

Turtle Mountain Community College

President's Message

BOOZHOO, Greetings and welcome to all students, faculty, and staff.

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 various occupations. As you complete your academic goals here at TMCC, you too will move on to bigger and better things and create a better lifestyle for you and your family. Our goal is to assist you in reaching your goals. This college catalogue provides all the information you need to successfully enroll at TMCC.

The degree of success you experience here at TMCC is highly dependent on four things; (1) your commitment to attending classes on a regular basis, (2) successfully completing all course assignments and requirements, (3) participating in class projects, and (4) showing success in the first 2 -3 months of your college experience. We believe every student who enters TMCC 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 once again, welcome to TMCC! Miigwech!!

Dr. Jim Davis, President
Turtle Mountain Community College

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

The Turtle Mountain Community College (TMCC) is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sexual orientation, national origin, age, or handicap. In adhering to this policy the college abides by the requirements with the Title IX, Education Amendments of 1972; with Title VI and VII of the 1964 Civil Rights Act; by section 503 and 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. Questions or comments may be referred to Holly Cahill, Human Resource Director, Turtle Mountain Community College, PO Box 340, Belcourt, ND 58316, (701) 477-7862, or 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 and administrative officers for the purpose of furnishing students with the appropriate information. The catalog has attempted to present information regarding admission requirements, ground rules, and regulations of the college for the 2012 -2013 academic year in as accurate and up-to-date manner as possible. This does not, however, preclude the possibility of changes taking place during the academic year. If such changes occur, they will be publicized through normal channels such as newspapers, TMCC website, and our message boards.

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Academic Calendar 2012 – 2013

Fall Term 2012

Placement Testing	June 19
Placement Testing	July 12
Placement Testing	July 26
Online Registration Begins for Returning Students From Spring Orientation	July 30 at 9:00 a.m.
Orientation	August 2
Online Registration Begins for New Students	August 6 at 9:00 a.m.
First day of class	August 20
Last Day to change curriculum	August 24
Last Day to add an online class	August 24
Last Day to add a class	August 30
Labor Day Holiday (No Work – No Classes)	September 3
Financial Aid-1 st Disbursement	September 14
Incompletes Due	September 28
College Founding Day (no work – no classes)	October 8
Finals 1 st Eight-Weeks/Mid-terms	October 9 – 11
College Awareness Day	October 12
2 nd Eight-Week courses start	October 15
Pre-Admission/Financial Aid Day/Placement Testing for Spring	October 26
Last Day to Drop Classes	November 1
Michif Day Observed (No Work – No Classes)	November 9
Veterans Day Holiday Observed (No Work – No Classes)	November 12
Financial Aid-2 nd Disbursement	November 16
Thanksgiving Holiday (No Work – No Classes)	November 22-23
Online Registration begins for Current Enrolled Students	Nov. 26-Nov. 30 at 9:00 a.m.
Finals Week (Christmas Vacation starts after finals for students)	December 3-6
Placement Testing for New Students	December 7
Grades Due Noon	December 11
Christmas Vacation for Faculty	December 12 –Jan. 2
Orientation for New Students for Spring	December 14
Online Registration Begins for New Students	December 17 at 9:00 a.m.
Christmas Holiday (No Work)	December 24-26

Spring Term 2013

New Year's Day (No Work)	January 1
Classes Start	January 7
Last Day to add an online Class	January 11
Last day to change curriculum	January 17
Last day to add a class	January 18 closes at 4:00 p.m.
Last Day to Apply for Graduation	January 18
Martin Luther King Holiday (No Work – No Classes)	January 21
Financial Aid 1 st Disbursement	February 1
Incompletes Due	February 15
Presidents Day Holiday (No Work – No Classes)	February 18
Finals 1 st Eight Weeks/midterms	Feb. 25 – Feb.28
2 nd Eight Weeks start	March 4
Pre-Admission/Financial Aid Day/Placement Testing for Summer	March 7
Spring Break	March 11-15
Last Day to Drop a Class	March 27

Financial Aid 2 nd Disbursement	April 5
Easter Break/Good Friday/Monday (No Work – No Classes)	March 29-April 1
Finals Week	April 29-May 2
Grades Due	May 7
Commencement	May 10 at 6:00 p.m.

Summer Term 2013

New Student Online Registration Begins	May 15
Online Registration begins for all students	May 17
Memorial Day Holiday (No Work – No Classes)	May 27
Classes Start	May 28
Last Day to Add	May 30
Financial Aid Disbursement	June 6
New Student Placement Testing	June 19
Last Day to Drop	June 20
2 nd Financial Aid Disbursement	June 27
4 th of July Holiday (No Work – No Classes)	July 4
New Student Placement Testing	July 10
Finals	July 15-18
Grades Due Noon	July 22
New Student Placement Testing	July 31

Academic Calendar 2013 – 2014

Fall Term 2013

Placement Testing	June 19
Placement Testing	July 10
Placement Testing	July 24
Online Registration Begins for Returning Students from Spring	July 29 at 9:00 am
Orientation	August 8
Online Registration Begins for New Students	August 12 at 9:00 a.m.
First day of class	August 26
Last Day to change curriculum	August 30
Labor Day Holiday (No Work – No Classes)	September 2
Last Day to add a class	September 6
Financial Aid-1 st Disbursement	September 20
Incompletes Due	October 3
College Awareness Day	October 11
College Founding Day (no work – no classes)	October 14
Finals 1 st Eight-Weeks/Mid-terms	October 14-17
2 nd Eight-Week courses start	October 21
Pre-Admission/Financial Aid Day/Placement Testing for Spring	October 23
Last Day to Drop Classes	November 7
Michif Day Observed (No Work – No Classes)	November 8
Veterans Day Holiday Observed (No Work – No Classes)	November 11
Financial Aid-2 nd Disbursement	November 15
Thanksgiving Holiday (No Work – No Classes)	November 28-29
Online Registration begins for Current Enrolled Students	November 25-29
Finals Week (Christmas Vacation starts after finals for students)	December 9-12
Placement Testing for New Students	December 11
Grades Due Noon	December 17
Christmas Vacation for Faculty	December 18 –January 2
Orientation for New Students for Spring	December 13
Registration for New Students	December 16
Christmas Holiday (No Work)	December 25-27

Spring Term 2014

New Year's Day (No Work)	January 1-3
Classes Start	January 13
Last Day to add Online Class	January 16
Last day to change curriculum	January 16
Martin Luther King Holiday (No Work – No Classes)	January 20
Last day to add a class	January 24
Last Day to Apply for Graduation	January 24
Financial Aid 1 st Disbursement	January 31
Presidents Day Holiday (No Work – No Classes)	February 17
Incompletes Due	February 20
Finals 1 st Eight Weeks/midterms	March 3-6
2 nd Eight Weeks start	March 10
Pre-Admission/Financial Aid Day/Placement Testing for Summer	March 5
Spring Break	March 17-21
Last Day to Drop a Class	April 3
Financial Aid 2 nd Disbursement	April 4

Easter Break/Good Friday/Monday (No Work ,No Classes)	April 18-April 21
Finals Week	May 5-May 8
Grades Due	May 12
Commencement	May 16

Summer Term 2014

Registration	May 22
Memorial Day Holiday (No Work – No Classes)	May 26
Classes Start	May 27
Last Day to Add	May 29
Financial Aid Disbursement	June 5
Last Day to Drop	June 19
2 nd Financial Aid Disbursement	June 26
4 th of July Holiday (No Work – No Classes)	July 4
Finals	July 14-17
Grades Due Noon	July 21

Turtle Mountain Community College Catalog

History

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

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

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

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

Accreditation

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

The College received initial candidacy for accreditation in 1978. In April of 1980, the College received its first biennial visit to review progress and development. As a result of this visit, TMCC was granted continued Candidate Status for an additional two years. The College received a team of North Central Association evaluators for a second biennial visit in April of 1982. The team's report 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 TMCC; and in August, of that year, the North Central Executive Board granted the college accreditation. In April of 1989, a team of evaluators visited TMCC to determine if TMCC was continuing to meet the accreditation criteria. On August 25, 1989, the commission voted to continue the accreditation of TMCC. In October of 1993, NCA sent a team of evaluators to review the college's request for continued accreditation. As a result, the College was granted ten years of accreditation with a focus visit to occur in the spring of 1996. The focus visit resulted in the College receiving full accreditation. In April 2001, The HLC granted full accreditation for the first baccalaureate degree, a Bachelor of Elementary Education. The HLC of NCA granted TMCC its second ten years of accreditation in 2003.

Institutional Philosophy

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

The Seven Teachings of the Anishinabe People

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

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

Organizational Background

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

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

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

Institutional Mission Statement

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

Institutional Goals

Turtle Mountain Community College hereby establishes the following goals:

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

Admissions

Student Responsibility for Satisfying Requirements

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

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

Selective Admission Policy

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

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

Electronic Application

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

General Admission Requirements-New Students/Students Seeking Readmission

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

1. A complete application for admission;
2. An official transcript from an accredited or approved high school with the date of graduation, or the official transcript of the General Education Development (GED) examination;
3. A Certificate of Degree of Indian Blood or Tribal ID from a federally recognized tribe.
4. A completed FERPA (Family Educational Rights Privacy Act) form.

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

The student will be required to complete all of the above admission requirements before registering. If any of the requirements are not satisfied, a missing requirement letter will be sent to the student. Students who have completed all admission requirements will receive a letter of acceptance.

Admission of Transfer Students

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

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

- a. If the student has been suspended in the previous semester at another institution, the student will not be allowed to register at TMCC until they have met the required time enrolled in an Institution of Higher Education.
2. A student may be admitted on Probation if his/her GPA does not meet TMCC Standards of Academic Progress.
3. Any coursework transferring must meet the same criteria as the courses listed in the TMCC Catalog.
4. Only regular credit college courses with a “C” or better will be accepted in transfer.
5. All transfer credits with a “C” or better will be recorded with a “P” grade. *Note: Decisions about transfer credit may be appealed to the Academic Standards Committee.
6. College Level Examination Program (CLEP): TMCC does not give the CLEP test, but a student may transfer CLEP credits into the institution. (See the Admission/Records Technician for CLEP information).
7. In order for a transfer student to receive an associate degree/certificate from the TMCC, the institution requires that 30 of the last 60 credits that it awards for a bachelor’s degree, 15 of the last 30 for an associate’s degree, and a minimum of 15 semester hours for a certificate program must be delivered by the institution.
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; and
2. A Certificate of Degree of Indian Blood or Tribal ID from a federally recognized tribe, if applicable.

Student Classification

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

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

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

1. A “Regular” student is either full-time or part-time, has satisfied all of the admission requirements, and is enrolled as a candidate for a degree or certificate.

2. A “Dual Credit” student is enrolled in courses on campus or at an approved high school, and earns credits that count toward high school graduation as well as toward a college certificate or degree. A dual credit student is a current high school student who has earned 14 units of high school credit. Credits earned by “Dual Credit” will be banked at TMCC until all admissions requirements are satisfied. A student who wishes to apply for dual credit must get written approval of a high school principal/superintendent and registrar prior to registration. A dual credit student may enroll for a maximum of 8 hours per semester.
3. A “Non-Degree” seeking student is not eligible to receive Federal Financial Aid. A “Non-Degree” student is one who meets one of the following criteria:
 - a. Is a current GED student who has passed three of the GED tests, and wishes to enroll in ASC 086-Writing Basics or MATH 100-Applied Math. The GED student must have written approval from the GED Coordinator and Registrar prior to registration.
 - b. An “Auditor” is a student who will attend classes only as a listener, and participation will be at the discretion of the instructor. College credit will not be received, and cannot be used toward a degree or certificate. The Auditor will receive a grade of “AU”.
 - c. A “Continuing Education Unit” student is one who is enrolled in courses for CEU credit.
 - d. A “Customized Training” student is one who is enrolled in courses designed to meet the training needs of an employer.
 - e. An “Ability to Benefit” student is one who may not satisfy admission requirements, but may have the “ability to benefit” from certain courses. Proper documentation from an outside source showing the student’s “ability to benefit” may be required before the student is admitted. The registration of a Non-Degree student is subject to the approval of the Dean of Academic Programs

Policy and Procedure for Registration/and Academic Record Information

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 locations around campus.

Registration is conducted each semester. See the academic calendar at the front of this catalog for registration dates. Faculty members are available to advise students during the fall and spring registration periods. One to two weeks before registration, prospective students are informed by mail, media and TMCC website www.tm.edu about the date, time, and place of registration.

Orientation is an organized informational seminar and an important part of the registration process. Orientation is a requirement for 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 the semester. See the academic calendar at the front of this catalog for the orientation date.

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

All new students are required to take placement tests in the following areas: English, math, and science. Students who lack basic skills, based upon the results of these tests, will be required to register in appropriate courses. Students will have a one-time opportunity to challenge the test results. See academic calendar for placement test dates.

Registration Process

All students are required to register online. All students will be required to pay a registration fee of \$25.00 regardless of how many credits the student registers for in that semester. This fee will be assessed each semester.

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

Change of Registration

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

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

Adding and/or Dropping Courses

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

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

Program of Study Change

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

Withdrawal from College

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

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

TMCC Tuition Refund Policy (based on total withdrawals only)

A student who does not attend any class prior to the census date shall be considered a "no show" and a 100% tuition refund will be issued for the classes not attended.

TMCC shall use the last day to add/drop a class for each semester as the census date for determining student enrollment for the fall, spring and summer terms.

If a student attends a class, s/he will be considered to be enrolled in the course. Tuition will be refunded at 100% if the student withdraws from the institution within the first two weeks of classes as stated in the academic calendar for the fall or spring semesters, and within the first week of classes. The student will still be responsible to pay the text book and registration fee. If a student completely withdraws from all classes after the first two weeks of classes they will receive a refund based on the following schedule:

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

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

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

- 100% refund will be issued the first week of classes,
- 50% refund will be issued through the second week of classes, or
- 25% refund will be issued through the third week of classes.
- No refund will be issued after the third week of classes.

General Student Policies

Book and Library Returns

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

Class Cancellation(s)

The Academic Dean reserves the right to cancel any course for which there is not sufficient student enrollment. Student Services will inform the students and advisors when a course is cancelled. When the institution cancels a course and the student has to add another course, the add/drop card must be filled out (See Change of Registration procedure page 20). Students are not charged for cancelled courses. At times classes may be cancelled due to inclement weather or for college participation in activities.

Course Load Limitation

The average course load for a regular full-time student is 15 credits with a minimum of 12 credit hours. A student can enroll for a maximum of 19 credit hours. A student who desires to take more hours than the maximum must petition the Academic Standards Committee to request approval of the overload. The maximum course load for any student is 21 semester hours. A student who carries an overload must hold a cumulative GPA of 2.75. Students on probation will only be allowed to enroll in 12 semester hours of academic credit. First semester students will not be allowed to take more than 19 credit hours. A student who transfers and wishes to take more than 19 credit hours must have a cumulative GPA of 2.75 from their last institution attended.

Participation

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

Dual Credit

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

Deficiencies/Unsatisfactory Progress Report

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

Midterm Grades

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

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

Credits, Grades and Honor Roll & Points

The College functions on the semester plan. All academic work is completed in terms of semester credit hours. 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 and Technical Education programs have 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, so students are encouraged to check the class schedule. All study for credit is recorded by letter symbols, each of which carries a value in honor points per credit hour. The grading system and honor point scale is as follows:

<u>Grades</u>	<u>Grade Interpretation per Credit Hour</u>	<u>Honor Point(S)</u>
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing, no credit granted	0
P	Passing	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 "*" / "R" represents:		Course repeated
The Mark of "WIP" represents:		In Progress

Honor Roll

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

Grade Point Average

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

Calculation of Grade Point Average

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

Pass/Fail Grading System/Regular Credit Courses

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

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

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

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

The CEU will appear with a "P" for pass, or "N" for no credit on the student transcript. CEU's cannot be used to satisfy graduation or financial aid requirements. CEU's may not transfer to another institution (See Continuing Education Division). They are issued to certify successful participation in specific workshops, courses, or training programs for your resume or job application verification. Cultural, social, civic groups, agencies, and business and industrial organizations are encouraged to make their training needs known to the TMCC Academic Dean. Fifteen (15) hours of classroom training is equivalent to one (1) CEU credit.

Incomplete Grade Policy

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

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

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

When the instructor submits the "I" grade, they also submit a letter grade, which reflects the student's progress to that point. In the next semester of residence (and before one calendar year), the student must fulfill the course requirements. The incomplete work must be completed by the end of the sixth week in order to receive a grade other than the one that was submitted with the "I." The six-week stipulation does not apply to the Summer Session. At the end of one calendar year, and if the student has not re-enrolled, the "I" will automatically be changed to the letter grade submitted by the instructor. Students are not notified when incomplete grades are changed.

Course Repetition

Students may repeat TMCC courses taken in residence in which they have a grade of D or F. Repeated courses must be taken in residence and can only repeat TMCC courses. If a student receives a failing grade in a course, the course should be repeated the next time the course is offered. (Note: Courses that were taken in the quarter system cannot be repeated in the semester system.) A course, once recorded cannot be removed from the record. When a course is repeated only the last grade earned and credit earned will be used in computing the cumulative grade point average. A repeated course will be indicated on the transcript with asterisk "*" or "R" next to it. Students will not be allowed to repeat courses that they have received a grade of "B" or better. A student may be allowed to repeat a course that received a "C", but only by written approval of the registrar. Courses where the student received a "C" or better will not be covered under federal financial aid for that term.

Grade Reports

When grades are submitted to the Registrar's Office, students will be able to view their grade report on Jenzabar in 3-5 days at the end of each semester by the Office of the Registrar (See Academic Calendar for dates). Grade reports may be withheld from a student who has not satisfied all entrance requirements, if the student has not returned all library materials and all textbooks by the end of the semester, or has financial obligations to the institution.

Grade Change

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

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

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

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

Independent Study Policy

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

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

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

there is not official independent study class meeting time, regular class meetings may be scheduled to facilitate faculty-student conferences and reporting. Use of e-mail communication is encouraged.

Procedures

1. A student wishing to enroll in an independent study should begin by completing the independent study application form at least one week before the first day of class for the semester. The student should confer with their advisor for the justification for the independent study course.
2. The student must meet the following requirements before taking an independent study course.
 - a. The student needs to be making satisfactory progress in the student's degree plan and have a 2.00 cumulative GPA at the time of the request.
 - b. The student must have completed 12 credits of college coursework with a minimum GPA of 2.00 or above.
 - c. The Application must present a convincing rationale for the intended independent study and must provide evidence of a genuine desire to work independently.
3. The student should then submit the application form to the approved faculty of the course to agree to the independent study.
4. If the faculty agrees to the independent study course, the student will then submit the approved application form to TMCC Academic Dean for final approval. Copies of the application should be kept by the student, the advisor, and the faculty of record. The Academic Dean will notify the Registrar of the course addition to the TMCC schedule of classes.
5. The faculty of independent course will provide a syllabus for the independent study to include the layout the required coursework, the format of the reflective journal and/or final presentation/product, necessary meeting times, and the timeline to student. Communication may be in person, by phone, or email.
6. To register, the student must complete regular required registration paperwork for the course.

Student Academic Review Process

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

Procedures for filing Petitions are as follows:

- Write a letter to the Academic Standards Committee giving a short explanation of the extenuating circumstance or emergency. List events in proper sequence using dates where possible. The semester in question needs to be clearly defined along with the course number and title of courses the student is petitioning.
- When circumstances involve a physician, counselor, employer, etc., you should request this individual/agency write a letter supporting your extenuating circumstance or emergency. This letter needs to be on official letterhead of the individual/agency and submitted along with the student letter.
- If requesting to add a course after the last day to add, the student will need to submit a letter of support from the instructor approving the late add.

