



**LAC COURTE OREILLES OJIBWE
COMMUNITY COLLEGE**



CATALOG 2008-2010

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LCOOCC is accredited by the Higher Learning Commission and is a member of the North Central Association.

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Boozhoo (Hello):

On behalf of our faculty and staff, we welcome you to Lac Courte Oreilles Ojibwe Community College. Whether you have enrolled or are thinking of enrolling, you will find someone here who will help you on your educational path: be it a one-year certificate; a two-year Associates Degree; or to go on to a four-year degree. We work closely with a number of colleges to help our students transfer to their campuses.

Since it was established in 1982, LCOOCC has met and, I believe, far exceeded what the founders intended this Tribal College to accomplish. We continually meet the unique educational needs of Native and non-native students, and promote the economic stability of the LCO community by providing jobs and educating a workforce of people who are recognized within their community.

The faculty and staff who work at this college are highly professional personnel who are dedicated to the development of future tribal leaders. By providing outstanding teaching, excellent student support services, and a rigorous academic curriculum, LCOOCC is able to help students advance both academic and life skills. Our classes emphasize Ojibwe cultural knowledge - a blend of the traditional and the modern - providing cultural pride, and the confidence in the ability to succeed.



Our open enrollment encourages non-traditional students to advance their education. Our small class sizes allow us to provide individual student support. Our system is unique, with modern technology and traditional values integrated - not just standing side-by-side, but interwoven.

As we enter the 21st Century, LCOOCC is dedicated to preserving a brilliant heritage while preparing a brighter future.

Danielle M. Hornett
Bitawaasinookwe



Danielle M. Hornett, Ph.D.
Bad River Ojibwe
College President



The Lac Courte Oreilles Ojibwe Community College (LCOOCC) was founded in 1982 on the Lac Courte Oreilles Ojibwe reservation in Northwest Wisconsin. Outreach sites have expanded into four other Ojibwe reservations in Wisconsin - Bad River, Lac du Flambeau, Red Cliff and St. Croix. Our advanced technology allows virtually any student to enroll in LCOOCC courses via Interactive Television and online courses.

LCOOCC grants Associates Degrees and one-year Certificates. Several agreements are in place for LCOOCC students to earn an Associates Degree and then transfer on for a Bachelors Degree. LCOOCC is accredited by the Higher Learning Commission.

MISSION STATEMENT

The mission of the Lac Courte Oreilles Ojibwe Community College is to provide, within the Indian community, a system of post-secondary and continuing education with associate degree and certificate granting capabilities. In carrying out the mission, the Lac Courte Oreilles Ojibwe Community College curriculum will reflect Ojibwe culture and tribal self-determination. The college will provide



opportunities for individual self-improvement in a rapidly changing technological world, while maintaining the cultural integrity of the Ojibwe.

PHILOSOPHY

The college curriculum will reflect identified needs and interests of the Lac Courte Oreilles Band of Lake Superior Chippewa by providing academic, vocational, adult basic education, cultural, and community programs. The primary purpose is to meet the needs of the Indian population and maintain an open door policy.

PURPOSE STATEMENT

Academic Opportunity

- Provide quality instruction for academic and personal enhancement.
- Offer appropriate curriculum leading to Associate of Arts, Associate of Science, and Associate of Applied Science degrees, one-year certificates, specialized certificates and programs of cultural enrichment.

Student Services

- Maintain open enrollment.
- Foster student growth in areas of cultural interest and social development as well as in academic performance.

Community Outreach

- Help develop resources and technical assistance for community projects and community research.
- Function as an information and educational resource in the community.
- Provide leadership for cultural preservation.
- Facilitate training for tribal economic development.



GENERAL EDUCATION REQUIREMENTS

STATEMENT OF PRINCIPLE

All students in associate degree and certificate programs need to complete courses that meet the General Education Requirements. The General Education Program at LCOOCC is intended to provide a foundation for future academic and career success. It presents an array of disciplines enabling our students to make informed decisions, develop an understanding of diversity, and create enthusiasm for learning. Built into the foundation of the Lac Courte Oreilles Ojibwe Community College is the strong heritage and ethnicity that the college and the community have to offer. While meeting the needs and standards of a sound General Education, LCOOCC has incorporated materials in the curriculum of the base and knowledge coursework to include the culture, wisdom, and self-determination of the Lake Superior Ojibwe.



PROGRAM OUTCOMES

The General Education Program Outcomes are fulfilled by taking courses that meet the General Education Course Requirements and are reinforced in professional courses during a student's tenure at the college. The outcomes are assessed annually using a variety of direct and indirect methods. Results of the annual assessments are used by faculty and administration to improve the General Education Program. Students receiving an associate degree will:

- Express themselves clearly and correctly in writing
- Express themselves clearly and effectively in speaking
- Demonstrate an understanding of Ojibwe and other Native American cultures
- Demonstrate an understanding of, and the ability to apply, mathematical concepts
- Be able to locate, gather and synthesize information

DISTRIBUTION AREAS AND REQUIREMENTS

The General Education Program is divided into two levels: **base courses and knowledge courses**. There are six base courses required of all associate degree students and four courses required from the areas of Humanities and Social Sciences, Physical and Natural Sciences, and Arts and Culture.

Base Courses - These general education requirements should be taken early in a student's program of study. Base courses strengthen reading, writing, study skills, public speaking, problem solving, and interpersonal skills.



Course #	Course Title	Cr.
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
MTH 106 or MTH 112	Financial Math Intermediate Algebra	3 (4)
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3

Knowledge Courses - The general education courses in the Knowledge categories introduce students to a broad array of concepts, perspectives, and methods. Students integrate skills learned from the Base Courses into their content areas and require active engagement. Students are required to have courses from the following areas:

Three (3) Credits from the Humanities and Social Sciences:

English, Native American Studies, Philosophy, Political Science, Psychology, Sociology, and Education

Seven (7) Credits from the Physical and Natural Sciences (1 lab course required):

Computer Science (CPS 101 or higher), Health, Mathematics, and Science

Three (3) Credits of Arts and Culture:

ART 105, ART 107, ART 200, ENG 219, ENG 222, ENG 223, NAS 101, NAS 230



CERTIFICATE

Nine (9) credits are required to meet the general education requirements at LCOOCC in the certificate programs. These courses are designed to provide a base on which to support the student in preparation for their professional courses.

Course #	Course Title	Cr.
EDC 110	Introduction to Higher Education	3
BUS/PSY 160	Professional Development/ Interpersonal Skills	3
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3



ASSOCIATE DEGREES

ASSOCIATE OF ARTS EARLY CHILDHOOD EDUCATION

PROGRAM OVERVIEW

The Early Childhood Education program will prepare the student to plan developmentally appropriate environments and activities that will promote optimal growth through learning for young children.

During the final semester, students will successfully complete a structured field experience in a child care/classroom setting to demonstrate an understanding of early childhood development.

STUDENT PROFILE

As an Early Childhood Program student, you should:

- Enjoy and respect children
- Exhibit a caring attitude
- Be flexible
- Use good judgment
- Be dependable
- Communicate effectively
- Demonstrate awareness of diverse cultures



PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- Applied math
- Psychology
- Speech
- Parenting/family living
- English/grammar
- Health/food choices
- Sociology
- Art

PROGRAM OUTCOMES

Students who complete the Associate's Degree in Early Childhood should be able to:

- Demonstrate and implement appropriate curriculum for young children
- Provide safe and healthy environments for young children
- Provide an early childhood program that will emphasize awareness of diverse cultures

CAREER OUTLOOK

The demand for Early Childhood professionals continues to increase. The typical careers that are available after graduation include:

- Child care teacher
- Child care assistant teacher
- Family child care provider
- Infant or toddler caregiver
- Head Start educator
- School teacher aide
- Program director / administrator



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
MTH 106, or MTH 112	Financial Math Intermediate Algebra	3 (4)
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
***	Humanities / Social Sciences	3
***	Physical & Natural Sciences	7
NAS 101	Ojibwemowin I	4
Professional Courses		
EDC 101	Intro To Early Child Education & Care	3
HTH 107	Wellness, Healthcare and Nutrition	3
EDC 103	Creative Activities for the Classroom	3
EDC 130	Child Growth and Development	3
EDC 251	Environmental Education Teaching Techniques	3
ENG 223	Literature for Children	3
SOC 285	Sociology of Native American Families and Communities	3
EDC 260	Child Guidance and Self-Concept	3
EDC 270	Early Childhood Program Management and Leadership Practices	3
EDC 291	Early Childhood Practicum	5
Total Degree Credits		64/65



ASSOCIATE OF ARTS HUMAN SERVICES

PROGRAM OVERVIEW

The Human Service Program offers a variety of professional courses designed to prepare students for working in human service agencies. This degree prepares students for entry into a vast number of human services, especially in and around Tribal communities, and/or pursuit of a Baccalaureate Degree in Social Work at the University of Wisconsin-Superior. The need for human service workers is on-going, and a career in human services can be rewarding and secure.

STUDENT PROFILE

As a Human Services student, you should be willing to:

- Examine your motives for wanting to help others
- Maintain personal and professional behaviors that reflect honorable codes of conduct

PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- Having a sincere desire to help others is an important qualification
- If you enjoy the challenges of getting to know people, you will do well in the human service field
- Willingness to change things in your own life is important
- Establishing a high standard of moral conduct for yourself and others is important for being a successful human service worker
- Having a commitment to self improvement is a must



PROGRAM OUTCOMES

Students who complete the Associate Degree in Human Services should be able to:

- Understand issues which potentially cause people to experience problems in life
- Intervene into one's life based on assessments of a person's situation
- Prepare service plans which serve to help people resolve issues of concern
- Initiate service plans to bring about positive change in people's lives
- Guide people through systems which are in place to help with a variety of problems

CAREER OUTLOOK

Graduates of the Human Service Degree program are prepared to pursue a Baccalaureate Degree in a human service area of study, or enter the workforce in areas of human services, especially within tribal programs.



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
MTH 106, or MTH 112	Financial Math Intermediate Algebra	3 (4)
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Knowledge Courses		
***	Physical or Natural Sciences	7
***	Aesthetic Experience	3
SOC 111	Introduction To Sociology	3
Professional Courses		
PSY 110	Introduction to Counseling	3
SOC 205	Race/Ethnicity/Diversity in the US	3
EDC 130	Child Growth & Development	3
NAS 213	U.S. Federal Indian Policy & Law	3
NAS 222	Tribal Government	3
NAS 212	Wisconsin Native History	3
SOC 285	Sociology of Native American Families	3
SAC 151	Foundations of Best Practice	4
SAC 241	Health Change Strategies (Interviewing Skills)	3
HTH 292	Field Practicum	6
Total Degree Credits		65/66



ASSOCIATE OF ARTS LIBERAL ARTS

PROGRAM OVERVIEW

The LCOOCC Liberal Arts program is designed to provide a broad base of knowledge and competencies that will transfer to four-year college and university programs leading to a bachelor's degree. The Liberal Arts program provides knowledge of the diversity of human experience, leading to personal development and strengthening skills pertinent to full participation in one's culture and society.

STUDENT PROFILE

You should consider a Liberal Arts degree if you are:

- Pursuing a baccalaureate degree in a liberal arts field
- A high school senior who is unsure of what major to pursue
- Returning to school without a clear educational path in mind

PREPARATION FOR ADMISSION

The following qualities or experiences may help prepare you for entry into this program:

- English grammar/writing
- Intermediate math skills
- General science
- Communication skills
- Social sciences

**PROGRAM OUTCOMES**

Students who complete the Associate Degree in Liberal Arts should be able to:

- Demonstrate a basic level of mathematical reasoning
- Demonstrate an advanced level of writing skills

CAREER OUTLOOK

The Liberal Arts Degree program prepares students for future careers in a variety of fields requiring good communication and critical thinking skills by fostering a climate of intellectual curiosity and creativity.



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
MTH 112	Intermediate Algebra	4
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
***	Humanities and Social Sciences	3
SCI 101 or SCI 102	Gen Cell Biology, Genetics & Evolution General Animal Biology & Ecology	4 (4)
***	Physical & Natural Science elective	3
***	Aesthetic Experience	3
Professional Courses		
CPS 100	Computer Basics	3
MTH 113	Business Statistics	3
SOC 111	Introduction to Sociology	3
NAS 219	Native American Literature	3
NAS 206, or NAS 212	Ojibwe History Wisconsin Native History	3 (3)
PHI 242	Native American Philosophy	3
PED 100	Firm & Fitness	3
POL 110	Introduction to American Government	3
PSY 210	General Psychology	3
SCI 240	Ethnobotany w/lab	4
Total Degree Credits		63



**ASSOCIATE OF ARTS
MEDICAL OFFICE • MID-MANAGEMENT**

PROGRAM OVERVIEW

This associate degree program will provide the student with a solid background in medical office management, strategic planning, customer orientation, contemporary health care issues, communication skills, managerial accounting and health claims processing.

STUDENT PROFILE

As a Medical Office Mid-Management student, you should be able to:

- Express ideas verbally and in writing
- Display critical thinking skills
- Enjoy learning new methods and procedures
- Possess a strong interest in the medical management and business management fields
- Communicate concerns relative to contemporary health care issues
- Enjoy working with people
- Display leadership skills

PREPARATION FOR ADMISSION

The following experiences will help you prepare for this program:

- Keyboarding
- Basic computer skills
- English/basic grammar
- Biology
- Consumer math/accounting



The key to your success in a Medical office Mid-Management position is having strong communication and human relation skills, along with excellent problem solving and critical thinking skills.

PROGRAM OUTCOMES

As a graduate of this program, you will be able to:

- Demonstrate competence in basic medical office administrative skills.
- Demonstrate professionalism in regional community clinical settings

CAREER PREPARATION

Employers will expect you, as a Medical Office Mid-Management graduate to be able to:

- Manage people and use staff conflict resolution
- Exercise excellent decision making skills, along with good problem solving abilities
- Understand fiscal and accounting applications
- Compose correspondence and reports
- Implement strategic planning techniques
- Operate computer equipment using various software programs
- Use leadership skills in managerial roles
- Demonstrate a strong work ethic and teamwork ability
- Understand contemporary health care issues
- Know billing/insurance issues
- Manage a service-oriented environment recognizing the patient as the consumer
- Demonstrate continuous quality improvement/total quality management



CAREER OUTLOOK

Graduates of the Medical Office Mid-Management program are in demand. National studies have shown mid-level managers have much needed skills, particularly in personnel management and hold necessary technical abilities. This program strongly addresses the skills to meet mid-management position requirements and will prepare the graduate for careers, which include:

- Mid-Management Administrative positions in health care clinics and managed care organizations
- Mid-Management Administrative positions in hospitals
- Health care department head supervisors



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 221	Basic Communications	3
ENG 102	Composition II	3
MTH 106	Financial Math	3
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Knowledge Courses		
***	Humanities & Social Sciences	3
SCI 101 or SCI 102	Gen Cell Biology, Genetics & Evolution General Animal Biology & Ecology	4 (4)
CPS 101	Computer Applications	3
***	Aesthetic Experience	3
Professional Courses		
BUS 110	Introduction to Accounting	3
BUS 160	Prof. Development/ Customer Service	3
HTH 130	Medical Terminology	3
HTH 249	Contemporary Health Care Issues	3
MAA 218	Medical Office	3
BUS 231	Business Law	3
BUS 240	Principles of Leadership	3
BUS 260	Business Communication	3
BUS 261	Human Resource Development	3
HTH 293	Medical Office Mid-Mgmt Practicum	6
Total Degree Credits		67



ASSOCIATE OF ARTS NATIVE AMERICAN STUDIES (NAS)

PROGRAM OVERVIEW

The Native American Studies degree program is designed for individuals who seek knowledge and experience of indigenous history, culture, language, literature, arts, philosophy, political and social science, and sovereignty.

Student learning focuses on Ojibwe culture and the interaction between traditional and contemporary knowledge and activities. Topics that will be examined in this degree program include: the historical and contemporary relationship between Native and non-Native people, the unique status of Native Americans as nations with sovereign powers, and the importance of language as a means of cultural expression and revitalization. This degree provides special emphasis on the language, culture, and traditions of the Ojibwe of the Great Lakes Region.

STUDENT PROFILE

As a Native American Studies student, you should be willing to:

- Formulate an understanding of Native peoples and their experiences
- Gain a greater understanding of the history, language and culture of Native people and their respective communities
- Maximize cultural experiences beyond the classroom setting
- Think critically when evaluating information and research material



PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- Prior knowledge and experience with Native communities and the issues/topics related to Native people
- Previous employment or volunteer experience working with Native communities
- Basic computer skills
- Basic communication and human relations skills
- Critical thinking skills

PROGRAM OUTCOMES

Students completing the Native American Studies program should be able to:

- Demonstrate proficiency in Ojibwemowin
- Demonstrate knowledge of sovereignty and the unique political status of Native Americans in the United States
- Evaluate documents pertaining to Native Americans
- Articulate how they incorporate Ojibwe culture into their lives

CAREER OUTLOOK

Graduates of the Native American Studies (NAS) Degree program are prepared to: think critically, understand history and interact successfully with Native American populations. A degree in Native American Studies will allow you to enter further undergraduate, graduate, and professional programs.

A variety of career options are available. Some of the



areas into which a degree in NAS might lead include Ojibwe language instruction; employment through Native American organizations; Federal, state, and tribal organizations; Public Health; Native law and politics; Museum and archival work; Social work and counseling; Research specialization; Journalism and other media; Teaching; training and development; Research specialization.



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Basic Communications	3
MTH 106 or MTH 112	Financial Mathematics Intermediate Algebra	3 (4)
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Knowledge Courses		
***	Humanities & Social Sciences	3
***	Physical & Natural Science (1 lab req.)	7
***	Aesthetic Experience	3
Professional Courses		
CPS 100	Computer Basics	3
NAS 101	Ojibwemowin I	4
NAS 102	Ojibwemowin II	4
NAS 205	Ojibwe History	3
NAS 110	Intro to Native American History	3
NAS 212	Wisconsin Native History	3
NAS 213	US Federal Indian Policy and Law	3
NAS 219	Native American Literature	3
NAS 230	Ojibwe Literature & Storytelling	3
NAS 242	<i>Nenda-nibwaakannng</i> - Native American Philosophy	3
NAS 222 or POL 110	Tribal Government American Government	3 (3)
Total Degree Credits		63/64



**ASSOCIATE OF ARTS
NATIVE AMERICAN STUDIES (NAS)
OJIBWE LANGUAGE EMPHASIS**

Course #	Course Title	Cr.
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Basic Communications	3
MTH 106 or MTH 112	Financial Math Intermediate Algebra	3 (4)
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
***	Humanities & Social Science	3
***	Physical & Natural Science (1 lab req.)	7
***	Aesthetic Experience	3
CPS 100	Computer Basics	3
NAS 101	Ojibwemowin I	4
NAS 102	Ojibwemowin II	4
NAS 201	Ojibwemowin III	4
NAS 202	Ojibwemowin IV	4
NAS 212	Wisconsin Native History	3
NAS 213	US Federal Indian Policy and Law	3
NAS 222 or POL 110	Tribal Government American Government	3 (3)
NAS 110 &/or NAS 230 &/or NAS 242	Intro to Native American History Ojibwe Literature and Storytelling Native American Philosophy	3 3 (3)
Total Degree Credits		65/66



**ASSOCIATE OF ARTS
SUBSTANCE ABUSE COUNSELING**

PROGRAM OVERVIEW

The Substance Abuse Counseling Degree is designed to meet all educational requirements necessary for credentialing from the Wisconsin Department of Licensing for Substance Abuse Counselors; it is a **professional degree**. The program offers students an opportunity to explore substance abuse counseling as a profession, and acquire knowledge and skills that will provide them with the ability to enter the field of professional substance abuse counseling with confidence of preparation. The need for addressing issues related to substance abuse is great, and those who select a career in substance abuse counseling will have excellent opportunities for employment within a vast number of human service areas such as mental health, social work, vocational services, educational services, and substance abuse treatment services. Historically, earned credits from this degree program have been accepted at institutions such as the University of Wisconsin-Superior, where students may pursue a Bachelor Degree in Social Work.

STUDENT PROFILE

As a Substance Abuse Counseling Degree student, you should be willing to:

- Adhere to those principles which govern the delivery of services to individuals and families of individuals who are experiencing problems associated with substance abuse
- Commit to a responsible* level of participation and attendance in all classes which are offered for acquiring the Substance Abuse Counseling Degree



* Attendance is mandatory for all "professional" required courses in this degree program. None of the "professional" required courses are offered as independent study, and all class assignments are required to be completed for grade.

PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- Good counselors have a sincere desire to help others, and understand the need to take care of themselves at the same time.
- Students who are interested in this degree program must be open to new ideas and challenges.
- Students who are interested in this degree program must be committed to change, and be willing to work for it. This is a difficult program, and demands much of a student's time, energy, and dedication.

PROGRAM OUTCOMES

Students who complete an Associate Degree in Substance Abuse Counseling should be able to:

- Pass the International Certification Reciprocity Consortium's written examination
- Pass the International Certification Reciprocity Consortium's oral examination

CAREER OUTLOOK

Graduates of the Substance Abuse Counseling Degree program are prepared to enter the field of Substance Abuse Counseling at a level of competency that will serve to enhance their capacity to become proficient counselors.



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
MTH 106, or MTH 112	Financial Math Intermediate Algebra	3 (4)
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Knowledge Courses		
SOC 111	Introduction To Sociology	3
***	Physical or Natural Sciences	7
***	Aesthetic Experience	3
Professional Courses		
NAS 242	Native American Philosophy	3
SAC 101	Assessment & Treatment Planning	4
SAC 151	Foundations of Best Practice	4
SAC 161	Professional Readiness & Responsibility*	4
SAC 200	Case Management for Substance Abuse Treatment*	4
SAC 210	The Counseling Practice*	4
SAC 220	Individual, Family & Community Ed.*	4
SAC 231	Technology Transfer (Research to Practice)*	3
SAC 241	Health Change Strategies (Interviewing Techniques)*	3
SAC 291	Clinical Supervision*	3
Total Degree Credits		67/68



ASSOCIATE OF APPLIED SCIENCE AGRICULTURE & NATURAL RESOURCE MANAGEMENT

PROGRAM OVERVIEW

This program will prepare you for employment and/or transfer to a baccalaureate program in the areas of agriculture, natural resource, or renewable energy management. You will have the opportunity to develop the skills and knowledge necessary to assess natural and renewable resources, in addition to collecting, applying, and analyzing data using a variety of methods. Students will be provided the opportunity to participate in internship and hands-on experiences at the college farm and other area agricultural and resource agencies.

