is the study of earth's atmosphere and will include the elements of weather types and storms, meteorological instruments and weather maps.

Physics

PHYS 110 PRINCIPLES OF ASTRONOMY/LAB
4 Credits Prerequisite: None
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 Prerequisite: MATH Trigonometry
This is a beginning course for students without a calculus background. It covers basic principles of bodies at rest and in motion.

PHYS 212 COLLEGE PHYSICS II
4 Credits Prerequisite: PHYS 211 College Physics/Lab
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.

PHYS 251 UNIVERSITY PHYSICS I
4 Credits Prerequisite: MATH 165 Calculus 1
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.

PHYS 252 UNIVERSITY PHYSICS II
4 Credits Prerequisite: PHYS 251
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.

Computer Science

MATH

MATH 100 APPLIED MATH
3 Credits Prerequisite: None
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 Prerequisite: Math 100 or Placement Test
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.

MATH 103 COLLEGE ALGEBRA
3 Credits Prerequisite: Placement based on TMCC Math Placement Test
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.

MATH 105 TRIGONOMETRY
3 Credits Prerequisite: MATH 103 or MATH 111 or Placement Test
In this course the student will study triangle trigonometry, trigonometric functions, trigonometric identities and equations and applications of trigonometry.

MATH 111 COLLEGE ALGEBRA I
3 Credits Prerequisite: MATH 102 or Placement Test
In this course the student will cover graphs and technology, equations, inequalities, functions and their graphs, polynomials and rational functions.

MATH 112 COLLEGE ALGEBRA II
3 Credits Prerequisite: MATH 111 College Algebra I
In this course the student will cover exponential and logarithmic functions, systems of equations and equalities, discrete algebra and analytic geometry.

MATH 107 PRE-CALCULUS
3 Credits Prerequisite: MATH 112, or MATH 103or Placement Test
In this course the student will study trigonometric functions, solving triangles, analytic geometry, theory of equations, sequences, series and induction.

MATH 165 CALCULUS I
4 Credits Prerequisite: MATH 107 Trigonometry
In this course the student will study limits, continuity, differentiation, indefinite integrals, definite integrals, application of derivative, logarithmic and exponential functions, and numerical integration.

MATH 166 CALCULUS II
4 Credits Prerequisite: MATH 165 Calculus I
In this course the student will study techniques of integration, applications of integration, polar equations, sequences, series, and power series.

MATH 212 STATISTICS I
3 Credits Prerequisite: Math 103 or MATH 111.
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.

MATH 213 STATISTICS II
3 Credits Prerequisite: Math 212 Statistics
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.

Health

NUTR 240 NUTRITION
3 Credits Prerequisite: None
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 Prerequisite: None
The course provides fundamental techniques, rules, and sportsmanship in volleyball.

HPER 103 TENNIS
1 Credit Prerequisite: None
This course teaches the forehand, backhand, serve, rules and other tennis fundamentals.

HPER 104 GOLF

1 Credit Prerequisite: None
This course provides the fundamentals of golf, rules, safety, and language of golf, scoring, and golf etiquette.

HPER 108 TRADITIONAL DANCE
2 Credits Prerequisite: None
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 COURSE
1 Credit Prerequisite: None
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 Prerequisite: None
This course provides the basic instruction in the techniques and skill of downhill skiing.

HPER 120 Tai Chi
1 to 2 Credits Prerequisite:: None
This course provides flexibility and diversity in physical education.

HPER 126 ARCHERY
1 Credit Prerequisite: None
This course provides basic instruction and participation in this sport for fitness and recreation.

HPER 127 AEROBICS
1 Credit Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: None
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 Prerequisite: HPER 110
This course is an extension of the beginning course and will extend the movements to a further level. The students will learn to communicate through movement. This course will also exercise the importance for developing techniques to encourage students to move and express how they feel for effective change, growth and healing in the individual.

HPER 213 PERSONAL AND COMMUNITY HEALTH
2 Credits Prerequisite: None
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 DEPARTMENT: EDUCATION COURSE DESCRIPTIONS

EDUC 200: Introduction to the Teaching Profession Elementary/Secondary
2 Credits Prerequisite:
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.)

STRAND ONE: FOUNDATIONS OF TEACHING AND LEARNING

EDUC 235: Preparation for Praxis I Elementary/Secondary
1Credit Prerequisite:
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 300: Educational Technology Elementary Secondary Course
2 Credits Prerequisite:
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.

EDUC 310: Introduction to Exceptional Children Elementary/Secondary
3 Credits Prerequisite:
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 a mainstreamed classroom setting.

EDUC 321: Multicultural Education & Human Diversity Elementary/Secondary
3 Credits Prerequisite:
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 330 Foundations of Education
3 Credits Prerequisite:
This course is designed to critically analyze the place of education in today's rapidly changing society. Students will analyze the similarities and differences of the major philosophical positions in order to evaluate historical influences on current educational practices.

EDUC 350: Practicum I Elementary/Secondary
1 Credit Prerequisite:
Practicum 1 is designed to give students 40 hours of supervised field experience in regular classroom settings. Students will be required to do two lessons in small groups settings of two or more students.

STRAND TWO: THEORY AND PRACTICE

EDUC 320: Issues in Native Education Elementary
2 Credits Prerequisite:
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 on Reservation settings.

EDUC 329: Curriculum Planning and Evaluation Elementary/Secondary
3 Credits Prerequisite:
This course content addresses how to design and develop curriculum content for K-12 students. Curriculum alignment, curriculum mapping, and the use of state standards are also covered.

EDUC 331: Learning Environments Elementary
3 Credits Prerequisite:
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 360: Practicum II Elementary/Secondary
1 Credits Prerequisite:
Practicum II is designed to give students 40 hours of supervised field experience in regular classroom settings. Students will be required to do four lessons in small groups settings of two or more students. Students are encouraged to do one large group lesson if possible.

EDUC 404: Music Methods and Materials Elementary
2 Credits Prerequisite:
This course familiarizes students with methods and materials used to teach music appreciation and also demonstrates how music is of critical importance for learning, particularly as it pertains to best teaching practices based on brain-based learning theories.

EDUC 406: Science Methods and Materials Elementary
3 Credits Prerequisite:
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 Prerequisite:
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 Prerequisite:
This course focuses on health and physical education curriculum, materials with an emphasis on innovative methods used to teach health and physical education. Also, included is research on holistic approaches to teaching to the whole person.

STRAND THREE: METHODS AND MATERIALS

EDUC 236: Praxis II Elementary and Secondary
1 Credit Prerequisite:
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 375 Reading in the Content Area Secondary
2 Credits Prerequisite:
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 Elementary
4 Credits Prerequisite:
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 Prerequisite:
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 405: Math Methods and Materials Elementary
3 Credits Prerequisite:
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 409: Methods and Materials for Language Arts Elementary
3 Credits Prerequisite:
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 student in Reservation and rural setting.

EDUC 410: Educational Assessment Elementary/Secondary Course
3 Credits Prerequisite:
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 406: Science Methods and Materials Secondary
3 Credits Prerequisite:
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.

STRAND FOUR: STUDENT TEACHING

EDUC 414: Student Teaching Elementary and Secondary
10 Credits Prerequisite:
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 Prerequisite:
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 416 Student Teaching Seminar Secondary
1 Credit
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.

EDUC 470 Methods of Secondary Science
2 Credits
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.

Secondary Science Course Descriptions
BIOLOGY

BIOL 350/L Freshwater Biology
4 Credits Prerequistie:
This course is a study of biological, chemical, and physical characteristics of inland waters including origins, interrelationships and the effect of civilization.

BIOL 363/L: General Entomology Secondary
4 Credits Prerequisite:
This course is an introductory study of the classification, taxonomy, collection methods, behavior, ecology, anatomy, and physiology of insects.

BIOL 332: Ecology/L Secondary
4 Credits Prerequisite:
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 401: Biodiversity Secondary
3 Credits Prerequisite:
This thematic-based linked course provides an in depth exploration the science of biodiversity. Students will survey all the major taxonomic classes of animals and plants using contemporary and historical analysis. Topics covered include genetics, systematic evolution, speciation and extinction, and conservation biology. The local Turtle Mountain region will serve as the living laboratory in this course.

BIOL 470: Research Experience Secondary
2 Credits Prerequisite:
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.

