

# CATALOG

## 2013--2014

**Fort Berthold Community College (FBCC)**  
**P.O. Box 490**  
**220<sup>th</sup> 8<sup>th</sup> Ave. N**  
**New Town, North Dakota 58763**  
**Web Site Address: [www.fortbertholdcc.edu](http://www.fortbertholdcc.edu)**

**Administration/Academic Center:**  
**(701) 627-4738 ext. 266**  
**Fax: (701) 627-4099**

**Fort Berthold Library:**  
**(701) 627-4738 ext. 255**  
**Fax: (701) 627-4677**  
**Web Site Address: <http://lib.fortbertholdcc.edu/>**

**Adult Basic Ed./Community Education: (701) 627-4738 ext. 258**  
**Mentor Sites: Mandaree Site: (701) 759-3545 Fax: 759-3528**  
**White Shield Site: (701) 743-4552 Fax: 743-4126**  
**Technology Dept.: (701) 627-4738 ext. 256 Fax. 627-2507**



## DISCLAIMER

*Terms, conditions, fees, course offerings, admissions, graduation requirements, college rules and regulations, college calendar and other regulations affecting the student 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, as determined within its sole discretion. 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, disability, religion, or veteran status in its admissions, employment practice, educational programs or other related activities.*

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# 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

# FBCC ACADEMIC CALENDAR 2013-2015

*Dates may be subject to change*

<b>Fall 2013</b>		<b>Spring 2014</b>	
Aug 19-23	Registration	Jan 6-10	Registration
Aug 26	Evening Classes Begin	Jan 13	Evening Classes Begin
Aug 27	Day Classes Begin	Jan 14	Day Classes Begin
Sept 2	Labor Day – Holiday	Jan 20	Martin Luther King Jr Day – Holiday
Sept 6	Last Day to Change Classes	Jan 24	Last Day to Change Classes
Sept 24	Block A Ends	Feb 19	Block A Ends
Sept 25	Block B Begins	Feb 20	Block B Begins
Oct 1	Last Day to Remove Prior Term Incompletes	Feb 17	All Chiefs Day – Holiday
Oct 14-18	Mid Term Week	Feb 26	Last Day to Remove Prior Term Incompletes
Oct 15	1 <sup>st</sup> 8 Week Classes End	Mar 10-14	Mid Term Week
Oct 16	2 <sup>nd</sup> 8 Week Classes Begin	Mar 12	1 <sup>st</sup> 8 Week Classes End
Oct 21	Mid Term Grades Due	Mar 13	2 <sup>nd</sup> 8 Week Classes Begin
TBA	Disbursements	Mar 14	Mid Term Grades Due
Oct 29	Block B Ends	TBA	Disbursements
Oct 30	Block C Begins	Mar 17-21	Spring Break
Nov 11	Veterans Day – Holiday	Mar 26	Block B Ends
Nov 28-29	Thanksgiving Holiday	Mar 27	Block C Begins
Dec 6	Last Day to Withdraw from Classes	Apr 18	Good Friday – Holiday
Dec 9-13	Last Week of Classes – Pre Registration for Spring	Apr 21	Easter Monday – Holiday
Dec 16-20	Finals Week	May 2	Last Day to Withdraw from Classes
		May 5-9	Last Week of Classes – Pre Registration for Summer and Fall Classes
		May 12-16	Finals Week - Assessment

<b>Fall 2014</b>		<b>Spring 2015</b>	
Aug 18-22	Registration	Jan 5-9	Registration
Aug 25	Evening Classes Begin	Jan 12	Evening Classes Begin
Aug 26	Day Classes Begin	Jan 13	Day Classes Begin
Sept 1	Labor Day – Holiday	Jan 19	Martin Luther King Jr Day – Holiday
Sept 5	Last Day to Change Classes	Jan 23	Last Day to Change Classes
Sept 30	Block A Ends	Feb 16	All Chiefs Day – Holiday
Oct 1	Block B Begins	Feb 19	Block A Ends
Oct 7	Last Day to Remove Prior Term	Feb 20	Block B Begins

	Incompletes		
Oct 20-24	Mid Term Week	Mar 9-13	Mid Term Week
Oct 21	1 <sup>st</sup> 8 Week Classes End	Mar 11	1 <sup>st</sup> 8 Week Classes End
Oct 22	2 <sup>nd</sup> 8 Week Classes Begin	Mar 12	2 <sup>nd</sup> 8 Week Classes Begin
Oct 27	Mid Term Grades Due	Mar 13	Mid Term Grades Due
TBA	Disbursements	Mar 16-20	Spring Break
Nov 4	Block B Ends	Mar 25	Block B Ends
Nov 5	Block C Begins	Mar 26	Block C Begins
Nov 11	Veterans Day – Holiday	TBA	Disbursements
Nov 27-28	Thanksgiving Holiday	Apr 3	Good Friday – Holiday
Dec 5	Last Day to Withdraw from Classes	Apr 6	Easter Monday – Holiday
Dec 8-12	Last Week of Classes – Pre Registration for Spring	May 4-8	Last Week of Classes – Pre Registration for Summer and Fall Classes
Dec 15-19	Finals Week	May 11-15	Finals Week - Assessment





# 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 planning resulted in the development of a framework for carrying out the mission and goals of the College, and also 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 (HLC). 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). On February 25, 2011, HLC's Institutional Actions Council (IAC) voted to extend the College's Accreditation to include Bachelor of Science Degrees in Elementary Education and Environmental Science, and the Bachelor of Arts in Native American Studies, making FBCC a Four-Year Institution.

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and FBCC. The catalog presents information regarding admission requirements and requirement guidelines of the college for the 2013-2014 school years in an accurate and timely fashion for the purpose of furnishing students with institutional information. 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.

## CORE COMPONENTS

These core components are integral to student learning at Fort Berthold Community College, and faculty must incorporate these components into all educational endeavors.

### Information

**Literacy:** Students will apply information seeking abilities while using information sources. These abilities include these categories. 1) access, analyze, and evaluate credibility and completeness of information sources; 2) select, integrate or synthesize information retrieved to create meaning on selected topic, and; 3) plan and create an information product while acknowledging intellectual and copyrighted property or producing reference or bibliography. Students will demonstrate proficiency in locating, retrieving, accessing, and ethically utilizing the procured information.

**Technology:** In order to ensure that FBCC students are engaging in the current best practices in higher education, instructors must incorporate modern technological tools for learning in the classroom. Students will be able to login to FBCC network, open, access, and or create items in a software application or database and when appropriate for class communicate with instructor via email or in the electronic learning environment

### Constructivist

**Methods:** The students are engaged in structured learning activities that foster dialogue among students and engage them in hands-on, interactive and inquiry based learning. Instructors will focus on constructivist pedagogical methods in order to help students attain their goals both in and out of the classroom.

**Culture:** The Mandan, Hidatsa, and Arikara Nation's history, language, social, and spiritual culture is incorporated over entirety of course or as specific course subject requires. The individual instructor will actively seek culturally relevant materials to incorporate into the classroom setting.

## 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 are acceptable whenever applicable. At all times faculty members should exercise sound judgment, respect the rights of others to express ideas and opinions and ensure that same freedom be extended to students and colleagues.



# *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.



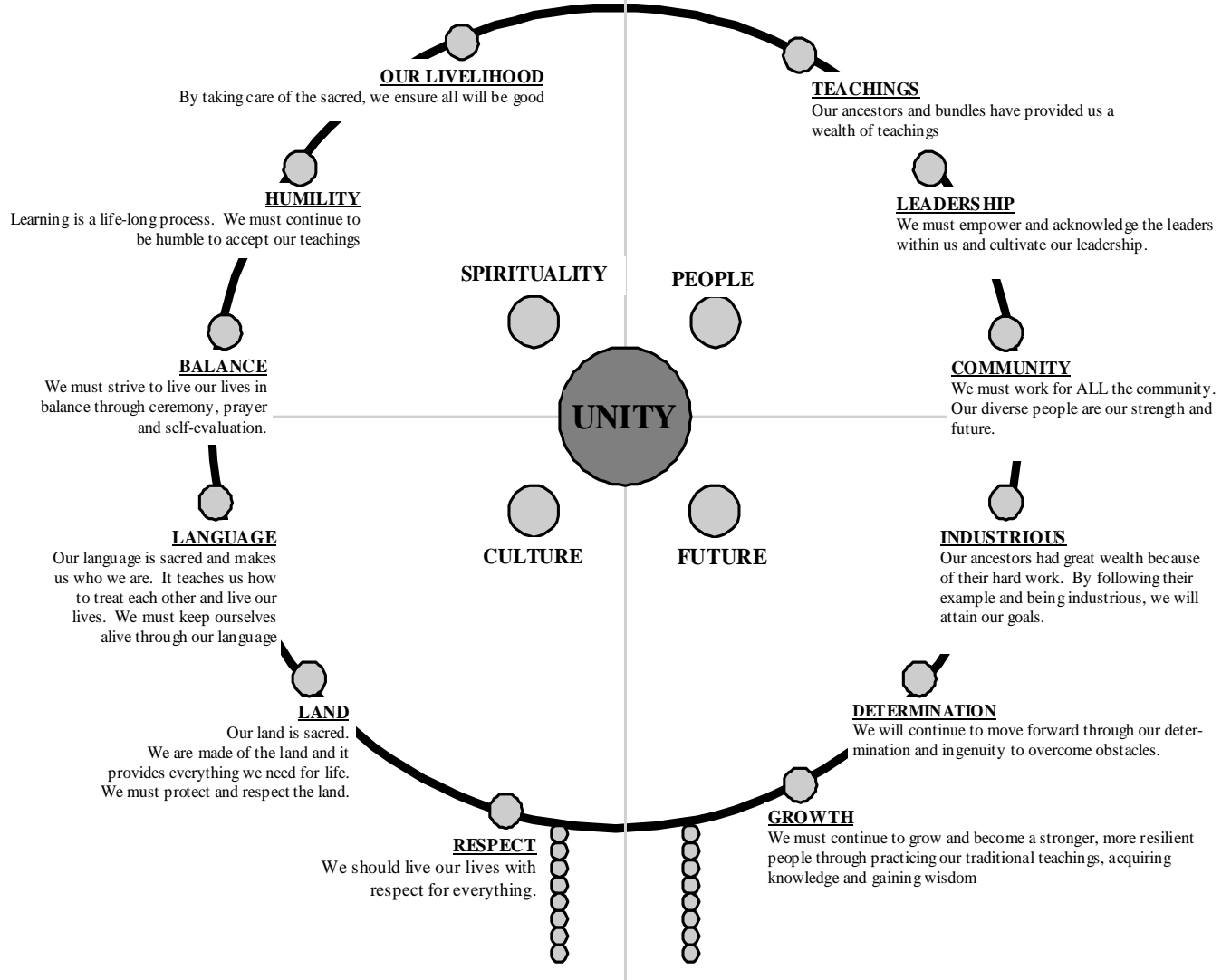
## **FUTURE:**

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



# FORT BERTHOLD EARTH LODGE VALUES MODEL

## *Fort Berthold Community College Values*





## **ADMISSIONS INFORMATION AND POLICIES—See Student Handbook**

### Admissions:

Fort Berthold Community College subscribes to an Open Door Admissions Policy. Any person who is a graduate of an accredited high school or who has his or her General Education Development (GED®) certificate may be admitted to FBCC. Admission to FBCC does not ensure admittance to any particular course of study. Some programs have requirements beyond standard college admissions that must be met.

### Procedures:

The following items are required for Admissions to FBCC:

- ✓ Application for Admissions
- ✓ Official copy of high school transcripts or GED certificate or GED transcript
- ✓ A complete Free Application for Federal Student Aid (FAFSA)
- ✓ Copy of Driver's License, State ID, or Social Security card
- ✓ All Native American students enrolled in a federally recognized tribe must submit an official verification of tribal enrollment
- ✓ If applicable, Native American students not enrolled in a federally recognized tribe must submit an official verification of tribal enrollment of one of their parents
- ✓ Students must have an official copy of their transcript(s) from previously attended college(s) sent directly to the registrar's office at FBCC
- ✓ New and transfer student must take an exam and submit testing scores for placement into Math and English
- ✓ Dual credit students must submit the Dual Credit form they receive from their high school for each course
- ✓ Non US citizens must provide documentation to verify that they are eligible non-citizens

It is the responsibility of the student to ensure all documents are received. A hold will be placed on student's academic record if all documentation is not in his/her file at the end of the first 6 weeks of the semester. The student will not be allowed to enroll again until all documentation is submitted. Financial aid could also be delayed if documentation is not submitted before financial aid disbursement.

## **FINANCIAL AID INFORMATION AND POLICIES—See Student Handbook**

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 should 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 p.m.-1:00p.m. For more information, see: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and [www.fortbertholdcc.edu](http://www.fortbertholdcc.edu)

### Types of Financial aid Available

- 477 Demonstration Project
- American Indian College Fund: [www.aicf.gov](http://www.aicf.gov)
- North Dakota Student Financial Assistance Grant (SSIG)
- Three Affiliated Higher Education Program
- Three Affiliated tribes Job Training Partnership Act(477)
- Veteran’s Benefits
- Vocational Rehabilitation
- Title IV Funds Earned and Unearned

Other Scholarships are available at Fort Berthold Community College.  
See Financial Aid Director for more Information.

## **STUDENT SERVICES INFORMATION AND POLICIES**

---See Student Handbook

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 Students Services is to:

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

The Primary Roles of Student Services are:

- Admissions, Registration, Student Records-Registrar, Admissions Clerk
- Student Orientation to FBCC-Student Services Staff
- Financial Aid Services-Financial Aid Director
- Counseling and guidance- Guidance Counselor
- Student Programs, Clubs, & Activities-Vice President of Student Services, Student Club Advisors
- Academic Assistance- Vice President of Student Services, Peer Tutors
- Mentoring Outreach Programs- Vice President of Student Services, Outreach Mentors at community sites.
- Disabilities coordination-Vice President of Student Services, Guidance Counselor

The following Student Services topics are addressed in the Student Handbook:

- Equal Opportunity and Non-discrimination



- Disabilities
- Student Rights
- Student Responsibilities
- Code of Conduct
- Student discipline
- Disciplinary Outcomes
- Appeals
- Grounds of Appeal
- Due Process for Disciplinary
- Due Process in cases of Alleged Academic Dishonesty
- Zero Tolerance for Violence Policy
- Zero Tolerance of Campus Violence
- Incident response
- Incident reporting
- Grievance Process
- Disciplinary Outcomes

## **GENERAL EDUCATIONAL DEVELOPMENT (GED)**

Adult Basic & Secondary Education (GED)

The Fort Berthold Community College, Adult Basic and Secondary Education and Literacy Education Program offer 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.

(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.*

**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  
(701) 627-4738 ext. 258

## **FORT BERTHOLD LIBRARY AND LEARNING RESOURCE CENTER**



Fort Berthold Library and Learning Resource Center is an integral part of the FBCC educational process. The online catalog and several subscription databases are significant information resources that support student learning and are available through the Library and Learning Resource Center. The Library has a collection of over 12,000 volumes including serials, reference, fiction, and children’s titles. The circulating collection provides access to

a number of resources in video, DVD, audiocassette titles and current paper periodical subscriptions. A prominent feature of the collection is the Native American Studies holdings. A Special Collection is under development, which contains titles about the Mandan, Hidatsa, and

Arikara tribes as well as a Native literary collection. The Special Collection may only be used on-site.

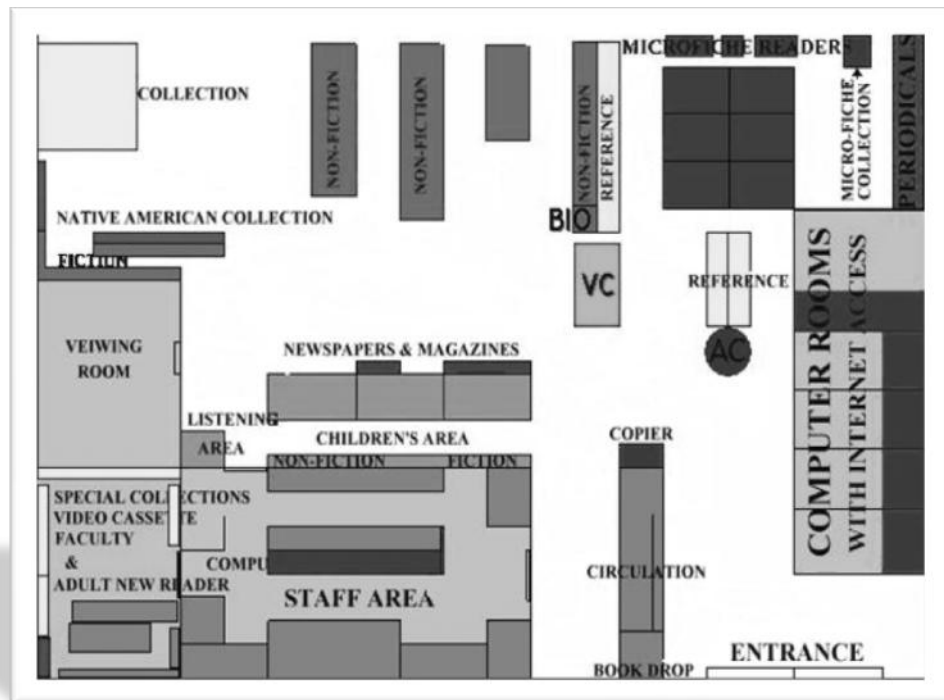
Services include:

- Research and Information Retrieval Assistance
- Circulation-Online Public Access Computer (OPAC)
- Instruction for Library and Information Resources
- Study Area
- Viewing/Meeting Room
- Interlibrary Loan
- Audio Equipment
- Computer Use
- Internet Evaluation and Search Strategies

Circulating books are loaned for two weeks. Periodicals are loaned for 2 days. Videos/DVDS are loaned on a refundable deposit basis.

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

The figure below is a map of the FBCC Library.



Library information services correspond with student learning by assisting the student and faculty to find, retrieve, analyze and use information.

## **TECHNOLOGY DEPARTMENT**

The Fort Berthold Community College Technology Department offers a wide variety of services to support students, faculty, staff, and community in the daily operational management of the campus information technology infrastructure. Some of the supported areas include Network Accounts, Campus Information Systems, network infrastructure, hardware & software applications, print services, distance education, campus communications and Internet access.

