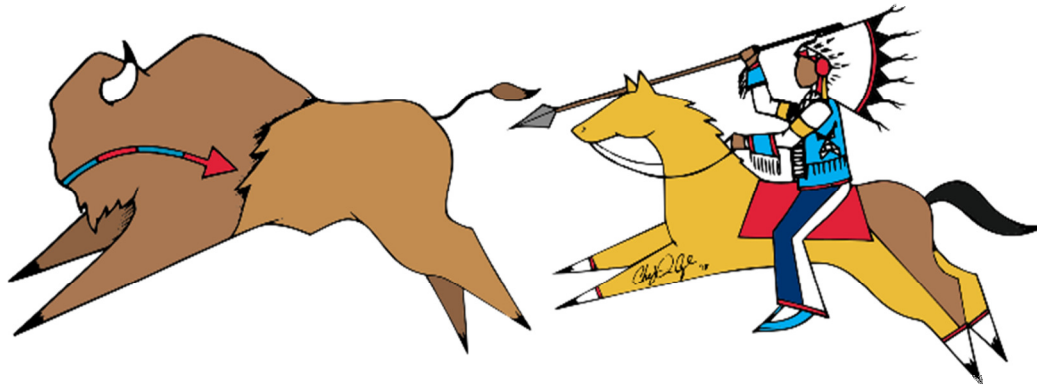


# Fort Peck Community College

The Catalog 2019-2021

*“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
Business Office - GTD Building .....	768-6315	Student Services - WEV Building .....	768-6370
Community Services/Ag - 301 Blvd .....	768-3025	Student Support Services - WEV Building .....	768-6346
Daya Tibi Wellness Center (Poplar) .....	768-5630	Titoka Tibi (Bookstore) .....	768-3213
Daya Tibi Wellness Center (WP) .....	653-3770	Wolf Point Center - Dumont Building.....	653-3900
Financial Aid - WEV Building .....	768-6372	Fax .....	653-3901

Haŋ Mitakuyapi - Hello my Relatives,

On behalf of our college, I am pleased to welcome you to Fort Peck Community College where 'Unspe', To Learn, rings true within our learning community. As a two-year institution in the Tribal College and University system, Fort Peck Community College prides itself in how we prepare our students to be lifelong learners and contributors through our community need based program offerings.. Fort Peck Community College is known for producing quality graduates who have gone on to private industry, Tribal, State, and federal politics, education, health, and so forth.



In the spirit of 'Unspe', To Learn, we are very proud of the quality learning and grooming that takes place within our students under the direction of our committed, dedicated, and passionate faculty and staff. Our students' high quality experiential learning projects and achievements are evidenced through these various community outreach projects: our Chante Bridge Grant; Ag Department; Daya Tibi Wellness Centers; Buffalo (Pte') Project; Adult Basic Education Center and HiSet Testing site, and various communities cultural engagement activities held reservation wide.

I invite you to join us in pursuing your intellectual, civic, and personal endeavors through Fort Peck Community College. It is at Fort Peck Community College where you can join a rich learning community in which you can grow and learn the values and skills necessary in creating and leaving a legacy that our communities can truly appreciate.

Pidamiya,

Haven Gourneau  
Blowing Prayer Cloth Woman  
President  
Fort Peck Community College

# ACADEMIC CALENDAR

## FALL SEMESTER 2019

August 19-20 .....	Faculty In-Service
August 21 .....	New Student Orientation
August 21-23 .....	Registration
August 26.....	Classes Begin
August 30.....	Last Day to Register/Add Classes
September 2 .....	Labor Day – Holiday
October 7 .....	Last Day to Change Incomplete Grades
October 14-18.....	Mid-Term Week
October 21 .....	Mid-Term Grades Due in Registrar’s Office
October 25 .....	Last Day to Withdrawal from Classes
November 1 .....	Pre-Registration for Spring Semester
November 11.....	Veteran’s Day – Holiday
November 28-29 .....	Thanksgiving Day – Holiday
December 9-13 .....	Finals Week
December 16 .....	Grades Due in Registrar’s Office

## SPRING SEMESTER 2020

January 6-7 .....	Faculty In-Service
January 8 .....	New Student Orientation
January 8-10.....	Registration
January 13 .....	Classes Begin
January 17 .....	Last Day to Register/Add Classes
January 20 .....	Martin Luther King Day – Holiday
February 17.....	President’s Day - Holiday
February 25.....	Last Day to Change Incomplete Grades
March 2-6 .....	Mid-Term Week
March 9 .....	Mid-Term Grades Due in Registrar’s Office
March 9-13.....	Spring Break
March 19 .....	Last Day to Withdrawal from Classes
May 4-8 .....	Finals Week
May 8 .....	Graduation
May 11 .....	Grades Due in Registrar’s Office

*The FPCC academic calendar is subject change without notice*

# ACADEMIC CALENDAR

## FALL SEMESTER 2020

August 17-18 .....	Faculty In-Service
August 19.....	New Student Orientation
August 19-21 .....	Registration
August 24.....	Classes Begin
August 28.....	Last Day to Register/Add Classes
September 7 .....	Labor Day – Holiday
October 5 .....	Last Day to Change Incomplete Grades
October 12-16.....	Mid-Term Week
October 19 .....	Mid-Term Grades Due in Registrar’s Office
October 24 .....	Last Day to Withdrawal from Classes
November 1 .....	Pre-Registration for Spring Semester
November 11.....	Veteran’s Day – Holiday
November 26-27 .....	Thanksgiving Day – Holiday
December 7-11 .....	Finals Week
December 14 .....	Grades Due in Registrar’s Office

## SPRING SEMESTER 2021

January 4-5 .....	Faculty In-Service
January 6 .....	New Student Orientation
January 6-8 .....	Registration
January 11 .....	Classes Begin
January 15 .....	Last Day to Register/Add Classes
January 18 .....	Martin Luther King Day – Holiday
February 15.....	President’s Day - Holiday
February 23.....	Last Day to Change Incomplete Grades
March 1-5 .....	Mid-Term Week
March 8 .....	Mid-Term Grades Due in Registrar’s Office
March 8-12.....	Spring Break
March 17 .....	Last Day to Withdrawal from Classes
May 3-7 .....	Finals Week
May 7 .....	Graduation
May 10 .....	Grades Due in Registrar’s Office

*The FPCC academic calendar is subject change without notice*

# TABLE OF CONTENTS

HISTORY OF FORT PECK COMMUNITY COLLEGE .....	1
MISSION STATEMENT .....	1
ACCREDITATION .....	1
FACULTY.....	1
LOCATIONS.....	1
COMMUNITY SERVICES .....	2
HiSET (Formerly Known as GED) .....	3
INSTITUTIONAL DEVELOPMENT .....	3
INSTITUTIONAL POLICIES .....	3
ADMISSIONS .....	4
REGISTRATION .....	5
EXPENSES.....	7
ACADEMIC POLICIES .....	8
ACADEMIC STANDARDS.....	8
COURSE INFORMATION.....	10
CONTINUING EDUCATION UNITS (CEU) .....	10
GRADING .....	10
GRADUATION REQUIREMENTS .....	13
GRADUATION .....	13
INFORMATION RELEASE POLICY .....	14
LIBRARY AND LEARNING RESOURCES .....	15
DISTANCE LEARNING .....	15
STUDENT SERVICES .....	15
STUDENT SUPPORT SERVICES/TRIO .....	16
STUDENT ORGANIZATIONS .....	16
STUDENT HOUSING .....	17
FINANCIAL AID.....	17
APPLYING FOR FINANCIAL AID .....	17
VETERAN'S BENEFITS .....	22
DEGREES AND CERTIFICATES.....	24
GENERAL EDUCATION & MUS TRANSFERABLE CORE.....	26
GENERAL EDUCATION REQUIREMENTS FOR AA.....	27
GENERAL EDUCATION REQUIREMENTS FOR AS .....	29
TRANSFER DEGREES .....	33
MUS TRANSFER: TRANSFER MADE EASY!.....	33
BUSINESS ADMINISTRATION Associate of Arts .....	34

CHEMICAL ADDICTION STUDIES Associate of Arts .....	35
ELEMENTARY EDUCATION Associate of Arts.....	36
GENERAL STUDIES Associate of Arts.....	37
NATIVE AMERICAN STUDIES Associate of Arts .....	38
SOCIAL WORK Associate of Arts .....	39
PSYCHOLOGY Associate of Arts.....	40
TRIBAL GOVERNANCE & ADMINISTRATION Associate of Arts .....	41
BIOMEDICAL Associate of Science.....	42
ENVIRONMENTAL SCIENCE Associate of Science .....	43
GENERAL STUDIES Associate of Science .....	44
PRE-HEALTH/PRE-NURSING Associate of Science.....	45
AUTOMOTIVE TECHNOLOGY Associate of Applied Science.....	46
BUSINESS TECHNOLOGY Associate of Applied Science.....	47
COMMUNICATION TECHNOLOGY Associate of Applied Science .....	48
INFORMATION/NETWORKING TECHNOLOGY Associate of Applied Science .....	49
NATIVE LANGUAGE INSTRUCTOR Associate of Applied Science.....	50
ACCOUNTING TECHNICIAN Certificate .....	51
BUSINESS ASSISTANT Certificate .....	52
CULTURAL ARTS Certificate.....	53
AUTOMOTIVE TECHNOLOGY Certificate of Applied Science .....	54
DIESEL TECHNOLOGY Certificate of Applied Science.....	55
INFORMATION TECHNOLOGY Certificate of Applied Science.....	56
LAY ADVOCATE/PARALEGAL Certificate of Applied Science .....	57
MEDIA TECHNOLOGY Certificate of Applied Science .....	58
TRUCK DRIVING Certificate of Applied Science .....	59
WELDING TECHNICIAN Certificate of Applied Science .....	60
COURSE DESCRIPTIONS .....	61
BOARD of DIRECTORS.....	90
STAFF & FACULTY.....	90
INDEX .....	90

## **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 360 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 2017, FPCC awarded Associate degrees to 15 students, Associate of Applied Science degrees to 10 students, and one-year certificates to 25 students.

## **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.

## **ACCREDITATION**

FPCC was granted accreditation by the Northwest Commission of Colleges and Universities in December of 1991. This accreditation was reaffirmed following a Year One Standard Report on January 30<sup>th</sup>, 2017. 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 24 adjunct faculty members. Three of the full-time faculty members have PhDs, 14 have Master's Degrees and 1 Bachelor Degree. Four 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 Old Main Building is 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.** The Greet the Dawn (GD) 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.** The RLS building contains classrooms and faculty offices.

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

**War Eagle Vision Building.** The War Eagle Vision Building (WEV) contains Student Services, Registrar's Office, Student Lounge, Academic Success Center, and Student Support Services.

**James E. Shanley Tribal Library.** The JES Building 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, Diesel, Truck Driving and Welding.

### **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 Wellness Center.** 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 five 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) 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.

### **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.

### **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.

The cost of the test will depend on which tests the candidate registers for, with the full battery of tests (5) costing \$75.00. This \$75.00 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 for more information.

## **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.

## **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  
Phone: (406)768-6371

SDHP Title IX Compliance Officer  
Phone: (406)768-6371

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

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 ACCUPLACER 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 ACCUPLACER 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. ACT test scores from high school will be used for incoming freshmen. 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 HiSET/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* on our website [www.fpcc.edu](http://www.fpcc.edu)
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 / ACT Test Scores

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 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 two (2) years must have a completed admissions file prior to registration for classes. 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 High School Students who are juniors or seniors 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 can 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 going online to the FPCC website, [www.fpcc.edu](http://www.fpcc.edu), or 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 by meeting with the Financial Aid Officer and Adviser. 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 & posted on social media 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 (5) 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. All textbooks can be purchased through our new Virtual Bookstore site. 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 Transcript Review Committee will determine the applicability of transfer courses.

- The student is responsible for obtaining the status of this transcript evaluation from the Registrar upon the committee decision.
- Grades less than a "C" for transfer courses will not be awarded transfer credit. 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. 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 Transcript Review Committee 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 Transcript Review Committee 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 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.

## 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.

**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 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 can view their grades in JICS approximately one (1) week 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 upper 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 are 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 is funded through the Department of Education to provide academic tutoring, advice and assistance in course selection, locating and applying for scholarships, assist with the financial aid application, and the transfer application process to a 4-year college. Education Enhancement Workshops include the following; Financial Literacy, Career Exploration using MCIS (Montana Career Information System), Study Skills, Time Management, and the LASSI – a learning and skills inventory. SSS provide opportunities to attend cultural events and academic programs not usually available. SSS also secures temporary housing during breaks for students who are homeless youths and students who are in foster care or are aging out of the foster care system. Eligible students include those who are first-generation, low-income and those having a documented disability through an application process. Students receiving a federal pell grant (financial aid), and who are a first-

generation may be eligible to receive a Student Grant Aid monetary award based upon their unmet need, and verified through the financial office.

## 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
- Dak'óta Iápi Ókhuwa
- 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) 768-6351

## **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**

Fort Peck Community College (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.

**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.

## 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:

- Straight Waiver
- Employee Child Waiver
- Employee Waiver
- New Tribal High School Graduation Waiver
- New GED Recipient Waiver
- Senior Citizen Waiver
- 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 37 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 electronic autobiography, picture and enrollment verification (if available). [www.collegefund.org](http://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 assists 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](http://www.gibil.va.gov) or call 1-888-442-4551 for any questions regarding your benefit eligibility status.

**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 1 for the Spring semester. Other tribes have different deadlines, please contact them for deadlines. Call the Fort Peck Tribes Education Department at (406)768-2394 for more information.

**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)768-2394 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). The FAFSA serves as the universal application in initiating all financial aid at FPCC. Complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and list Fort Peck College's code - **016616** - on the FAFSA. Students and parents of dependent students must apply for a FSA ID to apply on-line. The FSA ID request may be completed on-line at <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>.

Applicants are strongly encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. There is now a limit to the length of time a student may receive a Federal Pell grant. Students may only receive the Federal Pell grant for 12 semesters as a full-time student or the equivalent if enrolled less than full-time in a term a maximum of 600%. This provision applies to all students regardless of when s/he first received a Federal Pell grant. 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 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.

- Student fills out and submits the FAFSA with FPCC's school code listed (016616).
- Department of Education processes and calculates student's EFC.
- Student receives Student Aid Report (SAR); FPCC receives the ISIR.
- 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.
- Student provides requested information to the FAO.
- The Financial Aid Director determines the student's financial need and creates a financial aid award package.
- The FAO sends students a letter to sign an award letter and other forms required for file completion (or completes with the student onsite).
- Students who have been awarded and accepted work-study must complete employment forms.
- 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.
- 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.



## **Standard of Satisfactory Academic Progress for Federal Financial Aid Policy**

Fort Peck Community College (FPCC), in compliance with federal regulations, established the following policies and procedures to ensure that students who receive federal aid (Pell, FSEOG, FWS) are making satisfactory academic progress (SAP) toward a certificate or associate degree. Students who fail to meet these standards of satisfactory academic progress will not be eligible to receive federal financial aid until eligibility is once again established.

