

PRESIDENT'S WELCOME

Hello

Have you been wondering about where your life is going? Do you think about what will happen next and what will this reservation world look like in the future? Have you thought about going to other places or different futures? This catalog may open some doors and answer some questions for you.

A catalog is an introduction to a new world (or a new family) that will help you step into the future. We know that the Fort Peck Reservation is on the doorstep of dramatic economic change. A simple drive to Wal-Mart in Williston will confirm the coming change. Along with the change will come a vast number of new opportunities.

Each of these opportunities, however, brings a unique set of demands and responsibilities. Fort Peck Community College is here to help you prepare. The college has excellent faculty that will do their very best to see that you learn. The staff at the college is there to help the student work, strive and persevere.

Why attend Fort Peck Community College? There are several important reasons. FPCC, dollar for dollar, is the best education bargain in the state. It will cost only a fraction to obtain a solid educational base here as it would at a state institution. And we will help you with Financial Aid.

The college is fully accredited by the Northwest Association of College and Universities. Taking a course at FPCC is the same as taking a course anywhere in the United States.

The college is chartered by the Fort Peck Assiniboine and Sioux Tribes and actively works to promote Native culture, languages, history and growth.

Finally, this is home. And for many people, it will be your home by choice for the rest of your life. Please join the family at FPCC and choose a career field that will take you into the future.

James E. Shanley, ED. D
President
Fort Peck Community College
June 2011



FORT PECK COMMUNITY COLLEGE

ACADEMIC CALENDAR 2011-2012

Fall Semester 2011

Faculty Welcome - Orientation	August 22
Registration –Returning Students	August 23
New Student Orientation/Advising	August 24
Registration – New Students	August 25
Continuing Registration	August 26
Classes Begin	August 29
Labor Day - Holiday	September 5
Last Day to Add a Class/Register	September 16
Last Day to Change an Incomplete	
Grade from Spring Semester	October 10
Mid Term Week	October 17-21
Mid Term Grades Due	October 24
Last Day to Withdraw	October 27
Veteran’s Day – Holiday	November 11
Thanksgiving Day - Holiday	November 24-25
Finals Week	December 12-16
Final Grades Due	December 19

Spring Semester 2012

Registration –Returning Students	January 4
New Student Orientation/Advising	January 5
Registration – New Student	January 6
Classes Begin	January 9
Martin Luther King Day – Holiday	January 16
Last Day to Add a Class/Register	January 23
President’s Day – Holiday	February 20
Last Day to Change an Incomplete	
Grade from Fall Semester	February 21
Mid Term Week	February 27-March 2
Mid Term Grades Due	March 5
Spring Break	March 5-9
Last Day to Withdraw	March 14
Summer/Fall Pre-Registration	April 23-27
Finals Week	April 30- May 4
Graduation	May 5
Final Grades Due	May 7

ACADEMIC CALENDAR 2012-2013

Fall Semester 2012

Faculty Welcome - Orientation	August 20
Registration– Returning Students	August 21
New Student Orientation/Advising	August 22
Registration – New Students	August 23
Continuing Registration	August 24
Classes Begin	August 27
Labor Day – Holiday	September 3
Last Day to Add a Class/Register	September 14
Last Day to Change an Incomplete	
Grade from Spring Semester	October 8
Mid Term Week	October 15-19
Mid Term Grades Due	October 22
Last Day to Withdraw	October 25
Veteran’s Day – Holiday	November 12
Thanksgiving Day – Holiday	November 22-23
Finals Week	December 10-14
Final Grades Due	December 17

Spring Semester 2013

Registration– Returning Students	January 7
New Student Orientation/ Advising	January 8
Registration – New Students	January 9
Classes Begin	January 14
Martin Luther King Day – Holiday	January 21
Last Day to Add a Class/Register	January 22
President’s Day – Holiday	February 18
Last Day to Change an Incomplete	
Grade from Fall Semester	February 25
Mid Term Week	March 4-8
Mid Term Grades	March 9
Spring Break	March 11-15
Last Day to Withdraw	March 22
Pre-Registration for Summer/Fall	April 22-26
Finals Week	April 29- May 3
Graduation	May 4
Final Grades Due	May 6

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HISTORY OF FPCC

Fort Peck Community College (FPCC) is a tribally controlled community college chartered by the government of the Fort Peck Assiniboine 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 Assiniboine 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 seven members of the Board must be enrolled members of the Fort Peck Assiniboine and Sioux Tribes.

STUDENTS

Fort Peck Community College has an average enrollment of 435 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 2011, FPCC awarded associate degrees to 34 students and one-year certificates to 13 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 an Interim Report and site visit in 2006. FPCC was granted full accreditation by the World Indigenous Nations Higher Education Consortium (WINHEC).

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 20 full-time faculty members and 24 adjunct faculty members. Three of the full-time faculty members have PhDs, 7 have Master's Degrees and 5 have Bachelor's Degrees. Six instructors have industry certifications. Adjunct faculty members have qualifications similar to full-time faculty.

LOCATIONS

Poplar Campus

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

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



Greet the Dawn Building is host to the college administration including the President's office, Vice Presidents' offices, Business Office, Registrar's Office, Students Services Offices, IT offices, Student Lounge, three classrooms, and an auditorium.

Robert L. Sullivan Building contains the interactive audio/video distance-learning center, classrooms and faculty offices.

Murray Ducharme Science and Computer Center building contains the main computer lab, science lab and greenhouse, also located in the central campus area.

War Eagle Vision Building houses the Fort Peck Tribal Library, Learning Center, Computer Center, Microsoft IT Academy and Student Support Services. This beautiful facility was constructed by FPCC's

building trades students in 1988. The library expanded in 2000, a special collection room was designated and the computer lab was expanded. The library provides subscription databases and a virtual library free of charge to students and the community.

Titoka Tibi serves as the 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.

Daycare. FPCC provides a licensed child care service for students in Poplar. The center is located on B Street downtown Poplar.

Institutional Development/Community Services. This building houses programs to develop and sustain the college infrastructure and support community services. This building is located south of Highway 2 on East Boulevard.

Visitor's Lodge. FPCC provides housing for faculty, staff and visitors at the college. This building is located south of Highway 2 on East Boulevard.

Student Housing. FPCC provides a 20-bed dormitory for students attending college. This building is located south of Highway 2 on East Boulevard.

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

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

Wolf Point Campus.

The Wolf Point campus, 22 miles west of Poplar, includes the new FPCC College Center, a classroom building 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, one of FPCC's newer buildings, is located on 3rd Avenue South and

Benton Street. This building houses classrooms, computer labs, faculty/staff offices, telecommunications and distance learning center, IT department, and a Community Room for meetings.

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

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

INSTITUTIONAL POLICIES

Drug Free Schools and Communities Act Of 1989

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. 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; or
- 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; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or 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):

Haven Gourneau, Vice President for Student Services, SDHP Title IX Compliance Officer
hgourneau@fpcc.edu, Phone: 406-768-6329

Florence M. Garcia, Vice President for Academic & Vocational Programs
fgarcia@fpcc.edu, Phone: 406-768-6300

Larry Wetsit, Vice President for Community Services
lwetsit@fpcc.edu, Phone: 406-768-6311

Craig Smith, Institutional Research & Development
csmith@fpcc.edu, 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.

Technology Access: Acceptable Use of Computer Information Systems Policy

General Principles. This policy sets forth acceptable uses of computer systems (workstations, servers, networks, etc.) at Fort Peck Community College (FPCC). Access to computer systems and networks owned or operated by FPCC impose certain responsibilities and obligations according to FPCC policies, and local, state, and federal laws. The general policy applies to the total college. In addition, other divisions of the college can implement specific use policies or addendum to the general policy.

FPCC strives to provide equal access to resources by all users, and the college does not censor access to material or protect users from information that may be considered offensive to some. Therefore, restriction of any child's (under eighteen years old) access to the Internet, Web Browsers, networks, or any other system under FPCC's control is the responsibility of the parent or guardian and not the college. These same general principles hold true when applied to community members who use off-campus equipment to access college systems.

Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It also demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. The goals of this policy include the following:

- Preventing misuse of and/or harm to the computer systems.
- Protecting the right to acknowledgment, right of privacy, and right to determine the form, manner, and terms of individual works.
- Protecting individual rights of system users and others at FPCC.
- Promoting freedom of use of the computer systems consistent with applicable law.
- Promoting academic freedom.
- Promoting a productive work environment for FPCC students and employees.

College Liability. By use of the college systems, users agree that neither the college nor its representatives can assume any responsibility for loss or damage to the user's data or hardware or injury arising from the college's provision of the service or consequences arising there from. Users indemnify and hold harmless the college and its representatives against any liability for damage or loss arising from use or misuse of the services provided by or through the college. Further, this assumption of liability by users of FPCC's systems also applies to members of communities in FPCC's service area who access college systems through off-campus equipment and telecommunications lines.

Acceptable Use Guidelines. Access to any of FPCC's computer systems is controlled by the system administrators and the college administrators. The FPCC computer system shall be used in a manner consistent with the directives of the system administrators and/or hardware and software manufacturers. Users shall not misuse, negligently or intentionally damage, or destroy computer hardware or software. This prohibition does not limit system administrators from the authorized disposal or salvage of broken or obsolete equipment, deleting virus-infected programs, removing unnecessary or damaged files, and/or protecting privacy rights.

In making acceptable use of resources, users must:

- Use resources only for authorized purposes

- Access only files and data that are your own, that are publicly available, or to which you have been given authorized access
- Use only legal versions of copyrighted software in compliance with vendor license requirements
- Be considerate in your use of shared resources by refraining from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources
- Use resources only for the purposes of FPCC

comply with the general policies presented above and policies stated in the Catalog

Misuse/Unacceptable Use. The following actions set forth some forms of prohibited misuse of the computer system. Users must not:

- Use another person's system, user ID, password, files, or data
- Use computer programs to decode passwords or access control information
- Attempt to circumvent or subvert system or network security measures
- Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files
- Use FPCC systems for commercial or political purposes, such as using electronic mail to circulate advertising for products or political candidates
- Make or use illegal copies of copyrighted software, store such copies on FPCC systems, or transmit them over FPCC networks
- Use mail or messaging services to harass, intimidate, or otherwise annoy another person by broadcasting unsolicited messages, sending unwanted mail, etc
- Waste computing resources, such as intentionally placing a program in an endless loop or printing an excessive amount of text or graphics systems or networks for personal gain
- Engage in any other activity that does not

Enforcement. FPCC considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information on the College systems allegedly related to unacceptable use. Violations of this policy may result in corrective action, which may include a warning to correct inappropriate activity, suspension of the user's account(s) and/or access privileges, disciplinary actions taken by system and/or college administrators, or prosecution of any violation of tribal, state or federal law. Suspension of a user's account and/or access privileges may be appealed following the FPCC student grievance policy.

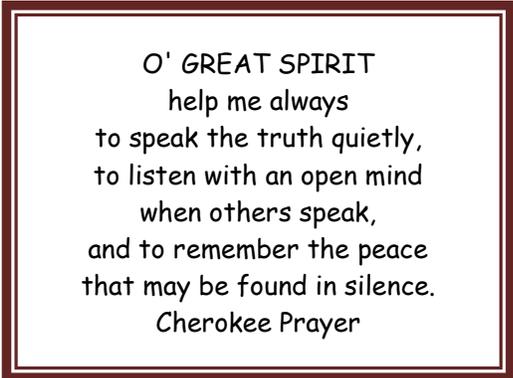
Cellular Telephone Policy. As stated in the course syllabus, FPCC has a policy regarding cell phone usage. All cellular phones must be turned off during class sessions and texting during class time is prohibited.

INSTITUTIONAL DEVELOPMENT DIVISION

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

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

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



COMMUNITY SERVICES DIVISION

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 three target areas based on the needs of the Fort Peck Indian Reservation: (1) agriculture/extension, (2) health and wellness, and (3) K-12 outreach.

The Equity in Education Act of 1994 granted Land Grant status to tribally controlled colleges and universities. This allowed FPCC and other TCU's access to a number of programs within the United States Department of Agriculture. The 1994 Act has allowed FPCC and tribal colleges elsewhere 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 State of Montana.

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 American Indian Producers on the Fort Peck Indian Reservation. Through a series of workshops and seminar instructional methods, programs are carefully planned to promote training opportunities in the areas of animal identification, equine management, risk management education, livestock management and marketing, specialty crops, bio-energy and bio-fuel production, renewable energy, reforestation, and oil-seed marketing.

These training opportunities have engaged reservation-based American Indian producers through methodologies designed to maximize the productivity of their farming and ranching operation. The activities are offered through a collaborative arrangement with Montana State University and local collaborative efforts. Additionally, this Division collaborates with the Federally Recognized Tribal

Extension Program, which provides a component on youth and youth leadership development. Activities in this area include building lifelong learning skills, through which youth are challenged to reach their full potential; developing 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, currently being pursued, include developing community skateboard parks, local drum and dance groups, junior agriculture loan programs, and community gardens.

K-12 Outreach Division

K-12 Outreach Programs provide specialized resources and training for the local public schools on the Fort Peck Indian Reservation. K-12 Outreach promotes early college preparation for students and extends programmatic opportunities for adults across the Fort Peck Indian Reservation. FPCC's K-12 Outreach programs include Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) Project Eagle and Diabetes Education in Tribal Schools (DETS).



GEAR-UP/Project EAGLE.

GEAR UP, (Gaining Early Awareness and Readiness for Undergraduate Programs), Project EAGLE (Elevating Academic Goals & Learning Expectations), is a program designed to help low-income students achieve educational excellence. GEAR UP/Project EAGLE has targeted mathematics academic achievement and college preparedness as their primary goals. The foundation of the GEAR UP Project is the collaborative efforts of local educational agencies as partners with FPCC. Through the

network of partnerships the GEAR UP program will achieve their goals by providing academic enrichment services to middle and high schools students such as tutoring and mentoring. Additionally, GEAR UP provides the professional development needed for local educators, the college awareness programs for students' families, both with an eventual outcome of a stronger school community. One of the partnership's primary focus areas is developing the sustainability of future services for the local educational agencies. FPCC firmly believes that all children are not just capable of postsecondary education but can be successful in any discipline of choice.

Diabetes Education in Tribal Schools (DETS)

Diabetes Education in Tribal Schools (DETS) is a collaborative effort that included the National Institute of Diabetes and Digestive and Kidney Disease, Indian Health Service Division of Diabetes Treatment and Prevention, the Centers for Disease Control and Prevention Native Diabetes Wellness Program, eight Tribal Colleges and Universities, which included FPCC, and the National Institutes of Health Office of Science Education. The result of this collaboration is the DETS "*Health Is Life in Balance*", a K-12 curriculum. The "*Health Is Life in Balance*" curriculum has been designed to increase American Indian and Native students understanding of health, diabetes and maintaining life in balance; to increase their understanding and application of scientific and community knowledge; and to increase interest in science and health professions among American Indian and Alaska Native youth. The DETS project provides professional development for local educators and health professionals in the "*Health Is Life in Balance*" curriculum and promotion to educational institutions.

Health and Wellness Division

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 open from 8 am to 7 pm Monday through Thursday, Friday 8 am to 6 pm, closed Saturday; and Sundays 1 pm to 3 pm in Poplar and 2 pm to 4 pm in Wolf Point on. They serve as wellness centers for students, faculty, staff and community members. The centers disseminate health and

wellness oriented information on exercise and nutrition. The centers, in cooperation with the Fort Peck Tribal Health Diabetes Prevention Program, provide health education and exercise programs to local schools and community members in all communities on the Reservation.

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

- obese adults;
- diabetics from all age groups;
- obese adolescents; and
- healthy individuals pursuing healthy lifestyles.

Three of these target groups are considered high-risk populations, and consist of obese individuals and diabetics. 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 FPCC pay an activity fee that covers the cost of using the centers for that academic term. The community is welcome to use the center by paying a nominal fee to cover the cost of maintenance and administration. 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.



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. Students who do not have a high school diploma or GED certificate can only enroll in College Preparation courses. Students seeking admission to any college program should meet with the admissions and financial aid officers and a faculty advisor in the initial phases of enrollment. Exceptions may be made for students enrolled in Early College Programs. (See Admission Classifications).

Student Placement Testing. New students and transfer students are required to take the ASSET Placement 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 2-year absence will be re-tested. 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 ASSET Placement Test results and the recommendations will be given to the student prior to enrollment in classes. Students will be required to enroll in the recommended coursework based on their test results.

Admissions Classifications

Students are admitted in one of the following classifications:

Regular Student. Students who have graduated from high school or has received a GED and has never attended a college or university may apply for admissions. Students shall be required to complete a placement test prior to acceptance. All new freshmen must score at the required grade level in the areas of reading, math or language to enroll in college level courses. A student who scores below the required grade level will be placed in college preparation courses.

1. Admission Application
2. Payment of nonrefundable new student \$15.00 fee
3. Official High School Transcript or Official GED Transcript
4. Official College/University Transcript(s) (If attended another college/university)

5. Declaration of Major form
6. Tribal Enrollment Verification (when applicable)
7. Placement Test

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

Transfer Student. FPCC accepts all transfer students. Students who have been suspended from another institution for disciplinary reasons may be admitted at the discretion of the administration. No “D” or “F” transfer grades will be applied 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.

Returning Students. All returning students who have not attended FPCC in the past five (5) years must have a completed admissions file before they are allowed to register for classes. Students who have attended a college or university since last attending FPCC submit official college/university transcripts from all institutions attended.

High School Students. FPCC offers two (2) opportunities for currently enrolled high school students.

Early College. A junior or senior in high school 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 towards graduation at FPCC or for transfer to other colleges and universities.

Dual Credit/Dual Enrollment. Upon request of an area high school, FPCC will arrange dual credit/ dual enrollment classes for high school juniors and seniors. This coursework parallels the high school classes for which credit is arranged. Through this procedure, the student will earn both high school and college credit. These classes are taught on the high school campus. The respective high

school principal and/or local school board must approve such an arrangement.

Early College and Dual Credit students must be in current good standing and have approval from both the high school counselor and parents. Students are able to enroll for up to 6 semester hours each semester while they are juniors and seniors. This includes the summer session between their junior and senior years. The fee for these courses is \$15.00 per credit, all applicable fees, and the cost of textbooks associated with all courses in which they enroll. Students applying for admissions will complete the admission procedures along with the Early College Recommendation Form with signatures of student, high school Principal or Counselor and parent/guardian. The parent's/guardian signature indicates permission for the student to enroll and accepts full responsibility for tuition, fees and book charges. College credit for the classes will be deferred until the student has graduated from high school or receives a high school equivalency certificate

Senior Citizen. Senior citizens who have attained the age of 60 years shall have a waiver of tuition. Students are responsible for all lab fees and textbooks. Admissions procedures for senior citizens who are degree seeking will follow the regular student admissions and those that are not degree seeking will complete the non-degree admissions procedures.

Non-Degree Seeking. The non-degree admissions status is designed for students taking less than six credits a semester, who do not wish to pursue a degree or certificate at FPCC. Non-degree applicants will not be required to submit transcripts from previous institutions. Federal financial aid or veteran's benefits does not apply to non-degree seeking students.

Continuing Education. Continuing Education (CEU) participants will be required to complete the appropriate forms for the scheduled event. 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.

ACADEMIC SERVICES

Registration. Students intending to enroll in classes may pre-register by picking up a registration packet from Student Services, the Admissions Office, and/or the Registrar's Office. Students who preregister are

required to complete their registration during the regular registration period by meeting with the Financial Aid Officer. The student must submit the completed registration packets to the Registrar. The registration process is not complete until the payment of tuition, fees and books or other arrangements are made with the Financial Aid Office.

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



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

*"Give thanks for unknown blessings
already on their way."
Native American saying*

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.

Estimated Tuition and Fees (Board approved June 2009) (Subject to change)

Tuition:

Part-Time:	\$70.00 per credit (1-11 credits)
Full-Time	\$840.00 total (12 or more credits)

Standard Fees

Registration:	\$15.00 New students only.
Building Fee:	\$15.00 first three credits, then \$15.00 per credit to a maximum of \$150.00.
Activity Fee:	\$20.00 (6-11 credits) \$40.00 (12+ credits)
Library Fee:	\$10.00 6-11 credits \$20.00 full-time students
Application Fee	\$15.00 (one time)
Audit:	\$70.00 (per credit)
Challenge:	\$70.00 (per credit)
Course Fees:	Fees vary, per course
Graduation:	\$20.00 to be paid with graduation application. Fee is non-refundable.

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



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

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

Medical withdrawals are treated the same as above.

Textbooks and Learning Materials

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

LIBRARY AND LEARNING RESOURCES

The Library has been designated a Tribal Library by the Tribal government and, as such, serves the whole reservation population as the major resource/research center for students, faculty, community and professionals. As an academic library, the Library will provide services and support for all courses offered at FPCC.

