

CATALOG
2008-2009

Fort Berthold Community College
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Adult Basic Ed./Community Education: (701) 627-4738 ext. 258
Mandaree Site: (701) 759-3545 Fax: 759-3528
White Shield Site: (701) 743-4552 Fax: 743-4126
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DISCLAIMER

Terms, conditions, fees, course offerings, admissions, graduation requirements, college rules and regulations, college calendar and other regulations affecting the students body set forth in this bulletin are in accordance with information available at the time of publication. Fort Berthold Community College reserves the right to change these conditions when necessary. Therefore, this document should not be considered a contract between the student and the institution.

Fort Berthold Community College is an equal opportunity and affirmative action institution that does not discriminate on the basis of race, age, color, national origin, sex or disability in its admissions, employment practice, educational programs or other related activities.

Table of Content

A MESSAGE FROM FBCC PRESIDENT RUSSELL D. MASON JR.....	3
2008-2009 ACADEMIC CALENDARS	4
GENERAL INFORMATION	5
HISTORY	5
ADMISSIONS INFORMATION AND POLICIES	10
FINANCIAL AID INFORMATION AND POLICIES.....	15
STUDENT SERVICES INFORMATION AND POLICIES.....	28
ACADEMIC INFORMATION AND POLICIES	60
PROGRAMS OF STUDY.....	72
GENERAL EDUCATION REQUIREMENTS.....	75
COURSE DESCRIPTIONS.....	112
BOARD OF DIRECTORS.....	147
FULL-TIME FACULTY	148
ADMINISTRATION & STAFF.....	150
DEGREE PLANS.....	152



A Message from FBCC President Russell D. Mason Jr.



ĈiiRA, Dosha, Tash-ga-sha, and Hello,

The faculty, staff and administration at Fort Berthold Community College would like to take this opportunity to welcome you to our family. We are proud of the services and curriculum that we provide to our students and we hope that your educational experience here will last a lifetime.

We urge you to participate in the campus life at FBCC. Become involved in student organizations like the Student Senate, AISES, Athletics and other Native American Clubs. College students who become actively involved in activities and participate fully in college events are more likely to be motivated and successful students.

Please take advantage of our open door policy for students. All of our departments are available to answer any questions about our various divisions. Please seek us out if you have any concerns or need assistance with you college experience.

The heart of your college career is your coursework. Realize that to be successful in college you have to attend class, complete assignments on time and study diligently. We are proud of our faculty and advisors at FBCC. They are ready to answer any questions and assist you towards your goals.

Lastly, we offer many other services to our community and enrolled members of the Three Affiliated Tribes. Seek out those services and take advantage of your local college.

Good luck, and we hope that these are truly the best years of your lifelong journey.

Russell D. Mason Jr.
President

**2008-2009
Academic Calendars**

Fall 2008

Aug 11.....Twin Buttes Registration
 Aug 12.....White Shield Registration
 Aug 13.....Mandaree Registration
 Aug 14-15.....New Town Registration
 August 18.....First Day of Classes/Last Day to Register
 August 20.....Student Orientation
 August 22.....Last Day to Change Classes
 September 1.....Labor Day Holiday
 October 6-10.....Midterms Week
 October 10.....Financial Aid Disbursement (Higher Ed/State)
 October 13.....Four Bears Day (College Closed)
 October 15.....Midterm Grades Due
 October 24.....Financial Aid Disbursement (Pell/SEOG)
 November 11.....Veterans Day Holiday (College Closed)
 November 26.....Last Day of Classes/ Last Day to Drop Classes
 November 27-28.....Thanksgiving Holiday
 December 1-3.....Final Exams
 December 8.....Final Grades Due
 December 10.....End of Fall Semester

Spring 2009

January 5-6.....Registration
 January 7.....First Day of Classes/ Last Day to Register
 January 14.....Last Day to Change Classes
 January 19.....Martin Luther King, Jr. Holiday
 January 21.....Last Day to Remove Incompletes from Fall Semester
 February 16.....All Chiefs Day Holiday
 February 20.....Financial Aid Disbursement (Higher Ed/State)
 February 23-27.....Midterms Week
 March 2-6.....Spring Break
 March 4.....Midterm Grades Due
 March 18.....Last day to apply for Spring 2009 Graduation
 March 20.....Financial Aid Disbursements (Pell/SEOG)
 April 10.....Good Friday Holiday
 April 13.....Easter Monday Holiday
 April 21.....Last Day to Drop Classes
 April 28.....Last Day of Classes
 April 29-May 1.....Final Exams
 May 1.....Final Grades Due
 May 2.....FBCC Founders Day
 May 6.....Graduation
 May 8.....End of Spring Semester

Summer 2009 (Tentative)

May 18-21.....Registration
 May 26.....Last Day to Register for Classes
 May 26.....First Day of Classes
 May 27.....Last Day to Change Classes
 June 19.....Last Day to Remove Incompletes from Spring Semester
 June 24.....Last Day to Drop Classes
 June 27.....Last Day of Classes
 June 30.....Final Grades Due
 July 3.....Independence Day Holiday



A.

GENERAL INFORMATION

HISTORY



The Fort Berthold Community College (FBCC) is tribally chartered by the Three Affiliated Tribes of the Fort Berthold Reservation headquarters at New Town, North Dakota. FBCC is tribally controlled by a Board of Directors, which consist of seven-members. The College was founded May 2, 1973, as the agency responsible for higher education on the Fort Berthold Reservation.

The Three Affiliated Tribes endorsed the concept that a locally based higher education institution was needed to train Tribal members and to act as a positive influence in retaining the Tribal cultures. A steering committee was appointed to oversee the initial operations of the College. This committee was replaced by the selection of a Board of Directors in 1974.

The first classes offered at FBCC were on an extension basis with coordinating accredited institutions. The articulation agreements made in the beginning were with University of Mary, Bismarck, ND; Minot State College, Minot, ND; and the University of North Dakota, Williston Center, Williston, ND. The College proceeded to develop long-range planning models. This resulted in the development of a framework for carrying out the mission and goals of the College. This planning also resulted in the improvement of the educational and vocational services in the communities throughout the Reservation.

Fort Berthold Community College was granted accreditation on February 12, 1988, through the North Central Association of Schools and Colleges. On July 12, 2006, Fort Berthold Community College was granted continued 10 year accreditation through the Higher Learning Commission of Schools and Colleges. The college is also one of thirty-two tribal colleges granted 1994 Land Grant Institution status. Fort Berthold Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The Fort Berthold Community College is also a member of the American Indian Higher Education Consortium (AIHEC).

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and FBCC. Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing students with institutional information.

The catalog presents information regarding admission requirements and requirement guidelines of the college for the 2008-2009 school years in an accurate and timely fashion. This does not preclude the possibility of changes taking place during the academic year. If such changes occur, they will be publicized through normal channels such as in newsletters, posters, notices and information flyers.

EDUCATIONAL PURPOSES

1. Philosophy

We believe that Fort Berthold Community College seeks to:

Enhance the quality of life for the Mandan, Hidatsa and Arikara Nation

- Offers opportunities for improvement of our economic well-being and quality of life.
- Initiates and implements new or innovative ideas for the benefit of the Tribe, including leadership and training.

Build a positive strong identity of the Three Affiliated Tribes

- A builder of people and communities of the Mandan, Hidatsa and Arikara Nation
- Integrates Three Affiliated Tribes culture, traditions and language, in all academic and social activities empowering the people.
- A place where all people come first for their educational needs.

Insure development of global citizenship by providing necessary training and leadership

- Utilize the art of technology to deliver courses.
- Prepare globally to address the impact of other cultures, economies, environments and actions.
- Develop and utilize the existing resources for the further development of the staff/faculty and Board of Directors.

Develop a financially strong institution, which meets the needs of the students by providing a safe learning environment, which promotes diversity and relevant curriculum/programs.

- Provide a caring and nurturing atmosphere, which meets the needs of all the students.
- Utilize multiple teaching methods and techniques for a variety of learning styles.
- Offer self-improvement opportunities while maintaining the culture of the Mandan, Hidatsa and Arikara Nation.
- Select and develop a faculty who believe in the vision and mission of the College.
- Provide continuous assessment of
 - Teaching methods
 - Curriculum
 - Community needs and trends to determine course and program offerings, recreation, sports, childcare, student housing.
- Encourage the need to voice informed opinions to make positive change.
- Become a leader among tribally controlled colleges, providing the highest quality of culture, academic, and student services.

2. Mission

The Fort Berthold Community College will provide Quality Cultural, Academic, and Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation

3. Vision

Mandan, Hidatsa and Arikara Nation Fort Berthold Community College A dynamic presence that preserves our past and prepares us for the future

4. Values

The Fort Berthold Community College's values are illustrated through the earth lodge, which is the common home to the Nueta, Hidatsa, and Sahnish people. Unity, being the key value, is located in the center (fire pit), which the rest of the values build around. Spirituality, People, Culture, and Future are the four domains represented by the four main posts. The outer twelve posts represent values within each of the four domains.

5. Academic Freedom

Fort Berthold Community College is committed to intellectual thought and pursuit. The college encourages faculty to introduce students to broad and diverse points of view and research. As part of the college's Native American tradition, it is recognized certain tenets will be expressed as part of the curriculum and is acceptable whenever applicable. At all times faculty members should exercise sound judgment, respect the rights of others to express ideas and opinions and insure that same freedom be extended to students and colleagues.



FORT BERTHOLD COMMUNITY COLLEGE VALUES

Fort Berthold Community College Values



SPIRITUALITY:

We are a whole, not just a mind or a body. We have spirits we must take care of through practicing our spirituality.



PEOPLE:

Our people, the Nueta, Hidatsa, and Sahnish people are sacred. We must respect and honor our children, elders and ourselves.

UNITY:

The Nueta, Hidatsa, and Sahnish people have lived together for over two hundred years. We have worked together for over two hundred years. We have worked together to live harmoniously, peacefully and with friendship. We strive to continue this unity for our future generations.



CULTURE:

Our culture is a blessing that makes us unique. We must learn to appreciate, strengthen, and practice it.



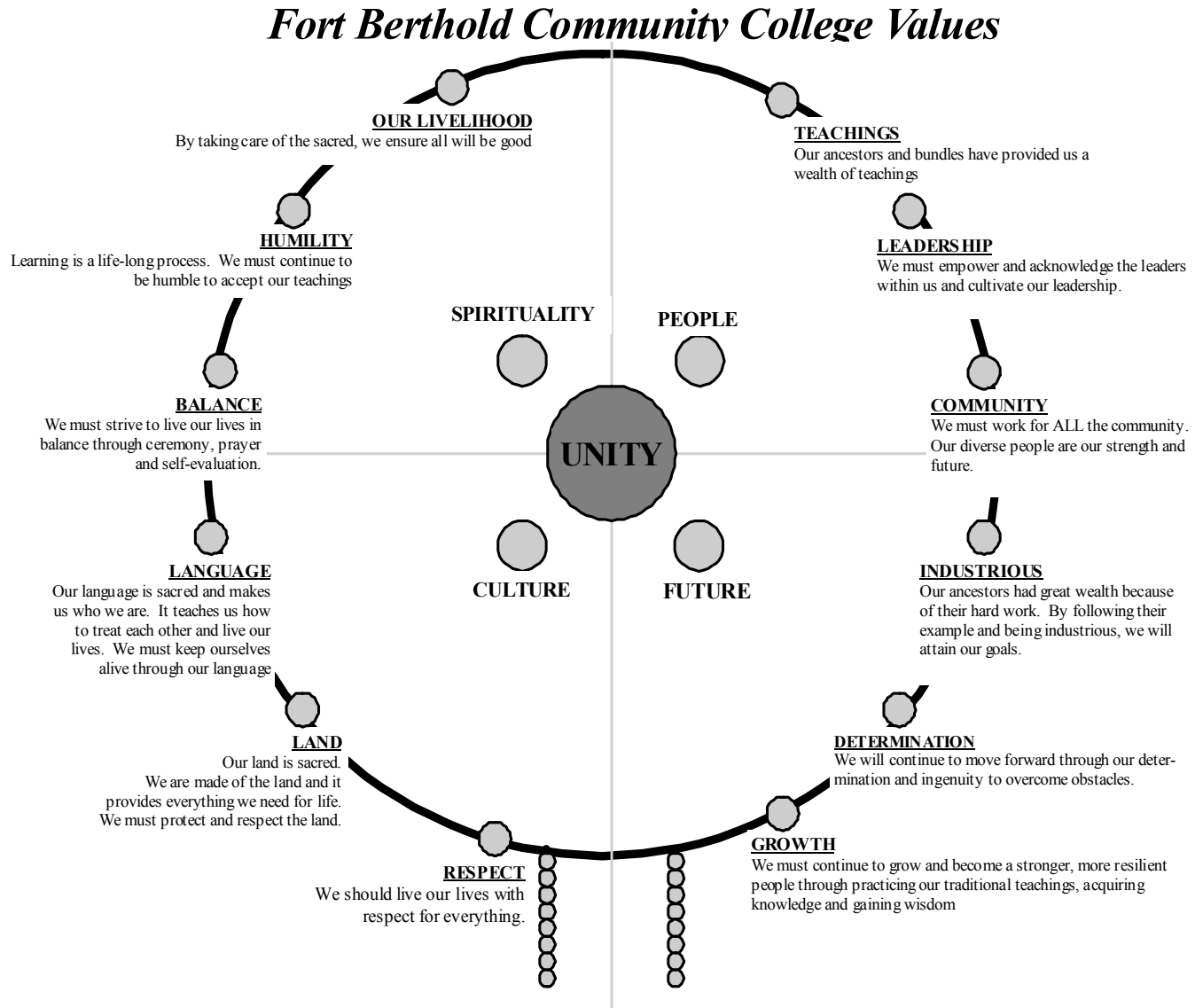
FUTURE:

Our people have been here from the beginning of time. We must take action to ensure the future of our people.

For more information regarding FBCC Values, please refer to Students Responsibilities section page 29.

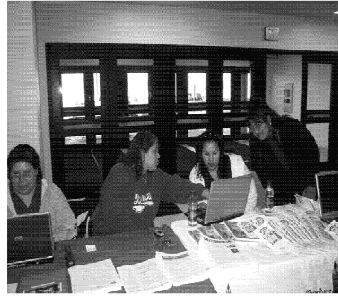


FORT BERTHOLD EARTH LODGE VALUES MODEL



For more information regarding FBCC Values, please refer to Students Responsibilities section page 29.





B. ADMISSIONS INFORMATION AND POLICIES

1. Admissions

Fort Berthold Community College subscribes to an Open Door Admissions Policy. No one will be denied the opportunity of enrolling at FBCC, regardless of lack of educational experience.

Procedures:

An individual enrolling at FBCC must submit the following items to the Admissions Office:

- ✓ Complete Application for Admission.
- ✓ An official copy of high school transcript or GED certification
- ✓ An official academic transcript from each college
- ✓ Certification of degree of Indian blood if enrolled in a federally recognized tribe.
- ✓ Complete FAFSA (*See Financial Aid Office*)

Upon receiving the above documents a letter of acceptance will be issued

Note: Students who have not earned a high school diploma or GED certificate, may qualify as Ability to Benefit. (See student classification section for more information)

Admission into the Nursing Program

The Minimum Requirements for Consideration:

1. Admission to Fort Berthold Community College as listed under admissions.
2. Completion of semester's (1) and (2) as listed on the curriculum sequence.
3. Overall GPA of 2.50.
4. A minimum grade of "C" in all courses listed in the curriculum sequence.
5. Submission of a personal essay addressing whom you are interested in nursing as a profession. This must be typed, double-space and no longer than (2) pages, Due by the end of the spring semester of the freshman year.
6. Interview with the Academic Dean, the Nursing Program Director, and the Clinical Nursing Instructors, by the end of the spring semester of the freshman year.

7. The following medical records must be submitted; Proof of freedom from tuberculosis within the past (6) months, Diphtheria/Tetanus immunization Measles, Mumps and Rubella immunization or Titre and Hepatitis B immunization, and Chicken Pox status.

Additional Requirements:

1. Only (24) credits may be transferred into the Nursing curriculum sequence from institutions other the Fort Berthold Community College.

Note: The maximum number of students in the clinical Sequence of the sophomore year is (16). Should the number of applicants exceed that number, selection of students for the clinical sequence will be based upon the following criteria:

1. Cumulative grade point average.
2. Length of time enrolled at Fort Berthold Community College.
3. Committee decision subsequent to essay and interview as specified in steps (5) and (6) above.

2. Academic Sessions 2008-2009

The Fort Berthold Community College follows a semester system. The Fall Semester is August 18, 2008 for IVN Courses and August 18, 2008 for regular 15 week courses to December 3, 2008. The Spring Semester is from January 7, 2009 for IVN Courses and January 7, 2009 for regular 15 week courses to April 28, 2009.

3. Registration

A student must officially register with the College prior to attending classes. Registration deadlines are listed on the Academic Calendar and students must register within the dates specified. Students should refer to Schedule of Classes for specific Dates, times, and locations that registration occurs. Registration by proxy is not allowed.

The following procedures will apply when registering:

- ✓ Pick up registration packet and receive advisor assignment from Registrar.
- ✓ Meet with the Student Accounts Office to make payment arrangements.
- ✓ Take placement tests, if new or transfer student.
- ✓ Meet with Advisor to prepare a degree plan, select courses, and complete registration form.
- ✓ Meet with Director of Financial Aid to finalize financial aid paperwork and determine eligibility, and to receive book approval form.
- ✓ Return all forms to the Registrar.
- ✓ Purchase books at the FBCC Bookstore.

5. Transcripts

6. History of the Three Affiliated Tribes Course

All new and transfer students who are pursuing a degree will be required to attend a (3) Three Credit hour TS201 History of the Three Affiliated Tribes course.

6. Cultural/Student Activities

The Student Services Department ensures that cultural activities such as hand game tournaments, cultural seminars and a pow-wow are scheduled throughout the year. These activities promote family and community involvement at FBCC.

7. Testing

The Retention Counselor and the Williston Outreach Counselor will test all new and transfer students who are pursuing a degree and have not previously attended another College, or any student registering for Math or English courses, to determine math, reading, and writing proficiency for proper placement in Math and English courses.

8. Academic Advisement

The Registrar will assign faculty advisors to all students. The advisor will assist students with their course selection, degree plan and other academic matters. Students must contact their advisor during the registration process. The advisor must sign registration forms, degree plans, and add/drop cards. The advisor will help select, design and monitor graduation projects. Many students ask, “What does an advisor do?” An advisor is an important person to any student and has several responsibilities and roles. It is an advisor’s responsibility to work out a degree plan with a student. Therefore, an advisor must be informed of any changes in class schedule or choice of major. An advisor’s job is to assist students who may have questions about which classes to take or which degree option is best suited for a particular career choice. It is essential that students understand that they have the ultimate responsibility to meet the College’s graduation requirements; therefore students should maintain a personal copy of their degree plans. A new advisor may be assigned if a student changes academic programs.



9. Student Orientation

Student Orientation will be held at the beginning of each semester and is a requirement for new students. It is recommended that all students attend orientation.

This orientation session includes a discussion of college policy, the history of the College, financial information, student responsibilities, financial obligations, and introduction of faculty and staff.

Information about the e-portfolios begins during registration and orientation as instructors advise new students on classes required by reviewing the degree plan for their program of study. The students are also enrolled in PSY 100 Psychology of Student Success during their first semester at which time they are taught how to set up, maneuver in and begin their e-portfolios. The Technology Department staff has formatted "Front Page", a web based software program, with the requirements for the e-portfolio. Each College program of study has a link in the e-portfolio template so students can click to their degree program to view program outcomes that they need to demonstrate in their work.

All new students will take the general education assessment test as part of orientation.

10. Student Classification

The students are classified according to the number of semester hours for which they are registered. These classifications are used for determining educational costs.

- a) Full Time Student: A full time student during the fall or spring semester is enrolled in twelve (12) or more semester hours of credit. During the summer session, a student is considered full-time when enrolled in six (6) or more semester hours.
- b) Three-Fourths (3/4) Time Student: A three-fourths (3/4) time student is enrolled in 9-11 semester hours of credit.
- c) One-half (1/2) Time Student: A one-half (1/2) time student is enrolled in 6-8 semester hours of credit.
- d) Less than half time: A less than half time student is enrolled in 1-5 semester hours of credit.
- e) Freshman: A freshman is a student who has completed less than 32 semester hours of college level credit.
- f) Sophomore: A sophomore is a student who has completed at least 32 or more semester hours of college level credit.

- g) Audit Student: An audit student must register for a course and pay the required audit fee. Students are NOT permitted to audit any class where laboratory work, participation or hands-on activity is an integral part of the course offering (examples: computers, language, arts and crafts, and physical education courses).

Audits are limited to lecture only classes. Permission of the instructor is required in order to audit any class. An audit student is not required to participate in the oral, written, attendance or exam requirements of the class. An audit student is allowed to register only if class space is available. An audit student does not earn any college credits.

- h) Dual Credit

This program provides an opportunity for High School juniors and seniors to take first year student (**freshman**) courses for college credit at Fort Berthold Community College. **Students must follow first year student (freshman) admission procedures.**

With approval from their high school superintendent, students may earn high school and college credit for the same course. Dual credit forms are available in Registrar's Office. Only high school student are eligibility for the Dual Credit program.

- i) Ability to Benefit: Prior to registration the student must pass the Ability to Benefit test. This applies to students who do not have a high school diploma or GED certification.

A student must:

- 1) Receive his or her GED within one academic year, and:
- 2) Must pass an appropriate approved test by the Department of Education. This test is subject to the criteria of the institution's accrediting agency. A certified Williston Outreach Counselor administers this test.

- j). Transfer Students: Students who have attended colleges other than FBCC must notify Registrar of all previous enrollments. Students are required to have all official transcripts sent to the Registrar's Office.

Transfer credits of C, or better, will be accepted if they apply to the students degree plan. These credits will be recorded on the FBCC transcript. No more than thirty-two (32) transfer credits or one half (1/2) total credits required for a degree will be accepted. Students must contact their advisor for specific information about which credits may be transferred and how these credits fulfill any degree requirements.

Recruitment

Recruitment for the Fort Berthold Community College is an on going many faceted process. A part-time recruiter visits the local high schools during recruitment events or sets up a specific recruiting day at the school. The recruiter also attends College Fairs and Career Fairs in the region. Dual Credit classes are set up for high school students with the anticipation that the students will enjoy their College experience at FBCC and choose to attend when they graduate. Summer School, Sunday Academies, Immersion Camps, as well as other opportunities are provided to local high school students that showcase the excellent experiences students have when attending the Fort Berthold Community College.

C. FINANCIAL AID INFORMATION AND POLICIES

1. Office of Student Financial Aid

The Fort Berthold Community College Office of Student Financial Aid provides assistance to students in securing adequate resources to attend FBCC. A variety of programs are available.

All students are encouraged to apply for financial aid. Office hours are 8:00 a.m. – 5:00 p.m., Monday - Friday. The Financial Aid office is closed for lunch between 12:00 – 1:00 p.m.

2. Tuition and Fees Payment

a) Student Financial Obligations/Responsibilities:

Students with outstanding financial obligations to FBCC will not receive transcripts, be allowed to graduate, or register for the next term until their bills are paid. Financial obligations include educational costs such as tuition, books, supplies, fees, and library charges.

Tuition and fees are to be paid in full at the time of registration unless a payment agreement has been signed by student accounts officer.

b) Payment Agreement:

Students who are unable to pay their total educational costs on the day of registration may make arrangements with the Business Office. To be eligible for deferred payment student must have no outstanding financial obligations to FBCC and must pay at least 1/3 of costs at the time of registration. Payment Agreements will be made only during the semester in which the student is enrolled and must be paid in full during the semester.

c) Payroll Deduction

Students, who are employed, by any outside entity, may contact the Business Office to arrange for a payroll deduction to pay for tuition and fees prior to registration.

D. EDUCATIONAL COSTS

1. Tuition

Students - \$110.00 per credit hour. There are no additional tuition costs beyond 12 credit hours.

2. Mandatory Fees:

Breakdown of \$300.00 fee.

\$25.00 – per credit hour. Fees included are Registration, Student Senate, Student Activity, Technology, Transcript, Matriculation, and Graduation. There are no additional costs beyond 12 credit hours.

3. Program Fees

Fees for individual classes are listed in the course description section. \$0.00 – \$200.00

Audit Fee: \$40.00

No Show Fee: \$25.00

(For students who do not attend courses for which they registered.)

4. Institutional Budgets

The institutional student financial aid budget analysis represents the main document for demonstrating student financial need during a given registration period at FBCC. This document lists student expenses and resources based on incoming financial aid reports, student perceived need and institutional interpretations of all such information supplied to the Financial Aid Office at FBCC. The FBCC Financial Aid Office reserves the right to make any necessary budget adjustments on program monies administered through FBCC. Institutional budgets are reviewed and updated annually by the Financial Aid Director to reflect reasonable and allowable costs for attendance at FBCC.



(EDUCATIONAL COSTS Continuation)

5. Student Budgets

ONE SEMESTER COMPUTED AT 12 CREDIT HOURS		
	Independent	Dependent
Tuition*	1320	1320
Mandatory Fees*	300	300
Laboratory Fees	50	50
Books & Supplies	500	500
Housing	2400	1400
Personal	400	300
Transportation	800	800
Totals	5,770	4,670
SUMMER BUDGET		
	Independent	Dependent
Tuition*\$110 per credit hr X 6 credit average	660	660
Mandatory Fees	150	150
Books and Supplies(EST.)	50	50
Housing	800	800
Personal	300	200
Transportation	350	350
Totals	2,510	2,060

TWO SEMESTER (NINE MONTHS) COMPUTED AT 24 CREDIT HOURS		
	Independent	Dependent
Tuition*	2640	2640
Mandatory Fees	600	600
Laboratory Fees	100	100
Books & Supplies	1000	1000
Housing	4800	2800
Personal	800	600
Transportation	1600	1600
Totals	11,540	9,340

E. FINANCIAL AID SERVICES

Financial aid is available to students who, without such assistance, would be unable to attend Fort Berthold Community College. Financial aid is used to supplement the student's resources. The Financial Aid Office reserves the right to make final determination of the type(s) and amount of aid awarded to students. Awards are based upon an evaluation of the student's eligibility as determined by the needs analysis form and the availability of funds from the various financial aid programs. The FBCC Financial Aid Office will make every effort to provide adequate financial assistance to students who demonstrate legitimate financial need.

Who May Apply?

1. Students applying for financial aid must meet the following:
 - a) Be a US Citizen or eligible non -citizen.
 - b) Be enrolled or accepted for enrollment in a degree program.
 - c) Be maintaining satisfactory progress toward completion of a course of study.
 - d) Not be in default on any Federal Family Educational Loan Program.
 - e) Not owe a repayment to the Department of Education (DOE) on any grant funds previously awarded.

2. How to Apply:

- a) Complete the Free Application for Federal Student Aid, FAFSA, or Renewal Application. To file electronically, visit the FAFSA website at www.fafsa.ed.gov
- b) When completing the FAFSA, list Fort Berthold Community College as a college they plan to attend.
* FBCC College code is 015536.
- c) Submit Student Aid Report, SAR, to FBCC Financial Aid Office.

3. When to Apply:

To receive top consideration for financial aid, the FAFSA should be completed by March 15th. Applications will be accepted after this date; however, financial aid awards will depend upon the availability of funds. **Students must complete the FAFSA for each year financial aid is requested.**

E. FINANCIAL AID POLICIES

1. Award Package

The recommended student financial aid package is the end result of counter balancing those anticipated educational expenses and those anticipated financial resources, including family and student contribution, which the student will legitimately experience while in attendance at FBCC. The recommended award package is the decision of the Financial Aid Office and based on institutional calculations, total fund availability and those fund management practices observed by FBCC.

The recommended award package may be contested or rejected by the individual student in which case it becomes the dual responsibility of the Financial Aid Office and the individual student to settle any differences and modify the award package with any feasible adjustments.

Unresolved differences surrounding the recommended award package become the decision-making responsibility of the FBCC Financial Aid Committee.

2. Disbursements

Most financial aid awards are calculated and disbursed following the 10th week of classes. These awards are calculated on the basis of financial need and the number of credit hours that a student is registered for as of that date.

Higher Education Grants and Federal Work Study (FWS) awards are calculated on the basis of financial need and are disbursed on a bi-weekly schedule throughout the semester.

Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded and disbursed with the federal pell grant. All students must maintain minimum Satisfactory Academic Progress (SAP) to continue eligibility for all Title IV and other aid.

3. Award letter

The FBCC award letter is the complete documentation indicating all such federal financial assistance an individual student may receive during a single given semester while in attendance at FBCC as calculated by the Financial Aid Office.

The amounts itemized on the award letter are subject to total or partial institutional withdrawal due to changes in student registration status.

4. Scholarship Selection Criteria

FBCC is a Tribally Controlled Institution; the majority of the students are Native American. A majority of scholarships disbursed by FBCC will be made available to that population. Other scholarships that have specific criteria set forth such as merit, need/non-need, male/female; GPA, class standing, etc. will be awarded and disbursed according to those criteria by the FBCC Financial Aid Committee. Preference will be given to students who are working on their first degree.

5. Federal Pell Grant Award (FPG)

a) The Federal Pell Grant Award is calculated via Student Aid Report (SAR)/ Institutional Student Information Report (ISIR) information, institutional variables and Department of Education guidelines specifying the actual amounts to award to the individual student.

b) The Estimated Family Contribution (EFC) number taken from the SAR/ISIR provides an assigned degree of Federal Pell Grant eligibility, the exact value of which ranges according to enrollment status (less than 1/2, 1/2 time 3/4 time or full time) and annual cost at FBCC.

c) For the dependent student the total average institutional cost of education is derived by the sum of tuition, fees, a standard allowance of \$4470.00 for books, supplies, miscellaneous, and for room and board since the institution does not contract for room and board services.

- d) For the independent student the total average institutional cost of education is derived by the sum of tuition, fees, and a standard allowance of \$5570.00 for books, supplies, miscellaneous, and for room and board since institution does not contract for room and board services.
- e) The final Federal Pell Grant award is calculated per the Estimated Family Contribution (EFC) number, total institutional cost of education as determined by the Department of Education formula and guidelines, and enrollment status.
- f) All students must maintain minimum Satisfactory Academic Progress (SAP) standards to be eligible for any financial aid.
- g) The Federal Pell Grant Award constitutes the final calculated institutional amount, which a duly registered student at FBCC shall receive during a single given semester. The Federal Pell Grant payment often differs from the Federal Pell Grant Award amount since the institution reserves the right to deduct all educational expenses owed to FBCC prior to any Federal Pell Grant payments
- h) Title IV monies for Federal Pell Grant (FPG) will be disbursed after 60% (10 weeks) of the semester is completed. FPG will be dispersed to eligible students based on their enrollment at that time (less institutional charges for tuition, fees and books).
- i) Students need to apply annually for a Federal Pell Grant , because of changes in household income, family size, etc. Students need to apply as early as March 15th for the Federal Pell Grant as this application determines eligibility for other financial aid programs they may be deemed eligible for.

6. Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant Award constitutes a calculated institutional amount, which a duly registered student at Fort Berthold Community College shall receive during a single given semester.

The Federal Supplemental Educational Opportunity Grant Award is disbursed following the 10th week of classes & is distributed with the Pell Grant and is contingent on the student maintaining registration status at the time of disbursement.

All Federal Supplemental Educational Opportunity Grant Award considerations are also based on fund availability and those fund management principles practiced by the Financial Aid Office. A Federal Supplemental Educational Opportunity Grant Award at the Fort Berthold Community College typically ranges from \$100 to \$1,000 per academic year. Priority is given to students with the lowest Expected Family Contribution (EFC) and by date the Student Aid Report (SAR)/ Institutional Student Information Report (ISIR) is on file in the Financial Aid Office.

7. Federal Work Study/Community Service (FWS)

The Federal Work Study Award is calculated at the institutional level and is generally designed to assist any student reflecting the greatest financial need. The exact amount of a Federal Work Study Award will vary according to the individual student employment schedule; therefore, FBCC computes an estimated maximum award authorization, which may be adjusted during a given semester. All Federal Work Study Award considerations are also given based on fund availability and those fund management practices observed by the Financial Aid Office (Students must submit a formal application to the FBCC Financial Aid Office for FWS eligibility.)

The Federal Work Study Award monies are disbursed in bi-weekly payments and are contingent on the student maintaining minimum Satisfactory Academic Progress (SAP) and at least a half-time (six credit hours) registration status at the time of such disbursement.

The Federal Work Study Award disbursement occasionally differs from the Federal Work Study Award amount since the institution reserves the right to deduct all educational expenses owed to FBCC prior to any Federal Work Study Award payment.

Such acceptance of the Federal Work Study Award is evidenced by the signature on the award letter, the Federal Work Study Award Authorization and student's signature authorizing FBCC to deduct institutional charges incurred by that student.

Wage rates for the Federal Work Study Award Program will be set by the Financial Aid Office in light of federal and state legislation. Most Federal Work Study Award positions are paid a minimum of \$7.00 per hour wage at FBCC.

Student eligibility- Students enrolled in at least six credit hours per semester in an approved course of study and in academic good standing at FBCC and who have their SAR/ISIR results from the FPG application in the FBCC Financial Aid Office, and demonstrated financial need, and a completed FWS application may be eligible to participate in the FWS Program. Students must apply for and establish FWS Program eligibility through the FBCC Financial Aid Office.

Limited Funds- Due to the limited amount of FWS funds, written requests for FWS employees need to be in the Financial Aid Office prior to classes starting.

The FBCC library is the only college reservation library, it is open to the public and is also open on weekends, for local and surrounding communities to utilize, therefore it serves as a community services. FWS students placed there.

8. Other Types of Financial Aid (Grants/Scholarships)

The following types of financial aid are available at Fort Berthold Community College: grants, employment, and scholarships. FBCC does not participate in any federal student loan programs. Listed are the major financial aid programs available at the College.

a) 477 Demonstration Project

P.L. 102-477, the “Indian Employment, Training and Related Services Demonstration Act of 1992” enabled the Tribe to consolidate certain formula funded employment, training and related services programs into a single program.

The 477 Program monies are based on satisfactory progress and attendance. You may be eligible for these services provided you are in a two year vocational program, a full-time student, meet income guidelines and maintain a 2.0 grade point average.

Disbursements will be for educational and transportation allowance per semester, based on your attendance certification. Your attendance certification must be signed by the Instructor of the class and will determine if you are maintaining satisfactory progress and attendance.

b) American Indian College Fund

Scholarships are awarded to Native American students who are enrolled at Tribal Colleges and Universities, which are accredited or candidates for accreditation by the appropriate accreditation agency. Scholarship funds will be allocated based on the Indian student count from the previous year.

