



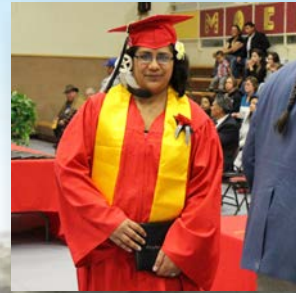
Watáphebi



FORT PECK
COMMUNITY COLLEGE



Wanásiapi



FORT PECK COMMUNITY COLLEGE 2015-2017 CATALOG



For People Choosing Change

WWW.FPCC.EDU

Fort Peck Community College

The Catalog 2015-2017

"For People Choosing Change"



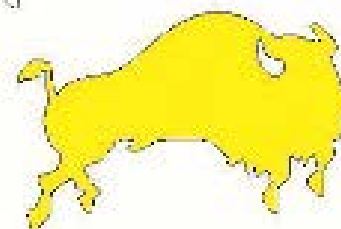
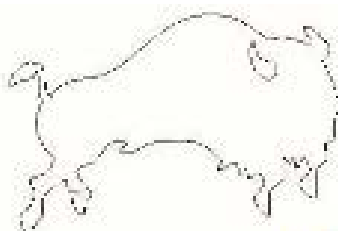
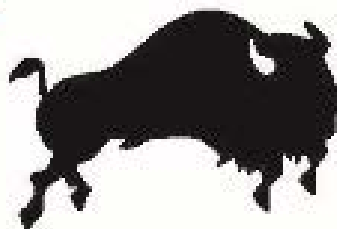
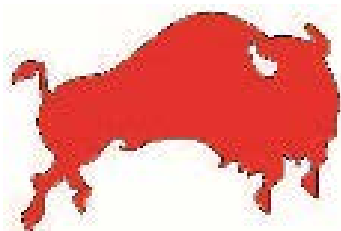
"Fort Peck Community College" Song Created by Robert Fourstar (2006)

English:

Fort Peck Community College that's who we are
Grandfather that who is sacred likes this
The buffalo chasers look back at us and are smiling as they go.

Assiniboine:

Fort Peck Community College zhe ungeyabi no
Mitugashi dagu skan skan iyogipiye no
Watapebi hagik dabi ixachiya yabino.



Fort Peck Community College

P. O. Box 398

605 Indian Avenue

Poplar, MT 59255

Administration-Greet the Dawn	768-6300	Institutional Development - 301 Blvd	768-5555
Fax	768-6301	Library - JES Building	768-6340
Auto Shop	768-5476	Registrar - WEV Building	768-6351
Building Trades	768-5456	Student Services - WEV Building	768-6370
Business Office - GD Building	768-6315	Student Support Services - WEV Building.....	768-6346
Community Services/Ag - 301 Blvd	768-3025	Titoka Tibi (Bookstore).....	768-3213
Daya Tibi Wellness Center (Poplar)	768-5630	Truck Driving.....	768-5461
Daya Tibi Wellness Center (WP).....	653-3770	Wolf Point Center - Dumont Building	653-3900
Electrical Lineman	768-3622	Fax	653-3901
Financial Aid - WEV Building.....	768-6372		



Message from the President

Welcome. Fort Peck Community College is proud to begin another year in higher education. At FPCC we are accountable to the students we serve who represent the future of the Fort Peck Assiniboine and Sioux Reservation and our country. FPCC students are the faces of our future leaders; they will be our teachers, doctors, truck drivers and welders. They will be our greatest assets. Many of them might never have a college opportunity if not for a tribal college. FPCC is proud to focus on the “mind, body and spirit.” We emphasize academic excellence, involvement in health and wellness, and exposure to ethical problem solving, civic engagement and spiritual growth.

Native American and first-generation college students account for nearly 89% of FPCC students. We also are a veteran-friendly campus. As I begin my second year as President, I am pairing my personal philosophy — to remain “student-centered, faculty- and staff-focused, and community-minded” — with an already proven formula for institutional excellence here at FPCC. I believe that this will only further the important contributions made by FPCC within the community.



My hope is that every member of our community will make a commitment to lifelong education. We all have the ability to learn new things, and deep inside we all have the motivation and curiosity to learn. Whether you desire formal education in a classroom or informal education through books, media, or new experiences, I challenge you to seek new knowledge and skills.

While you browse through the pages of website, you'll also see our commitment to provide an outstanding and affordable education. FPCC remains committed to providing students with the highest-quality education possible and serving as a vital resource to the community and region. FPCC is a student-centered College with a dedicated, highly-qualified faculty that values personalized teaching and intellectual excellence. The College prepares students for 21st century careers by offering rigorous academic programs that develop the skills necessary for lifelong learning and intellectual growth.

So, whether you are looking for information about admissions requirements, financial aid guidelines, details about the courses, want to make a gift to the college, or just want to get acquainted with FPCC, you'll be able to find what you need on our website at www.fpcc.edu. Enjoy getting to know our great college.

Pidamiya,

Haven Gourneau
President
Fort Peck Community College



Fort Peck Community College Academic Calendar

FALL SEMESTER 2015/2016

Faculty In-Service	August 24-25
New Student Orientation.....	August 25
Registration All Students	August 26-28
Classes Begin.....	August 31
Labor Day- Holiday	September 7
Last Day to Register/Add Class.....	September 16
Last Day to Change Incomplete Grades from Spring Semester	October 9
Mid-Term Week	October 19-23
Mid-Term Grades Due in Registrar's Office.....	October 26
Last Day to Withdraw from Classes.....	October 28
Veteran's Day - Holiday	November 11
Thanksgiving Holiday	November 26-27
Finals Week.....	December 14-18
Grades Due in Registrar's Office	December 21

SPRING SEMESTER 2015/2016

Faculty In-Service	January 11-12
New Student Orientation.....	January 12
Registration All Students	January 13-15
Martin Luther King Day- Holiday.....	January 18
Classes Begin.....	January 19
Last Day to Register/Add Class.....	February 1
President's Day - Holiday	February 15
Last Day to Change Incomplete Grades from Spring Semester	February 29
Mid-Term Week	March 7-11
Mid-Term Grades Due in Registrar's Office.....	March 14
Spring Break.....	March 14-18
Last Day to Withdraw from Classes.....	March 21
Finals Week.....	May 9-13
Graduation.....	May 14
Grades Due in the Registrar's Office	May 16

The FPCC academic calendar is subject change without notice

Fort Peck Community College Academic Calendar

FALL SEMESTER 2016/2017

Faculty In-Service	August 22-23
New Student Orientation.....	August 23
Registration All Students	August 24-26
Classes Begin.....	August 29
Labor Day- Holiday	September 5
Last Day to Register/Add Class	September 12
Last Day to Change Incomplete Grades from Spring Semester	October 10
Mid-Term Week	October 17-21
Mid-Term Grades Due in Registrar's Office	October 24
Last Day to Withdraw from Classes.....	October 26
Veteran's Day - Holiday	November 11
Thanksgiving Holiday	November 24-25
Finals Week.....	December 12-16
Grades Due in Registrar's Office	December 19

SPRING SEMESTER 2016/2017

Faculty In-Service	January 9-10
New Student Orientation.....	January 9
Registration All Students	January 11-13
Martin Luther King Day- Holiday	January 16
Classes Begin.....	January 17
Last Day to Register/Add Class	January 30
President's Day-Holiday	February 20
Last Day to Change Incomplete Grades from Spring Semester	February 21
Mid-Term Week	March 6-10
Mid-Term Grades Due in Registrar's Office	March 13
Spring Break.....	March 13-17
Last Day to Withdraw from Classes.....	March 20
Finals Week.....	May 8-12
Graduation.....	May 13
Grades Due in Registrar's Office	May 15

The FPCC academic calendar is subject change without notice

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HISTORY OF FORT PECK COMMUNITY COLLEGE

Fort Peck Community College (FPCC) is a tribally controlled community college chartered by the government of the Fort Peck Assiniboiné and Sioux Tribes. Courses in higher education were first introduced to the Fort Peck Reservation by two state-funded Montana community colleges. In 1969, the first extension courses were offered by Dawson Community College, Glendive, Montana, and services continued through the spring of 1986. A cooperative agreement for offering on-reservation courses was formed in 1977 with Miles Community College, Miles City, Montana, when that college received a Title III Grant for Developing Institutions. This relationship ended in 1986.

In 1977, the Fort Peck Assiniboiné and Sioux Tribes established the Fort Peck Education Department. This Department created the foundation for the development of FPCC officially chartered by the Fort Peck Tribal Executive Board in 1978. The original charter established a six-member Board of Directors. In 1987, the Board expanded to nine members. According to the college bylaws, at least five members of the Board must be enrolled members of the Fort Peck Assiniboiné and Sioux Tribes, up to 3 members from the Tribal Executive Board, and the Student Body President. The Faculty Senate Chair is a member with no voting rights.

STUDENTS

Fort Peck Community College has a five-year average enrollment of 447 students. More than 75 percent are Native American students and residents of the Fort Peck Reservation. Female students comprise 59 percent of the enrollment. To accommodate full-time and part time students, FPCC provides a schedule of day classes, late afternoon classes and evening classes.

In May 2015, FPCC awarded Associate degrees to 21 students, Associate of Applied Science degrees to 6 students, and one-year certificates to 8 students. Ten students received industry certificates through the FPCC RevUp program.

PHILOSOPHY

To meet the unique educational needs of Indian people, Fort Peck Community College believes that the opportunity for higher education must be provided on the reservation. Since many of the people choose not to leave their homeland, it is necessary that education be brought to them. FPCC is committed to preserving Indian culture, history, and beliefs, and to perpetuating them among the Indian people of all ages. FPCC promotes self-awareness through education needed to build a career, and to achieve a true sense of self-pride. Although FPCC does not deny anyone the opportunity for higher education, the institution's primary purpose is to serve the American Indian population of the Fort Peck Reservation.

MISSION STATEMENT

FPCC serves the people of the Fort Peck Reservation and northeastern Montana as a medium of Indian awareness enabling increased self-awareness.

The College offers an academic program that enables students to earn credits in college courses designed to transfer to other institutions of post-secondary and higher education.

The College serves the constituency of the reservation populations by maintaining an occupational training program based on the needs of the people living on and near the reservation and on potential employment opportunities available in the region.

The College serves the people by initiating and supporting community activities and organizations based on the needs and wishes of community members.

GOALS AND OBJECTIVES

The College has developed a variety of academic and vocational programs to make area residents more employable and to improve employee efficiency within local businesses, industries and agencies. Associate of Arts and Associate of Science degrees are offered as well as Associate of Applied Science and several vocational certificate programs. The FPCC RevUp program is also doing work force ready training in the vocational area for industry certifications in CDL and Welding AWS.

ACCREDITATION

FPCC was granted accreditation by the Northwest Commission of Colleges and Universities in December of 1991. This accreditation was reaffirmed following a Year Three Standard Report and site visit in 2012. FPCC was granted full accreditation by the World Indigenous Nations Higher Education Consortium (WINHEC) in 2009.

PROFESSIONAL MEMBERSHIPS

FPCC is a member of the American Indian Higher Education Consortium (AIHEC) and American Association of Community Colleges (AACC).

FACULTY

FPCC has a well-qualified faculty with advanced degrees. FPCC courses are taught by 22 full-time faculty members and 20 adjunct faculty members. Three of the full-time faculty members have PhDs, 14 have Master's Degrees. Five instructors have industry certifications. Adjunct faculty members have qualifications similar to full-time faculty.

LOCATIONS

Poplar Campus

The main campus of the college is in Poplar. The buildings housing administration, student services, classrooms and library are located north of Highway 2, and other services are located throughout the city.

Old Main, the original college site, houses the business technology department, a computer lab and faculty offices. The Old Main appears on the National Register of Historic Places.

Greet the Dawn Building is host to the college administration including the President's office, Vice Presidents' offices, Business Office, three classrooms, and an auditorium.

Robert L. Sullivan Building contains classrooms and faculty offices.

Murray Ducharme Science Center contains science classroom and lab and the greenhouse, also located in the central campus area.

War Eagle Vision Building contains Student Services, Registrar's Office, Student Lounge, Academic Success Center, and Student Support Services.

James E. Shanley Tribal Library houses the college and community library serving Poplar and the Fort Peck Reservation. The Library includes a bright, comfortable reading area, two study rooms, an inviting children's area, public computers and a computer lab. It also houses the IT Department, distance learning classrooms, staff offices and computer training lab on the north side. IT offices, the main computer lab,

Titoka Tibia. FPCC bookstore and gift shop. The gift shop features local native artwork such as paintings, star quilts, and beadwork.

Daya Tibi. The Poplar site wellness center provides exercise and support services to students, staff, faculty, community members and Tribal programs.

Institutional Development/Community Services. This building houses programs to develop and sustain the college infrastructure and support community services.

Visitor's Lodge. FPCC provides housing for faculty, staff and visitors at the college.

Student Housing. FPCC provides a 20-bed dormitory for students attending college.

Vocational Building. The newest building of the Poplar Campus, is the located in downtown Poplar. It houses Automotive, Building Trades, Heavy Equipment, Truck Driving and Welding.

ELW Shop. The Electrical Lineworker Shop is located 1 mile east of Poplar on Highway 2.

Wolf Point Campus

The Wolf Point campus, 22 miles west of Poplar, is home to the Robert Dumont Building, a classroom annex and a wellness center. Through the services offered by FPCC in the Wolf Point community, students are able to attend classes, consult with faculty members, access computer labs, and receive Interactive video classes.

Robert Dumont Building is located on 3rd Avenue South and Benton Street. This building houses classrooms, computer labs, faculty/staff offices, telecommunications and distance learning center, IT department, and a Community Room for meetings.

Wolf Point Annex. This building is located on 6th Avenue South, houses classrooms.

Daya Tibi. The Wolf Point wellness center provides exercise and support services to students, staff, faculty, community members and Tribal programs.

COMMUNITY SERVICES

The Community Services Department is a major part of FPCC. Its mission is to provide the constituency of the reservation with access to quality life-long learning experiences. The department is divided into four target areas based on the needs of the Fort Peck Indian Reservation: (1) agriculture/extension, (2) health and wellness, (3) K-12 outreach, (4) workforce development and (5) GED/HiSET.

The Equity in Education Act of 1994 granted Land Grant status to tribally controlled colleges and universities. This allowed FPCC and other Tribal Colleges and University's access to a number of programs within the United States Department of Agriculture. The 1994 Act has allowed FPCC to provide training, technical assistance and community outreach on reservations with Federal funding. The centralization of community services activities within FPCC highlights the priority given to provide a wide array of offerings that serve the community in ways that conventional course offerings may not. Services and programs provided through the Community Services Department have established connectivity to the Fort Peck Indian Reservation community. The three major divisions administer the federal funding, which is awarded on a competitive basis through the United States Department of Agriculture, Department of Education, Department of Health and Human Services, and Department of Labor.

Agriculture/Extension

The Agriculture Department identifies and implements agriculturally related activities that promote the use of the reservation's land base. This program works to provide extension education to Native American Farmer Ranchers. Through a series of workshops and seminar instructional methods, programs promote training opportunities in the areas such as animal identification, equine management, risk management education, livestock management and

marketing, specialty crops, bio-energy and bio-fuel production, renewable energy, reforestation, hazardous materials, community/home gardening, and oil-seed marketing. These training opportunities are designed to maximize the productivity of their farming and ranching operation through an arrangement with Montana State University and local collaborative efforts.

The Federally Recognized Tribal Extension Program provides a component on youth and youth leadership development. Activities in this area include developing learning and problem-solving skills and building self-esteem. This program also encourages communities to start 4-H clubs that include traditional and non-traditional strategies. Some projects include developing community skateboard parks, local drum and dance groups, junior agriculture loan programs, and community gardens.

K-12 Outreach

K-12 Outreach Programs provide specialized resources and training for the local public schools on the Fort Peck Indian Reservation. K-12 Outreach promotes early college preparation for students and extends opportunities for adults across the Fort Peck Indian Reservation. FPCC's K-12 main Outreach program is the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) which is offered to Brockton, Poplar and Frazer Schools.

GEAR-UP/Project EAGLE

GEAR UP, Project EAGLE (Elevating Academic Goals & Learning Expectations) is a program designed to help low-income students achieve educational excellence. GEAR UP/Project EAGLE has targeted mathematics academic achievement and college preparedness as their primary goals through the collaborative efforts of local educational agencies as partners with FPCC. The GEAR UP program provides academic enrichment services to middle and high schools students such as tutoring and mentoring. Additionally, GEAR UP provides professional development needed for local educators, and college awareness programs for students' families. One of the partnership's primary focus areas is developing the sustainability of future services for the local educational agencies.

Health and Wellness

Based upon the philosophy that health, physical fitness, and spirituality is important in American Indian heritage, the mission of the Daya Tibi Wellness Centers is to provide an environment conducive to the promotion of the total health and well-being of the members of the Fort Peck Tribes and citizens of the Fort Peck Indian Reservation. The centers are located in Poplar and Wolf Point and open to students, faculty, staff and community members. The centers disseminate health and wellness information on exercise and nutrition. In cooperation with the Fort Peck Tribal Health Diabetes Prevention Program, the centers also provide health education and exercise programs to local schools and community members on the Reservation.

Four identifiable target audiences within the American Indian population on Fort Peck Indian Reservation utilize

the wellness center including (1) obese adults, (2) diabetics from all age groups (3) obese adolescents; and (4) healthy individuals pursuing healthy lifestyles. Three of these target groups are considered high risk populations. The fourth group consists of healthy individuals, with a family history of obesity, diabetes, and/or coronary disease, interested in pursuing and maintaining healthy lifestyles.

Students who attend Fort Peck Community College pay an activity fee that covers the cost of using the centers for that academic term. The community is welcome to use the centers by purchasing an individual or family membership. Activities and classes open to students and the communities include high and low impact aerobics, weight lifting, weight loss support groups, youth fitness, MMA Training, personal training, walking, jogging, yoga, health education, nutrition, expectant mother exercise programs, weight lifting, as well as food preparation and preservation classes.

Workforce Development

Montana College Consortium of 13 Institutions working together in a Trade Adjustment Assistance Community College and Career Training Grant Program project funded by the Employment and Training Administration of the Department of Labor. RevUp Montana is a workforce project supported by a \$25 million dollar grant awarded by the U.S. Department of Labor's Employment and Training Administration. RevUp Montana creates short-term degree, certificate and apprenticeship programs that lead students into high-wage, high-demand jobs in Montana. FPCC is participating in the Truck Driving, Welding, Entrepreneurship, and Math Emporium. (See Short-Term Training Section)

In addition to providing students with skill specific training from our highly qualified FPCC Vocational faculty, students are given job preparedness education, ACT Workkeys readiness assessment, and career pathways assistance. Students enter their respective fields with industry-driven skillsets, aptitude and willingness to work.

HiSET (formerly GED)

The State of Montana now recognizes the HiSET model by Educational Testing Services as the accepted high school equivalency test. The GED test is no longer administered. HiSET is a computerized testing system.

The State of Montana has agreed to recognize GED scores for individuals who passed parts of the GED Test but not the full battery of five tests prior to January 2014. These GED scores will be accepted for a period of one year (January – December, 2014). Beginning January 2015, test candidates will have to take all five tests to obtain high school equivalency within Montana.

FPCC has been designated as a computer-based testing site by the State of Montana. FPCC offers HiSET testing at Poplar and Wolf Point once a month. Volunteers conduct High School Equivalency Classes. Please contact Paula Firemoon at (406) 768-6330 for more information.

The cost of the test will depend on which tests the candidate registers for, with the full battery of tests (5) costing \$55.00. This \$55.00 allows for up to two free retakes on tests not passed within a one-year time period.

To take a HiSET test, individuals need to do the following:

1. Go online to <http://hiset.org> to register and to pay by credit card for the test in advance. If test takers do not have a credit card, FPCC allows payment with a money order made out to FPCC. Assistance is available for registering online.
2. Potential test takers need to register at least 72 hours in advance. The test dates will be made available on the website or call Paula Firemoon at (406) 768-6330 for the testing schedule.

INSTITUTIONAL DEVELOPMENT

The mission of Institutional Development is to provide continuity of effort in the acquisition and management of institutional resources. It assures that the application of such resources is consistent with and promotes the mission of Fort Peck Community College. This is accomplished through administration of, and adherence to, both institutional and departmental policies and procedures.

The Institutional Development Division maintains a multi-faceted role as a management and technical support division of the college, and functions within the broader scope of all planning and development affecting institutional growth. It provides leadership and services in the areas of strategic planning, grants preparation, management, and reporting, research and assessment data collection and dissemination, facilities and land acquisition, facilities construction and renovation, contracts and grants negotiation; and, in general, advancing the role and position of the institution.

Institutional Development includes the Office of Sponsored Programs, data collection, and grant management of specific grants such as the Developing Institutions Project (Title III) and the State Perkins Vocational Education Project. Contact: Craig Smith, Director @ (406)768-5555.

INSTITUTIONAL POLICIES

Drug Free Schools and Communities Act FPCC operates under, and complies with, the Drug Free Schools and Communities Act of 1989. The Act is intended to combat substance abuse on campus through prevention, rehabilitation, and/or severe sanctions. The Act establishes broad standards to allow academic freedom in promulgating programs. As a condition of receiving federal aid, the Drug-Free Schools and Communities Act of 1989 requires a college to certify that it has implemented a drug and alcohol awareness program for both students and employees. The Act affects all colleges that receive funds or any other form of financial assistance under any federal program including student financial aid. All students and employees of affected institutions are included in the Act. "Student" means anyone taking one or more classes for any type of academic credit, except for continuing education units, regardless of the length of the student's program of study. Also included are students

and employees in the college's academic programs off-campus in the United States.

Smoking Policy FPCC is a smoke free campus. Smoking is not permitted in any of the college buildings.

Sexual Discrimination and Sex-Based Harassment Policy FPCC is committed to maintaining a campus environment free from all forms of coercion that impede the academic process and adversely affect the lives of those who work, study, and live here. This commitment includes the prevention – and, where occurs, the punishment – of harassment or discrimination on the basis of sex or sexual orientation.

Our policy on sexual harassment or discrimination is clear and explicit; sexual harassment or discrimination in any form is unacceptable, and it will not be tolerated at FPCC. Further, the College will not tolerate retaliation against any individual who make a good-faith complaint of sexual harassment or discrimination or who participates in a sexual harassment or discrimination investigation.

FPCC is committed legally and philosophically not only to dealing firmly with all instances of sexual harassment or discrimination brought to its attention, but also to developing awareness and an environment that discourages such behavior. FPCC is committed to educational efforts to address the issue of sexual harassment or discrimination on campus, as well as to pursuing disciplinary action against those who choose to violate the rights of others.

Eradicating sexual harassment or discrimination and fostering a respectful environment requires a continuing commitment from all members of the College community. Additionally, supervisors, managers, academic administrators, and all members of the faculty share a special responsibility for taking prompt actions, including notifying the appropriate resource people, if they become aware of conduct that they reasonably believe may violate the College's sexual harassment or discrimination policy.

Policy Statement. It is the policy of Fort Peck Community College that no male or female member of the FPCC community – students, faculty, administrators, or staff – may sexually harass or discriminate against any other member of the community. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when any of the following occurs.

- Submission to such conduct is made or threatened to be made either explicitly or implicitly, a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual used or threatened to be used as the basis for academic or employment decisions affecting that individual
- Such conduct has the purpose or effect of substantially interfering with an individual's academic
- Professional performance or creating what a reasonable person would see is an intimidating, hostile, or offensive employment, educational or living environment.

Where to Get Advice and Help. The individuals listed below are current members of the FPCC Sexual Discrimination and Sex-based Harassment Prevention and Review Committee (SDHP):

Student Services Vice President,
SDHP Title IX Compliance Officer
Phone: (406)768-6371

Academic & Vocational Vice President
Phone: (406)768-6312

Community Services Vice President
Phone: (406)768-6311

Director of Institutional Research & Development
Phone: (406)768-5555

Alternate. If the case being investigated concerns a member of the SDHP Review Committee, the remaining committee will select an alternate to replace the concerned member. The alternate will serve in this capacity only during the case involved.

ADMISSIONS

Admissions Policy

Fort Peck Community College has an "open door" admissions policy. Anyone who is seventeen (17) years or older who can benefit from the College's educational offerings and services will be admitted. FPCC does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, gender or sexual orientation in the education programs which it delivers.

Student Placement Testing. New students and transfer students are required to take the COMPASS Test prior to enrollment. Former students who do not have placement test scores on record may need to be tested. Students returning to FPCC after a two-year absence will be retested. The results of the test are used to make recommendations for programs of study and courses that will be most appropriate for the students' skill levels. The COMPASS Test results and the recommendations will be given to the student prior to enrollment in classes. Students can expect to enroll in the recommended coursework based on their test results.

All new freshmen must score at the required grade level in the areas of reading, math or language to enroll in college level courses. A student who scores below the required grade level will be placed in college preparation courses.

Regular Student Admission. An applicant who is 17 years of age or older who has graduated from an accredited high school or has earned a GED certificate and has never attended a college or university may apply for admissions. New students will be required to show a valid driver's license or a form of legal identification prior to enrollment. The completed admissions process requires the student to submit the following documents:

1. Completed *Application for Admission* Form
2. Pay \$15.00 nonrefundable new student fee
3. Official High School or High School Equivalency Diploma (HiSet) or an official GED transcript
4. Declaration of Major form
5. Tribal Enrollment Verification (when applicable)
6. Placement Test

All required documentation must be received by the Registrar's Office prior to registration.

Transfer Student. FPCC accepts all transfer students. Students who have been suspended from another institution for disciplinary reasons may be admitted at the discretion of the administration. No "D" or "F" grades or credits more than seven (7) years old will be transferred or will apply towards degree requirements. In addition to the requirements of regular student admission, transfer students must submit official transcripts from all colleges/universities previously attended. A student must have a completed admission file before they are allowed to register for courses, including the \$15.00 application fee. Any student who has declared a major, regardless of credit load, must follow the complete admission procedures. Official/Original documents are required and become the property of Fort Peck Community College and cannot be used for any other purpose.

Returning Students. Returning students who have not attended FPCC in the past five (5) years must have a completed admissions file prior to registration for classes. Credits obtained more than seven (7) years prior to returning to FPCC will not apply towards degree requirements. Students who have attended a college or university since last attending FPCC must submit official college/university transcripts from all institutions attended.

High School Students. FPCC offers two opportunities for currently enrolled high school students.

1. **Early College** Junior or senior high school students may enroll in up to six (6) college credits to strengthen and enrich his/her educational program. Successful completion of college-level courses may be used towards graduation at FPCC or for transfer to other colleges and universities.
2. **Dual Credit** is a collaborative partnership between FPCC and area high schools to provide college-level courses for high school students. The high school instructors are pre-approved and partner with FPCC's academic departments to deliver the college-level courses per FPCC Dual Credit Policy. This program provides an opportunity for high school students to receive both high school and college credits. Students receive a letter grade based on work completed which will be reflected on a college transcript.



High School Students enrolling for Early College and Dual Credit must be in good academic standing, be recommended and approved by their high school counselor and principal, with signed permission from their parent/guardian. The parents/guardian signature indicates permission for the student to enroll and accepts full responsibility for tuition, fees, and book charges (where applicable). Students are able to enroll for up to six (6) credit hours each semester while they are juniors and seniors. This includes the summer session between their junior and senior years. College credit for Early College and Dual Credit coursework will be deferred until the student has graduated from high school or receives a high school equivalency certificate.

The completed admissions process requires the student to submit the following documents:

1. Complete the Early College/ Dual Credit Enrollment Form with signatures of student, high school Principal or Counselor and parent or guardian.
2. Placement Test prior to enrollment.
3. Tribal Enrollment Verification form (where applicable)

Classes taken under the Early College or Dual Credit program are offered at a significantly reduced cost. (See tuition and fee chart on next page)

Non-Degree Seeking. The non-degree admissions is designed for students taking less than six credits a semester, who are not pursuing a degree or certificate at FPCC. Federal financial aid or veteran's benefits does not apply to non-degree seeking students. The admissions process requires the student to submit the following:

1. Completed "Non-Degree" Admission form
2. Pay \$15.00 nonrefundable new student fee

Senior Citizen. Senior citizens 60 years and older receive a waiver of tuition. Students are responsible for all lab fees and textbooks. Admissions for senior citizens who are degree seeking will follow the regular student admissions. Those seniors who are not degree seeking will complete the non-degree admissions.

Continuing Education Continuing Education (CEU) participants will be required to complete the appropriate forms for the scheduled event. Where applicable, fees and payments will be assessed and received prior to the event. Fifteen (15) hours of classroom instruction is required for one continuing education unit.

CHANGE OF NAME

If a student wishes to process a change of name for his/her academic record, the student must submit to the Registrar a completed Request for a Name Change form and the appropriate documentation. Request for a Name Change forms are available in the Registrar's Office. Examples of such documentation include a marriage certificate, birth certificate, or court order for legal name change. Name changes will be processed only for currently enrolled students and must match the name on the student's social security card.

REGISTRATION

Students intending to enroll in classes may pre-register by picking up a registration packet from Student Services, the Admissions Office, and/or the Registrar's Office. Students who preregister are required to complete their registration during the regular registration period by meeting with the Financial Aid Officer. The student must submit the completed registration packets to the Registrar. The registration process is not complete until the payment of tuition, fees and books or other arrangements are made with the Financial Aid Office.

Details for registration are published in local newspapers and broadcast on the radio prior to the beginning of each semester. Students who discontinue study for one or more semesters and return to pursue a degree at a later time can re-enter a degree program under the same FPCC Catalog providing the catalog is within the last five years. However, FPCC is under no obligation to offer courses, programs or degrees which have been discontinued while students are absent from the institution. Absence during a summer semester does not constitute discontinuance of study under the terms of this policy.

Advising. Students are assigned to an academic advisor during or as soon as possible after admission to FPCC. Students meet with their advisors for assistance in developing educational plans and selecting programs of study and courses and in the general registration process. Thereafter, meetings between the advisor and student are periodic throughout each semester. These meetings allow students to discuss academic progress, college and academic issues. Students may change their advisor after the first semester by contacting the Registrar or Academic Vice President.



EXPENSES

Tuition and Fees. All tuition and fees must be paid at the time of registration. Arrangements for impending financial aid must be verified by the FPCC Financial Aid Officer at the time of registration. (Subject to change)

TUITION & FEES

Credit	Tuition	Building Fee	Activity Fee	Library Fee	Technology Fee	TOTAL *
1	\$70.00					\$70.00
2	\$140.00					\$140.00
3	\$210.00	\$15.00				\$225.00
4	\$280.00	\$30.00				\$310.00
5	\$350.00	\$45.00				\$395.00
6	\$420.00	\$60.00	\$20.00	\$10.00	\$25.00	\$535.00
7	\$490.00	\$75.00	\$20.00	\$10.00	\$25.00	\$620.00
8	\$560.00	\$90.00	\$20.00	\$10.00	\$25.00	\$705.00
9	\$630.00	\$105.00	\$20.00	\$10.00	\$50.00	\$815.00
10	\$700.00	\$120.00	\$20.00	\$10.00	\$50.00	\$900.00
11	\$770.00	\$135.00	\$20.00	\$10.00	\$50.00	\$985.00
12+	\$840.00	\$150.00	\$40.00	\$20.00	\$75.00	\$1,125.00

EARLY COLLEGE TUITION & FEES

Credit	Tuition	Building Fee	Activity Fee	Library Fee	Technology Fee	TOTAL *
1	\$15.00					\$15.00
2	\$30.00					\$30.00
3	\$45.00	\$15.00				\$60.00
4	\$60.00	\$30.00				\$90.00
5	\$75.00	\$45.00				\$120.00
6	\$90.00	\$60.00	\$20.00	\$10.00	\$25.00	\$180.00

DUAL CREDIT TUITION & FEES

Credit	Tuition	Building Fee	Activity Fee	Library Fee	Technology Fee	TOTAL *
1	\$15.00					\$15.00
2	\$30.00					\$30.00
3	\$45.00					\$45.00
4	\$60.00					\$60.00
5	\$75.00					\$75.00
6	\$90.00					\$90.00

MISCELLANEOUS FEES

New Student Application Fee	\$15.00 (one time only)
Lab Fees	Varies, per course
Audit	\$70.00 (per credit)
Challenge	\$70.00 (per credit)
Graduation: to be paid with graduation application	\$40.00. Fee is non-refundable. \$10.00 is required for each additional application

Course fees may be required for general costs and for individual courses that require consumable materials/supplies. Course fees are listed in the course descriptions.

Refund Policy. In the event a student is granted permission to withdraw from the College during or after the registration period, the following policy exists for refunds:

- 100% During pre-registration or registration (before attending any classes).
- 80% During the first week of classes.
- 60% During the 2nd or 3rd week of classes.
- 0% After the 3rd week of classes.