The Library collection includes over 10,000 titles and 123 periodicals with periodical support being added by an online database funded by the Montana State Legislature. 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.

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

funding and support from various charitable, federal and state resources. The Library has competed for and received federal grants. These grants have assisted the Library in full automation and several collection development projects with other libraries on the reservation and statewide. All these resources, as well as material contributions from individuals and other organizations and a general fund budget continue to enhance the Library resources and service capabilities.



"Certain things catch your eye,
But pursue only those
that capture your heart."
old Indian saying



DISTANCE LEARNING

FPCC makes use of a variety of technologies to bring educational experiences to students who are constrained by time and location to pursue educational goals. The college's two-way interactive audio/video systems allow students at off-campus sites to participate in credit and non-credit educational experiences. Lower division classes can be offered simultaneously to specific sites. Upper division classes are received from other four-year colleges and universities.

For information regarding class scheduling, registrations, and academic programs, contact the Distance Learning Coordinator, 406-768-6363.



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.

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 20) 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: Linda Hansen, Registrar @ 406-768-6330.

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:

STUDENT GRIEVANCE PROCEDURE

1. Within one week of the problem occurring, the student must arrange a time with the instructor to discuss the problem. If the problem continues or if the resolution is unsatisfactory;
2. The student should discuss the problem with his/her academic advisor. The advisor will take action within one week of being notified of the problem. If this does not result in a satisfactory solution;
3. Within one week of the advisor's decision, the student and/or advisor may request a hearing with the Academic Vice President. This request must be in writing and document the problem, dates and results of attempts to reconcile the problem, and the student has preferred resolution. The Academic Vice President will arrange a hearing with the

student, the advisor and the instructor to determine a course of action. This hearing will take place within one week of receiving the hearing request. A response by the Academic Vice President will be made within one week of the hearing.

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 High School)
- Freshman: students having earned fewer than 30 credits.
- Sophomore: students having earned 30 or more credits.

General Education Courses. If general education courses are required in a program area, the courses can be counted towards fulfilling the general education core as well as the program requirement. However, students need to be aware that the number of credits for the course only counts once toward the total credits of the degree. In other words, if a course is counted as fulfilling a general education core and a program requirement, additional credits need to be found to meet the specific degree total. Students are urged to consult their academic advisor and the course requirements for their degree prior to selecting courses in general education.

ACADEMIC STANDARDS

Scholastic Honors. Any student who passes 12 or more credits and attains a 3.25 grade point average (GPA) or better for any one semester is placed on the Honor Roll. Full-time students who attain a 4.00 grade point average are 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. 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. 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 period of participation for one credit.

Credit Over Load. 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 ("add" deadline). Students must be in good academic standing to be approved for a credit overload.



Transfer of Credits

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

- The student must request official transcripts from the transferring college(s) including any other necessary information such as catalog course descriptions and/or course syllabi to be sent directly to the FPCC Registrar.
- The Registrar will determine the applicability of transfer courses.
- The student is responsible for obtaining the status of this transcript evaluation from the Registrar upon admission and enrollment.
- Grades less than a “C” for transfer courses will not be awarded transfer credit. Courses taken more than seven (7) years prior to the transfer request will be reviewed. 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.

Transfer of Credits to Other Colleges: 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 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 the Registrar send an official FPCC transcript 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.

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

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

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.

FPCC rubrics 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.

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

- Courses numbered from:
- 100 to 199 are freshman level
- 200 to 299 are sophomore level

Challenging 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 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. Independent Study is a course with a new title not listed as a regular course in this catalog. An Independent Study course is usually taught to one student. Independent Study classes for 1 to 4 credits may be taken more than one time. Incomplete grades may not be given in Independent Study.

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

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

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

The Academic Vice President may permit withdrawal from a class after the last day to withdraw if the student can document exceptional circumstances. No changes in the student's registration will be made unless the proper procedures have been followed. Failure to make an official withdrawal will result in a permanent letter grade for the class.

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

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

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

Fresh Start Option. Students may eliminate part of their past coursework at under the Fresh Start option. Several restrictions apply and it 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 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 emergencies, 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 is given for an audited course. The audit must be declared at the time of registration. The fee for an audit is \$70 for each credit hour taken.

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

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

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

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





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

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

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

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

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

Transcript of Grades. All final grade reports are recorded on the student's transcript and kept on file at FPCC. Upon graduation, the student will be issued a student copy of an official transcript. Additional transcript copies for the student's use and

for release to transfer institutions or prospective employers will be issued only upon written request by the student/graduate. The first official transcript is free of charge; thereafter, a fee of \$5.00 is charged for each request.

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.

Grade Point Average. The grade point 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. Service learning is required for graduation.

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 in May annually. Students must be enrolled at FPCC the semester of his/her graduation. If the student is not required to take courses during the semester prior to graduation, he/she must file a graduation application by the end of the third week of the last semester attending.

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 \$20.00 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 to the college are paid in full.

Whenever possible, graduation requirements may be fulfilled using a catalog up to five years prior to graduation. If a student seeks another degree, the catalog in effect upon re-enrollment will be used.

SERVICE LEARNING

Service learning is a form of experiential education that incorporates community service. The International Partnership for Service Learning offers an introduction to the idea of service learning, explaining, "service learning responds to the student's desire to be in the world, learning from experience as well as classes, and to put their education to use for the good of others."

FPCC expects each student to complete a 60 hour (30 hours for certificate programs) approved service-learning experience. The student develops the experience with the relevant course instructor and the Service Learning Coordinator. The service-learning hours do not count towards the total academic credit hours needed for graduation. The National Center for Service-Learning expands the definition of service learning with three key characteristics:

1. Focus service-learning activities on meeting human needs in the communities to assure the well-being of the individuals or the environment in which they live.
2. Identify key academic and/or civic objectives prior to the activity that combines service with learning.
3. Design the service-learning experience with opportunities for the student to reflect on and connect their experience to specific academic/civic objectives

Service learning connects explicitly to academic course work. Emphasizing goals of civic responsibility and community engagement, service learning involves students in community activities that complement classroom studies. Every service-learning experience is unique, but helps increase and improve the student's academic skills by applying classroom knowledge in the community. Service

learning helps the student develop interest in the community and learn how to improve the quality of life in the community. FPCC defines service learning by three main characteristics:

1. The experience meets a community need.
2. The experience incorporates reflection and academic learning.
3. The experience contributes to the student's interest in and understanding of community life while promoting altruistic behavioral development.

And while I stood there I saw more than I can tell,
and I understood more than I saw;
for I was seeing in a sacred manner
the shapes of things in the spirit,
and the shape of all shapes as they must
live together like one being.
Black Elk, Black Elk Speaks



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: Linda Hansen, Registrar @ 406-768-6330.

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



STUDENT SERVICES DIVISION

The Student Services Division 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 Vice-President of 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 Vice-President of Student Services is responsible for administration of the Student Conduct Code.

Student Responsibilities. Fort Peck Community College welcomes students of various ages, backgrounds, goals and educational requirements. Enrollment is a voluntary entry into a community college 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, as citizens, are expected to comply with federal, state, city and tribal laws governing civil and criminal behavior both on and off campus. Violations of local and federal laws and/or regulations may result in disciplinary action by the College in addition to legal penalties. Students are also obligated to observe FPCC policies, rules and regulations, including prompt payment for tuition, books and fees, as well as application for Financial Aid. FPCC is not responsible for the loss, destruction or theft of any of the personal property of the students. Students are required to take personal responsibility for their valuables.

STUDENT SUPPORT SERVICES/TRIO



Student Support Services (SSS) is a grant funded by the Department of Education for the amount of \$279,206.00 annually to serve 175 eligible participants. The program is funded to offer low-income, first generation, and students with disabilities the same opportunities as other students. The goal of SSS is to increase retention, good academic standing and graduation rates of eligible students through various forms of activities including; setting a Personal Education Plan, Pell Supplemental Grant Aid Awards, study skills assistance, financial, career, academic and personal counseling, transfer assistance, workshops on various academic and career/goal topics to enhance academic achievement. Tutoring and mentoring by peer students, cultural/social experiences and a supportive environment.

To be eligible for SSS, students must fill out a participant form and Education Plan at the beginning of the academic year. In addition, the following criteria must be met:

- First Generation-neither of your parents or guardian received a Bachelor's degree before you were 18 years of age
- Low Income per federal guidelines
- Have a documented disability
- Have a program approved academic need

Other federal eligibility requirements are:

- Citizen or permanent resident of the United States
- Enrolled full or part-time at FPCC

The program includes a Director, Instructor Coordinator, Counselor Coordinator, and Administrative Assistant/Outreach Coordinator and is located in the lower level of the War Eagle Vision building.

Students with disabilities are urged to contact SSS prior to or immediately upon registration for accommodations.

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 Vice- President of Student Services, the FPCC President and the Board of Directors. All student organizations have faculty and staff advisors, and they actively fundraise throughout the academic year in order for members to attend special conferences and seminars. These organizations also provide the student body with various other self-development and institutional development activities.

The following are officially sanctioned student organizations:

- American Indian Business Leaders
- American Indian Science & Engineering Society
- Athletics
- Blue Stone Indian club
- Student Senate

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

Wa Wo Giya

“Offers to help”

From the sunshine room
Ron Jackson,
Public Liaison Director
768-6328
rjackson@fpcc.edu



Purpose of Wa Wo Giya

- 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.

Steps:

1. Report name of students, course number and title, and dates missed to Public Liaison Director Ron Jackson (rjackson@fpcc.edu) every Friday.
 - a. Report student from the first week of class to the last week of class.
 - b. Report only students missing any class who have not made arrangements with you to make up work missed.
 - c. Report students that are not in good academic standing.
2. Please check your most recent class list before you make your referrals. The word “History” in column1 of the class list means the student has withdrawn. Do not continue to refer these students.
3. The Wa Wo Giya team members will implement the following steps:

- a. Check to be sure the student is actually enrolled in the class.
- b. Send the student a postcard or telephone to find out why the student is missing class.
- c. Provide student with assistance whenever possible
- d. Be sure that the student understands the financial aid consequences and academic consequences of failure to make satisfactory progress.
- e. Send Emails to instructors making referrals regarding status of referral.

Note: Instructors will be asked to serve on the team as a representative of the faculty. The team will meet once a week (one hour) when the instructors do not have classes to teach.

PLACEMENT OFFICE

The Placement Office/Career Center is located in the Student Services Office in the Greet the Dawn Building. The Placement Office is designed to help students plan careers, find jobs, or transfer to a four-year institution. Specific services include:

- Preparing resumes and letters of application
- Identifying referrals to potential employers
- Successful interviewing techniques
- Completion of civil service (171) applications
- Job Postings (local, state, federal)
- Critical Skills Workshops
- Development of a placement file which contains
 - A resume
 - Letter of application
 - Letters of recommendation

The placement file can be sent to potential employers upon student's request.

VOCATIONAL AND CAREER COUNSELING

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

LEARNING CENTER

The Learning Center is located in the War Eagle

Vision Building. Learning Center services are available to all enrolled students. The services are organized into three components: college preparation, tutoring, and computer lab—for academic use only.

College Preparation. The college preparation program of study is intended to help students gain skills and knowledge needed to succeed in college level study. The ASSET placement scores will be used to help the student select the appropriate level of study in reading, writing, and mathematics.

College preparation is presented as self-paced, individualized instruction and small group instruction. Students in the Learning Center will have access to computer-assisted instruction, textbooks, reference materials, practice tests as well as audio-visual materials. Upon completion of college preparation credits, students will be given grades and the CP courses will be recorded on student transcripts. College Preparation courses do not count toward degrees or certificates and do not satisfy any general education requirements.

Satisfactory Academic Progress. Students may enroll in CP courses for two semesters as long as they make satisfactory progress. Satisfactory academic progress is defined as passing grades in CP courses and skill acquisition. The courses completed and skills learned are recorded on the student's Plan of Study as well as the student's transcript. Students who fail to make satisfactory academic progress or fail to attend regularly will be withdrawn, and they will not earn credits or grades.

College Preparation Courses. These courses may be taken prior to enrollment in college level courses or concurrent with enrollment in college level courses. Course descriptions are included in the Course Description section of this catalog.

- | | | |
|----------|-------------------------|---|
| • CP 070 | Study Skills | 2 |
| • CP 080 | Reading Improvement | 2 |
| • CP 085 | Pre-College Mathematics | 2 |
| • CP 090 | Pre-College Writing | 2 |

Tutoring. FPCC students can request a tutor for any college level course. Tutors are provided at no charge to the student. Tutoring requests can be made at the Learning Center in the War Eagle Vision Building.

GENERAL EDUCATION DIPLOMA (GED)

GED Admission. A person who is not a graduate of an accredited high school is eligible for admission by passing the General Education Development (GED) test. The tests are offered monthly by the GED Examiner in Wolf Point and Poplar. For more info contact: GED Specialist in Helena at 405-444-4438 or www.opimt.gov/GED/index.html.

GED exam. The cost of the complete GED exam is \$48.00. The registration and testing schedules are advertised in the local newspapers, on the radio, and on the local television channel. GED registering and testing are offered monthly at both FPCC Center's in Wolf Point and Poplar by the GED Examiner. Individuals who successfully pass are awarded the Montana High School Equivalency diploma and may attend FPCC.

ADULT BASIC EDUCATION PROGRAM

FPCC offers Adult Basic Education classes to individuals working on their General Equivalency Diploma (GED). Evening classes are offered at the Poplar Campus and the Wolf Point Campus. For more information, please contact the Student Services. 406-768-6326

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, or calling 406-768-6329.

Prospective students are urged to submit an application at the earliest possible date since assignments are made in order they are received based on the date of receipt. A limited number of rooms are available.

Estimated Dormitory Costs (subject to change)

Room Deposit: \$75.00 (per academic year)
Room Rent: \$150.00 month

DAY CARE SERVICES

FPCC operates a Montana State licensed College Day Care Center staffed by trained, full-time personnel with experience in providing quality childcare for newborns through children up to seven years of age. The College Daycare provides services between the hours of 7:45 a.m. and 4:45 p.m. (weekdays only). The College Day Care is available to students on a "usable hours" basis. "Usable hours" are calculated on the number of credit hours the student is taking. Students have the option of paying for day care or voluntarily working at the day care for services received. Information and applications for child day care are available from the Director at the Day Care Center, as well as from the Student Services office during FPCC Orientation and Registration each semester.



STUDENT CONSUMER INFORMATION

The following information is available to the general public, prospective students and enrolled students. Please refer to the specific contact person for further information or to receive printed documentation. This information may also be requested in writing.

Written Requests

Address to:
Haven Gourneau, VP Student Services
Fort Peck Community College
P.O. Box 398
Poplar, MT 59255
Or email hgourneau@fpcc.edu

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, 406-768-6327

Transcript, Grade & Graduation Information

Transcript Requests, Grade Information,
Academic Standing Information.
Graduation Completion Rate.
Contact: Registrar's Office, 406-768-6330

General Information

FPCC Catalog
FPCC Program Brochures

Contact: Registrar's Office 406-768-6330

Adult Basic Education Program

Adult Basic Education courses are offered for those individuals working on their GED or who need to increase their basic educational skills.

GED Program

FPCC Testing Site
Contact: Test Administrator, 406-768-6345

Daycare & Child Care Assistance Information

Contact: Daycare Director, 406-768-3351



What is life?
It is the flash of a firefly in the night.
It is the breath of a buffalo in the wintertime.
It is the little shadow which runs across
the grass and loses itself in the sunset.
Crowfoot, Blackfoot warrior and orator
1830 - 1890

Accreditation Information
Contact: VP Academic & Vocational Programs, or
Registrar's Office, 406-768-6330

Annual Campus Security Report

Campus Security statistics – Campus Crime Report
Contact: Student Services, 406-768-6326

Drug & Alcohol Abuse Prevention

FPCC Student Handbook
Includes standards of conduct, legal sanctions,
available counseling, health risks, and statement of
consequences.
Contact: Student Services, 406-768-6326

Family Education Rights and Privacy Act (FERPA)

Student's Rights & Responsibilities – FPCC Catalog



FINANCIAL AID

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

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

Financial aid information can be obtained at the Financial Aid Office. 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. A student will receive federal financial aid payments only if he/she:

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

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

- Be a U.S. citizen (or be in the U.S. for other than temporary purposes).
- Need financial assistance to further his/her education and
- Make satisfactory academic progress in a declared course of study.
- Be enrolled in at least six (6) 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 percent of the actual cost of attendance established for FPCC. The amount of the grant also depends on the amount of funds actually available for a given year. To be eligible for institutional-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 Fort Peck Community College. 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 EFC's.

Federal College Work Study is a program that provides opportunity for employment to students who are in need of earnings to meet the cost of their college education. Work Study also provides practical work experience to complement the student's academic studies. To be eligible for Work Study a student must demonstrate need and be making satisfactory academic progress while employed. There are no statutory or regulatory limits to the number of hours per week or pay periods a student may work provided no over awards occur. The hourly wage for students under the Federal College Work Study program is determined by the federal government. Hourly pay rates shall not be less than the federal minimum wage and may vary with the type of work, the student's experience and capabilities.

Montana Higher Education Grant (MHEG) is available to students who meet the following criteria: Montana resident completed the FAFSA and are eligible for financial aid, having remaining need ($COA - EFC = \text{Need}$), enrolled in six or more credits per semester, and must not have received a bachelor's degree prior to being awarded MHEG. These grants have limited funding and are awarded to those eligible students who apply for the FAFSA early. MHEG is paid to students by crediting their student accounts. If the amount of the grant exceeds the amount due to FPCC, students receive check for the remaining amount.

Montana Tuition Assistance Program (MTAP) Grant (previously known as the Baker Grant) is available to eligible Montana students who complete a FAFSA and meet specific criteria. To find out more

about the criteria for the MTAP Grant, please contact the Financial Aid Director at 406-768-6327. These grants have limited funding and are awarded first to those eligible students who apply for the FAFSA early. The MTAP Grant is paid to students by crediting their accounts. If the amount of the grant exceeds the amount due to FPCC, students receive a check for the remaining grant amount.

Student Assistance Foundation (SAF) Access Grant is designed to help students who have a financial barrier that is affecting their access to higher education. The Access Grant is available to students who meet the following criteria: Montana resident, completed FAFSA and are eligible for financial aid, have remaining need (COA – EFC = Need), enrolled in six or more credits per semester, and have completed and returned the Access Grant application (available from the Financial Aid Office) to the Financial Aid Office. The money will be awarded until the Access Grant funds are liquidated for the year. The SAF Access Grant is paid to students by crediting their accounts. If the amount of the grant exceeds the amount due to FPCC, students receive a check for the remaining grant amount.

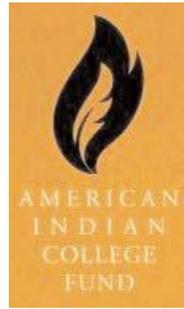
OTHER TYPES OF FINANCIAL AID

Waivers. Fort Peck Community College offers eligible students waivers of tuition. Students must apply for waivers at the earliest possible time (recommended to apply during registration). The following waivers are available:

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

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

Stipends and Internships. Fort Peck Community College 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 at FPCC.



The American Indian College Scholarship Fund awards grant funds to 36 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.

FPCC awards the scholarships to as many eligible students as possible. The eligibility requirements for the American Indian College Fund are:

- Be a tribal member, or of Indian descent
- Have financial need
- Be an enrolled half-time or full-time student

American Indian College Fund recipients will submit a written autobiography, picture and signed release to the financial aid officer prior to disbursement of scholarship monies. www.collegefund.org

Veteran's Benefits. The Veteran's Administration administers the Veteran's Educational Assistance Program (VEAP) providing financial assistance for the education and training. The program is designed to encourage self-improvement and offers financial assistance to eligible participants in raising their educational level. To allow for timely processing, students applying for Veteran's Educational Assistance are encouraged to apply for assistance one month or as early as possible prior to registration. The Financial Aid Officer can assist with the application process and certify students through the VA online. For information that is more detailed or assistance, contact the nearest VA regional office, local service officer, or veteran's organization representative, including the American Red Cross, in their community. Department of Veterans Affairs Educational Service www.gibil.va.gov or call 1-888-442-4551).

The **Bureau of Indian Affairs Adult Vocational Training** grant program provides services to eligible American Indian students for periods not to exceed 24 months. The program includes vocational counseling and guidance and institutional training in recognized vocations and trades. Training and

related costs, maintenance during training, and transportation is included in the financial assistance. Students should apply for this program at their respective Bureau of Indian Affairs office. Although there is no deadline for Adult Vocational Training, it is recommended that applications be submitted at the earliest possible time.

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

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

APPLYING FOR FINANCIAL AID

The Financial Aid Office 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). Students are encouraged to fill out the application via the web at www.fafsa.edu.gov. A paper FAFSA, which can be obtained from the Financial Aid Office or from most high schools, can also be submitted. The FAFSA serves as the universal application in initiating all financial aid at FPCC. For assistance in completing the FAFSA, please contact the FPCC Financial Aid Office at 406-768-6327. Fort Peck

Community College's school code is **016616**.