- Return the above documents to the office of the Dean of Academic Programs to be presented to the Academic Standards Committee.
- The Student will be notified in writing of the appeal decision.

Transcript Policy

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

Transcript/Diploma Hold Policy

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

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

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

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

Academic Bankruptcy

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

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

Requirements for Graduation

Elementary and Secondary Science Education majors must meet the requirements of the Education Department.

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

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

Commencement

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

Commencement Honors

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

Disbursing of Diploma's

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

Assessment of Student Learning

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

Transfer to Other Colleges

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

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

Standards of Satisfactory Academic Progress

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

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

- **Academic Probation-** After grades are reported at the end of any academic term, a student whose current term grade point average falls below a 2.00 will be placed on “Academic Probation.” A student who is on “Academic Probation” may not enroll for more than the 12 credit hours. A student who meets the Standards of Satisfactory Academic Progress (2.00 GPA) at the conclusion of that term will be removed from “Academic Probation.”
- **Continued Academic Probation-** When the cumulative grade point average is not satisfactory according to the Standards of Satisfactory Academic Progress; the student must maintain a minimum of 2.00 term grade point average each semester and will remain on “Continued Academic Probation” until the student meets the standard of satisfactory progress with a 2.00 overall GPA.
- **Academic Probation for Transfer Students-** A transfer student who is on academic probation at the institution from which they are transferring will be placed on “Academic Probation” at TMCC; or if the student transfers with a cumulative GPA below a 2.00, the student will be placed on “Academic Probation.”
- **Academic Probation/Suspension after Incompletes are Satisfied-** When a student satisfies their incomplete(s) after the sixth week in residence and the student's grade point average is not in compliance with the standards of Satisfactory Academic Progress, they will be placed on “Academic Probation/Suspension.” All of the TMCC conditions for academic probation/suspension will apply.
- **Academic Suspension-** Any student on “Academic Probation” or “Continued Academic Probation” who fails to maintain satisfactory academic progress according to the semester grade point average requirements will be suspended. The suspension will be for one semester not including the summer semester. A student suspended from the college is denied the privileges of the institution. The Registrar may re-admit the student who has been suspended once. A student meeting the semester stop out requirement and returns to the institution, will be readmitted on “Academic Probation” and may be limited to take a maximum of 12 credits depending upon approval of readmission. A student who is receiving Financial Aid should refer to the Financial Aid section of the catalog for eligibility

criteria. A student who has been academically suspended more than once must petition the Admissions and Financial Aid Committee when seeking readmission to TMCC.

- **Academic Suspension after Incompletes are Satisfied** - When a student who is on “Academic Probation” receives an incomplete(s), the student will be identified by the Registrar before the beginning of the new term. The student will be sent a letter of notification containing conditions for continued enrollment. If the student’s grade-point average is not in compliance with the semester grade point average requirements when the student’s incomplete grade is satisfied, the student’s registration will be canceled and be suspended.

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 years adjustments are made, and some years there are no changes. Turtle Mountain Community College's cost of attendance budgets are compared with cost of attendance at similar colleges. Since Turtle Mountain Community College is a commuter campus, care must be taken in developing transportation, housing and cost of living budgets.

Tuition and Fees per Credit Hour 2012-2014

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

Additional Costs:

- A \$25.00 Registration fee will be charged to all students, no matter how many credits the student is registering for. This charge will be assessed every semester.
- An audit fee will be charged to less-than-full-time students who wish to attend a class and not receive credit. The charge is \$41.00 per credit hour.
- Transcript Fee- There will be a \$2.00 transcript fee, regardless of whether it is unofficial or official. There will not be a transcript fee for transcripts sent to the Tribal Scholarship program, BIA-Job Placement and Training program, or the Turtle Mountain Vocational Rehabilitation program.
- A Textbook/Supplies usage fee will be assessed depending on the number of credits that a student registers for. All students will be assessed the fees regardless of whether textbooks are required in the class or not (example: some classes may use cd's instead of textbooks). The chart below identifies what the rate assessed will be.

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

Textbook Usage fee table based on credit hours enrolled per semester	
1-3 (credits)	\$25 or buy the book(s) whichever is less
4-6 (credits)	\$50
7-11(credits)	\$75
12 and above (credits)	\$100

If the textbook includes a cd and the student loses the cd, or it is returned damaged, the student will be assessed a replacement fee.

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

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

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

Other Course Costs:

For some courses, a fee is charged to cover rental of equipment and facilities or for materials the student will keep. However, a student can fulfill his/her requirements without enrolling in a class that requires a fee. The fee is variable depending on the class.

Financial Aid

The TMCC Financial Aid Office, utilizing one or more of the student aid programs described in this section, will make every effort to provide adequate financial assistance to the student that demonstrates legitimate financial need. Priority consideration deadlines are as early as March 15 for some programs. Applications received after May 1 will be considered on a funds-available basis. The Financial Aid Director will make an effort to satisfy the student's unmet need to the maximum, if possible, from available sources. The student is free to accept or decline any aid that is offered.

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

Academic Student Budget 2012 -2014

(Subject to change without notice)

Dependent Student Budget

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

Independent Student Budget with no Dependents

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

Independent Student Budget with Dependents

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

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

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

*Add an additional \$550.00 for tools for students in Construction Technology.

*Add an additional \$250.00 for tools for students in Computer Support Specialist.

*Add an additional \$210.00 for students in Power Plant Technology/credit fee.

Elementary Education/Secondary Science Student Budget

Junior Year 2012 – 2014

	One Semester	Fall & Spring Semesters	Summer	Fall/Spring & Summer
Tuition and Fees	\$ 1,025	\$ 2,050	\$ 525	\$ 2,575
Books	100	200	50	250
Supplies	100	200	50	250
Room and Board	3,187	6,374	1,008	7,382
Personal Expenses	1,475	2,950	530	3,480
Transportation	2,150	4,300	950	5,250
Utilities	700	1,400	240	1,640
Technology	600	1,200	205	1,405
Clothing	<u>500</u>	<u>1,000</u>	<u>170</u>	<u>1,170</u>
Total Education Costs	\$ 9,837	\$19,674	\$3,728	\$23,402

Elementary Education/Secondary Science Student Budget

Senior Year 2012 -2014

	One Semester	Fall & Spring Semesters	Summer Semester	Fall/Spring & Summer
Tuition and Fees	\$1,025	\$ 2,050	\$ 525	\$ 2,575
Books	100	200	50	250
Supplies	100	200	50	250
Room and Board	3,187	6,374	1,008	7,382
Personal Expenses	1,700	3,400	670	4,070
Transportation	2,600	5,200	950	6,150
Utilities	700	1,400	240	1,640
Technology	600	1,200	205	1,405
Clothing	500	1,000	170	1,170
Student Teaching Expense	<u>500</u>	<u>1,000</u>	<u>170</u>	<u>1,170</u>
Total Education Costs	\$11,012	22,024	\$4,038	\$26,062

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

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

Tuition Waiver Eligibility Requirements:

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

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

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

*Forms for Tuition waivers can be picked up in the Financial Aid Office or online at www.tm.edu.

Tuition waivers that are available for students are the Employee Tuition Waiver, Elderly Tuition Waiver, and the Financial Hardship Tuition Waiver. Each waiver has different requirements. Students that receive the Financial Hardship Waiver will still be required to pay their student fees.

** Note: If a student does not apply for any financial aid, they will not qualify for a tuition waiver.*

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 complete 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.

Example: 60 credits x 67% = 40 credits
30 credits x 67% = 20 credits
12 credits x 67% = 8 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 career credit 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 a semester basis.

Students on “Financial Aid Warning” 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 12 semesters of Title IV aid.

Calculating Pell Grant Lifetime Eligibility used

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by a new federal law to be the equivalent of six years of Pell grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six year equivalent is 600%.

Beginning in Mid-July 2012, you will be able to log on to our National student Loan Data System (NSLDS) Student Access Web site using your Federal Student Aid PIN and view your LEU. The LEU will be found on the Financial Aid Review page.

Second Degree

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.

All students who apply for federal financial aid (including but not limited to the Pell Grant, Federal Work Study, and Supplemental Educational Opportunity Grant programs) must meet TMCC's Satisfactory Academic Progress policy standards regardless of whether they have ever received financial aid in the past.

Satisfactory Academic Progress Chart

2 TO 4 YEAR PROGRAMS

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

9-MONTH PROGRAMS

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

Summer Pell Grant Policy

There are Pell grants available for students attending summer term if they have not received financial aid for the fall and spring terms.

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

Students can receive Title IV funding for repeating a course in which they had previously received a grade of “F” or “W”. A student will be allowed to repeat the course 2 times and receive Title IV Aid. If a student does not pass the course after the 3rd attempt the student will not be allowed to include this course in their enrollment status for Title IV funding.

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 Warning

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 warning term. However, for financial aid eligibility to continue, students must meet the SAP requirements by the end of the warning term. The warning 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 warning 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.

Students will remain suspended from financial aid until they meet the SAP requirements.

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 suspension.

Students who have been placed on financial aid suspension, who are not meeting Satisfactory Academic progress for a second time or who have exceeded the 150% program of study limit may file an appeal if they have extenuating circumstances. A student who files an appeal must provide the following:

- Appeal Application
- Documentation supporting the reason for the appeal.

The documentation will be reviewed by the Financial Aid committee and students will receive written notification of the result of their appeal. If the appeal is granted, the student will be able to receive aid for the term(s) listed in the notification. The student will be put on an action plan by the Financial Aid committee and must complete all requirements of the action plan. 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. The Admissions and Financial Aid Committee will hear all appeals that claim mitigating circumstances. A complete explanation and formal appeal procedures can be obtained from the Financial Aid Office.

How to Apply for Financial Aid

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

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

Financial Aid Disbursement

Financial aid is distributed through the Business Office on the date specified in the college catalog.

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

Frequency and Means of Payment for Student Financial Aid

Financial Aid will be disbursed two times per semester by check from the Business Office on the dates listed in the catalog. **Attendance is reported weekly to a Student Services Official and 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 credit hours they are eligible in and divide that by the total number of credit hours they are enrolled in.

Repayment/Refund Policy for Students Receiving Financial Aid

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

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

Turtle Mountain Community College Institutional Refund Policy

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

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 required to apply for the FAFSA as specified in TMCC policy.

Federal College Work Study (FCWS)

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

Federal Supplemental Education Opportunity Grant (FSEOG)

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

American Indian College Fund (AICF)

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

North Dakota State Grant

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

North Dakota Indian Scholarship

High School graduates and other continuing students who have been accepted for enrolment by Turtle Mountain Community College can apply for this scholarship. Applications are available at Turtle Mountain Community College or by contacting the North Dakota University Systems, North Dakota Indian Scholarship Program, 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 in order to prepare them for suitable employment. Services may include: assessment testing, counseling and guidance; physical and mental restoration services; vocational and other training services; maintenance; transportation; reader, note-taking, interpreter services; technological aides and devices; placement services; post-employment services; occupational licenses, tools, equipment, initial stocks and supplies. Clients with chemical usage issues may qualify for Native Healing services such as the Red Road approach to recovery. In addition, clients with specific learning disabilities may be eligible for accommodations/services using Holistic educational strategies.

Turtle Mountain Community College Scholarships

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

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

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

Veteran's Benefits

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

There are basically five programs available to veterans. The Chapter 32 V.E.A.P. (Veteran's Education Assistance Program) which is a contributory educational plan for those who entered active military service after December 31, 1976 and before July 1, 1985. The Chapter 30 or Montgomery G.I. Bill is for those who entered active duty after July 1, 1985. A veteran must have an honorable discharge to be eligible for Chapter 30 benefits. There are also chapter 35 benefits for dependents of veterans and chapter 1606 benefits available for students under the Montgomery GI bill-selected reserve. Now there are Chapter 33 benefits available for those individuals who have served in the Armed Forces on or after September 11, 2001. All benefits are contingent on service in the Armed Forces on or after September 11, 2001, and an honorable discharge or a discharge due to a medical condition that did not result from an individual's own willful misconduct. This does not have the effect of law, so for further information it is best to contact the Veteran's Administration at toll free 1-800-827-1100.

The Financial Aid Director can assist with the application process and certify students through the VA online. For more detailed information or assistance, students may contact their nearest VA regional office, local service officer, or veteran's organization representative, including the American Red Cross, in their community. Students may access the official website of the Department of Veterans Affairs Educational Service at <http://www.gibill.va.gov> or call them at 1-88-GI-BILL-1 (1-888-442-4551).

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

Job Training Partnership Act

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

Private Sources of Student Aid

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

Business Office

TMCC Tuition Refund Policy

A student who does not attend any class prior to the census date shall be considered a “no show” and a 100% tuition refund will be issued for the classes not attended. TMCC shall use the last day to add/drop a class for each semester as the census date for determining student enrollment for the fall, spring and summer terms.

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

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

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

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

- 100% refund will be issued the first week of classes,
- 50% refund will be issued the second week of classes, or
- 25% refund will be issued the third week of classes.
- No refund will be issued after the third week of classes.

TMCC Billing Policy

TMCC uses a centralized billing system. Student charges are generated from the number of credits that a student enrolls in at the time of the student registration. Students Estimated charges will be posted on the student's course schedule at the time of the initial registration. This will serve as the first billing notification.

A second billing notification will be sent after the last day to add as listed in the TMCC Academic Calendar. The Business Office will print the invoices for the semester. The student billing statement will be mailed to the student's permanent address that is listed in the Registrar's office.

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

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

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

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

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

Financial Aid and Refund Checks

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

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

Payment Methods

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

Questions

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

Student Rights and Responsibilities

TMCC 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. Further, the College must provide for its members that which best serves the nature of the educational process.

Each student should realize that TMCC's primary mission is to meet the needs of the 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.

Students at TMCC will be responsible for familiarizing themselves with the contents of the TMCC catalog and student handbook.

Right to Higher Education

TMCC is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, sexual orientation, national origin, or disability. In adhering to this policy, the College abides by the requirements of Title IV and VII of the 1964 Civil Rights Act and Title IX of the Education Amendments of 1972, by sections 503 and 504 of the Rehabilitation Act of 1973, and by other applicable statutes and regulations relating to equality of opportunity.

- Right to a quality educational environment, that allows learning and growth to take place.
- Right to freedom of speech and expression.
- Right to freedom from unreasonable search and seizure.
- Right to freedom of religion and culture.
- Right of academic freedom.
- Right to make his or her own decisions when applicable.
- Right to a safe and secure environment.
- Right to a grievance procedure or due process as stated in this handbook.
- Right to a reasonable degree of privacy.
- Right to freedom of discrimination.
- Right to freedom of harassment based on gender.
- Right to respect and fair treatment from fellow students and TMCC faculty, staff and administration.

Student Responsibilities

- A student has the responsibility to abide by the rules, acceptable student conduct, regulations, and policies of TMCC.
- A student has the responsibility to treat TMCC employees, facilities, equipment, and other students with courtesy and respect.
- A student has the responsibility to uphold the school's standard of student conduct relating to academic honesty.
- A student has the responsibility to assume full responsibility for the content and integrity of the academic work they submit.
- A student has the responsibility for submitting accurate information.
- A student has the responsibility for discharging all legal obligations.
- A student has the responsibility for completing all class assignments.

Student Records and Information

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - ✓ School officials with legitimate educational interest;
 - ✓ Other schools to which a student is transferring;
 - ✓ Specified officials for audit or evaluation purposes;
 - ✓ Appropriate parties in connection with financial aid to a student;
 - ✓ Organizations conducting certain studies for or on behalf of the school;
 - ✓ Accrediting organizations;
 - ✓ To comply with a judicial order or lawfully issued subpoena;
 - ✓ Appropriate officials in cases of health and safety emergencies; and
 - ✓ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Student Conduct

College students are expected to be mature individuals. Their conduct both in and out of college is expected to be that of any other responsible adult. Under these circumstances, it is expected that the student will at all times remember the reputation of this institution is affected by his or her conduct.

Student conduct regulations apply to actions on college premises and at college sponsored activities off campus. In addition, students must also abide by tribal, state and federal laws. Failure to meet the following standards of conduct may result in disciplinary action. However, the regulations do not define misconduct in every circumstance.

Academic Misconduct

TMCC students are expected to be honest in their endeavor to attain a college education. Academic misconduct includes:

- knowingly using, buying, selling, transporting, or soliciting the contents of an un-administered test;
- copying from another student's test;
- possessing unauthorized test material during a test; and getting help from another student during a test without permission;
- plagiarism- when a student steals and uses the ideas or writings of another as one's own;
- unauthorized alteration or use of any college documents is prohibited;
- Any violation will be reported to the Dean of Students.

Social Misconduct

- Use of tobacco, except as permitted in authorized areas; (See Smoking Policy page 39);
- Disruptive behavior in the classroom; and
- Disruptive behavior while representing the College on/off campus activities; (See Conduct On/Off Campus Activities page 36).
- Possession of any firearms or other weapons except as permitted by law.
- Assaulting, threatening, harassing, or endangering the health or safety of any individual.
- Use, possession, or being under the influence of any illegal drugs or alcoholic beverages; see Drug Free Policy, page 33.
- Theft or damage of public or private property on college premises.
- Unauthorized presence in or use of college premises, facilities, or properties.
- Refusing to comply with college officials performing their duties.
- **Any violation will be reported to Law Enforcement**

Penalties

Any student who is guilty of any of the above infractions may be suspended. Any student who is suspended will not be allowed to register for one academic year. An academic year consists of the next two semesters not including summer school. Upon returning to TMCC, students must show proof of resolution. The Dean of Students may place students on suspension regarding this policy.

Student Appeals Policy

The student appeals policy offers due process to students who feel they have been subject to a negative decision. The process is designed to allow for consideration of any new fact or clarification of each particular case. A student may obtain relief after any step. For example: if the Dean of Academic Programs reverses the decision, the applicant would not have to go to the next step.

STEP 1 Dean of Academic Programs Review: The student must file a written notice with the Dean of Academic Programs within three days after learning of the negative decision. The appeal should include documentation of what efforts the student has made to resolve it at lower levels of the organization, what the student wants to appeal, and any other pertinent information the student feels might persuade the Dean to reverse the decision. The Dean will provide written findings to the applicant within ten working days of the submittal. The Dean may accept or reject the decision. The student has the option to agree with the decision or proceed to step 2.

STEP 2 Appeal Committee Review: Within three working days of an appeal denial by the Dean of Academic Programs, the student may request a review by an Appeal Committee appointed by the Dean of Academic Programs. The appeal committee will be chosen by lottery and will consist of one Student Senate

member, two faculty members, and two staff members. The Dean of Academic Programs will supply the Committee with the written rationale for her/his denial including relevant policy considerations as well as any documents to justify the principles in the disputed decision. The committee will meet and appoint a chairperson who will provide written findings to the applicant within ten working days of the appeal being submitted. The committee may affirm or deny the appeal. The student has the option to agree with the decision or proceed to step 3.

STEP 3 President Review: Within three working days of a committee appeal denial, the applicant may request a review by the President. The Appeal Committee will supply the President with the rationale for its denial as well as any documents supplied previously. The President will provide written findings to the applicant within ten working days of the appeal being submitted. The President may affirm or deny the appeal. The student has the option to agree with the decision or proceed to step 4.

STEP 4 The Board of Directors will review previous action and affirm or deny the appeal. Step 4 will be the final disposition.

Unfair Treatment

It is the policy of TMCC that all students have at their disposal specific and equitable procedures, which afford due process for resolving grievances.

A grievance is a result of an alleged unfair, inequitable or discriminatory interpretation, application, or implementation of college policy or procedure.