The Technology Office is located where the Administrative wing and Hidatsa Hall meet in Room 23. Technology Staff are available at the Help Desk Monday thru Friday from 8am-5pm.

### **1. Student Network Accounts**

All Students are assigned an FBCC Student Network Account. This account allows students to log into campus computers, access print services, utilize installed software applications, access the Internet, and limited Network Storage Services. This service is governed by the FBCC Acceptable Use Policy and students are required to verify they have read and understand these rules of use. Students are assigned a username and password during registration.

### **2. Student E-mail Accounts**

All students are assigned an FBCC Student e-mail account at Registration. FBCC Student e-mail is the official means of communication between the institution and the student. Students should check their e-mail account regularly for school announcements, communications from instructors and staff of the College. Student e-mail or Web-Mail is accessed through the FBCC Web Site and utilizes the student's network username and password. This Web-Mail can be accessed from any computer on or off campus. Student e-mail and Network Accounts are kept active for 120 days after the students last semester of attendance.

### **3. myFBCC Student Accounts**

myFBCC is a secure web portal that provides anytime, anywhere online access to a number of administrative, community and academic services such as: admission information, status of application, financial aid, course schedules, registration, degree audits, student grades and transcript requests, campus-wide announcements and calendars, discussion forums, and bulletin boards. myFBCC provides Online courses and Web Enhanced Course Web content and administration. Students are assigned a username & password that is provided at Registration or e-mailed to the students FBCC e-mail account at the end of registration. Students unable to log into their myFBCC should contact the Technology Office Help Desk at (701) 627-4738 x 224.

### **4. Campus Computer Labs**

The FBCC campus contains numerous classroom and mobile computer labs spread throughout the campus and satellite campuses. All labs are available for student use when classes are not in session or reserved for other activities. All labs are equipped with PC based computers, Microsoft Vista or Windows 7 Operating Systems, which include Microsoft Office 2007 and many common third-party applications needed for classroom activities.

#### 5. Campus Wireless Access

FBCC provides wireless internet access throughout all campus classrooms, offices and commons areas. Access is free and open to the public. Wireless connectivity is provided via the 802.11a and g spectrums. 802.11 g is backwards-compatible with 802.11 b. Printing is not currently supported for guests. Use of the campus wireless services is governed by the FBCC Acceptable Use Policy.

#### 6. Campus News & Events System

- The **FBCC Web Site** is a great place to start to find information about the college. The web site is located at [www.fortbertholdcc.edu](http://www.fortbertholdcc.edu).
- **myFBCC** contains announcements of interest to students.
- **Marquee** - FBCC utilizes 2 LCD Marquee in the main lobby, the Internet Lounge and a Web marquee on the FBCC Home page to alert the college community to important dates, events, news and closings. For more information contact Mike Stevens at (701) 627-4738 x256.
- **Emergency Closings** due weather are also aired on KXXM TV Channel 13, KMHA 91.3 FM, and the local cable information channel 11 (Blue Channel).
- **Fort Berthold Community College Facebook** provides a virtual social network and informational tool for members. Students who are members of Facebook can add FBCC to their profile to receive campus news and events, participate in student discussions, and receive real-time updates to their Facebook enabled cell phones via SMS text message.

#### 7. Distance Education

- **North Dakota Interactive Video Network (NDIVN)** which allows students separated by great distances to see and talk to each other. Using the latest advances in communications technology FBCC can provide courses, meetings, and seminars with North Dakota University System institutions and North Dakota Tribal Colleges. With the addition of the NDIVN Lecture and Lab classrooms FBCC is capable of delivering quality post-secondary programs and services to students who would not otherwise have access to these courses, 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.
- **CLAN - Closed Local Access Network** (Also referred to as PicTel) Very similar to the NDIVN Network, FBCC employs Reservation-wide video conferencing network to provide courses to our satellite campuses of Mandaree and White Shield. Participants view and hear remote classrooms in color video (TV) and are able to view the instructor and classmates, while sharing computer content, such as Power Points, DVDs or other digital content.

- **Online Courses** are accessed through the myFBCC Web Portal available at [www.fortbertholdcc.edu](http://www.fortbertholdcc.edu). Students use their myFBCC account to access their online course content. 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. Students are introduced to myFBCC 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, and be familiar with Microsoft XP/Vista/Windows 7 or compatible systems. Online courses can be accessed from any computer (With an Internet connection). More information can be found on the FBCC Web Site.

## 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), the All Chiefs Society, Arts Club, and the American Indian Science Engineering Society (AISES). The advisors for these clubs are volunteers and are generally faculty members, who have expertise and experience in specific areas.



### 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.

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

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

## **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.



## **American Indian Science and Engineering Society Chapter (AISES)**

AISES promotes science activities and participates in reservation-wide K-14 science related programs. Students are often able to travel to regional and national AISES Conventions to present their research.

## **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.



## **All Chiefs Society**

The All Chiefs Society is a Native American Studies organization dedicated to the preservation of the Mandan, Hidatsa, and Arikara culture, language, and history. The organization also provides leadership, education and research opportunities valuing our traditional way of life. The organization plans cultural events like hand games, powwows, colloquia, elder speakers to relay our oral tradition and more. The All Chiefs Society is open to students, faculty, FBCC alumni, and Fort Berthold community members.

## **Cultural Honors Society**

The Cultural Honors Society is an academic organization under the Native American Studies Department mentoring students willing to engage in rigorous scholarship. Major criteria for the selection as one of four Cultural Honors Students include being on the honor roll and showing potential to conduct research. The research-based program serves to assist students in honing their research skills by conduction studies related to the Mandan, Hidatsa, and Arikara. Students receive opportunities to present their research locally, regionally, and nationally.

## **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 faculty member.

### **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.

### **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.



The Student Senate is the elected and representative voice of the students of FBCC. Student Senate represents students in campus governance issues.

### **Criteria for Executive Council**

Any student running for election for an officer position (President, Vice President, Treasurer, Secretary) must be a full-time student and must be carrying at least twelve credits. The District Representatives and the Public Relations Person must be at least part-time, carrying at least six credits.

All candidates except for the first year students must maintain the appropriate grade point average of 2.0.



## 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?

# 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 herein.

## 1. Academic Advisor

All students will be assigned an Academic Advisor, and are required to meet with this advisor during their first semester at FBCC, or prior to the completion of 16 semester hours of credit. Students must also meet with their advisor at or just prior to each term's registration. Each student must also take a non-credit course with their advisor during his/her last semester before graduation: Assessment of Student Learning (ASMT 200).

## 2. Student Learning Assessment

Students graduating from Fort Berthold Community College in selected disciplines must complete an Electronic Portfolio. The e-portfolio demonstrates student mastery of institutional and program learning outcomes.

Students are required to take the General Education Assessment Instrument upon entering FBCC, and again just prior to Graduation. The exit exam will be administered in the non-credit course, Assessment of Student Learning (ASMT 200).

All Degree Programs have instruments (tests, papers, projects, etc.) that measure attainment of Learning Objectives. These instruments are typically administered as part of classes taken in the Spring of the Sophomore Year for Associates' Degree programs, or in the Spring of the Senior Year for Bachelors' Degree programs.

## 3. Course Placement Evaluation

Course Placement Evaluation for English and math courses is required for all new FBCC students and FBCC students who have never had an evaluation or the evaluation is over 5 years old. The placement evaluation ensures that all students take the right level of English and math courses. Research shows that taking the proper sequence of math and English courses helps the student in those courses and is also beneficial to other classes taken. The results of the placement evaluation or testing do not affect admission to FBCC, but are required to meet established criteria of FBCC.



Students who have taken college courses that fulfill the prerequisites for an FBCC English or math course will be placed in the appropriate course without further evaluation, but transfer courses must be evaluated for equivalency to FBCC course. Grades for these prerequisites must follow FBCC policy on grades for prerequisites, transfer grades, and requirements from some programs, such as Nursing (which requires a C or better in all courses applied to the major).

Students who require CSCI 101 for their major must have a placement evaluation to determine whether the student should take CSCI 012 or CSCI 101. The chair of the Computer Science Department will evaluate each student based on their skills, an exam, or course work, and place the student in the appropriate course.

#### **4. Declaration of Major**

Students must declare a major during registration at FBCC. Only courses taken on the degree plan of that major can be used for computation of financial aid. During registration, students will be assigned an advisor in their area of study. At any time, if students wish to change their major, then they must fill out a Change of Major form found in the office of the Vice President of Academic Affairs and turn it in to the Registrar to record.

A student may declare more than one major, but is required to satisfy all the requirements for each major. Courses can be used for more than one major. A student must meet with each appropriate advisor to prepare a degree plan for each major. Degrees for each major will be posted separately on the student's transcript.

To receive financial aid, students are considered to have only one major and the courses they take that are covered by financial aid must be in the degree plan of that particular major. Financial aid will not cover courses in a second degree if the course is not required for the first degree. However, students taking 12 credit hours in their first major can take additional hours in the second major and receive full-time financial aid.

#### **5. Graduation Requirements**

In order to graduate with a Bachelor of Arts Degree, Bachelor of Science Degree, 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 at FBCC during their last academic term, except where the final term is completed elsewhere as part of an approved FBCC degree program. An example of such an exception is the Pre-engineering program, wherein students may transfer coursework



back from the affiliated University after transferring in order to complete their Associates Degree in Pre-Engineering.

- c) Have a minimum cumulative grade point average of 2.00; **NOTE: Some programs (e.g., Teacher Education, Nursing) may have a higher GPA requirement, either cumulatively or by semester, AND may have restrictions on applying a course in which a grade of ‘D’ was earned toward the Degree; refer to the Program Description in this Catalog, or consult Program faculty, for details.**
- d) Submit Application for Graduation form prior to the deadline listed in the Academic Calendar. Students completing degree requirements in the Fall or Spring Semester must submit the form before the Spring deadline; those who complete degree requirements in the Fall Semester may submit the form prior to the Fall deadline. A completed degree plan must accompany the application for graduation.
- e) Pay all financial obligations to the College.
- f) Meet the residency requirement of FBCC, which is a minimum of 24 semester hours for an Associate of Arts, Associate of Science, and Associate of Applied Science Degree; the last 32 semester hours, for a Bachelor of Science or Bachelor of Arts 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.
- j) Candidates for a Bachelor of Arts or Bachelor of Science Degree must have passed 32 semester credits in upper-division (courses numbered 300 and above) courses.

## 6. 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, or make arrangements to receive their degrees by mail.

## 7. 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:

<b>Grade</b>	<b>Interpretation</b>	<b>Honor Points</b>
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
GF	Grade Forgiveness	0
WF	Unearned F	0

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

## **8. Auditing a Course Policy**

1. If a student wants to officially register for a class without earning a letter grade or credit, the course may be scheduled as an audit. The cost incurred is \$40.00
2. A student auditing a course may be required to participate fully in the class. Expectations should be clarified with the course instructor at the start of the semester.
3. To schedule an audit, the student registers for the course in the Registrar's Office. The student should write "AU" in place of credits on the form. The course will appear on the student's semester schedule as though it has been scheduled for credit.
4. A course may be dropped for credit and added for audit or dropped for audit and added for credit only during the drop/add period for the course. Student Accounts will be notified and will make changes on the student bill.
5. A course scheduled for audit will appear on the student's record with the symbol "AU" if attendance was regular or "W" if the attendance was unsatisfactory. No credit is earned, and the student's grade point average is not affected.
6. Credits for a course being audited are counted by the Registrar as part of a semester credit load in determining an overload. Credits for a course being audited are not counted for the following:
  - a. Determining enrollment
  - b. Determining financial aid status

## **9. Academic Bankruptcy**

1. Fort Berthold Community College has a policy for allowing a student who has experienced academic problems to apply to the Student Affairs Committee **in writing** for Academic Bankruptcy.
2. Academic Bankruptcy is designed for the student who has had an extremely poor start academically; it allows grades to be forgiven in semesters for which the student was on probation or suspension status. All courses for that semester will remain on the transcript with a grade of 'GF', which will not be used in calculating the cumulative GPA.
3. If Academic Bankruptcy is granted for a semester, then NO course in that semester may be used to fulfill graduation requirements.
4. To apply for Academic Bankruptcy, the student must first maintain Satisfactory Academic Progress for two semesters.
5. Academic Bankruptcy can be granted for more than one semester, but it will be granted only once throughout the academic career at Fort Berthold Community College.
6. Bankruptcy does not clear an individual's record of previously attempted credits and grade point average for Title IV funding.
7. A student who is using Veterans Administration benefits must consult the veteran's education representative before applying for Academic Bankruptcy.

## **10. Changing Grades**

A course grade is considered final unless the student or Instructor files an appropriate appeal. For the student who has reason to believe the grade issued is incorrect, the following Grade Appeal Procedure must be followed:

### ***STUDENT APPEAL PROCEDURE***

A student has up to six (6) weeks from the end of the semester from which the final grades were submitted to initiate an appeal.

1. **Initial Appeal:** The student must discuss the grievance with the instructor or staff member from whom the disagreement stems. If the matter cannot be settled at this point, the student then has the responsibility to confer with the Vice-President of Academics within three (3) working days. The student may ask a faculty or staff member to attend the meetings with the student.
2. **Submission of Written Appeal:** If the student is not satisfied with the verbal conference with the Vice-President of Academics, she/he must submit a written Appeal to the Vice-President of Academics within five (5) working days and she/he will receive a written response from the Vice-President of Academics within five (5) working days.
3. **Appeal Committee:** If the student is not satisfied with the written response, she/he has five (5) working days to request in writing that the Appeals Committee hear the matter. This request is given to the Vice-President of Academics and a hearing will be scheduled within five (5) working days.
  - The committee shall be comprised of the following:
    - a. Vice-President of Academics
    - b. Faculty Chair or Academic Dean (unless he/she is party to the appeal)
    - c. One faculty member selected by the student
    - d. One staff member selected by the student
    - e. Vice President of Student Services
4. **Committee Procedure:**
  - a. The student will address the Committee, stating his/her reasons for believing that the grade should be changed. The student should have a written synopsis of his/her argument.
  - b. The committee will then hear from the Instructor, who will provide his/her arguments for keeping the current grade. The Instructor should likewise bring any supporting documents that he/she feels are relevant
  - c. The committee shall then vote on the appeal; the VP of Academics shall vote only to break a Tie.
  - d. The Committee's decision shall be submitted in writing to the President within five (5) working days of the hearing, who may either uphold or over-rule it.
    - The Instructor may appeal a decision in favor of the Student.
    - If the Committee votes to deny the appeal, the President will automatically review the decision.
    - The President shall transmit (via letter, e-mail, or both) the Final Outcome of the appeal.

The recommendations of this committee will be given to the FBCC President within five (5) working days of the hearing. The President will have an additional five (5) working days to decide whether to accept the recommendation of the committee or to render a different decision. The President will notify the student in writing within that time frame.

The decision of the President is final and there are no further means of appeal to be made.

***INSTRUCTOR APPEAL PROCEDURE***

An instructor has up to six (6) weeks from the end of the semester from which the final grades were submitted to initiate an appeal.

If an Instructor feels that she/he submitted the incorrect grade for a student, he/she must submit a written Appeal to the Vice-President of Academics. The Appeal must fully explain the error(s) made, and provide documentation that the student earned a grade different from the one submitted. A completed Change-of-Grade Form should accompany the Appeal. The Instructor will then receive a written response from the Vice-President of Academics within five (5) working days.

The Vice-President of Academics may either: 1) Approve the change, sign the change-of-grade form, and forward it to the Registrar; -OR- 2) Convene the Appeals Committee, which shall approve or disapprove the appeal.

**11. 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**

<b>Course Title</b>	<b>Course Grade</b>	<b>Credit Hour</b>	<b>Honor Points</b>	<b>Points Earned</b>
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
<b>TOTAL</b>		<b>15</b>		<b>36 Points</b>

**Semester GPA: 36/15=2.40**

**12. Transfer Credits**

Students who have attended college elsewhere must notify Fort Berthold Community College of all previous enrollments. Students are required to have all official transcripts sent to the Registrar.

Courses taken at another institution will be evaluated for possible transfer credit. To be transferred the coursework must meet the following criteria:

- Course was earned at an accredited institution
- It is college-level coursework (minimum of 100-level)
- The student received at least a C in the course
- The coursework is documented on an official transcript sent to the FBCC Registrar from the Institution at which the coursework was completed
- The completed course has sufficiently equivalent content to the course required by FBCC

A student's academic advisor will determine which credits satisfy specific curriculum requirements within the student's degree plan. This process may require more information the course content (course descriptions, syllabi, etc.) when obtainable.

The advisor will record the transferred courses and number of credits transferred on the student's degree plan and provide this information to the Registrar. Only courses documented on an official transcript will be evaluated.

Transfer credits that apply to the student's degree plan will be used to calculate their overall GPA. If a student changes degree plans, the credits for the previous degree plan will continue to be used to calculate GPA.

### **13. Administrative Drop**

FBCC faculty members reserve the right to withdraw a student from any course. Prior to an administrative drop, the faculty must send an Early Alert Form to alert the student. The purpose of administrative withdrawal is to limit the financial liability and academic consequences for the student. Reasons for administrative drop include, but are not limited to:

- Lack of attendance – Students who have excessive or extended absences in a face-to-face class may be dropped. It is up to each instructor as to what is excessive or extended, and will differ depending on the course length and weekly schedule. Students in on-line, hybrid, or independent study courses who fail to make contact with the instructor either in person or electronically within the first two weeks and/or a minimum of once a week thereafter may also be dropped.
- Prerequisites not met – Students who are unable to show completion of required courses or who do not have the background needed to succeed in the course may be dropped.
- Academic dishonesty – Students involved in any form of dishonesty may be dropped as per discretion of the instructor.



Students should not assume they are automatically withdrawn. Instead, they are strongly encouraged to check with the instructor of the course.



Students will remain responsible for any financial liability they have incurred, less applicable refunds, and for any academic and financial aid consequences due to the administrative withdrawal.

If an administrative withdrawal occurs before the add/drop date set by the registrar's office, the course will not appear on the student's transcript. After add/drop date, a "W" will appear for that course. An administrative drop can be given up to two weeks before the last day to withdraw as assigned by the registrar's office.