STUDENT PROFILE

A student pursuing this degree should be interested in working with people in an outdoor environmental setting.

PREPARATION FOR ADMISSION

Students applying for this program should have:

- Basic English skills
- Basic Math and Pre-algebra skills
- Basic computer skills
- Basic communication and human relations skills
- Critical thinking skills
- A desire to help people and the environment

PROGRAM OUTCOMES

Students graduating from this program will be able to apply natural science concepts to Ag/Natural Resources issues and apply the scientific method.



CAREER OUTLOOK

Graduates of this Agriculture & Natural Resource Management program will be qualified for a variety of positions including some of the following:

- Forestry Technician
- Water Quality Specialist
- Conservation Warden
- Park Ranger
- Environmental Educator
- Wildlife or Fisheries Technician
- Greenhouse Manager
- Renewable Energy Specialist
- GPS or GIS Technician

Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
MTH 106 or MTH 112	Financial Math Intermediate Algebra	3 (4)
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Knowledge Courses		
***	Humanities & Social Sciences	3
***	Physical & Natural Science (1 lab req.)	7
CPS 100	Computer Basics	3



Course #	Course Title	Cr.
Professional Courses		
SCI 101	Gen Cell Biology, Genetics & Evolution	4
SCI 102	General Animal Biology & Ecology	4
SCI 111	Environmental Science	3
SCI 165	Introduction to Geographic Information Systems (GIS)	3
SCI 291	Field Methods	5

Emphasis on Land Resources • 22 Credits

Course #	Course Title	Cr.
SCI 161	Intro to Plant Science	3
SCI 235	Surveying	3
SCI 110 or SCI 151	Earth Science General Physics	3 (3)
SCI 112	Intro to Forestry	3
SCI 115	Intro to Wildlife Science	3
SCI 169	Intro to Horticulture	3
NAS/SCI 240 or N/S 241	Spring Ethnobotany Fall Ethnobotany	4 (4)
Total Degree Credits		72/73

LCOCC is a great setting for the study of natural resources and renewable energy. Right outside the buildings are opportunities to experience and study these career fields. In the Land Resource emphasis there is an opportunity to participate with the University of Wisconsin-River Falls in the 2 + 2 program.



Emphasis on Renewable Energy • 22 Credits

Course #	Course Title	Cr.
SCI 105	Intro to Renewable Energy (RE)	4
SCI 121	Wiring Renewable Energy Systems	4
SCI 122	Solar Electric Systems	5
SCI 123	Hybrid Wind Systems	4
SCI 124	Energy Storage for RE Systems	2
SCI 125	Energy Efficiency & Green Building Practices	3
Total Degree Credits		72/73

Emphasis on Water Resources • 15 Credits

Course #	Course Title	Cr.
SCI 117	Intro to Water Resources	4
SCI 118	Fisheries & Aquaculture	3
SCI 214	Hydrology	4
SCI 215	Freshwater Ecology	4
Total Degree Credits		65/66



ASSOCIATE OF APPLIED SCIENCE CASINO OPERATIONS MANAGEMENT

PROGRAM OVERVIEW

The Casino Operations Management degree program is designed for individuals who wish to operate and manage the dynamics of gaming enterprises. Until recently, gaming has not been a subject of study in higher education. Because of the growing legalization of gaming throughout the United States, a number of higher educational institutions have begun to offer associate degrees, baccalaureate degrees and certificate programs in casino management, tourism and entertainment disciplines.

Student learning focuses on both the technical and managerial aspects of gaming within the academic context. Students will learn the basics of hospitality management with a focus on gaming operations, casino marketing, lodging, transportation, food and beverage services, protective services and gaming law.

STUDENT PROFILE

As a Casino Operations Management student, you should be willing to:

- Consider a career in gaming
- Gain a greater understanding of the various services offered to the public in a gaming enterprise
- Understand the critical importance of gaming to Native American self-determination and tribal economic development
- Think critically when evaluating information and research material



PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- A willingness to become a part of an exciting, growing industry
- An outgoing personality
- Basic computer skills
- Basic communication and human relation skills
- Critical thinking skills

PROGRAM OUTCOMES

As a graduate of this program, you will be able to:

- Communicate effectively in written and verbal forms
- Apply legal and ethical principles to personal and professional behaviors
- Articulate the differences and demonstrate proficiencies in gaming products
- Understand the historical base and contemporary issues in tribal gaming laws
- Speak knowledgeably about the Indian Gaming Regulatory Act of 1988 and the State/Tribal compacts.
- Recognize and be able to address the management challenges of the various components of a tribal gaming enterprise through planning, organizing, staffing, budgeting, controlling and evaluation
- Understand the symbiotic relationship between tribal economic development and tourism development as it relates to Indian gaming



"One of the great things about the program is that it really gives me an opportunity to both train and learn at the same time. There's every reason for me to use the skills and knowledge I've obtained through the casino management program to help other Native American enterprises."

- Karen Washington, Manager of the Little Turtle Hertel Convenience Store and Casino



CAREER OUTLOOK

Graduates of the Casino Operations Management degree program should be well qualified to apply for a variety of positions within the gaming industry, not only among tribal enterprises but also in the gaming industry at large. In addition, an associate degree in Casino Operations Management will allow you to enter further undergraduate, graduate and professional programs in games management, entertainment, lodging, food and beverage service, protective services and tourism development, both at home and abroad.



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
MTH 112	Financial Math	3
NAS 100	Anishinaabe Bimaadiziwin - Introduction to Tribal Cultures	3
Knowledge Courses		
PSY 160	Professional Development	3
***	Physical or Natural Sciences (including MTH 113)	7
***	Aesthetic Experience	3
Professional Courses		
CPS 101	Computer Applications	3
BUS 110	College Accounting I	3
BUS 240	Principles of Management	3
BUS 260	Business Communications	3
BUS 101	Introduction to Hospitality	3
BUS 210	Casino Operations with Lab	4
BUS 211	Casino Marketing	3
BUS 212	Protective Services	3
BUS 166	History of Gaming & Compacts	3
BUS 168	Hotel/Lodging Management	3
BUS 112	Food/Beverage Management	3
Total Degree Credits		65



ASSOCIATE OF APPLIED SCIENCE MEDICAL ASSISTANT

PROGRAM OVERVIEW

The Medical Assistant program will prepare the student to perform routine clinical and administrative tasks for the offices and clinics of physicians, podiatrists, chiropractors, and optometrists. The Medical Assistant, Lac Courte Oreilles Ojibwe Community College Associate of Applied Science program, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE).

Commission on Accreditation of
Allied Health Education Programs
1361 Part Street
Clearwater, FL 33756
727-210-2350

STUDENT PROFILE

As a Medical Assistant student, you should be able to:

- Follow instructions and procedures carefully
- Enjoy working with people
- Lift and carry 50 pounds
- Work in stressful situations
- Prioritize and organize your time and tasks
- Possess the manual dexterity to perform an injection



PREPARATION FOR ADMISSION

The following educational background is suggested as preparation to this program:

- Hygiene/health
- Office machines
- English/grammar
- Speech
- Biology

CAREER PREPARATION

As a Medical Assistant graduate, you will be able to:

- Apply knowledge of medical terminology, anatomy, physiology, and disease
- Practice acceptable professional, legal, and ethical standards
- Demonstrate communication and interpersonal skills
- Perform administrative, clinical, and laboratory procedures competently





CAREER OUTLOOK

Graduates of the Medical Assistant program will be qualified for a variety of positions including:

- Medical assistant/lab assistant
- Appointment/clinic clerk
- Outpatient admitting clerk
- Insurance clerk
- Medical receptionist
- Medical records clerk
- Medical secretary
- Medical transcriptionist
- School health aide
- Veterinary assistant
- Optometric assistant

PROGRAM OUTCOMES

Students who complete the Associate Degree in Medical Assistant should be able to:

- Demonstrate competence in basic administrative and clinical Medical Assistant skills
- Demonstrate professionalism in regional community clinical settings that serve Native American patient populations



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 221	Fundamentals of Speech	3
MTH 106	Financial Math	3
NAS 100	Anishinaabe Bimaadiziwin - Introduction to Tribal Cultures	3
Knowledge Courses		
PSY 242	Human Growth & Development	3
HTH 106	Applied Anatomy, Physiology & Disease	3
HTH 130	Medical Terminology	3
HTH 109	First Aid and CPR	2
ENG 102	Composition II	3
Professional Courses		
BUS 102	Keyboarding	2
HTH 206	Pharmacology for Allied Health	3
HTH 249	Contemporary Health Care Issues	3
MAA 143	Medical Transcription	4
MAA 201	Medical Assistant Admin & Clinical Skills I	4
MAA 212	Medical Assistant Clinical Skills II	5
MAA 218	Medical Office	3
MAA 222	Medical Assistant Laboratory	4
MAA 225	Clinical Practicum	6
Total Degree Credits		63



ASSOCIATE OF SCIENCE ACCOUNTING

PROGRAM OVERVIEW

Enter the world of debits and credits with an Associate of Science Degree in Accounting. Our accounting students receive a broad background in business as well as detailed instruction in manual and computerized accounting systems. Join us in this fun and fast-paced program and learn all about accounting - the language of business.

STUDENT PROFILE

As an accounting student, you should be willing to:

- Work hard
- Develop strong communication and critical thinking skills
- Produce detailed and accurate work

PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- Prior office experience
- Above average math skills
- Detail-oriented
- Basic computer skills



PROGRAM OUTCOMES

Students who complete the Associate Degree in Accounting should be able to:

- Demonstrate proficiency in using Microsoft Office
- Design a marketing plan
- Demonstrate effective business communications
- Describe the components of a legal contract
- Demonstrate bookkeeping skills
- Compute basic business mathematics
- Identify management functions
- Apply the basic theories of economics

CAREER OUTLOOK

Graduates of the Accounting Degree program are prepared to work for both non-profit and for-profit businesses.





Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
MTH 112	Financial Math	3
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Knowledge Courses		
***	Humanities & Social Sciences	3
***	Physical or Natural Sciences	7
***	Aesthetic Experience	3
Professional Courses		
CPS 101	Computer Applications	3
BUS 160	Professional Dev./Interpersonal Skills	3
BUS 110	College Accounting I	3
BUS 231	Business Law	3
BUS 240	Principles of Management	3
BUS 200	Computerized Accounting	3
BUS 260	Business Communications	3
BUS 228	Introduction to Marketing	3
BUS 220	Microeconomics	3
BUS 221	Macroeconomics	3
BUS 222	College Accounting II	3
BUS 223	Fund Accounting	3
Total Degree Credits		67



ASSOCIATE OF SCIENCE BUSINESS ADMINISTRATION

PROGRAM OVERVIEW

The objectives of the business administration degree are twofold: to prepare students for responsible entry-level employment in the business arena immediately following graduation and to provide a quality education for students interested in transferring to a four-year institution for Bachelor of Arts or Bachelor of Science degrees.

STUDENT PROFILE

As a Business Administration Student, you should be willing to:

- Work hard
- Develop strong communication and critical thinking skills
- Produce detailed and accurate work

PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- Prior work experience
- Two years of High School Algebra or equivalent. Students without this background will require additional developmental mathematics to prepare for the program.
- Detail-oriented
- Basic computer skills



PROGRAM OUTCOMES

Students who complete the Associate Degree in Business Administration should be able to:

- Demonstrate proficiency in using Microsoft Office
- Design a marketing plan
- Demonstrate effective business communications
- Describe the components of a legal contract
- Demonstrate bookkeeping skills
- Compute basic business mathematics
- Identify management functions
- Apply the basic theories of economics

CAREER OUTLOOK

Graduates of the Business Administration program are prepared to work for both non-profit and for-profit businesses. Additionally, students will have completed the foundation business and mathematics courses which are required by many Bachelor of Arts or Bachelor of Science degrees. Students who plan to transfer to a four-year school should contact the planned receiving institution early in their LCOOCC career as to the appropriateness of the planned course of study at LCOOCC and the appropriateness of the institution for the student's particular goals.



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
MTH 146	College Algebra (requires COMPASS of 75)	4
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Knowledge Courses		
BUS/PSY 160	Professional Development	3
***	Physical or Natural Sciences (including MTH 113)	7
***	Aesthetic Experience	3
Professional Courses		
CPS 101	Computer Applications	3
BUS 110	College Accounting I	3
BUS 231	Business Law	3
BUS 240	Principles of Management	3
BUS 200	Computerized Accounting	3
BUS 260	Business Communications	3
BUS 228	Introduction to Marketing	3
BUS 220	Microeconomics	3
BUS 221	Macroeconomics	3
BUS 225	Applied Statistics	3
MTH 230	Calculus I	5
Total Degree Credits		67



ASSOCIATE OF SCIENCE FOOD & NUTRITION

PROGRAM OVERVIEW

LCOCC is one of six Woodlands Tribal colleges and the University of Minnesota who have collaborated and created an Associate of Science and one-year certificate program in Food and Nutrition. The goal of this Food and Nutrition Program is to improve the overall health of Native American people by enhancing regional community consciousness of the impact of food and nutrition on community health and well being. A shared premise which underlies the work of this program is that traditional customs and practices may offer part of the solution to the high rates of diabetes, heart disease, and other health risks.

STUDENT PROFILE

As a Food and Nutrition Program student, you should be able to:

- Relate cultural concerns pertaining to illnesses that afflict Native American communities
- Express an interest in traditional foods and lifestyles of Native American communities
- Work well with people
- Accept challenges

PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- Basic algebra and math skills
- Basic English proficiency
- Basic computer skills
- Basic communication skills
- Critical thinking skills



PROGRAM OUTCOMES

Students who complete the Associate Degree in Food and Nutrition should be able to:

- Apply natural science concepts to issues in Food and Nutrition
- Apply the scientific method

CAREER OUTLOOK

As a Food and Nutrition graduate, you should be able to:

- Communicate knowledge of food and nutrition
- Explain current health concerns as they relate to food and nutrition
- Make dietary assessments and, based on the assessments, make dietary plans to meet the nutritional needs
- Give an overview of current food sources and their related industries
- Compare conventional and traditional food sources as they relate to food and nutrition

The two-year degree will allow students to seek employment in the following areas:

- Certified dietary manager
- Food safety educator
- School Food Services
- WIC Programs
- Dietetic Technician/Assistant
- Senior centers, nursing homes and other facilities that have food service

If your academic plans include continuing your education, there is an opportunity to earn a baccalaureate from a four-year university.



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
MTH 112	Intermediate Algebra	4
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Knowledge Courses		
NAS 101	Ojibwemowin I	4
NAS 102	Ojibwemowin II	4
SCI 101	Cell Biology, Genetics & Evolution	4
Professional Courses		
CPS 100 or CPS 101	Computer Basics Computer Applications	3 (3)
HTH 106	Applied Anatomy, Physiology and Disease	3
HTH 112	Wellness Professional Workshop	1
MTH 113	Basic Statistics	3
SCI 103	General Chemistry I	5
SCI 111	Environmental Science	4
SCI 216	Food Science	3
SCI 217	Introduction to Food Science Lab	1
SCI 232	Microbiology	4
SCI 156	Survey of Biochemistry	5
Total Degree Credits		63



ASSOCIATE OF SCIENCE PRE-HEALTH INFORMATION MANAGEMENT

PROGRAM OVERVIEW

The major in Pre-Health Information Management prepares students by imparting knowledge in general education, business, science, and health coursework. Lac Courte Oreilles Ojibwe Community College holds an articulation agreement with The College of St. Scholastica, Health Information Management program to ensure transfer equivalency of coursework. Health Information Management studies provide students with the professional knowledge necessary to assume management responsibility for electronic health records and health information systems, while working with personnel in a variety of health related settings. Managers may also utilize health information electronic data to assist with administrative and financial decision making. It is ideal for the person who likes the healthcare environment, but does not want direct patient care.

STUDENT PROFILE

As a Pre-Health Information Management student, you should have:

- A precise ability to implement organizational skills
- Above average math and English skills
- Ability to respond in stressful situations
- Effective verbal communication skills
- The ability to work well with others
- A desire to work in office environments

PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- In high school, taking courses in the college preparatory track emphasizing written and verbal



communication, anatomy and physiology, and business

- Self-determination and focus on goals
- Computer application knowledge

PROGRAM OUTCOMES

Students who complete the Associate Degree in Pre-Health Information Management should be able to:

- Matriculate into the College of St. Scholastica's Health Information Management program
- Implement computer applications
- Effectively practice written and verbal communication skills
- Acquire a human biological science and medical terminology background
- Acquire a general education knowledge base

CAREER OUTLOOK

Graduates of the Pre Health Information Management Degree program may expect to be in high demand, with employment opportunities offering competitive salaries regionally and across the nation. HIM jobs are expected to continue to increase at a fast pace. Positions for graduates trained in health information management may be found in hospitals, clinics, long-term care settings, consulting firm's government agencies, Indian Health Service, insurance companies and software vendors. HIM graduates may also become employed as clinic directors.

OTHER NOTES

Students meeting academic requirements for graduation from the LCOOCC Pre-Health Information Management program are eligible to enter into the Health Information Management program at The College of St. Scholastica.



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
CPS 101	Computer Applications	3
NAS 100	Anishinaabe Bimaadiziwin - Introduction to Tribal Cultures	3
Knowledge Courses		
NAS 101	Ojibwemowin I	4
NAS 102	Ojibwemowin II	4
***	Aesthetic Experience	3
NAS ***	History Course	3
ENG 219	Native American Literature	3
PHI 242	Native American Philosophy	3
Professional Courses		
HTH 130	Medical Terminology	3
SCI 102	Animal Biology	4
SCI 230	Human Anatomy I	4
SCI 231	Human Anatomy II	4
MTH 113	Basic Statistics	3
HTH 206	Pharmacology	3
HTH 107	Wellness, Health Care and Nutrition	3
Total Degree Credits		62



ASSOCIATE OF SCIENCE PRE-NURSING

PROGRAM OVERVIEW

This program offers a unique opportunity for students interested in becoming a Registered Nurse. LCOOCC and the University of Wisconsin - Eau Claire offer students a chance to combine the unique curriculum and instruction of a tribal college with the first-class education of a premier school of nursing. This combined approach allows students to enter the exciting field of nursing well prepared to serve the healthcare needs of Native American people. Students enrolled in this program will spend their first two years at LCOOCC and earn an Associate of Science Degree in Pre-Nursing. Once the coursework is successfully completed at LCOOCC, the student will then transfer to UW-Eau Claire or to the College of St. Scholastica to complete their final two years to obtain a Bachelor of Science After graduation from UW-Eau Claire or St. Scholastica, students are eligible to take the national licensing (National Council of State Boards of Nursing: NCLEX-RN) comprehensive exam to become licensed as a Registered Nurse.

STUDENT PROFILE

As a Pre-Nursing student, you should have:

- The ability to work quickly
- Above average math and English skills
- Good manual dexterity and visual acuity
- The ability to respond in stressful situations
- A desire to help others in need
- The ability to set priorities for accomplishing numerous tasks
- The ability to pass a standard background check, which is required for state licensure as a Registered Nurse



Requirements for admissions to UW-Eau Claire and The College of St. Scholastica should be discussed with the Allied Health Faculty at LCOOCC. Appointments can be made at 715-634-4790 ext. 170. Interested persons may request a comprehensive requirement / information brochure.

PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- In high school, taking the college preparatory track emphasizing the sciences
- Self-determination
- The ability to focus on established goals

LCOOCC's Pre-nursing program does not require, but strongly recommends students to complete the Certified Nursing Assistant (CNA) Course (HTH 110 - 6 credits) as well as CPR Certification. The CNA course, while not needed to graduate from LCOOCC, is required in order to gain acceptance to any four-year nursing program.

PROGRAM OUTCOMES

Students who complete the Associate Degree in Pre-Nursing should be able to:

- Matriculate into a School of Nursing
- Demonstrate diverse perspectives on Health Care Issues in relation to Human Growth and Development
- Demonstrate diverse perspectives in Microbiology

CAREER PREPARATION

Upon graduation from LCOOCC, the student planning to



matriculate to a four-year nursing program will be able to:

- Begin a program at UW-Eau Claire or St. Scholastica whereby he/she will learn to synthesize knowledge of humanity and nursing to promote, maintain and restore the health of individuals, families, groups, and communities
- Incorporate the decision-making process in designing, implementing and managing the care of individuals across the life span
- Promote adherence to professional nursing standards as care provider, teacher, manager, and researcher as a member of the discipline

CAREER OUTLOOK

Registered Nurses (RN's) are the largest segment of the health care work force. RN's come from every socio-economic class, every state, and every neighborhood in America. This diversity grants them a special understanding of the people under their care. Currently, Native American/Alaskan Natives comprise only 0.4% of the RN population. The nursing program offered through LCOCC and the University of Wisconsin - Eau Claire and The College of St. Scholastica has the capacity to increase the number of Native American nurses currently practicing.



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
MTH 113	Basic Statistics	3
Knowledge Courses		
CPS 100	Computer Basics	3
NAS 110	Introduction to Tribal Culture	3
NAS 242	<i>Nenda-nibwaakaang</i> - Native American Philosophy	3
SOC 11	Introduction to Sociology	3
Professional Courses		
SCI 102	Animal Biology	4
SCI 230	Human Anatomy and Physiology I	4
SCI 231	Human Anatomy and Physiology II	4
SCI 103	General Chemistry	5
SCI 232	Microbiology	4
SCI 156	Survey of Biochemistry	5
HTH 107	Health, Wellness, and Nutrition	3
HTH 130	Medical Terminology	3
PSY 242	Human Growth and Development	3
Total Degree Credits		62



ASSOCIATE OF SCIENCE SCIENCE

PROGRAM OVERVIEW

This program is designed to prepare individuals for entry-level careers in general science fields. Specifically, the program will provide training for biomedical, quality assurance, biological technician or lab assistant jobs. It is designed for students wishing to pursue four-year degrees in biotechnology, biomedical sciences, allied health professions, biology, chemistry, food science and quality, pre-medicine or pre-veterinary. Students in this program will be involved in a self-directed research project with opportunities available at LCOCC and other schools or agencies.

