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

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

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

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

At TMCC, we are committed to the academic success for all students, and we constantly work to enhance our services to students. In the fall of 2009, we will have a new library and student union on campus. The student union is an example of our ongoing commitment to our students which is to make this college one that is student-friendly yet challenging enough to obtain a great education.

Students the degree of success you experience here at TMCC is highly dependent on four things; (1) your commitment to attending classes on a regular basis (2) successfully completing all course assignments and requirements (3) participating in class projects, and (4) showing success in the first 2-3 months or your college experiences. We believe every student who enters our hallways can succeed, and your strong belief to achieve your goals is certainly a worthwhile focus.

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

Dr. Jim Davis, President
Turtle Mountain Community College

Turtle Mountain Community College

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EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

The Turtle Mountain Community College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, age, or handicap. In adhering to this policy the college abides by the requirements with the Title IX, Education amendments of 1972; with Title VI and VII of the 1964 Civil Rights Act; by section 503 and 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. Questions or comments may be referred to Dr. William Gourneau, Human Resource Director, Turtle Mountain Community College PO BOX 340, Belcourt, ND 58316 (701)477-7862, or the Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and TMCC. Catalogs and bulletins of educational institutions are usually prepared by faculty committees of administrative officers for the purpose of furnishing students with the appropriate information. The catalog has attempted to present information regarding admission requirements, ground rules, and regulations of the college for the 2008-2010 school years in as accurate and up-to-date fashion as possible. This does not, however, preclude the possibility of changes taking place during the academic year, if such changes occur, they will be publicized through normal channels such as newspapers, TMCC website and our message boards.

Revised 7-2008

Table of Contents

Turtle Mountain Community College
Academic Calendar 2008 – 2009

Fall Term 2008

Orientation/student/advisement	August 11-13
Registration for returning students	August 14
Registration for New students	August 15
First day of class	August 18
Last Day to Add Online Class	August 22
Last Day to Add Classes	August 29
Last Day to change curriculum	August 29
Labor Day Holiday (No Work – No Classes)	September 1
Financial Aid-1st Disbursement	September 12
Incompletes Due	September 26
Finals 1st Eight-Weeks/Mid-terms	October 8-9
College Founding Day (no work – no classes)	October 13
2nd Eight-Week courses start	October 14
College Awareness Day	October 17
Last Day to Drop Classes	October 31
Financial Aid-2nd Disbursement	November 6
Michif Day Observed (No Work – No Classes)	November 7
Veterans Day Holiday Observed (No Work – No Classes)	November 11
Pre-admission-Financial Aid Day	November 13
Thanksgiving Holiday (No Work – No Classes	November 27-28
Pre-Registration / Spring Term	Nov. 24-26
Finals Week (Christmas Vacation starts after finals for students)	December 1-4
Grades Due Noon	December 8
Christmas Vacation Starts (Faculty)	December 12-January 8
Christmas Holiday (No Work)	December 25 & 26

Spring Term 2009

New Year's Day (No Work)	January 1&2
Orientation/Student/Advisement	January 8
Student Registration	January 9
Classes Start	January 12
Last Day to Apply for Graduation	January 16
Last Day to Add Online Class	January 16
Martin Luther King Holiday (No Work – No Classes)	January 19
Last day to add a class	January 23
Last day to change curriculum	January 23
Financial Aid 1st Disbursement	February 6
College Goals Sunday	February 15
Presidents Day Holiday (No Work – No Classes)	February 16
Incompletes Due	February 20
Finals 1st Eight Weeks/midterms	March 2 - 5
2nd Eight Weeks start	March 9
Spring Break/AIHEC	March
Last Day to Drop a Class	April 3
Financial Aid 2nd Disbursement	April 9
Easter Break/Good Friday/Monday (No Work – No Classes)	April 10 - 13
Pre-Registration/Fall Term	April 14-17
Expo	April 17
Pre-Admission-Financial Aid Day	April 23
Finals Week	May 4-7
Grades Due	May 11
Commencement	May 16

Summer Term 2009

Registration	May 22
Memorial Day Holiday (No Work – No Classes)	May 25
Classes Start	May 26
Last Day to Add	May 29
Financial Aid Disbursement	June 5
Pre-Admission-Financial Aid Day	June 25
Last Day to Drop	June 26
4th of July Holiday (No Work – No Classes)	July 3
Finals	July 13-16
Grades Due Noon	July 21

Turtle Mountain Community College
Academic Calendar 2009 – 2010
Fall Term 2009

Orientation/student/advisement	August 17-19
Registration for returning students	August 20
Registration for New students	August 21
First day of class	August 24
Last Day to add Online Class	August 29
Last Day to Add Classes	September 4
Last Day to change curriculum	September 4
Labor Day Holiday (No Work – No Classes)	September 7
Financial Aid-1st Disbursement	September 18
Incompletes Due	October 2
College Awareness Day	October 9
College Founding Day (no work – no classes)	October 12
Finals 1st Eight-Weeks/Mid-terms	October 13-15
2nd Eight-Week courses start	October 12
Last Day to Drop Classes	November 5
Michif Day Observed (No Work – No Classes)	November 6
Veterans Day Holiday Observed (No Work – No Classes)	November 11
Pre-Admission-Financial Aid Day	November 12
Financial Aid-2nd Disbursement	November 13
Thanksgiving Holiday (No Work – No Classes	November 26-27
Pre-Registration / Spring Term	Nov. 30-Dec. 3
Finals Week (Christmas Vacation starts after finals for students)	December 7-10
Grades Due Noon	December 15
Christmas Vacation Starts (Faculty)	December 15-January 7
Christmas Holiday (No Work)	December 25

Spring Term 2010

New Year's Day (No Work)	January 1
Orientation/Student/Advisement	January 7
Student Registration	January 8
Classes Start	January 11
Last Day to Apply for Graduation	January 15
Last Day to all Online Class	January 15
Martin Luther King Holiday (No Work – No Classes)	January 18
Last day to add a class	January 22
Last day to change curriculum	January 22
Financial Aid 1st Disbursement	February 5
College Goal Sunday	February 14
Presidents Day Holiday (No Work – No Classes)	February 15
Incompletes Due	February 19

Finals 1st Eight Weeks/midterms	March 1 - 4
2nd Eight Weeks start	March 8
Spring Break/AIHEC	March
Last Day to Drop a Class	April 2
Easter Break/Good Friday/Monday (No Work – No Classes)	April 2 - 5
Financial Aid 2nd Disbursement	April 9
Pre-Registration/Fall Term	April 12-16
Expo	April 16
Pre-Admission-Financial Aid Day	April 22
Finals Week	May 3-6
Grades Due	May 10
Commencement	May 15

Summer Term 2010

Registration	May 21
Classes Start	May 24
Last Day to Add	May 28
Memorial Day Holiday (No Work – No Classes)	May 31
Financial Aid Disbursement	June 11
Last Day to Drop	June 18
Pre-Admission-Financial Aid Day	June 24
4th of July Holiday (No Work – No Classes)	July 3
Finals	July 12-15
Grades Due Noon	July 19

HISTORY OF

TURTLE MOUNTAIN COMMUNITY COLLEGE

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

In its brief history the college has emerged as a leader among this nation's 34 tribal colleges. Its origin was humble. For the first few years the college operated out of two offices on the third floor of a former Catholic Convent. For a short period the college operated out of the basement of an abandoned IHS facility. In 1977 the college moved into an abandoned tribal building and a BIA facility that had been moved to Belcourt's main street by a tribal member who had converted the building to a café and dance hall. It was on Belcourt's main street that the college later purchased and renovated several old buildings and as funding became available built a series of primarily metal buildings.

In May 1999 the college moved to a new campus and a new facility. The new facility is located 2 1/2 miles north of Belcourt. Trees and vegetation surround the new site that overlooks Belcourt Lake. Turtle Mountain Community College's new main campus includes a 105,000-sq/ft building located on an approximately 123-acre site. The new facility includes state of the art technology, a fiscal area, general classrooms, science, Math and engineering classrooms and labs, library and archives, learning resource centers, faculty area, student services area, gymnasium and mechanical systems, and an auditorium with seating capacity for 1000. The former main campus in Belcourt has twelve buildings that provide 66,000 square feet of space. Both campuses are being used for college or community use. The two campuses house all college functions with the exception of some off-campus community responsive training programs. Turtle Mountain Community College is a commuter campus and maintains no residence halls.

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

Accreditation

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

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

In April of 1984, a team of evaluators visited Turtle Mountain Community and in August of that year the North Central Executive Board granted the college Accreditation. In April of 1989, a team of evaluators visited Turtle Mountain Community College to determine if continued accreditation should be granted. Members of the team concluded that the college met continued accreditation criteria and made this recommendation to the full NCA commission. On August 25, 1989, the commission voted to continue the accreditation of Turtle Mountain Community College. In October of 1993, NCA sent a team of evaluators to review the college's request for continued accreditation. As a result, the College was granted ten years of accreditation with a focus visit to occur in the spring of 1996. The focus visit resulted in the college receiving full accreditation. In April 2001, The Higher Learning Commission granted full accreditation for the first baccalaureate degree, a Bachelor of Elementary Education. The Higher Learning Commission of NCA granted TMCC its second ten years of accreditation in 2003.

Institutional Philosophy

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

The Seven Teachings of the Anishinabe People

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

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

Organizational Background

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

Turtle Mountain Community College is a charter member of the American Indian Higher Education Consortium (AIHEC), which consists of 34 Indian Community Colleges, banded together to support mutual development activities. AIHEC maintains an office and staff located at Washington, D.C. The consortium provides liaison service between the colleges and the United States Government and helps the colleges with legislation, program development, and technical assistance.

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

Institutional Mission Statement

Turtle Mountain Community College is committed to functioning as an autonomous Indian controlled

college on the Turtle Mountain Chippewa Reservation focusing on general studies, undergraduate education[3], Career & Technical Education education[1], scholarly research[2], and continuous improvement of student learning. By creating an academic environment in which the cultural and social heritage of the Turtle Mountain Band of Chippewa is brought to bear throughout the curriculum, the college establishes an administration, faculty, and student body exerting leadership in the community and providing service to it.

Institutional Goals

Turtle Mountain Community College hereby establishes the following goals:

1. A learning environment stressing the application of academic concepts to concrete problems;
2. Academic preparation for learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the tribe;
3. In and out of class opportunities to discover the nature of Indian society, its history, variation, current and future patterns, needs and to serve as a contributing member toward its maintenance and betterment;
4. A curriculum wherein Indian tribal studies are an integral part of all courses offered as well as history, values, methods, and culture of Western society;
5. Continuous assessment of institutional programs and student academic achievement for the purpose of continuous improvement of student learning4;
6. Baccalaureate[7], Associate of Arts, Associate of Science, Associate of Applied Science degrees and certificate programs of study[5];
7. Cooperation with locally Indian-owned business and stimulation of economic development for the service area[6];
8. Continued independent accreditation; and
9. Community service and leadership.

Admission and General Information

Student Responsibility for Satisfying Requirements

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

The college does not assume responsibility for student misinterpretation of policies and procedures presented in this catalog. Any question concerning the content should be referred to the Dean of Academic Programs, Registrar, or Advisor.

Admission

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

Selective Admission Policy

Turtle Mountain Community College has an open-admission policy for most of its programs. However, the college does reserve the right to institute a selective admission policy in programs of study where limitations are necessary.

General Admission Requirements-New Students/Students Seeking Readmission

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

1. A complete application for admission;

2. An official transcript from an accredited or approved high school with the date of graduation, or the official transcript of the General Education Development (GED) examination;

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

4. A completed FAFSA file (Free Application for Federal Student Aid) **All students need to complete the FAFSA**

The student will be required to complete all of the above admission requirements before registering. If any of the requirements are not satisfied, a letter will be sent to the student. It is the responsibility of the student to ensure all documents are received before registering for classes. Students who have completed all admission requirements will receive a letter of acceptance. The letter will contain information on orientation, registration and first day of classes.

Admission of Transfer Students

A transfer student must meet the general admission requirements of Turtle Mountain Community College (see page 13).

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

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

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

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

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

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

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

8. The student will be required to complete all of the above admission requirements before registering. If any of the requirements are not satisfied a missing requirement letter will be sent to the student. It is the responsibility of the student to ensure all documents are received before registering for classes. Students who have completed all admission requirements will receive a letter of acceptance.

Admission for All Students Applying As Non-Degree Seeking Student

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

1. A complete application for admission

2. A registration form

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

Student Classification

A student enrolled as a candidate for a degree and who is seeking eligibility for Financial Aid must satisfy admission requirements. A student who has earned less than 30 semester hours of credit is classified as a Freshman. A student who has earned 31 semester hours of credit or more is classified as a Sophomore. A student admitted to the Elementary Education or Secondary Science Education program is classified as a junior or senior as noted in the Department's program of study. A "Full-time" student is one who is enrolled for a minimum of twelve semester hours of credit for fall and spring semester and a minimum of six credits for the summer term. A "Part-time" student is one who is enrolled for fewer than twelve semester hours of credit for the fall and spring semesters and less than six credits for the summer term. Any student applying for admissions to Turtle Mountain Community College will be admitted to one of the following classifications:

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

2. A "Dual Credit" student is enrolled in courses on campus or at an approved high school and earns credits that count toward high school graduation as well as toward a college certificate or degree. Credits earned by "Dual Credit" will be banked at Turtle Mountain Community College until all admission requirements are satisfied. A student who wished to apply for dual credit must get written approval of high school counselor and registrar prior to registration. A dual credit student may enroll for a maximum of 8 hours per semester. This includes any credits earned as a special student.

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

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

   i. Is a current high school student who has earned 14 units and has the written approval of the high school counselor and registrar prior to registration. A high school student may enroll for a maximum of 8 hours per semester.

   ii. Is a current GED student who has passed three of the GED test and wishes to enroll in ASC 086 Writing Basics or MATH 100 Applied Math. The GED student must have written approval from the GED Coordinator and Registrar prior to registration.

   iii. Credits earned by a "Special" student cannot be counted toward a degree or certificate until all admission requirements have been satisfied. Credits earned will be banked by the institution until the admission file is complete.

   iv. An "Auditor" will attend classes only as a listener and participation will be at the discretion of the instructor. College credit will not be received and cannot be used toward a degree or certificate. The Auditor will receive a grade of "AU".

   v. A "Continuing Education Unit" student is one who is enrolled in courses for CEU credit.

   vi. A "Customized Training" student is one who is enrolled in courses designed to meet the training needs of an employer.

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

Policy and Procedure for Registration/and Academic Record

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

A student is assigned an advisor according to their admitted degree or certificate program.

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

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

Registration is conducted each semester. See the academic calendar at the front of this catalog for dates. Faculty is available to advise students during the fall/spring registrations. Starting one to two weeks before registration, prospective students are informed by mail and media about the date, time, and place of registration.

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

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

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

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

4. Change of Registration, Add/Drop and Total Withdrawal
    a. **Change of Registration**
    Changes in registration during the first two weeks of a semester will be classified as a registration adjustment and will be processed by Student Services. This registration adjustment can include course additions, withdrawals, and section changes. Courses dropped within this period will not appear on the student's record.
    There is a $2.00 fee for changes in registration after the third day of classes.

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

b. Course Additions

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

c. Adding and/or Dropping Courses

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

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

d. Program of study change

If a student decides that they would like to be admitted to a different program of study before the first day of classes, they may contact the registrar and ask for admission consideration to their new choice. The student will need to receive approval from their advisor prior to the change. The decision to make the change will be based on availability and the student's academic quality. After classes begin, the student must complete at least one semester of coursework before he/she can attempt to switch programs, unless it is before the last day to change program of study as stated in the academic calendar located at the front of this catalog. If the program of study change is approved by the registrar, the request will be forwarded to admission for processing. **A change is not final until the above procedure is complete.**

Withdrawal from School

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

Book and Library Returns

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

Late Registration

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

Class Cancellation(s)

Courses with less than 10 students enrolled may be cancelled. Student Services will inform the students and advisors when a course is cancelled. When the institution cancels a course and the student has to add another course, the add/drop card must be filled out. (See Change of Registration procedure page 16) There is no charge to the student.

Course Load Limitation

The average course load for a regular full-time student is 16 credits with a minimum of 12 credit hours. A student can enroll for a maximum of 19 credit hours. A student who desires to take more hours than the maximum must petition the Academic Affairs Committee to request approval of the overload. A student who carries an overload must hold a cumulative GPA of 2.5. The maximum course load for any student is 24 semester hours. Students on probation will only be allowed to enroll in 12 semester hours of academic credit. First semester students will not be allowed to take more than 19 credit hours. Students who are transfers and wish to take more than 19 credit hours, must have a cumulative GPA of 2.5 from their last institution attended.

Participation

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

Dual Credit

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

Credits, Grades and Honor Points

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

Honor Point (S)
Grade Interpretation Per Credit Hour

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

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

Grade Point Average

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

Calculation of Grade Point Average

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

CLEP Policy (College Level Examination)

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

Pass/Fail Grading System/Regular Credit Courses

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

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

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

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

The CEU will appear with a "P" for pass, or "N" for no credit on the student transcript. CEU's cannot be used to satisfy graduation or Financial Aid requirements. CEU's may not transfer to another institution (see Continuing Education Division). They are issued to certify successful participation in specific workshops, courses, or training programs for resume or job application verification. Cultural, social, civic groups, agencies, and business and industrial organizations are encouraged to make their training needs known to Turtle Mountain Community College. Ten (10) hours of classroom training is equivalent to one (1) CEU credit.

Incomplete Grade Policy

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

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

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

When the instructor submits the "I" grade, he/she also submits a letter grade, which reflects the student's progress to that point. In the next semester of residence (and before one calendar year), the student must fulfill the course requirements. This must be done by the end of the sixth week in order to receive a grade other than the one that was submitted with the "I." The six-week stipulation does not apply to the Summer Session.

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

Course Repetition

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

Deficiencies/Unsatisfactory Progress Report

The instructor makes deficiencies or reports of unsatisfactory progress of a student at intervals throughout the semester. The retention technician sends the student the deficiency. Copies of the reports may be sent to Student Support Services, advisors, or funding agencies who may call the deficient student for a conference. It is the student's responsibility to keep informed of his/her own performance in a course. If a student receives a deficiency notice the student is required to contact the instructor who sent the notice.

Grade Reports

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

Grade Change

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

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

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

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

Student Academic Review Process

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

Procedures for filing Petitions

- Write a letter to the Academic Standards Committee giving a short explanation of the extenuating circumstance or emergency. List events in proper sequence, using dates where possible. The semester in question needs to be clearly defined along with the course number and title of courses the student is petitioning.
- When circumstances involve a physician, counselor, employer, etc., have that person write a letter supporting your extenuating circumstance or emergency. This letter needs to be on official letterhead and submitted along with the student letter.
- If requesting to add a course after the last day to add the student will need to submit a letter of support from the instructor approving the late add.
- Return the above to the Registrar's office to be presented to the Academic Standards Committee.
- The student will be notified in writing of the appeal decision.