Students will receive notification from the registrar by mail that they will be administratively dropped if they do not directly appeal to the instructor within one week. A copy of the notification will be sent directly to the instructor as well as to the Vice President of Student Services for recording.

Students who feel they have been wrongfully withdrawn should follow the appeal process:

1. A student has one week from receiving the notification from the registrar to appeal in writing to the instructor. The instructor will meet with the student within three working days.
2. If the matter cannot be settled within those three working days, the student has the responsibility to confer with the Vice President of Academic Affairs within three additional working days. The student must give a copy of the written appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will meet with the student, Faculty Chair, faculty member, and the Vice President of Student Services. A recommendation and/or decision will be made at this meeting.
3. The student must attend class during the appeal process. If he/she does not attend class during the appeal process, the Vice President of Academic Affairs may decide to omit step 2 of the appeal process, and the student will remain administratively withdrawn.

#### **14. Course Challenge**

The Challenge Program at FBCC is designed to free students from taking courses where content has already been mastered. Students enrolled at FBCC in good standing may submit a request to challenge any courses listed in the college catalog. Students are allowed to challenge three credits per semester, but students cannot challenge more than twelve credits. The course may not be challenged twice.

The Procedure for challenging a course is:

1. Contact the Course Instructor to obtain approval for a challenge exam or credit for prior learning/training, using the Course Challenge Form (CCFR).
2. If approval is obtained, present the form to the Vice-President of Academics for approval.
3. Present the form to the Business Office and pay and fees due.
4. Return a copy of this form to the Instructor and arrange to take the examination or submit documentation of prior learning/training; the Instructor will note the grade, and provide a 'P' or 'F' on the form.
5. Return the completed form to the Vice-President of Academics for their records.

6. The Instructor forwards the grade to the Registrar's Office. Credit is given if a grade of "C" or better is reported on the exam, or documentation of prior learning/training is deemed sufficient.
7. An exam to challenge a course may be taken only once; refusal of documentation of prior learning/training may be appealed to the Vice-President of Academics.

## **15. Incompletes**

The Incomplete (I) grade may be granted when students are unable to complete course requirements for reasons beyond their control or by circumstances created by the college. A contact, complete with requirements, between the student and the instructor, must be signed by the student, the instructor, and the Vice-President of Academics, and submitted to the Registrar. The instructor and the Registrar's Office will retain a copy of the contact requirements. The time deadline (no later than the end of the 6<sup>th</sup> week of the following semester for Fall and Summer classes, or the end of the following Summer term for Spring classes) negotiated by the student and the Instructor for completing the work will be included in the requirements. A 'Default' letter grade, which indicates the student's final grade if no additional work is submitted, is indicated on the Contract. Instructors **MUST** submit a Change-of-Grade Form to the Registrar by the end of the Incomplete Contract period to award the student a grade other than the Default.

## **16. Satisfactory Academic Progress (SAP)**

FBCC has set the following standards for maintaining Satisfactory Academic Progress:

A student pursuing a Bachelor's Degree is required to complete a minimum of 126 semester hours, and is considered to be making satisfactory academic progress if their semester GPA meets the following minimum standards.

<b>Semester</b>	<b>Semester GPA</b>
First	1.50
Second	1.75
Third and following	2.00

A student pursuing an Associate of Arts or Associate of Science Degree is required to complete a minimum of sixty-four (64) semester hours, and is considered to be making satisfactory academic progress if their semester GPA meets the following minimum standards.

<b>Semester</b>	<b>Semester GPA</b>
First	1.50
Second	1.75
Third and following	2.00

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

<b>Semester</b>	<b>Semester GPA</b>
First	2.00
Second	2.00

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

## 17. Academic Probation and Suspension

Academic Probation or Suspension occurs under the following conditions:

a) Academic Probation

Academic Probation occurs when a student's GPA does not meet the SAP criteria previously listed. Such students 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 SAP 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 Affairs Committee as found in the FBCC Student Handbook.
- Students must file a petition with the Vice President of Student Services to enroll at FBCC after each Academic Suspension.

## 18. Deficiency Notices

Instructors compile and submit mid-term grades. A deficiency notice will be sent by the Vice President of Student Services to any student who is making D's or F's in any classes at mid-term time. Students must meet with the Instructor(s) of those classes, and with the Guidance Counselor, after receiving a deficiency notice. Some types of Financial Support may also be delayed as the result of a deficiency notice or poor academic performance.

## 19. Grade Reports

Final grade reports are placed on myFBCC at the end of the semester. Only final grades are recorded on the transcripts.

## 20. 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 an official transcript.

All attempts will be made to release transcripts within five (5) 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.*

## 21. 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.

## 22. Scholastic Honors at Graduation

Students receiving an Associate's Degree may graduate with one of two distinctions:

1. *High Honors* is awarded to the graduate who has achieved a cumulative GPA of 3.80 and above.
2. *Honors* is awarded to the graduate who has achieved a cumulative GPA of 3.50 to 3.79.

Students receiving a Bachelor's Degree may graduate with one of three distinctions:

1. *Summa Cum Laude* is awarded to the graduate whose grade-point average is 3.900 or higher.
2. *Magna Cum Laude* is awarded to the graduate whose grade-point average is 3.700-3.899.
3. *Cum Laude* is awarded to the graduate whose grade-point average is 3.5000-3.699.

Honor graduates must complete the minimum required semester hours at FBCC.

### **23. 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 (Early Warning Form) will be given to the Student Services Office. The Vice President of Student Services will be notified of all excessive absences.

### **24. Repeating a Course**

Students may repeat a course. However, the first grade is never removed from the transcript, except in cases of Academic Bankruptcy/Grade Forgiveness. The last grade a student receives in the repeated course is used in computing the cumulative GPA.

### **25. Final Exam Policy**

Students are required to take their finals during the time scheduled by the Instructor. 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.

### **26. Add/Drop Procedures**

A student who has registered and whom wishes to change a class or classes may obtain an add/drop form 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. Exceptions to deadlines require going through the Student Affairs Review Process described below. **Students do not drop simply by ceasing to attend class; they must sign an official drop form.**

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

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

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.*

## **27. 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 procedure 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 by completing an Exit Interview.
- d) Obtain Vice President of Student Service’s signature.
- e) Obtain the Advisor’s signature.
- f) Return form to Registrar.

## **28. Credit/Semester Hour Description**

At Fort Berthold Community College the Fall and Spring semesters are college terms 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 fifteen contact hours; in a laboratory course, one semester hour of credit represents thirty contact hours; and in practica and field experience courses, a semester hour of credit is equivalent to forty-five contact hours.

## **29. Catalog/Course Expiration**

A student returning to FBCC after more than five years must adopt the catalog in use at the time of his/her return. This means that no degree plan more than five years old may be used by a student. Students also need to be aware that a course taken more than seven (7) years prior to the student’s current semester may need to be re-taken. This varies by department; the student and his/her advisor, should consult with the relevant Department Chair to determine whether the course(s) in question are still valid.

## **30. Course Load Limitation**

A normal course load for a full-time student in the Fall or Spring semester ranges from twelve (12) to sixteen (16) semester hours. A student wishing to enroll in more than eighteen (18) semester hours must obtain prior approval from the Vice President of Academics.

Course load requirements may vary in Vocational certificate programs.

A student will not be allowed to enroll in more than ten (10) semester hours of credit during summer session.

Overload Requirements:

- a) A prior semester grade point average of 3.00.
- b) No incomplete grades.
- c) Approval of the Vice-President of Academics

The following procedures will be used to petition for overload:

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

### **31. Independent Study**

An Independent Study is regular coursework presented on an individualized basis. The number of contact hours between student and Instructor must total at least 15.

Independent study is available only to Sophomore (or Senior, in baccalaureate programs) students who need a particular course to complete the requirements of an established program of study in order to graduate by the end of that semester.

For each course taken by independent study, the student must complete an independent study contract with the Instructor and Vice-President of Academics; a copy of this contract must be submitted to the Registrar. The contract must specify the meeting times between Student and Instructor, and have attached a copy of the course syllabus to indicate that the student is expected to complete all assignments and exams required of regular students.



A \$50 fee will be charged to the student for each Independent Study class.

Independent study should NOT be viewed as a Bypass for the regular class; students who have failed, or withdrawn from, the regularly scheduled class within the prior academic year will need to justify in writing (and, where appropriate, with Documentation) their reasons for not completing the regularly scheduled class.

Requirements:

- a) A prior semester grade point average of 3.00.
- b) No incomplete grades.
- c) Approval of the Vice-President of Academics

Procedures: The following procedures will be used to request an Independent Study:

- a) Obtain an Independent Study Contract Template
- b) Complete the Contract, with all required signatures, and submit contract to the Registrar along with the Registration Form

### **32. Enrollment Policy for Dual Enrollment and Credit**

Dual Credit:

The fifty-fifth legislative assembly of the State of North Dakota passed senate bill number 2033 at the 1997 session. The bill allows juniors and seniors in North Dakota's public schools to take courses offered by an approved post-secondary institution for both high school and post-secondary credit. Dual Credit students are limited to two courses per semester and the course(s) must be at Freshman Level. Dual credit students must submit a Dual Credit Form that they receive from their high school for each course and follow standard admission procedures. Only high school students are eligible for the Dual Credit program.

Dual Enrollment:

High school juniors and seniors may apply for admission to take courses. A Dual Enrollment student is not seeking Dual Credit. Dual Enrollment students are limited to two courses per semester and the course(s) must be at Freshman Level. Students must follow standard admission procedures.

### **33. 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.

### **34. Student Classification**

Freshman—earned less than 32 credits.

Sophomore—earned from 32 to 60 credits.

Junior—student is in a baccalaureate program and has earned from 61 to 90 credits.

Senior—student is in a baccalaureate program and has earned over 90 credits.

## **STUDENT EMERGENCY FUND**

The Student Emergency Fund may be 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 Vice President of Student Services for assistance.

## **BOOKSTORE**

The Bookstore is located in the Sahnish (Arikara) hallway of the Academic Center. Textbooks, school supplies, clothing, 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.

## **HOUSING (Commuter Campus)**

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

## **FOOD SERVICES**

Soft Drinks are available via vending machines.

The Student Union contains a cafeteria, which provides breakfast and lunch, plus special meals by prior arrangement.

## **TELEPHONE USAGE**

Students will not be called out of classes, except in case of an emergency. Office telephones are for business use only. Computer, Internet and telephone services are available in the student Internet Cafe.



# Programs of Study

## 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 Bachelor of Arts Degree, Bachelor of Science Degree, Associate of Arts Degree, Associate of Science Degree, Associate of Applied Science Degree, and Vocational Certificate of Completion.

## Bachelor of Arts & Bachelor of Science

The **Bachelor of Arts (B.A.) & Bachelor of Science Degree (B.S.)** programs are designed to provide a recognized course of instruction that leads to professional competence in the student's area of study. These programs also prepare the student for graduate work in the field.

The *Two (2) Bachelor of Science Degree Programs* offered at the Fort Berthold Community College are:

- **Elementary Education**
- **Environmental Science**

The *One (1) Bachelor of Arts Degree Program* offered at the Fort Berthold Community College is:

- **Native American Studies**

## 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:

- **Business Administration/Management**
- **Addiction Studies \*\***
- **Early Childhood Education**
- **Elementary Education**
- **Human Services**
- **Liberal Arts**
- **Native American Studies**

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

The *Five (5) Associate of Science Degree Programs* being offered at the Fort Berthold

Community College are:

- **Environmental Science**
- **Mathematics**
- **Pre-Engineering**
- **Science**
- **Agriculture Transfer \*\***

**\*\* *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 *Seven (7) Associate of Applied Science Degree* (A.A.S.) Programs offered at the Fort Berthold Community College are:

- **Construction Technology**
- **Environmental Science**
- **Information Management Specialist**
- **Computer Information Specialist**
- **Medical Secretary\*\***
- **Nursing**
- **Production Operations/Refinery Training**

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

## **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 *Nine (9) Vocational Certificates offered* at FBCC are:

- **Administrative Assistant**
- **Marketing / Entrepreneurship**
- **Construction Technology (9 mo)**
- **Construction Technology (18 mo)**
- **Farm/Ranch Management \*\***
- **Child Development Associate – CDA**
- **Welding Program**
- **Department of Transportation CDL Permit**
- **Department of Transportation CDL License**

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

## 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 Native American 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 Psychology of Student Success is required for most incoming students to help acclimatize them to College.
- Students will enroll in the ASMT 200 course in the Spring Semester of their graduation year. The course is a zero credit course that is arranged by the student's advisor in order to ensure graduation requirements are met and proper program and student assessment is completed.

## 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.

<b>Bachelor of Arts (BA), Bachelor of Science (BS), Associate of Arts (AA), &amp; Associate of Science (AS) 39 Credit Hours</b>	<b>Associate of Applied Science (AAS) 19 Credit Hours</b>
English Composition (ENG 110 and ENG 120) <b>6</b> <b>credits</b>	English Composition (ENG 110 or BOTE 210) <b>3</b> <b>credits</b>
Communication (COMM 110) <b>3</b> <b>credits</b>	Communication (COMM 110) <b>3</b> <b>credits</b>
Social Sciences <b>9</b> <b>credits</b>	Social Sciences/ Arts & Humanities <b>6</b> <b>credits</b>
Arts & Humanities <b>9</b> <b>credits</b> <i>(NAS 201 History of the Three Affiliated Tribes 3 credits)</i> <i>required</i> <i>(Tribal Language 3 credits)</i> <i>required</i>	<i>(NAS 201 History of the Three Affiliated Tribes 3 credits)</i> <i>required</i> <i>(Tribal Language 3 credits)</i> <i>required</i> Mathematics <b>3 credits</b>
Laboratory Science <b>4</b> <b>credits</b>	Technology <b>3</b> <b>credits</b>
Mathematics (MA 103 or higher) <b>4</b> <b>credits</b>	<u><i>Institutional specific</i></u>
Technology <b>3credits</b>	PSY 100 Psychology of Student Success <b>1</b> <b>credit</b>
<u><i>Institutional specific</i></u>	ASMT Assessment of Student Learning <b>0</b> <b>credit</b>
PSY 100 Psychology of Student Success <b>1</b> <b>credit</b>	
ASMT Assessment of Student Learning <b>0</b> <b>credit</b>	

## Eligible Courses for General Education Domains

### Composition & Communication

#### (9 Sem. Hours)

#### Credits

ENG 110 Composition I	3
ENG 120 Composition II	3
COMM 110 Fundamentals of Public Speaking	3

### Arts & Humanities

#### (9 Sem. Hours)

ART 130 Drawing I	3
ART 160 Painting I	3
EDU 238 Children's Literature	3
*ENG 211 Introduction to Creative Writing	3
*ENG 221 Introduction to Drama	3
ENG 265 Native American Literature	3
HUM 101 Humanities I	3
*HUM 102 Humanities II	3
*HUM 104 Native American Women	3
*PHIL/NAS 203 Native American Philosophy	3
NAS 101 Introduction to Indian Studies	3
NAS 102 Comparative Spiritual Beliefs	3
NAS 103 Cultural Foundations of the Three Affiliated Tribes	3
NAS 105 Native American Art	3
NAS 113 Hidatsa I	3
NAS 114 Hidatsa II	3
NAS 115 Mandan I	3
NAS 116 Mandan II	3
NAS 117 Arikara I	3
NAS 118 Arikara II	3
NAS 201 History of the Three Affiliated Tribes	3
*NAS 205 Native American Indian Issues in Film	3
NAS 213 Tribal Government	3

### Social Sciences

#### (9 Semester Hours)

*ANTH 104 Cultural Anthropology	4
HIST 103 United States to 1877	3
HIST 104 United States Since 1877	3
HIST 220 North Dakota History	3
CJ 201 Criminal Justice	3
ECON 201 Microeconomics	3
ECON 202 Macroeconomics	3
*GEOG 150 Introduction to Geography	3

POL SCI 114 American Government	3
POL SCI 115 State and Local Government	3
POL SCI 234 Basic Indian Law	3
*POL SCI 250 Public Administration	3
PSY 111 Introduction to Psychology	3
PSY 250 Developmental Psychology	3
PSY 270 Abnormal Psychology	3
SOC 110 Introduction to Sociology	3
*SOC 115 Family Science	3
SOC 215 Marriage and the Family	3
*SOC 251 Gerontology	2
SWK 255 Social Work as a Profession	3
SWK 256 Introduction to Social Welfare	3

### Mathematics

#### (3 Sem. Hours)

MA 103 College Algebra	4
*MA 104 Finite Mathematics	3
MA 105 Trigonometry	2
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

### Laboratory Science

#### (4 Sem. hours)

BIO 206 Ethnobotany	4
BIO 111 Concepts of Biology	4
BIO 124 Environmental Science	4
BIO 150 General Biology I	4
BIO 151 General Biology II	4
BIO 202 Introduction to Microbiology	4
BIO 220 Anatomy and Physiology I	4
BIO 221 Anatomy and Physiology II	4
CHEM 115 Introductory Chemistry	4
*CHEM 116 Introduction to Organic and Biochemistry	4
CHEM 121 Chemistry I	4
CHEM 122 Chemistry II	4
GEOL 100 Earth Science	4
PHY 105 Physical Science	4
PHY 211 Physics	4
PHY 251 University Physics I	4

### Technology

#### (3 Sem. Hours)

CSCI 101 Introduction to Computers	3	<b><u>FBCC Institutional requirements</u></b>	
CIS 115 Using the Internet	1	<b><u>(1 Sem. Hour)</u></b>	
CSCI 120 Introduction to Computer Programming	3	PSY 100 Psychology of student Success	1
*CSCI 160 Computer Science I	3	ASMT 200 Assessment of Student Learning	0
*CSCI 161 Computer Science II	3		
		<b><i>Total General Education Requirements 39</i></b>	

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



# Alphabetical Listing of Programs

## Addiction Studies (Human Services)

**Degree: Associate of Arts**

**Credit Hours Required: 79**

This program 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 to a four-year college and become a Licensed Addictions Counselor. Courses and the program at large reflect the FBCC mission of serving the MHA Nation and upholding cultural values within the professional fields. Please also refer to Degree Plan pg. 129.