STUDENT PROFILE

This program is designed for students who:

- Solve problems and adapt to changing situations
- Demonstrate an ability to work independently
- Can express the results of their work in written or oral reports
- Have a keen eye for detail and methods
- Have good organizational skills
- Are interested in general science careers

PREPARATION FOR ADMISSION

The following qualities or experiences may help prepare you for entry into this program:

- Basic algebra and math skills
- Basic English proficiency
- Basic computer skills
- Basic communication skills
- Critical thinking skills



PROGRAM OUTCOMES

Students who complete the Associate of Science degree should be able to:

- Apply the scientific method
- Apply natural/physical science concepts

CAREER OUTLOOK

Employers expect graduates of Science, to be able to:

- Apply the knowledge and methodology of biology, chemistry, anatomy & physiology, and microbiology in their job depending upon the position chosen
- Practice professional data collection, and express the results of the work in written and verbal reports
- Work independently and accomplish goals in a timely manner
- Exercise sound judgment and problem solving skills



Graduates of the Science program are prepared to enter UW-LaCrosse or other baccalaureate institutions as a third year degree student or begin a career as a:

- Veterinary assistant
- Laboratory assistant
- Biological technician
- Quality control technician
- Health aide
- Dietetic technician



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
MTH 112 or MTH 113	Intermediate Algebra Basic Statistics	4 (3)
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Knowledge Courses		
***	Humanities & Social Sciences	3
***	Physical & Natural Sciences (SCI 101 & SCI 161 Required)	7
***	Aesthetic Experience	3
Professional Courses		
CPS 100	Computer Basics	3
MTH 146	College Algebra	4
SCI 102	Animal Biology and Ecology w/Lab	4
SCI 103	General Chemistry I	5
SCI 104	General Chemistry II	5
SCI 230	Human Anatomy and Physiology I	4
SCI 231	Human Anatomy and Physiology II	4
SCI 232	Microbiology	4
SCI 298	Self-Directed Studies	2
Total Degree Credits		66/67



ASSOCIATE OF SCIENCE SMALL BUSINESS MANAGEMENT

PROGRAM OVERVIEW

Students in the Small Business Management Program should be interested in the ownership, management or operation of a small business, or the start-up of a business. The purpose of the program is to develop the owner and/or manager's ability to organize resources that maximize the potential for meeting business and personal goals. The program emphasizes planning, record keeping, marketing, financial management, and human resources management.

STUDENT PROFILE

As a Small Business Management student, you should be willing to:

- Work hard
- Develop strong communication and critical thinking skills
- Produce detailed and accurate work

PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- Prior work experience
- Above average math skills
- Detail-oriented
- Basic computer skills



PROGRAM OUTCOMES

Students who complete the Associate of Science in Small Business Management should be able to:

- Demonstrate proficiency in using Microsoft Office
- Design a marketing plan
- Demonstrate effective business communications
- Describe the components of a legal contract
- Demonstrate bookkeeping skills
- Compute basic business mathematics
- Identify management functions
- Apply the basic theories of economics

CAREER OUTLOOK

Graduates of the Small Business Management program are prepared to work for profit and non-profit enterprises. Graduates should be ready to own or manage a business.



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
MTH 106	Financial Math	3
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Knowledge Courses		
***	Humanities & Social Sciences	3
***	Physical or Natural Sciences	7
***	Aesthetic Experience	3
Professional Courses		
CPS 101	Computer Applications	3
BUS 160	Professional Development	3
BUS 110	College Accounting I	3
BUS 231	Business Law	3
BUS 240	Principles of Management	3
BUS 200	Computerized Accounting	3
BUS 260	Business Communications	3
BUS 228	Introduction to Marketing	3
BUS 220	Microeconomics	3
BUS 221	Macroeconomics	3
BUS 261	Human Resource Management	3
BUS 265	Small Business Management	3
Total Degree Credits		67



ASSOCIATE OF SCIENCE WEB PAGE DEVELOPMENT

PROGRAM OVERVIEW

The Internet continues to grow as a vehicle for information exchange and product sales. This growth has created an ever increasing need for people who have mastered the ability to skillfully and creatively develop web pages. Our web page development students receive a broad background in business as well as hands on experience designing web pages.

STUDENT PROFILE

As a web page development student, you should be willing to:

- Work hard
- Develop strong communication and critical thinking skills
- Be creative and inventive



PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- Above average computer skills
- Detail-oriented
- Prior experience working with graphics software



PROGRAM OUTCOMES

As a graduate of this program, you will be able to:

- Demonstrate proficiency in using Microsoft Office
- Design a marketing plan
- Demonstrate effective business communications
- Describe the components of a legal contract
- Demonstrate bookkeeping skills
- Compute basic business mathematics
- Identify management functions
- Apply the basic theories of economics

CAREER OUTLOOK

Graduates of Web Page Development are prepared to work for business and industry or to develop a home-based business of their own.



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 221	Fundamentals of Speech	3
MTH 106	Financial Math	3
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Knowledge Courses		
***	Humanities & Social Sciences	3
***	Physical or Natural Sciences	7
***	Aesthetic Experience	3
Professional Courses		
CPS 101	Computer Applications	3
BUS 160	Professional Development	3
BUS 110	College Accounting I	3
BUS 231	Business Law	3
BUS 240	Principles of Management	3
BUS 200	Computerized Accounting	3
BUS 260	Business Communications	3
BUS 228	Introduction to Marketing	3
BUS 220	Microeconomics	3
BUS 221	Macroeconomics	3
CPS 110	Web Page Development	3
CPS 205	Computer Graphics	3
CPS 220	Operating Systems	3
CPS 111	Introduction to E-Commerce	3
Total Degree Credits		73



CERTIFICATES

CERTIFICATE CARPENTRY

PROGRAM OVERVIEW

The Carpentry Certificate program is designed for students to develop skills needed to perform carpentry tasks associated with residential construction. The courses are taught in classroom, lab and actual building sites so students are more fully prepared to gain employment.

STUDENT PROFILE

Carpentry students should:

- Have good manual dexterity
- Be safety conscious at all times
- Be willing to work with others
- Be willing to work under adverse weather conditions
- Have good eye-hand coordination
- Be physically fit
- Have a good sense of balance
- Have a background in mathematical problem solving

PREPARATION FOR ADMISSION

Classes in English, algebra, geometry, physics, mechanical drawing and blueprint reading will help the student advance in this profession.

**PROGRAM OUTCOMES**

Students who complete the Certificate in Carpentry should be able to:

- Draw house floor plans and elevations to scale
- Use basic estimating tools for generating material lists.
- Accurately assemble model roof trusses

CAREER OUTLOOK

Average job growth, coupled with replacement needs, create a large number of openings each year. Job opportunities are best for those with the most training and skills.

Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
BUS 160	Professional Development	3
Professional Courses		
VCA 102	Fundamentals of Carpentry w/ Lab	4
VCA 120	Blueprint Reading	4
VCA 121	Carpentry Mathematics	4
VCA 123	Layout and Production w/ Lab	4
VCA 132	Remodeling Techniques w/ Lab	4
VCA 122	Construction Theory w/ Lab	4
Total Certificate Credits		33

**CERTIFICATE
CHILD DAY CARE****PROGRAM OVERVIEW**

This program will offer courses allowing the student to attain a solid educational foundation as well as develop practical skills for working with children. Child Day Care leads to acquiring marketable skills that may be used for immediate employment and personal enrichment. This program will allow students the opportunity to provide guidance and a nurturing environment for young children.

STUDENT PROFILE

As a Child Day Care Program student, you should:

- Enjoy and respect children
- Exhibit a caring attitude
- Be flexible
- Use good judgment
- Be dependable
- Communicate effectively

PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- Applied math
- Psychology
- Communication
- Parenting/family living
- English/grammar
- Health/food
- Sociology
- Art

**PROGRAM OUTCOMES**

Students who complete the Child Day Care Certificate should be able to implement appropriate curriculum for young children.

CAREER OUTLOOK

Graduates of the Child Day Care program are prepared with the necessary skills to seek employment in day care or Head Start centers as teacher assistants.

Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
BUS 160	Professional Development	3
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Professional Courses		
EDC 101	Introduction to Early Childhood Ed.	3
EDC 103	Creative Activities for the Classroom	3
EDC 130	Child Growth and Development	3
EDC 260	Child Guidance and Self-Concept	3
EDC 291	Field Practicum	5
ENG 101	Composition I	3
MTH 106 or MTH 112	Financial Math Intermediate Algebra	3 (4)
Total Certificate Credits		33/34

**CERTIFICATE
HOSPITALITY AND TOURISM****PROGRAM OVERVIEW**

This certificate is designed to give students a broad range of skills in the hospitality and tourism industries. Students will learn the necessary skills to successfully work in restaurants, lodging, casinos, and other hospitality related fields.

STUDENT PROFILE

As a hospitality/tourism student, you should be willing to:

- Work hard
- Develop strong communication and critical thinking skills
- Have a passion for learning effective interpersonal relationship skills

PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- Prior experience in the hospitality industry
- Detail-oriented



**PROGRAM OUTCOMES**

As a graduate of this program, you will be able to:

- Demonstrate effective business communications
- Compute basic business mathematics
- Demonstrate proficiency in using Microsoft Office

CAREER OUTLOOK

Graduates with a certificate in Hospitality and Tourism are prepared to work in various fields in the hospitality industry.

Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
BUS 160	Professional Development	3
Professional Courses		
BUS 101	Intro to Hospitality/Tourism	3
BUS/PSY 160	Professional Development	3
BUS 110	College Accounting I	3
BUS 228	Intro to Marketing	3
BUS 240	Principles of Management	3
BUS 260	Business Communications	3
BUS 261	Human Resource Management	3
CPS 101	Computer Applications	3
Total Certificate Credits		33

**CERTIFICATE
MEDICAL TRANSCRIPTIONIST****PROGRAM OVERVIEW**

A medical transcription career is for those students capable of a high level of attention to detail in complex situations dealing with people's health records. The aging population and better medical technology has fueled huge growth in this area. Medical Transcribing is a particularly flexible career and lends itself easily to many different work styles. The medical transcription program features extensive training in medical terminology and basic medical techniques. The program includes intensive training on the use of medical transcription technology and practical exercises geared toward increasing speed and proficiency in using this technology. A medical transcriptionist assists in the operations of office functions in a medical setting and performs administrative duties including transcribing reports and word processing correspondence.

STUDENT PROFILE

As a medical transcription student, you should be willing to:

- Pay attention to detail and develop excellent organizational skills.
- Learn about healthcare and clinical procedures terminology.
- Determine that you will enjoy working in an office environment

**PREPARATION FOR ADMISSION**

The following qualities and experiences may help prepare you for entry into this program:

- Courses in keyboarding, computer basics, reading, and English

PROGRAM OUTCOMES

As a graduate of this program, you will be able to:

- Plan and produce professional written business correspondence and medical correspondence using correct English and proofreading skills.
- Transcribe dictated medical reports and documents proficiently using correct medical transcription skills.
- Demonstrate ability to correctly spell, define, and pronounce medical office terminology and/or abbreviations

CAREER OUTLOOK

Graduates of the Medical Transcriptionist Program are qualified for many positions in the medical field. Graduates may find employment in medical offices, health clinics, hospital labs, pharmaceutical companies, medical supply houses, or insurance companies. Many graduates will have the opportunity to work in a variety of settings and can enjoy the flexible hours and possible opportunity to work at home.



Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
ENG 101	Composition I	3
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Knowledge Courses		
BUS 160	Professional Development	3
Professional Courses		
CPS 101	Computer Applications	3
BUS 260	Business Communications	3
BUS 102	Keyboarding	2
MAA 143	Medical Transcription	4
HTH 106	Applied Anatomy and Physiology	3
HTH 130	Medical Terminology-Online	3
CPS 100	Computer Basics	3
Total Certificate Credits		33





CERTIFICATE NATURAL RESOURCES - FIELD METHODS

PROGRAM OVERVIEW

This program will prepare you for employment and/or transfer to an Associate or Baccalaureate program in the area of agriculture or natural resource management. You will have the opportunity to develop the skills and knowledge necessary to assess natural resources, collect, apply and analyze data using a variety of methods. Students will be provided the opportunity to participate in internship and hands-on experiences at the college farm and other area agriculture and resource agencies.

STUDENT PROFILE

A student pursuing this certificate should be interested in working with people in an outdoor environmental setting.

PREPARATION FOR ADMISSION

Students applying for this program should have:

- Basic English
- Basic Math and Pre-Algebra
- Basic computer skills
- Basic communication and human relations skills
- Critical thinking skills
- A desire to help people and the environment

PROGRAM OUTCOMES

Students graduating from this program will be able to apply natural science concepts to Ag/Natural Resources issues and apply the scientific method.



CAREER OUTLOOK

Graduates of this Natural Resource One-Year Certificate will be qualified for a variety of positions including the following:

- Forestry Technician
- Wildlife Technician
- GPS or GIS Technician

OTHER POINTS OF INTEREST

LCOOCC is a great setting for the study of natural resources. Right outside the building are opportunities to



experience and study these career fields. Field Methods students can expand their educational studies and go right into the Associate of Applied Science - Ag and Natural Resource Management Degree program here at LCOOCC or transfer to another college or university for a BS or higher degree in natural resources.

This certificate program is designed to provide candidates with a practical knowledge and hands-on experience in the area of Natural Resources. (Internships will be taken during a summer semester.)

Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
BUS 160	Professional Development	3
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Professional Courses		
MTH 106 or MTH 112	Financial Math Intermediate Algebra	3 (4)
SCI 110	Earth Science	3
SCI 114	Dendrology	3
SCI 163	Aerial Photographic Interpretation	1
SCI 164	Global Positioning Systems	1
SCI 165	Intro to GIS	3
SCI 291	Internship in Natural Resources	5
Total Certificate Credits		28/29



CERTIFICATE RENEWABLE ENERGY

PROGRAM OVERVIEW

This program is designed to introduce students to the field of renewable energy (RE) and also provide a means to develop hands-on skills for installing and maintaining RE systems. The program provides a foundation for students preparing for employment in the RE industry. When coupled with business training, this program can prepare the graduate for a career as a RE self-employed business owner.

STUDENT PROFILE

The overall program is designed to address a broad spectrum of interest; from general learners seeking to familiarize themselves with 'green energy' technologies and sustainable living practices, to do-it-yourselfers wanting to learn how to install an RE system on their own homes, to experienced electricians wanting to break into a hot emerging market. A student pursuing this degree should be interested in working with technical information, tools, equipment, and people in an outdoor environmental setting.





PREPARATION FOR ADMISSION

The following capabilities will help prepare you to succeed in this program:

- Basic English
- Basic Math
- Basic computer skills
- Basic communication and human relations skills
- Critical thinking skills
- A desire to help people and the environment
- An interest in building a sustainable future

PROGRAM OUTCOMES

Students who complete the Certificate in Renewable Energy should be able to:

- Assess renewable energy resources available for a specific site
- Analyze and prepare a load profile given a specific set of appliances and electrical devices
- Apply energy efficiency and conservation strategies that can lower energy demand
- Design a basic RE electrical system that can meet a specific load profile



CAREER OUTLOOK

Graduates of the Renewable Energy certificate program will be qualified for entry into various positions including some of the following:

- Renewable Energy Site Assessor
- Energy Auditor
- Solar Electric Technician
- Technical Sales
- Other Renewable Energy Specialists

Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
BUS 160	Professional Development	3
NAS 100	Anishinaabe Bimaadiziwin - Introduction to Tribal Cultures	3
Professional Courses		
SCI 105	Intro to Renewable Energy (RE)	4
SCI 121	Wiring Renewable Energy Systems	4
SCI 122	Solar Electric Systems	5
SCI 123	Hybrid Wind Systems	4
SCI 124	Energy Storage for RE Systems	2
SCI 125	Energy Efficiency & Green Building Practices	3
Total Certificate Credits		31



**CERTIFICATE
WEB PAGE DEVELOPMENT**

PROGRAM OVERVIEW

The Internet continues to grow as a vehicle for information exchange and product sales. This growth has created an ever increasing need for people who have mastered the ability to skillfully and creatively develop web pages. Students in our web page development program gain valuable hands-on experience working with graphics software and designing web pages.

STUDENT PROFILE

As a web page development student, you should be willing to:

- Work hard
- Develop strong communication and critical thinking skills
- Be creative and inventive



PREPARATION FOR ADMISSION

The following qualities and experiences may help prepare you for entry into this program:

- Above average computer skills
- Detail-oriented
- Prior experience working with graphics software



PROGRAM OUTCOMES

A student who completes the Certificate in Web Page Development should be able to:

- Demonstrate proficiency in using Microsoft Office
- Demonstrate effective business communications
- Compute basic business mathematics
- Design an effective web page

CAREER OUTLOOK

Graduates with a certificate in Web Page Development are prepared to work for business and industry or to develop a home-based business of their own.





Course #	Course Title	Cr.
Base Courses		
EDC 110	Introduction to Higher Education	3
BUS 160	Professional Development	3
NAS 100	<i>Anishinaabe Bimaadiziwin</i> - Introduction to Tribal Cultures	3
Professional Courses		
BUS 106	Financial Mathematics	3
ENG 101	Composition I	3
CPS 101	Computer Applications	3
BUS 260	Business Communications	3
CPS 110	Web Page Development	3
CPS 205	Computer Graphics	3
CPS 220	Operating Systems	3
CPS 111	Introduction to E-Commerce	3
Total Certificate Credits		33

**ALP 100 • GENERAL ENGLISH 3 CR**

This is a refresher course, which is designed to prepare students for Composition I. Students will strengthen their abilities in correct usage, mechanics, and punctuation as they learn to develop essays. This is a preparatory course and does not count as degree credit. (Fall, Spring)

ALP 101 • GENERAL MATHEMATICS 3 CR

This course offers a review of the fundamental operations of basic mathematics including multiplication, division, fractions, decimals, percentage, ratio, and an introduction to the fundamentals of algebra. This is a preparatory course and does not generally count as degree credit. (Fall, Spring)

BUS 101 • INTRO. TO HOSPITALITY/TOURISM 3 CR

This class is designed to introduce students to the fascinating and challenging related fields in the hospitality and tourism. Students will explore career opportunities, trends, issues, and challenges facing the tourism and hospitality industry, as well as the impact tourism has on communities and nations. (Spring)

BUS 102 • KEYBOARDING APPLICATIONS 2 CR

This course is a hands-on computer keyboarding class designed to assist students in developing correct touch-type stroking skills. Students will concentrate on speed and accuracy, while striving to reach an optimal keying level of 35 - 45 words per minute. (Fall/Spring)

BUS/MTH 106 • FINANCIAL MATHEMATICS 3 CR

This course reviews basic mathematics and then moves on to introduce key business topics such as payroll, bank services, business discounts and mark-ups, consumer loans, taxes and insurance, and financial depreciation. Students will learn the basic mathematical application of percentages and simple and compound interest, and the time value of money (present and future value). (Fall, Spring)

**BUS 110 • COLLEGE ACCOUNTING I 3 CR**

In this course you will study the accounting cycle for a service business and a merchandising business. The class will cover the complete accounting cycle including the study of the general, sales, purchases, cash receipts and cash payment journals. Worksheets, adjusting entries, closing, and reversing entries will be covered as well as payroll earnings and deductions, employer taxes and related reports. (Fall) *Prerequisite: MTH 106*

BUS/PSY 160 • PROFESSIONAL DEVELOPMENT AND INTERPERSONAL SKILLS 3 CR

This course is designed to help students recognize the important role personal qualities play in the work environment and to develop the success attitudes, interpersonal skills and values that are in demand by employers. Topics included: self-esteem, workplace expectations, interpersonal relationships, motivation, creative problem solving, teamwork, change, and workplace ethics. (Fall)

BUS 200 • COMPUTERIZED ACCOUNTING 3 CR

In this course you will apply the theory and practice of manual accounting methods to a computerized accounting system. *Prerequisite: CPS 101 and BUS 110 (Spring)*

BUS/CPS 205 • COMPUTER GRAPHICS 3 CR

This class will teach the student how to use powerful imaging editing software to manipulate photos and graphics. Some of the software that will be used is Jasc Paint Shop Pro and Microsoft PowerPoint, as well as exposing the student to Adobe Photoshop. (Fall) *Prerequisite: CPS 100*

BUS 220 • MICROECONOMICS 3 CR

In this course you will learn about the methods of economic study, scarcity, tradeoffs and economic growth. The production possibilities curve and the importance of specialization will also be discussed. Supply/Demand, elasticity, consumer choice and welfare will be covered with a last look at how the public sector impacts the individual consumer. (Fall) *Prerequisite: CPS 101*

**BUS 221 • MACROECONOMICS 3 CR**

In this course you will study current economic theories related to unemployment and inflation. Gross Domestic Product (GDP) will be covered along with other measures of economic growth. Macroeconomic equilibrium will be covered as well as governmental fiscal policies. Finally, the function of money, the creation of money and the collapse of the US banking system will be studied. (Spring) *Prerequisite: ENG 101*

BUS 222 • COLLEGE ACCOUNTING II 3 CR

This course is a continuation of the terms, concepts, and procedures of Accounting I. Students will learn the proper accounting for promissory notes, the valuation of receivables, inventory, and plant & equipment, accounting for partnerships, corporations, and manufacturing organizations, and accounting for decision-making. (Spring) *Prerequisite: BUS 110*

BUS 223 • FUND ACCOUNTING 3 CR

In this course you will study accounting for governmental agencies, healthcare organizations, colleges/universities, and other non-profit organizations. (Spring)