CHEMISTRY

CHEM 240: Fundamentals of Organic Chemistry Secondary
3 Credits Prerequisite: CHEM 121/L
Emphasis is on structure and bonding, nomenclature; hydrocarbons, aromatics, stereochemistry, alcoholics, phenols, ethers, amines, carbonyls: aldehydes, ketones, carboxylic acids, esters, and amides.

CHEM 380: Environmental Chemistry
3 Credits Prerequisite:
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 301: Biochemistry
4 Credits Prerequisite: This is a study of the major classes of biological compounds, synthesis of macromolecules, enzyme kinetics, intermediary metabolism, recombinant DNA technology and bioenergetics**.**

CHEM 333/L Forensic Chemistry
4 Credits Prerequisite:
This is a study of analytical chemistry techniques in a modern science laboratory. Principals of quantitative and qualitative chemical analysis as applied to environmental, clinical and forensic science are investigated.

CHEM 431: Analytical Chemistry
2 Credits Prerequisite:
This course includes chemical equilibrium with its analytical applications, introduction to chromatography,a nd poteniometry.

EARTH SCIENCE

GEOG 334: Climatology Secondary
3 Credits Prerequisite:
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 Prerequisite:
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 Prerequisite: GEOL 101, 105 and 106
Interpretation of geology in the field; preparation of base maps and plotting geological data. Lecture and one week field experience.

PHYSICS

PHYS 405/L: Advanced Physical Science by Inquiry Secondary
4 Credits Prerequisite: Permission of instructor
Lecture 2 hrs & Lab 4 hours
This course is designed to expose future secondary teachers to inquiry methods in physical science and teaches them alternate reasoning methods that can be used at a variety of instructional levels.

PHYS 275: Planetarium Science Elementary/Secondary
2 Credits Prerequisite:
This course incorporates the study of the operation and maintenance of a planetarium model and the demonstration of astronomical principles. Students are expected to be participants in community initiatives that focus on elementary and secondary science education.

PHYS 321/L Optics
3 Credits Prerequistie:
This incorporates physical optics, including interference, diffraction, and the electromagnetic properties of light.

PHYS 310: Philosophical Issues in Physics Secondary
2 Credits Prerequisite:
This course examines the historical, ethical and modern constructs of physics. Topics include biographical study of seminal physicists, nuclear holocaust and implications for the future of planet Earth, and themes of physics that lead to the fundamental observations of symmetry in nature, cosmology and astrophysics.

PHYS 412/L Astronomical Instruments and Observing
3 Credits Prerequisite:
This course addresses astronomical instruments; telescopes, cameras, CCD, photometry, spectroscopy and students demonstrate how to use the various instruments to study and observe star systems and celestial objects.

PHYS 320 Physical Science for Teachers
4 Credits Prerequisite:
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

BOTE 162 SUPERVISED OCCUPATIONAL EXPERIENCE
3 Credits Prerequisite: Sophomore Status Minimum of 2.00 GPA
This course is a vocational strategy that integrates on-campus classroom study with off-campus work experience. It provides a balance approach to learning and career development. The student will gain practical work experience that is closely related to their career interests and their major field of study. The employer may pay wages.

BOTE 196, **197**, **198**, **199** COOPERATIVE EDUCATION
1to 4 Credits Prerequisite: Director Approval
These courses are designed to allow students to earn credit while working and going to school. Students receive on-the-job experience related to their field of study. Courses offered under Cooperative Education will be taken for satisfactory/unsatisfactory grade.

BOTE 281, **282**, **283**, **284** INDIVIDUAL STUDIES
1to 4 Credits Prerequisite: Department approval.
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.

BOTE 296, **297**, **298**, **299** SPECIAL TOPICS
1to 4 Credits Prerequisite: None
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.

BOTE 176 JOB PREPARATION WORKSHOP
1 Credit Prerequisite: None
This course is designed to equip Business Department students with job search procedures, resume writing, cover letter, interviewing skills and various job applications.

Accounting

ACCT 100 HOUSEHOLD FINANCE
1 Credit Prerequisite: None
This course is intended to assist the student with basic household finance situations.

ACCT 102 FUNDAMENTALS OF ACCOUNTING
3 Credits Prerequisite: None
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 105 PRINCIPLES OF BOOKKEEPING
3 Credits Prerequisite: None
This course demonstrates the application of the accounting cycle using a manual system and the elements of financial statements.

ACCT 200 ELEMENTS OF ACCOUNTING I
4 Credits Prerequisite: ACCT 102 or instructor approval
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
4 Credits Prerequisite: ACCT 200
Special emphasis on corporate accounting and the uses of accounting information by managers is covered in this course.

ACCT 205 COST ACCOUNTING
4 Credits Prerequisite: ACCT 201
The course is an introduction of modern cost accounting with insight and breadth regarding both the accountant's and the managers' role in the organization.

ACCT 110 COMPUTERIZED ACCOUNTING WITH QUICKBOOKS
1 Credit Prerequisite: ACCT 105 & BOTE 127 or CSCI 101
To acquaint and provide students with skills in using the desktop computer to perform accounting tasks from start-up of the system, entering and verifying daily transactions, and printing and interpreting reports. Skills can be readily generalized to any commercial computerized accounting situation. This course utilizes Quickbook accounting software.

ACCT 212 PAYROLL ACCOUNTING
2 Credits Prerequisite: ACCT 105
This course is an introduction to the study of payroll laws pertaining to the computation and payment of wages and salaries, property, and sales tax.

ACCT 225 BUSINESS LAW
3 Credits Prerequisite: BADM 202 Principles of Management,
ACCT 201 Elements of Accounting II
This course in Business Law will include business ethics, business representation, and the impact of governmental and tribal regulations on businesses. This course will also cover contracts: government, tribal (638) and private, Federal Acquisition Regulations (FARs), torts, small claims, business documents, employment contracts, insurance, credit, bankruptcy and estates.

AGRI 150 INTRO TO NATIVE AMERICAN GARDENING
3 Credits Prerequisite: None
This course will examine elements of gardening with a hands-on method of learning. There shall be an emphasis on our own Chippewa gardening techniques and customs.

AGRI 196, **197**, **198**, 199 COOPERATIVE EDUCATION/INTERNSHIP
1 to 4 Credits Prerequisite: None
The cooperative Education/Internship program provides college credit for on-the-job training in the student's area of study. An agreement developed with input from the employer, student, and the school advisor outlines the activity. Student progress will be checked through written reports by the student and on-site visitations by the school advisors. The employer will make a written evaluation and recommendation at the end of the experience program.

BADM 103 LEADERSHIP TECHNIQUES
2 Credit Prerequisite: None
This course provides students with the opportunity to develop or enhance their leadership skills and techniques. Course explores various leadership theories and topics to include, but not limited to: employee motivation, teamwork, business ethics, and individual leadership and development assessments.

BADM 152 FUNDAMENTALS OF BUSINESS
3 Credits Prerequisite: None
This course is an introduction to the basic principles of business organizations and enterprises. It explores the American business system, ownership, labor management relation, banking and finance, risk management, the legal environment and the overall government and tribal government's role in the business locally.

BADM 200 GRANT WRITING
2 Credits Prerequisite: None
Intended for non-profit managers. Introduces the planning, proposal development phases and all the other aspects of grant writing. Topics included, but not limited to: identifying funding sources, making key interpersonal contacts, budget preparation and justification, and the basics of competitive writing.

BADM 201 PRINCIPLES OF MARKETING
3 Credits Prerequisite: None
This course is an introductory course that is designed to cover the basic marketing concepts. This course will introduce the students to the marketing mix of product, price, promotion and distribution. Discussion will focus on market segmentation and consumer behaviors globally and locally.

BADM 202 PRINCIPLES OF MANAGEMENT
3 Credits Prerequisite: None
The study of management will ensure the student will receive a thorough understanding of the environment problems and duties that confront the manager. Topics will include planning, organizing, controlling, leadership and decision making on a global and local perspective.

BADM 210 ADVERTISING
3 Credits Prerequisite: None
This course is a study of the integrative role of the uses of promotion to inform, persuade, or remind consumers of the business or organization. Includes how to utilize the elements of promotion, techniques used in media selection, the creative processes in advertising, and evaluation advertising effectiveness. Students will develop and present an advertising promotional campaign for a product or small business.