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 Financial Aid Office 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 ($COA - EFC = \text{Need}$).

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

1. Student fills out and submits the FAFSA with FPCC's school code listed (016616).
2. Department of Education processes and calculates students EFC.
3. Student receives SAR; FPCC receives the ISIR.
4. If the student application is chosen for verification, FPCC sends a letter to the student requesting additional information, which may include copies of tax forms, W2 has, etc.
5. Student supplies requested information to the Financial Aid Office.

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

FINANCIAL AID VERIFICATION

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

FINANCIAL AID DISBURSEMENTS

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

SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that schools participating in federal financial aid programs determine whether students are progressing through their programs of study in a satisfactory "qualitative" academic manner (academic standard), and at a satisfactory "quantitative" rate (rate of progress standard). If a student does not maintain Satisfactory Progress according to the following guidelines, the student will be placed on financial aid probation for one semester. Students under financial aid probation have access to any aid that they are eligible for during that semester. If the following satisfactory progress guidelines are not met during the probation period, the student will then be placed on financial aid suspension, which terminates eligibility of federal financial aid. Adjustments are made for less-than-full-time students.

Standard for Satisfactory Academic Progress.

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

- One-Year Certificate Programs. Full-time students enrolled in one-year certificate programs must successfully complete enough credits that directly apply to their certificate program and

achieve a cumulative grade point average of 2.0 at the end of three semesters.

- **Two-Year Associate Programs.** Full-time students enrolled in two-year degree programs must successfully complete enough credits that directly apply to the degree program and earn at least a cumulative grade point average of 1.5 at the end of the first year (30 or more earned credits) and earn at least a cumulative grade point average (grade point average) of 2.0 at the end of the sixth semester (90 or more earned credits).

Guide For Measuring Satisfactory Academic Progress.

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

Measuring Satisfactory Academic Progress.

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

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

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

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

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

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

Financial Aid Appeal. Under special circumstances, financial aid probation or suspension may be waived. These circumstances include (but are not limited to) injury to the student, illness of the student, death of an immediate family member (spouse, child, sibling, and parent) or in a case of undue hardship. The appeal process includes the following:

1. The student must submit a written appeals request to the Financial Aid Officer within 30 days of official financial aid status notification and indicate clearly, why probation or suspension should be waived.

2. The Financial Aid Appeals Committee will be notified and meet within ten working days of the request.
3. The student will be notified by mail of the decision of the Financial Aid Appeals Committee. All decisions are final.

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

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

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

Enrollment Status.

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

Professional Judgment. Students who believe that they have special circumstances that warrant a consideration of professional judgment should contact the Financial Aid Director at 406-768-6327. 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 Financial Aid Office has the right to deny or accept a request for professional judgment.

Incomplete Grades. Students who receive an incomplete grade (I) for attempted coursework shall

be given an opportunity to achieve a passing grade in the following semester. If the student does not complete the required coursework and does not receive a passing grade by the prescribed date, the incomplete will become an "F" grade and no earned credits will be achieved. Students whose incomplete turns to an "F" grade will have their financial assistance adjusted according to the Standard of Satisfactory Academic Progress.

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

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

Disbursement, Refund, and Repayment.

Disbursement of federal financial aid shall be made:

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

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

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



Americans with Disabilities Act. Fort Peck Community College, 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

Please be advised of the NEW Standards for Veterans that will be implemented in the Fort Peck Community College Financial Aid Office effective immediately. If you have any questions, please see the Financial Aid Officer.

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 grade point average 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 grade point average 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 Officer can assist with the application process and certify students through the VA online. For information that is more detailed or assistance, students may contact their nearest VA regional office, local service officer, or veteran's organization representative, including the American Red Cross, in their community. Students may access the official website of the Department of Veterans Affairs Educational Service at www.gibill.va.gov or call them at 1-88-GIBILL-1 (1-888-442-4551).

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

Who is eligible for Veterans Upward Bound?

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

What services does Veterans Upward Bound provide?

Veterans Upward Bound provides education services to veterans throughout the State of Montana. For further information FPCC's VUB program, contact Rhonda Mason at 406 768-6345.

ESTIMATED COST OF ATTENDANCE

*based on full-time attendance

Item	Description	Independent	Dependent
Tuition	\$70 per @ 12 credits	\$1680	1680
Books	\$350 per semester	\$700	\$700
Fees	\$150 Building fee per semester \$40 Activity Fee per semester \$20 Library Fee per semester \$75 (Average other fees) per semester	\$570	\$570
Room	\$375 per month (Average rent) \$175 per month (Average utilities) (heat, water, garbage)	\$4950	\$3375
Board	\$425 per month	\$3825	\$2700
Transportation	\$100 per month	\$900	\$900
Personal	\$275 per month	\$2475	\$2475
Total COA		\$15100	\$12,400
Childcare (where applicable)	\$100 per month	\$900	
Special Programs Cost, i.e. automotive, Building trades, line worker, welding tools (included where applicable)	Automotive – 1st Yr - \$700 Automotive – 2nd Yr - \$400 Building Trades – 1st Yr - \$150 Building Trades – 2nd Yr - \$75 Certified Truck Drivers – 1st Yr - \$460 Electrical Line Worker – 1st Yr - \$1560 Heavy Equipment – 1st Yr - \$800 Welding – 1st Yr - \$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 Fort Peck Community College 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 one-year certificate programs are intended to 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. The following AA degrees are offered at FPCC:

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

Associate of Science Degree

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

- Biomedical Science
- Environmental Science
- Environmental Technology and Compliance
- 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. FPCC course requirements are included in the programs of study, including:

- Automotive Technology
- Building Trades
- Business Technology
- Computer Technology



One-Year Certificate

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

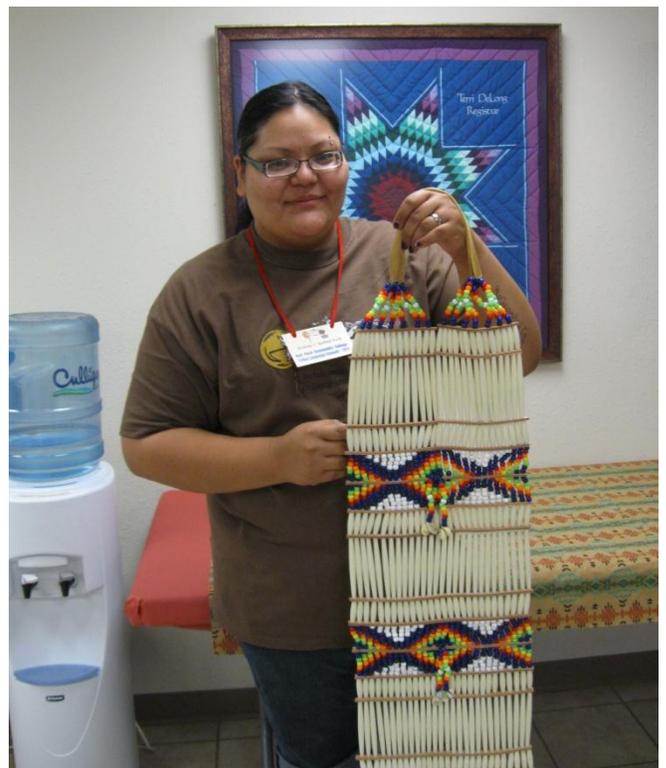
- Accounting Technician
- Automotive Technology
- Building Trades
- Business Assistant
- Desktop Support Technician
- Electrical Line Worker
- Graphic Web Design - Pilot
- Heavy Equipment Operator
- Truck Driving
- Welding Technology

As recommended by the Northwest Commission on Colleges and Universities, FPCC requires all AAS degree-seeking and Certificate-seeking students to complete a core of General Education including communication, computation, and human relations. The communication requirement is met by WRIT 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. The human relations requirement is met by successful completion of HS 100 – Human Relations for 1 credit. One credit each is required in American Indian Studies, Computer Technology and Health.

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

When all the trees have been cut down,
when all the animals have been hunted,
when all the waters are polluted,
when all the air is unsafe to breathe,
only then will you discover you cannot eat money.
Cree Prophecy



General Education Requirements AA Degree

Associate of Arts Degree General Education Requirements

Core I Communications - 9 credits

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

SP	101	Public Speaking	3 credits
WRIT	101	College Writing I	3 credits
WRIT	201	College Writing II	3 credits

Core II Mathematics and Science - 6-7 credits

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

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

Three credit hours must be completed from:

M	145	Mathematics for Liberal Arts	3 credits
M	121	College Algebra	3 credits

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

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

Core III Arts and Humanities - 6 credits

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

AIS	215	American Indian Myths & Stories	3 credits
ARTH	101	Foundations of Art	3 credits
HUM	202	World Humanities	3 credits
HUM	207	World Religions	3 credits
EN	231	Creative Writing - Fiction	3 credits
EN	232	Creative Writing - Poetry	3 credits
LIT	110	Introduction to Literature	3 credits
LIT	211	American Literature	3 credits
MUSI	103	Fundamentals of Music Creation	3 credits
NASX	112	American Indian Art	3 credits
NASX	121	Intro to Nakona Language	3 credits
NASX	122	Advanced Nakona Language	3 credits

NASX	131	Intro to Dakota Language	3 credits
NASX	132	Advanced Dakota Language	3 credits
NASX	240	American Indian Literature I	3 credits

Core IV Social Sciences - 6 credits

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

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	102	Western Civilization II	3 credits
NASX	205	United States Indian History	3 credits
NASX	208	American Indian Economic Development	3 credits
NASX	250	Contemporary Indian Issues	3 credits
PSYX	100	Introduction to Psychology	4 credits
SOCI	101	Introduction to Sociology	3 credits

Core V Native American Studies - 3 credits

Demonstrate knowledge and understanding of American Indian cultures, specifically Fort Peck Assiniboine and Sioux cultures.

NASX	110	Introduction to American Indian Studies	3 credits
NASX	117	History and Culture of the Fort Peck Tribes	4 credits
NASX	140	American Indians in Montana	3 credits
NASX	201	American Indian Governments	3 credits
NASX	205	U.S. Indian History	3 credits
NASX	225	Federal Indian Law and Policy	3 credits
NASX	260	American Indian Education	3 credits

Core VI Technology - 3 credits

Demonstrate knowledge and ability to use technology in today is computing environment.

CAPP	116	Microsoft Excel	1 credit
CAPP	131	Basic MS Office	3 credits
CAPP	101	The Internet	1 credit
CAPP	114	Microsoft Word	1 credit
CT	103	Internet & Computing Core (CT Major ONLY)	3 credits

Core VII Health

2 credits

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

HLTH	130	Personal Health and Wellness	2 credits
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Total core required general education credits for AA degree 32 - 35 credits

General Education Requirements AS Degree

Core I Communications - 9 credits

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

SP	101	Public Speaking	3 credits
WRIT	101	College Writing I	3 credits
WRIT	201	College Writing II	3 credits

Core II Mathematics and Science - 11 credits

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

M	121	College Algebra	3 credits
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Science. Obtain scientific methods to investigate and draw conclusions about the natural world.

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

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

Core III Arts and Humanities - 6 credits

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

AIS	215	American Indian Myths & Stories	3 credits
ARTH	101	Foundations of Art	3 credits
HUM	202	World Humanities	3 credits
HUM	207	World Religions	3 credits
EN	231	Creative Writing - Fiction	3 credits
EN	232	Creative Writing - Poetry	3 credits
LIT	110	Introduction to Literature	3 credits
LIT	211	American Literature	3 credits
MUSI	103	Fundamentals of Music Creation	3 credits
NASX	112	American Indian Art	3 credits
NASX	121	Intro to Nakona Language	3 credits
NASX	122	Advanced Nakona Language	3 credits
NASX	131	Intro to Dakota Language	3 credits
NASX	132	Advanced Dakota Language	3 credits
NASX	240	American Indian Literature I	3 credits

Core IV Social Sciences - 6 credits

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

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	102	Western Civilization II	3 credits
NASX	205	United States Indian History	3 credits
NASX	208	American Indian Economic Development	3 credits
NASX	250	Contemporary Indian Issues	3 credits
PSYX	100	Introduction to Psychology	3 credits
PSYX	248	Domestic Violence	3 credits
SOCI	101	Introduction to Sociology	3 credits

Core V Native American Studies - 3 credits

Demonstrate knowledge and understanding of American Indian cultures, specifically Fort Peck Assiniboine and Sioux cultures.

NASX	110	Introduction to American Indian Studies	3 credits
NASX	117	History and Culture of the Fort Peck Tribes	4 credits
NASX	140	American Indians in Montana	3 credits
NASX	201	American Indian Governments	3 credits
NASX	205	U.S. Indian History	3 credits
NASX	225	Federal Indian Law and Policy	3 credits
NASX	260	American Indian Education	3 credits

Core VI Technology - 3 credits

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

CAPP	116	Microsoft Excel	1 credit
CAPP	131	Basic MS Office	3 credits
CAPP	101	The Internet	1 credit
CAPP	114	Microsoft Word	1 credit
CT	103	Internet & Computing Core (CT Major ONLY)	3 credits

Core VII Health**2 credits**

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

HLTH	130	Personal Health and Wellness	2 credits
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Total core required general education credits for AS degree

37-40 credits

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 and Certificate

Related Instruction Requirements and Program Learning Outcomes

- **Communication.** Communicate effectively in the workplace and develop their abilities to analyze communication situations and implement problem-solving strategies.
- **Mathematics.** Apply mathematical concepts to real world applications as well as to every day experiences.
- **Human Relations.** Demonstrate an understanding of the nature of human relationships by applying that knowledge gained to job related activities.
- **Native American Studies.** Demonstrate knowledge and understanding of American Indian culture and more specifically the 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.

College Preparation Core Learning Outcomes

- **CP 070 Study Skills.** Will demonstrate the ability to access information and think critically about college level course work.
- **CP 080 Reading Improvement.** Students will demonstrate the ability to comprehend a variety of reading material by utilizing critical-reading skills.
- **CP 085 Pre-College Mathematics.** Students will demonstrate the ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, and division) and apply those principles to problem solving.
- **CP 090 Pre-College Writing.** Students will demonstrate a writing process that results in effective sentences and paragraphs.

Technology Learning Outcome

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

Library Learning Outcomes

- Demonstrate research skills to make them successful in their college experience.
- Acquire technology skills.
- Attain skills to use databases, interlibrary loan and local collections to support the curriculum of the college.
- Attain access to user-friendly web resources including writing guides, databases access, search engine access and interlibrary loans resources.
- The library webpage will be accessible.



AAS/Certificate Related Instruction Requirements

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

	AAS	Certificate
Communications	WRIT 104 - 3 credits	WRIT 104 - 3 credits
Mathematics	M 111 - 3 credits	M 111 - 3 credits
Human Relations	HS 100 - 1 credit	HS 100 - 1 credit
Health	HLTH Options - 2 credits	HLTH Options - 1 credit
American Indian Studies	NASX Options - 3 credits	NASX Options - 1 credit
Computer Applications	CAPP 131 - 3 credits	CAPP Options - 1 credit
	Total - 15 credits	Total - 10 credits

BUSINESS ADMINISTRATION

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

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

General Education Requirements		Credits
Core I	Communications	9
Core II	Mathematics and Science	6
Core III	Arts and Humanities	6
Core IV	Social Sciences	6
Core V	American Indian Studies	3
Core VI	Technology (CAPP 131)	3
Core VII	Health	2
Total General Education credits required for degree		35
Business Administration Program of Study		Credits
ACTG 201	Principles of Financial Accounting	4
ACTG 202	Principles of Managerial Accounting	4
ACTG 205	Computerized Accounting	3
BU 116	Business Law	3
BU 161	Introduction to Business	3
BU 201	Business Ethics	2
BU 250	Management	3
ECNS 201	Microeconomics	3
ECNS 202	Macroeconomics	3
Total Program of Study credits required for degree		28
Total credits required for degree		60

Suggested Plan of Study

- Year 1 - Fall
 - ACTG 201
 - BU 116
 - BU 161
- Year 1 - Spring
 - ACTG 202
 - ACTG 205
- Year 2 - Fall
 - BU 250
 - ECNS 202
- Year 2 - Spring
 - BU 201
 - ECNS 201

Business Administration 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 Core requirements Learning Outcomes

EDUCATION

The Associate of Arts (AA) degree in Education meets the requirements of the first two years of a four-year teacher preparation program. Students intending to pursue a bachelor's degree in education should consult the requirements of that institution when planning their program of studies. Students with an AA in Education are qualified for positions as teaching aides or teaching assistants in public schools.

General Education Requirements

Core I Communications (9 Credits)

SP 101	Public Speaking	3
WRIT 101	College Writing I (EN 105)	3
WRIT 201	College Writing II (EN 201)	3

Core II Mathematics & Science (7 Credits)

BIOB 160/161	Principles of Living Systems	4
M 121	College Algebra (MATH 110)	3
	Or	
M 145	Math for the Liberal Arts (MATH 108)	3

Core III Arts & Humanities (6 Credits)

ARTH 101	Foundations of Art	3
LIT 110	Introduction to Literature (EN 150)	3

Core IV Social Sciences (6 Credits)

HSTA 101	American History I	3
SOCI 101	Introduction to Sociology (SOC 101)	3

Core V Native American Studies (3 Credits)

NASX 140	American Indians in Montana	3
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Core VI Technology (3 Credits)

CAPP 131	Basic MS Office	3
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Core VII Health (3 Credits)

HLTH 130	Personal Health and Wellness	3
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Total General Education credits required for degree 37

Education Program of Study

		Credits
EDU 201	Introduction to Education with Field Experience	3
EDU 225	Introduction to Educational Psychology	3
EDU 270	Instructional Technology	3
M 130	Math for Elementary Teachers I (MATH 205)	3
M 131	Math for Elementary Teachers II (MATH 206)	3
NASX 215	IEFA in the Montana Classroom	3
PSYX 230	Developmental Psychology	3
PSYX 100	Introduction to Psychology	4
PSYX 233	Adult Development & Aging	3

Total Program of Study credits required for degree 28

Total credits required for degree 63

Suggested Plan of Study

Year 1 - Fall

- ARTH 105
- CAPP 131
- SOCI 101
- WRIT 101

Year 1 - Spring

- BIOB 160/161
- M 121
- NASX 140
- PSYX 100
- WRIT 201

Year 2 - Fall

- EDU 201
- Lit 110
- M 130
- PSYX 230

Year 2 - Spring

- EDU 225
- EDU 270
- M 131
- NASX 215
- PSYX 233

Education Program Learning Outcomes:

- The students will demonstrate knowledge of historical, political, economic, legal, social, philosophical, and curricular foundations of education, in preparation for the teaching profession.
- Students will recognize the learning needs of exceptional learners and observe teaching methods and strategies for each exceptionality.
- Students will understand human behaviors in learning as it relates to school and teaching situations and students' educational needs.
- Students will observe and perform educational practices in a classroom setting.



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 26 elective hours. At least 51% or 13 credits of the electives **must** be in courses numbered 200 and higher. Upon completion of the Associate of Arts degree in General Studies, the student will:

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

General Education Requirements		Credits
Core I	Communications	9
Core II	Mathematics and Science	6
Core III	Arts and Humanities	6
Core IV	Social Sciences	6
Core V	Native American Studies	3
Core VI	Computer Technology	3
Core VII	Health	2
Total General Education credits required for degree		35
	Electives	26
Total credits required for degree		60

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



HUMAN SERVICES

The Associate of Arts (AA) degree in Human Services (HS) provides the educational foundation needed for entry-level employment in the Human Services field and/or success in continued education at a bachelor's level. The curriculum provides a strong theoretical and content foundation, along with an integrated experiential, skill development component.

General Education Requirements		Credits
Core I	Communications	9
Core II	Mathematics and Science	6
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	2
Total General Education credits required for degree		36
Human Services Program of Study		Credits
HS 101	Introduction to Human Services	3
HS 105	Careers in Human Services	1
HS 210	Interviewing and Counseling Skills	3
HS 295	Field Practicum	5
PSYX 230	Developmental Psychology	3
PSYX 233	Adult Development & Aging	3
SOCI 209	Introduction to Juvenile Delinquency	3
	Or	
PSYX 248	Domestic Violence Electives	3
Total Program of Study credits required for degree		24
Total credits required for degree		60

Suggested Plan of Study

Year 1 - Fall

- HS 101
- HS 105

Year 1 - Spring

- HS 210
- PSYX 100
- Elective (3 credits)

Year 2 - Fall

- PSYX 230
- SOCI 101

Year 2 - Spring

- HS 295
- SOCI 260 OR
- PSYX 248

Human Services Program Learning Outcomes:

- Use verbal and oral communication, interpersonal relationships, and other related personal skills, such as self-discipline and time management, effectively.
- 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.
- Recognize appropriate boundaries and act in accordance with the legal and ethical standards of the 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 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, and humanities. 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 and history.