Students must meet general eligibility requirements for the grant. This may be according to the donor’s restrictions on scholarships and the discretion of the AIHEC member institution.

c) Other Scholarships available at Fort Berthold Community College

FBCC has several scholarships available for students enrolled at the college. Scholarships are awarded based on academic excellence, financial need, and other criteria as directed by the various donors. To apply for a FBCC Scholarship, contact the FBCC Financial Aid Director at (701) 627-4738.

d) North Dakota Student Financial Assistance Grant (SSIG)

This grant is awarded to North Dakota residents who demonstrate financial need. To apply complete the Free Application for Federal Student Aid and give permission for the results to be sent to the State Agency. The priority deadline date is March 15th.

e) One-Time Assistance

Tribal Social Services students can receive assistance on a one time basis under special circumstances as determined Student Success Committee.

f) Three Affiliated Tribes Higher Education Grant Program

The Three Affiliated Tribes Higher Education Grant Program is administered by the tribes and is a separate entity from FBCC. This grant is available to enrolled members of the Three Affiliated Tribes.

Students must be a high school graduate or a GED recipient and be enrolled as an undergraduate student in an academic program of study.

Application deadline is March 15th for the Fall Semester and October 15th for Spring Semester. Students can obtain an application by contacting:

To apply contact: The Three Affiliated Tribes Higher Education Grant Program, Bureau of Indian Affairs Building, New Town, ND. Phone 627-4112

Higher Education Grant Program
Three Affiliated Tribes
HC3 Box 2
New Town, ND 58763
Or call: (701)627-4112

g) Three Affiliated Tribes Job Training Partnership Act (477)

This grant provides assistance for tuition, books, fees, childcare, and travel expenses for eligible enrolled members of the Three Affiliated Tribes who are pursuing a vocational program. To apply contact: Three Affiliated Tribes Employment Training, New Town, ND 58763. Phone 627-4756.

h) Veteran's Benefits

Veterans who meet eligibility criteria may be entitled to certain educational benefits. To apply contact the Registrar's Office at (701) 627-4738.

i) Vocational Rehabilitation

Students with health problems or physical disabilities may be entitled to assistance for tuition and other related college costs. To apply to the Vocational Rehabilitation Program contact the local Vocational Rehabilitation Office.

9. Financial Aid Refunds

Once a student has registered and paid for classes at FBCC the following refund will apply for reimbursement or changes in enrollment:

- a) During the first week of classes, 75% refund on charges.
- b) During the second week of classes, 50% refund of charges.
- c) During the third week of classes, 25% refund of charges.
- d) After the fourth week of classes, 100% of charges are due FBCC.

When a student has received a financial aid award and decides to withdraw from the institution, the amount of the refund due is refunded to the financial aid programs, which awarded the funds to the student. The student does not receive the refund. In addition, the student is required to repay any money that he or she has not used for educational purposes. Federal regulations state that students who owe repayments on grant funds previously received or in default on a loan is ineligible to receive future financial aid.

At FBCC most financial aid (except Higher Ed and FWS) is not awarded until after the tenth week of classes, therefore, limiting any refunds due to students. Students who drop from classes after the tenth week will not be required to refund financial aid monies, because they will have used their monies for direct and indirect educational expenses.

10. Title IV Funds Earned and Unearned

If a student receives Title IV assistance greater than the amount of institutional charges and withdraws prior to completing more than 60% of the semester, the student will most likely be subject to a refund of some of those funds. If a student withdraws after completing more than 60% of the payment period or period of enrollment, then it is assumed that the student utilized 100% of the Title IV Aid they received for that period as of the day the student withdrew. The amount the school must return is the lesser of; the unearned amount of Title IV assistance; or the institutional charges incurred for the payment period or period of enrollment, multiplied by the unearned percentage. The student returns the difference, if any exists, between the amount of unearned assistance and the amount the school must return.

11. Over Awards

Federal regulations restrict the total amount of funds, which a student may receive in a designated period of time. If a student receives more financial aid than he or she is eligible to receive, an over award occurs and the excess amount must be repaid. Over awards may be cited in respect to grant funds, loans, and scholarships. Federal Work Study Award earnings, Social Security, VA benefits and other types of financial aid. To avoid an over award situation:

- Notify the Financial Aid Office when receiving assistance from any outside source
- Make sure to list all resources on the Federal Pell Grant Application Free Application for Federal Student Aid (FAFSA)
- Check with the Financial Aid Office before seeking additional assistance to determine what effects the additional funds will have on the financial aid package.

12. Professional Judgment

At FBCC the Financial Aid Director will note in the student's records any unusual situation that explains any special consideration given to the student when awarding financial aid. A Professional Judgment Worksheet will be completed, with appropriate documentation attached, and placed in the student's file.

13. Satisfactory Academic Progress (SAP) for Financial Aid

The FBCC Financial Aid Office recognized the following set of institutional guidelines relative to the evaluation of Satisfactory Academic Progress standards at FBCC. Federal guidelines governing the administration of Federal Student Financial Aid Funds provide that:

“No payments of funds may be made unless the institution determines that the student is maintaining satisfactory progress in the course of studies he/she is pursuing, according to the standards and practices of the institution at which the student is in attendance...”

Except that, “if any institution at the beginning of a payment period determines that the student is not making satisfactory progress, but is able, at the close of that period, to reverse the determination, it may make grant payments for that period to the student”.

An academic year at FBCC is Fall, Spring. Summer is considered to be the trailing semester and is part of the academic year but has its own budget for calculating financial aid. If a student enrolls in the Fall, Spring and Summer semesters they will have to earn eighteen (18) credits as a full-time student, twelve (12) credits as a three quarter time student, and eight (8) credits as a half-time student.

A student will be required to complete a pre-established number of credit hours per semester toward a specific degree objective and will be evaluated at the conclusion of each semester according to his/her official enrollment status to determine whether he/she is in “good standing” or should be placed on “financial aid suspension”. (See Eligibility section)

In determining student financial aid eligibility for continued financial aid assistance either under **GOOD STANDING** or **PROBATION**, students receiving financial assistance **MUST** complete a minimum of credit hours each semester in line with the appropriate **GRADE POINT AVERAGE** as outlined below.

Students on **SUSPENSION** may appeal their financial aid eligibility based upon their **CUMULATIVE GRADE POINT AVERAGE**.

- a) Full-time students (12 or more credit hours) receiving financial aid funds must complete a minimum of nine (9) credit hours per semester, or a total of eighteen (18) credit hours within an academic year.
- b) Three quarter time students (9 to 11 credit hours) receiving financial aid funds must complete a minimum of six (6) credit hours per semester, or a total of twelve (12) credit hours within an academic year.
- c) Half-time students (6-8 credit hours) receiving financial aid funds must complete a minimum of four (4) credit hours per semester, or a total of (8) credit hours within an academic year.
- d) Less than half-time students (1 to 5 credit hours) receiving financial aid funds must complete 100% of hours attempted per semester. Satisfactory completion of a course is a letter grade of an A, B, C, or D. An F, I or W, are not acceptable for completion of a course.

14. Grade Point Average Standards

Freshman (0-32) credit hours earned 1.5
Sophomore (32-75) credit hours earned 2.0

Eligibility will be based on hours attempted. Students will be eligible for financial aid for 150% of the average 2-year degree at FBCC, which is, 112 hours (150% of 75=112 hours attempted) Certificate programs will be eligible for 150% of hours attempted for the program length.

15. Financial Aid Probation

Students will be considered for one full semester of funding before academic progress will be subject to review by FBCC. After the first semester and subsequent semesters any student who fails to meet the minimum SAP standards will be given a warning and placed on Financial Aid Probation for the next semester.

A student who has been placed on **Financial Aid Probation** because of “Incomplete” grades may reverse this condition by completing the necessary course work by receiving a grade for any such incomplete course(s), and by meeting the above aforementioned GPA standards.

To regain an approved financial aid status in “Good Standing”, a student must satisfactorily complete total credit hours required within an academic year based on your enrollment status with and acceptable GPA.

16. Financial Aid Suspension

If a student fails to return to Good Standing after being placed on Financial Aid Probation, they will be placed on Financial Aid Suspension and not eligible to receive financial aid until the student returns to Good Standing.

A student who has been placed on **Financial Aid Suspension** because of “Incomplete” grades may reverse this condition by completing the necessary course work by receiving a grade for any such incomplete course(s) and by meeting the above aforementioned GPA Standards.

To regain an approved financial aid status, a student must earn at least twelve (12) credit hours, utilizing his/her own resources plus earn a minimum GPA that corresponds to his/her class level.

After a student completes twelve (12) credit hours, utilizing his/her resources and regains eligibility for financial aid they will receive a reinstatement evaluation from the Financial Aid Office.

17. Appeals

Students who wish to appeal eligibility for student aid based on extenuating circumstances must submit in writing to the Financial Aid Office. The Financial Aid Committee will have a hearing and render a decision, and complete a Student Conference Sheet and will notify the student of the decision.



G. STUDENT SERVICES INFORMATION AND POLICIES

Student Services supports the “Open Door” Philosophy at Fort Berthold Community College, by promoting and providing equal access to students, regardless of academic background or experience.

The function of Student Services is to:

- Promote student success and retention
- Facilitate student learning and development
- Provide a student centered customer friendly services

The Organization Structure

The primary roles of Student Services are:

- Admissions, Registration, Student Records-Registrar
- Student Orientation to FBCC-Student Services Staff
- Financial Aid Services-Financial Aid Director
- Counseling Guidance-Retention Counselor
- Student, Programs, Clubs, Activities- Dean of Students, Student Club Advisors
- Academic Assistance-Dean of Students, Peer Tutor
- Mentoring Outreach Programs-Dean of Students, Outreach mentors at community sites
- Disabilities coordination – Dean of Students and Counselor

1. Equal Opportunity and Non-discrimination Policy

The Fort-Berthold Community College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, religion, color, sex, national origin, age or handicap. In adhering to this policy the college abides by the requirements with Title IX, Education Amendments of 1972; with Title VI and VII of the 1964 Civil Rights Act; by section 503 and 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

2. Disabilities

It is the student's responsibility to notify the instructor that he/she has special learning needs. When need arises, the following accommodations will be made – supplemental classroom materials, access to tutors, access to taped textbooks, computer tutorials, tests read aloud, additional time given for tests, or other arrangements as necessary.

3. Student Rights

Each student at Fort Berthold Community College has and shall have protected the following rights:

- a. An education in a clean and safe environment, which allows learning and growth to take place.
- b. To participate in decisions and matters affecting their education and educational programs.
- c. The freedom of speech and expression. To include symbolic expressions such as in dress and length of hair, so long as the expression does not disrupt educational process or impose upon rights of others.
- d. The freedom of religion and culture.
- e. To respect and receive fair treatment from fellow students and Fort Berthold Community College faculty and administration.

4. Student Responsibilities

Values of Fort Berthold Community College

Listed below are the responsibilities of students attending Fort Berthold Community College. **The primary expectations of students are respect and cultural practice.** Each student must acknowledge learning, relationships, and personal responsibilities with a commitment to the pursuit of free expression and inquiry, truth, compassion, courtesy, appreciation of differences, and a respect of self and others. Respect and Cultural Practice are the core values from which the following student responsibilities have been developed.

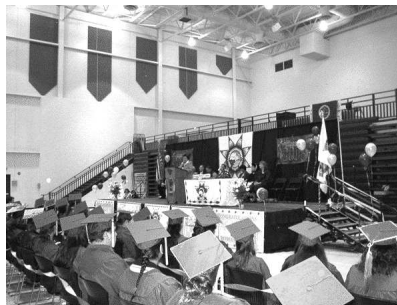
- a) The center of the values of Fort Berthold Community College is **Unity**.

Individuals will unite to ensure support for what is best for the majority of people in the college community. Students will be unified in seeking the best solutions for each individual in a fair and respectful manner.

- b) The four major values that support the college are the values of people, culture, spirituality and future. FBCC is the manifestation of the Nueta, Hidatsa, and Sahnish **people**. Individuals will seek to fulfill an education which is a continuation of the **culture(s)** that includes ancient and original teachings given them since time immemorial about how to live in the world. Inherent in these teachings are the understanding of relationships, courtesy, compassion, truth, respect and inquiry and the seeking of knowledge and understanding. In the depth of this knowledge is the understanding of each person's relationship and connections with self, others, and the universe-true **spirituality**. Individuals experiencing the Nueta, Hidatsa, and Sahnish education will seek to integrate this vast cultural essence with modern technology creating a dynamic presence in the **future** so that subsequent generations can continue to live and flourish.
- c) The three (3) values that support the "people" are teachings, leadership, and community. Individuals will seek to learn the **teachings** of the Nueta, Hidatsa, and Sahnish which are the basis for tribal identity and will provide them with the basic understanding of who they are, where they came from, and how they are to live. Individuals will understand the gift of **leadership** within them and will cultivate that gift to contribute to their families and community. The diversity of individuals is the strength of the people, each bringing their special gift to the community. Individuals will seek to find their gifts that they will contribute to the **community**.
- d) The three (3) values that support "spirituality" are livelihood, humility, and balance. Individuals will understand that taking care of the sacred will ensure their **livelihood**. Individuals will understand the meaning of **humility** by accepting the teachings of the people and realizing that learning is a life long process. Individuals will strive to live in **balance**, maintaining mental, spiritual, physical, and social aspects. Ceremony, prayer, and self-evaluation will help them to maintain themselves in a balanced manner. Spirituality will allow them to gain a respectful demeanor toward everyone and everything.
- e) The three (3) values that support "Culture" are language, land, and respect. Individuals will seek to learn their Nueta, Hidatsa, or Sahnish language(s). Individuals will learn as much as they can about the land. They will understand how the land provides everything they need to live and will gain a positive relationship with the earth. Individuals will know their place in the world and will respect everything because they will understand their true nature. This knowledge will create a positive understanding and individuals will be less likely to violate the Code of Conduct.
- f) The three (3) values that support "future" are industriousness, determination, and growth. Individuals will be **industrious** as was demonstrated by the ancestors. They will work hard, share knowledge, and provide authentic work to the best of their ability. Individuals will show **determination** for completing their classes, having positive relationships with all people, and for completing their goals. Individuals will exhibit **growth** by continuing to acquire both cultural and modern knowledge, practicing traditional teachings, and gaining wisdom. The student will be better equipped to follow rules if they have responsibilities to aspire to.

5. Code of Conduct

- a) No student or his or her visitor shall use, manufacture, sell, give away, barter, exchange or distribute: a controlled substance or drug paraphernalia.
- b) No student or his or her visitor shall commit theft of or defacing or otherwise injuring in anyway property, real or personal, belonging to FBCC.
- c) No student or their visitor shall commit forgery, alteration or misuse of FBCC documents, records or identification or knowingly furnish false information to the college.
- d) No student or their visitor shall cheat, or plagiarize in connection with an academic program at the college, to include copyright violations.
- e) No student or their visitor shall commit unauthorized entry into, unauthorized use of, or misuse of college property to include FBCC owned vehicles.
- f) No student or their visitor shall commit physical abuse, verbal abuse, threats, intimidation, coercion and /or other conduct which threatens or endangers the mental or physical health or safety of any person.
- g) Obstruction or disruption on /or off campus of the college's education process, administrative process or other college function.
- h) No student or his or her visitor shall engage in disruptive activity such as Disorderly conduct, which includes intent to harass, annoy or with reckless disregard of the fact that another person is harassed, annoyed, or alarmed by another person's behavior, such as:
 - 1) Fighting or violent threatening behavior
 - 2) Makes unreasonable noise
 - 3) Abusive or obscene language or gestures intended to adversely affect the safety, security, or privacy of another person.
 - 4) Obstructs the use of public facilities
 - 5) No student or his or her visitor shall commit any act of stalking.



6. Student Discipline

a) Disciplinary Process

Upon receipt of allegations of violations of the aforementioned Student Code of Conduct the **Dean of Students** or his/her designate shall investigate the alleged violations, gather additional information and witnesses, if necessary and appropriate; and, determine whether or not there is sufficient information to charge a student with the alleged violation. While anyone may submit a complaint, Fort Berthold Community College (FBCC) determines whether a hearing will occur. In all cases, FBCC is the formal complainant. After the initial investigation is complete, the **Dean of Students** or his /her designate may:

- 1) Take no action.
- 2) Take administrative action to counsel, advise or reprimand the student. The student will be sent a written notification of the allegations against him/her within five (5) working days. Upon the receipt of the letter a meeting with the Dean of Students will be scheduled within five (5) working days.
- 3) Initiate hearing procedures to be conducted/scheduled.

b) A Hearing committee will be established by the Dean of Students and will consist of the following:

- 2 Staff Members
- 2 Faculty Members
- Student Senate President

7. Disciplinary Outcomes

When a student is found responsible for a violation of the Student Code of Conduct one or more of the following actions may be taken:

- a) Fort Berthold Community College (FBCC) disciplinary warning: the issuance of a written warning that indicates the alleged action constitutes inappropriate behavior for a member of the FBCC community. Warnings cannot be appealed.
- b) FBCC disciplinary probation: continuance at FBCC but under specific conditions or required activities imposed for a specified period of time resulting from a policy violation. This is a period of observation during which time the student is expected to demonstrate a willingness and ability to strictly comply with FBCC standards. Progressive disciplinary action will result, including suspension or expulsion, if repeat violations occur, especially during the probationary period.
- c) Required compliance: includes such activities as carrying out a FBCC mandate as a condition for being admitted, continuing enrollment, or graduating from FBCC; restriction of privileges; withholding of a formal academic transcript or degree for a

specified time; revocation of a degree; denial of the privilege of representing FBCC in extracurricular activities; loss of computer access privileges through FBCC.

- d) Education; mandatory educational activities such as workshops and writing assignments.
- e) Community service: assigned volunteer hours on-campus or in the community.
- f) Restitution: required services, payment or reimbursement of funds to FBCC or to other persons, groups, or organizations for damages incurred as a result of a violation of the statement.
- g) Confiscation: confiscation of goods used or possessed in violation of FBCC Student Code of Conduct.
- h) FBCC disciplinary suspension: separation from FBCC for a specified period of time. During the suspension period the student cannot qualify for graduation nor progress toward a degree by registering for, taking, or completing classes at FBCC. FBCC reserves the right to deny transfer of credits earned elsewhere during the suspension period. Additionally, the student can't participate in FBCC sponsored activity or be present on campus without prior approval from the Dean of Students. Conditions for re-admission may be specified. Notation of such suspension is made on the student's academic transcript. The notation is removed at the end of the suspension period.
- i) FBCC disciplinary expulsion: permanent separation from FBCC. Notation of the expulsion is made on the student's academic transcript.
- j) Students may be suspended at any point in the academic year with suspension retroactive to the first day of the term in which the incident or adjudication occurs.

8. Appeals

- a) Students may be able to appeal a decision of probation, suspension, and expulsion.
- b) Students appeal decisions regarding academic course dishonesty allegations (resulting in grade or academic major sanction), will be submitted to the Academic Dean.
- c) Appeals are to be received in writing within three workdays of receipt of the original decision unless a longer time frame is included in the sanction letter. The appeal shall state the grounds for appeal and the argumentation in support of the appeal.
- d) The decision/sanction of the Hearing Committee will be in effect until it is overturned by an appeal.

9. Grounds for Appeal

The following shall be allowed as grounds for appeal:

- a) New evidence not reasonably available at the time of the hearing.
- b) Violation of hearing procedures.
- c) Violation of a student's due process rights.
- d) Inconsistency of the sanction relative to the severity of the violating behavior.
- e) Decisions contrary to the weight of evidence.

Appeals on grounds other than the above may be allowed if the grounds can be adequately documented or supported. The letter of appeal will be reviewed by the Dean of Students who will determine whether an appeal hearing will be scheduled based on reasons cited in the letter and the quality of materials submitted. For cases involving sanctions of expulsion, or suspension of 10 days or longer, an appeal hearing is a student right if the appeal letter is submitted by the deadline. In cases where the sanction/decision has been imposed solely by the Dean of Students the letter of appeal will be reviewed by the FBCC President or his/her designee and the above process will be followed.

Possible appeal outcomes include: upholding the sanction; decreasing or increasing the sanction; or referring the case back for a rehearing. If it is determined that a rehearing is to be conducted, the same Hearing Committee will rehear the case within five workdays from the receipt of the written decision.

f. Due Process for Disciplinary Actions:

- a) Written notification of the allegations and the Code of Conduct that has been violated.
- b) The opportunity to hear the evidence against them and to question it.
- c) A timely hearing before an impartial person(s).
- d) An opportunity to present a defense and witnesses. The student may be accompanied by one advisor, (student, faculty, staff member, advocate, attorney, family member or other support person not involved in the same incident.) The advisor may not participate in questioning or presentation of information. Witnesses shall be excluded from those parts of the hearing which they do not testify, in either an open or closed hearing, with the exception of alleged sexual misconduct cases where the witness making the accusation may remain accompanied by one advisor.

- e) The right of the accused student to be accompanied by one advisor (student, faculty, staff member, advocate, attorney, family member or other support person not involved in the same incident). The advisor may not participate in questioning or presentation of information.
- f) A written notice of the decision and any applicable sanctions.
- g) An appeal following a formal hearing when there are sufficient grounds or as a matter of right in case of suspension or expulsion if the appeal letter meets the deadline and there are grounds for an appeal.

10. Due Process Academic Dishonesty

A faculty member will notify the Academic Dean who will then meet with the Dean of Students.

- a) Oral or written notice of allegations.
- b) An explanation of the evidence against them.
- c) An opportunity to present their side of the story.
- d) A written notice of the sanction(s) imposed.
- e) An opportunity to appeal the sanction(s) as long as new evidence can be produced to warrant such an appeal.

11. Zero Tolerance for Violence Policy

The Fort Berthold Community College (FBCC) will promote an environment free from threats and acts of violence, whether perceived or real. FBCC will not tolerate violence of any type or from any source, including threatening or violent action by employees, students or visitors against anyone on campus or during school related activities despite location.

It is the policy of FBCC and the responsibility of its employees, students, and visitors to maintain a campus free from threats and acts of violence. Fort Berthold Community College will work to provide a safe campus for its employees, students, and visitors.

All employees, students, and visitors on campus deserve to be treated with courtesy and respect. This will be accomplished by encouraging mutual respect, establishing open and honest communication, and enforcing zero tolerance for any type of violent behavior.

Fort Berthold Community College will foster an environment and culture without violence for its employees, students and visitors by information sharing, training, and enforcement. The policy of FBCC includes these items.

- a) FBCC will work to prevent and eliminate acts of campus related violence.
- b) FBCC will respond promptly, positively, and aggressively to deal with threats or acts of violence. That response will include timely involvement of law enforcement agencies when appropriate.

- c) FBCC hereby adopts, and will work to enforce a policy prohibiting possession of firearms and other dangerous weapons in and on college property.
- d) FBCC will treat incidents of campus-related threats or acts of violence as serious. Reports of such acts will be promptly investigated and appropriate and necessary action will be taken.
- e) FBCC will take strong disciplinary action, up to and including discharge from employment or enrollment at the college if an employee or student is involved in the commission of campus related threats or acts of violence.
- f) FBCC will support criminal prosecution of those who threaten or commit campus related violence against its employees, students, or visitors.
- g) FBCC will provide information and training for employees, students, and visitors to ensure a safe environment that is respectful, proactive, and responsive to threats or acts of violence.

Plan to Implement Zero Tolerance of Campus Violence

a) Safe Campus

The physical security requirements will be assessed including the procedures for appropriate response to threats and acts of violence. Facilities Maintenance/Security will assess annually and make recommendations for security needs.

b) Violence Prevention

Emphasis will be placed on treating all people with respect and dignity, and on maintaining a calm attitude and demeanor towards others. Attempts will be made to limit violence from all sources by positively affecting the attitudes and behavior of employees, students, and visitors. College operations will be conducted in a fair, efficient, reliable, and understandable manner.

c) Conduct Codes and Discipline

Standards of conduct at FBCC will be clearly communicated and consistently enforced and discipline will be used fairly, consistently, and appropriately to deal with instances of unacceptable behavior.

d) Leadership

All employees will be expected to promote positive behavior, and to lead by example the zero tolerance of campus violence.

e) Language and Behavior

Fort Berthold Community College will not tolerate rude, offensive, insulting, derogatory, hateful, threatening, or violent language or behavior among its employees, students, or visitors, including, but not limited to, such things as name-calling, heated arguments, obscene language or gestures, throwing things, harassment, pushing, stalking, insulting or slighting comments, bullying, hazing, unjust or unwarranted exercise of power, negative racial or sexual comments, assault, inappropriate touching, carrying weapons, making “fun of” or showing disrespect for others, offensive, derogatory or inappropriate reference to others, or any other form of language or behavior which intimidates, is offensive to , or manifests hostility toward another whether that language or behavior occurs on campus or at FBCC functions away from the campus.

f) Staff Training

Training will be provided for all employees on how to deal with threats and campus related violence. Specific training about how to respond to threats and violence, as well as awareness, identification, prevention, and de-escalation of violence will also be provided. Assessment will be conducted annually to determine training needs. Training that fosters a positive environment such as stress reduction, positive communication skills and conflict management will be made available.

Valuing and Respecting Diversity

It is the policy of Fort Berthold Community College to value and respect individual differences among people. Harassment of any person on campus is strictly prohibited. Harassment can be any behavior which is unwelcome, personally offensive, insulting, or demeaning and has the purpose or effect of unreasonably interfering with an employee’s or student’s performance, or of creating an intimidating, hostile, or offensive campus environment. The Administration will treat reports of harassment and discrimination seriously. Reports will be promptly investigated, and if necessary, appropriate disciplinary action will be taken.

Supervisory Responsibilities

Supervisors have the primary responsibility for ensuring a safe environment. They are specifically empowered to take immediate action to resolve or stabilize violent situations and to protect people on campus. Supervisors will make sure that the appropriate response resources are notified immediately when a threat is made or a violent incident occurs. They will ensure appropriate disciplinary responses to workplace violence.

Incident Response

The Fort Berthold Community College’s Student Support Services and Plant and Security administrators will be responsible for coordinating responses to violent or threatening situations on campus. They will assist supervisors in (a) the development of applicable training programs, (b) referral agent and information source for supervisors and others with regard to campus-related violence, (c) assist with situation assessments and

evaluations, (d) ensure follow-up appropriate action is taken, investigation, victim assistance, preventive, and corrective action.

Incident Reporting

All incidents of threats or acts of violence are to be reported utilizing the “Incident Report Form”. For immediate assistance, everyone will report the violent incident to the Plant and Security Administrator (FBCC Maintenance personnel also the Campus Security) or the Police whichever is appropriate. The Campus Security personnel or police will then remove the perpetrator and secure the campus. The reports will need to be followed up on with the appropriate personnel. If there is no longer a threat of danger, reports can be made directly according to the following:

1. Students report incidents to the Student Senate President or the College Counselor.
2. Employees report incidents to their supervisor who will immediately notify the accused perpetrators supervisor if it is an employee supervised by someone else.

If not immediately available, notify Campus Security.

- a) Visitors can notify and submit reports to Campus Security.
- b) Reports will be made on the incident form and witnesses will be listed.
- c) Each report will be followed up on appropriately.
- d) Media inquiries will be referred to the Presidents’ Office for the official comments.

The policy will be discussed at new employee orientation and new student orientation. A copy of the policy and plan will be available from the Student Affairs Office and the Business Office and a copy will be given to each new employee and student. A copy will also be accessible from the college website.

Grievance Process

The following steps apply in all cases where the Fort Berthold Community College conducts a grievance hearing over student, staff, or faculty at Fort Berthold Community College.

- a. Initiation of Complaint

Any member of Fort Berthold Community College community, or other individual who has been impacted by the alleged behavior of a student, staff, or faculty member, may initiate a complaint by contacting the offices of Academic Dean or Dean of Students. Before actions may be taken, the complaint must be submitted in writing. While anyone may submit a complaint, the Fort Berthold Community College determines whether a hearing will occur. In all cases, Fort Berthold Community College is the formal complainant.

b. Notification of the accused

A student, staff or faculty member, violating college policies will be notified in writing of the nature of the allegations, the policies allegedly violated, and the possible sanctions. The notification will be sent to the local address.

i. Preliminary Conference

An accused student will meet with the Dean of Students or Academic Dean in a preliminary meeting, the purpose of which is to ensure that the student understands the disciplinary process and his/her due process rights. Failure to attend a preliminary conference meeting will result in a formal hearing to be scheduled. The student may request one change in date and time of preliminary meeting by requesting it 24 hours in advance of the scheduled conference.

d. Informal Resolution Process

In conjunction with the preliminary meeting, the Dean of Students or Academic Dean shall offer the accused student an opportunity to informally resolve the alleged violation. This will involve a review of the incident and discussion of the applicable sanctions, if the accused student acknowledges responsibility for the violation. The student has three class/business days from the date of signing the informal resolution agreement to reconsider the agreement and request a formal hearing. The outcome of an informal resolution cannot be contested after three class/business days have elapsed. There are no appeals. The outcome of a formal hearing will replace the agreement reached through the informal resolution.

e. Formal Resolution Process

Cases that cannot be resolved informally will proceed to a formal hearing. The case will be assigned to hearing committee appointed by the Dean of Students and the Academic Dean. Accused students who fail to appear for a hearing after proper notice will be adjudicated in their absence based on the evidence presented at the time of the hearing. The outcome of a formal hearing must be communicated to the accused in writing.

Disciplinary Outcomes

When a student is found responsible for violation of Fort Berthold Community College policies, one or more of the following actions may be taken:

a) College disciplinary warnings

The issuance of written warning that indicates the alleged action constitutes inappropriate behavior for a member of the College community. Warnings cannot be appealed.

b) College Disciplinary probation

Continuance at the College but under specific conditions or required activities imposed for a specified period of time resulting from a policy violation. This is period of observation during which time the student is expected to demonstrate a willingness and ability to strictly comply with the College standards. Progressive disciplinary actions will result, including suspension or expulsion, if repeat violations occur, especially during the probationary period.

c) Required compliance

Includes such activities as carrying out a college mandate as condition for being admitted, continuing enrollment, or graduating from the College; restrictions of privileges; withholding of a formal academic transcript or degree for specified time; revocation of a degree; denial of privileges of representing the College in extracurricular activities; loss of computer access through the College.

d) Education

Mandatory educational activities such as workshops and writing assignments.

e) Community service

Assigned volunteer hours on- campus or in the community.

f) Restitution

Required services, payment or reimbursement of funds to the college or to other persons, groups, or organizations for damage incurred as a result of a violation of College policies.

g) Confiscation

Confiscation of goods used or possessed in violation of College regulations. College disciplinary suspension: separation from the College for a specified period of time. During the suspension period the student cannot qualify for graduations nor progress toward a degree by registering for, taking, or completing classes at the college.

The college reserves the right to deny transfer of credits earned elsewhere during the suspension period.

Additionally, the student can't participate in a college sponsored activity or be present on campus without prior approval from the Office of the Academic Dean or Dean of Students. Conditions for re-admission may be specified. Notation of such suspension is made on the student's academic transcript. The Notation is removed at the end of the suspension period.

h) College disciplinary expulsion

Permanent separation from the College. Notation of the expulsion is made on the student's academic transcript. Students may be suspended at any point in the academic year with suspension retroactive to the first day of the term in which the incident or adjudication occurs.

12. Sexual Assault Policy

The Fort Berthold Community College Sexual Assault Policy is designed to specifically address “the public well being” of FBCC’s student, faculty and staff. To meet this dimension of FBCC’s mission statement and as an ongoing goal, we must strive to create a campus community, which is intolerant of sexual harassment and all forms of abuse including sexual assault. In sexual assault instances, FBCC is committed to the following threefold process:

- a) To provide crisis intervention measures and a campus judicial response for the accuser and the accused;
- b) To refer students to criminal authorities; and
- c) To educate and promote discussion on interpersonal abuse and violence issues. FBCC’s process does not preclude adjudication under the North Dakota Century Code.

Definition

Sexual assault is any sexual behavior between individuals to which one person does not or cannot consent. Gross sexual imposition is much broader than the traditional concept of rape. Gross sexual imposition involves:

- a) sexual act/s or contact/s with another which can involve compelling a person to submit by force or threat of force
- (b) use of intoxicants to substantially impair a person’s power to give consent
- (c) engaging in such act/s when there is reasonable belief that the other person suffers from a mental state which renders him or her incapable of understanding the nature of the contact
- (d) when the person is under fifteen years of age; or (e) when the person is unaware a sexual act is being committed. The abuse of alcohol or drugs does not relieve individuals of their responsibilities to themselves or others.

Prevention

FBCC attempts to foster a safe learning and living environment on campus for all members of the FBCC community. To accomplish this, FBCC considers the physical surroundings; educational programming that addresses all aspects of sexual assault (safety precautions and prevention, crisis management, reporting, medical and counseling services, availability of legal services, FBCC discipline system, academic schedules,

living arrangement, etc.), and the campus response to sexual assault. FBCC continually reviews and modifies its physical surrounding to enhance security and safety such as campus lighting, locking procedures, signage, etc. For further safety information, contact the FBCC Campus Security Office ext. 269. FBCC develops curricular and co-curricular educational programs concerning sexual assault. Involved students, faculty, staff and community members provide information and promote discussion on interpersonal abuse concerns. For further information about campus educational programs concerning sexual assault, contact the FBCC Advocate Office or the Dean of Students Office.

Response

FBCC's response to sexual assault may involve a number of individuals, i.e., Campus Security, Campus Crisis Team, Medical and counseling services personnel. In addition, for on campus cases, there is a timely campus based investigation, which is confidential and thorough and protects individual rights and due process. The accuser is presented with options about how he/she wants to pursue the complaint.

Reporting

The guiding principle in the report of a sexual assault is to avoid possible re-victimizing the accuser by forcing the individual into any plan of action. A student who has been sexually assaulted has several options. The available options are:

Student Options:

- Discussing assault with friend, counselor, etc.
- Pursuing medical treatment
- Pursuing counseling services with appropriate agencies
- Initiating a campus and/or criminal complaint for on-and off-campus cases (off Campus cases are handled as a criminal complaint)
- Deciding on the use of his/her name to agencies when filing a complaint

Students can be assured that, when they share assault information with medical, police, and/or FBCC officials, confidentiality will exist within the framework of each agency's governing body (i.e. state law, licensing, FERPA, etc.) and follow a "need to know concept". FBCC Administrative Referrals: The accuser who chooses to contact an FBCC representative (or an FBCC representative who may have been notified by other means) has the following options:

- Medical facility
- FBCC Security/T.A.T. Tribal Police Dept. (investigative criminal complaint)
- FBCC Campus Crisis Team (Coordination)
- Dean of students Office or FBCC Security for investigation of complaint and possible administrative and judicial action
- Contact with family and friends
- Follow-up counseling to FBCC Advocate Office or non-campus counseling agencies

Process

- a) In the event of a medical and/or police emergency, medical response personnel and/or police should be contacted by calling 911. The accuser is encouraged to seek medical attention. A medical exam will treat physical problems and may answer other medical issues.
- b) The accuser is encouraged not to destroy evidence by bathing, douching, changing clothes or cleaning up in any way. The accuser is encouraged to preserve the evidence should a report be filed. A report to the police can empower the accuser by exercising her/his legal rights and can aid in the protection of others.
- c) If the accuser wants to report the assault to the campus Security, a FBCC Advocate will be notified for immediate emergency assistance. A FBCC Crisis Team Member could be available to offer support to the accuser who may be experiencing possible conflicting feeling and thoughts and will aid the accuser in developing options.
- d) The accuser and the accused may seek assistance at any time from the FBCC Counseling Center at no charge.
- e) If the accuser has decided not to report the assault at this time, other alternatives may include:
- f) Making a blind report to the police. (A blind report notifies the police that a sexual assault has occurred, but gives no names or identification.)
- g) Making the decision to report at a later date, however, early reports may improve the preparation of viable prosecution. Filing a police report immediately following the incident does not force the accuser to file charges and prosecute the accused; however, it does aid in the preservation of valuable evidence if the accuser decides to prosecute at a later date.
- h) At any time, the accuser may contact any of the referral agencies previously mentioned for help.