BADM 224 MANAGEMENT INFORMATION SYSTEM
3 Credits Prerequisite: BADM 202 Principles of Management
This course is an introduction to management information systems, microcomputer applications in business, office information systems and systems analysis and design. Hands on experience with microcomputer applications will be provided in the lab.

BADM 240 SALES AND COSTOMER SERVICE
3 Credits Prerequisite: None
A course in the principles, psychology and the human relations of selling and customer service as it applies to small business. Students explore the steps of a sale, handling objections, product knowledge, investigating competition and closing the sale. Integration of training will be provided in meeting customer wants and needs, providing superior customer service, handling difficult customers and building permanent customer relations.

BOTE 102 BASIC KEYBOARDING I
3 Credits Prerequisite: None
This course is a basic instruction and practice in using the alphanumeric keyboard. Emphasis is on proper fingering for touch operation of the keyboard development of speed and accuracy, and exploration of business document formatting.

BOTE 106 WINDOWS OPERATING SYSTEMS
3 Credits Prerequisite: None
This course provides an overview of various operating system concepts. Topics covered include processes, interrupts, inter process communications, virtual memory management, CPU scheduling and deadlocks.

BOTE 108 BUSINESS MATH
3 credits Prerequisite: None
Applies practical mathematical fundamentals with an emphasis on business application and problem solving.

BOTE 120 PRESENTATIONS
2 Credits Prerequisite: None
Through "hands-on" instruction, students will learn how to use Microsoft PowerPoint presentation software.

BOTE 121 OUTLOOK
2 Credits Prerequisite: CSCI 100 Computer Literacy
Through "hands-on" instruction, students will learn how to use Microsoft Outlook for their e-mail communications. This course teaches Microsoft Outlook R version 2002, a powerful communication and scheduling program which improves efficiency and makes it easier to collaborate with colleagues. Student will configure MS Outlook to support multiple e-mail accounts, including MSN R Hotmail R. They will learn to simplify the task of managing information. Techniques are designed to help simplify e-mail, communication, group planning and scheduling, and information access.

BOTE 127 INFORMATION PROCESSING
3 Credits Prerequisite: CSCI 100 Computer Literacy
This course provides an introduction to word processing, spreadsheet, database, operating system, presentation and e-mail software.

BOTE 138 MEDICAL CODING 1
3 Credits Prerequisite: Bote 171
This course will provide the student with the basic principles of ICD-9-CM Coding and classification systems; sequencing of codes and impact on reimbursement. The student will gain experience in inpatient and outpatient coding following the AHA guidelines for sequencing of diagnoses. The student will apply knowledge of coding principles by assigning accurate and precise codes to diagnoses and procedures that pertain to all body systems including becoming familiar with clinical information regarding various disease processes in order to assign codes correctly to these conditions.

BOTE 139 MEDICAL CODING 11
3 Credits Prerequisite: Bote 171 & Bote 138
This course will build on Basic ICD-9-CM coding with in-depth CPT coding by body systems and procedures. It will expand their knowledge in using the ICD-9-CM coding system for entering physician diagnosis with emphasis being placed on increasing coding accuracy. It will focus on third party reimbursement utilizing online case studies complete with patient reports and documentation. This course will also utilize a electronic coding which will familiarize the student with current electronic coding systems.

BOTE 147 WORD PROCESSING
3 Credits Prerequisite: None, Keyboarding Skills Helpful
This course is designed to teach through hands-on instruction the use of Microsoft Word software. The course covers the basic features of file management and continues to more advance features such as graphics, macros, mail merge, beginning desktop publishing and application integration.

BOTE 148 KEYBOARD SKILL BUILDING
2 Credits Prerequisite: BOTE 102 & CSCI 100 Computer Literacy
Designed to provide students with increased skills in the operation of the keyboard. Greater speed and accuracy are the goals using straight-copy material

BOTE 152 INTERMEDIATE KEYBOARDING II
3 Credits Prerequisite: BOTE 101 Basic Keyboarding or prior instructor approval.
The major emphasis of this course is to develop advanced levels of speed and accuracy in keyboarding straight copy. Most common document production is learned and involves a variety of documents to include memorandums, business letters, business reports, tables, and envelopes.

BOTE 171 MEDICAL TERMINOLOGY
3 Credits Prerequisite: None
Students will learn standard medical terminology, abbreviations, acronyms and symbols used in medical documentation. Students will learn the basic suffixes, prefixes, and combining forms, as well as involving the human body as a whole. The course will organized by body systems. Concepts, Terms and abbreviations for a topic will be presented and then immediately followed by exercises that reinforce and assess the students' understanding and retention of the material. End-of-chapter exercises will be utilized to encourage students to apply what they have learned using case studies, medical charts, and a cumulative review test from previous chapters. Career information and internet projects are also included.

BOTE 211 BUSINESS COMMUNICATIONS
3 Credits Prerequisite: Engl 110, Bote 102, Bote 127 or Bote 147
This course is designed to address and develop the critical communication skills necessary for today's business. Topics include listening and speaking, presenting, workplace writing, information in the workplace, reading in the workplace, problem solving, communicating with co-workers, teamwork, diversity in the workplace, ethics in the workplace, telephone skills, e-mail skills, electronic communications, and communication careers.

BOTE 217 RECORDS AND INFORMATION MANAGEMENT
3 Credits Prerequisite: None
This course is a study of the systematic control of business records manual and electronic database applications. Records creation, distribution, utilization, retention, storage, protection, preservation, and final disposition are discussed.

BOTE 218 DESKTOP PUBLISHING
3 Credits Prerequisite: BOTE 147 Word Processing or Instructor Approval
This is a software application course that provides students with skills in electronic layout, editing, and production documents. Documents to include business card, brochures, flyers, advertisement pages, etc.

BOTE 222 MEDICAL TRANSCRIPTION
4 Credits Prerequisite: Medical Terminology, A&P, Pharmacology,
The course will train students in transcription by using a modular-based approach designed for entry-level medical transcription through scenario drills and building block format. Students will utilize their English and medical terms and abbreviations. The students will also learn proper formatting and transcription rules. The 2nd

half of the course is using the actual transcription audiotapes.

BOTE 247 SPREADSHEET APPLICATIONS
3 Credits Prerequisite: None
This course is an intermediate and advanced use of application software for creation of spreadsheets, graphs, databases, and macros. Integration with other software application is also reviewed.

BOTE 257 DATABASE MANAGEMENT
3 Credits Prerequisite: CSCI 100 Computer Literacy
This course provides lecture and hands-on instruction designed to teach students the knowledge of database processing using the microcomputer and database software package, Access for Windows. The focus is on creating a database and its types, creating and modifying reports, labels, queries, and manipulating the data.

BOTE 275 ADMINISTRATIVE OFFICE PROCEDURES
4 Credits Prerequisite: None
This course teaches the duties, responsibilities and personal qualities of office personnel in today's automated office. Use of advanced computer applications and related office technologies are included

BOTE 280 ORGANIZATIONAL BEHAVIORS
3 Credits Prerequisite: None
Includes the principles, concepts and processes that interpret human relations in management at the individual, group and organizational level.

BOTE 281 MEDICAL INSURANCE
3 Credits Prerequisite: None
This course offers an overview of the various types of insurance and billing forms for completion of processing medical claims. Upon successful completion of this course, the student will be able to: identify the background and importance of insurance claims completion, coding and billing; recognize billing practices that would be considered either fraud or abuse; recognize the components of a compliance program; describe the general terms and importance of federal, state, and private health insurance plans; handle insurance claims in the physician's office to obtain payment and minimize their rejection by insurance carriers; explain the full billing cycle of a physician-based insurance claim from the point of service through receipt of payment; explain the difference between clean, pending, rejected, incomplete, and invalid claims; describe reasons why claims are rejected; execute general guidelines for completing the HCFA-1500 claim form for federal, state and private payer insurance contracts; specify difference between manual and electronic claim submission; state solutions for problem claims; describe situations for filing appeals; explain the sequence of an inpatient hospital stay from billing through receipt of payment; state when the Uniform bill, UB-92, and claim may and may not be used; and state the general guidelines for completion of the UB-92 claim form.

BIOL 115 HUMAN STRUCTURE AND FUNCTION I
4 Credits Prerequisite: None
This course is designed to familiarize the student with the basic functions of the human structure and function. The disease process is presented in a format that will allow students discussion on the basic principles of how diseases affect the human body.