MTH/BUS 225 • APPLIED STATISTICS 3 CR

Introduction to descriptive and inferential statistics as applied to social science situations. Includes tabular, graphical, and numerical summary measures; probability distributions; sampling and sampling distributions; hypothesis testing; analysis of variance; and regression/correlation analysis. (Spring) *Prerequisites: CPS 101, MTH 113 or MTH 146*

BUS 228 • INTRODUCTION TO MARKETING 3 CR

An introductory course for business students on marketing systems and managerial techniques used to market goods, services and organizations. A basic understanding of consumer buying behavior, product, price, place and promotion, and distribution of a product or service will be provided. The students will receive a basic understanding of target markets, new product development, product life cycles, packaging and branding, and promotional techniques. (Fall) *Prerequisite: BUS 240*

**BUS 231 • BUSINESS LAW 3 CR**

This course involves a broad study of many areas of public and private law that affects business. A general overview of a judicial system, civil and criminal wrongs, business relationships and transactions, antitrust law, labor and employment law, and ethical issues that influence business. (Fall)

BUS 240 • PRINCIPLES OF MANAGEMENT 3 CR

This course provides an understanding of functions of management to include: planning, organizing, influencing, and controlling. The student will learn leadership techniques that include the decision making process, time management, delegation, problem-solving, stress management, conflict management, human resource functions, strategies for motivation, social obligations, and interpersonal communications. (Spring)
Prerequisite: ENG 101

BUS 250 • SELECTED STUDIES 1-4 CR

Topics will reflect particular competencies of the faculty, considering the needs and requests of the student. (Fall, Spring)

BUS 260 • BUSINESS COMMUNICATION 3 CR

The ability to communicate effectively is essential to succeed in today's business environment. This course is designed to assist students in achieving academic and career goals through the development of strong communications skills. Students will learn principles of business communications and apply these skills for interacting in small-group settings and include current topics such as conflict resolution, office politics, and giving and receiving criticism. In addition, students will create an effective cover letter and resumes along with information on using the Web for job searches. (Fall)

**BUS 261 • HUMAN RESOURCE MANAGEMENT 3 CR**

This course will expose students to the main duties and functions of the human resources aspect of a company. Although most students taking this course will not become a HR manager, everyone who works in any organization will come in contact with HR management or personnel issues. Effective programs and procedures will be studied in the following areas: harassment, equal opportunities, discrimination, hiring, interviewing, job descriptions, disciplinary actions, job analysis, safety, and evaluations. (Fall) *Prerequisite: BUS 240 or instructor's approval*

BUS 265 • SMALL BUSINESS MANAGEMENT 3 CR

A study of the fundamental concepts in operating and managing a business: small business, entrepreneurs, franchise, strategic planning, business plan, pricing and profit, production management, inventory control JIT, human resource functions. This course examined the attitudes and behaviors common to successful entrepreneurs with an emphasis on Native American Entrepreneurs. Students do not just learn about small business and entrepreneurship; they live it with an interactive business simulation. (Spring) *Prerequisites: BUS/MTH 106, BUS 110, BUS/PSY 160, BUS 228, BUS 231, BUS 240, BUS 260, BUS 261; or instructor's approval*

CPS 100 • COMPUTER BASICS 3 CR

This class is designed for the beginning student and will allow the student to gain proficiency using Microsoft Word as well as become familiar with using the Internet, email, attachments, search engines, scanners, and digital cameras. The advanced student may choose to test out of this course. (Fall, Spring)

CPS 101 • COMPUTER APPLICATIONS 3 CR

This class begins with advanced techniques in Microsoft Word and then goes on to teach proficiency in Microsoft Excel. Upon completion, the student will have the skills necessary to pass the Microsoft Office User Specialist (MOUS) Certification tests for each of these programs. (Spring) *Prerequisite: CPS 100*

**CPS 110 • WEB PAGE DEVELOPMENT 3 CR**

This class will teach the student the basics in web page development using the latest versions of HTML and XML and Cascading Style Sheets. Software used to do this will include Microsoft FrontPage and Adobe GoLive. In addition, the class will explore the use of various multimedia technologies including flash and streaming media. Students will learn to upload using FTP. Students will also learn about the differences between various browsers and versions and the basics of including scripts. (Spring) *Prerequisite: CPS 100*

CPS 111 • INTRO TO E-COMMERCE 3 CR

Students will learn some of the most important topics about Electronic Commerce including determining opportunities, advertising, Web security issues, electronic payment issues, legal issues, and creating a functioning online store. (Spring)

CPS 205 • COMPUTER GRAPHICS 3 CR

This class will teach the student how to use powerful imaging editing software to manipulate photos and graphics. Some of the software that will be used is Jasc Paint Shop Pro and Microsoft PowerPoint, as well as exposing the student to Adobe Photoshop. (Fall) *Prerequisite: CPS 100*

CPS 220 • OPERATING SYSTEMS 3 CR

This class will give the student a broad understanding of the many computer operating systems currently being used. Currently, these include DOS, Windows 95, Windows 98, Windows NT, 2000, XP, Unix, Linux and Mac OS X. Differences will be explored as well as configuration skills and techniques for the various systems. As new versions are released, this class will stay current with the new trends in technology. (Fall)

CPS 250 • SELECTED STUDIES 1 - 4 CR

Topics will reflect particular competencies of the faculty, and will consider the needs and requests of the student. (Fall, Spring)

**EDC 101 • INTRO TO EARLY CHILDHOOD EDUCATION & CARE 3 CR**

This is a survey course that studies the physical, creative, language, cognitive, social, and moral development of children birth through age twelve, creating safe and healthy learning environments, how children learn, self-esteem and guidance, working with parents, and program management for group and family child care centers. This course serves as the required licensing course for family child care and group child care center teacher aides and provides the required additional ten hours of training required to serve infants, toddlers, and school-age children. (Fall)

EDC 103 • CREATIVE ACTIVITIES FOR THE CLASSROOM 3 CR

This course is designed for teachers, teacher-aides, and others involved in the education of children. Collaborative group discussion and hands-on experiences will help students plan classroom programs based on the developmental needs of children. (Spring)

EDC 110 • INTRO TO HIGHER EDUCATION 3 CR

This course is intended to build skills that will help students succeed academically. This is a required course for all students, and it should be taken during the student's first year at college. Topics include study skills, time management, library skills, critical thinking, career development, and interpersonal skills. (Fall, Spring)

EDC 130 • CHILD GROWTH AND DEVELOPMENT 3 CR

This course is a cross-cultural study of the effects of genetics, heredity, and the environment on the growth of the human being from conception to puberty. The areas of physical, spiritual, cognitive, emotional, and social development will be explored. It is designed for teacher education candidates and parents searching for ways to prevent and solve children's problems, adjust to the parenting role, and learn constructive disciplining techniques. (Fall)

**EDC/PSY 230 • EDUCATIONAL PSYCHOLOGY 3 CR**

Course topics include the study of behavior, thought, learning, and problem solving processes, understanding cultural, social, emotional, and intellectual differences, self-esteem, motivation, and personality development. Implications of each of these principles with regard to the learning and teaching environment are stressed. (Spring)

EDC 250 • SELECTED STUDIES 1 - 4 CR

Topics will reflect particular competencies of the faculty, and will consider the needs and requests of the student. (Fall, Spring)

EDC 251 • ENVIRONMENTAL ED. TEACHING TECHNIQUES 3 CR

This course is designed for current and future teachers and educators. Students will receive curriculum training and accreditation in projects WILD, AQUATIC, and LEARNING TREE. The class will cover interpretive techniques and communication skills and ideas for incorporating environmental education into a variety of grades and subjects. (Spring)

EDC 260 • CHILD GUIDANCE AND SELF-CONCEPT 3 CR

This course is a study of the moral development of children, their self-esteem and the relationship to child guidance strategies, both preventive and functionally related for normal to challenging behaviors. The course includes a broad understanding of the cultural, moral, social and familial contexts which children and their teachers bring to the relationship. (Fall)
Prerequisites: EDC 101, EDC 130

EDC 270 • EARLY CHILDHOOD PROGRAM MANAGEMENT & LEADERSHIP PRACTICES 3 CR

This course is a study of the financial, personnel, policy and conceptual components of early childhood program management for public and private settings. It also focuses on the professional role in the field, with the community and with families. (Spring) *Prerequisites: EDC 101, EDC 130*

**EDC 291 • FIELD PRACTICUM 5 CR**

Structured field experience that gives the student direct contact with various instructional and non- education. (Fall, Spring)

ENG 101 • COMPOSITION I 3 CR

Development of basic skills evolving from reading and discussion of various kinds of writing. Emphasis placed on composing a thesis statement with supporting paragraphs. Examination of usage and grammatical problems most troublesome to students. Demonstration of abilities in a short research paper. Students will be required to word process. (Fall, Spring)

ENG 102 • COMPOSITION II 3 CR

Further development of the principles and practices of effective writing. Emphasis on academic writing and on the development of a personal style suitable to a student's pre-professional needs. Work on elements of argumentative writing and advanced research skills. (Spring) *Prerequisite: ENG 101*

ENG 221 • FUNDAMENTALS OF SPEECH 3 CR

This course is designed as an introduction to the basic concepts of speech communication with experiences in oral expression and listening. Public speaking and critical listening are emphasized, but other levels of communication are studied and practiced. (Fall, Spring)

ENG 222 • CREATIVE WRITING 3 CR

Writing descriptions and simple narration of general interest with emphasis on methods and technique processes, sketches, biography, travel, expanded incident. Attention is given to development of critical judgment and to individual interest. (Fall)

ENG 223 • LITERATURE FOR CHILDREN 3 CR

This class will survey the prose and poetry suitable for use in the elementary classroom. Students will practice techniques designed to stimulate and develop sound listening and reading habits in young children. (Spring)

**ENG 250 • SELECTED STUDIES 1 - 4 CR**

Topics will reflect particular competencies of the faculty, and will consider the needs and requests of the student. (Fall, Spring)

HTH 106 • APPLIED ANATOMY, PHYSIOLOGY, AND DISEASE 3 CR

This course is designed to provide the student with a basic knowledge of the normal structure and function of the body and an understanding of the major disorders of the integumentary, musculo-skeletal, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. This course is specifically designed to meet the needs of medical assistant and other allied health professionals. (Fall)

HTH 107 • WELLNESS, HEALTH CARE AND NUTRITION 3 CR

This course is required for pre-nursing students and combines three one credit courses that match the College of St. Scholastica's School of Nursing requirements. Three units are covered and include: 1) An integrated approach to personal wellness, including the body-mind-spirit relationships. Consideration is given to culture, gender, and socioeconomic perspectives and how treatment modalities and health procedures are applied to personal wellness. 2) Nutrition standards and role of nutrients in health. Examines nutrition trends and food industry practices from a consumer's perspective. 3) Decision making in wellness and health care. Introduces health care providers and services. (Spring)

HTH 109 • FIRST AID AND CPR 3 CR

Individuals will be educated in the proper procedures to be used in an emergency situation. Identifying patients, assessing care needed, providing care, moving and transfer techniques will be discussed. Students will be required to demonstrate competencies in these skills. Healthcare Providers CPR and Heartsavers First Aid will be taught. Students will be awarded an American Heart Association Healthcare Providers CPR and an American Heart Association Heartsavers First Aid Card upon completion. (Spring)

**HTH 110 • NURSING ASSISTANT 6 CR**

The Nursing Assistant program provides classroom, laboratory instruction, and supervised practice in area nursing homes. Upon completion of the program, students will meet state and federal Department of Health and Family Services requirements for the Wisconsin Nurse Aide Directory. The course will address skills necessary to give physical and emotional care to patients, communicate effectively, carry out skilled procedures and treatment, transport patients, take and record vital statistics, promote patient rights, and provide nursing care to patients. (Fall, Spring)

HTH 130 • MEDICAL TERMINOLOGY 3 CR

The self-paced course presents a study of basic medical terminology. This course also provides the opportunity to examine terms utilized in medical reports and clinical settings. Emphasis is placed on spelling, definition, usage, and pronunciation. A CD-ROM is included with the required text and is essential to use for adequate memorization for this course. A multimedia computer with sound capability is recommended since course materials include sound to assist with pronunciation of the many medical terms used in the text. (Fall, Spring)

HTH 206 • PHARMACOLOGY FOR ALLIED HEALTH 3 CR

This course is designed for the unique requirements of allied health professionals, such as Medical Assistants and Pre-Health Information Management students. These fields require a basic knowledge of medications. This course offers understanding of the legal and ethical issues of medication use and body system medication review. (Fall)

HTH 293 • MEDICAL OFFICE MID-MANAGEMENT PRACTICUM 6 CR

On-site training in a health care facility or organization under the guidance of a preceptor. Exposure to the health care environment stresses to provide as broad a learning experience as possible. Students may be required to perform work duties for the institution or organization. (Fall, Spring)

Prerequisites: All other program courses



MAA 143 • MEDICAL TRANSCRIPTION 4 CR
Introduction into fundamentals of Medical Transcription through actual practice/transcribing of dictated medical documentation by physicians and medical staff in hospitals and clinics, different formats, use of correct grammar, punctuation, and spelling. Ability to edit, employ good listening skills, know how to research medical terminology, and maintaining an appropriate environment for transcription. By the end of the course, the student will be knowledgeable in regard to what skills are needed as well as qualifications to pursue an entry level position in medical transcription within a hospital or clinic setting, from one's home, or in a contracted private business. (Spring)
Prerequisites: HTH 130, HTH 106, BUS 102

MAA 201 • MEDICAL ASSISTANT ADMIN. AND CLINICAL SKILLS I 4 CR
This is an introductory course for the Medical Assistant program. The role of the medical assistant in healthcare will be explored. Medical office procedures and customer service will be discussed. Administrative and clinical competencies are presented. Students will be required to demonstrate proficiency in these skills. In addition, a study of nutrition and exercise, along with patient education completes the course. (Spring)

MAA 212 MEDICAL ASSISTANT ADMIN. AND CLINICAL SKILLS II 5 CR
The course provides medical assistant student with lecture theory and hands-on skills regarding the protocols of patient care. Multiple specialized areas of training are addressed including assisting the physician with cardiovascular, pulmonary, ophthalmology, otorhinolaryngology, gastroenterology, pediatrics, neurology, dermatology, orthopedic and urology procedures. Instruction in advanced clinical techniques provides the student in applying the principles of Pharmacology, administering medications, and assisting with minor surgical procedures. Included are: legal implications, safety, warnings/caution, documentation, and ethical considerations. In addition, a study of nutrition and exercise, along with patient education completes the course. (Fall) *Prerequisites:* HTH 106, HTH 130



MAA 218 • MEDICAL OFFICE 3 CR
The student will learn the general flow of information in the medical office using the MediSoft Patient Accounting system. This system includes appointment scheduling, gathering patient data, posting charges/payments/adjustments, submitting claims, claims management, understanding the various third-party payers (Medicare, Medicaid, Blue Cross, Work Comp, etc), medical coding (ICD-9, CPT, RVS, DRG), manual bookkeeping procedures, and medical records management. (Spring)
Prerequisites: HTH 130, HTH 106

MAA 222 • MEDICAL LABORATORY 4 CR
This course introduces the student to basic laboratory concepts and procedures used in a medical laboratory. Definition of the medical assistant's role in assisting with clinical laboratory testing will be discussed. Procedures covered include, but are not limited to phlebotomy, collection and preparation of clinical laboratory specimens, performing basic laboratory waived testing, and reporting patient results of testing. Clinical application of skills is mandatory. (Fall) *Prerequisites:* HTH 130, HTH 106

MAA 225 • CLINICAL PRACTICUM 6 CR
Application of the theories and administrative and clinical skills acquired from the successful completion of the Medical Assistant Curriculum are demonstrated. The student will be working in a clinical facility under the direct supervision of professional personnel. The student will observe and perform administrative, clinical and laboratory procedures. This course requires NO LESS than 160 hours of clinical time during the practicum. Students will be assigned to a six week clinical rotation. Students participating in the clinical practicum do so as a non-paid work experience. Pre-requisites: (Fall, Spring)
Prerequisites: MAA 222, MAA 201, MAA 212, MAA 218



MTH 111 • PRE-ALGEBRA 3 CR
Properties of integers, fundamental algebraic operations, exponents, linear equations and inequalities are covered in this course. This course is designed for those students with a sound grasp of arithmetic but little or no previous algebra experience. (Fall, Spring)

MTH 112 • INTERMEDIATE ALGEBRA 4 CR
This course bridges the gap between Pre-Algebra and College Algebra. Topics covered will include real numbers, linear equations, graphing linear equations and inequalities, systems of equations, polynomials, rational expressions and equations, and quadratic equations. *Prerequisite:* COMPASS placement of 37 or above

MTH 113 • BASIC STATISTICS 3 CR
This course is designed to provide students with an overview of basic applied statistical concepts and methods in various scientific disciplines. Topics include tubular, graphical, and numerical summary measures; measures of location and dispersion; probability and probability distributions; sampling and sampling distribution; and hypothesis testing.
Prerequisites: COMPASS placement score of 37 or above, or instructor's approval

MTH 146 • COLLEGE ALGEBRA 4 CR
This course prepares students to take calculus and other advanced college-level mathematics and science courses. Topics covered will include solving and graphing linear equations, linear inequalities, and functions; quadratic equations; exponential and logarithmic functions; absolute value; complex numbers; and systems of equations. (Fall)
Prerequisites: MTH 111 (Pre-Algebra), equivalent course level, or instructor's approval



MTH 230 • CALCULUS I 5 CR
This course will be an introduction to differential calculus with emphasis on applications in other disciplines. We will begin with a review of coordinate geometry, linear and quadratic functions. This includes: a review of power, exponential, and logarithmic functions with application to mathematical models. Initial applications of the derivative will include linear approximation and marginal analysis. More advanced differential techniques will include the chain rule, implicit differentiation, and derivatives of logarithmic and exponential functions. This course will conclude with further applications of the derivatives in graphical analysis, curve sketching, and general optimization considerations. (Spring) *Prerequisites:* MTH 146 (College Algebra), equivalent course level, or instructor's approval

MTH 231 • CALCULUS AND ANALYTICAL GEOMETRY 5 CR
This course will be an introduction to differential calculus and plane analytical geometry. We will begin with a review of advanced algebraic topics including: function notation, composition of functions, exponential and inverse functions, and parametric expressions. The concept of limits will lead to the basic definition of the derivative with emphasis on problem solving. The fundamental differentiation rules will be explored including: polynomial, exponential, trigonometric, and logarithmic functions. The product, chain and quotient rules will be discussed as well as implicit differentiation. Applications of differentiation will cover maximum and minimum values, curve fitting, as well as other optimization problems. (Spring)

MTH 250 • SELECTED STUDIES 1 - 4 CR
Topics will reflect particular competencies of the faculty, and will consider the needs and requests of the student. (Fall, Spring)


**NAS 100 • ANISHINAABE BIMAADIZIWIN -
INTRO. TO TRIBAL CULTURES 3 CR**

NAS 100 is an introductory course designed to give students basic knowledge about the traditional and contemporary culture of the Ojibwe people. In this course, students will examine the seasonal living cycle of the Ojibwe including ceremonies, language, history, arts, economics and politics. In addition, students will have opportunities to participate in cultural activities throughout the course in order to gain "hands-on" knowledge about Ojibwe culture. (Fall, Spring)

NAS 101 • OJIBWEMOWIN I 4 CR

NAS 101 is an introduction to the Ojibwe language through listening, speaking, reading and writing. In this course, students will learn basic Ojibwe vocabulary and grammar including commands, negation and simple compound sentences. All four verb-types will be examined with an emphasis on VAI verbs. Traditional Ojibwe culture will be integrated throughout the course as a means of gaining greater comprehension of the language. The orthography used in this class is commonly known as "double-vowel". (Fall)

NAS 102 • OJIBWEMOWIN II 4 CR

NAS 102 is the second part of the introduction to the Ojibwe language. In this course, students continue the exploration of Ojibwemowin through listening, speaking, reading and writing. Students will build on and expand the basic Ojibwe vocabulary and grammar learned from Ojibwemowin I. All four-verb types (VAI, VII, VTA, VTI) will be examined with a particular emphasis on VII and VAI verbs. (Spring)


NAS 110 • INTRO. TO NATIVE AMERICAN HISTORY 3 CR

The indigenous population of North America contains a vast array of cultural diversity. There are 561 federally recognized tribal governments in the United States alone. This course examines how Native Americans have managed to overcome (or adapt to) genocide, warfare, disease, assimilation and massive land loss in order to retain their unique cultural identities. Students will also study the oral histories of Indian tribes in order to gain a viewpoint of Native American history that is often at odds with non-Native historical perspectives. (Fall)

NAS 201 • OJIBWEMOWIN III 4 CR

NAS 201 is the third semester in the Ojibwe language sequence. In this course, students continue the exploration of Ojibwemowin through listening, speaking, reading and writing. Students will build on and expand the basic Ojibwe vocabulary and grammar learned in previous Ojibwemowin courses. All four verb-types (VAI, VII, VTA, VTI) will be examined with a special emphasis on VTI verbs.

NAS 202 • OJIBWEMOWIN IV 4 CR

NAS 202 is the fourth semester in the Ojibwe language sequence. In this course, students continue the exploration of Ojibwemowin through listening, speaking, reading and writing. Students will build on and expand the basic Ojibwe vocabulary and grammar learned in previous Ojibwemowin courses. All four verb-types (VAI, VII, VTA, VTI) will be examined with a special emphasis on VTA verbs. (Spring)

NAS 205 • OJIBWE HISTORY 3 CR

Ojibwe people are spread over a vast territory throughout the United States and Canada. This course will examine the historical development of Ojibwe communities to the present day. Topics will include the Ojibwe migration, European contact, changes in traditional Ojibwe culture, the fur trade, and treaties.


NAS 212 • WISCONSIN NATIVE HISTORY 3 CR

This course examines the history of Wisconsin's Native people. Topics include the pre-contact Indians of Wisconsin, the fur trade, treaties, allotment, IRA, and Termination. The course will be divided into three basic chronological eras. The pre-contact period through the first decades of the Early Republic (roughly to 1815) defines the first segment in this course. The second segment will focus on the impact of the combined policies of treaty-making, creating reservations, and allotment in Wisconsin. The third segment will address the means by which Indian people in Wisconsin have maintained their sovereign status in the face of advancing state and federal authorities.