The accuser may choose to contact the **Dean of Students Office**. Initially the student making an accusation can expect the following from the Dean of Students Office:

- a) The accuser will be encouraged to file a police report. The police will then advise the accuser of the legal process. The accuser may also be encouraged to seek assistance at the FBCC Counseling Center and/or the T.A.T. Domestic Violence Program. If the accuser does not choose to fill a report, the accuser may still file an administrative (judicial) complaint through the Dean of Students Office, as well as seeking support from the FBCC Security Department or other referral agencies previously mentioned.
- b) On campus adjudication for students is conducted through the Dean of Students Office. Off campus cases are handled by the T.A.T. Tribal Police Dept., Tribal Court and Domestic Violence Program.

- c) In on-campus judicial cases, the dean of Students Office will proceed as outlined in the FBCC Student Handbook ensuring due process and protection of rights of both parties.
- d) The accuser and the accused will be notified of investigation and/or hearing results.
- e) If a faculty or staff member is involved, the FBCC Advocate's Office may handle the incident.

For more information on the process of reporting incidents refer to the Student Handbook, Dean of Students or Personnel Manual.

The **Dean of Students Office** and the FBCC Security Dept., along with other departments, can provide the following services to assist the accuser:

- Reassign parking (FBCC Security Dept.)
- Can be assigned a Counselor. (FBCC Advocate's Office)
- Escort Services (FBCC Security Dept.)
- Assistance in receiving a protection order (FBCC Advocate's Office & TAT tribal Court)
- On-Campus change of residence, phone number.
- Alter academic schedule (Dean of Students Office)
- Withdrawal from FBCC (Dean of Students Office)
- On-campus judicial procedure (Dean of Students Office)
- Other referrals as necessary. Other general protective and preventative services are offered by the TAT Tribal Police.

These include:

- 1) Offering educational programs, on request.
- 2) Checking all campus lighting.
- 3) Patrolling the campus 24 hours per day.
- 4) Posting notices in appropriate areas when a sexual assault has occurred.
- 5) Emergency phones located throughout the campus.

Intervention

As a matter of official policy, FBCC actively provides services for all parties in sexual assault cases. FBCC continues a coordinated response system that attends to the accuser's physical and emotional well being as well as the safety of the community. All reports of sexual assault are treated with respect to the privacy of the individuals. Incidents are reported to appropriate departments and agencies in consideration of safety concerns and investigative needs. In addition, FBCC publishes and reports, in statistical form, annual incidents of sexual assault. Contact your Title IX Coordinator through the FBCC Advocate Office for more information and assistance concerning sexual assault.

Judicial

The rights of both the accuser and the accused will be respected. FBCC imposes sanctions upon persons found to be violators of the sexual assault policy. These sanctions vary and can include, but are not limited to, indefinite suspension. In addition, an individual charged may be subject to prosecution under the North Dakota Century Code. See N. D. Century Code 12.1-20-07.

13. Alcohol and Drug Policy

Fort Berthold Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

Fort Berthold Community College will impose disciplinary sanctions on students and employees including expulsion from school and termination of employment and referral for prosecution for violators of the standard of conduct required by paragraph one. Violators may also be required to complete an appropriate rehabilitation program

14. Drug Free School

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CRR part 85, Subpart F, for all federal grantees, as defined at 34 DFR Part 84, Section 85.605 and 85.610, the Board of Directors of Fort Berthold Community College hereby establishes that:

- a) Fort Berthold Community College intends to provide its employees and students with a drug-free workplace. It is important that employees and students understand the policy of Fort Berthold Community College:
- b) It is unlawful to manufacture, distribute, dispense, possess or use of a controlled substance in the workplace is prohibited. Any employee violating this policy will be subject to discipline up to and including termination. For more information, contact the Chief of Staff.
 - 1) The College will establish an on-going drug-free awareness program, in keeping with its other in-service policies and practices for employees.
 - 2) Fort Berthold Community College does not differentiate between drug abusers and drug pushers or sellers. Any employee who unlawfully gives, or in any way transfers, a controlled substance to another person or sells or manufactures or unlawfully uses controlled substance while on the job, in the workplace, or at a site which the college's work is performed, will be subject to discipline, up to and including termination.

(Drug Free School Continued)

- 3) It is a requirement that all employees of a federally funded institution abide by conditions of the Drug-Free Workplace Act. In keeping with the provisions of the Act, employees will:
- Abide by the terms as listed above.
 - Notify the College in writing of his or her conviction for a violation of criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
 - Understand that the College President is obligated to report all employees convicted of criminal drug offenses to all its federal granting agencies.
 - Understand that the College is required to take appropriate personnel action to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or
 - May require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health organization.

Fort Berthold Community College hereby declares its intent to continue to maintain a drug-free workplace through the implementation of the above policies and practices, as approved by the Board of Directors at its regular September meeting, 1991.

a. Domestic Violence

If a student or staff member has a protection order from a court, they need to make a copy available to Campus Security. Campus Security will enforce the order on campus. In addition, the Campus Crisis Team will make accommodations for the student or staff member if the accused is a member of the college community.

b. Family Educational Rights and Privacy Act (FERPA)

A federal law known as the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment) provides that students in post-secondary institutions be extended the right to inspect and review any record, file, document and other materials which contain information directly related to them. The law specifically denies access to such confidential records to all other parties without the written consent of the student, except under limited and specific circumstances.

Fort Berthold Community College is in full compliance with the federal law pertaining to student records. A complete statement of the Family Educational Rights and Privacy Act of 1975 is available in the Registrar's Office and further detailed in the Student Handbook.

(Family Educational Rights and Privacy Act (FERPA) Continuation)

The following directory-type data may be given to any inquirer without written authorization from the student: name, address, telephone number, e-mail address, date and place of birth, major, fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent educational institution attended, class schedule, class roster and photograph. Any student wanting any of all of this information to remain confidential must inform the FBCC Office of Admissions and Records in writing by the end of registration period of each semester. Requests for release of information to be denied are only valid for the semester in which the request was made.

The Registrar's Office maintains information regarding the student's academic progress including grade reports and permanent academic records (transcripts).

The Registrar's Office is also responsible for collecting and maintaining current and accurate student information, such as Tribal enrollment status, address, major, and advisor's name. This information is required by the federal government for determination of funding and also for maintaining accurate mailing address for the student body. Personal data changes such as change of address, change of major, or change of advisory should be reported to the Registrar's Office.



17. Title IX

Fort Berthold Community College operates with the Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1973 which provides; that:

Fort Berthold Community College does not discriminate on the basis of handicap, race, color, race, sex, religion, national or ethnic origin, in the administration of its educational, admission, financial aid, recreational, employment, or other college policies and programs.

Procedures:

Specific complaints alleging discrimination should be in written form and referred to:

Fort Berthold Community College Academic Dean
Dr. Clarice Baker-Big Back
P. O. Box 490
New Town, ND 58763
(701) 627-4738 ext. 248

Fort Berthold Community College Dean of Students/ADA Coordinator
Susan Paulson
P. O. Box 490
New Town, ND 58763
(701) 627-4738 ext. 284

Fort Berthold Community College Campus Security/Facilities Coordinator
Keith Smith
P. O. Box 490
New Town, ND 58763
(701) 6274-4738 ext. 269

Fort Berthold Community College Campus Retention Counselor
Judy Yessilth
P. O. Box 490
New Town, ND 58763
(701) 6274-4738 ext. 247

Fort Berthold Community College President will have the discretion to review the facts and authorize further consideration.

If the person filing a complaint wishes to pursue the complaint, a written report, can be filed with the Chicago Regional Office. Address: 111 N. Canal St., Room 1053, Chicago, IL 60606. Voicemail – (312) 886-8434, Fax – (312) 353-4888 and TTY – (312) 353-2540, Department’s Website: www.ed.gov, OCR’s Website: www.ed.gov/ocr

18. Counseling

Counseling services are provided in personal, academic, and vocational/career guidance. Family Support in education and retention strategies are offered to all students to maintain a sense of family in the home and at college. The services are provided on a walk in basis or through appointments. The Retention Counselor is also an Academic Advisor and provides information and skills that will be personally and professionally useful regardless of academic or career pursuits. Counseling Services commits to providing the Center of Student Learning which will be bolstered by family support and respect for cultural values.

Confidentiality is maintained and follow up is provided for referral or needed services. The Retention Counselor is available to assist students with referrals to appropriate federal, state, and tribal agencies for guidance. The Retention Counselor is also responsible for ACT testing. The Retention Counselor maintains a Career Center and up-to-date information on trends and projections of the world of work.

19. Foundation Skills

The Foundation Skills courses provide basic skills instruction for math, reading, and writing. The placement of students in the basic skills classes will be determined by testing at registration. The instruction is designed to meet the varying needs of the student and to help the student become competent in basic skills necessary for freshman level placement. These credits may be applied to the total credits earned as electives.

20. Student Success Committee

Retention Counselor, Tribal 477 Program and Tribal Social Services meet monthly to review students they have in common. Attendance, Work Study and special needs are reviewed

21. Tutoring Program

Tutoring services are provided in all subject areas. Tutors must sign a contract and are compensated at an hourly rate. Students may request a tutor or be referred for tutoring by an instructor. The forms may be obtained from the Dean of Students. A student assistance lab (internet café) is available in the student union lounge. This is where part time tutors can offer help to students when needed.

22. Community Mentor Program

The Mentor Program is to support students, who attend FBCC in their home communities of **Mandaree**, **Twin Buttes** and **White Shield**. To help students succeed in college, the mentors provide a strong support system through basic skills, tutors, college survival skills, library usage, research papers, career information, computer study labs, registration, financial aid application assistance, attendance aids and liaison duties to the college.

H. GENERAL EDUCATIONAL DEVELOPMENT (GED)

1. Adult Basic & Secondary Education (GED)

The Fort Berthold Community College, Adult Basic and Secondary Education and Literacy Education Program offers GED classes in six communities on the Fort Berthold Reservation: New Town /Four Bears, Parshall, White Shield, Twin Buttes and Mandaree. Our Adult Learning Centers (ALC's) provide services to assist students increase their knowledge and improve their skills in the areas of Language Arts, Reading, Social Studies, Science, and Mathematics.

2. (GED) General Educational Development Test

- **Language Arts:** Writing Part I: Organization 15%, Sentence 30%, Usage 30%, Mechanics 25% (50 questions) (75 minutes).
- **Language Arts:** Writing, Part II Essay (45 minutes).
- **Social Studies:** U.S. History 25%, World History 15%, Civics & Government 25%, Geography 15%, Economics 20%, (50 Questions) (70 minutes).
- **Science:** Life Science 45%, Earth & Space Science 20%, Physical Science 35%, (50 Questions) (80 minutes).
- **Language Arts:** Reading, Non fictions Texts 25%, Literary Texts 75%, *Prose Fiction, *Poetry, *Drama, (40 Questions) (80 Minutes).
- **Mathematics:** Number Operations and Number Sense 25%, Measurement and Geometry 25%, Data Analysis, Statistics, & Probability 25%, Algebra 25%, (Part I: 25 Questions with calculator, (Part II: 25 Questions) (90 minutes).
- **GED Scores:** After you complete each GED Test, you will receive a score for that test. Once you have completed all five GED Tests, you will receive a total score. The total score is an average of all the other scores. The highest score possible on a single test is 800. The average score needed to pass a test is 450.

Why should you take the GED Test? A GED certificate is widely recognized as the equivalent of a high school diploma and can help you in the following ways: Employment, Education, and Personal Development.

3. National Adult Education Honor Society

The Fort Berthold Community College –Adult Basic & Secondary Education faculty and administration has been nominated the Bearer of Membership in the National Adult Education Honor Society (NAEHS) The membership in the honor society is based on a number of criteria including cooperation with fellow students and faculty, ability and desire to learn, initiative, perseverance, effort and academic achievement, Also based upon outstanding performance as an adult learner, we believe the nominee exemplifies these characteristics.

Fewer than three percent of those who attend adult education programs receive **NAEHS** recognition. The **NAEHS** Characteristics are Perseverance, effort, initiative, cooperation, and academic achievement

For More Information Please Contact:

Betty Lockwood

Director, Adult Basic & Secondary Education & Literacy Education

PO Box 490

Fort Berthold Community College

New Town, ND 58763

1 (701) 627-4738 ext. 258

I. FORT BERTHOLD LIBRARY AND LEARNING RESOURCE CENTER



Fort Berthold Library and Learning Resource Center is an integral part of the educational process. One FBCC Core Competency is Information Literacy or the ability to find, retrieve, analyze and use information. Students also develop skill to appraise information obtained by authority, accuracy,, objectivity, scope, and timeliness criteria.

The Library collection of over 12,000 volumes includes serials, reference, fiction, legal and children's titles. A prominent feature of the collection is the Indian Studies holdings. A Special Collection is under development, which contains titles about the Mandan, Hidatsa, and Arikara tribes. The Special Collection may only be used on-site.

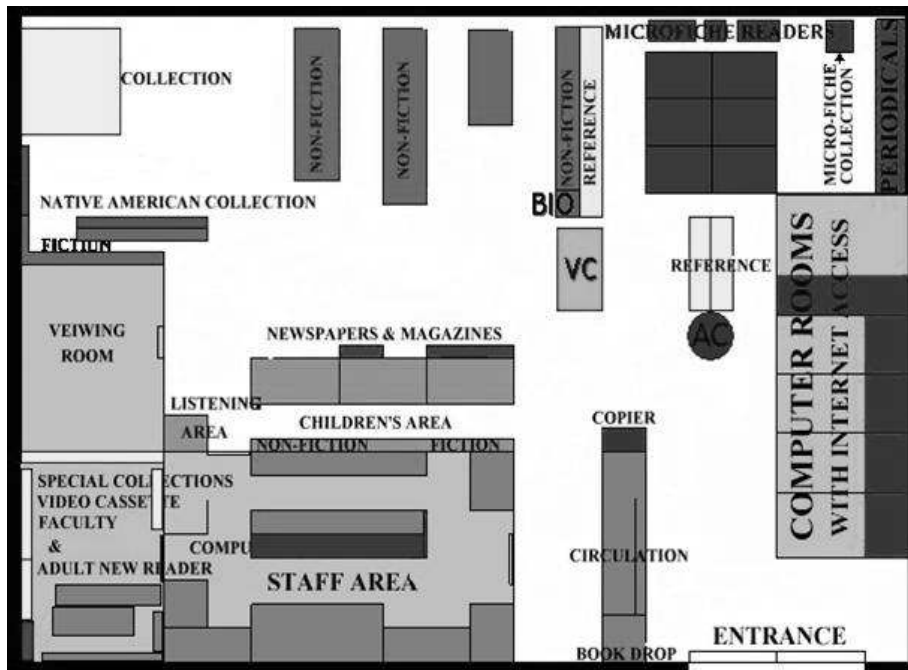
Services include:

- Information Retrieval and Research and Assistance
- <http://lib.fbcc.bia.edu> Online Public Access Catalog with specified database access
- -Public Access Computers
- Instruction on Information Resources
- Study Area
- Viewing/Meeting Room
- Interlibrary Loan

Normal hours of service are 8:00 a.m. to 5:00 p.m. The library extends the normal hours of operation only when sufficient staffing exists to do so. Circulating books are loaned for two weeks. Periodicals are loaned. Videos are loaned on a refundable deposit basis.

Equipment provided for in-library use includes DVD/VHS player, FAX machine, photocopier..

The following is a map of the FBCC Library



“By activated knowledge, we mean taking into the mind, and actively using, information that is not only true but that, when insightfully understood, leads us by implication to more and more knowledge.”
(Elder, 2001)

J. COMPUTER SERVICES

Fort Berthold Community College's Computer Services offers a variety of services to support faculty, staff, and students in several areas: teaching, research, public service, and administration. Some of the supported areas include computer networking, word processing, printing services, e-mail, and Internet access. To take advantage of the services available, you must obtain a computer account.

Computer networking involves the transmission of messages, mail, images, and other information in electronic digital form between computers, regardless of location,

connected by a telecommunications link. Computer networking includes electronic bulletin boards, computer conferencing, list servers (computers that send messages on specified topics to subscribers signed on the list) and so-called file servers (computers with remotely accessible files of information.)

Computer networks come in all sizes; they span buildings, towns, regions, and countries. Local area networks (LANs), the smallest, are generally located within one building. Computers joined over long distances are called wide area network (WANs). LANs and WANs can be connected to form internet works. The largest internet work today, spanning the globe, is the Internet.



Distance Education

1. High Plains Rural Systemic Initiative



The High Plains Rural Systemic Initiative (HPRSI) is a collaborative effort among six states in promoting science, mathematics, engineering, and technology (STEM) using the tribal colleges as a spring board in addressing systemic change in how science, mathematics, engineering, and technology is being delivered.

HPRSI is a National Science Foundation project and is administered by the Turtle Mountain Community College in Belcourt, ND. HPRSI primary goal is the successful and sustainable improvement of science, mathematics and technology education. The focus of the initiative is at the Kindergarten through lower division undergraduate (K-14) level in rural, economically disadvantaged, geographically challenged and sparsely populated areas.

HPRSI foresees a time when all schools and colleges that enroll a significant number of Indian children will teach mathematics and science in ways that are consistent with cultural needs of students, and based on teal requirements for the development of their region. For more information, please contact the HPRSI staff at the College.

2. North Dakota Interactive Video Network

The North Dakota Interactive Video Network (NDIVN) allows people separated by great distances to see and talk to each other. Using the latest advances in communications technology can hold all courses, meetings, and seminars. The North Dakota University

System and the Information Services Division have developed a statewide backbone inclusive of regional switching hubs for video activities. With the addition of the NDIVN classroom Fort Berthold Community College will be capable of:

Delivering quality post-secondary programs and services to citizens who would not otherwise have access to these services, improve the quality of offerings by sharing knowledge, courses, services and resources with other institutions, expand services to the state through cooperative arrangements with elementary, secondary, and vocational education, state agencies, the private sector, and other states.

3. CLAN - Closed Local Access Network

Also referred to as PicTel. The Fort Berthold Community College (FBCC) employ's video conferencing technology to distribute courses to the satellite campuses of Mandaree, White Shield, and Twin Buttes. FBCC also collaborates with the North Dakota Interactive Video Network & INBRE formally the North Dakota Biomedical Research Infrastructure Network (BRIN) which brings students together from around the Reservation & the State. Using videoconferencing technology means that two or more people at other locations can see and hear each other at the same time, sometimes even sharing computer applications, documents, movies and other formats for collaboration. Placing a video call is a lot like placing a telephone call. After you connect, you see the other person in color video (TV) and may be able to transfer files or collaborate via options such as document sharing or white boarding. FBCC utilizes equipment from PolyCom Worldwide to conduct videoconferencing courses.

4. Blackboard & Online Courses

Blackboard is the system that FBCC utilizes to provide online courses and course websites for each class. All FBCC students receive a Blackboard account during the first week of classes. This service allows students to access courses that are academically challenging and utilize secure web pages & communication tools; such as e-mail, chat, list, discussion boards, etc. to communicate with instructors & other classmates. FBCC Blackboard can be accessed at <http://bb1.fbcc.bia.edu>

Students are introduced to Blackboard during Student Orientation and are provided help or support throughout the year by the Technology Department. Students should have a working knowledge of the Internet, know how to use a web browser such as Internet Explorer or Netscape, and be familiar with Windows 98/2000/XP or compatible systems. Online courses can be accessed from any computer! (With an Internet connection). More information can be found on the FBCC Distance Education website located at http://www.fbcc.bia.edu/DE_introduction.htm

5. TITLE III, Strengthening Institutions Program

Title III, “Strengthening Institutions Project” is a federally funded program under the Department of Education, which will provide funding for FBCC for a total of five years.

The grant supports a technology-centered Management Information System for college-wide (campus and three sites) use and will provide construction costs for an instructional learning facility to meet demands of growth. The project also has received funds to support Title III personnel (under the umbrella of the FBCC Technology Department) and equipment required to run the project.

Faculty are now able to bring technology into the classroom; provide industry-training programs for other tribal agencies, and provide training programs for under-prepared students for a high-tech job market. Faculty also has the ability to access information that will enhance student advisement and teaching.

Departmental administrators can now access information for decision making and for office and college-wide communication of information.

K. STUDENT CLUBS AND ORGANIZATIONS

The College encourages the development and maintenance of student clubs and organizations. Students are invited to participate in extra-curricular activities on campus. The American Indian Higher Education Consortium (AIHEC) sponsors student activities which include Student Recognition Awards, Student Congress, Academic Bowl, Business Bowl, Speech/Drama, Math/Science, Art/Poster Contest and basketball tournaments. Some of the campus clubs are Student Nursing Organization (SNO), American Indian Business Leaders (AIBL), Drama Club, Red Vision Indian Club, Nursing Club (a chapter of the National Alaska Native American Indian Nurses Association). American Indian Science Engineering Society and organizations sponsored for other collegiate life. The advisors for these clubs are volunteers and are generally faculty members, who have expertise and experience in specific areas.



1. Student Nursing Organization (SNO)



All nursing students are eligible for membership in the Student Nurses Organization. This organization actively promotes and supports nursing and healthcare/wellness at Fort Berthold Community College and in the community. Members organize and work on projects throughout the year.

2. American Indian Business Leaders (A.I.B.L.)

The American Indian Business Leaders (AIBL) was organized to give Business students the opportunity to participate in tribal college competitions which focus on Leadership and Business related topics.



2. American Indian Higher Education Consortium (AIHEC)

AIHEC sponsors student activities; FBCC students take an active role in these activities, which include Student Recognition Awards, Student Congress, Academic Bowl, Business Bowl, Speech/Drama, Math/Science Poster contest, and Basketball Tournaments.

3. American Indian Science and Engineering Society Chapter (AISES)

AISES promotes science activities and participates in reservation wide K-14 Science related programs.

4. Arts Club

In 2005, the Arts Club was chartered to involve students in furthering the Arts. The Arts club assisted the Welding program with creating an emblem of the FBCC logo to be put outside at the entrance of the College. Classes prepare Art Shows to exhibit student work each semester as well as participate in AIHEC.



5. Drama Club

The Fort Berthold Community College Drama club is organized to present live theater productions using both Native American and Non-Native scripts. Many aspects of drama will be investigated, such as costuming, make-up, set and prop construction and sound effects. Anyone interested in acting or working on a production is encouraged to join the Drama Club.

6. Energy Technology Club

In 2005, this club began and has a goal to assist students to review career opportunities in the field of Energy as well as having to learn and keep up with innovations in the field.

7. Science Research

The Science Department at FBCC currently has grant programs that enable tribally enrolled students to be employed to conduct research projects. These grants provide students with supervised experience in the process of conducting scientific research including planning, designing, implementing, evaluating, and reporting on an individual research project.



These projects are on a wide array of environmental and bio-medical sciences and are conducted with assistance from local, tribal, and federal agencies and personnel.

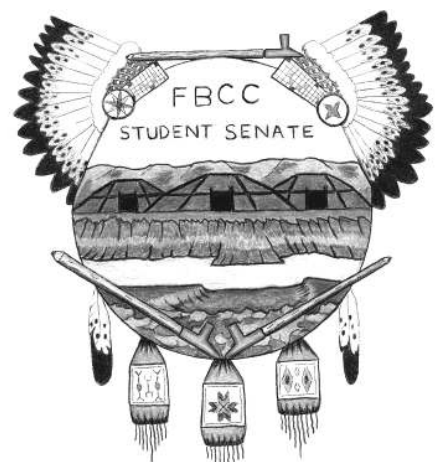
For further information on these programs, interested students should contact any science or math faculty member.

8. Strategies for Ecology Education, Development and Sustainability (SEEDS)

SEEDS is a chapter through The Ecological Society of America (ESA). This chapter is open to students interested in the environment. Activities that promote environmental awareness and ecological activism and education are all conducted by chapter members. For information regarding the SEEDS chapter, contact any science faculty.

9. Student Senate

The Student Senate is the student's chief governing body, and all enrolled students are automatically members. The Student Senate organizes various student activities and college events, and it represents the students by giving them a voice to express their concerns and opinions to the faculty and administration. All students are encouraged to take an active role in this organization. Elections are held annually for officers from the membership at large. These offices include: Student body President, Vice-President, Secretary, Treasurer and Student Representatives from the main campus and the communities. The Student Senate has a budget and a staff advisor.





L. **Assessment of Student Learning**

FBCC Philosophy of Assessment

Assessment of Student Learning at FBCC is designed to ensure that each segment of the College contributes in a positive way to the student's learning experience. Fort Berthold Community College believes that:

- Continual assessment and feedback produces an academic environment that enables each student to progress toward his or her potential
 - Nurturing students' human potential is vital to the well-being of the MHA Nation
 - Assessment supports the goal of producing students who can successfully continue their formal education at transfer institutions, or who are able to excel in their chosen career fields.
- Assessment also ensures the accountability of the college; validation of student learning likewise validates the expenditure of resources required to provide educational services.

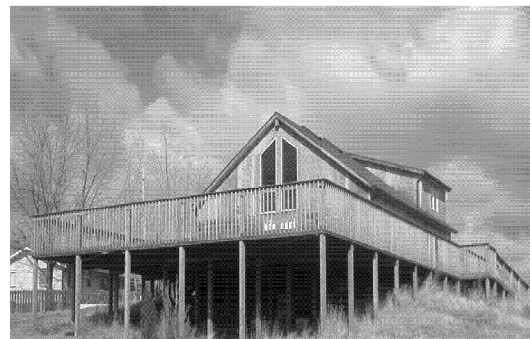
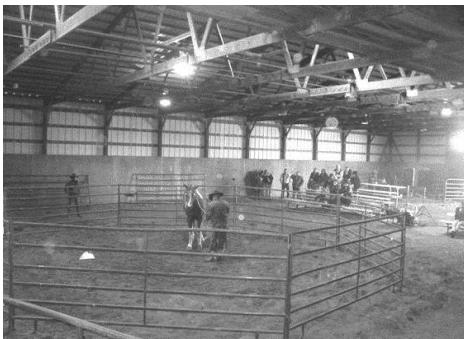
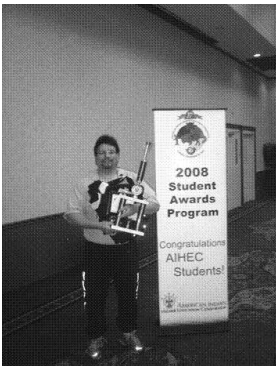
Assessment is not confined to graduates. Upon entry to FBCC, all students who have not previously attended college, or plan to register for Mathematics or English courses, will be tested to determine proficiency in Mathematics, Reading, and Writing. These tests will ensure proper placement of students in these courses, maximizing the likelihood of student success.

It is vital that students give full effort when participating in Outcomes Assessment activities, in order that the College be able to document successful learning outcomes. Students should also be aware that some regular class assignments may be used for Assessment purposes as well as part of their grade in the class.

Student Learning Assessment is performed on several levels:

- Institutional—Have students internalized the Earth Lodge Model, and mastered the four Institutional Core Competencies of Constructivism, Culture, Technology, and Information Literacy?

- General Education—Have students demonstrated an understanding of principles, concepts, and methodologies both unique to and shared by the various disciplines? Have they attained the knowledge and skills necessary to understand and evaluate:
 - The physical world,
 - The contributions of both men and women,
 - Their culture and other cultures, and
 - The society in which they live?
 Can they connect various fields of knowledge in order to become active participants in a diverse society?
- Program (Field of Study)—Have students mastered the stated outcomes relevant to their area of specialization?
- Course—Have students' demonstrated competency in the learning objectives for a particular course?



M.

ACADEMIC INFORMATION AND POLICIES

This bulletin provides the necessary information about academic policies and procedures of the College.

Students are expected to familiarize themselves with this information and be knowledgeable about the policies contained therein.



1. Academic Advisor

All new non-degree students are required to complete a personal career counseling session with their Academic Advisor during their first semester at FBCC, or prior to the completion of 16 semester hours of credit.

2. Student Learning Assessment

Students graduating from Fort Berthold Community College in selected discipline must complete an Electronic Portfolio.

The e-portfolio demonstrates student proficiency of institutional and program learning outcomes. Three required one credit hour classes help students complete the e-portfolio.

Psych 100-Psychology of Student Success: This class connects new students with the Student Services Department and ensures appropriate paperwork is completed for financial aid including scholarships. Career assessment and counseling is embedded in the course. Basic life, college survival, and study skills are included. The student is introduced to the software and methodology to begin the e-portfolios. The second and third required classes are CSCI 117/118 Front Page I & II.

3. Graduation Requirements

In order to graduate with an Associate of Arts Degree, Associate of Science Degree, Associate of Applied Science Degree, or Vocational Certificate from the Fort Berthold Community College, candidates must:

- a) Complete all general education and core professional requirements, or certificate requirements of the program in which enrolled.
- b) Be enrolled during the current academic term.
- c) Have a minimum cumulative grade point average of 2.00.



- d) Submit Application for Graduation form prior to the deadline listed in the Academic Calendar. Students who complete degree requirements in the Fall Semester must submit the form prior to the Fall deadline. Those completing requirements in the Spring Semester must submit the form before the Spring deadline. Completed degree plan must accompany application for graduation.
- e) Pay all financial obligations to the College.
- f) Meet the residency requirement of FBCC, which is a minimum of 32 semester hours for an Associate of Arts, Associate of Science, and Associate of Applied Science Degree; 16 semester hours for a nine (9) month Vocational Certificate.
- g) Return all FBCC property to the College. This includes library materials, laboratory equipment, sports equipment, and any other property and supplies.
- h) Where applicable complete an e-portfolio as a graduation project.
- i) Complete the General Education Assessment Instrument

5. Commencement

The College has one formal graduation ceremony held in May. Students who complete their degree requirements in the Fall Semester are encouraged to attend the May ceremony. Students graduating in the Spring Semester are expected to attend the graduation ceremony. Students must complete an absence form if not attending the graduation ceremony in May.

6. Grading

The College uses letter grades to evaluate a student’s work in each course. The student is responsible for meeting the course requirements in order to receive a grade and credit. The instructor determines the final grade. The number of honor points earned and grade interpretations are:

Grade	Interpretation	Honor Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	0
W	Withdrawal	0
P	Pass	0

Pass (P) grades may only be given for internships, practica, workshops, and certain special topic courses.

7. Academic Reassessment of Past Grades Policy

This policy will pertain to only Fort Berthold Community College Students returning after an absence of two years or more. It provides those students with an opportunity to have their academic standing reflect their maturity and improved level of academic performance gained since last attending Fort Berthold Community College. The policy is designed to help the returning students gain good academic standing after receiving deficits in the early stages of their academic career at Fort Berthold Community College.

Eligibility criteria:

1. The student's FBCC Cumulative grade point average (GPA) is lower than a 2.00
2. The student has demonstrated academic interest and effort when returning to FBCC, with a GPA of at least 2.00 as a full-time student or at least a 2.00 as a part-time student.
3. The student must be currently enrolled in good standing at the time Academic reassessment is requested.
4. Grades eligible for reassessment are those earned two or more years earlier at Fort Berthold Community College. This policy does not apply to transfer credit from other institutions.

The courses for reassessment must be discussed in consultation with the Registrar and must be approved in a Students Services Committee meeting and by the Dean of Students.

8. Grade Point Average

A student's scholastic standing of Grade Point Average (GPA) is obtained by dividing the number of honor points earned for that semester by the current total semester hours attempted. The cumulative or total GPA is obtained by the same method using overall semester hours attempted and overall honor points earned from FBCC and all transferred credit. Grades of W, P, and I are disregarded when figuring grade point averages.

Figuring Grade Point Average

Course Title	Course Grade	Credit Hour	Honor Points	Points Earned
ENG 110	B	4	x 3	12
MA 101	C	4	x 2	8
TS 113	A	4	x 4	16
ECON 201	F	3	x 0	0
TOTAL	15	x Points	36	

Semester GPA: $36/15=2.40$

9. Withdrawal from Class

The Withdrawal (W) grade is given to a student who drops a class after the add/drop date and before the deadline of last day to withdraw NO EXCEPTIONS. A student dropping a class after the last day to withdraw will receive a letter grade as assigned by the instructor. (See academic calendar for the withdrawal date.)

Process for withdraw:

- a) Pick up and complete a Withdrawal Form from the Registrar
- b) Make sure the following people sign the form:
 - 1) Advisor
 - 2) Retention Counselor
 - 3) Financial Aid
 - 4) Dean of Students
 - 5) Registrar

10. Incompletes

The Incomplete (I) grade will be granted when students are unable to complete course requirements for reasons beyond their control or by circumstances created by the college. The "I" grade will be granted after a contact between the student and the instructor is complete with requirements. The instructor and the Registrar's Office will retain a copy of the contact requirements. A time deadline for completing the work will be included in the requirements. All incomplete work must be completed within six (6) weeks of the end of the semester. After that time the "I" grade will be changed to a letter grade of an "A", "B", "C", "D", or "F".

11. Satisfactory Academic Progress

Fort Berthold Community College for maintaining Satisfactory Academic Progress has set the following standards:

Academic Programs—Full time and part time students:

A student pursuing an Associate Degree is required to complete a minimum of sixty-four (64) semester hours.

A student is considered to be making satisfactory academic progress if their semester GPA meets the following minimum standards.

Semester	Semester GPA
First	1.50
Second	1.75
Third and following	2.00

***All students must have a 2.00 cumulative GPA to graduate.**

***Vocational Programs - Full and Part time students.**

Students are considered to be making satisfactory academic progress if their semester and cumulative GPA meet the following minimum standards.

Semester	Semester GPA
First	2.00
Second	2.00

All Students must have a 2.00 cumulative GPA to graduate.