Building Construction Technology

BCT 104 CONSTRUCTION BLUEPRINT READING
2 Credits Prerequisite: None
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 Prerequisite: None
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.

RBCT 110 CONSTRUCTION MATH
3 Credits Prerequisite: None
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 AND CONCRETE FORM CONSTRUCTION
3 Credits Prerequisite: None
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 118 RESIDENTIAL DRAWING, SKETCHING, CADD
3 Credits Prerequisite: None
This course will provide the student with the basic skills and knowledge used in drafting. The student will learn the equipment used to draw. The first eight weeks of the course will involve the use of manual equipment used in architectural drawings, the second eight weeks will include Computer Aided Design and Drafting. The course will cover basic concepts in drawing, students will learn to draw or sketch freehand to show various parts of a residential structure.

BCT 120 FRAMING PRINCIPLES AND METHODS
3 Credits Prerequisite: None
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 Prerequisite: Framing Principles and Methods
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 AND SHOP
4 Credits Prerequisite: None
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
6 Credits Prerequisite: RBCT 125 Framing Shop I
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 142 SPECIALTY BUILDING & CONSTRUCTION METHODS
3 Credits Prerequisite: None
This course will provide students with knowledge of the different types of structural buildings, their components, and methods of construction. They will include pole frame construction, metal building construction, rigid frame construction, post and beam construction, structural panel construction and new types of construction.

BCT 144 CONSTRUCTION ESTIMATING
3 Credits Prerequisite: None
This course is an introduction into residential materials and labor estimating. Material list, and labor estimates are calculated for residential and other small structures.

BCT 145 INTERIOR FINISH THEORY AND SHOP
6 Credits Prerequisite: None
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 146 JOBSITE RESPONSIBILITIES
3 Credits Prerequisite: None
This course will provide the students with knowledge and skills needed to be a responsible employee on a construction jobsite. Included in this course will be modules including Human Relations, Safety, Problem Solving, Contract and Construction Documents, Scheduling, and other related responsibilities.

BCT 150 CABINET SHOP PRINCIPLES AND SHOP
3 Credits Prerequisite: None
This course will provide instruction and hands-on experience in the use of the different hand and power tools used to make the different cuts and joints used in cabinetry. Areas covered will include cabinet design, layout, materials, joinery, fasteners, adhesives, finishes, and cabinet construction methods. Correct and safe use of tools and equipment will be stressed throughout the course. Students will each do a student project as part of the final grade.

RBCT 162 SUPERVISED OCCUPATIONAL EXPERIENCE
3 Credits Prerequisite:: None
This course is a vocational strategy that integrates on-campus study with off-campus work experience. It provides a balance approach to learning and career development. The student will gain practical work experience that is closely related to their career interests and their major field of study.

BCT 222 CONSTRUCTION SAFTY
2 Credits Prerequisite: None
This course is a study of safety methods and materials for building construction. Students will study current OSHA practices and requirements for the building process and site. Upon completion students will receive a 30 hour OSHA certification card in construction safety and health.

Computer Science Course Descriptions

BOTE 224 E-COMMERCE
3 Credits Prerequisite: None
This course covers standards, technologies and practices for both business-to-business and business-to consumer e-commerce models. Students will learn the concepts involved with designing and implementing commerce-driven Web sites.

CIS 104 Micropcomputer Database
3 Credits Prerequisite: None
Practice of skills required to construct databases to be used for data analysis and reporting. This course covers an appreciation of in-depth concepts and features of database management software and the types of applications adaptable to this software.

CIS 115 Internet
3 Credits Prerequisite: None
Study of skills required to use various Internet software tools to access information. Brief history of the Internet, technical terminology, and practical application of creating Web pages provided. Concepts and applications of setting up and using modems and Network Interface Cards to access the Internet and other online information covered. Do you want this one in here or should I delete it?

CIS 147 Principles of Information Security
3 Credits Prerequisite: CSCI 101
Provides students with an overview of personal and business information security. Topics covered include various methods of attach and defense. Students will also investigate desktop security, internet security, wireless network security and enterprise security and ethics.

CIS 162 Operating Systems – Windows
2 Credits Prerequisite: CSCI 101
Introduction to the Windows operating system. Concepts and procedures necessary to utilize the Windows environment covered. Exposure to multi-tasking and transferring data between applications using the operating software.

CIS 176 JOB PREPARATION
1 Credit Prerequisite: None
This course is designed to equip student with job search procedures, resume writing, cover letter, interviewing skills and various job applications.

CIS 180 CREATING WEB PAGES
3 Credits Prerequisite: CSCI 101
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.

CIS 181 CREATING WEB PAGES 11
3 Credits Prerequisite: CIS 180
Students create web sites using a current version of a graphical user interface (GUI) web authoring tool.

CIS 211 Website Plan & Design
3 Credits Prerequisite: CIS 180
An in-depth study of the planning and design processes that are utilized in the creation of a website.

CIS 215 Microsoft Windows Server
3 Credits Prerequisite: CSCI 101
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 to administer and support the Microsoft Windows operating system in a network environment.

CIS 216 Implementing MS Server Network
3 Credits Prerequisite: CIS 215
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 a knowledge of services such as: Domain Name Service, Certificate Services, Active Director Rights Management Services and others. The goal will be to prepare the students for the 70-640 exam.

CIS 217 MS Exchange Server
3 Credits Prerequisite: CIS 216
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.

CIS 218 MS Planning MS Network Infrastructure
3 Credits Prerequiste: CIS 217
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.

CIS 219 Microcomputer HARDWARE I
3 Credits Prerequisite: CSCI 101
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 Comp TIA A+ certification.

CIS 220 OPERATING SYSTEMS-UNIX
3 Credits Prerequisite: CIS 162
Introduction to the UNIX operating system from a user perspective. History of UNIX, command syntax, environment configuration, graphical user interface, file management and basic scripting covered.

CIS 232 Graphics Design
3 Credits Prerequisite: CSCI 101 or equivalent computer knowledge
Students will learn how to edit photos and how to design composite images using Adobe Photoshop. Fall only

CIS 233 Vector Graphics and Web Animation
3 Credits Prerequistie: CSCI 101 or equivalent computer knowledge
Students will learn how to design vector graphics for animation, presentation, applications and web sites.

CIS 244 WEB SERVER MANAGEMENT
3 Credits Prerequisite: CIS 215
An in-depth study of the management of a web server including coverage of installation, role of the system administrator, TCP/IP in detail, managing Linux computers on a network, network sever functions, network server applications, scripts, configuration, network troubleshooting, privacy and security, physical and local system security, kernel and networking security.

CIS 265 CISCO NETWORKING
4 Credits Prerequisite: CSCI 101
First level of a four-part series on computer networking. Participants learn current and emerging networking technology. Course covers safety, networking terminology and protocols, network standards, LAN, WAN, OSI, cabling, router configuration, typologies, IP addressing, and other general networking information. Participants completing Levels 1-3 prepared to take the industry certification exam and become a Certified CISCO Networking Associate.

CIS 266 CISCO ROUTERING, CONFIGURATION, AND TROUBLESHOOTING
4 Credits Prerequisite: CIS 265
Second level of a four-part series. Review of Level I and continuation of advanced computer routing skills. Concentration on router configuration and LAN switching as well as beginning network management principles. Spring Semester

CIS 267 CISCO Switching & LAN Topologies
4 Credits Prerequisite: CIS 265, CIS 266
Third level of a four-part series. Focuses on successfully configuring routers and switches and using network management techniques. Fall Semester

CIS 268 CISCO Switching & Project Management
4 Credits Prerequisites: CIS 265, CIS 266, CIS 267
Fourth level of a four-part series. Focuses on student observation and participation in a computer networking project consisting of designing, building, implementing, and troubleshooting.

CIS 280 Computer Ethics
3 Credits Prerequisite: None
Computer Ethics explores a broad range of topics regarding the ethical implications of widespread use of computer technology. Discussion and analysis includes such topics as privacy, reliability, security, intellectual property, social networking, and government surveillance.

CIS 285 Advanced Network Hardware
3 Credits Prerequisites: CIS 219 or instructor approval
Continuation of CIS 219. 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.

CIS 295 Web Design Practical Experience
3 Credits Prerequisites: CIS 180, CIS 211, CIS 212
This course incorporates in-class studies and practical skill applications in an instructor-supervised work experience. The following skills are practiced: building client relationships, collecting and organizing information, creating a plan and design manual and domain registration.