Medical withdrawals are treated the same as above.

Textbooks and Learning Materials

All textbooks and learning materials must be paid for at the time of registration. New and used (when available) textbooks for classes may be purchased at the FPCC Titoka Tibi Bookstore. The Bookstore may buy back books in good condition at the end of the term if they can be used during the next semester. Be aware that the Bookstore is not obligated to repurchase books furnished to students as a service. Textbook charges vary depending on the number of courses taken and the number of textbooks used in each course. An average cost for textbooks for a full-time student for one semester is \$300-\$600. Vocational programs may require the purchase of tools, special gear and clothing.

ACADEMIC POLICIES

Privacy

Student records are guaranteed privacy under the Family Educational Rights and Privacy Act (FERPA) of 1974. Information on a student, including his/her personal file and academic record, will be released with his/her written permission. Directory information, such as name, address, telephone number, and enrollment status may be disclosed for any purpose by the Registrar's office at its discretion unless informed otherwise by the student in writing. **See 3 January 2012 special notice from the U.S. Department of Education below.*

Those to whom information is given about a student (e.g., a four-year college to which he/she is applying) will be reminded that the information obtained from the college is to remain confidential unless further permission for its release is granted by the student. FPCC keeps a record of persons, other than FPCC faculty and staff, who request or obtain access to student files.

Only authorized staff has direct access to the files. Students may inspect their educational records at any time during regular business hours. The Information Release Policy checklist (published on page 15) provides an outline of the information in the records and college's policy on release of such information. Any questions regarding educational records should be directed to the ***FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use.**

ACADEMIC EXPECTATIONS

In order to fulfill its responsibilities, Fort Peck Community College must maintain high standards of academic behavior. All members of the College community are expected to exhibit honesty in their academic work. Students have a responsibility to acquaint themselves with and to make use of proper procedures for writing papers, taking examinations, and doing research. The principle of academic honesty is understood to apply to all student work, including papers, reports, quizzes, and examinations.

Students must always acknowledge any kind of borrowing (e.g., wording or ideas) that is included in any of their work. Failure to acknowledge any aspect that is not the student's own original work is plagiarism. Students who plagiarize need to know that this is a serious offense that could result in failing the class and/or other reprimands. When an instructor determines that a student is violating the academic guidelines and informal correction methods have not been effective, the following two-step process will be initiated:

1. The instructor will schedule a formal meeting outside of class to discuss the inappropriate conduct. At this time, the instructor will indicate specifically what is expected and the consequences if the behavior reoccurs. If the behavior continues, the students may be instructed to leave class. The instructor will notify the Academic Vice President that he/she may have to remove the student from class.
2. The instructor may withdraw the student from the class with the approval of the Academic Vice President. All attempted corrective actions should be documented by the instructor and accompany the withdrawal form.

Faculty members have a responsibility to maintain high standards of teaching, community service, scholarship, and professional conduct. Instructors must encourage the pursuit of learning. Instructors should insure that students are respected as individuals. The instructor seeks to establish a relationship of mutual trust and adheres to the proper role as intellectual guide and advisor. The instructor will foster honest academic conduct and will assure that the evaluation of students' scholastic performance reflects their true achievements. If a student feels that an instructor has been remiss in his/her responsibilities, the following three-step student grievance process may be utilized. (See Student Handbook for Student Grievance Procedures)

CLASSIFICATION OF STUDENTS

Enrolled students at FPCC are classified according to the following definitions:

- Full-time: students registered for 12 or more credit hours.
- Part-time: students registered for 11 or fewer credit hours.
- Regular: students who have satisfied the regular admission requirements.
- Special: students who have been admitted under special student status.(i.e.; Early College)
- Freshman: students having earned fewer than 30 credits.
- Sophomore: students having earned 30 or more credits.

General Education Courses. If courses designated as general education are also required in a program area, the courses can be counted in the program of study but not in the General Education core. Some programs of study have indicated specific general education courses to meet the General Education core requirements that are different

from their program requirements. Students are encouraged to consult their academic advisor and review the course requirements for their degree prior to selecting courses in general education.

ACADEMIC STANDARDS

Scholastic Honors. Full-time students who attain a 3.25 grade point average (GPA) or better for any one semester is placed on the Dean's List. Full-time students who attain a 4.00 grade point average better for any one semester is placed on the President's List.

Scholastic Standards. FPCC is committed to providing the necessary support to assist students in achieving their academic goals. Degree and Certificate programs require a 2.00 cumulative grade point average. Students not achieving a minimum 2.00 grade point average for any one semester will be notified that their coursework for that semester does not reflect a satisfactory level of academic progress. Two successive semesters of notification will require a meeting among the student, advisor, and counselor to formulate an appropriate academic strategy.

Attendance Policy

Attendance in all classes is required. The student is responsible for maintaining regular attendance in all registered classes. Attendance is factored into grading by instructors. Failure to attend classes may result in a lower or failing grade. Students whose absences are due to serious illness or emergencies may be excused from class attendance. The student is still responsible for completing the coursework to the instructor's satisfaction. Excessive absences will be brought to the attention of the Student Services Office and the Wa Wo Giya (Offer to Help) Team.

CREDITS

Semester Credits. The College calendar year is divided into two (2) semesters and a shortened summer session. All academic study is measured in terms of semester credits. One semester credit is equivalent to 45 hours of student involvement, usually 15 hours of classroom contact and 30 hours of outside of class studying, researching, and reading per credit. In general, a class that meets one hour per week yields one semester hour of credit. A class that meets for three or four hour periods a week yields three or four hours of credit. Laboratory courses require more than one hour of participation for one credit.

Credit Overload. To register for more than 18 credits, students must have approval from the advisor and the Academic Vice President. Consideration for a credit overload must be determined by the 10th day of instruction (see academic calendar). Students must be in good academic standing to be approved for a credit overload.

TRANSFER

Transfer of Credits to FPCC: College credits from other regionally accredited postsecondary institutions may be accepted toward a degree at FPCC under the following conditions:

- The student must request official transcripts from the transferring college(s) including any other necessary information such as catalog course descriptions and/or course syllabi to be sent directly to the FPCC Registrar.
- The Registrar will determine the applicability of transfer courses.
- The student is responsible for obtaining the status of this transcript evaluation from the Registrar upon admission and enrollment.
- Grades less than a "C" for transfer courses will not be awarded transfer credit. Courses taken more than seven (7) years prior to the transfer request will not be accepted. Credit may not be granted if the coursework is not current in the field of study. If transfer credit cannot be granted, students have the option of challenging the course(s). However, course challenges require faculty approval.
- The student must complete all of the credits required by the academic program at FPCC to receive a certificate or degree.
- The Registrar will post the accepted transfer credit on the transcript.

Military Credit Transfer

Military personnel often take university or college courses during their service. These classes may be transferable to Fort Peck Community College. In order to get credit for these classes, transcripts must be sent to FPCC. After receiving these transcripts, the Registrar will evaluate each transcript and assign credit per their requirements. Credit can additionally be gained by military training. Upon receipt of military transcripts, the Registrar will review and assign credit per FPCC's requirements. Military personnel may check potential credit application at ACENET. University or College transcripts must be ordered directly from the university or college attended.

Military transcripts may be requested from the sources below.

- SMART Transcripts
- ACE Transcript Service
- Coast Guard Transcripts
- Community College of the Air Force (CCAF) Transcripts
- Certificate of Release or Discharge from Active Duty (DD-214)
- Foreign Transcripts
- Military Record Requests (SF-180)

Evaluation of Transfer Credit. The Registrar will evaluate the transfer of credit after a completed FPCC Application for Admission and all required official transcripts have been received by the Office of the Registrar.

The Registrar will determine the applicability of transfer courses. Transfer credits are given for acceptable courses in which passing grades of "A, B, C, and P" were received. Grades of "D or F" are not counted toward the completion of degree requirements.

Transfer of Credits to Other Colleges: FPCC's accreditation status enables students to transfer to other colleges or universities without difficulty. Courses numbered 100 or above are considered transfer courses. FPCC frequently reviews curriculum and programs of other colleges and universities within the Montana University System to assure ease of transfer using Montana University System's common course numbering.

For students who have identified an institution to which they wish to transfer, the catalog(s) and entrance requirements should be reviewed with their advisors. Colleges and universities vary in their policies regarding acceptance of transfer credits and what courses may be counted toward advanced standing. Credits acceptable to transfer toward a degree at another college are determined solely by that institution. Students planning to transfer should do the following:

- Obtain or view online a current catalog from the institution they are planning to attend.
- Review the institution's entrance requirements with their FPCC advisor to discuss the transfer institution's requirements.
- Contact the transfer institution's admissions office for application forms and other information.
- Complete the application process and request that an official FPCC transcript be sent to the transfer institution.

Official transcripts for FPCC students are available from the Registrar. FPCC will release transcripts to the intended transfer institutions only upon written request of the student and if the student has no outstanding bills with the College.

COURSE INFORMATION

Course Numbering. FPCC is cooperating with the Montana University System is moving to common numbering for all undergraduate courses. This catalog reflects that objective.

All public colleges and universities in Montana will use the same subject abbreviations or rubric (the letter codes that indicate the course subject), numbers and titles for courses taught on more than one campus. For ease of transfer into the Montana University System, FPCC will also utilize the common course numbering system.

While FPCC course name and numbers will change, however, course content will NOT change as a result of this process. Numerous disciplines have already undergone common course numbering as reflected in the course descriptions and the process is ongoing.

The course acronym (e.g., WRIT) indicates the department (Writing) and number (101) indicates the level of the course.

Courses numbered from:

- 100 to 199 are freshman level
- 200 to 299 are sophomore level

Moodle Courses. Moodle course delivery allows students and instructors greater flexibility. Credit for these courses may be applied to degree and certificate programs. Moodle course delivery replaces some class time with an online requirement, but there will still be required meetings on campus during the semester. These courses will have a section number of 80 in the semester schedule. Students are responsible for obtaining computer access with internet service, the required browser and software, and a personal email account. Moodle classes are *not self-paced*. Responsibility lies with the student to access their Moodle Account in a prompt manner to meet course due dates and coursework deadlines.

Challenge Courses. Challenge courses provide the student with the opportunity to earn college credits and grade points without formal course attendance. A student who has completed the work of a college course on his or her own initiative and time may, with the approval of the student's academic advisor, the instructor, and the Academic Vice President, take a comprehensive examination in the subject matter of the course. Performance in the examination will become the basis for a grade in the course and the results will be recorded on the student's permanent record. A student must register for the course challenged and pay tuition and fees. Official permission forms must be secured in advance from the Office of the Registrar. A student must be registered at FPCC at the time the challenge examination is taken and must have passed 15 credits of regular course work at FPCC before the challenge grade will be recorded on the permanent record.

The challenge examination for credit in a course that is a prerequisite to a second course must be taken before completion of the second course. Students who have enrolled and received a grade other than a "W", or have taken a regular course for zero credit, may not challenge that course. Challenges are not permitted in any workshops or special topics courses.

No course in which any part of the grade is dependent on the student's physical participation (e.g., science labs, physical education, or speech/debate) or courses numbered lower than 100 may be challenged. If a student challenges and fails the challenge examination, an "F" grade will be recorded on the transcript. The student will then be expected to take the regular course in that subject again with full costs to better the failing grade.

Repeating a Course. Students who repeat a course will have the most recently earned grade counted toward the grade point average and graduation requirements, even if it is lower.

Directed Study. Directed Study is for a course listed in the catalog, but not offered during the term requested. Directed Study should be used only to complete degree requirements. If a student fails a Directed Study course, he/she must take the regularly offered course. Directed Study is usually provided for a single student who is not able to enroll in the regular course. Incomplete grades may not be given in Directed Study. No more than one (1) course per semester will be allowed.

Independent Study. Students may earn credit in a subject area for of a course not listed in this catalog. An independent study course is of a self-designed format, which is planned with the assistance of a full-time faculty member. Evaluation is conducted by the designated faculty member. The self-designed format should be presented to the Vice-President of Academics for approval detailing stated objective(s) and the methodology of research and/or instructional activities which will be exercised by the student and the instructor. Incomplete grades may not be given for an Independent Study.

SHORT TERM TRAINING

RevUp

The RevUp Montana collaboration is a \$25 million Trade Adjustment Assistance Community College and Career Training (TAACCCT) project. The FPCC RevUp grant is led by Great Falls College (Montana State University); with 12 other colleges serving as partners in this grant.

The RevUp project addresses a statewide approach to workforce challenges in manufacturing and energy industries. These industries have been targeted due to the significant void between the state's present ability to appropriately train workers in these fields and the significantly growing need for workers in specific occupations that support these industries.

The RevUp project offers Trade Adjustment Assistance (TAA) eligible veteran and other student populations an opportunity to access accelerated stacked credential delivery systems anywhere in the state. Programs offered at FPCC are:

- Welding Level I, II and III
- CDL Truck Driving
- Entrepreneurship
- Math Emporium

The RevUp project is designed to accelerate training and create significant efficiencies using Web-based curricula that are reinforced with hands-on training components which students can complete in a consolidated period of time. Also, our faculty facilitator can deliver online training to students across the state and our students can receive training from other partnering faculty in the state.

CONTINUING EDUCATION UNITS (CEU)

Continuing Education Units (CEUs) is a nationally recognized system used to record participation in

noncredit professional education courses, programs and other activities. Requests for these courses and activities can come from anyone: Students, faculty, local businesses, Tribal government, Tribal programs, community members, clubs, federal, state and local governments or any other interested party.

While these non-credit courses and activities generally only require the payment of a small fee, at the discretion of the instructor, college credit may be offered as an option. Additional obligations (e.g., a written assignment) outside of the specific activity will be required. In this case, both tuition and fees may be charged.

CEU's are offered intermittently throughout the academic year and provide an opportunity to gain knowledge and understanding of subject matter outside of the normal college curriculum.

If you are interested, please contact Patty Murray at (406) 768-5555.

Special Topics. Special Topics are courses with titles not listed in the FPCC Catalog. Special Topics may be offered for 1 to 4 semester credits and may be taken more than one time.

Special Community Interest Course. FPCC offers special interest courses periodically that are scheduled to meet requests from the community at large. The courses do not carry credit, are not transferable, and do not apply to any degree.

Workshops and Seminars during the year, FPCC offers special workshops or seminars to meet the needs of the community for industry related, governmental, or recertification training. These workshops and seminars may carry college credit. These credits may also be offered for Continuing Education Units (CEU).

Addition and Withdrawal of Courses. All changes in course schedules are not official until formally recorded by the Registrar. All additions and withdrawals from classes must be entered on a Student Add/Drop form. The student must complete the form, obtain the necessary signatures, and return the form to the Registrar prior to the deadline announced in the semester schedule. The last day to add classes for Fall Semester and Spring Semester is the 10th day of instruction. See the College Calendar for the dates of Student Add/Drop deadlines.

Students who wish to add classes should do so as soon as possible in order to keep pace with the class. Accepting a student into a class after the first day of instruction is the decision of the instructor. There are courses in which late additions are not allowed. The Academic Vice President as well as the instructor must approve additions made after the 10th day of instruction.

The Academic Vice President may permit withdrawal from a class after the last day to withdraw if the student can document exceptional circumstances. No changes in the student's registration will be made unless the proper

procedures have been followed. Failure to make an official withdrawal will result in a permanent letter grade for the class.

Withdrawal from all Courses. A student who must completely withdraw during a semester should do so by the deadline announced in the semester schedule. The date the withdrawal form is filed in the Registrar's Office is the official date of withdrawal from the college.

A student who leaves the campus without officially withdrawing his/her registration or withdraws after the deadline will receive "F" grades in all registered courses.

Withdrawal by Instructor. The instructor may initiate the withdrawal process when a student has not been in class for more than three weeks and has made no formal contact with the instructor explaining the absence.

Fresh Start Option. Students may eliminate part of their past coursework at under the Fresh Start option. Several restrictions apply and may not be available to all students. This policy allows students to erase a maximum of two consecutive semesters of previous coursework. The coursework will remain on the academic transcript but the credits and the grades will not be included in the student's cumulative grade point average. Once the student exercises this option, the effects of this policy may not be rescinded. For more information, contact the Registrar's Office.

Grading

Academic Testing. All tests, including final examinations, should be taken at the designated time. In cases of emergency, the instructor can test the student at another time.

Grading Policies. Students must meet the requirements for the courses to receive grades and credits. Instructors make the final determination on all grades. The evaluation of a student's academic achievement is recorded in terms of a scale of letter grades assigned by instructors. Grade reports are issued to the student after the completion of each semester.

Grade	Description	Points
A	Excellent	4
B	Above Average	3
C	Average	2
D	Minimum Achievement	1
F	Failure to meet standards	0
N	Audit	0
I	Incomplete	0
P	Satisfactory completion of coursework	0
F)	Failure to complete course work on a pass/fail basis	0
W	Withdrawal	0
X	No grade given by Instructor	0

Audit. No credit or grade is given for an audited course. The audit must be declared at the time of registration. The fee for an audit is \$70 for each credit hour taken.

Pass/Fail. The Pass/Fail grading option can be given for physical education activity classes, seminars, workshops, and work experience courses. A grade of "P" indicates the course work completed is equivalent to the letter grades of "A, B, C, or D."

Incomplete Grades. Students are expected to complete the course work for a class during the time designated. Incomplete grades may be given when, in the opinion of the instructor, there is a reasonable probability the student can complete without repeating the entire course. The incomplete is not an option to be exercised at the discretion of the student. In all cases, an incomplete grade may be assigned by an instructor according to the following guidelines:

1. The student has been in regular attendance and doing passing work up to three weeks before the end of the semester.
2. For reasons beyond his/her control, which are acceptable to the instructor, the student has been unable to complete the course requirements on time. In certain cases, the Academic Vice President may be requested to certify personal hardship cases.
3. Incomplete grades may not be given for Directed Study, Independent Study, or Challenge courses.

The instructor must set forth the conditions for the removal of the incomplete grade on an Application for Incomplete form provided by the Registrar. When completed, this form must be signed by the student and instructor and turned in to the Registrar.

An incomplete must be made up by the 30th instructional day of the following semester. An incomplete grade given during Spring Semester must be completed by the 30th instructional day of the following Fall Semester.

By the 45th instructional day, the instructor must file a Report of Grade Change form with the Registrar assigning a permanent grade. If the course has not been completed according to the conditions set forth, the grade will be an "F." Failure of the instructor to complete a Report of Grade Change form by the due date will result in a grade of "F."

Grade Changes. Only the instructor may make a change in grade or a correction of an improperly reported grade. The instructor must complete a Report of Grade Change form, which includes submitting justification for the change, obtaining the required signatures of approval, and delivering the completed form to the Registrar.

No requests for a grade change or correction will be accepted after one year has passed from the time the initial grade was given by the instructor.

Grade Reports. Students will receive semester grades in the mail approximately two (2) weeks following the last day of classes. If there is anything incorrect about a grade, it is the student's responsibility to promptly alert the Office of the Registrar.

Transcript of Grades. All final grade reports are recorded on the student's transcript and kept on file at FPCC. Upon graduation, the student will be issued a student copy of an official transcript. Additional transcript copies for the student's use and for release to transfer institutions or prospective employers will be issued only upon written request by the student/graduate. The first official transcript is free of charge; thereafter, a fee of \$5.00 is charged for each request.

Grade Point Average. The grade point average (GPA) is a numerical method for measuring student achievement. The grade point (letter grade x numeric point value) is calculated for all completed courses. The semester grade point average includes only the courses the student enrolled in for that semester. The cumulative grade point average includes all of the enrolled courses on the student's transcript.

Grade Point Computation. Grade points are computed as follows for each credit hour: A = 4 points, B = 3 points, C = 2 points, D = 1 point and F = 0 points. A student's grade point average may be calculated by dividing the number of grade points earned by the total number of credit hours attempted, excluding any course for which a grade of W, P/F, I, or audit has been recorded. For example:

Course	Grade	Credit	Grade Points
WRIT 101	A	3 cr.	12
BIOL101	C	4 cr.	8
HLTH 130	B	2 cr.	6
HS 101	D	3 cr.	3
Total		12 cr.	29

Total grade points (29) divided by the total credits attempted (12) equals a grade point average of 2.41.

GRADUATION REQUIREMENTS

Students should follow the specific degree and certificate programs of study in the next section of this catalog for graduation requirements.

Associate of Arts Degree

- a) 60 credits in courses numbered 100 or above
- b) 2.00 cumulative grade point average
- c) 20 credit hours must be taken at FPCC
- d) 32 credit hours in the Associate of Arts general education requirements
- e) Satisfactory completion of courses as specified in the program of study

Associate of Science Degree

- a) 60 credits in courses numbered 100 or above
- b) 2.00 cumulative grade point average
- c) 20 credit hours must be taken at FPCC
- d) 37 credit hours in the Associate of Science general education requirements
- e) Satisfactory completion of courses as specified in the program of study

Associate of Applied Science Degree

- a) 60 credits in courses numbered 100 or above
- b) 2.00 cumulative grade point average
- c) 20 credit hours must be taken at FPCC
- d) Satisfactory completion of courses as specified in the program of study
- e) 15 credits in the General Education requirements

Certificates

- a) 30 credit hours minimum as specified in the program of study
- b) 2.00 cumulative grade point average
- c) 20 credit hours must have be at FPCC
- d) Satisfactory completion of courses as specified in the program of study
- e) 10 credits in the General Education requirements

GRADUATION

FPCC has graduation ceremonies annually in May. The Board of Directors approves students who fulfill graduation requirements. Students fulfilling graduation requirements by the end of the Fall semester should apply for graduation by the end of that semester to officially graduate; otherwise, Graduation Applications must be filed no later than the third week of the Spring Semester to receive diplomas in May. Students must be enrolled in the academic year of the diploma request.

Arrangements for this process must be made with the Academic Advisor and Registrar. Students earning degrees or certificates must apply for graduation and pay the non-refundable \$40.00 fee by the deadline. Only students who have met all the requirements for graduation from FPCC may participate in the ceremony. Diplomas will be provided only when all bills owed the college are paid in full.

Students eligible to receive multiple degrees and/or certificates must file for each one separately. One diploma is included in the graduation fee. Each additional diploma will incur an additional \$10 charge.

Graduation requirements may be fulfilled using a catalog up to five years prior to graduation providing that the student was a full-time student in at least one of the semesters covered by that catalog. If a previously graduated student returns to seek another degree, the student must use the current catalog in effect upon re-enrollment. (Board of Directors Policy Revision June 2012)

Graduation Waivers and Substitutions. Special circumstances may require that specific program requirements be waived with the approval of the Academic Vice-President, Student Advisor and Registrar. Program waivers are approved when there is sufficient rationale and demonstrated competency that will satisfy a program requirement. General Education course requirements are only waived in extremely unusual cases.

Students with prior work experience or a combination of acceptable coursework may request an appropriate course substitution for a program requirement(s). Course content must be of equal or greater academic or technical content as that of the program requirement and be

approved by the Academic Vice-President, Student Advisor, and Registrar. A course waiver or course substitution does not constitute a reduction in the number of the required credits needed to fulfill graduation requirements.



INFORMATION RELEASE POLICY

The Information Release Policy checklist (published here) provides an outline of the information in the records and college's policy on release of such information. Any questions regarding educational records should be directed to the Registrar. Contact: Registrar's Office @ (406)768-6351.

Type of Inquiry	Student	Family	Public	Faculty	Student Org.	Govt. Agencies	Prospect. Employer	Other Institution
Student Name	1	1	1	1	1	1	1	1
Student Address	1	1	1	1	1	1	1	1
Student Phone #	1	1	2*	4	4	2*	2*	2*
Student Major	1	1	1	1	1	1	1	1
Date of Attendance	1	1	1	1	1	1	1	1
Graduation/Degree	1	1	1	1	1	1	1	1
Date of Birth	2	2	2	4	1	2, 3	2, 3	1
Class Schedule	2	2*	2*	4	2	2	2	2,3
Parent Information	2	2*	2*	4	2	2, 3	2, 3	2
Course Grades	2	2	2	4	2	2, 3	2, 3	2, 3
Grade Point Average	2	2	2	4	2	2, 3	2, 3	2, 3
Academic Status	2	2	2	4	2	2, 3	2, 3	2, 3
Credits Completed	2	2	2	4	2	2, 3	2, 3	2, 3
Transcript (Official)	2	2	2	2	2	2	2	2
Transcript (Unofficial)	2	2	2	4	2	2	2	2
Resident Status	2	2	2	4	2	2, 3	2, 3	1, 3

1 Public record, release to any inquiry, unless prior written student objection

2 Student's written permission needed

3 Verify supplied data only

4 Release for college use only

* In case of emergency only, may be released upon approval of Registrar

* Academic records are released upon subpoena by a court or tribunal of competent jurisdiction

(Revised April 2013)

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.



ACADEMIC SUCCESS CENTER

Tutoring

The Academic Success Center is located in the lower level of the War Eagle Vision Building. The Academic Success Center provides tutoring assistance at no cost to currently enrolled Fort Peck Community College students seeking help with course work. Individualized tutoring is also available in a variety of subjects by appointment. General tutoring services are available for FPCC students throughout the day. For more information call (406)768-6353.

Financial Aid

Financial need is determined by the information provided by applicants on the Free Application for Federal Student Aid (FAFSA). Fort Peck Community College will attempt to meet the needs of our incoming and current students by assisting these students in completing this application. The Academic Success Center can also assist these students in completing grant and scholarship applications.

Career & Transfer

The Academic Success Center assists students with the process of transferring to four-year colleges and universities by providing the most current information available to ensure a smooth transition. This is achieved by providing quality programs and services that support student success through a Transfer Center. The community college is the crucial link between the K-12 system and four-year academic institutions, and the Academic Success Center is the focus for that smooth transition. It promotes coordination with student services units and instruction within the college, and attempts to strengthen ties with the external agencies that affect student transfer. The Academic Success Center is also available to assist students in creating resumes, cover pages and employment applications.

College Preparation Courses

All entering students take college-approved tests in English, Reading and Mathematics to determine their readiness to register for college-level courses. Students whose assessment scores indicate that developmental courses are recommended prior to entering college level courses should register in the appropriate developmental course. Sub-100 level courses do not count toward degree requirements.

LIBRARY AND LEARNING RESOURCES

The James E. Shanley Tribal Library at Fort Peck Community College performs the dual functions of academic library and tribal library for Fort Peck Community College (FPCC) and Fort Peck Assiniboine and Sioux Tribes, respectively. The Library supports the mission of Fort Peck Community College. In addition to serving as the college library, the Fort Peck Community

College (FPCC) Library was designated as the official Fort Peck Assiniboine and Sioux Tribal Library by Tribal Council Resolution on June 9, 1985.

The library was dedicated in September 2013. The facility has state of the art geothermal heating and cooling and is spacious and bright. The new building is located on the west side of the main campus and on Highway 2. The new facility has a computer classroom which seats 18 and two quiet meeting rooms. There are eight public computers available.

The Library collection includes over 10,000 titles and 123 periodicals. A wealth of information is available around the clock both on and off campus via the Library's web page including periodicals from an online database funded by the Montana State Legislature and subscription databases funded by the college. The Library is automated and materials are as close as a keystroke. Interlibrary loan is provided by a statewide consortium, which has made World Cat available online. World Cat makes library holdings from all over the U.S. available to Fort Peck library patrons.

Library and technology instruction is available for individuals, small groups, or classes. Requests can be made at the Library desk for one-on-one help or group presentations to faculty, students or public patrons.

Anyone who resides on Fort Peck Reservation or is a student at FPCC can obtain a card at the library. Children under 18 must have signed permission from a parent or guardian to use the Library.

DISTANCE LEARNING

FPCC uses technology to bring education to students who are limited by time and location to pursue educational goals. FPCC's interactive audio/video systems allow students at off-campus sites to participate in credit and non-credit courses. Lower division classes can be offered simultaneously to specific sites. Upper division classes are received from four-year colleges and universities. For more information, contact the Distance Learning Coordinator, (406) 768-6321.

STUDENT SERVICES

The Student Services was established to meet the unique educational and individual needs of the students of FPCC. Student Services helps students accomplish their goals in life through direct and continuous participation in the education process. Student Services acts as an advocate for students by counseling and working with individual students and student groups, as well as with other campus offices and divisions, to create a community atmosphere. Student Services also provides services in the areas described below.

Orientation. College Orientation is required for all new and transfer students. It is conducted at the onset of both fall and spring semesters. Orientation assists students with admissions, placement assessment, financial aid, and registration. It is also useful in providing valuable information such as the location and use of all campus facilities and services. Orientation highlights college academic assistance, special services and extra-curricular programs. FPCC believes that orientation greatly assists new and transfer students in their transition from high school and other colleges and increases their chances for academic and individual success.

Student Conduct Code, The official FPCC Student Handbook sets forth standards of student conduct. A copy of the current Student Handbook can be obtained from the Student Services. The Student Conduct Code includes disciplinary sanctions for breach of the standards of student conduct and procedures to be followed in adjudication of charges of both academic and non-academic misconduct. The Student Services Vice President is responsible for administration of the Student Conduct Code.

Student Responsibilities. FPCC welcomes students of all ages, backgrounds, goals and educational needs. Enrollment is a voluntary entry for the purposes of training and study. With enrollment, the student accepts both the rights and responsibilities accorded to FPCC students. As members of the College community, students have the responsibility to study and learn and to conduct themselves with integrity in relation to the College's mission, policies and procedures, and regulations. Students registered for classes have the responsibility of attending all scheduled class periods. Although students may be excused from class attendance by their instructors in cases of illness or for other good reasons, they are obligated to make up any missed assignments promptly.

Students are expected to comply with federal, state, city and tribal laws governing civil and criminal behavior both on and off campus. Violations of local and federal laws and/or regulations may result in disciplinary action by the College in addition to legal penalties. Students are also obligated to observe FPCC policies, rules and regulations, including prompt payment for tuition, books and fees, as well as application for Financial Aid. FPCC is not responsible for the loss, destruction or theft of any of the personal property of the students. Students are required to take personal responsibility for their valuables.

STUDENT SUPPORT SERVICES/TRIO

Student Support Services (SSS) is a grant funded by the Department of Education serving 175 eligible participants per academic year. The program is funded to offer low-income, first generation, and students with disabilities the same opportunities as other students. The goal of SSS is to increase retention, good academic standing and graduation rates of eligible students through various forms of activities including setting a Personal Education Plan, Pell Supplemental Grant Aid Awards, study skills assistance, financial, career, academic and personal

counseling, transfer assistance, workshops on various academic and career/goal topics to enhance academic achievement. Tutoring and mentoring by peer students, cultural/social experiences and a supportive environment.

To be eligible for SSS, students must fill out a participant form and Education Plan at the beginning of the academic year.

STUDENT ORGANIZATIONS

FPCC encourages and supports the activities of several student-oriented organizations that, in turn, promote the mission and educational programs of the College. These student organizations are established and operate under charters and by-laws approved by the Student Services Vice President, the FPCC President and the Board of Directors. All student organizations have faculty and staff advisors, and actively fundraise throughout the academic year so members can attend conferences and seminars. These organizations also provide students various other self-development and institutional development activities.

The following are officially sanctioned student organizations:

- American Indian Business Leaders
- American Indian Science & Engineering Society
- Anime Club
- Blue Stone Indian Club
- Chess Club
- Student Senate

Students may initiate new organizations. The scope of new organizations is determined by student interest. Students may join other students in a continually growing number of organizations or may lend their talents to various committees. For more information on student organizations, please see the FPCC Student Handbook. All students who participate in official college sponsored extra-curricular activities must be in good academic standing with FPCC. Students participating in college organizations must maintain a cumulative gpa of 2.0. Students who represent the college in official FPCC extra-curricular activities, such as AIHEC Spring Conference Business Team and College Bowl, must maintain a cumulative gpa of 2.0.

Wa Wo Giya ("Offers to Help")

- Increase the number of students completing courses and earning certificates and degrees.
- Provide timely interventions to assist students encountering problems that may be preventing them from attending class (e.g., lack of childcare, transportation, funding, etc.).
- Insure proper placement of students especially in required core courses.
- Complete formal withdrawal for those students who are unable to continue.
- Keep an accurate record of the number of referrals, number of student contacts, number of students retained, number of students withdrawn and reasons for excessive absences.

PLACEMENT OFFICE

The Placement Office/Career Center is located in the Student Services in the War Eagle Vision. The Placement Office is designed to help students plan careers, find jobs, or transfer to a four-year institution.

Vocational and career counseling services are available to all FPCC students. Individuals interested in counseling services should contact Student Services, or Student Support Services.

STUDENT HOUSING

FPCC offers affordable student housing for single students. Student Services is committed to providing an environment that is socially stimulating while enhancing the academic experience of the students who live on campus.

Application for Housing. Students may request housing applications by contacting:

FPCC Student Services,
P.O. Box 398,
Poplar MT 59255
(406)768-6370.