### **Measures of Satisfactory Academic Progress (SAP)**

SAP standards are measured as qualitative academic standards (grade point average) and quantitative rate of progression or PACE of completion (number of credits completed divided by number of credits attempted) in the degree.

#### **Grade Point Average or GPA (Qualitative)**

At the end of their first academic year, students must earn a cumulative GPA of at least 1.75 and a 2.0 at the completion of their third semester. If students receive any of the following programs at FPCC: Pell Grant, Federal Work Study (FWS); Federal Supplemental Education Opportunity Grant (FSEOG); for purposes of determining financial aid eligibility, the cumulative GPA calculation will not include transfer credits accepted towards degree or certificate at FPCC or remedial course points are included in the student's cumulative GPA.

FPCC will evaluate the cumulative GPA for students who received federal Title IV aid at the end of the Fall semester, Spring semester and Summer term. Any first-year student who does not meet the minimum 1.75 cumulative GPA or any second-year student who does not meet the minimum 2.00 cumulative GPA will be placed on either probation or suspension for the next semester the student enrolls at FPCC, depending upon their academic status. Students will be notified in writing if they have failed to meet the standard. Students on Financial Aid Probation have access to all financial programs for which they are eligible for during that semester. If the student does not earn a 2.00 cumulative GPA during the probation semester, the student will be placed on suspension, which terminates financial aid eligibility. A suspended student may file an appeal to reestablish eligibility for federal financial aid.

#### **Completion of Attempted Credits or "Pace" (Quantitative)**

Pace is measured in two increments:

- Completion of Attempted Credits: Students must successfully complete two-thirds (66.667%) of the cumulative credits attempted in the degree or certificate.
- The percentage is calculated for the cumulative pace by dividing the total number of successfully completed credits by the total number of credits attempted in the degree or certificate. The number of attempted credits for the term shall be determined based on number of credits enrolled on the last day to add or change a class at 100% tuition refund rate.

## **Maximum Time Frame**

All students are expected to complete the degree or certificate requirements within 150% of the published length of the program. For example, if a program requires 60 credits to complete, the student would be allowed 90 attempted credits (60 credits x 150% = 90 attempted credits) or if a program requires 30 credits to complete, the student would be allowed 45 attempted credits (30 credits x 150% = 45 attempted credits).

A student will be placed on Financial Aid Suspension if the student has not completed the degree requirements within the 150% maximum time frame. A student may appeal the disqualification status due to the 150% maximum time frame limitation.

The following are considered when evaluating a student's satisfactory academic progress:

- Successful Completions: Successfully completed credit hours include grades of A, B, C, D, and P (Pass). Credit hours that are not considered successfully completed include, I (Incomplete), WIP (Work-In Progress), F (Fail), and W (Withdraw); however, these hours are included as attempted hours. If a grade is officially changed by the instructor, the student is asked to notify the Financial Aid Office.
- When credits are first transferred in, the cumulative credit calculation on the academic transcript includes all transfer credits accepted by FPCC and will include all FPCC credits attempted and completed.
- FPCC does not monitor changes of majors. All grades earned, credits attempted and credits completed are included in the SAP determination even if the student has changed majors.
- All periods of a student's enrollment count when assessing progress, even periods in which the student did not receive Title IV or institutional funds.
- Remedial course credits are not included in the 66.667% semester and maximum time frame calculations.
- Audit classes are not considered in SAP measurements.
- Students may repeat a previously passed course once and have it calculated in federal financial aid payments. The highest grade of the two repeated courses is included in the GPA Calculation. Each repeated course credit is included in both the 66.667% and the maximum time frame calculations.

## **Monitoring Progress**

Financial aid satisfactory academic progress at FPCC is measured at the end of each semester and summer term. The overall cumulative grade point average (GPA), pace, and maximum time frame assessment will be based on the student's entire academic record.

## **Failure to Maintain Satisfactory Academic Progress**

Students will be notified in writing if they have failed to meet the above standards

## **Financial Aid Warning**

A student is usually put in a warning status the first time he or she fails to meet the above standards. A student on financial aid warning may continue to receive financial aid, except for work study, for one payment period. A student does not need to take any action at this point unless he/she wishes to participate in the work study program while in the warning status. Work study termination may be appealed in writing to the director of financial aid. The appeal should include a personal statement that clearly details the circumstances that hindered the student's academic performance, how the circumstances have been resolved or managed to permit the student to meet the standards, a plan of action to meet the conditions of the warning, and why working will not jeopardize that plan. Relevant documentation should accompany the appeal letter. At the end of the warning period, a student's satisfactory progress will be evaluated again. If it is determined that the student is meeting the minimum progress standards, the student will be considered to be in good standing and may continue to receive financial aid.

### **Financial Aid Termination**

If the student fails to meet the minimum satisfactory academic standards after the warning period, aid will be terminated for the subsequent payment period. Financial aid will be terminated for students with less than a 2.00 cumulative GPA after four semesters of attendance. The Academic Standards Committee may place a student on academic suspension if their term GPA is less than a 1.75. If a student is suspended for this reason, their aid will be terminated as well. If a student repeatedly withdraws from classes, financial assistance is terminated immediately when it is determined to be mathematically impossible for the student to be able to complete their degree objective within 150% of the published length of the program. Aid is also terminated for students who are dismissed from FPCC.

### **Regaining Financial Aid Eligibility**

Students whose financial aid has been terminated may regain eligibility for financial assistance by re-establishing the required GPA and/or completion ratios using their own resources. If a student regains satisfactory progress, they may receive financial assistance for the payment period in which they regain eligibility, but not for any payment period in which the student did not meet the standards. It is the responsibility of the student to notify financial aid personnel when he or she has re-established satisfactory academic progress.

### **Right to Appeal**

Financial assistance terminations, like academic suspensions, may be appealed. Generally, appeals will be granted for extraordinary circumstances beyond the student's ability to control, such as those described below. Appeals must be in writing and submitted to the director of financial assistance. The Academic Appeals Committee must grant academic reinstatement to students on academic suspension before the Financial Aid Office will consider an appeal for financial aid eligibility reinstatement.

The appeal should include a personal statement that clearly details the circumstances that hindered the student's academic performance, how the circumstances have been resolved or managed to permit the student to meet the

standards, and relevant documentation should accompany the appeal form. Acceptable reasons to appeal include, but are not limited to: illness or injury of the student, illness or death of an immediate relative of the student, divorce or separation of the student, etc. Relevant documentation may include a physician's letter, hospital records, death certificate, obituary, or court documents. A student whose aid is terminated due to maximum time frame or credit limit must clearly detail what circumstances prevented their graduation within the applicable time frame or credit limit, what coursework is needed to complete the degree with their appeal, and how long it will take to complete the degree. Acceptable reasons to appeal maximum time frame include, but are not limited to: change of major, transfer credits that did not apply toward your degree/program, etc.

The appeal will be reviewed by the financial aid director and staff. All decisions of the SAP appeals by the financial aid director and staff are final. A written decision regarding the appeal will be sent to the student in a timely manner. If the appeal is approved and it is determined that the student should be able to make satisfactory progress during the subsequent payment period and meet the SAP standards by the end of the subsequent payment period, the student will be placed on financial aid probation and will be eligible to receive financial assistance, with the exception of work study for one payment period.

At the end of the probationary period, a student's satisfactory progress will be evaluated again to determine continuing eligibility. If the appeal is approved and it is determined that the student will not achieve the minimum SAP requirements within one payment period, they will be placed on financial aid probation and required to complete a graduation plan outlining how, if followed, the student will achieve the minimum academic standards, as well as a time frame in which the student expects to be back in compliance with the standards. Students approved on a graduation plan will complete and sign the plan with the Director of Financial Aid. The plan will be recorded in the Financial Aid Office and progress toward meeting the goals of the graduation plan will be monitored at the end of each term. If a student is not academically progressing as planned, financial aid will be terminated. The student's responsibilities during a probationary period include successfully completing the appropriate number of credits and earning cumulative GPA of at least 2.00 by the end of the probationary term.

### **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.

**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.

**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 Aid Policy.** Title IV funds are awarded to eligible students under the assumption that they will attend Fort Peck Community College (FPCC) for the entire period for which the assistance is awarded. Students who wish to completely withdraw from their courses must officially withdraw at the Registrar's Office. A student who completely withdraws at or before 60% of the semester is completed may have to return a portion of the federal financial aid received for that semester.

A Return of Title IV Funds calculation determines the percentage of financial aid that a student has earned, based on the number of calendar days attended, divided by the total number of days in the enrollment period. For a student who officially withdraws, the date of withdrawal will be the date that the student first notifies the school of his intent to withdraw. A student who does not earn any passing grades, and has a combination of I, W, X, and or F grades, is considered to be an "unofficial withdrawal." For students with unofficial withdrawals, the midpoint of the semester is usually used as the withdrawal date; however, on a case-by-case basis, a documented Last Date of Attendance in class, or participation in an academically-related activity, may be used.

Factors used in the calculation to determine the amount of financial aid to be repaid by a student who has withdrawn from the college are the date of official or unofficial withdrawal, the type and amount of financial aid received by the student, and the amount of the student's original charges.

The amount of assistance that a student has earned at the time of withdrawal is determined on a pro rata basis. For example, if a student who has completed 30% of the semester has earned 30% of the Title IV aid for that semester. If a student withdraws and has completed more than 60% of the semester, the student has earned all the financial aid for that period. For more complete details on how the calculation is performed, please contact the financial aid office.

Both the institution and the student may have an obligation to return some or all of the unearned federal financial aid received for the semester not completed. When the institution is required to return federal financial aid funds to the US Department of Education (ED), the funds must be returned within 45 days of when the date the last date of

attendance was determined. The funds will be returned in the following order:

- Federal Pell Grant,
- Federal Supplemental Education Opportunity Grant (FSEOG),
- Other Title IV grant funds.

The requirements for Title IV program funds when a student withdraws are separate from the college policy. The college may charge the student to cover unpaid institutional charges for the semester, or for Title IV program funds that it was required to return.

The student may also have an obligation to return a part of the Title IV funds received for the semester. However, an overpayment of Federal Pell Grant or FSEOG funds must be paid to the college. The student has 45 days to repay the Overpayment of Title IV grant funds through the college Business Office. After 45 days, an unpaid Overpayment will be referred to the business office and a financial hold placed on the student's account. The hold prohibits the student from receiving academic transcripts or receiving additional federal student aid funds.

If a student withdraws and has not received all of the financial aid earned according to the length of time he attended, a Post-Withdrawal Disbursement (PWD) may be due the student. If the student is due federal grant funds, the college may automatically use all or a portion of the grant for tuition, fees, and room and board charges as contracted with the college.

For example, if a student who has not received financial aid at the time of withdrawal, but has *completed 50% of the semester, he is entitled to 50% of the federal aid that could have been disbursed prior to his withdrawal.* If the student withdraws after completing over 60% of the semester, the student is entitled to 100% of the federal aid that could have been disbursed prior to withdrawal.

NOTE: Fort Peck Community College does not participate in the Federal Student Loan Program.

**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](http://www.gibill.va.gov) or call them at 1-888-GIBILL-1 (1-888-442-4551).

**Veterans Upward Bound.** Participants must meet military service requirements stipulated in the authorizing statute and be low-income, prospective first-generation college students who are preparing to enter a postsecondary institution. The program requires that at least two-thirds of the participants in a project be both low-income and first-generation. The remaining participants must be either low-income or first-generation military veterans who served in active duty in the U.S. Armed Forces for more than 180 days and received other than a dishonorable discharge; was discharged because of a service connected disability; was a member of a reserve component of the Armed Forces called to active duty for a period of more than 30 days; or was a member of a reserve component of the Armed Forces who served on active duty in support of a contingency operation on or after September 11, 2001; and have a high risk for academic failure.

**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	\$150		
	Activity Fee per semester	\$40	\$570	\$570
	Library Fee per semester	\$20		
	Average other fees per semester	\$75		
Room	Average rent per month	\$375	\$4950	\$3375
	Average utilities per month (heat, water)	\$175		
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	\$700		
	Automotive – 2nd Yr	\$400		
	Certified Truck Drivers	\$460		
	Welding	\$520		
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
- Native American Studies
- Social Work
- Psychology
- Tribal Governance & Administration (Pilot)

### **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-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
- Business Technology
- Communication Technology
- Information/Networking Technology
- Native Language Instructor

## 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
- Business Assistant
- Cultural Arts

## Certificate of Applied Science (CAS)

Certificate in Applied Science degree programs, which generally take one year or two semesters but less than two years of full-time course work to complete, are designed for students seeking to learn basic skills or to increase their proficiency in a specific occupational area.

- Automotive Technology
- Diesel Technology
- Information Technology
- Media Technology
- 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. 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. 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	3 credits
WRIT	201	Advanced College Writing	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	4 credits
BIOB	170	Principles of Biological Diversity	4 credits
CHMY	121	Introduction to General Chemistry	4 credits
CHMY	141	College Chemistry I	4 credits
ENSC	105	Environmental Science	3 credits
PHSX	105	Fundamentals of Physical Science	4 credits
PSYX	250	Fundamentals of Biological Psychology	4 credits

#### Core III Arts and Humanities - 6 credits

ARTZ	211	Drawing I	3 credits
ARTZ	221	Painting I	3 credits
CRWR	240	Introduction to Creative Writing Workshop	3 credits
LIT	110	Introduction to Literature	3 credits
LIT	211	American Literature II	3 credits
LSH	202	World Humanities	3 credits
MUSI	103	Foundations of Musical Creation	3 credits
NASX	121	Introduction to Nakona Language	3 credits
NASX	131	Introduction 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	American Indians in Montana	3 credits
NASX	191	Indigenous Cultural Resource Protection & Preservation	3 credits
NASX	230	American Indian Education	3 credits
NASX	235	Oral and Written Traditions of American Indians	3 credits
NASX	249	U.S. Indian History	3 credits
NASX	250	Contemporary Indian Issues	3 credits
NASX	276	Federal Indian Law & Policy	3 credits
NASX	280	Native American (Indigenous) Theories & Methods	3 credits

### Core VI Technology - 3 credits

CAPP	131	Basic MS Office	3 credits
CAPP	120	Introduction to Computers	3 credits
CAPP	156	Microsoft Excel	3 credits
CAPP	153	Microsoft PowerPoint	3 credits
CAPP	158	Microsoft Access	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	2 credits
HTH	110	Personal Health & Wellness	3 credits
NUTR	221	Basic Human Nutrition	3 credits
PSYX	150	Drugs & Society	3 credits
PSYX	182	Psychology of Stress Management	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	3 credits
WRIT	201	Advanced College Writing	3 credits

**Core II Mathematics and Science - 12 credits**

**Mathematics:**

M	121	College Algebra	4 credits
---	-----	-----------------	-----------

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

BIOB	160	Principles of Living Systems	4 credits
BIOB	170	Principles of Biological Diversity	4 credits
CHMY	121	Introduction to Chemistry	4 credits
CHMY	141	College Chemistry I	4 credits
ENSC	105	Environmental Science	3 credits
PHSX	105	Fundamentals of Physical Science	4 credits

**Core III Arts and Humanities - 6 credits**

ARTZ	211	Drawing I	3 credits
ARTZ	221	Painting I	3 credits
CRWR	240	Introduction to Creative Writing Workshop	3 credits
LIT	110	Introduction to Literature	3 credits
LIT	211	American Literature II	3 credits
LSH	202	World Humanities	3 credits
MUSI	103	Foundations of Musical Creation	3 credits
NASX	121	Introduction to Nakonia Language	3 credits
NASX	131	Introduction 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	American Indians in Montana	3 credits
NASX	191	Indigenous Cultural Resource Protection & Preservation	3 credits
NASX	230	American Indian Education	3 credits
NASX	235	Oral and Written Traditions of American Indians	3 credits
NASX	249	U.S. Indian History	3 credits
NASX	250	Contemporary Indian Issues	3 credits

NASX	276	Federal Indian Law & Policy	3 credits
NASX	280	Native American (Indigenous) Theories & Methods	3 credits

**Core VI Technology - 3 credits**

CAPP	131	Basic MS Office	3 credits
CAPP	120	Introduction to Computers	3 credits
CAPP	156	Microsoft Excel	3 credits
CAPP	153	Microsoft PowerPoint	3 credits
CAPP	158	Microsoft Access	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	2 credits
HLTH	110	Personal Health & Wellness	3 credits
NUTR	221	Basic Human Nutrition	3 credits
PSYX	150	Drugs & Society	3 credits
PSYX	182	Psychology of Stress Management	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 Assiniboine 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

### 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 Assiniboine 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.