CSCI 101 INTRODUCTION TO COMPUTERS
3 Credits Prerequisite: None
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 160 COMPUTER SCIENCE I (Java)
4 Credits Prerequisite: Math 103 or consent of instructor
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.

CSCI 161 COMPUTER SCIENCE II (Java)
4 Credits Prerequisite: CSCI 160
A continuation of CSCI 160

CSCI 122 Beginning Basic/Visual Basic
3 Credits Prerequisite: None
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. Spring Semester

CSCI 127 Beginning C++/Visual C++
3 Credits Prerequisite: None
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 162 Supervised Occupational Experience
3 Credits Prerequisite: Sophomore Status Minimum of 2.00 GPA
This course is a vocational strategy that integrates on-campus classroom study with off-campus work experience. It provides a balance approach to learning and career development. The student will gain practical work experience that is closely related to their career interests and their major field of study. The employer may pay wages.

CSCI 172 Intermediate Basic/Visual Basic
3 Credits Prerequisites: CSCI 122, Math 103 or consent of instructor.
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.

Para-Professional: Course Descriptions

CHLD 176 Job Preparation
1 Credits Prerequisite: None
This course is designed to equip students with job search procedures, resume writing, cover letters, interviewing skills and various job applications.

CHLD 130 Stages of Child Development
3 Credits Prerequisite: None
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 186 Developing Learning Environments & Parental Involvement
3 Credits Prerequisite: None
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 123 ACTIVITIES FOR CHILDREN
3 Credits Prerequisite:None
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 210 CHILD DEVELOPMENT Curriculum
3 Credits Prerequisite: None
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 Prerequisite: CHLD 201 Child Dev. Laboratory/Field Exp.
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.

CHLD 201 Child Development Lab/Field Experience
2 Credits Co-requisite: First Aid/CPR
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 212 Child Development Practicum III
4 Credits Prerequisite: CHLD 201
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.

CHLD 290 PreSchool Children with Special Needs
3 Credits Prerequisite: None
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 Prerequisite: None
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 220 Infant and Toddler Development
3 Credits Prerequisite: None
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 Prerequistie: None
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.

EDUC 200 INTRODUCTION TO TEACHING
2 Credits Prerequisite: None
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 310 Introduction to Exceptional Chilren
3 Credits Prerequisite: None
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).

EDUC 310 Introduction to Early Childhood
3 Credits Prerequisite: None
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 235 Praxis I
1 Credit Prerequisite:
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.

ENTREPRENEUR

ENTR 233 ENTREPRENEURSHIP I
3 Credits Prerequisite: None
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 Prerequisite: ENTR 233
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.

TMCC Residential Electric

ELEC 101 ORIENTATION & SAFTEY ELECTRICAL TRADE
3 Credits: Prerequisite: ELECT 100-ELECTRICAL MATH, ENGL-100
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 INTO ELECTRICAL CIRCUTS & THEROY
4 Credits Prerequisite: ELEC 100-ELECTRICAL MATH, ENGL-100
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 INTRO INTO THE NATIONAL ELECTRICAL CODE
4 Credits: Prerequisite: ELEC 100-ELECTRICAL MATH, ENGL-10
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
3 Credits: Prerequisite: ELEC 100-ELECTRICAL MATH, ENGL-100
Introduction in to basic drawings and specifications. The drawings explain how a job is to be wired. It is a electricians 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.

ELEC 106 RESIDENTAL ELECTRICAL SERVICES
4 Credits Prerequisite: ELEC 100-ELECTRICAL MATH, ENGL-100
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.

ELEC 107 DEVICE BOXES & FITTINGS
3 Credits Prerequisite: ELEC 100-ELECTRICAL MATH, ENGL-100
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.

ELEC 108 BASIC ELECTRICAL TEST EQUIPMENT
2 Credits: Prerequisite: ELEC 100 – ENGL 100
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 REDIDENTAL WIRING # 1
3 Credits: Prerequisite: ELEC 100-ELECTRICAL MATH, ENGL-100
This comprehensive class guides students, room by room, through the wiring of a typical residence and builds a foundation of knowledge by starting with the basic requirements of the national electrical code.

ELEC 200 ENERGY EFFICIENT & GREEN WIRING
3 Credits Prerequisite: ELEC 100-ELECTRICAL MATH, ENGL-100 CORE CURRICULM
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 Prerequisite: ELEC 100-ELECTRICAL MATH, ENGL-100 CORE CURRICULM
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 Prerequisite: ELEC 100-ELECTRICAL MATH, ENGL-100 CORE CURRICULM
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 Prerequisite: ELEC 100-ELECTRICAL MATH, ENGL-100 CORE CURRICULM
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 RESIDENTAL WIRING # 2
3 Credits Prerequisite: ELEC 100-ELECTRICAL MATH, ENGL-100 CORE CURRICULM
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 Prerequisite: ELEC 100-ELECTRICAL MATH, ENGL-100 CORE CURRICULM
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 Prerequisite: ELEC 100-ELECTRICAL MATH, ENGL-100 CORE CURRICULM
The primary function of fuses and breakers it to protect people and equipment from excessive current by an unintentional load increase or fault condition. GFCI and arch 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.

Tribal Advocate/Paralegal Course Descriptions

LEG 201 Introduction to Legal Studies and Ethics
3 Credits Prerequisite: ENGL 120 College Composition II or the consent of instructor; WebCT or Jenzabar Training.
This course is an introduction to the legal profession with emphasis on tribal government and tribal legal systems. It includes an overview of tribal and federal law, such as Indian Child Welfare Act and Indian Civil Rights Act, as well as Native dispute resolution methods. This course will also exam the ethical responsibility of attorneys, legal assistants/paralegals, and tribal advocates in the court systems.

LEG 202 Criminal Law and Procedure
3 Credits Prerequisite: None
This course will address issues of criminal law in Indian Country and compare it to Anglo-American law. Students will be introduced to federal policy, i.e. Major Crimes Act, Public Law 280, double jeopardy, and will develop an understanding of criminal jurisdiction in Indian Country. This course will also exam criminal law concepts and various types of crimes. Students will learn about procedure, including but not limited to the rights of crime victims, the law of arrest, interrogation, confessions and constitutional rights as they pertain to a criminal defendant, sanctions, and sentencing. Students will learn about Native dispute resolution methods. Students will do research and write a variety of legal documents.

LEG 204 Civil Procedures
3 Credits Prerequisite: LEG 201 Introduction to Legal Studies and Ethics
Students will learn civil procedure in tribal, state, and federal courts. Emphasis will be on the litigation process, including investigating and gathering information, and drafting pleadings and motions. Evidence procedures will be introduced. Students will also learn about Native dispute resolution methods. Students will research case law and write a variety of legal documents.

LEG 206 Constitutional Law
3 Credits Prerequisite: None
This course provides an examination of the Indian Reorganization Act (IRA) and tribal constitutions. This course is also a comprehensive study of the U.S. Constitution and how it relates to the separation of powers, federal, state, and tribal courts, business regulation and the 1st, 5th, and 14th amendments concerning freedom of religion and assembly, civil rights (ICRA), discrimination and voting rights. Students will research tribal and federal case law and write a variety of legal documents.

LEG 207 Family Law
3 Credits Prerequisite: None
This course is designed as an introduction to family law. Topic areas include but are not limited to cohabitation, marriage, prenuptial agreements, paternity, adoptions, divorce, separation, spousal support and property distribution, child custody and support, tax issues of divorce, domestic violence. Students will also learn about Native dispute resolution methods. Turtle Mountain Tribal codes and procedures will be reviewed. Students will research case law and write a variety of legal documents.

LEG 208 Property Law
3 Credits Prerequisite: None
This course is the study of the areas of real estate in Indian Country as well as off the reservation. Concepts include property and ownership, easements, licenses, title searches, estates, real estate sales, Indian trust land, land use regulations and financing. Students will learn about Native dispute resolution methods. Students will research and write a variety of legal documents.

LEG 209 Legal Writing
3 Credits Prerequisite: LEG 201 Introduction to Legal Studies and Ethics
This course will increase skills in process writing, writing fundamentals, and proofreading. Students will also develop skills in writing legal correspondence as well as analytical writing, i.e. briefing cases, legal memoranda, persuasive writing, drafting pleadings, motions, legal briefs, and drafting discovery documents.