Procedure

In a relationship of student to instructor and staff member of TMCC, misunderstandings can develop. Therefore, it is imperative that a formalization of procedures be developed to disarm any situation that can develop and also give the student an avenue for correction of a problem. It is the intent of this policy to alleviate any feelings of retribution or prejudice that can arise from problem situations. To assist the student, instructor, staff member, and the College in arriving at a fair and unbiased decision, this procedure will strive to assist in resolving disputes and conditions.

1. Initial Grievance: The student must discuss the grievance with the instructor or staff member from whom the disagreement stems.
2. If the matter cannot be settled at this point, the student then has the responsibility to confer with the Dean of Students. The student may ask one of the counselors to attend the meetings with the student.
3. Submission of Written Grievance: If the student is not satisfied with the verbal conference with the Dean of Students, she/he must submit a written grievance to the Academic Dean within five (5) working days, and she/he will receive a written response from the Academic Dean within five (5) working days.
4. Grievance Committee: If the student is not satisfied with the written response, she/he has five (5) working days to request in writing that a grievance committee hear the matter. This request is given to the Academic Dean, and a hearing will be scheduled within five (5) working days.

The committee shall be comprised of the following:

- a. One Student Services counselor selected by the Academic Dean
- b. One faculty member selected by the Academic Dean
- c. One staff member selected by the Academic Dean
- d. One member of the TMCC Student Government selected by the grieving student
- e. One Board of Director's member

The recommendations of this committee will be given to the TMCC President within five (5) working days of the hearing. The President will have an additional five (5) working days to decide whether to accept the

recommendation of the committee or to render a different decision. The President will notify the student in writing within that time frame. The decision of the President is final and there are no further means of appeal to be made, unless the appeal involves the President. If the appeal involves the President, the appeal will be heard by the Board of Directors

Sexual Harassment

Sexual harassment is a form of sex discrimination, which is prohibited by law. It is the policy of the College that sexual harassment is unacceptable, shall not be tolerated, and that no member of the College community may sexually harass another.

Sexual harassment is unwelcome sexual conduct that is either implicitly or explicitly a term or condition of employment or academic advancement. There are two types of sexual harassment, “quid pro quo” and “environmental”.

“Quid pro quo harassment” - occurs when submission to or rejection of unwelcome sexual conduct by an individual is used as the basis for employment decisions or academic decisions that affect such individuals.

“Environmental sexual harassment” - is unwelcome sexual conduct that unreasonably interferes with an individual’s job or academic performance or creates an intimidating, hostile, or offensive working or academic environment, even if it leads to no tangible or economic job consequences.

Procedure

Any complaint or sexual harassment should be handled in the following manner:

1. The person making the complaint should try to resolve the issue with the person who this complaint is made. This should be done through a constructive and agreeable manner. This may be done verbally or in writing.
2. If the situation continues, the issue must immediately be taken to TMCC’s President, Human Resource Director, or Academic Dean for informal discussion with both parties.
3. When such facilitative measures do not remedy the situation and merit for probable cause is determined, a hearing committee made up of three members (selected by TMCC President) will be authorized to form a binding agreement to resolve the sexual harassment situation.
4. Any further violation will result in written reprimand and possible suspension of employment or in the case of a student, disciplinary dismissal until treatment or counseling or both is received.
5. Termination or expulsion will result should behavior continue.

Notification of Registered Sex Offender

For further information on registered sex offenders in North Dakota please visit the North Dakota Registered Sex Offender’s website at www.sexoffender.nd.gov.

Smoking Policy

At the August 26, 1991, board of directors meeting, the board approved the following policy proposal: TMCC is dedicated in providing a healthy environment for all staff, students, and citizens. Smoking and other tobacco use can be hazardous to the health of both users and non-users.

Effective September 1, 1991, TMCC will provide smoke-free facilities. This has resulted in a ban on smoking inside all of the buildings on the campus. In order to keep the smoke from entering the facilities from outside doors/areas (back of the building is declared a smoking area); smoking will not be permitted within twenty (20) feet of the door entrances. The Chief Executive Officer of the College will enforce this policy.

All individuals on the College campus share in the responsibility of adhering to and enforcing this policy. Any violation by staff shall be referred to the appropriate supervisor. One written warning will be given to the staff member with a copy placed in his or her personnel file. Further violations shall be considered insubordination, which shall be dealt with accordingly based on established policies and procedures. Any violation by students shall be referred to the Director of Student Services. One written warning will be given to the student and a file will be established to record the incident. Further violation shall be considered a violation of the Student Code of Conduct and shall be dealt with accordingly based on established policies and procedures.

Citizens who come to the campus shall be asked to comply with the established policy. If the individual fails to comply with the request, the incident should be reported to the President. The individual may be asked to leave the College property.

Student Drug and Alcohol Abuse Policy

TMCC adopted this policy in an effort to inform faculty, staff, and students of the adverse effects of drug and alcohol abuse, standards of conduct, disciplinary and legal sanctions related to such use or abuse, and to advise those concerned of available counseling and rehabilitation services.

Standards of Conduct

All students are prohibited from the possession, use, or distribution of illicit drugs and alcohol on College property or at College functions.

Sanctions

The following disciplinary sanctions, which are consistent with tribal, state, and federal laws, may be imposed for violation of the Standards of Conduct cited in this policy:

- Warning; Loss of Privileges; Mandatory participation in an approved drug and/or alcohol abuse treatment, rehabilitation, and/or re-entry programs; Probation; Suspension; and Dismissal.
- Where appropriate, referral for prosecution may be made. One or more sanctions may be imposed. A complete description of the applicable legal sanctions under tribal, state, and federal laws for unlawful possession or distribution of illicit drugs and alcohol is included in the Student Conduct Code.

Student Referral

The College has designated a member of its professional counseling staff to provide initial counseling assistance to a student with problems and/or concerns related to the use and/or abuse of drugs and/or alcohol. The student who seeks college-counseling assistance will also be referred to an appropriate community agency or health facility for more in-depth assessment and long-term treatment. Because TMCC is a non-residential/commuter institution, students represent a broad geographical service region. The College is in continuous contact with counseling agencies and health facilities that serve this broad region.

Dissemination

The Drug and Alcohol policy will be distributed to all students with the class schedules at registration each semester.

Health Risks

A description of the health risks associated with the use of illicit drugs, and the abuse of alcohol is included in the Student Handbook and is attached to this Policy Statement.

Counseling, Treatment, Rehabilitation or Re-Entry Programs

Consistent with its educational mission, TMCC is committed to providing education about the effects of drugs and alcohol and to furthering efforts to prohibit possession, use, or abuse. The community does provide periodic workshops and seminars about health risks and legal sanctions related to the use, manufacture, sale, and/or distribution of drugs and alcohol. In addition, materials are placed in various locations at the College.

TMCC is now offering on-campus counseling services to all new, current and prospective students. Services available include individual and group counseling (marriage and family), brief assessment, support groups, educational guidance and advocacy and appropriate referral to local agencies. Targeted areas include but are not limited to depression, anxiety, trauma/PTSD, grieving, low self-esteem, stress, crisis intervention, suicide and addiction and substance abuse. Please contact Harmony Lindgren at 477-7947 or hlindgren@tm.edu with any questions or concerns. You are also welcome to stop by her office which is located on the south side of the Auditorium (Music Practice Room A103).

Legal Sanctions

As indicated in the North Dakota statutory complaint book.

Alcoholic Liquor, Unlawful Possession by a Minor; Charge: (Class B) Misdemeanor Bond - \$100.00

5-01-5.1

Alcoholic Liquor Unlawful Delivered to A Minor; Charge: (Class B) Misdemeanor Bond - \$100.00

5-01-09

Minor Furnishing Money for Purchase of Alcoholic Beverage; Charge: (Class B) Misdemeanor Bond - \$100.00

5-01-08

Violation of Hours for Licensed Liquor Establishments; Charge: (Class A) Misdemeanor Bond - \$100.00

1st and 2nd Conviction in 5-Year Period – Drove or in Actual Physical Control of a Motor Vehicle while under the Influence of Alcohol or Drugs in Excess of .10% Blood Alcohol Concentration; Charge: (Class A) Misdemeanor Bond - \$500.00

39-08-01

3rd Conviction in 5-Year Period – Drove or in Actual Physical Control of a Motor Vehicle while under the Influence of Alcohol or Drugs in Excess of .10% Blood Alcohol Concentration; Charge: (Class A) Bond - \$500.00

39-08-01

4th or Subsequent Conviction in a 7-Year Period – Drove or in Actual Physical Control of a Motor Vehicle while under the Influence of Alcohol or Drugs in Excess of .10% Blood Alcohol Concentration; Charge: (Class A) Bond - \$500.00

39-08-01

Injury or Death Resulting from Violating 39-08-01 or 39-08-03; Charge: (Class A/B) Bond – Jail

39-08-01.2

Open Receptacle Containing an Alcoholic Beverage or in Vehicle (moving – if operator); Charge: Bond \$50.00

39-08-1

As indicated in the Turtle Mountain Band of Chippewa Tribal Code Book

Driving under the Influence of Intoxicating Liquors or Drugs.

Code 1.2313 (pgs 59 & 60)

Open container in a Motor Vehicle

Code 1.2325 (pgs 64 & 65)

NO License shall permit any person less than 21 years of age to remain on the Licensed Premises while alcohol beverages are being sold or displayed thereon, except that a person under 21 years of age may remain in a restaurant where alcoholic beverages are being sold if accompanied by a parent or legal guardian.

Code 19.0121 (pg 311)

It shall be unlawful for any person under 21 years of age to purchase, attempt to purchase, or be in possession of alcoholic beverages or furnish money to any person for such purchase or enter any licensed premises where such beverages are being sold or displayed except a restaurant when accompanied by a parent or legal guardian.

Code 19.0131 (pg 313)

Violation of the above is punishable by a fine or not more than \$100.00 or confinement. (Revised 11-94)

Handicapped Parking Policy

TMCC offers designed “Handicapped Parking” areas for individuals who display the required license or permit. Handicapped parking can only be used when the handicapped individual is driving or is a passenger in the vehicle. Any individual who parks in designated “Handicapped Parking” areas and does not display a handicapped permit will:

- be towed away at the owner’s expense; and
- be ticketed/fined at a rate consistent with tribal law.

Student Activities Policies

Student Activities

Social activities are an integral part of a college education. The student is given an opportunity to interact with other students as well as develop an informal contact with faculty and staff. Activities such as social gatherings, field trips, and intramural sports help to foster strong social relationships. TMCC encourages student participation in all extra-curricular activities sponsored by the College.

All Out-Of-Town Activities

To qualify for out-of-town trips, a student must have a cumulative GPA of 2.0 (except first semester students). A student must also have a signed form from current instructors indicating they are making satisfactory academic progress (See Appendix “A” for a copy of the form).

Conduct On/Off Campus Activities

A student who is participating in College-sponsored activities (on/off campus) is expected to abide by the policies of the College. A student who violates student conduct: Parts A) Academic Misconduct and B) Social Misconduct during their participation in college-sponsored activities will be suspended immediately and will continue to be suspended for one academic year, (two semesters following incident, excluding summer session).

AIHEC Student Eligibility

Any student attending AIHEC must be in compliance with AIHEC competition policies and procedures.

Class Field Trips

Every student may attend their class sponsored field trips.

All Other Social Gatherings

Any student enrolled at TMCC either full-time or part-time will be eligible to participate in social gatherings.

TMCC Club or Organization

Starting a Club or Organization

Students requesting to start a Club or Organization must comply with the following criteria:

- an organization or club must be formed and titled;
- the organization must have a staff or faculty member as their Advisor;
- the organization must state their purpose with goals and objectives;
- the organization must have elected officials;
- the organization must have direct affiliation to TMCC campus;
- an organization may request a one-time sum of \$300 for seed money;
- a proposal to Student Senate for seed money must be requested two (2) weeks prior;
- seed money will be used to raise funds for the activities of the organization;
- all fund raising activities must be supported or approved by an established TMCC organization (see Appendix “B” for a copy of the TMCC club or organization fund raising policy);
- individual/personal profit is prohibited;
- monies raised must be recorded and turned into the Business Office by the next business day; and
- the Business Office will process all monies by proper procedure.

Note: Seed money will be awarded once for each organization and will stay in that account for the future needs of the organization. The Advisor and Treasurer will share the responsibility of handling the monies for each organization with the Business Office. Organizations formed should try to accommodate and benefit as many students in the College as possible.

Student Senate

The Student Senate is the official representative of the Student Body of the TMCC. The Student Senate processes all allocations of student activity funds. All student activities will be for enrolled students only, unless otherwise noted by Student Senate. The Student Senate is also responsible for organizing and promoting activities for the Student Body including picnics, basketball tournaments, volleyball leagues, family week activities, cultural events, etc.

Elections are held at the beginning of each school year. The Student Body President, Vice-President, Secretary, Treasurer, Delegates, and Student Representative are elected at that time. The Student Representative will represent the students on the Board of Trustees and shall follow the same guidelines for holding office.

Officers Duties

The **President’s** duties shall be:

- to preside at Student Senate meetings;
- to prepare the agenda for Student Senate meetings;
- to appoint the chairperson of any special committee;
- to enforce and uphold the TMCC Student Senate Constitution ;
- to break a tie vote of the Student Senate; and
- to serve as Student Representative for the Board of Trustees.

The **Vice-President’s** duties shall be:

- to chair the meetings of the Student Senate in the absence of the President;
- to perform such duties as delegated in the absence of the President;
- to serve as the chairperson of the Student Constitution Revision Committee; and
- to assist the President in the promotion of the welfare of the Student Body.

The **Secretary's** duties shall be:

- to take and transcribe minutes of all Student Senate meetings;
- to distribute minutes to all Student Senate members before the next regular meeting for approval;
- to post approved Student Senate minutes;
- to keep an accurate record of all Student Senate officers' attendance;
- to keep an accurate file of all constitutions submitted by any new organizations and students association documents; and
- to type all correspondence related to Student Senate.

The **Treasurer's** duties shall be:

- to keep accurate records of all finances of the Student Senate;
- to work closely with the Business Office personnel and plan a budget from the previous years' experience;
- to give an oral report of the financial balances at each regular meeting;
- to aid the Treasurers of all campus organizations in fulfilling the duties prescribed in their offices; and
- to publish a report at the end of each semester listing all receipts and disbursements of the Student Senate.

The **Delegate's** duties shall be:

- to participate in policy making; and
- to present any issues of concern.

The **Student Representative's** duties shall be:

- to work in conjunction with the Student Senate;
- to act as liaison between the Board of Trustees, the public, and the Student Body; and
- to serve as a student representative on the Board of Trustees.

Ratification

All TMCC students have the right to vote at Student Senate elections. Students are to be polled on pertinent issues and the following:

Amendment or Revision of the Constitution

Amendment of this Constitution shall be proposed by a majority vote of the Student Body and then submitted to the President of the Student Senate.

The Constitution is in full force when the amendment is ratified by a 2/3 vote of the Student Senate.

The Constitution

Article I

This Constitution shall be the governing document of the Corporate Student Body, Student Association of TMCC, Belcourt, North Dakota.

Article II

Under the appropriate provisions of this Constitution, the Student Senate representing the TMCC Student Body shall act as a liaison between the Student Body and TMCC administration and faculty.

Article III

Officers of the Student Senate shall consist of President, Vice-President, Secretary, Treasurer, 2 Delegates, and Student Representative at large. The Student Senate shall be the governing body of the Student Association.

Rules of Election

- Candidates must be full-time students enrolled at TMCC with a cumulative and semester GPA of 2.5. A transfer student must use her/his most current GPA.
- Candidates are to be elected by a plurality vote of the Student Body.
- Officers shall serve for a term of one (1) school year. However, an officer may serve additional terms if re-elected.

Article IV

Removal from Office Procedure

Any officer who has more than one unexcused absence from the regular meetings in one semester will be dismissed. A letter of dismissal shall be sent to the individual from the Student Senate.

Any officer who falls below a cumulative and semester grade point average of 2.5 will be dismissed. Student Senate will send a certified letter of dismissal to the individual.

Any officer who fails to work for the good of the Student Senate and Student Body – as decided by 2/3 vote of the Student Senate – will be given 1 warning and if changes are not made, he/she will be asked to resign or be removed by a 2/3 vote by the Student Senate. The Student Senate shall send a letter of dismissal to the individual.

A vacancy in the Student Senate shall be filled in the following manner:

- Notification of opening(s) for Student Senate position(s) shall be announced no later than four (4) school days after the position has been declared vacant.
- An open election by the Student Body shall be held within five (5) school days following the posting of the vacancy.
- The newly elected Senate member shall take office at the next regular meeting.

Article V

A sum of \$35.00 will be granted to each Student Senate member once the follow criterion is met:

- Attendance of one weekly meeting;
- The Student Senate member must arrive on time and stay in attendance for the duration of the meeting, until closure;
- Should there be a request for two (2) meetings in the same week, only one \$35.00 stipend will be issued;
- Student Senate members must perform all assigned duties and responsibilities; and
- Student Senate members are responsible to find out the dates, times, and location of all meetings or activities.

Student Senate Advisor

There shall be one advisor to the Student Senate, appointed by the institutional administration. The advisor shall appoint a staff member of his/her choice to act in his/her absence. The advisor shall be provided time for comment in the agenda of all meetings and shall then articulate relevant policies of the College, as deemed necessary. He/she shall review officer's grades at every grade-reporting period. The advisor based on his/her judgment, is responsible for taking immediate action when students violate the Standards of Conduct.

Committees and Commissions

Standing and special committees shall be established and added to the document as deemed necessary by the Student Senate President.

Committee, commission members, and chairpersons shall be appointed by the Student Senate President, and approved by a simple majority vote of the Student Senate Officers, unless other provisions have been established by the Constitution.

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.