12. Academic Probation and Suspension

A student will be placed on Academic Probation or Suspension when any of the following conditions occur.

a) Academic Probation

Academic Probation occurs when the GPA does not meet the Satisfactory Academic Progress scale previously listed. Students on Academic Probation will remain on Continued Academic Probation at the end of the next semester if their semester or cumulative GPA falls below the minimum standards.

b) Reinstatement

Students must achieve the minimum standards for both the semester and cumulative GPA in order to be removed from academic probation status.

c) Academic Suspension

Any student who fails in two (2) successive semesters to achieve Satisfactory Academic Progress will be suspended. This academic suspension means that the student will not be eligible to enroll for a period of one (1) semester. The student can appeal their academic suspension within thirty-(30) days of the Registrar receiving final grades. When the student returns, the student enters on Continued Academic Probation.

Upon the student's return, if the student fails to make Satisfactory Academic Progress, per FBCC minimum semester and cumulative GPA standards, the student will be suspended for a period of one (1) academic year.

Students may appeal suspension through the Student Grievance Policy as found in the FBCC Bulletin.

Students must petition to the Dean of Students to enroll at FBCC after each Academic Suspension.

13. Deficiency Notices

Instructors compile mid-term grades. The instructor with a deficiency notice will notify any student who is not making Satisfactory Academic Progress at mid-term time. Students must see the Instructor and Counselor after receiving a deficiency notice. A student's expense check may also be delayed as the result of a deficiency notice or poor academic performance.

14. Grade Reports

Final grade reports are issued to students at the end of the semester. Only final grades are recorded on the transcripts.

15. Transcripts

An official transcript contains the Registrar's signature, official stamp and College seal. Official transcripts are sent only between institutions. An unofficial transcript does not have the Registrar's signature, official stamp, or College seal. It is issued directly to the student.

All financial obligations to the college must be paid prior to the release of a transcript, either official or unofficial. This will allow a student to receive an unlimited number of transcripts.

Transcripts will be released within three (3) working days. This will give the College processing time to verify whether financial obligations exist.

Transcript Request Procedure

The Registrar will process a transcript request using the following procedures:

- a) Obtain a Request for Transcript form.
- b) Return transcript form or written request to the Registrar.
- c) If financial obligations exist and a transcript is not released, the Registrar will notify the student in writing.

Note: Transcripts will not be issued as a result of telephone requests.

16. Scholastic Honors

FBCC acknowledges the importance of awarding deserving students who have distinguished themselves by their high scholastic achievement. These students will be placed on the Scholastic Honor Roll at the end of each semester. In order to be eligible, students must have been enrolled full time and have no Incomplete grades. The required GPAs are:



- a) President's List:
Have achieved a GPA in the range of 3.80 to 4.00 for the semester.
- b) Dean's List:
Have achieved a GPA in the range of 3.50 to 3.79 for the semester.
- c) Honor List:
Have achieved a GPA in the range of 3.00 to 3.49 for the semester.

17. Scholastic Honors at Graduation

Students may graduate with the distinction of "High Honors" or "Honors". The "High Honors" category is awarded to the graduate who has achieved a cumulative GPA of 3.80 and above. The "Honors" category is awarded to the graduate who has achieved a cumulative GPA of 3.50 to 3.79. Honor graduates must complete the minimum required 32 semester hours at FBCC.

18. Attendance

Instructors will inform the students at the beginning of the course in writing of their attendance policy. In case of illness, it is the responsibility of the student to notify the instructor. Students who expect to be absent for a legitimate reason must notify their instructors prior to their absence. The instructor will decide whether the student should be allowed credit for make-up work. Instructors determine the point at which absences become excessive and a written warning will be given. The Dean of Students and Counselor will be notified of all excessive absences.

19. Repeating A Course

Students may repeat a course. However, the first grade is never removed from the transcript. The last grade a student receives in the repeated course is used in computing the cumulative GPA.

20. Final Exam Policy

A final exam schedule will be printed and distributed to students two weeks prior to final exam week. Students are required to take their finals during the scheduled time. A make-up final will be granted when students are unable to take the regularly scheduled final for reasons beyond their control or by circumstances created by the College. If a make-up final is granted, the student will receive an incomplete (I) grade. The procedures outlined in the incomplete section will be followed.

21. Add/Drop Procedures

A student who has registered and whom wishes to change a class or classes may obtain an add/drop card from the Registrar. The last day to add or drop a course is listed in the Academic Calendar. If dropped by this deadline, the course will not appear on the student's transcript. If a student drops a course after this deadline, a letter grade of "W" will appear on the student's transcript.

Procedures

Students will use the following procedures to add and drop courses.

- a) Obtain Add/Drop card from the Registrar.
- b) Complete Add/Drop card.
- c) Obtain the Advisor's signature.
- d) Obtain the Instructor's signature.
- e) Obtain the Registrar's signature; retain copy of Add/Drop card.

Student Affairs Review Process

The Student Affairs Review Process has been established for students who encounter situations involving extenuating circumstances, or emergencies potentially affecting their educational records, that fall outside the realm of normal FBCC policy and procedures. Students may petition to be withdrawn from a class after the drop deadline for non-academic emergencies, such as a serious injury or illness, death in the family, and under some circumstances, employment. *For more information on the Student Affairs Review Process refer to the Student Handbook.*

22. Total Withdrawal from College

Students who wish to withdraw from all classes must do so before the deadline listed in the Academic Calendar. If a student withdraws prior to this deadline, a “W” will be entered on the transcript for each course in which the student was registered. Students, who do not formally withdraw or do so after the deadline, will receive a letter grade as assigned by the instructor. Students do not withdraw simply by absenting themselves. They must sign an official withdrawal form.

Note: Students who withdraw after the fourth week are still responsible for their full educational cost.

Procedure

The following procedures will be used to totally withdraw from college.

- a) Obtain withdrawal form from the Registrar.
- b) Complete the form.
- c) Obtain the Counselor’s signature.
- d) Obtain Dean of Students signature.
- e) Return form to Registrar.

23. Credit/Semester Hour Description

At Fort Berthold Community College a semester is a college term averaging fifteen (15) weeks of instruction and one (1) week for final exams, for a total of sixteen (16) weeks. In a lecture course, a semester hour of credit represents one fifty (50) minute class period per week for one semester; in a laboratory course, one semester hour of credit represents two fifty (50) minute class periods per week for one semester; and in practicum’s and field experience courses, a semester hour of credit is equivalent to three fifty (50) minutes of practical experience for one semester.

24. Course Load Limitation

A normal course load for an Associate of Arts, Associate of Science, and Associate of Applied Science full-time student each semester is sixteen (16) semester hours. A student wishing to enroll in more than eighteen (18) semester hours must obtain prior approval from the Academic Dean.

Overload Requirements

- a) A prior semester grade point average of 3.00.
- b) No incomplete grades.

Procedures

The following procedures will be used to petition for overload.

- a) Obtain Petition for Overload form from Registrar.
- b) Complete the form.
- c) Obtain Advisor signature.
- d) Obtain Academic Dean signature.
- e) Return form to Registrar.

Vocational certificate programs course load requirements may vary. A student will not be allowed to enroll in more than ten (10) semester hours of credit during summer session.

25. Independent Study

An Independent Study is regular coursework presented on an individualized basis. Independent study is available only to sophomore students who need a particular course to complete the requirements of an established program of study. Students must first meet with their advisor to determine this need. For each course taken by independent study, the student must complete an independent study contract with the Instructor and Academic Dean.

26. Enrollment Policy for Dual Enrollment and Credit

This program provides an opportunity for High School juniors and seniors to take first year student (**freshman**) courses for college credit at Fort Berthold Community College. **Students must follow first year student (freshman) admission procedures.**

With approval from their high school superintendent, students may earn high school and college credit for the same course. Dual credit forms are available in Registrar's Office. Only high school students are eligible for the Dual Credit program.

27. Minimum Class Size

According to FBCC policy classes offered and held must have a minimum of five (5) paying students. The only exception to this is if a student needs the class to meet requirements for graduation in the current term. In order for anyone to audit the class there must first be five (5) paying students; this also includes full-time faculty and personnel.

28. Online Courses

The Fort Berthold Community College (FBCC) offers college courses that are taught over the Internet! This service allows students to access courses that are academically challenging and utilize web pages and all the means of interaction available from web browsers to deliver instruction in ways that help meet diverse student learning styles. Students use the communication tools of the Internet such as e-mail, chat, listserv, discussion forum, etc. to communicate with the instructor and other classmates. Students have great flexibility in their learning by participating in these courses. Students who enroll in Internet courses must have a working knowledge of the Internet, know how to use a web browser such as Internet Explorer or Netscape, and be familiar with Windows 95/98/ME/XP/Vista or compatible systems. Online courses can be accessed from any computer! (With an Internet connection)

N. STUDENT EMERGENCY FUND

The Student Emergency Fund is available to provide students with assistance in funding for academic and retention purposes. Students are required to be in good standing with class attendance and grades and are required to do three hours of community services within FBCC. Contact the Retention Counselor for assistance.

O. BOOKSTORE

The Bookstore is located in the Sahnish (Arikara) hallway of the Academic Center. Textbooks, school supplies, clothing, snacks and a variety of other items are available for students, faculty, staff and the community. The Bookstore is open from 1:00 p.m. to 4:30 p.m. Monday through Friday.

For more information contact: Bookstore Manager (701) 627-4738 ext. 251.



P. HOUSING (Commuter Campus)

FBCC does not provide on-campus housing. Students will be assisted through referral depending on known availability of housing.

Q. FOOD SERVICES

Pop and snacks are available via vending machines or at the bookstore, along with periodic catered food.

The new Student Union is now open. Student Union policies will be published and distributed.

R. STUDENT COMMUNICATION

Telephone Usage

- Students will not be called out of classes, except in case of an emergency. Office telephones are for business use only. Student messages will be posted on the bulletin board in the Academic Center. Announcements will be posted on the bulletin board in the lobby. Computer, Internet and telephone services are available in the student Internet Cafe.

Internet/network Access

- Access to the FBCC network is bound by the policies and procedures of the Technology Department and is intended solely for scholastic and academic purposes. See “FBCC Technology Policies and Procedures”

E-mail Accounts

- All students attending FBCC will receive an email account from the Technology Department. Email accounts can be monitored for virus and content. Students are encouraged to use discretion when sending and receive email.

Learning resource room

- This area is for quiet study and information purposes dealing with college events. Laptops can be checked out but cannot leave the Learning Resource Room.



Programs of Study

A. Degrees

The Fort Berthold Community College curricula are organized programs of study designed to provide opportunities for developing the necessary skills, competencies, and experience in chosen program areas. This will enable students to achieve their educational goals.

The Fort Berthold Community College offers the Associate of Arts Degree, Associate of Science Degree, Associate of Applied Science Degree, and Vocational Certificate of Completion.

Associate of Arts & Associate of Science

The **Associate of Arts (A.A.) & Associate of Science Degree (A.S.)** programs are designed to provide a recognized course of instruction that leads to credits transferable to other institutions of high education. These programs also prepare the student for employment in a variety of areas.

The *Seven (7) Associate of Arts Degree Programs* offered at the Fort Berthold Community College are:

Liberal Arts

Liberal Arts-Emphasis Elementary Education

Accounting/Business Administration

Public/Tribal Administration

Human Services

Addiction Studies **

Early Childhood Development

**** These programs only offered as needed and on request**

The *Six (6) Associate of Science Degree Programs* being offered at the Fort Berthold Community College are:

Environmental Science

Mathematics

Science

Agriculture Transfer **

Computer Science

Nursing

**** These programs only offered as needed and on request**

Associate of Applied Science

The Associate of Applied Science Degree (A.A.S.) is designed to lead the individual directly to employment in a specific career. The degree plan indicates the number of required credits.

The *Eight (8) Associate of Applied Science Degree (A.A.S.)* Programs offered at the Fort Berthold Community College are:

Construction Technology **

Agriculture Division - Management Option **

Agriculture Division - Agribusiness Sales and Service Option **

Information Management Specialist

Computer Information Specialist

Medical Secretary**

Water Treatment Technology **

Practical Nursing

**** These programs only offered as needed and on request**

B. Vocational Certificates

Fort Berthold Community College recognizes a continuing need to expand educational opportunities beyond the traditional academic disciplines. The Vocational curriculum is designed to meet practical instruction and training needs of the Reservation communities. Vocational Education Certificates provide an alternative approach to educational programs both in design and duration.

The *Thirteen (13) Vocational Certificates offered* at Fort Berthold Community College are:

Administrative Assistant

Marketing / Entrepreneurship

Construction Technology **

Farm/Ranch Management **

Graphic Arts Technology **

Horticulture Science **

Home Health Care Technician **

Emergency Medical Services – EMS **

Child Development Associate – CDA **

CISCO Network Communications Administrator

Microsoft Certified Network Administrator

Welding Program **

Plumbing Program Certification

**** These programs only offered as needed and on request**

C. **FBCC's Philosophy of General Education**

The General Education Program at FBCC reflects our conviction that students must have exposure to areas of inquiry that are emblematic of educated men and women, and knowledge about certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. The faculty intend that the General Education Program will provide students with the knowledge and skills to help them connect various fields of knowledge in order to become active participants in a diverse society, and will enrich their lives both during and after their formal education. The College believes that the following precepts are central to this goal:

- The College's most important goal is to help preserve, and foster the renaissance of, the culture and language of the Nueta, Hidatsa, and Arikara people; accordingly, we require courses in the History of the Three Affiliated Tribes, and in Tribal Studies more generally.
- The ability to communicate in a manner that demonstrates critical thinking, to write clearly and fluidly, and to speak logically, passionately, and persuasively, are not only essential to success in the modern world, but also to the creation of great literature, poetry, and oratory that can elevate and enrich the human spirit. Thus, we require coursework in English Composition and Communication.
- As members of a distinct and meaningful culture within the greater *mélange* of the dominant society, it is vital that FBCC students understand the economic, sociological, and political milieu in which they must strive to maintain their identity. This is the rationale behind our requirement of study in the Social Sciences.
- The soul of a society can be read in its artwork; students are required to study Art as a means of understanding themselves and their culture, as a mode of self-expression and contribution to the world, and as a way of understanding other cultures. Alternatively, students may immerse themselves in a study of the Humanities-- History, Literature, Music, or Philosophy--to similar ends.
- Knowledge of the scientific method, and of how to apply it, sharpens critical-thinking skills, promotes problem-solving abilities, and enables students to better understand the physical world in which they live. FBCC's Lab Science requirement is aimed at exposing students to these concepts.
- Students are required to take Mathematics because it allows them to understand and construct quantitative analyses of the physical and social environment; like science, it also fosters clarity of thought, critical-thinking skills, and problem-solving abilities.
- FBCC requires coursework in Technology in recognition of the truth that the world is, and is increasingly, technological. Most occupations now require skills in using software, e-mail, digital photography, web design, or networking, and our students must be prepared.
- A course in Philosophy of Student Success is required for incoming students to help acclimatize them to College; a bookend course in Job-Seeking Skills is required of second-year students to help them prepare for the world of work.

D. General Education Requirements

The following general education requirements must be completed to earn an Associate of Arts, Associate of Science, or Associate of Applied Science degree from Fort Berthold Community College.

Associate of Arts (AA) & Associate of Science (AS) 39 Credit Hours

English Composition (ENG 110 and ENG 120)	6 credits
Communication (COMM 110)	3 credits
Social Sciences	9 credits
Arts & Humanities	9 credits
<i>(TS 201 History of the Three Affiliated Tribes 3 credits)</i>	<i>required</i>
<i>(Tribal Language 3 credits)</i>	<i>required</i>
Laboratory Science	4 credits
Mathematics (MA 103 or higher)	4 credits
Technology	3 credits
<u><i>Institutional specific</i></u>	
PSY 100 Psychology of student Success	1 credit

Associate of Applied Science (AAS) 19 Credit Hours

English Composition (ENG 110 or BUS 133)	3 credits
Communication (COMM 110)	3 credits
Social Sciences/ Arts & Humanities	6 credits
<i>(TS 201 History of the Three Affiliated Tribes 3 credits)</i>	<i>required</i>
<i>(Tribal Language 3 credits)</i>	<i>required</i>
Mathematics	3 credits
Technology	3 credits
<u><i>Institutional specific</i></u>	
PSY 100 Psychology of student Success	1 credit



Fort Berthold Community College
(Founded 1973)

Classes to Consider to Fulfill General Education Requirements

<u>Communications</u>	<u>Credits</u>	TS 213 Tribal Government	3
<u>(9 Sem. Hours)</u>			
ENG 110 Composition I	3	<u>Social Sciences</u>	<u>Credits</u>
ENG 120 Composition II	3	<u>(9 Semester Hours)</u>	
COMM 110 Fundamentals of Public Speaking	3	HIST 103 United States to 1877	3
		HIST 104 United States Since 1877	3
<u>Arts & Humanities</u>		*ANTH 104 Cultural Anthropology	3
<u>(9 Sem. Hours)</u>		CJ 201 Criminal Justice	3
<i>(Tribal studies 3 credits required)</i>		ECON 201 Microeconomics	3
ART 130 Drawing I	3	ECON 202 Macroeconomics	3
ART 220 Painting I	3	*GEOG 150 Introduction to Geography	3
ART 201 Art Methods for Elementary Education	2	POL SCI 115 American Government	3
*ENG 211 Introduction to Creative Writing	3	POL SCI 116 State and Local Government	3
*ENG 221 Introduction to Drama	3	*POL SCI 250 Public Administration	3
ENG 238 Children's Literature		PSY 111 Introduction to Psychology	3
ENG 265 Native American Literature	3	PSY 250 Developmental Psychology	3
HUM 101 Humanities I	3	PSY 270 Abnormal Psychology	3
*HUM 102 Humanities II	3	SOC 111 Introduction to Sociology	3
*HUM 104 Native American Women	3	*SOC 220 Family Science	3
*HUM 206 Survey of World Literature	3	SOC 215 Marriage and the Family	3
*HUM 255 Native American Children's Literature	3	*SOC 251 Gerontology	2
*MUS 100 Music Foundation	2	SW 255 Social Work Professionals	3
*PHIL 101 Introduction to Philosophy	3	SW 256 Introduction to Social Welfare	3
*PHIL 203 Native American Philosophy	3		
TS 101 Introduction to Indian Studies	3	<u>Laboratory Science</u>	
TS 102 Comparative Spiritual Beliefs	3	<u>(4 Sem. hours)</u>	
TS 103 Cultural Foundations of the Three Affiliated Tribes	3	BIO 106 Ethnobotany	4
TS 105 Native American Art	3	BIO 111 Concepts of Biology	4
TS 113 Hidatsa I	3	BIO 124 Environmental Science	4
TS 114 Hidatsa II	3	BIO 150 General Biology I	4
TS 115 Mandan I	3	*BIO 151 General Biology II	4
TS 116 Mandan II	3	BIO 202 Introduction to Microbiology	4
TS 117 Arikara I	3	BIO 220 Anatomy and Physiology I	4
TS 118 Arikara II	3	BIO 221 Anatomy and Physiology II	4
*TS 125 Culture of Bison	3	BIO 230 General Ecology	4
TS 201 History of the Three Affiliated Tribes I	3	CHEM 115 Introductory Chemistry	4
*TS 205 Native American Indian Issues in Film	3		

*CHEM 116 Introduction to Organic and Biochemistry	4
CHEM 121 Chemistry I	4
*CHEM 122 Chemistry II	4
GEOL 100 Earth Science	4
GEOL 115 Environmental Science	4
*GEOL 120 Physical Geology	4
*GEOL 210 Astronomy	4
PHY 105 Physical Science	4
*PHY 147 Conceptual Physics	4

Mathematics
(3 Sem. Hours)

MA 103 College Algebra	4
*MA 104 Finite Mathematics	3
MA 105 Trigonometry	3
MA 106 Ideas in Math	3
MA 107 Pre-Calculus	4

*MA 208 Discrete Mathematics	4
MA 210 Elementary Statistics	4
MA 165 Calculus I	4
*MA 166 Calculus II	4

Technology
(3 Sem. Hours)

CSCI 101 Introduction to Computers	3
CSCI 102 Introduction to Computer Programming	3
*CSCI 160 Computer Science I	4
*CSCI 161 Computer Science II	4

FBCC Institutional requirements
(1 Sem. Hour)

PSY 100 Psychology of student Success	1 credit
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Total General Education Requirements 39

**** Courses Offered as needed to graduate and by request***



Fort Berthold Community College
(Founded 1973)

Liberal Arts

Degree: Associate of Arts

Credit Hours Required: 69

The program is designed to provide students with the opportunity to acquire basic principles, skills, and information in major areas of study. It prepares students for transfer to a four-year college. Liberal Arts students will develop an understanding of the major cultural traditions.

Professional Required Courses:	Credit
History/Humanities	
/Language/Philosophy	6
Art	3
Math/Computer Science/Science	3
Economics/Geography/Political Science	3
Psychology/Sociology/Social Work	3
Business	3
Electives	9
Total Semester Hours:	30
General Education Requirements:	
See: General Education pages 75-77	
Total Semester Hours:	39
Cumulative Hours:	69

Liberal Arts

Emphasis in Elementary Education

Degree: Associate of Arts

Credit Hours Required: 82

We invite you to explore our Elementary Education program. The Liberal Arts Emphasis in Elementary Education offers students the opportunity to advance into a four-year degree program. FBCC in collaboration with the University of North Dakota have developed a constructive-based teacher education program with both on-site courses and distance learning technology. We are a model for the preparation of elementary teachers who are enrolled members of the Mandan, Hidatsa, and Arikara tribes. Education concerns identified by our tribal members include the severe need to recruit and retain enrolled members as teachers and to promote and provide for their explorations and understandings of: Tribal values, customs, languages and histories for stronger cultural programs for our children and children of the future.

Professional Course Requirements:	Credits
ART 201 Art Methods for Elementary Education	2
ENG 238 Children’s Literature	3
SpEd 110 Intro to Exceptional Children	3
*T&L 213 Young Children’s Language and Thought	3
*T&L 230 Intro to Teaching and Learning	3
*T&L 224 Fine Art Methods	3
*T&L 232 Classroom Management	3
*T&L 222 Technology Education for Teaching and Learning	3
*T&L 298 Elem Teaching Methods	3
Constructivist Teaching: Integrating Language/Culture into Curriculum	3
*T&L 299 Language Immersion in the Elementary Classroom (Liberal Arts Emphasis in Elementary Education Cont.)	3
TS 113-7 Mandan, Hidatsa, or Arikara Language	3
TS 101 Intro to Indian Studies	3
MA 277 Math for Elementary Teachers	3
MUS 237 Music for Elem. School Teachers	2
T&L 273 Physical Science for Elem. School Teachers	3
Total Semester Hours	43
General Education Course Requirements:	
See: General Education pages 75-77	
Total Semester Hours	39
Cumulative Hours:	82

Liberal Arts Emphasis in Special Education

Degree: Associate of Arts

Credit Hours Required: 73

There are few special education teachers in rural North Dakota. This problem is particularly acute on the state's Indian Reservations. About 5% of the state's children live on reservations and few special education teachers seek positions in reservation schools. This program is designed for students to transfer to Minot State University. Students must maintain a 2.5 GPA for transfer.

Professional Course Requirements:	Credits
ART 201 Art Methods for Elementary Education	2
ENG 238 Children's Literature	2
T&L 230 Introduction to Teaching and Learning	3
T&L 235 Understanding readers and writers	3
HPER 210 First Aid/CPR	2
MUS 237 Music for Elementary Teachers	3
PE 225 Elementary Methods & Activities	3
PSY 201 Dynamics of Adjustive Behavior & Mental Health	3
PSY 202 Educational Psychology	3
PSY 250 Developmental Psychology	4
SpEd 110 Introduction to Exceptional Children	3
SpEd 285 Introduction to Developmental Disabilities	3
Total Semester Hours:	34

General Education Requirements:

See: General Education pages 75-77

Total Semester Hours: 39

Cumulative Hours: 73

Early Childhood Development

Degree: Associate of Arts

Credit Hours Required: 71

The Early Childhood Development program is designed to prepare students for employment in various human services positions, such as Head Start teacher or assistant teacher, parent educator, preschool teacher, teacher's aide, social services paraprofessional, and/or independent business owner. The main goal of the Early Childhood Development degree program is to provide students with the knowledge and skills necessary for success in working with people in a variety of setting.

Professional Required Courses:

	Credits
ENG 238 Childrens Literature	3
T&L 230 Introduction to teaching and learning	3
T&L 298 Constructivist Teaching	3
T&L 213 Young Children Language and Thought	3
T&L 299 Language & Curriculum and Development	3
ECD 111 Infant and Toddler Development	2
SPED 210 Early Childhood Development	3
ECD 122 Creative Activities I	2
ECD 131 Positive Child Guidance	2
ECD 221 Child Development Programs/Curriculum	3
SOC 215 Marriage and the Family	2

Electives (Choose from the following)

HPER 210 First aid and CPR	2
ECD 224 Diversity Early Childhood and Development	2

Total Semester Hours **32**

General Education Requirements:

See: General Education pages 75-77

Total Semester Hours **39**

Cumulative Hours: **71**

Child Development Associate CDA Credential

Certificate of Completion: Child Development Associate

Credit Hours Required: 9

Students may enroll in the Child Development Associate-CDA formal education classes at FBCC. Two tracks are available for CDA students: (1) infant-toddler emphasis; (2) preschool emphasis. The CDA formal education courses are also requirements of the two-year Associate of Arts degree in Early Childhood Development. A student seeking the CDA credential must complete 120 hours of formal education course work within five years.

Professional Required Courses:

	Credits
***ECD 101 Introduction to Child Development Programs (CDA 6)	1
ECD 111 or Infant and Toddler Development or ECD 112 Early Childhood Development (CDA 7 & 8)	2
ECD 121 or Infant/Toddler Curriculum or ECD 122 Creative Activities I (CDA 1,2 & 3)	2
ECD 131 Positive Child Guidance (CDA 3 & 4)	2
***ECD 151 Program Administration (CDA 5)	2
ECD 199 Developmentally Appropriate Practices	1

Total Semester Hours: 10

*Not a requirement but will assist candidate with the organization of the Professional Resource File.

***If candidate has taken ED 121 Introduction to Early Childhood Education they do not have to take ECD 101 Introduction to Child Development Programs or ECD 151 Program Administration.

Agriculture Transfer

Degree: Associate of Science

Credit Hours Required: 72

The Agriculture Transfer option provides students the opportunity to earn their first two (2) years plus of collegiate work toward a bachelor's degree before transferring to a four-year college or university. Students should be aware of the many high demand career opportunities, which are available in one of fifteen majors offered at North Dakota State University, which can be started by taking the agriculture transfer program offered by the Farm/Ranch Management Division.

Some of the career opportunities which are available can be started at NDSU by pursuing one of several majors in agricultural economics, education, extension, mechanized systems management, animal and range sciences, crop, soil and weed sciences, entomology, horticulture, plant pathology and veterinary medicine.

Upon successful completion of the agriculture transfer option, students can readily transfer all credits to NDSU. By implementing the articulation agreement between the two schools, students enrolling in the agriculture transfer option can be assured of obtaining a quality education at the most convenient and economical delivery system.

Professional Required Courses

	Credits
Agricultural Education and Extension	2
AGED 241 Leadership & Presentation Techniques Agricultural Economics and Accounting	6
AGED 142 Agricultural Accounting	
AGED 242 Introduction to Agricultural Management Crop and Weed Science	9
PLSC 225 Principles of Crop Production	
PLSC 223 Principles of Weed Science	
PLSC 220 Principles of Forage Crop Production Animal and Range Science	9
ARSC 123 Feeds and Feeding	
ARSC 220 Livestock Production	
ARSC 236 Introduction to Range Management Soil Science (Agriculture Transfer Cont.)	3
SOIL 220 Introduction to Soil Science	
MA 210 Statistics	4

Total Semester Hours: 33

General Education Requirements:

See: General Education pages 75-77

Total Semester Hours 39

Cumulative Hours: 72

Agriculture Division

Farm/Ranch Management Option 18-Month

Degree: Associate of Applied Science

Credit Hours Required: 65

The Farm/Ranch Management program offers students the opportunity to gain knowledge and experience in the agricultural production industry. Graduates of the Farm/Ranch Management option will be qualified to be self-employed in farming or ranching and/or to manage a farm or ranch business.

Students will have the opportunity to gain managerial skills in production, marketing and financial management of a farm or ranch business. The courses offered in the program will cover crop/weed and soil science, animal and range science, agricultural mechanics and agricultural economics as these apply to management of farm/ranch operational units.

Students are expected to enroll in the Cooperative Education Internship during their first summer after completing at least 16 credits the previous academic year. The internship is a practical on-site supervised occupational experience, which may be carried out on the home farm/ranch or may be accomplished on another approved production operational unit.

Professional Course Requirements:	Credits
AGEC 142 Agricultural Accounting	3
AGEC 242 Introduction to Agricultural Management	3
ARSC 220 Livestock Production	3
AGEC 244 Introduction to Agricultural Marketing	3
AGEC 246 Introduction to Agricultural Finance	3
AGEC 249 Computerized Farm Record Keeping	2
ASM 155 Agricultural Welding	3
COOP 197 Cooperative Education Internship	2
AGED 241 Leadership & Presentation Techniques	2
HPER 210 First Aid	1
PLSC 223 Intro to Weed Science	3
PLSC 225 Principles of Crop Production	3
SOIL 210 Introduction to Soil Science	3

Total Semester Hours: 34

Professional Elective Requirements:	
ARSC 114 Introduction to Animal Sciences	3
ARSC 123 Feeds and Feeding (Farm/Ranch Management Option 18-Month Cont.)	3
ARSC 236 Introduction to Range Management	3
ASM 125 Fabrication and Construction Technology	3
ASM 254 Electricity and Electronics Applications	3
ASM 278 Machinery Principles and Management	3
SOIL 222 Soil Management and Conservation	3
VETS 239 Animal Health (Farm/Ranch Management Option 18-Month Continued)	3

(Select 4 courses) - Earn 12 credits

**Agriculture
Division**

General Education Requirements:

See: General Education pages 75-77

Total Semester Hours: 19

Cumulative Hours 65

Agriculture Division Agribusiness Sales & Service Option 18-Months

Degree: Associate of Applied Science

Credit Hours Required: 64

The Agribusiness Sales and Service option prepares students for immediate employment in grain elevators, feed mills, fertilizer plants, farm supply stores and/or in sales and service positions at chemical, feed and seed businesses. Graduates are in high demand as agribusiness firms continue to expand custom services to farm/ranch producers.

Students will gain a strong knowledge base in both agriculture and the business subject fields. The Agribusiness option covers topics in soil, crop, weed and animal science along with special emphasis in business accounting, finance, law and agribusiness management.

Students are expected to enroll in Agribusiness Management internship during their first summer after completing at least 16 credits the previous academic year. The internship is a practical on-site supervised occupational experience, which is carried out at an approved agribusiness firm. On the job the employer and college instructors coordinate supervision as the student earns wages while gaining practical experience for college credit.

Professional Course Requirements:

	Credits
ACCT 200 Accounting I	3
AGEC 141 Introduction to Agribusiness Management	3
ARSC 220 Livestock Production	3
BADM 120 Introduction to Business	3
BOTE 188 Computerized Accounting	3
COOP 197 Cooperative Education Internship	2
AGED 241 Leadership & Presentation Techniques	2
HPER 210 First Aid/CPR	1
PLSC 225 Principles of Crop Production	3
PLSC 223 Intro to Weed Science	3
SOIL 210 Introduction to Soil Science	3
Total Semester Hours:	29

Professional Elective Requirements:

Select 6 courses - Earn 16 credits

ACCT 203 Business Law I	3
AGEC 244 Introduction to Agricultural Marketing	3
ARSC 232 Feeds and Feeding	3
BADM 107 Salesmanship	3
BADM 110 Principles of Advertising	3
BADM 206 Writing a Business Plan	2
(Agriculture Division Agribusiness Sales & Service Option 18-Months Cont.)	
BADM 225 Human Behavior in Organizations	3
Agriculture Division Agribusiness Sales & VETS 239 Animal Health	3

(Select 6 courses) – Earn 16 credits

General Education Requirements:

See: General Education pages 75-77

Total Semester Hours: 19

Cumulative Hours: 64

(Associate of Applied Science Continued)

Articulation Agreement

The Agriculture Division programs and courses have been accepted for transfer to North Dakota State University as of the 2000-2001 school year. Students may enroll at FBCC for completion of their first two years or obtain an Associate of Applied Science or Associate of Science degree and simultaneously maintain dual enrollment their first two years at a four year institution like NDSU.

The dual enrollment assures the student that course work completed at FBCC would be automatically transferred and provides the student with early registration privileges at the four-year university.

Transferability of course work by students is also assured between the various state and tribal colleges, which offer agricultural collegiate programs. Students interested in pursuing a four-year degree are advised to consult with faculty members that teach agricultural programs and courses in their local two-year community, state and/or tribal colleges.

Farm/Ranch Management 9-Month

Certificate of Completion: Farm/Ranch Management

Credit Hours Required: 32

The Farm/Ranch Management program offers students the opportunity to gain knowledge and experience in the agricultural industry. The program prepares students for immediate employment in agribusiness sales and service areas, farm/ranch business management operations and/or the option to transfer to a four-year university and pursue an academic degree in one of many high demand career fields.

The students will have the opportunity to gain managerial skills in production, marketing and financial management of an agricultural business. The courses offered will cover crop/weed and soil sciences, animal and range sciences, agricultural mechanics and agricultural economics as these apply to management of agribusiness firms and farm/ranch operational units.

When students complete the 33 credits required for the first year, they shall earn a Vocational Certificate and the option to pursue the Associate of Applied Science degree by enrolling in the second year and continuing their education in the agricultural field.

Professional Course Requirements

	Credits
AGEC 142 Agricultural Accounting	3
AGEC 242 Introduction to Agricultural Management	3
ARSC 114 Introduction to Animal Sciences	3
ARSC 220 Livestock Production	3
ARSC 236 Introduction to Range Management	3
ASM 125 Fabrication and Construction Technology	3
ASM 155 Agricultural Welding	3
COOP 197 Cooperative Education Internship	2
PLSC 223 Introduction to Weed Science	3
PLSC 110 World Food Crops	3
(Complete 6 courses - Earn 18 credits)	
BOTE 210 Business Communications	3
MA 012 Foundations of Math	3
(Farm/Ranch Management 9-Month Cont.)	
CSCI 101 Introduction to Computers	3

(Farm/Ranch Management Continued)

HPER 210 First Aid/CPR	1
HUM 100 Study Skills	1
TS Tribal Studies	3
Total Semester Hours:	14
Cumulative Hours:	32

Horticulture Science 9-Month

Certificate of Completion: Horticulture Science

Credit Hours Required: 34

The Horticulture Science Program prepares students for starting their own organic gardening business. Students who complete the Horticulture Science program are qualified to enter into numerous occupational career fields, which include; vegetable & small fruit production, greenhouse & nursery operations and landscape design & maintenance businesses.