LEG 210 Tribal Advocate
4 Credits Prerequisite: LEG 203 Legal Writing; LEG 204 Civil Procedures
This course offers an introduction to trial advocacy, including interviewing, investigation, fact/law analysis, and case strategy, opening statements, direct examination, cross examination, evidence, and objections. Storytelling will be used as a learning tool. This course will also address the ethical responsibilities of tribal advocates/paralegals. Students will practice skills by participating in a mock trial.

LEG 211 Legal Research
3 Credits Prerequisite: LEG 201 Introduction to Legal Studies and Ethics
This course will familiarize students with research terminology. Students will receive Westlaw training. They will develop skills in researching state, federal and tribal statutes, legislative history, case law and other legal sources and periodicals. Students will also learn primary/secondary authority as well as mandatory/persuasive authority. Through research, students will write a variety of legal documents.

LEG 230 Contracts and Torts
3 Credits Prerequisite: None
This course will be a comprehensive study of intentional torts, business torts, negligence, product liability, and defamation in addition to the affirmative defenses. This course will exam contract formation, defenses to contract formation, and the Uniform Commercial Code as well as Tribal codes that deal with contract formation. Students will learn how to write a contract.

LEG 231 Tribal Advocate/Paralegal Internship
3 Credits Prerequisite: LEG 205 Tribal Advocate
This course will provide practical, hands on experience in an approved setting. Through the internship, students will have the opportunity to apply the theories, skills, and techniques that have been studies in the tribal advocate/paralegal program. Beginning the summer of 2009, students will be required to do a minimum of 64 hours.

Process Plant Technology

PROP 102 – Introduction to the Process Technology
3 Credits Prerequisite:
This course is designed to provide an introduction to process plant operations including ethanol plants, chemical and refinery plants, natural gas facilities, gasification operations, combined cycle and food processing operations. Student is required to complete a tour of a process facility during this course. Equipment overviews and the initiation/maintenance of a career portfolio are components of this course.

ENRT 103 – Applied Math
3 Credits Prerequisite:
This course will teach basic math skills and apply those to energy industry situations. Students will learn the metric system, basic volume and area calculations as well as algebra and trigonometry and how they apply to industry specific situations.

ENRT 105 – Safety
3 Credits Prerequisite:
This course covers the personal protective equipment and proper safety work practices and procedures commonly used in the energy industry. Students will also gain a working knowledge of standard safety practices set by the Occupational Safety and Health Administration.

ENRT 106 – DC Fundamentals
2 Credits Prerequisite:
This course covers basic direct current theories and applies those theories to the electrical system and related equipment. Students will study methods of producing a voltage, such as a batteries, magnetic fields, basic series and parallel circuits. Students will also study basic DC circuit calculations.

ENRT 108 – AC Fundamentals
3 Credits Prerequisite:
This course is designed to provide the basic operating principles of equipment used in the process technology industry such as valves, piping, pumps, compressors, generators, motors, lubrication systems, heat exchangers, furnaces, boilers, cooling towers, separators, reactors and distillation columns. The mechanical design characteristics, scientific principles, and the interactions of the various pieces of plant equipment will be explored.

ENRT 112 – Basic Print Reading
2 Credits Prerequisite:
This course covers schematics, prints, piping and instrument diagrams used in the energy industry. Students will learn how to interpret simple block and single-line diagrams, which will prepare them for the logic and electrical schematics included in this course.

ENRT 116 – Instrumentation & Control
4 Credits Prerequisite:
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.

ENRT 118 – Thermodynamics
3 Credits Prerequisite:
Students enrolled in this course will study heat transfer, fluid flow and the conservation of energy. Specific equipment design considerations based on thermodynamic principles will be covered.

ENRT 120 – Water Purification & Treatment
2 Credits Prerequisite:
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.

PROP 216 – Process Boilers
2 Credits Prerequisite:
This course provides a comprehensive study of industrial manufacturing plant boilers and furnaces, and supporting auxiliary systems. Students will study typical process plant boiler, oxidizer and furnace types, their operation, safe firing theory, troubleshooting techniques, and typical maintenance.

PROP 235 – Hydrocarbon Chemistry
3 Credits Prerequisite:
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 Prerequisite:
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.

PROP 239 – Gas Processing
3 Credits Prerequisite:
This course provides a comprehensive study of the processing technologies associated with the production of natural gas and other gases found within natural gas fields. Students will study gas laws, molecular structure, process theory, terminology, equipment and the auxiliary systems which support the production and processing of gases.

PROP 244 – Ethanol & Bio-Fuels Production
4 Credits Prerequisite:
Students enrolled in this course will study the design, operation, equipment and process flows of ethanol plants and bio-fuels 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.

PROP 212 – Auxiliary Systems & Refrigeration
3 Credits Prerequisite:
This course provides a comprehensive study of industrial manufacturing plant auxiliary systems, including fluid power, piping and piping systems, pumps and pump drive systems, compressors and fan systems, refrigeration, and hydraulic systems, but not restricted to these components.

PROP 218 – Process Operations & Troubleshooting
Three Credits Prerequisite:
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.

ENRT 220 – Practical Applications
Two Credits Prerequisite:
Students will participate in hands-on lab activities, internships or industry job shadowing to gain entry-level job competencies.

Welding Technology Course Descriptions

MATH 130 Technical Mathematics
Two Credits Prerequisite: None
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.

PSY 100 Human Relations in Organizations
Two Credits Prerequisite: None
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.

WELD162 Supervised Occupational Experience
Three Credits Prerequisite: None
This is a vocational strategy that integrates on-campus classroom study with off-campus work experience. It provides a balanced approach to learning and career development. The student will gain practical work experience that is closely related to their career interests and their major field of study. (The employer *may* pay a training wage.)

WELD 176 Job Preparation
One Credit Prerequisite: None
This course is designed to equip student with job search procedures, resume writing, cover letter, interviewing skills and various job applications.

WELD 197, 198, 199 Cooperative Education
One to Four Credits Prerequisite: None
These courses are designed to allow students to earn credit while working and going to school. Students receive on-the-job experience related to their field of study. Courses offered under Cooperative Education will be taken for satisfactory/unsatisfactory grade.

WELD, 282, 283, 284 Individual Studies
One to Four Credit Prerequisite: Department approval
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.

WELD 296, 297, 298, 299 Special Topics
One to Four Credits Prerequisite: None
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.

WELD 151 Welding Theory I
Three Credits Prerequisite: None
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
Three Credits Prerequisite: WELD 151.
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.

WELD 153 Welding Lab I
Five Credits Prerequisite: None
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
Five Credits Prerequisite: WELD 153
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.

WELD 123 Fabrication Methods I
Two Credits Prerequisite: None
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
Two Credits Prerequisite: None
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
Two Credits Prerequisite: WELD 123
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.

WELD155 Blueprint Reading for Welders
Three Credits Prerequisite: None
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 165 Blueprint Symbols for Welding
Three Credits Prerequisite: WELD 155
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.

TGE 152 Technical Writing II
Two Credits Prerequisite: None
Course provides instruction in techniques and application of formal technical report writing and fundamentals of research and development. Meets general education requirement for the A.A.S. degree.

HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

HVAC 100 Introduction to Heating, Ventilation and Air Conditioning
3 Credits Prerequisites: None
This course is an introduction to the heating, ventilation and air conditioning trades and coves safety, tools, test equipment and sheet metal equipment.

HVAC 103 Air Condition Theory & Components
4 credits Prerequisites: None
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 Prerequisites: None

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 Prerequisites: None

This lecture, discussion and lab class will provide a comprehensive overview of Indoor Air Quality (IAQ), including air properties, contaminates filtration and air flow design through the use of IAQ testing, adjusting, and balancing equipment.

HVAC 108 Residential Oil Burners

3 credits Prerequisites: None

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 Prerequisites: None

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

5 credits Prerequisites: None

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 Prerequisites: None

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 114 Heating Systems Service & Troubleshooting

5 credits Prerequisites: None

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 Prerequisites: None

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.

SMTL 115 Introduction to Sheet Metal

3 credits Prerequisites: None

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

5 credits Prerequisites: None

This lecture, discussion and lab class covers the sheet metal layout and process with parallel line development, fabrication and installation of metal duct.

REFG 215-216 Residential and Commercial refrigeration

3 credits Prerequisites: None

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.