Students are urged to submit an application at the earliest possible date. Assignments are made in order of the date received. A limited number of rooms are available.

Estimated Dormitory Costs (subject to change)

Room Deposit: \$75.00 (per academic year)
Room Rent: \$175.00 month

STUDENT CONSUMER INFORMATION

The following information is available to the general public, prospective students and enrolled students. Please refer to the contact person for further information or to receive documentation.

Requests

FPCC Student Services,
P.O. Box 398,
Poplar MT 59255

Financial Aid Information

Financial Aid Policy & Procedure Handbook
Standards for Satisfactory Academic Progress
Cohort Default Rate
Return to Title IV Refund Information
All other financial aid information
Contact: Financial Aid Director, (406)768-6372

Transcript, Grade & Graduation Information

Transcript Requests, Grade Information,
Academic Standing Information.
Graduation Completion Rate.
Contact: Registrar's Office, (406)768-6352

General Information

FPCC Catalog
FPCC Program Brochures
Accreditation Information
Contact: VP Academic & Vocational Programs, or
Registrar's Office, (406) 768-6352

Annual Campus Security Report

Campus Security statistics – Campus Crime Report
Contact: Student Services, (406)768-6370

Drug & Alcohol Abuse Prevention

FPCC Student Handbook
Includes standards of conduct, legal sanctions, available counseling, health risks, and statement of consequences.
Contact: Student Services, (406)768-6370

Family Education Rights and Privacy Act (FERPA)

Student's Rights & Responsibilities – FPCC Catalog
Contact: Registrar's Office (406)768-6351

HiSET (formally GED Program)

FPCC Testing Site
Contact: Test Administrator, (406)768-6330

FINANCIAL AID

FPCC administers a financial aid program for students who demonstrate need and meet the program requirements. The Financial Aid Policies and Procedures manual is available in the Financial Aid Office (FAO). The following documents are required for all financial aid programs:

- Application for Admissions
- Letter of acceptance from the college
- Completed financial aid form Free Application for Federal Student Aid (FAFSA)
- Required verification documents

Financial aid information can be obtained at the FAO. Some sources of financial aid limit funds available; therefore, students are urged to complete their applications as soon as possible. Applications for financial assistance are processed in the order they are received. Students receive federal financial aid payments only if he/she:

- Is eligible for federal student aid based on federal guidelines
- Does not owe repayment or overpayment on any federal grant previously received
- Is not in default on any student loans
- Is attending classes regularly
- Is making satisfactory academic progress based on student's declared course of study.

The **Federal Pell Grant** is designed to provide undergraduate, first degree, eligible students with a "foundation" for financial aid. High school academic performance has no bearing on eligibility. To be eligible to receive a Federal Pell Grant, a student must:

- Be a U.S. citizen (or be in the U.S. for other than temporary purposes).
- Need financial assistance to further his/her education
- Make satisfactory academic progress in a declared course of study and
- Be enrolled in at least three (3) credits or more.

The financial need of a student is determined by a formula developed by the U.S. Department of Education and is applied consistently to all applicants. The award is to be used solely for educational expenses, which include tuition, fees, rooms, books, and supplies. Additional funding is available for childcare and for disabled students. These grants cannot exceed 100% of the actual cost of attendance established for FPCC. The amount of the grant also depends on the amount of funds available for a given year. To be eligible for institutionally based assistance, a student must apply for the Federal Pell Grant Program.

Federal Supplemental Educational Opportunity Grant (FSEOG) is a federal grant program administered by the FPCC. FSEOG grants range up to \$4,000 per year but are also contingent on the amount of funds available to the college. Students must meet income guidelines and be eligible for a Federal Pell Grant in order to be considered for an FSEOG grant. FSEOG is awarded first to those eligible students with exceptional financial need and the lowest Expected Family Contribution (EFC)

Federal College Work Study program provides eligible student with an on-campus job to earn money to help pay college expenses. Awards range from \$500 to \$5,000 per academic year and the hourly pay rates shall not be less than the federal minimum wage and may vary with the type of work and the student's experience. Work Study also provides practical work experience to complement the student's academic studies. .

Montana Higher Education Grant (MHEG) is available to students who meet the following criteria: Montana resident completed the FAFSA and are eligible for financial aid, having remaining need [Cost of Attendance (COA) – Expected Family Contribution (EFC) = Need], enrolled in six or more credits per semester, and must not have received a bachelor's degree prior to being awarded MHEG. These grants have limited funding and are

awarded to those eligible students who apply for the FAFSA early. MHEG is paid to students by crediting their student accounts. If the amount of the grant exceeds the amount due to FPCC, students receive check for the remaining amount.

Montana Tuition Assistance Program (MTAP) Grant (previously known as the Baker Grant) is available to eligible Montana students who complete a FAFSA and meet specific criteria. To find out more about the criteria for the MTAP Grant, please contact the Financial Aid Director at (406) 768-6372. These grants have limited funding and are awarded first to those eligible students who apply for the FAFSA early. If the amount of the grant exceeds the amount due to FPCC, students receive a check for the remaining grant amount.

Student Assistance Foundation (SAF) Access Grant is designed to help students who have a financial barrier that is affecting their access to higher education. The Access Grant is available to students who meet the following criteria: Montana resident, completed FAFSA and are eligible for financial aid, have remaining need (COA – EFC = Need) and enrolled in six or more credits per semester. If the amount of the grant exceeds the amount due to FPCC, students receive a check for the remaining grant amount.

OTHER TYPES OF FINANCIAL AID

Waivers. FPCC offers eligible students waivers of tuition. Students must apply for waivers at the earliest possible time (recommended to apply during registration).

The following waivers are available:

1. Straight Waiver
2. Employee Child Waiver
3. Employee Waiver
4. New Tribal High School Graduation Waiver
5. New GED Recipient Waiver
6. Senior Citizen Waiver
7. Non-Beneficiary Waiver

Availability of waivers is dependent upon funds available for the year. Eligibility criteria for these waivers are available in the FAO.

Stipends and Internships. FPCC applies for many different grants; some of these grants may include student stipend and internship funds. Students are eligible for these funds if they qualify under individual grant criteria. The Financial Aid Director will determine student eligibility for all grant and internship funds available to students.

The American Indian College Scholarship Fund awards grant funds to 34 tribally controlled colleges throughout the United States. The fund helps Tribal Colleges and Universities support the higher educational needs of American Indian students with scholarships. The American Indian College Fund raises funds from the private sector. FPCC receives scholarship monies each

academic year. The number of scholarships varies each year due to the availability of funds from the American Indian College Fund. To be eligible, recipients will submit an autobiography, picture, enrollment verification (if available) and signed release to the Financial Aid Director prior to disbursement of scholarship monies. www.collegefund.org

Veteran's Benefits The Veteran's Administration administers the Veteran's Educational Assistance Program (VEAP) providing financial assistance for the education and training. The Financial Aid Director assist with the application process and certify students through the VA online. For information that is more detailed or for assistance, contact the nearest VA regional office, local service officer, or veteran's organization representative in their community. The Department of Veterans Affairs Educational Service website is www.gibil.va.gov or call 1-888-442-4551 for any questions regarding your benefit eligibility status.

The **Bureau of Indian Affairs Adult Vocational Training** grant program provides services to eligible American Indian students for periods not to exceed 24 months. Training and related costs, maintenance during training, and transportation is included in the financial assistance. Students should apply for this program at their Higher Education Office. Fort Peck Tribal members should submit a completed scholarship application to Fort Peck Higher Education Office by July 15, 4:30 p.m. for the Fall semester and by December 27 for the Spring semester. Other tribes have different deadlines, please contact them for deadlines.

The **Tribal Higher Education Program** provides financial assistance to students who are enrolled in a federally recognized tribe, have a high school diploma or its equivalent (GED), and meet the deadline requirements. Students must maintain a 2.0 cumulative grade point average to receive continued support and are responsible for providing each semester's grades to the Higher Education Office. Students who are enrolled Fort Peck Tribal members must apply through the Fort Peck Tribal Education Department. Members of other tribes must apply through their tribal agencies. The application deadline is July 15 of the current year. Call the Fort Peck Tribes Education Department at (406)768-5136 for more information.

State Vocational Rehabilitation Service. Certain students with disabilities may qualify for educational assistance through the Montana Department of Social and Rehabilitation Service. For more information, please call 877-296-1198.

APPLYING FOR FINANCIAL AID

The FAO administers federal and state aid, as well as scholarships, waivers, stipends and internships. The purpose of all FPCC financial aid programs is to provide financial assistance to eligible students who, without such aid, would find it difficult to start and attend school. Although families and students are expected to make a

maximum effort to meet the costs of education, financial aid is available to help fill the gap between family resources and yearly academic expenses.

How to Apply. Students must apply for all forms of federal, state, and institutional aid by completing the Free Application for Federal Student Aid (FAFSA). Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov and list Fort Peck College's code - **016616** - on the FAFSA. Students (and parents of dependent students) will need an electronic PIN # to sign the form electronically. Visit the PIN Site at www.pin.ed.gov. A paper FAFSA can also be submitted, which can be obtained from the FAO or most high schools. The FAFSA serves as the universal application in initiating all financial aid at FPCC. For assistance in completing the FAFSA, please contact the FPCC FAO at (406)768-6372.

When to Apply. The FAFSA or Renewal Application must be completed every year. March 1 is the Montana priority date for submitting the FAFSA to the Department of Education. Early application is encouraged to ensure that students have full access to all available financial aid programs. Some of the financial aid programs are limited and will be awarded to students who submit their FAFSA early. It is recommended that families complete their taxes as soon as possible after the first of the year in order to complete the FAFSA process.

How Financial Aid is Calculated. When a completed FAFSA is received by the United States Department of Education, a formula mandated by Congress called Federal Methodology is used to calculate the Expected Family Contribution (EFC). Students will receive a Student Aid Report (SAR), and the school whose code is listed on the FAFSA will receive an Institutional Student Information Report (ISIR). The SAR/ISIR will contain the EFC, which is used to determine eligibility for financial aid. The FAO uses the estimated Cost of Attendance (COA) (tuition, fees, books, room, board, and other related expenses) less the EFC to determine students' financial need. Contingent upon the availability of funds, students applying for financial aid are considered for all programs for which they request aid and are eligible. The amount of financial aid awarded is generally a combination of grants, work-study and other available aid and is based on the remaining need of the student (COA – EFC = Need).

Financial Aid Process. This is the process that students must follow in order to receive financial aid. It is very important that students provide accurate and complete financial information to the FAO in a prompt manner to prevent delays in receiving financial aid.

1. Student fills out and submits the FAFSA with FPCC's school code listed (016616).
2. Department of Education processes and calculates students EFC.
3. Student receives Student Aid Report (SAR); FPCC receives the ISIR.
4. If the student application is chosen for verification, FPCC sends a letter to the student requesting

additional information, which may include copies of tax forms and/or W2 's, etc.

5. Student provides requested information to the FAO.
6. The Financial Aid Director determines the student's financial need and creates a financial aid award package.
7. The FAO sends students an award letter, Satisfactory Academic Progress (SAP) Policy flyer and other forms required for file completion (or completes with the student onsite).
8. Student returns the signed award letter and forms to the FAO.
9. Students who have been awarded and accepted work-study must complete employment forms.
10. Funding is disbursed to the student on the first Friday of each month. Most financial aid is disbursed by crediting the student's account at FPCC.
11. If the amount of grants exceeds the amount due to the College, a check will be issued to the student for the difference.

FINANCIAL AID VERIFICATION

An applicant for financial assistance may be requested to provide personal and family financial information to verify financial and family statistical data reported on the student's application. The student will be required to provide the Office of Financial Aid with the documents necessary to complete the verification process. The student's eligibility to receive financial assistance is based on the accuracy of this information. Since verification is a continual process, it may be necessary for the student to provide additional documentation, corrections and/or new information during the school year. Failure to provide requested documentation, corrections and/or new information can result in financial aid awards being canceled and/or the student being required to repay financial assistance already received. Misreporting of information is a violation of the law and may be considered a federal offense. No financial assistance will be awarded until the verification process is completed.

FINANCIAL AID DISBURSEMENTS

Most types of financial aid are credited to the students' accounts to pay institutional charges, such as tuition, fees, and room. After school charges are deducted, any remaining balance is to be used for other expenses, such as books, supplies, and living expenses. Payment of fees and financial aid is generally made on the first Friday of each month and upon completion of students' financial aid files.

SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that schools participating in federal financial aid programs determine whether students are progressing through their programs of study in a satisfactory "qualitative" academic manner (academic standard), and at a satisfactory "quantitative" rate (rate of progress standard). If a student does not maintain Satisfactory Progress according to the following guidelines, the student will be placed on financial aid

probation for one semester. Students under financial aid probation have access to any aid that they are eligible for during that semester. If the following satisfactory progress guidelines are not met during the probation period, the student will then be placed on financial aid suspension, which terminates eligibility of federal financial aid. Adjustments are made for part-time students.

Standard for Satisfactory Academic Progress. FPCC establishes a standard for satisfactory academic progress to be consistently used for all students. Meeting this standard is also a requirement for all students to continue to receive financial assistance, unless otherwise provided by the requirement of a specific type of assistance. In accordance with the 1976 Amendments to the student aid programs under Title IV of the Higher Education Act of 1965 and other applicable regulations, FPCC has established a policy to define and administer standards of satisfactory academic progress for all students receiving financial assistance for all aid programs. The purpose of this policy is to satisfy regulatory intent that students receiving financial assistance maintain progress in an eligible program of study cumulating with a degree. FPCC offers two-year associate programs (minimum of 60-semester credits) and one-year certificate programs (minimum of 30-semester credits). However, FPCC recognizes, in some cases, it may take longer to complete the requirements of a one-year or two-year program. In these cases, students must complete 67% of the cumulative semester credits attempted. Adjustments in the number of credit hours and cumulative grade point averages are made for part-time students. For purposes of financial aid, a student is considered full-time if enrolled in twelve (12) semester credits.

- One-Year Certificate Programs. Full-time students enrolled in one-year certificate programs must successfully complete enough credits that directly apply to their certificate program and achieve a cumulative GPA of 2.0 at the end of three semesters.
- Two-Year Associate Programs. Full-time students enrolled in two-year degree programs must successfully complete enough credits that directly apply to the degree program and earn at least a cumulative GPA of 1.5 at the end of the first year (30 or more earned credits) and earn at least a cumulative GPA of 2.0 at the end of the sixth semester (90 or more earned credits).

Guide For Measuring Satisfactory Academic Progress. Students receiving financial aid are required to make "satisfactory academic progress" in their degree program. An evaluation of semester grades will determine satisfactory academic progress. Students who are making satisfactory academic progress must have successfully completed a certain percentage (see Minimum Percentage of Completed Hours) of their required credits each academic year. Successful completion of those credits requires passing grades. Grades of "F, N, I" and "W" do not count toward successful completion. Adjustments are made for part-time students.

Measuring Satisfactory Academic Progress. Minimum Percentage of Completed Hours: To earn enough credits to graduate within the maximum number of attempted hours, students are required to successfully complete two-thirds (67%) of the cumulative hours attempted as monitored at the end of each semester.

- **Credit Hours Attempted:** The number of credit hours attempted per semester by a student will be determined by the highest number of credit hours enrolled in for the term at the close of business on the following days: last day to add a full-term course, and the last day of the final examination period.
- **Credit Hours Completed:** Courses completed are counted if a student receives a "passing" grade. Grades of "I, W" and "F" will not count as credit hours completed.
- **Grade Point Average:** At the end of their first academic year, students must earn a cumulative GPA of at least 1.5 and at least 2.0 at the completion of their program of study. A cumulative GPA of 2.0 is needed to graduate.

Rate of Progress Standard (Quantitative Determination). Maximum Time Frame: The length of time a student may receive financial aid may not exceed 150% of the published length of the program of study. For example, a student enrolled in a four-semester program must complete the degree within 150% of the published length of the program or six semesters. Also, students must complete their program of study within 150% of attempted credits. Students who exceed this number of attempted credits are no longer be eligible for financial aid. Adjustments are made for part-time students.

Transfer of Credits. Students who transfer credits from another institution will have transfer credits evaluated and counted toward the maximum time frame by the FAO

Financial Aid Probation. If a student fails to meet the minimum satisfactory academic progress standard, he/she will be placed on financial aid probation for one semester. Students are eligible to receive financial aid during their probationary period but must achieve the minimum standard. If they do not, they are placed on financial aid suspension at the end of their probationary period. A student may only have one probationary period per academic year.

Financial Aid Suspension. If a student is not making satisfactory academic progress as defined by this policy for two consecutive semesters, he/she will be placed on financial aid suspension. Students on financial aid suspension will not be eligible for financial aid until the minimum standard has been achieved. Therefore, in order to be reinstated, students must successfully attend one semester as a full-time student at their own expense.

Financial Aid Appeal. Under special circumstances, financial aid probation or suspension may be waived. These circumstances include (but are not limited to) injury to the student, illness of the student, death of an immediate family member (spouse, child, sibling, and

parent) or in a case of undue hardship. The appeal process includes the following:

1. The student must submit a written appeals request to the Financial Aid Officer within 30 days of official financial aid status notification and indicate clearly, why probation or suspension should be waived.
2. The Financial Aid Appeals Committee will be notified and meet within ten working days of the request.
3. The student will be notified by mail of the decision of the Financial Aid Appeals Committee. All decisions are final.

Withdrawal. Students who withdraw from classes and are receiving financial assistance will have their financial aid recalculated to reflect the current number of credits taken. If a student completely withdraws from college, their progress will be calculated under FPCC standard for Satisfactory Academic Progress guidelines.

Repeated Courses. Courses may be repeated. The most recently earned grade will count toward grade point average and graduation. Repeated credits may count for financial aid purposes. Students should check with their advisor and Financial Aid Director before repeating a class.

Course Selection. Inappropriate selection of courses is not an acceptable reason for failure to maintain satisfactory academic progress. Students should contact an advisor for proper course selection. The Financial Aid Director has the right to refuse financial aid to students who abuse the inclusion of repeated courses, special assistance, and/or challenge courses to obtain federal and institutional funding.

Enrollment Status.

- Full-time student: 12 or more credit hours
- Three-Quarter student: 9 to 11 credit hours
- Half-time student: 6 to 8 credits hours
- Less than half-time student: up to 5 credit hours

Professional Judgment. Students who believe that they have special circumstances that warrant a consideration of professional judgment should contact the Financial Aid Director at (406)768-6372. Some examples that might warrant special circumstance include loss of job and income, loss of nontaxable benefits, loss of resources due to death, separation, or divorce, increase in budget, or change from dependent to independent status. The FAO has the right to deny or accept a request for professional judgment.

Incomplete Grades. Students who receive an incomplete grade (I) for attempted coursework shall be given an opportunity to achieve a passing grade in the following semester. If the student does not complete the required coursework and does not receive a passing grade by the prescribed date, the incomplete will become an "F" grade and no earned credits will be achieved. Students whose incomplete turns to an "F" grade will have their financial

assistance adjusted according to the Standard of Satisfactory Academic Progress.

Transfers. Students entering FPCC who were on financial aid probation or suspension from another school will automatically be placed on financial aid probation at FPCC during their first semester.

Pre-College Courses. As part of their minimum credit load, students may include certain pre-college courses that do not apply toward graduate requirements. For financial aid purposes, a student may enroll for no more than six credits in any given semester and may repeat a course only once.

Disbursement, Refund, and Repayment. Disbursement of federal financial aid shall be made:

- After the student meets all eligibility requirements
- After proper notification is given to the Business Office of the detail of the award

If a refund is due to a student who has been withdrawn, dropped out, or leaves FPCC for any other reason, the unused portion of the funds shall be returned to the account from which the student received the funds. Students who withdraw, drop out, or are expelled, may owe a repayment of cash disbursements received.

Return of Title IV Funds. If a student withdraws or ceases attendance on or before the 60% point in time of the payment period, which is calculated using school calendar days, a portion of the total of Title IV funds that have been awarded that student must be returned, according to the provisions of the Higher Education Amendments of 1998. The following funds are returned: Federal Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, and Federal Supplemental Education Opportunity Grant. The calculation of the return of these funds may result in the student owing a balance to the College and/or the Federal Government.

Americans with Disabilities Act. FPCC, as required by the Americans with Disabilities Act (ADA), has an established grievance procedure for handling a claim or allegation of discrimination based on disability. The purpose of this procedure is to promote the prompt and efficient resolution of complaints by any person alleging discrimination concerning program, activity, service or physical accessibility at FPCC. Copies of this procedure may be obtained from the Student Services Department.

VETERAN'S BENEFITS

Standards for Veterans. Any student receiving benefits from the Veterans Administration will be counseled by the certifying official about benefits, credit load, withdrawal procedures, remedial and tutorial assistance, and his/her

own responsibilities in these matters. He/she will then have his/her enrollment form approved by the Veteran's Affairs Office (VAO) during each registration. Satisfactory Progress: Any veteran receiving educational benefits from the Veterans Administration is expected to progress satisfactorily toward an educational goal and must meet the following standards:

- Any veteran whose GPA is 1.75 or below in any given semester will be placed on scholastic probation and will be required to receive special counseling by the certifying official before registering the next semester.
- VA educational benefits will be terminated for any veteran whose cumulative GPA is less than 2.00 for two consecutive semesters.
- A "W" will be reported to the Veterans Administration only if it affects a veteran's enrollment status.
- A 2.00 GPA is required at the completion of degree or certificate.

To allow for timely processing, students applying for Veteran's Educational Assistance are encouraged to apply for assistance one month prior to registration. The Financial Aid Director can assist with the application process and certify students through the VA online. For information that is more detailed or assistance, students may contact their nearest VA regional office, local service officer, or veteran's organization representative, including the American Red Cross, in their community. Students may access the official website of the Department of Veterans Affairs Educational Service at www.gibill.va.gov or call them at 1-888-GIBILL-1 (1-888-442-4551).

Veterans Upward Bound. Veterans Upward Bound is one program under the U.S. Office of Education's TRIO programs designed to prepare and encourage access and participation in post-secondary education among low income and first generation college students.

Who is eligible for Veterans Upward Bound?

- Any U.S. Military Veteran who served at least 180 days of active duty after January 31, 1955 or released from active duty because of a service connected disability.
- Veterans with Dishonorable Discharges are not eligible for services; all other forms of discharge are.
- Veterans must be: 1) low-income as verified by a tax form or an individual student statement of income; and/or 2) a first-generation college student as defined that neither of the veteran's parents has obtained a four-year college degree. What services does Veterans Upward Bound provide?

Veterans Upward Bound provides education services to veterans throughout the State of Montana. For further information FPCC's VUB program, contact the Financial Aid Director at (406) 768-6372.

ESTIMATED COST OF ATTENDANCE (based on full-time attendance)

Item	Description		Independent	Dependent
Tuition	per 12 credits	\$70	\$1680	1680
Books	per semester	\$350	\$700	\$700
Fees	Building fee per semester Activity Fee per semester Library Fee per semester Average other fees per semester	\$150 \$40 \$20 \$75	\$570	\$570
Room	Average rent per month Average utilities per month (heat, water)	\$375 \$175	\$4950	\$3375
Board	per month	\$425	\$3825	\$2700
Transportation	per month	\$100	\$900	\$900
Personal	per month	\$275	\$2475	\$2475
Total COA			\$15100	\$12400
Childcare (where applicable)	per month	\$100	\$900	
Special Programs Cost	Automotive – 1st Yr Automotive – 2nd Yr Building Trades – 1st Yr Building Trades – 2nd Yr Certified Truck Drivers Electrical Line Worker Heavy Equipment Welding	\$75 \$280 \$120 \$210 \$460 \$320 \$220 \$400		
Course Fees	Fees vary, per course			



DEGREES AND CERTIFICATES

FPCC offers one-year certificate programs and three associate degree programs.

The Associate of Arts (AA) degree and Associate of Science (AS) degree can be awarded as terminal degrees or as degrees that include courses for transfer to four-year institutions. The AA degree and the AS degree contain general education core requirements similar to requirements at Montana colleges and universities. However, each institution also has degree requirements that may be unique to that institution. Students intending to transfer must consult the intended transfer institution and plan their programs of study accordingly. The degree programs at FPCC meet the common course numbering requirements of the Montana University System transfer initiative.

The FPCC curriculum for the Associate of Arts (AA) degree and Associate of Science (AS) degrees contain General Education requirements organized into seven core areas. These are the minimum general education requirements for transfer. Specific programs of study have additional required courses. Students and their advisors must consult the program of study for planning and selecting courses. The core requirements listed are the FPCC required credits and courses. Students intending to transfer to another institution must consult the catalog of that institution since credit and course requirements vary.

The Associate of Applied Science (AAS) degree is granted to a student who intends to enter immediate employment upon graduation from FPCC. The AAS degree requires related instruction requirements (not recommended for transfer credit). Students intending to graduate with an AAS degree must declare an occupational objective and pursue a vocational/technical program of study.

The certificate programs provide students with entry-level skills in specific occupations. Students intending to earn a certificate need to identify an occupational objective and follow the certificate programs of study as outlined in this catalog. The one-year certificate programs require related instruction (not recommended for transfer credit).

When general education courses are required in a program area, the courses cannot be counted towards fulfilling the general education core. Students are urged to consult their academic advisor regarding the degree requirements specified in the catalog.

Associate of Arts Degree

The Associate of Arts (AA) degree requires a minimum of 60 credit hours of coursework. The AA degree is appropriate for students intending to transfer to a four-year institution in disciplines such as business, elementary education, human services, humanities, literature and psychology. Students who wish a broad base of learning experiences should select the General Studies program of study.

- Business Administration
- Chemical Addiction Studies
- Education
- General Studies
- Human Services
- Native American Studies
- Psychology

Associate of Science Degree

The Associate of Science (AS) degree requires a minimum of 60 credit hours of coursework. The AS degree plan includes the general education requirements, plus an additional four semester credits in mathematics or science. The AS degree is recommended for students planning careers in computer technology, mathematics, health, nursing and environmental science. Students who wish a broad base of learning experiences should select the General Studies program of study.

- Biomedical Science
- Environmental Science
- General Studies
- Pre Engineering
- Pre-Health/Pre-Nursing

Associate of Applied Science Degree

The Associate of Applied Science Degrees (AAS) is courses of study of 60 or more semester credits. These programs are in vocational/technical areas and are designed to prepare the student for immediate employment following graduation (not recommended for transfer credit). Fifteen (15) credits of Related Instruction are required. Most of the courses are directly related to specific fields of study. Students must select an occupational objective and follow a specific program of study.

- Automotive Technology
- Building Trades
- Business Technology
- Computer Technology
- Early Childhood Education (Pilot Program)

One-Year Certificate

Certificate programs are intended to provide the student with training for immediate employment upon completion of one year of study. Certificates are terminal and not intended to transfer to other institutions. They tie into AAS degrees in business, computer technology, automotive technology, and business technology. Because of the concentrated training in the specific vocation, a minimum of ten credits in Related Instruction is required.

- Accounting Technician
- Automotive Technology
- Building Trades
- Business Assistant
- Desktop Support Technician
- Electrical Line Worker
- Graphic Web Design
- Heavy Equipment Operator
- Truck Driving
- Welding Technology

As recommended by the Northwest Commission on Colleges and Universities, FPCC requires all AAS degree-seeking and Certificate-seeking students to complete a core of General Education including communication, computation, and human relations. The communication requirement is met by WRIT 101 College Writing or WRIT 104 Workplace Communications (3 credits) that includes oral and written communication. As specified in the programs of study, the computation requirement is met by one mathematics course: M 111 Technical Mathematics or M 121 College Algebra. The human relations requirement is met by successful completion of HS 100 Human Relations for 1 credit. One credit each is required in Native American Studies, Computer Technology and Health.

Generally, these courses are offered both Fall and Spring semesters. However, students are encouraged to enroll in Computer Technology, English and Math during the first semester since the skills learned in these courses will be needed in other courses.



GENERAL EDUCATION REQUIREMENTS

The Fort Peck Community College curriculum for the Associate of Arts and Associate of Science Degrees contain General Education requirements organized into seven core areas. These are the minimum general education requirements. Specific programs of study have additional requirements. Students and advisors should consult the program of study for planning and selecting courses. Students intending to transfer to another institution must consult the catalog of that institution since credit and course requirements vary.

GENERAL EDUCATION & MUS TRANSFERABLE CORE

How Do General Education Courses Transfer?

Students attending Montana University System campuses have three options for transferring general education core requirements: (1) complete all lower-division general education requirements for one specific campus, (2) complete the Montana University System Core transferrable general education curriculum, or (3) obtain an A.A. or A.S. transferrable degree.

OPTION 1: Complete a specific campus's lower-division general education requirements

Students complete all lower-division coursework (100- or 200-level courses) in a campus-specific general education program; when transferring, this block of courses substitutes for comparable general education program requirements at any other MUS campus. The student may still be required to take additional general education coursework at the upper-division level at the new campus, but not at the lower-division level. Each MUS campus has designated specific requirements for its general education program.

OPTION 2: Complete the MUS Core general education curriculum

Students can complete a set of courses known as the MUS Core transferrable gen ed curriculum (MUS Core), consisting of 30 lower-division credits distributed across six categories. Each campus in the MUS has identified a set of classes that will satisfy the MUS Core requirements. As with Option 1, students may still be required to take additional general education coursework at the upper-division level....

OPTION 3: Obtain an AA or AS degree

An Associate of Arts (A.A.) or an Associate of Science (A.S.) degree indicates that students have completed the general education program of their specific two-year campus—thus satisfying Option 1. These credentials are often referred to as "transfer degrees" for this reason....

For more information on General Education and Transfer Core see the Montana University System.