Matrix of General Education Courses

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

Communications (9 credits)			BAS	AA	AS	AAS	DIPL	CERT	GERTA
ENGL 110	Composition I	3	x	x	x	x	x	x	Yes
ENGL 120	Composition II	3	x	x	x	x	x	x	Yes
COMM 110	Fund. of Public Speaking	3	x	x	x	x	x	x	Yes
ENGL 105	Technical Communications	3				x		x	No
BOTE 211	Business Communications	3				x	x	x	No
Arts and Humanities (7 credits)									
ENGL 221	Introduction to Drama	3	x	x	x	x	x	x	Yes
ENGL 224	Introduction to Fiction	3	x	x	x	x	x	x	Yes
ENGL 239	Native American Children Lit	3	x	x	x	x	x	x	Yes
ENGL 265	Native American Literature I	3	x	x	x	x	x	x	Yes
ENGL 266	Native American Literature II	3	x	x	x	x	x	x	Yes
HUMM 101	Introduction to Humanities I	3	x	x	x	x	x	x	Yes
HUMM 102	Introduction to Humanities II	3	x	x	x	x	x	x	Yes
HUMM 190	Traditional Use of Plants	2	x	x	x	x	x	x	No
HUMM 202	Fine Arts & Aesthetics	3	x	x	x	x	x	x	Yes
LANG 121	Chippewa/Cree Language I	3	x	x	x	x	x	x	Yes
LANG 122	Chippewa/Cree Language II	3	x	x	x	x	x	x	Yes
LANG 125	Ojibwa Language I	3	x	x	x	x	x	x	Yes
LANG 126	Ojibwa Language II	3	x	x	x	x	x	x	Yes
SPAN 101	Spanish I	3	x	x	x	x	x	x	Yes
SPAN 102	Spanish II	3	x	x	x	x	x	x	Yes
MUSC 100	Music Appreciation	3	x	x	x	x	x	x	Yes
MUSC 122	Music Theory I	3	x	x	x	x	x	x	Yes
ART 110	Introduction to Understanding Art	3	x	x	x	x	x	x	Yes
ART 122	Two-Dimensional Design	3	x	x	x	x	x	x	Yes
ART 130	Drawing I	3	x	x	x	x	x	x	Yes
ART 140	Crafts I	3	x	x	x	x	x	x	Yes
ART 220	Painting I	3	x	x	x	x	x	x	Yes
ART 250	Ceramics I	3	x	x	x	x	x	x	Yes
ART 265	Sculpture	3	x	x	x	x	x	x	Yes
Social Science (9 credits)									
(3 credits of Indian/Chippewa History TMCC Requirement)									
HIST 101	Western Civilization I	3	x	x	x	x	x	x	Yes
HIST 102	Western Civilization II	3	x	x	x	x	x	x	Yes
HIST 103	U.S. History to 1877	3	x	x	x	x	x	x	Yes
HIST 104	U.S. History since 1877	3	x	x	x	x	x	x	Yes
HIST 220	North Dakota History	3	x	x	x	x	x	x	Yes
HIST 251	Chippewa History I	3	x	x	x	x	x	x	Yes
HIST 252	Chippewa History II	3	x	x	x	x	x	x	Yes
HIST 261	Indian History	3	x	x	x	x	x	x	Yes
HIST 118	Metis History	3	x	x	x	x	x	x	No

			BAS	AA	AS	AAS	DIPL	CERT	GERTA
ECON 201	Microeconomics	3	x	x	x	x	x	x	Yes
ECON 202	Macroeconomics	3	x	x	x	x	x	x	Yes
CJ 120	Intro to Criminal Justice	3	x	x	x	x	x	x	Yes
POLS 115	American Government	3	x	x	x	x	x	x	Yes
POLS 241	Indian Law I	3	x	x	x	x	x	x	Yes
POLS 287	Tribal Government	3	x	x	x	x	x	x	Yes
PSYC 111	Introduction to Psychology	3	x	x	x	x	x	x	Yes
PSYC 250	Developmental Psychology	3	x	x	x	x	x	x	Yes
SOCI 110	Introduction to Sociology	3	x	x	x	x	x	x	Yes
SOCI 270	Sociology of American Indian Reservations	3	x	x	x	x	x	x	Yes
SOCI 271	Contemporary Indian Issues	3	x	x	x	x	x	x	Yes
SOCI 275	Native American Studies	3	x	x	x	x	x	x	Yes
SWK 255	Social Work Profession	3	x	x	x	x	x	x	No
SWK 257	Development of Social Welfare	3	x	x	x	x	x	x	No
BADM 103	Leadership Techniques	2				x	x	x	No
PSYC 100	Human Relations in Organizations	2				x	x	x	No
Math (3 credits)									
Math 103	Algebra	3	x	x	x	x	x	x	Yes
Math 105	Trigonometry	3	x	x	x	x	x	x	Yes
Math 112	Algebra II	3	x	x	x	x	x	x	Yes
BOTE 108	Business Math	3				x	x	x	No
Computer Science (3 credits)									
CSCI 101	Introduction to Computers	3	x	x	x	x	x	x	Yes
CIS 101	Computer Literacy	3				x	x	x	No
BOTE 127	Information Processing	3				x	x	x	No
BOTE 147	Word Processing	3				x	x	x	No
BOTE 247	Spreadsheet Applications	3				x	x	x	No
BOTE 257	Database Management	3				x	x	x	No
BOTE 218	Desktop Publishing	3				x	x	x	No
CIS 265	Networking Fundamentals	3				x	x	x	No
Science/Lab (8 credits)									
ASTR 110	Astronomy	4	x	x	x	x	x	x	Yes
BIOL 115	Human Structure & Function	4				x		x	No
BIOL 124	Environmental Science/Lab	4	x	x	x	x	x	x	Yes
BIOL 150	Biology I/Lab	4	x	x	x	x	x	x	Yes
BIOL 151	Biology II/Lab	4	x	x	x	x	x	x	Yes
BIOL 202	Introductory Microbiology/Lab	4	x	x	x	x	x	x	Yes
BIOL 220	Anatomy & Physiology I/Lab	4	x	x	x	x	x	x	Yes
BIOL 221	Anatomy & Physiology II/Lab	4	x	x	x	x	x	x	Yes
BIOL 111	Concepts of Biology/Lab	4	x	x	x	x	x	x	Yes
CHEM 115	Introductory Chemistry/Lab	4	x	x	x	x	x	x	Yes
CHEM 116	Introduction to Organic & Biochemistry	4	x	x	x	x	x	x	Yes
CHEM 121	General Chemistry I/Lab	4	x	x	x	x	x	x	Yes

CHEM 122	General Chemistry II/Lab	4	x	x	x	x	x	x	Yes
			BAS	AA	AS	AAS	DIPL	CERT	GERTA
GEOG 101	Environmental Geology/Lab	4	x	x	x	x	x	x	No
GEOG 105	Physical Geology/Lab	4	x	x	x	x	x	x	Yes
GEOG 106	Earth Through Time/Lab	4	x	x	x	x	x	x	No
GEOG 121	Physical Geography/Lab	4	x	x	x	x	x	x	Yes
PHYS 211	College Physics I	4	x	x	x	x	x	x	Yes
PHYS 212	College Physics II	4	x	x	x	x	x	x	Yes

BAS – Bachelor of Arts – Bachelor of Science

A.A. – Associate of Arts Degree

A.S. – Associate of Science Degree

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

DIPL - Diploma

CERT – Certificate

Associate of Arts Degree Program

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	Language
Business	Humanities	Music

Suggested Curricula

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

ART

VART 110	Introduction to Visual Arts	3
VART 130	Drawing I	3
VART 122	Two-Dimensional Design	3
VART 140	Crafts I	3
VART 220	Painting I	3
VART 265	Sculpture	3

BUSINESS

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

ENGLISH

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

HUMANITIES

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

LANGUAGE

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

MUSIC

MUSC 100	Music Appreciation	3
MUSC 101	Music Fundamentals	2
MUSC 102	Beginning Piano	1
MUSC 103	Beginning Fiddle	1
MUSC 111	Beginning Guitar	1
MUSC 133	Traditional Singing/Ojibwe	1
MUSC 161	Band	1
MUSC 200	Native American Music Survey	3

Social Science Curriculum Area

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

Criminal Justice	Political Science	Social Science
History	Psychology	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 103	United States History to 1877	3
HIST 104	United States History since 1877	3
HIST 118	Metis History	3
HIST 220	North Dakota History	3
HIST 251	Chippewa History I	3
HIST 252	Chippewa History II	3
HIST 261	Indian History I to 1850	3
HIST 262	Indian History II to Present	3

POLITICAL SCIENCE

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

PSYCHOLOGY

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

SOCIAL SCIENCE

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

SOCIAL WORK

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

BASIC CURRICULUM FOR ASSOCIATE OF ARTS DEGREE
TOTAL CREDITS NEEDED: 63

Courses on pages 59-61 in the "AS" column fulfill the requirements for this degree.

Student Name _____

Date of Evaluation: _____

9 credits of Communication (GE=9)

Course #	Date	Grade	Credits
ENGL110			
ENGL 120			
COMM 110			

6 credits of Math (GE=3)

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

Course #	Date	Grade	Credits
MATH 111			
MATH 112			
MATH			

8 credits of Lab Science (GE=4)

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

Course #	Date	Grade	Credits

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

Course #	Date	Grade	Credits

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

Course #	Date	Grade	Credits

3 credits of Psychology (GE=3)

Course #	Grade	Date	Credits
PSYC111			

2 credits of Physical Education

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

Course #	Date	Grade	Credits

12 credits of Social Science (GE=6)

Use any ECON, POLS, HIST or SOCI course.

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

Course #	Date	Grade	Credits

8 credits of Arts and Humanities (GE=7)

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

Course #	Date	Grade	Credits

3 credits of Introduction to Computers (GE=3)

Course #	Date	Grade	Credits
CSCI101			

12 credits of Arts and Humanities Electives (GE=3)

You may use any ENGL course (other than ENGL 110 and 120), COMM (other than COMM 110), HUMM, AHU, VART, LANG, SPAN, MUSC, POLS, ECON, ACCT, BOTE, BADM, CJ, ANTH, PSYC, SWK

Course #	Date	Grade	Credits

ASC007 does not count as credit in any category.

No course may be counted more once.

ASSOCIATE OF SCIENCE DEGREE PROGRAM

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

Suggested Curricula

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

BIOLOGY

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

CHEMISTRY

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

ENVIRONMENTAL PUBLIC HEALTH

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

MATHEMATICS

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

MEDICAL TECHNOLOGY

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

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

MATH 211	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	2

PRE-PHARMACY

BIOL 150	General Biology 1/Lab	4
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
CHEM 116	Intro. Org. & Biochem./Lab	4
BIOL 202	Intro to Microbiology/Lab	4

PRE-PHYSICAL THERAPY

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

PRE-DENTISTRY

CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
BIOL 150	General Biology 1/Lab	4
BIOL 220	Anatomy & Phys. I/ Lab	4
BIOL 221	Anatomy & Phys. II/Lab	4
BIOL 202	Intro to Microbiology/Lab	4

PRE-ENGINEERING

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

PRE-MEDICINE

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

PRE-OPTOMETRY

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

PRE-VETERINARY

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

PRE-ENVIRONMENTAL SCIENCE

CHEM 121/L	General Chemistry I/Lab	4
BIOL 124/L	Environmental Science/Lab	4
BIOL 150/L	General Biology I/Lab	4
BIOL 151/L	General Biology II/Lab	4
BIOL 250/L	Introduction to Ecology	4

PRE-GEOGRAPHY

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

PRE-WILDLIFE MANAGEMENT

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

BASIC CURRICULUM FOR ASSOCIATE OF SCIENCE DEGREE**TOTAL CREDITS NEEDED: 63****Courses on pages 59-61 in the "AS" column fulfill the requirements for this degree.****Student Name** _____**Date of Evaluation:** _____**9 credits of Communications (GE=9)**

Course #	Date	Grade	Credits
ENGL110			
ENGL 120			
COMM 110			

6 credits of Math (GE=3)

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

Course #	Date	Grade	Credits
MATH 111			
MATH 112			
MATH			

8 credits of Lab Science (GE=4)

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

Course #	Date	Grade	Credits

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

Course #	Date	Grade	Credits

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

Course #	Date	Grade	Credits

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

Course #	Date	Grade	Credits

3 credits of Psychology (GE=3)

Course #	Grade	Date	Credits
PSYC111			

2 credits of Physical Education

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

Course #	Date	Grade	Credits

12 credits of Social Science (GE=6)

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

Course #	Date	Grade	Credits

8 credits of Arts and Humanities (GE=7)

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

Course #	Date	Grade	Credits

3 credits of Introduction to Computers (GE=3)

Course #	Date	Grade	Credits
CSCI101			

4 credits of General Electives (GE=3)

BIOL111 can be used as a general elective only.

Course #	Date	Grade	Credits

ASC007 does not count as credit in any category.

No course may be used more than once.

TEACHER EDUCATION DEPARTMENT

The Department of Teacher Education

Bachelor Degrees in Elementary Education and Secondary Science

The Department of Teacher Education offers three Bachelor of Science Degrees: Early Childhood Education (K-3), Elementary Education and Secondary Science. These degree programs are designed around a cohort model, highlighting the importance of collaboration and teamwork as necessary preludes to being change agents dedicated to culturally responsive teaching. The hope is that the Teacher Candidates will emerge from our Teacher Education Program well-equipped to meet the needs of all students. 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 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.

Students may declare a Bachelors’ of Science in Early Childhood Education (K-3), Elementary Education or Secondary Science Education as their curriculum of study upon admission to the college. Upon completion of the General Education Requirements, a student may then apply for admission into the teacher education program. Admission requires three letters of recommendation, 2.5 GPA, a statement of educational philosophy, resume, official transcripts and a personal biography. Evaluation of this packet is conducted by an admissions committee within the teacher education department. Students who meet all of these preliminary objectives are asked for a personal interview for final selection.

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

Bachelor's Degree in Elementary Education

Pre-Elementary Education Curriculum			
Course Number	Course Title	CR	GR
English (9 credits)			
ENGL 110	College Composition I	3	
ENGL 120	College Composition II	3	
ENGL 238	Children Literature	3	

Math (7-9 credits)			
MATH 111	College Algebra I &	3	
MATH 112	College Algebra II or	3	
MATH 103	University Algebra	4	
MATH 277	Math for Elem Teacher	3	

SCIENCE (16 Credits)			
Earth & Space Science (8-Credits)			
ASTR		4	
GEOL		4	
Life Science (4-Credits)			
BIOL		4	
Physical Science (3-4 Credits)			
CHEM 115	Introduction to Chem. or	4	
PHYS			

Physical Education (2 credits)			
HPER 210	First Aid/CPR	2	

History (6 Credits)			
HIST 104	U.S. History	3	
HIST 251 or HIST 261	Must be Native American History	3	

Social Science (3 Credits)			
PSYC 110	Intro to Psychology	3	

Arts and Humanities (6 Credits)			
LANG	Ojibwa or Chippewa/Cree	3	
HUMM 202	Fine Arts & Aesthetics	3	

Other Courses Required (10 Credits)			
COMM 110	Fund. Of Public Speaking	3	
CSCI 101	Intro to Computers	3	
GEOG 263	North Dakota Geography	4	

Teacher Education (2 Credits)			
EDUC 200	Introduction to Teaching	2	

Total General Education Credits Required		60/61 Credits	
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Elementary Education Major Program of Study			
Course Number	Course Title	CR	GR
Education Credits			
EDUC 235	Prep for Praxis I	1	
EDUC 236	Prep for Praxis I	1	
EDUC 300	Educational Technology	2	
EDUC 310	Intro to Exceptional Children	3	
EDUC 320	Native Issues in Education	3	
EDUC 321	Multicultural Ed/Human Development	3	
EDUC 323	Curriculum Planning & Evaluation	3	
EDUC 330	Foundations of Education	3	
EDUC 331	Learning Environments	3	
EDUC 350	Practicum I	1	
PSYC 353	Child & Adolescent Psychology	3	
EDUC 360	Practicum 2	1	
EDUC 402	Foundations of reading & Reading Diagnostics	4	
EDUC 403	Social Studies Methods/Materials	3	
EDUC 404	Music Methods	2	
EDUC 405	Math Methods	3	
EDUC 406	Science Methods/Materials	2	
EDUC 407	Creative Arts Methods/Methods	3	
EDUC 408	Health & PE Methods/Materials	2	
EDUC 409	Language Arts Methods	3	
EDUC 410	Educational Assessment	3	
EDUC 414	Student Teaching	12	
EDUC 415	Seminar: Classroom Teaching	1	

Total Major Credits Required	65 Credits
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Total Credits needed to earn a Bachelor's Degree in Elementary Education	125/126
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Bachelor's in Early Childhood Education (K-3)

Pre-Early Childhood Education Curriculum			
Course Number	Course Title	CR	G R
English (9 credits)			
ENGL 110	College Composition I	3	
ENGL 120	College Composition II	3	
ENGL 238	Children Literature	3	

Math (7-9 credits)			
MATH 111	College Algebra I &	3	
MATH 112	College Algebra II or	3	
MATH 103	University Algebra	4	
MATH 277	Math for Elem Teacher	3	

SCIENCE (16 Credits)			
Earth & Space Science (8-Credits)			
ASTR 110	Principles of Astronomy	4	
GEOL 105	Physical Geology/Lab	4	
Life Science (4-Credits)			
BIOL		4	
Physical Science (3-4 Credits)			
CHEM 115	Introduction to Chem. or	4	
PHYS			

Physical Education (2 credits)			
HPER 210	First Aid/CPR	2	

History (6 Credits)			
HIST		3	
HIST 251 or HIST 261	Must be Native American History	3	

Social Science (6 Credits)			
PSYC 110	Intro to Psychology	3	
SOCI 110	Intro to Sociology	3	

Arts and Humanities (6 Credits)			
LANG	Ojibwa or Chippewa/Cree	3	
HUMM 202	Fine Arts & Aesthetics	3	

Other Courses Required (10 Credits)			
COMM 110	Fund. Of Public Speaking	3	
CSCI 101	Intro to Computers	3	
GEOG 121	Physical Geography	4	

Teacher Education (4 Credits)			
ECE 310	Intro to Early Childhood Ed	2	
EDUC 200	Introduction to Teaching	2	

Total General Education Credits Required		66/68 Credits	
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Early Childhood Education Major Program of Study			
Course Number	Course Title	CR	GR
ECE 311	Observation, Document,ation and Assessment	3	
ECE 313	Language Development and Emerging Literacy	3	
ECE 320	Infant & Toddler Development & Learning	3	
ECE 329	EC Curriculum, Planning Dev. Play and Evaluation	3	
ECE 336	SOC/EM Development & Guiding Young Children	3	
ECE 337	Pre-School Children with Special Needs	3	
ECE 338	Family & Community Relations	3	
ECE 350	Early Childhood Practicum I	1	
ECE 360	Early Childhood Practicum II	1	
ECE 411	Pre-Kindergarten Methods & Materials	2	
ECE 412	Kindergarten Methods & Materials	2	
ECE 413	Administrative Leadership in Early Childhood	3	
ECE 414	Student Teaching Pre-k	6	
ECE 415	Student Teaching K-3	6	
ECE 416	Student Teaching Seminar	1	
EDUC 235	Prep for Praxis I	1	
EDUC 236	Prep for Praxis II	1	
EDUC 300	Educational Technology	3	
EDUC 310	Intro to Exceptional Children	3	
EDUC 320	Native Issues in Education	3	
EDUC 321	Human Relations and Multicultural Education	3	
PSYC 353	Child and Adolescent Psych	3	
EDUC 402	Foundations of Reading & Diagnosis	3	
EDUC 403	Social studies Methods & Materials	3	
EDUC 405	Math Methods & Materials	3	
EDUC 406	Science Methods & Materials	3	
EDUC 409	Language Arts Methods & Materials	3	

Total Major Credits Required	75 Credits
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Total Credits needed to earn a Bachelor's Degree in Early Childhood Education	141/142
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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 240	Statistics/Secondary Science

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
GEOL 105	Physical Geology/L
PHYS 211	College Physics/L

Humanities (needs to be 7 credits)

LANG 126	Ojibwa Language (or Chippewa/Cree or other NA Language)
4 additional elective credits	

English

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

History

HIST 251	Chippewa History I
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Physical Education

2 elective credits

Psychology

3 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 Pre-requisite: science & mathematics courses.

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)

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

Physics

- 27 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

Biology

BIOL 220	Anatomy & Physiology/L	4 credits
BIOL 221	Anatomy & Physiology II/Lab	4 credits
BIOL 332	Ecology/L	4 credits
BIOL 363	General Entomology/L	4 credits
BIOL 470	Research	2 credits
CHEM 380	Environmental Chemistry/L	4 credits
Earth Science Electives/L		8 credit

Total 30 Credits

Chemistry

CHEM 240	Organic Chemistry	3 credits
BIOC 301	Biochemistry/L	4 credits

CHEM 333	Forensic Chemistry/L	4 credits	
CHEM 380	Environmental Chemistry	4 credits	
CHEM 431	Analytical Chemistry	2 credits	
Earth Science Electives/L		8 credits	Total 25 Credits

Earth Science

ASTR 110/L	Principles of Astronomy	4 credits	
CHEM 380	Environmental Chemistry	4 credits	
GEOL 101	Environmental Geology/L	4 credits	
GEOL 106/L	Earth through Time	4 credits	
GEOL 320	Oceanography	3 credits	
GEOG 334	Climatology	3 credits	
GEOL 450	Field Geology	4 credits	
			Total 26 Credits

Physics

CHEM 380	Environmental Chemistry/L	4 credits	
PHYS 211	College Physics I	4 credits	
PHYS 212	College Physics II	4 credits	
PHYS 251	University Physics I	4 credits	
PHYS 252	University Physics II	4 credits	
PHYS 275	Planetary Science	3 credits	
Earth Science Electives/L		4 credits	Total 27 Credits

Educational Content Course Work Required for All Students

EDUC 200	Introduction to Teaching	2 credits	
EDUC 235	Praxis I Review	1 credit	
EDUC 236	Praxis II Review	1 credit	
EDUC 320	Native Issue in Education Elementary	3 credit	
EDUC 321	Multicultural Education & Human Diversity	3 credits	
EDUC 300	Educational Technology	2 credits	
EDUC 310	Introduction to Exceptional Children	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	
EDUC 415	Student Teaching Seminar	1 credit	
PSYC 353	Adolescent Psychology	3 credits	Total 43 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 a minimum of 16 credit hours of required general education courses.