## 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.

## College Preparation Core Learning Outcomes

**CP 091 Developmental English.** Will demonstrate the ability to access reading comprehension and fluency.

## 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.

	<b>AAS</b>	<b>Certificate AS</b>
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	
Health	HLTH Options - 3 credits	
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	
Total	15-16 credits	7-8 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 Web Page)**

**BUSINESS ADMINISTRATION**

The Associate of Arts Degree (AA) Business Administration 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.

General Education Requirements		Credits
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 201 or ECNS 202)	6
Core V	Native American Studies	3
Core VI	Computer Technology (CAPP 131)	3
Core VII	Health	2
<b>Total General Education credits required for degree</b>		<b>36-37</b>
Program of Study Courses		Credits
ACTG 201	Principles of Financial Accounting	4
ACTG 202	Principles of Managerial Accounting	4
BGEN 116	Business Law	3
BMGT 235	Management	3
BGEN 201	Business Ethics	3
CAPP 156	Microsoft Excel	3
STAT 216	Statistics	4
<b>Total Program of Study credits required for degree.</b>		<b>24</b>
<b>Total credits required for degree.</b>		<b>61-62</b>

BUSINESS ADMINISTRATION	
First Semester (Fall)	Cr.
ACTG 201	4
ECNS 201	3
Second Semester (Spring)	Cr.
ACTG 202	4
Third Semester (Fall)	Cr.
BGEN 201	3
BGEN 116	3
BMGT 235	3
Fourth Semester (Spring)	Cr.
STAT 216	4
CAPP 156	3
<b>Total Program Credits</b>	<b>27</b>

**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 Associate of Art and Associate of Science Degree General Education

**CHEMICAL ADDICTION STUDIES**

The Associate of Arts (AA) degree in Chemical Addiction Studies 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		Credits
Core I	Communications	9
Core II	Mathematics and Science* *Science with a Lab <b>required</b> .	7
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
<b>Total General Education credits required for degree</b>		<b>38</b>
Program of Study Courses		Credits
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
SW 100	Introduction to Social Welfare	3
HS 250	Interviewing & Crisis Intervention Skills	3
PSYX 240	Fundamentals of Abnormal Psychology	3
<b>Total Program of Study credits required for degree.</b>		<b>23</b>
<b>Total credits required for degree.</b>		<b>61</b>

CHEMICAL ADDICTION STUDIES	
First Semester (Fall)	Cr.
SW 100	3
PSYX 100 (Gen Ed)	4
SOCI 101 (Gen Ed)	3
Second Semester (Spring)	Cr
PSYX 150 (Gen Ed)	3
PSYX 240 or	3
Third Semester (Fall)	Cr.
CAS 242	3
CAS 250	3
Fourth Semester (Spring)	
CAS 225	3
HS 250	3
HS 295	5
<b>Total Program Credits</b>	<b>33</b>

**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 Associate of Art and Associate of Science 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		Credits
Core I	Communications	9
Core II	Mathematics and Science (BIOB 160, M 121)	8
Core III	Arts and Humanities	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
<b>Total General Education credits required for degree</b>		<b>39</b>
Program of Study Courses		Credits
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
PHSX 105	Fundamentals of Physical Science	4
PSYX 230	Developmental Psychology	3
<b>Total Program of Study credits required for degree.</b>		<b>23</b>
<b>Total credits required for degree.</b>		<b>62</b>

EDUCATION	
<b>First Semester (Fall)</b>	<b>Cr.</b>
COMX 111	3
WRIT 101	3
CAPP 131	3
M 130	4
Core III A&H elective	3
<b>Second Semester (Spring)</b>	<b>Cr.</b>
WRIT 201	3
PSYX 100	4
NASX 105	3
HTH 110	3
<b>Third Semester (Fall)</b>	<b>Cr.</b>
PHSX 105/106	4
EDU 201	3
PSYX 230	3
M 121	4
Core III A&H elective	3
<b>Fourth Semester (Spring)</b>	<b>Cr.</b>
EDU 225	4
EDU 270	4
BIOB 160/161	4
PSCI 210	3
HSTA 255	3
<b>Total Program Credits</b>	<b>62</b>

### 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.
- 

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

**GENERAL STUDIES - AA**

The Associate of Arts Degree (AA) in General Studies 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.

<b>General Education Requirements</b>		<b>Credits</b>
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
<b>Total General Education credits required for degree</b>		<b>35-37</b>
<b>Program of Study Courses</b>		<b>Credits</b>
	Electives	25
<b>Total Program of Study credits required for degree.</b>		<b>25</b>
<b>Total credits required for degree.</b>		<b>60-62</b>

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

## 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 Assiniboine and Sioux cultures, histories, and perspectives.

General Education Requirements		Credits
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
<b>Total General Education credits required for degree</b>		<b>36-37</b>
Program of Study Courses		Credits
NASX 117	History/Culture of Fort Peck Tribes	4
NASX 121/131	Introduction to Nakonia 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
<b>Total Program of Study credits required for degree.</b>		<b>25</b>
<b>Total credits required for degree.</b>		<b>61-62</b>

NATIVE AMERICAN STUDIES	
First Semester (Fall)	Cr.
NASX 105 (Gen Ed)	3
NASX 117	4
NASX 121 or 131	3
Second Semester (Spring)	Cr.
NASX 130	3
NASX 240	3
Third Semester (Fall)	Cr.
NASX 249	3
NASX 276	3
Fourth Semester (Spring)	Cr.
NASX 230	3
NASX 250	3
<b>Total Program Credits</b>	<b>28</b>

### 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 Nakonia 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 Associate of Art and Associate of Science Degree General Education

**SOCIAL WORK – 2+2 SOCIAL WORK TRACK**

The Associate of Arts (AA) degree in Social Work provides the educational foundation needed for entry-level employment in the Social Work 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.

<b>General Education Requirements</b>		<b>Credits</b>
Core I	Communications	9
Core II	Mathematics and Sciences (PSYX 250)	8
Core III	Arts and Humanities	6
Core IV	Social Sciences (PSCI 210 & SOCI 101)	6
Core V	Native American Studies	3
Core VI	Computer Technology	3
Core VII	Health (PSYX 182)	3
<b>Total General Education credits required for degree</b>		<b>38</b>
<b>Program of Study Courses</b>		<b>Credits</b>
CAS 250	Assessment & Case Management Processes	3
SW 100	Introduction to Social Welfare	3
HS 250	Interviewing & Crisis Intervention Skills	3
PSYX 100	Intro to Psychology	4
PSYX 230	Developmental Psychology	3
PSYX 233	Adult Development & Aging	3
SW 200	Introduction to Social Work Practice	4
<b>Total Program of Study credits required for degree.</b>		<b>23</b>
<b>Total credits required for degree.</b>		<b>61</b>

<b>Social Work</b>	
<b>First Semester (Fall)</b>	<b>Cr.</b>
SW 100	3
PSYX 100	4
<b>Second Semester (Spring)</b>	<b>Cr.</b>
SOCI 101	3
SW 200	4
PSCI 210	3
<b>Third Semester (Fall)</b>	<b>Cr.</b>
PSYX 230	3
CAS 250	3
<b>Fourth Semester (Spring)</b>	<b>Cr.</b>
PSYX 233	3
HS 250	3
<b>Total Credits for Degree</b>	<b>29</b>

**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 Associate of Art and Associate of Science 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.

<b>General Education Requirements</b>		<b>Credits</b>
Core I	Communications	9
Core II	Mathematics and Science* (PSYX 250) *Science with a Lab <b>required</b> .	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 182)	3
<b>Total General Education credits required for degree</b>		<b>39</b>
<b>Program of Study Courses</b>		<b>Credits</b>
PSYX 105	Careers in Psychology	2
NASX 280	NA (Indigenous) Theories & Methods	3
PSYX 230	Developmental Psychology	3
PSYX 233	Adult Development & Aging	3
PSYX 240	Fundamentals of Abnormal Psychology	3
	Electives (CAS, HS, PSYX, SOCI, SW)	9
<b>Total Program of Study credits required for degree.</b>		<b>23</b>
<b>Total credits required for degree.</b>		<b>62</b>

<b>PSYCHOLOGY</b>	
<b>First Semester (Fall)</b>	
PSYX 100	Cr. 4
PSYX 105	2
<b>Second Semester (Spring)</b>	
PSYX 240	3
SOCI 101	3
<b>Third Semester (Fall)</b>	
PSYX 230	3
NASX 280	3
Elective	3
<b>Fourth Semester (Spring)</b>	
PSYX 233	3
Elective	3
Elective	3
<b>Total Program Credits</b>	<b>30</b>

**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 Associate of Art and Associate of Science Degree General Education

**TRIBAL GOVERNANCE & ADMINISTRATION**

The Tribal Governance & Administration Associate of Arts program is designed to provide students with the knowledge of the Fort Peck Reservation, Tribal Government, Education, Tribal Court and Tribal Administration. It will prepare students who are on or want to be on our Tribal Executive Board with the knowledge they need to be an effective leader and it will prepare students to work in different areas within the Tribal Administration.

General Education Requirements		Credits
Core I	Communications	9
Core II	Mathematics (M 145) and Science Elective	8
Core II	Arts and Humanities (Native Language I & II)	6
Core IV	Social Sciences (ECNS 201 & ENCS 202)	6
Core V	Native American Studies (NASX 117)	4
Core VI	Computer Technology (CAPP 131)	3
Core VII	Health	2
<b>Total General Education credits required for degree</b>		<b>38</b>
Program of Study Courses		Credits
BGEN 105	Introduction to Business	3
BGEN 201	Business Ethics	3
BMGT 250	Management	3
NASX 130	American Indians in Montana	3
NASX 230	American Indian Education	3
NASX 276	Federal Indian Law & Policy	3
NASX 250	Contemporary Indian Issues	3
NASX 191	Indigenous Cultural Resource Protection & Preserv.	3
<b>Total Program of Study credits required for degree.</b>		<b>24</b>
<b>Total credits required for degree.</b>		<b>62</b>

Tribal Governance & Administration	
First Semester (Fall)	Cr.
NASX 131 or NASX 121	3
ECNS 201	3
NASX 117	4
WRIT 101	3
COMX 111	3
Second Semester (Spring)	Cr
NASX 132 or NASX 122	3
ECNS 202	3
WRIT 201	3
M 145	4
NASX 130	3
Third Semester (Fall)	Cr.
BMGT 250	3
NASX 276	3
CAPP 131	3
BGEN 105	3
NASX 191	3
Fourth Semester (Spring)	Cr.
NASX 250	3
NASX 230	3
BGEN 201	3
Science Elective	4
Health Elective	2
<b>Total Program Credits</b>	<b>62</b>

**Program Learning Outcomes:**

- Define Inter-relationship between Tribal, Federal, State and local governments.
- Demonstrate an understanding of the Fort Peck Tribes history of tribal governments.
- Demonstrate an understanding of Fort Peck Tribal History to current topics and issues.
- Demonstrate and understanding of Education and Tribal Court.
- Demonstrate effective written and verbal communication skills.
- Demonstrate an understanding of Business Management.
- Describe foundational concepts of ethical leadership principles.

**BIOMED**

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		Credits
Core I	Communications	9
Core II	Mathematics and Science (M 121, CHMY 141, BIOB 160)	12
Core III	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
<b>Total General Education credits required for degree</b>		<b>43</b>
Program of Study Courses		Credits
BIOH 201	Anatomy and Physiology, I	4
BIOH 211	Anatomy and Physiology, II	4
BIOM 250	Microbiology for Health Sciences	4
CHMY123	Introduction to Organic Chemistry	4
STAT 216	Introduction to Statistics	4
<b>Total Program of Study credits required for degree.</b>		<b>20</b>
<b>Total credits required for degree.</b>		<b>63</b>

BIOMEDICAL	
First Semester (Fall)	Cr.
BIOB 160	4
M 121	4
PSYX 100	4
COMX 111	3
Second Semester (Spring)	Cr.
BIOM 250	4
CHMY 141	4
CORE VII Elective	3
NUTR 221	3
WRIT 101	3
Third Semester (Fall)	Cr.
BIOH 201	4
STAT 216	4
WRIT 201	3
CORE III Elective	3
CORE III Elective	3
Fourth Semester (Spring)	Cr.
BIOH 211	4
CHMY123	4
CORE VI Elective	3
Core V Elective	3
<b>Total Program Credits</b>	<b>63</b>

**Program Learning Outcomes:**

- Students will demonstrate a basic knowledge of the sciences and apply them to an understanding of general human physiology.
- Students will be able to critically analyze experimental data and apply it to scientific anatomical and physiological concepts.
- Students will gain an understanding of how human anatomy and physiology are dependent and that structure dictates function.
- Students will gain an understanding of how the human body uses a combination of biological, chemical and physical laws to function properly.