<http://www.mus.edu/Transfer/GenEd.asp>

(Source: Montana University System Web Page)

GENERAL EDUCATION REQUIREMENTS FOR AA

Associate of Arts Degree General Education Requirements

Core I Communications - 9 credits

COMX	111	Intro to Public Speaking	3 credits
WRIT	101	College Writing I	3 credits
WRIT	201	College Writing II	3 credits

Core II Mathematics and Science – 7-8 credits

Mathematics: Three credit hours must be completed from

M	121	College Algebra	4 credits
M	145	Mathematics for Liberal Arts	4 credits

Science: Three credit hours must be completed from

(For transfer, a three-credit course plus lab is highly recommended)

BIOB	160	Principles of Living Systems	3 credits
BIOB	161	Principles of Living Systems Lab	1 credit
BIOB	170	Principles Of Biological Diversity	3 credits
BIOB	171	Principles Of Biological Diversity Lab	1 credit
ENSC	105	Environmental Science	3 credit
PHSX	105	Fundamentals of Physical Science	3 credits
PHSX	106	Fundamentals of Physical Science Lab	1 credit

Core III Arts and Humanities - 6 credits

ARTZ	211	Drawing I	3 credits
ARTZ	221	Painting I	3 credits
CRWR	240	Introduction to Fiction and Poetry Workshop	3 credits
LIT	110	Introduction to Literature	3 credits
LIT	211	American Literature II	3 credits
LSH	202	World Humanities	3 credits
MUSI	101	Enjoyment of Music	3 credits
MUSI	103	Foundations of Musical Creation	3 credits
MUSI	112	Choir	1 credit
MUSI	203	American Popular Music	3 credits
NASX	121	Intro to Nakona Language	3 credits
NASX	131	Intro to Dakota Language	3 credits
NASX	240	American Indian Literature I	3 credits

Core IV Social Sciences - 6 credits

ECNS	201	Principles of Macroeconomics	3 credits
ECNS	202	Principles of Microeconomics	3 credits
HSTA	101	American History I	3 credits
HSTA	102	American History II	3 credits
HSTA	255	Montana History	3 credits
HSTR	101	Western Civilization I	3 credits
HSTR	102	Western Civilization II	3 credits
PSCI	210	Intro to American Government	3 credits
PSYX	100	Introduction to Psychology	4 credits
SOCI	101	Introduction to Sociology	3 credits

Core V Native American Studies - 3 credits

NASX	105	Introduction to American Indian Studies	3 credits
NASX	117	History and Culture of the Fort Peck Tribes	4 credits
NASX	130	Native Americans in Montana	3 credits
NASX	235	Oral and Written Traditions of American Indians	3 credits
NASX	249	U.S. Indian History	3 credits

Core VI Technology - 3 credits

CAPP	101	The Internet	1 credit
CAPP	114	MS Word	1 credit
CAPP	116	MS Excel	1 credit
CAPP	131	Basic MS Office	3 credits
CSCI	105	Computer Fluency	3 credits

Core VII Health - 2 credits

ACT	106	Beginning Conditioning and Fitness	2 credits
ACT	150	Yoga I	1 credit
HLTH	104	Health in Focus	1 credit
HTH	110	Personal Health & Wellness	3 credits
NUTR	221	Basic Human Nutrition	3 credits
PSYX	150	Drugs & Society	3 credits

Total core required general education credits for AA degree

35-36 credits



GENERAL EDUCATION REQUIREMENTS FOR AS
Core I Communications - 9 credits

COMX	111	Intro to Public Speaking	3 credits
WRIT	101	College Writing I	3 credits
WRIT	201	College Writing II	3 credits

Core II Mathematics and Science - 12 credits

Mathematics:

M	121	College Algebra	4 credits
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Science:

Eight credit hours must be completed from (with a lab for transfer):

BIOB	160	Principles of Living Systems	3 credits
BIOB	161	Principles of Living Systems Lab	1 credit
BIOB	170	Principles Of Biological Diversity	3 credits
BIOB	171	Principles Of Biological Diversity Lab	1 credit
BIOH	201	Human Anatomy & Physiology I	3 credits
BIOH	202	Human Anatomy & Physiology I Lab	1 credit
CHMY	121	Introduction to Chemistry	3 credits
CHMY	122	Introduction to Chemistry Lab	1 credit
CHMY	123	Introduction to Organic Chemistry	3 credits
CHMY	124	Introduction to Organic Chemistry Lab	1 credit
CHMY	141	College Chemistry I	3 credits
CHMY	142	College Chemistry I Lab	1 credit
ENSC	105	Environmental Science	3 credit
PHSX	105	Fundamentals of Physical Science	3 credits
PHSX	106	Fundamentals of Physical Science Lab	1 credit

Core III Arts and Humanities - 6 credits

ARTZ	211	Drawing I	3 credits
ARTZ	221	Painting I	3 credits
CRWR	240	Introduction to Fiction and Poetry Workshop	3 credits
LIT	110	Introduction to Literature	3 credits
LIT	211	American Literature II	3 credits
LSH	202	World Humanities	3 credits
MUSI	101	Enjoyment of Music	3 credits
MUSI	103	Foundations of Musical Creation	3 credits
MUSI	112	Choir	1 credit
MUSI	203	American Popular Music	3 credits
NASX	121	Intro to Nakona Language	3 credits
NASX	131	Intro to Dakota Language	3 credits
NASX	240	American Indian Literature I	3 credits

Core IV Social Sciences - 6 credits

ECNS	201	Principles of Macroeconomics	3 credits
ECNS	202	Principles of Microeconomics	3 credits
HSTA	101	American History I	3 credits
HSTA	102	American History II	3 credits
HSTA	255	Montana History	3 credits
HSTR	101	Western Civilization I	3 credits
HSTR	102	Western Civilization II	3 credits

PSCI	210	Intro to American Government	3 credits
PSYX	100	Introduction to Psychology	3 credits
SOCI	101	Introduction to Sociology	3 credits

Core V Native American Studies - 3 credits

NASX	105	Introduction to American Indian Studies	3 credits
NASX	117	History and Culture of the Fort Peck Tribes	4 credits
NASX	130	Native Americans in Montana	3 credits
NASX	235	Oral and Written Traditions of American Indians	3 credits
NASX	249	U.S. Indian History	3 credits

Core VI Technology - 3 credits

CAPP	101	The Internet	1 credit
CAPP	114	MS Word	1 credit
CAPP	116	MS Excel	1 credit
CAPP	131	Basic MS Office	3 credits
CSCI	105	Computer Fluency	3 credits

Core VII Health - 2 credits

ACT	106	Beginning Conditioning and Fitness	2 credits
ACT	150	Yoga I	1 credit
HTH	104	Health in Focus	1 credit
HLTH	110	Personal Health & Wellness	3 credits
NUTR	221	Basic Human Nutrition	3 credits
PSYX	150	Drugs & Society	3 credits

Total core required general education credits for AS degree 40 credits



Poplar Boarding School 1912

Associate of Arts Degree and Associate of Science Degree

General Education Core Requirements and Program Learning Outcomes

Communication. Demonstrate and apply the ability to communicate in both verbal and written formats in order to reflect critical thinking skills.

Science. Obtain scientific methods to investigate and draw conclusions about the natural world.

Mathematics. Students will be able to demonstrate quantitative and logical reasoning abilities and apply mathematical principles to problem solving.

Arts and Humanities. Demonstrate knowledge and understanding of human cultural traditions as expressed in art, music, theater, language, literature, philosophy, and religion.

Social Sciences. Students will identify key historical events and perspectives and analyze fundamental principles and methods of scientific inquiry in the Social Science fields.

Native American Studies. Demonstrate knowledge and understanding of American Indian cultures, specifically Fort Peck Assiniboiné and Sioux cultures.

Technology. Demonstrate knowledge and ability to use technology in today's computing environment.

Health. Analyze and assess the effect of lifestyle choices on their health and well-being.

Associate of Applied Science and Certificate

Related Instruction Requirements and Program Learning Outcomes

Communication. Communicate effectively in the workplace and develop their abilities to analyze communication situations and implement problem-solving strategies.

Mathematics. Apply mathematical concepts to real world applications as well as to every day experiences.

Human Relations. Demonstrate an understanding of the nature of human relationships by applying that knowledge gained to job related activities.

Native American Studies. Demonstrate knowledge and understanding of American Indian culture and more specifically the Assiniboiné and Sioux tribes of the Fort Peck Indian Reservation.

Technology. Demonstrate knowledge and ability to use technology in today's computing environment.

Health. Analyze and assess the effect of personal lifestyle choices on the health and well-being of individuals.

College Preparation Core Learning Outcomes

CP 070 Study Skills. Will demonstrate the ability to access information and think critically about college level course work.

CP 080 Reading Improvement. Students will demonstrate the ability to comprehend a variety of reading material by utilizing critical-reading skills.

CP 085 Pre-College Mathematics. Students will demonstrate the ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, and division) and apply those principles to problem solving.

CP 090 Pre-College Writing. Students will demonstrate a writing process that results in effective sentences and paragraphs.

Technology Learning Outcome

FPCC graduates will be able to demonstrate knowledge of and ability to use current personal computer hardware, software, and the World Wide Web.

Library Learning Outcomes

Demonstrate research skills to make them successful in their college experience.

Acquire technology skills.

Attain skills to use databases, interlibrary loan and local collections to support the curriculum of the college.

Attain access to user-friendly web resources including writing guides, databases access, search engine access and interlibrary loans resources.

The library webpage will be accessible.

AAS/Certificate Related Instruction Requirements

The Fort Peck Community College curriculum for the Associate of Applied Science degree and the One-Year Certificates contain Related Instruction requirements organized in six (6) areas. The Associate of Applied Science degree requires fifteen (15) credits, and the One-Year Certificates require ten (10) credits.

	AAS	Certificate
Communications	WRIT 101 – 3 credits or WRIT 104 - 3 credits	WRIT 101 – 3 credits or WRIT 104 - 3 credits
Computer Applications	CAPP 131 - 3 credits	CAPP Options - 1 credit
Health	HLTH Options - 3 credits	HLTH Options - 1 credit
Human Relations	HS 100 - 1 credit	HS 100 - 1 credit
Mathematics	M 111 - 3 credits Or M 121 – 4 credits	M 111 - 3 credits Or M 121 – 4 credits
Native American Studies	NASX Options - 3 credits	NASX Options - 1 credit
Total	15-16 credits	10-11 credits

TRANSFER DEGREES

The Associate of Arts (A.A.) and Associate of Science (A.S.) **degrees are designed for students who want to transfer to a four-year degree program.**

1. They contain a significant amount of general education coursework; and once the degree is awarded, students are not required to take additional general education classes at the 100- or 200-level when they transfer to another campus.
2. The completion of transfer degree satisfies both math and writing proficiency requirements need for admission to 4-year undergraduate programs....
3. The degree includes enough free or elective credits, however, to permit students to concentrate their coursework in a particular discipline or field. Hopefully, those courses will satisfy some of the freshman and sophomore-level requirements in a four-year, bachelor's degree....

For more information on Transfer degrees see the Montana University System.

<http://www.mus.edu/Transfer/TransferDegrees.asp>

MUS TRANSFER: TRANSFER MADE EASY!

Transferring between colleges in the Montana University System (MUS) is easy. The Montana University System has adopted a common-course numbering (CCN) policy. The CCN policy ensures that equivalent courses at different campuses will have the same title, number, and prefix, and that all such equivalent courses will be accepted in transfer as if they had been taken at the receiving campus. This makes it easy to know which courses taken at one campus have equivalents at other campuses, and thus which courses will transfer without the need for further transcript review....

(Source: Montana University System Web Page)

BUSINESS ADMINISTRATION

The Associate of Arts Degree (AA) Business Administration (BUADM) curriculum transfers to a four-year college, and prepares students to successfully enter occupations and careers in the business sector. Students learn basic accounting principles, contract law, business ethics and economic principles to aid them in starting or running a business. Career opportunities include entry-level management in banks, insurance companies, health organizations, educational institutions, manufacturing businesses, merchandisers, government, technology, and many more. In addition, the student will become acquainted with the history of the federal government's relationship with Indian tribes and its legal effect on doing business in reservation communities.

Students have the option to intern in a reservation business and/or complete a special business-related project. This is an opportunity to apply what they have learned in valuable, real-world experiences that are helpful in finding and performing well in future employment.

General Education Requirements		Cr.
Core I	Communications	9
Core II	Mathematics and Science* *Science with a Lab recommended for transfer.	7-8
Core III	Arts and Humanities	6
Core IV	Social Sciences (ECNS 202)	6
Core V	Native American Studies	3
Core VI	Computer Technology (CAPP 131)	3
Core VII	Health	2
Total General Education credits required for degree		36-37
Program of Study Courses		Cr.
ACTG 201	Principles of Financial Accounting	4
ACTG 202	Principles of Managerial Accounting	4
BGEN 105	Introduction to Business	3
BGEN 201	Foundations of Business Ethics	3
BGEN 235	Business Law	3
BMGT 235	Management	3
BMKT 225	Marketing	3
ECNS 201	Microeconomics	3
Total Program of Study credits required for degree.		26
Total credits required for degree.		62-63

BUSINESS ADMINISTRATION	
First Semester (Fall)	Cr.
ACTG 201	4
BGEN 105	3
BGEN 201	3
Second Semester (Sp)	Cr.
ACTG 202	4
Third Semester (Fall)	Cr.
BMKT 225	3
ECNS 201	3
BGEN 235	3
BMGT 235	3
Fourth Semester (Sp)	Cr.
Total Program Credits	26

Program Learning Outcomes:

- Develop the ability to think critically and analyze problems
 - Use business-related information processing systems with proficiency
 - Relate macroeconomic and/or microeconomic principles to the current economy
 - Demonstrate the ability to communicate and work with a variety of people in a team situation
- Perform accounting and finance functions as related to service and merchandising businesses

**For specific Learning Outcomes, see AA & AS Degree General Education.

CHEMICAL ADDICTION STUDIES

The Associate of Arts (AA) degree in Chemical Addiction Studies (CAS) is designed to meet the requirement for the State of Montana's Licensed Addiction Counselor. This program emphasizes the most up-to-date knowledge, skills, and abilities in the field of addictions and accommodates students with a wide range of academic and career goals while preparing them for employment in the substance abuse treatment field. Students are exposed to both traditional and current counseling theories; the biological, psychological and social effects of addiction, and the opportunity to apply this knowledge using critical thinking and communication skills.

General Education Requirements		Cr.
Core I	Communications	9
Core II	Mathematics and Science* *Science with a Lab required .	8
Core II	Arts and Humanities	6
Core IV	Social Sciences (PSYX 100 & SOCI 101)	7
Core V	Native American Studies	3
Core VI	Computer Technology	3
Core VII	Health (PSYX 150)	3
Total General Education credits required for degree		39
Program of Study Courses		Cr.
CAS 225	Group Counseling	3
CAS 242	Fundamentals of Substance Abuse & Addiction	3
CAS 250	Assessment & Case Management Processes	3
CAS 295	Field Practicum	5
HS 101	Introduction to Human Services	3
HS 250	Interviewing & Crisis Intervention Skills	3
PSYX 240	Fundamentals of Abnormal Psychology	
Or	OR	3
SOCI 260	Introduction to Juvenile Delinquency	
Total Program of Study credits required for degree.		23
Total credits required for degree.		62

CHEMICAL ADDICTION STUDIES	
First Semester (Fall)	Cr.
HS 101	3
Second Semester (Sp)	Cr.
PSYX 240 or	3
SOCI 260	3
Third Semester (Fall)	Cr.
CAS 242	3
CAS 250	3
Fourth Semester (Sp)	
CAS 225	3
HS 250	3
HS 295	5
Total Program Credits	23

Program Learning Outcomes:

- Define the models, theories, and characteristics of substance abuse and dependence, as they pertain to individuals, family systems, and diverse populations.
- Demonstrate an understanding of the biological, social, and psychological effects of various substances.
- Demonstrate an understanding of the moral, ethical, and legal responsibilities of the addiction counselor
- Demonstrate competency in the documentation of assessments, treatment plans, progress notes, and discharge summaries.

**For specific Learning Outcomes, see AA & AS Degree General Education.

State of Montana Licensed Addiction Counselor's Test; After graduating with this option, the student must complete 1,000 hours of supervised work experience in a state-licensed substance abuse program in order to apply for the Montana Licensed Addiction Counselor's test. This requirement is subject to change.

ELEMENTARY EDUCATION

The Associate of Arts (AA) degree in Elementary Education (EDU) serves two professional outcomes. First, the degree meets the requirements for the first two years of a four-year teacher preparation program. Aligning closely with Montana's university requirements, the FPCC plan of study provides students with equivalent credit transfer to colleges within Montana's university system, but strongly advises students to consult their preferred transfer-university's catalog.* Second, students with an AA in Education qualify for positions as teaching aids, paraprofessionals, or teaching assistants in the public elementary schools, Head Start, and child care facilities.

General Education Requirements		Cr.
Core I	Communications (COMX111, WRIT101, WRIT201)	9
Core II	Mathematics and Science (BIOB 160/161, M 121)	8
Core II	Arts and Humanities (LIT 110, MUS 103)	6
Core IV	Social Sciences (PSYX 100, PSCI 210)	7
Core V	Native American Studies (NASX 105)	3
Core VI	Computer Technology (CAPP 131)	3
Core VII	Health (HTH 110)	3
Total General Education credits required for degree		39
Program of Study Courses		Cr.
EDU 201	Introduction to Education w Field Experience	3
EDU 225	Introduction to Educational Psychology	3
EDU 270	Instructional Technologies	3
HSTA 255	Montana History	3
M 130	Math for Elementary Teachers I	4
M 131	Math for Elementary Teachers II	4
PHSX 105	Fundamentals of Physical Science	3
PHSX 106	Fundamentals of Physical Science Lab	1
PSYX 230	Developmental Psychology	3
Total Program of Study credits required for degree.		27
Total credits required for degree.		66

Program Learning Outcomes:

- Identify historical trends in education.
- Apply educational theories to modern education.
- Demonstrate educational technology found in today's classrooms.
- Learn to critique classroom practices through observation and roleplaying.
- Observe and record educational practices in local public school classrooms.

EDUCATION	
First Semester (Fall)	Cr.
COMX 111	3
WRIT 101	3
CAPP 131	3
M 130	4
LIT 110	3
Second Semester (Sp)	Cr.
WRIT 201	3
PSYX 100	4
NASX 105	3
HTH 110	3
M 131	4
Third Semester (Fall)	Cr.
PHSX 105/106	4
EDU 201	3
PSYX 230	3
MUSI 103	3
M 121	4
Fourth Semester (Sp)	Cr.
EDU 225	3
EDU 270	3
BIOB 160/161	4
HSTA 255	3
PSCI 210	3
Total Program Credits	66

**For specific Learning Outcomes, see AA and AS Degree General Education

GENERAL STUDIES - AA

The Associate of Arts Degree (AA) in General Studies (GEN) is appropriate for students who have not chosen a career or are interested in a broad-based education. Students will complete the core requirements for the Associate of Arts plus 25 elective hours. Upon completion of the Associate of Arts degree in General Studies, the student will

- have completed a broad background of studies in the core areas offered at FPCC;
- be able to transfer the freshman and sophomore general education courses required by most colleges or universities offering bachelor's degrees;
- have explored elective courses in areas of personal interest.

General Education Requirements		Cr.
Core I	Communications	9
Core II	Mathematics and Science* *Science with a Lab is recommended for transfer.	6-8
Core II	Arts and Humanities	6
Core IV	Social Sciences	6
Core V	Native American Studies	3
Core VI	Computer Technology	3
Core VII	Health	2
Total General Education credits required for degree		35-37
Program of Study Courses		Cr.
	Electives	25
Total Program of Study credits required for degree.		25
Total credits required for degree.		60-62

**For specific Learning Outcomes, see AA & AS Degree General Education.

HUMAN SERVICES

The Associate of Arts (AA) degree in Human Services (HS) provides the educational foundation needed for entry-level employment in the Human Services field and/or success in continued education at a bachelor's level. The curriculum provides a strong theoretical and content foundation, along with an integrated experiential, skill development component. Students intending to pursue a bachelor's degree should consult the requirements of that institution when planning their program of study.

General Education Requirements		Cr.
Core I	Communications	9
Core II	Mathematics and Science* *Science with a Lab required .	8
Core II	Arts and Humanities	6
Core IV	Social Sciences (PSYX 100 & SOCI 101)	7
Core V	Native American Studies	3
Core VI	Computer Technology	3
Core VII	Health	2
Total General Education credits required for degree		38
Program of Study Courses		Cr.
CAS 225	Group Counseling	3
CAS 250	Assessment & Case Management Processes	3
HS 101	Introduction to Human Services	3
HS 250	Interviewing & Crisis Intervention Skills	3
PSYX 230	Developmental Psychology	3
PSYX 233	Adult Development & Aging	3
PSYX 248	Domestic Violence	
	OR	3
SOCI 260	Introduction to Juvenile Delinquency	
	Electives (CAS, HS, PSYX, SOCI)	2
Total Program of Study credits required for degree.		23
Total credits required for degree.		61

HUMAN SERVICES	
First Semester (Fall)	Cr.
HS 101	3
PSYX 100	3
Second Semester (Sp)	Cr.
SOCI 101	3
PSYX 248	
OR	3
SOCI 260	
Third Semester (Fall)	Cr.
PSYX 230	3
CAS 250	3
Elective	2-3
Fourth Semester (Sp)	Cr.
PSYX 233	3
HS 250	3
CAS 225	3
Total Cr. for Degree	23

Program Learning Outcomes:

- Demonstrate knowledge of the language, terms, and concepts used in the human service profession.
- Explain interventions and strategies for assisting individuals, families, groups, and communities.
- Demonstrate an understanding of the moral, ethical, and legal responsibilities in the human services field.
- Investigate and discuss cross-cultural issues specific to the discipline of Human Services.

**For specific Learning Outcomes, see AA & AS Degree General Education.

NATIVE AMERICAN STUDIES

The Associate of Arts Degree (AA) in Native American Studies (NAS) provides students with the knowledge and academic skills necessary for further study in the field of American Indian Studies, the social sciences, humanities, and also preparation for a career that deals with Native American issues. The AA degree program is structured to present information from a general to specific perspective so students gain a wide and varied knowledge of American Indian cultures and history, as well as a focus on the Assiniboiné and Sioux cultures, histories, and perspectives.

General Education Requirements		Cr.
Core I	Communications	9
Core II	Mathematics and Science* *Science with a Lab recommended for transfer.	7-8
Core III	Arts and Humanities	6
Core IV	Social Sciences	6
Core V	Native American Studies (NASX 105)	3
Core VI	Computer Technology	3
Core VII	Health	2
Total General Education credits required for degree		35-37
Program of Study Courses		Cr.
NASX 117	History/Culture of Fort Peck Tribes	4
NASX 121/131	Introduction to Nakona or Dakota Language	3
NASX 130	Native Americans in Montana	3
NASX 230	American Indian Education	3
NASX 240	American Indian Literature	3
NASX 249	United States Indian History	3
NASX 250	Contemporary Indian Issues	3
NASX 276	Federal Indian Law and Policy	3
Total Program of Study credits required for degree.		25
Total credits required for degree.		61-62

NATIVE AMERICAN STUDIES	
First Semester (Fall)	Cr.
NASX 105 (Gen Ed)	
NASX 117	3
NASX 121 or 131	3
Second Semester (Sp)	Cr.
NASX 130	3
NASX 240	3
Third Semester (Fall)	Cr.
NASX 249	3
NASX 276	3
Fourth Semester (Sp)	Cr.
NASX 230	3
NASX 250	3
Total Program Credits	25

Program Learning Outcomes:

- Demonstrate an understanding of the histories and cultures of the Fort Peck Tribes.
- Student will demonstrate early production and speech emergence stages of language acquisition in either the Nakona or Dakota Language.
- Recognize diverse tribal histories and cultural practices among Montana Tribes.
- Utilize Indigenous knowledge, history, and worldviews in educational planning.
- Identify and analyze the literature of American Indian authors.
- Identify and accurately locate the various North American Indian tribes, bands, Pueblos, groups, and language families.
- Demonstrate an understanding of the historical and continuing evolution of Native American culture and history.
- Demonstrate through proficient writing and/or presentation the effects of Federal and Tribal law among American Indian reservations.

**For specific Learning Outcomes, see AA & AS Degree General Education.

PSYCHOLOGY

The Associate of Arts (AA) degree in Psychology (PSYX) is designed to provide students with a broad understanding of the discipline of psychology. Courses in psychology emphasize self-understanding and self-evaluation, as well as knowledge of scientific theory and recent data in the field. Students intending to pursue a bachelor's degree should consult the requirements of that institution when planning their program of study.

General Education Requirements		Cr.
Core I	Communications	9
Core II	Mathematics and Science* *Science with a Lab required .	8
Core II	Arts and Humanities	6
Core IV	Social Sciences (PSYX 100 & SOCI 101)	7
Core V	Native American Studies	3
Core VI	Computer Technology	3
Core VII	Health	2
Total General Education credits required for degree		38
Program of Study Courses		Cr.
PSYX 105	Careers in Psychology	2
PSYX 120	Research Methods	3
PSYX 230	Developmental Psychology	3
PSYX 233	Adult Development & Aging	3
PSYX 240	Fundamentals of Abnormal Psychology	3
PSYX 248	Domestic Violence	3
SOCI 260	Introduction to Juvenile Delinquency	3
	Electives (CAS, HS, PSYX, SOCI)	3
Total Program of Study credits required for degree.		23
Total credits required for degree.		61

PSYCHOLOGY	
First Semester (Fall)	Cr.
PSYX 100	4
PSYX 105	2
Second Semester (Sp)	Cr.
PSYX 240	3
SOCI 101	3
Third Semester (Fall)	Cr.
PSYX 230	3
PSYX 120	3
Elective	3
Fourth Semester (Sp)	Cr.
PSYX 233	3
PSYX 248	3
SOCI 260	3
Total Program Credits	23

Program Learning Outcomes:

- Demonstrate familiarity with the major concepts, theoretical perspectives, and basic research methodology of psychology.
- Develop realistic ideas about how to implement their psychological knowledge in a variety of occupational settings in their community.
- Investigate and discuss cross-cultural issues specific to the discipline of psychology.
- Gain practical experience in the application of psychological principles to everyday life situations.

**For specific Learning Outcomes, see AA & AS Degree General Education.

BIOMEDICAL

The Associate of Science Degree (AS) in Biomedical Degree is intended for majors who would like to go transfer to obtain a four year degree in biomedical, biotechnology, or any pre-veterinary, pre-dental, or pre-medical or biological research programs. Degrees in the biomedical field will be important with the expansion of current and new careers in the healthcare system, biotechnology, and bioengineering fields.

General Education Requirements		Cr.
Core I	Communications	9
Core II	Mathematics and Science (M161, CHMY141/142, BIOB160/161)	12
Core II	Arts and Humanities	6
Core IV	Social Sciences (PSYX100 & SOCI 101)	6
Core V	Native American Studies	3
Core VI	Computer Technology	3
Core VII	Health	3
Total General Education credits required for degree		41

Program of Study Courses		Cr.
BIOB 170	Principles of Biological Diversity	3
BIOB 171	Principles of Biological Diversity Lab	1
BIOH 201	Human Anatomy and Physiology I	3
BIOH 202	Human Anatomy and Physiology I Lab	1
BIOH 211	Human Anatomy and Physiology II	3
BIOH 212	Human Anatomy and Physiology II Lab	1
BIOM 250	Microbiology for Health Sciences	3
BIOM 251	Microbiology for Health Sciences Lab	1
CHMY 143	College Chemistry II	3
CHMY 144	College Chemistry II lab	1
STAT 216	Introduction to Statistics	3
Total Program of Study credits required for degree.		23
Total credits required for degree.		64

BIOMEDICAL	
First Semester (Fall)	Cr.
BIOB 160/161	4
CHMY 141/142	4
Second Semester (Sp)	Cr.
BIOB 170/171	4
CHMY 143/144	4
Third Semester (Fall)	Cr.
BIOH 201/202	4
STAT 216	3
Fourth Semester (Sp)	Cr.
BIOH 211/212	4
BIOM 250/251	4
Total Credits	35

Program Learning Outcomes:

- Students will demonstrate a basic knowledge of the biological sciences and be able to apply that knowledge through research projects, hands – on labs, pre/posttest and class participation.
- Students will be able to critically analyze
- Articles in periodicals, internet resources and other journals both scholarly and general for their scientific rigor
- Problems and possible solutions using the scientific method through labs and critical thinking assignments.
- Data presented in articles, presentations and electronic media

**For specific Learning Outcomes, see Associate of Art and Associate of Science Degree General Education

ENVIRONMENTAL SCIENCE

The Associate of Science Degree (AS) in Environmental Science is a transferable degree to various university systems in Montana, North Dakota, & South Dakota. The department strives to provide exceptional educational opportunities through a blend of classroom, laboratory and field activities. Students can obtain jobs in government, Office of Environmental Protection, industry, environmental consulting firms, natural resource, bureau of land management and various environmental non-profit agencies that deal with environmental issues.

General Education Requirements		Cr.
Core I	Communications	9
Core II	Mathematics and Science (M121 or M171 & BIOB160/161 & CHMY141/142)	12
Core II	Arts and Humanities	6
Core IV	Social Sciences	6
Core V	Native American Studies	3
Core VI	Computer Technology	3
Core VII	Health	3
Total General Education credits required for degree		41

Program of Study Courses		Cr.
BIOB 170	Principles of Biological Diversity	3
BIOB 171	Principles of Biological Diversity Lab	1
CHMY 143	College Chemistry II	3
CHMY 144	College Chemistry II Lab	1
ENSC 105	Environmental Science	3
PHSX 205	College Physics I	3
PHSX 206	College Physics I lab	1
ENSC 290	Undergraduate Research	3
STAT 216	Introduction to Statics	3
Total Program of Study credits required for degree.		20
Total credits required for degree.		62

ENVIRONMENTAL SCIENCE	
First Semester (Fall)	Cr.
BIOB 160/161	4
MATH 121 or 171	3
Second Semester (Sp)	Cr.
BIOB 170/171	4
ENSC 105	3
Third Semester (Fall)	Cr.
CHMY 141/142	4
STAT 216	3
Fourth Semester (Sp)	Cr.
CHMY 143/144	4
ENSC 290	2
Total Credits	32

Program Learning Outcomes:

- Write/discuss about environmental issues in an organized manner and use the proper terminology in the correct context.
- Understand the scientific method and keep a lab notebook
- Demonstrate broad knowledge of biological, physical, and chemical.

**For specific Learning Outcomes, see Associate of Art and Associate of Science Degree General Education

GENERAL STUDIES - AS

The Associate of Science Degree (AS) in General Studies is recommended for students who intend to transfer to a four-year institution and major in a science or science related program of study. Students will complete the core requirements for the Associate of Science plus 20 elective hours. Upon completion of the Associate of Arts degree in General Studies, the student will

- Have completed a broad background of studies in the core areas offered at FPCC
- Be able to transfer the freshman and sophomore general education courses required by most colleges or universities offering bachelor's degrees
- Have explored elective courses in areas of personal interest

General Education Requirements		Credits
Core I	Communications	9
Core II	Mathematics and Science*	11
Core II	Arts and Humanities	6
Core IV	Social Sciences	6
Core V	Native American Studies	3
Core VI	Computer Technology	3
Core VII	Health	2
Total General Education credits required for degree		40
Program of Study Courses		Credits
	Electives (200 level CT/MATH/SCI preferred)	20
Total Program of Study credits required for degree.		20
Total credits required for degree.		60

**For specific Learning Outcomes, see Associate of Art and Associate of Science Degree General Education Core requirements Learning Outcomes

PRE-HEALTH/PRE-NURSING

The Associate of Science Degree (AS) in Pre-Health/Pre-Nursing is intended to be a transfer degree into a Bachelor of Science in or Dental Hygiene and laboratory technician programs. Pre-Health/Pre-Nursing Associate of Science Degree transfers to institutions under the Montana State University and University of Montana umbrellas, University of North Dakota, Williston State College & Minot State University.

General Education Requirements		Cr.
Core I	Communications	9
Core II	Mathematics and Science (M 121, CHMY 121/122, BIOB 160/161)	12
Core II	Arts and Humanities	6
Core IV	Social Sciences (PSYX 100 & SOCI 101)	7
Core V	Native American Studies	3
Core VI	Computer Technology	3
Core VII	Health (NUTR 221)	3
Total General Education credits required for degree		42
Program of Study Courses		Cr.
BIOH 201	Anatomy and Physiology I	3
BIOH 202	Anatomy and Physiology I lab	1
BIOH 211	Anatomy and Physiology II	3
BIOH 212	Anatomy and Physiology II lab	1
BIOM 250	Microbiology for Health Sciences	3
BIOM 251	Microbiology for Health Sciences Lab	1
CHMY 123	Introduction to Organic Chemistry	3
CHMY 124	Introduction to Organic Chemistry Lab	1
STAT 216	Introduction to Statistics	3
Total Program of Study credits required for degree.		19
Total credits required for degree.		61

PRE HEALTH/ PRE NURSING	
First Semester (Fall)	Cr.
BIOB 160/161	4
CHMY 121/122	4
Second Semester (Sp)	Cr.
CHMY 123/124	4
MATH 121	3
NUTR 221	3
Third Semester (Fall)	Cr.
BIOH 201/202	4
STAT 216	3
Fourth Semester (Sp)	Cr.
BIOH 211/212	4
BIOM 250/251	4
Total Credits	33

Program Learning Outcomes:

- Use scientific terminology in an oral and written manner through presentations and papers.
- Work effectively as a member of a team through paired labs and group projects.
- Demonstrate skills in the use of the microscope and other lab equipment.
- Verbalize and demonstrate the clinical skills and components necessary to care for diverse, predictable, less complex patients, practicing in a lab/simulation setting.

**For specific Learning Outcomes, see Associate of Art and Associate of Science Degree General Education

PRE-ENGINEERING

The Associate of Science Degree (AS) in Pre-Engineering is designed to prepare students to transfer to a four-year institution to complete their Bachelor of Science (B.S.) degree in engineering. Students can complete the first two years of the engineering degree program at Fort Peck Community College (FPCC). The Pre-Engineering program provides students with a strong foundation in mathematics, physics, chemistry, and introductory engineering courses that enable them to successfully complete their engineering degree. Students can transfer to any university of their choice, but the pre-engineering program is designed as 2 + 2 program between FPCC and Montana State University-Bozeman.

General Education Requirements		Cr.
Core I	Communications	9
Core II	Mathematics and Science (M 171, CHMY 141/142, and PHSX 220/221)	12
Core III	Arts and Humanities	6
Core IV	Social Sciences	3
Core V	Native American Studies	3
Total General Education credits required for degree		33
Program of Study Courses		Cr.
M 172	Calculus II	4
M 273	Multivariable Calculus	4
M 274	Introduction to Differential Equations	4
PHSX 222	Physics II	3
PHSX 223	Physics II Lab	1
EGEN 101	Intro to Eng. Calculations & Prb Solving	3
	Additional Required Courses*	9-11
	Select from table below,	
Total Program of Study credits required for degree		28-30
Total credits required for degree		61-63

Pre-Engineering	
First Semester (Fall)	Cr.
M 171	4
CHMY 141/142	4
PHSX 220/221	4
Second Semester (Sp)	Cr.
M 172	4
PHSX 222/223	4
Additional Required Courses	3-4
Third Semester (Fall)	Cr.
M 273	4
EGEN 101	3
Additional Required Courses	3-4
Fourth Semester (Sp)	Cr.
M 274	4
Additional Required Courses	3-4
Total Program Credits	29-30

*Additional Required Courses Based on Engineering Degree option		Cr	Courses Required at MSU
CHMY 143/144	College Chemistry II/Lab	4	- Chemical Engineering (required) - Bioengineering (required) - Civil engineering (required) - Other Engineering Degrees (elective)
EELE 201	Circuits I for Engineering	4	- Electrical Engineering (required) - Computer Engineering (required) - Bioengineering (elective)
CSCI 112	Programming with C	3	- Electrical Engineering (required) - Computer Engineering (required)
EGEN 201	Engineering Mechanics-Statics	3	- Mechanical Engineering (required) - Civil Engineering (required) - Industrial Engineering (required) - Other Engineering Degrees (elective)
EGEN 202	Engineering Mechanics-Dynamics	3	- Mechanical Engineering (required) - Civil Engineering (required) - Other Engineering Degrees (elective)

*Additional professional electives: BIOB 160/161, BIOB 170/171, BIOH 201/202, & BIOH 211/212.