Program Outcomes: Primary program outcomes include critical conceptualization of field concepts, multidimensional presentation skills, diversity and cultural competence, information and technology competence, field-relevant ethical understanding, personal and professional development competence.

<b>Professional Course Requirements:</b>	<b>Credits</b>
PSY 250 Developmental Psychology	3
SWK 256 Social Welfare	3
SWK 106 Domestic Violence	3
SOC 215 Marriage and the Family	3
PSY 244 Dynamics of Addiction	3
NAS 204 Native American Health Perspectives	3
PSY 285 Practicum	2
PSY 201 Dynamics of Adjustive Behavior and Mental Health	3
BOTE 102 Keyboarding I or Higher	3

**Total Program Semester Hours: 26**

### **General Education Requirements:**

ENG 110 Composition I	3
ENG 120 Composition II	3
COMM 110 Fundamentals of Public Speaking	3
TS 201 History of the TAT	3
TS 113, 115, 117 Hidatsa, Mandan, or Arikara	3
Arts and Humanities Elective	3
PSY Introduction to Psychology	3
PSY 270 Abnormal Psychology	3
POLSCI 234 Basic Indian Law	3
Math 103 or above	4
Lab Science	4
CSCI 101 Intro to Computers	3
PSY 100 Psychology of Student Success	1
ASMT 200 Assessment of Student Learning	0
<b>Total Gen. Ed. Semester Hours:</b>	<b>39</b>
<b>CUMULATIVE HOURS:</b>	<b>65</b>



## **Administrative Assistant (Business)**

### **Certificate of Completion: Administrative Assistant**

#### **Credit Hours Required: 41**

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.

The Accounting/Business Administration program prepares students for positions in the accounting and business world, or for transfer to a four-year college or university. The curriculum is designed to introduce students to the fundamental of accounting, as need in the advanced, technological business world of today. This includes an understanding of basic concepts, and definitions, as well as learning the characteristics and methods used in modern businesses. The Business Administration curriculum is designed to offer students an introduction to business, economics and business law.

The Mandan, Hidatsa, and Arikara Nations' history, language, social, and spiritual culture is incorporated over entirety of course or as specific course subject requires. The individual instructor will actively seek culturally relevant materials to incorporate into the classroom setting.

#### **Program Outcomes:**

- The student will be able to describe and illustrate the basic accounting systems for service and merchandising business, and financial statements.
- The student will develop correct stroking techniques using the typewriter and/or microcomputer keyboard. Proficiency in the application of skills used to complete simple letters manuscripts, and tables.
- The student will learn to create, edit, save and print documents along with advanced word processing features.
- The student will develop basic principles and practices of record management and able to apply the four basic filing systems: alphabetic, subject, numeric and geographic.
- The student will be able to demonstrate an understanding of activities and duties required, including good office communications, using reference materials, proofreading techniques, and work procedures.
- The student will be able to demonstrate how to work and communicate professionally with employees and the general public.

#### **Professional Course Requirements:**

	<b>Credits</b>
ACCT 200 Accounting I	3
BOTE 102/152/202 Keyboarding I/II/III	9
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
BADM 297 Business Internship	2

PSY 100 Student Success	1
MA 101 or Higher	3
NAS Native American Studies	3
<b>Cumulative Hours:</b>	<b>41</b>

## **Business Administration/Management (Business)**

**Degree: Associate of Arts**

**Credit Hours Required: 70**

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

The Accounting/Business Administration program prepares students for positions in the accounting and business world, or for transfer to a four-year college or university. The curriculum is designed to introduce students to the fundamental of accounting, as need in the advanced, technological business world of today. This includes an understanding of basic concepts, and definitions, as well as learning the characteristics and methods used in modern businesses. The Business Administration curriculum is designed to offer students an introduction to business, economics and business law.

The Mandan, Hidatsa, and Arikara Nations' history, language, social, and spiritual culture is incorporated over entirety of course or as specific course subject requires. The individual instructor will actively seek culturally relevant materials to incorporate into the classroom setting.

Program Outcomes:

- The student will be able to describe and illustrate the basic accounting systems for service and merchandising business, and financial statements.
- The student will be able to demonstrate and understand contacts, agencies, employment and negotiable instruments, including individual and group behavior with an organization.
- The student will be able to describe and demonstrate the fundamentals of the management process, focusing on the concepts and techniques basic to the manager, including planning, organizing, leading and controlling.
- The student will learn to create, edit, save and print documents along with advanced word processing features.
- The student will be able to demonstrate an understanding of activities and duties required, including good office communications, using reference materials, proofreading techniques, telephone usage, and mail and work procedures.
- The student will be able to demonstrate how to work and communicate professionally with employees and the general public.

<b>Professional Course Requirements:</b>	<b>Credits</b>
ACCT 200 Accounting I	3
ACCT 201 Accounting II	3
ACCT 203 Business Law I	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
<b>Total</b>	<b>28</b>

**Electives:**

ACCT 205 Cost Accounting	3
BADM 291 Leadership Development	2
BADM 297 Internship	2
BADM 205 Small Business Management	3
<b>Total</b>	<b>3</b>

**Total Semester Hours: 31**

**General Education Course Requirements**

See: General Education pages 47-49

**Total Semester Hours: 39**

**Cumulative Hours: 70**

## **Child Development Associate (CDA) Credential**

**Certificate of Completion: Child Development Associate**

**Credit Hours Required: 12**

A CDA is used primarily for paraprofessional teacher's aide or independent business owners to comply with state licensure requirements.

**Program Outcomes:**

- The student will begin to demonstrate an understanding of advancing positive, safe, healthy, and creative learning in an early childhood setting, a classroom, and at home
- The student will begin to demonstrate an understanding of developmental stages of children from pre-birth to age 8

**Professional Course Requirements:**

	<b>Credits</b>
EC 101 Introduction to Child Development Programs***	1
EC 122 Creative Activities	2
EC 220 Early Childhood Development: Pre-birth through Age Eight	2
EC 222 Program Administration	2
EC 233 Child Development Programs/Curriculum/Practicum	3
EC 236 Positive Child Guidance	2
<b>Total Semester Hours:</b>	<b>12</b>

\*\*\*If candidate has taken EC 210 Introduction to Early Childhood Education they do not have to take EC 101 Introduction to Child Development Programs.

## Commercial Driver's License Training Program

**Certificate of Completion:** Department of Transportation CDL Permit  
Department of Transportation CDL License

**Credit Hours Required:** 15

Duration of the course: 9 weeks, Monday through Thursdays 8am to 5pm

### Course Requirements

	<b>Credits</b>
CDL 101 Novice Driver training Prerequisite for CDL 102	3
CDL 102 Commercial Drivers Training with Simulator, Truck and computer training available.	12
<b>Total</b>	<b>15</b>

The program is offered several times per year usually in the fall spring and summer. The duration is 45 days M-TH weekly from 8am to 5pm. together.

Criteria for admission: Students must possess a valid Driver's License, be able to pass a background, drug and alcohol test, prove US Citizenship, student may not hold driver's license in another state concurrently with CDL license, All licensure is granted by the North Dakota Department of Transportation. FBCC will issue a certificate of completion for the work but **only the DOT Licensure** authorizes driving of a commercial vehicle. Testing for Permit and License is completed at authorized DOT facilities.

Classes will be offered fall spring and summer of each semester. CDL 101 and 102 are expected to be taken together as a unit.

## Construction Technology 9-Month

**Certificate of Completion: Construction Technology**

**Credit Hours Required: 30**

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 form the planning to the finished house.

Program Outcomes:

- The student will be able to read a tape measure accurately and perform his or her task in a safe manner
- The student will be able to identify the different adhesives and fasteners used in the construction industry
- Students will be able to estimate how much material he or she needs to finish a construction project
- Students will be able to identify the tools needed for a construction project
- The student will demonstrate proficiency by safely using hand tools, power tools, pneumatic tools

<b>Professional Course Requirements:</b>	<b>Credits</b>
CT 101 Core Curriculum	3
CT 102 Carpentry 1	4
CT 103 Carpentry Lab 1	6
CT 104 Carpentry 2	4
CT 105 Carpentry Lab 2	6
BOTE 210 Business Communications	3
PSY 100 Student Success	1
NAS Native American Studies	3
<b>Cumulative Hours:</b>	<b>30</b>

## **Education--Teacher Education Department**

**Overview:**

The Fort Berthold Community College Teacher Education Department offers six (6) degrees/certificates.

- B.S. Elementary Education
- B.S. Elementary Education
  - with an endorsement in Middle School Math
- B.S. Elementary Education
  - with an endorsement in Middle School Science
- A.A. Elementary Education
- A.A. Early Childhood Education
- Child Development Associate Credential

The *Mada Maagarishtauro Awa Hee Aadsa Maa Aru Maa Giguckiigash* (The ones that teach our children how everything on this earth works) program at FBCC began admitting students in the Teacher Education Department for the baccalaureate degrees in the Fall of 2009. Its aim is to bring focus and emphasis on science and math in order to boost those academic areas in the Fort Berthold schools. During their junior and senior years, students will work as a cohort or learning community, taking courses together and interacting in a weekly teacher education seminar to build, reflect, and gain perspective on ideas that were discussed during the week.

Program Outcomes:

- The student will be able to develop and revise documenting growth and new understanding to articulate a written personal philosophy of education as it relates to a career in education
- The student will be able to apply the four merits: Culture, Constructivism, Comprehension, and CREDE (research, education, diversity, excellence) in the writing and delivery of at least two exemplary, standards-based lesson plans
- The student will demonstrate an understanding of ND State Standards (Common Core Curriculum), InTASC Standards, and Core Merits ( which include Culture, Constructivism, Comprehension and CREDE (research, education, diversity, excellence) as measured by an ePortfolio rubric

### **Mission and Vision of the Teacher Education Department:**

The mission of the Teacher Education Department is to integrate our four core merits of Comprehension, Constructivism, Culture and CREDE (principles of research, education, diversity, and excellence) in the teacher education program. The four core merits will connect our children’s learning to their environment and make meaning in their lives.

The vision of the Teacher Education Department is: Our teachers will create learning experiences that preserve our past and prepare and empower our youth for the future.

### **Criteria for the Admission to Teacher Education**

The student who intends to pursue a program in teacher education must apply to the Teacher Education Department and be approved for admission into the program. A student must meet the following criteria to be considered for admission:

1. A minimum cumulative grade point average of 2.50
2. Satisfactory academic performance in ENG 110, ENG 120 and COMM 110
3. Academic performance of an A or B grade in MATH 103 – College Algebra
4. Written recommendations from three professionals
5. Essay on why the student would like to enter the teacher education program
6. Work in progress on the electronic portfolio
7. Professional resume
8. Demonstrate a commitment to the learning community model
9. Agree to fulfill service to education or a related field on Fort Berthold upon graduation
10. Exhibit suitable character necessary to teach

The Teacher Education Department and a committee consisting of faculty and staff will interview the applicant, review the documentation, and make a recommendation. If the applicant is denied admission due to a condition that can be corrected, the applicant may reapply when the deficiency is removed, or may be put on interim probation.

### **Continuance in Teacher Education**

In order to continue in the teacher education program, the student must:

1. Maintain a minimum cumulative grade point average of 3.0 and earn a grade of a B or better in courses taken after admission to the program.
2. Exhibit suitable character and evidence of good conduct, physical and mental health.
3. Continue to obtain satisfactory recommendations from faculty, staff, and field experience supervisors.
4. Maintain a 95% attendance rate in coursework and 100% in student teaching.

5. Pass the Praxis I exam with a satisfactory score required by the state of North Dakota: *a composite score of 516 based on the Current Qualifying Scaled Scores for PPST Reading, Writing, and Mathematics, provided the candidate has met the passing score currently in place for two of the three tests.*

If requirements are not maintained, the Teacher Education Department and a committee consisting of faculty and staff may recommend probation or suspension from the program. Any such action would be reflected in a letter from the Teacher Education Department to the student.

### **Student Teaching**

Student teaching is the concluding experience of the Teacher Education Program at Fort Berthold Community College. It is completed during the students' final semester and requires at least 16 full-time consecutive weeks. During this time, students will apply what they have learned through their college course work and field experiences. Student teaching allows the pre-service teachers a time to plan and carry out lessons that follow our four core merits: culture, constructivism, comprehension and CREDE. They will also be able to use a variety of assessment techniques to determine suitability of the lessons, success of instruction and understanding of their own students. During this time, it is expected that the pre-service teachers will experience and learn additional decision making skills, instructional approaches, classroom management courses of action, and general competence.

### **Criteria for Admission to Student Teaching**

A student must meet the following criteria to be considered for admission to student teaching:

1. Senior standing or equivalent with a minimum cumulative grade point average of 3.0 or better since admission to the teacher education program.
2. Successful completion of the Praxis II exam as per the state cut score.
3. Continued satisfactory performance on all criteria for admission and retention in the teacher education program.
4. Completion of the professional education sequence before student teaching. The Teacher Education Department in consultation with a committee of faculty and staff may make exceptions to this criterion if circumstances warrant.
5. Submission of student teaching application to the Teacher Education Department during the semester preceding the semester of student teaching.
6. Agreement to provide evidence of personal liability insurance by joining the Student National Education Association (SNEA) or by a private insurance policy. The student will present proof of such insurance on or prior to the first day of the semester of student teaching.
7. A criminal background investigation including the Bureau of Criminal Investigation and Federal Bureau of Investigation must be completed prior to student teaching.
8. During student teaching, students will not be allowed to take more than three semester hours of credit during the 16 weeks of student teaching without approval of the Teacher Education Department. Classes cannot be taken during the daily full time student teaching assignment block.

Fort Berthold Community College reserves the right to have the students meet additional requirements that may be established by the Teacher Education Department.

### **Criteria for Graduation and Licensure Recommendation**

The Teacher Education Department makes the recommendation for graduation and teacher licensure. In order to graduate and be endorsed for licensure, a student must meet the following requirements:

1. Cumulative grade point average of 3.0 or better since admission to the teacher education program.

2. Completion of all program requirements, as defined by the Teacher Education Department.
3. Successful student teaching experience.
4. Successful completion and presentation of an electronic portfolio.
5. Successful completion of Praxis I, Praxis II, and all ND licensure requirements.

The Registrar sends the application to the North Dakota Education Standards and Practices Board (ESPB) for issuance of a teaching license.

## **Education: Early Childhood Education**

**Degree: Associate of Arts**

**Credit Hours Required: 75**

The Early Childhood Education 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.

Program Outcomes:

- The student will be able to demonstrate an understanding of advancing learning in an early childhood setting or classroom
- The student will be able to demonstrate an understanding of developmental stages of children from birth to age 8
- The student will be able to demonstrate an understanding of children's language development & writing processes

### **Core Requirements (36 credits)**

#### **1. Content Foundation**

EC 122 Creative Activities	2
EC 210 Intro to Early Childhood Education	3
EDU 210 Intro to Exceptional Children	3
EC 213 Young Children's Language & Thought	3
EC 220 Early Childhood Development: Pre-birth – age 8	2
EC 222 Program Administration	2
EC 224 Diversity in ECE	2
EC 233 Child Dev. Programs/Curriculum/Practicum	3
EC 234 Learning and the Young Child	3
EC 236 Positive Child Guidance	2
EC 238 Home, School, Community Relations	3
EDU 290 Constructivist Teaching	3
EC 295 Practicum	2

#### **2. Additional Requirements**

HPER 210 First Aid/CPR	2
CSCI 117 Front Page I	1
<b>Total Semester Hours</b>	<b>36</b>



**Specified General Education Course Requirements:**

EDU 238 Children’s Literature (Humanities)	3
GEOL 100 Earth Science (Lab Science)	
-OR- BIO 111 Concepts of Biology (Lab Science)	4
-OR- PHY 105 Physical Science (Lab Science)	
PSY 111 Intro to Psychology (Social Science)	3
PSY 250 Developmental Psychology (Social Science)	3
SOC 110 Intro to Sociology (Social Science)	3
CSCI 101 Intro to Computers	3
<b>See: General Education pages 47-49</b>	
<b>Total Semester Hours</b>	<b>39</b>

**Cumulative Hours:** **75**

## **Education: Elementary Education, AA**

**Degree: Associate of Arts****Credit Hours Required: 73**

We invite you to explore our Elementary Education program. The Associate of Arts degree in Elementary Education offers students the opportunity to advance into a four-year degree program. FBCC has 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.

**Program Outcomes:**

- The student will be able to develop and revise documenting growth and new understanding to articulate a written personal philosophy of education as it relates it to a career in education
- The student will be able to apply the four merits: Culture, Constructivism, Comprehension, and CREDE (research, education, diversity, excellence) in the writing and delivery of at least two exemplary, standards-based lesson plans
- The student will demonstrate an understanding of ND State Standards (Common Core Curriculum), InTASC Standards, and Core Merits ( which include Culture, Constructivism, Comprehension and CREDE (research, education, diversity, excellence) as measured by an ePortfolio rubric

**Professional Course Requirements:**

	<b>Credits</b>
EDU 210 Intro to Exceptional Children	3
EDU 250 Intro to Education	3
EDU 224 Fine Art Methods	3
EDU 232 Classroom Management	3
EDU 222 Technology for Teachers	3
EDU 290 Constructivist Teaching:	3

MA 277 Math for Elementary Teachers	3
EDU 237 Music for Elementary Teachers	2
EDU 273 Physical Science for Elementary Teachers	4
HPER 210 First Aid/CPR	2
CSCI 117 Front Page I	1
GEOL 100 Earth Science (Lab Science)	4
<b>Total Semester Hours</b>	<b>34</b>
<b>Specified General Education Course Requirements:</b>	
EDU 238 Children’s Literature (Humanities)	3
BIO 111 Concepts of Biology -OR- BIO 150 General Biology I	4
HIST 220 North Dakota History (Social Science)	3
<b>See: General Education pages 47-49</b>	
<b>Total Semester Hours</b>	<b>39</b>
<b>Cumulative Hours:</b>	<b>73</b>

## **Education: Elementary Education with an Endorsement in Middle School Math or Science**

### **Degree: Bachelor of Science**

#### **Credit Hours Required: 145 (math) or 148 (science)**

The *Mada Maagarishtau Awa Hee Aadsa Maa Aru Maa Giguckiigash* (The ones that teach our children how everything on this earth works) program became accredited with the North Dakota Education Standards and Practices Board and the Higher Learning Commission in February, 2011. It offers a baccalaureate degree in elementary education and an endorsement in Middle School Math or Science. Earning a degree in Elementary Education while also receiving an endorsement in Middle School will make graduates more employable and expand their teaching domain to grades 1-8. Students may choose an emphasis in math or science during their sophomore or junior year.