Honor Roll

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

Transcript Policy

Transcript requests must be submitted in writing. Either a completed “transcript release” form or a letter bearing the student’s signature and social security number can be used. According to Federal Law telephone requests cannot be honored nor can requests by relatives or friends of a student. A request for a transcript of credits by a student who is in debt or has a hold placed on his/her record for unreturned books or items to Turtle Mountain Community College will not be honored until the debt is paid or the items are returned or compensation is made. Each transcript includes the student’s entire academic status. Turtle Mountain Community College does not fax official transcripts. An official copy of a transcript is never released directly to the student. A student who desires transcripts of course work earned elsewhere must order official transcripts from the institution at which the course was taken. Turtle Mountain Community College does not issue or certify copies of transcripts from other institutions. A $2.00 fee is assessed for transcripts. This fee must be paid at the business office before any transcript request will be processed. Official transcripts are processed on Wednesday and Friday of each week. Updated transcripts will not be available for at least two weeks after grades are submitted to Student Services. Transcripts will be withheld from a student who has not satisfied all entrance requirements, if the student has not returned all library materials, has not returned all textbooks, or has financial obligations at the institution.

Academic Bankruptcy

Turtle Mountain Community College has a policy for allowing a student who has experienced academic problems to apply to the Academic Standards Committee in writing for Academic Bankruptcy. Academic Bankruptcy is designed for the student who had an extremely poor start academically. Without this program, students in this situation would not have a second chance to pursue their educational goals. Students may apply for Academic Bankruptcy only after they have exhausted their probationary status and have sat out the required term or terms their suspension dictates. The consequences of Academic Bankruptcy are: No credit is counted from previous transfer course work. All courses and grades will remain on the transcript, but will not be used in calculating the cumulative GPA.

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

Requirements for Graduation

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

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

Assessment of Student Learning

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

Commencement

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

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

Transfer to Other Colleges

A student may enroll in a program of study at Turtle Mountain Community College that will qualify him/her for junior standing in Turtle Mountain Community College Elementary Education or Secondary Science education Programs or at most four-year colleges and universities. In May of 2002 Turtle Mountain Community College implemented a General Education core curriculum that qualifies transfer within the North Dakota University System, and the 4 Tribal Colleges. Since the requirements of colleges and universities out of state may vary, a student must familiarize him/herself with the program requirements of the Turtle Mountain Community College or the four-year college where s/he will transfer.

A student who is planning to transfer should adhere to the following:

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

Standards of Satisfactory Academic Progress

Satisfactory Academic Standing - A student who maintains at the standards of satisfactory academic progress at the conclusion of any academic term (2.00 GPA) is considered to be making satisfactory academic progress at Turtle Mountain Community College.

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

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

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

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

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

- **Academic Suspension -** Any student on **"Academic Probation"** who fails to maintain satisfactory academic progress according to the semester grade point average requirements will be suspended. The suspension will be for one semester. A student suspended from the college is denied the privileges of the institution. The Registrar may re-admit the student who has been suspended once. When this student returns to the institution, he/she will be placed on "Academic Probation." A student who is receiving Financial Aid should refer to the Financial Aid section of the catalog for eligibility criteria. A student who has been academically suspended more than once must petition the Admissions and Financial Aid Committee when seeking re-admission to Turtle Mountain Community College. A student meeting the semester stop out requirement will be readmitted on probation and may be limited to take a maximum of 12 credits depending upon approval of readmission.

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

Financial Aid

The Turtle Mountain Community College Financial Aid Office, utilizing one or more of the student aid programs described in this section, will make every effort to provide adequate financial assistance to the student that demonstrates legitimate financial need. Priority consideration deadlines are as early as March 15 for some programs. Applications received after May 1, will be considered on a funds-available basis. The Financial Aid Director will make an effort to satisfy the student's unmet need to the maximum, if possible, 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 aid application each year. A student who wishes to apply for financial aid should contact the Financial Aid office for information and application forms.

Academic Student Budget 2008-2010
(Subject to change without notice)
Dependent Student Budget

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

Independent Student Budget

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

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

Elementary Education Student Budget 12 Month Budget-Junior Year 2008-2010

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

Elementary Education Student Budget 12 Month Budget-Senior Year 2008-2010

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

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

Student Cost of Attendance

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

Tuition and Fees Per Credit Hour
2008-2010

CREDITS	TUITION	STUDENT ACTIVITIES	TECHNOLOGY FEE	TOTAL
1 credit	$ 74.00	$ 9.00	$ 0.00	$ 83.00
2 credits	$ 148.00	$ 18.00	$ 0.00	$ 166.00
3 credits	$ 222.00	$ 27.00	$ 0.00	$ 249.00
4 credits	$ 296.00	$ 39.00	$ 0.00	$ 335.00
5 credits	$ 370.00	$ 45.00	$ 0.00	$ 415.00
6 credits	$ 444.00	$ 54.00	$ 2.00	$ 500.00
7 credits	$ 518.00	$ 63.00	$ 2.00	$ 583.00
8 credits	$ 592.00	$ 72.00	$ 2.00	$ 666.00
9 credits	$ 666.00	$ 81.00	$ 2.00	$ 749.00
10 credits	$ 740.00	$ 90.00	$ 4.00	$ 834.00
11 credits	$ 814.00	$ 99.00	$ 4.00	$ 917.00
12 credits	$ 888.00	$108.00	$ 4.00	$1,000.00

Additional Costs

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

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

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

Total Withdrawal Fee $2.00

Cap and Gown for Graduation $25.00

Other Course Costs

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

Financial Aid Satisfactory Academic Progress and Duration of Eligibility Review

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

The components are:

1. Cumulative grade point average.
2. A completive ratio of all courses attempted.
3. Duration of eligibility, which is up to 150% of the program, 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 degree X 150% = 95 credit hours a student may attempt while working on the degree.

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

  Example: 18 credits x 67% = 12 credits
  15 credits x 67% = 10 credits
  12 credits x 67% = 8 credits
  9 credits x 67% = 6 credits

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

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

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

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

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

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

Students desiring a second degree must be officially admitted to the new program of study and all courses from previous programs that are applicable will be counted as courses completed for the new program of study. Students reaching their duration of eligibility may appeal to the Financial Aid Committee in writing. The student may request to receive Title IV funding for one additional semester if they are graduating at the end of that semester.

Change of Degree Plan

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

Remedial Courses

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

Transfer Credits

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

Repeated Courses

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

Student Enrollment Status, Financial Aid and Satisfactory Academic Progress

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

Student Status

Full-time student (12 or more credits)

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

Three-quarter time student (9-11 credits)

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

Half-time student (6-8 credits)

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

Less than half-time student (less than 6 credits)

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

Incompletes and Financial Aid

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

Financial Aid Probation

Students failing to meet any of the above requirements will be placed on probation for one term. Students

will be notified in writing that they have been placed on probation. Probation notices will be distributed within 45 days of the end of the term.

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

Financial Aid Suspension

If a student fails to meet any of the above requirements, while on financial aid probation or fails to complete all degree requirements within 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 term.

Students will remain suspended from financial aid until they meet the SAP requirements. The suspension 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 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 probation or suspension.

The Financial Aid Committee will hear all appeals that claim mitigating circumstances

Students who have been placed on financial aid suspension or who have exceeded the 150% program of study limit may file an appeal if they have extenuating circumstances. Students must submit the following documentation within **30 days** of notification to the director of financial aid.

- A letter of explanation
- Third party documentation supporting the reason for your appeal

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

Mitigating Circumstances

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

procedures can be obtained from the Financial Aid Office.

How to Apply For Financial Aid

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

1. Admission requirements
2. Turtle Mountain Community College Institutional Scholarship Application
3. 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 the 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. We do not participate in federal loan programs. Upon receipt of the ISIR, the student will be informed if they are eligible to receive Federal Title IV funding.

Financial Aid Disbursement

Financial Aid is distributed through the Business Office on the date specified in the college catalog. Students have to be attending 67% of the total class periods of the courses they are enrolled in to be eligible to receive Title IV funding. No Federal Title IV or college controlled funding will be released to the student until all admissions and Financial Aid requirements are met.

Frequency and Means of Payment for Student Financial Aid

Financial Aid will be disbursed two times per semester by check from the Business Office on the dates listed in the catalog. **Attendance is reported weekly to a Student Services Official and informed information is released to the Financial Aid official to determine aid eligibility and last date of attendance**.

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

Rights and Responsibilities Of Students Who Receive Financial Aid

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

Student Attendance Policy

It is the policy of the Turtle Mountain Community College to maintain and enforce attendance requirements for all students. This policy places the responsibility on students to attend class. To pursue college work successfully, students are expected to attend all classes. Students have a personal responsibility to themselves and their course instructor to attend class. If a student is unable to attend class it is their responsibility to notify their instructor, preferably in advance. Students must be in attendance at least **67%** of the total class periods of the courses they are enrolled in to receive Title IV funding.

Repayment/Refund Policy for Students Receiving Financial Aid

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

Any student who officially or unofficially withdraws may owe a repayment to a funding program. For a 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 are 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.

Financial Aid Programs

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 degree 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. East student is expected to apply for the grant.

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

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

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

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

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

North Dakota Indian Scholarship
High School graduates and other continuing students who have been accepted for enrollment 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 Capitol, 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 handicaps in order to prepare them for suitable employment. Services 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. In addition, special provisions will be made for clients with Alcohol and Drug and specific learning disabilities which include integrating the Red Road Approach to Recovery and Holistic educational strategies.

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

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

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

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

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

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

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

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

Adult and Continuing Education Department

Continuing Education: Courses offered for credit and non-credit, which lead to certification, re-certification, and personal enrichment.
Customized Training: Educational opportunities created to meet the needs of a specific group of learners. Customized training/courses can be offered for credit or non-credit.
Cooperative Education: Participants can receive college credit for their work experience.
Adult Basic and Secondary/GED: The Adult Education program at Turtle Mountain Community College began in 1976. The need for the service came about because of the large number of adults who had experienced problems in school and had dropped out. While the dropout rate has improved, the population has increased so that the number of adults needing the services from this program remains constant.

The Adult Basic and Secondary/GED program provides services to eligible participants to help increase knowledge and improve skills essential in today's world. The program provides instructions to enable adults to acquire basic skills necessary to function in our society. These skills include math, social studies, science, literature, language skills, job skills, career assessment, and literacy. The program provides instruction to help adults for the General Education Development (GED) tests. The State Department of Public Instruction issues a High School Equivalency Diploma to those who successfully complete the exams. Eligible adult participants must be 16 years of age or older who lack basic education skills or a high school education. Classes are flexible and are offered at no cost to the eligible participant.

Continuing Education

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

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

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

STUDENT SUPPORT SERVICES

Student Support Services is sponsored by the United States Department of Education and primarily assists the student who is low-income, has a disability, a first-generation college student (parents who have not attained a four-year college degree), or who is a member of an under-represented group.

The function of Student Support Services is to help the student experience success in college; by providing advising, tutoring, teaching developmental courses, career counseling, assisting with application forms, and helping students in personal goal attainment. All services are available to eligible students at no cost. For applications and further information, contact the Student Support Services Director in Room 114.

Summary of Student Rights and Responsibilities

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

Student Senate

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

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

Student Activities

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

Student activities are generated by student interest. Therefore, any student who wishes to begin an

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

Turtle Mountain Community College Library

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

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

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

Telecommunications

Interactive Video Network

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

Internet

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

On-Line Courses

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

Computer Usages Policy at TMCC

Students at TMCC can use computers in the hallways, library and in the technology lab located at Room FA207. If you are taking math courses, you can also access the computers located in math labs. Computer access for students at TMCC is allowable solely for the educational purpose.

TMCC will provide user account to access computers in the college when you are a student at TMCC. Your account, including your tm.edu email address will be automatically removed from the system when you are no longer a student at TMCC. You must use your own user account and password to access the computers at TMCC. Anyone using another person's account will be considered violating the policy. TMCC can revoke your privilege to access computers in the college if you violate the policy.

Students are not allowed to download copy or install any games or unauthorized software in the computer. Any unauthorized software and games, if found in the college computers, will be removed by college technician.

TMCC will not be liable for any of your personal data (documents, files, etc.) stored in the college computers. You are highly recommended to save your work on a flash drive or in server storage (Z: folder) as the data stored in the college computers may be lost during the maintenance operation or when the computer crashes because of some technical problem.

All users accessing computers and internet within the college are prohibited from the following activities:

- Modifying or attempting to modify college computers without authorization which includes opening PCs, installing software or hardware components.
- Accessing or downloading inappropriate content including pornographic materials from the internet.
- Compromising or attempting to compromise privacy or confidentiality.
- Allowing unauthorized access to accounts and passwords.
- Using computer to harass, abuse and intimidate others
- Using computers for commercial and profit making purpose
- Violating software license agreements.
- Violating these policies may result in the revocation of your privilege to access computers at TMCC.

List of allowable software in the college PCs:

- Windows XP/Vista
- Microsoft Office (Microsoft Office 2003 and 2007)
- Adobe Acrobat
- Hawkes Learning System
- Jenzabar JICS Web Portal / Learning Management System
- Choices
- Life Time Learning Library
- Others (Course specific software licensed to TMCC)
- TMCC can add and remove from this list without prior notice.

Assessment of Student Learning

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

Turtle Mountain Community College General Education

General Education Program Philosophy

Turtle Mountain Community College's philosophy of General Education is grounded in the belief that a multi-faceted array of concepts and experiences enhances and broadens students' 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 certificate).

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 based on differences such as those stemming from culture, culture heritage, class gender, ethnicity, historical development, community and leadership and they will apply this awareness at a level of complexity appropriate to their TMCC studies.

6. **Critical thinking:** Students will be able to raise vital questions and problems, gather and assess relevant information, come to well-reasoned conclusions and solutions, and test those solutions against relevant criteria, think open-mindedly about their assumptions, consider the practical consequences and communicate effectively to find solutions at a level of complexity appropriate to their TMCC studies.

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

General Education Requirements

Department	Credits	Department	Credits
English	6		
ENGL 110 Composition I		**Communications**	3
ENGL 120 Composition II		**COMM 110 Fund. of Public Speaking**	
ENGL 210 Composition III			

Arts and Humanities 7

ENGL 221 Introduction to Drama
ENGL 222 Introduction to Poetry
ENGL 224 Introduction to Fiction
ENGL 239 Native American Children Lit
ENGL 265 Native American Literature I
ENGL 266 Native American Literature II
HUMM 101 Introduction to Humanities I
HUMM 102 Introduction to Humanities II
HUMM 202 Fine Arts & Aesthetics
LANG 121 Chippewa/Cree Language I
LANG 122 Chippewa/Cree Language II
LANG 125 Ojibwa Language I
LANG 126 Ojibwa Language II
MUSC 100 Music Appreciation
MUSC 122 Music Theory I
MUSC 123 Aural Skills I
MUSC 124 Music Theory I
ART 110 Introduction to Understanding Art
ART 122 Two-Dimensional Design
ART 124 Three-Dimensional Design
ART 130 Drawing I
ART 140 Crafts I
ART 220 Painting I
ART 250 Ceramics I
ART 265 Sculpture

History 3

HIST 101 Western Civilization I
HIST 102 Western Civilization II
HIST 103 U.S. History to 1877
HIST 104 U.S. History since 1877

HIST 220 North Dakota History
HIST 251 Chippewa History I
HIST 252 Chippewa History II
HIST 261 Indian History

Social Science 3

ECON 201 Microeconomics
ECON 202 Macroeconomics
POLS 115 American Government
POLS 241 Indian Law I
POLS 287 Tribal Government
PSYC 111 Introduction to Psychology
PSCY 250 Developmental Psychology
SOCI 110 Introduction to Sociology
SOCI 270 Sociology of American Indian Reservations
SOCI 271 Contemporary Indian Issues
SOCI 275 Native American Studies

Math 3

MATH 103 Algebra
MATH 105 Trigonometry
MATH 112 Algebra II

Computer Science 3

CSCI 101 Introduction to Computers

Science/Lab 8

ASTR 110 Astronomy
BIOL 124 Environmental Science/Lab
BIOL 150 Biology I/Lab
BIOL 151 Biology II/Lab
BIOL 202 Introductory Microbiology/Lab
BIOL 220 Anatomy & Physiology I/Lab
BIOL 221 Anatomy & Physiology II/Lab
CHEM 115 Introductory Chemistry/Lab
CHEM 116 Introduction to Organic & Biochemistry
CHEM 121 General Chemistry I/Lab
CHEM 122 General Chemistry II/Lab
GEOG 121 Physical Geography/Lab
GEOL 105 Physical Geology/lab

Total Credits Needed to Complete General Education Requirements 36

Associate of Arts Degree Program

Department Of Arts, Humanities and Social Science

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

ARTS and HUMANITIES CURRICULUM AREA

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

Art	English	Music
Communications	Humanities	Business
Developmental Studies	Language	

SUGGESTED CURRICULA

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

ART

VART 110	Introduction to Visual Arts	3
VART 130	Drawing I	3
VART 122	Two-Dimensional Design	3
VART 140	Crafts I	3
VART 215	Survey of Native Art	3
VART 250	Ceramics	3
VART 220	Painting I	3
VART 265	Sculpture	3
HUM 202	Fine Arts & Aesthetics	3

BUSINESS

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

COMMUNICATIONS

COMM 110	Fundamentals of Public Speaking	3

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

ENGLISH

ENGL 110	College Composition I	3	
ENGL 120	College Composition II	3	
ENGL 215	Professional Communications		3
ENGL 210	College Composition III	3	
ENGL 224	Introduction to Fiction	3	
ENGL 236	Women & Literature	3	
ENGL 238	Children's Literature	3	
ENGL 239	Native American Children's Literature	3	
ENGL 265	Native American Literature I	3	
ENGL 266	Native American Literature II	3	

HUMANITIES

HUM 101	Introduction to Humanities I	3
HUM 102	Introduction to Humanities II	3
HUM 190	Traditional Use of Plants	2
HUM 202	Fine Arts & Aesthetics	3

LANGUAGE

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

MUSIC

MUSC 100	Music Appreciation	3
MUSC 101	Music Fundamentals	2
MUSC 200	Native American Music Survey	3
MUSC 102	Beginning Piano	1
MUSC 111	Beginning Guitar	1
MUSC 103	Beginning Fiddle	1
MUSC 133	Traditional Singing/Ojibwe	1
MUSC 160	Band	1

SOCIAL SCIENCE CURRICULUM AREA

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

Economics	Psychology	Criminal Justice
History	Social Science	
Political Science	Social Work	

SUGGESTED CURRICULA

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

CRIMINAL JUSTICE

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

HISTORY

HIST 101	Western Civilization I	3
HIST 1O2	Western Civilization II	3
HIST 103	United States History To 1877	3
HIST 104	United States History Since 1877	3
HIST 220	North Dakota History	3
HIST 251	Chippewa History I	3
HIST 252	Chippewa History II	3
HIST 261	Indian History I to 1850	3
HIST 262	Indian History II To Present	3

POLITICAL SCIENCE

POLS 115	American Government and Politics	3
POLS 241	Indian Law I	3
POLS 242	Indian Law II	3
POLS 284	Federal Indian Policy 1 – 1789-1871	3
POLS 285	Federal Indian Policy II – 1871 to Present	3
POLS 287	Tribal government	3

PSYCHOLOGY

PSYC 111	Introduction to Psychology	3

PSYC 205	Addiction Studies I	3
PSYC 206	Addiction Studies II	3
PSYC 230	Educational Psychology	3
PSYC 250	Developmental Psychology	3
PSYC 255	Child & Adolescent Psychology	3
PSYC 270	Abnormal Psychology	3

SOCIAL SCIENCE

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

SOCIAL WORK

SOCI 110	Introduction to Sociology	3
PSYC 111	Introduction to Psychology	3
BIOL	Course	4
POLS 115	American Government 1	3
SOCI 275	Native American Indian Studies	3
MATH 212	Statistics	3
SWK 255	Social work in the Modern Society	3
SWK 257	Human Behavior in the Social Environment	3

BASIC CURRICULUM FOR ASSOCIATE OF ARTS DEGREE

TOTAL CREDITS NEEDED: 63

Student Name_____ ***Date of Evaluation:***_____

6 credits of Language Arts (GE=6)

Course#	Date	Grade	Credits
ENGL110			
ENGL120			

6 credits of Math (GE=3)

Course#	Date	Grade	Credits
MATH 111			
MATH 112			
MATH 103			

(If using MATH 103, only 4 credits needed)

8 credits of Science/lab (GE=4)

You may use any science course.