Students can take additional electives if they don't exceed the MSU maximum number of allowed elective credits.

Program Learning Outcomes

- Apply knowledge of mathematics, physics, chemistry, and engineering.
- Design and conduct experiments as well as analyze and interpret data.
- Identify, formulate, analyze, and solve basic engineering problems.

**For specific Learning Outcomes, see AS Degree General Education

AUTOMOTIVE TECHNOLOGY

The in Automotive Technology (AAS) degree prepares students for entry-level employment in the automotive industry. The Automotive Technology program is in the recertification process by the National Automotive Technicians Education Foundation (NATEF), which follows the industry-wide standards and curriculum. Upon completion students will be able to analyze engine diagnostic problems, demonstrate and apply skills learned to perform computerized wheel alignments and other steering and suspension repairs, utilize additional electrical training to explain more complex electrical circuits and select and demonstrate the ability to locate service repair information by different types of media. Students are encouraged to complete the requirements of the Automotive Technician one-year certificate before beginning the second year of coursework.

Occupational Objective: Entry-level Automotive Technician with automotive dealerships, independent repair shops, oil field applications, fleet shops and other related areas.

Related Instruction Requirements		Cr.	AUTOMOTIVE TECHNOLOGY	
Communications	WRIT 101 or WRIT 104	3	First Semester (Fall)	Cr.
Computer Applications	CAPP 131	3	AST 102	3
Health	HLTH Options	2	AST 116	4
Human Relations	HS 100	1	AST 138	4
Mathematics	M 111 or M 121	3-4	Second Semester (Sp)	Cr.
Native American Studies	NASX Options	3	AST 117	4
Total Related Instruction credits required for degree		15-16	AST 139	4
			WLDG 100	3
Program of Study Courses		Cr.	Third Semester (Fall)	Cr.
AST 102	Introduction to Automotive Service	3	AST 222	4
AST 116	Chassis I	4	AST 232	4
AST 117	Chassis II	4	AST 250	2
AST 138	Electrical I	4	ELCT 107	3
AST 139	Electrical II	4	Fourth Semester (Sp)	Cr.
AST 222	Auto Steering and Suspension and Alignment	4	AST 251	4
AST 232	Electrical III	4	AST 252	2
AST 250	Basic Engine Diagnostics	2	AST 253	4
AST 251	Engine Performance/Diagnostics I	4	AST 280	3
AST 252	Engine Performance/Diagnostics II	2	Total Program Credits	47
AST 253	Engine Performance/Diagnostics III	4		
AST 280	Applied Lab Experience/Light Repair	3		
ELCT 107	Electrical Fundamentals	3		
WLDG 100	Introduction to Welding Fundamentals	3		
Total Program of Study credits required for degree.		47		
Total credits required for degree.		62-63		

Program Learning Outcomes:

- Demonstrate knowledge and understanding of the use of proper tools, equipment and procedures to safely perform automotive repairs.
- Demonstrate necessary skills to identify and repair defective braking systems, steering and suspension problems, perform electrical diagnostics and repair.
- Communicate through both verbal and written communication in common automotive terminology.
- Develop the abilities to locate service repair information with different types of media.
- Develop essential workplace skills and attributes necessary for an automotive related career.

BUILDING TRADES

The Associate of Applied Science Degree (AAS) in Building Trades (BT) emphasizes the acquisition of skills in basic building construction. Students are familiarized with all aspects of carpentry, basic contracting and supervision, blueprints systems installation, and footing/foundations. Students should complete all requirements for the certificate in building trades before progressing into the second year's coursework. The majority of coursework consists of instruction from the Building Trades curriculum. Instruction takes place at the Fort Peck Building Trades shop and at project sites arranged by the instructor.

Occupational Objective: entry-level carpentry.

Related Instruction Requirements		Cr.
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP 131	3
Health	HLTH Options	2
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	3
Total Related Instruction credits required for degree		15-16
Program of Study Courses		Cr.
CSTN 101	Introduction to Concrete	3
CSTN 108	Introduction to Flooring Installation	3
CSTN 120	Carpentry Basics Rough in Framing	3
CSTN 130	Introduction to Building Trades	3
CSTN 131	Building Trades Field Experience I	3
CSTN 141	Building Trades Field Experience II	3
CSTN 147	Blueprints Reading	3
CSTN 150	Drywall Application Lab	3
CSTN 153	Interior Finishing	3
CSTN 165	Cabinet Fabrication	3
CSTN 175	Roofing Applications	3
CSTN 225	Deck & Patios	3
CSTN 282	Green Design	3
CSTN 291	Special Topics	3
ELCT 133	Basic Wiring	3
Total Program of Study credits required for degree.		45
Total credits required for degree.		60-61

BUILDING TRADES	
First Semester (Fall)	Cr.
CSTN 101	3
CSTN 120	3
CSTN 130	3
CSTN 175	3
Second Semester (Sp)	Cr.
CSTN 108	3
CSTN 131	3
CSTN 150	3
CSTN 153	3
Third Semester (Fall)	Cr.
CSTN 141	3
CSTN 225	3
CSTN 282	3
Fourth Semester (Sp)	Cr.
CSTN 147	3
CSTN 165	3
CSTN 291	3
ELCT 133	3
Total Program Credits	45

Program Learning Outcomes:

- Work safely on a construction site,
- Apply modern construction methods.
- Demonstrate an understanding of the work ethic to be a successful carpenter.
- Plan, create, and complete construction jobs.
- Develop the skills to be employed as an entry-level carpenter.
- Read blueprints and apply that information.

BUSINESS TECHNOLOGY

The Associate of Applied Science Degree (AAS) in Business Technology prepares the student for immediate employment in business and industry. It provides the essential business, computer skills and knowledge necessary in managing the day-to-day administrative operations in a business office. Students study accounting, business law, computer usage, communications, management and mathematics.

Occupational Objectives: *Administrative Assistant and secretarial positions.*

Related Instruction Requirements		Cr.
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP 131	3
Health	HLTH Options	2
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	3
Total Related Instruction credits required for degree		15-16
Program of Study Courses		Cr.
ACTG 201	Principles of Financial Accounting	4
ACTG 180	Payroll Accounting	3
Or		
ACTG 202	Principles of Managerial Accounting	4
ACTG 291	Special Topics	
Or		4
ACTG 298	Internship	
BGEN 105	Introduction to Business	3
BGEN 201	Foundations of Business Ethics	3
BGEN 235	Business Law	3
BGEN 278	Writing the Business Plan	3
BMKT 225	Marketing	3
CAPP 156	MS Excel	3
MART 254	Introduction to InDesign for Media Arts	3
MART 255	Introduction to Photoshop Media Arts	3
TASK 145	Records Management	3
TASK 210	Office Success Strategies	3
WRIT 122	Intro to Business Writing	3
	Elective	1
Total Program of Study credits required for degree.		44-45
Total credits required for degree.		60-62

BUSINESS TECHNOLOGY	
First Semester (Fall)	Cr.
ACTG 201	4
BGEN 105	3
BGEN 235	3
BGEN 201	3
Second Semester (Sp)	Cr.
ACTG 180 or 202	3/4
CAPP 156	3
TASK 145	3
Third Semester (Fall)	Cr.
ACTG 291	*
BMKT 225	3
TASK 210	3
WRIT 122	3
Fourth Semester (Sp)	Cr.
ACTG 298	*
BGEN 278	3
MART 254	3
MART 255	3
*Take one class only.	**
Total Program Credits	45-46

Program Learning Outcomes:

- Develop the ability to think critically and analyze problems
- Use business-related information processing systems with proficiency
- Apply acquired knowledge to administrative support tasks
- Demonstrate effective interpersonal skills in business environment in order to complete individual and team projects

COMPUTER TECHNOLOGY

The Associate of Applied Science Degree (AAS) in Computer Technology (CT) qualifies an individual to plan, implement, and support networking configurations in a business or industry. Students learn desktop applications, basic networking knowledge, and operating systems. This program will teach students how to administer database and domain servers in a business environment. Students will be able to troubleshoot and support networks, personal computers, Windows servers and system software.

Occupational Objective: Computer Technician.

Related Instruction Requirements		Cr.
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP 131	3
Health	HLTH Options	2
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	3
Total Related Instruction credits required for degree		15-16
Program of Study Courses		Cr.
CAPP 156	MS Excel	3
CAPP 158	MS Access	3
CSCI 100	Intro to Programming	3
CSCI 105	Computer Fluency	3
CSCI 240	Databases and SQL	3
ITS 164	Networking Fundamentals	3
ITS 171	Windows Server Administration	3
ITS 182	Help Desk Support	3
ITS 205	Computer Hardware and Software Management	3
ITS 218	Networking Security	3
ITS 226	Operating Systems	3
ITS 286	Help Desk Support II	3
ITS 299	Senior Thesis/Capstone	3
MART 145	Web Design	3
MART 258	Introduction to Dreamweaver for Media Arts	3
Total Program of Study credits required for degree.		45
Total credits required for degree.		60-61

COMPUTER TECHNOLOGY	
First Semester (Fall)	Cr.
CSCI 105	3
ITS 164	3
ITS 182	3
ITS 205	3
Second Semester (Sp)	Cr.
ITS 218	3
ITS 226	3
ITS 286	3
MART 145	3
Third Semester (Fall)	Cr.
CSCI 100	3
CAPP 158	3
ITS 171	3
MART 258	3
Fourth Semester (Sp)	Cr.
CAPP 156	3
CSCI 240	3
ITS 299	3
Total Program Credits	45

Program Learning Outcomes:

- Troubleshoot and repair computer hardware and software issues
- Design, create, maintain and deploy databases in an business environment
- Design, maintain and troubleshoot a small to medium sized network and networked computers.
- Create and maintain a secure network domain that uses Active Directory
- Demonstrate a basic knowledge of computer programming and web design

EARLY CHILDHOOD EDUCATION PILOT PROGRAM

Graduates of the Associate of Applied Science Degree (AAS) in Early Childhood Education will be prepared to meet the unique needs of children from birth through age eight in child care centers, Head Starts, and pre-schools. Students successfully completing the Early Childhood Education A.A.S. degree will have acquired the requisite skills for obtaining employment or advancement in the field of early childhood care and education

Related Instruction Requirements		Cr
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP 131	3
Health	Health Option	3
Human Relations	HS 100	1
Mathematics	M 145	4
Native American Studies	NASX 105	3
Total Related Instruction credits required for degree		17
Program of Study Courses		Cr
COMX 111	Public Speaking	3
PSYX 100	Intro to Psychology	4
SOCI 101	Introduction to Sociology	3
EDEC 108	Intro to Early Childhood Education	1
EDEC 109	Intro to Early Childhood Education Lab	1
EDEC 130	Health, Safety, & Nutrition in EC	3
EDEC 131	Health, Safety, & Nutrition in EC Lab	1
EDEC 210	Meeting the Needs of Families	2
EDEC 211	Meeting the Needs of Families Lab	1
EDEC 220	Creating an Environment for Learning EC	2
EDEC 221	Creating an Environment for Learning EC Lab	1
EDEC 230	Positive Child Guidance	2
EDEC 231	Positive Child Guidance Lab	1
EDEC 247	Child & Adolescent Growth & Development	3
EDEC 248	Child & Adolescent Growth & Development Lab	1
EDEC 265	Leadership & Professionalism in ECE	2
EDEC 266	Leadership & Professionalism in ECE Lab	1
EDEC 281	EC Curriculum Design & Implementation I	3
EDEC 282	EC Curriculum Design & Implementation I Lab	1
EDEC 283	EC Curriculum Design & Implementation II	3
EDEC 284	EC Curriculum Design & Implementation II Lab	1
EDEC 298	EC Education Internship	3
Total Program of Study credits required for degree.		43
Total credits required for degree.		60

Early Childhood Educaion	
First Semester (Fall)	14 Cr.
EDEC 108/109	2
EDEC 247/248	4
CAPP 131	3
PSYX 100	4
HS 100	1
Second Semester (Sp)	16 Cr.
EDEC 130/131	4
EDEC 220/221	3
EDEC 230/231	3
COMX 111	3
WRIT 101 or 104	3
Third Semester (Fall)	17 Cr.
SOCI 101	3
M 145	4
EDEC 210/211	3
EDEC 281/282	4
EDEC 298	3
Fourth Semester (Sp)	13 Cr.
NASX 105	3
Health Option	3
EDEC 265/266	3
EDEC 283/284	4
Total Program Credits	60

Program Learning Outcomes:

- Know and understand young children's characteristics and needs.
- Know and understand the multiple influences on development and learning.
- Use developmental knowledge to create healthy, respectful, supportive, and challenging learning environments.
- Involve families and communities in their children's development and learning.
- Understand the goals, benefits, and uses of assessment.
- Understand and practice responsible assessment.
- Know about assessment partnerships with families and other professionals.

ACCOUNTING TECHNICIAN CERTIFICATE

The Accounting Technician Certificate Program is designed to prepare students in accounting and finance for business and industry. It will prepare a student for entry-level accounting and finance occupations.

Occupational Objectives: Public and private accounting firms, large and small businesses, Tribal and government agencies, banks.

Related Instruction Requirements		Cr.s
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP 131	3
Health	HLTH Options	1
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	1
Total Related Instruction credits required for degree		12-13
Program of Study Courses		Cr.
ACTG 180	Payroll Accounting	3
ACTG 201	Principles of Financial Accounting	4
ACTG 202	Principles of Managerial Accounting	4
ACTG 205	Computerized Accounting	3
BGEN 201	Foundations of Business Ethics	3
CAPP 156	MS Excel	3
Total Program of Study credits required for degree.		20
Total credits required for degree.		32-33

ACCOUNTING TECHNICIAN-CERT	
First Semester (Fall)	Cr.
ACTG 201	4
BGEN 201	3
Second Semester (Sp)	Cr.
ACTG 202	4
ACTG 205	3
ACTG 180	3
CAPP 156	3
Total Program Credits	20

Program Learning Outcomes:

- Develop the ability to think critically and analyze problems
- Use business-related information processing systems with proficiency
- Process daily accounting transactions, journals, and ledgers and handle other accounting functions.

AUTOMOTIVE TECHNOLOGY CERTIFICATE

The Automotive Technology Certificate is a one-year program that provides practical skills training for students in the maintenance and repair of vehicles. The Automotive Technology program is in the recertification process with the National Automotive Technicians Education Foundation (NATEF). These industry standards are followed throughout the program both in the classroom and with live hands-on projects in the automotive laboratory. Upon completion of the one-year Automotive Technology Certificate program, the student will be able to demonstrate the ability to analyze basic automotive electrical circuits, apply and use skills for brake, suspension, wheels and tires systems, utilize service manuals and diagnostic procedures. It will prepare students for a career in the automotive field.

Occupational Objective: Entry level automotive technician, oil field maintenance worker, automotive parts sales and fleet service worker.

Related Instruction Requirements		Cr.
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP Options	1
Health	HTH Options	1
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	1
Total Related Instruction credits required for degree		10-11
Program of Study Courses		Cr.
AST 102	Introduction to Automotive Service	3
AST 116	Chassis I	4
AST 117	Chassis II	4
AST 138	Electrical I	4
AST 139	Electrical II	4
WLDG 100	Introduction to Welding Fundamentals	3
Total Program of Study credits required for degree.		22
Total credits required for degree.		32-33

AUTOMOTIVE TECHNOLOGY - CERT	
First Semester (Fall)	Cr.
AST 102	3
AST 116	4
AST 138	4
Second Semester (Sp)	Cr.
AST 117	4
AST 139	4
WLDG 100	3
Total Program Credits	22

Program Learning Outcomes:

- Develop personal safety awareness to properly perform automotive maintenance and repairs.
- Apply and demonstrate skills to identify and repair defective braking systems.
- Diagnose and repair steering and suspension problems.
- Apply skills to perform electrical diagnostics and repair.

BUILDING TRADES CERTIFICATE

The Building Trades Certificate program emphasizes the construction of frame structures, finish work and other phases of construction. This is a one-year program with skill training and application.

Occupational Objective: entry-level positions in carpentry.

Related Instruction Requirements		Cr.
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP Options	1
Health	HLTH Options	1
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	1
Total Related Instruction credits required for degree		10-11
Program of Study Courses		Cr.
CSTN 101	Introduction to Concrete	3
CSTN 108	Introduction to Flooring Installation	3
CSTN 120	Carpentry Basics Rough in Framing	3
CSTN 130	Introduction to Building Trades	3
CSTN 150	Drywall Application Lab	3
CSTN 153	Interior Finishing	3
CSTN 175	Roofing Applications	3
Total Program of Study credits required for degree.		24
Total credits required for degree.		34-35

BUILDING TRADES-CERT	
First Semester (Fall)	Cr.
CSTN 101	3
CSTN 120	3
CSTN 130	3
CSTN 175	3
Second Semester (Sp)	Cr.
CSTN 108	3
CSTN 131	3
CSTN 150	3
CSTN 153	3
Total Program Credits	24

Program Learning Outcomes:

- Work safely on a construction site.
- Apply modern construction methods to produce an acceptable product.
- Recognize construction terms and material and apply that knowledge to produce acceptable products.
- Demonstrate an understanding of the work ethic, both physical and mental to be a successful carpenter.

BUSINESS ASSISTANT CERTIFICATE

The Business Assistant Certificate program places emphasis on general office skills. It will prepare students for entry-level office positions.

Occupational Objectives: *General Office Assistant or Business Assistant*

Related Instruction Requirements		Cr.
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP 131	3
Health	HLTH Options	1
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	1
Total Related Instruction credits required for degree		12-13
Program of Study Courses		Cr.
ACTG 180	Payroll Accounting	3
ACTG 201	Principles of Financial Accounting	4
BGEN 105	Introduction To Business	3
BGEN 201	Foundations of Business Ethics	3
PSYX 100	Introduction to Psychology	4
TASK 145	Records Management	3
Total Program of Study credits required for degree.		20
Total credits required for degree.		32-33

BUSINESS ASSISTANT - CERT	
First Semester (Fall)	Cr.
ACTG 201	4
BGEN 105	3
BGEN 201	3
CAPP 131	3
Second Semester (Sp)	Cr.
ACTG 180	3
PSYX 100	4
TASK 145	3
Total Program Credits	20

Program Learning Outcomes:

- Develop the ability to think critically and analyze problems
- Use business-related information processing systems with proficiency
- Demonstrate skill in administrative support tasks

DESKTOP SUPPORT TECHNICIAN CERTIFICATE

The Desktop Support Technician Certificate program qualifies an individual to plan, implement, and support networking configurations in a business or industry. Students learn desktop applications, basic networking knowledge, and operating systems. The curriculum prepares students for an exciting career in the computer industry.

Occupational Objective: Desktop Support Technician

Related Instruction Requirements		Cr.
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP 131	3
Health	HLTH Options	1
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	1
Total Related Instruction credits required for degree		12-13
Program of Study Courses		Cr.
ITS 164	Networking Fundamentals	3
ITS 182	Help Desk Support	3
ITS 205	Computer Hardware and Software Management	3
ITS 218	Networking Security	3
ITS 226	Operating Systems	3
ITS 286	Help Desk Support II	3
Total Program of Study credits required for degree.		18
Total credits required for degree.		30-31

DESKTOP SUPPORT TECHNICIAN-CERT	
First Semester (Fall)	Cr.
ITS 164	3
ITS 182	3
ITS 205	3
Second Semester (Sp)	Cr.
ITS 218	3
ITS 226	3
ITS 286	3
Total Program Credits	18

Program Learning Outcomes:

- Troubleshoot and repair computer hardware and software issues
- Design, maintain and troubleshoot a small to medium sized network and networked computers.

ELECTRICAL LINEWORKER CERTIFICATE

The Electrical Lineworker program provides trained personnel for the power industry. Coursework provides both theory and practical hands-on experience in electrical power line construction and maintenance. Coursework includes electrical math, electrical safety procedures, construction of overhead and underground distribution systems, conductor applications, over-voltage and over-current protection, guying and pole grounding, rigging and safe equipment operation.

Occupational Objective: *The training field provides a site for hands-on experience in pole setting, single phase, v. phase and 3 phase construction. The successful graduate is eligible for employment in rural electric, municipal utilities, private contractors or investor owned utilities.*

Related Instruction Requirements		Cr.
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP Options	1
Health	HTH Options	1
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	1
Total Related Instruction credits required for degree		10-11
Program of Study Courses		Cr.
ELW 100	Safety Fundamentals	2
ELW 101	LineWorker Fundamentals	3
ELW 102	Basic Electricity Theory	3
ELW 110	Electrical Lines and Equipment	2
ELW 111	Electrical Lines and Equipment II	2
ELW 115	Basic Climbing Skills	3
ELW 200	Safety Fundamentals Certificate	2
ELW 212	Equipment Competencies	3
ELW 280	Special Topics in ELW	3
Total Program of Study credits required for degree.		23
Total credits required for degree.		33-34

ELECTRICAL LINEWORKER - CERT	
First Semester (Fall)	Cr.
ELW 100	2
ELW 101	3
ELW 102	3
ELW 110	2
Second Semester (Sp)	Cr.
ELW 111	2
ELW 115	3
ELW 200	2
ELW 212	3
ELW 280	3
Total Program Credits	23

Program Learning Outcomes:

- Learn electrical theory, specifications and drawings.
- Install electrical structures, single and multiphase overhead lines and underground systems.
- Make transformer connections for various voltages.
- Demonstrate competent climbing skills.
- Demonstrate professional safety practices.

GRAPHIC/WEB DESIGN CERTIFICATE

The Graphic/Web Design Certificate program provides learners with hands-on lessons and exercises to acquire the abilities to utilize digital media needed to plan, design, build, and maintain effective communications through graphics and/or web design. Students acquire the skills necessary to pursue the Adobe Certified Associate (ACA) certification.

Occupational Objective: Graphics/Web Designer

Related Instruction Requirements		Cr.
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP 131	3
Health	HLTH Options	1
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	1
Total Related Instruction credits required for degree		12-13
Program of Study Courses		Cr.
MART 145	Web Design	3
MART 254	Introduction to InDesign for Media Arts	3
MART 255	Introduction to Photoshop for Media Arts	3
MART 256	Introduction to Illustrator for Media Arts	3
MART 257	Introduction to Flash for Media Arts	3
MART 258	Introduction to Dreamweaver for Media Arts	3
Total Program of Study credits required for degree.		18
Total credits required for degree.		30-31

GRAPHIC/WEB DESIGN - CERT	
First Semester (Fall)	Cr.
MART 256	3
MART 257	3
MART 258	3
Second Semester (Sp)	Cr.
MART 145	3
MART 254	3
MART 255	3
Total Program Credits	18

Program Learning Outcomes:

- Plan, design, build and maintain effective communications through multi-media.
- Utilize authoring tools and techniques to plan, design, build, publish and finalize a prototype website; using original, creative design concepts, importing sound and artwork; employing animation, interactive movies, video, and audio for playback and the web.
- Students compete in the annual AIHEC Web Design competition

HEAVY EQUIPMENT OPERATOR CERTIFICATE

The Heavy Equipment Certificate program is designed to provide students with an overview of the industry, laws, regulations, qualifications, preventative maintenance, controls, and basic experiences/skills in the operation of heavy equipment.

Occupational Objective: Entry-level employment in the heavy equipment industry.

Related Instruction Requirements		Cr.
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP Options	1
Health	HLTH Options	1
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	1
Total Related Instruction credits required for degree		10-11
Program of Study Courses		Cr.
AST 102	Introduction to Automotive Service	3
HEO 110	Heavy Equipment Mechanical Operations	3
HEO 150	Introduction to Heavy Equipment	3
HEO 155	Basic Controls	3
HEO 160	Heavy Equipment Operations	4
WLDG 100	Introduction to Welding Fundamentals	3
	Elective	1
Total Program of Study credits required for degree.		20
Total credits required for degree.		30-31

HEAVY EQUIPMENT OPERATOR - CERT	
First Semester (Fall)	Cr.
AST 102	3
HEO 110	3
HEO 150	3
Second Semester (Sp)	Cr.
HEO 155	3
HEO 160	4
WLDG 100	3
Elective	1
Total Program Credits	20

Program Learning Outcomes:

- Demonstrate knowledge of the proper safety procedures used to perform minor maintenance on heavy equipment and during equipment operations.
- Identify common equipment designs and the machines basic applications.
- Communicate through both verbal and written communication in common heavy equipment terminology and develop workplace skills.
- Demonstrate the basic skills needed to operate skid steer, wheel loader, loader-backhoe, dozer, and motor grader operations in basic job site applications.

TRUCK DRIVING CERTIFICATE

The Truck Driving program is designed to provide students with applicable, practical knowledge of the trucking and commercial passenger industries, including requisite laws, regulations, operator qualifications, preventative maintenance, controls and basic operational experiences/skills. Successful students will be well prepared to pass the necessary state licensure exams in order to attain a Class "A" Commercial Driver's License (CDL)—as well as other Classes of commercial vehicle operations licenses. The Truck Driving program follows the industry-wide standards and curriculum.

Occupational Objective: *Entry-level truck driving jobs within the truck driving industry, attaining and having a Commercial Driver's License (CDL) can also be a requirement of many other industry jobs and management positions.*

Related Instruction Requirements		Cr.
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP Options	1
Health	HLTH Options	1
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	1
Total Related Instruction credits required for degree		10-11
Program of Study Courses		Cr.
TD 101	Truck Driving I	8
TD 105	Truck Driving II	8
TD 115	Vehicle Operations	4
Total Program of Study credits required for degree.		20
Total credits required for degree.		30-31

TRUCK DRIVING - CERT	
First Semester (Fall)	Cr.
TD 101	8
TD 105	8
Second Semester (Sp)	Cr.
TD 115	4
Total Program Credits	20

Program Learning Outcomes:

- Demonstrate the standards of the industry and of the Federal Motor Carriers Regulations.
- Apply to practical use, knowledge learned of basic vehicle construction and vehicle systems.
- Conduct pre-trip inspection on the vehicle before driving.
- Understand the importance of safety and demonstrate safety while on the road.
- Demonstrate basic competency in the use of technology to access the data for road conditions, repair information and document travel.
- Identify career options and plan for employment within the industry.

WELDING TECHNICIAN CERTIFICATE

The Welding Technician program is intended to provide the necessary instruction to enable students to enter the welding profession in an entry level position. Upon completion students will have the opportunity to take an AWS certification test. This program follows the National Center for Construction Education and Research (NCCER) curriculum. These credits fit with the [American Welding Society \(AWS\)](#) SENSE standards and guidelines.

Occupational Objective: Entry level and apprenticeships in welding shops, construction, pipelines, fabrication shops and other related fields.

Related Instruction Requirements		Cr.
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP Options	1
Health	HLTH Options	1
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	1
Total Related Instruction credits required for degree		10-11
Program of Study Courses		Cr.
WLDG 170	Welding I	13
WLDG 270	Welding II	13
Total Program of Study credits required for degree.		25
Total credits required for degree.		35-36

WELDING TECHNICIAN - CERT	
First Semester (Fall)	Cr.
WLDG 170	13
Second Semester (Sp)	Cr.
WLDG270	13
Total Program Credits	26

Program Learning Outcomes:

- Identify common hazards in welding.
- Use proper procedures to safely set up different types of welding equipment.
- Apply skills to perform basic welding and cutting processes
- Demonstrate fabrication and layout of metal fit-up and design
- Express and identify welding joint design.

COURSE DESCRIPTIONS

The course descriptions present a brief synopsis of the course purpose and content. Students who wish information that is more detailed should request a copy of the course syllabus from the instructor. Students must consult the semester schedule printed and distributed before registration to find the dates, times and location of the courses. General education courses required for the Associate of Arts degree and the Associate of Science degree are offered at least once during the academic year. Courses listed in the programs of study for the Associate of Applied Science degree are offered at least once during a two-year cycle. Courses listed in the program of study for the certificate are offered at least once during the academic year. Some courses, especially at the 200 course level, may be available only once during a two-year cycle.

Courses such as Special Projects, Research, and Field Practicum may require the "consent of instructor" that will provide direct supervision of the study undertaken.

Courses numbered 100 through 199 are recommended for the first year of study. Courses numbered 200 through 299 are recommended for students with sophomore status. Courses with numbers 099 and below do not carry college credit and cannot be used for degree requirements.

Fort Peck Community College follows the Montana University System Transferability Initiative's rubrics, course numbering and course titling wherever possible.

Course descriptions are organized alphabetically by department, such as American Indian Studies (AIS), and then sequentially by course number. 101

ACCOUNTING

ACTG 180 PAYROLL ACCOUNTING 3 CREDITS

Payroll Accounting is designed for business students but is also appropriate for any student who will be calculating payrolls or receiving paychecks. Class discussions and assignments will cover the following topics: the need for payroll records, computing wages and salaries, social security taxes, income tax withholding, unemployment compensation, journalizing, and payroll tax forms. Also discussed is the tribal effect on federal and state payroll taxes. Utilizing the current payroll tax laws, the students will work on a payroll project covering the following: preparing payroll registers, maintaining employees' earnings records, journalizing and posting payroll entries, completing federal, state, and city tax forms, and preparing various quarter-end and year-end payroll tax forms.

Spring, Prerequisite or concurrent enrollment: ACTG 201

ACTG 201 PRINCIPLES OF FINANCIAL ACCOUNTING 4 CREDITS

Financial Accounting is designed for Business students but can also be applied to students' personal lives. Students should expect to learn the complete accounting cycle for a sole proprietorship, including a service and a merchandising business. Students will learn to apply ethics and critical thinking to decision making in business transactions and personal lives. Tribal and local business examples will be used where applicable. Subjects that are covered include journalizing, posting, financial statements, adjusting and closing entries, cash accounting, sales and purchases, special journals, and inventories.

Fall,

ACTG 202 PRINCIPLES OF MANAGERIAL ACCOUNTING 4 CREDITS

Designed to further the student's experience with the use of accounting in business, class discussions will emphasize the importance of financial accounting decision-making information to a businesses' financial success. Topics will include accounting for various business entities such as partnerships, corporations, and limited liability corporations. In addition, students will practice using financial statement analysis tools for decision-making. Tribal and local business examples will be used where applicable. Students can also expect to complete an accounting simulation packet.

Spring, Prerequisite: ACTG 201

ACTG 205 COMPUTERIZED ACCOUNTING 3 CREDITS

Using a general ledger computerized accounting simulation; business students will have hands-on experience with transferring accounting theory and data to a computerized format. Students can expect to learn a software package, to make accounting decisions and to demonstrate accounting fluency by analyzing the results. In addition, students will learn to set up an accounting system for a business.

Spring, Prerequisite or concurrent enrollment: ACTG 202.

ACTG 291 SPECIAL TOPICS 4 CREDITS

Business students interested in a capstone experience that allows for the investigation of a topic complementary to his/her field of business—that is not currently offered as a course—should take this course. The student, along with an assigned

faculty mentor, will establish the project objectives. This course is Pass/Fail and may be repeated once. Service learning option is available.

Spring, Prerequisite: Consent of Instructor.

ACTG 298 INTERNSHIP

4 CREDITS

This internship is a capstone experience designed for a traditional business student who chooses to serve as a workplace intern in a job that enhances his/her skills and gives work experience. The student, cooperating supervisor and an assigned faculty mentor will establish workplace objectives. This course is Pass/Fail and may be repeated once.

Fall, Prerequisite: Consent of Instructor.

ACTIVITIES

Note: The courses listed below are offered periodically depending on student interest and instructor availability. Course Fee \$25.00.

ACT 140	BASKETBALL SKILLS	2 CREDITS
ACT 141	BASKETBALL SKILLS	2 CREDITS
ACT 142	BASKETBALL SKILLS	2 CREDITS
ACT 143	BASKETBALL SKILLS	2 CREDITS

ACT 106 BEGINNING CONDITIONING & FITNESS 2 CREDITS

Designed for any student who wants to improve their health and physical appearance, Fitness will provide group exercise activities such as aerobics, cardio and interval training. Students can expect to set realistic physical fitness goals to be met by semester's end. Throughout the semester, each student will demonstrate increasing ability to perform various exercises at an individual level. Each student will measure the final results against the original goals.