General Education Requirements		Credits
Core I	Communications	9
Core II	Mathematics and Science	6
Core III	Arts and Humanities	6
Core IV	Social Sciences	6
Core V	Native American Studies	3
Core VI	Computer Technology	3
Core VII	Health	2
Total General Education credits required for degree		35
American Indian Studies Program of Study		Credits
NASX 112	American Indian Art	3
NASX 117	History of the Fort Peck Tribes	4
NASX 201	American Indian Governments	3
NASX 205	United States Indian History	3
NASX 208	Politics of Indian Economic Development	3
NASX 240	American Indian Literature	3
NASX 225	Federal Indian Law and Policy	3
NASX 250	Contemporary Indian Issues	3
NASX 260	American Indian Education	3
Total Program of Study credits required for degree		28
Total credits required for degree		63

Suggested Plan of Study

Year 1 - Fall

- NASX 110
- NASX 117

Year 1 - Spring

- NASX 112

Year 2 - Fall

- NASX 201
- NASX 250

Year 2 - Spring

- NASX 205
- NASX 208
- NASX 240
- NASX 260

American Indian Studies Program Learning Outcomes:

- Identify and accurately locate the various North American Indian tribes, bands, Pueblos, groups, etc.
- Relate to and informatively discuss the historical and continuing evolution of American Indian culture and history.
- Explain the effects of Federal and Tribal Law on reservation communities.
- Develop the ability to think critically about and analyze information regarding American Indians.
- Explain the cultural/linguistic models and other methodologies used to study American Indian history and cultural.
- Discuss the American Indian responses to European influences and new technologies.

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

PSYCHOLOGY

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

General Education Requirements		Credits
Core I	Communications	9
Core II	Mathematics and Science	6
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	2
Total General Education credits required for degree		36
Psychology Program of Study		Credits
PSYX 105	Careers in Psychology	1
PSYX 230	Developmental Psychology	3
PSYX 233	Adult Development & Aging	3
PSYX 240	Fundamentals of Abnormal Psychology	3
PSYX 248	Domestic Violence	3
PSYX 260	Fundamentals of Social Psychology	3
PSYX 270	Fundamentals of Psychology of Learning	3
SOCI 209	Introduction to Juvenile Delinquency	3
	Electives	3
Total Program of Study credits required for degree		24
Total credits required for degree		61

Suggested Plan of Study

Year 1 - Fall

- PSYX 100
- PSYX 105

Year 1 - Spring

- PSYX 248
- PSYX 260
- Elective

Year 2 - Fall

- PSYX 230
- PSYX 270
- SOCI 101

Year 2 - Spring

- PSYX 233
- SOCI 209
- PSYX 240

Psychology 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 Core requirements Learning Outcomes.

BIOMEDICAL SCIENCE DEGREE

The Associate of Science Degree (AS) in Biomedical Science is a degree program designed to prepare students for careers in science and medicine. Science offers students a wide variety of careers: science writing, governmental policy, research, education, health fields, and technology. This program is designed for students interested in the environment and its natural resources, medicine and research or science education. All of these programs of study give students a solid background that will provide them with confidence and the skills to continue their career goals. Within this degree program students have a choice of two options: Biomedical Science, and Environmental Science. Biomedical Science prepares the student for a career in medicine or research related to medicine. Environmental Science prepares students for careers related to the environment and natural resources.

General Education Requirements		Credits
Core I	Communications	9
SP 101	Public Speaking	3
WRIT 101	College Writing I (EN 105)	3
WRIT 201	College Writing II (EN 201)	3
Core II	Mathematics and Science	11
M 121	College Algebra	3
BIOB 160	Principles of Living Systems	3
BIOB 161	Principles Living Systems Lab	1
CHMY 141	College Chemistry I	3
CHMY142	College chemistry Lab I	1
Core III	Arts and Humanities	6
Core IV	Social Sciences	6
Core V	Native American Studies	3
Core VI	Technology	3
Core VII	Health	2
Total General Education credits required for degree		40
General Science e Program of Study		credits
BIOB 170	Principles of Biological Diversity	3
BIOB 171	Principles of Biological Diversity Lab	1
BIOH 211	Human Anatomy and Physiology II	3
BIOH 212	Human Anatomy and Physiology II Lab	1
BIOH 215	Human Anatomy and Physiology I	3
BIOH 216	Human Anatomy and Physiology I Lab	1
BIOM 250	Microbiology for Health Sciences	3
BIOM 251	Microbiology for Health Science Lab	1
CHMY 143	General Chemistry II	3
CHMY 144	General Chemistry II Lab	1
STAT 216	Introduction to Statistics	3
Total Program of Study credits required for degree		25
Total credits for degree requirement		62-64 credits

Suggested Plan of Study

Fall Year 1

- BIOB 160
- BIOB 161
- BIOH 215
- BIOH 216

Spring Year 1

- BIOH 217
- BIOH 218
- BIOB 170
- BIOB 171

Fall Year 2

- STAT 216
- CHMY 141
- CHMY 141

Spring Year 2

- BIOM 250
- BIOM 251
- CHMY 243
- CHMY 144

Science - Biomedical Program Learning Outcomes:

Students will demonstrate a basic knowledge of the biological sciences and be able to apply that knowledge

- In advanced courses in their chosen field
- In their personal health
- In health and environmental issues of the community, state, nation and world

Students will be able to critically analyze

- Articles in periodicals, internet resources and other journals both scholarly and general for their scientific rigor
- Problems and possible solutions using the scientific method
- Data presented in articles, presentations and electronic media

Students will

- Be able to work effectively as a member of a team
- Demonstrate a professional ethical behavior
- Be able to discuss issues using critical thinking skills
- Value their cultural heritage as well as those of others as a result of the appreciation of the rich diversity of life

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



ENVIRONMENTAL SCIENCE

The Associate of Science Degree (AS) in Environmental Science is a degree program intended prepare students to transfer to a four year university to obtain there Bachelor's of Science degree in Environmental Science and its related fields. Environmental Science offers a wide variety of careers in science writing, governmental policy/government agencies, nonprofit organizations, research, education, technology fields, medicine, and the new emerging green careers. This program of study will give the students the basic classes, skills, and confidence to continue their educational goals.

General Education Requirements		Credits
Core I	Communications	9
SP 101	Public Speaking	3
WRIT 101	College Writing I (EN 105)	3
WRIT 201	College Writing II (EN 201)	3
Core II	Mathematics and Science	11
M 121	College Algebra	3
BIOB 160	Principles of Living Systems	3
BIOB 161	Principles Living Systems Lab	1
CHMY 141	College Chemistry I	3
CHMY142	College chemistry Lab I	1
Core III	Arts and Humanities	6
Core IV	Social Sciences	6
Core V	Native American Studies	3
Core VI	Technology	3
Core VII	Health	2
Total General Education credits required for degree		40
Environmental Science Program of Study		Credits
BIOB 170	Principles of Biological Diversity	3
BIOB 171	Principles of Biological Diversity Lab	1
CHMY 143	General Chemistry II	3
CHMY 144	General Chemistry II Lab	1
ENSC 105	Environmental Science	3
SCI 271	Environmental Research	3/5
STAT 216	Introduction to Statics	3
	Elective	3
Total General Education credits required for degree:		21-24
Total credits required for degree		61-64

Suggestive Plan of Study

Fall Year One:

- BIOB 160
- BIOB 161

Spring Year One:

- BIOB 170
- BIOB 172
- STAT 216

Fall Year Two:

- CHMY 141
- CHMY 142
- ENSC 105

Spring Year Two:

- CHMY 143
- CHMY 144
- SCI 270

Environmental Science Learning Outcomes

- To be able to write/discuss an environmental issues in an organized manner and use the proper terminology in the correct context by writing papers and keeping a portfolio.
- To understand the scientific method and standard operating procedures by keeping a lab notebook in all of their science classes.
- Explain how scientific perspective, policy and administrative concerns, and behavioral, social, and humanistic perspectives can be used to illuminate a specific historical and/or contemporary environmental issue.
- To be able to discuss ecology; recognize basic terminology; describe food chains and pertinent terminology; outline the major biogeochemical cycles; describe ecological succession; describe the biosphere and name the major North American biomes.



ENVIRONMENTAL TECHNOLOGY AND COMPLIANCE

The Associate of Science Degree (AS) in Environmental Technology and Compliance program is designed to prepare students for employment in the environment technician and environmental compliance and technology fields. This degree can be intended to transfer to a university to obtain a degree in occupational health and safety and careers pertaining to environmental health and industrial hygiene.

General Education Requirements		Credits
Core I	Communications	9
SP 101	Public Speaking	3
WRIT 101	College Writing I (EN 105)	3
WRIT 201	College Writing II (EN 201)	3
Core II	Mathematics and Science	11
M 121	College Algebra	3
BIOB 160	Principles of Living Systems	3
BIOB 161	Principles Living Systems Lab	1
CHMY 141	College Chemistry I	3
CHMY142	College Chemistry Lab I	1
Core III	Arts and Humanities	6
Core V	Native American Studies	3
Core VI	Technology	3
Core VII	Health	2
Total General Education credits required for degree		40
Environmental Technology and Compliance Program of Study		Credits
AHS 115	Introduction to Applied Health	3
AHS 215	First Responder	3
CHMY 143	General Chemistry II	3
CHMY 144	General Chemistry II lab	1
OSHA 224	Safety Administration & Programs	3
OSHA 226	Safety Engineering & Technology	3
SCI 125	Environmental Health and Safety (OSHA)	3
SCI 126	Environmental Health and Safety Lab	2
SCI 271	Environmental Research	2/5
STAT 216	Introduction to Statistics	3
Total Program of Study credits required for degree		23-26
Total credits required for degree		63-66 credits

Suggested Plan of Study

Year 1 – Fall

- BIOB 160/161
- AHS 115

Year 1 - Spring

- AHS 213
- STAT 216

Year 2 - Fall

- CHMY 141/142
- OSHA 224
- SCI 271

Year 2 - Spring

- CHMY 143/144
- OSHA 226

Environmental Technology and Compliance Program Learning Outcomes:

A person receiving an AS degree in will be able to:

- Communicate in the subjects relating to hazardous materials in a confident and professional manner and demonstrating how to clean up chemical waste in certain hypothetical setting by recording a video
- Demonstrate safe handling of situations involving hazardous materials by written and oral communication
- Demonstrate competency in the various protective measures, including PPE regarding hazardous materials by testing



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 24 elective hours. At least 51% or 13 credits of the electives **must** be in courses numbered 200 and higher. Upon completion of the Associate of Arts degree in General Studies, the student will:

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

General Education Requirements		Credits
Core I	Communications	9
Core II	Mathematics and Science	11
Core III	Arts and Humanities	6
Core IV	Social Sciences	6
Core V	American Indian Studies	3
Core VI	Technology	3
Core VII	Health	2
Total General Education credits required for degree		40
Program of Study Requirements		Credits
	Electives (200 level CT/MATH/SCI preferred)	24
Total Program of Study credits required for degree		24
Total credits required for degree		64

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



PRE-HEALTH AND PRE-NURSING

The Associate of Science Degrees (AS) Pre-Health and Pre-Nursing Program is designed to prepare students to enter the various four-year nursing programs in Montana and other states. It is the responsibility of the student to be aware of the prerequisites of the nursing program at the transfer institution. Pre-Health and Pre-Nursing offers a variety of careers and specializations. Opportunities for employment are also diverse and global. This program is designed to prepare students for careers in various health fields, such as, occupational therapy, physical therapy, and various health technology fields.

General Education Requirements			Credits
Core I	Communications	9	
SP 101	Public Speaking		3
WRIT 101	College Writing I (EN 105)		3
WRIT 201	College Writing II (EN 201)		3
Core II	Mathematics and Science	11	
M 121	College Algebra		3
BIOB 160/161	Principles of Living Systems and Lab		3
CHMY 141/142	College Chemistry I and Lab		3
Core III	Arts and Humanities		6
Core IV	Social Sciences	7	
PHXY 100	Introduction to Physiology		4
SOCI 101	Introduction to Sociology		3
Core V	Native American Studies		3
Core VI	Technology		3
Core VII	Health (NUTR 221)		3
Total General Education credits required for degree			42
Pre-Health and Pre-Nursing Program of Study			Credits
BIOH 201	Human Anatomy and Physiology I lab		1
BIOH 202	Human Anatomy and Physiology I		3
BIOH 211	Anatomy and Physiology II		3
BIOH 212	Human Anatomy and Physiology II lab		1
BIOM 250	Microbiology for Health Sciences		3
BIOM 251	Microbiology for Health Science Lab		1
CHMY 123	Intro to Organic Chemistry		3
CHMY 124	Intro to Organic Chemistry Lab		1
STAT 216	Introduction to Statistics		3
Total Program of Study credits required for degree			19 credits
Total Credits required for Degree			61 credits

Suggested Plan of Study:

Fall Year 1

- BIOB 160
- BIOB 161

Spring Year 1

- BIOM 250
- BIOM 251
- STAT 216

Fall Year 2

- BIOH 215
- BIOH 216
- CHMY 121
- CHMY 122

Spring Year 2

- BIOH 217
- BIOH 218
- CHMY 123

General Science Degree Outcomes:

Students will demonstrate a basic knowledge of the scientific disciplines.

- by keeping a portfolio
- hands on demonstrations in labs
- through test, written papers, research presentations, and assignments

Students will:

- be able to use the science terminology in a oral and written manner through presentations and papers
- be able to work effectively as a member of a team through paired labs, peer evaluations, and group projects
- demonstrate a professional ethical behavior by discussing bioethics in certain science classes in an oral and written manner
- demonstrate lab skills in the use of the microscope & other lab equipment, hands-on lab test, materials.
- successfully verbalize, and demonstrate the clinical skills and components necessary to care for diverse, predictable, less complex patients, practicing in a lab/simulation setting



AUTOMOTIVE TECHNOLOGY

The Associate of Applied Science Degree (AAS) in Automotive Technology prepares students for entry-level employment in the automotive industry. The Automotive Technology program is certified by the National Automotive Technicians Education Foundation (NATEF), which follows the 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 one-year certificate before beginning the second year of coursework.

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

Related Instruction Requirements		Credits
CAPP 131	Basic MS Office	3
HLTH 100	Health (One Course)	2
HS 100	Human Relations	1
M 111	Technical Mathematics	3
NASX 100	NASX (One Course)	3
WRIT 104	Workplace Communications	3

Total Related Instruction credits required for degree **15**

Automotive Technology Program of Study		Credits
AUTO 110	Shop Orientation	2
AUTO 120	Chassis I	4
AUTO 121	Chassis II	4
AUTO 140	Electrical I	4
AUTO 141	Electrical II	4
AUTO 220	Chassis III	4
AUTO 240	Electrical III	4
AUTO 250	Basic Engine Performance	2
AUTO 251	Engine Performance I	4
AUTO 252	Engine Performance II	4
AUTO 253	Engine Performance III	2
SCI 106	Electrical Fundamentals	3
WLDG 105	Introduction to Welding	3
	Electives	2

Total Program of Study credits required for degree **46**

Total credits required for degree **61**

Suggested Plan of Study

Year 1 - Fall

- AUTO 110
- AUTO 120
- AUTO 140

Year 1 - Spring

- AUTO 121
- AUTO 141
- WLDG 105

Year 2 - Fall

- AUTO 220
- AUTO 240
- AUTO 250 [
- SCI 106

Year 2 - Spring

- AUTO 251
- AUTO 252
- AUTO 253

Automotive Technology 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.
- Communicate through both verbal and written communication in common automotive terminology.
- 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.



BUILDING TRADES

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

Occupational Objective: entry-level carpentry.

Related Instruction Requirements		Credits
CAPP 131	Basic MS Office	3
HLTH 100	Health (One Course)	2
HS 100	Human Relations	1
M 111	Technical Mathematics	3
NASX 100	NASX (One Course)	3
WRIT 104	Workplace Communications	3
Total Related Instruction credits required for degree		15
Building Trades Program of Study		Credits
BT 120	Shop Safety and Procedures	2
BT 125	Roofing	3
BT 130	Framing	3
BT 135	Concrete	3
BT 140	Finish Carpentry I	3
BT 145	Floor Laying	3
BT 150	Gypsum Wall Board and Finish	3
BT 220	Principles of Blueprints	3
BT 230	Basic Plumbing	3
BT 240	Finish Carpentry II	3
BT 250	Cost Analysis and Construction Management	3
BT 270	Field Experience	6
CT 225	Computer Assisted Design (CAD)	3
SCI 106	Electrical Fundamentals	3
	Electives	1
Total Program of Study credits required for degree		45
Total credits required for degree		60

Suggested Plan of Study

Year 1 - Fall

- BT 120
- BT 125
- BT 130
- BT 135

Year 1 - Spring

- BT 140
- BT 145
- BT 150

Year 2 - Fall

- BT 230
- BT 250
- SCI 106

Year 2 - Spring

- BT 220
- BT 240
- BT 270
- CT 225
- Elective

Building Trades Program Learning Outcomes

- Students will be able to work safely on a construction site, apply modern construction methods to produce acceptable products.
- Recognize terms and material and apply that knowledge to produce acceptable products.
- Demonstrate an understanding of the work ethic to be a successful carpenter.
- Develop an ability to plan, create, and complete construction jobs.
- Develop the skills to be employed as an entry-level carpenter.
- Demonstrate the ability to comprehend the information provided by blueprints and apply that knowledge to successfully complete a project.
- Communicate effectively with sub contractors and customers, and demonstrate competency in their field.
- Demonstrate the ability to recognize and evaluate problems and to resolve them with a cost effective solution.
- Possess the skills and knowledge to pursue a career as a journey carpenter or contractor.



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 and computer skills and knowledge necessary in managing the day-to-day administrative operations in a business office. Students study accounting, business law, computer usage, communications, management, and mathematics.

Occupational Objectives: Administrative assistant and secretarial positions.

Related Instruction Requirements		Credits
CAPP 131	Basic MS Office	3
HLTH 100	Health (One Course)	2
HS 100	Human Relations	1
M 111	Technical Mathematics	3
NASX 100	NASX (One Course) *	3
WRIT 104	Workplace Communications	3

Total Related Instruction credits required for degree 15

*NASX 225 Federal Indian Law and Policy (recommended)

Business Technology Program of Study		Credits
ACTG 201	Principles of Financial Accounting	4
ACTG 180	Payroll Accounting	3
OR		
ACTG 202	Principles of Managerial Accounting	4
ACTG 291	Special Topics	4
OR		
ACTG 298	Internship	4
BU 116	Business Law	3
BU 161	Introduction to Business	3
BU 201	Business Ethics	2
BU 250	Management	3
BU 252	Human Resource Management	3
TASK 127	Business Office Procedures	3
TASK 145	Records Management (BU 126)	3
TASK 210	Office Success Strategies (BU 227)	3
TASK 299	Integrated Office Capstone	3
WRIT 122	Introduction to Business Writing	3
	Electives	5
Total Program of Study credits required for degree		45
Total credits required for degree		60

Suggested Plan of Study

Year 1 Fall

- ACTG 201
- BU 161

Year 1 Spring

- ACTG 180 OR 202
- TASK 127

Year 2 Fall

- BU 116
- BU 250
- TASK 210
- WRIT 122

Year 2 Spring

- ACTG 291 OR 298
- BU 252
- BU 201
- TASK 145
- Electives

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 a business environment in order to complete individual and team projects.



COMPUTER TECHNOLOGY

The Associate of Applied Science Degree (AAS) in Computer Technology (CT) qualifies an individual to plan, implement, and support networking configurations in a business or industry. Students learn desktop applications, basic networking knowledge, operating systems, and network operating systems. The completion of all the coursework will prepare students to take Microsoft Certified Desktop Support Technician, Microsoft Certified Technology Specialist (MCTS): Windows Vista Client certification, Microsoft Office Specialist Core/Expert exams, and CompTIA A+ Service Technician exams. .

Occupational Objective: Computer Technician.