\*\*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		Credits
Core I	Communications (WRIT 101, 201, COMX 111)	9
Core II	Mathematics and Science (M 121, CHMY 141, BIOB 160)	12
Core III	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
<b>Total General Education credits required for degree</b>		<b>43</b>
Program of Study Courses		Credits
BIOB 170	Principles of Biological Diversity	4
CHMY 143	College Chemistry II	4
ENVS 105	Environmental Science	3
STAT 216	Introduction to Statistics	4
GPHY 151	Principles of GIS	3
<b>Total Program of Study credits required for degree.</b>		<b>18</b>
<b>Total credits required for degree.</b>		<b>61</b>

Environmental Science	
First Semester (Fall)	Cr.
BIOB 160	4
M 121	4
PSYX 100	4
COMX 111	3
Second Semester (Spring)	Cr.
BIOB 170	4
SOCI 101	3
CORE III Elective	3
NUTR 221	3
WRIT 101	3
Third Semester (Fall)	Cr.
ENVS 105	3
CHMY 141	4
STAT 216	4
WRIT 201	3
GPHY 151	3
Fourth Semester (Spring)	Cr.
CHMY 143	4
CORE III Elective	3
Core V Elective	3
CORE VI Elective	3
<b>Total Program Credits</b>	<b>61</b>

**Program Learning Outcomes:**

- Students will demonstrate a basic knowledge of the sciences and apply them to an understanding of ecological, environment and evolutionary concepts.
- Students will be able to critically analyze experimental data and apply it to scientific environment concepts.
- Students will gain an understanding of how ecology and evolution are interdependent and are ultimately controlled by biological, chemical and physical laws.

\*\*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

<b>General Education Requirements</b>		<b>Credits</b>
Core I	Communications	9
Core II	Mathematics and Science*	11-12
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	2
<b>Total General Education credits required for degree</b>		<b>40-41</b>
<b>Program of Study Courses</b>		<b>Credits</b>
	Electives (200 level CT/MATH/SCI preferred)	20
<b>Total Program of Study credits required for degree.</b>		<b>20</b>
<b>Total credits required for degree.</b>		<b>60-61</b>

\*\*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, 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.

<b>General Education Requirements</b>		<b>Credits</b>
Core I	Communications (WRIT 101, WRIT 201, COMX 111)	9
Core II	Mathematics and Science (M121, CHMY121, BIOB 160)	12
Core III	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
<b>Total General Education credits required for degree</b>		<b>43</b>
<b>Program of Study Courses</b>		<b>Credits</b>
BIOH 201	Anatomy and Physiology I	4
BIOH 211	Anatomy and Physiology II	4
BIOM 250	Microbiology for Health Sciences	4
CHMY123	Introduction to Organic Chemistry	4
STAT 216	Introduction to Statistics	4
<b>Total Program of Study credits required for degree.</b>		<b>20</b>
<b>Total credits required for degree.</b>		<b>63</b>

<b>Pre Health - Pre Nursing</b>		
<b>First Semester (Fall)</b>	<b>Cr.</b>	
BIOB 160	4	
M 121	4	
PSYX 100	4	
COMX 111	3	
<b>Second Semester (Spring)</b>	<b>Cr.</b>	
BIOM 250	4	
SOCI 101	3	
CORE III Elective	3	
NUTRI 221	3	
WRIT 101	3	
<b>Third Semester (Fall)</b>	<b>Cr.</b>	
BIOH 201	4	
CHMY 121	4	
STAT 216	4	
WRIT 201	3	
CORE III Elective	3	
<b>Fourth Semester (Spring)</b>	<b>Cr.</b>	
BIOH 211	4	
CHMY 123	4	
CORE V Elective	3	
CORE VI Elective	3	
<b>Total Program Credits</b>		<b>63</b>

**Program Learning Outcomes:**

- Students will use scientific principles to understand the basics of human anatomy and physiology
- Students will effectively use laboratory equipment to hypothesize, perform experiments, analyze data, and formulate conclusions about scientific and physiological principles.
- Students will couple knowledge with hands on experience in the study of scientific and physiological concepts
- Students ultimately understand how structure of the human body dictates function through the knowledge of biology, chemistry, and physics.

\*\*For specific Learning Outcomes, see Associate of Art and Associate of Science 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 follows automotive industry-wide standards and curriculum. Upon completion of this program 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 Certificate of Applied Science 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.*

General Education Requirements		Credits	AUTOMOTIVE TECHNOLOGY	
Communications	WRIT 101 or WRIT 104	3	<b>First Semester (Fall)</b>	<b>Cr.</b>
Computer Applications	CAPP Options	3	AST 102	3
Health	HLTH Options	2	AST 116	5
Human Relations	HS 100	1	AST 138	4
Mathematics	M 111 or M 121	3-4	<b>Second Semester (Spring)</b>	<b>Cr.</b>
Native American Studies	NASX Options	3	AST 117	4
<b>Total Related Instruction credits required for degree</b>		<b>15-16</b>	AST 139	4
			WLDG 100	3
Program of Study Courses		Credits	<b>Third Semester (Fall)</b>	<b>Cr.</b>
AST 102	Introduction to Automotive Service	3	AST 222	4
AST 116	Chassis I	5	AST 232	4
AST 117	Chassis II	4	AST 250	2
AST 138	Electrical I	4		
AST 139	Electrical II	4	<b>Fourth Semester (Spring)</b>	<b>Cr.</b>
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	<b>Total Program Credits</b>	<b>46</b>
AST 253	Engine Performance/Diagnostics III	4		
AST 280	Applied Lab Experience/Light Repair	3		
WLDG 100	Introduction to Welding Fundamentals	3		
<b>Total Program of Study credits required for degree.</b>		<b>46</b>		
<b>Total credits required for degree.</b>		<b>61-62</b>		

### Program Learning Outcomes:

- Students will demonstrate knowledge and an 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.
- Develop the abilities to locate service repair information with different types of media.
- Students will develop essential workplace skills and attributes necessary for an automotive related career.

**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.*

General Education Requirements		Credits
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP 131	3
Health	HLTH Options	2
Human Relations	HS 100	1
Mathematics	M 111 <b>OR</b> M 121	3
Native American Studies	NASX Options	3
<b>Total Related Instruction credits required for degree</b>		<b>15-16</b>
Program of Study Courses		Credits
ACTG 201	Principles of Financial Accounting	4
ACTG 202	Principles of Managerial Accounting or Payroll Accounting	4 or 3
ACTG 180		
ACTG 205	Computerized Accounting	3
BGEN 105	Introduction to Business	3
ACTG 291 or ACTG 298	Special Topics or Internship	4
BGEN 201	Business Ethics	3
BGEN 235	Business Law	3
BGEN 278	Writing the Business Plan	3
BGMT 235	Management	3
BMKT 225	Marketing	3
CAPP 156	Microsoft Excel	3
TASK 145	Records Management	3
TASK 210	Office Success Strategies	3
WRIT 122	Introduction to Business Writing	3
<b>Total Program of Study credits required for degree.</b>		<b>44-45</b>
<b>Total credits required for degree.</b>		<b>60</b>

BUSINESS TECHNOLOGY	
First Semester (Fall)	Cr.
ACTG 201	4
BGEN 105	3
BMKT 225	3
WRIT 122	3
Second Semester (Spring)	Cr.
ACTG 202 Or 180	4/3
ACTG 205	3
TASK 145	3
BGEN 201	3
Third Semester (Fall)	Cr.
BGMT 235	3
BGEN 235	3
TASK 210	3
Fourth Semester (Spring)	Cr.
ACTG 291 or 298*	4
CAPP 156	3
BGEN 278	3
<b>Total Program Credits</b>	<b>44-45</b>

**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

## COMMUNICATION TECHNOLOGY

The Communication Technology AAS degree program provides learners with hands-on lessons and exercises to acquire the competences to utilize digital media to plan, design, build, and maintain effective communication through technology. Students obtain the skills necessary to prepare for the IC<sup>3</sup> Certification, Adobe Certified Associate (ACA) certification. Students may also choose to pursue higher educational degrees and/or employment in a communication field of their choice.

*Occupational Objective: GIS Technician, Graphic Design, Media Broadcasting, and Web Design.*

Related Instruction Requirements		Credits
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP Options	3
Health	HLTH Options	2
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	3
<b>Total Related Instruction credits required for degree</b>		<b>15-16</b>
Program of Study Courses		Credits
CAPP 153	MS PowerPoint	3
CAPP 158	MS Access	3
CSCI 105	Computer Fluency	3
GPHY 151	Principles of GIS	3
GPHY 161	GPS Technologies	3
GPHY 231	GIS Cartography	3
GPHY 261	GIS Technologies	3
MART 113	Introduction to Video	3
MART 145	Web Design	3
MART 255	Photoshop for Media Arts	3
MART 256	Illustrator: Vector and Layout Design	3
MART 258	Dreamweaver for Media Arts	3
MART 259	Video Editing	3
MART 291	Senior Thesis/Capstone	3
PHOT 184	Digital Photography	3
<b>Total Program of Study credits required for degree.</b>		<b>45</b>
<b>Total credits required for degree.</b>		<b>60-61</b>

COMMUNICATION TECHNOLOGY AAS	
First Semester (Fall)	Cr.
CAPP 158	3
GPHY 151	3
MART 113	3
MART 255	3
Second Semester (SP)	Cr.
GPHY 161	3
MART 256	3
MART 258	3
MART 259	3
Third Semester (Fall)	Cr.
CSCI 105	3
GPHY 231	3
MART 145	3
PHOT 154	3
Fourth Semester (SP)	Cr.
CAPP 153	3
GPHY 261	3
MART 291	3
<b>Total Program Credits</b>	<b>45</b>

### Program Learning Outcomes:

- Students will develop the knowledge and skills to plan, design, and create digital communication.
- Demonstrate and maintain effective communication through media technology.
- Utilize maps, interactive charts and graphs to visualize and share their results.
- Students will obtain the skills to pursue entry-level positions in Geographic Information Systems (GIS), graphic design, media arts, and/or web design fields.

**INFORMATION / NETWORKING TECHNOLOGY**

The Information / Networking Technology Associate of Applied Science (AAS) offers you a way to fully develop and gain confidence in IT skills, prepare for taking IT certification exams, and earn a valuable credential that prepares you for jobs in this in-demand career field. Coursework in the Information / Networking Technology AAS degree program aligns with widely recognized and respected IT industry certifications and prepares you with the foundational skills needed to enter the IT profession. Integrating hands-on, applied learning with theory, you will gain practical knowledge and skills essential for a variety of IT positions such as IT Specialist and Network Support Specialist. Approximately 40% of the classroom time contains hands-on training with advanced computer and networking equipment to provide the student with real world experience. Students who are successful in the AAS program will be prepared to take industry exams such as A+, Network+, Server+, Security+, CCENT, MTA, and MCSA.

*Occupational Objective: Information Technology (IT) Specialist, Network Support Specialist.*

Related Instruction Requirements		Credits
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP Options	3
Health	HLTH Options	2
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
Native American Studies	NASX Options	3
<b>Total related instruction credits required for degree.</b>		<b>15-16</b>
Program of Study Courses		Credits
CAPP 156	MS Excel	3
CAPP 120	Introduction to Computer	3
ITS 125	Fundamentals of Voice and Data Cabling	3
ITS 130	Cybersecurity Essentials	3
ITS 164	Networking Fundamentals	3
ITS 166	MS Windows	3
ITS 170	MS Windows Server	3
ITS 217	Network Operating System-Server Admin/Apps	3
ITS 220	Fundamentals of Wireless LANS	3
ITS 224	Introduction to Linux	3
ITS 280	Computer Repair and Maintenance	3
ITS 289	Professional Certification	3
MART 145	Web Design	3
NTS 104	CCNA 1: Introduction to Networks	3
NTS 105	CCNA 2: Routing & Switching	3
<b>Total Program of Study credits required for degree.</b>		<b>45</b>
<b>Total credits required for degree.</b>		<b>60-61</b>

COMPUTER DESKTOP / NETWORK SUPPORT (AAS)	
First Semester (Fall)	Cr.
CAPP 120	3
ITS 125	3
ITS 166	3
ITS 280	3
Second Semester (SP)	Cr.
ITS 220	3
ITS 224	3
ITS 164	3
ITS 170	3
Third Semester (Fall)	Cr.
CAPP 131	3
ITS 130	3
MART 145	3
NTS 104	3
Fourth Semester (SP)	Cr.
CAPP 156	3
ITS 217	3
ITS 289	3
NTS 105	3
<b>Total Program Credits</b>	<b>45</b>

**Program Learning Outcomes:**

- Troubleshoot and repair computer hardware.
- Set up operating systems and troubleshoot software.
- Set up and document LAN networks using troubleshooting skills.
- Set up and document WAN networks using troubleshooting skills.
- Set up and document secure networks.
- Use business-oriented computer software programs, i.e. Microsoft Office.
- Use appropriate tools to administer and troubleshoot computers.



**NATIVE LANGUAGE INSTRUCTOR**

The two-year program is based on a pedagogy of Indigenous instruction that will increase the number of qualified Class 7 instructors. The pedagogy requires the transfer of knowledge, embedded in the language, for the continuation of Indigenous language and culture. Program instruction will be targeted to meet the standards of Montana’s Office of Public Instruction Class 7 teacher licensure.