The Horticulture industry is one of the fastest growing agricultural foods producing sectors. Students have the opportunity to specialize in one of many high demand and ever-expanding Horticulture occupations, which includes commercial businesses, entrepreneurial self-employment ventures, and may advance to educational, extension and research positions.

Horticulture involves the study, propagation, production, culture, marketing and utilization of fruits, vegetables, and woody and herbaceous landscape plants. Horticulture encompasses production and processing of food; planting of rural, urban and suburban landscapes, parks, highways, and other public facilities, including interior-scapes; nursery, greenhouse and seed production; golf course turf establishment & maintenance, floral design and floral shop management.

The comprehensive Horticulture program objectives encompass cultural, organic and commercial gardening with course offerings relevant to traditional techniques, sustainable agricultural practices, greenhouse management, commercial vegetable & small fruit production, harvesting & storage, food preservation & processing and cooperative marketing ventures.

When the students complete the 34 credits required to receive the Vocational Certificate they will be encouraged to enroll in the second year and earn their Associates of Applied Science Degree in Horticulture Science.

Professional Course Requirements:

	Credits
BOTE 210 Business Communications	3
CSCI 101 Introduction to Computers	3
HORT 111 Organic Gardening I	3
HORT 112 Organic Gardening II	3
HPER 210 First Aid	1
PSY 100 Student Success	1
MA 012 Foundations of Math	3
PLSC 175 Landscape Design	3
PLSC 210 Horticulture Science	3
PLSC 265 Herbaceous Landscape Plants	3
PLSC 255 Woody Landscape Plants	3
SOIL 210 Introduction to Soil Science	3
TS Tribal Studies	2
Cumulative Hours:	34

Business Administration/Management

Degree: Associate of Arts

Credit Hours Required: 67

This program will prepare persons for positions in the accounting/business world, for transfer to a four-year college or it will also prepare student in a administrative or management-related career or for the development and operation of a small business depending on the electives selected by this students.

Professional Course Requirements:

	Credits
ACCT 200 Accounting I	3
ACCT 201 Accounting II	3
BADM 120 Introduction to Business	3
BOTE 147 Word Processing	3
BADM 225 Human Behavior in Organization	3
BOTE 275 Office Procedures	3
ECON 201 Principles of Micro-Economics	3
MA 210 Statistics	4

Electives:

	3
ACCT 204 Cost Accounting	3
BADM 291 Leadership Development	2
BADM 297 Internship	2
BADM 205 Small Business Management	3

Total Semester Hours: 28

General Education Course Requirements

See: General Education pages 75-77

Total Semester Hours: 39

Cumulative Hours: 67

Administrative Assistant

Certificate of Completion: Administrative Assistant

Credit Hours Required: 37

The Administrative Assistant Program is nine (9) months covering two semesters. The purpose of the program is to train students to meet the secretarial/clerical needs of the local communities. The student will be awarded a Certification upon completion of the program.

Professional Course Requirements

	Credits
ACCT 200 Accounting I	3
BOTE 102 /152/202 Keyboarding I/II/III	6
BOTE 188 Computerized Accounting	3
BOTE 210 Business Communications	3
BOTE 217 Records Management	2
BOTE 147 Word Processing	3
BOTE 247 Spreadsheets	3
BOTE 257 Introduction to Database Management	3
BOTE 275 Office Procedures	3
BOTE 297 Business Internship	2
PSY 100 Student Success	1
MA 106 Ideas in Math	3
TS Tribal Studies	3
Cumulative Hours:	37

Information Management Specialist 18-Month

Degree: Associate of Applied Science

Credit Hours Required: 60

The Information Management Specialist Program is designed to provide students with the skills necessary to be employable in today's automated office. Course work is specific enough to provide students with the tools to seek employment as a correspondence secretary, administrative secretary, and information processing specialists.

Professional Course Requirements:

	Credits
ACCT 200 Accounting I	3
ACCT 201 Accounting II	3
BADM 202 Principles of Management	3
BADM 225 Human Behavior in Organizations	3
BADM 297 Business Internship	2
BOTE 102/ 152/202 Keyboarding/I/II/III	6

(Information Management Specialist - 18-Month Cont.)

	<u>Credits</u>
BOTE 147 Word Processing	3
BOTE 188 Computerized Accounting	3
BOTE 217 Records Management	2
BOTE 247 Spreadsheets	3
BOTE 257 Introduction to Database Management	3
BOTE 275 Office Procedures	3
CSCI 120 Introduction to Computer Programming	3
Business Elective	4
Total Semester Hours:	41
General Educational Requirements:	
See: General Education pages 75-77	
Total Semester Hours:	19
Cumulative Hours	60

Marketing/Entrepreneurship

Certificate of Completion: Small Business Management

Credit Hours Required: 35

The Marketing/Entrepreneurship certificate of completion is designed to provide students with a broad understanding and applicable knowledge of marketing and entrepreneurship career opportunities. The concepts and applications presented will prepare students to enter the job market and/or develop their own small business enterprise. The business internship will provide students with an opportunity to apply their knowledge and skills while acquiring training and job experience relevant to their field of study.

Professional Core Requirements:

	<u>Credits</u>
ACCT 200 Accounting I	3
BADM 120 Introduction to Business	3
BADM 111 Customer Service	3
BADM 147 Word Processing	3
BADM 201 Marketing	3
BADM 110 Advertising	3
BADM 206 Writing a Business Plan	3
BADM 297 Business Internship	2
BADM Business Elective	3
Total Required Core Credits:	25

(Marketing/Entrepreneurship Continued)

General Education Requirements:

BOTE 210 Business Communication	3
PSY 100 Student Success	1
MA 012 Foundations of Math	3
TS Tribal Studies Course	3
Total General Education Credits	10
Total Semester Hours	35

**Entrepreneurship Credential
Professional Core Requirements
Credits**

BUS 105 Introduction to Business	3
BUS 201 Marketing	3
BUS 297 Business Internship	2
BUS 206 Writing a Business Plan	2
Total Required Core Credits	10

Medical Secretary 18-Month

Degree: Associate of Applied Science

Credit Hours Required: 63

The Medical Secretary Program is designed to provide students with basic office skills related to the practice of medicine. Course work is specific enough to provide students with the necessary tools to seek employment in clinics, hospitals, and private Doctor's offices.

Professional Course Requirements:

	Credits
ACCT 200 Accounting I	3
BADM 297 Business Internship	2
BIO 220 Anatomy & Physiology I	4
BIO 221 Anatomy & Physiology II	4
BOTE 102 /152/202 Keyboarding I/II/III	6
BOTE 147 Word Processing	3
BOTE 171 Medical Terminology	3
BOTE 217 Records Management	2
BOTE 222 Medical Transcription	3
BOTE 247 Spreadsheets	3
BOTE 257 Introduction to Database Management	3
(Medical Secretary 18-Month Continued)	

BOTE 275 Office Procedures	3
BOTE 277 Medical Office & Insurance Procedures	3
HPER 210 First Aid/CPR	2
Total Semester Hours:	44
General Educational Requirements:	
See: General Education pages 75-77	
Total Semester Hours:	19
Cumulative Hours:	63

Construction Technology 9-Month (Inactive)

Certificate of Completion: Construction Technology

Credit Hours Required: 36

The purpose of the Construction Technology Certificate Program is to train the student with enough carpentry skills to begin work in the Building Trades field of work. The students will also be training to start his/her own contracting business with the small business that the Carpentry Program will be operating.

The student who successfully completes the 9-month certificate training will be entered into the National Craft Training Registry. This Registry also provides transcripts and certificates of recognition for craft workers.

The first year student will learn about safety, hand tools, power tools and the basics of how a house is built from the planning to the finished house.

Professional Course Requirements

	Credits
CT 101 Fundamentals of Construction Technology	4
CT 102 Carpentry 1	4
CT 103 Carpentry Lab 1	6
CT 104 Carpentry 2 (Construction Technology)	4
CT 106 Carpentry Lab 2	6
BOTE 210 Business Communications	3
PSY 100 Student Success	1
TS Tribal Studies	4
Cumulative Hours:	36

Construction Technology 27-Month (Inactive)

Degree: Associate of Applied Science

Credit Hours Required: 74

This program of study adds 9 extra credits to the 18 Month Construction Technology course. This will require an extra semester of class work. The Associate of Applied Science in Construction Technology is designed for those students who wish to go on to a four-year institution. There are many options open to advanced Construction Technology students at a four-year institution. These include construction management, construction safety, building inspection, technical writing, construction law, and construction equipment and hardware retailing. These are only a few of the options open to advanced carpentry students.

Professional Course Requirements:

	Credits
CT 101 Fundamentals of Construction Technology	4
CT 102 Carpentry 1	4
CT 103 Carpentry 1 Lab	6
CT 104 Carpentry 2	4
CT 105 Carpentry 2 Lab	6
CT 106 Carpentry 3	4
CT 107 Carpentry 3 Lab	6
CT 108 Carpentry 4	4
CT 109 Carpentry 4 Lab	6
CT 110 AUTOCAD	6
Vocational Electives	5
Total Semester Hours:	55
General Educational Course Requirements:	
See: General Education pages 75-77	
Total Semester Hours:	19
Cumulative Hours:	74

Construction Technology 18-Month (Inactive)

Certificate of Completion: Construction Technology

Credit Hours Required: 67

This degree plan is intended for the student who plans to pursue a career in the Construction Industry and has been motivated enough to return to FBCC for his/her second year. The student will spend a lot of time in the field learning about the Building Trades and the contracting business.

The student will be evaluated through written and hands-on testing and will also continue to be entered in the National Craft Training Registry upon completion of Carpentry Level 3 & 4.

The course work is a competency-based curriculum designed for the student who wants to become a residential carpenter. Due to the occupation, which you are going into, it is the Instructors decision that you receive a C or better grade on all written, or performance tests or you will have to retake any tests. The student must also complete 500 hours of on the job training before receiving a degree.

Course Requirements:

	Credits
CT 101 Fundamentals of Construction Technology	4
CT 102 Carpentry 1	4
CT 103 Carpentry 1 Lab	6
CT 104 Carpentry 2	4
CT 105 Carpentry 2 Lab	6
CT 106 Carpentry 3	4
CT 107 Carpentry 3 Lab	6
CT 108 Carpentry 4	4
CT 109 Carpentry 4 Lab	6
CT 110 AUTO CAD	4
Total Semester Hours:	48
General Educational Requirements: See: General Education pages 75-77	
Total Semester Hours:	19
Cumulative Hours:	67

Computer Science

Degree: Associate of Science

Credit Hours required: 69

The Associate of Science in Computer Science is designed to prepare students for transfer to a four year degree or employment in technical or scientific applications of computing, such as software research and development, statistical program design, corporate IT development, etc. This program places emphasis on higher levels of math and problem solving.

Professional Required Courses:

		Credits
CSCI 122	Visual Basic	4
CSCI 124	Introduction to C++	4
CSCI 160	Computer Science I	3
CSCI 161	Computer Science II	3
MA 208	Discrete Mathematics	4
MA 165	Calculus I	4
Electives	CSCI, MA (208 or above), CIS	8

Total Semester Hours 30

General Education Requirements:

See: General Education pages 75-77

Total Semester Hours 39

Cumulative Hours: 69

Computer Information Systems

Degree: Associate of Applied Science

Credit Hours required: 67/70

The mission of the Computer Information Systems degree is to prepare students for the information technology job market or to transfer to a four-year institution. Professional Certification is awarded upon successful completion of a national/industrial certification exam. Certificates of Mastery are used to determine competencies when national exams are not available. The Certificates of Mastery are given to students who have shown mastery level work based on recommended standards of business and industry. Professional Certification or Certificates of Mastery are available in CISCO Network Communication Administrator (CCNA), and Microsoft Certified Systems Administrator (MCSA). Typical job titles for holders of the MCSA and/or CCNA Certifications are Network Administrators, Network Specialist, Systems Administrators, Information Systems Administrator, and Technical Support Specialist.

Credits:

Core Requirements

CIS	106	Microsoft Access	3
CIS	115	Introduction to the Internet	3
CIS	120	Introduction to Programming	3
CIS	162	Operating Systems Windows	1
CIS	170	PC Hardware	1
CIS	172	PC Repair	1
CIS	265	CISCO 1 Networking Basics	4
CIS	297	Information Technology Internship	3

Total Core Requirements **19**

Networking Emphasis

CIS	266	CISCO 2 Routing, and Routing Basics	4
CIS	267	CISCO 3 Switching & LAN Topologies	4
CIS	268	CISCO 4 Switching & Project Management	4

Operating Systems Emphasis

CIS	235	Microsoft Windows XP Professional Operating System	3
CIS	215	Implementing Microsoft Windows Server Environment	3
CIS	237	Managing a Microsoft Windows 2003 Network Infrastructure	3

Programming Emphasis

CSCI	122	Visual Basic Programming	3
CSCI	124	C++ Programming	3
CSCI	127	Java Programming	3

TOTAL **28-31**

General Education Course Requirements: **39**

See: General Education pages 75-77

Cumulative Hours: **67/70**

Vocational Certifications

CISCO Network Communications Administrator

Certificate of Completion: CCNA Administrator

Credit Hours Required: 16

All four classes must be taken before the CCNA industry certification test can be administered. However, a certificate of completion from FBCC will be handed out when a course is complete

Professional course requirements:

	Credits
CIS 265 CISCO Networking	4
CIS 266 CISCO Routing, Configuration, & Troubleshooting	4
CIS 267 CISCO Switching & LAN Topologies	4
CIS 268 CISCO Switching & Project Management	4
Cumulative Hours:	16

Microsoft Certified Network Administrator

Certificate of Completion: Microsoft Certified Network Administrator

Credit Hours Required: 12

The completion of each class allows the student to take the industry standard certification test to become a Microsoft Certified Professional (MCP) in the given area of study. Once all four MCP statuses are obtained the Microsoft Corporation will denote the student as a Microsoft Certified Systems Engineer (MCSA). However, certificate of completion from FBCC will be handed out when the course is completed

Professional Course Requirement:

	Credits
CIS 235 Implementing Microsoft Windows XP Professional	3
CIS 236 Implementing Microsoft Windows Server Environment	3
CIS 237 Managing a Microsoft Windows 2003 Network Infrastructure	3
CIS 238 Managing a Microsoft Windows 2003 Network Environment	3
Cumulative Hours:	12

Graphic Arts Technology 9-Month

Certificate of Completion: Graphic Arts Technology

Credit Hours Required: 36

The Graphic Arts Technology program is a nine-month program. This program provides students with the skills to work in the graphic arts area. The student will develop the basic skills that will enable them to produce quality publications, design layouts with photographic enhancements utilizing today's desktop publishing software such as Adobe Indesign, Adobe Illustrator and Adobe Page Maker.

Professional Course Requirement:

	Credits
BADM 120 Introduction to Business	3
BOTE 118 Desktop Publishing	3
BOTE 218 Advanced Desktop Publishing	3
CSCI 101 Introduction to Computers	3
GAT 101 Introduction to Typography & Design	3
GAT 103 Electronic Imaging	3
CIS 232 Graphics Design	3
GAT 213 Portfolio Design	3
GAT 297 Graphic Art Internship	3
MA 012 or higher	3
TS Tribal Studies	3
Elective(ART 130, ART 280, BADM 205, TS 105)	3
Cumulative Hours:	36

Plumbing 9-month

Degree: 9 Month certificate

Credit Hours Required: 36

Brief Course Description: This course is an introduction to the plumbing technology/trade. Students will learn the importance of safety and safe work practices including the safe use of tools and machines (cutters, wrenches, taps, dies, etc.) used by plumbers. They will understand the appropriate use of materials (PVC, galvanized, copper pipes, adhesives, etc.) used in the trade and demonstrate procedures and processes (layout, cutting, assembly, etc.) used in plumbing projects. Students will understand and identify career opportunities in the plumbing and construction industries. Mathematic skills and language arts will be incorporated in all aspects of this course as they relate to business practices and trade requirements.

Course Requirements:

	Credits
PLMB 101 Plumbing Theory and Code	4
PLMB 102 Plumbing Theory and Code	4
PLMB 103 Mathematics for Plumbing	6
PLMB 111 Plumbing Lab	6
PLMB 112 Plumbing Lab	6
PLMB 132 Plumbing Drawing Sketching & Design	3

(Degree: 9 Month certificate Continued)

Total Semester Hours 25

General Education Requirements:

See: General Education pages 75-77

Total Semester Hours 11

Cumulative Hours 36

Welding Technology 9-Month (Inactive)

Certificate of Completion: Welding Technology

Credit Hours Required: 35

The State of North Dakota is in dire need of professional welders.

The FBCC welding program provides students with the basic welding skills needed for entry-level welding jobs and apprenticeship programs.

Professional Course Requirement:

	Credits
Weld 151/ ASM 155	3
Weld 152 Welding Theory II	2
Weld 153 Welding Lab	5
Weld 154 welding lab II	5
Weld 201 Welding Theory III	2
Weld 202 Welding Theory IV	2
Weld 211 Welding Lab III	7
Weld 212 Pipe/Plate Welding	7
Weld 213 Fabrication Welding	2
Cumulative Hours:	35

Science

Degree: Associate of Science

Credit Hours Required: 65

The Science Program is designed to prepare a student for entry-level studies in general science and a concentration in a specific field of science. The student has the option to begin secondary education course work. The courses are tailored to meet the needs of the student who will transfer to a four-year degree program in a Science major.

Professional Course Requirements:

	Credits
Content Foundation	12
Minimum of three of the following:	
BIO 111/150 Concepts of Biology/General Biology I	4
CHEM 115 Introductory Chemistry	4
GEOL 110 Earth Science	4
PHY 105 Physical Science	4
Science Area Concentration	12
Minimum of three classes from Science, all the same prefix BIO, CHEM, GEOL, PHY	
Additional Courses	2
CSCI 117/118	
Total Semester Hours:	26
General Education Requirements:	
See: General Education pages 78-80	
Total Semester Hours:	39
Cumulative Hours:	65

Dakota Practical Nursing Program

Curriculum:

The Dakota Practical Nursing Program prepares students to work as licensed practical nurses (LPN) under the supervision of a registered nurse, physician, or dentist. LPN's perform acts utilizing specialized knowledge, skills, and abilities for people in a variety of settings (2003 ND Nurse Practices Act). Employment is found in hospitals, nursing homes, health centers, and clinics, as well as in a variety of other settings. This program of study leads to a Certificate. Upon completion of the program, the individual is qualified to apply to take the National Council Licensure Examination for Practical Nurses, as required by the North Dakota State Board of Nursing for licensure as an LPN. Graduates may apply to the Dakota Associate Degree Nursing Program at the consortium colleges or transfer many of the credits earned to another community college or university. The Dakota Practical Nursing Program is offered in collaboration between five colleges: Fort Berthold Community College, Bismarck State College, Lake Region State College, Minot State University-Bottineau, Williston State College.

Students in the Practical Nursing Program will be required to attend summer school. Students enrolled in programs that require attendance during summer term in order to graduate, must consider additional financial planning in order to meet costs during the summer term.

The summer semester is considered the 3rd term in an academic year. Students should work with the Financial Aid Office before the previous fall semester to plan for expected costs.

Mission of the Practical Nursing Program:

The mission of the Dakota Nursing Program is to provide quality undergraduate education, which prepares graduates for nursing practice in multiply structured, culturally diverse health care settings for clients across the lifespan.

The mission is consistent with the missions of the consortium colleges (Fort Berthold Community College, Williston State College, Lake Region State College, Bismarck State College, and Minot State University-Bottineau). The curriculum is based on liberal arts and biological sciences and integrates nursing content and clinical experiences. Nursing faculty strive to provide a learning environment which promotes active participation, a spirit of inquiry, self-development, and sound, knowledge-based decision making. Integral to goal attainment of the nursing program is the continuing development of alliances in the community, which strengthen the college's mission to provide services that will improve quality of life for individuals of the communities they serve.

Purpose of the Practical Nursing Program:

The Practical Nursing Curriculum prepares individuals with the knowledge, abilities and skills to provide basic nursing care to individuals across the life span. Students will participate in the application of safe nursing care in a dependent manner under the supervision of a registered nurse, advanced practice nurse, or a licensed practitioner to meet the basic health needs of individuals. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN), which is required for practice as a Licensed Practical Nurse. Employment opportunities include acute care practice, long term care practice, and community-based practice.

Program Outcomes:

The Dakota Practical Nursing Program will:

1. Produce safe, competent practical nurses capable of passing the State Board Examination for Licensed Practical Nurses.
2. Serve as the foundation for further professional advancement and lifelong learning.
3. Assist in meeting the need in the community and greater surrounding area for licensed practical nurses.

Graduate Outcomes:

These outcomes describe the consortium expectations for graduates from the Dakota Practical Nursing Program. The graduate will:

1. Utilize the nursing process with guidance, to provide basic nursing care in meeting the human health needs of individuals across the lifespan with diverse cultural backgrounds.
2. Apply principals of social, biological, behavioral, and nursing sciences to the practice of nursing to identify the physical, psychological, and cognitive human needs of individuals along the health-illness continuum.
3. Demonstrate verbal, written and therapeutic communication when caring for individuals and interacting with families.
4. Practice within the ethical and legal framework for the practical nurse. Function as an interdisciplinary team member by participating, planning, and implementing nursing care for clients with stable or predictable health problems and assisting with clients whose conditions are critical or unpredictable.

Practical Nursing Certificate

- **Prerequisites**

- High School Diploma or GED
- CNA Training and Certification in North Dakota
- Proof of current CPR Certification for Health Care Providers
- ENGL 110 Composition I
- CHEM 115-Introductory Chemistry L/L
- High School Algebra or Beginning Algebra (ASC-92) or the COMPASS math score of 30 or ACT math score of 16.
- ACT composite score of 19 or COMPASS test with an equivalent score (minimum writing score of 75 and minimum score of 75) is required of students who have not completed 12 credits of classes included in the program requirements.
- A minimum GPA of 2.50 in prerequisite and program requirements. ***
- An overall GPA of 2.50 of all college courses taken. ***
- If taken earlier Anatomy and Physiology I & II L/L, Developmental Psychology, and Pharmacology courses must not be older than 5 years upon date of entrance to the nursing program.

***NOTE: In the 2009-2010 the GPA will change to a 2.75

- *A minimum GPA of 2.75 by those students who have completed 12 credits of classes included in the program requirements.*
- *An overall GPA of 2.75 of all college courses taken.*

Certificate Requirements:

16 credits completed in residence
2.50 (c) grade point average
20 total Credits
Minimum grade of "C" in a program courses

General Education Requirements:
5 General Education Credits

2008-2009 Curriculum

Fall		Credits
BIOL 220	Anatomy and Physiology I	4
PSYC 111	Introduction to Psychology	3
NURS 120	Foundations of Nursing	3
NURS 121	Practical Nursing I	3
NURS 122	Clinical Practice I	<u>3</u>
Total		19
Spring		
BIOL 221	Anatomy and Physiology II	4
PHRM 215	Introduction to Pharmacology	3
PSYC 250	Development Psychology	3
NURS 127	Practical Nursing II	2
NURS 145	Intro to Maternal Child Nursing	2
NURS 124	Clinical Practice II	<u>3</u>
Total		17
Summer		
NURS 129	Practical Nursing III	4
NURS 126	Clinical Practice III	3
TS 210	Native American Health Perspectives	<u>3</u>
Total		10
Total		43

Upon successful completion of the above curriculum, students will receive a Certificate in Practical Nursing. The Dakota Nursing Program is a collaborative effort between FBCC, BSC, LRSC, MSU-B, and WSC.

Students must have an e-mail account. Some course components may be offered in an on-line format. Classes will be presented using a variety of technology.

Clinical experiences are supervised by Fort Berthold Community College faculty. Clinical experiences will be provided at Williston, Stanley, I.H.S., Parshall, Watford City and at other specified locations.

NOTE*** Opportunity for validation of student achievement of specific course objectives by alternate methods is provided by the nursing department. Nursing faculty will review each situation on an individual basis. For further information contact the nursing program coordinator.

Nursing

Degree: Associate of Science

Credit Hours Required: 65

The following course work prepares students to apply for most baccalaureate nursing programs. Students should be aware of the nursing program requirements of each school to which they will be applying. Nursing provides career opportunities in hospitals, nursing homes, schools, administration, teaching, and many other areas. There is currently a large demand for nurses.

The curriculum outlined below is based on most common baccalaureate program requirements. Students may earn an Associate's degree in Fort Berthold Community College, but must transfer to a baccalaureate campus to complete a Bachelor's degree in Nursing.

Certificate Requirements:

- 16 credits completed in residence
- 2.50 (c) grade point average
- 20 total Credits
- Minimum grade of "C" in a program courses

General Education Requirements:

Credits

College Composition (ENGL 110 and 120)	6
1) Fundamentals of Public Speaking (COMM 110)	3
2) Humanities and Social Science	12
3) Minimum humanities credits -6	
4) Minimum social science credits-6	
5) Mathematics, Science, Computer Science	18
6) Minimum Mathematics credits-2	
7) Minimum science credits (at least 1 lab science)-4	
8) Minimum computer science credits-2	
9) Wellness	2

Suggested Courses:

Credits

BIO 220	Anat. & Phys I L/L	4
BIO 220	Anat. & Phys II L/L	4
CHEM 115	Introductory Chemistry L/L	4
Or		
CHEM 121	General Chemistry I L/L	5
MATH 103	College Algebra	3
MICR 202	Microbiology	3

MICR 202L	Microbiology Lab	1
NUTR 240	Introduction to Pharmacy	3
PSY 250	Developmental Psychology	3
PSY 270	Abnormal Psychology	3
SOC 110	Intro to Sociology	3

Suggested Electives:

ASC 075	College Study Skills	1
HPER 210	First Aid & CPR	1
PHIL 210	Contemporary Moral Issues	3
	Computer Technology courses	1-4
	Wellness courses	1-2

Note: Students should note the requirements at the four-year degree granting institution to determine the specific curriculum. Students should also be aware of transfer application deadlines.

The courses listed above are reflective of those most commonly required in preparation for transfer to another college or university. For specific baccalaureate degree requirements, students should consult the catalog of the campus to which they intend to transfer.

Environmental Science

Degree: Associate of Science

Credit Hours Required: 64

The Environmental Science Program is designed to prepare a student for employment or transfer to a 4-year degree in such fields as fish & wildlife management, recreation management, resource management, environmental quality, and range/grasslands management. The curriculum provides students with the understanding of basic ecological concepts, resource inventory and management techniques, energy development, research techniques, research equipment, Data Analysis, and knowledge of fundamentals of science and mathematics.

Although students will be introduced to general techniques and concepts of environmental science, they should specialize in one of these fields through the choice of electives and their field research.

Professional Course Requirements:

	Credits
Content Foundation	15
BIO 224 General Ecology or	4
BIO/GEOL 115 Environmental Science	4
BIO 222 Environmental Law	3
CHEM 220 Introductory Chemistry	4
GEOL 110 Earth Science	4
Research Component	8
BIO 225 Research Methods	4
BIO 230 Field Research I	2
BIO 232 Field Research II	2

Additional Courses	
CSCI 117 Front Page I	1
CSCI 118 Front Page II	1
Total Semester Hours	25

General Education Requirements:

See: General Education pages 75-77

Total Semester Hours	39
Cumulative Hours	64

Water Treatment Technology (Inactive)

Degree: Associate of Applied Science

Credit Hours Required: 54

The Water Technology Program was developed to prepare students for licensure as Water Treatment or Wastewater Treatment Plant Operators. The curriculum is designed to give students preparation in all basic areas of water quality, plant operations, communication skills, and modern applied technologies.

Professional Course Requirements:

	Credits
BIO 243 Water Quality	4
BOTE 275 Office Procedures	3
CO-OP Education	4
CSCI 101 Introduction to Computers	3
HPER 210 First Aid/CPR	1
MA 104 Finite Mathematics	3
WTT 101 Water Supply Operations I	3
WTT 102 Wastewater Operations I	3
WTT 111 Water Supply Operations II	3
WTT 112 Wastewater Operations II	3
WTT 120 Mechanical / Electrical Maintenance	3
WTT 121 Water Quality Law	2

Total Semester Hours: 35

General Educational Course Requirements:

See: General Education pages 75-77

Total Semester Hours: 19

Nine-Month Certificate:

BIO 243 Water Quality	4
BOTE 275 Office Procedures	3
CSCI 101 Introduction to Computers	3
HPER 210 First Aid/CPR	1
<i>(Water Treatment Technology 9-Month Certificate Continued)</i>	
MA 104 Finite Mathematics	3
WTT 101 Water Supply Operations I	3

WTT 102 Wastewater Operations I	3
WTT 111 Water Supply Operations II	3
WTT 112 Wastewater Operations II	3
WTT 120 Mechanical / Electrical Maintenance	3
WTT 121 Water Quality Law	2
WTT 295 Practicum	4
Total Semester Hours:	36

Mathematics

Degree: Associate of Science

Credit Hours Required: 63

The Mathematics Program is designed to prepare a student for entry-level studies in general mathematics and for further education in mathematics-related areas of study. A two-year curriculum in mathematics is available for students who plan to obtain an Associate in Science degree by completing the FBCC requirements.

Professional Course Requirements

	Credits
CSCI 122 Visual Basic	4
MA 208 Discrete Mathematics	3
MA 210 Elementary Statistics	4
MA 165 Calculus I	4
MA 166 Calculus II	4
MA 227 Applied Linear Algebra	3
CSCI 117/118 Front Page I & II	2
Total Program Hours:	24

General Education Requirements:

See: General Education pages 75-77

Cumulative Hours: **39**

Total Semester Hours: **63**

Human Services

Degree: Associate of Arts

Credit Hours Required: 63

This program is to prepare persons for employment with paraprofessional positions in human services or for transfer to a four-year college. The curriculum is designed to develop the basic competencies necessary for employment in various human service settings.

Professional Course Requirements

	Credits
CJ 201 Introduction to Criminal Justice	3
POL SCI 234 Basic Indian Law	3
PSY 111 Introduction to Psychology	3
PSY 220/MA210 Statistics	3
PSY 285 Practicum	3
SW 255 Social Work Profession	3
SW 256 Social Welfare	3
Electives	3
Total Semester Hours:	24

General Education Requirements:

See: General Education pages 75-77

Total Semester Hours: 39

Cumulative Hours: 63

Addiction Studies

Degree: Associate of Arts

Credit Hours Required: 78

This course prepares students for employment at the technical level in substance abuse treatment environments. Some of the courses offered are for those who want to transfer on to a four-year college and become a Licensed Addictions Counselor. Focus is on physical care and interpersonal dynamics.

Professional Course Requirements

	Credits
BIO 220 Anatomy & Physiology 1	4
HPER 210 First Aid/CPR	1
NURS 117 Nutrition and Health	3
NURS 204 Native American Health Perspectives	3
NURS 211 Physical Assessment Techniques I1	1
NURS 299 Social/Medical Detoxification	2
SW102 Professional Residential Training	

(Addiction Studies Continued)

Program	3
SW103 Residential Training Skills Development	2
PSY 201 Dynamics of Ajustive Behavior & Mental Health	3
<u>Licensed Addiction Counselor Course Requirements</u>	
NURS 205 Pharmacology	2
PSY 244 Dynamics of Addiction	3
PSY 250 Developmental Psychology	4
PSY 255 Adolescent Psychology	3
PSY 270 Abnormal Psychology	3
SOC 215 Marriage and the Family	2
Total Semester Hours:	39
General Education Requirements:	
See: General Education pages 75-77	
Total Semester Hours:	39
Cumulative Hours:	78

Public/Tribal Administration

Degree: Associate of Arts

Credit Hours Required: 63

This program is designed to prepare students for employment in public and tribal government, or for transfer to a four-year college. The curriculum introduces students to the concept of public administration and government. This provides a foundation for understanding how the legal system works in society. Students are also introduced to the idea of interpreting the law, as well as to the concepts of how economic factors influence the governing system.

Professional Course Requirements

	Credits
MA 210 Statistics	4
POL SCI 114 American Government	3
TS 213 Tribal Government	3
POL SCI 234 Basic Indian Law	3
POL SCI 250 Public Administration	3

(Public/Tribal Administration Continued)

POL SCI 297 Internship	3
Elective from POL SCI/TS	3
Total Semester Hours:	24
General Education Course Requirements	
See: General Education pages 75-77	
Total Semester Hours:	39
Cumulative Hours:	63





F.

Course Descriptions

Division of Arts and Humanities

Art (ART)

130 Drawing I

Study and practice is observational drawing focusing on accurate representation of observed subject matter. Perception, hand-eye control, measures and proportion, light and shadow, and design elements emphasized.

Lab Fee \$25.00

3 CREDITS

160 Painting

This course will give the students a chance to explore their art talents in the area of painting. Working with tempera, acrylic and oil paints, the students can expand their capabilities from mixing colors to producing landscapes, still life and action products in paint.

Lab Fee \$25.00

3 CREDITS

199 Special Topic

Subjects and credits will vary.

0.5-4 CREDITS

201 Art Methods for Elementary Education

Research and exploration of the varied approaches to creative art activities, investigation of philosophies, and the development of a meaningful public school art program. Four studio hours per week.

Lab Fee \$25.00

2 CREDITS

****Course offered only as needed**

Graphic Arts Technology (GAT)

101 Introduction to Typography & Design

This is a basic introduction to typography and design. The students will learn about the use of fonts and lettering used to enhance pamphlets, poster and banners. This will be done with stencils, freehand and the computer. Includes Laboratory.

Lab Fee \$25.00

3 CREDITS

103 Electronic Imaging

At the completion of this course the student should have a basic knowledge in using the Adobe Photoshop software. They will learn how to manipulate photographs using various Photoshop techniques. Includes laboratory.

Lab Fee \$25.00

3 CREDITS

215 – Video Production

This course concentrates on developing the skills needed to videotape and edit their video using Macintosh movie. Students will learn techniques in script writing and story boarding leading to the production of quality videotapes. During the editing process STUDENTS will be able to add special effects by editing both the sound and pictures on the tape.

3 CREDITS

213 Portfolio Design

3 CREDITS

This course will instruct the student how to design their own professional portfolio, create their own resume and learn about interviewing. This will prepare the student to search for jobs professionally in the work force.

Lab Fee \$25.00

GAT 215 – Video Production II

3 CREDITS

Advanced Video Production – students will continue with one movie production. Each student will produce a 15-minute video of importance to the college/community.

297 Graphic Arts Internship

3 CREDITS

The student will get hands on training working with Fort Berthold Comm. College and others. They will set up promotional packet creating pamphlets, banners and posters that will promote the college and others. Pre-requisites: GAT 211, BOTE 218 or consent of the instructor.

Lab Fee \$25.00

****Course offered only as needed**

**Communications
(COMM)**

110 Fundamentals of Public Speaking

3 CREDITS

This course concentrates on important elements of interpersonal communications, as well as public speaking. Course work includes instruction in basic concepts and techniques, which enable students to design and effectively deliver a variety of speeches.