Earth Science (any ASTR, GEOL or GEOG):

Course#	Date	Grade	Credits

Life Science (any BIOL course):

Course#	Date	Grade	Credits

Physical Science (any CHEM or PHYS):

Course#	Date	Grade	Credits

6 credits of History (GE=3)

You may use any HIST course, but one course must be an American Indian history.

Course#	Date	Grade	Credits
HIST			
HIST			

3 credits of Psychology (GE=3)

Course#	Date	Grade	Credits
PSYC111			

2 credits of Physical Education *

Course#	Date	Grade	Credits

6 credits of Social Science (GE=3)

You may use any ECON, POLS or SOCI course.

Course#	Date	Grade	Credits

8 credits of Arts and Humanities (GE=7)

(You may use any ENGL course other than ENGL 110 or 120; also, any AHU, ART, HUM, LANG, MUSC course)

Course#	Date	Grade	Credits

3 credits of Communications (GE=3)

Course#	Date	Grade	Credits
COMM110			

3 credits of Introduction to Computers (GE=3)

Course#	Date	Grade	Credits
CSCI101			

12 credits of Electives (GE=3)

Course#	Date	Grade	Credits

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

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

ASSOCIATE OF SCIENCE DEGREE PROGRAM

DEPARTMENT OF SCIENCE, MATH, and ENGINEERING

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

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

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

SUGGESTED CURRICULA

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

BIOLOGY

MATH 111	College Algebra I	3
MATH 112	College Algebra II	3
BIOL 150	General Biology I/Lab	4
BIOL 151	General Biology II/Lab	4
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4

CHEMISTRY

MATH 111	College Algebra I	3
MATH 112	College Algebra II	3
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

COMPUTER SCIENCE

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

ENVIRONMENTAL SCIENCE

MATH 111	College Algebra I	3	
MATH 112	College Algebra II	3	
BIOL 150	General Biology I/Lab		4
BIOL 151	General Biology II/Lab	4	
BIOL 124	Environmental Science	4	
GEOL 105	Physical Geology	4	
BIOL 250	General Ecology/Lab	4	
CHEM 121	General Chemistry I/Lab	4	
CHEM 122	General Chemistry II/Lab	4	

ENVIRONMENTAL PUBLIC HEALTH

MATH 111	College Algebra I	3	
MATH 112	College Algebra II	3	
MATH 105	Trigonometry	3	
MATH 210	Statistics I	3	
BIOL 150	General Biology I/Lab		4
BIOL 124	Environmental Science	4	
BIOL 220	Anatomy & Phys. I/Lab	4	
BIOL 202	Intro to Microbiology/Lab	4	
CHEM 116	Intro. Org. & Biochem./Lab	4	
CHEM 121	General Chemistry I/Lab	4	
CHEM 122	General Chemistry II/Lab	4	
PHYS 211	College Physics I/lab	4	

MATHEMATICS

MATH 111	College Algebra I	3
MATH 112	College Algebra II	3
MATH 105	Trigonometry	3
MATH 210	Statistics I	3
MATH 211	Statistics II	3
MATH 165	Calculus I	4
MATH 166	Calculus II	4

MEDICAL TECHNOLOGY

MATH 111	College Algebra I	3	
MATH 112	College Algebra II	3	
BIOL 150	General Biology I/Lab		4
BIOL 151	General Biology II/Lab	4	
CHEM 121	General Chemistry I/Lab	4	
CHEM 122	General Chemistry II/Lab	4	
BIOL 220	Anatomy & Phys. I/lab	4	
BIOL 221	Anatomy & Phys. II/Lab	4	
BIOL 202	Intro to Microbiology/Lab	4	
CHEM 116	Intro. Org. & Biochem./Lab	4	

PRE-NURSING (Four-Year)

MATH 112	College Algebra II	3
MATH 212	Statistics I	3
CHEM 115	Introductory Chemistry/Lab	4
CHEM 116	Organic & Biochem/Lab	4
BIOL 220	Anatomy & Phys. I/Lab	4
BIOL 221	Anatomy & Phys. II/Lab	4
BIOL 202	Intro to Microbiology/Lab	4
NUTR240	Nutrition	3
NURS 100	Nursing Assistant	4

PRE-PHARMACY

MATH 111	College Algebra I	3
MATH 112	College Algebra II	3
MATH 165	Calculus I	4
MATH 166	Calculus II	4
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
CHEM 116	Organic & Biochem/Lab	4
BIOL 220	Anatomy & Phys. I/Lab	4
BIOL 221	Anatomy & Phys. II/Lab	4
BIOL 202	Intro to Microbiology/lab	4

PRE-PHYSICAL THERAPY

MATH 111	College Algebra I	3
MATH 112	College Algebra II	3
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
CHEM 116	Organic & Biochem/Lab	4
BIOL 220	Anatomy & Phys. I/Lab	4
BIOL 221	Anatomy & Phys. II/Lab	4
PHYS 211	College Physics I/lab	4
PHYS 212	College Physics II/lab	4

PRE-DENTISTRY

MATH 111	College Algebra I	3
MATH 112	College Algebra II	3
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
BIOL 220	Anatomy & Phys. I/Lab	4
BIOL 221	Anatomy & Phys. II/Lab	4
BIOL 202	Intro to Microbiology/lab	4
PHYS 211	College Physics I/lab	4
PHYS 212	College Physics II/lab	4

PRE-ENGINEERING

MATH 111	College Algebra I	3
MATH 112	College Algebra II	3
ENGR 100	Intro. to Engineering	2
ENGR 173	Scientific Computing	3
ENGR 275	Digital systems	3
MATH 105	Trigonometry	3
PHYS 251	University Physics I	4
PHYS 252	University Physics II	4

PRE-MEDICINE

MATH 111	College Algebra I	3
MATH 112	College Algebra II	3
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
BIOL 220	Anatomy & Phys. I/Lab	4
BIOL 221	Anatomy & Phys. II/Lab	4
PHYS 211	College Physics I/lab	4
PHYS 212	College Physics II/lab	4

PRE-OPTOMETRY

MATH 111	College Algebra I	3
MATH 112	College Algebra II	3
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
BIOL 220	Anatomy & Phys. I/Lab	4
BIOL 221	Anatomy & Phys. II/Lab	4

PRE-VETERINARY

MATH 111	College Algebra I	3
MATH 112	College Algebra II	3
CHEM 121	General Chemistry I/Lab	4
CHEM 122	General Chemistry II/Lab	4
BIOL 150	General Biology I/Lab	4
BIOL 151	General Biology II/Lab	4
BIOL 202	General Zoology I/lab	4
BIOL 203	General Zoology II/lab	4

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

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

6 credits of English (GE=6)

Course#	Date	Grade	Credits
ENGL110			
ENGL120			

6 credits of Math (GE=3)

If using MATH 103, only 4 credits are needed.

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

16 credits of Science/lab (GE=4)

Choose classes in at least 2 of these three areas:

Earth Science (any ASTR, GEOL or GEOG):

Course#	Date	Grade	Credits

Life Science (any BIOL course):

Course#	Date	Grade	Credits

Physical Science (any CHEM or PHYS):

Course#	Date	Grade	Credits

6 credits of History (GE=3)

Use any HIST course, but one course must be an American Indian history.

Course#	Date	Grade	Credits
HIST			
HIST			

3 credits of Psychology (GE=3)

Course#	Date	Grade	Credits
PSYC111			

2 credits of Physical Education *

Use First Aid/CPR or any PED or HPER course.

Course#	Date	Grade	Credits

6 credits of Social Science (GE=3)

Use any ECON, POLS or SOCI course.

Course#	Date	Grade	Credits

8 credits of Arts and Humanities (GE=7)

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

Course#	Date	Grade	Credits

3 credits of Communications (GE=3)

Course#	Date	Grade	Credits
COMM110			

3 credits of Introduction to Computers (GE=3)

Course#	Date	Grade	Credits
CSCI101			

4 credits of Electives (GE=3)

Course#	Date	Grade	Credits

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

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

Teacher Education Department

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

The Department of Teacher Education offers two Bachelor of Science Degrees: Elementary Education and Secondary Science. Both degree programs are designed around a cohort model, highlighting the importance of collaboration and teamwork as necessary preludes to being change agents dedicated to culturally responsive teaching. The hope is that the Teacher Candidates will emerge from our Teacher Education Program well-equipped to meet the needs of all students. They will learn how to adapt teaching strategies, to promote best teaching practices, and "to be the change they want to 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 here 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 way students learn.

Elementary Education curriculum is posted on the following page.

General Education Requirements

PRE	NO	Course Title		GR	CR
		Sciences (12 credits)			
GEOL	106	Earth thru Time/Lab or	R		4
GEOL	103	Environ. Geology			
ASTR	110	Prin of Astron w/ab	R		4
BIOL	150	General Biology w/Lab	R		4
CHEM	115	Intro to Chem w/Lab or			
PHYS	275	Planetary Science	R		2
		Humanities (7)			
HUMM	202	Fine Arts & Aesthetics	R		3
LANG	125	Native Languages	R		3
HUMM	190	Trad use of Plants			2
AHU	160	Legends & Lore			
		English/Speech (12)			
ENGL	110	College Composition I	R		3
ENGL	120	College Composition II	R		3
ENGL	238	Children's Literature	R		3
COMM	110	Fund of Public Sp	R		3
		History (10)			
HIST	102	US History to 1877 or			
HIST	103	US History since 1877	R		3
GEOG	121	Phy Geography/Lab	R		4
HIST	220	North Dakota History	R		3
		Phys Ed (3)			
HPER	TBA	Physical Educ Elective	R		1
HPER	130	Walking			
HPER	210	First Aid/CPR	R		2
		Mathematics (3/6)			
MATH	103	College Algebra or I&II	R	3	
MATH	111	College Algebra I	R		3
MATH	112	College Algebra II	R		3
		Psych/Soc (6)			
PSYC	111	Intro to Psychology	R		3
SOCI	275	Intro to Native Am Studies			
SOCI	221	Minority Relations	R		4
		ED. Requirements (5)			
EDUC	305	Lang/Cultural Immersn	R		3
EDUC	200	Intro. To Teaching	R		2

Total General Education Credits Required = 65

Teacher Educaton Credits

PRE	NO	COURSE TITLE		GR	CR
Semester I					
EDUC	235	Praxis I			1
EDUC	300	Educational Tech			3
EDUC	310	Intro to Except. Children			3
EDUC	321	Mult. Ed. & Hum. Diversty			3
EDUC 300	330	Foundations of Ed			3
EDUC	350	Practicum 1			1
EDUC	353	Child&Adol Psyc forTch			3
Semester II					
EDUC	320	Issues in Native Educ			2
EDUC	323	Curric Planning & Eval			3
EDUC	331	Learning Environments			3
EDUC	404	Music Methods			2
EDUC	406	Science Methods & Mat			3
EDUC	407	Creative Arts Methods			3
EDUC	408	Health & PE Methods			2
Semester III					
EDUC	236	Praxis II			1
EDUC	360	Practicum 2			1
EDUC	402	Found Rdng and Rdng Diag			4
EDUC	403	Social Studies Methods			3
EDUC	405	Math Methods			3
EDUC	410	Educational Assess			3
EDUC	409	Meth/Matls for Lang Arts			3
Semester IV					
EDUC	414	Student Teaching			10
EDUC	415	Seminar: Classrm Tch			1

Total Teacher Education Credits Required = 64

B.S. Elem. Education Credits Required = 129

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

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

Required General Education Courses for Entry into the Secondary Science Program

Math
- MATH 103 College Algebra*
- MATH 107 Pre-calculus**
- MATH 212 Statistics

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

Humanities (needs to be 7 credits)
- LANG 126 Ojibwa Language***
- 4 additional elective credits

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

History
- HIST 220 North Dakota History
- HIST 251 Chippewa History I****
- 3 additional elective credits

Physical Education
- 2 elective credits

Psychology/Sociology
- 6 elective credits

Computer Science
- 3 elective credit

Science Content Areas Addressed in the Curriculum & Overall Credits

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

Earth Science

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

Biology

- 24 semester credits in biology
- 12 semester credits in chemistry
- 12 semester credits in earth science
- 8 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
- 8 semester credits in physics
- 15 semester credits mathematics (includes calculus)

Physics

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

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

Science Content Course within Each of the Tracks

Earth Science

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

Biology

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

Chemistry

CHEM 240	Organic Chemistry	3 credits	
BIOL 301	Biochemistry/L	4 credits	
CHEM 333	Environmental, Clinical & Forensic Chemistry/L	4 credits	
CHEM 380	Environmental Chemistry/L	4 credits	
CHEM 431	Analytical Chemistry	2 credits	
BIOL 332	Ecology/L	4 credits	
	Earth Science Electives/L	8 credits	
PHYS 405	Adv. Physical Science by Inquiry/L	4 credits	**Total 33 credits**

Physics

PHYS 212	College Physics II/L	4 credits	
PHYS 275	Planetarium Science	2 credits	
PHYS 310	Philosophical Issues in Physics	3 credits	
PHYS 321	Optics/L	4 credits	
PHYS 405	Adv. Physical Science by Inquiry/L	4 credits	
PHYS 412	Astronomical Instruments & Observation	4 credits	
BIOL 332	Ecology/L	4 credits	
CHEM 380	Environmental Chemistry/L	4 credits	
	Earth Science Electives/L	4 credits	**Total 33 credits**

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 283	Human Relations & Multicultural Education	3 credits	
EDUC 300	Educational Technology	2 credits	
EDUC 310	Introduction to Exceptional Children	2 credits	
EDUC 305	Ojibwa Language & Culture*	3 credits	
EDUC 329	Curriculum Planning & Evaluation	3 credits	
EDUC 330	Foundations of Education	3 credits	
EDUC 350	Practicum I	1 credit	
EDUC 360	Practicum II	1 credit	
EDUC 375	Reading in the Content Area	2 credits	
EDUC 470	Classroom Methods/Teaching Sec. Science	2 credits	
PSYC 353	Adolescent Psychology	3 credits	
EDUC 414	Student Teaching	12 credits	
EDUC 415	Student Teaching Seminar	1 credit	**Total 38 credits**

CAREER AND TECHNICAL EDUCATION

DEPARTMENT OF CAREER AND TECHNICAL EDUCATION

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

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

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

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

GENERAL EDUCATION REQUIREMENTS

A student who is seeking an Associate of Applied Science degree from Turtle Mountain Community College Career and Technical Education Department must satisfy the following general education requirements.

Associate of Applied Science Degree

The student must have completed the following minimum academic requirements:

- 3 credits in English composition
- 3 credits in Speech Communication
- 3 credits in Social and Behavioral Science, Humanities, and Language
- 3 credits in Chippewa/Indian History
- 2 credits in HPER

Total Academic Requirements = 15 credits

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Building Construction Technology
Computer Support Specialist
Early Childhood Education Professional
Health Information Management
Tribal Para-Legal
Process Plant Technology
Small Business Management – Entrepreneurship
Office Administration

CERTIFICATE PROGRAMS

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

NINE MONTH CERTIFICATE PROGRAMS

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

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

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

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

Program Goals :

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

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

General Education Requirements

Program Core Requirements

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

(See page 40 for general education requirements for program diploma and degree requirements.)

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

Computer Support Specialist/Applied Science Degree

The computer support specialist program provides two years of technical computer education, leading to an Associate in Applied Science degree. Students will be prepared to work in various technical settings. Program Outcomes:

1. Demonstrate superior customer service skills.
2. Develop and create technical/procedural documentation.
3. Plan and conduct PC hardware/software installation to meet the end user's needs.
4. Analyze and solve computer hardware/software and network problems.
5. Apply technical support and end user training skills.
6. Plan and conduct workstation, network, and peripheral maintenance to meet end user's needs.
7. Design, implement, and maintain a LAN or WAN.
8. Administer computer networking hardware and software.
9. Develop and maintain web sites using web design principles.
10. Create graphics and multimedia for the web.
11. Create and manage databases.

COMPUTER SUPPORT SPECIALIST				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
ENGL	110	College Composition I	3	
COMM	110	Fundamentals of Public Speaking	3	
CSCI	101	Introduction to Computers	3	
		Arts & Humanities	3	
		Math	3	
		Total General Education Requirements	**15**	
Program Core Requirements				
BADM	240	Sales and Customer Service	3	
BOTE	106	Windows Operating Systems	3	
BOTE	224	E-Commerce	3	
CIS	176	Job Preparation	1	
CIS	180	Creating Web Pages	3	
CIS	181	Creating Web Pages II	3	
CIS	219	Hardware Repair & Maintenance	3	
CIS	220	Operating Systems – Unix	3	
CIS	225	Wireless Networks	3	
CIS	244	Web Server Management	3	
CIS	265	Networking Fundamentals	4	
CIS	266	Routing Protocols and Concepts	4	
CIS	274	Project Management	3	
CSCI	122	Beginning Visual Basic	3	
CSCI	133	Database Concepts (SQL)	3	
		Elective	3	
		Total Core Requirement Credits	**48**	
		Total A.A.S. Credits	**63**	

Para-Professional Early Childhood
Associate of Applied Science

The Para-Professional Early Childhood Education program has three options—1) Child-Care Provider nine month Certificate and, 2) Associate of Applied Science Degree in Para-Professional Early Childhood Education, and 3) Para-Professional applied science degree in pre-K-12 grade educaiton. Although this program is designed for immediate career preparation, some credits may be transferable to a bachelor's degree program. Please direct specific questions to the Pare-Professional Early Childhood program advisor.