#### Program Outcomes:

- The student will be able to develop and revise documenting growth and new understanding to articulate a written personal philosophy of education as it relates it to a career in education
- The student will be able to apply the four merits: Culture, Constructivism, Comprehension, and CREDE (research, education, diversity, excellence) in the writing and delivery of at least two exemplary, standards-based lesson plans
- The student will demonstrate an understanding of ND State Standards (Common Core Curriculum), In-TASC Standards, and Core Merits ( which include Culture, Constructivism, Comprehension and CREDE (research, education, diversity, excellence) as measured by an ePortfolio rubric

### **Professional Course Requirements**

#### **(both Science & Math students):**

	<b>Credits</b>
EDU 210 Intro to Exceptional Children	3
EDU 222 Technology for Teachers	3

EDU 224 Fine Arts Methods	3
EDU 232 Classroom Management	3
EDU 237 Music for Elem Teachers	2
EDU 250 Intro to Education	3
EDU 297 Middle School Field Experience	2
EDU 298 Pre-Professional Experience	1
EDU 300 Elementary Practicum I	1
EDU 305 Multicultural Education	3
EDU 320 Curriculum, Instruction & Assessment	2
EDU 392 Foundations, Issues, & Trends	2
EDU 400 Elementary Practicum II	1
EDU 402 Teaching Reading in Content Area/Diagnostic Reading	3
EDU 421 Math Methods & Materials	3
EDU 422 Language Arts Methods & Materials	2
EDU 423 Reading Methods & Materials	3
EDU 424 Social Studies Methods & Materials	2
EDU 426 Science Methods & Materials	3
EDU 450 Middle School Curriculum & Philosophies	2
EDU 451 Middle School Teaching Methods	3
EDU 492 Student Teaching	16
MATH 277 Math for Elementary Teachers	3
MATH 377 Geometry for Elementary Teachers	3
HPER 210 First Aid/ CPR	2
HPER 225 Elementary Health & Physical Education Methods	3
PSY 230 Educational Psychology	3
CSCI 117 Front Page I	1
GEOL 100 Earth Science	4
GEOG 150 Intro to Geography	3
HIS 103 United States History I	3
NAS 101 Intro to Indian Studies	3

**Additional Requirements for Endorsement in Middle School Science Credits**

GEOL 210 Astronomy	3
BIO elective	4
CHEM 115 or 121 Chemistry	4
PHY 211 Physics	4

**Additional Requirements for Endorsement in Middle School Math Credits**

MATH 165 Calculus I	4
MATH 210 Elementary Statistics	4
EDU 273 Physical Science for Elementary Teachers	4

**Total Semester Hours 106 (Math), 109 (Science)**

**Specified General Education Course Requirements: Credits**

EDU 238 Children's Literature (Humanities)	3
BIO 111 or 150 Biology (Lab Science)	4
PSY 111 Intro to Psychology (Social Science)	3

PSY 250 Developmental Psychology (Social Science)	3
HIS 220 North Dakota History (Social Science)	3
CSCI 101 Intro to Computers	3
<b>See: General Education pages 47-49</b>	
<b>Total Semester Hours</b>	<b>39</b>

**Cumulative Hours:** **145 (Math), 148 (Science)**

## Education: Elementary Education, BS

**Degree: Bachelor of Science**

**Credit Hours Required: 133**

Although the *Mada Maagarishtauro Awa Hee Aadsa Maa Aru Maa Giguckiigash* (The ones that teach our children how everything on this earth works) program that became accredited with the North Dakota Education Standards and Practices Board and the Higher Learning Commission in February, 2011 encourages students to choose either a Middle School Mathematics or Science endorsement, students may choose to earn a Bachelor of Science Degree in Elementary Education.

Program Outcomes:

- The student will be able to develop and revise documenting growth and new understanding to articulate a written personal philosophy of education as it relates it to a career in education
- The student will be able to apply the four merits: Culture, Constructivism, Comprehension, and CREDE (research, education, diversity, excellence) in the writing and delivery of at least two exemplary, standards-based lesson plans
- The student will demonstrate an understanding of ND State Standards (Common Core Curriculum), In-TASC Standards, and Core Merits ( which include Culture, Constructivism, Comprehension and CREDE (research, education, diversity, excellence) as measured by an ePortfolio rubric

<b>Professional Course Requirements</b>	<b>Credits</b>
EDU 210 Intro to Exceptional Children	3
EDU 222 Technology for Teachers	3
EDU 224 Fine Arts Methods	3
EDU 232 Classroom Management	3
EDU 237 Music for Elem Teachers	2
EDU 250 Intro to Education	3
EDU 298 Pre-Professional Experience	1
EDU 300 Elementary Practicum I	1
EDU 305 Multicultural Education	3
EDU 320 Curriculum, Instruction & Assessment	2
EDU 392 Foundations, Issues, & Trends	2
EDU 400 Elementary Practicum II	1
EDU 402 Teaching Reading in Content Area/Diagnostic Reading	3
EDU 421 Math Methods & Materials	3
EDU 422 Language Arts Methods & Materials	2
EDU 423 Reading Methods & Materials	3
EDU 424 Social Studies Methods & Materials	2

EDU 426 Science Methods & Materials	3
EDU 492 Student Teaching	16
MATH 277 Math for Elementary Teachers	3
MATH 377 Geometry for Elementary Teachers	3
HPER 210 First Aid/ CPR	2
HPER 225 Elementary Health & Physical Education Methods	3
PSY 230 Educational Psychology	3
CSCI 117 Front Page I	1
GEOL 100 Earth Science	4
GEOG 150 Intro to Geography	3
HIS 103 United States History I	3
NAS 101 Intro to Indian Studies	3
EDU 273 Physical Science for Elementary Teachers	-OR- 4
GEOL 210 Astronomy	-AND EITHER- 3
PHY 211 Physics	-OR- 4
CHEM 121	4
<b>Total Semester Hours</b>	<b>94</b>

<b>Specified General Education Course Requirements:</b>	<b>Credits</b>
EDU 238 Children’s Literature (Humanities)	3
BIO 111 or 150 Biology (Lab Science)	4
PSY 111 Intro to Psychology (Social Science)	3
PSY 250 Developmental Psychology (Social Science)	3
HIS 220 North Dakota History (Social Science)	3
CSCI 101 Intro to Computers	3
<b>See: General Education pages 47-49</b>	
<b>Total Semester Hours</b>	<b>39</b>

**Cumulative Hours: 133**

## Environmental Science (Science)

**Degrees: Associate of Science, Associate of Applied Science, and Baccalaureate of Science**  
**Credit Hours Required: A.S.: 67/68 credits, A.A.S.: 56/57 credits, and B.S.: 123/124 credits**

The Environmental Science Program at FBCC focuses on integrating local Fort Berthold environmental issues with Mandan, Hidatsa, and Arikara cultures. The program will provide a solid foundation in a range of specialties including: water, air, and soil quality; wildlife, range, and fisheries management; toxicology; and resource conservation, which will enable our students to gain employment in a wide range of natural resource-related areas.

The two year Associate of Science degree flows seamlessly into the Bachelor of Science degree and graduates from FBCC’s environmental science program will be able to provide essential support for remediating, restoring, and managing local natural resources. The program will prepare students for employment in such fields as fish and wildlife management, recreation management, resource management, environmental quality and range/grasslands management. Although students will study a range of specialties, they should specialize in one of these fields through the choice of electives, the student internship, and their field research.

The Associate of Applied Science degree was designed to provide students with the basic content knowledge, literature, and research methodology to enable them to join the workforce as a technician or laboratory assistant. The curriculum covers multiple science fields with 36/37 content credits (as opposed to the 28/29 content credits required for the A.S. degree), so students learn a broad array of general science and research techniques.

**Program Outcomes:**

**After completing the Associate of Science in Environmental Science:**

- The student will be able to apply the general knowledge and skills which are fundamental to a variety of academic disciplines.
- The student will be able to demonstrate the proper use of environmental sampling equipment in the classroom and in the field according to accepted “Standard Methods.”
- The student will be able to conduct field sampling and monitoring of air, water, soil and biomass using appropriate sampling equipment according to accepted “Standard Methods.”
- The student will be able to describe, orally and in writing, the similarities and differences between traditional native versus modern views of the Earth.
- The student will be able to describe biological, chemical and physical influences on the environment from human activities.
- The student will be able to demonstrate an understanding of the methodology in scientific research through completion of a research paper by selecting, integrating and synthesizing information.
- The student will be able to demonstrate effective literature review methodology by analyzing and evaluating the credibility and completeness of information sources.
- The student will demonstrate general knowledge of current environmental issues on local, regional and global scales.
- The student will be able to describe the interactions between and the interdependence of the Earth’s ecosystems.

**After completing the Bachelor of Science in Environmental Science:**

- The student will be able to demonstrate an understanding of advanced scientific research including project design, experimentation, statistical analysis and interpretation, writing and publication, and ethical considerations.
- The student will describe transport mechanisms for contaminants as they travel through various environmental media including water, soil, and air.
- The student will demonstrate current environmental issues on Fort Berthold as well as be able to associate them with Mandan, Hidatsa, and Arikara beliefs and cultures.
- The student will be able to explain wildlife population ecology and management options for game and non-game/range species.
- The student will understand the cultural environmental impact of the Mandan, Hidatsa, and Arikara Nation community.
- The student will explain the process involved in, the contents of, the analysis of, and the significance of environmental impact statements and assessments.
- The student will demonstrate the use of environmental geospatial tools.

**Associate of Science Degree:**

**Core Requirements:**

BIO 124 Environmental Science  
 BIO 151 Biology II

**Credits**

4  
 4

SOIL 210 Introduction to Soil Science	4
CHEM 121 Chemistry I	4
CHEM 122 Chemistry II	4
CHEM 122 Chemistry II	4
Elective – Choose from one of the following:	3
GEOG 125 Fundamentals of GPS/GIS/RS	
ARSC 236 Introduction to Range Management	
<b>Total</b>	<b>23</b>

**Research Component**

BIO 225 Research Methods	3
Elective – Choose from one of the following:	2/3
BIO 230 Field Research	
BIO 297 Environmental Science Internship	
<b>Total</b>	<b>5/6</b>

**Total Semester Hours** **28/29**

**General Education Requirements:**

**See: General Education Requirements**

(Bio 150 Biology I and POLS 234 Basic Indian Law are directed electives under the Gen Ed Requirements)

**Total Semester Hours** **39**

**Cumulative Hours** **67/68**

**Associate of Applied Science Degree:**

<b>Core Requirements:</b>	<b>Credits</b>
GEOL 100 Earth Science	4
BIO 150 Biology I	4
BIO 151 Biology II	4
BIO 124 Environmental Science	4
CHEM 121 Chemistry I	4
CHEM 122 Chemistry II	4
SOIL 210 Introduction to Soil Science	4
GEOG 125 Fundamentals of GPS/GIS/RS	3
<b>Total</b>	<b>31</b>

**Research Component**

BIO 225 Research Methods	3
Elective – Choose from one of the following:	2/3
BIO 230 Field Research	
BIO 297 Environmental Science Internship	
<b>Total</b>	<b>5/6</b>

**Total Semester Hours** **36/37**

**General Education Requirements:**

**See: General Education Requirements**

(Students must take Math 103 or higher)

**Total Semester Hours** 20**Cumulative Hours** 56/57**Bachelor of Science Degree:****Core Requirements:** Credits

BIO 151 Biology II	4
BIO 124 Environmental Science	4
SOIL 210 Introduction to Soil Science	4
GEOG 125 Fundamentals of GPS/GIS/RS	3
ARSC 236 Introduction to Range Management	3
GEOL 100 Earth Science	4
CHEM 121 Chemistry I	4
CHEM 122 Chemistry II	4
BIO 225 Research Methods	3
Elective – Choose from one of the following:	2/3
BIO 230 Field Research	
BIO 297 Environmental Science Internship	

**Total** 35/36**Professional Requirements**

BIO 316 Global Climate Change	3
BIO 324 Ecology	3
BIO 331 Soil Ecology	3
BIO 350 Freshwater Ecology	4
BIO 370 Zoology	4
BIO 420 Air & Water Quality	4
CHEM 421 Environmental Chemistry & Toxicology	3
BIO 422 Environmental Law	3
BIO 421 Wildlife & Fisheries Conservation & Management	3
ENG 452 Scientific Literature & Writing	3
BIO 460 TAT Environmental Issues, Beliefs & Ethics	3
BIO 493 Senior Research	3
Electives – choose 6 credits from the following:	6
BIO 240 Ethnobotany (4 credits)	
BIO 433 Wildlife Ecology (3 credits)	
BIO 443 Range Ecology (3 credits)	
BIO 444 Grassland Ecology (3 credits)	
BIO 450 Mammalogy (3 credits)	

**Total** 45**Additional Courses**

MATH 210 Statistics 4

**Total** 4



**Total Semester Hours** **84/85**

**General Education Requirements:**

**See: General Education Requirements**

(Bio 150-Biology I and POLS 234-Basic Indian Law are directed electives under the Gen Ed Requirements)

**Total Semester Hours** **39**

**Cumulative Hours** **123/124**

## **Farm/Ranch Management 9-Month (Agriculture)**

**Certificate of Completion: Farm/Ranch Management**

**Credit Hours Required: 33**

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.

**Program Outcomes:**

- Design and plan instruction that develops learners' abilities to meet academic standards and the institution's assessment plan
- Create and maintain a learning climate that supports the development of learners' abilities to meet academic standards
- Implement and manage instruction that develops learners' abilities to meet academic standards
- Assess learning and communicate results to learners, parents and other professionals with respect to learners' abilities to meet academic standards
- Collaborate with colleagues, parents, the community and other agencies to design, implement, and support learning programs that develop learners' abilities to meet academic standards and transition from school to work or post-secondary education
- Review and evaluate his or her overall performance and implement a professional development plan
- Possess general academic knowledge as demonstrated by the attainment of a bachelor's degree; possess specific academic knowledge in the subject area sufficient to develop learner knowledge and performance to meet academic standards

- Demonstrate current professional knowledge sufficient to effectively design and plan instruction, implement and manage instruction, create and maintain an appropriate learning environment, and assess learners' knowledge

<b>Professional Course Requirements</b>	<b>Credits</b>
BOTE 210 Business Communications	3
MA 012 Foundations of Math	3
CSCI 101 Introduction to Computers	3
HPER 210 First Aid/CPR	2
PSY 100 Psychology of Student Success	1
NAS Native American Studies	3

**Complete 6 of the following courses – minimum of 18 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

**Cumulative Hours: 33**

## **Farm/Ranch Management 18-Month (Agriculture)**

**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.

Program Outcomes:

- Design and plan instruction that develops learners' abilities to meet academic standards and the institution's assessment plan
- Create and maintain a learning climate that supports the development of learners' abilities to meet academic standards
- Implement and manage instruction that develops learners' abilities to meet academic standards
- Assess learning and communicate results to learners, parents and other professionals with respect to learners' abilities to meet academic standards
- Collaborate with colleagues, parents, the community and other agencies to design, implement, and support learning programs that develop learners' abilities to meet academic standards and transition from school to work or post-secondary education
- Review and evaluate his or her overall performance and implement a professional development plan
- Possess general academic knowledge as demonstrated by the attainment of a bachelor's degree; possess specific academic knowledge in the subject area sufficient to develop learner knowledge and performance to meet academic standards
- Demonstrate current professional knowledge sufficient to effectively design and plan instruction, implement and manage instruction, create and maintain an appropriate learning environment, and assess learners' knowledge

<b>Professional Course Requirements:</b>	<b>Credits</b>
AGEC 142 Agricultural Accounting	3
AGEC 242 Introduction to Agricultural Management	3
AGEC 244 Introduction to Agricultural Marketing	3
AGEC 246 Introduction to Agricultural Finance	3
AGEC 249 Computerized Farm Record Keeping	2
ARSC 220 Livestock Production	3
ASM 155 Agricultural Welding	3
COOP 197 Cooperative Education Internship	2
AGED 241 Leadership & Presentation Techniques	2
HPER 210 First Aid/CPR	2
PLSC 223 Intro to Weed Science	3
PLSC 225 Principles of Crop Production	3
SOIL 210 Introduction to Soil Science	3
<b>Total Semester Hours:</b>	<b>34</b>

**Professional Elective Requirements:**

**Select 4 of the following courses**

ARSC 114 Introduction to Animal Sciences	3
ARSC 123 Feeds and Feeding	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 221 Soil Management and Conservation	3
VETS 239 Animal Health	3
<b>Total</b>	<b>12</b>

**General Education Requirements:**

**See: General Education pages 47-49**

<b>Total Semester Hours:</b>	<b>19</b>
<b>Cumulative Hours</b>	<b>65</b>

## **Human Services**

**Degree: Associate of Arts**

**Credit Hours Required: 66**

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.

Program Outcomes: Primary program outcomes include critical conceptualization of field concepts, multidimensional presentation skills, diversity and cultural competence, information and technology competence, field-relevant ethical understanding, personal and professional development competence.

<b>Professional Course Requirements</b>	<b>Credits</b>
CJ 201 Introduction to Criminal Justice	3
POL SCI 234 Basic Indian Law	3
PSY 111 Introduction to Psychology	3
MA210 Statistics	4
PSY 285 Practicum	2
SWK 255 Social Work Profession	3
SWK 256 Social Welfare	3
SWK 250 Interpersonal Skills	3
Electives (1)	
PSY 244 Dynamics of Addiction	3
PSY 250 Developmental Psychology	3
PSY 270 Abnormal Psychology	3
<b>Total Semester Hours:</b>	<b>27</b>
<b>General Education Requirements:</b>	
<b>See: General Education pages 47-49</b>	
<b>Total Semester Hours:</b>	<b>39</b>
<b>Cumulative Hours:</b>	<b>66</b>

## **Information Management Specialist 18-Month (Business)**

**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.

The Accounting/Business Administration program prepares students for positions in the accounting and business world, or for transfer to a four-year college or university. The curriculum is designed to introduce students to the fundamental of accounting, as need in the advanced, technological business world of today. This includes an understanding of basic concepts, and definitions, as well as learning the characteristics and methods used in modern businesses. The Business Administration curriculum is designed to offer students an introduction to business, economics and business law.