**NAS 213 • U.S. FEDERAL INDIAN POLICY AND
LAW 3 CR**

This class introduces students to the basic doctrines of federal Indian policy and law and to the foundations of tribal sovereignty. We will examine traditional tribal systems of organization, the history of federal Indian policy and its origins in European legal tradition, the history and role of the Bureau of Indian Affairs, and the interaction between tribal, federal, and state authorities on Indian lands. Students will analyze major documents of U.S. Indian policy as well as several Ojibwe treaties.

NAS 219 • NATIVE AMERICAN LITERATURE 3 CR

NAS/ENG 219 is an introduction to selected literary works by Native American authors. Students will read contemporary and traditional oral literatures, including novels, songs and teaching-stories, Native autobiography, poetry, essays, and short stories. We will look at issues relevant to the study of Native American literature, such as Indian identity and authenticity, and oral vs. written narrative. Through analysis of the texts, students will gain a greater insight into the world view (past, present and future) of Native people.


**NAS 222 • INTRODUCTION TO TRIBAL
GOVERNMENT 3 CR**

This course will examine the challenge of reservation governance and will involve political, economic, and intergovernmental perspectives. The social problems of Native American communities will be addressed with respect to responsibilities perceived, and the legal and traditional duties of local government. (Spring)

NAS 230 • OJIBWE LITERATURE & STORYTELLING 3 CR

NAS 230 is an introduction to the various forms of storytelling used by the Ojibwe people. A variety of different modes of storytelling by Ojibwe people will be examined, ranging from the oral tradition to present-day literary works. Aadizookaanag, dibaajimowinan, agindaasowinan, novels, poetry and short stories will be included to show the great variety of ways that Ojibwe people express themselves.

NAS 240 • ETHNOBOTANY W/ LAB 4 CR

This course offers a study of local plants and their environment. This study includes identification, philosophy and botanical principles of plants. The identification involves learning the common/local name of plants, scientific name, and Ojibwe name. The philosophy includes general use of plants with an emphasis on awareness and respect of plants, which is important to the Ojibwe tradition. Study includes the physical/physiological make-up of plants and their habitat or community where they are found. (Fall, Spring)

**NAS 242 • NENDA-NIBWAAKAANG -
NATIVE AMERICAN PHILOSOPHY 3 CR**

NAS 242 is an introduction to the philosophical and spiritual viewpoints of Native people. This course will be a forum for discussion about the varied belief systems of Native people, what those beliefs teach, and how those beliefs relate to a rapidly changing world. Students will hear first-hand the philosophies and experiences of a diverse range of Native Americans.



NAS 250 • SELECTED STUDIES 1 - 4 CR
Topics will reflect particular competencies of the faculty, and will consider the needs and requests of the student. (Fall, Spring)

POL 110 • INTRODUCTION TO AMERICAN GOVERNMENT 3 CR
This course investigates the constitutional basis, development, organization and contemporary roles of national, state, local and tribal governments. (Fall)

PSY 110 • INTRODUCTION TO COUNSELING 3 CR
This is a required course for the Human Services AA Degree. This course introduces students to a number of counseling theories, and counseling techniques. Students will have time and opportunity to practice counseling techniques and skills. This course is experiential in nature, and attendance is important.

PSY 210 • GENERAL PSYCHOLOGY 3 CR
This introductory course facilitates a cross-cultural examination and understanding of the study of human experience through scientific processes and observable evidence provided by thousands of years of traditions defining behavioral norms. Topics include: psychology as a discipline, research methods, physiological structures and functions, sensation and perception, state of consciousness, intelligence and ways of learning, memory, cognition, language acquisition, motivation, emotions, human development, personality, social norms, psychological disorders, and treatments. (Spring)

PSY/EDC 230 • EDUCATIONAL PSYCHOLOGY 3 CR
Course topics include the study of behavior, thought, learning, and problem solving processes, understanding cultural, social, emotional, and intellectual differences, self-esteem, motivation, and personality development. Implications of each of these principles with regard to the learning and teaching environment are stressed. (Spring)



PSY 242 • HUMAN GROWTH AND DEVELOPMENT 3 CR
The study of human development through the life span will be discussed. An interdisciplinary and cross-cultural approach will be employed, emphasizing biological, psychological, and social factors influencing the process of development throughout the entire human life span. An introduction to psychological/behavioral theories and research will be emphasized. This course will assist the student in evaluating and understanding significant aspects of life and to apply the knowledge to everyday professional and personal settings. Personal improvement and preparation for life's challenges are major themes of this course. (Spring)

PSY 250 • SELECTED STUDIES 1 - 4 CR
Topics will reflect particular competencies of the faculty, considering the needs and requests of the student. (Fall, Spring)

SAC 101 • ASSESSMENT & TREATMENT PLANNING 4 CR
Introduces students to understanding addiction, psychopharmacology, co-occurring disorders, clinical evaluation, and treatment planning.

SAC 151 • FOUNDATIONS OF BEST PRACTICE 4 CR
Examines evidence-based practices. It expands students' understanding of addiction, including the study of drug properties, effects, potentials for abuse, problems associated with abuse, and treatment for substance abuse.

SAC 161 PROFESSIONAL READINESS AND RESPONSIBILITIES 4 CR
Examines counselor values and self care, along with standards of conduct and behavioral expectations for substance abuse professionals.



SAC 200 CASE MANAGEMENT FOR SUBSTANCE ABUSE TREATMENT 4 CR
Examines culturally-appropriate administrative, clinical and evaluative case management. It includes the referral process, service coordination, record management, on-going assessment, and treatment plan implementation to reach measurable goals for the substance abuse client.

SAC 210 • THE COUNSELING PRACTICE 4 CR
Examines fundamental theories, principles and techniques of substance use disorder counseling to facilitate progress of diverse patients toward mutually determined goals and objectives.

SAC 220 • INDIVIDUAL, FAMILY, & COMMUNITY EDUCATION 4 CR
Examines psycho-educational group theory and process, interventions, and guiding principles of structure related to primary and secondary prevention.

SAC 241 • HEALTH CHANGE STRATEGIES (INTERVIEWING SKILLS) 3 CR
Examines motivations and decisions made about health, especially those related to substance abuse, and provides an opportunity for students to demonstrate intervention skills

SAC 291 • CLINICAL SUPERVISION 3 CR
Explores both counselor and supervisor roles in the function of clinical supervision, including clinical supervision techniques, practices, and responsibilities.

SCI 101 • GENERAL CELL BIOLOGY, GENETICS AND EVOLUTION 4 CR
This general biology course emphasizes cells, inheritance/genetics, evolution and botany - including classification, ecology, anatomy and physiology of plants. Includes a 1 cr. Lab (2 hours/wk). (Fall)



SCI 102 • GENERAL ANIMAL BIOLOGY AND ECOLOGY 4 CR
This general biology course emphasizes the diversity of life with a study of bacteria, viruses, and a survey of the animal kingdom including the anatomy and physiology of animals, animal behavior and ecology. Includes a 1 cr. Lab (2 hours/wk). (Spring)

SCI 103 • GENERAL CHEMISTRY I 5 CR
This is an introductory course that involves the study of the chemical and physical properties of elements, gas laws, chemical nomenclature, and structure of atoms, chemical bonding, and solutions. A study lab exists to give students hands on experiences while observing chemical and physical changes resulting from chemical reactions. The course also will help prepare students for other scientific courses (in particular, General Chemistry II and Survey of Biochemistry) and science careers.
Prerequisites: MTH 111 (Pre-Algebra), MTH 112 (Intermediate Algebra) or MTH 146 (College Algebra) OR a COMPASS placement test score of 50 or above and/or instructor's approval (Algebra proficiency is expected)

SCI 104 • GENERAL CHEMISTRY II 5 CR
This course is a study of chemical compounds and reactions, kinetics, quantitative analysis of ions, and organic, inorganic and nuclear chemistry. Includes a lab.
Prerequisite: SCI 103 (General Chemistry I)

SCI 105 • INTRODUCTION TO RENEWABLE ENERGY 4 CR
This course explores renewable energy (RE) sources and technologies. Technical and philosophical discussion of environmental, sociopolitical, and economic issues affecting RE will be included. Topics include geothermal, biomass, passive and active solar for space and water heating, as well as wind, hydro, ocean, photovoltaic and solar thermal energy sources for generating electricity. The course also discusses energy conservation, demand and distribution management, and alternative transportation, as well as RE career opportunities.



SCI 110 • EARTH SCIENCE 3 CR
This course introduces students to a broad survey of concepts about our physical environment in the areas of astronomy, geography, geology and meteorology. The course will take a lecture and laboratory approach to understanding the properties, structure and function of our physical environment. Field trips may be taken to local areas of interest. (Spring)

SCI 112 • INTRODUCTION TO FORESTRY 3 CR
This course will introduce the student to the science and practice of forestry. It will provide an overview of forestry including: basic concepts, terminology, practices, issues and opportunities in forestry. (Spring)

SCI 114 • DENDROLOGY 3 CR
This course involves the study of woody plants. Topics covered will include shrub and tree identification, as well as the economical & ecological importance of the more common species of Northern Wisconsin. (Fall)

SCI 115 • INTRODUCTION TO WILDLIFE SCIENCE 3 CR
This course is designed to introduce students to the science of wildlife. Topics will include identification of local wildlife, habitat needs, predation by and of wildlife, general hunting ethics, species management and an overall view of wildlife and their importance to ecology and the Ojibwe culture. (Spring)

SCI 117 • INTRO TO WATER RESOURCES 4 CR
This course is designed to introduce students to the field of water resources. It will cover principles for water resources use and development, water resource quality, and water resource supply systems. It will include a look at the hydrologic cycle and provide an introduction to basic surface and groundwater hydrology. It will provide a survey of water resources including lakes, reservoirs, rivers and streams, groundwater, estuaries and wetlands. It will provide an overview of water supply systems including water treatment, distribution, reclamation, irrigation and groundwater systems. It will provide an introduction to water laws, policy, and management. This course includes a 1 cr. Lab (2 hours/wk). (Fall)



SCI 118 • FISHERIES AND AQUACULTURE 3 CR
This course will increase the student's awareness of "farming the waters" by defining what aquaculture is and explore different aquaculture systems, from international to local. Through discussion the student will be made aware of positive and negative elements of aquaculture management. The student will also have the opportunity to observe local aquaculture practices and discuss the impacts they have on the community. Biology and identification of aquaculture species will be emphasized with a focus on fish, mollusks and crustaceans. Culture methods, sites and economics of aquaculture will be discussed. (Spring)

SCI 121 • WIRING RENEWABLE ENERGY SYSTEMS 4 CR
This course presents best practices to follow for wiring renewable energy (RE) generating systems. Students will study and apply basic electrical theory, wiring codes and safety guidelines, and installation procedures to use for stand-alone and grid-connected RE systems. Hands-on learning experiences with tools, batteries, wire, wiring components, load devices, system monitors, and meters are used to develop a practitioner-level ability to install, maintain, and repair wiring used by small RE generating systems.

SCI 122 • SOLAR ELECTRIC SYSTEMS 5 CR
This course begins by presenting methods used to quantify the amount of power needed to supply the load devices used by a household or business. Load shedding, efficiency, demand management strategies, and lifestyle factors are examined. Students are taught various methodologies used to assess the feasibility of photovoltaic (PV) panels to produce solar electricity. Design factors and tradeoffs, cost/benefit analysis, vendor options, and cost estimation will also be studied. Hands-on experiences on campus and in the community will illustrate and apply concepts and develop practitioner-level skills.



SCI 123 • HYBRID WIND SYSTEMS 4 CR
This course offers training to size, design, cost estimate, install, and maintain wind turbine electrical generating equipment in hybridized configurations with other renewable energy systems. Assessing wind resources using non-instrumentation methodologies and/or anemometers and data loggers, site feasibility, component selection factors, and overall system design will also be covered. Hands-on lab experiences on campus and in the community, in addition to classroom presentation, discussion, films, and field trips develop practitioner-level skills.

SCI 124 • ENERGY STORAGE for RE SYSTEMS 2 CR
This course provides practical experience with the design, installation, operation, and maintenance of energy storage systems used by hybrid solar electric and wind systems. Emphasis will be placed on design factors and utilization of deep cycle battery systems for expanding energy capacity and independence within the local community.

SCI 125 • ENERGY EFFICIENCY & GREEN BUILDING PRACTICES 3 CR
This course presents energy efficiency principles and 'green' building theory for both new and older buildings. The course will discuss economic and environmental impacts and tradeoffs, energy efficiency standards, and energy audits, as well as insulation materials, windows, lighting, water heating, appliances, heating, cooling, and heat exchange systems, landscaping, and best installation practices.

SCI 151 • GENERAL PHYSICS 3 CR
This is a non-calculus general physics course for life sciences, pre-professional (excluding pre-engineering), agriculture, and chemistry students. This course covers mechanics, work and energy, fluids, waves, electricity, optics and modern physics. (Fall - Offered every other year)



SCI 152 • ASTRONOMY W/LAB 4 CR
An Introduction to Astronomy, is a general astronomy course for those who want to know more about the area of astronomy. In it we will cover celestial motions, some of the history of astronomy, how telescopes work, how to identify the constellations, the planets and stars, and celestial objects.

SCI 156 • SURVEY OF BIOCHEMISTRY 5 CR
This course provides students with an overview of basic applied statistical concepts and methods in various science disciplines. Topics include tabular, graphical, and numerical summary measures; measures of location and dispersion; probability and probability distributions; sampling and sampling distribution, and hypothesis testing. (Fall, Spring)

SCI 161 • INTRODUCTION TO PLANT SCIENCE 3 CR
Students will study the morphology, growth and economic utilization of plants. The effects of the environmental factors such as light, temperature and moisture on growth and yield are examined. (Fall)

SCI 163 • WORKSHOP IN AERIAL PHOTO INTERPRETATION 1 CR
This workshop will provide students with an introduction to the use and interpretation of aerial photographs used in the areas of agriculture and natural resources. Prior enrollment in SCI 165 is recommended. (Spring)

SCI 164 • WORKSHOP IN GLOBAL POSITIONING SYSTEMS 2 CR
This workshop will provide students with a hands-on approach to GPS theory and data collection. The workshop will cover projects planning, GPS unit setup, field collection and an introduction to integrating the data into GIS (Geographic Information Systems) applications. Concurrent enrollment in SCI 165 is recommended. (Fall)
Prerequisite: CPS 100 or instructor's approval


**SCI 165 • INTRODUCTION TO GIS
(GEOGRAPHIC INFORMATION SYSTEMS) 3 CR**

This course introduces students to the theory and methods for creating and utilizing geographic information systems in the area of agriculture, natural resources, transportation, and health. The course covers basic cartographic and map reading skills, data models, data sources and data collection, sources of error, geographic analysis and an introduction to map preparation. (Fall) *Prerequisite: CPS 100 or instructor's approval*

SCI 169 • INTRO. TO HORTICULTURE 3 CR

Students will learn the identification, propagation, and culture of plants in the home, vegetable & flower garden and in commercial production situations. (Spring)

SCI 230 • Human Anatomy and Physiology I 4 CR

This course enables the student to develop a working knowledge of the structure and functions of the human body at the cellular, organ, and system levels. The course includes a laboratory that gives students some practical and clinical experience in addition to reinforcing anatomical and physiological facts. Topics include chemistry basics; cells; cellular metabolism; organization of body; tissues; skin; skeletal system; muscular system; joints; nervous system; water, electrolyte and acid/base balance. (Spring) *Prerequisite: SCI 102*

SCI 231 • HUMAN ANATOMY AND PHYSIOLOGY II 4 CR

This course enables the student to develop a working knowledge of the structure and function of the human body at the cellular, organ and systems level. The course includes a laboratory that gives students some practical and clinical experience in addition to re-enforcing anatomical and physiological facts. Topics include endocrine system, circulatory metabolism, respiratory system, urinary system, reproductive system, growth and development, genetics. *Prerequisite: SCI 102*


SCI 235 • SURVEYING 3 CR

Students will learn the principles and theory of surveying and the care & use of surveying equipment. Field procedures and computations for chaining, leveling, traversing, land descriptions and mapping are also included. (Fall)

SCI 240 • ETHNOBOTANY W/LAB 4 CR

This course offers a study of local plants and their environment. This study includes identification, philosophy, and botanical principles of plants. The identification involves learning the common/local name of plants, their scientific name, and Ojibwe name. The philosophy includes general use of plants with an emphasis on awareness and respect of fall and/or spring plants, which is important to the Ojibwe tradition. Study includes the physical/physiological makeup of fall and/or spring plants and the habitat or community where they are found. Includes a lab. (Fall, Spring)

SCI 250 • SELECTED STUDIES 1 - 4 CR

Topics will reflect particular competencies of the faculty considering the needs and requests of the student. (Fall, Spring)

SCI 291 • METHODS/INTERNSHIP IN NATURAL RESOURCES 5 CR

This course incorporates a variety of environmental survey techniques. The student will be required to sign a contractual agreement before being placed into this course. (Summer/Fall) *Prerequisites: ENG 101, SCI 102, 5 credits course*

SOC 111 • INTRODUCTION TO SOCIOLOGY 3 CR

An introduction to the basic concepts and methods of sociology, the basic structure of social life, culture, types of group interaction, social institutions, stratification, power relationships, and social problems. (Fall)

SOC 250 • SELECTED STUDIES 1 - 4 CR

Repeat of SOC 111. (Fall)


SOC 285 • SOCIOLOGY OF NATIVE AMERICAN FAMILIES/COMMUNITIES 3 CR

Red power movements, Indian education, the urban Indian, and economic development programs will be studied. This course will also study the role of parents in early childhood programs as observers, as participants and as decision makers. (Spring)

VCA 102 • FUNDAMENTALS OF CARPENTRY 4 CR

This course is to provide the students with the general understanding of the tools and materials used in the carpentry trade. (Spring)

VCA 120 • BLUEPRINT READING 4 CR

This course will introduce the basics of residential drafting, including basic drafting techniques, building techniques, building materials, material symbols and language used by the construction industry to produce residential plans. (Fall)

VCA 121 • CARPENTRY MATHEMATICS 4 CR

This course will introduce the basics of residential estimating utilizing common mathematics and the formulas and equations used by the trade. Also, basic mathematical principles will be covered. (Spring)

VCA 122 • CONSTRUCTION THEORY 4 CR

This course is to provide the students with a general understanding of the tools and materials used in the carpentry trade. (Spring)

VCA 123 • LAYOUT AND PRODUCTION 4 CR

This course will help the student to understand the terminology and design theories used in the layout and construction of the basic components of residential and light commercial buildings. (Fall)

VCA 232 • REMODELING TECHNIQUES 4 CR

This course will introduce the basics of residential remodeling, including assessment, planning, tools, building materials, roofs, doors and windows, exteriors, structural carpentry, masonry, foundations, conserving energy, finish surfaces, finish carpentry, and flooring. Includes a lab. (Spring)


OJIBWE CURRICULUM

LCO Ojibwe Community College is committed to providing an education uniquely blended with the best of modern academics and traditional Ojibwe values and knowledge. A student attending LCOOCC will learn about Ojibwe life in many classes, from the obvious Native American Studies program to courses in chemistry, computers and health.



Faculty Learning How To Make Traditional Maple Syrup

Faculty members participate in an annual Faculty Development series, learning more about Ojibwe culture and finding connections with their courses. This program is supported by a grant from the National Science Foundation (NSF) Tribal Colleges and Universities Program.



ELDER-IN-RESIDENCE PROGRAM

As part of the NSF-TCUP Grant, LCOOCC is host to an Elder-in-Residence - a program which brings respected Ojibwe elders into the college for one week. Elders visit classes, work with Faculty on integrating Ojibwe knowledge into the curriculum and answer questions for students and staff.

The Elder-in-Residence program is a great opportunity to bring more Ojibwe knowledge into the everyday life of the college.

This program is supported by a grant from the National Science Foundation (NSF) Tribal Colleges and Universities Program (TCUP).



2008 Elders-in-Residence Ralph and Delores Pawaush



FINANCIAL AID

Lac Courte Oreilles Ojibwe Community College administers a variety of financial aids and work-study programs for students who demonstrate financial need. Currently, the college can assist with Federal PELL grants, Federal Supplemental Education Opportunity Grants, (FSEOG), Federal College Work Study (FCWS), Wisconsin Minority grants, Tuition grants, WI Indian Grants (WIG), the Talent Incentive Program, (TIP), Division of Vocational Rehabilitation (DVR), Veterans Administration funds, and a limited number of scholarships from the college.

To assist in the development of a financial aid package, students **must** file the Free Application for Federal Student Aid (FAFSA). The financial aid staff will assist in the review and processing of required documents or applications, but it is the student's responsibility to complete and submit all financial aid applications. Appointments should be made with the Financial Aid Office **well** in advance of registering for classes. This enables the student to take advantage of all the financial aid grants and scholarships that are available.



Federal statutes mandate that LCOOCC monitor students' academic progress made toward a degree or



certificate. This is done in accordance with the criteria outlined in the student classification section of this catalog and the student handbook. The purpose of the academic standard criteria is to ensure that federal financial aid is used solely for students who are pursuing an educational program goal and who show marked progress toward the completion of the degree or certificate they are seeking.

The Mission of the Financial Aid Department is that all eligible students benefit from financial assistance to complete their goals in higher education.

- All students must complete a FAFSA to be eligible for Financial Aid
- Financial Aid Department will work with the students to create as beneficial a Financial Aid Package as possible
- Students are ultimately responsible for all bills to the College, but the Financial Aid Department will work to offset the costs as much as possible.

ELDERS

Any student, 60 years of age or older, who does not receive other forms of financial aid, may request a scholarship to cover all tuition and fee costs. Textbooks can then either be rented to the student for the Semester, or bought by the student.



BAD RIVER

The LCOOCC Bad River Outreach Site is located at the Tribal School Building on the Bad River Reservation in Odanah, Wisconsin. The Outreach site is centrally located to serve all of the Bad River Reservation Communities and tribal members living near Ashland.