****Course offered only as needed**

**English
(ENG)**

012 Fundamentals of Reading and Writing

3 CREDITS

This course teaches reading and writing as an integrated process through examples, exercises, course discussions and peer conferencing. The course will demonstrate the wholeness and close relationship of reading and writing and applying that knowledge to both reading and writing.

110 Composition I

3 CREDITS

This course concentrates on the whole process of writing, which involves three essential stages: Pre-writing, writing and revision. Course work develops and reinforces this writing method. Expository writing is emphasized through essay and research paper format.

120 Composition II

3 CREDITS

This course is designed to apply to principles of the whole process of writing to college level writing requirements. Concentration is placed on specific kinds of college writing skills necessary to further their academic work. These include essay writing, report writing, as well as term and research paper writing. Vocabulary is emphasized. Self-paced, individualized computer aid is required to introduce and reinforce grammatical concepts. Prerequisite: ENG 110

211 Introduction to Creative Writing

3 CREDITS

This course concentrates on important element of the creative writing process. Students will investigate three types of creative writing: short story, poetry and drama through the use of professionally written examples. Students will then creatively write their own short stories, poems and one-act plays.

199 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

****221 Introduction to Drama**

3 CREDITS

The aim of this basic course is dramatic arts is tap and develop students' ability to express themselves through mime, improvisation, monologue, and role-play. This course includes a survey of play production and playwrights.

Lab Fee \$20.00

238 Children's Literature

3 CREDITS

Introductory study of poetry, folk and fairy tales, myths and legends, modern realistic stories, historical, biographical, and science books for children in the first six grades. Prerequisite: ENG 110.

265 Native American Literature

3 CREDITS

This course allows students to survey a wide range of Native American Literature, beginning with the oral tradition of myths and legends, transitional literature to modern short stories, poetry and novels. Course work will include discussion of readings designed to teach standard genres of literature. It will focus largely on student experience and response to the literature.

299 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

****Course offered only as needed**

**History
(HIST)**

103 United States History I

4 CREDITS

A survey of early American history, including old world background, transformation of British institutions into American institutions, the Revolutionary War period, the establishment of the Union, and the Civil War period up until reconstruction.

104 United States History II

4 CREDITS

A survey of the last century of American history from Reconstruction to the present.

199 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

299 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

****Course offered only as needed**

**Humanities
(HUM)**

****100 Study Skills**

1 CREDITS

Study Skills includes hands on practice and experience in study skills critical to student success at the college level. It includes strategies for listening and note taking, test taking and anxiety, as well as lessons on preparation including textbook and handout outlining. It will encourage the use of study groups and emphasize reading improvement competencies and information access and use through library resources critical to college survival. Time management issues such as planning, schedules and provisions for make-up work will also be discussed.

101 Humanities I (Pre-history to Middle Ages)

3 CREDITS

Humanities I is designed to provide the students with an understanding of their cultural past, beginning with prehistoric and ancient times. Interdisciplinary in nature, the course will focus on the evolution of the arts in relationship to history.

Lab Fee \$15.00

****102 Humanities II (Middle Ages to Modern Times)**

3 CREDITS

Humanities II focuses on a later era of our history as human beings. Cultural literacy on a worldwide scale is the objective, in an effort to help student's gain understanding of their cultural past. Interdisciplinary in nature, the course will draw from the arts, philosophy, history and literature.

Lab Fee \$15.00

****103 Career Planning**

2 CREDITS

This course is designed to provide students with an opportunity to conduct long-range career planning and goal setting.

****104 Native American Women**

3 CREDITS

This course will cover a wide range of topics for those interested in how general social issues relate specifically to women. Some of the subjects to be discussed are alcoholism, sexual harassment, common stereotypes, non-traditional jobs, spirituality, and changing roles in the family. This course is designed to give people an appreciation for the wide variety of life-styles available to Indian women.

****111 Speed Reading and Memory Development**

3 CREDITS

This course concentrates on developing the skills needed to read faster and comprehend and remember information better. By utilizing the attention and focus process, students will develop the reading and memory skills necessary to become more confident in their study habits and daily lives. The process includes two essential steps: learning better reading skills and developing mnemonics to better remember acquired information. It allows students the practical application of these skills through course work including: mind mapping, vocabulary building, spelling enhancement, and reading and writing skill development.

****199 Special Topic**

0.5-4 CREDITS

Subjects and credits will vary.

****261 World Literature**

3 CREDITS

By reading samples of literature from all over the world, the students can familiarize themselves with and learn to recognize cultural and stylistic distinctions. The wide variety of literature read will broaden the students' ability to interpret, evaluate, and appreciate literature important to modern cultures.

****299 Special Topic**

0.5-4 CREDITS

Subjects and credits will vary.

****Course offered only as needed**

**Music
(MUS)**

237 Music for Elementary School Teachers

2 CREDITS

The goals of this course are to introduce elementary education majors to various methods and materials for teaching music in the elementary school and to develop the musical potential of each person to the fullest extent.

199 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

299 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

****Course offered only as needed**

**Philosophy
(PHIL)**

- 199 Special Topic** **0.5-4 CREDITS**
Subjects and credits will vary.
- 203 Native American Philosophy** **3 CREDITS**
This course will provide an introduction to the Native American philosophical thought, as expressed in selected readings and lectures. A humanistic and objective approach will be used to study various tribal philosophical beliefs.
- 299 Special Topic** **0.5-4 CREDITS**
Subjects and credits will vary.
****Course offered only as needed**

**The Division of Agriculture Agricultural Economics
(AGEC)**

- AGEC 141 Introduction to Agribusiness Management** **3 CREDITS**
This is an introductory course dealing with the economic importance of the agribusiness community and the potential for employment with the agribusiness industry.
Lab Fee \$10.00
- AGEC 142 Agricultural Accounting** **3 CREDITS**
An introduction to the preparation of farm records and financial statements for use in business analysis.
Lab Fee \$30.00
- AGEC 242 Introduction to Agricultural Management** **3 CREDITS**
Economic and managerial concepts related to farm or agribusiness production process, development of cost data, enterprise analysis, organization and management of production inputs.
Prerequisite: AGECE 141 or AGECE 142
Lab Fee \$15.00
- AGEC 244 Introduction to Agricultural Marketing** **3 CREDITS**
A study of the agricultural marketing system to include cash marketing, commodity futures trading, branded products merchandising and the interrelationship of the government and international trade.
Lab Fee \$10.00
- AGEC 246 Introduction to Agricultural Finance** **3 CREDITS**
Introduction to agricultural finances; provides background in farm and agribusiness credit use and evaluation. Discussion of specific financial conditions on farms and in agribusiness.
Prerequisite: 242
Lab Fee \$10.00
- AGEC 249 Computerized Farm Record Keeping** **2 CREDITS**
Use of computer systems to initialize, maintain and summarize farm/ranch financial and production records.
Lab Fee \$10.00
- XXX 197/297 Cooperative Education/Internship**
Provides opportunities to explore career interests and develop professional skills through work experiences. Under supervision of the employer and the instructor while receiving credit. May be repeated. Variable credits with a maximum of 6 credits.
****Course offered only as needed**

Agricultural Education

(AGED)

AGED 241 Leadership & Presentation Techniques

2 CREDITS

Development of youth leadership professionals in educational settings; methods, principles, and practices in organizing, developing, conducting, and evaluating community-based student organizations and student leadership programs.

Lab Fee \$10.00

****Course offered only as needed**

Agricultural Systems Management

(ASM)

ASM 125 Fabrication and Construction Technology

3 CREDITS

Introduction to materials, methods, and tools used in fabrication, installation, and maintenance of agricultural production and processing facilities.

Lab Fee \$25.00

ASM 155 Agricultural Welding

3 CREDITS

Principles and operation of oxyacetylene, electrode, and wire feed welding.

Lab Fee \$50.00

ASM 253 Small Engine Repair

3 CREDITS

Principles, maintenance, troubleshooting, and overhaul of small engines. Includes two-stroke and four-stroke cycle engines.

Lab Fee \$25.00

ASM 254 Electricity and Electronics Applications

3 CREDITS

Fundamentals and applications of electricity, electronic power distribution, controls, motors, and solid-state electronics.

Lab Fee \$10.00

ASM 255 Advanced Welding

3 CREDITS

Includes use of the MIG welder and plasma arc torch; also includes hard surfacing, brazing, welding cast iron, aluminum, stainless and spring steel, and out-of-position welding.

Prerequisite: ASM 155

Lab Fee \$10.00

ASM 278 Machinery Principles and Management

3 CREDITS

Principles of agricultural machinery manufacture, sales, operation, and management. Topics include selection, replacement, operation application, and maintenance.

Lab Fee \$10.00

****Course offered only as needed**

Animal & Range Science
(ARSC)

- ARSC 114 Introduction to Animal Science** **3 CREDITS**
General principles of the livestock industry and relationship to mankind.
Lab Fee \$10.00
- ARSC 123 Feeds and Feeding** **3 CREDITS**
Principles of feeding livestock including digestive systems, nutrient requirements, nutrient characteristics, and sources utilized in the formulation of balanced rations.
Lab Fee \$10.00
- ARSC 161 Equine Business Management** **2 Credits**
Students will study the forms of business, income tax considerations, develop a business plan, insurance considerations, liability programs, records, hobby versus a business, agreements and contracts.
- ARSC 164 Equine Behavior, Ground Work and Safety** **2 Credits**
This class includes understanding mental capacity, motivation, and reactions of horses to different training techniques. Proper restraining procedures to protect the horse and handler are explored. Imprinting training for a foal is discussed. A safety program will be designed to breeding or training operation
- ARSC 220 Livestock Production** **3 CREDITS**
General production and management of major meat animal species. Topics include production systems, feeding, facilities, health, economics, and marketing.
Lab fees \$10.00
- ARSC 231 Livestock Selection** **2 CREDITS**
Visual and performance evaluation of breeding and slaughter classes of the major meat producing livestock.
Prerequisite: ARSC 114
Lab Fee \$10.00
- ARSC 236 Introduction to Range Management** **3 CREDITS**
Principles of range management, which include plant identification, range evaluation, and range improvement.
Lab Fee \$10.00
- ARSC 260 Horse Production** **3 CREDITS**
Care, management, and feeding light horses.
Lab Fee \$10.00
- ARSC 297 Equine Training Techniques** **3 CREDITS**
This class is designed to teach the student the fundamentals of training a horse to be soft, supple and responsive. It will teach the student how to use the entire body to guide a horse and how to become part of the horse instead of just a passenger. Pre-requisite: ARSC 164 – Equine Behavior, Ground Work and Safety. Fall, Spring
- VETS 239 Animal Health** **3 CREDITS**
Principles of animal health; prevention, sanitation chemotherapy, immunology, disease symptoms, and management.
Lab Fee \$10.00
- **Course offered only as needed**

Crop and Weed Sciences
(PLSC)

PLSC 110 World Food Crops **3 CREDITS**
Scientific principles of crop growth, worldwide production, management alternatives, and processing for domestic and international consumption.

Lab Fee \$10.00

PLSC 175 Landscape Design **3 CREDITS**
Introduction to computer generated graphics and design. Further development of design skills for a variety of landscape settings and a more thorough study of landscape construction and maintenance.

Lab Fee \$10.00

PLSC 210 Horticulture Science **3 CREDITS**
Principles of plant classification, structure, function, growth, propagation, culture, and use of horticultural crops. Covers vegetable and fruit production in the home garden, growing flowers and planting flowerbeds, and landscaping principles and materials.

Lab Fee \$10.00

PLSC 223 Principles of Weed Science **3 CREDITS**
Introduction to biological, chemical, cultural and mechanical weed controls characteristics of weeds and their identification, pesticide application and dissipation.

Lab Fee \$10.00

PLSC 225 Principles of Crop Production **3 CREDITS**
Scientific principles of field crop production in the Northern Great Plains.

Lab Fee \$10.00

****Course offered only as needed**

PLSC 255 Woody Landscape Plants **3 CREDITS**
Nomenclature, identification and landscape characteristics of native and introduced deciduous and evergreen woody plants commonly used in the Northern Plains.

Lab Fee \$10.00

PLSC 265 Herbaceous Landscape Plants **2 CREDITS**
Production, identification and uses of annual, perennial, and bulbous ornaments in home and public landscapes with consideration to insect and disease problems.

Lab Fee \$10.00

****Course offered only as needed**

Horticulture
(HORT)

HORT 111 Organic Gardening I (Summer Session Only) **3 CREDITS**
This course will introduce students to a method of food production in which the growers work in harmony with nature, free from chemical application. It will enable them to explore the use of organic methods of plant production not only for food but also for pleasure. Lecture and laboratory.

Lab Fee \$10.00

HORT 112 Organic Gardening II (Summer Session Only) **3 CREDITS**
This course will demonstrate principles of organic garden production. Special emphasis will be devoted to plant nutrition, applied cultural gardening practices, integrated pest management, fruit and vegetable harvesting and methods of food preservation. Lecture and laboratory.

Lab Fee \$10.00

****Course offered only as needed**

Soil Science
(SOIL)

SOIL 110 Earth Science	3 CREDITS
See GEO 110 for Course Description	
SOIL 210 Introduction to Soil Science	3 CREDITS
Physical, chemical, and biological properties of soils as related to use, conservation, and plant growth. Lab Fee \$10.00	
SOIL 221 Soil Management and Conservation	3 CREDITS
Principles and practices of soil management and conservation planning in relation to soil erosion, tillage systems, crop production, sustainability, and environmental quality. Lab Fee \$10.00	
199 Special Topic	0.5-4 CREDITS
Subject and Credits will vary	
299 Special Topic	0.5-4 CREDITS
Subject and Credits will vary	
**Course offered only as needed	

Division of Business
Accounting
(ACCT)

199 Special Topic	0.5-4 CREDITS
Subjects and credits will vary.	
200 Accounting I	3 CREDITS
An introductory course in the fundamental procedures of accounting, including recording of transactions, account classification, book of original entry, special journals, closing procedures, and financial statements.	
201 Accounting II	3 CREDITS
A continuation of Accounting I with more study applied to accounting for notes and interest, inventory and plant assets, payroll systems, partnerships, and corporations. Prerequisite: ACCT 200	
203 Business Law I	3 CREDITS
This course includes contracts, agencies, and employment and negotiable instruments.	
205 Cost Accounting	3 CREDITS
This course includes study applied to commonly used cost accounting systems, such as job order costing and process cost accounting. Where applicable, this course will provide a provision for graduation project. Prerequisite: ACCT200 or equivalent.	
299 Special Topic	0.5-4 CREDITS
Subjects and credits will vary.	
**Course offered only as needed	

Business Administration
(BADM)

- 110 Principles of Advertising** **3 CREDITS**
Theory, principles and applications of advertising including media, selection, planning, budgeting, and advertising design.
- 111 Introduction to Customer Service** **2 CREDITS**
This course is designed to teach the student the importance and basics of customer service so that they may serve the customer properly and with respect. Topics include basic customer service, communication skills, problem solving, handling conflict and personal development.
- 120 Introduction to Business** **3 CREDITS**
Acquaints the student with the American Capitalist model, as well as the systems used by other countries. This course will also provide an overview of all business-related activities.
- 199 Special Topic** **0.5-4 CREDITS**
Subjects and credits will vary.
- 201 Fundamentals of Marketing** **3 CREDITS**
This course is an introduction to distribution of goods and services and marketing policies.
- 202 Principles of Management** **3 CREDITS**
This course presents the fundamentals of the management process, focusing on the concepts and techniques basic to the manager, including planning, organizing, staffing, leading, and controlling.
- 205 Small Business Management** **3 CREDITS**
Focuses on the problems encountered by small business owners. Also provides a general guideline to small business start up. Topics include financing, location, credit & collection, legal requirements, etc.
Prerequisite: BADM 120
- 206 Writing a Business Plan** **2 CREDITS**
This course focuses on the business plan as a blueprint that entrepreneurs must develop to enhance the chances of launching their ventures successfully. Prerequisite: BADM 205
- 220 Marketing Research** **3 CREDITS**
This course is designed to explore the full range of activities involved in the marketing research process including research and measurement concepts, sampling and fieldwork, and data analysis and presentation.
- 224 Management for Supervisors** **3 CREDITS**
This course presents the fundamentals of the management process and leadership philosophies as they relate to supervisors. The course flow will follow the basic managerial functions of planning, decision making, organizing, staffing, communicating, motivating, leading, and controlling.
- 225 Human Behavior in Organizations** **3 CREDITS**
This course emphasizes individual and group behavior within an organizational structure.
- 291 Leadership Development** **2 CREDITS**
This course provides students with opportunities to engage in leadership development activities through membership in FBCC's American Indian Business Leaders chapter, a nationally chartered student leadership organization focusing on civic responsibility, academic excellence, social and cultural awareness, career development and personal growth through team building, mentoring and networking.
- 297 Business Internship** **2 CREDITS**
This course allows the student to experience their chosen field first hand through practical, hands-on training in a business related to marketing, management, the various business administrative fields, and casino/hotel/restaurant operations.

299 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

****Course offered only as needed**

**Business, Office, Technical Education
(BOTE)**

102 Keyboarding I

3 CREDITS

Emphasis is placed on the development of correct stroking techniques using the typewriter and/or microcomputer keyboard. Proficiency in the application of these skills will be used to complete simple letters, manuscripts, and tables.

Lab Fee \$20.00

118 Desktop Publishing

3 CREDITS

This is a basic software application course that will provide students with the skills in electronic layouts, editing and production of documents. Includes lab.

147 - Word Processing

3 CREDITS

This course will provide hands-on experience using Word for Windows. Students will learn to create, edit, save, and print documents, along with advanced word processing features.

152 Keyboarding II

3 CREDITS

This course is designed for students who type less than 40 words per minute, but have a basic knowledge of the keyboard. Emphasis is placed on business letters, reports, tables, and speed development.

Prerequisite: BOTE 102 or Equivalent.

Lab Fee \$20.00

****Course offered only as needed**

171 Medical Terminology

3 CREDITS

This course is designed for students to learn the meaning, spelling, and pronunciation of medical terms.

188 Computerized Accounting

3 CREDITS

Accounting applications utilizing the computer. This course will include programs for journalizing, accounts receivable, accounts payable, inventory and payroll. Prerequisite: ACCT 200 or equivalent.

Lab Fee \$10.00

199 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

202 Keyboarding III

3 CREDITS

This course is devoted to the acquisition of superior skills in typing, proofreading, and speed development. Prerequisite: BOTE 152

Lab Fee \$20.00

210 Business Communications

3 CREDITS

The study and practice of writing for results. All types of business correspondence are included. This includes letters, memorandums, reports, as well as preparation of resumes and job applications.

217 Records Management

2 CREDITS

This course will provide an introduction to the principles and practices of record management. The four basic filing systems: alphabetic, subject, numeric, and geographic will be covered.

218 Advanced Desktop Publishing

3 CREDITS

This is a continuation from BOTE 118 software application course that will provide students with advanced skills in electronic layouts, editing and production of documents. Pre-requisite: BOTE 118

222 Medical Transcription

3 CREDITS

This course is intended to equip the student with the practice in transcribing medical material. Prerequisites: BOTE 102, BOTE 171

247 Spreadsheets

3 CREDITS

This course will provide students with hands-on experience using Excel for Windows. Prerequisite: BOTE 102 or Equivalent
Lab Fee \$10.00

257 Introduction to Database Management

3 CREDITS

This course will include hands on operation of the computer, to introduce the student to the planning and designing of a data base system using software for data base management. Prerequisite: BOTE 102 or Equivalent.

Lab Fee \$10.00

275 Office Procedures

3 CREDITS

Office procedures is a course designed to help the student become familiar with the activities and duties required of an office worker of today. Students will learn procedures for good office communications, using reference materials, proofreading techniques, telephone usage, and mail and work procedures. Where applicable, this course will provide a provision for a student’s graduation project.

Lab Fee \$10.00

277 Medical Office & Insurance Procedures

3 CREDITS

This will provide the basic knowledge of telephone techniques, routing correspondence, and filing procedures used in a medical office. Preparation of medical correspondence will be thoroughly covered, along with insurance billing forms and procedures. Where applicable, this course will provide a provision for a student’s graduation project.

Prerequisites: BOTE 275, BOTE 171

299 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

****Course offered only as needed**

**Division of Construction Technology
(CT)**

101 Fundamentals of Construction Technology

4 CREDITS

This course will teach Basic Safety, Construction Math, Introduction to Hand Tools, Introduction to Power tools, Introduction to Blue Print Reading and Basic Rigging. This class will be an overview of the safety precautions for working on a construction job site and will cover the safety and use of hand and power tools. This is also a refresher for basic math and the basic reading of Blue Prints.

Lab Fee \$50.00

102 Carpentry 1

4 CREDITS

This course will teach Orientation to the Carpentry Trade, Nails, Fasteners and Adhesives, Wood Building Materials, Floor Systems, Wall Systems, Site Preparation, Concrete and Reinforcement Materials, Concrete Handling and Placing, Forming Foundations and Flatwork. This class will start with an overview of the trade and human relation, also how the free enterprise system works. The class will teach the basics of how to start building a house starting from the laying out of the foundation to the building of the walls. The student will study theory as well as hands-on at a work site or in the shop.

103 Carpentry 1 Lab**6 CREDITS**

This lab will teach the hands-on practice of using the basic hand and power tools correctly and safely. The lab will also teach the practice of laying out a simple building in the field using the knowledge learned in the classroom. The lab will also be used to evaluate the performance tests needed to move from one level to the next level.

Lab Fee \$50.00

104 Carpentry 2**4 CREDITS**

This course will teach Special Floor Systems, Wall Systems (tilt up), Roof Systems, Reading Plans and Elevation, Field Engineering Principles, Forming, Water and Damp Proofing. This class will teach roof construction and methods for cutting roof members and introduction of the rafter tables on a framing square. This class will cover a lot of concrete such as pouring, forming walls, and methods of testing the concrete. The class will also cover the reading and interpreting construction drawings and project elevation. Water proofing and air infiltration will also be included in this class.

105 Carpentry 2 Lab**6 CREDITS**

This lab will teach the basics of building a structure using the course work and theory used in the classroom. The lab is intended to let the student observe and practice hands-on work experience in the carpentry trade. The lab is also used as an area that can be setup to demonstrate a certain stage of building that would be unavailable to the student. This lab is where the Instructor will give the performance tests.

Lab Fee \$50.00

206 Carpentry 3**4 CREDITS**

The carpentry 3 course is a continuation of the first 2 levels and will be covering Stair Building, Reinforcing Concrete, Patented Forms, Interior Finish, Exterior Finish, Roofing Applications, and Installation of Cornices, Gutters, and Downspouts. The class will cover the techniques for laying out correct stair dimensions and identify parts and types. This class will also cover job built forms and patented forms and how to reinforce footings, slabs, and walls. The class will be reading a lot on Interior and Exterior finishes such as drywall, painting, sheet-rocking, hanging doors and windows, siding, roofing or shingling.

207 Carpentry 3 Lab**6 CREDITS**

This lab will teach the hands-on practice of the class work being covered in this level. The lab will use the shop to cut out and practice the laying out of stairs. The class will also be doing some work in building forms for concrete and types of reinforcement. The class will be practicing the roofing process of asphalt, fiberglass and wool shingles. Roofing safety will also be covered in this lab. Ceilings and wall finishes on a project will also be covered in this lab.

Lab Fee \$75.00

208 Carpentry 4**4 CREDITS**

This course will teach Cabinetry, Interior finish: Doors and Windows, Wall and Floor Specialties, Laser Instruments: safety, finish Stairs, Metal studs and Drywall, Intro. To Supervision. The class will cover parts, wood working joints, fasteners and laminates of cabinetry. The Interior finish will cover assembly techniques, frames and jambs, installation procedures, and trim of doors and windows. The class will be covering wall and floor coverings such as installation techniques for moldings and vinyl and carpeting. Proper use and safety use of Laser surveying equipment use by carpenter will be presented. Proper installation and trim part of finish stairs is explained. This class will also cover motivation, peer relation, planning scheduling, and working with others.

209 Carpentry 4 Lab

6 CREDITS

This lab will be making projects using the cabinetry exercises and wood working machines. The class will also use the installation techniques of doors and windows on a project or in shop. The class will also observe and practice installation of vinyl and carpet. The class will also do some role-play in Supervision. If available the lab class will also do exercises with laser surveying instrument. This is where the performance tests will be taken.

Lab Fee \$75.00

****Course offered only as needed**

**Division of Education Early Childhood Education
(ECD)**

101 Introduction to Child Development Programs

1 CREDIT

An introduction to the field of early childhood through the use of scholastic resources and practical learning opportunities. Career options will be discussed and explored, with emphasis placed on career ladder opportunities in the field of early childhood education/development (CDA, A.A. degree, B.S. degree, and graduate degrees).

111 Early Childhood Development: Pre-birth through age eight

2 CREDITS

A study of human growth and development from conception to age eight. Emotional, social, intellectual, and physical development norms will be addressed. Observations of young children are required. The student will gain knowledge and understanding of the stages of child development and of the variations of development among children.

113 Middle Childhood Development **

2 CREDITS

A study of human growth and development from eight to twelve years of age. Typical development in the areas of emotional, social, intellectual, and physical growth will be discussed.

122 Creative Activities I

2 CREDITS

This course addresses age-specific curriculum needs and accommodations; based on emotional, social, language, intellectual, and physical development patterns of children ages three to eight years. Product design, construction, implementation, and evaluation of safe and appropriate materials and activities for young children will be an integral component of this course

. Course fee of \$25

123 Creative Activities II - School-Age Activities

2 CREDITS

Appropriate materials and activities for school-aged children will be addressed. Practical application in terms of design, construction, implementation, and evaluation of materials for school-age children will be an integral part to this course.

Course fee of \$25

131 Positive Child Guidance

2 CREDITS

Guidance and the development of self-discipline in children, with emphasis on social and interpersonal behavior will be studied. Positive means to support children’s social and emotional development; as well as strategies to establish productive relationships with families will be emphasized.

141 Children’s Health and Nutrition

2 CREDITS

This course will focus on childhood nutrition, menu planning, food preparation, and children’s health and safety.

151 Program Administration

2 CREDITS

This course provides information on the management of child care programs including: record-keeping, writing policies and procedures, licensing, observing and recording children’s development, budgeting issues, and staffing patterns. Interpersonal relationships will be a major focus of this course.

199 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

221 Child Development Programs/Curriculum/Practicum **3 CREDITS**
This course is a study of various curriculum philosophies, as well as procedures, techniques, and methods deemed appropriate for use in early education curriculum planning. Culturally relevant curriculum designed for the “whole” child in the areas of physical, social, cognitive, and emotional development will be emphasized. During the practicum students will work with children, at three different age levels, using the skills they have learned.

222 Learning and the Young Child **3 CREDITS**
This course will address: theories about play development and learning as applied to young children; and environmental design that is physically, socially, intellectually, and emotionally safe and healthy.

224 Diversity in Early Childhood Development **2 CREDITS**
Values and characteristics of various cultures, races, and minority groups will be explored, with the goal being to instill “respect for” and “appreciation of” the differences among people living in the world today. CONFRONT, TRANSCEND and ELIMINATE barriers based on race, culture, sex, and/or ability.

295 Practicum **3 CREDITS**
A laboratory experience, which provides an opportunity to apply information from concurrent ECD, courses toward actual experiences with children.

299 Special Topic **0.5-4 CREDITS**
****Course offered only as needed**

Education (EDUC)

112 Early Childhood Development **2 CREDITS**
A study of human growth and development from three to eight years of age. Emotional, social, intellectual, and physical development norms will be addressed. Observations of young children are required.

121 Infant/Toddler Curriculum **2 CREDITS**
This course addressed age-specific curriculum needs and accommodations; based on emotional, intellectual, social, language and physical development patterns of children ages’ birth to three years.

199 Special Topic **0.5-4 CREDITS**
Subjects and credits will vary.

ENG 238 Children’s Literature **3 CREDITS**
Introductory study of poetry, folk and fairy tales, myths and legends, modern realistic stories, historical, biographical, and science books for children in the first six grades. Prerequisite: ENG 110.

250 Foundations of Education **3 CREDITS**
Acquaints students with sociological, historical, and philosophical issues in education.

280 Elementary Curriculum **2 CREDITS**
Curriculum planning, purposes, and designs. Prerequisite: ED 250

285 Foundations of Reading **3 CREDITS**
Principles, techniques, and approaches for implementation of a developmental reading program in the elementary school.

299 Special Topic **0.5-4 CREDITS**
Subjects and credits will vary.

****Course offered only as needed**

Special Education (SPED)

- 210 Introduction to Exceptional Children** **3 CREDITS**
A survey of the various types of developmental disabilities, the philosophy of service, team planning, individual program planning, and legal and ethical considerations for persons with developmental disabilities.
- 199 Special Topic** **0.5-4 CREDITS**
Subjects and credits will vary.
- 285 Introduction to Developmental Disabilities** **3 CREDITS**
A survey course in the education of persons with developmental disabilities including; handicapping conditions, legal aspects, history, parental perspectives, educational programming, service delivery systems, and current research.
- 299 Special Topic** **0.5-4 CREDITS**
Subjects and credits will vary.
- **Course offered only as needed**

Division of Teaching and Learning (T&L)

- 213 Young Children's Language and Thought** **3 CREDITS**
This course both investigates both typical and atypical development of language and thought in children 0-8, as a basis for understanding working with young children in educational settings.
- 222 Technology for Teachers** **3CREDITS**
The major emphasis of the course will be the development of computer skills for classroom teachers. Topics include applications for lesson plans, technology integration into the curriculum, record keeping, graphics, the Internet and also software and web page evaluations.
- 224 Fine Arts Methods** **3 CREDITS**
The educational success of our children depends on giving them imagination, creativity and a sense of expression as well as academic competencies. To achieve this in our future classrooms, educational teacher preparation requires an understanding of successful artistic literacy, instruction, methods, appreciation and student assessment.
- 230 Introduction to Teaching & Learning** **3 CREDITS**
This is the basic introductory course to the Elementary Education major and should be taken during the sophomore year.
- 232 Classroom Management** **3 CREDITS**
The successful teacher knows how to provide students with the best possible learning environment. This course will explore methods and techniques that will ensure the children have an educational setting that will enhance their learning experiences.
- 235 Understanding Readers and Writers** **3 CREDITS**
This foundation course explores the developmental nature of literacy learning, the reading and writing processes, and the conditions for successful literacy learning.
- 273 Physical Science for Elementary School Teachers** **3 CREDITS**
Physical Science for elementary teachers will introduce and develop concepts of Chemistry and Physics (Motion, Heat, Light, Sound, Pressure, Aerodynamics, Magnetism, and Electricity). The course is about the laws, theories, and facts of science and to teach science to grade school children. The course is made up of lots of classroom experiments and demonstrations and classroom management, appropriate assessment techniques, and cooperative and collaborative methods in the science room.

298 Constructivist Teaching

3 CREDITS

This class has the following course goals: 1. To explore the study of Education. 2. To investigate and analyze the different modes of teaching. 3. To identify the competencies necessary for organizing a teaching unit.

299 Language and Curriculum Development

3 CREDITS

The course goals for this class are: 1. Participate in a total immersion setting using the Hidatsa, Mandan, and Arikara Language and culture. 2. Review culturally appropriate literature. 3. Develop constructivist-teaching lessons that integrate language and culture into the curriculum.

299 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

****Course offered only as needed**

Cooperative Education

(COOP)

197 Cooperative Education/Internship

2 CREDITS

Provides opportunities to explore career interests and develop professional skills through work experiences. Student will be under supervision of the employer and the program instructor.

Lab Fee \$10.00

****Course offered only as needed**

Division of Health Physical Education and Recreation

(HPER)

199 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

210 First Aid/CPR 1

This course is designed to give students an introduction to the skills necessary for immediate response to emergency situations and will include training in cardiopulmonary resuscitation.

225 Elementary Methods and Activities

3 CREDITS

Elementary school, program, content, teaching and activities for kindergarten through grade six.

299 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

****Course offered only as needed**

Division of Mathematics and Science

(MA)

***All students enrolling in their first FBCC math course are required to take a math placement exam during registration.*

012 Foundations of Mathematics

3 CREDITS

Individualized math instruction, covering basic computation of whole numbers, fractions, decimals and percentages.

Lab Fee \$25.00

101 Elementary Algebra

3 CREDITS

Designed for students with little or no mathematics background. Basic arithmetic, operations with integers, fundamental algebra operations, factoring, linear equations, exponents and radicals.

Lab Fee \$25.00

102 Intermediate Algebra**3 CREDITS**

Introduction to sets, properties of real numbers, algebraic expressions, linear equations, quadratic equations, graphing, and use of calculators.

Prerequisite: One year of high school algebra or MA 101

Lab Fee \$25.00

103 College Algebra**4 CREDITS**

Equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations.

Prerequisite: MA 102 or equivalent

Lab Fee \$25.00

104 Finite Mathematics****3 CREDITS**

Functions, matrices, linear systems, linear programming, probability and statistics, mathematics of finance and logic.

Prerequisite: MA 102 or equivalent

Lab Fee \$25.00

105 Trigonometry**3 CREDITS**

Functions of the general angles, solutions of trigonometric equations and triangles, graphs of the functions, inverse function, and identities.

Prerequisite: MA 103 or high school geometry

Lab Fee \$25.00

106 Ideas in Math**3 CREDITS**

Basic operations and applied problems with numbers, including fractions, decimals, percentages, exponents, geometry and measurement.

Lab Fee \$25.00

107 Pre-Calculus****4 CREDITS**

An introductory overview to differential and integral calculus, theory of equations, limits, series, sequences and analytic geometry

Prerequisite: MA 102 or equivalent

Lab Fee \$25.00

165 Calculus I**4 CREDITS**

Limits, continuity, differentiation, intermediate value and mean value theorem, indefinite integrals, and definite integrals.

Prerequisite: MA 105 or equivalent

Lab Fee \$25.00

166 Calculus II ****4 CREDITS**

Application of integrations, methods of integrations, sequences, and series.

Prerequisite: MA 165

Lab Fee \$25.00

208 Discrete Mathematics**4 CREDITS**

Set theory, functions, relations, graph theory, Boolean algebra, logic, induction and difference equations.

Prerequisite: MA 103 or equivalent

Lab Fee \$25.00

210 Elementary Statistics**4 CREDITS**

Descriptive statistics, sampling statistical methods of gathering, presenting, and analyzing data. Topics include basic concepts in measuring, scaling, binomial and normal distribution, hypothesis testing and regression

Prerequisites: MA 103 or equivalent

Lab Fee \$25.00

227 Applied Linear Algebra

3 CREDITS

Matrices, vectors, systems of linear equations and inequalities, mappings, determinants, and linear programming.