General Education Requirements		CR	NATIVE LANGUAGE INSTRUCTOR	
Communications	WRIT 101 or WRIT 104	3	<b>First Semester (Fall)</b>	<b>Cr.</b>
Computer Apps	CAPP Options	3	CAPP 131	3
Health	HLTH Options	3	EDEC 108	1
Human Relations	HS 100	1	EDEC 109	1
Mathematics	M 145 or M 121	4	PSYX 230	3
NAS	NASX Options	3	NASX 121 or 131	3
Total Related Instruction credits required for degree		17	WRIT 101 or 104	3
			<b>Second Semester (Spring)</b>	<b>Cr.</b>
Program of Study Courses		CR	EDEC 227	3
COMX 111	Public Speaking	3	HLTH 110	3
PSYX 100	Introduction to Psychology	4	MATH 145 or 121	4
SOCI 101	Introduction to Sociology	3	NASX 122 or 132	3
EDEC 108	Introduction to Early Childhood Education	1	Summer Session	
EDEC 109	Intro to Early Childhood Education Lab	1	Summer Language Program	
NASX 121/131	Introduction to Nakón I•a or Dakota	3	<b>Third Semester (Fall)</b>	<b>Cr.</b>
NASX 122/132	Advanced Nakón I•a or Dakota	3	COMX 111	3
EDEC 220	Creating an Environment for Learning EC	2	EDEC 220	2
EDEC 221	Creating an Environment for Learning EC Lab	1	EDEC 221	1
NASX 221/133	Conversational Nakón I•a I or Dakota I	3	NASX 105	3
NASX 222/134	Conversational Nakón I•a II or Dakota II	3	HS 100	1
EDEC 227	Early Childhood Language Acquisition	3	NASX 221 or 133	3
PSYX 230	Developmental Psychology	3	PSYCH 100	4
EDEC 281	EC Curriculum Design & Implementation Lab	3	<b>Fourth Semester (Spring)</b>	<b>Cr.</b>
EDEC 282	EC Curriculum Design & Implementation I	1	EDEC 281	3
EDEC 283	EC Curriculum Design & Implementation II	3	EDEC 282	1
EDEC 284	EC Curriculum Design & Implementation II Lab	1	EDEC 283	3
EDEC 285	Field Experience I	1	EDEC 284	1
EDEC 286	Field Experience II	1	EDEC 285	1
			EDEC 286	1
			NASX 222 or 134	3
			SOCI 101	3
			Summer Session	
<b>Total Program of Study Courses</b>		<b>43</b>	Summer Language Program	
<b>Total credits required for degree.</b>		<b>60</b>	<b>Total Program Credits</b>	<b>20</b>

Program Learning Outcomes:

- Student will demonstrate early production and speech Emergence stages of language acquisition in either Nakona or Dakota Language.
- Student will acquire Class 7 Montana State Licensure

\*\* Students may need to enroll at Dawson Community College for the EDEC classes

## 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.*

General Education Requirements		Credits
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP 131	3
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
<b>Total Related Instruction credits required for degree</b>		<b>10-11</b>
Program of Study Courses		Credits
ACTG 180	Payroll Accounting	3
ACTG 201	Principles of Financial Accounting	4
ACTG 202	Principles of Managerial Accounting	4
ACTG 205	Computerized Accounting	3
CAPP 156	Microsoft Excel	3
	ELECTIVE	3
<b>Total Program of Study credits required for degree.</b>		<b>20</b>
<b>Total credits required for degree.</b>		<b>30</b>

ACCOUNTING TECHNICIAN-CERT	
First Semester (Fall)	Cr.
ACTG 201	4
CAPP 156	3
Second Semester (Spring)	Cr.
ACTG 202	4
ACTG 205	3
ACTG 180	3
ELECTIVE	3
<b>Total Program Credits</b>	<b>20</b>

### 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.



**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		Credits
Communications	WRIT 101 or WRIT 104	3
Computer Applications	CAPP 131	3
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
<b>Total Related Instruction credits required for degree</b>		<b>10-11</b>
Program of Study Courses		Credits
ACTG 201	Principles of Financial Accounting	4
ACTG 202	Principles of Managerial Accounting	4
	or	
ACTG 180	Payroll Accounting	3
TASK 145	Records Management	3
TASK 210	Office Success Strategies	3
WRIT 122	Business Writing	3
CAPP 156	Excel	3
<b>Total Program of Study credits required for degree.</b>		<b>19-20</b>
<b>Total credits required for degree.</b>		<b>29-30</b>

BUSINESS ASSISTANT	
First Semester (Fall)	Cr.
ACTG 201	4
TASK 210	3
WRIT 122	3
Second Semester (Sp)	Cr.
ACTG 202 or ACTG 180	3 or 4
TASK 145	3
CAPP 156	3
<b>Total Program Credits</b>	<b>19-20</b>

**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

## CULTURAL ARTS

The Cultural Arts Certificate program places emphasis on Cultural Arts of the Fort Peck Assiniboine & Sioux Tribe. Students will learn how to make cultural art that is unique, meaningful or significant to this area.

Related Instruction Requirements		Credits
Communications	WRIT 101 or WRIT 104	3
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
<b>Total Related Instruction credits required for degree</b>		<b>7-8</b>
Program of Study Courses		Credits
CA 101	Creation of a Hand Drum	1
CA 104	Beading I	3
CA 110	Beading II	3
CA 105	Moccasin Making	3
CA 106	Dance Regalia Design & Creation	3
CA 107	Star Quilt Techniques	3
CA 113	Introduction to Archery	3
NASX 191	Handgame	1
NASX 131	Introduction to Dakota Language	3
	OR	
NASX 121	Introduction to Nakonia Language	3
<b>Total Program of Study credits required for degree.</b>		<b>23</b>
<b>Total credits required for degree.</b>		<b>30-31</b>

CULTURAL ARTS	
First Semester (Fall)	Cr.
CA 104	3
NASX 131 or NASX 121	3
CA 105	3
CA 113	3
Second Semester (Sp)	Cr.
CA 110	3
CA 106	3
CA 107	3
CA 101	1
NASX 191	1
<b>Total Program Credits</b>	<b>23</b>

### Program Learning Outcomes:

- Develop the ability to bead, make dance regalia, moccasins, & a star quilt.
- Learn the language & create a hand drum.
- Demonstrate skill in Archery techniques.

## AUTOMOTIVE TECHNOLOGY

The Automotive Technology Certificate of Applied Science is a one-year program that provides practical skills training for students in the maintenance and repair of vehicles. The Automotive Technology program adheres to industry standards that are followed throughout the program both in the classroom and with live hands-on projects in the automotive laboratory. Upon completion of the Automotive Technology Certificate of Applied Science 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 with automotive dealerships, independent repair shops, oil field applications, fleet shops and other related areas.*

Related Instruction Requirements		Credits
Communications	WRIT 101 or WRIT 104	3
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
<b>Total Related Instruction credits required for degree</b>		<b>7-8</b>

Program of Study Courses	Credits
AST 102 Introduction to Automotive Service	3
AST 116 Chassis I	5
AST 117 Chassis II	4
AST 138 Electrical I	4
AST 139 Electrical II	4
WLDG 100 Introduction to Welding Fundamentals	3
<b>Total Program of Study credits required for degree.</b>	<b>23 Cr.</b>
<b>Total credits required for degree.</b>	<b>30-31 Cr.</b>

"PROGRAM"	
First Semester (Fall)	Cr.
AST 102	3
AST 116	5
AST 138	4
Second Semester (Spring)	Cr.
AST 117	4
AST 139	4
WLDG 100	3
<b>Total Program Credits</b>	<b>23</b>

### Program Learning Outcomes:

- Use proper tools, equipment, precautions and procedures to safely perform repairs
- Diagnose and repair Brake systems, Electrical Systems, Steering and Suspension systems
- Demonstrate the ability to locate service repair information by many different types of media
- Develop essential workplace skills and attributes necessary for an automotive related career

## DIESEL TECHNOLOGY

The Diesel Technology Certificate of Applied Science is a one-year program that provides practical skills training for students in the maintenance and repair of vehicles. The Diesel Technology program adheres to industry standards that are followed throughout the program both in the classroom and with live hands-on projects in the automotive laboratory. Upon completion of the Diesel Technology Certificate of Applied Science program, the student will be able to demonstrate the ability to analyze basic automotive/diesel electrical circuits, apply and use skills for brake, suspension, engines, wheels and tires systems, utilize service manuals and diagnostic procedures. It will prepare students for a career in the Diesel field. **(DST Courses provided by MSU Northern via Polycom)**

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

Related Instruction Requirements		Credits
Communications	WRIT 101 or WRIT 104	3
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
<b>Total Related Instruction credits required for degree</b>		<b>7-8</b>

Program of Study Courses	Credits
AST 138 Electrical I	4
AST 139 Electrical II	4
DST 104 Intro to Diesel Engines	3
DST 114 Intro to Diesel Engines Lab	3
DST 115 Intro to Diesel Fuel Systems	5
DST 216 Heavy Duty Power Trains	4
DST 219 Heavy Duty Chassis	4
WLDG 100 Introduction to Welding Fundamentals	3
<b>Total Program of Study credits required for degree.</b>	<b>30 Cr.</b>
<b>Total credits required for degree.</b>	<b>37-38 Cr.</b>

Diesel Technology	
First Semester (Fall)	Cr.
AST 138	4
DST 115	5
DST 216	4
Second Semester (Spring)	Cr.
AST 139	4
DST 104	3
DST 114	3
DST 219	4
WLDG 100	3
<b>Total Program Credits</b>	<b>30</b>

### Program Learning Outcomes:

- Use proper tools, equipment, precautions and procedures to safely perform repairs
- Diagnose and repair Fuel systems, Electrical Systems, Engines, Power Trains and Chassis
- Demonstrate the ability to locate service repair information by many different types of media
- Develop essential workplace skills and attributes necessary for an automotive related career

**INFORMATION TECHNOLOGY**

The Information Technology Certificate of Applied Science (CAS) offers you a way to fully develop and gain confidence in IT skills, prepare for taking IT certification exams, and earn a valuable credential that prepares you for jobs in this in-demand career field. Coursework in the Information Technology CAS program aligns with widely recognized and respected IT industry certifications and prepares you with the foundational skills needed to enter the IT profession. Integrating hands-on, applied learning with theory, you will gain practical knowledge and skills essential for an IT position such as IT Specialist. Approximately 40% of the classroom time contains hands-on training with advanced computer and networking equipment to provide the student with real world experience. Students who are successful in the CAS program will be prepared to take industry certification tests such as A+, Network+, Server+, MTA, and MCSA.

*Occupational Objective: Information Technology (IT) Specialist.*

Related Instruction Requirements		Credits
Communications	WRIT 101 or WRIT 104	3
Human Relations	HS 100	1
Mathematics	M 111 OR M 121	3-4
<b>Total related instruction credits required for degree.</b>		<b>7</b>
Program of Study Courses		Credits
CAPP 120	Introduction to Computers	3
ITS 125	Fundamentals of Voice and Data Cabling	3
ITS 164	Networking Fundamentals	3
ITS 166	MS Windows	3
ITS 170	MS Windows Server	3
ITS 220	Fundamentals of Wireless LANS	3
ITS 224	Introduction to Linux	3
ITS 280	Computer Repair and Maintenance	3
<b>Total Program of Study credits required for degree.</b>		<b>24</b>
<b>Total credits required for degree.</b>		<b>31-32</b>

COMPUTER DESKTOP / NETWORK SUPPORT (CAS)	
First Semester (Fall)	Cr.
CAPP 120	3
ITS 125	3
ITS 166	3
ITS 280	3
Second Semester (SP)	Cr.
ITS 220	3
ITS 224	3
ITS 164	3
ITS 170	3
<b>Total Program Credits</b>	<b>24</b>

**Program Learning Outcomes:**

- Troubleshoot and repair computer hardware.
- Set up operating systems and troubleshoot software.
- Set up and document small and home networks using troubleshooting skills.
- Use business-oriented computer software programs, i.e. Microsoft Office.
- Use appropriate tools to administer and troubleshoot computers.



**LAY ADVOCATE/PARALEGAL**

The Lay Advocate/Paralegal provides learners with the necessary skills, knowledge, and ethical foundation to prepare graduates to practice as lay advocates in Tribal Courts. This program will prepare graduates for entry-level employment as a paralegal.

**Occupational Objective: Lay Advocate, Paralegal**

Related Instruction Requirements		Credits
Communications	WRIT 104	3
Human Relations	HS 100	1
Mathematics	M 111	3
<b>Total Related Instruction credits required for degree</b>		<b>7</b>

Program of Study Courses	Credits
CJ 201 Introduction to Criminal Justice	3
CJ 208 Family Law	3
CJ 209 Will, Probate, and Property Law	3
CJ 210 Legal Research, Writing, and Case Analysis	3
CJ 211 Civil Procedure	3
CJ 215 Criminal Procedure	3
CJ 230 Criminal Law	3
CJ 235 Criminal Evidence	3
<b>Total Program of Study credits required for degree.</b>	<b>24 Cr.</b>
<b>Total credits required for degree.</b>	<b>31 Cr.</b>

Lay Advocate/Paralegal	
First Semester (Fall)	Cr.
WRIT 104	3
HS 100	1
CJ 201	3
CJ 215	3
CJ 230	3
CJ 235	3
Second Semester (Spring)	Cr.
M 111	3
CJ 208	3
CJ 209	3
CJ 210	3
CJ 211	3
<b>Total Program Credits</b>	<b>31</b>

**Program Learning Outcomes:**

- Identify legal issues and remedies.
- Thoroughly research legal issues using primary and secondary legal research tools.
- Students will gain a foundational understanding of civil and criminal law sufficient to obtain entry-level employment as a paralegal or to represent Tribal constituents as a lay advocate in Tribal courts.
- Prepare legal Memoranda and briefs using logical analysis and proper citation forms.

## MEDIA TECHNOLOGY

The Media Technology Certificate of Applied Science (CAS) program provides learners with hands-on lessons and projects to obtain the abilities to utilize media technologies to plan, design, build, and maintain effective communication through audio, graphics, maps, video, and web design. Students obtain the skills necessary to prepare for the Adobe Certified Associate (ACA) certification, and/or pursue employment in the graphic/web design, and/or GIS fields.

*Occupational Objective: Graphic Designer, Web Designer, GIS Technician, and Media Technology*

Related Instruction Requirements		Credits
Communications	WRIT 101 or WRIT 104	3
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
<b>Total Related Instruction credits required for degree</b>		<b>7-8</b>
Program of Study Courses		Credits
CAPP 158	MS Access	3
GPHY 151	Principles of GIS	3
GPHY 161	GPS Technologies	3
MART 113	Introduction to Video	3
MART 255	Photoshop for Media Arts	3
MART 256	Illustrator: Vector and Layout Design	3
MART 258	Dreamweaver for Media Arts	3
MART 259	Video Editing	3
<b>Total Program of Study credits required for degree.</b>		<b>24</b>
<b>Total credits required for degree.</b>		<b>31-32</b>

GRAPHIC/WEB DESIGN - CAS	
First Semester (Fall)	Cr .
CAPP 158	3
GPHY 151	3
MART 113	3
MART 255	3
Second Semester (Sp)	Cr .
GPHY 161	3
MART 256	3
MART 258	3
MART 259	3
<b>Total Program Credits</b>	<b>24</b>

### Program Learning Outcomes:

- Students will develop the knowledge and skills to plan, design, and create digital communication.
- Demonstrate and maintain effective communication through media technology.
- Create original design concepts utilizing graphics, maps, video, and audio.
- Students will obtain the skills to pursue entry-level positions in graphic design, media arts, and/or web design fields.

## TRUCK DRIVING

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		Credits
Communications	WRIT 101 or WRIT 104	3
Human Relations	HS 100	1
Mathematics	M 111 or M 121	3-4
<b>Total Related Instruction credits required for degree</b>		<b>7-8</b>

Program of Study Courses	Credits
TD 101 Truck Driving I (4 weeks)	3
TD 105 Truck Driving II (4 weeks)	3
TD 115 Vehicle Operations I (8 weeks)	6
<i>TD 180 Special Vehicle Operations (ONLY if necessary)</i>	<i>6</i>
<b>Total Program of Study credits required for degree.</b>	<b>12 Cr.</b>
<b>Total credits required for degree.</b>	<b>19-20</b>

“PROGRAM”	
First Semester (Fall)	Cr.
TD 101	3
TD 105	3
TD 115	6
M111	3
WRIT 101/104	3
HS 100	1
<b>Total Credits</b>	<b>19</b>

### 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.
- Learner’s Permit completed in the 1<sup>st</sup> 8 weeks of the semester.
- FPCC will pay the Driver’s License Fee one time ONLY.