The Mandan, Hidatsa, and Arikara Nations' history, language, social, and spiritual culture is incorporated over entirety of course or as specific course subject requires. The individual instructor will actively seek culturally relevant materials to incorporate into the classroom setting.

**Program Outcomes:**

- The student will be able to describe and illustrate the basic accounting systems for service and merchandising business, and financial statements.
- The student will be able to describe and demonstrate the fundamentals of the management process, focusing on the concepts and techniques basic to the manager, including planning, organizing, leading and controlling.
- The student will be able to demonstrate correct stroking techniques using the microcomputer keyboard, working towards proficiency in the application of typing skills used to complete simple letters, manuscripts and tables.
- The student will learn to create, edit, save and print documents along with advanced word processing features.
- The student will demonstrate basic principles and practices of record management and able to apply the four basic filing systems: alphabetic, subject, numeric and geographic.
- The student will be able to demonstrate and understand contacts, agencies, employment and negotiable instruments, including individual and group behavior with an organization.
- The student will be able to demonstrate an understanding of activities and duties required, including good office communications, using reference materials, proofreading techniques, telephone usage, and mail and work procedures.
- The student will be able to demonstrate how to work and communicate professionally with employees and the general public.

**Professional Course Requirements:**

**Credits**

ACCT 200 Accounting I	3
ACCT 201 Accounting II	3
BADM 225 Human Behavior in Organizations	3
BADM 297 Business Internship	2
BOTE 102/152/202 Keyboarding/I/II/III	6
BOTE 147 MS Word	3
BOTE 188 Computerized Accounting	3
BOTE 217 Records Management	2
BOTE 247 MS Excel	3
BOTE 257 MS Access	3

BOTE 275 Office Procedures	3
CSCI 120 Introduction to Computer Programming	3
Business Elective	4
<b>Total Semester Hours:</b>	<b>41</b>
<b>General Educational Requirements:</b>	
<b>See: General Education pages 47-49</b>	
<b>Total Semester Hours:</b>	<b>19</b>
<b>Cumulative Hours</b>	<b>60</b>

## Liberal Arts

**Degree: Associate of Arts**  
**Credit Hours Required: 70**

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.

**Liberal Arts Program Outcomes:**

- Use critical thinking skills to identify problems, process alternatives, and choose appropriate solutions.
- Use math concepts and reasoning to solve problems in the real world.
- Demonstrate skill in writing and speaking to communicate effectively.
- Understand basic concepts of behavior and interrelationships across human societies and global cultures.
- Understand the major traditional themes and concepts of the Mandan, Hidatsa, and Arikara Cultures.
- Recognize the contributions of the arts and humanities to the world of ideas.
- Explore the physical and social environments using scientific tools and methods.

<b>Professional Required Courses:</b>	<b>Credits</b>
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
<b>Total Semester Hours:</b>	<b>30</b>

<b>General Education Requirements:</b>	
<b>See: General Education pages 47-49</b>	
<b>Total Semester Hours:</b>	<b>39</b>
<b>Cumulative Hours:</b>	<b>69</b>

## **Marketing/Entrepreneurship (Business)**

### **Certificate of Completion: Small Business Management**

#### **Credit Hours Required: 36**

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.

The Accounting/Business Administration program prepares students for positions in the accounting and business world, or for transfer to a four-year college or university. The curriculum is designed to introduce students to the fundamental of accounting, as need in the advanced, technological business world of today. This includes an understanding of basic concepts, and definitions, as well as learning the characteristics and methods used in modern businesses. The Business Administration curriculum is designed to offer students an introduction to business, economics and business law.

The Mandan, Hidatsa, and Arikara Nations' history, language, social, and spiritual culture is incorporated over entirety of course or as specific course subject requires. The individual instructor will actively seek culturally relevant materials to incorporate into the classroom setting.

#### **Program Outcomes:**

- The student will be able to describe and illustrate the basic accounting systems for service and merchandising business, and financial statements.
- The student will be able to describe and demonstrate the fundamentals of the management process, focusing on the concepts and techniques basic to the manager, including planning, organizing, leading and controlling.
- The student will learn to create, edit, save and print documents along with advanced word processing features.
- The student will demonstrate the general knowledge of principles, marketing and advertising, including media, selection, planning, budgeting and design.
- The student will be able to demonstrate how to work and communicate professionally with employees and the general public.

#### **Professional Core Requirements:**

	<b>Credits</b>
ACCT 200 Accounting I	3
BADM 120 Introduction to Business	3
BADM 111 Customer Service	3
BOTE 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: 26**

**General Education Requirements:**

BOTE 210 Business Communication	3
PSY 100 Student Success	1
MA 100 General Math or Higher	3
NAS Native American Studies Course	3
<b>Total General Education Credits</b>	<b>10</b>

**Total Semester Hours 36**

**Entrepreneurship Credential**

**Professional Core Requirements**

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

## Mathematics

**Degree: Associate of Science**

**Credit Hours Required: 65**

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.

Program Outcomes:

- Apply Mathematical reasoning and procedures to real-world problems.
- Communicate clearly, orally and in writing, the process by which they approach problems, and the conclusions drawn from solving them.
- Recognize the Historical Roots of Mathematics, and the ways in which Mathematics has affected the history of human intellectual endeavors.
- Utilize scientific methodology and Mathematical analysis to investigate their physical and social environments.
- Use technology to calculate, graph, and analyze data.
- Appreciate the history and culture of the Nueta, Hidatsa, and Sahnish people.

**Professional Course Requirements**

	<b>Credits</b>
CSCI 122 Visual Basic	4
MA 208 Discrete Mathematics	4
MA 210 Elementary Statistics	4
MA 165 Calculus I	4
MA 166 Calculus II	4
MA 227 Applied Linear Algebra	3



Elective	3
<b>Total Program Hours:</b>	<b>26</b>

<b>General Education Requirements</b> (See: General Education pages 47-49:	<b>39</b>
<b>Total Semester Hours:</b>	<b>65</b>

## **Medical Secretary 18-Month (Business)**

### **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.

The Accounting/Business Administration program prepares students for positions in the accounting and business world, or for transfer to a four-year college or university. The curriculum is designed to introduce students to the fundamental of accounting, as need in the advanced, technological business world of today. This includes an understanding of basic concepts, and definitions, as well as learning the characteristics and methods used in modern businesses. The Business Administration curriculum is designed to offer students an introduction to business, economics and business law.

The Mandan, Hidatsa, and Arikara Nations' history, language, social, and spiritual culture is incorporated over entirety of course or as specific course subject requires. The individual instructor will actively seek culturally relevant materials to incorporate into the classroom setting.

#### Program Outcomes:

- The student will be able to describe and illustrate the basic accounting systems for service and merchandising business, and financial statements.
- The student will be able to demonstrate correct stroking techniques using the microcomputer keyboard, working towards proficiency in the application of typing skills used to complete simple letters, manuscripts and tables.
- The student will learn to create, edit, save and print documents along with advanced word processing features.
- The student will demonstrate basic principles and practices of record management and able to apply the four basic filing systems: alphabetic, subject, numeric and geographic.
- The student will be able to demonstrate how to work and communicate professionally with employees and the general public.

<b>Professional Course Requirements:</b>	<b>Credits</b>
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
BOTE 275 Office Procedures	3
BOTE 277 Medical Office & Insurance Procedures	3
HPER 210 First Aid/CPR	2
<b>Total Semester Hours:</b>	<b>44</b>

**General Educational Requirements: pg. 47-49**

**See: General Education pages**

**Total Semester Hours: 19**

**Cumulative Hours: 63**

## Native American Studies

### Program Purpose:

The NAS program is an interdisciplinary program focused on the Indigenous peoples of the Americas with an emphasis on the Plains Indians, particularly the Mandan, Hidatsa, and Arikara. The curriculum provides an interdisciplinary and scholarly approach to Native American Studies from a Native perspective. The comprehensive program structure is designed to prepare students for employment within and outside their Native communities, to provide foundational courses for students continuing in Native American Studies or entering other disciplines, and to offer intellectually stimulating studies for student scholars and community members. The NAS program uses a variety of applicable college resources ranging from laboratories of the hard science to the philosophical discussions of research methodologies proposed by other departments.

**Degree: Associate of Arts**

**Credit Hours Required: 69**

### Program Outcomes:

#### Two-Year Program Outcomes:

1. Students will be able to explain the concept of tribal sovereignty and how it is affected by the federal trust relationship, and how it interfaces with the state government
2. Students will know how tribal governments developed, and how they function today
3. Students will understand the interplay of tribal history, culture, and politics in the shaping of tribal perspectives
4. Students will be able to identify historical and cultural diversity in Native literature—both oral and written
5. Students will demonstrate an understanding of historical and contemporary experiences and issues of Indigenous peoples in North America from the perspective of American Indian peoples

### General Education Courses

	<b>Credits</b>
NAS 101 Introduction to Indian Studies	3
NAS 113 Hidatsa I, or NAS 115 Mandan I, or NAS 117 Arikara I	3
COMM 110 Fundamentals of Public Speaking	3

ENG 110 English Composition I	3
ENG 120 Composition II	3
ENG 265 Native American Literature	3
CSCI 101 Introduction to Computers	3
MA 103 College Algebra	4
PSY 111 Introduction to Psychology	3
PSY 100 Psychology of Student Success	1
SOC 110 Introduction to Sociology	3
BIO 206 Ethno Botany	4
NAS 213 Tribal Government	3
<b>Total</b>	<b>39</b>

<b>Professional Requirements</b>	<b>Credits</b>
NAS 114 Hidatsa II, or NAS 116 Mandan II, or NAS 118 Arikara II	3
NAS 102 Comparative Spiritual Beliefs	3
NAS 201 History of Three Affiliated Tribes	3
EC 213 Young Children Language & Thought	3
EDU 290 Constructivist Teaching	3
NAS 121 History of Indian Education	3
PSY 201 Intro to Addiction	3
POL SCI 234 Basic Indian Law	3
<b>Total</b>	<b>24</b>

**Native American Studies Electives 6**

**Choose from the following approved electives:**

NAS 119 Native American Singing	3
NAS 120 Native American Hand Games	3
NAS 105 Native American Art	3
BIO 230 General Ecology	4
NAS/PHIL 203 Native American Philosophy	3
HUM 255 Native American Children's Literature	3
NAS 125 Culture of the Bison	3
NAS 205 Native American Issues in Film	3
NAS 225 Traditional Gardening and Foods	3

**Total 69 Credits**

**Degree: Bachelors of Arts**

**Credit Hours Required: 126**

Four-Year Program Outcomes:

1. Students will engage in effective oral and written communication.
2. Students will be able to conduct critical analyses of texts.
3. Students will demonstrate a comprehensive understanding of contemporary and historical issues and ideas related to Native American peoples.
4. Students will be able to conduct research independently, being aware of the available Native Studies resources and appropriate research methodologies.
5. Students will demonstrate an understanding of historical and contemporary experiences and issues of Indigenous peoples in North America from the perspective of American Indian peoples

**General Education Courses**

ENG 110 English Composition I	3
ENG 120 Composition II	3
COMM 110 Fundamentals of Public Speaking	3
ENG 265 Native American Literature	3
NAS 113 Hidatsa I, NAS 115 Mandan I, or NAS 117 Arikara I	3
NAS 101 Introduction to Indian Studies	3
NAS 213 Tribal Government	3
PSY 111 Introduction to Psychology	3
SOC 111 Introduction to Sociology	3
MA 103 (or above) College Algebra	4
CSCI 101 Introduction to Computers	3
Bio 106 Ethnobotany	4
PSY 100 Psychology of Student Success	1
<b>Total 39 CREDITS</b>	

**Core Requirements**

NAS 102 Comparative Spiritual Beliefs	3
POL SCI 234 Basic Indian Law	3
HUM255 NA Children's Literature	3
NAS 114,116,118 (Circle One) Mandan, Hidatsa, Arikara II	3
NAS 105 Native American Art	3
NAS 121 Intro to History Of Indian Ed.	3
PHIL/NAS 203 NA Philosophy	3
NAS 201 History of TAT	3
NAS 240 Research & Writing in Indian Studies	3
<b>Total 27 CREDITS</b>	

**Professional Development Requirements**

NAS 301, 302, 303 (Circle one)	
Early History of the Mandan, Hidatsa, Arikara	3
NAS 304 Native American Art History	3
NAS 330 Contemporary Plains Indian Cultures	3
NAS 342 Native American Music	3
NAS 331 Traditional Plains Cultures	3
NAS 350 American Indian Languages	3
NAS 352 Native American Philosophical Thought	3
NAS 385 Native American Economic Development	3
BIO 388 Native American Ecological Knowledge	3
NAS 400 Indian Country Today	3
NAS 401 Evaluating Research of the TAT	3
NAS 401 Agricultural and Natural Resource Management in Native American Communities	3
NAS 415 History of American Indian Education	3
NAS 420 Federal Indian Law and Policy	3
NAS 421 Native American Oral Literature	3
NAS 499 Senior Thesis in Native American Studies	3
<b>Total 48 Credits</b>	

Native American Studies Approved Electives

NAS 307 NA Leadership, Past-Present	3
NAS 308 Tribal, State, and Federal Programs	3
NAS 309 American Indian Religion and Spirituality	3
NAS 379 Special Topics	1-3
NAS 418 Native American Judicial Issues	3
NAS 425 Tribal Colleges and Higher Education	3
NAS 430 Native American Studies Internship	3
NAS 444 Native American Judicial Issues	3
NAS 492 Direct Readings	3
NAS 494 Independent Study	3
	<b>Total 12 Credits</b>

<b>General Education Requirements</b>	39 Credits
Core Requirements	27 Credits
Professional Requirements	48 Credits
Native American Studies Electives	12 Credits
	<b>Total 126 Credits</b>

## **FBCC/WSC\* Dakota Nursing Program Practical Nursing Program**

### **Program Purpose**

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 practice, long term care practice and community-based practice.

### **Mission**

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

### **Program Outcomes**

The Dakota Practical Nursing Program will:

1. Produce safe, competent practical nurses capable of passing the NCLEX-PN®.
2. Serve as the foundation for further professional advancement and lifelong learning.
3. Assist in meeting the needs of 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 principles 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.
5. 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.

## **Application Processes and Timelines**

1. Applications will be available at each college from January 15, until March 5. Any applications received after March 5 will be considered on available space.
2. Letters of acceptance will be sent by each respective college to students by April 30.
3. Students must return a written letter of acceptance to the college by May 15.
4. Each campus will release their student waiting lists by June 15.
5. DNP Director will coordinate admission processes and participate on designated admission's committee on each campus.

## **Admission Policy**

The Dakota Nursing Program prepares students to be able to work under the supervision of a registered nurse, advanced practice nurse, or a licensed practitioner. LPNs assist with the performance of acts, utilizing specialized knowledge, skills, and abilities for people in a variety of settings (ND Nurse Practice Act 2003). Employment is found in hospitals, nursing homes, health centers, and private clinics, as well as a variety of other settings. This program of study leads to a Practical Nursing 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 all State Boards of Nursing.

## **Criteria for Admission**

Admission to the program is on a competitive basis.

The following are prerequisites for consideration for admission to the Certificate in Practical Nursing Program:

1. High School Diploma or GED.
2. Students must be 18 years of age by December 31<sup>st</sup> of the year they start the program.
3. Admission to respective college
4. Proof of completing a CNA class and current North Dakota certification or proof of recent CNA work experience and current North Dakota certification.
5. Current CPR Certification for Health Care Providers
6. ENGL 110 - Composition I with "C" or better .
7. CHEM 115/115L - Introductory Chemistry with "C" or better

8. High School Algebra/Beginning Algebra (ASC-92) or the COMPASS/ASSET exam equivalent within the last 5 years upon date of application. Students may verify this knowledge with a minimum COMPASS math score of 25-26 in the algebra domain or an ASSET Intermediate Algebra test of 33 or ACT math score of 16 or Accuplacer math score of 44-108.
9. An ACT composite score of 19 or COMPASS/ASSET test with an equivalent score (minimum writing score of 75 and a minimum reading score of 75) is required of students who have not completed 12 credits of classes included in the program requirements with a minimum GPA of 2.75 unless student can provide ACT equivalents of COMPASS, ASSEST, or Accuplacer test(s).
10. Minimum GPA of 2.75 for all completed college courses that are requirements for the Dakota Nursing programs.
11. An overall minimum GPA of 2.5 for all college courses taken. Students with composite GPA 2.5 or lower may appeal for a conditional admission. Conditional admissions must be reported to the director and addressed in Leadership meetings.
12. "C" or better in all required courses previously completed.
13. Anatomy and Physiology I/L and II/L, Developmental Psychology, and Pharmacology courses older than 5 years will need to be repeated.
14. Students who meet the prerequisites and their file is complete, are accepted into the program based on each college's admission criteria.
15. Students accepted into the nursing program must have access to reliable, high speed internet.
16. Completion of a formal application form for admission to the Dakota Practical Nursing Program, which includes the following:
  - A copy of your high school transcript or equivalent and all college transcripts.
  - A brief narrative summarizing past work experiences and reasons for entering the Dakota Practical Nursing Program
  - Three letters of reference
17. Admission to the PN program does not guarantee progression into the ADN program.
18. Students must submit to a background check and pass a mandatory drug screen to be completely admitted to the program.

Application forms for admission to the Dakota Practical Nursing Programs may be obtained from the nursing office during spring semester. The admissions committee will review the applications and qualifications of each individual. Each student will be notified in writing of his/her acceptance into the program. Additional information regarding health requirements, uniforms, insurance, etc., will be provided to each student who is selected.

Students accepted into the Dakota Nursing Program can find curriculum from Williston State College\* or in the Dakota Nursing Program handbook.

Upon successful completion of the above curriculum, students will receive a Certificate in Practical Nursing from Williston State College\*. Students may make application to continue into Year 2 and/or apply to take the NCLEX PN.