Program Outcomes

1. To prepare para-professional to meet the new federal No Child Left Behind mandate for para-professionals.
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 and 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 complements and support the instructional plan and educational goals.
5. To understand the needs of their particular workplace, their role in an out of the classroom and how their skills are used in that role of preparing classroom materials, projects, demonstrations and visual displays, monitoring and scoring operating audiovisual equipment and computers; assisting with classroom management and monitoring of student behavior.
6. To provide a career ladder opportunity for para-professional educators.

PARAPROFESSIONAL EARLY CHILDHOOD Associate of Applied Science (A.A.S)				
General Education Requirements				
Pre	No	Course	Cr	Date
ENGL	110	College Composition I	3	
COMM	110	Fundamentals of Public Speaking	3	
		Computer Science Elective	3	
		Arts & Humanities Elective	3	
		Math Elective	3	
		Health/Physical Education	2	
		Total General Education Requirements	**17**	
Program Core Requirements				
CHLD	123	Activities for Children	4	
CHLD	130	Stages of Child Development	3	
CHLD	170	Child Development & Practicum II	2	
CHLD	110	Developing Learning Environments	3	
CHLD	201	Child Development Lab & Field	1	
CHLD	221	Preschool Management	3	

CHLD 163 Supervised Occupational Experience (OR) CHLD 222 Child Development Practicum III 4				
CHLD	120	Infant & Toddler Curriculum	3	
CHLD	238	Child, Family & Community Relations	3	
EDU	233	Early Childhood Education Curriculum	3	
EDUC	310	Intro to Exceptional Learner	3	
T&L	310	Intro to Early Childhood	3	
		Total General Education Requirements	**35**	

PARAPROFESSIONAL PRE K-12 EDUCATION Associate of Applied Science (A.A.S)				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
ENGL	110	College Composition I	3	
COMM	110	Fundamentals of Public Speaking	3	
		Computer Science Elective	3	
		Arts & Humanities Elective	3	
		Math Elective	3	
		Health/Physical Education	2	
		Total General Education Requirements	**17**	
Program Core Requirements				
CHLD	123	Activities for Children	4	
CHLD	130	Stages of Child Development	3	
CHLD PARA	163 220	Supervised Occupational Experience (or) Para-educator Practicum	4	
CHLD	238	Child, Family & Community Relations	3	
CHLD	110	Developing Learning Environments	3	
EDUC	200	Introduction Teaching	2	
EDUC	310	Intro to Exceptional Learner	3	
EDUC	298	Pre-Professional Experience	1	
PARA	101	Introduction to Para Education	3	
PARA	210	Classroom Management	3	
PARA	219	Paraprofessional Practicum II	2	
T&L	213	Young Children's Lang. and Thought	3	
			34	

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 or to specialize in a particular business of their choosing.

Program Outcomes:

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

SMALL BUSINESS MANAGEMENT - ENTREPRENEURSHIP (A.A.S)				
General Education Requirements				
Pre	No	Course	Cr	Date
ENGL	110	College Composition I	3	
COMM	110	Fundamentals of Public Speaking	3	
CSCI	101	Introduction to Computers	3	
		Math	3	
		Arts & Humanities	3	
		Total General Education Requirements	**15**	
Program Core Requirements				
ACCT	105	Principles of Bookkeeping	3	
ACCT	110	Computerized Accounting with QuickBooks	1	
BOTE	127	Information Processing	3	
BADM	152	Fundamentals of Business	3	
BADM	200	Grant Writing	2	
BADM	201	Principles of Marketing	3	
BADM	202	Principles of Management	3	
BADM	103	Leadership Techniques I	2	
BADM	210	Advertising	3	
ACCT	215	Business in the Legal Environment	3	
BOTE	224	E-Business	3	
ENTR	233	Entrepreneurship/Small Business Management	3	
ENTR	234	Entrepreneurship II	3	
BADM	240	Sales and Customer Service	3	
BOTE	211	Business Communications	3	
BOTE	162	Supervised Occupational Experience	3	
		Business or Computer Elective	3	
		Total Core Requirement Credits	**47**	
		Total A.A.S. Credits	**62**	

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.

Program Outcomes:

1. Code, classify, and index diagnoses and procedures for reimbursement by Medicare, Medicaid, and medical insurances.
2. Recognize and problem solves situations related to the medical office environment.
3. Demonstrate professional interpersonal, oral and written communication skills.
4. Demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment.
5. Perform administrative duties such as maintaining medical records, scheduling appointments, medical transcription and document production and apply computer management tools and equipment to perform them.
6. Demonstrate proficient knowledge of computer software as it applies to document production.
7. Operate medical office equipment and technology.
8. Manage finances including bookkeeping, accounts payable, accounts receivable, banking.

HEALTH INFORMATION MANAGEMENT ASSOCIATE OF APPLIED SCIENCE (A.A.S)				
General Education Requirements				
Pre	No	Course	Cr	Date
ENGL	110	College Composition I	3	
COMM	110	Fundamentals of Public Speaking	3	
CSCI	101	Introduction to Computers	3	
		Arts & Humanities	3	
		Math	3	
		Total General Education Requirements	**15**	
Program Core Requirements				
ACCT	105	Principles of Bookkeeping	3	
BIOL	115	Human Structure and Function	3	
BADM	103	Leadership Techniques	2	
BOTE	102	Keyboarding I	3	
BOTE	127	Information Processing	3	
BOTE	138	Medical Coding I	3	
BOTE	139	Medical Coding II	3	
BOTE	148	Keyboard Skill Building	2	
BOTE	152	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	217	Records and Information Management	3	
BOTE	222	Medical Transcription	3	
BOTE	275	Administrative Office Procedures	3	
BOTE	281	Medical Insurance/Billing	3	
HIT	281	Medical Law and Ethics	3	
		Total Core Requirement Credits	**47**	
		Total A.A.S. Credits	**62**	

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

Associate in 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

Program Outcomes:

1. Students will possess the skills to integrate technology into the workplace.
2. Gain the motivation and skills to continue to learn throughout life.
3. Enhance leadership skills.
4. Develop organizational skills.
5. To provide the knowledge of microcomputer software and their applications current to business and industry.
6. Develop the verbal, written and teamwork skills necessary for an administration career.

OFFICE ADMINISTRATION
ASSOCIATES OF APPLIED SCIENCE DEGREE (A.A.S)

General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
ENGL	110	College Composition I	3	
COMM	110	Fundamentals of Public Speaking	3	
CSCI	101	Introduction to Computers	3	
		Arts & Humanities	3	
		Math	3	
		Total General Education Requirements	**15**	
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	108	Business Math	3	
BOTE	121	Outlook	2	
BOTE	120	Presentations	2	
BOTE	147	Word Processing	3	
BOTE	148	Keyboard Skill Building	2	
BOTE	176	Job Preparation	1	
BOTE	152	Keyboarding II	3	
BOTE	162	Supervised Occupational Experience	3	
BOTE	211	Business Communications	3	
BOTE	217	Records and Information Management	3	
BOTE	218	Desktop Publishing	3	
BOTE	230	Software Certification Preparation	2	
BOTE	247	Spreadsheet Applications	3	
BOTE	257	Database Management	3	
BOTE	275	Administrative Office Procedures	3	
		Total Core Requirement Credits	**48**	
		Total A.A.S. Credits	**63**	

Associate of Applied Science Tribal Advocate/Paralegal

This degree is designed for students who want to become a licensed tribal advocate and/or certified paralegal.

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

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

Associate of Applied Science (A.A.S.) Tribal Advocate/Paralegal				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
ENGL	110	College Composition I	3	
ENGL	120	College Composition II	3	
COMM	110	Fundamentals of Public Speaking	3	
CSCI	101	Introduction to Computers	3	
MATH		Pre-Algebra or Higher	3	
HIST	251	Chippewa History	3	
HPER		Physical Education	2	
POLS	241	Federal Indian Law	3	
POLS	287	Tribal Government	3	
		Total General Education Credits	**26**	
Program Core Requirements				
LEG	201	Introduction to Legal Studies and Ethics	3	
LEG	202	Criminal Law & Procedure	3	
LEG	209	Legal Writing	3	
LEG	204	Civil Procedure	3	
LEG	210	Tribal Advocate	4	
LEG	206	Constitutional Law	3	
LEG	207	Family Law	3	
LEG	230	Contracts and Torts	3	
LEG	211	Legal Research	3	
LEG	208	Property Law	3	
LEG	231	Tribal Advocate/Paralegal Internship	3	
		Total Core Credits	**34**	
		Total Program Credits	**60**	

Associate of Applied Science Process Plant Technology

The Process Plant Technology Applied Science program is offered through a collaborative agreement with Bismarck State College' Energy Technology Department and Turtle Mountain Community Colleges. The program prepares students for all aspects of operating refineries, ethanol plants, process plants and related industrial facilities. Students gain the skills and technical background needed for entry-level employment as process operators. Students lean 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.

The Process Plant Technology program may be completed in four semesters. Students have the option of earning a certificate, or an Associate in Applied Science (AAS) degree depending upon the number of general education courses taken.

Online students' are required to complete hands-on training at a Process facility or at the TMCC lab while completing the ENTR 220 Practical Applications course. TMCC will assist the students with setting up this portion of the program.

Year One
Certificate Program (9 Months)

Fall Semester			CR	Spring Semester			CR
PROP	102	Intro to Process Technology	3	PROP 201		Process Equipment	3
PROP	103	Applied Math	3	PROP 112		Basic Print Reading	2
PROP	105	Safety	3	PROP 116		Instrumentation & Control	4
PROP	106	DC Fundamentals	2	PROP 118		Thermodynamics	3
PROP	108	AC Fundamentals	3	ENGL 110		Composition 1	3
CSCI``	101	Intro to Computers	3	Arts, Humanities or Social Science elective			3
Total Fall Semester Credits			17	Total Spring Semester Credits			18

Second Year

Fall Semester			CR	Spring Semester			CR
PROP	120	Water Purification Treatment	2	PROP 244		Ethanol &Bio-Fuels Production	4
PROP	216	Process Boilers	2	PROP 212		Auxiliary Systems & Refrigeration	3
PROP	235	Hydro-Carbon Chemistry	3	PROP 218		Process Operations & Troubleshooting	3
PROP	237	Distillation & Refinery Operations	4	PROP 220		Practical Applications	2
PROP	239	Gas Processing	3	PROP 176		Job Preparation	1
ENGL	120	Composition II	3	HPER		Physical Education	1
				Math, Science, or Technology Elective			3
Total Fall Semester Credits			17	Total Spring Semester Credits			17
Total Program Credits			69				

CERTIFICATE PROGRAMS

Building Construction Technology or Building Construction Entrepreneur Certificate
Nine Month Certificate

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

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

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

Entrepreneurship
9 Month Certificate

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

ENTREPRENEURSHIP CERTIFICATE				
General Education Requirements				
Pre	No	Course	Cr	Date
ENGL	110	College Composition I	3	
CSCI	101	Introduction to Computers	3	
		Total General Education Requirements	**6**	
Program Core Requirements				
******Students must complete 28 credit hours from the following list of courses to obtain a certificate.				
ACCT	105	Principles of Bookkeeping	3	
ACCT	110	Computerized Accounting with QuickBooks	1	
BOTE	127	Information Processing	3	
BADM	152	Fundamentals of Business	3	
BADM	200	Grant Writing	2	
BADM	201	Principles of Marketing	3	
BADM	202	Principles of Management	3	
BADM	103	Leadership Techniques	2	
BADM	210	Advertising	3	
BOTE	224	E-Business	3	
ENTR	233	Entrepreneurship/Small Business Management	3	
ENTR	234	Entrepreneurship II	3	
BADM	240	Sales and Customer Service	3	
ACCT	215	Legal Environment of Business	3	
BOTE	211	Business Communications	3	
BOTE	162	Supervised Occupational Experience	3	
		Total Core Requirement Credits	**26**	
		Total Certificate Credits	**34**	

Management
Nine Month Certificate

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

MANAGEMENT CERTIFICATE				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
ENGL	110	College Composition I	3	
CSCI	101	Introduction to Computers	3	
		Total General Education Requirements	**6**	
Program Core Requirements				
ACCT	105	Fundamentals of Bookkeeping	3	
BADM	120	Fundamentals of Business	3	
BADM	202	Principles of Management	3	
BADM	103	Leadership Techniques I	2	
BOTE	127	Information Processing	3	
BOTE	176	Job Preparation	1	
BOTE	211	Business Communications	3	
ENTR	233	Entrepreneurship/Small Business Management	3	
		Business or Computer Electives	6	
		Total Core Credits	**27**	
		Total Certificate Credits	**33**	

Early Childhood
Nine-Month Certificate

CHILD DAY CARE PROVIDER CERTIFICATE				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
ENGL	110	College Composition I	3	
CSCI	101	Introduction to Computers	3	
HYPER	210	First Aid/CPR	2	
		Total General Education Requirements	**8**	
Program Core Requirements				
CHLD	130	Stages of Child Development	3	
CHLD	170	Child Development & Practicum II	2	
CHLD	201	Child Development Lab & Field	2	
CHLD	210	Developing Learning Environments	2	
CHLD	220	Preschool Children w SP. Needs	3	
CHLD	222	Infant & Toddler Curriculum & Lab	4	
CHLD	238	Child, Family & Community Relations	3	
CHLD	246	Social & Emotional Lives of Children	3	
		Elective	3	
		Total Core Requirements	**25**	
		Total Certificate Credits	**33**	
Child Day Care Provider - Entrepreneur Emphasis *Students must complete a minimum of 15 credit hours from the above list of core courses and 8 general education credits to obtain this certificate.				
ACCT	105	Principles of Bookkeeping	3	
ACCT	110	Computerized Accounting with QuickBooks	1	
BADM	152	Fundamentals of Business	3	
ENTR	233	Entrepreneurship / Small Business Management	3	
ENTR	234	Entrepreneurship II	3	
		Total Core Requirements	**13**	
		Total Certificate Credits	**36**	

COMPUTER SUPPORT SPECIALIST ENTREPRENEUR CERTIFICATE				
General Education Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
ENGL	110	College Composition I	3	
CSCI	101	Introduction to Computers	3	
		Total General Education Requirements	**6**	
Program Core Requirements				
Students must complete a minimum of 15 credit hours from the Computer Support Specialist required core courses.			**15**	
Entrepreneur Core Requirements				
ACCT	105	Principles of Bookkeeping	3	
ACCT	110	Computerized Accounting with QuickBooks	1	
BADM	152	Fundamentals of Business	3	
ENTR	233	Entrepreneurship / Small Business Management	3	
ENTR	234	Entrepreneurship II	3	
ENTR	234	Entrepreneurship II	3	
		Total Entrepreneur Credits	**13**	
		TOTAL CREDITS	**34**	

Phoenix/Fresh Start Curriculum

Fall Semester			CR
ASC	086	Writing Basics	3
ACC	100	Personal Finance	1
CSC	100	Basic Computers	1
DVP	105	Human Development and the Social Environment	3
DVP	106	Career Exploration	4
DVP	108	Workplace Communications	2
MATH	100	Applied Math	3
		Total Program Credits	16

Welding Technology
Nine-Month Certificate

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

Program Outcomes:

- **Safety Awareness -** Use safe working techniques and working practices that comply with O.S.H.A. requirements.
- **Employability Skills and Practices -** Demonstrate abilities which contribute to employment by displaying flexibility, self-motivation, time efficiency, effective written and oral communication, and by contributing to work team success.
- **Career Advancement Skills and Personal Initiative -** Demonstrate career advancement skills by engaging in problem solving, time management, and shop management practices.
- **Technical Welding Skills -** Demonstrate knowledge, set-up, and correct operation of commonly used welding equipment.
- **Basic Metallurgy and Properties/Identification of Metals -** Understand and apply metallurgy concepts and principals to common welding and metal fabrication processes.
- **Technical Metal Fabrication Skills -** Understand and demonstrate basic metal fabrication functions.

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.

Enrollment: Students are enrolled two times a year on a space available basis during the months of August and January. Summer session is optional depending on demand.

WELDING TECHNOLOGY Certificate				
Related Courses				
Pre	**No**	**Course**	**Cr**	**Date**
Math	130	Technical Math	2	
CSCI	100	Computer Literacy	2	
PSY	100	Human Relations in Organizations	2	
ENGL	151	Applied Technical Writing	2	
		Related Courses	**8**	
Program Core Requirements				
Pre	**No**	**Course**	**Cr**	**Date**
WELD	123	Fabrication Methods I	2	
WELD	135	Basic Metallurgy	2	
WELD	140	Fabrication Methods II	2	
WELD	151	Welding Theory I	3	
WELD	152	Welding Theory II	3	
WELD	153	Welding Lab I	5	
WELD	154	Welding Lab II	5	
WELD	155	Blueprint Reading for Welders	2	
WELD	165	Blueprint Symbols for Welding	2	
WELD	176	Job Preparation Workshop	1	
		Core Requirement Credits	**27**	

COURSE DESCRIPTIONS

196, 197, 198, 199 COOPERATIVE EDUCATION
One to Six Credits Prerequisite: Director Approval
These courses are designed to allow students to earn credit while working and going to school. Students will be required to put in eighty (80) hours per credit.

281, 282, 283, 284 INDIVIDUAL STUDIES
One to Four Credits Prerequisite: Department approval
These courses are designed to allow students to conduct individual research and/or projects for credit while under the supervision of a faculty member from the department.

296, 297, 298, 299 SPECIAL TOPICS
One to Four Credits Prerequisite: None
These courses are designed to allow flexibility in the department. New courses may be introduced under Special Topics. Courses offered under Special Topics will be taken for pass/fail.

Visual Art

VART 110 INTRODUCTION TO THE VISUAL ARTS
Three Credits Prerequisite: None
This course studies the structure, meaning and appreciation of visual art forms, using it as a framework on which to build further knowledge and understanding of art. Films, original works, slides, discussions, and demonstrations will be introduced.

VART 122 TWO-DIMENSIONAL DESIGN
Three Credits Prerequisite: None
This course studies the art elements and principles of design, creating visual organization.

VART 130 DRAWING I
Three Credits Prerequisite: None
This course introduces basic drawing techniques using a variety of tools and media. Experimentation in line, value and color, perspective, proportion, form and composition will be emphasized.