Fall, Spring,

ACT 110 BEGINNING WEIGHT TRAINING 1-2 CREDITS

Taught in laboratory format, students will learn the principles of resistance training and techniques for toning and strengthening muscles. They will use equipment designed for weight training, including free weights, and learn exercises for individual body parts as well as routines for working the entire body. (1 credit class runs 8 weeks only).

Fall, Spring,

ACT 123 ELDER FITNESS 1 CREDIT

Elders who wish to improve their fitness should take this course. Taught in a laboratory format, Elders will be initially evaluated according to their physical fitness level and personal goals. An individual program will be designed so that each Elder can receive the maximum benefit from this course. Elders will receive a waiver of tuition.

Fall, Spring

ACT 150 BEGINNING YOGA 1-2 CREDITS

This class will practice Hatha Yoga, a Sanskrit term that invokes the idea of balancing opposites. It involves learning basic Yoga poses and combining them in "vinyasas" which are the merging of the individual poses to create a flow, the meaning of the word in Sanskrit. Yoga is a mind- body activity designed to build flexibility, balance, fitness and harmony through the coordination of movement and breath. The class is based on non-judgmental, cooperative and shared class experiences. In Yoga, everyone can succeed, regardless of body type, fitness level or physical hindrances. (1 credit class runs 8 weeks only).

Fall, Spring,

ACT 212 BODYBUILDING 1-2 CREDITS

Students interested in expanding their knowledge bodybuilding exercises and improving their physique should take this course. Each student will be initially evaluated on his/her personal fitness level and an individual program will be designed in line with the student's goals. Bodybuilding will be taught in a laboratory format using free weights and resistance equipment. (1 credit class runs 8 weeks only).

Fall, Spring,

ART

ARTZ 211 DRAWING I 3 CREDITS

Intended to assist students in acquiring basic drawing techniques and media, emphasis will include basic applications of contour line, modeling, geometric and atmospheric perspective and applications of anatomy and observational drawing. Students will demonstrate competence in the application of media and specific techniques relevant to drawing. During each

curriculum component, students will apply the generally accepted practices for that specific technique. Individual expression is encouraged; however, this will remain within the technical parameters of each component.

Fall Course Fee: \$40.00

ARTZ 221 PAINTING I

3 CREDITS

Students interested in learning to paint should take this course. Basic oil and acrylic painting techniques will be discussed and applied including basic media and tools, preparation of grounds, alla prima, grisaille glazing, basic theoretical use of color, and textural media. Students will gain experience with the applications of basic painting techniques while developing their own personal expressions and symbolism. Additional research into the applications of these techniques by noted artists will also be required.

Spring, Course Fee: \$40.00

AUTOMOTIVE TECHNOLOGY

AST 102 INTRODUCTION TO AUTOMOTIVE SERVICE

3 CREDITS

An introductory course required for Automotive and Heavy Equipment one year certificate seeking students. It will study basic shop hand tools, power machine tools, air powered tools, measuring tools, maintenance, shop operating procedures, shop layout, shop safety, and use the shop resource library. The history and evolution of the automobile is examined. Modular course designed for one-half of the semester or an eight-week period.

Fall, Course fee \$25.00

AST 116 CHASSIS I

4 CREDITS

First year automotive students will be provided with a comprehensive focus on the automotive brake system, mechanical and hydraulic system diagnosis and repair. Theory, diagnosis, and repair of drum, disc, and power assist brakes are emphasized. Troubleshooting, maintenance and repair of wheel bearings, parking brakes, and electrical systems are covered. A laboratory content with hands-on is included. Modular course designed for one-half of the semester or an eight-week period.

Fall, Course Fee \$25.00

AST 117 CHASSIS II

4 CREDITS

First year automotive students will experience an in-depth exploration of the inspection; testing and servicing of anti-lock brake systems will be addressed. It will cover the introduction and theory of steering and suspension systems. The diagnosis and repair of different suspension and steering systems will be studied. A lab content with hands-on is included. Modular course designed for one-half of the semester or an eight-week period.

Spring, Course Fee \$25.00

AST 138 ELECTRICAL I

4 CREDITS

First year students are provided with an introduction to general automotive electrical systems. Electrical laws, principles and theory are covered. Wiring systems, diagrams, and schematics diagnostics and repair are also covered. Students will also be taught battery service, testing, charging, and maintenance. A laboratory content with hands-on is included. Course is a requirement for either certificate or AAS degree seeking students.

Fall, Course Fee \$25.00

AST 139 ELECTRICAL II

4 CREDITS

Theory, diagnosis, and repair of the charging system, alternator, and components testing and replacement are covered. Automotive lighting, testing, and repair, gauges, warning devices, and instruments diagnosis and repair are also included. A laboratory component is included in the course. Modular course designed for one-half of the semester or an eight-week period. Course is intended to be a first year course and a requirement for certificate and AAS degree seeking students.

Spring, Course Fee \$25.00

AST 222 AUTO STEERING AND SUSPENSION AND ALIGNMENT

4 CREDITS

Students are provided a more advanced level of steering and suspension diagnostics and repair, wheel alignment and geometry of steering components, diagnosis adjustment, and repair of alignment, wheel balance, tires, and related components. Students will also be introduced to transmission and drive train. A Laboratory component is included. Course is intended for second year students and a requirement for AAS degree. Modular course designed for one-half of the semester or an eight-week period.

Fall, Course Fee \$25.00

AST 232 ELECTRICAL III

4 CREDITS

Modern day vehicle accessories, horn, and wiper/washer systems, diagnosis and repair procedures and studied in theory and application. Students will also be taught inspection, testing, and repair of motor-driven accessories and related circuits. Theory and repair of supplemental restraint systems are also covered and an incorporated Laboratory component. Course is intended for second year students and a requirement for AAS degree. Modular course designed for one-half of the semester.

Fall, Course Fee \$25.00

AST 250 BASIC ENGINE PERFORMANCE 2 CREDITS

Students will primarily be exposed to automotive laboratory content with live projects for diagnosis and repair. Students will learn the use of diagnostic tools and equipment and proper diagnostic chart usage. An introduction to computerized and electronically controlled components is included. Course is intended for second year students and a requirement for AAS degree. Modular course designed for one-half of the semester or an eight-week period.

Fall, Course Fee \$25.00

AST 251 ENGINE PERFORMANCE I 4 CREDITS

General engine diagnosis is emphasized in this course. Proper analysis of internal engine mechanical condition with a variety of diagnostic testing equipment is covered including theory and repair of ignition system and related components. Diagnosis and repair of the fuel, air induction, and exhaust systems is taught. A Laboratory component is included. Modular course designed for one-half of the semester or an eight-week period. Course is intended for second year students and a requirement for AAS degree.

Spring, Course Fee \$25.00

AST 252 ENGINE PERFORMANCE II 4 CREDITS

Students will learn emission control system theory, diagnostics, and repair. Testing of drive-ability problems caused by defective emission control components and an introduction to computerized engine controls is also covered. Students will also learn how to inspect, test, and repair computerized controls. An Automotive Laboratory component is included. Modular course designed for one-half of the semester or an eight-week period. Course is intended for second-year students and a requirement for AAS degree.

Spring, Course Fee \$25.00

AST 253 ENGINE PERFORMANCE III 2 CREDITS

Designed as a continuation of computerized controlled components, testing, and repair, students will learn to perform related engine service. An explanation and repair of valve adjustments, camshaft timing and related mechanical performance settings including inspection, diagnosis, and repair of engine electrical systems is included. Modular course designed for one-half of the semester or an eight-week period. Course is intended for second year students and a requirement for AAS degree. A laboratory component may be included.

Spring, Course Fee \$25.00

AST 280 APPLIED LAB EXPERIENCE/LIGHT REPAIR 3 CREDITS

Students will experience a real world automotive working environment in the Automotive Lab. The course will focus on hands – on and workplace development. Competency, accuracy and high standards will be emphasized to the student to hone their automotive skills. Modular course designed for one-half of the semester or an eight-week period. Course is intended for second year students and a requirement for AAS degree.

Spring, Course Fee \$25.00

BIOLOGY

BIOB 160 PRINCIPLES OF LIVING SYSTEMS 3 CREDITS

Intended for science majors or for core science credits, students will be introduced to cellular organization & function. Through lecture and hands-on demonstrations, students will deal with structure, energy transformation in living systems, respiration, photosynthesis, the cell cycle, classical genetics, molecular genetics, & biotechnology.

Fall, Spring,

BIOB 161 PRINCIPLES OF LIVING SYSTEMS LAB 1 CREDIT

This lab covers cellular organization and cellular functions that are relevant to BIOB 160 class content.

Fall, Spring, Lab fee: \$40.00

BIOB 170 PRINCIPLES OF BIOLOGICAL DIVERSITY 3 CREDITS

Intended for environmental and biomedical majors, this course examines the biology, ecology, and evolutionary relationships among living organism. Through lecture and hands-on demonstrations, all forms of life will be considered from single cell prokaryotes to multicellular eukaryotes plants and animals.

Fall,

BIOB 171 PRINCIPLES OF BIOLOGICAL DIVERSITY LAB 1 CREDIT

This lab covers the diversity of life including prokaryotes, viruses, protista, fungi, plants, & animals including structure and evolutionary relationships that are related to BIOB 170 course content.

Fall, Lab fee: \$40.00

BIOH 201 HUMAN ANATOMY & PHYSIOLOGY I 3 CREDITS

While intended for Pre-Health/Pre-Nursing and Biomedical majors, any student would benefit from this course. Students will learn general principles of cell & tissue biology that apply to all living systems. The structure and function of skeletal, muscular, nervous systems along with homeostasis, control, & integration of the human body will be emphasized through lecture and hands-on demonstration.

Fall, Prerequisites: CHMY 141/142 & BIOB 160/161 or BIOB 170/171

BIOH 202 HUMAN ANATOMY AND PHYSIOLOGY I LAB 1 CREDIT

This laboratory covers related systems of the human body. Basic knowledge necessary for students in health-related programs will be covered. Emphasis is placed on normal anatomy & physiology with presentation of basic concepts in chemistry and microbiology as they relate to BIOH 201 course content.

Fall, Lab fee: \$40.00

BIOH 211 HUMAN ANATOMY & PHYSIOLOGY II 3 CREDIT

Designed for pre-health/pre-nursing and biomedical majors, this course covers the structure and function of the endocrine, digestive, cardiovascular, respiratory, reproductive and urinary systems of humans. Through lecture and hands-on demonstration, principles of integration of metabolism, energy flow, and homeostasis will be emphasized. No prerequisite required.

Spring, . Prerequisites: BIOH 201/202

BIOH 212 HUMAN ANATOMY & PHYSIOLOGY II LAB 1 CREDIT

Presenting basic knowledge necessary for students in health-related programs related to BIOH 211, emphasis is placed on normal anatomy and physiology with presentation of basic concepts in chemistry and microbiology. Materials cover the endocrine system through the reproductive system.

Spring, Lab fee: \$40.00 Prerequisites: BIOH 202

BIOM 250 Microbiology for Health Sciences of Infectious Diseases 3 CREDITS

Intended for science majors, this course introduces students to the world of microorganisms prokaryotic cell structure function, microbial genetics, the immune response, etiology, pathogenesis, epidemiology, treatment of control of important infectious disease of humans through lecture and hands-on demonstrations.

Spring, Prerequisites: CHMY 121/122 or CHMY 141/142 & BIOB 160/161 or BIOB 170/171

BIOM 251 Microbiology for Health Sciences of Infectious Diseases Lab 1 CREDIT

Related to BIOM 250 course content, students will observe live microorganisms, their characteristics and activities and gain experience with microbiological technique.

Spring, Lab fee: \$40.00

BUSINESS

BGEN 105 INTRODUCTION TO BUSINESS 3 CREDITS

Anyone entering the business field should take this course. Students can expect to acquire decision-making skills that will help them work with others in a professional manner, manage and organize their work, and manage other employees. Business concepts that are emphasized are key core skill areas, including decision-making and planning, teamwork, technology and communication. Students will demonstrate their comprehension of core concepts through class discussions, quizzes, summary papers and tests. (Formerly BU 161).

Fall, Spring,

BGEN 116 BUSINESS LAW 3 CREDITS

All students' personal lives can be enhanced by this course designed for business majors. Students should expect to learn the legal basis for Federal, State and Tribal Court systems. Students will compare and contrast criminal and tort law and explain basic legal terminology as it applies to contracts and sales law. A section on Federal Indian Law is included. Students can expect to analyze and interpret the unique federal government relationship with Indian Tribes. A summary paper will be required. (Formerly BU 116).

Fall, Course Fee: \$15.00

BGEN 201 FOUNDATIONS OF BUSINESS ETHICS 3 CREDITS

While designed for business students, this course is applicable to any student interested in ethics. Students will examine ethics in terms of moral and social responsibilities, philosophies, issues and decision-making frameworks as related to on-the-job situations, emphasis is on the importance of ethics in Federal, State and Tribal businesses and governments. Students can expect to trace and interpret the evolution of ethical thought in business through class discussions, readings, videos, guest speakers and reviewing case studies. A final paper is required will demonstrate the students' ability to identify an ethical problem, analyze the problem and present their perspective on what the solution is to the problem. (Formerly BU 201).

Fall, Spring,

BGEN 278 WRITING THE BUSINESS PLAN**3 CREDIT**

If you plan to start a business, you can expect to learn the step-by-step process of developing a business plan. Tribal and local businesses will be used as examples, as well as the Successful Native American Business DVD, which is a part of the Indianpreneurship Business Plan program. Students will have the option of presenting their business plans once they are done. If they choose to present their plan, they will be given extra credit for their effort. (Formerly BU 262).

Spring, Prerequisites: CAPP 131

BMGT 250 MANAGEMENT**3 CREDITS**

Business students planning to enter the management field should take this course. Through class discussion and readings, students learn the basic management and organizational principles within business entities. Topics include the planning, organizing, staffing, directing, and controlling functions. Students will use critical thinking skills in analyzing management cases. (Formerly BU 250).

Fall,

BMKT 225 MARKETING**3 CREDITS**

Designed for business majors, students can expect to learn the processes of marketing management and customer relationships. Students explore the fundamental principles and concepts of marketing such as creating, distributing, promoting and pricing goods, services and ideas, through the reading of actual real-life case studies, article analyses, quizzes and other related assignments. Students can expect to create a Marketing Plan for a local business as a final project. (Formerly BU 230).

Fall,

CHEMICAL ADDICTION STUDIES

CAS 225 GROUP COUNSELING**3 CREDITS**

Designed for second-year students in the Chemical Addiction Studies and Psychology programs. Outcomes for this course include providing students with both a theoretical and experiential understanding of group purpose, development, dynamics, theories, methods and skills. A review and understanding of professional roles, ethical, legal, and multi-cultural competencies within group settings will also be covered through lecture, self-assessments, and experiential learning in a group setting. Students will also research, design and present a group module of their choice.

Spring, Prerequisite: PSYX 100

CAS 242 FUNDAMENTALS OF SUBSTANCE ABUSE & ADDICTION**3 CREDITS**

Second-year Chemical Addiction Studies students will gain a comprehensive understanding and application of addiction counseling, current therapeutic trends, strategies, and modalities used in addiction disorders, to facilitate the development of addiction counseling competencies associated with positive treatment outcomes, and increase students competence relative to providing addiction evaluation, education and treatment services. Emphasis will be placed on developing and practicing addiction counseling skills. Students will be introduced to different theoretical models and explore a variety of treatment approaches through videos, lecture, and journaling in an experiential project. Can be taken concurrently with CAS 250.

Fall, Prerequisite: PSYX 100, HS 101, PSYX 150

CAS 250 ASSESSMENT & CASE MANAGEMENT PROCESSES**3 CREDITS**

Second year Chemical Addiction Studies and Human Services majors will be introduced to assessment, evaluation, and case management procedures. Outcomes include a demonstrated ability to understand, describe, administer and interpret the various testing and evaluation tools used in human serviced and addiction counseling. A thorough review of intervention strategies and the importance of documentation are also incorporated into lecture and classroom activities including completion of a comprehensive case file on an identified case study subject. For Addiction Studies students, this class can be taken concurrently with CAS 242.

Fall,

CAS 295 FIELD PRACTICUM**5 CREDITS**

This course is a field experience in an alcohol and/or drug counseling program. The field experience involves direct supervision by faculty and approved licensed addiction professionals in the field. A minimum of 45 hours will be completed in, or directly related to, the group process. Additional areas should cover the 12 core functions of an addiction counselor including: screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports and record keeping, and consultation. (Formerly HS 295)

Fall, Spring, Prerequisite: CAS 242 & CAS 250

CHEMISTRY

CHMY 121 INTRODUCTION TO GENERAL CHEMISTRY 3 CREDITS

This class is intended for pre-health/pre-nursing majors and anyone interested in general chemistry. Through lecture and hands-on demonstration, topics will include an introduction to general chemistry, measurement systems, atomic structure, chemistry periodicity, bonding chemical reactions, acid-base chemistry, electrochemistry, nuclear chemistry.

Spring, /Fall, Prerequisites: M121 or equivalency or higher math course

CHMY 122 INTRODUCTION TO GENERAL CHEMISTRY LAB 1 CREDIT

This laboratory course emphasizes general chemistry, quantitative relations & synthesis of inorganic compounds. The lab class is integrated with the material contained in CHMY 121.

Spring, . Fall, Lab fee \$40.00 Prerequisites: M121 or equivalency or higher math course

CHMY 123 INTRODUCTION TO ORGANIC & BIOCHEMISTRY PRINCIPLES 3 CREDITS

Through lecture and demonstration, science majors will be introduced to functional groups of organic chemistry and important biochemical structures, concepts, & processes.

Spring, Prerequisites: CHMY 121/122 & M121 or higher math equivalency

CHMY 124 INTRODUCTION TO ORGANIC & BIOCHEMISTRY PRINCIPLES OF LAB 1 CREDIT

Covering material learned in CHMY 123, this laboratory course emphasizes organic chemistry, quantitative relations and synthesis of inorganic and organic compounds and biochemistry.

Spring, Lab fee \$40.00 Prerequisites: CHMY 121/122 & M121 or higher math equivalency.

CHMY 141 COLLEGE CHEMISTRY I 3 CREDITS

Intended for environmental and biomedical majors, the lectures and demonstrations in this course cover the properties of elements, inorganic compounds, liquid solutions, chemicals equilibria and chemical kinetics.

Fall, Prerequisites: CHMY 121/122 or instructors consent & M121 or equivalent or higher math class

CHMY 142 COLLEGE CHEMISTRY I LAB 1 CREDIT

Taught in tandem with CHMY 141, laboratory experiments will be conducted with material covered such as molecular models, acids and bases and trends of the periodic table.

Fall, Lab fee \$40.00

CHMY 143 COLLEGE CHEMISTRY II 3 CREDITS

Intended for environmental and biomedical majors, this is the second semester of the two-semester general chemistry sequence, including pressure laws, gas laws and volume.

Spring, Prerequisites: CHMY141/142 & M121 or equivalent or higher math class

CHMY 144 COLLEGE CHEMISTRY II LAB 1 CREDITS

Laboratory experiments will be conducted pertaining to the content of CHMY 143 covering materials such as, chemical equilibrium, pH, acid-base equilibrium, aqueous equilibrium, Charles and Boyle law.

Spring, Lab fee \$40.00 Prerequisites: CHMY 141/142 & M121 or equivalent or higher math class

COLLEGE PREP

CP 085 PRE-COLLEGE MATH 2 CREDITS

Students have the opportunity to improve basic math skills. Skills reviewed include fractions, decimals, ratios, proportions, percentages, graphing, and basic statistics. After mastering these topics, the student will be advised to proceed to an appropriate college-level math course.

Fall, Spring,

CP 090 DEVELOPMENTAL WRITING 2 CREDITS

Students will learn to improve basic writing skills, such as sentence structure, building vocabulary, organizing paragraphs as well as using correct grammar, spelling and punctuation. Computers will be available for writing papers and completing study exercises. Upon successful completion of Developmental Writing, students will be advised to proceed to an appropriate college-level writing course.

Fall, Spring,

CP 080 READING IMPROVEMENT**2 CREDITS**

Students will learn effective reading strategies for comprehension of college textbooks and assigned readings. Students can expect to improve their reading comprehension skills using textbook annotations, reading short passages, summarizing, note taking, outlining, and resources while utilizing the library and Internet.

Fall, Spring,

CP 070 STUDY SKILLS**2 CREDITS**

Designed to prepare students to adjust to the academic community, this course teaches students to plan and to study effectively within given time limitations. Strategies include: time management, goal setting, textbook mastery, library research skills, note-taking, exam preparation, stress reduction and educational planning.

Fall, Spring,

COMMUNICATIONS

COMX 111 PUBLIC SPEAKING**3 CREDITS**

Students will study the foundations of effective communications and will learn the stages of speech preparation, organization, delivery and the various types of public speaking opportunities. Informative and persuasive speaking will be emphasized. At least four speeches will be prepared and presented by students. Upon completion of this course, students will have the confidence to speak in public effectively to support issues and present ideas and information in a variety of speaking situations.

Fall, Spring,

COMPUTER APPLICATIONS

The Computer Applications 1-credit courses are offered in a workshop format throughout **both FALL and SPRING semesters**. *(Students need to be able to demonstrate the following skills before enrolling in Microsoft Training: turning the computer on, using the keyboard and mouse, starting an Office application, opening an existing document, creating a new document, saving a new or existing document and quitting an Office application.)* Students should enroll in CAPP 120 - Intro to Computers if they do not possess basic computer skills.

CAPP 101 THE INTERNET**1 CREDIT**

Students are introduced to the Internet. This course provides clear, comprehensive instruction on the basics of computer literacy – geared toward a non-technical audience. The Internet requires skills and knowledge that can only be acquired through hands-on / online experiences.

On Demand, Course Fee \$10.00

CAPP 112 MS POWERPOINT**1 CREDIT**

Students are provided the basic features of MS PowerPoint as well as more advanced tools that students find useful. Additionally, this course introduces new features exclusive to MS PowerPoint, as well as includes detailed instructions on how to use them. Students will learn their way around the toolbars and menus, editing features, how to create visually dynamic presentations using individual slides and display them as a slide show on the computer, a video projector, or over the internet.

On Demand, Course Fee: \$10.00

CAPP 114 MS WORD**1 CREDIT**

Students are introduced to the most basic features of MS Word as well as the more advanced tools that all students find useful. Additionally, this course introduces new features exclusive to MS Word, as well as includes detailed instructions on how to use them. You'll learn your way around the toolbars and menus, basic editing features, how to insert items into a document, how to create and edit tables, and much more.

On Demand, Course Fee \$10.00

CAPP 116 MS EXCEL**1 CREDIT**

Students are introduced to the most basic features of MS Excel as well as the more advanced tools that all students will find useful. Additionally, this course introduces new features exclusive to MS Excel, as well as includes detailed instructions on how to use them. You'll learn your way around the toolbars and menus, basic editing features, how to insert items into a spreadsheet, how to create and edit charts, and much more.

On Demand, Course Fee \$10.00

CAPP 120 INTRO TO COMPUTERS**3 CREDITS**

Students are re-introduced to keyboarding and to basic computer tasks using Windows, typing with a word processor, navigating the web, and working with email. Major topics covered include the basics of using Windows 7 and the Documents library and Word features such as AutoCorrect, Copy and Paste, browsing the web with Internet Explorer and sending/receiving email.

Fall, Spring, Course Fee \$20.00

CAPP 131 BASIC MS OFFICE**3 CREDITS**

Students must be able to demonstrate basic user computer skills to enroll in this course. Students learn workplace competencies and basic skills through hands-on application of an integrated software suite. The suite includes word processing, spreadsheet, database, and presentation graphics. Students will create, edit, manipulate and format basic documents and learn desktop publishing methods in the word processing program. Students will also demonstrate proficiency in the use of computerized spreadsheets including function formulas, filtering, and data analysis, and making charts. In addition, database software will be used to create, store, retrieve, query, filter, and analyze data while the presentation application will allow the student to express ideas using text, graphics, sound and video clips and create slides, outlines, speaker's notes, and audience handouts. Lesson projects, critical thinking activities, and realistic, comprehensive simulations are used to assess student learning.

Fall, Spring, Course Fee \$20.00

CAPP 156 MICROSOFT EXCEL**3 CREDITS**

Students follow step by step lessons, which enable them to quickly and efficiently learn the features of Microsoft Excel and how to use them in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Dynamic interactive tutorials from the Microsoft eLearning Library are included. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Excel examination.

Spring, Course Fee \$20.00

CAPP 158 MICROSOFT ACCESS**3 CREDITS**

Students follow step by step lessons, which enable students to quickly and efficiently learn the features of Microsoft Access and how to use them in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Dynamic interactive tutorials from the Microsoft eLearning Library are included. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Access examination.

Fall, Course Fee \$20.00

COMPUTER SCIENCE

(For those courses that have certifications, students can elect to take the exam for an additional fee).

CSCI 100 INTRO TO PROGRAMMING**3 CREDITS**

Students are introduced to computer programming where they will learn the fundamental concepts and terminology of software application development and develop skills in designing and writing simple computer programs. Students will be able to become familiar with programming concepts and methods common to all computer languages. Students will understand how to design simple applications, control structures, functions/procedures, arrays, classes, and objects. (Formally CSCI 114.)

Fall, Course Fee \$25.00.

CSCI 105 COMPUTER FLUENCY**3 CREDITS**

Students pursuing a computer technology degree or a certificate are required to complete this basic computer course. Upon completing this course students will be able to demonstrate proficiency in the use of information technology, file management, and the ability to learn new software. Students will understand the basic operation of a computer, a local network, and the internet. Students will acquire sufficient Internet and computing literacy skills to enter current job markets and higher education computer courses. Students are encouraged to pursue their IC³ Certification by completing three exams in computing fundamentals, key applications and living online. (Formally CT 103.)

Fall, Spring, Course Fee \$25.00.

CSCI 112 PROGRAMMING WITH C**3 CREDITS**

Students are introduced to programming concepts and methods utilizing the C programming language. They will be introduced to imperative programming and the C standard library. Students will gain familiarity with the use of pointers, memory management and structures.

Spring

CSCI 240 DATABASES AND SQL**3 CREDITS**

Students pursuing a computer technology degree will learn to design and create database tables in a business environment. Students will learn methods of normalizing database tables, using Structured Query Language to analyze data, foreign and primary keys, deploying a database solutions, and proper maintenance of an existing database. By completing a variety of projects, students will gain experience in the overall management of an enterprise database solution.

Spring, Course Fee \$25.00. Prerequisite CAPP 158

CONSTRUCTION

CSTN 101 INTRODUCTION TO CONCRETE**3 CREDITS**

First-year building trades students will learn the basic ingredients in mixing concrete, how to form concrete, finish concrete and estimate amounts of concrete needed in particular job. This course will be taught through classroom lecture and hands-on experience. (Formerly BT 135).

Fall, Course Fee \$15.00

CSTN 108 INTRODUCTION TO FLOORING INSTALLATION**3 CREDITS**

First-year students are introduced to floor preparation, tool usage and the installation of various types of flooring, including tile, carpet, linoleum, hardwood and laminates. This course will be taught through classroom lecture and hands-on experience.

Spring, Course Fee \$15.00

CSTN 120 CARPENTRY BASICS ROUGH IN FRAMING**3 CREDITS**

Through a combination of classroom instruction and hands-on experience, first-year students will learn about different materials, structure and components along with the application and layout of framing. Shop safety and tool usage will be emphasized.

Fall, Course Fee \$15.00

CSTN 130 INTRODUCTION TO BUILDING TRADES**3 CREDITS**

Entering Building Trades students will be introduced to materials, tools, both stationary and portable, with a strong emphasis on safety through lecture and hands-on experience. A 10-hour OSHA course may be offered periodically. (Formerly BT 120).

Fall, Spring, Course Fee \$15.00

CSTN 131 BUILDING TRADES FIELD EXPERIENCE I**3 CREDITS**

First-year students will experience hands-on application instruction in construction projects of various sizes and complexity.

Spring, Course Fee \$15.00

CSTN 141 BUILDING TRADES FIELD EXPERIENCE II**3 CREDITS**

Second-year students will further experience hands-on application in more advanced construction projects of various sizes and complexity.

Fall, Course Fee \$15.00

CSTN 147 BLUEPRINT READING**3 CREDITS**

Second-year students will learn to read, understand and interpret information represented in blueprint architectural drawings through lecture and hands-on experience.

Spring, Course Fee \$15.00

CSTN 150 DRYWALL APPLICATION LAB**3 CREDITS**

First-year students will learn to measure, apply and finish drywall through lecture and hands-on experience.

Spring, Course Fee \$15.00

CSTN 153 INTERIOR FINISHING**3 CREDITS**

Students will learn to install doors, baseboard, window trim and installation of cabinets. Students can expect to learn proper measuring techniques and installation techniques through a combination of classroom and hands-on experience.

Spring, Course Fee \$15.00

CSTN 165 CABINET FABRICATION**3 CREDITS**

Second-year students will learn the basics of cabinet construction, including stain and finishing procedures through a combination of classroom and hands-on experience. Students will also become acquainted with different materials and tools.

Spring, Course Fee \$15.00

CSTN 175 ROOFING APPLICATIONS**3 CREDITS**

First-year building trades students will become familiar with the materials and tools of shingling roofs, application of metal roofing and measuring/estimating quantities of roofing materials for different applications and jobs.

Fall, Course Fee \$15.00

CSTN 225 DECKS AND PATIOS**3 CREDITS**

Second-year students will learn the design and components of building decks and patios through classroom and hands-on experience. Structural components and materials will be emphasized.

Fall, Course Fee \$15.00

CSTN 282 GREEN DESIGN**3 CREDITS**

Second-year building trades students will be exposed to the most recent energy efficient designs in modern home construction through classroom instruction and hands-on.

Fall, Course Fee \$15.00

CSTN 291 SPECIAL TOPICS**3 CREDITS**

Special building projects will be designated at the discretion of the instructor.

Spring, Course Fee \$15.00

CREATIVE WRITING

CRWR 240 INTRODUCTION TO CREATIVE WRITING WORKSHOP**3 CREDITS**

Students interested in learning about fiction and poetry - and in writing fiction and poetry - should take this course. Students can expect to learn a wide range of styles and techniques. They will read, view and discuss a selection of fiction ranging from the classics to writers of the present day. Traditional, modern and contemporary poetry forms will also be read and discussed. Students can also expect to write short fiction and poetry along with compare and contrast papers on assigned writers and poets.

Spring,

CULTURAL ARTS

Cultural Arts courses are offered depending upon the availability of instructors. Due to the nature of some the courses utilizing natural raw materials that are available on a seasonal basis, the Cultural Arts courses cannot be placed in a standard Fall, /Spring, time frame.

CA 101 CREATION OF THE HAND DRUM**1 CREDIT**

Students will learn the origin and philosophy of creating a hand drum. The use of traditional materials of the past will be discussed as well as the use of contemporary materials in the creation of a hand drum as a final project. Course may be repeated.

Course fee \$20.00.

CA 104 BEADING I**3 CREDITS**

Students new to beading and students experienced in beading are welcome to enroll in this class. Students will be introduced to American Indian beadwork, design, beading techniques, and develop beading skills using both traditional and contemporary materials. Basic Native American beading stitches used in making small articles will be utilized in projects. Color-matching of beads and designs to be used on earrings, necklaces, bracelets, and other small articles will also be covered. A completed project will be required. Course may be repeated.

Course fee \$20.00.

CA 105 MOCCASIN MAKING**3 CREDITS**

Students will make a pair of Northern Plains beaded moccasins. Students will learn to measure a foot, construct a moccasin pattern on paper, apply the pattern to buckskin and cut the buckskin for the moccasins. Students will also create a design for beading, bead the moccasins, and assemble them. Course may be repeated.

Course fee \$20.00.

CA 106 DANCE REGALIA DESIGN & CREATION**3 CREDITS**

Students interested in designing and creating powwow regalia should take this course. Students will learn the assembly of basic male or female dance regalia. Students can choose a category; traditional, grass, or fancy for the males, and traditional, jingle, or fancy for the females. The students will then create the various items for the chosen regalia. Example; Ladies: traditional, dress, shawl, and leggings, breastplate with an option of a cape. Course may be repeated.

Course fee \$20.00.

CA 107 STAR QUILT TECHNIQUES 3 CREDITS
Anyone interested in designing and creating star quilts should take this class. Students will learn the strip method of star quilt making in place of the pieced diamond method. The final product from this class will be a four-color star that can be made into a wall hanging or baby quilt. Students will further their skills in the field of arts and crafts. Course may be repeated.
Course fee \$20.00.