**\*The Fort Berthold Community College is a distant site of the Dakota Nursing Program under Williston State College. The Dakota Nursing Program is a collaboration among Bismarck State College, Dakota College at Bottineau, Lake Region State College, and Williston State College**

## **FBCC/WSC\* Dakota Nursing Program Associate Degree Program**

## **Purpose**

This associate degree nursing curriculum prepares individuals with the knowledge, abilities, and skills to practice nursing independently and interdependently through the application of the nursing process to provide safe nursing care to individuals and families across the life span in a variety of settings. Graduates of this program may apply to take the National Council Licensure Examination (NCLEX-RN®) which is required for practice as a registered nurse. Employment opportunities include acute care centers, long term care facilities, clinics, outpatient offices, industry, and community agencies.

## **Mission**

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

## **Associate Degree Nursing Program Outcomes**

The Dakota Associate Degree Nursing Program will:

1. Produce safe, competent associate degree nurses capable of passing the NCLEX-RN®
2. Serve as the foundation for further professional advancement and lifelong learning.
3. Assist in meeting the needs of the community and surrounding areas for Registered Nurses.

## **Associate Degree Nursing Graduate Outcomes**

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

1. Adapt the nursing process to provide nursing care in diverse settings to meet the human needs of individuals along the health-illness continuum.
2. Incorporate various communication techniques in developing therapeutic relationships with individuals, families and members of the interdisciplinary team.
3. Function within the legal and ethical scope of practice as an accountable member of the health care team providing leadership and management in the delivery of quality nursing care consistent with the associate degree registered nurse.
4. Demonstrate professional behaviors as a member of the dynamic health care discipline of nursing incorporating independent and continuous learning.
5. Integrate teaching-learning principles in providing individuals and families with health care information and skills related to health promotion and maintenance.
6. Integrate social, biological, behavioral and nursing sciences when providing evidence-based nursing care to diverse individuals across the lifespan.

## **Application Process/Admission Policy**

**Requirements for continuation in the Dakota Associate in Applied Science Degree Program in Nursing (RN):**

1. Successful completion of the first year of the Dakota Nursing Program with a minimum GPA of 2.75 in all prerequisite courses and a minimum GPA of 2.75 in the 47 credit course requirements as defined in the PN curriculum. The student must maintain an overall GPA of 2.5.



2. Students must complete application process for continuation to the AD program dated no later than March 5 of the year the student would be entering the 2<sup>nd</sup> year of the program. Students must have positive references from faculty to progress.
3. Students must pass a preadmission examination. See ATI policy found later in this handbook. Students must submit to a background check and pass a mandatory drug screen to be completely admitted to the program.

**OR**

**Prerequisites for Incoming Application toward the Associate in Applied Science Degree in Nursing (ADN):**

1. Unencumbered license to practice as a Licensed Practical Nurse in the United States of America.
2. Minimum GPA of 2.75 in all prerequisite courses (including nursing classes) and an overall minimum GPA of 2.5
3. Admission to the college of choice as well as completion of a formal application to the Dakota Associate Degree Nursing Program. **Admission to the College does not guarantee admission to the ADN program.** Application forms for admission to the Dakota ADN Program may be obtained from the Nursing Department beginning January 15 with application due on or before March 5.
4. Pass a preadmission examination.
5. Currently enrolled (if competitive) or satisfactory completion with a “C” or better in each of the following courses:
  - All required nursing courses from an accredited Practical Nursing Program
  - CHEM 115 Introductory Chemistry and lab
  - ENGL 110 Composition I
  - PSYC 111 Introduction to Psychology
  - BIOL 220 Anatomy and Physiology I with lab
  - BIOL 221 Anatomy and Physiology II with lab
  - PHRM 215 Introduction to Pharmacology (must have been completed within 5 years of ADN admission).
  - PSYC 250 Developmental Psychology
6. Students must submit to a background check and pass a mandatory drug screen to be completely admitted to the program.

Students who meet the prerequisites and have completed their file are accepted into the program based on each college’s admission criteria.

Students accepted into the Dakota Nursing Program can find curriculum from Williston State College\* or in the Dakota Nursing Program handbook.

Students accepted into the nursing program must have access to reliable, high speed internet.

Upon successful completion of the above curriculum, students will receive an Associate of Science Degree in Nursing from Williston State College\*.

**\*The Fort Berthold Community College is a distant site of the Dakota Nursing Program under Williston State College. The Dakota Nursing Program is a collaboration among Bismarck State College, Dakota College at Bottineau, Lake Region State College, and Williston State College.**

## **Pre-Engineering**

**Degree: Associate of Science**

**Credit Hours Required: 70-74**

This program is designed to prepare students for transfer to a four-year college to complete a program in the Engineering field. The curriculum introduces students to the nature of the profession and to the different specialties in Engineering. The program also provides thorough grounding in the necessary Mathematics, Physics, and Chemistry courses which are the foundation of all Engineering, and emphasize how Engineers can benefit the local community and society as a whole.

The Pre-Engineering program provides a two-year course of study at FBCC with an additional two years of study at an affiliated university. Students completing the program receive an Associate degree in Pre-Engineering from FBCC and a Bachelor of Science in one of the Engineering disciplines from the affiliated university.

Students must achieve a C or better in all core classes to graduate with an A.S. degree in Pre-Engineering.

Program Outcomes:

- The student will be able to identify, formulate, and solve engineering problems.
- The student will be able to apply knowledge of mathematics, science, and engineering to real-world problems.
- The student will be able to work effectively as members or leaders of a team to accomplish an objective.
- The student will have knowledge of contemporary issues.
- The student will have an understanding of professional and ethical responsibility.
- The student will be able to communicate clearly, orally, and in writing the process by which they approach problems, and the conclusions drawn from solving them.
- The student will demonstrate the ability to design and conduct experiments, as well as to analyze and interpret data.
- The student will have the ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

### **Professional Course Requirements**

### **Credits**

*(Courses in Italics are counted toward the FBCC General Education Requirements)*

<i>CHEM 121 Chemistry I</i>	4
CHEM 122 Chemistry II	4
<i>ENGR 115 Intro to Engineering w/CAD</i>	4
ENGR 201 Statics	3
ENGR 202 Dynamics	3
MA 129 Basic Linear Algebra	2

<i>MA 165 Calculus I</i>	4
MA 166 Calculus II	4
MA 265 Calculus III	4
MA 266 Differential Equations	3
PHYS 252 University Physics II	4

**Options (Choose minimum of 1):**

EE 206 Circuit Analysis/Lab	4
ENGR 204 Surveying	4
ME 223 Mechanics of Materials	3
ME 350 Thermodynamics	3

**Total Semester Hours: 42-43**

**General Education Course Requirements (not including the courses in Italics above)**

**See: General Education pages 47-49 28**

**Cumulative Hours: 70-71**

\*The Pre-Engineering Program at Fort Berthold Community College is part of the Pipeline for Tribal Pre-Engineering to Society (PTiPS) pre-engineering/engineering collaboration between mainstream university, North Dakota State University and tribal colleges, Candeska Cikana Community College, Fort Berthold Community College, Turtle Mountain Community College, and Sitting Bull College.

## **Production Operations/Refinery Program**

**Degree:** AAS

**Credit Hours Required:** 78

**Fort Berthold Community College** is pleased to announce the addition of an Energy Technology Training Program for refinery workers beginning August 2013.

This is a fully accredited two year associate degree program in the Process Technologies. The program will be a combination of 46 specialized technical, and 20 general education credits leading to an Associate of Applied Science Degree in Refining and Process Technologies. **What are the career opportunities in Process Technology?**

Average Starting Salaries: \$30,000 – \$45,000 / year, plus benefits

- Experienced Employee Salaries: \$50,000 – \$75,000 + / year
- Thousands of employment opportunities generated in the next 2 – 10 years
- Rewarding, responsible, challenging, work environment

**What do they do?** Process technician's team with engineers to operate and maintain the equipment used to run the industrial plant. To perform these tasks, they typically are very familiar with the

equipment, its design and operation. Taking samples, analyzing plant materials, monitoring the process and ensuring quality control are other important responsibilities of these very skilled technicians.

**Program outcomes:** 1. Students will demonstrate knowledge of all plant equipment and systems 2. Students will be able to demonstrate general understanding of all industry occupations 3. Students will be able to troubleshoot and recognize equipment problems 4. Students will be able to calculate various plant mixtures and percentages. 5. Students will develop skills to work alone as well as with a team. 6. Students will demonstrate the ability to respond to emergencies and abnormal operations. 7. Students will be able to communicate and document activities. 8. Students will be able to demonstrate the capacity to perform maintenance: clean filters, lubricate, prepare equipment for repair, analyze temperatures and vibrations. 9. Must demonstrate interpersonal skills: reliable, responsible, positive attitude toward self and others on the job, respect for and knowledge of culture of safety, maintain composure during stressful situations, strong communication skills. 10. Must have physical capabilities: wear personal protective equipment, lift, climb, work at high elevations and in high noise areas as well as hot and cold environments, handle demands of SHIFT WORK.

**Professional Course Requirements:**

**Semester 1**

**Credits**

PTAC 1302 Introduction to Process Technology	4
PTAC 1308 Safety, Health and Environment	4
PTAC 2410 Process Technology I – Equipment	4
6 credits general education required	

**Semester II**

PTAC 2000 Petroleum Production and Refining Chemistry	4
PTAC 1352 Instrumentation I	4
PTAC 2436 Instrumentation II	4
7 credits general education required	
Bismarck State Capstone I (2 to 3 credits) after first year	

**Semester III**

PTAC 2420 Petroleum Production and Refining systems	4
PTAC 2314 Quality /Production Operating Techniques	4
PTAC 153 Petroleum Operations-hot work; permit systems Welding	4
7 general education required	

**Semester IV**

PTAC 2445 Refinery Unit Operations	4
PTAC 2446 Troubleshooting Refinery Operations	4
PTAC 2001 Plant Science (Refinery Physics)	4
PTAC 2438 Refinery Operations –Thunder Butte	4
Bismarck State Capstone II (1-3 credits) after second year.	
Optional Fifth Semester Stackable Career Pathway for Production Lease Operator	

Prod 220 Production Equipment	4
Prod 230 Servicing Well Sites	3
Prod 240 Artificial Lift Equipment	2
Prod 250 Production Safety and Health and Environment	4

**Semester IV - Pipeline Operator Option with NCCER Certification**

PTAC 2101: Introduction to the Pipeline Industry	2
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PTAC 2102: Liquid Pipeline General Abnormal Operating Conditions	3
PTAC 2103: Pipeline Communication	2
PTAC 2104: Product Batch and Pig Tracking	2-3
PTAC 2105: Routine Field and Facility Operations	2
PTAC 2106: Monitoring Pipeline Operations	2-3
PTAC 2107: Field Quality Control	2
PTAC 2108: Field Measurement	2
PTAC 2109: Basic Pipeline Hydraulics and Equipment	2-3
<b>Total</b>	<b>16 credits</b>

NCCER is the National Center for Construction, Education and Research. Students will attain national certification which places them on a national directory for employers. NCCER is also a state CTE requirement in many trade areas.

## Science

### **Degree: Associate of Science**

### **Credit Hours Required: 67**

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.

#### Program Outcomes:

- The student will be able to apply the general knowledge and skills which are fundamental to a variety of academic disciplines.
- The student will be able to demonstrate the proper use of environmental sampling equipment in the classroom and in the field according to accepted “Standard Methods.”
- The student will be able to describe, orally and in writing, the similarities and differences between traditional native versus modern views of the Earth.
- The student will be able to describe biological, chemical and physical influences on the environment from human activities.
- The student will demonstrate general knowledge of current environmental issues on local, regional and global scales.
- The student will be able to describe the interactions between and the interdependence of the Earth’s ecosystems.

#### **Professional Course Requirements:**

	<b>Credits</b>
Core Requirement:	
BIO 151 Biology II	4
CHEM 121 Chemistry I	4
CHEM 122 Chemistry II	4
Elective – Choose from one of the following:	4
GEOL 100 Earth Science -OR	4
PHY 105 Physical Science	4
Science Area Concentration:	12

Minimum of three classes from Science, all the same prefix  
BIO, CHEM, GEOL, PHY

**Total Semester Hours: 28**

**General Education Requirements:**

**See: General Education pages 47-49**

**Total Semester Hours: 39**

(Bio 150 Biology I is a directed elective under the Gen Ed Requirements)

**Cumulative Hours: 67**

## **Welding Technology 9-Month**

**Certificate of Completion: Welding Technology**

**Credit Hours Required: 37**

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.

Program Outcomes:

- Be able to weld in all positions (flat, horizontal, vertical, overhead) with the six basic welding processes (Oxy-acetylene, Shielded Metal Arc, Gas Metal Arc, Flux Cored Arc self shielded, Flux Cored Arc gas shielded, Gas Tungsten Arc).
- Be capable of passing the Washington State Building Officials (WABO) welding tests in the applicable welding processes.
- Be able to cut metals using thermal cutting processes (Oxy-acetylene, Plasma, Air Carbon Arc).
- Have their state industrial first aid and CPR cards.
- Know the basic fundamentals of welding processes and applications, metallurgy, and math and measurement.
- Be able to read and interpret basic blueprints, welding symbols, and welding codes and specifications.

**Professional Course Requirement:**

**Credits**

Fall:

WELD 165 Blueprint Symbols for Welding	3
WELD 170 Arc Welding Operations	2
WELD 173 Methods in Arc Welding Operations	4
WELD 180 Shielded Metal Arc Welding	2
WELD 183 Testing in Shielded Metal Arc Welding	4
WELD 187 Types of Non-Destructive Testing	3

Spring:

WELD 110 Oxyfuel Operations	2
WELD 118 Testing OA in Welding, Brazing, Cutting	2
WELD 130 Advanced Testing in OA Welding, Brazing, Cutting	2
WELD 135 Welding Principles	2

WELD 140 Methods in GMA & FCA Welding	2
WELD 145 Advanced Methods in GMA & FCA Welding	2
WELD 150 Methods in GTA & Pa Welding	2
WELD 155 Blueprint Reading for Welders	3
WELD 160 Advanced Methods in GTA & PA Welding	2
<b>Cumulative Hours:</b>	<b>37</b>



# Course Descriptions

## Accounting (ACCT)

### **199 Special Topic**

Subjects and credits will vary.

**0.5-4 CREDITS**

### **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**

## 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 AGECE142

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

**AGEC 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

## **Anthropology**

(ANTH)

### **171 Introduction 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**

**Art**  
**(ART)**

**130 Drawing I**

**3 CREDITS**

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

**160 Painting**

**3 CREDITS**

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 \$75.00

**199 Special Topic**

**0.5-4 CREDITS**

Subjects and credits will vary.

**\*\*Course offered only as needed**

**Assessment**  
**(ASMT)**

**ASMT 200 Assessment of Student Learning**

**0 CREDITS**

This non-credit class is REQUIRED for all graduating students and must be taken during the final semester before graduation. The course will meet one hour per week for the final 10 weeks of this semester; during this time, the Instructor will work with students individually to fill out Application for Graduation, complete the student survey, go over transcripts and fill out degree plans to ensure that all coursework required for graduation is complete or in progress, and prepare students for the assessment instrument chosen by the department (presentation, exam, paper, etc.). On or before the final class meeting, the Instructor will administer the Program Assessment Instrument and the General Education Assessment Test (GEAT). The GEAT is not required for students in Certificate programs requiring fewer than 19 credits of General Education coursework. A section of this course will be offered each Spring in each academic department or program area.

**Biology**  
**(BIO)**

**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. Offered as needed.

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. Offered Spring.

**150 General Biology I** **4 CREDITS**

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

**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. Offered Spring.

**199 Special Topic** **0.5-4 CREDITS**

Subjects and credits will vary. Offered as needed.

**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. Offered Spring.

Lab Fee \$25.00

**206 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. Offered Fall of even-numbered years.

**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 lab. Prerequisite: BIO 150 or CHEM 121. Offered Fall. 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. Offered Spring.

Lab Fee \$25.00

**225 Research Methods** **3 CREDITS**

This course introduces basic physical and biological field measurements. Students will learn to use appropriate equipment to identify, quantify, and record resources in the field. Offered Fall.

**230 Field Research** **3 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. An oral presentation of the report is required. Prerequisite: BIO 225. Offered Spring.

**297 BIO Environmental Science Internship** **2 CREDITS**

This course provides the student an opportunity to experience environmental science in the workplace in conjunction with their program of study. One semester hour of credit will be earned for each 45 contact hours of internship. The student's advisor will approve the location. Prerequisite: Must be completed during last two semesters of Environmental Science degree plan and must have consent of the instructor. Offered Spring.

**299 Special Topic** **0.5-4 CREDITS**

Subjects and credits will vary. Offered as needed.

**316 Global Climate Change** **3 CREDITS**

Overview of the basic concepts, issues and policies related to climate change comparing global issues with regional problems related problems and solutions. Pre-requisite: GEOL 100. Offered Spring of even-numbered years.

**324 Ecology** **3 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. Offered Fall of even-numbered years.

**331 Soil Ecology**

**3 CREDITS**

This course engages students with the principles of soil-plant-animal interactions and their influences on environmental and agricultural issues of global significance (e.g., sustainable agriculture, global climate change, diversity conservation). Pre-requisite SOIL 210. Offered Spring of odd-numbered years.

**350 Freshwater Ecology**

**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. Includes Laboratory. Prerequisites: Biology 150, Biology 151 . Offered Summer of odd-numbered years.

**370 Zoology**

**4 CREDITS**

Students will be introduced to the natural history, classification, anatomy and physiology of the vertebrates and invertebrates. Includes methods of observing, identifying, and collecting local vertebrates and invertebrates. Includes laboratory. Pre-requisite: BIO 150 or by permission of the instructor. Offered Fall of odd-numbered years.

**388 Native American Ecological Knowledge**

**3 CREDITS**

This course is based mainly on the traditional knowledge of the Mandan, Hidatsa, and Arikara in determining our holistic relationship to our universe. The course will examine how we apply our knowledge of a networked universe to develop reciprocal relationships within our existence. Offered as needed.

**420 Air and Water Quality**

**4 CREDITS**

The course will acquaint students with sources, dispersion patterns, effects, and regulations of air and water pollutants. Sampling and analysis of air and water pollutants included during lab. Includes laboratory. Prerequisite: BIO 150 or consent of instructor. Offered Fall of even-numbered years.