VART 140 CRAFTS I
Three Credits Prerequisite: None
This course will involve traditional plains art and crafts demonstrated by local artisans, emphasizing traditional techniques, history and folklore.

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

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

VART 225 WATERMEDIA I
Three Credits Prerequisite: VART 130 Drawing I
This course will introduce a variety of watercolor techniques used by painters to achieve translucent use of colors. Watercolor and gouache paints will be used for still-life, landscape, and portraiture paintings.

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

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

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

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

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

Arts & Humanities

AHU 100 DRUM MAKING
Two Credit Prerequisite: None
This course provides students with the opportunity to learn to make a traditional drum. Throughout the course, participants will learn the origin of the drum and proper protocol.

AHU 134 POW WOW ORGANIZATION AND MANAGEMENT
Three Credit Prerequisite: None
This course will cover various strategies and methodologies commonly employed in the development of traditional and contest powwows. The areas to be covered are fund-raising, committee assignments, poster design, and arena set up. Class project will include assisting with the development and operation of college powwows.

AHU 160 TURTLE MOUNTAIN LEGENDS AND LORE
Two Credit Prerequisite: None

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

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

AHU 181 MOCCASIN MAKING
Two Credits Prerequisite: Beadwork 190
In this course the student will make a pair of moccasins that are completely beaded. They will learn to measure and cut the leather for the moccasins, bead the moccasins, and assemble them.

AHU 182 BASIC DANCE OUTFIT
Two Credit Prerequisite: None
In this course the male student will make a ribbon shirt, breach cloth, and arm- bands. The female student will have an option of making a skirt or ribbon dress. Each female student will make a shawl.

AHU 183 CHIPPEWA JINGLE DRESS
Two Credits Prerequisite: None
In this course the student will make a woman's jingle dress. It will include cutting and twisting the cones; and, the assembly of the dress.

AHU 184 GRASS DANCE OUTFIT
Two Credits Prerequisite: None
In this course the student will make a grass dance outfit. This will involve putting the fringe and ribbons on the basic outfit and adding other accessories as necessary to complete the grass dance outfit.

AHU 185 DANCE OUTFIT ACCESSORIES
Two Credit Prerequisite: None
In this course the student will make the accessories that are needed to complete a dance outfit. (This does not include the beadwork.) Men: bells, leggings, arm bands, chokers, shields, and other items which are decorative. Women: Fan, choker, leggings, purse and other appropriate accessories.

AHU 190 BEADWORK I
Two Credit Prerequisite: None
This course will cover the basic stitches needed to complete the beadwork in a Native American dance outfit. It will include five types of beadwork: 1) loom, 2) appliqué, 3) lazy stitch, 4) peyote stitch, and 5) edging stitch.

AHU 251 MULTI CULTURAL ETHICS
Two Credits Prerequisite: None
This course is a study of ethical concepts of Native American and Euro-Americans applied to issues concerning the environment, business, sexuality, families, treaties, racism, poverty, media, government and war, principals of personal and institutional conduct, values clarification, and tribal versus individualist decision making.

AHU 253 TURTLE MOUNTAIN OJIBWA TRADITIONS
Three Credits Prerequisite: None
This course involves the student in Turtle Mountain Ojibwa Traditions. It involves the language, ceremonies, artifacts, mythology, and value systems of the tribe.

Communications

COMM 110 FUNDAMENTALS OF PUBLIC SPEAKING
Three Credits Prerequisite: None
This course covers the theory and practice of public speaking with emphasis on content, organization, language, delivery and critical evaluation of messages. Students will use power point in class.

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

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

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

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

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

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

Criminal Justice

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

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

CJ 230 CRIMINAL LAW
Three Credits Prerequisite: CJ 120
A critical examination of the development and function of Western criminal law; analyzes current definitions of criminal acts and omissions, defenses and justifications in the social and legal society of the United States; illustrates the development of legal interpretations of criminal statutes through the use of current and historical U.S. Supreme Court and state court decisions.

CJ 240 POLICE AND POLICE-COMMUNITY RELATIONS
Three Credits Prerequisite: CJ 120
Examination of the past, present, and future role of police in western society; included are the internal and external influences on police work, and the social and individual effects of police work in Western Society.

CJ 250 CRIMINOLOGICAL THEORY
Three Credits Prerequisite: CJ 120
An examination of the major criminological schools of thought, which include the prominent theorists within each school. Criminal motivation and the application of criminal law, are reviewed and applied to criminal justice policies and practices.

CJ 270 JUVENILE JUSTICE
Three Credits Prerequisite: CJ 120
This course examines theories of delinquency and issues facing today's youth. It illustrates how children are processed by the juvenile justice system, from investigation to re-entry into society.

Developmental Studies

ASC 075 COLLEGE STUDY SKILLS
Two Credits Prerequisite: None
This course provides students with an overview of basic study skills, including outlining, note taking, underlining, efficient textbook reading, and test taking. Also discussed are self-motivational techniques and general study tips. Upon recommendation of the instructor, this course may be repeated for additional credit.

ASC 086 WRITING BASICS
Three Credits Prerequisite: None
This course reviews English grammar and is oriented to the needs of the writer. It concentrates on sentencing, language use, punctuation, and paragraph form.

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

English

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

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

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

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

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

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

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

ENGL 238 CHILDREN'S LITERATURE
Three Credits Prerequisite: None
This course is a study of texts suitable for reading by elementary age school children with emphasis on the analysis of literary characteristics which determine age-appropriateness.

ENGL 239 NATIVE AMERICAN CHILDREN'S LITERATURE
Three Credits Prerequisite: None
This course is an introductory study of Native American children's books, with established literary criteria being applied to a variety of literature: stories in the oral tradition; read-aloud and picture story books; folk and fairy tales; creation stories; pour quoi; myths and legends; historical fiction; contemporary realistic fiction; nonfiction, including biographies and informational books. Techniques used to identify and meet the needs and interests of students through Native American literature will be studied, and students will also write contemporary Native American stories.

ENGL 265 NATIVE AMERICAN LITERATURE I
Three Credits Prerequisite: None
This course is the study of literary and cultural works by and about American Indians.

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

Humanities

HUMM 101 INTRODUCTION TO HUMANITIES I
Three Credits Prerequisite: None
This course is designed to introduce beginning college students to the major disciplines of the humanities: literature, philosophy, history, religion, drama, music, and art.

HUMM 102 INTRODUCTION TO HUMANITIES II
Three Credits Prerequisite: None
This course is designed to introduce beginning college students to the major disciplines of the humanities: literature, philosophy, history, religion, drama, music, and art.

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

HUMM 190 TRADITIONAL USE OF PLANTS
Two Credits Prerequisite: None
This course is intended as a humanities elective to introduce students to the gathering and use of natural plants by the American Indians.

HUMM 202 FINE ART AND AESTHETICS
Three Credits Prerequisite: None
This is a course designed to acquaint the student with the development of music and visual arts within the context of world civilization and seeks to develop aesthetic responsiveness. The art and music of the Turtle Mountain Band of Chippewa will be an integral part of this course.

Language

LANG 121 CHIPPEWA/CREE LANGUAGE
Three Credits Prerequisite: None
This course places emphasis on the basics of the Chippewa/Cree language. Language, pronunciation, spelling, and local dialects are taught. Word origin is also explored.

LANG 122 CHIPPEWA/CREE LANGUAGE
Three Credits Prerequisite: Lang 121 Chippewa/Cree Language
In this semester emphasis continues with building on the basics of the Chippewa/Cree language. Language, pronunciation, spelling, and local dialects are taught. Word origin is also explored.

LANG 125 OJIBWA LANGUAGE
Three Credits Prerequisite: LANG 125 for LANG 126
This course is designed to familiarize students with the fundamental principles and pronunciation of the Ojibwa/Chippewa language through oral use and the development of skills in comprehension and speaking. Verbal communication is emphasized. However, written form is an option.

LANG 126 OJIBWA LANGUAGE
Three Credits Prerequisite: LANG 125 for LANG 126
This course is a continuation of LANG 125 and is designed to provide a continuation of the fundamental principles and pronunciation of the Ojibwa/Chippewa language through oral use and the development of skills in comprehension and speaking. Verbal communication is emphasized. However, written form is an option.

SPAN 101 FIRST YEAR SPANISH I
Three Credits Prerequisite: SPAN 101 for SPAN 102
This first course introduces the student to the fundamental principles and pronunciation of the Spanish language. The student will be provided ample practice in listening, comprehension and speaking followed by reading and writing. The emphasis of the course is on conversational Spanish and practical application of grammatical principles. The course is offered when there is sufficient student interest and an instructor is available.

SPAN 102 SECOND YEAR SPANISH II
Three Credits Prerequisite: None
This is the second course in the Spanish language. The student will be provided more concentrated practice in listening, comprehension and speaking followed by reading and writing. The course is offered when there is sufficient student interest and an instructor is available.

Music

MUSC 100 MUSIC APPRECIATION
Three Credits Prerequisite: None
This course will focus on the different styles of music and composers, as well as forms and styles of music as connected with the history of music.

MUSC 101 MUSIC FUNDAMENTALS
Two Credits Prerequisite: None
This course is an Introduction to the fundamental elements of music through the study of scales, chords, basic harmonic progressions, rhythms and terminology.

MUSC 102 BEGINNING PIANO
One Credit Prerequisite: None
This course is designed for the beginning Piano student.

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

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

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

MUSC 132 INTRODUCTION TO TRADITIONAL SINGING OF THE PLAINS OJIBWE
One Credit Prerequisite: None
This course provides the students with historical as well as practical knowledge of the drum and Pow wow singing. Various drum construction techniques will also be covered.

MUSC 133 TRADITIONAL SINGING OF THE PLAINS OJIBWE
One Credit Prerequisite: None
The students will learn a variety of songs that are commonly sung at Pow wows with an emphasis on the Ojibwe style.

MUSC 161 BAND I
One Credit Prerequisite: Prior Band Experience
This course is designed to enhance the college experience by providing further band experience for student.

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

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

Special Education

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

EDUC 310 INTRODUCTION TO DEVELOPMENTAL DISABILITIES

Three Credits Prerequisite: SPD 110 Introduction to Exceptional Children

This is a survey course in the education of persons with developmental disabilities including handicapped conditions, legal aspects, history, parental perspectives, educational programming, service delivery systems, and current research

Economics

ECON 201 PRINCIPLES OF MICROECONOMIC

Three Credits Prerequisite: None

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

ECON 202 PRINCIPLES OF MACROECONOMICS

Three Credits Prerequisite: None

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

History

HIST 101 WESTERN CIVILIZATION I

Three Credits Prerequisite: None

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

HIST 102 WESTERN CIVILIZATION II

Three Credits Prerequisite: None

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

HIST 103 UNITED STATES HISTORY TO 1877

Three Credits Prerequisite: None

This course is a survey of the major political, economic, social, and cultural developments of the United States from pre-Columbian time in early Native American societies to the American Civil War. Special emphasis shall be on the American Indian.

HIST 104 UNITED STATES HISTORY – since 1877

Three Credits Prerequisite: None

This course is a survey of the major political, economic, social, and cultural developments of the United States from the Reconstruction to the present day. Special emphasis shall be on those events and persons relative to the American Indian.

HIST 118 METIS HISTORY 1498-1885
Three Credits Prerequisite: None
This course emphasizes Mitchif history and culture, political social entity, and beginning in 1498 when John Cabot explored the coast of Labrador and Nova Scotia through the development of the Hudson Bay Company. It will conclude with the Riel Rebellions of 1869-1885.

HIST 220 NORTH DAKOTA HISTORY
Three Credits Prerequisite: None
This course examines the historic and contemporary study of the Indians in North Dakota history and the contributions of ethnic groups to the state.

HIST 251 CHIPPEWA HISTORY I
Three Credits Prerequisite: None
This course includes the traditional life-style, value system, political organization, the 1863 treaty, and significant events of the Turtle Mountain Chippewa from the distant past.

HIST 252 CHIPPEWA HISTORY II
Three Credits Prerequisite: None
This course includes the traditional life-style, value system, political organization, the McCumber Agreement, and significant events of the Chippewa from the distant past to the present day Turtle Mountain Chippewa entity.

HIST 261 INDIAN HISTORY TO 1850
Three Credits Prerequisite: None
This course is a history of American Indian tribal groups that existed prior to 1850 (the beginning of the reservation policy of the United States).

HIST 262 INDIAN HISTORY 1850 TO PRESENT
Three Credits Prerequisite: None
This course is a history of American Indian tribal groups that existed between 1850 (the beginning of the reservation policy of the United States) and the present time.

Philosophy

PHIL 101 INTRODUCTION TO PHILOSOPHY
Three Credits Prerequisite: None
This course explores the questions which human beings have perennially asked themselves about existence, truth, the world in which we live, and the purpose of life. Emphasis will be placed on key philosophers who have shaped Western Culture and draw a broad outline on Native American Culture and Thoughts.

Political Science

POLS 115 AMERICAN GOVERNMENT AND POLITICS
Three Credits Prerequisite: None
This is the fundamental course the in study of the institutions and processes of the national, state, and local forms of government of the United States.

POLS 241 INDIAN LAW I
Three Credits Prerequisite: None
This course will focus on the legal relationships between the tribe, the State of North Dakota, and the United States Government.

POLS 242 INDIAN LAW II
Three Credits Prerequisite: None
In this course, special emphasis will be placed upon areas of criminal and civil law involving jurisdictional questions. Special emphasis is placed on problems faced by Indian courts in following the guidelines of the 1968 Indian Civil Rights Act.

POLS 284 FEDERAL INDIAN POLICY I - 1789-1871
Three Credits Prerequisite: None
This course is a survey of the tribal and federal government relationship that evolved between 1789 and 1871.

POLS 285 FEDERAL INDIAN POLICY II - 1871 TO PRESENT
Three Credits Prerequisite: POLS 284 Federal Indian Policy I
This course is a survey of the tribal and federal government relationship that evolved from 1871 to the present.

POLS 287 TRIBAL GOVERNMENT
Three Credits Prerequisite: None
This course provides a descriptive analysis of the structure of the tribal governments with particular emphasis on the present tribal government of the Turtle Mountain Band of Chippewa Indians.

Psychology

PSYC 111 INTRODUCTION TO PSYCHOLOGY
Three Credits Prerequisite: None
This course provides the student with scientific terminology, theory, and fundamentals necessary to understand those forces which direct the behavior of human beings in their environment.

PSYC 205 ADDICTION STUDIES I
Three Credits Prerequisite: None
This course is a study of the history of use and abuse of legal and illegal drugs and the disease concept of addiction, its etiology, and complications.
PSYC 206 ADDICTION STUDIES II
Three Credits Prerequisites: 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
Three Credits Prerequisite: PSYC 111 Introduction to Psychology
This course emphasizes principles of child development, learning theory, classroom management, and effective teaching through lectures, class discussion, research review groups, and field experiences.

PSYC 250 DEVELOPMENTAL PSYCHOLOGY
Three Credits Prerequisite: PSYC 111 Introduction to Psychology
This is a study of the growth and development of humans through the life span. This study utilizes Biological, psychological, social perspective of human growth processes. The course is taught with an emphasis on American Indian perspectives relating to the holistic development of humans.

PSYC 255 CHILD & ADOLESCENT PSYCHOLOGY
Three Credits Prerequisite: PSYC 111 Introduction to Psychology
Adolescence has its own space on the growth and development continuum. This course explores those differences and will promote an understanding of this dynamic and complex stage of life. The student will examine the cognitive, social-emotional and physical aspects of adolescence. The course will also include a study of the psychological and developmental theories as they pertain to adolescence.

PSYC 270 ABNORMAL PSYCHOLOGY
Three Credits Prerequisite: PSYC 111 Introduction to Psychology
This course is an introduction to the diagnosis, etiology, and treatment of mental disorders. It includes discussion of history, theoretical approaches, classification, symptoms prevention, therapeutic intervention, and community attitudes, and programs for dealing with behavior problems.

Social Science

ANTH 171 INTRODUCTION TO CULTURAL ANTHROPOLOGY
Three Credits Prerequisite: None
This course involves a critical examination of customs, institutions, and social organization of preliterate societies, with special emphasis on the concept of cultural and anthropological theory. The course will also provide a general overview of the past to present culture/traditions of the Turtle Mountain Ojibwa.

SOCI 110 INTRODUCTION TO SOCIOLOGY
Three Credits Prerequisite: None
This is a study of society, socialization processes, social groupings, social stratification, social institutions, social movements, and social change incorporating American Indian perspectives.

SOCI 221 MINORITY RELATIONS
Three Credits Prerequisite: None
This course of study provides a better understanding and appreciation of the different racial, ethnic and nationality groups in the United States. The knowledge gained through the course about racial injustice and inequality is intended to help the student to gain perspectives to help deal more effectively with racial problems intrinsic to this society.

SOCI 270 SOCIOLOGY OF AMERICAN INDIAN RESERVATIONS
Three Credits Prerequisite: None
This course enables the student to gain insight into the personal, social, political, and economic interactions of people in contemporary Indian societies with special emphasis on the Turtle Mountain Band of Chippewa Reservation.

SOCI 271 CONTEMPORARY INDIAN ISSUES
Three Credits Prerequisite: None
This course is a study of contemporary Indian issues that involve American Indians today. It will include various forms of media including books, articles, websites, videos and resource people.

SOCI 275 NATIVE AMERICAN STUDIES
Three Credits Prerequisite: None
This course introduces the students to the living legacy of American Indians and their culture. Primarily focusing on the North Dakota tribes including the Turtle Mountain Chippewa, class lectures, discussions, and student assignments will engage students in examining the role American Indians played in the history of North Dakota from prehistory to the present.

Social Work

SWK 255 SOCIAL WORK IN A MODERN SOCIETY
Three Credits Prerequisite: None
An introduction to the social work profession including: the development of the profession, generalist practice, the problem solving process, the strengths perspective, social work values and ethics, levels of practice, and fields of practice; 40 hours of volunteer experience.

SWK 257 HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT
Three Credits Prerequisite: Introduction to Psychology or Sociology
This course provides an emphasis on ecological/social systems theory as the conceptual framework. Bio-psycho-socio-cultural aspects of human development.

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

196, 197, 198, 199 COOPERATIVE EDUCATION
One to Four Credits Prerequisite: Director Approval
These courses are designed to allow students to earn credit while working and going to school. Courses offered under Cooperative Education will be taken for satisfactory/unsatisfactory grade.

281, 282, 283, 284 INDIVIDUAL STUDIES
One to Four Credits Prerequisite: Department approval
These courses are designed to allow students to conduct individual research and/or projects for credit while under the supervision of a faculty member from the department.

296, 297, 298, 299 SPECIAL TOPICS
One to Four Credits Prerequisite: None
These courses are designed to allow flexibility in the department. New courses may be introduced under Special Topics. Courses offered under Special Topics will be taken for pass/fail.