Prerequisite: MA 165

Lab Fee \$25.00

277 Math for Elementary School Teachers

2 CREDITS

This class is designed specifically for elementary education majors and is a prerequisite for TEAM. Topics include problem solving, number systems, number theory and reasoning, computer software, calculators, and manipulative usage,

Prerequisite: MA 103 or consent of instructor

Lab Fee \$25.00

299 Special Topic**

1-2 CREDITS

Subjects and credits will vary. An examination of special topics in mathematics.

****Course offered only as needed**

**Biology
(BIO)**

*Courses also listed in the Geology Subject Area

106 Ethno Botany

4 CREDITS

Observation, identification and classification of native North Dakota plants with emphasis on structural, edible and medicinal uses by Tribal Nations past and present. Includes laboratory and field activities.

111 Concepts of Biology

4 CREDITS

A survey of living things and their biological relationships. Provides general knowledge and cultural appreciation of contemporary biology. Includes laboratory and field activities.

Lab Fee \$25.00

124 Environmental Science*

4 CREDITS

A study of the relationship of humans to their environment, including major environmental problems facing mankind today. Includes laboratory and field activities.

150 General Biology I

4 CREDITS

Basic biological concepts include the fundamental processes of cells and life systems, genetics, and evolution. Includes laboratory.

151 General Biology II

4 CREDITS

A continuation of Biology I with an emphasis on plant and animal classification and relationships. Includes laboratory. Prerequisite: BIO 150

199 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

202 Intro to Microbiology

4 CREDITS

This course will familiarize students with classification, recognition, production, and control positive and negative impacts of all types of microorganisms. Includes laboratory. Prerequisite: BIO 150 or consent of Instructor.

Lab Fee \$25.00

220 Anatomy and Physiology I

4 CREDITS

A general survey of the function and anatomy of human systems. Emphasis on introductory topics of cell and tissue structure and function; anatomical terminology; and skeletal; muscular, nervous, and endocrine systems. Includes laboratory. Prerequisite: BIO 150 or CHEM 121.

Lab Fee \$25.00

221 Anatomy and Physiology II**4 CREDITS**

Structure and function of the human body with emphasis on maintenance systems; i.e. cardiovascular, respiratory, digestive, urinary, metabolism, and reproductive. Includes laboratory. Prerequisite: BIO 220 or consent of Instructor.

Lab Fee \$25.00

222 Environmental Law**3 CREDITS**

A survey of the laws related to natural resources use and management at local, state, tribal and federal levels.

230 General Ecology**4 CREDITS**

Overview of the principles governing the interrelationship between plants, animals, and environments. Emphasis is on ecological communities throughout North America. Includes laboratory and field activities. Prerequisite: BIO 150 or consent of instructor.

225 Research Methods**4 CREDITS**

Introduction to basic physical and biological field measurements. Students will learn to use appropriate equipment to identify, quantify, and record resources in the field.

230 Field Research I**2 CREDITS**

The student will identify a specific problem related to the field of his/her interest within Environmental Science. He/she will conduct a literature review, design a research project, and collect field data related to that problem. Prerequisite: BIO 225

Lab Fee \$25.00

232 Field Research II**2 CREDITS**

A continuation of BIO 230 Field Research I. The student will continue gathering field data and write a report in scientific style. Oral presentation of report required.

Prerequisite: BIO 230.

243 Water Quality**4 CREDITS**

Course covers basic issues of water quality as they relate to current individual agricultural, commercial and municipal water needs, sources, and uses. Includes laboratory. Prerequisite: BIO 150 or consent of instructor.

Lab Fee \$25.00

250 BIO Freshwater Biology**4 CREDITS**

Students will learn the biological, chemical, and physical characteristics of inland waters including origins, interrelationships and the effect of civilization. Topics covered will include rivers, lakes, reservoirs, and wetlands. Prerequisites: Biology 150 and 150L, Biology 151 and 151L. Includes Lab

299 Special Topic**0.5-4 CREDITS**

Subjects and credits will vary

****Course offered only as needed**

Chemistry (CHEM)

115 Introductory Chemistry**4 CREDITS**

Introduces students to basic principles and concepts of chemistry. Topics include atomic theory, stoichiometry, bonding and nuclear chemistry. Includes laboratory. Prerequisite: MA 102 or consent of instructor.

Lab Fee \$25.00

116 Introduction to Organic and Biochemistry**4 CREDITS**

Study of carbon Chemistry. Functional groups, bonding and uses, with special emphasis on applications to living systems. Includes laboratory. Prerequisite: CHEM 115 or consent of instructor.

121 Chemistry I**4 CREDITS**

An introduction to the principles of chemistry, including scientific method and problem solving, atomic theory, elements and compounds, stoichiometry, equations, and thermodynamics. Includes laboratory.

122 Chemistry II**4 CREDITS**

A continuation of Chemistry I with an emphasis on bonding and molecular structures, equilibrium, and applied chemistry. Introduces organic and biochemistry. Includes laboratory. Prerequisite: CHEM 121

199 Special Topic**0.5-4 CREDITS**

Subjects and credits will vary.

299 Special Topic**0.5-4 CREDITS**

Subjects and credits will vary.

****Course offered only as needed**

Computer Science (CSCI)

101 Introduction to Computers**3 CREDITS**

Material covered will include information for inexperienced computer users: an introduction to the Internet, understanding personal computers and Microsoft Windows. Topics will include the basic skills necessary to work with windows, application basics, the desktop, copy and paste, and other Windows techniques will be introduced.

Lab Fee \$10.00

CSCI 117 Introduction to Front page**1 CREDIT**

You'll begin with an introduction to the basics of Web design and an exploration of the interface and features of the FrontPage program. Then, you'll learn how to manipulate text and graphics to create finished Web pages. Next, you'll find out how to create and manipulate tables to structure and organize your Web pages.

CSCI 118 Advanced Front page**1 CREDIT**

This course is a continuation of **CSCI 117** with an advanced exploration of Web design and an exploration of the interface and features of the FrontPage program. You'll continue to learn how to manipulate text and graphics to create finished Web pages. Next, you'll find out how to create and manipulate tables to structure and organize your Web pages. At the completion of this course you will have to present to selected committee.

CSCI 120 Introduction to Computer Programming**3 CREDITS**

Introduction to programming in a high-level language. Emphasis on problem solving and logical thinking. Design, implementation and testing of programs for small-scale problems using elementary data types and control structures.

122 Visual Basic**4 CREDITS**

An introduction to programming using the Visual Basic language.

Prerequisite: CSCI 101 or consent of instructor.

Lab Fee \$10.00

CSCI 124 Introduction to C++**4 CREDITS**

An introduction to programming using the C++ language. Prerequisite: CSCI 101.

Lab Fee \$10.00

160 Computer Science I**3 CREDITS**

An introduction to computer science with problem solving, algorithm development and structured programming in a high-level language. Emphasis will be on learning how to design,

Prerequisite: CSCI 124

161 Computer Science II

3 CREDITS

A broadening of foundations for computer science with advanced concepts in computer programming. Includes an introduction to data structures, analysis of algorithms and the theory of computation. Includes laboratory.

Prerequisite: Csci 160

****Course offered only as needed**

**Computer Information Systems
(CIS)**

115 Using the Internet **

3 CREDITS

This course will teach the student how to get the most out of resources on the Internet. Search techniques, critical evaluation of web information and basic web page design will be discussed.

Prerequisite: None

130 Power Point Presentation **

3 CREDITS

An introductory lay and design course using Microsoft Publisher to produce a variety of desktop application projects. Prerequisite: BOTE 147 and BOTE 102.

Lab Fee \$20.00

CIS 170 – I.T. Essentials I

3 CREDITS

This course is to provide individuals who have prior knowledge of computers; a fast paced learning environment that helps them to define how and why computers and networking works. This course will also teach a student to build a computer from the components to the case and install an operating system. This course also prepares the student to take the CompTIA A+ certification exam.

CIS 171 – I.T. Essentials II

2 CREDITS

This course is to provide individuals who have IT Essentials background the knowledge to continue on with more in-depth study of the IT Essential curriculum. This course will also teach a student how to administer Microsoft Windows 2000 and a Linux Server. This course also prepares the student to take the Server+ certification exam.

199 Special Topic**

0.5-4 CREDITS

Subjects and credits will vary.

CIS 215- Microsoft Windows XP Professional

3 CREDITS

This course is to provide individuals who are new to Microsoft Windows XP with the knowledge necessary to understand and identify the tasks involved in supporting Windows XP Professional Operating System. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in XP Professional Operating System. Prerequisite CSCI 101

CIS 216 – Managing a Microsoft Windows Server 2003 Environment

3 CREDITS

This course provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows Server 2003. The course is intended for systems administrator and systems engineer candidates who are responsible for managing accounts and resources. These tasks include managing user, computer, and group accounts; managing access to network resources; managing printers; managing an organizational unit in a network based on Active Directory service; and implementing Group Policy to manage users and computers. Prerequisite: 215

CIS 217 - Implementing, Managing, and Maintaining a Windows Server 2003 Network Infrastructure

3 CREDITS

The course is intended for systems administrator and systems engineer candidates who are responsible for implementing, managing, and maintaining server networking technologies. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol

(DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. Prerequisite: 216

CIS 218 - Planning a Microsoft Network Infrastructure

3 CREDITS

This course is for system administrators who will be responsible for installing, configuring, managing, and supporting the primary networking services in the Microsoft Windows Server operating system. These core networking services are Domain Name System (DNS), Windows Internet Naming Service (WINS), and Routing and Remote Access Service (RRAS), and to network security technologies such as digital certificates and the IP security (IPsec) extensions. Prerequisite: 217

CIS265 CISCO Networking Semester 1

4 CREDITS

This course is the first step in the four-step process of the CCNA program. It will provide individuals who are new to CISCO networking with the knowledge necessary to understand and identify the tasks involved in supporting CISCO networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented using CISCO hardware. The 7 Layer OSI model will be discussed. This course is a prerequisite for CIS 266.

CIS266 CISCO Networking Semester 2

4 CREDITS

This course is the second step in the four-step process of the CCNA program. This semester will help to understand and identify the tasks involved in supporting CISCO routers components, startup, setup, configuration, and with command line interface. This course is a prerequisite for CIS 267.

CIS267 CISCO Networking Semester 3

4 CREDITS

This course is the third step in the four-step process of the CCNA program. This semester will help to understand and identify the tasks involved in advanced router configuration, LAN switching theory; VLANs and advanced LAN, and LAN switched design. This course is a prerequisite for CIS 268.

CIS268 CISCO Networking Semester 4

4 CREDITS

This course is the fourth and final step of the CCNA program. This semester will help to understand and identify the tasks involved in supporting WAN theory, WAN design, network troubleshooting, and threaded case studies. This course is a prerequisite for the CCNA exam.

238 Service and Support**

4 CREDITS

This is a hands-on course. Students will learn how to service computers, troubleshoot hardware problems and solve network problems. Upon completion, the student should be able to test for CompTIA's A+ core certification test or Novell's Service and Support test.

Prerequisite: CIS 224 or consent of instructor.

CIS297 Computer Information Systems Internship

1-6 CREDITS

The internship allows the student to practice competencies and skills learned in the classroom. Internship activities include a weekly seminar in which the different business structures and work experiences will be shared. Students will keep a journal of their work experience. A final report will be written to evaluate work experience. Field placement in approved industry or government entity having significant information technology or computer science component by approval only. May be taken for variable credit and repeated (with departmental approval) but only six (6) semester hours may count towards graduation. Successful completion requires satisfactory job evaluation and demonstration of educational value of placement, usually via a paper and/or presentation. May be repeated to a maximum of twelve (12) semester hours. Student must adhere to 30 contact hours per credit.

****Course offered only as needed**

Geography
(GEOG)

**125 Fundamentals of the Global Positioning System (GPS),
Geographical Information System (GIS), and Remote Sensing (RS) 3 CREDITS**

This course is designed to be an introductory overview of the global positioning system (GPS), geographic information system (GIS), and remote sensing (RS). A hands-on approach is central to the processes employed. Multi-spectral data manipulation will be introduced.

150 Introduction to Geography CREDITS

Major geographic themes will be studied and applied to selected regions, including the physical environment, mainland relationships, and regional analysis.

199 Special Topic 0.5-4 CREDITS

Subjects and credits will vary.

299 Special Topic 0.5-4 CREDITS

Subjects and credits will vary.

****Course offered only as needed**

Geology
(GEOL)

101 Physical Science 4 CREDITS

A survey of the material world and the principles of physics, chemistry, and the earth and space sciences. Provides general knowledge and appreciation of achievements in modern science. Includes laboratory and field activities.

110 Earth Science 4 CREDITS

Introduction to the study of the Earth, its internal and external processes, atmosphere and natural resources. Includes laboratory.

Lab Fee \$25.00

115 Environmental Science 4 CREDITS

See course description of BIO 115 Environmental Science

199 Special Topic 0.5-4 CREDITS

Subjects and credits will vary.

210 Astronomy 4 CREDITS

A study of the universe that begins with the Earth as a planet, the planets, and satellites of our solar system, and moves out through stellar astronomy to galaxies and into the very fabric of the universe. Includes laboratory.

Lab Fee \$25.00

299 Special Topic 0.5-4 CREDITS

Subjects and credits will vary.

• Courses also listed in Physics Subject Area.

****Course offered only as needed**

**Physics
(PHY)**

101 Physical Science

4 CREDITS

A survey of the material world and the principles of physics, chemistry, and the earth and space sciences. Provides general knowledge and appreciation of achievements in modern science. Includes laboratory and field activities.

Lab Fee \$25.00

199 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

299 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

*Courses also listed in Geology Subject Area.

**Course offered only as needed

**Water Treatment Technology
(WTT)**

101 Water Supply Operations I (3L, 3CR); Fall 00;

(On demand Only) 3 CREDITS

Pre: None

This is an introductory course designed to expose students to the fundamentals of water treatment. Topics covered include hydrology, water sources, water treatment processes, water distribution systems, water quality standards and regulations, sampling and laboratory applications.

102 Wastewater Operations I (3L, 3CR); Fall 00;

(On demand Only) 3 CREDITS

Pre: None

This is an introductory course designed to expose students to the fundamentals of wastewater collection and treatment. Exploring various types of wastewater sources, characteristics and treatment, equipment, and laboratory applications.

111 Water Supply Operations II (3L, 3CR); Spr. 01;

(On demand Only) 3 CREDITS

Pre: WTT 101

A continuation of Water Supply Operations I. This course will identify various water treatment applications and how it relates to water sources and its characteristics. Topics include source water, preliminary treatment, flocculation, coagulation, aeration, and sedimentation, softening filtration, stabilization, disinfecting, water quality standards and regulations, sampling and laboratory applications.

112 Wastewater Operations II (3L, 3CR); Spr 01;

(On demand Only) 3 CREDITS

Pre: WTT 102

A continuation of Wastewater Operations I. This course is an in-depth study of wastewater collection and treatment processes. Topics include sedimentation, aeration, aerobic, and anaerobic digesters, biological contractors, trickling filters, activated sludge, disinfecting, standards and regulations related to wastewater treatments, public health aspects of wastewater storage and treatment, sampling and laboratory applications.

120 Mechanical/Electrical Maintenance (3L, 3CR); Fall 00;

(On demand Only) 3 CREDITS

Pre: None

This is an introduction to the operation and maintenance of mechanical and electrical equipment in water and wastewater treatment systems. Equipment includes centrifugal and positive displacement pumps, blowers, air compressors, motors, dry and liquid chemical feed equipment. Electrical test equipment, basic wiring, electrical schematics, wiring diagrams troubleshooting motors and their control systems.

121 Water Quality Law (2L, 2CR); Spr 01

(On demand Only) 3 CREDITS

This course will introduce students to laws and legal processes as related to water. Included will be overview of legal systems: Federal, Tribal, and State and their relationships to each other and water supply and quality.

****Course offered only as needed**

**Nursing
(NURS)**

NURS 120 FOUNDATIONS OF NURSING

3 CREDITS

This course introduces concepts related to the practical nurse's roles and responsibilities in today's society. Emphasis is placed on effective communication, microbiology concepts, basic human needs, critical thinking, research, and ethical-legal and professional issues. Health promotion and disease prevention concepts are introduced. Upon completion the student will be able to understand the nursing process as it relates to the socially and culturally diverse clients along the health-illness continuum.

NURS 121 PRACTICAL NURSING I

3 CREDITS

This course introduces students to core concepts of mental health nursing, nutrition, and health assessment as they related to the nursing profession. Students will learn concepts of mental health and mental illness, health promotion and disease prevention related to nutrition; and the data collection processes of health assessment.

NURS 122 CLINICAL PRACTICE I

3 CREDITS

This course takes place in the nursing laboratory and in health care facilities. The student will apply social, biological, behavioral and nursing science principles as they are acquired in the Foundations of Nursing and Practical Nursing I courses. Basic nursing skills and procedures are demonstrated and applied in a supervised laboratory/clinical setting. Beginning Practical Nursing Students will begin to participate with the nursing process for clients across the lifespan

NURS 124 CLINICAL PRACTICE II

3 CREDITS

This course takes place in the nursing laboratory and in health care facilities. Complex nursing skills are introduced in the laboratory and applied in the clinical setting utilizing current technology. Clinical experiences will include nursing interventions, pain management, nutrition and drug therapy for disease and infectious processes of culturally diverse clients across the lifespan. Health promotion activities and disease prevention techniques will be incorporated into nursing care of the culturally diverse client.

Mental health and therapeutic communication concepts are applied in caring for clients along the health illness continuum. Evidenced based practice is applied in the holistic care of clients across the lifespan.

NURS 126 CLINICAL PRACTICE III

3 CREDITS

This clinical takes place in a variety of clinical settings. The student will apply evidence based nursing knowledge and skills in caring for clients across the lifespan with stable or predictable health problems and assisting with those whose conditions are critical or unpredictable. Critical thinking, effective and therapeutic communication, nursing process, management of nursing care, and delegation of unlicensed assistive persons are incorporated into the clinical experience. The student will provide safe and effective nursing care in a legal and ethical manner for clients along the health-illness continuum as an interdisciplinary member of the health care team. Upon completion of this clinical course, the student will have the knowledge and experience to practice in the role of a practical nurse.

**NURS 127 PRACTICAL NURSING II:
INTRO TO MEDICAL-SURGICAL NURSING**

2 CREDITS

This didactic course expands on prior learning to increase evidenced based knowledge of nursing interventions, pain management, surgery, cancer, trauma and drug therapy for disease and infectious processes of the biopsychosocial individual along the health-illness continuum. This course will integrate teaching and learning activities that enhance critical thinking skills, involvement of clients in decision-making, self-care, health promotion, disease prevention and intervention to responses to illness. Upon completion the student will describe the application of the nursing process in caring for culturally unique clients across the lifespan in an ethical and legal manner.

NURS 129 PRACTICAL NURSING III

4 CREDITS

Prerequisite: Admission to the Practical Nursing Program. This course will continue the learning of evidenced based nursing interventions, nursing process, nutrition and drug therapy for disease processes of the culturally diverse client across the lifespan along the health-illness continuum. Additional information presented will include accountability, roles, responsibilities and ethical, legal and professional issues of the entry level Practical Nurse. The principles of therapeutic communication are expanded and the impact of technology on nursing care is addressed.

**NURS 145 INTRODUCTION TO MATERNAL-CHILD
NURSING**

2 CREDITS

This didactic course focus's on nursing care of the culturally diverse woman, infant, and child. Emphasis is placed on health maintenance and selected study of diseases and disorders affecting women, infants, children, and families. Growth and development of the infant and child, and common childhood illnesses are presented. The importance of family centered care and therapeutic communication is addressed. This course will integrate teaching and learning activities that enhance involvement of clients in decision-making, self-care, health promotion and disease prevention.

**Division Of Social And Behavioral Sciences Anthropology
(ANTH)**

171 Intro. To Cultural Anthropology

4 CREDITS

This course incorporates theoretical bases of culture and anthropology in order to examine foundations, structural elements, and process of diverse societies.

199 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

299 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

****Course offered only as needed**

**Counseling
(COUN)**

101 Career Decision Making

1 CREDITS

The process of making career choices and decisions is explored through assessment, instruments and class activities. Student interests, skills, and work values are explored and related to information about careers and job market trends. Recommended for students in the process of choosing an academic major.

****Course offered only as needed**

Criminal Justice
(CJ)

- 199 Special Topic** **0.5-4 CREDITS**
Subjects and credits will vary.
- 201 Introduction to Criminal Justice** **3 CREDITS**
An introduction to the criminal justice system, emphasizing the “system”, its legal actors and its political constraints. Examines legislative law making, law enforcement, prosecution, the courts and corrections. Highlights contemporary issues and landmark cases. Special emphasis will be on minority group perspectives, cultural and economic problems.
- 299 Special Topic** **0.5-4 CREDITS**
Subjects and credits will vary.
****Course offered only as needed**

Economics
(ECON)

- 199 Special Topic** **0.5-4 CREDITS**
Subjects and credits will vary.
- 201 Micro-Economics** **3 CREDITS**
Micro-principles of supply and demand, as well as resource allocations in an enterprise system, developed and applied to the distribution of income, problems of capitalist system, technology, growth, and the world economy.
- 202 Macro-Economics** **3 CREDITS**
Fundamental principles of Macro-Economics and their present-day application, including the scope of economics, analysis of supply and demand, monetary policy, and economic stability.
- 299 Special Topic** **0.5-4 CREDITS**
Subjects and credits will vary.
****Course offered only as needed**

Political Science
(POL SCI)

- 114 American Government I** **3 CREDITS**
An introduction to political science through the study of the American political system, including the Constitution, the political process; the structure, powers, and procedures of the Presidency; and Congress and the Judiciary.
- 115 American Government II** **3 CREDITS**
A course in the study of the structure, function, and problems of state and local government, including executive, legislative, and judicial processes; federalism and metropolitan government.
- 199 Special Topic** **0.5-4 CREDITS**
Subjects and credits will vary.
- 216 Introduction to Grantsmanship** **3 CREDITS**
This course will examine the implementation and management of grants and contracts. Prerequisite: ENG 110 or Equivalent.

234 Basic Indian Law

3 CREDITS

This course is designed to gain understanding and knowledge of the laws governing Indian tribes across North America. A historical overview of the developing relationships, beginning with treaty making and ending with the Indian’s relationship with the federal government today. Emphasis on North Dakota Tribes and the uniqueness of tribal governments.

250 Public Administration

(On Demand Only) 3 CREDITS

This course examines the forms and trends of public administrative organization, including management; legislative and judicial controls of public administrating. Where applicable, this course will include a provision for a student’s graduation project.

297 Tribal Government Internship –

(On Demand Only) 2 CREDITS

The objective of this course is to expose the student to a variety of experiences within our Tribal Government and Tribal Court system.

299 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

****Course offered only as needed**

**Psychology
(PSY)**

100 Psychology of Student Success

1 CREDIT

Designed to help students succeed in college, including introduction to Information Literacy, goal setting, and problem solving. Basic wellness including physical health, assertiveness, time management and communication skills will be emphasized. Students will understand student assessment and will begin developing their e-portfolios.

111 Introduction to Psychology

3 CREDITS

Fundamentals of psychology will be presented, including the physiological and cultural basis of human behavior; theories of learning, thinking and behavior; techniques of studying human behavior.

199 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

201 Intro to Addiction

3 CREDITS

This course will focus on substance abuse and dependence, emphasizing the history of drug abuse, theories and controversies regarding chemical dependency. It provides an understanding of special areas of substance abuse, treatment methods and other available resources.

261 Psychology of Adjustment

3 CREDITS

This course overviews the theories of human development from conception through childhood including physical, cognitive, emotional, social and behavioral parameters, norms and atypical patterns. Also the principles of behavior adjustment will be presented, as well as how socially relevant behavior is learned. Motivational functions will be covered and how they operate in life. A case study is required. Prerequisite: PSY 111.

230 Educational Psychology

3 CREDITS

Emphasizes principles of child development, learning theory, classroom management, and effective teaching through lectures, class discussion, research review groups, and field experiences Prerequisite: ED 250 and PSY 111

220 Statistics

4 CREDITS

This course will cover descriptive and inferential statistics as applied to psychological measurement and experimentation. Examination of basic concepts in measurement, scaling, binomial and normal distributions. Introduction to statistical tests for research, hypothetical testing, with special emphasis on T-test and Chi-square. Prerequisites: MA 103 and PSY 111.

250 Developmental Psychology

3 CREDITS

This course will examine the normal physical, intellectual, emotional, and social influences on psychological developments. Emphasis will be placed on the significance of childhood and Adolescence in adult development. Prerequisite: PSY 111

255 Adolescent Psychology

3 CREDITS

An overview of theories of human development from conception through adolescence including the physical, cognitive, language, social, and educational aspects of the individual's development. Special emphasis will be on adolescent issues and problems such as substance abuse.

270 Abnormal Psychology

3 CREDITS

This course studies classifications of abnormal behaviors, both past and present, in an effort to understand causes, both functional and organic, of abnormal behaviors. Current psychological models of abnormal behavior, as well as treatment methods, as well as treatment methods, will be addressed.

Prerequisite: PSY 111

285 Practicum

2 CREDITS

The objective of the Practicum is to expose student to a variety of experiences within human service delivery systems. Students will work with local and regional human service agencies, including hospitals, in their area of interest, including participation in individual, group, and family counseling, special emphasis in addiction counseling.

Lab Fee \$10.00

299 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

****Course offered only as needed**

**Plumbing
(PLMB)**

PLMB 101 & 102 Theory and Code

4 Credits

In this course students will be introduced to the plumbing profession and history. They will also be introduced to the code book that is used as a guide to all plumbing. Also they will take the OSHA 10 hr safety. They will learn about tools and tool safety, different types of materials used in plumbing and there applications.

PLMB 103 Math for Plumbers

3 Credits

A basic math course with emphasis on development of useful skills in layout, measurement and computation of pipe lengths and fitting allowances, as well as a study of elevation, grade and volumes as it pertains to the trades.

PLMB 111 & 112 Plumbing Lab

6Credits

In this class students will put into practices what they have learned in class. They will learn proper soldering and brazing, proper installation of DWV and water systems.

Lab Fee \$250

PLMB 132 Plumbing Drawing Sketching And Design.

3 Credits

In this class the student will learn proper blueprint reading, layout and how to interpret drawings from the common house to multistory buildings

Lab fee \$50

**Sociology
(Soc)**

- 110 Introduction to Sociology** **3 CREDITS**
This course will delve into the nature of culture, society, and socialization. An analysis of group life and other social forces will be undertaken, such as: role, status, social stratification, and collective behavior.
- 115 Family Science** **3 CREDITS**
An introduction to family science concepts including family life cycle, different styles of family life, and the influence of society on the family.
- SOC 215 Marriage in the Family** **3 CREDITS**
This course will explore the development of marriage and the family as a social institution. The main emphasis will be on the contemporary American family under rural and urban conditions, challenging family roles, and adolescence and mate selection.
- 251 Gerontology** **2 CREDITS**
This course is an interdisciplinary introduction to the study of gerontology including the process of aging. The focus is on the relationships between the theoretical concepts of aging and implications for practice. Special emphasis is on issues of aging in the Native American culture.
- **Course offered only as needed**

**Social Work
(SW)**

- 102 Professional Resident Training Program –** **(on -demand) 3 CREDITS**
This course will provide the student with knowledge and an intensive clinical experience relative to the treatment of substance dependence. Each professional resident participates in a two-week treatment process at CDU, St. Joseph’s Hospital in Minot or Circle of Life in New Town or Parshall Resource Center in Parshall or Trinity CDU in Williston.
- 103 Resident Training Skills Development –** **(on-demand) 2 CREDITS**
This course will provide the student with knowledge of the substance abuse aftercare process.
Prerequisite: SW 102
- 104 Independent Living** **1 CREDIT**
This course will provide a basic understanding of life skills and living tasks necessary for all adults to live full and functional lives. Course requirement for 477 students.
- 106 – Domestic Violence** **3 CREDITS**
This course is designed to give students a better understanding of Domestic Violence and the impact it has on many individuals, systems, and agencies in all communities. It will focus on providing students an understanding of history, philosophy, and current ideologies of identification, intervention, treatment, and prevention of family violence. We will examine the aspects of violence against children, elders, spouses, as well as sexual abuse. Along with the policies, and laws. Opportunities will be provided to discuss cases, apply theories, discuss policies, hear presentations of philosophies from different sectors, and create solutions and resolutions for practitioners.
- 199 Special Topic** **0.5-4 CREDITS**
Subjects and credits will vary.
- 230 - Systems of Care: Wraparound** **3 CREDITS**
This course is designed to provide competency-based instruction on how to do wraparound. It includes understanding solution-focused work with children and families. Skills such as strength discoveries and running child and family support team meetings are part of the competencies. Implementation of plans and follow-up are emphasized.

231 – Contemporary Issues of Native American Families

1 CREDITS

This course is designed as a community seminar focusing on contemporary issues. The community will be welcome to attend the sessions. The concepts of planning, teamwork, and organizing community forums will be secondary objectives.

255 Social Work Profession

3 CREDITS

This course covers an interdisciplinary introduction to the profession of social work and careers in the human service field. History of the social work profession, goals, philosophy, base assumptions and outcomes within the generalist framework of social work fields of practice. This course also provides an opportunity to learn about the agency settings, roles and professional values and ethics guiding practice.

256 Social Welfare

3 CREDITS

A general overview of the historical development of social welfare, together with a consideration of the areas of social welfare practices, including: values, problems and issues related to social welfare institutions. Observational visits to community agencies, as well as pre-placement activities will also be included.

299 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

****Course offered only as needed**

**Division of Tribal Studies Tribal Studies
(TS)**

101 Introduction to Indian Studies

3 CREDITS

General Overview of the various tribes throughout the United States. Course will include the study of locations, language groups, cultural groups, cultural practices, and similarities and relationships of the American Indian.

102 Comparative Spiritual Beliefs

3 CREDITS

This is an introductory course comparing world religions with those of selected Indian tribes. Basic Themes such as creation, prayer, human relations, birth, death, and afterlife will be explained.

103 Cultural Foundations of the Three Affiliated Tribes

3 CREDITS

Explore differences and similarities of the Mandan, Hidatsa, and Arikara tribes' cultural values. Topics will include clan systems, rites and rituals, and worldviews based on origin. Students will select one (1) Tribe for in-depth study.

105 Native American Art

3 CREDITS

This course will acquaint and enable the student to participate in and gain knowledge of Native American art.

Lab Fee \$50.00

113 Hidatsa I

3 CREDITS

Introduction of basic fundamentals of sound, pronunciation, vocabulary, and phraseology. The course integrates the Indian culture with the language.

Lab Fee \$25.00

114 Hidatsa II

3 CREDITS

Hidatsa II is a continuation of Hidatsa I with and emphasis on grammar, writing, and conservation. The course integrates the Indian culture with the language.

Prerequisite: TS 113 or equivalent.

Lab Fee \$25.00

115 Mandan I**3 CREDITS**

Introduction to basic fundamentals of sound, pronunciation, vocabulary, and phraseology. The course integrates the Indian culture with the language.

Lab Fee \$25.00

116 Mandan II**3 CREDITS**

Mandan II is a continuation of Mandan I with an emphasis on grammar, writing and conversation. The course integrates the Indian culture with the language.

Prerequisite: TS 115 or equivalent.

Lab Fee \$25.00

117 Arikara I**3 CREDITS**

Introduction to basic fundamentals of sound, pronunciation, vocabulary, and phraseology. The course integrates the Indian culture with the language.

Lab Fee \$25.00

118 Arikara II**3 CREDITS**

Arikara II is a continuation of Arikara I with an emphasis on grammar, writing and conversation. The course integrates the Indian culture with the language.

Prerequisite: TS 117 or equivalent.

Lab Fee \$25.00

119 – Native American Singing**3 CREDITS**

This course is designed to teach the student the fundamentals of singing at the drum.

120- Native American Hand Games**3 CREDITS**

This course is designed to teach hand games and perform the games as a team.

125 Culture of Bison**3 CREDITS**

A study of the Three Affiliated Tribes Bison Culture from the origins of the Bison uses in daily life, social life, social customs surrounding the Bison, and their religious significance.

199 Special Topic**0.5-4 CREDITS**

Subjects and credits will vary.

201 History of the Three Affiliated Tribes**3 CREDITS**

This course will examine the origin of the Arikara, Hidatsa, and Mandan tribes, based on oral traditions. Archeology as a method of study of lifestyles will be included.

203 Native American Philosophy**3 CREDITS**

This course will provide an introduction to the Native American philosophical thought, as expressed in selected readings and lectures. A humanistic and objective approach will be used to study various tribal philosophical beliefs.

205 Native American Issues in Film**3 CREDITS**

This is a special topic tribal studies course, which focuses on the motion picture industry role in the institutionalization of stereotyping and racism of Indian people in the United States. It is a factual, rather than judgmental approach. The course will present films from the silent era to the present. Course work will concentrate on student responses and analysis to films as well as group projects to allow students to follow their own interests in dealing with the issues of the course.

Lab Fee \$30.00

213 Tribal Government**3 CREDITS**

This course provides an analytical description of tribal governments and their legal, social, and political structure. Emphasis will be placed on the examination of the tribal government of the Three Affiliated Tribes.

220 Reservation Economics

3 CREDITS

The study of comparative economic systems and the structure of the reservation economy to include agriculture, small business, tribal enterprise.

299 Special Topic

0.5-4 CREDITS

Subjects and credits will vary.

****Course offered only as needed**

**Division Welding
(Weld)**

Weld 151/

ASM 155**

3 CREDITS

A course introducing the processes of Oxyacetylene Welding (OAW), Shielded Metal Arc Welding (GMAW). Safety for the student and safe welding practices are emphasized. Welding and cutting equipment, selection of welding supplies, and metals used in industry are introduced. Welding symbols and their interpretations are stressed.(F).