### All applicants are required to:

- Provide a copy of a current valid MT driver’s license.
- Provide a copy of a physical examination on a DOT form.
- Students pass a drug screen when administered.

## ONE SEMESTER PROGRAM



## WELDING TECHNICIAN

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		Credits	WELDING TECHNICIAN	
Communications	WRIT 101 or WRIT 104	3	First Semester (Fall)	Cr.
Human Relations	HS 100	1	WLDG 170	13
Mathematics	M 111 or M 121	3-4	M 111	3
			Second Semester (Spring)	Cr.
Total Related Instruction credits required for degree		<b>7-8</b>	WLDG 270	13
Program of Study Courses		Credits	WRIT 101/104	3
WLDG 170	Welding I	13	HS 100	1
WLDG 270	Welding II	13	<b>Total Program Credits</b>	<b>33</b>
Total Program of Study credits required for degree.		<b>26</b>		
Total credits required for degree.		<b>33-34</b>		

### 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. ***Prerequisite or concurrent enrollment:***

***ACTG 201***

***SPRING***

### **ACTG 201      PRINCIPLES OF FINANCIAL ACCOUNTING      4 CREDITS**

While designed for business majors, financial Accounting 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. ***Prerequisite: ACTG 201***

***SPRING***

**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. **Prerequisite or concurrent enrollment: ACTG 202**  
*SPRING*

**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. **Prerequisite: Consent of Instructor**  
*SPRING*

**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. **Prerequisite: Consent of Instructor**  
*FALL*

## ACTIVITIES

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

**ACT 140      BASKETBALL SKILLS I – Men (FALL)      2 CREDITS**  
**ACT 141      BASKETBALL SKILLS II - Men (SPRING)      2 CREDITS**  
**ACT 142      BASKETBALL SKILLS I - Women (FALL)      2 CREDITS**  
**ACT 143      BASKETBALL SKILLS II – Women (SPRING)      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 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  
*FALL & SPRING*

## ART

*Art classes will be offered upon the availability of an Art instructor.*

**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**  
**\$40.00**

*Course Fee:*

## **AUTOMOTIVE TECHNOLOGY**

**AST 101 DO-IT-YOURSELF AUTO****2 CREDITS**

This introductory automobile experience intended for consumers and non-mechanically inclined individuals will provide an overview to basic automobile/light truck car care, maintenance, and minor repairs. It will introduce the student to the history and evolution of the automobile, purchasing a vehicle, ownership expenses, roadside emergencies and other do-it-yourself preventative maintenance and repairs. Safety will be emphasized throughout the course. This is a pilot course.

**FALL**

*Course fee \$20.00*

**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****5 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 4 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. This course also includes a laboratory portion that covers cellular organization and cellular functions that are relevant to the lecture content.

**FALL & SPRING**

**Lab fee: \$40.00**

## **BIOB 170 PRINCIPLES OF BIOLOGICAL DIVERSITY 4 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. The course also includes a laboratory portion that covers the diversity of life including prokaryotes, viruses, protista, fungi, plants, & animals including structure and evolutionary relationships that are related to the lecture content.

**FALL**

**Lab fee: \$40.00**

## **BIOH 201 HUMAN ANATOMY & PHYSIOLOGY I 4 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. 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. **Prerequisites: BIOB 160 (All Nursing/Biomed majors are required to take BIOH 201 at FPCC in order to take BIOH 211; other institutions require instructor approval)**

**FALL**

**Lab fee: \$40.00**

## **BIOH 211 HUMAN ANATOMY & PHYSIOLOGY II 4 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 laboratory hands-on demonstration, principles of integration of metabolism, energy flow, and homeostasis will be emphasized.

**Prerequisites: BIOH 201 (For Nursing and Biomed majors BIOH 201 must be taken at FPCC; other institutions require instructor approval)**

**SPRING**

**Lab fee: \$40.00**

## **BIOM 250 MICROBIOLOGY FOR HEALTH SCIENCES OF INFECTIOUS DISEASES 4 CREDITS**

Intended for science and health related 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. In the laboratory portion of the course, students will observe live microorganisms, their characteristics and activities and gain experience with microbiological techniques. **Prerequisites: BIOB 160**

**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.

**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.

*FALL*

**BGEN 201 FOUNDATIONS OF BUSINESS ETHICS 3 CREDITS**

While designed for business students, this course is applicable to any student interested in ethics. The student will examine ethics in terms of moral and social responsibilities, philosophies, issues and decision-making frameworks as they relate to on-the-job situations with emphasis 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 at the completion of this course that 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.

*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.

*Prerequisites: CAPP 131*

*SPRING*

**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.

*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.

*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.

*Prerequisite: PSYX 100*

*SPRING*

**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. Prerequisite: PSYX 100, HS 101, PSYX 150**  
**FALL**

**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) **Prerequisite: CAS 242 & CAS 250**  
**FALL & SPRING** **Lab fee \$25.00**

## CHEMISTRY

**CHMY 121 INTRODUCTION TO GENERAL CHEMISTRY 4 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. The laboratory portion of the course emphasizes general chemistry, quantitative relations & synthesis of inorganic compounds. **Prerequisites: M121 or equivalency or higher math course**  
**FALL** **Lab fee \$40.00**

**CHMY 123 INTRODUCTION TO ORGANIC & BIOCHEMISTRY PRINCIPLES 4 CREDITS**  
Through lecture and demonstration, science majors will be introduced to functional groups of organic chemistry and important biochemical structures, concepts, & processes. The laboratory portion of the course emphasizes organic chemistry, quantitative relations and synthesis of inorganic and organic compounds and biochemistry. **Prerequisites: CHMY 121**  
**SPRING** **Lab fee \$40.00**

**CHMY 141 COLLEGE CHEMISTRY I 4 CREDITS**  
Intended for science and engineering majors, the lectures and demonstrations in this course cover the properties of elements, inorganic compounds, liquid solutions, chemicals equilibria and chemical kinetics. Laboratory experiments will be conducted with material covered such as molecular models, acids and bases and trends of the periodic table. **Prerequisites: M121 or equivalency or higher math course**  
**FALL** **Lab fee \$40.00**

**CHMY 143 COLLEGE CHEMISTRY II 4 CREDITS**  
Intended for science and engineering majors, this is the second semester of the two-semester general chemistry sequence, including pressure laws, gas laws and volume. The laboratory portion of the course will be conducted pertaining to the content of the lectures covering materials such as, chemical equilibrium, pH, acid-base equilibrium, aqueous equilibrium, Charles and Boyle law. **Prerequisites: CHMY 141**  
**SPRING** **Lab fee \$40.00**



# COLLEGE PREP

## **CP 091 DEVELOPMENTAL ENGLISH**

**3 CREDITS**

Designed to help students assess their reading comprehension and fluency, learn the format guidelines and expectations of college writing, set manageable goals for reading and writing improvement, and expand their vocabularies. Students will also improve their critical analysis, reading retention and reading response skills.

*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

## **CAPP 120 INTRODUCTION TO COMPUTERS**

**3 CREDITS**

Students are introduced to basic computer concepts, they will perform basic functions of file and program window management with Windows operating system; browse the web with Internet Explorer and/or other browsers; learn about cloud storage and syncing services such as Dropbox, SkyDrive, and Google Drive. They will learn to use MS Outlook to send and receive email, including attachments. Students will be introduced to the fundamentals and terms associated with computers and mobile devices, the Internet, programs and apps, digital safety and security.

*FALL & SPRING*

*Course Fee \$20.00*

## **CAPP 131 BASIC MICROSOFT 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 functions, formulas, filtering, data analysis, and creating 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 many features of Microsoft Excel and how to use them in the workplace. Students will demonstrate proficiency in the use of computerized spreadsheets including functions, formulas, filtering, data analysis, and creating charts. Students will discover the underlying functionality of Excel so they can become more productive.

*FALL & SPRING*

*Course Fee \$20.00*

## **CAPP 153 MICROSOFT POWERPOINT**

**3 CREDITS**

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.

*FALL & 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 course offers straightforward instruction with a focus on real-world business scenarios. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Access examination.  
*FALL & SPRING* *Course Fee \$20.00*

## **COMPUTER SCIENCE**

**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 IC<sup>3</sup> Certification by completing three exams in computing fundamentals, key applications and living online.  
*FALL & SPRING*

**CSCI 191      AIHEC WEB DESIGN COMPETITION      1 CREDITS**  
Students will design and build a website, per the American Indian Higher Education Consortium (AIHEC) Web Design Competition rules and participate in the annual student competition.  
*FALL & SPRING* *Course Fee \$25.00.*

## **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*

## **CRIMINAL JUSTICE**

**CJ 201      INTRO TO CRIMINAL JUSTICE      3 CREDITS**  
Basic introduction to the three primary elements of the American Criminal Justice system - law enforcement, the courts, and corrections. The course will briefly explore the history of policing, constitutional law, criminal law, and the relationship between American law and Indian tribes and general aspects of tribal law.  
*FALL*

**CJ 208      FAMILY LAW      3 CREDITS**  
This course focuses on legal problems pertaining to the organization, operation, and dissolution of the family, including domestic relations, paternity, child custody, adoptions, and child and spousal support, with particular emphasis on Tribal codes and Native American issues including the Indian Child Welfare Act and the Violence Against Women Act.  
*SPRING*

**CJ 209      WILL, PROBATE, AND PROPERTY LAW      3 CREDITS**  
This course includes instruction on federal, state, and Tribal law relating to wills and trusts, the probate process, acquisition and allocation of property rights, forms and transfers of ownership, land use, government regulation of land, and fiduciary duties and responsibilities.  
*SPRING*

**CJ 210                    LEGAL RESEARCH, WRITING, AND CASE ANALYSIS                    3 CREDITS**

This course will familiarize students with the fundamentals of legal research, terminology, writing, and analysis, including law library techniques, computer-assisted legal research, citation forms, briefs, and court opinion discussions. Students will develop skills in researching and interpreting applicable federal and tribal statutes and case law, primary/secondary authority, and mandatory/persuasive authority. Prerequisites: WRIT 104 Technical Writing, CJ 215 Criminal Procedure, CJ 230 Criminal Law, and CJ 235 Criminal Evidence.

***SPRING***

**CJ 211                    CIVIL PROCEDURE                    3 CREDITS**

Civil Procedure regulates the conduct of litigation itself. Litigation is the process of carrying on a lawsuit. Civil Procedure is the body of law, usually rules, enacted by the legislature or courts governing the methods and practices used in carrying on civil litigation (as opposed to criminal litigation). Students study civil lawsuits from the pleadings to the trial, and from the common law to current tribal and federal codes of civil procedure. The course also addresses the organization and jurisdiction of tribal, federal and state courts.

***SPRING***

**CJ 215                    CRIMINAL PROCEDURE                    3 CREDITS**

This course examines the methods and mechanics of the legal process with a particular emphasis on arrest, search, and seizure, and the rights and responsibilities of the various actors during the investigation and prosecution of a criminal act.

***FALL***

**CJ 230                    CRIMINAL LAW                    3 CREDITS**

This course investigates the principles of criminal accountability, including an analysis of substantive law and the elements necessary to prove crimes against persons, property, and society.

***FALL***

**CJ 235                    CRIMINAL EVIDENCE                    3 CREDITS**

This course will provide an in-depth analysis of the rules of evidence within the American criminal justice system. Topics include admissibility, relevancy, materiality, weight, burden of proof, examination of witnesses, testimony, and types of evidence.

***FALL***

## **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.

***FALL & SPRING***

***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.

***FALL***

***Course fee \$20.00.***

**CA 103 AMERICAN INDIAN SINGING AND DRUMMING 3 CREDITS**

This course is intended to teach students the basic art of Native American song and drumming. Students will be introduced to Assiniboine and Sioux language, various songs, and drumming techniques.

*FALL & SPRING*

*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.

*FALL & SPRING*

*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.

*FALL & SPRING*

*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.

*FALL & SPRING*

*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.

*SPRING*

*Course fee \$20.00*

**CA 113 INTRODUCTION TO ARCHERY 3 CREDITS**

Students will learn the origin and philosophy of Archery. The use of traditional materials of the past will be discussed as well as the use of contemporary materials. Course may be repeated.

*FALL & SPRING*

**CA 116 HAND GAMES 3 CREDITS**

Students will learn the origin and philosophy of Hand Games. This game is played among eighty-one Indian tribes of the United States. The game bears different names in the various languages of these tribes. Hand Game refers to the fact that the object is held in the hand during the play.

*FALL & SPRING*

## **DIESEL**

**DST 104 INTRODUCTION TO DIESEL ENGINES 3 CREDITS**

Construction, operation, and repair of diesel engines; logical steps of procedure for engine reconditioning; installing and timing of fuel injection components. Emphasis will be placed on diesel engine component reconditioning, engine tune-ups, and use of special diagnostic tools.

*SPRING*

**DST 114 INTRODUCTION TO DIESEL ENGINES LAB 3 CREDITS**

This course will give the student hands-on experience rebuilding diesel engines and components. The student will learn manufacturer's procedures on engine rebuilding and special tool usage.

*SPRING*

**DST 115            INTRODUCTION TO DIESEL FUEL SYSTEMS            5 CREDITS**

This is an introductory lab in diesel fuel injection systems. This lab will include the identification, disassembly, assembly, troubleshooting, repair, and adjustment of the following fuel systems components: Inline pumps, distributor pumps, Cummins fuel system, unit injectors, and injectors.

*FALL*

**DST 216            HEAVY DUTY POWER TRAINS            4 CREDITS**

This course will give the students theoretical and hands-on experience working on heavy-duty power train components. Emphasis will be placed on calculating gear ratios and power flow on industries' common transmissions, clutches, differentials, clutches and drive line angularity. A brief introduction to Heavy Duty Power Shifts and Automatics will be included time permitting.

*FALL*

**DST 219            HEAVY DUTY CHASSIS            4 CREDITS**

A course dealing with braking systems, suspensions, and alignment of medium and heavy duty vehicles. The major emphasis will be on air brakes, methods used to check and adjust alignment and inspection and repair methods for suspension systems.

*SPRING*

## **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*

**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*

## **EARLY EDUCATION**

**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*

**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*

*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.

*FALL*

**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.

**FALL**

**Course Fee \$10.00**

**EDEC 227 EARLY CHILDHOOD LANGUAGE ACQUISITION 3 Credits**

Early Childhood Language Acquisition – Students will gain an understanding of speech and language development, phonology, semantic, morphological, syntax, and pragmatics, along with language acquisition theories, and cultural norms. **SPRING**

**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.

**Prerequisite: EDEC 220/221 and EDEC 230/231 or Co-requisite**

**SPRING**

**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. **Prerequisite: EDEC 220/221 and EDEC 230/231 or Co-**

**requisite**

**SPRING**

**Course Fee \$10.00**

**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. **Prerequisite: EDEC 281/282 or Co-requisite**

**SPRING**

**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. **Prerequisite: EDEC 281/282 or Co-requisite**

**SPRING**

**Course Fee \$10.00**

**EDEC 285 FIELD EXPERIENCE I 1 Credit**

Field experience with children in Head Start, Elementary, Middle School, Secondary, or an Indigenous Language setting. Students acquire experience with curriculum planning and implementation. A minimum of seven hours is required.