Associate of Applied Science Degree Programs

Building Construction Technology
Computer Support Specialist
Clinical/Medical Lab Technician
Early Childhood Education Professional
Health Information Management
Heating, Ventilation, Air Conditioning
Licensed Practical Nurse
Office Administration
Pharmacy Technician
Process Plant Technology
Small Business Management-Entrepreneurship
Residential Electric
Tribal Para-Legal

Certificate Programs

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

Building Construction Technology
Child Day Care Provider
Computer Support Specialist
Entrepreneurship/Small Business

Phlebotomy
Process Plant Technology
Welding

**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.

General Education Requirements			
Pre	No	Course	Cr
CIS	101	Computer Literacy	3
COMM		Communications Requirement See GEN ED Matrix	6
PSYC	100	Human Relations in Organizations	2
		General Education Elective	6
		Total General Education Requirements	17
Program Core Requirements			
BCT	104	Construction Blueprint Reading	3
BCT	105	Core Curriculum	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 I	3
BCT	145	Interior Finish Theory & Shop I	3
BCT	147	Construction Estimating II	3
BCT	148	Interior Finish Theory & Shop II	3
BCT	150	Cabinet Theory & Shop	3
BCT	162	Supervised Occupational Experience (two 3 credit courses)	6
BCT	175	Energy Efficient & Green Construction	3
BCT	176	Job Preparation Workshop	1
		Total Core Required Credits	56
		Total AAS Credits	73

Clinical/Medical Lab Technician Program Associates of Applied Science (A.A.S.)

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 complete an AAS Degree for a Clinical Laboratory Technician is a 2.50 GPA or better in all General Education and Program Core Classes. 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 Requirements			
Pre	No	Course	Cr
BIOL/ BIOL	115/ 220	Human Structure and Function & Lab/ Anatomy and Physiology	4
BIOL	202	Microbiology	4
BOTE	171	Medical Terminology	4
CHEM	115	Introduction to Chemistry	4
CHEM	116	Introduction to Organic Chemistry and Biochemistry	4
CSCI	101	Introduction to Computers	3
ENGL	110	Composition I	3
HPER	210	First Aid/CPR	2
MATH	111	College Algebra I	3
PSYC	111	Introduction to Psychology	3
		Chippewa or Indian History	3
		Total General Education Requirements	35
Program Core Requirements			
CLS	103	Phlebotomy	3
CLS	105	Clinical Seminar	1
CLS	113	Urinalysis and Body Fluids	1
CLS	115	Clinical Parasitology	1
CLS	201	Immunology	4
CLS	215	Clinical Internship I	6
CLS	225	Hematology/Coag	3
CLS	235	Clinical Chemistry	3
CLS	240	Immunohematology	3
CLS	245	Clinical Microbiology	3
CLS	255	Clinical Internship II	12
		Total Core Required Credits	40
		Total AAS Credits	75

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

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.

To earn a Certificate a student must earn 9 General Education Credits and 25 Program Core Credits.

Pre	No	Course	Cr
		Arts & Humanities	3
CSCI	101	Introduction to Computers or CIS 101 Computer Literacy	3
COMM	110	Fundamentals of Public Speaking	3
ENGL	110	College Composition I	3
PSYC	100	Human Relations in Organizations	2
		Math	3
Total General Education Requirements			17
Program Requirements (Students must select 47 credits from the following list of courses)			
CIS	104	Microcomputer Database (Access)	3
CIS	128	Microcomputer Hardware I	3
CIS	129	Microcomputer Hardware II	3
CIS	147	Principles of Information Security	3
CIS	162	Operating Systems	3
CIS	164	Networking Fundamentals I	4
CIS	165	Networking Fundamentals II	4
CIS	176	Job Preparation	1
CIS	180	Creating Web Pages I	3
CIS	181	Creating Web Pages II (Dreamweaver)	3
CIS	211	Website Plan & Design	3
CIS	215	Microsoft Windows Server	3
CIS	216	MS Planning MS Network Infrastructure	3
CIS	217	MS Exchange Server	3
CIS	218	Implementing MS Server Network	3
CIS	232	Graphic Design	3
CIS	233	Vector Graphics/Web Animation	3
CIS	267	Intermediate Networking I	4
CIS	268	Intermediate Networking II	4
CSCI	122	Beginning Basic/Visual Basic	3
CSCI	162	Supervised Occupational Experience	3
CSCI	124	Beginning C++/Visual C++	3
CSCI	160	Computer Science I	4
CSCI	161	Computer Science II	4
CSCI	172	Intermediate Visual Basic	3
Total AAS Credits			64

Early Childhood/Para-Professional Education
Associate of Applied Science (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.
6. To provide a career ladder opportunity for Para-professional educators.

General Education Requirements			
Pre	No	Course	Cr
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
CIS	101	Computer Literacy	3
MATH		MATH 111 & 112 College Algebra I & II or Math 103 Univ. Algebra	4/6
HYPER	210	First Aid/CPR	2
PSYC	111	General Psychology	3
		Total General Education Requirements	24/26
Program Core Requirements			
CHLD	123	Activities for Children	3
CHLD	130	Stages of Child Development	3
CHLD	176	Job Preparation	1
CHLD	186	Dev. Learning Environ & Parental Involvement	3
CHLD	201	Child Development Lab/Field Experience	2
CHLD	210	Child Development Curriculum	3
CHLD	211	Child Development Practicum II	3
CHLD	212	Child Development Practicum III	4
CHLD	220	Preschool Children W/Special Needs	3
CHLD	221	Preschool Management	3
CHLD	222	Infant & Toddler Development	3
CHLD	236	Social Emotional Lives of Young Children	3
ECE	310	Introduction to Early Childhood	3
EDUC	200	Introduction to Teaching	2
EDUC	235	Praxis I	1
EDUC	310	Introduction to Exceptional Learner	3
		Total Core Required Courses	43
		Total AAS Credits	67/69

**Health Information 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.

General Education Requirements			
CIS/CSCI		CIS 101 Computer Literacy or CSCI 101 Intro to Computers	3
BOTE	108	Business Math	3
		Communications	6
		Arts & Humanities Elective	3
		Social Science Elective	3
		Total General Education Requirements	18
Program Core Requirements			
Pre	No.	Course	Cr
ACCT	105	Fundamentals of Bookkeeping	3
BADM	103	Leadership Techniques	2
BIOL	115	Human Structure and Function	4
BOTE	102	Keyboarding I	3
BOTE	127	Information Processing	3
BOTE	138	Medical Coding I	3
BOTE	139	Medical Coding II	3
BOTE	152	Intermediate Keyboarding II	3
BOTE	162	Supervised Occupational Experience	3
BOTE	171	Medical Terminology	3
BOTE	176	Job Preparation	1
BOTE	211	Business Communications	3
BOTE	222	Medical Transcription	4
BOTE	275	Administrative Office Procedures	4
BOTE	282	Medical Insurance/Billing	3
HIT	281	Medical Law and Ethics	3
		Total Core Required Credits	48
		Total AAS Credits	66

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

New technology, the demand for service in this field, and ever-changing indoor air quality standards have created a major demand for knowledgeable, trained individuals. The future looks bright for those with training in the related fields of heating, ventilation and air conditioning.

Turtle Mountain Community College (TMCC) HVAC program prepares students for entry level employment in this service industry. Students learn to use logical step-by-step diagnostic procedures in installation and repair. They also master the use and care of basic tools and equipment. They learn to operate by Environmental Protection Agency (EPA) standards and safety standards set by Occupational Safety Health Administration (OSHA) regulations.

Enrollment: A class of 12 students selected will be considered for the HVAC cohort. The cohort class will be selected every two years. The student cohort group consists of students seeking a two year Associate of Applied Science Degree (A.A.S). The program is two (2) years in length.

Enrollment in summer school is optional for obtaining the general education requirements.

General Education Requirements			
Pre	No	Course	Cr
MATH	111	Algebra I or higher	3
ENGL	110	College Composition I	3
COMM	110	Fundamentals of Public Speaking/Or Equivalent	3
CIS	101	Computer Literacy	2
ARTS		Electives	3
		PE Elective	1
		Total Credits	15
Program Core Requirements			
Pre	No	Course	Cr
HVAC	101	Introduction to Heating, Ventilation & Air	3
HVAC	103	Air Conditioning Theory & Components	4
HVAC	104	Heating Theory & Components	4
HVAC	107	Indoor Air Quality Solutions	4
HVAC	108	Residential Oil Burners	3
HVAC	109	Residential Gas Heaters	3
HVAC	110	HVAC/R Electricity & Controls I	2
HVAC	111	HVAC Troubleshooting & Maintenance	4
HVAC	112	HVAC/R Electricity & Controls II	2
HVAC	114	Heating Systems Service & Troubleshooting	5
SMTL	115	Introduction to Sheet Metal	3
SMTL	116	Sheet Metal Layout, Fabrication & Installation I	3
SMTL	117	Sheet Metal Layout, Fabrication & Installation II	2
HVAC	213	Air Conditioning Systems Service & Troubleshooting	5
REFG	216	Residential & Commercial Refrigeration	3
		Total Core Required Credits	51
		Total AAS Credits	66

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.

General Education Requirements			
CIS/CSCI		CIS 101 Computer Literacy or CSCI 101 Introduction to Computers	3
BOTE	108	Business Math	3
		Communications	6
		Arts & Humanities Elective	3
		Social Science Elective	3
		Total General Education Requirements	18
Program Core Requirements			
Pre	No	Course	Cr
ACCT	105	Principles of Bookkeeping	3
ACCT	110	Computerized Accounting with QuickBooks	1
BADM	103	Leadership Techniques	2
BADM	240	Sales and Customer Services	3
BOTE	102	Keyboarding I	3
BOTE	120	Presentations	2
BOTE	121	Outlook	2
BOTE	127	Information Processing	3
BOTE	147	Word Processing	3
BOTE	152	Keyboarding II	3
BOTE	162	Supervised Occupational Experience	3
BOTE	176	Job Preparation	1
BOTE	211	Business Communications	3
BOTE	218	Desktop Publishing	3
BOTE	247	Spreadsheet Applications	3
BOTE	257	Database Management	3
BOTE	275	Administrative Office Procedures	4
		Elective	3
		Total Core Required Credits	48
		Total AAS Credits	66

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

TMCC AAS-PN Admission Criteria

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

Pertinent information:

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

Admission criteria include:

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

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

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

The program of study was designed based on TMCC’s institutional mission, philosophy and goals with integration of the AASPN program goals and objectives. It incorporates TMCC’s basic curriculum for Associate of Applied Science degree. The curriculum is designed to meet the North Dakota State Board of Nursing Standards for Nursing Education Programs. The graduate of this program is eligible to write the national examination for licensing as a licensed practical nurse (NCLEX-PN).

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

Pre-requisites for admittance into the Licensed Practical Nursing Program

Pre	No.	Course	CR.
ENGL	110	Composition I	3
MATH	102	Intermediate Algebra or Higher	3
COMM	110	Fundamentals of Public Speaking	3
CSCI	101	Introduction to Computers	3
CHEM	115	Introductory Chemistry/Lab	4
BIOL	150	General Biology I/Lab	4
BIOL	202	Introduction to Microbiology/Lab	4
BIOL	220	Anatomy & Physiology I/Lab	4
BIOL	221	Anatomy & Physiology II/Lab	4
PSYC	111	Introduction to Psychology	3
HIST	251	Chippewa History	3
HPER	---	First Aid/CPR or 2 credits other HPER course	2
NURS	100	Certified Nursing Assistant (C. N. A.)	2
		Total	42

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

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

Licensed Practical Nursing Cohort Courses

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

First Year (Fall Semester 2012)			
Pre	No	Course Title	Cr
NURS	101	Basic Nursing Theory/Lab	5
NURS	102	Basic Nursing Clinical	1
NURS	103	Health Assessment/Lab	3
NURS	105	Pharmacology for Nurses	3
NUTR	240	Nutrition	3
Total for Fall Semester			15
First Year (Spring Semester 2013)			
Pre	No	Course Title	
NURS	201	Med-Surgical Nursing	6
NURS	202	Med-Surgical Nursing Clinical	3
NURS	221	Maternal/Child Nursing/Lab	5
NURS	222	Maternal/Child Nursing Clinical	1
Total for Spring Semester			15
First Year (Summer 2013)			
NURS	203	Mental Health Nursing/Lab	2
NURS	260	Practicum in Nursing Homes	1
NURS	265	NCLEX Prep and Interviewing/Lab	3
Total for Summer Semester			6
Total Credits Needed in LPN Cohort			36
Total AASPN Credits Need to complete program			78

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

The Pharmacy Technician program is designed to prepare students for careers performing and managing the technical distributive functions in pharmacies and pharmacy-related industries. TMCC offers two on-campus program options, a one-year (41 academic credits) Certificate and a two-year (65 academic credits) Associate in Applied Science Degree. The minimum qualifications to complete a certificate or AAS degree for a pharmacy Technician is a GPA of 2.0 or better in all General Education Classes and Program Core Classes. Both of these include eight weeks of internship in community and hospital settings, which occur after all classroom requirements have been completed.

Students receive classroom, laboratory and practical experience covering community and institutional practice, sterile product preparation, manufacturing, inventory management and record-keeping, medical terminology and drug products. Students also take other courses in communications, writing, psychology and speech that will help provide them with the skills to advance in their careers. Upon completion of our program, the graduate will be registered with the North Dakota Board of Pharmacy (which is required for employment) and are eligible for national certification.

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

General Education Requirements			
Pre	No	Course	Credits
COMM	110	Fundamentals of Public Speaking	3
HPER		Wellness electives	2
MATH		MATH 100 Applied Math or Higher	3
		General Education electives (to be chosen with advisor)	16
		Attendance at designated campus and/or community activities that support general education learning outcomes	
Program Core Requirements			
BIOL	115	Human Structure and Function and Lab/or	4
BIOL	220	Anatomy or Physiology	
BOTE	171	Medical Terminology	3
CSCI	101	Intro to Computers	3
ENGL	110	Composition I	3
PHRM	101	Orientation to Pharmacy Practice	1
PHRM	102	Pharmaceutical Calculations	3
PHRM	105	Institutional Pharmacy	2
PHRM	111	Pharmacy Records and Inventory Mgmt.	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 Core Required Credit	41
		Total AAS Credits	65

Process Plant Technology
Associate of Applied Science (A.A.S.)

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.

General Education Requirements			
Pre	No	Course	Cr
CIS/CSCI		CIS 101 Computer Literacy or CSCI 101 Introduction to Computers	3
ENG	105	Technical Communications	3
PROP	103	Applied Math	3
PSYC	100	Human Relations in Organizations	2
		General Education (Communications)	3
		General Education (Psyc, Soc, Hist)	3
		Total General Education Requirements	17
Program Core Requirements			
ENRT	101	Introduction to Energy Technology	4
ENRT	104	Electrical Fundamentals	3
ENRT	105	Safety, Health & Environmental Practices	3
ENRT	107	Mechanical Fundamentals	2
ENRT	110	Plant Equipment & Systems	4
ENRT	112	Basic Print Reading	3
ENRT	116	Instrumentation & Control	4
ENRT	118	Heat Transfer, Fluid Flow & Thermodynamics	3
ENRT	120	Water Purification & Treatment	3
ENRT	205	Steam Generation	3
ENRT	215	Operations, Troubleshooting & Communications	3
ENRT	220	Practical Applications	2
PROP	176	Job Preparation Workshop	1
PROP	235	Hydrocarbon Chemistry	2
PROP	237	Distillation & Refinery Operations	4
PROP	239	Gas Processing & Gasification	3
PROP	244	Ethanol and Biofuels Production	4
		Total Core Required Credits	51
		Total AAS Credits	68

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

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.

General Education Requirements			
Pre	No	Course	Cr
MATH	100	Applied Math	3
CIS	101	Computer Literacy	3
PSYC	100	Human Relations in Organizations	2
ENGL	110	Composition I	3
		Electives	5
		General Education Courses	16
Program Core Requirements			
Pre	No	Course	Cr
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
		Total Core Required Credits	56
		Total AAS Credits	72

**Small 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.
- 7.

General Education Requirements			
CIS/CSCI		CIS 101 Computer Literacy or CSCI 101 Intro to Computers	3
BOTE	108	Business Math	3
		Communications	6
		Arts & Humanities Elective	3
		Social Science Elective	3
		Total General Education Requirements	18
Program Core Requirements			
Pre	No	Course	Cr
ACCT	105	Principles of Bookkeeping	3
ACCT	110	Computerized Accounting with QuickBooks	1
BADM	103	Leadership Techniques I	2
BADM	152	Fundamentals of Business	3
BADM	200	Grant Writing	2
BADM	201	Principles of Marketing	3
BADM	202	Principles of Management	3
BADM	210	Advertising	3
BADM	240	Sales and Customer Service	3
BOTE	127	Information Processing	3
BOTE	162	Supervised Occupational Experience	3
BOTE	176	Job Preparation	1
BOTE	211	Business Communications	3
BOTE	215	Legal Environment of Business	3
BOTE	224	E-Business	3
ENTR	233	Entrepreneurship I	3
ENTR	234	Entrepreneurship II	3
		Elective	3
		Total Core Required Credits	48
		Total AAS Credits	66

**Tribal Advocate/Paralegal
Associate of Applied Science (A.A.S.)**

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 Paralegals.

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.

General Education Requirements			
Pre	No	Course	Cr
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	204	Civil Procedure	3
LEG	206	Constitutional Law	3
LEG	207	Family Law	3
LEG	208	Property Law	3
LEG	209	Legal Writing	3
LEG	210	Tribal Advocate	4
LEG	211	Legal Research	3
LEG	230	Contracts and Torts	3
LEG	231	Tribal Advocate/Paralegal Internship	3
		Total Core Required Credits	34
		Total AAS Credits	60

Certificate Programs

Building Construction Technology Certificate Program

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

General Education Requirements			
Pre	No	Course	Cr
CIS	101	Computer Literacy	3
ENGL	105	Technical Communications	3
PSYC	100	Human Relations in Organizations	2
		Total General Education Requirements	8
Program Core Requirements			
BCT	104	Construction Blueprint Reading	3
BCT	105	Core Curriculum	3
BCT	110	Construction Math	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	162	Supervised Occupational Experience	3
BCT	176	Job Preparation	1
		Total Core Required Credits	32
		Total Certificate Credits	40

Building Construction Technology - Entrepreneur Emphasis			
An Entrepreneur Emphasis is awarded as part of the A.A.S. or Certificate to students who successfully complete the additional five courses listed below.			
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 I	3
ENTR	234	Entrepreneurship II	3
		Total Entrepreneur Credits	13

Child Day Care Provider Certificate

This certificate provides students with the knowledge and competencies necessary to serve as an assist to or own a licensed or certified day care.