CA 110 BEADING II 3 CREDITS
Beading II students will continue to develop their beading skills using both traditional and contemporary materials. Projects will require larger scale and/or time allotments than Beading I. Course may be repeated.
Course fee \$20.00

ECONOMICS

ECNS 201 PRINCIPLES OF MICROECONOMICS 3 CREDITS
Using Tribal and local businesses as a basis, those pursuing business or general studies degrees will learn Microeconomic principles that relate to the minute workings of an economy and how these principles relate to their daily lives. Students can expect to discuss principles relating to supply and demand, the market process and price mechanism, the marginal concept, scarcity and economic problems, specialization and trade, income distribution and monopoly power and price setting. In a cooperative learning setting, students will apply these theories to microeconomic issues experienced by businesses.
Fall, Course Fee \$15.00

ECNS 202 PRINCIPLES OF MACROECONOMICS 3 CREDITS
Using Tribal and local economies as a basis, those pursuing business or general studies degrees will learn Macroeconomic principles as they apply to businesses, to governments and to their daily lives. Students can expect to be involved in cooperative learning experiences as they critically discuss those principles that relate to the whole economy, including the flow of income and spending, the banking system, employment, evolution and functions of money, GDP, monetary theories and the role of the government in relation to fiscal policy.
Spring, Course Fee: \$15.00

EDUCATION

EDU 201 INTRODUCTION TO EDUCATION WITH FIELD EXPERIENCE 3 CREDITS
In preparation for careers in education, students will examine the foundations of education and gain context to consider issues and controversies that challenge educators. Coursework includes class presentations, journals, videos, and discussion to learn basic principles, theories, and practices of today's educational system. In addition, students will spend fifteen hours in a local elementary school classroom. Students will work with the instructor to identify their preferred classroom, make contact with school administration, and spend time observing both teaching methodology and student engagement. It is recommended that Education majors take this foundational course before taking higher level courses. Required for all Education Majors.
Fall,

EDU 225 INTRODUCTION TO EDUCATIONAL PSYCHOLOGY 3 CREDITS
Prospective teachers and students interested in careers in human services should take this course. By guiding the student to explore and construct knowledge of human behavior, especially learning behavior, the course offers methods to improve learning outcomes. To add depth and breadth to the learning experience, course participants engage the course content through lecture, video, group discussion and structured team interactions, while enjoying an opportunity for field experience. The student investigates theories that explain contextually how and why human learning takes place, and develops pedagogy to individualize education.
Spring,

EDU 270 INSTRUCTIONAL TECHNOLOGIES 3 CREDITS
Students learn to incorporate computer and multimedia technology as a means to enhance teaching effectiveness and student comprehension. Successful completion of the course indicates proficiency and understanding of the most current educational technology including computers, tablets, Internet resources, smart boards, and educational software. It may be helpful for students who have taken a hiatus from FPCC to re-take this course as educational technology is continuously changing. Required for all Education Majors.
Spring, Course Fee \$15.00

EDEC 108 INTRODUCTION TO EARLY CHILDHOOD EDUCATION 1 Credit
Provides an overview of the early childhood education issues, practices, and methodology. In addition, students learn about CDA functional areas, indicators, activities, and training and assessment steps.
Fall/odd-numbered year)

- EDEC 109 INTRODUCTION TO EARLY CHILDHOOD EDUCATION LAB 1 Credit**
Focus is on becoming acquainted with program policies and philosophies, exposure to a variety of learning areas, and implementation of activities with small groups of children. Students also become more familiar with their own learning styles and professional goals.
Fall/odd-numbered years Course Fee \$10.00
- EDEC130 Health, Safety, and Nutrition in Early Childhood 3 Credits**
This course explores the importance of nutritional needs, principle health issues and safety considerations that help early childhood professionals provide an environment in which children can grow and develop to their full potential.
Spring/even-numbered years
- EDEC131 Health, Safety, and Nutrition in Early Childhood Lab 1 credit**
The student will apply and practice knowledge that was taught in class, such as planning nutritious meals and snacks and implementing healthy and safe practices at a childcare facility. The student will complete 45 hours of supervised lab with a mentor at a licensed/registered childcare facility.
Spring/even-numbered years
- EDEC 210 MEETING THE NEEDS OF FAMILIES 2 Credits**
Introduction of benefits, barriers, foundations, and techniques for encouraging parent-teacher partnerships. Students also explore family structures and dynamics, both functional and dysfunctional.
Fall even-numbered years
- EDEC 211 MEETING THE NEEDS OF FAMILIES LAB 1 Credit**
Focus on developing and demonstrating skills that encourage parent-teacher partnerships including sharing information informally, making home visits, participating in parent/teacher conferences, and developing and implementing parent information and workshops.
Fall/even-numbered years Course Fee \$10.00
- EDEC 220 CREATING AN ENVIRONMENT FOR LEARNING-EARLY CHILDHOOD 2 Credits**
Explores the developmentally appropriate environment and its effect on the learner in the physical, cognitive, and social domains. It also deals with planning for learning: units, scheduling, transitions, lesson planning, children's safety, nutrition, and health.
Spring/even-numbered years
- EDEC 221 CREATING AN ENVIRONMENT FOR LEARNING-EARLY CHILDHOOD LAB 1 Credit**
Designing and implementing developmentally appropriate classroom arrangements, learning centers, schedules, lesson plans, and transitions.
Spring/even-numbered years Course Fee \$10.00
- EDEC 230 POSITIVE CHILD GUIDANCE 2 Credits**
Focuses on developing skills in using positive guidance techniques while enhancing children's self-concept and developing children's pro-social skills.
Spring/even-numbered years
- EDEC 231 POSITIVE CHILD GUIDANCE LAB 1 1Credit**
Demonstration of skills in using positive guidance, establishing a pro-social environment, and implementing lessons that enhance self-concept and social skills.
Spring/even-numbered years Course Fee \$10.00
- EDEC 247 CHILD & ADOLESCENT GROWTH & DEVELOPMENT 3 Credits**
Students will examine, analyze, and apply research, theories, and issues concerning basic biosocial, cognitive, and psychosocial developmental stages from conception through childhood and adolescence.
Fall/odd-numbered years
- EDEC 248 CHILD & ADOLESCENT GROWTH & DEVELOPMENT LAB 1 Credit**
Using a variety of instruments to observe and interact with individual children as a way of integrating theory and practice.
Fall/odd-numbered years Course Fee \$10.00

EDEC 265 LEADERSHIP & PROFESSIONALISM IN EARLY CHILDHOOD EDUCATION 2 Credits

This course focuses on the early childhood profession including awareness of value issues and ethical issues in working with children and their families, legal issues, issues of salary and status, staff relations, and the importance of becoming an advocate for upgrading the profession and improving the services for children. During this AAS capstone course, students complete a comprehensive oral interview, program portfolio, and engage in an advocacy project.

Spring/odd-numbered years Prerequisite: EDEC 283/284 or Co-requisite

EDEC 266 LEADERSHIP & PROFESSIONALISM IN EARLY CHILDHOOD EDUCATION LAB 1 Credit

Students and the instructor will develop an individual training plan with goals and activities based upon the student's demonstration of competence in working with young children.

Spring/odd-numbered years Course Fee \$10.00

EDEC 281 EARLY CHILDHOOD CURRICULUM DESIGN & IMPLEMENTATION I 2 Credits

Focus will be on curriculum content and methods in the areas of physical activity and physical education, literacy and language, and social studies. Students will develop relevant and meaningful curriculum for young children with an emphasis on assessment and providing for the unique needs of each child.

Fall/even-numbered years Prerequisite: EDEC 220/221 and EDEC 230/231 or Co-requisite.

EDEC 282 EARLY CHILDHOOD CURRICULUM DESIGN & IMPLEMENTATION I LAB 1 Credit

Implementation of developmentally appropriate activities and projects for young children, which include physical activity and education, literacy and language, and social studies.

Fall/even-numbered years Course Fee \$10.00 Prerequisite: EDEC 220/221 and EDEC 230/231 or Co-requisite.

EDEC 283 EARLY CHILDHOOD CURRICULUM DESIGN & IMPLEMENTATION II 2 Credits

Focus will be on curriculum content and methods in the areas of mathematics, science, and the arts. Students will develop relevant and meaningful curriculum for young children with an emphasis on assessment and providing for the unique needs of each child.

Spring/odd-numbered years Prerequisite: EDEC 281/282 or Co-requisite

EDEC 284 EARLY CHILDHOOD CURRICULUM DESIGN & IMPLEMENTATION II LAB 1 Credit

Implementation of developmentally appropriate activities and projects for young children, which include science, mathematics, and the arts.

Spring/odd-numbered years Course Fee \$10.00 Prerequisite: EDEC 281/282 or Co-requisite

EDEC 298 EARLY CHILDHOOD INTERNSHIP 3 Credits

Participate 20 hours per week in a supervised early childhood setting. With the instructor, students design an individualized training plan that outlines goals, activities, and assessment for the internship based upon the student's needs, interests, and demonstration of competence in working with children, families, and staff members.

Fall/Spring

ELECTRICAL FUNDAMENTALS

ELCT 107 ELECTRICAL FUNDAMENTALS 3 CREDITS

Designed for the vocational student, this is an introductory course in basic electricity that covers the fundamentals of DC and AC circuits. Topics include the composition of matter, current, voltage, resistance, Ohm's Law, Kirchhoff's Voltage Law, Kirchhoff's Current Law, magnetism, inductance, capacitance, and network theorems. The labs and the hands-on activities are an essential component of the course. Two hours lecture and two hours lab per week.

Spring, Course Fee \$30.00.

ELECTRICAL LINEWORKER

ELW 100 SAFETY FUNDAMENTALS 2 CREDITS

Students will learn and understand the daily practice of safe working, job briefing and personal protective gear.

Fall, Course Fee \$40.00.

ELW 101 LINEWORK FUNDAMENTALS 3 CREDITS

Students will learn basic electrical systems including generation, transmission, distribution, metering and customer relations; identify and knowledge of the functions of various electrical apparatus. Equipment, materials tools, drawing and construction methods. The course will also teach safe working loads for rigging.

Fall, Course Fee \$40.00.

3 CREDITS

Fall, Course Fee \$40.00.

2 CREDITS

Fall, Course Fee \$40.00.

2 CREDITS

Spring, Course Fee \$40.00.

3 CREDITS

Fall, Course Fee \$40.00.

2 CREDITS

Spring, Course Fee \$40.00.

3 CREDITS

Spring, Course Fee \$40.00.

3 CREDITS

Spring, Course Fee \$40.00.

ENGINEERING

3 Credits

Fall, Prerequisite: M 151

3 Credits

Fall, Prerequisite: PHSX 220

3 Credits

Spring, Prerequisite: EGEN 201

4 Credits

Fall, Prerequisite: M 172. COREQUISITE: PHSX 222

ENVIRONMENTAL SCIENCE

ENVS 105 ENVIRONMENTAL SCIENCE 3 CREDITS
Environmental Science majors and others interested in learning about our environment should take this course. Through lecture and hands-on demonstration, students will have opportunities to use knowledge to make a difference. This course helps students build all of the following: scientific literacy; skills in critical thinking, research, and provides understanding of the scientific basis of environmental issues, policies and laws.
Fall, Spring,

ENSC 290 UNDERGRADUATE RESEARCH 3 CREDITS
Students will perform original research on environmental problems. Research will include research of literature, formation of research hypothesis, development of research project, analysis of project results and presentation of project. Students will meet with instructor each week to discuss research project progress. This course can be repeated.
Fall, Spring, Summer Prerequisite: Consent from instructor

HEALTH

HLTH 104 HEALTH IN FOCUS 1 CREDIT
In this course, the entry-level student studies the basic principles of the holistic approach to good health. Focusing on important influences in human development, the student examines the effects of lifestyles choices, emphasizing decisions involving the use of alcohol and other mind-altering drugs on the quality of life. The course includes lecture, group discussion, and activities that require the student to apply holistic health principles to improve one's wellbeing.
Fal , Spring,

HTH 110 PERSONAL HEALTH AND WELLNESS 3 CREDITS
While beneficial to all students, this course is a requirement for teacher certification. The instruction guides students to explore numerous inter-related health and wellness topics including: physical, emotional, intellectual, and social wellness. To empower students further, they investigate methods to manage stress, to avoid misuse and abuse of drugs, and to increase disease awareness and risk management. HTH 110 also serves pre-nursing majors, Health Promotion majors, and anyone seeking a proactive approach to good health.
Fall, Spring,

HEAVY EQUIPMENT OPERATOR

HEO 111 HEAVY EQUIPMENT MECHANICAL OPERATIONS 3 CREDITS
Students enrolling in the Heavy Equipment Operator program are required to take this course. Activities designed to provide the student with a working knowledge of basic heavy equipment mechanical operations. Practical experience will also be provided in preventive maintenance methods and techniques such as changing oil, filter replacement, equipment lubrication, minor maintenance, and basic troubleshooting. Should be taken concurrently with HEO 150
Fall,

HEO 150 INTRODUCTION TO HEAVY EQUIPMENT 3 CREDITS
Students enrolling in the Heavy Equipment Operator program need this course. Training in safety regulations, procedures, and types of equipment will be introduced. Job requirements, various skills and maintenance records will be covered. Minor maintenance will be performed as time permits. Should be taken concurrently with HEO 110
Fall, Course Fee: \$150.00 Valid driver's license required

HEO 155 BASIC CONTROLS 3 CREDITS
Students will receive basic theory and principles of hydraulics and controls. Types of controls, cylinders, accumulators, drives and safety in the shop and field will be covered. Electrical warning devices and automatic shutdown devices will be studied. Operator controls will be practiced. Maintenance will be performed as time permits. Should be taken concurrently with HEO 160.
Spring, Course Fee: \$150.00 Prerequisites: HEO 111; HEO 150

HEO 160 HEAVY EQUIPMENT OPERATIONS 4 CREDITS
Students will develop skills in "hands-on" operations in actual work type conditions. Procedures and safety are stressed. Maintenance and minor repairs will be performed as needed if time permits. Should be taken concurrently with HEO 155.
Spring, Course Fee: \$250.00 Prerequisites: HEO 111; HEO 150;

HISTORY

HSTR 101 WESTERN CIVILIZATION I 3 CREDITS

Students will study the development of Western civilization from the birth of cities in Mesopotamia to the rebirth identified with the Renaissance. This course will first focus on the cultures and histories of Classical Greece and Rome and then will look closely at the Byzantine Empire, the Dark Ages, the Crusades, the Middle Ages, the Renaissance and the Reformation. Emphasis will be placed on the development of European nations and Western culture and on the role that religion, warfare, exploration, and economics played in that development. Videos, discussion and readings will be utilized in this course. Students will be required to do some historical research on the internet.

Fall,

HSTR 102 WESTERN CIVILIZATION II 3 CREDITS

Students will study the development of Western civilization from the Renaissance to the present. This course will focus on the history of Europe and will look closely at the rise of the absolute kings and queens, the Age of Exploration, the French Revolution, the Industrial Revolution, the development of the British Empire and imperialism, the two World Wars, the Cold War and on the emergence of today's European Union. Emphasis will be placed on the development of European nations and Western culture and on the role that religion, warfare, exploration, and economics played in that development. Videos, discussion and readings will be utilized in this course. Students will be required to do some historical research on the internet.

Spring,

HSTR 191 ANCIENT CIVILIZATIONS 3 CREDITS

Students will study the ancient civilizations and peoples of the Near East, Egypt, Classical Greece and Rome, Europe, China, Southeast Asia, Sub-Sahara Africa and the Americas. Special emphasis will be placed on the role that archaeology plays in increasing our knowledge of these civilizations. Videos, discussion and readings will be utilized in this course. Students will be required to do some historical research on the internet.

Spring,

HSTA 101 AMERICAN HISTORY I 3 CREDITS

Students will learn about the history of the United States from the European colonization of America through the Civil War. Emphasis will be placed on the Colonial period, the American Revolution, the Founding Fathers, the War of 1812, the Age of Jackson, westward expansion, the events and differences that led to Civil War and the War Between the States. Lecture, discussion, videos and readings will be utilized in this course. Students will be required to do some research on the internet.

Fall,

HSTA 102 AMERICAN HISTORY II 3 CREDITS

Students will learn about the history of the United States from the end of the Civil War to the present. Emphasis is placed on Reconstruction, rise of industry, Populist and Progressive Movements, Spanish-American War, World War I, Great Depression, World War II, Korean War, Vietnam, Civil Rights Movement, Watergate and Iraq and Afghanistan wars. Lecture, discussion, videos and readings will be utilized in this course. Students will be required to do some research on the internet.

Spring,

HSTA 255 MONTANA HISTORY 3 CREDITS

Students will study the pre-history and history of Montana from the dinosaurs to the present. Emphasis will be placed on the Native American tribes; the Lewis and Clark Expedition; the development of the fur trade, mining, the railroads and agriculture; the Indian wars; the homesteaders and the devastating droughts of the 1920s and 30s; the building of Fort Peck Dam; and the political development of Montana from territory to statehood to the Constitution Convention Of 1972. Lecture, discussion, videos and readings will be utilized in this course. Students will be required to do some historical research on the internet.

Fall,

HUMAN SERVICES

HS 100 HUMAN RELATIONS 1 CREDIT

Students enrolled in AAS degree programs and Certificate programs are required to complete this course. Students will learn to understand the nature of human relationships. Students, as prospective employees, will prepare to make a successful transition into new jobs or assignments. Topics studied include behavior, personality, self-management, self-development, and psychology to further the student's work advancement and lifelong learning. Students will demonstrate personal effectiveness through communication, motivation, leadership and personal attitude.

Fall, Spring,

HS 101 INTRODUCTION TO HUMAN SERVICES 3 CREDITS

Designed for the beginning Human Service and Addiction Studies major, students will examine the human services field, understanding the nature, scope, and functions of the helping professions (e.g. social services, family and child welfare, criminal justice, addictions and mental health), and the role of the individual as a human service professional. Topics including professional ethics, confidentiality, crisis intervention and cultural competency are also covered.

Fall,

HS 250 INTERVIEWING & CRISIS INTERVENTION SKILLS 3 CREDITS

Psychology, Human Services, and Addiction Studies majors will explore counseling theories, key theoretical perspectives and techniques in counseling, and the ability to develop and demonstrate listening skills and sensitivity in interpersonal relationships. The course covers additional applications in group counseling, confidentiality, ethics and crisis intervention using lecture, video, and a final comprehensive paper covering a theory of choice. (Formerly HS 210)

Prerequisite: PSYX 100

INFORMATION TECHNOLOGY

ITS 164 NETWORKING FUNDAMENTALS 3 CREDITS

Students are provided with a technician's critical knowledge of media and topologies, protocols and standards, network implementation and network support. Students will be able to define and distinguish network terminology; identify functions of the OSI and TCP/IP reference models and related protocols. Students will be able to define and describe network hardware devices, topologies, IP addressing, subnetting, and network operating systems. (Formally CT 211)

Fall, Course Fee \$25.00.

ITS 171 WINDOWS SERVER ADMINISTRATION 3 CREDITS

Students become familiar with Microsoft Server features, capabilities, and installation methods. Students learn to plan infrastructure services like DHCP and DNS; plan server data storage, file permissions, file sharing, etc. Students will be able to plan, create, and maintain Active Directory services, server security and network access; understand and apply maintenance procedure for high availability and secure infrastructure services for remote access and the use of certificates.

Fall, Course Fee \$25.00.

ITS 182 HELP DESK SUPPORT 3 CREDITS

Students are provided the knowledge and skills necessary to troubleshoot basic problems end users will face while running Microsoft Windows in an Active Directory® network environment or in a workgroup environment. This course provides an overview of operating system concepts and how to troubleshoot Windows Client Software. Students will gain experience in working with people, diagnosing systems, repairing systems, as well as proper policy and procedure when working a help desk in a business environment. (Formally CT 104)

Fall, Course Fee \$25.00.

ITS 205 COMPUTER HARDWARE AND SOFTWARE MANAGEMENT 3 CREDITS

Students will be provided the knowledge required to understand the fundamentals of computer technology, networking, and security. Students will be able to identify basic terms, concepts, and functions of computing system components, including how each component should work during normal operation and the boot process; common peripheral ports, associated cabling and their connectors; hardware methods or upgrading system performance. Student will acquire the skills to analyze common symptoms and problems associated with each component and provide solutions to troubleshoot and isolate the problems. Students will learn to analyze issues, procedures and devices for protection within the computing environment, including people, hardware and the surrounding workspace. (Formally CT 107 & 108)

Spring,

ITS 218 NETWORK SECURITY 3 CREDITS

This course will focus on a range of security threats that face modern network infrastructures. Students will be able to design and implement secure network management, mitigate threats using a variety of methods, implement and configure a network firewall and administer effective security policies. (Formally CT 212)

Spring, Course Fee \$25.00. Prerequisite: ITS 164

ITS 226 OPERATING SYSTEMS 3 CREDITS

Students are provided an overview and comparison of the latest versions of the Linux and Windows operating systems. This course helps prepare the student to install, configure, implement, administer, and troubleshoot information systems that incorporate a graphical user interface (GUI), and measures their ability to provide technical support. Projects and exercises reinforce skills as they are acquired. (Formally CT 102)

Spring, Course Fee \$25.00.

ITS 286 HELP DESK SUPPORT II 3 CREDITS

This course builds on the skills acquired in ITS 182 by having students diagnose and troubleshoot real world computer

systems. Students will cover topics such as technical communication, client interaction, hardware issues, software issues, virus removal and data management. (Formally CT 105)

Spring, Course Fee \$25.00. Prerequisite: ITS 182

ITS 299 SENIOR THESIS/CAPSTONE 3 CREDITS

Students complete a capstone project for the computer technology program. It involves investigation of a topic to be selected individually by the student, and approved by a faculty mentor. The topic will be complementary to the field of computer technology. This project will demonstrate mastery of the CT curriculum and documented in the student's portfolio. Final project must be approved by instructor. Course may be repeated. (Formally CT 250)

Fall, Spring,

LIBERAL STUDIES AND HUMANITIES

LSH 202 WORLD HUMANITIES 3 CREDITS

Students interested in the philosophies, religions and creative endeavors of human beings from the Renaissance to the present day should take this course. After reading and viewing materials appropriate to surveyed areas, students will be expected to critique assigned works. In addition to synopses and brief essays, students will be required to submit two MLA style research papers.

Fall, Prerequisite: WRIT 101 or WRIT 104.

LITERATURE

LIT 110 INTRODUCTION TO LITERATURE 3 CREDITS

Beginning students may enroll in this class to increase their understanding and enjoyment of literature and as preparation for higher-level literature courses. Students will read, analyze, discuss, and write about literature, both classic and multi-cultural, in the genres of short fiction, poetry, graphic novels, and drama. They will learn to implement literary terminology and to integrate information from various cultures and historical periods.

Fall,

LIT 211 AMERICAN LITERATURE II 3 CREDITS

This 200-level course provides an overview of American Literature from Civil War to present day. Students can expect to learn about a variety of important figures in poetry, drama, graphic novels, and fiction through lecture, video, and discussion. Literary movements, including the Native American Renaissance, will be discussed and incorporated into a variety of assignments. In addition to essays and in-class exercises, students will be required to submit a final MLA format research paper.

Spring, Prerequisite: WRIT 101 or WRIT 104

MATHEMATICS

CP 085 PRE-COLLEGE MATHEMATICS 3 CREDITS

Students who need to review or improve their basic math skills should take this course. Properties and operations involving whole numbers, decimals, and fractions will be covered. Also covered are ratios, proportions, percent problems, applications of basic geometric formulas, and basic statistics including reading and interpreting graphs and calculating measures of central tendency.

Software will be utilized in this course for both practice and assessment.

Fall, Spring, Placement recommendation is based on the COMPASS test math scores.

M 098 ELEMENTARY & INTERMEDIATE ALGEBRA 5 CREDITS

Students who need to strengthen their algebra skills prior to taking M 121 College Algebra, or who have never had algebra should take this course. After a brief review of basic operations on the real number system, students will learn how to simplify and evaluate rational algebraic expressions, solve and graph linear equations and inequalities, solve second order systems of equations, and perform operations on polynomials (including factoring of quadratics or higher power). Simplifying rational and radical expressions, laws of exponents, characteristics and graphing of basic algebraic functions, will also be covered. Software will be utilized in this course for both practice and assessment.

Fall, Spring, Prerequisite: C or better in CP 085 or as determined by the COMPASS test math scores.

M 111 TECHNICAL MATHEMATICS 3 CREDITS

Vocational and technical degree seeking students should take this course. Course content will focus heavily on mathematics applications in vocational education. In addition to problem solving skills, students should expect to learn how to use basic formulas and instruments commonly found within the vocational fields. Students should also expect to participate in activities that involve measurements and conversions, reading of meters and calipers, discussions regarding accuracy and precision, using proportions and percent, signed numbers, scientific notation, and applying basic geometry.

Fall, Spring, Prerequisite: M 098 equivalent or higher, or as determined by the COMPASS test math scores.

M 121 COLLEGE ALGEBRA 4 CREDITS

In this course, students will learn the fundamental concepts of algebra. Topics include real and complex numbers; exponents and radicals; polynomials; rational equations and inequalities; Linear, quadratic, exponential, and logarithmic functions; conic sections; and matrices. **Prerequisite: C or better in M 098 or as determined by the COMPASS test math scores.**

Fall, Spring,

M 130 MATH FOR ELEMENTARY TEACHERS I 4 CREDITS

Students who are elementary education majors should take this course. Students will review problem-solving strategies, sets, Venn Diagrams, functions, coordinate graphs, deductive reasoning, number systems, number theory, and also operations on whole numbers, integers, fractions and decimals. Most importantly, students will learn to use hands-on activities that meet current curriculum standards to teach each of the above concepts to students in grades K-8. Students will be required to observe in four different mathematics classrooms reservation-wide as part of their coursework.

Fall,

M 131 MATH FOR ELEMENTARY TEACHERS II 4 CREDITS

Students who are elementary education majors and who have completed M130 should take this course. Students will review ratio and percent, irrational and complex numbers, statistics and probability, plane and space figures, measurement, areas and volume, constructions, congruency and similarity. Most importantly, students will learn to use hands-on activities that meet current curriculum standards to teach each of the above concepts to students in grades K-8. Students will be required to observe in four different mathematics classrooms reservation-wide as part of their coursework.

Spring, Prerequisite: M 130

M 145 MATH FOR LIBERAL ARTS 4 CREDITS

This is a mathematics course designed for students not pursuing a degree in a math or science related field. Emphasis will be placed on learning various problem-solving techniques and on developing logical thinking skills. The student will be introduced to problem-solving techniques such as drawing a diagram, making a systematic list, eliminating possibilities, using matrix logic, looking for patterns, guess and check, unit analysis, working backwards, and using Venn diagrams. Logic puzzles and games will be utilized in this course.

Fall, Spring,

M 151 PRE CALCULUS 4 CREDITS

This is a mathematics course designed to get students ready for M 171 CALCULUS I. This course strives for mastery of algebraic concepts found in College Algebra and then introduces and develops topics found traditionally in trigonometry courses. Students will learn about systems, transformations of functions, conic sections, exponential and logarithmic functions, radian measure, the graphs of periodic functions, trigonometric functions and equations, inverse trigonometric functions, trigonometric identities, polar graphs, parametric equations, the Law of Sines and the Law of Cosines, vectors, sequences and series, mathematical induction and proof.

Fall, Spring, Prerequisite: M 121

M 161 SURVEY OF CALCULUS 4 CREDITS

This course provides the students with a non-rigorous introduction to calculus and its applications. Topics include limits, continuity, derivatives, integrals, and their applications. Students taking this course are expected to have a strong background in algebra.

Spring, Prerequisite: M 121

M 171 CALCULUS I 4 CREDITS

This course is the first semester of a two-semester sequence that is designed for students in engineering or physical science. The course covers functions; transcendental functions; limits and continuity; derivatives and their applications; and integration theory. Graphing calculators will be used to explore real-life applications.

Fall, Spring, Prerequisite: M 151 or equivalent; or at least 27 on the ACT, 620 on the SAT, or 47 on the COMPASS Trigonometry test.

M 172 CALCULUS II 4 CREDITS

This course is the second semester of a two-semester sequence. The course covers methods of integration, applications of integration, Taylor's theorem, infinite sequences and series, and polar coordinates. Graphing calculators will be used throughout the course.

Spring, Prerequisite: M 171

M 273 MULTIVARIABLE CALCULUS 4 CREDITS

This course covers topics in two and three dimensional geometry. Vectors and their applications. Functions of several variables, contour maps, graphs, partial derivatives, gradients, double and triple integration, vector fields, line integrals, surface integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem.

Fall, Prerequisite: M 172

M 274 INTRODUCTION TO DIFFERENTIAL EQUATION 4 CREDITS

This course is an introduction to qualitative, quantitative, and numerical methods for ordinary differential equations. Topics include modeling via differential equations, linear and nonlinear first order differential equations and systems, elementary phase plane analysis, forced oscillations, and Laplace transform techniques.

Spring, Prerequisite: M 273

MEDIA ARTS

(Students need to be able to demonstrate minimum competencies in basic computer usage before enrolling in these classes. For those courses that have certifications, students can elect to take the exam for an additional fee.)

MART 145 WEB DESIGN 3 CREDITS

Students are introduced to the entire Web site creation process by developing and enhancing their HTML, CSS, and visual design skills utilizing the latest Web design technologies and trends. Beginning with the Web design environment and the principles of sound Web design, students will plan site layout and navigation, progress to Web typography, colors and images, and working with CSS. Students will gain a solid foundation of designing successful, standards-based Web sites that are portable across different operating systems, browsers, and Web devices. Web design exercises are completed using the latest Microsoft applications. (Formally CT 214)

Spring, Course Fee \$25.00.

MART 254 INTRODUCTION TO INDESIGN FOR MEDIA ARTS 3 CREDITS

Students completing this course will be able to demonstrate a basic knowledge of Adobe InDesign. Students are introduced to an in-depth, comprehensive coverage in page layout design. It can be used to create works such as posters, flyers, brochures, magazines, newspapers and books. Adobe InDesign software lets you design engaging page layouts for print or digital distribution with built-in creative tools and precise control over typography. Students will learn to integrate interactivity, video, and audio for playback. Students acquire the skills to pursue the Adobe Certified Associate Certification.

Spring, Course Fee \$25.00.

MART 255 INTRODUCTION TO PHOTOSHOP FOR MEDIA ARTS 3 CREDITS

Students completing this course will be able to demonstrate the use of Photoshop as an artistic tool, an introduction to the basic principles and techniques of still image design and manipulation using Adobe Photoshop. Students are introduced to graphics concepts and principles with an overview of Photoshop image manipulation features. Students work with digital image types and file formats; manipulating images and workspace; extracting objects; working with layers and masks; adding text to images; using painting tools; retouching images; color management; applying filters and styles; and creating images for the Web. Students acquire the skills to pursue the Adobe Certified Associate Certification. (Formally CT 216)

Spring, Course Fee \$25.00.

MART 256 INTRODUCTION TO ILLUSTRATOR FOR MEDIA ARTS 3 CREDITS

Students completing this course will be able to demonstrate a basic practical knowledge of Adobe Illustrator toward the creation of original graphics with an emphasis on fine art applications. Students are provided a comprehensive coverage in all areas of Adobe® Illustrator including fundamental concepts and progressing to in-depth exploration of the software's full set of features. Students work through real-world projects step-by-step, with guidance through the entire process. Students acquire the skills to pursue the Adobe Certified Associate Certification. (Formally CT 215)

Fall, Course Fee \$25.00.

MART 257 INTRODUCTION TO FLASH FOR MEDIA ARTS 3 CREDITS

Student completing this course will be able to demonstrate basic knowledge of Adobe Flash. Students are presented an in-depth, design-driven introduction to Adobe's animation and multimedia software program. Students learn primary applications of the program; graphics, animation, interactive authoring, and audio and video integration; working with drawing and painting tools; objects, types, symbols, layers, buttons and sounds. Students create animation and interactive movies; importing sounds, images, videos and artwork. Students acquire the skills to pursue the Adobe Certified Associate Certification.

Fall, Course Fee \$25.00.

MART 258 INTRODUCTION TO DREAMWEAVER FOR MEDIA ARTS 3 CREDITS
Students completing this course will acquire the basic knowledge of Adobe Dreamweaver. Students are provided the essentials of website planning and design; creating a website; text manipulation; hyperlinks and appearance; working with pictures; creating a table; creating web pages with frames; creating a form; inserting sound and video; working with layers; managing website assets; working with user-defined styles; using behaviors to build interactive pages; publishing and finalizing a website. Students acquire the skills to pursue the Adobe Certified Associate Certification. (Formally CT 219)
Fall, Course Fee \$25.00.

MUSIC

Music classes are offered upon the availability of a music instructor.