Weld 152 Welding Theory II**

2 CREDITS

A study of welding symbols on blueprints, welding codes, specifications and tests with special emphasis on AWS and ASME welder qualifications using guided bend-tests. Oxyacetylene Cutting (OFC-A), Carbon Arc Cutting-Air (CAC-A), Gas Metal Arc Welding (GMAW), Shielded Metal Arc Welding (SMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) are studied in more detail. Also covered are the effects of heating and cooling rates on steel and the techniques use to prevent weld cracking. (S)

Weld 153 Welding Lab**

5 CREDITS

Beginning instructions on skills in Oxyacetylene Welding (OAW), Oxyacetylene Cutting (OFC-A), Shielded Metal Arc Welding (SMAW) and Gas Metal Arc Welding (GMAW) using various thickness of steel, with a strong emphasis on safely handling welding and cutting equipment. Also covered are general safety, welding supplies, and equipment maintenance. Out of position OAW, SMAW, and GMAW are introduced. (F)

Weld 154 welding lab II**

5 CREDITS

Instruction will consist of perfecting skilled welding on plate steel in all positions using Shielded Metal Arc Welding (SMAW). Also covered are Flux Core Arc Welding (FCAW), Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW) (including the spray transfer process), weld testing and Carbon Arc Cutting-Air (CAC-A). Time is allocated for practice and welding plates for the American Welding Society (AWS) plate test. If time permits, the student may begin advanced welding. (S)

Weld 201 Welding Theory III**

2 CREDITS

This course provides the student with the technical understanding of uphill pipe welding nomenclature and procedures using Shielded Metal Arc Welding (SMAW). It provides training to develop welding skills necessary to make high quality welds on carbon steel pipe with open root and with backing rings according to AWS, ASME, and API Codes. Weld ability of ferrous and non-ferrous metals, metal identification and welding codes/certification will be studied. (F)

Weld 202 Welding Theory IV**

2 CREDITS

This course provides the student with a technical understanding of pipe welding using Gas Tungsten Arc Welding (GTAW) for the root pass on carbon steel pipe according to ASME code. Pipe welding using Gas Metal Arc Welding

(GMAW) AND Shielded Metal Arc Welding (SMAW) vertical down techniques will be studied. Welding Metallurgy, Maintenance Welding will be covered. A student portfolio will be made. (S)

Weld 211 Welding Lab III**

7 CREDITS

This course provides the practical skill to produce pipe welds on carbon steel pipe in all positions using E-6010 and E-7018 electrodes according to certification requirements of the American Society of Mechanical Engineers (ASME) code. Carbon steel plate (unlimited thickness) is welded and shielded Metal Arc Welding (SMAW) to American Welding Society (AWS) Code. Common carbon steel joints are welded using Gas Metal Arc Welding (GMAW). Students do repair and production jobs.

Weld 212 Pipe/Plate Welding**

7 CREDITS

This course provides the practical skill to produce welds on carbon steel pipe and stainless steel tubing using Gas Tungsten Arc Welding (GTAW) for the root pass and Shielded Metal Arc Welding (SMAW) for the fill and cover passes according to certification requirements of the American Society of Mechanical Engineers (ASME) code. Pipe is also welded vertical down according to American Petroleum Institute (API) code. Carbon steel plate (unlimited thickness) is welded Shielded Metal Arc Welding (SMAW) to American Welding Society (AWS) certification code. Common carbon steel, stainless steel, are welded using Gas Tungsten Arc Welding (GTAW) and Gas Metal Arc Welding (GMAW). Cutting processes used are Carbon Arc Cutting (CAC-C), and Oxyacetylene Cutting (OFW-A). (S)

Weld 213 Fabrication Welding**

2 CREDITS

This course provides skill to produce welds on carbon steel pipe using Gas Tungsten Arc Welding (GTAW) for the root pass and Shielded Metal Arc Welding (SMAW) for the fill and cover passes. Carbon steel plate (unlimited thickness) is welded using Shielded Metal Arc Welding (SMAW) to American Welding Society (AWS) certification code. Fabrication projects will be made. Fixtures will be designed and used Gas Tungsten Arc Welding (GTAW), Hard surfacing, Carbon Arc Weld (CAC-C) and Oxy-Acetylene (OFW-A) will be used. Students in this lab will do 60% fabrication. (S)

****Course offered only as needed**



Board of Directors

Bernadine Young Bird, *President*

Patrick Packineau, *Vice-President*

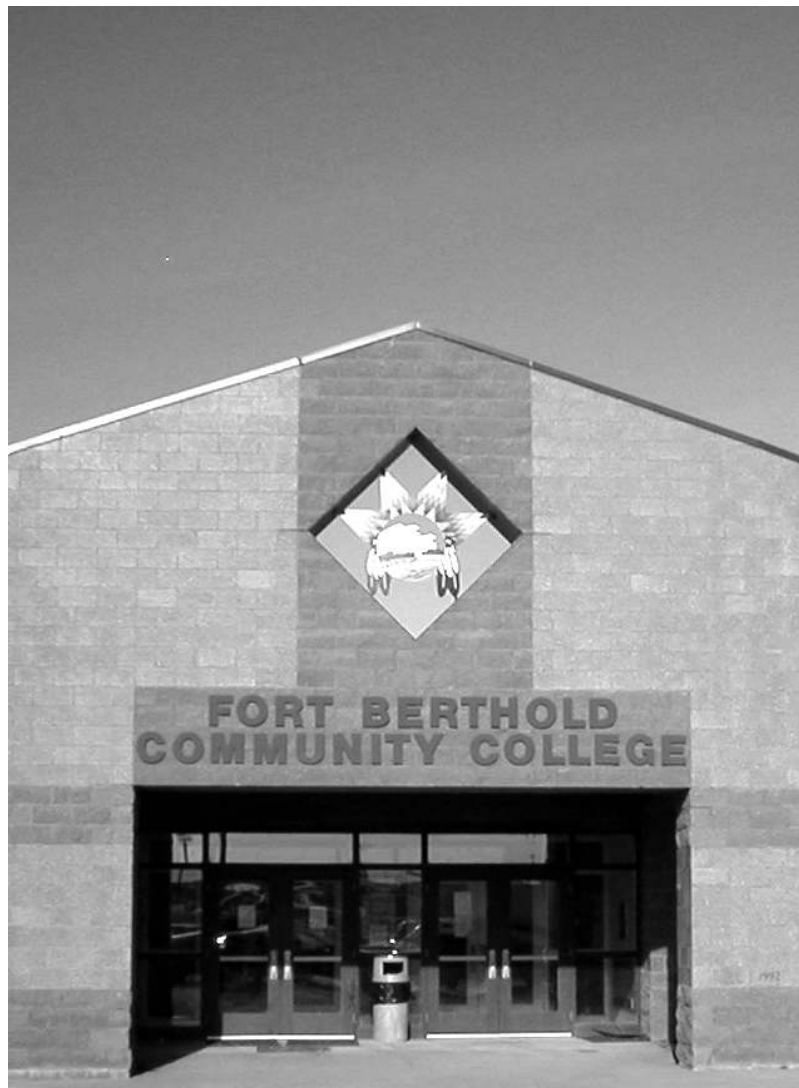
Gloria Ann Grinnell, *Treasurer*

Kimberly Abbey, *Secretary*

Cory Spotted Bear, *Member*

Valerie Williams, *Member*

Dewey Hosie, *Member*



Full-Time Faculty



Dr. Clarice Baker Big Back, Academic Dean
Ext. 248

PhD, Penn State University,
M.Ed., Penn State University,
B.S., University of Mary



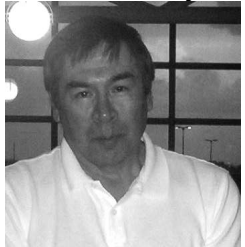
Stacey Baker, Business Instructor
Ext. 222

M.Ed - University of North Dakota
B.S. Minot State University



Kerry Hartman, Science Instructor
Ext. 253

PhD, South Dakota State University
M.Ed., University of Illinois
B.A., University of Illinois



Lawrin Hugh Baker, MSW, Human Services Instructor

Ext. 273
B.S. Social Work, University of Mary Bismarck, ND
MA Social Work, University of North Dakota

Full-Time Faculty



Wanbdi Perkins, IT Instructor
Ext. 285

B.S., Haskell Indian Nations University
Microsoft Certified Professional
COMPTIA A+ Certificate
CTE CCNA Certificate



Bob Woodle, Math Instructor
Ext. 238

B.A. Mathematics, University of
Nebraska, Lincoln NE
M.A. Mathematics, University of
Nebraska, Lincoln NE



Janet Johnson, MSN RN, Nursing Instructor
Ext. 289

MBA, Health Care Administration University of Mary
in Bismarck.
MSN, Health Care Administration University of Mary
in Bismarck.

Full-Time Faculty



Alyce Spotted Bear, English Instructor
Ext. 277

B.S. in Education (English), Dickenson State College
M.ED in Education, Penn State University
PH.D. (ABD) in Education, Cornell University



Anna Rubia, Director of Teacher Education/Title III

Ext. 225
M.ED, Penn State University
B.S. University of Mary

Full-Time Faculty



Delvin Driver Sr. Tribal Studies Instructor

Ext. 223
Bilingual Certificate



Thomas Abe, Science Instructor

Ext. 287
B.A. Chemistry, Minot State University
B.S. Medicine, University of North Dakota

Cleo Charging, Faculty

Ext. 291

Gary Beston, Plumbing Instructor

Ext. 271
Plumbing Certification, Fort Berthold Community College

Part-Time Faculty

Approximately forty part-time faculty, teach during the academic year throughout the Reservation. The Academic Dean maintains a list of instructors and their academic qualifications.

Administration & Staff

Russell Mason, President

Ext. 240

A.A. Haskell Indian Nation University

B.S. University of Mary

M.A. University of Mary

Dr. Clarice Baker Big Back, Academic Dean

Ext. 248

PhD, Penn State University, M.Ed., Penn State

University, B.S., University of Mary

Susan Paulson, Dean of Students

Ext. 284

M.P.H. University of California, Berkeley, B.S.

University of Mary

Quincee Baker, Director of Library Services

Ext. 255

M.L.S., Clarion University of Pennsylvania, B.A.,

University of North Dakota

Twila Auluamea, Registrar/Admissions Director

Ext. 286

A.A. Business Accounting/Administration Fort
Berthold Community College,

B.B.M. University of Mary, MBA Business

Accounting Candidate Gonzaga University Spokane,
Washington

Dr. Kathy M. Kraft, PhD, Data Manager

Ext. 231

B.S. Mathematics, Southwest Texas State University,
San Marcos Tx

M.S. Microbiology, Texas Tech University, Lubbock
Tx

M.S. Mathematics, Northern Arizona University,
Flagstaff Az

PhD Statistics, North Dakota State University, Fargo
ND

Mary Fredricks, Soil/Plant Science Specialist

Ext. 275

Jennifer Krueger, Academic Deans Admin Asst.

Ext. 266

A.A.S. Information Management, Fort Berthold
Community College

Lockwood, Betty, Adult Basic Ed. Director

Ext. 258

A.A. Fort Berthold Community College

B.A. University of North Dakota

Judith Yessilth, Retention Officer

Ext. 247

Tammy Belgarde, Network Technician.PC

Support/IVN Technician

270

A+ Certified, CompTIA

N+ Certified CompTIA

MCSA Microsoft

A.A.S. – CIS, Fort Berthold Community College

Cisco Network Communication Administrator

Certified, Fort Berthold Community College

Microsoft Certified Network Administrator, Fort

Berthold Community College

Evelyn Wounded Face, Director Financial Aid

Ext. 245

Rosalyn Baker, TCUP Director / Grants Manager

Ext. 249

Master's in Management, University of Mary, B.S.,

cliff Minot State University

Carmen L. Fox, Accounts Receivable/Student

Accounts

Ext. 237

M.B.A. University of Mary

M.M. University of Mary

B.S. University of Mary

AA, Fort Berthold Community College

Valerie Halvorson, Receptionist

Ext. 272/0

B.S. Management University of Mary, Secretarial

Science Certificate, Fort Berthold Community College

Ardene Perkins, White Shield Mentor

743-4552

Gene Morsette, Ag. Division Director

Ext. 267

A.A. Fort Berthold Community College, B.S. Minot
State University

B.S. Business Management University of Mary

Roberta Bell, Literacy Information Technician
Ext. 254

Jolene Steele, Payroll Clerk
Ext. 234
A.A.S., Interstate Business College, B.S. Management
University of Mary

Keith Smith, Facilities Manager
Ext.262/269
Harlan McCarty, Facilities Technician
Ext. 263
Sannie Hostler, Night Security
Ext. 269

Beverly Mason, Temp Financial Aid Asst.
Ext. 236

Michael Stevens, Director of Technology
Ext. 256
B.S., Computer Science/ Indian Studies minor Minot
State University
A.A. Liberal Arts Fort Berthold Community College

**Lyle Gwin , Mada Aru Caawauo Gaxee Adi'sh
Coord.**
Ext. 292
AA Computer Information Systems Haskell
Certified Instructor for USMC
Nuclear, Biological, Chemical Defense Specialist,
USMC (SGT.)

Denise Cavanaugh, Bookstore/Admin Asst.
Ext. 244
M.S.M. University of Mary
B.A. Dickinson State University, M.B.M. University
of Mary

Lucy Rosario-Karnatz, Mandaree Mentor
759-3545
A.A., Dull Knife Community College, A.A., Fort
Berthold Community College

**Shannon Fox, Marketing/Graphic/Media
Specialist//Part time Instructor**
Ext. 230
M.F.A. University of North Dakota,
B.A., University of North Dakota
Certification Business/Administration, Specialist
U.S.A.F,
Vocational Education Certification Valley City State

Kenny Lyson, Facilities/Security
Ext. 263

**Delrene Simpson, Student
Advocate/Stu.Ser.Adm.Asst.**
Ext. 281

Jolene Burr, Ag. Admin Asst.
Ext. 259
A.S. Fort Berthold Community College,
B.S. Business Management University of Mary
M.B.A. University of Mary
M.M. University of Mary

Pansy Goodall, Temp Ag. Recruitment Officer
Ext 279
A.A. Liberal Arts Fort Berthold Community college,
B.A. Business Administration Fort Berthold
Community College,
B.S. Business Administration University of Mary
College
Masters Business Management University of Mary
College,
MBA Masters Business Administration University of
Mary College

Valorie Brady, Budgets Analyst/Accountant
Ext. 228

Lee Ann Brady, Accounts Payable/Travel
Ext. 260

Winona Brady, President's Office Adm. Asst.
Ext. 290

Janice Conklin, Teacher Ed. Asst./GED Asst.
Ext. 235/221

Delvin Driver Jr., Outreach Coordinator
Ext. 293



Degree Plans

Liberal Arts
Liberal Arts Elementary Education
Horticulture Science
Business Administration/Management
Administrative Assistant
Information Management Specialist
Medical Secretary
Computer Science
Computer Information Systems
Science
Environmental Science
Mathematics
Human Services
Public/Tribal Administration

DISCOVER YOUR FUTURE!



FORT BERTHOLD COMMUNITY COLLEGE
NEW TOWN, ND 58763

Name: _____

Major: Liberal Arts A. A. (71)

General Education Requirements (39)

Core Requirements (32)

1. Communications (9)		Grade	Term
ENG 110 Composition I	3		
ENG 120 Composition II	3		
COM 110 Speech	3		

3. Arts & Humanities (9)		Grade	Term
TS- Tribal Language	3		
TS 201 History of the TAT	3		
	3		

4. Social Sciences (9)		Grade	Term
	3		
	3		
	3		

5. Mathematics/Lab Science/Technology (11)		Grade	Term
Minimum of one class in each area:			
MA 103 College Algebra(or higher)	4		
Lab Science	4		
BOTE 102 Keyboarding I or Higher	3		

6. Institutional Requirements (1)		Grade	Term
Psychology 100 - Stud. Success	1		

1. Course & Number		Grade	Term
History/Humanities/Language/ Philosophy (6)		6	
Art (3)		3	
Math/Computer Science/Science		3	
Economics/Geography/ Political Science		3	
Psychology/Sociology/Social Work		3	
BOTE 147 Word Processing or Higher		3	

Electives (9)		Grade	Term
		3	
		3	
		3	

Required Cognates (2)		Grade	Term
CSCI 117 Front Page I		1	
CSCI 118 Front Page II		1	

Advisor _____

Registrar _____



FORT BERTHOLD COMMUNITY COLLEGE
NEW TOWN, ND 58768

Name: _____

Major: Liberal Arts Emphasis
in Elementary Education (79)
Core Requirements (40)

General Education Requirements (39)

Course & Number

1. Communications (9)

	Grade	Term
ENG 110 Composition I	3	
ENG 120 Composition II	3	
COM 110 Speech	3	

3. Arts & Humanities (9)

	Grade	Term
TS 101 Intro to Indian Studies	3	
TS Tribal Language	3	
	3	

4. Social Sciences (9)

	Grade	Term
POL SCI 114 American Gov. I	3	
PSY 101 Intro to Psychology	3	
PSY 250 Dev. Psychology	3	

5. Mathematics/Lab Science/Technology (11)

Minimum of one class in each area:

	Grade	Term
*MA 101 Elementary Algebra	3	
BIO 111/GEOL 100/PHY SCI 105	4	
CSCI 101 Intro to Computers	3	

7. Psychology 100 (1)

	Grade	Term
Psychology 100 - Stud. Success	1	

**Institutional Requirements **

Course & Number

1. Content Foundation

	Grade	Term
ENG 238 Children's Literature	2	
ART 201 Art Methods for El. Ed.	2	
SpEd 110 Intro to Exc. Children	3	
+MU 237 Music for El. Teachers	3	
T&L 222 Technology For Teachers	3	
T&L 224 Fine Arts Methods	3	
T&L 232 Classroom Management	3	
T&L 298 Constructivist Teaching	3	
T&L 299 Language & Curr. Dev	3	
T&L 230 Introduction to Teaching and Learning	3	
MA 277 Math for Elem Teachers	3	
HPER 210 First Aid/CPR	2	

2. Electives (3)

Rec: Take all electives if pursuing a four year degree.

	Grade	Term
T&L 235 Und. Readers & Writers	3	
T&L 273 Phys Sci for Elem Tchrs	3	
T&L 213 Young Ch Lng & Thought	3	

Required Cognates (2)

	Grade	Term
CSCI 117 Front Page I	1	
CSCI 118 Front Page II	1	

Advisor _____



FORT BERTHOLD COMMUNITY COLLEGE
NEW TOWN, ND 58763

Name: _____

Major: Early Childhood Development
Credit Hours Required (74)

General Education Requirements (39)

Core Requirements (35)

Course & Number

Grade	Term
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1. Communications (9)

Course & Number	Grade	Term
ENG 110 Composition I	3	
ENG 120 Composition II	3	
COM 110 Speech	3	

2. Arts & Humanities (9)

Course & Number	Grade	Term
TS 101 Intro to Indian Studies	3	
TS Tribal Language	3	

3. Social Sciences (9)

Course & Number	Grade	Term
PSY 111 Intro to Psychology	3	
PSY 250 Developmental Psych	3	
SOC 110 Intro to Sociology	3	

4. Mathematics/Lab Science/Technology (11)

Minimum of one class in each area:

Course & Number	Grade	Term
MA 103 or Higher	4	
BIO 111/GEOL100/PHYSCI 105	4	
CSCI 101 Intro to Computers	3	

*MA 103 req if pursuing a 4 yr deg

5. Psychology 100 (1)

Course & Number	Grade	Term
Psychology 100 - Stud. Success	1	

Institutional Specific Requirements

Course & Number

Grade	Term
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1. Content Foundation

Course & Number	Grade	Term
ENG 238 Children's Literature	3	
T&L 230 Intro to Teaching & Lrng	3	
T&L 298 Conststructivist Teaching	3	
T&L 213 Young Children Lng & Th	3	
T&L 299 Lang & Curr Development	3	
ECD 111 Infant and Toddler Devel.	2	
SPED 210 Early Childhood Devel.	3	
ECD 122 Creative Activities I	2	
ECD 131 Positive Child Guidance	2	
ECD 221 Child Devel. Programs/C	3	
SOC 215 Marriage and the Family	3	

2. Additional Requirements

Course & Number	Grade	Term
HPER 210 First Aid/CPR	2	
ECD 224 Diversity ECD	2	
CSCI 117 Front Page I	1	
CSCI 118 Front Page II	1	

Advisor _____



FORT BERTHOLD COMMUNITY COLLEGE
NEW TOWN, ND 58763

Major: Horticulture Science 9-Month
Vocational Certificate (37)

Name _____

General Education Requirements (16)

Course & Number

1. English Composition (3)

BOTE 210 Business Communications	3	
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2. Tribal Language (3)

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3. Mathematics/Technology (6)

MA 012 Foundations of Math or Higher	3	
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CSCI 101 Intro. To Computers	3	
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4. Health Physical Education (3)

HPER 210 First Aid	3	
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5. Institutional Requirements (1)

PSY 100 Psychology of Stud. Succes	1	
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Professional Core Requirements (21)

Course & Number

HORT 111 Organic Gardening	3	
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HORT 112 Organic Gardening II	3	
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PLSC 175 Landscape Design	3	
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PLSC 210 Horticulture Science	3	
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PLSC 265 Herbaceous Landscape Plants	3	
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PLSC 255 Woody Landscape Plants	3	
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SOIL 210 Introduction to Soil Science	3	
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Advisor _____

Registrar _____



FORT BERTHOLD COMMUNITY COLLEGE
NEW TOWN, ND 58763

Name: _____

**Major: A. A. Business Administration/
Management (70)**

General Education Requirements (39)

Core Requirements (31)

1. Communications (9)		Grade	Term
ENG 110 Composition I	3		
ENG 120 Composition II	3		
COMM 110 Speech	3		

2. Arts & Humanities (9)		Grade	Term
TS 201 History of the TAT	3		
TS Tribal Language	3		
	3		

3. Social Science (9)		Grade	Term
	3		
	3		
	3		

4. Mathematics/Lab Science/Technology (11)		Grade	Term
<i>*Minimum of (1) course in each area:</i>			
MA 103 or Higher	4		
CSCI 101	3		
Lab Science	4		

6. Institutional Requirements (1)		Grade	Term
Psychology 100 - Stud. Success	1		

1. Professional Course Requirements		Grade	Term
ACCT 200 Accounting I	3		
ACCT 201 Accounting II	3		
BADM 120 Intro. To Business	3		
BOTE 147 Word Process	3		
BADM 225 Human Behavior in Organization	3		
BOTE 275 Office Procedures	3		
ECON 201 Micro-Economics	3		
MA 210 Statistics	4		

Electives (4)		Grade	Term
ACCT 205 Cost Accounting	3		
BADM 291 Leadership Develop.	2		
BADM 297 Business Intern	2		
BADM 205 Small Business Management	3		

Required Cognates (2)		Grade	Term
CSCI 117 Front Page I	1		
CSCI 118 Front Page II	1		

Advisor



FORT BERTHOLD COMMUNITY COLLEGE
NEW TOWN, ND 58763

Name: _____

General Education Requirements (10)

1. English Composition (3)		Grade	Term
BOTE 210 Bus Communication	3		

2. Tribal Language (3)		Grade	Term
	3		

3. Mathematics (3)		Grade	Term
MA 101 Elementary Algebra or High	3		

4. Institutional Requirements (1)		Grade	Term
Psychology 100 - Stud. Success	1		

Major: (9) Month Vocational Certificate
Administrative Assiatant 41 cr.
Core Requirements (31)

1. Course & Number	Grade	Term
ACCT 200 Accounting I	3	
BOTE 188 Computerized Accounting	3	
BOTE 102 Keyboarding I or	3	
BOTE 152 Keyboarding II	3	
BOTE 202 Keyboarding III	3	
BOTE 217 Records Management	2	
BOTE 275 Office Procedures	3	
BOTE 147 MS Word	3	
BOTE 247 MS Excel	3	
BOTE 257 MS Access	3	
BADM 297 Internship	2	

Advisor _____

Registrar _____



FORT BERTHOLD COMMUNITY COLLEGE
NEW TOWN, ND 58768

Name: _____

Major: Information Management Specialist

A.A.S. (18 month) (56)

General Education Requirements (19)

Core Requirements (37)

1. English Composition (3)

	GRADE	TERM
BOTE 210 Bus Communications	3	

2. Communications (3)

COM 110 Speech	3	
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3. Tribal Language (3)

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4. Humanities/Social Science (3)

ECON 201 or ECON 202	3	
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Micro or Macroeconomics		
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5. Mathematics/Computer Science (6)

MA 101 Elementary Algebra (or hig	3	
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CSCI 101 Intro to Computers	3	
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7. Institutional Requirements (1)

Psychology 100 - Stud. Success	1	
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1. Course & Number

	Grade	Term
ACCT 200 Accounting I	3	

ACCT 201 Accounting II	3	
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BADM 202 Principles of Management	3	
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BOTE 102 or 152 Keyboarding I & II	3	
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BOTE 202 Keyboarding III	3	
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BOTE 217 Records Management	2	
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BOTE 275 Office Procedures	3	
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BOTE 147 MS Word	3	
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BOTE 247 MS Excel	3	
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BADM 225 Human Behavior in Org.	3	
---------------------------------	---	--

BADM 297 Internship	2	
---------------------	---	--

Business Elective	3	
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CSCI 120 Intro. To Computer		
-----------------------------	--	--

Programming	3	
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Advisor

Registrar



FORT BERTHOLD COMMUNITY COLLEGE
NEW TOWN, ND 58763

Name: _____

General Education Requirements (19)

1. English Composition (3)		Grade	Term
BOTE 210 Bus Communications	3		
2. Communications (3)			
COMM 110 Speech	3		
3. Tribal Language (3)			
4. Humanities/Social Science (3)			
PSY 111 Intro to Psychology	3		
5. Mathematics/Computer Science/(6)			
MA 101 Elementary Algebra or High	3		
CSCI 101 Intro to Computers	3		
6. Institutional Requirements (1)			
Psychology 100 - Stud. Success	1		

Major: Medical Secretary A.A.S. (63)

18- Month

Core Requirements (44)

1. Course & Number	Grade	Term
BIO 220 Human Anatomy & Physiology I	4	
BIO 221 Human Anatomy & Physiology II	4	
ACCT 200 Accounting I	3	
BOTE 102 Keyboarding I or BOTE 152 Keyboarding II	3	
BOTE 202 Keyboarding III	3	
BOTE 217 Records Management	2	
BOTE 147 MS Word	3	
BOTE 247 MS Excel	3	
BOTE 257 MS Access	3	
BOTE 171 Medical Terminology	3	
AH 220 Medical Transcription	3	
AH 281 Medical Office & Insurance Procedures	3	
BADM 297 Internship	2	
HPER 210 First Aid/CPR	2	

 Advisor

 Registrar



FORT BERTHOLD COMMUNITY COLLEGE
NEW TOWN, ND 58763

Name: _____

Major: Computer Science A.S (69)

General Education Requirements (39)

Core Requirements (30)

1. Communications (9)		Grade	Term
ENG 110 Composition I	3		
ENG 120 Composition II	3		
COM 110 Speech	3		

1. Course & Number		Grade	Term
CSCI 122 Visual Basic	4		
CSCI 124 Intro to C++	4		
CSCI 160 Computer Science I	3		
CSCI 161 Computer Science II	3		
MA 208 Discrete Mathematics	4		
MA 165 Calculus I	4		

3. Arts & Humanities (6)		Grade	Term
	3		
	3		
	3		

Electives (8)		Grade	Term
From CSCI, MA (208 or Above), CIS Course			
	4		
	4		

4. Social Sciences (9)		Grade	Term
	3		
	3		
	3		

5. Mathematics/Lab Science/Technology (11)		Grade	Term
MA 103 College Algebra (or higher)	3		
CSCI 101 Intro to Computers	3		
Lab Science	4		

6. Tribal Language (3)		Grade	Term
	3		

7. Institutional Requirements		Grade	Term
Psychology 100 - Stud. Success	1		

 Advisor

 Registrar

Fort Berthold Community College
Newtown, ND 58763

Name: _____

Major: Computer Information Systems, A.A.S (67-70 cr.)

General Education Requirements (39)

Course and Number SM GR HP

1. English Composition (6)			

2. Communications (3)			

3. Lab Science (4)			

4. Social Science (9)			

5. Mathematics (MA 103 or Higher) (4)			

6. Arts & Humanities (9)			
TS 101 Intro to Three Tribes (3)			
Tribal Language (3)			
HUM 101 Humanities I (3)			

7. PSY100 (1)			

8. Technology (3)			

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Registrar

Core Requirements (28-31)

Course and Number SM GR HP

CSCI 120	Introduction to Programming (3)			
CIS 106	Microsoft Access (3)			
CIS 115	Introduction to the Internet (3)			
CIS 162	Operating Systems Windows (1)			
CIS 170	PC Hardware (1)			
CIS 172	PC Repair (1)			
CIS 265	Cisco Semester 1 (4)			
CIS 297	Internship (3)			

Networking Emphasis				
CIS 266	Cisco Semester 2 (4)			
CIS 267	Cisco Semester 3 (4)			
CIS 268	Cisco Semester 4 (4)			

Operating Systems Emphasis				
CIS 235	Windows XP (3)			
CIS 236	Windows Server 2003 (3)			
CIS 237	Windows Sever 2003 Network Infrastructure (3)			

Programming Emphasis				
CSCI 122	Visual Basic Programming (3)			
CSCI 124	C++ Programming (3)			
CSCI 127	Java Programming (3)			

Comments: _____



FORT BERTHOLD COMMUNITY COLLEGE
NEW TOWN, ND 58763

Name: _____

Major: Science, A.S. (71)

General Education Requirements (39)

Core Requirements (32)

Course & Number

1. Communications (9)

	Grade	Term
ENG 110 Composition I	3	
ENG 120 Composition II	3	
COM 110 Speech	3	

2. Arts & Humanities (6)

TS 201 History of the TAT	3	
	3	
	3	

3. Social Sciences (9)

	3	
	3	
	3	

4. Mathematics/Lab Science/Technology (11)

Math 103 or higher	4	
CSCI 101 Intro to Computers	3	
Lab Science	4	

5. Tribal Language (3)

	3	
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6. Institutional Requirements (1)

Psychology 100 - Stud. Success	1	
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Advisor _____

Registrar _____

Course & Number

1. Content Foundation (12)

Minimum of 3 of the following:

	Grade	Term
BIO 111 Concepts of Biology or BIO 150 Biology I	4	
CHEM 115 Intro to Chemistry	4	
GEOL 100 Earth Science	4	
PHY 105 Physical Science	4	

2. Science Area Concentration (12)

Minimum of three classes from Science with all the same prefix (Bio, Chem, Geol, Phy)

3. Electives (8)

Bio, Chem, Geol, Phy, MA, CSCI or Education



FORT BERTHOLD COMMUNITY COLLEGE
NEW TOWN, ND 58763

Name: _____

Major: Environmental Science, A.S. (69)

General Education Requirements (39)

Core Requirements (30)

1. Communications (9)		Grade	Term
ENG 110 Composition I	3		
ENG 120 Composition II	3		
COM 110 Speech	3		

1. Content Foundation (20)		Grade	Term
GEO 100 Earth Science	4		
BIO 121 General Ecology	4		
BIO 124 Environmental Science	4		
BIO 222 Environmental Law	4		

3. Arts & Humanities (6)		Grade	Term
TS 201 History of TAT	3		
	3		
	3		

2. Research Component (8)		Grade	Term
BIO 225 Field Methods	4		
BIO 230 Field Research I	2		
BIO 232 Field Research II	2		

4. Social Sciences (9)		Grade	Term
	3		
	3		
	3		

3. Additional Courses (2)		Grade	Term
CSCI 117 Front Page I	1		
CSCI 118 Front Page II	1		

5. Mathematics/Lab Science/Technology (11)
Minimum of one class in each area:

Math MA 103 (or higher)	4		
CSCI 101 Intro to Computers	3		
Lab Science	4		

6. Tribal Language (3)		Grade	Term
	3		

7. Institutional Requirements (1)		Grade	Term
Psychology 100 - Stud. Success	1		

Advisor

Registrar

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**FORT BERTHOLD COMMUNITY COLLEGE
NEW TOWN, ND 58763**

Name: _____

Major: . Mathematics A.S. (64)

General Education Requirements (39)

Core Requirements (25)

1. Communications (9)

ENG 110 Composition I	3		
ENG 120 Composition II	3		
COM 110 Speech	3		

1. Content Foundation (19)

MA 208 Discrete Math	4		
MA 210 Elementary Statistics	4		
MA 165 Calculus I	4		
MA 166 Calculus II	4		
MA 227 Applied Linear Algebra	3		

2. Arts & Humanities (9)

TS 201 History of the TAT	3		
TS Tribal Language	3		
	3		

Required Cognates (6)

CSCI 122 Visual Basic	4		
CSCI 117 Front Page I	1		
CSCI 118 Front Page II	1		

3. Social Sciences (9)

	3		
	3		
	3		

4. Mathematics/Lab Science/Technology (11)

Math 103 or above	4		
CSCI 101 Intro to Computers	3		
Lab Science	4		

5. Institution-Specific Requirement (1)

PSY 100—Psychology of Student Success	1		
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Advisor _____

Registrar _____



FORT BERTHOLD COMMUNITY COLLEGE
NEW TOWN, ND 58763

Name: _____

General Education Requirements (39)

Course & Number

1. Communications (9)

	Grade	Term
ENG 110 Composition I	3	
ENG 120 Composition II	3	
COM 110 Speech	3	

3. Arts & Humanities (6)

TS 201 History of the TAT	3	

4. Social Sciences (9)

5. Mathematics/Lab Science/Technology (11)

MA 103 College Algebra or Higher	4	
CSCI 101 Intro to Computers	3	
Lab Science	4	

6. Tribal Language (3)

	3	
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6. Institutional Requirements (1)

Psychology 100 - Stud. Success	1	
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Registrar

Human Services (AA) (59-60)

Course Requirements (20-21)

Course & Number

1. Content Foundation

Minimum of 3 of the following:

	Grade	Term
CJ 201 Intro. To Criminal Justice	3	
PSY 220/MA 210 Statistics	4	
PSY 111 Intro. To Psychology	3	
POL SCI 234 Basic Indian Law	3	

2. Area Concentration

PSY 285 Practicum	2	
SW 255 Social Work Profession	3	
SW 256 Social Welfare	3	

3. Elective (3) 1 of 3

PSY 201 Intro. To Addiction	3	
PSY 250 Developmental Psy.	3	
PSY 270 Abnormal Psychology	3	



FORT BERTHOLD COMMUNITY COLLEGE
NEW TOWN, ND 58763

Name: _____

Major: A. A. Public/Tribal Administration (63)

General Education Requirements (39)

Core Requirements (24)

1. Communications (9)		Grade	Term
ENG 110 Composition I	3		
ENG 120 Composition II	3		
COMM110 Speech	3		

2. Arts & Humanities (6)		Grade	Term
TS 201 History of Three Affil. Tribes	3		

3. Social Sciences (9)		Grade	Term

4. Mathematics/Lab Science/ Technology (11)		Grade	Term
Math (103 or Higher)	4		
CSCI 101 Intro to Computers	3		
Lab Science	4		

5. Tribal Language (3)		Grade	Term
	3		

6. Institutional Requirements (1)		Grade	Term
Psychology 100 - Stud. Success	1		

1. Content Foundation (21)		Grade	Term
POLSCI 114 American Govern. I	3		
POLSCI 115 American Govern. II	3		
POLSCI 234 Basic Indian Law	3		
POLSCI 250 Public Administration	3		
POLSCI 297 Tribal Govern. Intern.	2		
TS 213 Tribal Government	3		
MA 210 Statistics	4		

Elective (3)		Grade	Term
CJ 201 Intro. To Criminal Justice	3		
ECON 201 Micro-Economics	3		
ECON 202 Macro-Economics	3		
BADM 120 Introduction to Business	3		

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