**FALL**

**EDEC 286 FIELD EXPERIENCE II 1 Credit**

Field experience with children in Head Start, Elementary, Middle School, Secondary, or an Indigenous Language setting. Students acquire experience with curriculum planning, implementation, and assessment of second language learning. A minimum of seven hours is required.

**SPRING**

## EDUCATION

**EDU 201 INTRODUCTION TO EDUCATION WITH FIELD EXPERIENCE 3 CREDITS**

In preparation for careers in education, students examine the historical foundations of education in the United States and gain context to issues and controversies that challenge educators today. Coursework includes class presentations, journals, videos, and discussion of principles, theories, and practices in today's educational system. Students also engage a structured, fifteen (15) hour observation in a local classroom. Each student works with the FPCC professor to: identify an appropriate placement classroom, to contact school administration, to facilitate an observation agreement with the classroom teacher, and to observe the educational environment. 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**  
Serving prospective teachers and students interested in careers in education and human services, this course prepares students for entry into their respective professions. To guide students while exploring and constructing knowledge of human behavior, especially learning behavior, the course offers methods to improve learning outcomes. The student engages theories that explain contextually how and why human learning takes place, and that develop pedagogy to individualize education. **Required for all Education Majors. Prerequisite: PSYX 100**  
**SPRING**

**EDU 270 INSTRUCTIONAL TECHNOLOGIES 3 CREDITS**  
Students incorporate computer and multimedia technology to enhance teaching effectiveness and student comprehension. Successful completion of the course indicates proficiency and understanding of 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*

**EDU 292 STUDENT SUCCESS SEMINAR**  
Students incorporate computer and multimedia technology to enhance teaching effectiveness and student comprehension. Successful completion of the course indicates proficiency and understanding of 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 Students**  
**FALL & SPRING**

## 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**

## GEOSCIENCE: GEOGRAPHY

*(Students need to be able to demonstrate minimum competencies in basic computer usage before enrolling in these classes.)*

**GPHY 151 PRINCIPLES OF GIS (GEOGRAPHIC INFORMATION SYSTEMS) 3 CREDITS**  
Students will be provided with a basic understanding of current mapping technology through the principles and the application of geographic information systems, with emphasis on GIS analysis techniques. Students will analyze and display spatial information using simple GIS programs; describe what geographic information is and why it is important to problem-solving, and decision-making in a variety of disciplines. Give specific examples of how geographic information systems, global navigation satellite systems, remote sensing, and cartographic design are used together to address complex geographic problems.  
**FALL** *Course Fee \$25.00.*

**GPHY 161      GPS Technologies      3 CREDITS**  
Students will learn to recognize and understand the use of spatial technologies (GPS, GIS and remote sensing). Students will plan and implement a GPS/GIS mapping project using GPS receivers and the ArcMap GIS software. They will identify mapping issues that could impact the accuracy of spatial data. Use knowledge and skills gained in this class as a foundation for future work in the spatial sciences.  
*SPRING* *Course Fee \$25.00.*

**GPHY 231      GIS CARTOGRAPHY      3 CREDITS**  
Students will be introduced to the basic concepts of geography and maps. They will learn the fundamentals of cartography and spatial data principles using thematic mapping concepts, methods and quantitative techniques. Students will learn the five main design principles: legibility, visual contrast, figure-ground, hierarchical organization, and balance. **Prerequisite: GPHY 151**  
*SPRING* *Course Fee \$25.00.*

**GPHY 261      GIS TECHNOLOGIES      3 CREDITS**  
Student completing this course will be able to recognize and understand the use of geospatial technologies (GPS, GIS) in a wide range of disciplines.. Students will plan and implement a GPS/GIS mapping project using recreational grade receivers and the GIS software. . Students will identify mapping issues that could impact the accuracy of spatial data. Students acquire the knowledge and gained in class as a foundation for future work in the spatial sciences. **Prerequisite: GPHY 151**  
*SPRING* *Course Fee \$25.00.*

## HEALTH

**HLTH 101      CNA TRAINING      4 CREDITS**  
Designed to prepare students to function as nursing assistants in Health Care Facilities, the primary goal of the class is to provide high quality nurse's aide training students by highly trained medical staff. This objective will be accomplished by providing the students with 95 hours of training that includes 56 hours of classroom instruction, 14 hours of CNA skills training, and 25 hours of clinical training in a local medical facility.  
*FALL & 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*

## HISTORY

**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 will be placed on Reconstruction, the rise of industry, the Populist and Progressive Movements, the Spanish-American War, World War I, the Great Depression, World War II, the Korean War, Vietnam, the Civil Rights Movement, Watergate and the wars in Iraq and Afghanistan. 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 & SPRING***

**HSTR 101      WESTERN CIVILIZATIONS I      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. *(Formerly Ancient Civilizations)*

***FALL***

**HSTR 102      WESTERN CIVILIZATION II      3 CREDITS**

Students will study the fall of the Roman Empire, the Byzantine Empire, the Dark Ages, the Crusades, the Middle Ages, the Renaissance, the Reformation, the Age of Exploration, the French Revolution, the Industrial Revolution, World Wars One and Two and the Cold War. 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. *(Formerly Modern Western Civilizations)*

***SPRING***

## **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 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***

***SPRING***

# INFORMATION TECHNOLOGY

**ITS 125                    FUNDAMENTALS OF VOICE & DATA CABLING                    3 CREDITS**

This course focuses on cabling issues related to data and voice connections and provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as, signal transmission. Students will develop skills in reading network design documentation, part list set up and purchase, pulling and mounting cable, cable management, choosing wiring closets and patch panel installation and termination as well as installing jacks and cable testing. This course will help prepare students for the BICSI Registered Installer exam.

**FALL**

**Course Fee \$129.00**

**ITS 130                    CYBERSECURITY ESSENTIALS                    3 CREDITS**

The Cybersecurity Essentials course develops foundational understanding of cybersecurity and how it relates to information and network security. This course introduces students to characteristics of cybercrime, security principles, technologies, and procedures to defend networks. The course is presented using interactive, multimedia content, lab activities using network simulators and virtual machines, and multi-industry case studies.

**FALL**

**Course Fee \$129.00**

**ITS 164                    NETWORKING FUNDAMENTALS                    3 CREDITS**

This course exposes students to the skills needed to design, build, and maintain small to medium-sized networks. Students are provided with classroom and laboratory experience in current and emerging networking technology. Focus is on the theory behind LANs. Topics include networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol addressing, network standards, safety and environment issues.

**SPRING**

**Course Fee \$129.00**

**ITS 166                    MS WINDOWS                    3 CREDITS**

Provides students with the knowledge and skills required to set up and administer a computer running Microsoft Windows operating system as a single workstation and a member of a domain. The course provides the skills required to perform basic installation, configuration tasks, and day-to-day administration tasks in a Windows-based network. The course also teaches students how to troubleshoot basic installation, configuration, and administration problems.

**FALL**

**Course Fee \$129.00**

**ITS 170                    MS WINDOWS SERVER                    3 CREDITS**

Provides students with the knowledge and skills required to set up and administer a computer running Microsoft Server operating system in a single domain environment. The course provides the skills required to perform basic installation, configuration tasks, and day-to-day administration tasks in a Microsoft-based network. The course also teaches students how to troubleshoot basic installation, configuration, and administration problems. The course content applies to the Windows Server network operating system and the Windows client operating system.

**SPRING**

**Course Fee \$129.00**

**ITS 217                    NETWORK OPERATING SYSTEM – SERVER ADMIN / APPS                    3 CREDITS**

Provides students with the knowledge and skills to configure and troubleshoot a Windows Server / Linux Server network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies. Students will gain an understanding of the networking technologies most commonly used with Windows Server / Linux Server and IP-enabled networks. Students will also learn how to secure servers and maintain update compliance.

**SPRING**

**Course Fee \$129.00**

**ITS 220                    FUNDAMENTALS OF WIRELESS LANS                    3 CREDITS**

This introductory course to Wireless LANs focuses on the design, planning implementation, operation and troubleshooting of Wireless LANs. This class is a comprehensive overview of technologies, security, and design best practices with emphasis on hands-on skills.

**SPRING**

**Course Fee \$129.00**

**ITS 224 INTRODUCTION TO LINUX 3 CREDITS**  
Provides students with the knowledge and skills required to set up and administer a computer running a Linux operating system. The course provides the skills required to perform basic installation, configuration tasks, and day-to-day administration tasks in a Linux network. The course also teaches students how to troubleshoot basic installation problems and perform system maintenance.  
*SPRING* *Course Fee \$129.00*

**ITS 280 COMPUTER REPAIR AND MAINTENANCE 3 CREDITS**  
Provides students with the skills necessary to install and troubleshoot hardware devices. Topics include system setup, RAM, hard and floppy drives, data buses, power supplies, IO cards, and diagnostic tools.  
*FALL* *Course Fee \$129.00*

**ITS 289 PROFESSIONAL CERTIFICATION 3 CREDITS**  
Review objectives of an information technology industry-based professional certification. A thorough review of certification objectives, preparation strategies, and exam strategies will be covered. Course can be repeated for different industry-based professional certifications.  
*SPRING* *Course Fee \$129.00*

## 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. **Prerequisite: WRIT 101 or WRIT 104**  
*FALL & SPRING*

## 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. **Prerequisite: WRIT 101 or WRIT 104**  
*SPRING*

## MATHEMATICS

**M 098 ELEMENTARY & INTERMEDIATE ALGEBRA 4 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*

**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**

**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 placement 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 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 & SPRING**

**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. **Prerequisite: M 121**

**FALL & SPRING**

## **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 113                    INTRODUCTION TO VIDEO                    3 CREDITS**

Students are introduced to the basic knowledge of video technology. They will learn how to use a video camera, how to operate a zoom lens, learn about picture composition, framing and sound. They will obtain the foundational knowledge to proceed towards building video-networking skills. Students will be shown how to create effective video production; they will gain an overview of the functioning of the production model, the major pieces of video production equipment and their operation, and the specific functions of the production personnel. Students will learn how to proficiently use the computer software and hardware necessary to manage and manipulate digital files in Adobe Premier, nonlinear editing software. (Formally MART 103 – Intro to Film)

**FALL**

**Course Fee \$25.00**

**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.

*FALL*

*Course Fee \$25.00.*

**MART 255 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 MART 255 – Introduction to Photoshop for Media Arts)

*FALL*

*Course Fee \$25.00.*

**MART 256 ILLUSTRATOR: VECTOR AND LAYOUT DESIGN 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 MART 256 – Introduction to Illustrator for Media Arts)

*SPRING*

*Course Fee \$25.00.*

**MART 258 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 MART 258 – Introduction to Dreamweaver for Media Arts)

*SPRING*

*Course Fee \$25.00.*

**MART 259 VIDEO EDITING 3 CREDITS**

Students completing this course will acquire the basic knowledge of Premier Pro. Students are introduced to the five editing basics; import footage, create a sequence, add a title, adjust audio levels, and export video in nonlinear editing software. Students will learn to acquire media files such as, video, audio, and graphics, and create a rough cut sequence, add effects, adjust audio, and export the project. Students acquire the skills to pursue the Adobe Certified Associate Certification. (Formally MART 259 – Introduction to Premier Pro)

*SPRING*

*Course Fee \$25.00.*

**MART 291 SENIOR THESIS/CAPSTONE 3 CREDITS**

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

*SPRING*

*Course Fee \$25.00.*

# MUSIC

*Music classes will be offered upon the availability of a music instructor.*

## **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**

# NATIVE AMERICAN STUDIES

## **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 117      HISTORY AND CULTURE OF THE FORT PECK TRIBES      4 CREDITS**

This course will trace the history of the Assiniboine 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 Assiniboine 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 hibiḵteno Wicháḥdiyabina hiḵ wagágana ʉnáḥúḵt Né Nakón I•á wo`úḵnagiḵteno Nakón I•á wa`ówabi nawaḵteno Né Nakón I•á oyákmíḵt Wiyuta ish echúgubiḵteno Wichógaḍu Sugágu shtén né yawa`oyágiḵteno* This introductory language course is designed for students with little or no Nakón I•á (Assiniboine 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 LANGUAGE      3 CREDITS**

*Wedú shtén akésh wo`úḵnagiḵteno Nagú né Nakón I•á nayaḥú iyá•a nawa`hiḵ oyákma no Dagú`ugichiya o`úgiyabiḵt Hó eyágu ichágabiḵt Wa`ówabi ish ichágabiḵteno* This is 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. **Prerequisite: NASX 121 or consent of instructor**

**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.

**Prerequisite: NASX 131 or consent of instructor**

**SPRING**

**NASX 133      CONVERSATIONAL DAKOTA LANGUAGE I      3 CREDITS**

This course is an advanced study of the Dakota language. It is designed for students who have successfully completed Dakota language courses NASX 131 and NASX 132. **Prerequisite: NASX 132 or consent of instructor**

**FALL**

**NASX 134      CONVERSATIONAL DAKOTA LANGUAGE II      3 CREDITS**

This course is an advanced study of the Dakota language. It is designed for students who have successfully completed Dakota language courses NASX 131, NASX 132 & NASX 133. **Prerequisite: NASX 133 or consent of instructor**

**SPRING**

**NASX 130      AMERICAN INDIANS IN MONTANA      3 CREDITS**

This course will examine Native people who have lived and presently reside within the boundaries of Montana. Topics will include tribal movements, inter-tribal relations, life ways, establishment of reservations, forms of government, brief history of Bureau of Indian Affairs, cultural practices and intertribal relations.

**SPRING**

**NASX 191      INDIGENOUS CULTURAL RESOURCE PROTECTION AND PRESERVATION 3 CREDITS**

In this course students will learn how to protect and preserve cultural resources and sites. The course will include a study of federal and state laws on the protection of cultural resources, archaeological practices in preservation, recordation, and archiving and museum practices. Nomination procedures for National Register of Historic Places, Native American Graves Repatriation and Protection Act (NAGPRA). Discussions will include why American Indians need to do this work and monitor how others do it, and a critical review of the loss of cultural resources to processes of colonization and corruption. Students will learn of professional associations that support Indigenous archaeology and federal and state programs and groups that provide funding for cultural resource preservation and protection.

**FALL & SPRING**

**NASX 201      INDIGENOUS LANGUAGES OF NORTH AMERICA      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 LANGUAGE      3 credits**

This course is an advanced study of the Nakona (Assiniboine) language. It is designed for students who have successfully completed Nakona language courses NASX 121 and NASX 122. The emphasis will be on an advanced, colloquial Nakona. Students will become involved in external Nakona language 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.