The Bad River Outreach site currently offers four Associate Degree programs in Small Business Management, Native American Studies, Liberal Arts and Web Page Development and two certificates - Renewable Energy and Web Page Development.

The Renewable Energy Studies Certificate Program is now available at the LCOOCC-Bad River Outreach Site beginning Fall 2008. The Renewable Energy program is designed to introduce students to the field of renewable energy and also provide the means to develop hands-on skills for installing and maintaining RE systems. The overall program has courses designed to address a broad spectrum of interests, from general learners and do-it-yourselfers to experienced electricians.



The LCOOCC Bad River Outreach Site has a science lab, a 14-station computer lab, and two classrooms with projection and ITV



technology, enabling classroom broadcasts among the outreach sites and the main campus.

Desiree Ford-LCOOCC Bad River Site 2008 Graduate:

"LCOOCC-Bad River Outreach Site has a very good atmosphere which makes it a very comfortable place to be. While attending LCOOCC, I realized I was not done with school and that I wanted to go on and further my education even more...LCOOCC gives everyone the opportunity to get a good education and further you in life. I know I will do well in life and LCOOCC was the starting point."

Maria Mayotte, LCOOCC-Bad River Site 2008 Graduate:

"I am a single mom of three who works part-time. I would like to tell you about walking through the door at LCOOCC Bad River Site. If you are looking for a way out of that unsatisfying job at the casino or you're just plain sick of not going anywhere in life, you have opened up the right door. Since I have started back to college, I have appreciated school much more and wanted to achieve my own personal goals in life. Not only was the school family-orientated, it was a good learning environment. I would like to thank the staff and students for all the support they gave me and helping me succeed. College made me want to do more for myself, my children, and others. I will be continuing on after LCOOCC-Bad River Site and enrolling in another college to reach my next educational goal."



The Bad River Outreach Site is dedicated to providing Community based programs to all members of the Bad River community and the Ashland area. The LCOOCC Extension Program provides additional workshops/CEUs such as Ojibwemowin Immersion Summer Camp, Native American Beading and other cultural workshops, Basic Computer Skills, and Writing.

Students also have the opportunity to gain work experience while attending LCOOCC-Bad River Outreach Site. The LCOOCC Work-based Learning program has continuously provided opportunities for students to gain job skills while attending school. The positions range from working at the Bad River Tribal Elderly Center, tutoring, categorizing plants, and computer lab attendant. The LCOOCC Internship Program has also provided student employment. The Internship Program works closely with Great Lakes Indian Fish and Wildlife Commission (GLIFWC) for several years to provide an opportunity for students to gain skills in the natural resources field.

For more information, please feel free to stop by the Bad River Tribal School, located in the New Odanah Community of the Bad River Reservation just down from the Bad River Administration Building on Birch Street or contact site coordinator Nicole Kneeland at 715-685-2565 or email to nkneeland@lco.edu.



LAC DU FLAMBEAU

The LCOOCC Lac du Flambeau Outreach Site is located in the Lac du Flambeau grade school on the Lac du Flambeau Chippewa Reservation in Lac du Flambeau, Wisconsin. Students attending classes at this site come from as far away as Crandon and the Lac Vieux Desert Chippewa Reservation. We are convenient to Lac du Flambeau, Minocqua, Woodruff, Mercer and other surrounding communities.

The Lac du Flambeau Outreach Site offers two Associate degree programs in Native American Studies and Liberal Arts. The Lac du Flambeau Outreach Site is located approximately two hours from the main campus in Hayward. A number of students have elected to begin their general education studies at Lac du Flambeau and will transfer to Hayward to complete their degree programs in a diversity of disciplines. This process allows students to stay at home for at least their first year of college. Through ITV technology and online courses, Lac du Flambeau students can take introductory classes in an array of degree program offerings before declaring a major course of study.

Classes are small at the Lac du Flambeau site and instructors strive to foster collaborative learning environments in the classroom.



For these reasons, students tend to become very close and become a system of support for each other as they work on their degrees. Most instructors live in the



community. Some are tribal members. In addition, whenever possible, instructors draw on the strengths and knowledge of elders and other community members to meet the unique needs of the student body and course curriculum.

The Lac du Flambeau grade school has a 16-station computer lab with projection, which is open to students late afternoons and evenings. A handful of computers are available to students to use during the day. ITV technology enables classroom broadcasts between the four outreach sites and the main campus.

Marilyn Beaupre (Class of 2008):

"My experience at the Lac du Flambeau LCOOCC site has been a journey of encouragement and perseverance. There are always a few teachers that stand out above the rest and go the entire mile, who motivate and inspire you to believe in your capabilities. It has had a profound effect on my education. I hear too many people in the community lamenting about the past. We need to embrace this technology of education to see our tribal ways carried to our future generations, for we are the new Indigenous paradigm."

For more information, please feel free to stop by the Lac du Flambeau Grade School, located on Highway 47 half a mile south of the Lake of the Torches Casino or contact Mary M. Sharlow, the Lac du Flambeau Site coordinator, at 715-588-3910 ext. 220 or email to mSharlow@lco.edu.



RED CLIFF

The LCOOCC Red Cliff Outreach Site is located in the Mazina'igan Wakaa'igan (Red Cliff Library building) on the Red Cliff Reservation. Like all sites, Red Cliff has an open enrollment policy. The Site has library access and boasts an 8-station computer lab and projection and ITV technology enabling classroom broadcasts among the three outreach sites and the main campus.

The Red Cliff Outreach site offers six Associate degree programs in Small Business Management, Native American Studies, Liberal Arts, Human Services, Substance Abuse Counseling, and Early Childhood Education. All of the courses required for these degrees can be taken completely at Red Cliff. Most courses will readily transfer to four-year universities.



The Red Cliff Outreach Site's Small Business Management program is designed to help students become knowledgeable and skilled in a variety of business careers and prepare them for positions of leadership. This program prepares students who wish to pursue a four-year degree program. Graduates are in high demand due to the need for leadership personnel in many organizations.



The Red Cliff Outreach Site's Native American Studies program provides a strong foundation of Native American history, policies and governance, literature and philosophy, and Ojibwe Language studies. Because Native American Studies is not defined by any single discipline, but rather a combination of many, great potential exists for development of skills in various fields and practices.

The Red Cliff Outreach Site's Liberal Arts Program is designed to provide a broad base of knowledge and competencies leading to the personal development of the individual as it strengthens understanding and skills pertinent to full participation in one's culture and society. LCOOCC has a transfer agreement in place for Liberal Arts with UW-Superior.

The Red Cliff Outreach Site's Human Services program will provide students with a base knowledge with which to begin a career in tribal human service agencies and beyond. The degree program is comprised of courses from a wide variety of disciplines with an emphasis on services to Native American people. LCOOCC has a transfer agreement in place for the student who wishes to pursue a degree in Social Work from UW Superior.

The Red Cliff Outreach Site's Substance Abuse Counseling program will provide students with knowledge, skills, and training necessary to become a certified professional counselor. This degree program fulfills the Upper Midwest Indian Council on Addictive Disorders education and training requirements for the Certified Substance Abuse Counselor I credential, (CSAC), and is fully endorsed by the UMICAD, and fulfills the education requirements for the Wisconsin Certification Board.



LCOOCC has a transfer agreement in place for the student who wishes to pursue a degree in Social Work from UW Superior.

The Red Cliff Outreach Site's Early Childhood Education Program will prepare the student to plan developmentally appropriate environments and activities that will promote optimal growth through learning for young children. The demand for Early Childhood professionals continues to increase and many career options are available in the field of education.

The Red Cliff Outreach Site is committed to providing Community based educations programs and helping students succeed in meeting their educational goals. In addition to TRIO, the Red Cliff Outreach Site provides financial aid counseling, academic advising, tutoring, graduation tracking, and four year college transfer assistance.

For more information, please feel free to stop by the Red Cliff Outreach Site located just off of the Highway 13/Blueberry Road intersection and next to the Red Cliff Powwow Grounds or contact the Site coordinator at (715) 779-5067 or email at lcadotte@lco.edu.



ST. CROIX

The LCOOCC St. Croix Outreach Site is located in the Youth Center on the St. Croix Chippewa Reservation in Hertel, Wisconsin. The Outreach site is centrally located to serve the St. Croix Sand Lake, Gaslyn, Round Lake, Maple Plain and Danbury Communities.

The St. Croix Outreach site offers four Associate degree programs in Small Business Management, Native American Studies, Liberal Arts and Casino Operations Management. The St. Croix Outreach Site is located less than an hour from the main campus in Hayward, enabling many students to begin their general education studies at the St. Croix Outreach site and then transfer to Hayward to complete their degree programs in a diversity of disciplines. Through ITV technology, St. Croix campus students can take introductory classes in an array of degree program offerings before declaring a major course of study.

The Site boasts a 10-station computer lab with projection and ITV technology, enabling classroom broadcasts among the three outreach sites and the main campus.

Deirdre Belisle:

"All the hard work is worth it. My education has touched on a lot of things, particularly in the world of business, which I know I'll call upon in the years to come. Getting my degree from LCOOCC St. Croix Outreach has given me a higher sense of self worth. I think I am more of an asset to myself, my children, and to my tribe as an educated Native American."



The St. Croix Outreach Site is dedicated to providing Community based programs to all members of the St. Croix community. Youth Computer Camps, Traditional Native American Beading, After School Tutoring for area school children, and Financial Planning are among the programs offered through LCOOCC Extension and Work-based Learning programs.

For more information, please feel free to stop by the St. Croix Youth Center located just off of Highway 70 between Spooner and Siren next to the St. Croix Tribal Government Offices and the St. Croix Health Clinic or contact Kate G. Lechnir, the St. Croix Site coordinator at 800-236-2195 ext. 5312 or email at klechnir@lco.edu.



MAIN CAMPUS / TECHNOLOGY

The Lac Courte Oreilles Ojibwe Community College main campus is located on Trepania Rd. on the LCO Ojibwe Reservation, surrounded by Sawyer County and Northwestern Wisconsin.

LCOOCC is committed to staying on the cutting edge of technology, not only in teaching methods, but in student access as well. To this end, the LCOOCC Main Campus has the following.

- Open computer lab with 12 workstations
- Access to several high quality printers
- Internet connectivity on all networked computers
- Personal e-mail addresses for all students
- 2 computer labs with up to date computers
- A computer lab located within the college library
- Interactive Television studio for distance learning among campuses
- Online Computer Courses
- State of the art projection systems in most classrooms for computer presentations
- Whiteboard technology for in-class and distance learning opportunities
- Wireless internet connectivity throughout the main campus
- Integration of latest technology throughout the curriculum
- Help Desk for students with technology related questions/problems



LIBRARY SERVICES

The Lac Courte Oreilles Ojibwe College Community Library plays a dual role as it provides services to both the college and to the community at large. The library's collection contains popular and college curriculum materials. A special Native American collection features books, periodicals, microfilms, video and audio recordings, photographs, and maps. The library provides quiet study areas, conference rooms, a children's section, computer access, and a comfortable seating area in a stylized wigwam with a fireplace.



The library web page (www.lco.edu/library/) provides access to the on-line catalog and periodical databases that include JSTOR, BioOne, EbscoHost and ProQuest. Materials can also be ordered from other libraries through interlibrary loan.



The library is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Night hours are offered when the college is in session. Library cards are available to everyone from first grade on up.





MIGIZI CULTURAL RESOURCE CENTER

The Migizi Cultural Resource Center is dedicated to the education, discovery, preservation, and transmittal of history, language, literature, and cultural values and wisdom of the Lac Courte Oreilles People.

The Migizi Cultural Resource Center is a living cultural arts and teaching center with a classroom, display and gathering area, climate controlled storage center, audio-visual production room, and offices. The Center features displays and exhibits that consist of Native art, quilts, beadwork, artifacts, and photographs. It also offers a number of workshops and programs that are open to the community.



ADMINISTRATION

The administration of the Lac Courte Oreilles Ojibwe Community College is committed to providing the best educational opportunities as well as providing an open door for all students.

President	Danielle Hornett, Ph.D.
Academic Dean	Laura Urban, Ph.D.
Dean of Student Development and Enrollment Management	Raymond Burns
Office of Sponsored Programs	Dan Gretz
Dean of Fiscal Affairs	Steve Goulding
Dean of Information Technology	Steven Whitman
Human Resource Director	Geraldine Whiteman
Faculty Senate President	Tom Antell
Executive Assistant	Wabigonence White



STUDENT SERVICES



Student Services supplements the Academic Programs at the Lac Courte Oreilles Ojibwe Community College by providing students with information and support to help their academic career progress smoothly. Student Services enrolls students into the College, provides them with the information to obtain Financial Aid and works with students to keep them on track toward their academic goals.

Student Services works with faculty advisors to ensure that students enroll in proper courses that advance the student toward their degree. Student Services, working with Student Support Services, helps provide career assessment as well as career planning for students. Student Services also works to provide social options for students such as feasts and celebrations. Student Services has an open door for students to stop by and visit.



Student Services at LCOOCC supplements the Academic Programs and assists students throughout their academic career at LCOOCC and beyond.

STUDENT SERVICES OBJECTIVES

- Recruit potential students
- Register students for classes
- Register students for Financial Aid
- Work with students to create most advantageous Financial Aid Package
- Direct students to proper academic advising
- Provide students with assessment tools
- Work with students on day to day issues of student life
- Create degree audits for students to determine requirements for graduation
- Create social and cultural opportunities for students to interact with each other and with staff/faculty of the College





STUDENT SUPPORT SERVICES / TRIO

TRIO is a U.S. Department of Education sponsored program designed to assist qualified students in attaining academic success throughout their LCOOCC experience.



TRIO facilitates academic success. Participants are offered assistance through the following services: academic advising; career coaching; tutoring in English, math, and computer basics. We provide personal support, campus visits to transfer institutions, financial aid advising, Student Support Services grant aid, college survival workshops, and transfer student assistance. TRIO promotes student participation in college enrichment activities such as, feasts, ceremonies, job and college fairs, college tours, etc.

The mission of Student Support Services at the Lac Courte Oreilles Ojibwe Community College is to provide a support system, both academic and personal, to meet the individual needs of the students and enable them to persevere and be successful in attaining their desired degrees.



CULTURAL ACTIVITIES

Medicine Pole Feast

A traditional Ojibwe Medicine Pole is blessed and placed in the West Courtyard to bless the LCOOCC community. A large feast follows.



Feast of Thanksgiving

A large community feast, highlighted by the Elder Giveaway. During the Elder Giveaway, community elders receive gifts donated by LCOOCC faculty, staff and students.

Winter Storytelling Feast

Traditional Ojibwe stories are told by community members, followed by a feast.

Graduation

LCOOCC honors its graduates and celebrates with family and friends with the largest feast of the year.

Various student organizations (Student Association, AISES, etc.) and college departments (Extension, Native American Studies, etc.) also host cultural events regularly.



LCOOCC EXTENSION

Extension seeks to empower members of the LCO and surrounding communities through embracing the traditional values and language of the Anishinaabeg people. The values of these traditions are the fundamental basis of Extension methods in conducting research and community education.

Extension Services builds collaborative partnerships to address various community needs while promoting leadership in all program initiatives.

BUILDING
BETTER
COMMUNITIES
THROUGH
EDUCATION,
RESEARCH
AND
OUTREACH



Professional Development

Every semester we offer a wide variety of courses from Practical energy management workshops, diversity and leadership seminars to computer literacy. Courses are offered on a weekly basis.

Cultural Workshops

These courses are offered on a weekly basis. The topics and instruction vary week to week. We encourage you to call the LCOOCC Extension Office and discover what is happening this week.



Youth Development

In spring we offer youth and Elders the opportunity to connect at our Community gardens. This year we will kick the annual project off with a Master Gardener Course for Community Members and end the season with a festival of foods made from the garden produce. We will also be working with the participants in creating a small farmers market where the youth can sell their produce. In addition, we will be offering Master Food Preservation courses for those participants that cultivated small family plots.

Life Skills

Whether it is help with taxes, financial planning or parenting courses you are looking for, Extension offers a number of courses every year geared toward assisting families. Basic Financial management, babysitting, investing, and tax preparation are just a few of the services we currently offer. Over the next year, we are planning to add other services such as Health Literacy and GED instruction.

Natural Resource and Environmental Education and Research

Summertime is best spent on the water. Research is conducted every year on Aquatic Invasive Species on area water bodies. This research provides useful information for management, education, and outreach. The research also provides unique internship opportunities for LCOOCC students. Additionally, Environmental and Natural Resource outreach and education is also provided to the community, covering topics from solar energy and waste stream reduction, to native plants, rivers, and invasive species.



WORK-BASED LEARNING

The Work-Based Learning Program provides opportunities for LCOOCC college students and college-bound high school students (16 yrs old and up) to participate in paid internships that will enhance their education majors and career interests while gaining hands-on experience and marketable work skills. Along with internships, the Work Based Learning Program supports students with testing fees, work apparel, equipment, and the costs for job related, personal, and professional growth training. Career exploration, workshops, meetings, and group activities take place throughout the year.

To be eligible for the Program, students must submit a complete application packet, be enrolled in at least 6 credits (3 for high school students), and remain in good standing with no less than a 2.0 grade point average. The Work Based Learning Program welcomes students not only on the main LCO campus, but at each Outreach site as well!

Please stop in or call Pam and Danielle, the Work-Based Learning Program Director and Program Assistant, at any time for more details and to apply!



AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY (AISES)

The American Indian Science and Engineering Society was founded in 1977 by American Indian scientists, engineers and educators. The AISES mission is to substantially increase the representation of American Indian and Alaskan Natives in engineering, science and other related technology disciplines.

In February 1991, Lac Courte Oreilles Ojibwe Community College chartered a chapter of the national organization, AISES (American Indian Science and Engineering Society). The chapter has remained on campus since its inception, some years having only a few active members and other years having more than a dozen.

Although its name and mission statement imply this organization is designed for Native Americans having or in the process of obtaining a degree in the science, engineering, or related fields, the LCOOCC AISES chapter (as well as all other chapters throughout the nation) is open to any enrolled student who wants to join and become involved. The annual membership fee is currently \$25 per student, which is paid by the LCOOCC AISES chapter.

On the national level, being a member of AISES provides opportunities to apply for scholarships and internships only available to AISES members. The "Winds of Change" magazine is published quarterly and is distributed to all AISES members. Early in November, AISES has an annual national conference held in a different metropolitan area each year. Each year all of the seven



AISES regions have a regional conference; LCOOCC AISES chapter is part of Region V. Throughout the years a number of LCOOCC students have attended the national and/or regional conferences.

Locally the LCOOCC AISES chapter has been involved with the Boys and Girls Club (demonstrating interesting science activities with the boys and girls participating), provided a Halloween party for the whole community, and operated the AISES OASIS, a snack and drink shop on campus. Selling candy bars has been a main fund raising activity for the chapter. Each year the LCOOCC AISES members make traditional tobacco pouches to give to each graduate and dignitary at the annual graduation ceremony.



MAKWA DRAMA CLUB

- Community based tribal college theater group
- Produces original drama productions relating to Ojibwe culture
- Open to all students, faculty, staff, community members and others
- Promotes a greater understanding and appreciation of theater

Makwa Drama Club promotes a greater understanding of Ojibwe culture and history through dramatic productions.

OBJECTIVES

- To encourage research involving Ojibwe culture and history
- To involve the community with the college in creative activities
- To present theatrical productions to the community and general public
- To develop aesthetic appreciation of local theater

LCOOCC MEN'S TALKING CIRCLE

Many colleges and universities are experiencing a declining number of men entering classes and finding persistence to successful graduation increasingly difficult. Common student challenges include:

- Academically under-prepared
- Not aware of commitment
- Limited-income



- First generation college student
- Housing
- Transportation
- Substance abuse/dependency
- Child care
- Intimate partner/Family violence
- Family illness
- Grief issues
- Socially/culturally not cool to be in school

The mission of the Lac Courte Oreilles Ojibwe Community College Men's Talking Circle is to provide a support system with male students, both academically and personally, to help men meet their individual needs and enable them to persevere and be successful in attaining their desired degrees.



ACADEMIC REGULATIONS

STATEMENT OF ADMISSIONS

The Lac Courte Oreilles Ojibwe Community College has a policy of open enrollment. Students who wish to attend and complete all admissions requirements are welcome. New students are required to complete the following admissions requirements. Students must be admitted and receive a letter of acceptance before the student is enrolled in any course.

1. Supply proof of high school, GED, or HSED completion
Exceptions:
 - a. High School seniors may enroll in LCOOCC courses with the approval of both college officials and the high school principal or counselor. Upon high school graduation, credits will become official.
 - b. Students who plan to complete their GED or HSED may register for classes. There is a two semester maximum for taking classes while working for the GED or HSED regardless of financial aid status. College credit does not become official until proof of completion of the GED or HSED is on file.
 - c. Students must complete their GED/HSED before the end of the school year in order to remain eligible for Financial Aid.
2. Provide official transcripts from all post-secondary institutions attended. Otherwise, our Registrar's Office will send for them for a fee per transcript.
3. If Native American, supply proof of tribal enrollment or letter of tribal affiliation.
4. Schedule and successfully complete the COMPASS basic skills assessment, which is utilized as an academic advising instrument for placement in appropriate courses and may indicate need for additional preparation prior to admission into a regular course of study. Additional assessment may be utilized as deemed necessary by the college.
Exceptions:
 - a. Students taking HTH 110 Nursing Assistant as their only course.



- b. Individuals taking courses for personal enrichment may apply for exemption from this requirement in the Registrar's office. A letter of Ability to Benefit may be issued to students who show ability and desire for higher education.
5. Copy of Social Security Card will be made and placed in student's admission file.
 6. Interview with assigned advisor from major field of study.
 7. Completion of the free application for Federal Student Aid (FAFSA) to determine financial aid eligibility and the process for payment of tuition and fees is required.

The steps stated above and the signed Admission Checklist are necessary for admission to LCOOCC. Failure to meet and complete the above by the end of the add/drop deadline will result in a failure to obtain regular admission into the Lac Courte Oreilles Ojibwe Community College.