General Education Requirements			
Pre	No	Course	Cr
ASC	086	Credits to be comprised of Writing Basics I/II or	
ENGL	110	College Comp. I dependent upon placement tests	3
CIS	101	Computer Literacy	3
HPER	210	First Aid/CPR	2
MATH		Applied Math 100 or higher	3
		Total General Education Requirements	11
Program Core Requirements			
CHLD	123	Activities for Young Children	3
CHLD	130	Stages of Child Development	3
CHLD	186	Dev. Learning Environments & Parental Involvement	3
CHLD	201	Child Development Lab/Field Experience	2
CHLD	211	Child Development Practicum II	3
CHLD	222	Infant & Toddler Development	3
CHLD	246	Social Emotional Lives of Young Children	3
CHLD		Elective	3
		Total Core Requirements	23
		Total Certificate Credits	34

Day Care Provider - Entrepreneur Emphasis

Students must complete a minimum of 15 credit hours from the Early Childhood 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 I	3
ENTR	234	Entrepreneurship II	3
		Total Certificate Credits	13

Entrepreneurship 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.

General Education Requirements			
CIS	101	Computer Literacy or CSCI 101 Introduction to Computers	3
BOTE	108	Business Math	3
		Communications	3
			9
Program Core Requirements (must select 26 credits of Core Requirements)			
Pre	No	Course	Cr
ACCT	105	Principles of Bookkeeping	3
ACCT	110	Computerized Accounting with QuickBooks	1
BADM	103	Leadership Techniques	2
BADM	152	Fundamentals of Business	3
BADM	200	Grant Writing	2
BADM	201	Principles of Marketing	3
BADM	202	Principles of Management	3
BADM	210	Advertising	3
BADM	240	Sales and Customer Service	3
BOTE	127	Information Processing	3
BOTE	162	Supervised Occupational Experience	3
BOTE	211	Business Communications	3
BOTE	215	Legal Environment of Business	3
BOTE	224	E-Business	3
ENTR	233	Entrepreneurship I	3
ENTR	234	Entrepreneurship II	3
		Total Core Required Credits	26
		Total Certificate Credits	35

Health Information Management Certificate

The certificate will allow students to obtain entry-level skills in healthcare coding and the opportunity to continue to earn an associate of applied science degree.

General Education Requirements			
CIS	101	Computer Literacy or CSCI 101 Introduction to Computers	3
BOTE	108	Business Math	3
		Communications	3
		Total General Education Requirements	9
Program Core Requirements			
Pre	No.	Course	Cr
BADM	103	Leadership Techniques	2
BIOL	115	Human Structure and Function	4
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
		Total Core Required Credits	25
		Total Certificate Credits	34

Health Information Management – Entrepreneur Emphasis			
Certificate is awarded to students who successfully complete the additional five courses listed below.			
ACCT	105	Fundamentals of Bookkeeping	3
ACCT	110	Computerized Accounting with QuickBooks	1
BADM	152	Fundamentals of Business	3
ENTR	233	Entrepreneurship I	3
ENTR	234	Entrepreneurship II	3
		Total Certificate Credits	13

Management Nine Month Certificate

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

General Education Requirements			
Pre	No	Course	Cr
CIS/CSCI		CIS 101 Computer Literacy or CSCI 101 Introduction to Computers	3
BOTE	108	Business Math	3
		Communications	3
			9
Program Core Requirements			
ACCT	105	Fundamentals of Bookkeeping	3
BADM	103	Leadership Techniques I	2
BADM	152	Fundamentals of Business	3
BADM	201	Principles of Marketing	3
BADM	202	Principles of Management	3
BADM	240	Sales and Customer Service	3
BOTE	127	Information Processing	3
BOTE	176	Job Preparation	1
BOTE	215	Legal Environment of Business	3
		Elective	3
		Total Core Required Credits	27
		Total Certificate Credits	36

Office Assistant Certificate

General Education Requirements			
Pre	No	Course	Cr
BOTE	108	Business Math	3
CIS	101	Computer Literacy or CSCI Introduction to Computers	3
		Communications	3
		Total General Education Credits	9
Program Core Requirements			
ACCT	105	Principles of Bookkeeping	3
ACCT	110	Computerized Accounting with QuickBooks	1
BADM	103	Leadership Techniques	2
BOTE	102	Keyboarding I	3
BOTE	127	Information Processing	3
BOTE	152	Keyboarding II	3
BOTE	176	Job Preparation	1
BOTE	211	Business Communications	3
BOTE	275	Administrative Office Procedures	4
		Elective	3
		Total Core Requirement Credits	26
		Total Certificate Credits	35

Office Administration – Entrepreneur Emphasis			
An Entrepreneur Emphasis is awarded as part of the A.A.S. or Certificate to students who successfully complete the additional five courses listed below.			
ACCT	105	Fundamentals of Bookkeeping	3
ACCT	110	Computerized Accounting with QuickBooks	1
BADM	152	Fundamentals of Business	3
ENTR	233	Entrepreneurship I	3
ENTR	234	Entrepreneurship II	3
		Total Certificate Credits	13

Phlebotomy Technician Certificate Program

The mission of the Turtle Mountain Community College Phlebotomy Technician Program (TMCC) is to provide a curriculum centered in phlebotomy theory and practice preparing students for entry level positions as Phlebotomy Technicians in a variety of Medical settings. The TMCC Phlebotomy Program will follow the requirements as put forth by the National Accrediting Agency for Clinical Laboratory (NACCLS) 5600 N. River Rd. Suite 720 Rosemont, IL 60018.

Participants in the Phlebotomy Program must maintain a 2.0 GPA in **all** curriculum courses. Upon successful completion of all components a Certificate of completion will be granted from the approved TMCC Phlebotomy Technician Program. Students will then be eligible to take the National Certification Registry Exam.

Program Core Requirements		
SEMESTER ONE	COURSE TITLE	Credit
CSCI 101	Introduction to Computers	3
ENGL 110 or ENGL 105	College composition I or Technical Communications	3
BIOL 115 or BIOL 220	Human Structure and Function Anatomy and Physiology/Lab	4
BOTE 171	Medical Terminology	3
HPER 210	First Aid/CPR	2
CLS 103	Phlebotomy	3
	Total Semester One Credits	18
SEMESTER TWO	COURSE TITLE	
CLS 176	Job Prep (2 nd 8 weeks)	1
CLS 104	Clinical Rotation (2 nd 8 weeks)	8
CLS 105	Clinical Seminar	1
HIT 281	Medical Law and Ethics (1 st 8 weeks)	3
PSYC 100	Human Relations in Organizations	2
	Total Semester Two Credits	15
	Total Certificate Credits	33

Phlebotomy Program Requirement Form

Upon completing all **standard** admission requirements required by the Turtle Mountain Community College (TMCC), the following progression and completion requirements must be met for satisfactory completion of Phlebotomy Certificate Program.

1. Completion of all curriculum requirements.
2. Maintaining a "C" average or above for all General Education courses as well as the program "core" classes.
3. Satisfactory completion of all Clinical Rotation Competencies.
4. Completion of 100-120 hours of actual performance of Phlebotomy duties in a TMCC Affiliate Laboratory.
5. Completion of a total of 100 unassisted phlebotomies performed on patients in age groups of newborn, pediatric, youth, adult and geriatric.
6. May be required to complete a background check.

I fully understand the policies for progression and completion of the TMCC Phlebotomy Program.

STUDENT SIGNATURE _____ DATE _____

Welding Technology Certificate Program

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.

General Education Requirements			
Pre	No	Course	Cr
CIS	101	Computer Literacy	3
ENGL	105	Technical Communications	3
MATH	130	Technical Math	2
PSYC	100	Human Relations in Organizations	2
		Total General Education Requirements	10
Program Core Requirements			
Pre	No	Course	Cr
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
		Total Core Required Credits	27
		Total Certificate Credits	37

COURSE DESCRIPTIONS

Arts/Humanities and Social Science course Descriptions

196, 197, 198, 199 Cooperative Education

1 to 6 Credits Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: None

This course studies the art elements and principles of design, creating visual organization.

VART 130 Drawing I

3 Credits Pre-requisite: 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 Pre-requisite: None

This course will involve traditional plains art and crafts demonstrated by local artisans, emphasizing traditional techniques, history and folklore.

VART 220 Painting I

3 Credits Pre-requisite: 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 Water media I

3 Credits Pre-requisite: 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 265 Sculpture

3 Credits Pre-requisite: None.

This course introduces basic sculpture techniques and styles with the use of wood, stone, wire and clay using assemblage, additive and subtractive methods.

Arts & Humanities**AHU 100 Drum Making**

1 Credit Pre-requisite: 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 Pre-requisite: 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

1 Credit Pre-requisite: 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 181 Moccasin Making

2 Credits Pre-requisite: None

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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 212 Interpersonal Communications

1 Credit Pre-requisite: None

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

Criminal Justice**CJ 201 Introduction To Criminal Justice**

3 Credits Pre-requisite: 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 Pre-requisite: for all criminal justice courses.

CJ 210 Introduction to Fish and Wildlife Law Enforcement

3 Credits Pre-requisite: CJ 201

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

CJ 226 Introduction to Criminal Investigations

3 Credits Pre-requisite: CJ 201

This course gives a broad examination of the basic principles of a criminal investigation.

CJ 230 Criminal Law

3 Credits Pre-requisite: CJ 201

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 Pre-requisite: CJ 201

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 Pre-requisite: 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 255 Cybercrime

3 Credits Pre-requisite: CJ 201

Overview of computer crime and its investigation. Includes an analysis of current crime rates and trends.

CJ 270 Juvenile Justice

3 Credits Pre-requisite: 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.

CJ 275 Gangs

3 Credits Pre-requisite: CJ 201

Exploration of gang activity in the U.S. Examines gang related violence, and the dynamics of gang involvement. Criminological theories that explain the social, economic, and environmental reasons for gang existence are discussed.

Developmental Studies

ASC 075 College Study Skills

2 Credits Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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.

English

ENGL 105 Technical Communications

3 Credits Pre-requisite: None

This course concentrates on business correspondence and development of written and oral communication skills, instruction in writing applications, various types of letters, and oral expression.

ENGL 110 College Composition I

3 Credits Pre-requisite: None

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

ENGL 120 College Composition II

3 Credits Pre-requisite: ENGL 110 College Composition I

This course provides advanced practice in college-level writing from sources including the application of rhetorical strategies.

ENGL 224 Introduction to Fiction

3 Credits Pre-requisite: ENGL 110 or permission of instructor

This course is a study of representative short stories and novels and their historical and literary backgrounds.

ENGL 236 Women and Literature

3 Credits Pre-requisite: ENGL 110 or permission of instructor

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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: None

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

ENGL 266 Native American Literature II

3 Credits Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 190 Traditional Use Of Plants

2 Credits Pre-requisite: None

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

HUMM 202 Fine Art and Aesthetics

3 Credits Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: LANG 125

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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: None

This course is designed for the beginning Piano student.

MUSC 103 Beginning Fiddle

1 Credit Pre-requisite: None

This course is designed for the beginning fiddle student.

MUSC 111 Beginning Guitar

1 Credit Pre-requisite: None

This course is designed for the beginning guitar student.

MUSC 132 Introduction to Traditional Singing of The Plains Ojibwe

1 Credit Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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.

Economics

ECON 201 Principles of Microeconomic

3 Credits Pre-requisite: 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 Pre-requisite: None

Macroeconomics is the study of the economy as an aggregate (whole entity). The text includes the latest economic statistics. The course will use numerical examples which will provide greater clarity in graphical presentations. Aggregate demand and aggregate supply, unemployment and inflation, fiscal and monetary policy will be studied and analyzed. The Keynesian aggregate expenditure is thoroughly covered and is integrated into the aggregated demand model. The U. S. Department of commerce method for calculating the growth of real GDP, and data on the new "chain-type" real GDP will be examined.

History

HIST 101 Western Civilization I

3 Credits Pre-requisite: None

This course is a survey of the major political, economic, social, and cultural development of the western world from prehistory to 1500.

HIST 103 United States History to 1877

3 Credits Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 100 Human Relations in Organizations

2 Credits Pre-requisite: 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.

PSYC 111 Introduction to Psychology

3 Credits Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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

Pre-requisite:

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

Pre-requisite: 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

Pre-requisite: 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

Pre-requisite: 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

Pre-requisite: 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

Pre-requisite: 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

Pre-requisite: 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 Pre-requisite: 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 Behaviors in the Social Environment

3 Credits Pre-requisite: Introduction to Psychology or Sociology

This course provides an emphasis on ecological/social systems theory as the conceptual framework. Biopsychosocial 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: None

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

Developmental Studies

ASC 007 Survey of Science

4 Credits Pre-requisite: 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 Pre-requisite: 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 122 Principles of Agronomy/Lab

2 Credits Pre-requisite: 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.

BIOL 123 Introduction to Research Methods/Lab

4 Credits Pre-requisite: 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.

BIOL124 Environmental Science/Lab

4 Credits Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: General Biology/Lab BIOL 150, or 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

Pre-requisite: BIOL 220 Anatomy and Physiology I

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

Pre-requisite: BIOL 150 or 151

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 250 General Ecology/Lab

4 Credits

Pre-requisite: 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

Pre-requisite: MATH 102 or placement into Math 111

This course is the study of measurement, ionic and covalent compounds, and chemical calculations, states of matter, energy, solutions, reactions, and chemical bonding.

CHEM 116 Introduction to Organic Chemistry and Biochemistry/Lab

4 Credits

Pre-requisite: CHEM 115 or CHEM 121

This course is the study of alkanes, alkenes, and alkynes aromatics, alcohols, phenols, ethers, aldehydes/ketones, carboxylic acids and esters, amines and amides, carbohydrates, lipids, amino acids, proteins, and nucleic acids.

CHEM 121 General Chemistry I/Lab

4 Credits

Pre-requisite: Math 102 or placement into Math 111

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

Pre-requisite: 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.

Computer Science

CSCI 101 Introduction to Computers

3 Credits Pre-requisite: None

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

CSCI 160 Computer Science 1

3 Credits Pre-requisite: CSCI 101 and College Algebra

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

CSCI 161 Computer Science 2

3 Credits Pre-requisite: CSCI 160

Advanced concepts in computer science including data structures, algorithm analysis, standard problems such as searching and sorting and memory management issues.

CSCI 122 Introduction to Visual Basic

3 Credits Pre-requisite: None

This is an introductory course in Visual Basics. The student will use Visual Basic to create full featured applications that exploit windows including multiple-document interface (MDI), object linking and embedding (OLE) dynamic data exchange, and linking applications to data base files. The student will design an application interface, set controls and properties, and attach code and debug procedures and functions that read and write files and data bases.

CSCI 124 Introduction to C++

3 Credits Pre-requisite: None

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

Engineering

ENGR 115 Intro of Engineering Practices & Graphic Design

4 Credits Pre-requisite: None

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

ENGR 201 Statics

3 Credits Pre-requisite: Math 107

Vector approach to principles of statics. Resultants of force systems, equilibrium of force systems, analysis of structures, centroids, moments of inertia.

ENGR 202 Dynamics

3 Credits Pre-requisite: Math 107

Vector approach to principles of dynamics, rectilinear and curvilinear translation, rotation, plane motion, force-mass-inertia, work-energy, impulse-momentum.

ME 223 Mechanics of Materials

3 Credits Pre-requisite: ENGR 115

Introduction to stress, strain, and their relationships; torsion of circular shafts, bending stresses, deflection of beams, stress transformation, buckling.

Fish and Wildlife Management

FWLD 121 Introduction to Fish and Wildlife Management (Fall)

3 Credits Pre-requisite: None

Field and laboratory methods used in game management. Census methods, history of management in legislation, law enforcement and careers in wildlife management.

FWLD 122 Wildlife & Fisheries Techniques (Spring)

3 Credits Pre-requisite: None

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

Geography/Geology/Soil Science

ASTR 150 Introduction To Meteorology/Lab

4 Credits Pre-requisite: 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.

GEOL 101 Environmental Geology/Lab

4 Credits Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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).

GEOG 134 Introduction to Global Climate

3 Credits Pre-requisite: None

An introduction to basic atmospheric processes, weather and climate elements, and basic climactic distribution; emphasis is placed upon the factors which control climate, and climactic distributions.

GEOG 263 Geography of North Dakota

3 Credits Pre-requisite: 121

Study of the interrelationships that exist between North Dakota's physical and cultural environments. Specific topics include physiography, climate, flora, prehistoric occupation, historic development, demography, and economic structures.

Physics

ASTR 110 Principles of Astronomy/Lab

4 Credits Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: PHYS 251. ENGR 201 or ENGR 202

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.

Math

MATH 100 Applied Math

3 Credits Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 107 Pre-Calculus

3 Credits Pre-requisite: MATH 112, or MATH 103 or Placement Test

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

MATH 111 College Algebra I

3 Credits Pre-requisite: 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 Pre-requisite: 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 129 Basic Linear Algebra

2 Credits Pre-requisite: MATH 105 or 107

Includes content of Math 128 with the addition of vectors in n-space, subspaces, homogeneous systems, linear independence, rank, and dimension.

MATH 165 Calculus I

4 Credits Pre-requisite: 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 Pre-requisite: 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 265 Calculus III

4 Credits

Pre-requisite: MATH 165

Multivariate and vector calculus including partial derivatives, multiple integration and its applications, line and surface integrals, Green's Theorem and Stoke's Theorem

MATH 211 Statistics I

3 Credits

Pre-requisite: 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 212 Statistics II

3 Credits

Pre-requisite: MATH 211 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.

MATH 266 Introduction to Differential Equations

3 Credits

Pre-requisite: MATH 265, Co-requisite MATH 129

Solution of elementary differential equations by elementary techniques. Laplace transforms, systems of equations, matrix methods, numerical techniques, and applications.

Health

NUTR 240 Nutrition

3 Credits

Pre-requisite: 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

Pre-requisite: None

The course provides fundamental techniques, rules, and sportsmanship in volleyball.

HPER 103 Tennis

1 Credit

Pre-requisite: None

This course teaches the forehand, backhand, serve, rules and other tennis fundamentals.

HPER 104 Golf

1 Credit

Pre-requisite: None

This course provides the fundamentals of golf, rules, safety, and language of golf, scoring, and golf etiquette.

HPER 108 Traditional Dance

2 Credits Pre-requisite: 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

1 Credit Pre-requisite: 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 Pre-requisite: None

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

HPER 126 Archery

1 Credit Pre-requisite: None

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

HPER 127 Aerobics

1 Credit Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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

Pre-requisite: 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

Pre-requisite: 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

Pre-requisite: ENGL 110

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.)

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

1 Credit

Pre-requisite:

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

EDUC 236 Praxis II Early Childhood, Elementary and Secondary

1 Credit

Pre-requisite:

This course helps students prepare for the Praxis 11—which focuses on how theory translates into practice for the elementary and early childhood degrees. The secondary science praxis 11 exam focuses almost exclusively on content in biology, chemistry, earth science and physics.

EDUC 300 Educational Technology Elementary Secondary Course

2 Credits

Pre-requisite:

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

EDUC 310 Introduction to Exceptional Children

3 Credits

Pre-requisite:

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

EDUC 320 Native Issues in Education Elementary

3 Credits Pre-requisite:

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

EDUC 321 Multicultural Education & Human Diversity

3 Credits Pre-requisite:

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

EDUC 329 Curriculum Planning and Evaluation Elementary/Secondary

3 Credits Pre-requisite:

This course content addresses how to design and develop curriculum content for Grades 1-12 students. Curriculum alignment, curriculum mapping, assessment, and the use of state standards are also covered.

EDUC 330 Foundations of Education

3 Credits Pre-requisite:

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

EDUC 331 Learning Environments Elementary

3 Credits Pre-requisite:

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

EDUC 350 Practicum I Elementary/Secondary

1 Credit Pre-requisite:

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

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

EDUC 360 Practicum II Elementary/Secondary

1 Credits Pre-requisite:

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

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

EDUC 375 Reading in the Content Area Secondary

2 Credits

Pre-requisite:

This course is designed to focus on strategies for teaching reading in the content areas. Comprehension, vocabulary, and diagnostic assessment for reading difficulties are emphasized.