Related Instruction Requirements		Credits
CAPP 131	Basic MS Office	3
HLTH 100	Health (One Course)	2
HS 100	Human Relations	1
M 111	Technical Mathematics	3
NASX 100	NASX (One Course)	3
WRIT 104	Workplace Communications	3

Total Related Instruction credits required for degree **15**

Computer Technology Program of Study		Credits
CAPP 158	Microsoft Access	3
CSCI 114	Programming with C# I	3
CT 102	Operating Systems	3
CT 103	Internet & Computing Core (IC3)	3
CT 104	Helpdesk I	3
CT 105*	Helpdesk II	3
CT 107	PC Hardware – A+	3
CT 108*	PC Software – A+	3
CT 141	Systems Administrator I	3
CT 142	Systems Administrator II	3
CT 143*	Systems Administrator III	3
CT 211	Network+ I	3
CT 212*	Network+ II	3
CT 215	Website Design	3
CT 250*	IT Professional	3

Total Program of Study credits required for degree **45**

Total credits required for degree **60**

Suggested Plan of Study

Year 1 – Fall

- CSCI 114
- CT 103
- CT 104
- CT 107

Year 1 - Spring

- CT 102
- CT 105
- CT 108
- CT 141

Year 2 - Fall

- CAPP 158
- CT 142
- CT 211

Year 2 – Spring

- CT 143
- CT 212
- CT 214
- CT 250

Computer Technology Program Learning Outcomes

- Build, configure, install, trouble shoot, maintain and repair the current generation of personal computers and Microsoft operating systems.
- Install and maintain wire and wireless networks for small business and home networks.
- Perform basic network administrative functions for the support of a modern server with understanding of Domain Name Server (DNS), Dynamic Host Configuration Protocol (DHCP), and Transmission Control Protocol/Internet Protocol (TCP/IP).
- Demonstrate entry-level skills in hardware maintenance of multi-media equipment, including home entertainment and corporate and academic presentation equipment.
- Understand the basic economics of consumer and business markets for digital equipment, with ability to competitively select and purchase equipment and software.
- Perform work in a team environment with an emphasis on completion and quality of work.
- Possess the skills necessary to pass the industry standard Microsoft Certified Desktop Support Technician (MCDST), Microsoft Certified Technology Specialist (MCTS): Windows Vista Client Certification, and CompTIA A+ Service Technician exams.



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, government agencies, banks.*

Related Instruction Requirements		Credits
Communications	WRIT 104 Workplace Communications	3
Health	HLTH 130 Personal Health and Wellness	2
Human Relations	HS 100 Human Relations	1
Mathematics	M 111 Technical Mathematics	3
Native American Studies	NASX (one course)	3
Technology	CAPP 131 Basic MS Office	3
Total Related Instruction credits required for degree		15
Accounting Technician Program Of Study		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
TASK 145	Records Management	3
Total Program of Study credits required for certificate		17
Total credits required for Certificate		32

Suggested Plan of Study

Year 1 - Fall

- ACTG 201
- CAPP 131

Year 1 - Spring

- ACTG 180
- ACTG 202
- ACTG 205
- TASK 145

Program Learning Outcomes:

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

AUTOMOTIVE TECHNICIAN CERTIFICATE

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

Occupational Objective: *Entry-level automotive technician.*

Related Instruction Requirements		Credits
Communications	WRIT 104 Workplace Communications	3
Health	HLTH 106 Focus on Health	1
Human Relations	HS 100 Human Relations	1
Mathematics	M 111 Technical Mathematics	3
Native American Studies	NASX (one course)	1
Technology	CAPP (one course)	1

Total Related Instruction credits required for certificate 10

Automotive Technician Certificate Program of Study		Credits
AUTO 110	Shop Orientation	2
AUTO 120	Chassis I	4
AUTO 121	Chassis II	4
AUTO 140	Electrical I	4
AUTO 141	Electrical II	4
WLDG 105	Introduction to Welding	2

Total Program of Study Credits required for certificate 20

Total credits required for certificate 30

Suggested Plan of Study

Year 1 - Fall

- AUTO 110
- AUTO 120
- AUTO 140

Year 1 - Spring

- AUTO 121
- AUTO 141
- WLDG 105



Automotive Technology Program Learning Outcomes

- Use proper tools, equipment and procedures to safely perform repairs.
- Apply and demonstrate skills to identify and repair defective braking systems.
- Diagnose and repair steering and suspension problems.
- Apply skills to perform electrical diagnostics and repair.
- Express through verbal and written communication in common automotive terminology.
- 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.

BUILDING TRADES CERTIFICATE

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

Occupational Objective: *entry-level positions in carpentry.*

Related Instruction Requirements		Credits
Communications	WRIT 104 Workplace Communications	3
Health	HLTH 106 Focus on Health	1
Human Relations	HS 100 Human Relations	1
Mathematics	M 111 Technical Mathematics	3
Native American Studies	NASX (one course)	1
Technology	CAPP (one course)	1

Total Related Instruction credits required for certificate **10**

Building Trades Certificate Program of Study		Credits
BT 120	Shop Safety and Procedures	2
BT 125	Roofing	3
BT 130	Framing	3
BT 135	Concrete	3
BT 140	Finish Carpentry I	3
BT 145	Floor Laying	3
BT 150	Gypsum Wall Board and Finish	3

Total Program of Study credits required for certificate **20**

Total credits required for certificate **30**

Suggested Plan of Study

Year 1 - Fall

- BT 120
- BT 125
- BT 130
- BT 135

Year 1 - Spring

- BT 140
- BT 145
- BT 150

Building Trades Program Learning Outcomes

- Work safely on a construction site.
- Apply modern construction methods to produce an acceptable product.
- Recognize construction terms and material and apply that knowledge to produce acceptable products.
- Demonstrate an understanding of the work ethic, both physical and mental to be a successful carpenter.
- Develop an ability to plan, create, and complete construction jobs in a safe and timely manner.
- Develop the skills for an entry-level carpenter in residential and light commercial construction.



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 104 Workplace Communications	3
Health	HLTH 130 Personal Health and Wellness	2
Human Relations	HS 100 Human Relations	1
Mathematics	M 111 Technical Mathematics	3
Native American Studies	NASX (one course)	3
Technology	CAPP 131 Basic MS Office	3
Total Related Instruction credits required for degree		15
Business Assistant Program of Study		Credits
ACTG 180	Payroll Accounting	3
ACTG 201	Principles of Financial Accounting	4
BFIN 205	Personal Finance	3
BU 201	Business Ethics	2
TASK 145	Records Management	3
Total Program of Study credits required for certificate		15
Total credits required for certificate		30

Suggested Plan of Study

Year 1 - Fall

- ACTG 201
- BFIN 205
- CAPP 131
- TASK 145

Year 1- Spring

- ACTG 180
- BU 201

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

ELECTRICAL LINE WORKER CERTIFICATE

The Electrical Line Worker Certificate Program (ELW) prepares students to install maintain and operate line systems which supply electric energy, as well as other electrical/technological services to residential, commercial and industrial customers. This entry-level certification program includes classroom, lab and field instruction in electricity, pole climbing, overhead and underground line installation, as well as OSHA and industry safety standards.

A certified graduate of the FPCC Electrical Line Worker Program will have the potential for employment as a Pre-Apprentice level line technician, and telephone line technician, a technician in electricity generating plants or installer/maintainer of overhead and underground transmission systems. Graduates will be able to work as construction, operations and maintenance technicians on various electric power systems and other technical equipment.

Related Instruction Requirements		Credits
Communications	WRIT 104 Workplace Communications	3
Health	HLTH 106 Focus on Health	1
Human Relations	HS 100 Human Relations	1
Mathematics	M 111 Technical Mathematics	3
Native American Studies	NASX (one course)	1
Technology	CAPP (one course)	1

Total Related Instruction credits required for certificate **10**

Electrical Line Worker Certificate Program of Study		Credits
ELW 101	Line Work Fundamentals & Lab	4
ELW 110	Electrical Lines/Equipment & Lab	4
ELW 112	Equipment Competencies	2
ELW 115	Basic Climbing Skills	3
ELW 116	Safety Fundamentals Certification	2
ELW 280	Special Problems Crs & Climbing Competencies	2
SCI 106	Electrical Fundamentals	3

Total Program of Study credits required for certificate **20**

Total credits required for certificate **30**

Suggested plan of study

Year - 1 Summer Semester

- ELW 101
- ELW 115
- ELW 110

Year 1 - Fall Semester

- ELW 112
- ELW 116
- ELW 280



Electrical Line Worker Program Learning Outcomes

- Learn theory, safety, construction methods, testing, and repair of overhead and underground distribution.
- Have an understanding of the design and construction of transmission and distribution overhead lines and hands on training utilizing equipment tools and testing equipment used in line work.
- Become proficient at climbing wood poles and steel towers, and the use/care of climbing equipment.

GRAPHIC/WEB DESIGN CERTIFICATE - PILOT PROGRAM

The Graphic/Web Design Certificate program walks the learner through the lessons and hands-on exercises to acquire the ability to utilize digital media needed to plan, design, build, and maintain effective communications through graphics and/or web design fields.

Occupational Objective: *Graphics/Web Designer*

Related Instruction Requirements		Credits
Communications	WRIT 104 Workplace Communications	3
Health	HLTH 106 Focus on Health	1
Human Relations	HS 100 Human Relations	1
Mathematics	M 111 Technical Mathematics	3
Native American Studies	NASX (one course)	1
Technology	CAPP (one course)	1
Total Related Instruction credits required for degree		10
Computer Graphics/Web Design Certificate Program of Study		Credits
CT 102	Operating Systems	3
CT 110	Principles of Web Design	3
CT 215	Adobe Illustrator	3
CT 216	Adobe Photoshop	3
CT 217	Macromedia Flash	3
CT 218	Adobe InDesign	3
CT 219*	Adobe Dreamweaver	3
Total Program of Study credits required for degree		21
Total credits required for degree		31

Suggested Plan of Study

Year 1 – Fall

- CT 110
- CT 215
- CT 216

Spring

- CT 102
- CT 217
- CT 218

Computer Graphic/Web Design Program Learning Outcomes

- Plan, Design, Build, and maintain effective communications
- Develop original, creative design concepts that solve design problems
- Design and produce print publications, single and multiple pages
- Code web sites using HTML, CSS and web standards
- Perform various image editing and retouch functions using Photoshop
- Apply Photoshop's capabilities for Web design
- Import sound and artwork; employ animation and interactive movies in Flash projects
- Design engaging page layouts for print or digital distribution with built-in creative tools and precise control over typography in Adobe InDesign
- Integrate interactivity, video, and audio for playback
- Utilize authoring tools and techniques to plan, design, build, publish and finalize a prototype website

HEAVY EQUIPMENT OPERATOR CERTIFICATE

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

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

Related Instruction Requirements		Credits
Communications	WRIT 104 Workplace Communications	3
Health	HLTH 106 Focus on Health	1
Human Relations	HS 100 Human Relations	1
Mathematics	M 111 Technical Mathematics	3
Native American Studies	NASX (one course)	1
Technology	CAPP (one course)	1

Total Related Instruction credits required for certificate **10**

Heavy Equipment Operator Certificate Program of Study		Credits
AUTO 110	Shop Orientation	2
HEO 110	Vehicle Mechanical Operations	2
HEO 150	Introduction to Heavy Equipment	2
HEO 155	Basic Controls	3
HEO 160	Heavy Equipment Operations	4
HLTH 111	First Aid/CPR	1
WLDG 105	Introduction to Welding	2
	Electives	4

Total Program of Study credits required for certificate **20**

Total credits required for certificate **30**

Suggested Plan of Study

Year 1 - Fall

- AUTO 110
- HEO 110
- HEO 150

Year 1 - Spring

- HEO 155
- HEO 160
- HLTH 111

Heavy Equipment Operator Program Learning Outcomes

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



TRUCK DRIVING CERTIFICATE

The Truck Driving Certificate 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 Drivers License (CDL)—as well as other Classes of commercial vehicle operations licenses.

Occupational Objective: *Commercial licensed truck driver*

Related Instruction Requirements		Credits
Communications	WRIT 104 Workplace Communications	3
Health	HLTH 106 Focus on Health	1
Human Relations	HS 100 Human Relations	1
Mathematics	M 111 Technical Mathematics	3
Native American Studies	NASX (one course)	1
Technology	CAPP (one course)	1
Total Related Instruction credits required for certificate		10
 Truck Driving Certificate Program of Study		 Credits
TD 101	Truck Driving I	8
TD 105	Truck Driving II	8
TD 115	Vehicle Operations	4
Total Program of Study credits required for certificate		20
 Total credits required for certificate		 30

Suggested Plan of Study

Year 1 - Fall

- TD 101
- TD 105

Year 1 - Spring

- TD 115

Truck Driving Program Learning Outcomes

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



WELDING TECHNICIAN CERTIFICATE

The Welding Technology Certificate is intended to provide the necessary instruction to enable the student to enter the welding profession in an entry-level position. The Welding Technology curriculum adheres to the national standards established by the American Welding Society entry-level welder program.

Occupational Objective: *Entry-level and apprenticeships in Welding shops, construction, pipeline, fabrication shops and other related fields.*

Related Instruction Requirements		Credits
Communications	WRIT 104 Workplace Communications	3
Health	HLTH 106 Focus on Health	1
Human Relations	HS 100 Human Relations	1
Mathematics	M 111 Technical Mathematics	3
Native American Studies	NASX (one course)	1
Technology	CAPP (one course)	1
Total Related Instruction credits required for certificate		10

Welding Certificate Program of Study		Credits
WLDG 111	Welding Safety and Theory	2
WLDG 112	Blueprint Reading & Welding Symbols	2
WLDG 113	Oxy/Fuel & Shielded Metal Arc Welding I	4
WLDG 114	Oxy/Fuel & Shielded Metal Arc Welding II	4
WLDG 115	Layout	3
WLDG 152	Basic Metal Fabrication	2
WLDG 153	Basic Metal Fabrication Lab	3
WLDG 154	Semi-Automatic Welding	2
WLDG 155	Semi-Automatic Welding Lab	3
Total Program of Study credits required for certificate		25
Total credits required for certificate		35

Suggested Plan of Study

Year 1 - Fall

- WLDG 111
- WLDG 112
- WLDG 113
- WLDG 114
- WLDG 115

Year 1 - Spring

- WLDG 152
- WLDG 153
- WLDG 154
- WLDG 155

Welding Technology Program Learning Outcomes

- Identify common hazards in welding.
- Use proper procedures to safely set-up different types 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.
- Incorporate oxygen/acetylene, gas metal arc, shielded metal arc and gas tungsten arc welding into the appropriate application.

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 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.

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 affect 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, Spring

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. Fall, 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. Fall, 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, Spring.

ART**ARTH 101 Foundations of Art - 3 credits**

Students are provided a survey of visual art history and basic theory. Topics to be covered include the cultural applications of art, important historical periods in art in art history, and an introduction to basic aesthetics theories. The student will attain a functional knowledge of the general social applications of art, including religion, propaganda and markers of social status. The student will also be able to define major periods in art, as defined within the major societies covered in the curriculum. Students will attain a basic comprehension of how aesthetics are interpreted through a sampling of noted aesthetic theories. Fall or Spring.

ARTZ 211 Drawing I - 3 credits

This course is intended to assist students in the acquisition of basic drawing techniques and media. Techniques 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 techniques for that specific technique. Individual expression is encouraged however; this will remain within the technical parameters of each component. Fall or Spring. Course Fee \$30.00.

ARTZ 221 Painting I - 3 credits

This course is intended to assist students in the acquisition of basic oil and acrylic painting techniques. Techniques to be discussed and applied will include basic media and tools, preparation of grounds, alla prima, grisaille glazing, basic theoretical use of color, and textural media. Students will obtain experience with the applications of basic painting techniques, while developing their own personal expressions and symbolism. Additional research into the applications of these techniques by noted artists will also be required. Spring. Course Fee \$30.00.

AUTOMOTIVE**AUTO 110 Shop Orientation - 2 credits**

This course surveys basic shop hand tools, power machine tools, air powered tools, measuring tools, maintenance, shop operating procedures, shop safety, and use of the shop resource library. Fall, Spring. Course Fee \$15.00.

AUTO 120 Chassis I - 4 credits

This course is an introduction to the brake system and hydraulic system diagnosis and repair. Theory, diagnosis, and repair of drum, disc, and power assist brakes are emphasized. Troubleshooting and repair of wheel bearings, parking brakes, and electrical systems are covered. Fall. Course Fee \$15.00.

AUTO 121 Chassis II - 4 credits

This course covers how to inspect, test, and service the anti-lock brake system, steering system, suspension

introduction, and theory. Diagnosis and repair of different suspension and steering systems are included. Spring. Course Fee \$15.00.

AUTO 140 Electrical I - 4 credits

This course is an introduction to general automotive electrical systems. Wiring systems, diagrams, and schematics diagnostics and repair are covered. Students will also be taught battery service, testing, charging, and maintenance. Fall. Course Fee \$15.00.

AUTO 141 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. Spring. Course Fee \$15.00.

AUTO 220 Chassis III - 4 credits

The course covers 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. Prerequisites: AUTO 110, AUTO 121. Fall. Course Fee \$15.00.

AUTO 240 Electrical III - 4 credits

This course covers vehicle accessories, horn, and wiper/washer systems, diagnosis and repair. 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. Fall. Course Fee \$15.00.

AUTO 250 Basic Engine Performance - 2 credits

This course is primarily lab 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. Fall. Course Fee \$15.00.

AUTO 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. Spring. Course Fee \$15.00.

AUTO 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. Spring. Course Fee \$15.00.

AUTO 253 Engine Performance III - 2 credits

This course is 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 included. Spring. Course Fee \$15.00.

BIOLOGY

BIOB 160 Principles of Living Systems - 3 credits.

An introductory study of cell activities emphasizing chemistry, structure and functions common to cells. Topics include organelles, cell division, water relationships, nutrients, respiration, photosynthesis, genetics, and protein synthesis. Fall

BIOB 161 Principles of Living Systems Lab - 1 credit

The laboratory portion of this class will be used to illustrate concepts addressed in lecture; and to acquaint students with the scientific method and common laboratory techniques plus drawing conclusions from laboratory obtained data. Course Fee: \$20.00

BIOH 201 Anatomy & Physiology I - 3 credits

The first half of a two semester course designed for students pursuing a career in the clinical sciences. The course is developed as a systems approach to structure (anatomy) and function (physiology) of the human body and will present subject matter as it relates to homeostasis and disease processes. Topics include an overview of chemistry, cell biology and histology followed by discussion of the organ systems involved in covering, support and movement of the human body. Prerequisites BIOB 160/161 Fall

BIOH 202 Human Anatomy & Physiology I Lab - 1 credit

Principles of energy flow, homeostasis and integration of integumentary, digestive, circulatory, respiratory and excretory systems are examined from a basic point of view. Prerequisites: BIOB 160/161. Course Fee: \$20.00

BIOH 211 Anatomy & Physiology II - 3 credits

The second half of a two-semester course designed for students pursuing a career in the clinical sciences. The course is developed as a systems approach to structure (anatomy) and function (physiology) of the human body and will present subject matter as it relates to homeostasis and disease processes. Course focuses on organ systems involved with maintenance of health. Topics covered include the nervous system, cardiovascular, endocrine, immune, respiratory, digestive, urinary and reproductive systems. Prerequisite: BIOB 201/212 Spring

BIOH 212 Human Anatomy & Physiology II Lab - 1 credits

An examination of skeletal and muscular systems integration relating to movement of the human body. Principles of homeostasis of nervous, endocrine and reproductive systems are presented. Prerequisites: BIOB 201/212 Spring. Course Fee: \$20.00

BIOM 250 Microbiology for Health Sciences - 4 credits

Microbiology of prokaryotic and eukaryotic microbes of medical significance with emphasis on knowledge of the biology of infectious disease as is appropriate for nursing and allied health care students. Prerequisite: BIOB 160/161. Spring Course Fee: \$20.00

BIOB 170 Principles of Biological Diversity - 3 Credits

This course is an introduction to the organismal level of biological organization. After successful completion of this course, students will be able to describe viruses, bacteria, fungi, plants and animals in terms of their structure, and basic homeostatic mechanisms, as well as their role in the environment. Dissections will be performed.

BIOB 171 Principles of Biological Diversity Lab - 1 credit

Dissections will be performed based on lecture series. Course Fee \$20.00.

BUILDING TRADES**BT 120 Shop Safety and Procedures - 2 credits**

This course will offer a forty-hour section on the safety of equipment and the use of the various tools used in today's trades. The student will also be taught at least ten hours of the safety requirements mandated by the Office of Safety and Health Administration. Fall. Course Fee \$15.00

BT 125 Roofing - 3 credits

This course offers instruction on roof structure and the applications that it involves. Students will start with the fundamental sheathing layout and finish with the product selection and application. Fall. Course Fee \$20.00.

BT 130 Framing - 3 credits

This course offers the actual laying out of a structure and all components that are involved. The student will be taught the fundamental use of a tape measure in cutting and nailing of the various components that they have laid out. Fall. Course Fee \$15.00.

BT 135 Concrete - 3 credits

This course involves the foundations of a structure and the many different uses of concrete as a building material. The student will advance through this class to a point of developing a footing and foundation for all types of construction. Fall. Course Fee \$15.00.

BT 140 Finish Carpentry I - 3 credits

This course of instruction is directed at the interior finish of a structure and the proponents that go along with it. The student will start with learning how to hang doors and finish with the installation of the cove base and above the floor finish. Prerequisite: BT 120. Spring. Course Fee \$15.00.