STATEMENT OF FINANCIAL OBLIGATION

Students are responsible for fees and tuition for all coursework for which they are registered. Arrangements must be made with the Bursar's office for payment of fees and tuition or the student may be subject to Administrative Withdrawal.

READMISSION

All students who have been away from LCOOCC for a semester or more must file a "new" application form and pay the \$5.00 readmission fee.

Students who have obtained an associate degree from LCOOCC may not qualify for financial assistance for the pursuit of another associate degree for a period of two years. Exception to this policy may include a significant change in the job market or employer verification of a need for retraining. Such waivers will be granted under the discretion of the Registrar and the Admission Committee.

If denied admission or readmission to LCOOCC, a written appeal must be received within 15 working days of the date of notification from the Admissions Committee.



ADMISSION OF TRANSFER STUDENTS

Comparable course/credits earned at other accredited institutions, with a grade of "C" or better, may be accepted upon transfer to LCOOCC. It is the responsibility of the student to provide official transcripts of all work completed at other institutions.

PRE-REGISTRATION

Pre-registration is held for three weeks prior to the beginning of classes for each semester. Potential students will be assisted throughout the process in meeting admissions requirements, registering for courses and applying for financial aid. A student taking over 15 credits must have written permission from the Registrar and the Academic Dean.

REGISTRATION

Students presenting justifiable cause may be allowed to register during the first two weeks of classes. Students entering more than three weeks late will require the consent of both the instructor and the Academic Dean.

LATE REGISTRATION

Subject to available space and instructor approval, a student may add or drop courses during the first three weeks of any semester. This action, however, may affect financial aid. Students must formally complete the necessary forms to add or drop.

ADDING AND DROPPING COURSES

Subject to available space and instructor approval, a student may add or drop during the first three weeks of any semester. This action, however, may affect financial aid. Students must formally complete the necessary forms to add or drop courses.

WITHDRAWAL FROM A COURSE

Students officially withdrawing during the first three weeks of class will not have those courses entered on their permanent record. Those students withdrawing after three weeks will have their records marked with a "W" for withdrawal. Students are reminded that once the admission's clerk has entered their course, laboratory, or workshop selections into the college



computer system, they are officially registered. When students register, their accounts are charged with tuition and related fees pertaining to the courses selected. Accounts may be cleared of payments of fees owing, or of a credit initiated by an Add/Drop form. Non-attendance does not constitute a withdrawal. Students must complete official college withdrawal forms or receive a grade for the course. Failure to withdraw in writing may result in the imposition of full financial aid and academic penalties.

A student may withdraw from any course up to the end of the 12th week of classes. No withdrawals will be accepted after the end of the 12th week of classes unless faculty or staff recommend an exception be made for an extreme case. A withdrawal may be granted at the discretion of the Academic Dean. If a student does not officially withdraw from a class, the final grade submitted by the instructor will be the grade listed on the student's official transcript.

INVOLUNTARY WITHDRAWAL

Involuntary Withdrawals will be accepted and processed on the ninth week of the semester. IW's will not be accepted after the ninth week of the semester and students must then withdraw as per the above listed withdrawal procedure. An instructor may submit and IW form at any point after the fifth week of the semester. During those four weeks, Student Services will attempt to contact the student - should the student decide to try to catch up, (s)he will have four weeks to work with the instructor to do so; otherwise, the student will be encouraged to officially withdraw at that time. Involuntary Withdrawals will not be processed without at least one referral. It is recommended that faculty fill out two referrals for IW candidates, one during the third week and one during the fifth week.

An involuntary withdrawal does not affect the G.P.A. but may cause a student to be placed on financial aid probation or suspension for failure to complete an adequate number of courses. Once the Registrar acts upon the involuntary withdrawal, it will remain, and an "IW" will appear on the transcripts.



The student may be required, in accordance with financial aid regulations, to pay for any classes from which he or she has been withdrawn. If a student has been involuntarily withdrawn from all classes during two consecutive semesters, the student will be referred to the Dean of Student Development and Enrollment Management and will need to apply to the Admissions Committee for re-entry to the college.

WITHDRAWAL FROM COLLEGE

Students discontinuing their studies at LCOOCC during the academic year must fill out the official forms. Students leaving college before semester's end without completing the prescribed forms may receive a grade of "F" for all incomplete courses and will not be eligible for any fee refunds.

TUITION AND FEES

One-hundred and forty dollars (\$140.00) per credit fee will be charged up to fifteen (15) credits, per semester. Any individual taking credits beyond the first fifteen in a given semester will be charged the flat rate of two thousand and one hundred dollars. The maximum tuition then is \$2,100.00 per semester. All students will be charged a fifteen-dollar activity fee, per semester in addition to regular tuition. Tuition and fees are subject to change.

All expenses are due to the college within the first 30 days of each semester. Classes with a lab component will be charged an additional fee.

REFUND POLICY

Students who withdraw from college and file the Change of Schedule Form will receive credit on their tuition charges according to the following table:

WITHDRAWAL	CREDIT	
First Week	100%	<i>*No refund of tuition, materials, or fees after last day to add/drop.</i>
Second Week	50%	
Third Week	25%	<i>*Admissions and lab fees are not refundable.</i>



BOOKSTORE PAYMENT AGREEMENT

LCO College will sell textbooks to students every semester. The LCOOCC Bookstore may buy back books once a semester at a used book rate. These textbooks may then be available to other students the following semester. Students are responsible to see that these book bills are paid. An administrative hold will be placed on all student records until all textbook bills are paid in full each semester. Students may pick up textbooks with cash or a check immediately, or upon signing up for financial aid in the Student Services Department. Those students receiving a waiver of tuition are still responsible for books and lab fees. See the Financial Aid Office for details.

STUDENT STATUS

Regular • Has met all admission and academic requirements for enrollment.

Conditional • Students admitted with qualification, normally for completion of requirements leading to regular status.

Full-time • Enrolled at least 12 credits per semester.

Freshman • Has completed fewer than 32 semester credits.

Sophomore • Has completed at least 32 semester credits toward a degree program.

Probationary • Freshman, who receives between a 1.0 and a 1.8 cumulative grade point average, will be placed on probation. Sophomores who receive between a 1.0 and a 2.0 cumulative grade point average will also be placed on probation. To be reinstated with regular status, students must complete the next semester with at least a 2.0 grade point average. If a student fails to meet this requirement, the student will then be placed on suspension. Students on probation will retain their eligibility for financial aid.

Suspension • Students failing to maintain a 1.0 semester grade point average will be suspended. Students who are suspended will not be eligible to receive financial aid. To be reinstated, students must submit a written appeal, with supporting documentation, to the Financial Aid and Admission Committees.



STUDENT CATEGORIES

- Degree-seeking students who have met the requirements of admissions and have selected a course of study.
- Non-degree-seeking students are those students who meet admissions requirements and wish to take courses, but are not enrolled in a degree program. These students do not qualify for financial aid.
- Non-degree professional students are those who wish to take courses in order to satisfy requirements for an external professional organization (DPI re-certification, for example). These students will not continue to be admitted as Unclassified beyond these time limits.
- Undecided students are those who meet requirements for admission but have not yet selected a major area of study. Students pursuing an Associate Degree have two semesters to declare a major and students seeking a One-Year Certificate have one semester to declare a major. Students will not continue to be admitted as Unclassified beyond these time limits.

STUDENT CONDUCT

Since the Lac Courte Oreilles Ojibwe Community College utilizes several facilities for instructional purposes, students will be expected to observe all rules and regulations governing these smoke-free facilities. LCOOCC is further bound by the Higher Education Act of 1989, to enforce a federal law against drug use and abuse on campus and at all college functions.

Lac Courte Oreilles Ojibwe Community College students are expected to behave responsibly and with propriety and are expected to abide by our policies and regulations. The College Administration will take whatever disciplinary action it deems warranted by students' misconduct in accordance with the Disciplinary Regulations of LCOOCC.

1. **Academic Misconduct** includes but is not limited to dishonest or attempted dishonest conduct during classes, tests or examinations such as using books, notes, diagrams, and



other aids not authorized by the instructor. It includes communicating with others for the purpose of obtaining information, copying others work, or purposely exposing or conveying information to other students who are taking a test or examination.

- a. **Plagiarism** is a form of dishonesty in which one person submits or presents the work of another person as his or her own. Another's thoughts or work must be clearly foot-noted or referenced in student work.
 - b. **Disruption of Instructional Activities** includes student conduct which makes it difficult or impossible to proceed with scheduled lectures, workshops, laboratory sessions, discussions, group activities, tests, or other related activities.
2. **Other Misconduct** includes but is not limited to damage to property, theft, and assault on individuals.
- a. Slander and defamation of character of students, faculty, and administration will not be tolerated.
 - b. Criminal offenses committed against an individual on his/her property will be referred to the Sawyer County Legal Authorities.
 - c. Theft of college property will lead to prosecution.

See Student Handbook for complete disciplinary regulations, disciplinary measures, and description of the appeal process.

STUDENT RECORDS

Students may review and inspect, with college officials, all records, data, and files pertaining to themselves upon written request to the Registrar. In accordance with the Educational Rights and Privacy Act of 1974, the Lac Courte Oreilles Ojibwe Community College maintains the following information in student records:

- Application for Admission Form
- High School Transcript or GED/HSED Completion Certificate
- Official Transcripts from Post-Secondary Institutions
- Certificates or degrees granted



- Application for Financial Aid
- Account Payment Cards and Receipts
- Change of Schedule Forms
- Verification of Tribal Enrollment (Indian Students)

These records are on file in the college and are accessible only to persons having legitimate interest as defined in Public Law 93.380. Student attendance for those who receive stipends, grants, or other payment for attending college courses are released to directors or official representatives of the respective funding agencies. Other information contained in the records will not be released without written permission from the student.

PUBLIC RIGHT TO KNOW

In accordance with the Crime Awareness and Campus Security Act of 1990, data on arrests and crimes committed on campus or at college-sponsored events will be made available to students in their orientation packets. This information, as well as annual financial reports, audits, and the LCOOCC Annual Report are available for review in the Library. These materials are distributed annually to the LCOOCC Board of Regents, Lac Courte Oreilles Tribal Council, employees and students of the college, and the community at large.

STUDENT TRANSCRIPTS

Official transcripts are kept in the Registrar's Office. Copies of the student's transcript will be issued to the student upon written request. The first set of transcripts is free; a fee of \$4.00 will be charged for additional copies. Transcripts will not be issued for students who have a financial obligation to the college or incomplete files in the Registrars' Office.

CREDITS

A semester credit represents one hour of class per week for the duration of an academic semester. Classes such as laboratory sessions require two hours of class to earn one semester credit. (A course that runs three hours each week therefore represents 3 credits.)



SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress includes maintenance of Grade Point Average requirements and timely completion of associate degree or certificate. Students can attempt up to 90 credits while earning the required 63 or more credits needed to graduate in their associate program. All Adult Learning and Preparatory Education courses taken by a student are included in the maximum number of credits the student may attempt (90) but they do not count toward the course requirements needed for obtaining a one-year certificate or associates degree. Only one repetition of a course will be considered for financial aid funding.

RESIDENCY CREDIT REQUIREMENT

A student must satisfactorily complete fifteen semester credits from Lac Courte Oreilles Ojibwe Community College to meet residency requirements for purposes of graduation. These credits may be taken from the Lac Courte Oreilles, Red Cliff, St. Croix, or Bad River sites.

CREDIT TRANSFER

Currently, the Lac Courte Oreilles Ojibwe Community College maintains credit transfer agreements with many colleges and universities in the area. Credits earned through distance learning courses will be awarded by the institution from which the course originates. The originating site will also handle registration and transcripts. Only courses with a grade of "C" or better may transfer.

COURSE CANCELLATIONS

The Lac Courte Oreilles Ojibwe Community College reserves the right to cancel any scheduled courses in which the enrollment is insufficient to permit them to continue on an educationally sound and economically efficient basis.

ATTENDANCE

Students not attending regularly will be referred to their advisor and financial aid officer. If a student wishes to be excused from a class it is the student's responsibility to clear the absence with the



instructor. At that time the student must arrange for make-up assignments.

AUDITING A COURSE

Students may elect to audit courses if desired. There will be a reduced rate of one-half the normal tuition, with no credit or grade given for the course. Should the student audit an art course, laboratory course or other participatory class he/she is responsible for purchasing the required books and supplies for the course. Students may not change from audit to credit status after the last day to Add/Drop.

REPEATING A COURSE

Students may repeat courses for which they received a grade of "D" or "F". The first grade will be replaced with an "R" for repeat. Only the last grade is included in the student's Grade Point Average. No courses may be repeated more than twice except with special permission of the Academic Dean. Financial aid may be applied to only the first repeat of a course. Subsequent repeats will not be eligible for financial aid.

INCOMPLETES

The grade "Incomplete" is assigned only to students who are doing satisfactory work but for compelling reasons, such as a loss in the family, cannot complete the course as scheduled. This grade will not be given to those who fail to complete coursework due to unexcused absences. Students wishing to apply for an incomplete must obtain a form from the Registrar's Office. The policy for Student "Incomplete" is as follows:

1. Students must formally request, of the instructor, an incomplete.
2. The time allowed for the make-up of an incomplete is thirty (30) days from the end of the semester.
3. Instructors reporting grades of "Incomplete" are required to submit an instructor/student contract outlining the reason for unfinished work, a statement stating the portion of work that has been completed and in addition a statement as to the nature of the incomplete portion of work. The Incomplete grade contract form should include a final grade to be



- assigned in the event that a student does not complete all the requirements of the course by the proposed deadline.
- In evaluating student performance, "Incomplete" shall have exactly the same status as a "Withdrawal." It appears on the student's academic record, but is not included in the GPA.
 - Grades of "I" assigned to courses will be retained on the student's records in the Registrar's Office and, when these grades are resolved, separate entries will be made on the records. Such entries are to be recorded in the semester which the grade is resolved.

GRADES

Student academic work is evaluated according to the following scale:

LETTER GRADE	INTERPRETATION	GRADE POINTS
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Below Average	1.0
F	Failing	-
P	Passing	-
W	Withdrawal	-
IW	Involuntary Withdrawal	-
I	Incomplete	-
Z	Audit	-
NC	No Credit	-

*Grade Point Average (GPA) is computed by dividing the sum of the credit hours times the grades accumulated during the semester by the total credit hours attempted.



INDEPENDENT STUDY

Individuals who are in the last semester of an associate degree or one-year certificate may be eligible to take independent study. In addition to earning credit through formal courses, students may request permission to obtain credit through an independent study contract with an Instructor. Students must plan specific activities and goals with the help of the instructor and approval of the Academic Dean.

Independent study should be utilized sparingly as students assume the majority of the responsibility for completing requirements for the course. Independent study courses should correspond to the standard semester time frame for purposes of financial aid, grading, and other such records.

Independent study will be approved only in cases of extreme need. No independent study will be valid unless approved by the Academic Dean. No more than six (6) credits per degree or certificate, may be taken through independent study and independent study will be granted only for courses that are a part of the regular semester schedule.

CREDIT BY EXAMINATION

Students may be granted credit for a course by demonstrating mastery of the material required within a course to the instructor and Academic Dean. Students will receive a grade of "P", (Passing), which will not be reflected in the GPA. Academic divisions and departments will designate those courses eligible for credits by examination. Students must have the permission of the academic advisor who will facilitate arrangements with the appropriate academic division. Students must repay a \$35 examination fee. Cost will not be totally covered by full financial aid. One-year certificate students may take no more than 3 credits through examination and no more than 6 credits by associate degree candidates. (Applications for credit by examination must be made by the end of the add/drop period each semester.)

MID-TERM GRADES

At the end of the eighth week, the instructors submit mid-term



grades. The Registrar's Office will make them available to students within two weeks from faculty submission.

FINAL GRADES

Instructors submit final grades at the end of each semester. Grades will be mailed to students approximately four weeks after semester end. Full-time students with a semester GPA of 3.5 or higher will be considered for the Dean's List. No grades will be issued until all financial obligations to the college have been met.



Grade Appeal Process

GROUND FOR APPEAL

At LCOOCC, instructors are expected to assess students regularly and consistently using criteria provided in a course syllabus to students at the beginning of the semester. All final grades must be based on established grading criteria, not on personal conduct or opinions unrelated to the academic standards. If the instructor is no longer employed at LCOOCC, the student would appeal to the Academic Dean/Chief Academic Officer, who in collaboration with the Department Chair, will review grade sheets and course syllabus against the student's

documentation of an error. A student may seek to appeal a final course grade based on one or both of the following factors:

- An error was made in grade computation
- The grade was based on factors other than those stated in the course syllabus.

The student bears the burden of proof in establishing existence of the above factors.

PROCESS FOR APPEAL

The grade appeal process at LCOOCC consists of both informal and formal procedures. If the situation cannot be resolved informally, the student has the right to bring an advocate to any formal appeal proceedings. An advocate must be a faculty member, advisor, counselor, or other employee of LCOOCC.

- The student must meet with the instructor to attempt to resolve the disputed grade informally. The student should present a rationale and documentation for changing the grade. If the instructor is not available (e.g. the instructor is no longer employed by LCOOCC), then the student should skip to step 2 and approach the Academic Dean. The informal request for a change of grade must be done within four weeks from the beginning of the following semester.

DEFINITION: "following semester" means the immediate college semester after the course/grade in question. It does not necessarily mean the student's following semester; a student may not appeal a grade more than one semester old, regardless of enrollment status.

- If the academic dispute cannot be resolved between the student and instructor, the student must meet with the Academic Dean and instructor. The Academic Dean will facilitate a meeting within two weeks and attempt to informally resolve the disputed grade.
- If both attempts at an informal resolution fail and the student wishes to continue the appeal, the student must submit a written request and documentation of error for review of the contested grade. The written request must be submitted to the Academic Dean within two weeks of the previous meeting with the Academic Dean and the instructor.





4. Within two weeks of receiving the written request, the Academic Dean will appoint an Ad-Hoc Grade Appeal Committee comprised of two non-involved faculty members and the Dean of Students (or their designee). The Ad-Hoc committee will select a chair person and review the written appeal and documentation from both the student and the instructor. The Ad-Hoc committee may determine:
 - a. the appeal should be dropped, or
 - b. the appeal should be formally reviewed by the Ad-Hoc committee and set a date within two weeks to complete the review. The student and instructor will be invited to present their documentation to the committee. The student may bring an advocate to the hearing.
5. The Ad-Hoc committee will provide a written finding and a recommendation which will be submitted to the Academic Dean within one week of formal review. The Academic Dean will review the findings and recommendation. If there is no cause to request a grade change, the matter is closed. If there is a recommendation for a change, the Academic Dean will review the findings and make a final determination on the appeal and submit a change of grade form if warranted.
6. The Academic Dean will convey the findings and actions of the Ad-Hoc committee to the student, instructor, and department chair. Once a decision has been reached, there can be no further appeals upon the same matter.

TIMELINE OF GRADE APPEAL PROCESS

< or = 4 Weeks (from start of following semester)

The student must approach the instructor and attempt to resolve the issue informally. Any appeal initiated after the four-week period is invalid.

< or = 6 Weeks

The student must set up a meeting with the instructor and the Academic Dean.

< or = 8 Weeks

If not resolved by meeting with the Academic Dean, the student must submit a written request and all documentation



to the Academic Dean for a formal appeal. If a student fails to meet this deadline, there can be no formal appeal.

< or = 10 Weeks

The Academic Dean will form an Ad-Hoc Grade Appeal Committee

< or = 12 Weeks

The Ad-Hoc Grade Appeal Committee will determine the validity of the appeal. If valid, the Ad-Hoc Committee will meet and hear the appeal. At this point it is appropriate for the student to bring an advocate, if desired.

< or = 13 Weeks

The Ad-Hoc Grade Appeal Committee will submit their recommendation to the Academic Dean for review and/or approval.

DEFINITION: < or = X Weeks means before or during Week X of the semester. E.g. < or = 4 Weeks means the student has until the end of the fourth week to meet informally with the instructor.

GRADUATION REQUIREMENTS

Students who have completed all requirements of their respective program satisfactorily must apply with the Registrar for graduation. A credit audit will be completed one semester previous to the planned graduation date, and notification sent to the Academic Dean. Students who have outstanding accounts with the Business Office, incomplete student record files in the Registrar's Office, have not completed their COMPASS exit assessment, students with a grade of Incomplete or non-returned library materials will receive an unsigned diploma until all matters are resolved to the satisfaction of the Registrar.

COMMUNITY EDUCATION UNITS (CEU)

Community education provides people with the opportunity to study topics of interest. Instruction often uses participatory or experiential methods in a workshop format instead of textbooks, term papers, lectures, or written examinations. There is no academic credit given for participation.



LCO Extension offers many community educational opportunities. Registration for community education workshops result in Community Education Units (CEU). These educational opportunities do not result in regular college credits.



STUDENT SERVICES REGULATIONS

Student Services at Lac Courte Oreilles Ojibwe Community College supplement the instructional programs and assist students in successful school entry, retention and transfer to baccalaureate institutions.

ACADEMIC ADVISING

Faculty and Staff assist students with proper course selection, sequencing, addressing academic problems, and making career and transfer choices. All students are assigned an academic advisor upon admission to the college, based upon their career goals. Students are required to meet with their advisor when selecting courses each semester to discuss progress, and to plan for timely program completion. Academic advisors are full-time instructors at LCOOCC.

CAREER PLANNING

Career planning assists students with career development throughout all stages of their education and instills a sense of



career development as a lifelong process. Career planning is incorporated in the Introduction to Higher Education course to assist students by helping them answer the three fundamental questions of the career development process.

1. *Who am I? Assessment of life priorities, interests, aptitudes, and skills.*
2. *Where am I going? Research of possible career paths and making short and long range goals.*
3. *How do I get there? Action plan of education and training needed for achieving goals, developing skills, and self-marketing within the job market (e.g. networking, resume writing, and interviewing).*

Career planning helps students answer these questions by offering individualized assistance, counseling, workshops, and a host of career development resources including, software, videos, and literature. Students, community members, and alumni of Lac Courte Oreilles Ojibwe Community College are encouraged to utilize these additional resources to help ensure their career development success.