EDUC 402 Foundations of Reading and Reading Diagnosis

4 Credits

Pre-requisite:

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

Pre-requisite:

This course studies the content, methods, and materials for teaching social studies. The students will be expected to produce an interdisciplinary thematic unit as a performance assessment artifact.

EDUC 404 Music Methods and Materials Elementary

2 Credits

Pre-requisite:

This course familiarizes students with methods and materials used to teach music appreciation and also demonstrate how music is of critical importance for learning, particularly as it pertains to best teaching practices based on brain-based learning theories.

EDUC 405 Math Methods and Materials Elementary

3 Credits

Pre-requisite:

This course addresses the application of innovative teaching methods and materials for teaching elementary school mathematics. It stresses developmentally appropriate instructional strategies that emphasize problem solving approaches to math instruction.

EDUC 406 Science Methods and Materials Elementary

2 Credits

Pre-requisite:

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

Pre-requisite:

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

Pre-requisite:

This course is designed to teach methods, techniques, learning styles, and skills necessary to recognize the developmental, physical, mental, emotional, and social growth of the elementary-aged child. Emphasis will be placed on the importance of health and physical education as an integral part of the elementary curriculum and the impact on child development. Students will become familiar with organizing and presenting health and physical education content, materials, curricular, community resources, using technology, and communicating about healthy lifestyles.

EDUC 409 Methods and Materials for Language Arts Elementary

3 Credits

Pre-requisite:

This course emphasizes planning, implementing, and evaluating language arts lessons; language acquisition; teaching grammar usage; oral language; writing, handwriting, and spelling. Practical applications include the development of learning centers and meeting the diverse needs of students.

EDUC 410 Educational Assessment Elementary

3 Credits

Pre-requisite:

This course helps decipher all aspects of standardized, criterion referenced and teacher constructed tests.

Students will learn the basics of good test design within the framework of authentic assessment and how to use testing information to effectively plan instruction.

EDUC 414 Student Teaching Elementary and Secondary

10 Credits

Pre-requisite:

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

Pre-requisite:

Student teaching will take place within the local Turtle Mountain, Spirit Lake and Fort Berthold area. This experience is a demanding and exhilarating time. It is an opportunity to hone one's skills by bringing theory into practice. The teacher candidate will be expected to collect valuable artifacts for their showcase portfolio, which is due at the end of student teaching.

EDUC 470 Methods of Secondary Science

3Credits

Pre-requisite:

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.

Bachelors in Early Childhood Courses**ECE 310** Introduction to Early Childhood Education

2 Credits

Pre-requisite:

This course is designed to give the student a general overview of the field of early childhood education. The course will explore the historical and philosophical foundation of care and developmentally appropriate practices of schooling young children which include stages of cognitive, communication, social, emotional, and physical development.

ECE 311 Observation, Documentation, and Assessment

3 Credits

Pre-requisite:

A study of assessments for children from birth to age eight years of ages. Both formal and informal instruments will be discussed with the emphasis on tools that can be used by teachers of young children. Considerations in choosing, administering, and reporting results of assessments will also be addressed. Field experiences are required.

ECE 313 Language Development and Emerging Literacy

3 Credits Pre-requisite

This course reviews major theories, stages of normal language development, language disorders associated with various handicapping conditions, techniques of language assessment and strategies for intervention in oral and written language.

ECE 320 Infant/Toddler Development and Learning

3 Credits Pre-requisite

This course is a study of appropriate infant and toddler programs (birth to age 3) including an overview of development, quality routines, appropriate environments, materials, activities, and teaching/guidance techniques. Sixteen (16) hours of supervised field work with Infants and Toddlers is required.

ECE 329 Early Childhood Curriculum Planning, Development, Play and Evaluation

3 Credits Pre-requisite

This course is designed to address the systems and collaborative approaches used in developing appropriate early childhood curricula. Emphasis is on curriculum content and sources; instructional based strategies; connections with community resources; national and state standards, lesson and unit planning, and curriculum and technology integration that encourages and supports children's initiatives and active learning experiences. Field Experience is required.

ECE 336 Social Emotional Development & Guidance of Young Children

3 Credits Pre-requisite

This course requires the study of strategies to encourage positive social interaction among children, to promote positive conflict resolution, and to develop personal self-control, self-motivation, and self-esteem.

ECE 337 Preschool Children with Special Needs

3 Credits Pre-requisite

An overview of the field of early childhood special education including discussions of historical and empirical support for providing early intervention services, screening, assessment, instructional programming, integration of children with and without disabilities, family involvement, and service delivery models. Emphasis is placed on assessing and promoting the attainment of cognitive, language, social, self-help, and motor skills.

ECE 338 Family and Community Relations

3 Credits Pre-requisite

This course explores home/school/community connections and helps students learn how to foster positive relationships with parents and stakeholders in the community. It provides an understanding of the issues surrounding home/school/community partnerships and the importance of recognizing and appreciating diversity, interest, and needs of the community that support children's development.

ECE 350 Practicum I

1 Credit Pre-requisite

Practicum I requires the student to spend 40 clock-hours in an accredited/licensed setting under the supervision of a qualified profession. Students are involved in observing and recording individual children's growth and learning, interacting with children & families, practicing teaching skills, as well as journaling their practicum experience.

ECE 360 Practicum II

1 Credit Pre-requisite

Practicum II involves 40 clock hours in an accredited/licensed setting under the supervision of a qualified profession. The students will be provided opportunities focuses on the application of principles, practices, and theories of early childhood education. Students work under the mentorship of an experienced teacher as they increasingly assume responsibilities of classroom management, planning curriculum and assessment, child guidance, and continuously practice reflective teaching dispositions.

ECE 410 Foundations of Reading and Reading Diagnosis

4 Credits Pre-requisite:

This course provides the foundations of literacy with emphasis given to the following topics: the reading process, historical trends in reading instruction, the theories of reading as a life-long activity, organizing and managing reading programs, and critiquing/selecting appropriate diagnostic measures.

ECE 411 Pre-Kindergarten Methods and Materials

2 Credits Pre-requisite:

This course is designed to examine developmentally appropriate curriculum, methods, and materials in infant/toddler and preschool settings. Students will observe diverse programs, learn to develop curriculum, plan integrated instruction, set up positive learning environments, and create experiences for meaningful learning. Emphasis will be upon developing classrooms that motivate children through active learning, inquiry, and supportive interaction. This class requires substantial work and sustained reading, writing, participation and fieldwork completed in ECE Practicum II.

ECE 412 Kindergarten Methods and Materials

2 Credits Pre-requisite

This course is designed to examine developmentally appropriate kindergarten curricula, current issues, and practices. The aim is to acquaint the student with principles that underlie curricula activities, management and routines of a kindergarten classroom. The course explores the connections between children's development and designing an appropriate and integrated kindergarten program.

ECE 413 Administrative Leadership in Early Childhood

3 Credits Pre-requisite

This course is an overview of the components involved in administering a program for young children. The course includes goal setting, curriculum design, facilities, budget and finances, record keeping, staff relations and training, parent and community involvement, federal, state and local agencies, and relevant national trends and their effects on early childhood programs. Job shadowing of an administrator is required.

ECE 414 Student Teaching Pre-K6 Credits each course

6 Credits Pre-requisite

This course is designed to provide the pre-service teacher candidate an opportunity to put into practice the skills competencies, and dispositions of effective teaching of young children. It is the culmination of all professional education and curriculum content courses which comprise the Early Childhood Education Program. The course will include intense experiences and practices in a kindergarten and primary classroom.

ECE 415 Student Teaching K-3

6 Credits Pre-requisite

This course is designed to provide the pre-service teacher candidate an opportunity to put into practice the skills competencies, and dispositions of effective teaching of young children. It is the culmination of all professional education and curriculum content courses which comprise the Early Childhood Education Program. The course will include intense experiences and practices in a kindergarten and primary classroom.

ECH 416 Student Teaching Seminar

1 Credit Pre-requisite

Course Description: Discussion of current experiences in the classrooms are an integral component of this seminar, which is partly an opportunity to offer sage advice and to support pre-service teachers with practical ideas of how to apply what they've learned in their previous courses.

Secondary Science Course Descriptions

Biology

BIOL 332 Ecology/L Secondary

4 Credits Pre-requisite:

This is thematic-based linked course develops the fundamental facts, concepts and theory of ecology. Many topics will incorporate concepts learned in Environmental Chemistry (CHEM 380). Local habitat of the Turtle Mountain Reservation will be considered the basis for laboratory investigations. Traditional ecological knowledge and resource management strategies of northern indigenous people will be studied.

BIOL 363/L General Entomology Secondary

4 Credits Pre-requisite:

This course is an introductory study of the classification, taxonomy, collection methods, behavior, ecology, anatomy, and physiology of insects.

BIOL 470 Research Experience Secondary

2 Credits Pre-requisite:

This course provides teacher candidates the opportunity to carry out research in a laboratory or field setting.

Students will collect, analyze and interpret data that will culminate in a written research report and support documents.

Biochemistry

BIOC 301 Biochemistry

4 Credits Pre-requisite: BIOL 301 This is a study of the major classes of biological compounds, synthesis of macromolecules, enzyme kinetics, intermediary metabolism, recombinant DNA technology and bioenergetics.

Chemistry

CHEM 240 Fundamentals of Organic Chemistry Secondary

3 Credits Pre-requisite: CHEM 121/L

Emphasis is on structure and bonding, nomenclature; hydrocarbons, aromatics, stereochemistry, alcohols, phenols, ethers, amines, carbonyls: aldehydes, ketones, carboxylic acids, esters, and amides.

CHEM 333/L Forensic Chemistry

4 Credits Pre-requisite:

This is a study of analytical chemistry techniques in a modern science laboratory. Principles of quantitative and qualitative chemical analysis as applied to environmental, clinical and forensic science are investigated.

CHEM 380 Environmental Chemistry

4 Credits Pre-requisite:

This examines the interactions of chemical substances within the environment. Water quality and air quality are of primary interest. Labs investigate the impact of chemical pollutants on the Turtle Mountain Reservation and surrounding community.

CHEM 431 Analytical Chemistry

2 Credits Pre-requisite:

This course includes chemical equilibrium with its analytical applications, introduction to chromatography, and potentiometer.

Earth Science

GEOG 334 Climatology

3 Credits Pre-requisite:

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 Pre-requisite:

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 Pre-requisite: 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.

Mathematics

MATH 240: Applied Statistics Secondary

2 Credits Pre-requisites: Math 103 or Math 112

An introduction to the theory and methods of statistics, especially those commonly used in science and science education. This course partially fulfills the ND secondary science teacher education composite degree requirements and is open to Secondary Science majors.

Physics

PHYS 275: Planetary Science

3 Credits Pre-requisite: None

An examination of the solar system, planets, satellites, asteroids, comets, and meteorites. Explorations of the science and technology used to explore and understand the planets, solar system, and wider universe.

PHYS 320 Physical Science for Teachers

4 Credits

Pre-requisite:

This course is designed for students who are in the teacher education program, but is not exclusive to those students. Physical science for Teachers is a college level physical science course that combines lecture and laboratory work in a way that focuses on teaching methodology that most effectively engages students in the realm of science from the context and perspective of the rural Native student.

CAREER & TECHNICAL EDUCATION COURSE DESCRIPTIONS**Accounting****ACCT 102** Fundamentals of Accounting

3 Credits

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 110 Computerized Accounting with QuickBooks

1 Credit

Prerequisite: ACCT 105 & BOTE 127 or CIS101 Computer Literacy

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 QuickBooks accounting software.

ACCT 200 Elements of Accounting I

4 Credits

Pre-requisite: 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

Pre-requisite: ACCT 200

Special emphasis on corporate accounting and the uses of accounting information by managers is covered in this course.

Agriculture**AGRI 150** Introduction to Native American Gardening

3 Credits

Pre-requisite: 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

Pre-requisite: 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.

Business Administration

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 240 Sales and Customer 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.

Business & Office Technology**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 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: CIS101 Computer Literacy or CSCI 101

Through “hands-on” instruction, students will learn how to use Microsoft PowerPoint presentation software.

BOTE 121 Outlook

2 Credits Prerequisite: CIS101 Computer Literacy or CSCI 101

Through “hands-on” instruction, students will learn how to use Microsoft Outlook.

BOTE 127 Information Processing

3 Credits Prerequisite: None

This course provides an introduction to word processing, spreadsheet, database, operating system, presentation and e-mail software.

BOTE 138 Medical Coding I

3 Credits Prerequisite: BOTE 171 Medical Terminology

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 II

3 Credits Prerequisite: BOTE 138 Medical Coding I

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: CIS101 Computer Literacy, 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 152 Intermediate Keyboarding II

3 Credits Prerequisite: BOTE 102 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 162 Supervised Occupational Experience

3 Credits Prerequisite: Instructor Approval
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 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 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.

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 211 Business Communications

3 Credits Prerequisite: None
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 215 Legal Environment of Business

3 Credits Prerequisite: None

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

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: BOTE 171 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 224 E-Business

3 Credits Prerequisite: None

This course covers standards, technologies and practices for both business-to-business and business-to-consumer e-business models. Students will learn the concepts involved with designing and implementing commerce-driven Website.

BOTE 247 Spreadsheet Applications

3 Credits Prerequisite: CIS101 Computer Literacy or CSCI 101

This course is an intermediate and advanced use the application software, Microsoft Excel for creation of spreadsheets, graphs, databases, and macros. Integration with other software applications is also reviewed.

BOTE 257 Database Management

3 Credits Prerequisite: CIS101 Computer Literacy or CSCI 101

This course provides lecture and hands-on instruction designed to teach students the knowledge of database processing using the microcomputer and database software package, Microsoft 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 282 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.

BOTE 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.

BOTE 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.

BIOL 115 Human Structure and Function I

4 Credits Pre-requisite: 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.

HIT 281 Medical Law & Ethics

3 Credits Pre-requisites: None

This course introduces the student to the legal principles and ethical issues affecting all healthcare professionals in the United States. The role of the allied healthcare professional will be emphasized throughout the course.

Building Construction Technology**BCT 104 Construction Blueprint Reading**

3 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

3 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.

BCT 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 & Concrete Form Construction

3 Credits Prerequisite: BCT 105

This course provides instruction and hands-on experience in the preparation of a building site, including foundation layout, establishing lot lines, setbacks, leveling, erecting batter boards, concrete reinforcement, footing forms, slab-on grade forms, and foundation forms.

BCT 120 Framing Principles & Methods

3 Credits Prerequisite: BCT 105

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: BCT 105

This shop course will increase the students' knowledge, skills, and proficiency in framing by applying the techniques and methods learned in 120 Framing Principles and Methods. Students will have hands-on residential house framing as a class project.

BCT 130 Exterior Finish Theory & Shop

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: BCT 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 I

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 & Shop I

3 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 147 Construction Estimating II

3 Credits Prerequisite: BCT 144 Construction Estimating I

This course is a continuation of Construction Estimating I, Bid forms and sheets will be included in this course, students will make a bid on a small project using skills and knowledge learned.

BCT 148 Interior Finish Theory & Shop II

3 Credits Prerequisite: BCT 145 Interior Finish Theory & Shop I

This course is a continuation of BCT 145 Interior Finish Theory and Shop I. Students will use the knowledge and skills learned in BCT 145 Interior Finish Theory and Shop I to hands-on projects designed for the class, such as a residential home, mock-ups, and remodeling.

BCT 150 Cabinet Theory & 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.

BCT 156 Home Building Care & Maintenance

3 Credits Prerequisite: None

This course provides students with training designed to give them basic skills and knowledge needed to care for, maintain and repair homes, government facilities, and apartment complexes. Students will learn to repair interior damages, plumbing, basic electrical repairs, roofing repairs, exterior finish repairs, floor repairs, etc. Students can use the knowledge and skills learned to repair and maintain their own homes, or to help obtain employment in facility management and maintenance.

BCT 162 Supervised Occupational Experience

3 Credits Prerequisite: Instructors Approval

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 175 Energy Efficient & Green Construction

3 Credits Prerequisite: None

This course will provide students with basic knowledge and skills in energy efficient and green building. Students will do research on energy efficient and green building materials and practices used in the construction industry. Students will use the knowledge and skills learned to help design and build a house using energy efficient and green materials and practices.

BCT 176 Job Preparation Workshop

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.

Clinical/Medical Lab Technician**CLS 103** Phlebotomy/Introduction to MLT

4 Credits Pre-requisite: 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. Additionally students will understand the pre-analytical variables that affect laboratory specimens and how to work successfully as part of the extended laboratory team. Upon completion, students will have gained educational instruction to be able to demonstrate competency in all areas of theoretical comprehension and techniques of phlebotomy.

CLS 106 Clinical Seminar

1 Credits Pre-requisite: CLS 103 Co-Requisite CLS 255

This course provides the student the opportunity to review with Faculty specific learning objectives/competencies, clinical rotation evaluations and provides the student with tools to use in preparation and review for the National and State Certification exams. While enrolled in this class students will be required to participate in Service Learning Activities in which they will use their skills learned in their field of study to benefit the community.

CLS 113 Urinalysis and Body Fluids

2 Credits Pre-requisite: 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 205 Clinical Parasitology

1 Credits Pre-requisite:

The study of parasites and their relationship to the human host.

CLS 201 Immunology

3 Credits Pre-requisite:

The foundations of diagnostic serology, immunohematology, histocompatibility and hematology as well as new technology such as monoclonal antibodies and molecular biology are covered in order for students to become better prepared for a career in laboratory medicine.

CLS 215 Practicum I

6 Credits

Pre-requisite:

This practicum will be presented in the Clinical Laboratory of the Allied Health Complex. The instrumentation that will be used by the students with supervision include the Abbott Ruby Hematology analyzer, Piccolo chemistry analyzer, Qualigen, Triage meter, Clinitek Status urinalysis analyzer, CoaguChek XS coagulation analyzer and manual procedures for microbiology.

CLS 225 Hematology/Coagulation

3 Credits

Pre-requisite: 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 235 Clinical Internship

3 Credits

Pre-requisite:

Principles of instrumentation and the theory and application of the biochemical tests performed in the clinical laboratory. The student will receive instruction in the basic techniques required for performing routine manual determinations.

CLS 240 Immunohematology

4 Credits

Pre-requisite:

Lecture and laboratory. Fundamental principle of immunology are presented and applied to serology and blood banking. Donor selection, blood collection and processing, blood components and compatibility testing. Preparation and administration of blood and genetics of blood inheritance.

CLS 245 Clinical Microbiology

3 Credits

Pre-requisite:

The morphology, culture characteristics and identification of bacteria pathogenic to man and their role in infectious disease are discussed, as well as antibiotics susceptibility testing and rapid identification systems.

CLS 255 Clinical Rotation

12 Credits

Pre-requisite: Must have completed all General Education and Program Core classes with a GPA of 2.5 or better.

Supervised experience in the hematology, chemistry, microbiology, urinalysis, phlebotomy and blood banking departments of the affiliated clinical laboratory.

Computer Support**CIS 101 Computer Literacy**

3 Credits

Prerequisite: None

This course is an introduction to the understanding and use of computers with particular emphasis on microcomputers. Lectures and student work focuses on dispelling fears and gaining confidence by attaining knowledge and skills using computers. No prior computer experience is expected.

CIS 104 Microcomputer Database

3 Credits

Prerequisite: None

Acquaints students with database design including data entry, storage and retrieval.

CIS 128 Microcomputer Hardware I

3 Credits Prerequisite: None

Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs will: learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course helps students prepare for the CompTIA A+ certification.