MUSI 101 ENJOYMENT OF MUSIC 3 CREDITS
Students pursuing an Associate of Arts or an Associate of Science for transfer purposes can take this course to fulfill the Core III Arts and Humanities requirement. This class introduces students to the history of music, from medieval liturgical chant through to American popular music. It will dig into the history of the culture that set the stage for major musical changes, and will discover the musical changes that influenced culture.
Fall,

MUSI 103 FUNDAMENTALS OF MUSICAL CREATION 3 CREDITS
Designed for Education majors, this course is valuable for anyone interested in learning to read music. It provides basic theory in the rudiments of music reading and notation and includes note and rhythmic reading, scales, intervals and triads. No prior music experience is required.
Spring,

MUSI 112 CHOIR 1 CREDITS
Students pursuing an Associate of Arts or an Associate of Science for transfer purposes can take this course to fulfill the Core III Arts and Humanities requirement. This class is a performance based class, consisting of a mixed-voice choir performing a variety of concert music. No musical background is required, but it is preferred.
Fall, Spring,

MUSI 203 AMERICAN POPULAR MUSIC 3 CREDITS
Students pursuing an Associate of Arts or an Associate of Science for transfer purposes can take this course to fulfill the Core III Arts and Humanities requirement. This class introduces students to the history of American popular music beginning with its roots in minstrel music and American jazz. It will also move through Elvis Presley's rockabilly style to today's rap and hip-hop scene. This class covers the social, political, and historical context in which today's popular music was developed.
Spring,

NATIVE AMERICAN STUDIES

NASX 100 PLAINS INDIANS 1 CREDIT
This course is a survey of the Plains Indians cultures. Students will explore the Buffalo People, including origins, migration patterns, political organization, social structures, economics and technology, and belief systems.
Fall,

NASX 105 INTRODUCTION TO AMERICAN INDIAN STUDIES 3 CREDITS
This is a general survey course designed to acquaint students with no previous experience in American Indian Studies with the variety and scope of the Native tradition in North America. It presents an interdisciplinary perspective drawing from several fields of study (e.g., history, anthropology, archaeology, sociology, religion, linguistics, art, and literature). Students will study various tribal groups representing major geographical regions in North America.
Fall, Spring,

NASX 106 TRIBAL SOVEREIGNTY 1 CREDIT
This course will examine the inherent authority of tribes to govern themselves, tribal sovereignty. Discussion will include treaties, the trust relationship between American Indian nations and the U.S. Government, the political and economic rights and criminal jurisdiction of tribal governments.
Fall,

NASX 107 FORT PECK TRIBAL GOVERNMENT 1 CREDIT
This course will survey the Fort Peck Tribes Constitution and By-laws, governmental organization and operations.
Spring,

- NASX 108 TREATIES OF FORT PECK 1 CREDIT**
This course will focus on the treaties of the Assiniboiné and Sioux tribes of the Fort Peck Reservation and how treaties effect the present Fort Peck Reservation.
Spring,
- NASX 117 HISTORY AND CULTURES OF THE FORT PECK TRIBES 4 CREDITS**
This course will trace the history of the Assiniboiné and Sioux tribe with an emphasis on the bands that reside on the Fort Peck reservation. This historical account will include their origin, migration, residence in northeastern Montana, experiences on the reservation, and genealogical information on families. In addition, students will be introduced to the cultural traits of the Assiniboiné and Sioux including traditional, political organization, social structure, economic enterprises, and belief systems.
Fall, .
- NASX 121 INTRODUCTION TO NAKON I-A LANGUAGE 3 CREDITS**
Duwé Nakón I-á snókyesh nén hibjkténo Wicháñdiyabina hjk wagágana ɣnáñykt Né Nakón I-á wo'úknagjkténo Nakón I-á wa'ówabi nawákténo Né Nakón I-á oyákmjkt Wíyuta ish echúgubjkténo Wjchógádu Sugágu shtén né yawá oyághjkténo This introductory language course is designed for students with little or no Nakón I-á (Assiniboiné language) speaking ability. The course will emphasize the four aspects of second language acquisition; listening, speaking, reading, and writing. Total Physical Response (sign language) and the Accelerated Second Language Acquisition methods of language acquisition will be utilized. *Fall,*
- NASX 122 ADVANCED NAKON I-A 3 CREDITS**
Wedú shtén akésh wo'úknagjkténo Nágú né Nakón I-á nayáhu iyá-a nawá hjk oyákma no Dagú'ugichiya o'úgiyabjkt Hó eyágu jchágabjkt Wa'ówabi ish jchágabjkténo A continuation of the introduction course. Students will achieve the Speech Emergence stage of second language acquisition and will utilize language skills to create recordings and written materials.
Spring,
- NASX 131 INTRODUCTION TO DAKOTA LANGUAGE 3 CREDITS**
This course introduces the student to the Dakota (Sioux) language. It is designed for students with little or no Dakota speaking ability. The course will emphasize classroom pronunciation drills, basic sentence structure, vocabulary acquisition, and grammatical usage to develop proficiency in the Dakota language. Cultural and historical information of the Dakota people are included.
Fall,
- NASX 132 ADVANCED DAKOTA LANGUAGE 3 CREDITS**
This second course builds upon the language introduced in NASX 131. Students will advance proficiency in speaking the Dakota language. A project or presentation demonstrating speaking proficiency will be required.
Spring, Prerequisite: NASX 131 or consent of instructor
- NASX 140 AMERICAN INDIANS IN MONTANA 3 CREDITS**
This course will examine those Native people who have lived and presently reside within the boundaries of Montana. Topics will include tribal movements, inter-tribal relations, life ways, the establishment of reservations, cultural practices and intertribal relations.
Spring,
- NASX 201 INDIAN CULTURE EXPRESSED THRU LANGUAGE 3 CREDITS**
Students will be exposed to the various Indigenous languages of North America with an emphasis on linguistic variations, cultural differences, history of specific language groups, and the effects of loss and language revitalization efforts of American Indian People.
Fall,
- NASX 221 CONVERSATIONAL NAKONA I-A 3 credits**
An advanced study of the Nakona (Assiniboiné) language. Designed for students who have completed NASX 121 and NASX 122. An emphasis on advanced, colloquial Nakona. Students will become involved in external class projects such as cultural activities and working on a newsletter. Students will learn the names of traditional foods and their preparation, Nakona social structures and government. Students will also receive an orientation to Nakona tribal religions and cultural activities.
Spring, Prerequisite: NASX 122.
- NASX 230 AMERICAN INDIAN EDUCATION 3 CREDITS**
This is intended for students interested in American Indian Studies and for those pursuing a career in education. Students will study the concept of traditional learning, an historical survey of American Indian education, detailing federal legislation, the structure of mission and boarding schools, and the "trade school" mentality. A current survey of public schools and tribal community colleges will conclude the chronology. Additionally, students will research curriculum development, classroom teaching and learning strategies. Students in this class will also research Indian Residential and Boarding Schools and add their research to The Residential School Research Project.
Fall, Spring,

NASX 235 ORAL AND WRITTEN TRADITIONS OF AMERICAN INDIANS 3 CREDITS

Students will survey oral and written traditions of American Indian people. The course will explore the role of traditional oral literature and the storyteller in the cultures of American Indian tribes and will also study American Indian and First Nations written traditions and knowledge. Topics include cosmology, stories of morals and good governance, creation myths, migration legends, trickster tales, and nature lore, tales of monsters and heroes, histories and culture-specific stories. Discussions will assist students to analyze and understand American Indian knowledge and stories and their relationship to rituals and symbols integral to American Indian tradition.

Fall,

NASX 240 AMERICAN INDIAN LITERATURE I 3 CREDITS

This two-hundred level course focuses on American Indian Literature. This course will explore American Indian literature, especially the poetry, novels and fiction written in the late nineteenth and twentieth centuries. Stories, legends, and songs from the oral tradition will be examined where relevant. Students will also learn the rudiments of a literary vocabulary.

Spring,

NASX 249 US INDIAN HISTORY 3 CREDITS

Designed for the NAS program, United States Indian history is appropriate in other disciplines as well as students' personal lives. Utilizing updated US Indian history books, students will learn about the historical political and economic relationships between the Indian tribes of North America and the United States.

Fall,

NASX 250 CONTEMPORARY INDIAN ISSUES 3 CREDITS

Students will read and discuss issues that are currently of importance to American Indians. Each issue will be preceded by summary readings that will be detailed in in-class discussions. Issues may include Indian identity, land, water rights, jurisdiction, government, gambling, education, health, culture, religion, art, literature, environment, prison. Students may introduce additional topics of interest.

Spring,

NASX 275 INDEPENDENT STUDY 3 CREDITS

This course is designed to assist students in their knowledge of American Indians beyond the information and parameters of FPCC classes. Students may choose intensive reading, research on a selected topic, or a cultural project. The student will work under the guidance of an instructor.

Prerequisite: Consent of Instructor

NASX 276 FEDERAL INDIAN LAW AND POLICY 3 CREDITS

This course will trace the history of federal Indian policy, its changes, causes, personalities, and lasting effects on American Indian tribes, land, and individuals. This historical account will focus on early European and Euro-American policies of enslavement and extermination followed by the United States policies of warfare, removal, reservation, reorganization, relocation, self-determination, and economic development. This course also studies the specialized field of Federal Indian Law utilizing both the historical and modern legal analysis processes. An understanding of the direct effects of the historical and contemporary federal and tribal legal developments on the "dual citizens" of those nations is the major goal of this course.

Fall,

NASX 280 NATIVE AMERICAN (INDIGENOUS) THEORIES AND METHODS 3 CREDITS

Indigenous research is ceremony and is framed in Indigenous, Native American, and First Nations, method and theory. Indigenous method and theory is oriented to addressing issues that remain critical to Indigenous populations, healing, emancipation, self-determination and decolonization. Research framed in Indigenous method and theory is based on respect, relationality, and reciprocity, and works to create social change. Such social change addresses the past real world consequences of colonization in the present. Indigenous theory and methodology contribute to work which will serve Indigenous communities and to contribute to making the present and future a better place for all people.

In this course students will study Indigenous method and theory through the literature Indigenous researchers and scholars from the USA, Canada, and New Zealand. This course brings Indigenous ways of being, doing, and knowing to the center of academic studies and research across diverse fields of academia.

Spring,

NUTRITION

NUTR 221 BASIC HUMAN NUTRITION 3 CREDITS

Intended for Pre-Health/Pre-Nursing majors and anyone else interested in nutrition, students will become acquainted with basic concepts of human nutrition through lecture and hands-on demonstration. Topics will include carbohydrates, lipids, proteins, vitamins, minerals, absorption, digestion, metabolism and energy utilization as they relate to health and food consumption at different stages of life.

Spring,

PHYSICS

PHSX 105 FOUNDATIONS OF PHYSICAL SCIENCE 3 CREDITS

Intended for education and non-science majors, this introductory course is primarily for students lacking high school physics and chemistry. Through lecture and hands-on demonstration, principles of chemistry and physics will be introduced. A non-algebraic approach is used to study mechanics, heat, atomic structure, chemical combinations, electricity, and fundamentals of earth science.

Fall,

PHSX 106 FOUNDATIONS OF PHYSICAL SCIENCE LAB 1 CREDIT

This laboratory class conducts hands-on experiments on basic physics principles related to PHSX 105.

Fall, Lab fee: \$40.00

PHSX 205 COLLEGE PHYSICS I 3 CREDITS

This sequential class is intended for science majors. Through lecture and hands-on demonstration, topics will include kinematics and dynamics of linear and rotational motion, work and energy, impulse and momentum, & fluids.

Fall, Prerequisites: High school trigonometry, M122 or higher equivalency math course.

PHSX 206 COLLEGE PHYSICS I LAB 1 CREDIT

Lab experiments are focused on motion, kinematics, work and energy, impulse and momentum, and fluids that relate to PHSX 205.

Fall, Lab fee: \$40.00

PHSX 207 COLLEGE PHYSICS II 3 CREDIT

This class is intended for students interested in pre-medicine, pre-veterinary, and pre-dentistry studies. This is the second semester sequence of college physics. Topics include simple harmonic motion, electric forces and fields, electric circuits; magnetic forces and fields, and magnetic inductions and motors taught through lecture and hands-on demonstration..

Spring, Prerequisites: High school trigonometry or M161 or higher equivalency math course and PHSX 205/206.

PHSX 208 COLLEGE PHYSICS II LAB 1 CREDIT

Hands on labs will be conducted pertaining to the topics of simple harmonic motion, electric forces and fields, electric circuits; magnetic forces and fields, and magnetic inductions and motors.

Spring, Lab fee: \$40.00

PHSX 220 Physics I 4 CREDITS

This course is the first semester of a two-semester sequence of calculus-based physics designed for students in engineering or physical science. Topics covered are mechanics (such as motion, Newton's laws, work, energy, system of particles, and rotational motion), mechanical waves (such as oscillations, wave motion, sound, and superposition), material properties, and fluids. (3 Lectures, 1 Lab)

Fall Prerequisite or Corequisite: M 171 Lab fee: \$40.00

PHSX 222 Physics II 4 CREDITS

This course is the second semester of a two-semester sequence of calculus-based physics designed for students in engineering or physical science. Topics covered are electricity and magnetism (such as Coulomb's law, Gauss' law, electric fields, electric potential, dc circuits, magnetic fields, Faraday's law, ac circuits, and Maxwell's equations) and optics (such as light, geometrical optics, and physical optics). (3 Lectures, 1 Lab)

Spring Prerequisite: PHSX 220 and M 171. Corequisite: M 172 Lab fee: \$40.00

POLITICAL SCIENCE

PS 101 STUDENT GOVERNMENT PRACTICUM 1 CREDIT

All students, particularly the elected or appointed members of the FPCC Student Senate, can acquire and practice the skills, processes, and procedures required to effectively operate a campus-based student organization. In this course, students will learn the basics of parliamentary procedure, committee organizing for fund-raising and other student related activities, group dynamics, and problem solving, as well as other proper accounting and expenditure of student government funds. Although specifically designed for members of the FPCC Student Senate, this course is open to all students.

Fall, Spring

PSCI 210 INTRODUCTION TO AMERICAN GOVERNMENT 3 CREDITS
Students will learn how government works on the national, state, local and tribal levels. Emphasis will be placed on the U.S. Constitution, the branches and various agencies of government, elections, and the interaction between the states, tribes and federal government. The course will look at the historical and philosophical development of the American government and at the forty-four Presidents that have shaped our country's history. Lecture, discussion, videos, readings and field trips will be utilized in this course. Students will be required to do some research on the internet.
Spring

PSYCHOLOGY

PSYX 100 INTRODUCTION TO PSYCHOLOGY 4 CREDITS
This is an introductory course for students with an interest in psychology. Students will learn the past, present and future of psychology. Students will also learn to apply knowledge gained through self-inventories. In addition, students will demonstrate knowledge of human behavior in all aspects of life and define the scientific method and its application to psychology.
Fall, Spring

PSYX 105 CAREERS IN PSYCHOLOGY 2 CREDITS
Prospective helping professionals will explore the types of career opportunities that are available for majors in the helping professions with associates, baccalaureate, masters, and doctoral degrees. Students will learn to identify skills and aptitudes that are associated with particular types of occupations. Students will also explore helping profession jobs in the local area.
Fall

PSYX 120 RESEARCH METHODS 3 CREDITS
Psychology majors will receive an introduction to the design and analysis of social science research. Outcomes for this course include an understanding of the logic and philosophy of psychological research, conceptualizing research questions, hypothesis testing, data collection and analysis strategies used by researchers in the social sciences, and the use of statistical software for data analysis.
Fall, Prerequisite: PSYX 100

PSYX 150 DRUGS & SOCIETY 3 CREDITS
Suitable for all students, outcomes for this course include a comprehensive understanding of specific classes of drugs, the study of substance use and abuse, as well as personal and societal attitudes and responses toward the drug phenomenon. Modes of treatment and prevention, the addictions process, causality, assessment and diagnosis are also covered as well as the interaction of drugs.
Spring

PSYX 182 PSYCHOLOGY OF STRESS MANAGEMENT 3 CREDITS
The purpose of this course is to expose each student to the concept of holistic stress management: the principles, theories, and skills needed to effectively manage personal stress, to understand the psychosomatic (mind-body-spirit) relationship, and to employ a holistic approach to stress management—cognitive strategies and relaxation techniques in both personal and public health arenas.
Prerequisite: PSYX 100

PSYX 230 DEVELOPMENTAL PSYCHOLOGY 3 CREDITS
Second year students will study human growth from conception to adolescence including physical, cognitive, personality, and social development. In addition, students will examine the applications, theories and latest research data in this area. Students will gain hands-on knowledge of child development by completing several out-of-class observations.
Fall, Prerequisite: PSYX 100

PSYX 233 ADULT DEVELOPMENT AND AGING 3 CREDITS
Second year students will examine current data on adult aging and development. Students will learn to identify physical, intellectual, emotional, and social developmental issues related to the aging adult. In addition, students will discuss multicultural aspects of adult development.
Spring, Prerequisite: PSYX 230

PSYX 240 FUNDAMENTALS OF ABNORMAL PSYCHOLOGY 3 CREDITS
Designed for 2nd year Psychology, Human Services, and Addiction Studies students with an emphasize an introduction to the history and current perspectives in psychopathology including neurosciences, behavioral, cognitive, psychodynamic and

humanistic/existential approaches. Outcomes for this course include understanding the traditional approaches and innovations in therapy and diagnosis, a comprehensive review of current diagnostic categories, the DSM, and modern treatment methods.

Spring, Prerequisite: PSYX 100

PSYX 248 DOMESTIC VIOLENCE

3 CREDITS

Designed for 2nd year Human Services, Psychology, and Addiction Studies students, this course is an in-depth exploration of the abusive cycle theory of individuals and families for second year students. The main focus is physical abuse, but students will also explore the causes of psychological, sexual and emotional abuse of children as well as relationships. In addition, students will discuss intervention strategies.

Spring, Prerequisite: PSYX 100

PSYX 260 FUNDAMENTALS OF SOCIAL PSYCHOLOGY

3 CREDITS

Designed for second year students to identify: (a) the impact of social and cultural factors on individual behavior; (b) how these social and cultural factors influence an individual's views, opinions, attitudes and activities and in turn how the individual influences his or her social and cultural environment. In addition, students will learn to synthesize the results of prejudice.

Spring,

SOCIOLOGY

SOCI 101 INTRODUCTION TO SOCIOLOGY

3 CREDITS

This is an introductory course for any student with an interest in Sociology. Students will learn to explain and apply sociological concepts and theories. Students will also learn to explain and apply disciplinary methods, including types of questions asked by sociologists and methods used to explore those questions.

Fall, Spring,

SOCI 260 INTRODUCTION TO JUVENILE DELINQUENCY

3 CREDITS

Designed for Addiction Studies, Human Services, & Psychology students, this course is an introduction to theories of delinquency, causation, and control. Students will learn about the role of police, family, and community in coping with and preventing delinquency through the use of critical thinking assignments, lectures, and video series.

Spring,

STATISTICS

STAT 216 INTRODUCTION TO STATISTICS

4 CREDITS

Recommended for students who are pursuing a four-year degree or students in the mathematics/science related majors, students will learn and apply the basic concepts and methods used in introductory statistics. Topics include descriptive statistics, probability distributions, normal distribution, confidence intervals, T-distribution, hypothesis testing, correlation, and regression. Graphing Calculators and/or Excel Software will be used for the organization, analysis, and presentation of data.

Fall, Spring, Prerequisite: M 121.

TECHNICAL ADMINISTRATIVE SKILLS

TASK 145 RECORDS MANAGEMENT

3 CREDITS

While designed for business majors, Records Management is appropriate in other disciplines as well as in students' personal lives. After successfully completing this course, students will apply the general filing rules under the American Records Management Association to documents. Utilizing a simulation kit, students will complete a filing cycle: set up a filing system and code, file, retrieve, archive, and purge documents. The filing systems covered include alphabetic, subject, numeric, and geographic. Other topics covered include privacy and copyright laws and the importance of file security and confidentiality.

Spring,

TASK 210 OFFICE SUCCESS STRATEGIES

3 CREDITS

Designed to help develop and incorporate a variety of technical, human relations, leadership, and communication skills. This course is necessary to meet the current demands of the workplace. Topics of interest will include: office etiquette, customer service, telephone skills, communication delivery devices; i.e., phones, computers, fax and postage machines. Student will apply these organizational skills in the office setting when scheduling meetings, conferences and projects.

Fall,

TRUCK DRIVING

TD 101 TRUCKING

8 Credits

Beginning Truck Driving students will gain practical knowledge of the truck driving and commercial passenger industries, including prerequisite laws, regulations, operator qualifications, preventative maintenance, controls and basic operational skills. Students will be taught through hands-on learning, models, lectures and videos. Trucking I is offered in an 8-week module.

Fall, Spring, Course Fee \$100.00.

TD 105 TRUCKING II

8 Credits

An 8-week module following Trucking I, students will continue to gain truck driving experience through more intense hands-on activities. After passing their learner's examination, students will transfer class activities to hands-on truck driving skills.

Fall, Spring, Course Fee \$100.00

TD 115 **VEHICLE OPERATIONS**

4 Credits

In this final 8-week module, students will further experience hands-on activities through in-class practice including pre-trip, backing and on-road demonstrations. Students will also be given the opportunity to pass the CDL examination.

Fall, Spring, Course Fee \$260.00

WELDING

WLDG 113 CUTTING & SHIELDED METAL ARC WELDING I

4 CREDITS

Beginning welding students will be introduced to manual and semi-automatic oxy-acetylene cutting and welding that leads students toward the American Welding Society D1.1 and American Society of Mechanical Engineers Section IX structural certification for 6010 electrode using the cutting air carbon arc, plasma arc cutting and equipment set up. Welding shop safety and quality are emphasized. This course is "to support the Big Sky Pathways and Dual Credit offering in the local high schools".

Fall

WLDG 114 CUTTING & SHIELDED METAL ARC WELDING II

4 CREDITS

Students who have completed WLDG 113 will continue towards the American Welding Society D1.1 and American Society of Mechanical Engineers Section IX structural certification for 6010 and 7018 electrodes in all positions. Equipment setup, operation, weld quality and safety are emphasized. This course is "to support the Big Sky Pathways and Dual Credit offering in the local high schools".

Fall Course Prerequisite: WLDG 113.

WLDG 170 Welding I

13 CREDITS

Students learn welding Safety, Oxy-Fuel cutting(OFC), Shielded Metal Arc Welding (SMAW), Joint-Fit Up and Alignment, Welding Position, Power Source Selection, and Terminology and Use of Measuring Devices. Students will also learn how to interpret welding symbols as they appear on engineering drawings or blueprint and weld the projects using the correct welding system and material. Students will also be introduced and reinforce their knowledge of different materials and how they react to the high heat of the welding process. Student competency will be based upon module tests and hands-on performance. At the completion of this course, students earn a NCCER Welding Level 1 credential.

Fall, - MWF Course Fee \$200.00

WLDG 270 Welding II

13 CREDITS

Students learn Welding symbols, Welding detail drawings, Physical Characteristics and mechanical properties of metals, Pre-heating and post heating, Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) Equipment and Filler Metals, GMAW and FCAW on plate. Students will also learn Gas Tungsten Arc Welding (GTAW) Equipment and Filler Metals as well as GTAW on plate. Students in WLDG 270 can earn NCCER Welding Level 2 credentials during the program. Students completing WLDG 170, WLDG 270, and Related Instruction Requirements will earn a Certificate in Welding.

Spring, - MWF Course Fee \$200.00 Prerequisite: WLDG 170.

WRITING

WRIT 095 BASIC EXPOSITORY WRITING

3 CREDITS

This course is an introduction to academic writing that students will need for essays and papers required by all academic areas. It is intended to improve writing skills to meet the standards of college level written communication. Students will review and perfect basic writing techniques; thesis statements, supporting information, conclusions. They will examine and write various writing genres and learn to apply critical thinking skills in both their reading and writing. Upon completion of the course, students will be able to think and write critically and communicate effectively at the college level. Placement is based on COMPASS scores and students will complete an evaluative writing sample at the beginning of the course.

Fall, Spring, Course Fee \$15.00

WRIT 101 COLLEGE WRITING**3 CREDITS**

Students who enroll in the AA and the AS degree programs should take this course to develop a foundation in writing skills necessary for college-level academics. Students will become more efficient with the writing process, write well-organized papers, implement citation and documentation in research, judge the validity of research information according to criteria, and evaluate the effectiveness of written work. They will write at least six typed papers, with at least one assigned research paper written in MLA style. Placement is based on COMPASS placement test scores. Students will complete an in-class writing sample during the first week to confirm class placement.

Fall, Spring, Course Fee \$15.00.

WRIT 104 WORKPLACE COMMUNICATIONS**3 CREDITS**

Students who enroll in AAs and Certificat programs must take this course to learn how to communicate effectively in the workplace. They will develop their ability to analyze communication situations and implement problem-solving strategies in various written formats and in oral presentations before a group. Placement is based on COMPASS placement test scores. Students will complete an in-class writing sample during the first week to confirm class placement.

Fall, Spring, Course Fee \$15.00.

WRIT 122 INTRODUCTION TO BUSINESS WRITING**3 CREDITS**

Business students will gain the skills to write more effectively in work situations. Students will focus on the preparation of business memos, letters, reports, oral presentations, and using word processing for writing in business contexts. A final writing project will be required.

Fall, Prerequisite: WRIT 101 or WRIT 104

WRIT 201 ADVANCED COLLEGE WRITING**3 CREDITS**

Students who plan to seek a bachelor's level degree need to enroll in this sophomore-level class. They will read critically from diverse fields, analyzing the ideas, writing styles, and strategies of the various authors. They will complete in-depth writing assignments that demonstrate critical thinking and employ such techniques as argumentation, analysis, and illustration, demonstrating competency in editing and revising their own work. They will write at least six typed papers, with at least one assignment a research paper written in MLA or APA style.

Fall, Spring, Course Fee \$15.00. Prerequisite: WRIT 101



BOARD, FACULTY AND STAFF LISTING

Board of Directors

Brown, Thomas T.
Weeks, Jackie
Headdress, Arlyn
Big Leggins, Garrett
Christian, Tommy
Gourneau, Leslie
Summers, Stacy
Eder, Anna
Owens-Cy, Waycen

Interim Chairman
Secretary
Treasurer
Fort Peck Tribes, Board Member
Fort Peck Tribes, Board Member
Community, Board Member
Fort Peck Tribes, Board Member
Board Member
Student Representative, Board Member

FACULTY AND STAFF LISTING

Administration

Gourneau, Haven, President

AA Fort Peck Community College
BS Rocky Mountain College
MBA Gonzaga University
Ed D Candidate University of Montana

Atkinson, Rose, Business Manager

AA Fort Peck Community College
BS Rocky Mountain College
MBA University of Mary

Hopkins, Elijah, VP Student Services

AA, Fort Peck Community College
B.A. Montana State University Northern
MBA, University of Mary

Two Bulls, Wayne, VP Academics

BS Northern Montana College
BT Northern Montana College
M.S.Ed Montana State University Northern

Smith, Craig, VP Institutional Development

B.S. University of Montana
MBA Gonzaga University

Faculty

Abbott, Margaret, English	BS Montana State University MA University of Montana
Archdale, Gerald, Truck Driving	Truck Driving CDL Class "A" License
Bodle, Whitney, College Preparatory	BA, Lamar University MA, Sul Ross State University
Coon, Steven, Science	BS Purdue University MS Eastern Michigan University PhD Ohio State University
DeCelles, Richard, Health, Human Relations, Education	BA University of Colorado M Ed Harvard University
Denny, Richard, Math, History	BA Montana State University Bozeman BA Western Montana College
Dimas, Mike, Electrical Lineworker	Journeyman Electrician, Lineman
Harada, Steve, Automotive Technology	Certificates: ASE Engine Machinist Montana Voc. Industrial Mechanics ASE Master Automobile Technology Chrysler Technician BS MSU-Northern MBA Gonzaga University
Iwen, Brad, Building Trades	Certificate
Koscho, Michael, Computer Technology	BS, University of Pittsburgh MCS, Colorado State University
Lamsal, Chiranjivi, Pre-Engineering	MS Tribhuvan University (TU), Nepal MS Southern Illinois University PhD New Jersey Institute of Technology and Rutgers University
McGowan, Karli, Math	BS, Montana State University MS, Montana State University
Magnan, Jodi, Business	AA Fort Peck Community College BS Rocky Mountain College MBA, University of Mary
Norgaard, Billie, Business	AA Fort Peck Community College BS Rocky Mountain College MBA University of Mary
Norgaard, William, Welding	AWS Certificate
O'Brien, Michael, Science/Math	BS University of Montana MS University of Montana
Ogle, Judy, Computer Technology	BS University of Montana MBA University of Mary
Olson, Marvin, Automotive Technology/Heavy Equipment	Certificates: Billings Automotive Training Center Master Automobile Expert Service Technician ASE Master Automotive Technician Master Heavy Duty Truck Technician Master Engine Machinist

Redstone, Jeremy, Truck Driving	Truck Driving CDL Class "A" License
Sprague, Loy, Chemical Addiction/Human Services/Psychology	BA, Carroll College, Helena MT MA, Argosy University, Seattle WA
Turcotte, Michael J., Native American Studies	BS University of Montana
Wehbe, Ali, Electronics/Mathematics, Grants	BS North Dakota State University MS North Dakota State University PhD University of North Dakota
Wood, Grace, Mathematics	BS Montana State University MS Montana State University PhD Capella University

Adjunct Faculty

Archdale, Andi, Teachers of Native Nations Project	BA University of Montana MPA University of Montana
Atkinson, Rose, Cultural Arts	AA Fort Peck Community College BS Rocky Mountain College MBA University of Mary
Bucholtz, Rachel, Music	University of Montana
Day, Michelle, Computer Applications	AA Fort Peck Community College BS Rocky Mountain College MBA University of Mary
Holecek, Teena, Psychology/Human Services	BS Montana State University MS Montana State University
Laubach, Brandi Lynn, English	BA University of Montana MS Syracuse University
McAnally, Robert, Native American Studies	BS NAES College JD University of Montana
Magnan, Jodi, Business	AA Fort Peck Community College BS Rocky Mountain College MBA, University of Mary
Melbourne, Leigh, Cultural Arts	AAS Fort Peck Community College BS Rocky Mountain College
Red Elk, Lois, Cultural Arts	BS Rocky Mountain College
Red Door, Abigail, Language	Fluent Dakota Speaker
Saddler, Traci Mathematics/Science	BA University Of Montana MA Western Governor's University
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Academic and Vocational Department

Archdale, Andi, Teachers of Native Nations Project	BA University of Montana
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	MPA University of Montana
Hansen, Linda L., Registrar	BS Rocky Mountain College MBA University of Mary
Melbourne, Leigh, Distance Learning Coordinator	AAS Fort Peck Community College BS Rocky Mountain College
McGowan, Debra, Library Assistant	BS Mayville State University
Reed, Dennis, Distance Learning Proctor	BA University of California MLS University of California
Scheetz, Anita, Librarian	BS Western Montana College MLIS University of Oklahoma
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Administrative Assistants

Headdress, Olivia,	AA Fort Peck Community College
Runs Through, Ember	AAS Fort Peck Community College

Business Department

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Berger, Melissa, Accounts Payable	BS Montana State University-Northern
Day, Michelle, Payroll Clerk	AA Fort Peck Community College BS Rocky Mountain College MBA University of Mary
Sansaver, Mark, Grants Manager	BS Montana State University MBA Gonzaga University

Community Services

Brien Firemoon, Paula, DeMAND Coordinator	BA Rocky Mountain College M Ed Rocky Mountain College
Gourneau, Terrance, Ag Department	AA Human Services
Jackson, Ron, Wolf Point Wellness Center	AA, Fort Peck Community College BA, University of Great Falls
Murray, Patty, NACTEP, CEU	BS, Northern Montana College
Smoker, Scott, DeMAND	AAS, Montana State University Billings BA, Montana State University Billings
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Ricker, Griffin, Poplar Wellness Center

AA, Fort Peck Community College

Smoker, Scott, DeMAND

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BA Montana State University Billings

Information Technology

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AS Fort Peck Community College
BS Salish Kootenai College

Koscho, Michael, Data Base Technician

BS, University of Pittsburgh
MCS, Colorado State University

Sprague, Jack, Chief Information Officer

BA Jamestown College
MCSE

Institutional Development

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AAS Fort Peck Community College

Sansaver, Noel, Director of Institutional Facilities

Certified, Master Carpenter

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Student Services

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AA Fort Peck Community College
BS Rocky Mountain College

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BS University of Mary
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AA Fort Peck Community College
Fitness & Nutrition Certificate
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McAnally, Robert, TRIO Director

BS NAES College
JD University of Montana

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AA Fort Peck Community College
BA Institute of American Indian Arts

Sande, Lori, SSS Instructor Coordinator

BS Rocky Mountain College

Maintenance

Cain, Craig, Maintenance Supervisor

Follet, Tyrus, Maintenance

Jones, Everett, Maintenance

Jones, Jonelle, Maintenance

Menz, Gale, Maintenance

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