BT 145 Floor Laying - 3 credits

This course involves the mechanics of installing flooring goods of all types such as tiles, carpets, inlaid, congoleum, and hard wood to mention a few. This course will cover the tools used in the trade and the preparation required before the installation of each. Prerequisite: BT 120. Spring. Course Fee \$15.00.

BT 150 Gypsum Wall Board and Finish - 3 credits

This course offers the painting surface aspect of the trades. It covers an intense section of how to measure interior wall surfaces for cover and the actual fundamentals of cutting and applying the sheet rock. Prerequisite: BT 120. Spring. Course Fee \$15.00.

BT 220 Principles of Blueprints - 3 credits

This course surveys the essential knowledge needed to read, understand and interpret information represented in blueprint architectural drawings. Students are required to draw a blueprint as part of their overall grade. Prerequisites: BT 130, 140. Fall. Course Fee \$15.00.

BT 230 Basic Plumbing - 3 credits

This course surveys basic knowledge applicable to design and installation of plumbing and heating systems. The plumbing section will cover both the water and sewage systems that are used in today's buildings. Prerequisites: BT 120, 130. Fall. Course Fee \$15.00.

BT 240 Finish Carpentry II - 3 credits

This course covers many different features of the cabinet industry as well as building furniture and learning how to do different types of laminating of the finish product. The student will also work with the many different types of finishes including paint, stain, lacquer, etc. Prerequisites: BT 120, 140. Fall. Course Fee \$15.00.

BT 250 Cost Analysis and Construction Management - 3 credits

This course examines the preparation of bids from blueprints. For a specific project, the student will be required to prepare a materials list as well as an estimate of the labor. Various forms of analysis, such as equations for measuring wood, concrete, sheetrock, paint, roofing, etc, will be covered. Prerequisite: BT 130, 140. Spring. Course Fee \$15.00.

BT 270 Field Experience - 6 credits

This course is the hands-on applications of classroom instruction in construction applications of various sizes and complexity. Prerequisites: BT 120/130/140. Instructor Consent. Spring. Course Fee \$15.00.

BT 295 Field Methods: Construction Renovation - 6 credits

This practicum will involve hands-on application of classroom instruction of renovating existing structures. Course may be repeated. Consent of instructor. Summer.

BUSINESS

BFIN 205 Personal Finance – 3 credits

Because of the subject matter of this course, students from any discipline are encouraged to take this class. This course is an introduction to the problems of personal financial management including income and expense budgeting. Emphasis will be placed on consumer credit, insurance, investments, home ownership and taxation. This course will allow the student to take an active approach to their personal finances by creating a personal financial plan. Some methods that will be used to obtain these skills will be writing a paper stating their “plan of action” to obtain economic satisfaction, visiting local banks and credit unions to observe the banking process, and taking a hands-on approach to managing their money so that students will become comfortable with managing their personal finances and obtaining financial independence through the process. Fall, Spring. Course Fee \$15.00.

BU 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. Course Fee \$15.00.

BU 161 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.

BU 201 Business Ethics - 2 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. Spring.

BU 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.

BU 252 Introduction to Human Resource Management - 3 credits

While helpful to all students, this course is primarily designed for business majors. Students will be introduced to the HR tasks and duties in both large and small organizations, as well as Tribal and non-tribal organizations that focus on human resource functional areas. The six major human resource topics that will be considered are human resource planning, recruitment and selection, human resource development, compensation and benefits, safety and health, employee and labor relations. Through analysis of local businesses and organizations, students will learn how to attract, retain, develop, compensate and motivate qualified employees in the workplace. Prerequisite: BU 250 Spring.

COMPUTER APPLICATIONS

CAPP 101 The Internet - 1 credit

This course is designed primarily for undergraduates who have little or no computer experience and want to utilize the Internet. The Internet Essentials course provides clear, comprehensive instruction on the basics of computer literacy --geared toward a non-technical audience. The Internet requires skills and knows how that can only be acquired through hands-on / online experiences.

CAPP 112 Microsoft Power Point - 1 credit

This comprehensive course teaches the most basic features as well as focuses on the more advanced tools that all students will 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, basic 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.

CAPP 114 Microsoft Word - 1 credit

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

CAPP 116 Microsoft Excel - 1 credit

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

CAPP 118 Microsoft Access - 1 credit

This comprehensive course teaches the most basic features as well as focuses on the more advanced tools that all students will find useful. Additionally, this course introduces new features exclusive to MS Access, as well as includes detailed instructions on how to use them. Students learn their way around the toolbars and menus, basic editing features, and understand the workings of a relational database by creating fields, tables, forms, reports and queries.

CAPP 131 Microsoft Basic Office - 3 credits.

Students must be able to demonstrate basic user computer skills to enroll in this course. Students with no computer skills should enroll in CP 095. For any student wishing to learn workplace competencies and basic skills through hands-on application of an integrated software suite, this course will be useful in their academic and professional lives. The suite includes word processing, spreadsheet, database, and presentation graphics. Students will create, edit, manipulate and format basic documents and learn desktop publishing methods in the word processing program. Students will also demonstrate proficiency in the use of computerized spreadsheets including function formulas, filtering, and data analysis, and making charts. In addition, database software will be used to create, store, retrieve, query, filter, and analyze data while the presentation application will allow the student to express ideas using text, graphics, sound and video clips and create slides, outlines, speaker's notes, and audience handouts. Lesson projects, critical thinking activities, and realistic, comprehensive simulations are used to assess student learning. Course Fee: \$20.00

CAPP 158 Microsoft Access - 3 credits

This course provides easy to follow step by step lessons, which enable students to quickly and efficiently learn the features of Microsoft Access and how to use them in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Dynamic

interactive tutorials from the Microsoft eLearning Library are included. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Access examination. Course Fee: \$20.00.

CHEMISTRY

A survey of general chemistry. Includes electronic structure, stoichiometry, chemical bonding, acids, bases, equilibrium, nuclear chemistry and kinetic theory. The CHMY 121-123 sequence is designed for students preparing for careers in nursing and certain other health sciences. Prerequisite: M 121 or higher MATH course. Fall

CHMY 122 Introduction to General Chemistry Lab - 1 credit

This is an experimental laboratory course designed to supplement and enhance understanding of material covered in general chemistry lecture course. The experiments expose students to essential methods of physical measurement, data collection, and analysis that are fundamental to laboratory work in health care fields and demonstrate basic inorganic, organic, and biochemical principles. Students not majoring in Nursing or Health Care Informatics need the consent of the instructor to enroll in this course. Co requisites: CHMY 121 Fall Course Fee: \$20.00

CHMY 123 Introduction to Organic & Biochemistry - 3 credits

A course covering basic organic and biochemistry that includes nomenclature and classification of organic compounds with emphasis on compounds with functional groups important to biological systems and a basic study of their biochemical actions on these systems. Prerequisite: CHMY 121 Spring

CHMY 141 College Chemistry I - 3 credits

Fundamental principles of chemistry such as stoichiometry, atomic structure, bonding, gas laws, oxidation-reduction reactions, and chemical equilibria are covered. The experimental nature of the science of chemistry and the mathematical treatment of data are emphasized. Prerequisite: M 121 or higher MATH course. Fall

CHMY 142 College Chemistry Lab I - 1 credit

Enhances understanding of lecture material (CHMY 141 or 121) by laboratory experimentation. Experiments cover gravimetric analysis, chemical reactions, acid-base titrations, gas laws, oxidation-reduction titrations, water analysis, colligative properties and pH titrations. Prerequisites or Co requisites: CHMY 121 or 141. Fall Course Fee: \$20.00

CHMY 143 College Chemistry II - 3 credits

A continuation of CHMY 141 including topics such as solubility product, chemical thermodynamics, acids and bases, kinetics, electrochemistry, organic compounds, coordination compounds, colligative properties and nuclear chemistry. Prerequisite: CHMY 141. Spring

CHMY 144 College Chemistry Lab II - 1 credit

Experiments reinforce lecture material covered in CHMY 143. Emphasis is placed on qualitative analysis that includes the systematic separation and identification of cations and anions. Prerequisites or Co requisites: CHMY 143. Spring Course Fee: \$20.00

COLLEGE PREPARATION

College Preparation courses are numbered 099 and below. These courses are not transferable and do not count toward any FPCC degree or certificate requirements. The courses are intended for self-improvement and preparation for college level study. Placement for mathematics and writing is based on the college placement test; however, any enrolled college student may come to the Learning Center for college preparation instruction and tutoring. For record keeping purposes, students are required to enroll in courses listed below. Successful completion of CP courses is based upon demonstration of skills and knowledge through standardized and instructor-made tests. These courses are offered Fall and Spring semesters.

CP 070 Study Skills - 2 credits

This course is designed to assist students in preparing for college level coursework. This course could include basic keyboarding, note taking, test taking, writing papers, time management, and developing critical thinking skills.

CP 080 Reading Improvement - 2 credits

This course teaches students effective reading strategies to help them comprehend college textbooks and assigned readings. Students can expect to improve their reading comprehension skills using textbook annotation, paraphrasing and summarizing, note taking and outlining, dictionary usage, and using references including library and Internet resources.

CP 085 Pre-College Mathematics - 2 credits

The course is designed for students who need to improve basic mathematics skills. Students will review whole numbers, fractions, decimals, ratios, proportions, percents and interpreting graphs, basic statistics and pre algebra. Students who show mastery of these listed topics are then advised to proceed to an appropriate college- level math course.

CP 090 Pre-College Writing - 2 credits

This course teaches the student to improve basic writing skills, such as sentence structure, building vocabulary, organizing paragraphs as well as using correct grammar, spelling and punctuation. Students will have access to computers for writing papers and study exercises. Students who show mastery of these listed topics are then advised to proceed to an appropriate college-level English course.

COMPUTER TECHNOLOGY**CSCI 114 Programming with C# I - 3 credits (CT 212)**

This course introduces students to computer programming. Students will learn the fundamental concepts and terminology of software application development and develop skills in designing and writing simple computer programs. The course assumes no programming background and provides an overview of the software development process in addition to introducing important programming constructs and methodologies. Developers learn the fundamental skills that are required to design and develop object-oriented applications for the Web and Microsoft Windows® by using Microsoft Visual C#® .NET and the Microsoft Visual Studio® .NET development environment. This course provides an alternative entry point for less experienced programmers who are not familiar with object-oriented design and programming with Windows or the Web. Fall. Course Fee \$20.00.

CT 102 Operating Systems - 3 credits

The objective of this course is to provide an overview of the latest operating systems (OS), including the Windows environment that students can build upon. This course helps prepare the student to install, configure, implement, administer, and troubleshoot information systems that incorporate a graphical user interface (GUI), and measures their ability to provide technical support. Projects and exercises reinforce skills as they are learned. Spring. Course Fee \$20.00.

CT 103 Internet and Computing Core (IC3) - 3 credits

Students seeking a computer technology degree or a certificate are required to complete CT 103 and complete three exams in computing fundamentals, key applications and living online. This course gives students sufficient Internet and computing literacy skills to enter current job markets and higher education computer courses. Note: Certification fees apply. Fall. Course Fee \$100.00.

CT 104 Helpdesk I - 3 credits

This course provides individuals, who are new to Microsoft Windows Client Software, with the knowledge and skills necessary to troubleshoot basic problems end users will face while running Microsoft Windows Client Software in an Active Directory® network environment or in a workgroup environment. Work at your own pace through the lessons and lab exercises utilizing the Microsoft IT Academy Online courses. This is an

introductory course designed to provide an overview of operating system concepts and how to troubleshoot Windows Client Software. This is the first course in the Microsoft Certified Desktop Support Technician curriculum. This course is intended for new entrants and career changers new to the IT industry. They have experience using Microsoft Office and have basic Microsoft Windows navigation skills. Fall. Course Fee \$100.00.

CT 105 Helpdesk II - 3 credits

This course provides individuals, who are new to Microsoft Windows Client Software, with the knowledge and skills necessary to troubleshoot basic problems end users will face while running Microsoft Windows Client Software in an Active Directory® network environment or in a workgroup environment. Work at your own pace through the lessons and lab exercises utilizing the Microsoft IT Academy Online courses. This is the second course in the Microsoft Certified Enterprise Desktop Support Technician curriculum. This course is intended for new entrants and career changers new to the IT industry. They will gain experience using Microsoft Office and basic Microsoft Windows navigation skills.

Spring. Course Fee \$100.00.

CT 107 PC Hardware – A+ - 3 credits

In order to receive CompTIA A+ certification a candidate must pass two exams. The first exam is CompTIA A+ Essentials, exam number 220-701. Successful candidates will have the knowledge required to understand the fundamentals of computer technology, networking, and security, and will have the skills required to identify hardware, peripheral, networking, and security components. Successful candidates will understand the basic functionality of the operating system and basic troubleshooting methodology, practice proper safety procedures, and will effectively interact with customers and peers. This course helps prepare students for passing the first CompTIA A+ service technician exam. Fall. Course Fee \$125.00.

CT 108 PC Software – A+ - 3 credits (New)

In order to receive CompTIA A+ certification a candidate must pass two exams. The CompTIA A+ 220-702 exam, Practical Application, is the second exam required in order for CompTIA A+ certification candidates to complete their certification. The CompTIA A+ Practical Application exam measures the necessary competencies for an entry-level IT professional who has hands-on experience in the lab or the field. Successful candidates will have the skills required to install, configure, upgrade, and maintain PC workstations, the Windows OS and SOHO networks. The successful candidate will utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS, and network connectivity issues and implement security practices. Job titles in some organizations, which are descriptive of the role of this individual, may be Enterprise technician, IT administrator, field service technician, PC or Support technician, etc. Spring. Course Fee \$125.00.

CT 110 Principles of Web Design - 3 credits (New)

This course introduces students 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. Fall. Course Fee \$20.00.

CT 141 Systems Administrator I - 3 credits

The Systems Administrator I course is designed to provide students with a broad knowledge of computer server networking, hardware, and software. This course is the first course in the Microsoft Certified IT Professional (MCITP): Windows Server 2008 Administrator certification. Work at your own pace through the lessons and lab exercises utilizing the Microsoft IT Academy Online courses. Focusing on Windows Server 2008, this course covers topics such as configuring Active Directory; configuring user environments by using Group Policy Objects, implement security features by using group policy. Spring. Course Fee \$100.00.

CT 142 Systems Administrator II - 3 credits (New)

The Systems Administrator II course is designed to provide students with a broad knowledge of computer server networking, hardware, and software. This course is the second course out of three, in the Microsoft Certified IT Professional (MCITP): Windows Server 2008 Administrator certification. This course teaches the core concepts of configuring a Windows Server Network Infrastructure. Work at your own pace through the lessons and lab exercises utilizing the Microsoft IT Academy Online courses. Focusing on Windows Server 2008, this course covers topics such as implementing TCP/IPv4 addressing and addresses spaces, administrative functions of Windows Server 2008, implementing security and Windows Firewall, DNS, DHCP, routing and remote access, and Active directory. Fall. Course Fee \$100.00.

CT 143 Systems Administrator III - 3 credits (New)

This course is designed to provide students with a knowledge of computer server networking, hardware, and software. This course is the third course out of three, in the Microsoft Certified IT Professional (MCITP): Windows Server 2008 Administrator certification. Work at your own pace utilizing the Microsoft IT Academy Online courses. A server administrator is responsible for the operations and day-to-day management of an infrastructure of Windows Server 2008 R2 servers for an enterprise organization. Windows server administrators manage the infrastructure, Web, and IT application servers. The Windows server administrators use scripts and batch files written by others or those that they occasionally write themselves to accomplish tasks on a regular basis. They conduct most server management tasks remotely by using Remote Desktop Server or administration tools installed on their local workstation. A server administrator's primary tasks include managing the server operating system, file, and directory services; Software distribution and updates, Profiling and monitoring assigned servers, Troubleshooting. Spring. Course Fee \$100.00.

CT 183 Digital Imaging - 3 credits

This course is survey of basic photography with emphasis on familiarization with digital camera fundamentals and digital imaging. Students will attain competence in photographic composition and salient techniques of digital photography. Spring.

CT 211 Network+ I - 3 credits

This course is designed for students interested in networks and network fundamentals. The Network course is designed to provide a student with a technician's critical knowledge of media and topologies, protocols and standards, network implementation and network support. This is the first section of the CompTIA Network+ course. The CompTIA Network+ certification is the sign of a competent networking professional. It is an international, vendor-neutral certification that proves a technician's competency in managing, maintaining, troubleshooting, installing and configuring basic network infrastructure. Fall. Course Fee \$125.00.

CT 212 Network+ II - 3 credits (New)

This is the second half of the CompTIA Network+ course. This Network course is designed to provide a student with a technician's critical knowledge of media and topologies, protocols and standards, network implementation and network support. The CompTIA Network+ certification is the sign of a competent networking professional. It is an international, vendor-neutral certification that proves a technician's competency in managing, maintaining, troubleshooting, installing and configuring basic network infrastructure. Spring. Course Fee \$125.00.

CT 214 Web Design - 3 credits (formally CT 215)

This course provides a curriculum that includes industry-standard Web design practices and tools. This hands-on web design course features an introduction to Web design; production processes; focus on design elements involving layouts, navigation, and interactivity; and Web design exercises using the latest Microsoft applications. Spring. Course Fee \$20.00.

CT 215 Adobe Illustrator - 3 credits (New)

This course provides 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. Fall. Course Fee \$100.00.

CT 216 Adobe Photoshop - 3 credits (New)

This course provides students with 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. Fall. Course Fee \$100.00.

CT 217 Macromedia Flash - 3 credits (New)

This course offers an in-depth, design-driven introduction to Adobe's animation and multimedia software program. Students learn primary applications of the program; graphics, animation, interactive authoring, and audio and video integration; working with drawing and painting tools; objects, types, symbols, layers, buttons and sounds. Students create animation and interactive movies; importing sounds, images, videos and artwork. Spring. Course Fee \$100.00.

CT 218 Adobe InDesign - 3 credits (New)

This course offers an in-depth, comprehensive coverage in page layout design. It can be used to create works such as posters, flyers, brochures, magazines, newspapers and books. Adobe InDesign software lets you design engaging page layouts for print or digital distribution with built-in creative tools and precise control over typography. Students will learn to integrate interactivity, video, and audio for playback. Spring. Course Fee \$100.00.

CT 219 Adobe Dreamweaver - 3 credits (New)

This course provides 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. Spring. Course Fee \$100.00.

CT 225 Computer Assisted Design - CAD - 3 credits

This is an introduction to computer-assisted design in the windows Auto Desk program to work through tutorials creating drawings by layers on the computer. Spring.

CT 250 IT Professional - 3 credits

This course is designed primarily as a capstone project for computer science / information technology students. It involves investigation of a topic to be selected individually by the student, and approved by a faculty mentor. The topic will be complementary to the field of computer science / information technology. This project will demonstrate mastery of the CT curriculum and documented in the student's portfolio. Final project must be approved by instructor. Course may be repeated. Spring.

CULTURAL ARTS

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 fee \$20.00.

CA 102 Traditional Bustle Making - 1 credit

Students will learn a variety of methods to construct a Traditional Bustle used for contemporary pow-wow dancing. The various forms of bustles will be discussed and students will be provided the option of choosing a particular method. Construction of a bustle will be the final project. 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.

CA 104 Beading I - 3 credits

Students will be introduced to American Indian beadwork, design, beading techniques, and develop beading skills using both traditional and contemporary materials. A project will be required. Course fee \$20.00.

CA 105 Moccasin Making - 3 credits

In this course, 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. Spring. Prerequisite: CA 104 –Beading I or consent of Instructor. Course fee \$20.00.

CA 106 Dance Regalia Design & Creation - 3 credits

In this course, students will design and create powwow regalia. This will involve the assembly of basic male or female dance regalia. The instructor will give an overview of each of various categories for both male and female dancers. Students will 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 fee \$20.00.

CA 107 Star Quilt Techniques – 3 credits

This course will offer the student an opportunity to learn the use of 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 fee \$20.00.

CA 110 Beading II - 3 credits

This course is designed to enable students to continue to develop their beading skills using both traditional and contemporary materials. Projects will require a larger scale and/or time allotments as Beading I. Prerequisite: CA 104 or consent of the instructor. Course fee \$20.00

CA 180 Traditional Domestic Arts - 3 credits

The daily work of the Native American Women was one of survival (sewing, responsibility (work tools), pride (property), and honor (ceremonial). With this perspective, the course will examine the entitlement to make and wear certain items and discuss the endowment Native American Women earned and passed on through making domestic bags, cases, tools, and items that were also ceremonial objects. Students will hear the Lakota words for all the objects but will not be required to memorize them.

CA 181 Traditional Plants: Food and Medicine - 3 credits

This course will explore 32 different indigenous plants that have been and are being used by Native American people of the Northern Plains Cultures in their diets, as medicines, and for other uses. Students will learn to identify each by the English name and some of the tribal names. They will learn the cultural importance and use of each plant according to stories, beliefs and traditions. Finally, they will learn about gathering and identifying the plants, and will prepare some of the traditional meals.