**Prerequisite: NASX 122 or consent of instructor**

**FALL**

**NASX 230      AMERICAN INDIAN EDUCATION      3 CREDITS**

This course 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, and 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 band 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 American 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 272 AIHEC KNOWLEDGE BOWL 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**

**FALL & 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**

Students will research distinctive stories of Native Americans in particular the Nakoda/Dakota people which will help with the understanding of our past and present realities. Research theory is based on respect, relationship, and reciprocity, and works to create social change. **(PSYX 120)**

**SPRING**



# NETWORK TECHNOLOGY

**NTS 104**      **INTRO TO NETWORKS**      **3 CREDITS**

Provides students in the first of four semester courses with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer networking field. Covers the following networking topics and skills: OSI model and industry standards, network topologies, IP addressing including subnet masks, networking components, basic network design, beginning router configurations, and routed and routing protocols.

*FALL*

*Course Fee \$129.00*

**NTS 105**      **ROUTING & SWITCHING ESSENTIALS**      **3 CREDITS**

Teaches students the skills they will need to design, build, and maintain small to medium size networks. The focus of this course is basic configuration of routers into small networks. **Prerequisite: NTS 104**

*SPRING*

*Course Fee \$129.00*

# 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*

# PHOTOGRAPHY

**PHOT 184**      **DIGITAL PHOTOGRAPHY**      **3 CREDITS**

Students will be introduced to digital photography and demonstrate the ability to use digital cameras and all their functions in creating digital images. Students will learn how to use menus and settings on a digital camera; be able to work effectively with natural light and demonstrate an understanding of the relationship between time of day and variations related to quality of light. Student will learn to analyze and understand basic exposure by utilizing one of the several exposure mode settings on a digital camera for a variety of different situations; explore, critique, and evaluate basic composition and aesthetic elements of a photographic image. Student will learn to prepare digital images into appropriate file formats for various display methods and store or archive correctly.

*FALL*

*Course Fee \$25.00.*

# PHYSICS

**PHSX 105**      **FUNDAMENTALS OF PHYSICAL SCIENCE**      **4 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 & SPRING*

# 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 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**  
*FALL*

**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. **Prerequisite: PSYX 100**  
*FALL*

**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*

**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. **Prerequisite: PSYX 100**  
*SPRING*

**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. **Prerequisite: PSYX 100**  
*SPRING*

**PSYX 250 FUNDAMENTALS OF BIOLOGICAL PSYCHOLOGY 4 CREDITS**  
Introduction to the study of how psychological processes are supported by biological processes. This course examines the relationship between the brain and behavior and explores the biological basis of behavior, learning, memory, language, and thinking as well as disorders that arise from malfunctions of the nervous system. This course fulfills the science with lab requirement for the Social Work 2+2, Psychology, and Chemical Addictions Studies programs.  
**Pre-requisite: PSYX100**  
*FALL*

## SOCIAL WORK

**SW 100 INTRODUCTION TO SOCIAL WELFARE 3 CREDITS**  
Designed for the beginning Social Work and Addiction Studies major, students will examine the social work 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 social work professional. Topics including professional ethics, confidentiality, crisis intervention and cultural competency are also covered. **(Formerly HS 101)**  
*FALL*

**SW 200 INTRODUCTION TO SOCIAL WORK PRACTICE 3 CREDITS**  
This course is designed for second-year students as an introduction to the knowledge base, ethics, values and practice methods of social work. Students will be presented with a generalist framework for social work practice which can be applied to a wide range of service systems and settings. Particular attention will be paid to how social workers conceptualize and operationalize their practice with individuals, groups, families, and communities. Finally, the course will explore both student and social work values as they are related to the social diversity in our society.  
*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, theories, and methods used to explain the social world. Students will also learn to explain and apply disciplinary methods to a variety of social issues including poverty, racism, violence, and addiction. Student performance will be evaluated through critical thinking analysis of topics, attendance and participation in class, and chapter quizzes.  
*FALL & 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 & business 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.  
**Prerequisite: M 121.**  
*FALL & SPRING*

# 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

Students will be introduced to many aspects of the business environment. Topics covered include teamwork and office relationships, telephone and postal procedures, scheduling and prioritizing, meetings and travel arrangements, ergonomics and safety, and office ethics and etiquette. **Prerequisite: CAPP 131**

*FALL*

# TRUCK DRIVING

**TRUCK DRIVING courses are taught in a modular format.**

## TD 101 TRUCKING

3 Credits

Beginning Truck Driving students will gain practical knowledge of the truck driving and commercial passenger industries, including requisite 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 4-week module.

*FALL & SPRING*

*Course Fee \$100.00*

## TD 105 TRUCKING II

3 Credits

Taught in an 4-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

6 Credits

In this class, students will experience hands-on activities through in-class practice including pre-trip, backing and on-road demonstrations. Vehicle Operations is offered in an 8-week module.

*FALL & SPRING*

*Course Fee \$260.00*

## TD 180 SPECIAL VEHICLE OPERATIONS

6 Credits

In this class, students will experience hands-on activities through in-class practice including pre-trip, backing and on-road demonstrations. For students who may need more driving practice. **INSTRUCTOR APPROVAL ONLY.**

*FALL & SPRING*

*Course Fee \$260.00*

# WELDING

**WELDING courses are taught in a modular format.**

## WLDG 100 INTRODUCTION TO WELDING FUNDAMENTALS

3 CREDITS

Designed for Automotive and Heavy Equipment students, Introduction to Welding introduces basic arc, oxy-acetylene cutting and welding, gas metal arc and flux core welding. It will acquaint students with the different welding practices within Automotive and Heavy equipment fields. A strong emphasis is placed on personal safety and proper equipment maintenance.

*SPRING*

*Course Fee: \$40.00*

**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.

*FALL*

*Course Fee: \$100.00*

**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. **Prerequisite: WLDG 113.**

*SPRING*

*Course Fee \$100.00*

**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. **Prerequisite: WLDG 170.**

*FALL - MWF*

*Course Fee \$200.00*

## 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 ACCUPLACER 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 Associate of Arts and the Associate of Science degree programs should take this course to develop a foundation in writing skills necessary for college-level academics. During this course, they 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 ACCUPLACER 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 Associate of Applied Science and one-year certificate 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 ACCUPLACER placement test scores. Students will complete an in-class writing sample during the first week to confirm class placement.

**FALL & SPRING****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. **Prerequisite: WRIT 101 or WRIT 104**

**FALL****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.

**Prerequisite: WRIT 101****FALL & SPRING***Course Fee \$15.00***FORT PECK COMMUNITY COLLEGE***Empowering Minds. Changing Lives.*

## BOARD of DIRECTORS

McAnally, Robert  
Buckles, Dana  
Weeks, Jackie  
Eder, Anna  
Walette, Kaci  
Dupree, Jestin  
Dupree, Peter  
Gourneau, Leslie  
Azure, Jeromy Jr.

Chairman  
Vice Chairman  
Secretary  
Treasurer  
Fort Peck Tribes, Board Member  
Fort Peck Tribes, Board Member  
At Large, Board Member  
At Large, 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

Hopkins, Elijah, VP Student Services

AA Fort Peck Community College  
BA Montana State University Northern  
MBA University of Mary

Two Bulls, Wayne, VP Academics

BS Northern Montana College  
BT Northern Montana College  
MS Ed Montana State University Northern

Smith, Craig, VP Institutional Development

BS University of Montana  
MBA Gonzaga University

Atkinson, Rose, Business Manager

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

### Faculty

Abbott, Margaret, English

BS Montana State University  
MA University of Montana

Archdale, Andi, History

BA University of Montana  
MPA University of Montana

Archdale, Gerald, Truck Driving

Truck Driving CDL Class "A" License

Barry, Amon, Mathematics

BA Savannah State University  
BS Savannah State University

Big Leggins, Garrett, Native American Studies

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

Gautam, Ghaneshwar, Math, Engineering

BS Tribhuvan University  
MS University of Minnesota Duluth  
PhD University of Tennessee at Knoxville

Harada, Steve, Automotive Technology	Certificates: ASE Engine Machinist Montana Voc. Industrial Mechanics ASE Master Automobile Technology Chrysler Technician BS MSU-Northern MBA Gonzaga University
Jourdain, Jerilyn, Environmental Science	
Norgaard, Billie, Business	AA Fort Peck Community College BS Rocky Mountain College MBA University of Mary
Norgaard, William, Welding	AWS Certificate
Ogle, Judy, Computer Technology	BS University of Montana MBA University of Mary
Redstone, Jeremy, Truck Driving	Truck Driving CDL Class "A" License
Shields, Anthony, English	BA Rocky Mountain College M Ed Lesley University
Sorteberg, William, Diesel	
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

#### **Adjunct Faculty**

Atkinson, Rose, Cultural Arts	AA Fort Peck Community College BS Rocky Mountain College MBA University of Mary
Azure, Samantha, Yoga	JD University of New Mexico BA (2) Stanford
Barry, Amon, Mathematics	BA Savannah State University BS Savannah State University
Bets His Medicine, Tina, Psychology	
Gray Hawk, Justin Sr., Dakota Language	AAS Fort Peck Community College
Headdress, Olivia, Education	AA Fort Peck Community College BS Northern Montana College
Holecek, Teena, Psychology/Human Services	BS Montana State University MS Montana State University
Hopkins, Elijah, Cultural Arts	AA Fort Peck Community College BA Montana State University - Northern MBA University of Mary
James, Alexx, Dakota Language	AA Fort Peck Community College
Longknife, Sylvia, Psychology	MPC University of Great Falls Professional Counseling License State of Montana



Melbourne, Leigh, Cultural Arts	AAS Fort Peck Community College BS Rocky Mountain College
Reddies, Wendy, Cultural Arts	
Red Elk, Lois, Cultural Arts	BS Rocky Mountain College
Reum, Martel, Cultural Arts	AA (2) Fort Peck Community College BS University of Montana
Ricker, Adriann, Nutrition	BS Montana State University Billings MPH AT Still University School of Health Sciences
Sadler, Traci, Mathematics/Science	BA University Of Montana MA Western Governor's University
Waarvick, Kristen, Mathematics	

### **Academic and Vocational Department**

Day, Michelle, Registrar	AA Fort Peck Community College BS Rocky Mountain College MBA University of Mary
Spotted Bird, Jaqueline, Admissions Officer	AA Fort Peck Community College
Melbourne, Leigh, Distance Learning Coordinator	AAS Fort Peck Community College BS Rocky Mountain College
McGowan, Debra, Library Assistant	BS Mayville State University
Scheetz, Anita, Librarian	BS Western Montana College MLIS University of Oklahoma

### **Administrative Assistants**

Granbois, Debra	AA Fort Peck Community College
Runs Through, Ember	AAS Fort Peck Community College

### **Business Department**

Murray Jessie, Accounts Payable	AA Fort Peck Community College BA Institute of American Indian Arts
Sears, Kylee, PR/Human Resource	AA Fort Peck Community College
Maldonado, Juan, Grants Manager	MBA Western Governors University

### **Community Services**

Brien Firemoon, Paula, Research Coordinator	BA Rocky Mountain College M Ed Rocky Mountain College
Brown, Thomas, NACTEP, CEU Coordinator	AA Fort Peck Community College
Gourneau, Terrance, Ag Department	AA Human Services

Headdress, Olivia, Education

AA Fort Peck Community College  
BS Montana State University Northern  
MS Montana State University Northern

Smoker, Scott, Wellness Center

AAS Montana State University Billings  
BA Montana State University Billings

Tobias, Lauren, Wellness Center

Wetsit, Benjamin, Wellness Center

AA Fort Peck Community College

### **Information Technology**

Paulson, Rodney, Network Engineer

AS Fort Peck Community College  
BS Salish Kootenai College

Sprague, Jack, Chief Information Officer

BA Jamestown College  
MCSE

### **Institutional Development**

Smith Cindy, Administrative Assistant, Data Tech

AAS Fort Peck Community College

Toavs Joy, Administrative Officer

AA Fort Peck Community College  
BA Montana State University-Northern

### **Student Services**

Clark, Lanette, Financial Aid Director

AA Fort Peck Community College  
BS Rocky Mountain College  
MBA Gonzaga University

James, David, Student Academic Advocate (TRIO)

AA Fort Peck Community College  
BSBA Montana State University-Northern

Reum, Martel, Recruitment & Retention Officer

AA Fort Peck Community College  
BA University of Montana

Solheim, Ashley, Student Success Advocate (TRIO)

AA (2) Montana State University - Billings

Simons, Antoinette, SSS Administrative Data Assistant (TRIO)

AAS Fort Peck Community College

Summers, Stacey, Student Resource Specialist

AA Fort Peck Community College  
AAS (2) Fort Peck Community College  
BA University of Mary

Turnbull, Suzanne, TRIO Director, Student Support Services

AA Fort Peck Community College  
BA Rocky Mountain College

### **Maintenance**

Cain, Craig, Maintenance Supervisor  
Menz, Gale, Maintenance

Jones, Johnelle, Maintenance  
Jones, Everett, Maintenance

## INDEX

Academic Policies	8	Hiset (Formerly GED)	3
Academic Success Center	15	History Of Fort Peck Community College	1
Accounting Technician Certificate	51	Incomplete Grades.	21
Admissions	4	Information/Networking Technology	49
Applying For Financial Aid	19	Information Release Policy	14
Automotive Technology	46, 54	Information Technology	56
BioMed	42	Institutional Development	3
Board Of Directors	90	Institutional Policies	3
Business Administration	34	Lay Advocate/Paralegal	57
Business Assistant Certificate	52	Library And Learning Resources	15
Business Technology	47	Locations	1
Change Of Name	6	Media Technology	58
Chemical Addictions Studies	35	Mission Statement	1
Classification Of Students	8	Moodle Courses	10
Communication Technology	48	Native American Studies	38
Community Services	2	Native Language Instructor	50
Continuing Education Units (CEU)	11	Philosophy	1
Course Descriptions	61	Pre-Health/Pre-Nursing	45
Course Information	10	Program Learning Outcomes	31
Cultural Arts	53	Psychology	40
Degrees And Certificates	24	Refund Policy	7
Diesel Technology	55	Registration	5
Distance Learning	15	Sexual Discrimination And Sex-Based Harassment Policy	3
Elementary Education	36	Social Work	39
Environmental Science	43	Student Consumer Information	17
Estimated Cost Of Attendance	23	Student Housing	17
Expenses	7	Student Organizations	16
Faculty	1	Student Placement Testing	4
Faculty And Staff Listing	90	Student Services	15
Financial Aid	17	Student Support Services/Trio	16
General Education Requirements For AA	27	Transfer	9
General Education Requirements For AS	29	Tribal Governance & Administration	41
General Studies - AA	37	Truck Driving	59
General Studies - AS	44	Tuition And Fees	7
Grading	11	Wa Wo Giya (“Offers To Help”)	16
Graduation	13	Welding Technician Certificate	60
Graduation Requirements	13		