Biology

BIOL 112 GENERAL BOTANY I LAB
Four Credits Prerequisite: None
This course is the study of the structure and physiology of plant cells, tissues and organs. There is special emphasis on roots, stems, leaves, flowers, fruits and seeds.

BIOL 113 GENERAL BOTANY II/LAB
Four Credits Prerequisite: General Botany I 112
This course is the study of the structure, life cycles, classification and ecology of the plant world, including the algae and fungi.

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

BIOL124 ENVIRONMENTAL SCIENCE/LAB
Four Credits Prerequisite: None
This course is a study of basic interrelationships of organisms and their environment. A special emphasis is the effects of man's technology on the environment.

BIOL 150 GENERAL BIOLOGY I/LAB
Four Credits Prerequisite: None
This course is an introductory study of the scientific method, chemical and physical organization of living matter, how living things obtain and use energy, the basic structure and function of cells, heredity, and other basic concepts.

BIOL 151 GENERAL BIOLOGY II/LAB
Four Credits Prerequisite: None
This course is an introductory study of classification, bio-diversity, physiology, origins of life, and ecology.

BIOL 202 INTRODUCTORY MICROBIOLOGY/LAB
Four Credits Prerequisite: BIOL 150 General Biology or instructor approval
This course is a study of microbes important to man including human pathogens and diseases. Laboratory work includes methods of culturing, staining and identification of common microbe forms.

BIOL 214 PLANTS AND PEOPLE/LAB
Four Credits Prerequisite: None
This course is a study of the basic concepts in plant growth and reproduction and their relationships to economic, historical and cultural development. The collection of local plants will be included.
BIOL 220 ANATOMY AND PHYSIOLOGY I/LAB
Four Credits Prerequisite: General Biology/Lab BIOL 150, General Chemistry CHEM 115 or 121,
This course is an introductory study of the basic chemistry, cellular biology, integument system, skeletal system, muscular system, and nervous system.

BIOL 221 ANATOMY AND PHYSIOLOGY II/LAB
Four Credits Prerequisite: BIOL 220 Anatomy and Physiology I or instructor approval
This course is a continuation of the study of human anatomy and physiology that began with BIOL 220. This course deals with the endocrine, cardiovascular, digestive, urinary and reproductive systems of the human body.

BIOL 224 GENERAL ENTOMOLOGY
Four Credits Prerequisite: General Biology II/Lab (BIOL151)
This course is an introductory study of the classification, taxonomy, collection methods, behavior, ecology, anatomy and physiology of insects.

BIOL 231 GENERAL ZOOLOGY I/LAB
Four Credits Prerequisite: None
This course is a study of the structure and physiology of the animal cell. It will include basic biology, classification and ecology of the invertebrates, emphasizing major phyla and parasitic groups.

BIOL 232 GENERAL ZOOLOGY II/LAB
Four Credits Prerequisite: None
This course is a survey of the basic biology, classification and ecology of the vertebrates, with emphasizes on the chordates.

BIOL 250 GENERAL ECOLOGY/LAB
Four Credits Prerequisite: BIOL 150 General Biology or instructor approval
This course is a study of the relationships of living organisms to their biotic and abiotic environments. Field trips will be included as part of this instruction.

CHEMISTRY

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

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

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

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

Geography/Geology

GEOL 101 ENVIRONMENTAL GEOLOGY/LAB
Four Credits Prerequisite: None
This course is the study of man's interactions with the Earth. It will include major environmental problems

facing mankind today including water resources, energy and mineral resources, and geologic hazards. Students will be introduced to the global information system (GIS) and global positioning system (GPS). Field trips will be included.

GEOL 105 PHYSICAL GEOLOGY/LAB
Four Credits Prerequisite: None
This course is a study of the Earth as a physical body, its structure, composition, and the geologic processes acting upon and within the earth. Laboratory involves the study of rocks and minerals and topographic maps. Students will apply global information system (GIS) and global positioning system (GPS) strategies to studies. Field trips will be included as part of the instruction.

GEOL 106 THE EARTH THROUGH TIME/LAB
Four Credits Prerequisite: Physical Geology/Lab 114 or instructor approval
This course is the study of the earth through time. It's origin, history and the evolution of plant and animal life. Laboratory work includes the study of fossils and ecological and stratigraphic processes.

ASTR 110 PRINCIPLES OF ASTRONOMY/LAB
Four Credits Prerequisite: None
This course is the study of the Earth as a planet. It will cover the solar system, stars, galaxies and universe. Laboratory includes basic instruction in the use of star maps and telescopes.

GEOG 121 PHYSICAL GEOGRAPHY/LAB
Four Credits Prerequisite: None
Included in this course are studies of the physical environment and its variations, the interrelationship of elements of the physical environment and its effect on man. Other topics covered are earth and space, map reading, weather and climate, regulation, soils, water, and land forms. Students will be introduced to the global information system (GIS) and global positioning system (GPS).

ASTR 150 INTRODUCTION TO METEOROLOGY/LAB
Four Credits Prerequisite: None
This course is the study of the earth's atmosphere and will include the elements of weather types and storms, meteorological instruments and weather maps.

Physics

PHYS 211 COLLEGE PHYSICS I
Four Credits Prerequisite: MATH Trigonometry
This is a beginning course for students without a calculus background. It covers basic principles of bodies at rest and in motion.

PHYS 212 COLLEGE PHYSICS II
Four Credits Prerequisite: PHYS 211 College Physics/Lab
This is the second course for students without a calculus background. It covers laws of electricity and magnetism, optics, and selected topics from modern physics.

PHYS 251 UNIVERSITY PHYSICS I

Four Credits Prerequisite: MATH 165 Calculus 1
This course is the study of Newtonian mechanics of transnational and rotational motion, work, energy, power, impulse, momentum, conversation of energy and momentum, periodic motion, waves, sound, heat, and thermodynamics.

PHYS 252 UNIVERSITY PHYSICS II
Four Credits Prerequisite: PHYS 251
This course is the study of electric charge, field, potential, and current, magnetic field, capacitance, resistance, inductance, RC, RL, IC, and RLC circuit, EM waves, optics, and introduction to modern physics.

Computer Science

CSCI 101 INTRODUCTION TO COMPUTERS
Three Credits Prerequisite: None
This course exposes the student to a broad view of the computer and includes topics such as history, software application, terminology, Internet and hardware.

CSCI 160 COMPUTER SCIENCE I
Three Credits Prerequisite: 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 II
Three Credits Prerequisite: CSCI 160
Advanced concepts in computer science including data structures, algorithm analysis, standard problems such as searching and sorting and memory manangement issues.

CSCI 122 INTRODUCTION TO VISUAL BASIC
Three Credits Prerequisite None
This is an introductory course in Visual Basics. This student will us Visual Basic to create full-featured applications that exploit windows including multiple-document interface (MDI), object linking and embedding (OLE), dynamic data exchange (DDE), and linking applications to data base files (ODBC). 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++
Three Credits Prerequisite: 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 100 INTRODUCTION TO ENGINEERING
Two Credits Prerequisite: None
This course is an introduction to engineering. It presents the duty and role of the professional engineer, phases of engineering activity, computer applications with word processing, and spreadsheets.

ENGR 101 GRAPHICAL COMMUNICATION
Three Credits Prerequisite: None
This course covers lettering and sketching, pictorial and orthographic representations, use of drawing instruments, geometrical construction, points, lines, planes, auxiliaries and applications, and intersections.

ENGR 173 SCEINTIFIC COMPUTING:MATLAB
Three Credits Prerequisite: None
This course will give a thorough introduction to the capabilities of the software package MATLAB, which covers a variety of mathematical and engineering topics. It provides hands-on experience with the powerful computing, plotting and help facilities of the MATLAB environment.

ENGR 210 COMPUTER AIDED DESIGN I
Two Credits Prerequisite: None
This course will cover electronic drafting by using AutoCAD software and various applications of CAD to engineering graphics.

MATH

MATH 100 APPLIED MATH
Three Credits Prerequisite: None
This course covers the fundamental skills in mathematics beginning with basic arithmetic and proceeding through pre-algebra. Course content includes: fractions, percents, decimals, number systems, basic terms of algebra and algebraic expressions. This is a remedial course and may not count toward graduation in an Associate of Arts or Associate of Science program.

MATH 102 INTERMEDIATE ALGEBRA
Three Credits Prerequisite: Placement based on TMCC Math 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
Four Credits Prerequisite: Placement based on TMCC Math Placement Test
In this course the student will cover graphs and technology, equations, inequalities, functions and their graphs, polynomials and rational functions. In addition, the student will cover exponential and logarithmic functions, systems of equations and equalities, discrete algebra and analytic geometry.

MATH 105 TRIGONOMETRY
Three Credits Prerequisite: MATH 103 College Algebra or MATH 111 College Algebra I
In this course the student will study triangle trigonometry, trigonometric functions, trigonometric identities and equations and applications of trigonometry.

MATH 111 COLLEGE ALGEBRA I
Three Credits Prerequisite: Placement based on TMCC Math Placement Test or
MATH 102 Intermediate Algebra
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
Three Credits Prerequisite: MATH 111 College Algebra I
In this course the student will cover exponential and logarithmic functions, systems of equations and equalities, discrete algebra and analytic geometry.

MATH 107 PRE-CALCULUS
Four Credits Prerequisite: MATH 112, 0r MATH 103
In this course the student will study trigonometric functions, solving triangles, analytic geometry, theory of equations, sequences, series and induction.

MATH 165 CALCULUS I
Four Credits Prerequisite: MATH 105 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
Four Credits Prerequisite: MATH 165 Calculus I
In this course the student will study techniques of integration, applications of integration, polar equations, sequences, series, and power series.

MATH 212 STATISTICS I
Three Credits Prerequisite: Math 112 or MATH 103 or department approval.
In this course the student will study the description of sample data, numerical methods for analyzing data, normal distribution, sampling, estimation, hypothesis testing, linear correlation, regression, probability, rules of probability, discrete probability distributions and the properties, chi-square distribution, analysis of variance and nonparametric statistics. Emphasis is given to application in word problems.

MATH 213 STATISTICS II
Three Credits Prerequisite: Math 212 Statistics
In this course the student will study the description of sample data, numerical methods for analyzing data, normal distribution, sampling, estimation, hypothesis testing, linear correlation and regression. Emphasis is given to application in word problems.

MATH 277 MATH FOR ELEMENTARY EDUCATION TEACHERS
Three Credits Prerequisite: Math 111 & 112
This course was designed for elementary education majors. It provides a conceptual approach to topics in mathematics. Emphasis is given to hands-on discovery learning and real-life applications.

Health

NUTR 240 NUTRITION
Three Credits Prerequisite: None
This course provides an understanding of nutrients, the four basic food groups, adequate diets for healthy people, the food exchange list used in special diets, nutrition during pregnancy, infancy and pre-school digestion, absorption, metabolism, overweight, nutritional evaluation of self, food fads and fallacies, habits and nutritional deficiencies.

Physical Education

HPER 102 VOLLEYBALL
One Credit Prerequisite: None
The course provides fundamental techniques, rules, and sportsmanship in volleyball.

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

HPER 104 GOLF
One Credit Prerequisite: None
This curse provides the fundamentals of golf, rules, safety, language of golf, scoring, and golf etiquette.

HPER 108 TRADITIONAL DANCE
Two Credits Prerequisite: None
This course provides various American Indian dance forms that reflect various cultures with some emphasis placed on dance forms of the Turtle Mountain Chippewa.

HPER 110 YOGA/CREATIVE DANCE-BEGINNING COURSE
One Credit Prerequisite: None
This course provides a combination of both lecture and dance techniques. The students will learn to communicate through movement. This course will exercise the importance for developing techniques to encourage students to move and express how they feel for effective change, growth and healing in the individual.

HPER 115 DOWNHILL SKIING I
One Credit Prerequisite: None
This course provides the basic instruction in the techniques and skill of downhill skiing.

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

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

HPER 127 AEROBICS
One Credit Prerequisite: None
This course places emphasis on getting an aerobic conditioning from workouts and incorporates understanding the heart range and ways to keep the working within the desired range. The maximum emphasis is on cardiovascular endurance.

HPER 130 WALKING
One Credit Prerequisite: None
This course provides the basic instruction and benefits of walking, use of proper equipment, and the proper way

to walk for fitness.

HPER 134 BASKETBALL
One Credit Prerequisite: None
This course is an activity to help you learn and demonstrate the basics of basketball. You will learn the importance of team ball. You will also learn about officiating basketball.

HPER 136 WEIGHT TRAINING
One Credit Prerequisite: None
This course is designed to teach students with limited knowledge of weight training the terminology, safety, and protocol for proper training.

HPER 210 FIRST AID/CPR
Two Credit Prerequisite: None
This standard course in first aid technique deals with shock, control of bleeding, splinting, burns, CPR, and emergency procedures. Including CPR, this leads to certification.

HPER 211 YOGA/CREATIVE DANCE-INTERMEDIATE
One Credit Prerequisite: HPER 110
This course is an extension of the beginning course and will extend the movements to a further level. The students will learn to communicate through movement. This course will also exercise the importance for developing techniques to encourage students to move and express how they feel for effective change, growth and healing in the individual.

HPER 213 PERSONAL AND COMMUNITY HEALTH
Two Credits Prerequisite: None
This course is designed to provide information and skill training directed to assessing personal fitness and body composition, proper nutritional needs for performing physical activities, laboratory activities, and the cognitive concepts of health related fitness.

EDUC 200: Introduction to the Teaching Profession (2) Elementary/Secondary
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 times. Emphasis is on planning, designing, and implementing effective teaching practices. Field site visits will be an integral part of the course. (This required course should be taken in one's sophomore year.)

STRAND ONE: FOUNDATIONS OF TEACHING AND LEARNING

EDUC 235: Preparation for Praxis I (1) Elementary/Secondary
This course helps students prepare for the Pre-Professional Basic Skills Test (PPST)—which focuses on basic skills in reading, writing and math. Students are required to take this course prior to taking the PPST. This course can be waived for students who have already passed the PPST test.

EDUC 300: Educational Technology (3) Elementary/Secondary
This course studies the development and use of educational technology and appropriate educational software for grades PreK-12. Emphasis is on the demonstration and use of internet applications, web quests, and preparation of the electronic portfolio.

EDUC 310: Introduction to Exceptional Children (3) Elementary/Secondary
This course provides an interdisciplinary overview of information related to exceptional abilities and cultural applications for teaching and learning. Analysis and critique of formal and informal assessment strategies and materials are integral to the course content. Educational adaptations and methods are also addressed within the context of a mainstreamed classroom setting.

EDUC 321: Multicultural Education & Human Diversity (3) Elementary/Secondary

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

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

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

EDUC 353: Child & Adolescent Psychology For Teachers (3) Elementary/Secondary
This course studies human development from childhood to adolescence. It covers physical, social, emotional, intellectual, moral, and spiritual domains within a multicultural and global context. Attention is given to young adolescent and emerging adult issues.

STRAND TWO: THEORY AND PRACTICE

EDUC 320: Issues in Native Education (2) Elementary

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

EDUC 323: Curriculum Planning and Evaluation (3) Elementary/Secondary

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

EDUC 331: Learning Environments (3) Elementary

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

EDUC 360: Practicum II Elementary/Secondary

Practicum II is designed to give students 40 hours of supervised field experience in regular classroom settings. Students will be required to do four lessons in small groups settings of two or more students. Students are encouraged to do one large group lesson if possible.

EDUC 404: Music Methods and Materials (2) Elementary

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

EDUC 406: Science Methods and Materials (2) Elementary

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 (3) Elementary

This course explores resources, theories and trends of art education. It includes an interdisciplinary integrating dance, literature, drama, and art and provides a historical perspective on the arts.

EDUC 408: Health and Physical Education Methods and Materials (2) Elementary

This course focuses on health and physical education curriculum, materials with an emphasis on innovative methods used to teach health and physical education. Also, included are research on holistic approaches to teaching to the whole person.

STRAND THREE: METHODS AND MATERIALS

EDUC 236: Praxis II (1) Elementary and Secondary

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

EDUC 375 Reading in the Content Area (2) Secondary
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) Elementary
This course provides the theoretical and practical framework for literacy instruction viewed from an historical perspective along with a critical review of existing programs. It includes an analysis of reading theories, promotion of reading as a lifelong activity, organization and management of reading programs and the diagnosis of reading skills.

EDUC 403: Social Studies Methods and Materials (3) Elementary
This course studies the content, methods, and materials for teaching social studies. The students will be expected to produce an interdisciplinary thematic unit as a performance assessment artifact.

EDUC 405: Math Methods and Materials (3) Elementary
This course addresses the application of innovative teaching methods and materials for teaching elementary school mathematics. It stresses developmentally appropriate instructional strategies that emphasize problem-solving approaches to math instruction.

EDUC 409: Methods and Materials for Language Arts (3) Elementary
This course emphasizes planning, implementing, and evaluating language arts lessons; language acquisition; teaching grammar usage; oral language; writing, handwriting, and spelling. Practical applications include the development of learning centers and meeting the diverse needs of student in Reservation and rural setting.

EDUC 410: Educational Assessment (3) Elementary
This course helps decipher all aspects of standardized, criterion referenced and teacher constructed tests. Students will learn the basics of good test design within the framework of authentic assessment and how to use testing information to effectively plan instruction.

EDUC 406: Science Methods and Materials (3) Secondary
This course is designed to explore various pedagogical methods of science instruction, using inquiry into the nature of science, and epistemologies of Native Ways of Knowing. Students have several opportunities to integrate real-world experiences into these methods.

STRAND FOUR: STUDENT TEACHING

EDUC 414: Student Teaching (10) Elementary and Secondary
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: Seminar: Classroom Teaching (1) Elementary and Secondary
Discussions 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 methods courses.

BIOLOGY

BIOL 150 and 151: General Biology I & II/L (8) Elementary/Secondary
An introductory study of the scientific method, chemical and physical organization of living matter, how living things obtain and use energy, the basic structure and function of cells, heredity, and other basic concepts.

BIOL: 220: Anatomy & Physiology I/L (4) Elementary/Secondary
This course is an introductory study of basic chemistry, cellular biology, the integument system, the skeletal system, the muscular system and the nervous system.

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

BIOL: 332: Ecology/L (4) Secondary
This is thematic-based linked course that develops the fundamental facts, concepts and theory of the science of ecology. As a linked course with Environmental Chemistry many topics will be covered from an interdisciplinary perspective that explores the interconnections between biology and chemistry—especially as they relate ecosystems. Much of what we learn we will learn by doing as we explore local habitats in the Turtle Mountain Region, and explore traditional ecological knowledge and resource management strategies of northern aboriginal peoples.