CIS 129 Microcomputer Hardware II

3 Credits Prerequisite: CIS 128 Microcomputer Hardware I

Continuation of CIS 128. Students gain a higher level of skills in the diagnosis of hardware and software faults and the upgrading of computer systems. Software adaptation to hardware, installation, and troubleshooting of network hardware including modems, network interfaces, and peripheral connections and local area network hardware design covered.

CIS 147 Principles of Information Security

3 Credits Prerequisite: None

Provides students with an overview of personal and business information security. Topics covered include various methods of attack and defense. Students will also investigate desktop security, internet security, wireless network security and enterprise security and ethics.

CIS 162 Operating Systems

3 Credits Prerequisite: CSCI 101

An in-depth coverage of the Windows operating systems geared for those students enrolled in Information Technology programs or students who want a more advanced Windows course.

CIS 164 Networking Fundamentals I

4 Credits 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 165 Networking Fundamentals II

4 Credits Prerequisite: CIS 164

This course is the 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.

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: None

The learner will create basic web sites by manually writing HTML/XHTML and Cascading Style Sheets (CSS) using a text editor. The student will learn the fundamentals of site layout and design, and how to upload completed web sites to a remote server.

Other skills used include critical thinking by solving problems with coding syntax and viewing websites “live” on the world wide web.

CIS 181 Creating Web Pages II

3 Credits 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 administering and supporting the Microsoft Windows operating system in a network environment.

CIS 216 MS Planning MS Network Infrastructure

3 Credits Prerequisite: CIS 215

This course is designed to give the student a practical approach to the layout and configuration of the Microsoft 2008 server. The goal with this class is not only to aid in the MCITP certification but to also make use of the skills acquired in the previous courses that are offered.

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 Implementing MS Server Network

3 Credits Prerequisite: CIS 217

The Active Directory will be discussed in this course and allow for the students to participate in projects dealing with configuring the system. The use of 2008 server will provide the users with knowledge of services such as: Domain Name Service, Certificate Services, Active Directory Rights Management Services and others. The goal will be to prepare the students for the 70-640 exams.

CIS 232 Graphics Design

3 Credits Prerequisite: CSCI 101

Students will learn how to edit photos and how to design composite images using Adobe Photoshop.

CIS 233 Vector Graphics and Web Animation

3 Credits Prerequisite: CSCI 101

Students will learn how to design vector graphics for animation, presentation, applications and web sites.

CIS 267 Intermediate Networking I

3 Credits Prerequisite: CIS 165

This course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards.

CIS 268 Intermediate Networking II

4 Credits Prerequisite: CIS 267

This course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards.

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 122 Introduction to 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.

CSCI 124 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 160 Computer Science I

4 Credits Prerequisite: None

Introduction to the problem solving, algorithm development, and structured programming in a high level language. Emphasis on learning how to design, code, debug and document programs, using techniques of good programming style.

Prerequisite: Math 103 or consent of instructor.

CSCI 161 Computer Science II

4 Credits Prerequisite: CSCI 160.

This course is a continuation of CSCI 160.

CSCI 162 Supervised Occupational Experience

3 Credits Prerequisite: CIS 176 Job Preparation Workshop

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 Beginning Visual Basic

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**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 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 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 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 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 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 212 Child Development Practicum III

4 Credits Prerequisite: CHLD 211 Child Development Practicum II

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 220 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 222 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 Prerequisite: 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.

Education

ECE 310 Introduction to Early Childhood

3 Credits Pre-requisite: 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 200 Introduction to Teaching

2 Credits Pre-requisite: 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 235 Praxis I

1 Credit Pre-requisite:

This course is designed to help students prepare for the Pre-Professional Basic Skills Test (PPST)- which focuses on basic skills in reading, writing, and math. Students are required to take this course prior to taking the PPST.

EDUC 310 Introduction to Exceptional Children

3 Credits Pre-requisite: 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).

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.

Heating, Ventilation, And Air Conditioning (HVAC)

HVAC 100 Introduction to Heating, Ventilation and Air Conditioning

3 Credits Pre-requisites: None

This course is an introduction to the heating, ventilation and air conditioning trades and covers safety, tools, test equipment and sheet metal equipment.

HVAC 103 Air Condition Theory & Components

4 Credits Pre-requisites: 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 Pre-requisites: 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 Pre-requisites: 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 Pre-requisites: 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 Pre-requisites: 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 Pre-requisites: 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 Pre-requisites: 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 Pre-requisites: 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 Pre-requisites: 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.

REFG 216 Residential and Commercial Refrigeration

3 Credits Pre-requisites: 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.

SMTL 115 Introduction to Sheet Metal

3 Credits Pre-requisites: 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 Pre-requisites: None

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

Nursing**NUR 100** Certified Nursing Assistant

2 Credits Pre-requisites: None

The Certified Nursing Assistant course provides the student with the necessary skills to seek employment in a variety of health care settings such as long-term care facilities as Certified Nursing Assistants. Emphasis is on basic principles of nursing, development and application of nursing skills in long-term care facilities. Upon completion of the Certified Nursing Assistant course the student will receive a Certificate of Course Completion. The student is eligible to take the State of North Dakota Department of Health Services C.N.A. exam to obtain a certificate as a Certified Nursing Assistant. A grade of C or better must be achieved to receive the Certificate of Course Completion.

NURS 101 Basic Nursing Theory

4 Credits Pre-requisites: Admittance to AASPN program

Co-requisites: NURS 103

General nursing concepts related to the health-illness continuum, history and role of nursing legal and ethical issues related to the scope and practice of the PN. Laboratory simulations and return demonstrations will be conducted in lab to ensure competency under supervised practice. The theory, labs and clinical components of this course will contribute to the student performing safe, effective, individualized, and holistic and evidence-based care to patients with stable and predictable health alterations in a long term care setting

NURS 102 Basic Nursing Clinical

2 Credits Pre-requisites: Admittance to AASPN program NURS 101

Co-requisites: NURS 103

This course accompanies NURS 101/L Basic Nursing Theory. Nursing concepts of health promotion, disease prevention, general concepts of the health-illness continuum and documentation will also be practiced as the student functions as a contributing member of the healthcare team. They will learn how to provide safe, effective, individualized, holistic and

evidence-based care to patients with stable and predictable health alterations in a long term care setting.

NURS 103 Health Assessment Techniques

4 Credits

Pre-requisites: Admittance to AASPN program

Co-requisites: NURS 101, NURS 102

This course includes theory and practice in the collection of subjective and objective health related data through physical assessment and interviewing skills. A systematic approach using the nursing process will be taught including psychosocial, spiritual and systematic assessments of body systems. This will be practiced and demonstrated in a lab setting and applied to patients in a long term care setting.

NURS 105 Nursing Pharmacology

3 Credits

Pre-requisites:

This course will provide the student with the basic skills, knowledge and principles required for the safe administration of drugs using the nursing process of assessing, planning, implementing and evaluating the responses of therapeutic drugs on humans and will be applied in health care areas related to clinical experiences. Pre-requisites: All required Pre-requisite courses for admittance to AASPN program. NURS 101, NURS 102, NURS 103.

NURS 201 Adult Health Nursing

5 Credits

Pre-requisites: Admittance to AASPN program.

NURS 101, NURS 102, NURS 103, NURS 105

Co-requisites: NURS 202

This course will expand on fundamental nursing skills specific for body system health alterations with emphasis on signs and symptoms, diagnosis, treatment, medications and nursing interventions. Human responses to alterations will be correlated to assessment data, laboratory findings, nutrition, medications, and nursing diagnoses. Concepts of effective communication, medication administration, and nursing skills including critical thinking and individualized plans of care will be reviewed and practiced in the supervised classroom laboratory and with patients in the clinical setting.

NURS 202 Adult Health Nursing Clinical

3 Credits

Pre-requisites: Admittance to AASPN program,

NURS 101, NURS 102, NURS 103, & NURS 105

Co-requisites: NURS 202, NURS 203

This course accompanies NURS 201 Medical Surgical Nursing theory course. The student nurse will utilize and demonstrate fundamental nursing skills specific for the body system health alterations with emphasis on signs and symptoms, diagnosis, treatment, medications while using the nursing process and critical thinking skills within the PN scope of practice. The student will develop individualized care plans while providing safe and effective care with patients and function as a member of the health care team in the clinical setting.

NURS 203 Mental Health Nursing

2 Credits

Pre-requisites: Admittance to AASPN program,

NURS 101, NURS 102, NURS 103, & NURS 105

Co-requisites: NURS 201, NURS 202

This course will provide a theoretical base of core concepts related to human/environmental interactions on a mental health-illness continuum to diverse clients across the life span. The student will be exposed to mental health in normal growth and development, pathologic

alterations, treatment modalities, medications and nursing implications through a variety of learning modalities. Disparities in mental health and barriers to effective treatment will be discussed

NURS 221 Maternal Child Nursing

5 Credits

Pre-requisite: Admittance to AASPN program,

Co-requisites: NURS 222, NURS 101, NURS 102, NURS 103, NURS 105, NURS 201, NURS 202

This course will integrate prior learning of general concepts and knowledge of health, nursing care of an expectant mother, newborn and pediatric patients and the roles of their family members. The birth process, newborn care, basics of pediatric nursing care, common and predictable health problems of infants, children and adolescents will be discussed in theory. Nursing knowledge, skills, and abilities requisite to providing safe, effective, holistic, evidence-based nursing care will be discussed and practiced in the classroom, lab and clinical settings.

NURS 222 Maternal Child Nursing Clinical

2 Credits

Pre-requisite: Admittance to AASPN program, NURS 101, NURS 102, NURS 103, NURS 105, NURS 201 & NURS 202

Co-requisites: NURS 221

This course will accompany NURS 221. This course will integrate prior learning of general concepts of health and nursing to care giving of an expectant mother, newborn and pediatric patients. Basic and theoretical concepts relating to the legal/ethical considerations that impact PN practice in maternal/child clients will be examined. Nursing knowledge, skills, and abilities requisite to providing safe, effective, holistic, evidence-based nursing care will be discussed and practiced in the clinical settings.

NURS 260 Practicum in Nursing Homes

2 Credits

Pre-requisite: Admittance to AASPN program, NURS 101,

NURS 102, NURS 103, NURS 105, NURS 201, NURS 202, NURS 221, & NURS 222

Co-requisites: NURS 265

Transition from a student nurse to a graduate nurse will be discussed within the context of current trends in nursing. The student nurse will function as a member of the health care team and practice as a leader and manager in a nursing home setting with a preceptor.

NURS 265 NCLEX Prep and Interviewing/Lab

2 Credits

Pre-requisite: Admittance to AASPN program, NURS 101, NURS 102, NURS 103, NURS 105, NURS 201, NURS 202, NURS 221, & NURS 222

Co-requisites: NURS 260

This course will provide a review of body systems, diseases processes and principles of PN nursing care. Concepts related to the NCLEX-PN application and testing process will be discussed. The student will be exposed to test taking skills by utilizing practice questions and tests. Discussion pertaining to interviewing techniques, resume building, professional attire, and the job search process. NCLEX style questions related to course content will be practiced; The ATI PN comprehensive predictor exam will be completed at the end of the course.

Pharmacy Technician

PHRM 101 Orientation to Pharmacy Practice

1 Credits

Pre-requisite: Math 100 and higher or ENGL 110

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

3 Credits Prerequisite: Math 100 or higher

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

PHRM 105 Institutional Pharmacy

2 Credits Pre-requisite: 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

2 Credits Pre-requisite: 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

3 Credits Pre-requisite: 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

1 Credits Pre-requisite: 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 125 Pharmacology for Pharmacy Technicians

3 Credits

Pre-requisite: 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, and major classifications of medications, actions, and drug references. The course will focus on major medication classifications and drugs used in each body system including cardiac medications, hormones, analgesics, antibiotics, antivirals, respirator drugs, chemotherapy and immunizations.

PRHM 131 Pharmacy Internship-Community Based

3 Credits

Pre-requisite: 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

3 Credits

Pre-requisite: 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.

Phlebotomy**CLS 103 Phlebotomy Technician**

3 Credits

Pre-requisite: 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

8 Credits

Pre-requisite: CLS 103

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

1 Credits Pre-requisite: CLS 103

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.

Process Plant Technology**ENRT 101 Introduction to Energy Technology**

4 credits Prerequisite: Department approval

An introduction to the expanding industry known as “Energy.” Students will learn about a variety of energy facilities from traditional to renewable, including but not limited to fossil fuel power plants, petroleum refineries, ethanol and biodiesel facilities, gasification plants, wind farms, geothermal and hydro power production facilities, natural gas processing facilities, petroleum production, water and wastewater treatment and others. The role of the technician in these facilities will be a focus, as will be the expectations and culture of the industry.

ENRT 104 Electrical Fundamentals

3 credits Prerequisite: Department approval

This course covers basic direct current theories and applies those to the electrical system and related equipment. Students will also study basic DC circuit calculations. This course will also cover basic alternating current theories and apply those theories to electrical systems and related equipment. Students will study various methods of producing a voltage. Students will also study essential generator and motor design, construction and operating principles.

ENRT 105 Safety, Health & Environment

3 credits Prerequisite: Department approval

This course covers the personal protective equipment and proper safe work practices and procedures commonly used in the energy industry. Students will also gain a working knowledge of standard safety, health and environmental practices and regulations set by various government entities.

ENRT 107 Mechanical Fundamentals

2 credits Prerequisite: Department approval

This course introduces mechanical concepts commonly found in a plant setting. This course provides students with an overview of piping systems including dimensions, connections, blinding and more. Students will become familiar with common hand tools and terminology found in many plants. Students will learn about steam traps, strainers and their applications. Students are introduced to common pumps and drivers, compressors and fans and heat exchangers.

ENRT 110 Plant Equipment & Systems

4 credits Prerequisite: Department approval

This course provides an introduction to equipment used in the power, process and renewable industries. Valves, piping, pumps, compressors, generators, turbines, motors, lubrication systems, heat exchangers, furnaces, boilers, cooling towers, separators, reactors, and distillation columns are covered. The utilization of this equipment within systems will be covered.

ENRT 112 Print Reading

3 credits Prerequisite: Department approval

This course covers schematics, prints, and piping & instrument diagrams used in the energy industry. Students will learn how to read and interpret block and single-line diagrams, which will prepare them for the logic and electrical schematics included in this course.

ENRT 116 Instrumentation & Control

4 credits Prerequisite: Department approval

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 Heat Transfer, Fluid Flow & Thermodynamics

3 credits Prerequisite: Department approval

Students enrolled in this course will study heat transfer, fluid flow and the conservation of energy. Specific equipment design considerations based on thermodynamic principles will be covered.

ENRT 120 Water Purification & Treatment

3 credits Prerequisite: Department approval

This course covers industrial water treatment processes. Students will study boiler water treatment, raw water treatment and the design and operation of ion exchangers. The course also covers cooling water treatment equipment and waste water treatment equipment and systems.

ENRT 205 Steam Generation

3 credits Prerequisite: Department approval

In this course the various types of boilers, systems, components and auxiliary systems associated with steam generators are covered. Different designs of boilers will be covered including low/high pressure, fire tube/water tube, negative/positive draft, drum type and others. Boiler operation, combustion, safety and emission control equipment will be covered along with efficiency measures.

ENRT 215 Operations, Troubleshooting & Communication

3 credits Prerequisite: Department approval

Students will gain the knowledge necessary to comprehend overall plant operations and respond to abnormal operating conditions. Students will also participate in root cause analysis exercises while troubleshooting different operating scenarios. This course is designed to provide instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Students will use existing knowledge of equipment, systems and instrumentation to understand the operation of an entire unit in a facility. Students study concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's individual and team role in performing tasks associated with these concepts within an operating unit.

ENRT 220 Practical Applications

2 credits Prerequisite: Department approval

Students will participate in hands-on lab activities, internships or industry job shadowing to gain entry-level job competencies.

PROP 103 Applied Math

3 credits Prerequisite: Department approval

This course includes math skills and how they apply to the energy industry. Students will learn volume and area calculations as well as conversions of temperature, pressure, level and flow through the use of algebra, trigonometry, and other math applications.

PROP 176 Job Preparation Workshop

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.

PROP 235 Hydrocarbon Chemistry

3 credits Prerequisite: Department approval

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: Department approval

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 & Gasification

3 credits Prerequisite: Department approval

This course provides a comprehensive study of the processing technologies associated with the production of natural gas and other gases and liquids found within natural gas fields. Students will study gas laws, molecular structure, process theory, terminology, equipment and the auxiliary systems that support the production and processing of natural gas. The production of synthetic natural gas by means of coal gasification will be covered.

PROP 244 Ethanol & Bio Fuels Production

4 credits Prerequisite: Department approval

Students enrolled in this course will study the design, operation, equipment and process flows of ethanol plants and biofuels facilities including biodiesel plants. The student will have the ability to interpret basic flow diagrams and understand related terminology. The equipment design and operation used in these facilities will be a focus as well as safety considerations, typical maintenance and startup/shutdown procedures.

Residential Electric**ELEC 101 Orientation & Safety Electrical Trade**

3 Credits: Pre-requisite: 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 to Electrical Circuits & Theory

4 Credits Pre-requisite: 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 Introduction to the National Electrical Code

4 Credits: Pre-requisite: ELEC 100-Electrical Math, ENGL-101

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: Pre-requisite: 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 Residential Electrical Services

4 Credits Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Residential Wiring # 1

3 Credits Pre-requisite: 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.

ELEC110 Conductors & Cables & Hand Bending

4 Credits

ELEC111 National & State Electrical Codes

4 Credits

ELEC 200 Energy Efficient & Green Wiring

3 Credits Pre-requisite: ELEC 100-Electrical Math, ENGL-100 Core Curriculum

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

Pre-requisite: ELEC 100-Electrical Math, ENGL-100 Core Curriculum

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

Pre-requisite: ELEC 100-Electrical Math, ENGL-100 Core Curriculum

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

Pre-requisite: ELEC 100-Electrical Math, ENGL-100 Core Curriculum

Introduces the basic principles of human vision and the characteristics of light. Focuses on the handling and installation of various types of lamps and lighting fixtures.

ELEC 204 Residential Wiring # 2

3 Credits

Pre-requisite: ELEC 100-Electrical Math, ENGL-100 Core Curriculum

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

Pre-requisite: ELEC 100-Electrical Math, ENGL-100 Core Curriculum

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

Pre-requisite: ELEC 100-Electrical Math, ENGL-100 Core Curriculum

The primary function of fuses and breakers is to protect people and equipment from excessive current by an unintentional load increase or fault condition. GFCI and arc fault units do not provide over current protection. They are devices that recognize a ground fault condition and open the circuit in which they are connected.

Tribal Advocate/Paralegal Course Descriptions**LEG 201** Introduction to Legal Studies and Ethics

3 Credits

Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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 Pre-requisite: 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

Pre-requisite: 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

Pre-requisite: 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

Pre-requisite: 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

Pre-requisite: 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.

Welding Technology**MATH 130 Technical Mathematics**

2 Credits

Pre-requisite: 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.

WELD 123 Fabrication Methods I

2 Credits

Pre-requisite: 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

2 Credits

Pre-requisite: 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

2 Credits Pre-requisite: 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.

WELD 151 Welding Theory I

3 Credits Pre-requisite: 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

3 Credits Pre-requisite: 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

5 Credits Pre-requisite: 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

5 Credits Pre-requisite: 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.

WELD155 Blueprint Reading for Welders

3 Credits Pre-requisite: 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.

WELD162 Supervised Occupational Experience

3 Credits Pre-requisite: 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 165 Blueprint Symbols for Welding

3 Credits Pre-requisite: 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.

WELD 176 Job Preparation

1 Credit Pre-requisite: 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

1 to 4 Credits Pre-requisite: 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

1 to 4 Credit Pre-requisite: 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

1 to 4 Credits Pre-requisite: 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.