PHLEBOTOMY

CLS 103 Phlebotomy Technician

Credits: 4 Prerequisite: Enrollment in a Health Career Education Program

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.)**

CLS 104 Phlebotomy Practicum

Credits: 8 Prerequisite: CLS 101

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.

CLS 105 Clinical Seminar

Credits: 1 Prerequisite: CLS 101

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.

PHARMACY TECHNICIAN

PHRM 101 Orientation to Pharmacy Practice

Credits: 1 Prerequisite: None

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.

PHRM 102 Pharmaceutical Calculations
Credits: 3 Prerequisite: Beginning Algebra or equivalent
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
Credtis: 2 Prerequisite: PHRM 101, PHRM 102, PHRM 125
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
Credits: 2 Prerequisite: PHRM 101, 102
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.

PHRM 115 Community Practice
Credits: 3 Prerequisite: PHRM 101, PHRM 102, PHRM 125
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.

PHRM 116 IV and Sterile Product Preparation Lab
Credits: 1 Prerequisite: PHRM 101, PHRM 102, PHRM 125
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

PHRM 121 Chemical/Physical Pharmacy
Credits: 2 Prerequisite: PHRM 101, 102, PHRM 125. Co requistie: PHRM 121L
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.

PHRM 125 Pharmacology for Pharmacy Technicians
Credits: 3 Prerequisite: and/or Co requisites: BIOL 115, BOTE 171, PHRM 101, and PHRM 102.
This course will serve as an introduction to the basic concepts of pharmacology, including drug uses, sources, 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.

PRHM 131 Pharmacy Internship-Community Based
Credits: 3 Prerequisite: Successful completion of all core courses with a grade of "C" or better.
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.

PHRM 141 Pharmacy Internship-Hospital Based
Credits: 3 Prerequisite: Successful completion of all courses with a grade of "C" or better.
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.

CLINICAL/MEDICAL LAB TECHNICIAN

CLS 225 Hematology
3 credit hours Prerequisite CLS 103
In this course students will do the identification of normal and abnormal blood cells in various hematological disorders. They will understand the theory and application of hematology procedures, and theory and mechanisms of hemostasis.

CLS 113 Urinalysis/Body Fluids
1 credit hours Prerequisite CLS 103
In this course 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.

CLS 225 Hematology/Coag
3 credits Prerequisite: CLS 103
Identification of normal and abnormal blood cells in various hematological disorders. Theory and application of hematology procedures. Theory and mechanisms of hemostasis.

CLS 113 Urinalysis & Body Fluids
2 credits Prerequisite: CLS 103
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.

CLS 245 Clinical Microbiology
4 credits Prerequisite: CLS 103
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 235 Clinical Chemistry
4 credits Prerequisite: CLS 103
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 115 Clinical Parasitology
1 credit hour Prerequisite: CLS 103
Study of parasites and their relationship to the human host.

CLS 201 Immunology
4 credits Prerequisite: CLS 103
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 240 Immunohematology
3 credits Prerequisite: CLS 103
Lecture and laboratory. Fundamental principles 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. Theory of blood coagulation and procedures.

CLS 205 Clinical Internship I
6 credits Prerequisite: CLS 103
Supervised rotations in the phlebotomy and clinical microscopy, hematology, chemistry, microbiology and blood banking departments of the affiliated clinical laboratory.

CLS 255 Clinical Internship II
12 credits Prerequisite: All CLS courses
Supervised experience in the hematology, chemistry, microbiology, and blood banking departments of the affiliated clinical laboratory.

Turtle Mountain Community College – Board, Administration, Staff & Faculty

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Turtle Mountain Chippewa

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University of North Dakota
Turtle Mountain Chippewa

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D. Ed. Penn State
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B.S. North Dakota State University
M.S.A. Central Michigan University
Ph.D. Walden University
Turtle Mountain Chippewa

Laducer Wanda-Dean of Students
AAS TMCC
B.S. Mayville State University
M.S. Central Michigan University
Turtle Mountain Chippewa

Trottier, Sheila – Career Education Director
B.S.W. Minot State University
Turtle Mountain Chippewa

Hamley, Mark - Anisinabe Wellness Coordinator
B.S. Minot State University
Turtle Mountain Chippewa

Zaste,Kathe- Library Director
B.S Minot State
M.S Minot State
Turtle Mountain Chippewa

Davis, Chad – IT Director
B.S Minot State
M.S University of Mary
Turtle Mountain Chippewa

Gustafson, Rhonda – Faculty Representative
M.S. University of North Dakota
Turtle Mountain Chippewa

Davis, Wesley – Facility Manager
A.A.S. Northwest Tech.
Turtle Mountain Chippewa

Gourneau, William, Dr – Human Resource Director
B.A. University of North Dakota
M.A. University of North Dakota
D.Ed. University of North Dakota
Turtle Mountain Chippewa

Henry, Larry – Academic Dean
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M.S. University of North Dakota
Turtle Mountain Chippewa

LaRocque, Sandi – Director, Community/Adult Ed.
A.A. TMCC
B.A. University of North Dakota
M.S. Minot State University
Turtle Mountain Chippewa

FACULTY

Allery, Rhea-Nursing
B.S University of North Dakota
M.S University of North Dakota
Turtle Mountain Chippewa

Baker, Luke-Building Construction Instructor
Turtle Mountain Chippewa

Bearking, ReNae-Early Childhood
B.A University of North Dakota
B.S. University of North Dakota
MS University of North Dakota
Standing Rock Sioux
Turtle Mountain Chippewa

Blue, Stacie-Science Instructor
B.S. University of ND
M.S Montana State Univ.
Turtle Mountain Chippewa

Braaten, Kristine-Math Instructor
B.S. Mayville State University
M.S. North Dakota State University
Ph.D University of Maryland

Brenes, Roberto-Science Instructor
B.S University of Costa Rica
M.S University of Texas
Ph.D Southern Illinois University

Brien, Keith – Process Plant
AAS Northwest Tech
AAS TMCC
Turtle Mountain Chippewa

Delorme, Marilyn-Phlebotomy Program Director
B.A Chadron State Nebraska

Dionne, Kristi-Elementary Ed. Instructor
B.S Minot State University
M.S University of North Dakota

Eller, Carl – Welding Instructor
Turtle Mountain Chippewa

Gustafson, Rhonda-Business Education Instructor
B.S Minot State University
M.S Central Michigan University
Turtle Mountain Chippewa

Hanson, Scott, Dr.-Science Instructor
B.S Andrews University
M.S University of Notre Dame
Ph.D University of Notre Dame

Henry, Kathy-Elementary Ed. Instructor
B.S University of North Dakota
M.Ed University of North Dakota

Houle, Barbara-Business Education
B.S Minot State
M.S Minot State
Turtle Mountain Chippewa

Hunter, Deb Dr.-Science Instructor

Johnson, Andrew-Arts/Humanities Instructor
B.A University of North Dakota
M.A.T Portland State University

Johnson, Margaret-Arts/Humanities Instructor
B.A University of North Dakota
M.A.T Portland State University

Kekahbah, Rollin-Social Science Instructor
M.Ed Oklahoma University
Kansas/Potawatomi

LaFountain, Les-Teacher Ed. Instructor
B.S NDSU
M.S University of North Dakota
Turtle Mountain Chippewa

LaFromboise, Christopher-Computer Instructor
B.S Mayville State
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LaFromboise, Gene-Social Science Instructor
B.S University of North Dakota
M.S University of North Dakota
Turtle Mountain Chippewa

LaRocque, Brian-Allied Health
B.S University of North Dakota
Turtle Mountain Chippewa

LaVallie, Audrey-Chemistry Instructor
B.S University of Michigan
M.S Texas A & M

Mitchell, James-Pharmacy Tech. Instructor
B.S NDSU
MSA Central Michigan University

Morin, Tahsa-Criminal Justice Instructor
B.S Minot State University
M.S Minot State University
Turtle Mountain Chippewa

Myerion, Cecelia-Ojibwa Language
Certified Language Instructor of ND
Turtle Mountain Chippewa

Olson, Luther-Math & Statistics Instructor
B.S Moorhead State University
M.S Minot State University

Parisien, Ronald-Building Trades Instructor
A.A UND-Lake Region
Turtle Mountain Chippewa

Peltier, Leslie-Social Science Instructor
B.S University of North Dakota
M.S University of North Dakota
Turtle Mountain Chippewa

Pfahl, Miles-Math Instructor
B.S Valley City State University
M.S University of Wyoming

Poitra, Todd – HVAC Instructor
AAS Bismarck State

Roussin, Mike-EMS Instructor
A.A.S Bismarck State
Turtle Mountain Chippewa

Sande, Wayne – Residential Instructor

St. Claire, Tina – Nursing Instructor
B.S.N. University of ND

Wiedrich, Janelle-Early Childhood Ed. Instructor
B.A Concordia College
M.S North Dakota State University

Hake, Anyea – English Instructor
B.A Bemidji State University
MA Bemidji State University

Lemer, Bronson-English/Humanities Instructor
B.A Minnesota State Univ Moorhead
MFA Minnesota State Univ Mankato

Dahl, Jason – Secondary Science Instructor
B.S.