BIOL: 401: Biodiversity (3) Secondary
This thematic-based linked course provides an in depth exploration the science of biodiversity. We will survey all the major taxonomic classes of animals and plants using contemporary and historical analyses. Topics covered include genetics, systematics, evolution, speciation and extinction and conservation biology. As a linked course with Reading in the Content Area many of the topics covered will benefit from an interdisciplinary approach that comes from exploring the interconnections between the science of biodiversity and the methods used to develop content literacy. Much of what we learn during throughout the course we will learn by doing as we explore the local biodiversity of the Turtle Mountain Region traditional indigenous stories from this region

BIOL 470: Research Experience (2) Secondary
This course provides teacher candidates the opportunity to carry out research in a laboratory or field setting. Students will collect, analyze and interpret data eventually producing a research report that documents their activities.

CHEMISTRY

CHEM 121: General Chemistry I (4) Elementary/Secondary
The study of matter, measurement, atoms, ions, molecules, reactions, chemical calculations, thermo-chemistry, bonding, molecular geometry, periodicity, and gases.

CHEM 122: General Chemistry II (4) Elementary/Secondary
The study of intermolecular forces, liquids, solids, kinetics, Equilibria, acids, bases, solution chemistry, precipitation, thermodynamics and electrochemistry.

CHEM 240: Survey of Organic Chemistry (2) Secondary
This course is designed to help students develop a foundation for a comprehensive understanding of the structure, bonding and nomenclature and chemistry of hybocarbon molecules. Molecules covered during the course will include: aromatics, alcohols, phenols, ethers, amines, carbonyls: aldehydes, ketones, carboxylic acids, esters, and amides. Prerequisite—CHEM 121/L & CHEM 122/L

CHEM 380: Environmental Chemistry/L (4)
This course examines the interactions of chemical substances within the environment. Water quality and air quality are of primary interest. Labs will investigate the impact of chemical pollutants on the Turtle Mountain Reservation and surrounding communities Prerequisite—CHEM 121/L & CHEM 122/L

CHEM 301: Biochemistry/L (3 credits)
A study of the major classes of biological compounds, enzyme kinetics, intermediary metabolism, recombinant DNA technology and bioenergetics**.** Prerequisite—CHEM 121/L & CHEM 122/L

CHEM 380: Environmental Chemistry/L (4)
This course examines the interactions of chemical substances within the environment. Water quality and air quality are of primary interest. Labs will investigate the impact of chemical pollutants on the Turtle Mountain Reservation and surrounding communities Prerequisite—CHEM 121/L & CHEM 122/L

CHEM 431: Analytical Chemistry (2)
This is a laboratory course that helps develop students' quantitative laboratory skills. The course covers acid/base titrations, absorption spectroscopy, gas chromatography, liquid chromatography, and electrophoresis Prerequisite—CHEM 121/L & CHEM 122/L

EARTH SCIENCE

GEOL 101: Environmental Geology/L (4) Elementary/Secondary
A historical overview of the Earth before inhabitation of man. The study of man's interactions with the Earth. Includes major environmental problems facing mankind today (ex: water resources, energy, mineral resources & hazards), GIS and GPS instruction.

GEOL 105: Physical Geology/L (4) Elementary/Secondary
Studies the Earth as a physical body, its structure, composition, and geologic processes acting upon and within the Earth.

ASTR 110: Principles of Astronomy/L (4) Elementary/Secondary
The study of the Earth as a planet within the solar system, including stars, galaxies, and the universe. Star maps and telescopes will be used for scheduled night labs.

GEOG 334: Climatology (3) Secondary
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)
The nature origin and evolution of ocean basins and sea water. Sea water chemistry, movement, and ability to support life.

GEOL 450: Sedimentology/Stratigraphy with field methods (3)
Sedimentology and Stratigraphy with field methods: The course describes many of the details of the earth's history: effects of sea level change, global climate, tectonic processes, and geochemical cycles are all recorded in the sedimentary strata of the earth. The field methods will be extensive on-site experimentation and applications of mapping techniques and geological observations. Prerequisite—GEOL 101, 105 and 106

PHYSICS

PHYS 405: Advanced Physical Science by Inquiry/L (4) Secondary
Students will participate in the classroom with physical science instructors. Students will interview with high school physical science students to determine progress. This course is designed to expose future secondary teachers to inquiry methods in physical science and teaches them alternate reasoning methods that can be used at a variety of instructional levels. Prerequisite: Permission of instructor

PHYS 275: Planetarium Science (2) Elementary/Secondary
The study of the operation and maintenance of a planetarium model and be able to demonstrate the astronomical principles of the model including star and constellation identification and the planetary analog. They will participate in the production and performance of planetarium shows for community elementary and secondary science.

PHYS 310: Philosophical Issues in Physics (3) Secondary
This course examines the historical, ethical and modern constructs of physics. Topics include biographical study of seminal physicists, nuclear holocaust and implications for the future of planet Earth, and themes of physics that lead to the fundamental observations of symmetry in nature cosmology and astrophysics.

CAREER & TECHNICAL EDUCATION COURSE DESCRIPTIONS

BOTE 162 SUPERVISED OCCUPATIONAL EXPERIENCE

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

BOTE 196, 197, 198, 199 COOPERATIVE EDUCATION

One-to Four Credits Prerequisite: Director Approval
These courses are designed to allow students to earn credit while working and going to school. Students receive on-the-job experience related to their field of study. Courses offered under Cooperative Education will be taken for satisfactory/unsatisfactory grade.

BOTE 281, 282, 283, 284 INDIVIDUAL STUDIES

One-to Four 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
One-to Four Credits Prerequisite: None
These courses are designed to allow flexibility in the department. New courses may be introduced under Special Topics. Courses offered under Special Topics will be taken for pass/fail.

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

Accounting

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

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

ACCT 200 ELEMENTS OF ACCOUNTING I
Four Credits Prerequisite: ACCT 102 or instructor approval
This course is a study of the basic principles of the complete accounting cycle and accounting for merchandising, cash and receivable.

ACCT 201 ELEMENTS OF ACCOUNTING II
Four Credits Prerequisite: ACCT 200
Special emphasis on corporate accounting and the uses of accounting information by managers is covered in this course.

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

ACCT 212 PAYROLL ACCOUNTING
Two Credits Prerequisites: ACCT 105
This course is an introduction to the study of payroll laws pertaining to the computation and payment of wages

and salaries, property, and sales tax.

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

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

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

BADM 103 LEADERSHIP TECHNIQUES 1
One Credit Prerequisite: None
This course provides students with the opportunity to develop or enhance their leadership styles and techniques. Prepares students for a variety of career areas. Example topics include, but not limited to: employee motivation, business ethics, and self-managing of work teams.
BADM 152 Fundamentals of Business
Three 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
Two 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
Three 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
Three 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
Three Credits Prerequisite: None
This course is a study of the integrative role of the uses of promotion to inform, persuade, or remind consumers of the business or organization. Includes how to utilize the elements of promotion, techniques used in media selection, the creative processes in advertising, and evaluation advertising effectiveness. Students will develop and present an advertising promotional campaign for a product or small business.

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

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

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

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

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

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

BOTE 121 OUTLOOK

Two Credits Prerequisite: None
Through "hands-on" instruction, students will learn how to use Microsoft Outlook for their e-mail communications. This course teaches Microsoft Outlook R version 2002, a powerful communication and scheduling program which improves efficiency and makes it easier to collaborate with colleagues. Student will configure MS Outlook to support multiple e-mail accounts, including MSN R Hotmail R. They will learn to simplify the task of managing information. Techniques are designed to help simplify e-mail, communication, group planning and scheduling, and information access.

BOTE 127 INFORMATION PROCESSING
Three Credits Prerequisite: None
This course provides an introduction to word processing, spreadsheet, database, operating system, presentation and e-mail software.

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

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

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

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

BOTE 152 INTERMEDIATE KEYBOARDING II
Three Credits Prerequisite: BOTE 101 Basic Keyboarding or prior instructor approval.
The major emphasis of this course is to develop advanced levels of speed and accuracy in keyboarding straight copy. Most common document production is learned and involves a variety of documents to include memorandums, business letters, business reports, tables, and envelopes.
BOTE 171 MEDICAL TERMINOLOGY
Three Credits Prerequisite: None

Students will learn standard medical terminology, abbreviations, acronyms and symbols used in medical documentation. Students will learn the basic suffixes, prefixes, and combining forms, as well as involving the human body as a whole. The course will organized by body systems. Concepts, Terms and abbreviations for a topic will be presented and then immediately followed by exercises that reinforce and assess the students' understanding and retention of the material. End-of-chapter exercises will be utilized to encourage students to apply what they have learned using case studies, medical charts, and a cumulative review test from previous chapters. Career information and internet projects are also included.

BOTE 211 BUSINESS COMMUNICATIONS

Three Credits Prerequisite: Engl 110, Bote 102, Bote 127 or Bote 147

This course is designed to address and develop the critical communication skills necessary for today's business. Topics include listening and speaking, presenting, workplace writing, information in the workplace, reading in the workplace, problem solving, communicating with co-workers, teamwork, diversity in the workplace, ethics in the workplace, telephone skills, e-mail skills, electronic communications, and communication careers.

BOTE 217 RECORDS AND INFORMATION MANAGEMENT

Three Credits Prerequisite: None

This course is a study of the systematic control of business records manual and electronic database applications. Records creation, distribution, utilization, retention, storage, protection, preservation, and final disposition are discussed.

BOTE 218 DESKTOP PUBLISHING

Three 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

Four Credits Prerequisite: Medical Terminology, A&P, Pharmacology,

The course will train students in transcription by using a modular-based approach designed for entry-level medical transcription through scenario drills and building block format. Students will utilize their English and medical terms and abbreviations. The students will also learn proper formatting and transcription rules. The 2nd half of the course is using the actual transcription audiotapes.

BOTE 247 SPREADSHEET APPLICATIONS

Three Credits Prerequisite: None

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

BOTE 257 DATABASE MANAGEMENT

Three Credits Prerequisite: None

This course provides lecture and hands-on instruction designed to teach students the knowledge of database processing using the microcomputer and database software package, Access for Windows. The focus is on creating a database and its types, creating and modifying reports, labels, queries, and manipulating the data.

BOTE 275 ADMINISTRATIVE OFFICE PROCEDURES

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

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

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

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

Building Construction Technology

RBCT 104 CONSTRUCTION BLUEPRINT READING
Two 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.

RBCT 105 CORE CURRICULUM
Two Credits Prerequisite: None
The Core Curriculum consist of six modules, consisting of Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Blueprints, and Basic Rigging. Students will be required to pass a test on each module, and must pass a performance test to complete the course.

RBCT 110 CONSTRUCTION MATH

Three Credits Prerequisite: None
Provides students gives students knowledge of the basic principles of construction math. The course includes the use of math to calculate areas, volume, lengths, and angles in relationship to building construction. Students will do all aspects of math calculations involved in residential construction.

BCT 115 SITE LAYOUT AND CONCRETE FORM CONSTRUCTION
Three Credits Prerequisite: None
This course provides instruction and hands-on experience in the preparation of a building site, including foundation layout, establishing lot lines, set backs, leveling, erecting batter boards, concrete reinforcement, footing forms, slab-on grade forms, and foundation forms.

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

BCT 120 FRAMING PRINCIPLES AND METHODS
Three Credits Prerequisite: None
This is a comprehensive course with instruction concentrating on the study of the techniques and practices required for successful employment as a framing carpenter. Areas studied will include floor systems, wall framing, roof framing and stair construction.

BCT 125 FRAMING SHOP I
Six Credits Prerequisite: Framing Principles and Methods
This shop course will increase the students knowledge, skills, and proficiency in framing by applying the techniques and methods learned in 120 Framing Principles and Methods. Students will have hands-on residential house framing as a class project.

BCT 130 EXTERIOR FINISH THEORY AND SHOP
Four 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
Six Credits Prerequisite: RBCT 125 Framing Shop I
This course will increase the student's skills and knowledge in residential construction. Activities will center around exterior and interior framing during the actual construction of a house.

BCT 142 SPECIALTY BUILDING & CONSTRUCTION METHODS
Three 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
Three Credits Prerequisite: None
This course is an introduction into residential materials and labor estimating. Material list, and labor estimates are calculated for residential and other small structures.

BCT 145 INTERIOR FINISH THEORY AND SHOP
Six Credits Prerequisite: None
This course will provide knowledge and hands-on experience in interior finish materials and interior finish applications, interior door installation, trim installation, and kitchen cabinet installation.

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

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

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

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

Computer Science Course Descriptions

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

CIS 111 HELP DESK OPERATIONS
Three Credits Prerequisite: None
Students will demonstrate their understanding of planning, implementing, and maintaining a support center for both internal and external users of computer hardware and software. The main topics will include: the Help

Desk, design of hardware and software specifications, performing a needs assessment, design of evaluation instruments, and creation of both technical and non-technical documentation, working with customers in a support role, and ethical standards for the computing professional.

CIS 133 DATABASE CONCEPTS
Three Credits Prerequisite: None
This course provides students with an introduction to the structure and function of database systems, with emphasis on practical applications. Data structures, hierarchical relationships, sequential and indexed searching, updating and deleting of records, data security, and recovery will discussed.

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

CIS 180 CREATING WEB PAGES
Three Credits Prerequisite: None
The learner will create and mange their won web pages using hypertext markup language (HTML), extensible HTML, and cascading style sheets (CSS). The learner will write code manually, as well as use graphical user interface (GUI) authoring tools. The learner will futher develop the importance of marketing and implanting fundamental design concepts along with validating their HTML or XHTML code.

CIS 181 CREATING WEB PAGES 11
Three Credits Prerequsite: CIS 180
This class will teach students how to use various programming tools to enhance a website. Including in the list of tools are: Netscape Composer, Adobe Photoshop, Dream Weaver and Fireworks

CIS 212 MICROSOFT WINDOWS OPERATING SYSTEM
Three Credits Prerequisite: CIS 265
This course helps learners to gain the knowledge and skills to install, configure, customize, optimize, and troubleshoot the Microsoft windows operating system in a stand-alone and network environment

CIS 219 HARDWARE REPAIR AND MAINTENANCE
Three Credits Prerequisite: None
This course is designed to prepare students to perform routine maintenance and repairs on the PC. Emphasis will be on diagnosing, troubleshooting, disassembling, replacing, and repairing the microcomputer. Software and hardware tools will be used in the class and during the labs. The student will need to be familiar with the hardware components of the microcomputer, DOS, Windows, and basic networking issues.

CIS 220 OPERATING SYSTEMS-UNIX
Three Credits Prerequisite: CIS 212
Introduction to the Unix operating system from a user perspective. History of Unix, command syntax, environment configuration, graphical user interface, file management and basic scripting covered.

CIS 244 WEB SERVER MANAGEMENT
Three Credits Prerequisite: CIS 215

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

CIS 265 NETWORKING FUNDAMENTALS
Four Credits Prerequisite: None
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 266 ROUTERS AND ROUTING BASICS
Four Credits Prerequisite: CIS 165
This course focuses on initial router configuration, CISCO IOS Software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS Software, configure routing protocols, and create access lists controlling access to the router.

CIS 274 PROJECT MANAGEMENT
Three Credits Prerequisite: None
This course is an introduction to the professional discipline of Project Management. Topics include an overview of its evolution, its various processes and principles, tools and techniques and project life cycle. Students will also be introduced to project management software.

CSCI 101 INTRODUCTION TO COMPUTERS
Three 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
Three Credits Prerequisite None
This is an introductory course in Visual Basics. This student will us Visual Basic to create full-featured applications that exploit windows including multiple-document interface (MDI), object linking and embedding (OLE), dynamic data exchange (DDE), and linking applications to data base files (ODBC). 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.

Early Childhood Development

CHLD 122 COMPUTERS AND YOUNG CHILDREN
Two Credits Prerequisite: None
This course is an introduction for computer users and also for those who are already using the computer but want to expand their use. This class will give directions for setting up computers in early childhood classroom, guidelines for selecting software, and methods for using the computer to support the early childhood curriculum.

CHLD 123 ACTIVITIES FOR CHILDREN
Four Credits Co-requisite: T & L 310 and CHLD 201 and CHLD 210

This course is a continuation of CHLD 210. Students will plan and implement both structured group activities and free plan learning centers. Topics include creative environments developmental needs of children, art, music/ movement, language arts, books, math science, health, safety, and nutrition. Students develop many of their own materials for teaching.

CHLD 170 CHILD DEVELOPMENT PRACTICUM II
Two Credits Prerequisites: T & L 310 & CHLD 201
In this course, students will intern in an early childhood setting. Field experiences in the community will include day care centers, Head start, preschool, kindergarten, elementary classrooms, special education programs, or family day care homes. Observation and guidance of children's behavior is emphasized.

CHLD 186 LEARNING AND DEVELOPMENT/PARENTAL INVOLVEMENT
Two Credits Prerequisite: None
This course is designed to teach students how to create positive Caregiver-Parent relationships and provide culturally sensitive care. It is also designed to assist participants to understand learning from the infant's point of view.

CHLD 201 CHILD DEVELOPMENT LABORATORY/FIELD EXPERIENCE
One Credit Prerequisite: None
Co-requisite: T & L 310
This course emphasizes the importance of skillful observation in planning appropriate instructional activities for children. One hour per week will be spent observing and working with three to eight year old children in early childhood setting.

CHLD 210 CHILD DEVELOPMENT CURRICULUM I
Three Credits Co-requisite: CHLD 211
This course emphasizes developmentally appropriate curricula for pre-School children, including teaching techniques, activities, and expressive material. Information on the importance of activities should be carried out as well as how to implement these activities into the early childhood curriculum. Parents, future parents, teachers, and childcare providers will find this class both practical and informative. One hour per week will be spent in an early childhood program.

CHLD 211 CHILD DEVELOPMENT PRACTICUM III
Four Credits Prerequisite: Instructor Approval
The student will be involved in approximately 6.25 hours of lab per week, for a total of 90 hours. This course will provide positive experience in designing and implementing the curriculum of an early childhood program. The purpose of this experience is to relate what is learned in the Early Childhood classes to actual teaching practices.

CHLD 220 PRE-SCHOOL CHILDREN WITH SPECIAL NEEDS
Three Credits Prerequisite: T & L 310 & CHLD 201
This course surveys various special needs and approaches for caring for children with special needs in an inclusive setting. The importance of early intervention is stressed.

CHLD 221 PRE-SCHOOL MANAGEMENT
Three Credits Prerequisite: T & L 310 & CHLD 201
The purpose of this course is 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 CURRICULUM
Three Credits Prerequisite: T & L 310 & CHLD 201
This course is designed for students in the early childhood program. Contents include stages of cognitive, social/emotional, and physical development of children ages birth to three years. The application of developmental theories applied to group care for infants and toddlers is considered. Students develop many of their own materials.