SKILLS COURSES

Some students enter college with a need for skills development in the areas of reading, writing and mathematics. This may be because the student has been out of school for a number of years and needs a refresher course, or the student did not take the college preparatory track in high school. During orientation for new students, the college administers a placement exam, and with these results advises students on appropriate entry-level courses. Students enrolling in General Skills courses, (General English, General Math, Adult Basic Education - ALP Courses), will not receive degree credit for these courses, but will gain advantageous preparatory skills for successful participation in collegiate-level classes.

STUDENT SUPPORT SERVICES

Student Support Services (SSS) is one of eight federal TRIO



Programs funded through the United States Department of Education. TRIO programs are education opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. The goal of SSS is to work with degree-seeking students who are United States citizens who have an academic need and the ability to benefit from the program by staying in school (retention), graduating, and/or transferring to a baccalaureate institution. Additionally, federal rules require that participants must be limited income, a first-generation college student, and/or have a disability. Services include academic advising, career coaching, personal support, transfer guidance, student grant aid, computer lab, tutoring and refresher help in English and math, along with assistance in the coordination of educational, social, and cultural activities. Services are available at no cost. For applications and further information contact the Students Support Services office at:

Student Support Services
Lac Courte Oreilles Ojibwe Community College
13466W.Trepania Road
Hayward, WI 54843
715.634.4790



HIGH SCHOOL EQUIVALENCY PROGRAM

Many students seeking a college education left high school prior to their graduation. The college offers support and programming for students to complete a General Education Development (GED), or a High School Equivalency Diploma (HSED). Instruction to prepare students for these tests is available on campus, and testing is conducted on a weekly basis during the academic year. Students pursuing an equivalency diploma may concurrently take two (2) college courses with the written permission of their academic advisor.

MEDICAL AND DENTAL REFERRALS

The nearby tribal clinics meet the needs for Native American students in accessing medical and mental health care. Referrals may be made to alcohol and drug programs, a time-out shelter or Respite Care. LCOOCC facilitates scheduling of services but



assumes no financial obligation.

DRUG AND ALCOHOL ABUSE POLICY

Lac Courte Oreilles Ojibwe Community College students and staff promote a healthy lifestyle by adhering to a policy of being drug and alcohol free on campus, at the college's Outreach sites, and at all college functions.

Procedure to be initiated for suspected abuse by students:

1. Inform student through Student Services that they are suspected of drug/alcohol abuse.
2. Suggest to the student that they seek counseling and/or assessment.
3. Collect documentation on abusive behavior.
4. If behavior continues and supportive documentation is obtained, refer student to appropriate social service agency.
5. If student refuses services and abusive behavior continues, the student will be expelled from the college.

Referral Information:

1. Lac Courte Oreilles Ojibwe Community College Dean of Student Services (715) 634-4790. Ext. 107.
2. Lac Courte Oreilles Community Health Center, Alcohol and Drug Abuse Program, (715) 634-4153.
3. Alcohol and Drug Abuse Information and Referral Center of Sawyer County, (715) 634-8270.

STUDENT ASSOCIATION

The Student Association, comprised of elected student representatives, sponsors many activities each semester. The purpose of the Student Association is to:

1. Provide opportunities to develop leadership skills;
2. Act as a liaison between students, staff and faculty;
3. Act as a liaison between students and the Board of Regents; and,
4. Provide opportunities for students to host events such as Pow-wows, dances and parties.



STUDENT RIGHTS AND RESPONSIBILITIES

A description of Students' Rights and Responsibilities may be found in the Lac Courte Oreilles Ojibwe Community College Student Handbook. This handbook is distributed and reviewed during student orientation. The semester orientation schedule is printed in the calendars at the end of this catalog.

STUDENT TRANSPORTATION

The Sawyer County and LCO Transit operates a fleet of shuttles that service the LCO Reservation and the surrounding communities. Students may choose to ride the shuttle at a nominal fee regularly or on an emergency basis. This transportation system is available from 6:40 am to 10 pm on weekdays. LCOOCC is a regularly scheduled stop several times each day.

DISABLED STUDENTS

Individuals who have a disability, either permanent or temporary, which might affect their ability to perform in a class, are encouraged to inform the instructor at the start of the semester. Adaptations of methods, materials or testing may be made as required to provide for equitable participation.

In accordance with the American Disabilities Act, the college designates parking spaces for disabled visitors and students. There is a wheelchair available upon request. The campus is barrier free and accessible to those in wheelchairs.

SMOKE-FREE ENVIRONMENT POLICY

All Lac Courte Oreilles Ojibwe Community College buildings are smoke-free. Smoking entrances are labeled, and a smoker's shelter is available for student use during winter months.

FINANCIAL AID

Lac Courte Oreilles Ojibwe Community College administers a variety of financial aids and work-study programs for students who demonstrate financial need. Currently, the college can assist with Federal PELL grants, Federal Supplemental Education Opportunity Grants, (FSEOG), Federal College Work Study (FCWS), Wisconsin Minority grants, Tuition grants, WI



Indian Grants (WIG), the Talent Incentive Program, (TIP), Division of Vocational Rehabilitation (DVR), Veterans Administration funds, and limited number of scholarships from the college.

To assist in the development of a financial aid package, students must file the Free Application for Federal Student Aid. The financial aid staff will assist in the review and processing of required documents or applications, but it is the student's responsibility to complete and submit all financial aid applications. Appointments should be made with the Financial Aid Office well in advance of registering for classes. This enables the student to take advantage of all the financial aid grants and scholarships that are available.

Federal statutes mandate that LCOOCC monitor students' academic progress made toward a degree or certificate. This is done in accordance with the criteria outlined in the student classification section of this catalog and the student handbook. The purpose of the academic standard criteria is to ensure that federal financial aid is used solely for students who are pursuing an educational program goal and who show marked progress toward the completion of the degree or certificate they are seeking.

ELDERS

Any student, 60 years of age or older, who does not receive other forms of financial aid, may request a scholarship to cover all tuition and fee costs. See the Financial Aid Office for scholarships.

APPEAL PROCEDURE

If a student is denied financial aid, they have the right to submit a confidential written petition to the Financial Aid Committee within 15 days after receipt of notice. The Financial Aid Committee will then review the student's appeal that may include, but not be limited





to; illness, a change in employment schedule, family tragedy, or other extenuating circumstances that were beyond the reasonable control of the student. The student must be prepared to offer any proof or documentation that substantiates their appeal claims to the Committee's satisfaction. Upon successful appeal, the student's aid package will be reinstated for a probationary semester. The decision of the Financial Aid Committee is final.

LIBRARY SERVICES

The Lac Courte Oreilles Ojibwe Community College Library plays a dual role as it serves both the Lac Courte Oreilles College and the community at large. It has a special Native American collection comprised of books, magazines, newspapers, audiotapes, videos, and CD-ROM programs. There is a children's section; a grantsmanship center, a reference collection and a general circulating collection. Patron stations are available for accessing CD-ROM databases that include full-text periodical and newspaper indexes. Two stations are available for accessing the library on-line catalog. Another computer station is dedicated for health research through select databases and the Internet. The library is also a depository for Wisconsin documents. Interlibrary loan services are provided to those seeking additional materials. Extended services are provided to the Senior and Head Start Centers.



The library is open Monday through Friday from 8:00 a.m. to 4:30 p.m. all year except for July. Night hours are offered when the college is in session. Library cards are available for everyone.



SUMMARIZED HISTORY OF LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

In 1982, a task force of educators and parents undertook the establishment of Lac Courte Oreilles Ojibwe Community College. A Needs Assessment and Planning effort was conducted in the summer of 1982 and the task force called on the Bureau of Indian Affairs to conduct a feasibility study to determine the appropriateness of a tribal community college at Lac Courte Oreilles.

In August of 1982, the Lac Courte Oreilles Tribal Governing Board chartered the college and provided it with Articles of Incorporation. Classes were held throughout the 1982 - 1983 academic year primarily through the volunteer efforts of part-time instructors.

The Bureau of Indian Affairs conducted on-site evaluations in April of 1983 and notified the college that it had fulfilled all requirements and was approved for funding for the fiscal year under P.L. 95-471, the Tribally Controlled Community College Assistance Act of 1978. This Act continues to be the prime source of funding for the college.

LCOOCC granted its first certificates of completion in the Community Health Educator program in June 1985. In May 1986, the college granted its first Associate of Arts Degree.

Lac Courte Oreilles Ojibwe Community College was granted candidate status for accreditation by the North Central Association of Colleges and School in February 1987. This six-year accreditation process resulted in full accreditation of all programs in February 1993. Credit



transfer agreements with public and private colleges and universities were signed and two-plus-two agreements in Nursing with UW-Eau Claire and Agriculture and Natural Resource Management with UW-River Falls were developed to facilitate transfer of LCOOCC students to baccalaureate programs. In 1998, LCOOCC was granted an additional 8 years of reaccreditation.

LCOOCC received Land Grant Status approval on October 5, 1994, in legislation passed by the U.S. Congress within the Tribal College Act Endowment Amendment. This Amendment was attached to the Elementary and Secondary Education Act (ESEA) and signed into law by President Bill Clinton.

In November 1996, LCOOCC completed the sixth phase of the college campus buildings. The 8,000 square foot addition houses a large laboratory, a conference room, a large classroom, a book store, a student store, and a production studio for distance learning.

In spring 2003, the Cultural Resource Center was completed with the grand opening in November 2004. In May 2007 the Library at LCOOCC was completed and the grand opening celebration was held on August 2007.

**Celebrating More Than
25 Years of Career, Cultural
and Liberal Arts Education**



PENZKOVER SCHOLARSHIP

In Memoriam

ANN MARIE PENZKOVER

March 11, 1953-October 26, 2007

Ann Marie was the Dean of Student Services at Lac Courte Oreilles Ojibwe Community College, from 1993 to 2007. She was a staff member of the College for 20 years and had been a valuable part of the team that engineered rapid growth in campus facilities, academic programs, and support services for students.

She held a Masters Degree in Educational Administration from UW-Superior and was a successful teacher, program planner, and administrator for over 25 years.



Ann Marie believed strongly in the tribal community college education and was proud to be a graduate of University of Wisconsin-Barron County Campus at Rice Lake. Her undergraduate degree in Secondary Education was from UW-River Falls.

She was a member of the Lac Courte Oreilles Tribe of Lake Superior Chippewa Indians and represented the LCO Ojibwe College with a message of hope and high expectations for Native American students.

In honor of her memory, the Lac Courte Oreilles Ojibwe Community College has established a community scholarship for first-time, part-time students in Ann Marie's name. Students who are attending college for the first time, and are taking less than 6 credits, may be eligible for the Penzkover Scholarship. Interested students should talk to the Financial Aid Office for details.

**LCOOCC • BOARD OF REGENTS**

The college is an agency of the Lac Courte Oreilles Band of Lake Superior Chippewa Indians and derives its authority from the sovereignty and constitution of the tribe. The "General Membership" of the college consists of those individuals duly serving on the Tribal Governing Board. The management of the college is vested in a Board of Regents of seven (7) individuals who are enrolled members of the Lac Courte Oreilles Tribe. At present the members of the Board of Regents are:

Jeff Crone Chairperson
Daryl Coons Vice-Chair
Marie Basty (Giiwedinoodinikwe) Secretary/Treasurer
Gary Gerber (Mishkawatigwinini) Member
Lorraine Smith Member
Joyce Miller (Ozhaawashkoo-binesiiikwe) Member
Odawa White Member
Russell Barber Tribal Governing Board Liaison

**COLLEGE DIRECTORY****Ambrose, Shawn**

Business Faculty / Division Chair
 Ph.D. Candidate - Capella University
 MBA - University of Akron
 BA Communications / Journalism -
 Shippensburg University

Ames, Jeffrey

Title III Director
 BS Architectural Studies -
 University of Wisconsin - Milwaukee
 MCSE Certification Courses - WITC-Rice Lake

Anderson, Deb, Ph.D.

Science Faculty
 Ph.D. Water Resources Science -
 University of Minnesota - Duluth
 MS Environmental Biology -
 University of Minnesota - Duluth
 BA Biology - St. Olaf College

Antell, Tom

Native American Studies Faculty
 MA Studio Arts - UW-Superior
 BA Fine Arts - California Institute of the Arts
 AA Native American Studies - LCOOCC
 AA SUDC - LCOOCC

Ashenbrenner, Sarah

Development Office Director
 BA Communications-Journalism -
 University of Wisconsin

**Arndt, Linda**

Business Faculty
 BBA - University of Wisconsin - Milwaukee

Arrigo, Carrie

Allied Health Faculty
 BSN - University of Phoenix

Baker, Larry

Agriculture & Natural Resources Faculty
 MS Forestry - Michigan State University
 BS Forestry - Michigan State University

Baker-LaRush, Barb

UW-Extension
 AA Business Administration - Entrepreneurship -
 LCOOCC

Belille, Delores

Cultural Center
 Montessori preprimary - St. Catherine's College
 AS Child Development - UW-River Falls

Bensen, Sharon Binesiiikwe

Secretary - Registrar
 AA Business Administration - LCOOCC
 AA Tribal Management - LCOOCC
 AA Secretarial Science - LCOOCC
 Certificate Computer Literacy - LCOOCC
 Secretarial Certificate -
 Metropolitan Business College

**Bisonette, David Scott**

Native American Studies Faculty / Division Chair
 BA Liberal Arts - Rhode Island College

Boss, Wabanung (Star)

Bursar / Bookstore Manager
 BA Business Administration - Mt. Senario
 AA Business Administration - LCOOCC

Bracklin, Sylvia

Assistant Business Manager
 Clark's Business School, Topeka, KS

Burns, Raymond

Dean of Student Services & Enrollment Management
 BA Liberal Arts - Dartmouth College

Burns, Shanna

Extension Program Assistant
 AAS Web Development

Cadotte, Leah

Red Cliff Outreach Site Coordinator
 BA History (Minor in Native American Studies) -
 University of Wisconsin

Carley, Danielle

Work-Based Learning Program Assistant
 AA Liberal Arts - LCOOCC

Corbine, Chris

Maintenance Staff

Corbine, Donald W. Onizhishi Omashkooz

Maintenance Director

**Crow, Melissa**

Student Support Services Administrative Assistant
 AA Secretarial Science - LCOOCC
 Computer Literacy - LCOOCC
 Secretarial Typist - LCOOCC

Defoe, Kenneth

SAC Faculty
 MS Community Counseling - UW-Superior
 BSW Social Work - Mt. Senario
 AA Sociology - Mt. Senario
 CADC III, WADCCB, AWC

Diller, Edith

Student Support Services
 MAT Mathematics Education -
 Minot State University
 BA Mathematics - Goshen College

Fromel, Jeff

Maintenance Staff

Frost, Maggie

Student Support Services, Lac du Flambeau
 BS Nursing - UW-Milwaukee

Furtman, Greg

Instructional Technology Specialist
 BA Natural Science - St. John's University

Goulding, Steve

Dean of Fiscal Affairs
 BS Administration - UW-Eau Claire
 Certified Public Accountant

**Grahovac, Paul**

Student Support Services Director
 Ph.D. Candidate - Human Services (Clinical
 Social Work) - Walden University
 MSW Social Work - UW-Milwaukee
 MA Theological Studies -
 Wartburg Theological Seminary
 BS Biology - UW-Stevens Point

Gretz, Dan

Office of Sponsored Programs
 MS Education - UW-Superior
 BS Zoology - UW-Madison
 SE Certificate - UW-Whitewater
 Biology / Life Sciences & Broadfield Science

Hale, Jessica

Extension Director
 MS Sociopolitical Anthropology - UW-Milwaukee
 MSW - Rutgers University
 BA Anthropology & Native American Studies -
 UW-Milwaukee

Hegstrom, Dale

Student Support Services, St. Croix
 A. B. Moravian College, Music and History
 M.Div. Christian Theological Seminary,
 Communications
 M.Th. Princeton Theological Seminary,
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President
 Ph.D. Education - University of Illinois
 MSE Special Education - UW-Whitewater
 BS Education of the Deaf - UW-Stevens Point

Jensen, Laurie

Allied Health Program Director
Division Chair - Science, Math & Applied Technology
 MBA Business Administration -
 University of Minnesota - Duluth
 BS Medical Technology, Biology -
 University of Wisconsin-Superior
 Secondary Science Certification - Biology, Life
 Sciences, Chemistry -
 University of Wisconsin-Superior
 AAS Medical Assistant - LCOOCC

Johnson, Jennifer

Accounts Payable Clerk
 AA Office Management - LCOOCC
 Computer Literacy Certificate - LCOOCC

Johnson, Pamela J.

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 BS Business Management and Leadership -
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 BA English & History - Northland College

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Receptionist

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Kaagige-giizhigookwe
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 AA Business Administration - Management -
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 Ph.D. Educational Policy & Administration -
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 Secondary Science Certification College of
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 Life Sciences, Chemistry & General Science
 BS Zoology / Pre-Medicine -
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BS Secondary Education, Mathematics -
Mount Senario College
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MA Anglo-Irish Literature -
University College - Dublin, Ireland
BS English - University of Wisconsin

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BA Biology - Mt. Senario College

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Northland College
BA English - University of Minnesota

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BA English & Humanities - St. Norbert College

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Ph.D. Candidate - Anthropology of Education,
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MS Cultural Anthropology - UW-Milwaukee
BA Anthropology - UW-Milwaukee

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English Faculty / Humanities Division Chair
MA English - Governors State University
MA Criminal Justice - U of Chicago
BA Criminal Justice - U of Chicago

Smith, Michael

Mathematics Faculty
MS Mathematics - UW-Eau Claire
BS Mathematics / Chemistry - UW-Eau Claire

**Tudjen, Cynthia** Bimisejii-gibiigookwe

Library Assistant
AA Education - LCOOCC

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Academic Dean
Ph.D. Education - Capella University
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Colorado State
BA Business Administration - Northland College

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Geospatial Technology Instructor / Lab Manager
MS Organismal Biology and Ecology -
University of Montana
BS Biology - University of Great Falls

White, Don

Maintenance Staff

White, Wabigonence Manidookwe

Executive Assistant
AS Science - LCOOCC
AA Secretarial Science - LCOOCC

Whiteman, Geraldine

Human Resources Director
MS Guidance & Counseling - UW-Stout
BS Psychology - Mt. Senario
Rehabilitation Administration Certificate -
American Indian Rehabilitation Program -
San Diego State University

**Whitman, Steve**

IT Director
MS Microbiology - UW-Oshkosh
BS Microbiology - UW-Oshkosh

Wiggins, Annette

Registrar
AA Business Administration - LCOOCC
AA Secretarial Science - LCOOCC
Certificate Secretarial Typist - LCOOCC

Wood-Krueger, Odia

Student Support Services Education Facilitator
Post-graduate certificate in Environmental
Education - UM-Duluth
B. Ed. - University of Saskatchewan



**ACADEMIC ADVISORS**

Agriculture & Natural Resource Mgmt.	Larry Baker
Business - Accounting, Business Administration, Small Business Management, Casino Operations Management and Web Page Development	Linda Arndt & Shawn Ambrose
Carpentry	Daniel Owens
Education Programs	Thelma Nayquonabe
Food & Nutrition	Leslie Ramczyk
Human Services	Ken Defoe
Liberal Arts	Deb Anderson, Mike Smith & Pat Shields
Medical Assistant, Office Mid-Management, Transcriptionist, Pre-Health Information Management	Laurie Jensen
Native American Studies	David Bisonette & Tom Antell
Natural Resources Field Methods	Larry Baker
Pre-Nursing	Carrie Arrigo
Renewable Energy	Steve Kozak
Science	Deb Anderson & Mike Smith
Substance Abuse Counseling	Ken Defoe

**2008 - 2009 ACADEMIC CALENDAR
FALL 2008**

Registration	August 1 - 29
New Student Orientation	August 27 - 28
Labor Day Holiday	September 1
Classes Begin	September 2
Late Registration	September 2 - 12
Student Orientation	September 17 - 18
Last Day to Add/Drop	September 19
Mid-Term Grades Due	October 24
Veterans' Day Holiday	November 11
Thanksgiving Holiday	November 27 - 28
Last Day of Classes	December 12
Final Exams	December 15 - 1
Final Grades Due	December 19
SEMESTER BREAK	December 19 - January 16

**2008 - 2009 ACADEMIC CALENDAR
SPRING 2009**

Registration	December 1 - January 16
New Student Orientation	January 14 - 15
Martin Luther King Day	January 19
Classes Begin	January 20
Treaty Day	January 25
Late Registration	January 20 - 30
Student Orientation	January 28 - 29
Last Day to Add/Drop	February 6
President's Day Holiday	February 16
Mid-Term Grades Due	March 13
SPRING BREAK (wk 10)	March 23 - 27
Easter Break	April 3 - 6
Classes Resume	April 7
Last Day of Classes	May 8
Final Exams	May 11 - 13
Final Grades Due	May 14
GRADUATION	May 15

**2009 - 2010 ACADEMIC CALENDAR
FALL 2009**

Registration	August 3 - 28
New Student Orientation	August 26 - 27
Classes Begin	August 31
Labor Day Holiday	September 7
Late Registration	August 31 - September 11
Student Orientation	September 16 - 17
Last Day to Add/Drop	September 18
Mid-Term Grades Due	October 23
Veterans' Day Holiday	November 11
Thanksgiving Holiday	November 26 - 27
Last Day of Classes	December 11
Final Exams	December 14 - 16
Final Grades Due	December 18
SEMESTER BREAK	December 21 - January 15



**2009 - 2010 ACADEMIC CALENDAR
SPRING 2010**

Registration	December 1 - January 15
New Student Orientation	January 13 - 14
Martin Luther King Day	January 18
Classes Begin	January 19
Treaty Day	January 25
Late Registration	January 19 - 29
Student Orientation	January 27 - 28
Last Day to Add/Drop	February 5
President's Day Holiday	February 15
Mid-Term Grades Due	March 12
SPRING BREAK (wk 10)	March 22 - 26
Easter Break	April 2 - 5
Classes Resume	April 6
Last Day of Classes	May 7
Final Exams	May 10 - 12
Final Grades Due	May 13
GRADUATION	May 14

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