PERSONNEL

Azure, Keith – Maintenance
Turtle Mountain Chippewa

Azure, Michelle – Director Youth Leadership
B.S University of North Dakota
Turtle Mountain Chippewa

Azure, Tracy – Accounting Supervisor
B.S Minot State University
M.B.A North Dakota State University

Belgarde, Judy – Administrative Assistant
A.A TMCC
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Belgarde, Mica – Youth Build Data Collector

Belgarde, Shenoa – Administrative Assistant
A.A TMCC
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BearRunner, Irene- Career Counselor
B.S University of North Dakota
M.S University of Mary
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Bercier, Brian – Vocational Reb. Counselor
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M.S University of North Dakota
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Bercier, Dennis–Infrastructure Developer
B.A University of North Dakota
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Bercier, Pam – Bookstore Technician
A.A TMCC
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Bercier, Sandra – Vocational Rehabilitation
B.S University of Mary
MBA Gonzaga University
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Beston, Quenna-MSEIP Director
B.S Mayville State
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Bruce, Alta- ANA Director
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Charette, Annette – SS Services Counselor
A.A TMCC
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Chase, Jesse – Maintenance
A.A TMCC
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Chromyj, Ben – Computer Technician
A.A U. S. Army

Dauphinais, Leonard - Comptroller
A.A New Mexico State University
B.S North Dakota State University
M.S.A Central Michigan University
Ph. D Walden University
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Davis, Bernice – Inventory/Personnel Officer
A.A TMCC
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M.S Minot State University
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Davis, Candice – Library Assistant
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Davis, Chad – IT Director
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M.S Minot State
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Davis, Dorothy – Maintenance
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Davis, Joe – Custodian

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Davis, Kylie – Research Technician
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Davis, Pete – Youth Build Director
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Davis, Wesley – Facility Manager
A.A. S Northwest Tech.
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Davis, Willie – Transition Specialist
B.A University of North Dakota
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DeCoteau, Dennis – Upward Bound Director
Turtle Mountain Chippewa

DeCoteau, Richard – Maintenance
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DeCoteau, Steve–Student Support Services Dir.
B.S Mayville State University
M.Ed University of North Dakota
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De Los Santos, Jackie – Retention Technician
A.A.S TMCC
B.S Strayer University
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Eckhert, Joyce – Voc. Rehabilitation
A.A University of Mary
B.S.W University of Mary
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Frederick, Anita-Institutional Development
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M.S Minot State University
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Garcia, Dave – Substance Abuse Prevention Coor.
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Gladue, Angel – Registrar
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M.S University of Mary
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Gourneau, William Dr. – Human Resource Director
B.S University of North Dakota
B.A University of North Dakota
Ed.D University of North Dakota
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Gourneau, Mindy – Head Cook
Turtle Mountain Chippewa

Greenwood, Doris- Tracking Specialist
AAS Lake Region State College
Turtle Mountain Chippewa

Hall, Larrettta – Grant Writer
B.A Morehead State, KY
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Hamley, Mark – Anishinabe Wellness Center
B.A Minot State University
Turtle Mountain Chippewa

Henry, Larry – Academic Dean
B.A University of North Dakota
M.S University of North Dakota
Turtle Mountain Chippewa

Houle, Dennis – Maintenance
Turtle Mountain Chippewa

Hunt, Paula- Switchboard Operator
A.A TMCC
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James, Christina – Tracking Specialist
B.S DeVry University
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Jeannotte, Anthea – Admin. Asst. NWOK
Turtle Mountain Chippewa

Laducer, Wanda-Financial Aid Director
A.S North Dakota State College Science
B.S Mayville State College
M.S Central Michigan University
Turtle Mountain Chippewa

LaFontaine, Joni – Admissions Tech.
B.S Minot State University
Turtle Mountain Chippewa

LaFromboise, Shirley – Accountant Tech.
B.S Minot State University

Turtle Mountain Chippewa

Lamb, Carmileta – Director of Elementary Ed.
B.S Texas A & M
M.S North Dakota State University

Marcellais, Theresa– Employment Outreach Officer
B.S Valley City State University
Turtle Mountain Chippewa

Martell, Kerri- Fiscal Reports Technician
B.S Minot State University
Turtle Mountain Chippewa

Martin-Parisien, Terri –Institutional Effectiveness
B.S University of North Dakota
M.S University of Minnesota
Turtle Mountain Chippewa

Mikkelson, Ina- Curriculum Specialist
B.A. University of ND
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Morin, Kevin – Maintenance/Custodian
Turtle Mountain Chippewa

Morin, Sheila- Financial Aid Assistant
B.A Minot State University
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Morin, Shirley – Bookstore Technician
AAS TMCC
Turtle Mountain Chippewa

Olson, Wayne-Medical Lab Director
BA Chadron State College
MS Leslie University

Peltier, Debra – Accountant Technician
B.S Minot State University
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Poitra, Barbie – Accountant Technician
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Turtle Mountain University

Poitra, Damon-Bookstore Tech./IVN
A.A TMCC
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Poitra, Diana – Maintenance
Turtle Mountain Chippewa

Poitra, Stephanie – Scholarship Tech.
B.A University of Oregon
Turtle Mountain Chippewa

Poitra, Wanda- Voc. Rehab. Adm. Assistant
B.S University of Mary
Turtle Mountain Chippewa

Ripley, David – Title III Director
B.A University of North Dakota
M.S Notre Dame
M.F.A Notre Dame
Arikara/Blackfeet

Rush, Susan – Computer Technician
AAS TMCC
Turtle Mountain Chippewa

St. Claire, Lola- Assistant Cook
Turtle Mountain Chippewa

Sarcia, Anna- Internal Operations Director
AA TMCC
B.A Haskell Indian Nations University
M.A University of Kansas
Turtle Mountain Chippewa

Thomas, Donna-Vocational Rehab. Director
B.S.W University of North Dakota
M.SW University of Minnesota
Cert. University of Minnesota
Turtle Mountain Chippewa

Trottier, Pauline – Custodian
Turtle Mountain Chippewa

Trottier, Sheila-Career Education Director
B.S.W Minot State University
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Vivier, Arlyn – Upward Bound Academic Adv.
M.A AIU
Turtle Mountain Chippewa

Vivier, Patricia – Admin. Assistant
B.A University of Mary
Turtle Mountain Chippewa

Williams, Sheldon – Computer Technician
AAS TMCC
Turtle Mountain Chippewa

Zaste, Dustin – Print Shopt Graphic Designer

AAS TMCC
Turtle Mountain Chippewa

Zaste,Kathe- Library Director
B.S Minot State
M.S University of Mary
Turtle Mountain Chippewa

ADULT BASIC EDUCATION/STUDENT LITERACY

LaRocque, Sandi – Dir. Community/Adult Ed.
A.S TMCC
B.S TMCC
Turtle Mountain Chippewa

LaVallie, Madonna-Adult Ed. Instructor
B.A University of North Dakota
M.A Minot State University
Turtle Mountain Chippewa

PART-TIME FACULTY

Baker, Jeff – Physical Education
B.S University of North Dakota
Turtle Mountain Chippewa

Best, Lyle Dr.– Genetics Instructor
B.S University of North Dakota
M.D Albert Einstein College of Medicine

Trottier, John – Science Instructor
B.S New Mexico Highlands
Turtle Mountain Chippewa

Peltier, Zelma-Language Instructor
B.S St. Benedicts College
Turtle Mountain Chippewa

Poitra, Angel – Psychology Instructor
Turtle Mountain Chippewa