CHLD 246 SOCIAL-EMOTIONAL LIVES OF YOUNG CHILDREN
Three Credits Prerequisite: None
This course is designed to show the importance of healthy development of a child's social and emotional competence. The importance of the relationships of the caregiver and the child will be explored. Fostering friendships, the challenging child, and family matters will also be explored.

EDUC 210 INTRODUCTION TO EXCEPTIONAL CHILDREN
Three Credits Prerequisite: None
This course is designed to provide the student with theories, research, and practice in special education and develop an ever more sensitive understanding of exceptional learners and their families.

T & L 310 INTRODUCTION TO EARLY CHILDHOOD EDUCATION
Three Credits Prerequisite: None. Co-requisite: CHLD 201
This course is designed to give the student a general overview of the field of early childhood education. The course describes developmental and learning theories as they apply to the care and education between the ages of three and eight. Content includes stages of cognitive, communication, social/affective, and physical development.

Phoenix/Fresh start Course Descriptions

DVP 105 HUMAN DEVELOPMENT
Three Credits Prerequisite: None
This course is designed for preparing students for the work world by increasing student awareness of self-potential, motivation, self-esteem, confidence, commitment, and adapting to lifestyle changes. Other topics include healthy and successful relationships, physical and mental health, and stress management. Students will be guided in exploring their own strengths, capabilities, and communications styles in order to be successful in the work world.

DVP 106 CAREER EXPLORATION
Four Credits Prerequisite: None
This course is designed to provide students with the opportunity for self-assessment and career exploration. The students' abilities, interests, and internal/external barriers are researched in order to develop a well-rounded picture of the individual's personal strengths and limitations. Students will research careers to find one that suits them. Other topics covered include learning styles and personal characteristics as they pertain to the skill demand of the chosen career.

DVP 108 WORKPLACE COMMUNICATIONS
Two Credits Prerequisite: None

This course is designed to increase student awareness of job skills desired by employers. Topics covered include time management, problem solving, teamwork, communication skills, and organizational skills. Students will learn on-the-job expectations by the employer as well as employee expectations and rights. Students will demonstrate the proper steps required to search for, apply for and obtain a job.

Entrepreneur

ENTR 233 ENTREPRENEURSHIP I
Three 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
Three 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.

Tribal Advocate/Paralegal Course Descriptions

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

LEG 202 Criminal Law and Procedure (3)
Prerequisites: 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)
Prerequisite: LEG 201 Introduction to Legal Studies and Ethics
Students will learn civil procedure in tribal, state, and federal courts. Emphasis will be on the litigation process, including investigating and gathering information, and drafting pleadings and motions. Evidence procedures will be introduced. Students will also learn about Native dispute resolution methods. Students will research case law
and write a variety of legal documents.

LEG 206 Constitutional Law (3)
Prerequisite: None

This course provides an examination of the Indian Reorganization Act (IRA) and tribal constitutions. This course is also a comprehensive study of the U.S. Constitution and how it relates to the separation of powers, federal, state, and tribal courts, business regulation and the 1st, 5th, and 14th amendments concerning freedom of religion and assembly, civil rights (ICRA), discrimination and voting rights. Students will research tribal and federal case law and write a variety of legal documents.

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

LEG 208 Property Law (3)
Prerequisite: None
This course is the study of the areas of real estate in Indian Country as well as off the reservation. Concepts include property and ownership, easements, licenses, title searches, estates, real estates 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)
Prerequisites: 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)
Prerequisite: LEG 203 Legal Writing; LEG 204 Civil Procedures
This course offers an introduction to trial advocacy, including interviewing, investigation, fact/law analysis, and case strategy, opening statements, direct examination, cross examination, evidence, and objections. Storytelling will be used as a learning tool. This course will also address the ethical responsibilities of tribal advocates/paralegals. Students will practice skills by participating in a mock trial.

LEG 211 Legal Research (3)
Prerequisites: 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)
Prerequisites: 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)
Prerequisite: LEG 205 Tribal Advocate
This course will provide practical, hands on experience in an approved setting. Through the internship, students will have the opportunity to apply the theories, skills, and techniques that have been studies in the tribal advocate/paralegal program. Beginning the summer of 2009, students will be required to do a minimum of 64 hours.

Process Plant Technology

PROP 102 — Introduction to the Process Technology — 3 Credits

This course is designed to provide an introduction to process plant operations including ethanol plants, mical and refinery plants, natural gas facilities, gasification operations, combined cycle and food cessing operations. Student is required to complete a tour of a process facility during this course. ıipment overviews and the initiation/maintenance of a career portfolio are components of this course.

ENRT 103 — Applied Math — 3 Credits

This course will teach basic math skills and apply those to energy industry situations. Students will learn the tric system, basic volume and area calculations as well as algebra and trigonometry and how they apply to ustry specific situations.

ENRT 105 — Safety — 3 Credits

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

ENRT 106 — DC Fundamentals — 2 Credits

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

ENRT 108 — AC Fundamentals — 3 Credits

This course covers basic alternating current theories and applies those theories to electrical systems and related equipment. Students will also study basic generator and motor design, construction and operating principles.

PROP 201 — Process Equipment — 3 Credits

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

ENRT 112 — Basic Print Reading — 2 Credits

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

ENRT 116 — Instrumentation & Control — 4 Credits

This course provides a comprehensive look and study of instrumentation components, control theory, control systems and typical controllers associated with the operation of energy facilities.

ENRT 118 — Thermodynamics — 3 Credits

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

ENRT 120 — Water Purification & Treatment — 2 Credits

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

PROP 216 — Process Boilers — 2 Credits

.This course provides a comprehensive study of industrial manufacturing plant boilers and furnaces, and supporting auxiliary systems. Students will study typical process plant boiler, oxidizer and furnace types, their operation, safe firing theory, troubleshooting techniques, and typical maintenance.

PROP 235 — Hydrocarbon Chemistry — 3 Credits

This course provides a fundamental study of the organic chemistry of hydrocarbons associated with crude oil. This course will also focus on process chemistry, chemistry fundamentals, typical process reactions and process solubility theory.

PROP 237 — Distillation & Refinery Operations — 4 Credits

This course provides a comprehensive study of processes associated with refining, and petrochemical distillation. This course will also focus on equipment designs, operation requirements and technician responsibilities associated with the operation of typical distillation facilities.

PROP 239 — Gas Processing — 3 Credits

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

PROP 244 — Ethanol & Bio-Fuels Production — 4 Credits

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.

PROP 212 — Auxiliary Systems & Refrigeration — 3 Credits

This course provides a comprehensive study of industrial manufacturing plant auxiliary systems, including fluid power, piping and piping systems, pumps and pump drive systems, compressors and fan systems, refrigeration, and hydraulic systems, but not restricted to these components.

PROP 218 — Process Operations & Troubleshooting — 3 Credits

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

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

Welding Technology Course Descriptions

MATH 130 Technical Mathematics
Two Credits Prerequisite: None
A review of whole numbers, fractions and decimals using U.S. measurements. The application of ratio and proportion, direct measure, perimeter, area and volume with a construction emphasis.

PSY 100 Human Relations in Organizations
Two Credits Prerequisite: None
This course is designed to teach students human relations in business and industry with emphasis on how people can work effectively in groups to satisfy both organizational and personal goals. Motivation, emotion and mental health, communication techniques and coping with stress are explored. Activities are used to encourage the application of concepts to enhance personal growth and insight and to increase social skills.

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

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

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

WELD, 282, 283, 284 Individual Studies
One to Four Credit Prerequisite: Department approval
These courses are designed to allow students to conduct individual research and/or projects for credit while under the supervision of a faculty member from the department.

WELD 296, 297, 298, 299 Special Topics
One to Four Credits Prerequisite: None
These courses are designed to allow flexibility in the department. New courses may be introduced under Special Topics. Courses offered under Special Topics will be taken for pass/fail.

WELD 151 Welding Theory I
Three Credits Prerequisite: None
This theory course introduces the processes of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Oxy-Fuel Cutting (OFC). Safety for the student such as Personal Protection Equipment (PPE) and safe welding practices in the welding shop are emphasized. Welding and cutting equipment, selection of welding supplies and metals that are used in industry are introduced.

WELD 152 Welding Theory II
Three Credits Prerequisite: WELD 151.
This theory course covers Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW) equipment and supplies. Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW), Oxy-Fuel Cutting (OFC), Carbon Arc Cutting-Air (CAC-A) are also covered in more detail. A study of welding symbols on drawings, nonferrous welding applications, welding codes, specifications and tests with special emphasis on The American Welding Society (AWS) welder qualifications and discussion on employability in the welding industry and employee/employer relations.

WELD 153 Welding Lab I
Five Credits Prerequisite: None
This course gives beginning instructions in laboratory safety, use of Personal Protection Equipment (PPE), with a strong emphasis on the safe handling of welding and cutting equipment. Basic hands-on instruction in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Oxy-Fuel Cutting (OFC) on various thicknesses of metal, and the techniques used. Also covered are welding supplies and equipment maintenance. Basic weldments in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) are practiced and tested.

WELD 154 Welding Lab II
Five Credits Prerequisite: WELD 153
Instruction will consist of perfecting skilled welding on plate steel in all positions using Shield Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), Flux-Core Arc Welding (FCAW) and Carbon Arc Cutting-Air (CAC-A). Students will practice and weld plates in accordance to The American Welding Society (AWS) certification guidelines.

WELD 123 Fabrication Methods I
Two Credits Prerequisite: None
This course covers basic fabrication techniques as they relate to product manufacturing, maintenance and repair. Topics include: bending, forming, shearing, simple punching operations, flat pattern layouts, basic jig and

fixture applications, and assembly methods.

WELD 135 Basic Metallurgy
Two Credits Prerequisite: None
This course is a study of the common metals and alloys, welding arc – Heat flow and temperature distribution in and around weld metal –temperatures zones – temperatures gradient cooling rates –metallurgical effects of welding –weld metal solidification – absorption of gases by welds and their effects- gas metal reactions – porosity in welds – Isothermal contours for localized heating – thermal effects of welding on parent metal – structure of fusion weld deposits in mild steel – heat affected zones – grain size control – corrosion of welds, weld decay, dilution – metallurgy of soldering and brazing

WELD 140 Fabrication Methods II
Two Credits Prerequisite: WELD 123
This course covers more advanced topics including: layout and form square-to-round transitions; taper sheet metal objects with straight and mitered collars; and, make square and rectangular transitions. Students will learn bending, forming, shearing, and punching operations, template development straightening techniques, fixturing and heat treatment.

WELD155 Blueprint Reading for Welders
Three Credits Prerequisites: None
This course will cover visualization of the objects shape, reading the print for finding size and location dimensions, symbols, notes and related information shown on the print.

WELD 165 Blueprint Symbols for Welding
Three Credits Prerequisite: WELD 155
Welding symbols are considered an integral part of blueprint reading for the welder. Topics include: welding symbols and abbreviations; basic joints for weldment fabrications; industrially used welds; surfacing back or backing, and melt-thru welds; and structural shapes and joint design. Actual prints from industry are used during this course.

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

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

BOARD OF TRUSTEES

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Turtle Mountain Chippewa

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Turtle Mountain Chippewa

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Turtle Mountain Chippewa

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*Student Student Government President

*Student Student Representative

*Annual Appointments

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Mental Health Counselor, IHS
Turtle Mountain Chippewa

Trottier, John Vice-Chairperson
Consultant, Turtle Mountain Tribe
Turtle Mountain Chippewa

Peltier, Ronald Member
Executive Director
Turtle Mountain Housing Authority
Turtle Mountain Chippewa

Belgarde, Marlin Member
P2P Economic Developer
Turtle Mountain Chippewa

LaRocque Emil Member
Director
Turtle Mountain Tribal Scholar Program
Turtle Mountain Chippewa

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- M.Ed. Penn State
- D.Ed. Penn State
- Turtle Mountain Chippewa

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

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

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

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

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

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

Bennett, Wannetta – Sponsored Program Officer
- B.S. Minot State University
- M.S. University of Mary
- M.B.A. University of Mary
- Turtle Mountain Chippewa

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

Poitra, Lyle - Anisinabe Wellness Director
- B.S University of North Dakota
- Turtle Mountain Chippewa

FACULTY

Baker, Luke-Building Construction Instructor
Turtle Mountain Chippewa

Allery, Virginia, Dr.-Chair Teacher Education
B.A. Viterbo College
M.A. University of Montana/Billings
Ph.D. University of Minnesota
Turtle Mountain Chippewa

Bearking, Renae-Early Childhood
BS University of North Dakota
MS Ed. University of North Dakota
Turtle Mountain Chippewa

Carpenter, Ron Dr. – English Instructor
B.A. U. California Riverside
M.A. U. of Utah
Ph.D. U. of Utah

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

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

Henry, Kathy – Early Childhood Instructor
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M.Ed University of North Dakota

Houle, Barbara – Business Education
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M.S Minot State
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M.Ed University of North Dakota

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M.A.T. Portland State University

Johnson, Margaret-Arts/Humanities Instructor
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M.A.T. Portland State University

Kekahbah, Rollin-Social Science Instructor
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Kansas/Potawatomi

LaVallie, Audrey-Science Instructor
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M.S Texas A&M

Morin, Tasha – Criminal Justice Instructor
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M.S. Minot State University
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Ost Irene – Math Instructor
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M.S. University of North Dakota

Gustafson Rhonda-Business Education Instructor
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M.S. Central Michigan University
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Myerion, Cecelia-Ojibwa Language
Certified Language Instructor of North Dakota
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M.S. Minot State University

Parisien, Ronald-Building Trades Instructor
A.A. UND-Lake Region
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Peltier, Leslie-Social Science Instructor
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M.S. University of North Dakota
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Pfahl, Miles-Math Instructor
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M.S. University of Wyoming

LaFromboise, Gene – Social Science Instructor
B.S. University of North Dakota
M.S. University of North Dakota
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Peltier, Zelma – Humanities Instructor
Turtle Mountain Chippewa

B.S. MSU-Billings
M.S University New Mexico
Ph.D University New Mexico

Robbins, Jamie Dr.-Science Instructor

PERSONNEL

Azure, Keith-Maintenance
Turtle Mountain Chippewa

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

Azure, Tracy-Accounting Supervisor
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M.B.A.North Dakota State University

Belgarde, Judy-Administrative Assistant
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BearRunner, Irene – Career Counselor
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M.S. University of Mary
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Bennett, Wannetta-Sponsored Programs Officer
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M.S. University of Mary
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Bercier, Brian – Vocational Reb. Counselor
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M.S University North Dakota
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Bercier, Dennis-Institutional Resource Development
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Bercier, Pam – Bookstore Technician
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Bercier, Sandra-Vocational Rehabilitation
B.S.
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Blue, Stacie – Center for Disease Coor.
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Charette, Annette-SS Services Counselor
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Turtle Mountain Chippewa

Chase, Jesse-Maintenance
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Chromyj, Ben-Computer Technician
A.A. U.S. Army

Dahlen, Barbara – Nursing Director
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Davis, Bernice-Inventory/Personnel Officer
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M.S. Minot State University
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Davis, Candice – Library Assistant
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Davis, Dorothy – Maintenance
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Davis, Joe – Custodian
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Davis, Wesley – Facility Manager
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Ph.D. Walden University
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DeCoteau, Richard-Maintenance
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DeCoteau, Steve-Student Support Services Director
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DeCoteau, Stephanie-Employment Outreach Officer
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Frederick, Anita-Institutional Development
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Garcia, Dave-Substance Abuse Prevention Coordinator
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Turtle Mountain Chippewa/IsletaPueblo/Lummi

Gladue, Angel-Registrar
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Gourneau, Jerald – Curriculum Specialist
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Hall, Larretta – Grant Writer
B.A Morehead State, KY.
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Hamley Mark-Director for Education Equity
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Henry, Larry – Academic Dean
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M.S. University North Dakota
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Houle, Dennis – Maintenance
Turtle Mountain Chippewa

Hunt, Paula-Switchboard Operator
A.A. TMCC
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Kumar, Arjun-Director of Technology
B. E. Birla Institute of Technology
M.S.

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A.S. North Dakota State College Science
B.S. Mayville State College
M.S. Central Michigan University
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LaFontaine, Joni-Admissions Technician
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LaFountain, Les – Director
B.S NDSU
M.S University North Dakota
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LaFromboise, Martin – Custodian
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LaFromboise, Shirley-Accountant Technician
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Lamb, Carmaleta – Secondary Education
B.S. Texas A&M
M.S. North Dakota State University

Martell, Kerri-Fiscal Reports Technician
B.S. Minot State University
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Morin, Kevin – Maintenance/Custodian
Turtle Mountain Chippewa

Morin, Sheila – Financial Aid Assistant
B.A. Minot State University
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Morin, Shirley-Bookstore Technician
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Muller, Alice – Scholarship Officer
Turtle Mountain Chippewa

Marcellais, Theresa – Placement Officer
B.S Valley City State University
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McCloud, Richard-Print Shop Director
B.S. Minot State University
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Parisien, Martin, Terri –Director PeaceM
B.S.
M.S University Minnesota
Turtle Mountain Chippewa

Peltier, Debra-Accountant Technician
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Poitra, Barb – Accountant Technician
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Poitra, Damon-Bookstore Technician/IVN
A.A. Turtle Mountain CC
Turtle Mountain Chippewa

Poitra, Diana – Maintenance
Turtle Mountain Chippewa

Poitra, Lyle -Anishinabe Wellness Director
B.S University North Dakota
Turtle Mountain Chippewa

Poitra Wanda – Voc. Rehab. Adm. Assistant
B.S University Mary
Turtle Mountain Chippewa

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

Rush, Susan-Computer Technician
AAS TMCC
Turtle Mountain Chippewa

Stein, Jackie – Retention Officer
A.A.S. TMCC
Turtle Mountain Chippewa

Thomas, Donna-Vocational Rehabilitation Director
B.S.W. University North Dakota
M.S.W. University Minnesota
Cert University Minnesota
Advanced Clinical Studies
Turtle Mountain Chippewa

Trottier, Pauline-Custodian
Turtle Mountain Chippewa

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

Williams, Sheldon – Computer Technician
A.A.S. TMCC
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Zaste, Dustin – PrintShop Technician
A.A. TMCC
Turtle Mountain Chippewa

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

ADULT BASIC EDUCATION/STUDENT LITERACY

LaRocque, Sandi-Director, Community/Adult Ed.
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B.A. University of North Dakota
M.S Minot State University
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LaVallie, Madonna-Adult Ed. Instructor
B.A. University of North Dakota
Turtle Mountain Chippewa
M.A. Minot State University

PART-TIME FACULTY

Azure, Caroline-Social Science
B.A. Wayne State University

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

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

DeCoteau, Stephanie-
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Trottier, John Science-Instructor
B.S. New Mexico Highlands
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Wilkie, Elma-Social Science
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Turtle Mountain Chippewa

Wuori, Misty-Social Science
B.A. Westmar University-Iowa

LaRocque, Brian-Allied Health
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