CA 182 Significant Animals in Siouan Culture - 3 credits

This course will examine 24 animal nations in relation to Dakota society and according to original stories, beliefs, customs, and the values they advocate. Various viewpoints will be presented and examined that contribute to the society past and present, and the factors contributing to present-day conditions and values.

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. Spring. Course Fee \$15.00.

ECNS 202 Principles of Macroeconomics - 3 credits

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

EDUCATION

EDU 201 Introduction to Education with Field Experience - 3 credits

In preparation for reflective careers in education, students in this course examine the foundations of education in the United States and gain context to consider issues and controversies that challenge educators today. Students enjoy two educational experiences in this course: first, the student learns the basic principles necessary to make informed educational decisions from a multidimensional perspective; and second, the student observes and reflects on these processes in the classroom environment. Fall

EDU 225 Introduction to Educational Psychology - 3 credits

Students in this course prepare for careers in teaching by exploring and constructing knowledge of human behavior, especially learning behavior. The student investigates theories that explain contextually how and why human learning takes place, and develops pedagogy to individualize education. Spring

EDU 270 Instructional Technologies - 3 credits

Prospective teachers in this course learn to incorporate computer and multimedia technology as a means to enhance teaching. Successful completion of this course indicates proficiency and understanding of educational technology including computers, multimedia, the World Wide Web, and typical educational software programs designed to improve the educational experience.

ELECTRICAL LINE WORKER

ELW 101 Line work Fundamentals - 4 credits

Students will learn basic electrical systems including generation, transmission, distribution, and metering; identify and describe the functions of various electrical apparatus. Equipment, protective gear, materials, tools and construction methods will be taught and reinforced in the lab. Students will learn what employers expect regarding safety behavior and customer services. The course will also teach safe working loads for rigging applications, expose students to various rigging configurations that would require them to calculate actual strains and stresses applied to ropes and blocks using the formulas learned in the classroom and lab. Summer. Course Fee \$40.00.

ELW 110 Electrical Lines and Equipment - 4 credits

Students will learn both energized and de-energized methods of working on transmission and distribution power lines. Live-line tools and equipment, clearance procedures (turning power lines on and off) and the theory and applications of personal protective grounding will be thoroughly taught and learned. Utilizing the Overhead Distribution and Underground Units from the T & D Power Skills Training Program, students will

learn theory, safety, construction methods, testing, and repair of overhead and underground distribution of electricity. Equipment, material, tools, and construction methods will be taught and reinforced in field labs
Prerequisite: Summer. Course Fee \$40.00.

ELW 112 Equipment Competencies - 2 credits

This course involves hands on training utilizing the equipment, tools, and testing equipment used in line work.
Fall. Course Fee \$40.00.

ELW 115 Basic Climbing Skills - 3 credits

Students will learn the fundamentals of climbing wood poles as well as the use and care of climbing equipment. Summer. Course Fee \$40.00.

ELW 116 Safety Fundamentals Certification - 3 credits

Students will learn about state and/or federal OSHA regulations pertaining to power delivery, participate in weekly safety meetings, and maintain job-briefing binders. Fall. Course Fee \$40.00.

ELW 180-280 Special Topics and Problems in Electrical Line worker - 1-3 credits

Climbing Competencies Fall. Course Fee \$40.00.

ENGLISH

EN 231 Creative Writing Fiction - 3 credits

While the primary aim of this course is for students to write their own original short stories, they can expect to study a comprehensive selection of short fiction encompassing different genres from the classics to writers of the present day. They will acquire a literary vocabulary and be introduced to a wide range of styles and techniques. In addition to writing original fiction, they will be required to submit an MLA style research paper focusing on an assigned writer or writers. Prerequisite: WRIT 101 or WRIT 104. Fall.

EN 232 Creative Writing: Poetry - 3 credits

Students interested in learning about poetry—and in writing their own poems—can expect to study form, patterns and content in traditional, modern and contemporary poetry. They will be required to write original poems in assigned formats such as Haiku, Sonnets, Sestina, etc. In addition to this creative writing, students will be asked to write critiques of assigned poets and poems. A final MLA style research paper will focus on a specific poet or poets. Prerequisite: WRIT 101 or WRIT 104. Spring.

HEALTH

HLTH 104 Health in Focus - 1 credit

In this course, the entry-level student studies the basic principles of the holistic approach to good health. Focusing on important influences in human development, the student examines the effects of lifestyles choices, emphasizing decisions involving the use of alcohol and other mind-altering drugs, on the quality of life. The course includes lecture, group discussion, and activities that require the student to apply the holistic principles to current health issues. Fall, Spring.

HLTH 111 First Aid/CPR - 1 credit

This course emphasizes safety programs for home, school, farm, and community. This course is the American Red Cross instructional program for Cardiopulmonary Resuscitation (CPR) certification. The course includes techniques to sustain basic life support; e.g., artificial respiration, artificial circulation, and special resuscitation situations. Spring. Course Fee \$20.00.

HLTH 130 Personal Health and Wellness - 2 credits

This course is designed to provide an understanding of healthy lifestyles from a holistic perspective. The role of nutrition, physical exercise, psychology, and an overall sense of well being in developing personal goals will be emphasized including stress management, substance use, and life-style assessment. The class will include

lecture, group discussion, and lab activities. Fall, Spring.

NUTR 221 Basic Human Nutrition - 3 credits

This course relates nutritional needs during different stages of the life cycle. Basic concepts of human nutrition including carbohydrates, lipids, proteins, vitamins, minerals, absorption, digestions, metabolism, and energy utilization and how they relate to health and food consumption are covered. Spring Prerequisite: CHMY 121.

HEAVY EQUIPMENT

HEO 110 Vehicle Mechanical Operations - 2 credits

This course will provide activities designed to provide the student with a working knowledge of basic over-the-road mechanical operations. Practical experience will also be provided in preventive maintenance methods and techniques such as oil changes, brake adjustment, chassis lubrication and basic troubleshooting. Fall.

HEO 150 Introduction to Heavy Equipment - 2 credits

Applicants will receive training in safety regulations and procedures. Types of equipment will be introduced. Job requirements, various skills and maintenance records will be covered. Minor maintenance will be performed as time permits. Spring. Course Fee \$150.00.

HEO 155 Basic Controls - 3 credits

Applicants will receive basic theory and principles in hydraulics and controls. Types of controls, cylinders, accumulators, drives and safety in the shop and field will be covered. Electrical warning devices, safety devices and automatic shutdown devices are studied. Maintenance performed as time permits. Spring. Course Fee \$150.00.

HEO 160 Heavy Equipment Operations - 4 credits

Applicants will develop skills in “hands-on” equipment operations in actual work type conditions. Procedures and safety are stressed. Maintenance and minor repairs performed as needed if time permits. Prerequisites: HE 150, 155. Must possess valid driver’s license. Spring. Course Fee \$250.00.

HISTORY

HSTA 101 American History I - 3 credits

Students will learn about American history from European arrival in North America to the Civil War, including the Colonial Period, conflict with Indian societies, the American Revolution, the Confederation Period, the War of 1812, the Jeffersonian and Jacksonian, Indian Removal policy, slavery and sectionalism, abolition, Manifest Destiny, the Mexican War, westward expansion, and the American Civil War. Students can expect to demonstrate mastery over vocabulary and map work. Students are also expected to answer selected essay questions from the textbook. Fall.

HSTA 102 American History II - 3 credits

Students will survey American history from the end of the Civil War through Reconstruction and the Gilded Age to the present, including the Progressive Era, World War I, post-war isolationism, the Great Depression, World War II, the Cold War, Vietnam, and a historical background of current affairs. Students can expect to demonstrate mastery over vocabulary and map work. Students are also expected to answer selected essay questions from the textbook. Spring.

HSTA 255 Montana History - 3 credits

This course studies the political, social, economic, civic, and cultural development of the territory and statehood of Montana. Emphasis will be placed on great Montanans including American Indians, and significant eras in state history, including Montana’s people in a general sense—their struggle for survival, determination to remain independent, and their contribution to a modern, racially diversified state. Fall.

HSTR 102 Western Civilization II – 3 credits

Students pursuing Associate of Arts and Science degrees will study Western Civilization from the Crusades through the Renaissance and the colonization of the Americas to the present day. In addition to synopses and essays, students can expect to write a final MLA format research paper. Fall, 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 101 Introduction to Human Services - 3 credits

This course is designed for the beginning Human Service major. Students will examine the nature, scope, and functions of the helping professions (e.g., social agencies, family and child welfare, and mental health). Students will learn to examine the human services field and the role of the individual as a human services worker. Fall.

HS 105 Careers in Human Services - 1 credit

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.

HS 210 Interviewing and Counseling Skills - 3 credits

This course is designed for the Human Services majors to explore counseling theories and skills. Students will learn to develop listening skills and sensitivity to interpersonal relationships while focusing on specific theories and techniques of counseling. In addition, students will learn to explain the procedures to be followed in case management and crisis intervention. Prerequisite: HS 101. Spring.

HS 295 Field Practicum - 5 credits

Human Services majors will complete a supervised experience in a human services agency or related field just prior to graduating. Students will establish a contract with a community agency and have the opportunity to apply the knowledge and skills developed in their academic training. In addition, students will establish effective working relationships within the Human Services arena. Students will also evaluate their growth from this field experience. This course is offered on a pass/fail basis. Consent of instructor. Prerequisite: HS 101, HS 210. Fall, Spring, Summer.

HUMANITIES**HUM 202 World Humanities - 3 credits**

Students interested in the philosophies, religions and creative endeavors of man 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.

HUM 207 World Religions - 3 credits

While designed for students pursuing Associates of Arts and Science degrees, World Religions can be helpful to all students. Through the use of readings, guest speakers, and videos, students can expect to learn the multi-dimensional nature of religions and systems of belief to the way those beliefs are expressed. Respect for the thoughts and emotions of people who live within different religious traditions will be emphasized. Students can expect to write brief essays describing—and sometimes comparing and contrasting—specific essentials of

the world's religions. Students will also be required to submit two 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, and drama. They will learn to implement literary terminology and to integrate information from various cultures and historical periods. Fall, Spring.

LIT 211 American Literature - 3 credits

This 200-level course provides an overview of American Literature from Civil War to the present day. Writers of fiction, poetry and plays will be considered. This period also witnessed what has come to be known as the Indian Renaissance, a period that introduced readers to many Native American writers. In addition to brief essays and compare and contrast papers, students will be required to submit a final MLA format research paper. Prerequisite: WRIT 101 or WRIT 104. Fall, Spring.

LIT 288 American Indian Literature I - 3 credits

This two-hundred level course focuses on Pre Civil War American Literature. Juxtaposed with Native American creation myths and trickster tales involving the likes of Iktomi, writings of the Puritans and other European settlers. The latter part of the course features: inter alia, Emerson, Nathaniel Hawthorne and Herman Melville. In addition of brief essays and compare and contrast papers, students will be required to submit a final MLA format research paper. Cross-listed as NASX 240. Fall.

MATHEMATICS

M 090 (Math 102) Elementary Algebra - 3 credits

This course is designed for students who have never had high school algebra or students who need to brush up on their algebra skills. Topics include real numbers and algebraic expressions, exponents, equations and inequalities, graphing linear equations and inequalities, polynomials, and factoring. Placement recommendation is based on the ASSET placement test mathematics scores. Fall, Spring. Two hours lecture and two hours lab per week.

M 095 (Math 104) Intermediate Algebra - 3 credits

Topics include equations and inequalities, graphing linear equations and inequalities, polynomials, factoring, solving systems of equations and inequalities, rational expressions, functions, exponents and radicals, and quadratic equations. Placement recommendation is based on the ASSET placement test mathematics scores. Fall, Spring. Two hours lecture and two hours lab per week.

M 111 (Math 105) Technical Mathematics - 3 credits

This course is designed for vocational and technical students and will focus heavily on applications of vocational education. Among the topics covered will be problem-solving skills, basic math concept of fractions, whole numbers, decimals and percents, signed numbers and scientific notation, English and metric measurements and conversions. The course also includes an introduction to algebra; work with equations and formulas; and ratios and proportions. Placement recommendation is based on the ASSET placement test math scores. Fall, Spring.

M 145 (Math 108) Mathematics for Liberal Arts - 3 credits

This course is designed for the non-mathematics related majors. Students should expect to learn how to apply a variety of general mathematics skills to ordinary everyday situations. These mathematical skills pertain to problem solving techniques, sets and logic, number theory and number systems, probability and statistics, and geometric paths. Placement recommendation is based on the ASSET placement test scores. Fall.

M 121 (Math 110) College Algebra - 3 credits

Topics include real and complex numbers; exponents and radicals; polynomials; rational equations and inequalities; functions: Linear, quadratic, exponential, and logarithmic; conic sections; and matrices. Placement recommendation is based on the ASSET placement test mathematics scores. Fall, Spring. Two hours lecture and two hours lab per week.

M 122 (Math 130) Trigonometry - 4 credits

Trigonometric functions, identities, solutions of trigonometric equations and triangles, inverse functions, vectors, complex numbers, and polar equations will be covered. Each topic will include applied problems. Prerequisite: M 121. Fall.

M 130 (Math 205) Math for Elementary Teachers I - 3 credits

This course is the first of two courses that many state institutions require prior to Math Methods for Elementary Teachers. Topics include problem solving, sets, functions and reasoning, whole numbers, number theory, integers and fractions, decimals, rational and irrational numbers. Fall. Course Fee \$150.00.

M 131 (Math 206) Math for Elementary Teachers II - 3 credits

This is the second course in a series for prospective elementary school teachers. Topics include statistics, probability, geometry, measurement, and motions in geometry. Students should check with their transfer institution for full requirements of classes. Prerequisite: M 130. Spring. Course Fee \$150.00.

M 161 (Math 215) Survey of Calculus - 3 credits

This is an introductory course in calculus. Topics include limits, continuity, derivatives, integrals, and their applications. Prerequisite: M 121. Spring.

STAT 216 Basic Statistics - 3 credits

This course covers the basic concepts in statistics. Topics include descriptive statistics, probability distributions, normal distribution, confidence intervals, T-distribution, hypothesis testing, correlation, and regression. Prerequisite: M 121. Fall

MUSIC**MUS I 103 Fundamentals of Music Creation - 3 credits**

This course is an introduction to the fundamentals of music including the basic music reading (notation), rhythm, meter, and harmony. Fall.

NATIVE AMERICAN STUDIES (NASX)**NASX 100 Plains Indians - 1 credit**

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

NASX 106 Tribal Sovereignty - 1 credit

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

NASX 107 Fort Peck Tribal Government - 1 credit

This course will survey the Fort Peck Tribes Constitution and By-laws, governmental organization and operations.

NASX 108 Treaties of Fort Peck - 1 credit

This course will focus on the treaties of the Assiniboine and Sioux tribes of the Fort Peck Reservation.

NASX 110 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 112 American Indian Art - 3 credits

Students will study the nature and expression of American Indian aesthetics both before and after European contact. In addition to painting, drawing, and 3-dimensional works, students will examine architecture (e.g., teepees, medicine wheels, mound building), regalia, music, dance, drama, photography, and literature. A final project is required such as the student's own artwork, contribution to a performance or an oral or written presentation based on the student's research. Spring.

NASX 115 Fort Peck Tribal Codes I - 3 credits

This course introduces students to the Fort Peck Tribal Comprehensive Code of Justice (CCJ) – the Tribes' statutory laws. Students will learn the basic legislative history regarding the CCJ, as well as the Federal and Tribal legal principles associated with the development, application, and impact of the CCJ upon Reservation society. In this section, students will study CCJ Titles I-X as well as the Tribal Court Rules of Civil and Criminal Procedure. The study of the Tribal Constitution and By-laws are also included. Fall. (On Demand)

NASX 116 Fort Peck Tribal Codes II - 3 credits

This course is the sequential course regarding the study of the Tribes' Comprehensive Code of Justice (CCJ). Students will study CCJ Titles IX as well as the Tribal Court Rules of Civil and Criminal Procedure. The study of the Tribes' Constitution and By-laws are also included. Prerequisite: NASX 115. Spring. (On Demand)

NASX 117 History and Cultures 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 Nakona Language - 3 credits

This introductory language course is designed for students with little or no Nakona (Assiniboine) speaking ability. The course will emphasize classroom pronunciation drills, basic sentence structure, vocabulary acquisition, 103 and grammatical usage to develop proficiency in the Nakona language. Cultural and historical information of the Nakona people is included. Fall.

NASX 122-Advanced Nakona Language - 3 credits

This second course builds upon the language introduced in NASX 121. Students will advance their proficiency in speaking the Nakona language. A project or presentation demonstrating speaking proficiency will be required. Prerequisite: NASX 121 or demonstrated mastery of the language content covered in NASX 121. Spring. NASX 131 Introduction to Dakota Language - 3 credits

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 demonstrated mastery of the language content covered in NASX 131. Spring

NASX 140 American Indians in Montana - 3 credits

This course will examine those Native people who have lived and presently reside within the boundaries of Montana. Topics will include tribal movements, inter-tribal relations, life ways, contact, the establishment of reservations, and other information. Spring.

NASX 201 American Indian Governments - 3 credits

This course will study the traditional and modern tribal governmental structures and how they function. Topics covered include leadership, political systems and governmental relationships with federal and state governments. It will also trace the historical development of the Fort Peck tribal government, including the political, fiscal, and functional changes that have occurred. Fall.

NASX 205 U. S. Indian History - 3 credits

This course examines the American Indian tribes within the United States focusing on tribal and inter-tribal relations, as well as interaction with Europeans and Americans. The course will cover the Pre-Columbian locations, migrations, initial contact with Europeans, tribal relations and interactions, and European policies. A historical 104 summary of federal Indian policy, legislation, treaties, and current affairs will be examined. Emphasis will be placed on the resiliency and survival of Indian cultures. Spring.

NASX 208 Politics of Indian Economic Development - 3 credits

This course examines the politics of economic development on Indian reservations and explores the leading economic theories of development and underdevelopment. Topics include the evolution of tribal governments and the public and private institutional forces that shape reservation economies. The course topics also include the role of natural resource development, finance and capital development, basic infrastructure, human resources, leadership and management capabilities, the impact of technology, and the concepts of local enterprise and nation building. Spring.

AIS 215 American Indian Myths and Stories - 3 credits

Students will survey the rich oral tradition of Native American people. The course will explore the role of traditional oral literature and the storyteller in the cultures of North American tribes. Topics include cosmology, creation myths, migration legends, trickster tales, and nature lore, tales of monsters and heroes, and culture-specific folklore. Discussions will assist students to analyze and understand myths and stories and their relationship to rituals and symbols integral to Native American tradition.

NASX 215 IEFA in the Montana Classroom - 3 credits

As part of teacher preparation, students enrolled in this course receive a broad overview of the Indian tribes of Montana and the tribal role in education. While focused on the distinctive world-views of Montana's tribes, students learn methods to respond to cultural diversity, to explore self-identity and to promote Indian awareness. Students understanding these methods develop teaching strategies to relate more effectively to Indian students and parents.

NASX 221 Conversational Nakona - 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. Spring.

NASX 223 American Indian Literature - 3 credits

This course will explore American Indian literature, especially the poetry, novels and fiction written in the late nineteenth and twentieth centuries. Myths, legends, and songs from the oral tradition will be examined where

relevant. Students will also learn the rudiments of a literary vocabulary. Spring.

NASX 225 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. This course will require an extensive research paper. Fall.

NASX 231 Conversational Dakota - 3 credits

This course is an advanced study of the Dakota (Sioux) language. It is designed for students who have successfully completed Dakota language courses NASX 131 and NASX 132. The emphasis will be on an advanced, colloquial Dakota. Students will become involved in external Dakota language class projects such as cultural activities and working on a newsletter. Students will learn the names of traditional foods and their preparation, Dakota social structures and government. Students will also receive an orientation to Dakota tribal religious and cultural activities. Prerequisite: NASX 132. Spring.

NASX 250 Contemporary Indian Issues - 3 credits

This course consists of readings and discussions of issues that currently are of importance to American Indians. Each issue will be preceded by summary readings that will be detailed during in class discussions. Issues will include Indian identity, land, water rights, jurisdiction, government, gambling, education, health, culture, religion, art, literature, environment, and prison. Students may introduce additional topics of interest. Prerequisite: NASX 225. Fall.

NASX 260 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, an historical survey of American Indian education, detailing federal legislation, the structure of mission and boarding schools, and the “trade school” mentality. A current survey of public schools and tribal community colleges will conclude the chronology. Additionally, students will research curriculum development, classroom teaching and learning strategies, and faculty/administration/ student rapport in today’s school systems as it impacts American Indians. Spring.

NASX 272 AIHEC Knowledge Bowl - 2 credits

This course is designed to review the history, literature, and tribal law required for the AIHEC Knowledge Bowl.

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. Consent of Instructor.

PHYSICAL EDUCATION / RECREATION

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

Course Name	CR
PER 101 Basketball Skills - 2	
PER 102 Basketball Skills - 2	
PER 103 Basketball Skills - 2	
PER 104 Basketball Skills - 2	

PER 115 Yoga I - 1 credit

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.

PER 130 Fitness I - 1 credit

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.

POLITICAL SCIENCE**PS 101 Student Government Practicum - 1 credit**

This course allows students, particularly the elected or appointed members of the FPCC Student Senate, to 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.

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 - 1 credit

Prospective psychology students will explore the types of career opportunities that are available for majors in the helping professions with associates, baccalaureate, masters, and doctoral degrees. They will also identify the major specializations within the discipline of psychology. Students will learn to identify skills and aptitudes that are associated with particular types of occupations. This course is offered on a pass/fail basis. Fall.

PSYX 120 Research Methods I - 3 credits

Second year students will learn to describe the relationships between theories and data. Students will examine how knowledge is generated in the scientific method. In addition, students will learn to describe the basic principles of ethical research with human participants and animals. Prerequisite: PSYX 100. Spring.

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. Prerequisite: PSYX 130. Spring.

PSYX 240 Fundamentals of Abnormal Psychology - 3 credits

Second year students will learn the description and classification of abnormal behavior. Students will demonstrate an understanding of the criteria used by the DSM in classifying mental disorders and drug-related behaviors. Prerequisite: PSYX 100. Spring.

PSYX 248 Domestic Violence - 3 credits

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 260 Fundamentals of Social Psychology - 3 credits

This course is designed for second year students to identify: (a) the impact of social and cultural factors on individual behavior; (b) how these social and cultural factors influence an individual's views, opinions, attitudes and activities and in turn how the individual influences his or her social and cultural environment. In addition, students will learn to synthesize the results of prejudice. Prerequisite: PSYX 100. Spring. 131

PSYX 270 Fundamentals of Learning - 3 credits

Second year students will learn to identify current theoretical and experimental investigations of simple learning processes. In addition, students will learn to explain how animal and human learning systems are the same and different. Prerequisite: PSYX 100 Fall.

SCIENCE**AHS 115 Introduction to Applied Health Science - 3 credits**

An introductory survey emphasizing the application of current knowledge in science and technology to the fitness requirements of today's lifestyles. Several topics are included that incorporate the health sciences and contemporary trends in health as they relate to the human body. General background information on occupational health and safety, on the magnitude and variety of health and safety problems worldwide, and the role of the health and safety professional will also be discussed. Fall

AHS 215 First Responder - 3 credits

Covers techniques in handling accidents and sudden illnesses and develops safety consciousness and civic responsibility. Basic First Aid materials are reviewed and advanced techniques are taught. Course is taught by a certified Instructor and students completing the course will receive a Certificate recognized by the National Safety Council using the American Heart Standards. Spring

ENSC 105 Environmental Science - 3 credit

This course is an introduction to the major concepts and principles that govern nature and their applications to environmental and resource issues. Participants will examine how environmental and resources issues are connected to social, cultural, and political controversies. Three hours of lecture per week and short field trips, weather permitting. Spring.

M.T. 100 Hazwoper (OSHA 40-Hour Certification) - 3 credits

The 40-Hr. Hazwoper Certification complies with OSHA regulations 29 CFR 1910.120, the Hazwoper standard. This standard was enacted as per the SuperFund Amendments and Reauthorization Act of 1986, which required the Secretary of Labor to issue regulations providing health and safety standards and guidelines for workers engaged in hazardous waste operations. This regulation, which is federal law, is intended to provide employees with the knowledge and skills enabling them to perform their jobs safely and with minimum risk to their personal health. Summer. Course Fee: \$100.00

OSH 224 Safety Administration & Programs - 3 credits

Examines the function of safety in industry, including the organization and application of safety programs.

Methods of hazard analysis and accident prevention, correction and control are discussed and evaluated, as are accident investigation and analysis. Additionally, behavior modification, safety record keeping, motivation, workers compensation, professional ethics and disabled workers are addressed. Spring

OSH 226 Safety Engineering & Technology - 3 credits

Introduces system safety and safety engineering principles applied to control of hazards associated with facilities, chemical processes, materials handling, machine operation, and electricity. Spring

PHSX 121 Fundamentals of Physics I - 3 credits

First course of a two-semester sequence dealing with the basic principles of physics. Covers mechanics, thermodynamics, fluid mechanics, and wave motion. M 121. Spring

PHSX 122 Fundamentals of Physics I Lab - 1 credit

This course will include hands on demonstrations of lectures of PHSX 121. Course Fee: \$20.00

SCI 106 Electrical Fundamentals - 3 credits

This is an introductory course in basic electronics that covers the fundamentals of DC and AC circuits. Topics include the composition of matter, current, voltage, resistance, Ohm's Law, Kirchhoff's Voltage Law, Kirchhoff's Current Law, magnetism, inductance, capacitance, and network theorems. Lecture two hours, Lab two hours. Fall. Course Fee \$30.00.

SCI 125 Environmental Health and Safety (OSHA) - 3 credits

This course is designed to satisfy requirements set forth by Occupational Safety and Health Administration (OSHA) to enable individuals to work in a hazardous materials environment. The course covers recognition, communications, health effects, legal rights, personal protective equipment, decontamination, site safety and health plans, sampling techniques, and superfund legislation. Co-requisite: SCI 126. Summer.

SCI 126 Environmental Health and Safety Lab - 2 credits

This laboratory session is a hands-on continuation of SCI 125 where students actually work in and with equipment and procedures involved with hazardous materials. Co-requisite: SCI 125. Summer. Course Fee \$30.00.

SCI 271 Environmental Research - 2-5 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 taken for variable credit and can be repeated. Consent of instructor. Fall, Spring.

SOCIOLOGY

SOCI 101 Introduction to Sociology - 3 credits

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

SOCI 209 Introduction to Juvenile Delinquency - 3 credits

This course is an introduction to theories of delinquency, causation, and control. Students will learn about the role of police, family, and community in coping with and preventing delinquency. Prerequisite: SOC 101. Spring.

SPEECH

SP 101 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.

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.

TASK 299 Integrated Office Capstone – 3 credits

Students will work on an office project using Office Technology machines and software. They will work as individuals or in assigned groups that integrates many of the areas of Office Technology. In addition, students will be required to produce a written report of their project activity and present to the class and faculty and/or community business members. This course will also include a segment covering social networking media as it pertains to their projects. Prerequisites: CAPP 131, TASK 145, TASK 210. Spring.

TRUCK DRIVING

TD 101 Trucking I - 8 credits

This course will provide an overview of the trucking industry, qualifications, and disqualifications of professional drivers. The benefits and problems associated with commercial driving will also be discussed. (Eight hours lecture a week). Fall. Course Fee \$100.00.

TD 105 Trucking II - 8 credits

This course will cover trip planning, hours of service, regulations, state and federal laws, legal aspects of commercial truck operations, and industry documentation. (Eight hours lecture a week). Fall. Course Fee \$100.00.

TD 115 Vehicle Operations - 4 credits

This course will provide basic operational experiences such as turning, backing, starting, stopping, hooking and unhooking. Student will also begin basic skill development in tractor/trailer handling. (Eight hours lecture a week). Prerequisites: TD 101 and 105. Fall. Course Fee \$260.00. 134

WELDING (WLDG)

WLDG 105 Introduction to Welding - 2 credits

This course introduces basic arc, oxy/acetylene cutting and welding, gas metal arc, gas tungsten and flux core welding. It will acquaint students with different welding practices within the automotive field. A strong emphasis is placed on personal safety and proper equipment maintenance. Spring. Course Fee \$40.00.

WLDG 111 Welding Safety and Theory - 2 credits

Examines and presents welding and shop safety, Oxy-fuel safety, base metal preparation, weld quality, SMAW equipment and set-up, electrode selection, and joint design and fit-up. Fall. Course Fee \$20.00.

WLDG 112 Blueprint Reading & Welding Symbols - 2 credits

This course introduces the student to structural steel, piping, and mechanical blueprint reading. Hand sketching or orthographic and isometric drawings are taught along with weld symbols, and solid modeling for blueprint design. Fall. Course Fee \$40.00.

WLDG 113 Cutting and Shielded Metal Arc Welding - 4 credits

Student learning includes manual and semi automatic oxy-acetylene, and leads the student toward American Welding Society D1.1 and American Society of Mechanical Engineers Section IX structural certification, for 6010 electrode using the cutting, air carbon arc cutting, 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 - 4 credits

Continues WLDG 113 that leads the student toward American Welding Society D1.1 and American Society of Mechanical Engineers Section IX structural certification for 6010 and 7018 electrodes in all positions. Equipment set-up, operation, weld quality and safety are emphasized. Fall. Course Fee \$100.00.

WLDG 115 Layout - 3 credits

Employs pattern development and intersections in layouts in fabrication shops. Simple layout, parallel line development, radial line development and triangulation are learned. Fall. Course Fee \$100.00.

WLDG 152 Basic Metal Fabrication - 2 credits

Introduces metal fabrication procedures and safe operation of fabrication equipment, including saw, punches, drill presses and plasma cutter. Common terminology, fabrication theory, material use and equipment safety are taught. Spring. Course Fee \$40.00.

WLDG 153 Basic Metal Fabrication Lab - 3 credits

Techniques learned in WLDG 111 and WLDG 152 are used to perform layout, cutting and fabrication, fitting pieces into assemblies, and weld-out procedures applicable to fabricating a finished product or project, includes the proper use of fabrication equipment and shop practices. Safety, accuracy, quality and a commitment to excellence are emphasized. Projects are assigned. Prerequisite: WLDG 111 and WLDG 152. Spring. Course Fee \$40.00.

WLDG 154 Semi- Automatic Welding - 2 credits

This course prepares and teaches students in the basic knowledge of Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW) shielded and non-shielded, and GMAW-Pulsed. Equipment needs, setup, joint design, filler metals, shielding gases, welding techniques and safety will be taught. Spring. Course Fee \$40.00.

WLDG 155 Semi- Automatic Welding Lab - 3 credits

Continuation of WLDG 154 with the introduction of semi-automatic wire feed processes. This course leads to AWS and ASME certification of plate (all positions) with the SMAW, GMAW, GMAW-P, and FCAW-G, and FCAW processes. Safe practices and weld quality are major considerations. Spring. Course Fee \$40.00.

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WRITING**WRIT 095 Basic Expository Writing - 3 credits**

An introduction to essay writing, this course focuses on the writing process and includes such skills as generating ideas, writing and revising drafts. Students will learn to write and support thesis statements. They will practice active reading and write journal reactions in response to assigned readings. In addition to free writing and journal entries, they will write and revise at least four word-processed papers. Upon the completion of this course, students will be able to read and think critically, write effectively at the college level in a variety of methods and genres, and communicate at a higher level. Placement will be based on ASSET scores, and students will complete a 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 word-processed papers, with at least one assigned research paper written in MLA style. Placement recommendation for writing courses is based on ASSET 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 recommendation for writing courses is based on ASSET placement test scores. Students will complete an in-class writing sample during the first week to confirm class placement. Fall, Spring. Course Fee \$15.00.

WRIT 122 Introduction to Business Writing - 3 credits

Business students will gain the skills to help them 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 word-processed papers, with at least one assignment a research paper written in MLA or APA style. Prerequisite: WRIT 101. Fall, Spring. Course Fee \$15.00.

BOARD, FACULTY AND STAFF LISTING
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Larry Wetsit, VP Community Services	BS NAES College
Dr. Florence M. Garcia, VP Academics	BS Eastern Montana College M Ed Montana State University D Ed Montana State University
Haven Gourneau, VP Student Service	AA Fort Peck Community College BS Rocky Mountain College MBA Gonzaga University
Rose Atkinson, Business Manager	AA Fort Peck Community College BS Rocky Mountain College MBA University of Mary
Jack Sprague, Chief Information Officer	BA Jamestown College MCSE
Noel Sansaver, Director of Institutional Facilities	Certified, Master Carpenter
Craig Smith, Director Institutional Development	B.S. University of Montana MBA Gonzaga University
Richard DeCelles, Service Learning Coordinator	BA University of Colorado M Ed Harvard University

Faculty

Margaret Abbott, English	BS Montana State University MA University of Montana
Gerald Archdale, Truck Driving	Truck Driving CDL Class "A" License
Mark Armstrong, Truck Driving	AAS Kirkwood Community College CDL Class "A" License
Zara Berg, Chemistry & Hazardous Mat	BS UM Montana Tech MS Texas A & M University
Mike Dimas, Electrical Lineworker	Journeyman Electrician, Lineman
Steve Harada, Automotive Technology	Certificates: ASE Engine Machinist Montana Voc. Industrial Mechanics ASE Master Automobile Technology Chrysler Technician BS MSU-Northern MBA Gonzaga University

Brad Iwen, Building Trades	Certificate
Jodi Magnan, Business	AA Fort Peck Community College BS Rocky Mountain College MBA, University of Mary
Robert McAnally, Native American Studies	BS NAES College JD University of Montana
Billie Norgaard, Business	AA Fort Peck Community College BS Rocky Mountain College MBA University of Mary
Judy Ogle, Computer Technology	BS University of Montana MBA University of Mary
Marvin Olson, Automotive Technology	Certificates: Billings Automotive Training Center Master Automobile Expert Service Technician ASE Master Automotive Technician Master Heavy Duty Truck Technician Master Engine Machinist
Ilene Standen, Business/Economics	BS State University of New York MS Hofstra University MBA City University Certificate Fitness/Nutrition
Rodney Standen, English/Humanities	Marist Brothers College PhD Somerset University
Michael J. Turcotte, Native American Studies	BS University of Montana
Wayne Two Bulls, Computer Technology	BS Montana State University - Northern
Ali Wehbe, Electronics/Mathematics	BS North Dakota State University MS North Dakota State University PhD University of North Dakota
Clint Whitmer, Science	BA University of Montana Teacher Certification Montana State University-Northern Masters Candidate Montana State University -Bozeman

Adjunct Faculty

Andi Archdale, History	BA University of Montana Masters Candidate University of Montana
Rose Atkinson, Cultural Arts	AA Fort Peck Community College BS Rocky Mountain College MBA University of Mary

Steve Bushman, Welding Technology	Montana Vocational Instructors Welding Certificates: Flat, Horizontal & Vertical
Thomas Black Eagle, Math	BS Montana State University – Billings MBA Gonzaga University
Xan Creighton, Social Sciences	BS Colorado Christian University Masters Walden University DPSY Candidate, Walden University
Michelle Day, Computer Applications	AA Fort Peck Community College BS Rocky Mountain College MBA University of Mary
Richard DeCelles, Health, Human Relation, Education	BA University of Colorado M Ed Harvard University
Bob Farrell, College Prep/Mathematics	BS Dickinson State University MS University of Idaho
Teena Holecek, Psychology/Human Services	BS Montana State University MS Montana State University
Steve Holte, Music	BS Rocky Mountain College MA University of Montana - Candidate
Brandy Howey, Digital Photography	BS University of Montana M RL Lesley University
Rod Karst, Computer Technology	BS Montana State University
Brandi Lynn Laubach, English	BA University of Montana MS Syracuse University
Wayne Loveland, Welding Technology	Journeyman Welder
Jodi Magnan, Business	AA Fort Peck Community College BS Rocky Mountain College MBA, University of Mary
Victoria Matejovsky, Social Science	BA Willamette University Masters Candidate University of Nebraska-Lincoln
Joseph McGeshick, English	BS Montana State University MA Montana State University Ph D Washington State University
Patricia McGeshick, Social Science	BA NAES College
Leigh Melbourne, Cultural Arts	AAS Fort Peck Community College BS Rocky Mountain College

Lois Red Elk, Cultural Arts	BS Rocky Mountain College
Abigail Red Door, Language	Fluent Dakota Speaker
Bob Rennick, Jr., Speech	BS Montana State University MS CE Montana State University
Anthony Shields, Computer Technology	BS Rocky Mountain College M Ed Lesley University
Craig Smith, Business	BS Gonzaga University MBA Gonzaga University
Michael J. Turcotte, Cultural Arts	BS University of Montana

Academic and Vocational Programs

Tom Black Eagle, NACTEP Coordinator	BS Montana State University – Billings MBA Gonzaga University
Richard DeCelles, Service Learning	BA University of Colorado M Ed Harvard University
Shannon Fox, Science Curriculum Specialist	BS University of Oklahoma MA Ed University of Phoenix
Gwen Gourneau, Assistant Registrar	AA Fort Peck Community College
Linda L. Hansen, Registrar	BS Rocky Mountain College Masters Candidate University of Mary
Leigh Melbourne, Distance Learning Coordinator	AAS Fort Peck Community College BS Rocky Mountain College
Debra McGowan, Library Assistant	BS Mayville State University
Dennis Reed, Distance Learning Proctor	BA University of California MLS University of California
Winona Runsabove, Research Coordinator	
Anita Scheetz, Librarian	BS Western Montana College MLIS University of Oklahoma
Lisa Smith, Math Instructional Specialist	BA, University of Wyoming Masters Candidate, MSU Billings

Vocational Instructional Aides

Joseph Berger, Building Trades

Jeremy Redstone, Truck Driving

Administrative Assistants

Ingrid Firemoon

Certificate Fort Peck Community College
AAS Fort Peck Community College
BS Candidate University of Mary

Ember Runs Through

Certificate Fort Peck Community College
AAS Fort Peck Community College

Business Office

Melissa Berger, Accounts Payable

BS Montana State University-Northern

Michelle Day, Payroll Clerk

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

Mark Sansaver, Grants Manager

BS Montana State University
MBA Gonzaga University

Community Services

Carrie Sue Schumacher, Extension Office

BS Dickinson State University
MBA Iowa State University
Doctorate Candidate Walden University

Thomas Black Eagle, CEU Coordinator

BS Montana State University – Billings
MBA Gonzaga University

Paula Brien Firemoon, Gear Up Coordinator

BA Rocky Mountain College
M Ed Rocky Mountain College

Robert Fourstar, American Indian Studies

BA NAES College

Judy Linthicum, Director Poplar Wellness Center

AA Fort Peck Community College
Fitness & Nutrition Certificate
AAS Fort Peck Community College

Victoria Matejovsky, Extension Office

BA Willamette University
Masters Candidate University of Nebraska-Lincoln

Patty Murray, Distance Learning

BS Northern Montana College

Stacey Summers, Director Wolf Point Wellness Center

AA Fort Peck Community College
AAS Fort Peck Community College

Chris Martinez, Agriculture/Extension

AS Fort Peck Community College
BS Columbia Southern University

Randie Belton Shields, GEAR UP

BS Rocky Mountain College

Information Technology

Rodney Paulson, Network Engineer

AS Fort Peck Community College
AAS Fort Peck Community College
BS Salish Kootenai College

Matt McGowan, Network Technician

BS Minot State University

Martel Reum, Network Technician

AA Fort Peck Community College
BS Minot State University – In Progress

Institutional Development

Joy Toavs, Administrative Officer

AA Fort Peck Community College
BA Montana State University-Northern

Cindy Smith, Administrative Assistant, Data Tech

AAS Fort Peck Community College

Student Services

Jalee Atkinson, Administrative Assistant

AA University of North Dakota

Garrett Big Leggins, Lumina Coordinator

BA Montana State University
MPA Montana State University

Lanette Clark, Financial Aid Director

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

Ronald Jackson, Retention Officer/Media

AA Fort Peck Community College
BA University of Great Falls

Rhonda Mason, SSS Director

BS Northern Montana College
M Ed Montana State University

Terry McAnally, SSS Counselor

BS Montana State University
MS Eastern Montana College
Ed S University of Montana

Jessie Murray, SSS Outreach Coordinator

AA Fort Peck Community College
BA Institute of American Indian Arts

Patrick Pipe, SSS Instructor Coordinator

AA Fort Peck Community College
BA Rocky Mountain College

Mary Plante, Day Care Coordinator

BS NAES College

Trudy Bird, Day Care Assistant

Tessy Gourneau, Day Care Assistant

Connie Bird, Part-time/Temporary Aide

Agnes Spotted Wolf, Part-time/Temporary Aide

Lorena Scott, Part-time/Temporary Aide

Stevie Kirn, Evangeline Gray Hawk, Call-in Aides

Maintenance

Craig Cain, Maintenance Supervisor

Tyrus Follet, Maintenance

Charles Henry, Maintenance

AA General Studies, FPCC

Everett Jones, Maintenance

Jonelle Jones, Maintenance

Edward Lemay, Maintenance

Gale Menz, Maintenance

Conrad Scott, Maintenance/Janitor

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Sioux Indian Girls at Poplar Boarding School, 1912.