Lab Fee \$25.00

**422 Environmental Law**

**3 CREDITS**

A survey of the laws related to natural resources use and management at local, state, tribal and federal levels. Offered Fall of odd-numbered years.

**431 Wildlife & Fisheries Conservation & Management**

**3 CREDITS**

In this course, students will study the management of fish, wildlife, and other populations. Students will apply principles from various subdisciplines of the biological and social sciences to current conservation problems. The course will examine topics such as predation, wildlife and ichthyological diseases, carrying capacity, and the history of wildlife conservation and management. Focus will be on species located on Fort Berthold, both historically and presently, as well as Mandan, Hidatsa, and Arikara cultural beliefs and practices. Pre-requisite: BIO 150, BIO 324, or consent of the instructor. Offered Summer of even-numbered years.

**433 Wildlife Ecology**

**3 CREDITS**

This course will examine the theory of population dynamics and the relationship between species and their resources. Population, community, and ecosystem levels of organization will be studied, as well as adaptations, key animal behavior concepts, and feeding. Focus will be on species located on Fort Berthold, both historically and presently, as well as Mandan, Hidatsa, and Arikara cultural beliefs and practices. Pre-requisite: BIO 150, BIO 324 or by permission of the instructor. Offered Fall of odd-numbered years.

**443 Range Ecology**

**3 CREDITS**

This course is designed to study the dynamics and structure of range plants and animals upon each other and the environment in which they are living. Human activities and their effects will be

examined as well as the principles and practices of conservation and management. The role of herbivores on species composition and distribution of plant communities on Fort Berthold will be considered. Emphasis will include Mandan, Hidatsa, and Arikara cultural beliefs and practices. Pre-requisite: ARSC 236. Offered Spring of even-numbered years.

**444 Grassland Ecology**

**3 CREDITS**

This course covers the plant, animal, and environmental factors which relate to management, productivity, and utilization of forage and grassland plants. Morphological and physiological characteristics of plants will form the basis for managing and understanding plant responses to management and environmental influences. Interactions between herbivores, Humans, and plants will be discussed. Pre-requisite: BIO 151 and SOIL 210. Offered Spring of odd-numbered years.

**450 Mammalogy**

**3 CREDITS**

This course will look at mammalian taxonomy, anatomy, ecology, behavioral adaptations, identification, distribution, conservation, and mammalian relationships to humanity. There will be an emphasis placed on learning both traditional and modern techniques that are used to study mammals. Common species to Fort Berthold, as well as those sacred to the Three Affiliated Tribes and other indigenous people will be explored. Pre-requisite: BIO 150, BIO 370 (Zoology) or consent of the instructor. Offered as needed.

**460 TAT Environmental Issues, Beliefs, and Ethics**

**3 CREDITS**

Understand and examine the methods of perceiving and strategizing environmental issues of concern for Mandan Hidatsa and Arikara Nation. This course will focus cultural beliefs and ethics concerning environmental issues as they relate to the current energy development and its environmental impact. Other general environmental topics related to natural resource development will also be addressed. As the issues are clarified the potential for energy and resource perspectives will allow for strategic planning for long term sustainable scenarios to be summarized. Collaboration and research will be done with student groups and faculty projects to be developed in the class with the collaboration and review of environmental agencies and other university sources. Cultural input will be part of the collaborative efforts of this dynamic, interdisciplinary and problem solving science course. Pre-requisite: BIO 422 or by permission of the instructor. Offered Fall of even-numbered years.

**493 Senior Research**

**3 CREDITS**

This course involves students in experimental design, field or lab experimentation, data analysis, and conclusions. Prerequisite: Senior status and approval of advising instructor and Department Chairperson. Offered Spring of odd-numbered years.

**\*\*Course offered only as needed**

**Building Maintenance  
(BCT, ECAL, HVAC)**

**BCT 100Apprenticeship Lab I**

**3 CREDITS**

Students will participate in the construction of a fully-functional (with wiring, plumbing, and ventilation system) house by assisting Journeyman or Master craftsmen. Emphasis will be on familiarizing students with the various components of a house during construction, so that they can better maintain systems; this course also prepares students for careers as apprentices in the construction trades.

**BCT 101 Apprenticeship Lab II**

**3 CREDITS**

A continuation of BCT 100

**BCT 103 Apprenticeship Lab III**

**3 CREDITS**

A continuation of BCT 100/101

**BCT 104Apprenticeship Lab IV**

**3 CREDITS**

A continuation of BCT 100/101/103

<b>BCT 105 Apprenticeship Lab V</b>	<b>3 CREDITS</b>
A continuation of BCT 100/101/103/104	
<b>ECAL 104 Electric Circuits and Wiring I</b>	<b>2 CREDITS</b>
An introductory class in electrical circuit and wiring fundamentals. A practical approach to the study of electricity, with a strong emphasis on diagram reading and troubleshooting.	
<b>ECAL 105 Electric Circuits and Wiring II</b>	<b>2 CREDITS</b>
Students will learn how to safely wire outlets, switches, lights, and other small components; also attain familiarity with the rules and regulations of the National Electrical Code. This course deals with non-industrial wiring methods.	
<b>ECAL 106 Electric Circuits and Wiring III</b>	<b>2 CREDITS</b>
A continuation of ECAL 104/105	
<b>ECAL 107 Electric Circuits and Wiring IV</b>	<b>2 CREDITS</b>
A continuation of ECAL 104/105/106	
<b>HVAC 101 Basics of Heating, Ventilation and Air Conditioning I</b>	<b>2 CREDITS</b>
An introduction to the air conditioning, heating, and ventilation systems found in homes and buildings. The emphasis will be on routine maintenance and troubleshooting of these systems	
<b>HVAC 102 Basics of Heating, Ventilation and Air Conditioning II</b>	<b>2 CREDITS</b>
A continuation of HVAC 101, with a deeper investigation of maintaining and performing minor repairs to HVAC Systems.	
<b>HVAC 105 Basics of Heating, Ventilation and Air Conditioning III</b>	<b>2 CREDITS</b>
A continuation of HVAC 101/102.	
<b>HVAC 106 Basics of Heating, Ventilation and Air Conditioning IV</b>	<b>2 CREDITS</b>
A continuation of HVAC 101/102/105	

## **Business Administration (BADM)**

<b>110 Principles of Advertising</b>	<b>3 CREDITS</b>
Theory, principles and applications of advertising including media, selection, planning, budgeting, and advertising design.	
<b>111 Introduction to Customer Service</b>	<b>2 CREDITS</b>
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.	
<b>120 Introduction to Business</b>	<b>3 CREDITS</b>
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.	
<b>199 Special Topic</b>	<b>0.5-4 CREDITS</b>
Subjects and credits will vary.	
<b>201 Fundamentals of Marketing</b>	<b>3 CREDITS</b>
This course is an introduction to distribution of goods and services and marketing policies.	
<b>202 Principles of Management</b>	<b>3 CREDITS</b>
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.	
<b>205 Small Business Management</b>	<b>3 CREDITS</b>
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	
<b>206 Writing a Business Plan</b>	<b>2 CREDITS</b>

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 MS Word**

**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

**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 MS Excel**

**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 MS Access**

**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

*(Business, Office, Technical Education Continued)*

**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. Offered Fall. 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. Offered as needed.

**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. Offered Fall.

**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. Offered Spring.

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

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

**421 Environmental Chemistry & Toxicology** **3 CREDITS**  
In this course, students will understand and examine methods of perceiving chemical nature of the environment at the atomic and molecular level. Topics will include the makeup and contamination by anthropomorphic sources of the water, soil and air, environmental processes involving the fate or distribution of natural or manmade materials in the nutrient cycles, radiation, greenhouse gases, acid rain, aerosols chemistry, and conversion of polymeric materials which resist degradation. Toxicology will be discussed in regards to the effects of those elements or compounds which threaten the diverse ecological systems as well as the poisonous effects on man. Exposure limits, chronic exposure, bioaccumulation, bioremediation, detoxification and sustainable management of agriculture, industrial and energy development will also be addressed. Pre-requisites: BIO 124 – Environmental Science, CHEM 121 – Chemistry I and CHEM 122 – Chemistry II. Offered Spring of even-numbered years.

**480L Biochemistry Laboratory** **2 CREDITS**  
Laboratory class which covers major categories of biological compounds, anabolism and catabolism of macromolecules, enzyme kinetics, intermediary metabolism, and control mechanisms. Emphasis on human nutritional biochemical processes.

**481 Biochemistry** **3 CREDITS**  
Study of major classes of biological compounds, anabolism and catabolism of macromolecules, enzyme kinetics, intermediary metabolism, and control mechanisms. Emphasis on human nutritional biochemical processes.

**\*\*Course offered only as needed**

## **Commercial Driver's License Training Program** (CDL)

**CDL 101****3 CREDITS**

This section of the total CDL program is designed for a novice driver. A novice driver is an individual who has little or no experience driving a commercial vehicle. CDL 101 is a prerequisite to CDL 102. It assumes the student does not possess a CDL permit and requires training to achieve that status. It will include instruction in creating a culture of safety as an integral part of the coursework. Therefore, a student who already possesses a permit is strongly advised to register for the entire program.

**CDL 102  
CREDITS****12**

This section of the training is geared toward taking and passing the Department of Transportation Commercial Driver's License examination. All authorization to operate a Commercial vehicle is obtained from that source only. Instruction will guide the student toward successful completion of that test. A certificate of completion is also granted from the FBCC but does not entitle the student to operate a commercial vehicle. The training is multi level and encourages students to work as cohorts. It includes simulator training, safety training, computer training for individual study; it encourages students to work and train together. The training includes hands on operation of a standard commercial vehicle under close supervision of the instructor. Lab assignments are part of the training.

## **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.

## **Computer Information Systems (CIS)**

**012 Basics of Using Computers****2 CREDITS**

An introduction to computers aimed at students who have had no or limited exposure to information technology. This course will cover computer usage at a very basic level, empowering students to accomplish numerous everyday tasks using computers. Covered areas include basic operation of a computer, some peripherals and essential software. No pre or corequisites. This course will serve as a prerequisite for CSCI 101.

**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.

**115 Using the Internet****1 CREDIT**

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

**128 CompTIA A+ Hardware and Software Administration****4 CREDITS**

This course provides an in-depth study of both PC hardware and PC software. Topics include the design, assembly, administration, troubleshooting, maintenance, and repair including data security and recovery. This course prepares students for CompTIA A+ certification. Prerequisite: CSCI 101

Lab Fee: \$25.00

**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

**164 Networking****3 CREDITS**

An introductory course to the logic of computer networks as well as planning, design, maintenance, and optimization of such networks. Performance characteristics as well as individual site needs will be discussed as well. Prerequisite CSCI 101

Lab Fee: \$15.00

**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. Prerequisite: CSCI 101 or consent of instructor.

**171 I.T. Essentials II****3 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 Network Operating Systems and a Linux Servers. This course also prepares the student to take the Server+ certification exam. Prerequisite: CSCI 101 or consent of instructor.

**199 Special Topic\*\*****0.5-4 CREDITS**

Subjects and credits will vary.

**208 Database Programming****3 CREDITS**

A fundamental analysis of database structures, designs, and characteristics. Particular focus will be on the performance characteristics as they become important in different applications as well as on data security, data replication, and disaster recovery. This course will use the MySQL, the de facto industry standard among smaller businesses. On the client side, this course will make use of PHP. Taking CIS 253 as a corequisite is therefore strongly recommended. Prerequisite: CSCI 101

Lab Fee: \$15.00

**211 Designing Complex Web Sites****3 CREDITS**

A comprehensive approach to the planning, design, and administration of web sites including segments on content, infrastructure, identity management and disaster recovery. Internet languages such as HTML, JavaScript/AJAX will also be covered. Prerequisite: CSCI 101

Lab Fee: \$25.00

**212 Microsoft Windows Operating System Client****2 CREDITS**

A comprehensive examination of Microsoft's Windows operating system including functionality, installation, administration, diagnosis, and repair. Prerequisite: CSCI 101 or consent of instructor.

Lab Fee: \$15.00

**215 Implementing Microsoft Windows Server Environment****3 CREDITS**

This course introduces the learner to the Microsoft Windows Server and the networking technologies it supports. The learner will become familiar with networking and operating system concepts and the common tasks required to administer and support the Microsoft Windows operating system in a network environment. Additionally, this course provides the skills and knowledge to prepare students for the Microsoft Certified Systems Administrator (MCSA) exam track. Prerequisite: CIS212

**216 Implementing a Microsoft Windows Network Infrastructure****3 CREDITS**

This course is for professionals who will be responsible for configuring, managing, and troubleshooting a network infrastructure that uses the Microsoft Windows Server products. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); and implementing a network access infrastructure by configuring the connections for remote access clients. Additionally, this course provides the skills and knowledge to prepare students for the Microsoft Certified Systems Administrator (MCSA) exam track. Prerequisite: CIS215

**218 Planning a Microsoft Network Infrastructure\*\***

**3 CREDITS**

This course is for professionals 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: CIS 216 or consent of instructor.

**220 Unix/Linux**

**2 CREDITS**

Linux has long been used in many corporations and is widely accepted as a more customizable operating system. Recently Linux has become more popular in the end user market. This course will prepare students to effectively use and understand Linux as a free alternative to Windows. Prerequisite: CSCI 101

Lab Fee: \$25.00

**253 PHP (LAMP) Programming**

**3 CREDITS**

A comprehensive introduction to programming in a LAMP environment, focusing mostly on PHP itself. Students will learn to create web based database driven applications of numerous varieties. This course makes frequent use of MySQL, hence taking CIS 208 as a corequisite is strongly recommended. Prerequisite: CSCI 101, 122

Lab Fee: \$15.00

**265 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.

**266 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.

**267 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.

**268 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.

**297 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**

## **Computer Science (CSCI)**

- |  |                  |
|--|------------------|
| <b>101 Introduction to Computers</b>   | <b>3 CREDITS</b> |
| A basic study of computer science. Students will understand the architecture of personal computers as well as the various different applications for different hardware and software components. Prerequisite: CIS 012 or consent of instructor.   |                  |
| Lab Fee \$10.00  |                  |
| <b>120 Introduction to Computer Programming</b>  | <b>3 CREDITS</b> |
| 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.  |                  |
| <b>122 Visual Basic</b>  | <b>4 CREDITS</b> |
| An introduction to programming using the Visual Basic language.  |                  |
| Prerequisite: CSCI 101 or consent of instructor.   |                  |
| Lab Fee \$10.00  |                  |
| <b>124 Introduction to C++</b>   | <b>4 CREDITS</b> |
| An introduction to programming using the C++ language. Prerequisite: CSCI 101.   |                  |
| Lab Fee \$10.00  |                  |
| <b>127 Java Programming</b>  | <b>3 CREDITS</b> |
| An introduction to programming using Java. Prerequisite: CSCI 101.   |                  |
| Lab Fee \$10.00  |                  |
| <b>160 Computer Science I</b>  | <b>3 CREDITS</b> |
| 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 applications.  |                  |
| Prerequisite: CSCI 124   |                  |
| <b>161 Computer Science II</b>   | <b>3 CREDITS</b> |
| 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   |                  |
| <b>212 Graphic Design</b>  | <b>3 CREDITS</b> |
| An introduction to Graphic Design with problem solving, use of appropriate software, and structured programming to achieve visual effect. Emphasis will be on learning how to design documents, posters, flyers, and web banners.  |                  |
| Prerequisite: CSCI 124   |                  |
| <b>289 Social Implications on Computers</b>  | <b>2 CREDITS</b> |
| As computers continue to gain importance in even the most intimate parts of our lives, they have tremendous implications on the way humans live and interact. This course will analyze the effect that computers have had and continue to have on societies as a whole, focusing particularly on the MHA Nation. |                  |

**297 Independent Study/Project****3-6 CREDITS**

Students will – under close faculty supervision – complete comprehensive academic or field research that provides them with a learning outcome that is at least equal to the benefits provided by a traditional class with an equal number of credits. Research papers will be in a format suitable for publication. Alternatively, students may complete an exhaustive project that would provide similar learning outcomes. All independent studies and projects need to be supervised by a faculty member and approved by the CIS program director. Prerequisite: CSCI 101

**\*\*Course offered only as needed**

## **Construction Technology (CT)**

**101 Core Curriculum****3 CREDITS**

Core Curriculum from the National Center for Construction Education and Research (NCCER), consists of eight modules which are: “Basic Safety”; “Construction Math”; “Hand Tools”; “Power Tools”; “Blueprints”; “Basic Rigging”; “Communication Skills”; and “Employability Skills”. This course is a prerequisite for all NCCER “Craft Level Training,” (regardless of the craft).

**102 Carpentry 1****4 CREDITS**

Carpentry Fundamentals from the National Center for Construction Education and Research (NCCER); An 8-course sequence (CT 102, 112, 104, 114, 207, 217, 208, and 218) consisting of ten modules: “Orientation to the Trade”; “Building Materials, Fasteners, and Adhesives”; “Hand and Power Tools”; “Reading Plans and Elevations”; “Floor Systems”; “Wall and Ceiling Framing”; “Roof Framing”; “Introduction to Concrete and Reinforcing Materials”; “Windows and Exterior Doors”; and “Basic Stair Layout”.

**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**

The 3<sup>rd</sup> in the 8-course NCCER Sequence

**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 5<sup>th</sup> in the 8-course NCCER Sequence

**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**

The 7<sup>th</sup> in the 8-course NCCER Sequence

**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**

## **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**

## **Counseling**

(COUN)

**101 Career Decision Making**

**1 CREDIT**

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**

## **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**

## **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**

## **Education Department: Early Childhood Education**

(EC)

**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). Offered as needed.

**122 Creative Activities****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. Offered Summer of odd-numbered years.

**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. Offered as needed.

**199 Special Topic****0.5-4 CREDITS**

Subjects and credits will vary.

**210 Introduction to Early Childhood Education****3****CREDITS**

This course will investigate the theories that influence the field of early childhood education. Developmentally appropriate methods and teaching materials will be covered, as well as the need for a variety of strategies that aid in the children's physical, social, emotional, aesthetic, and cognitive development. The course content will emphasize cultural diversity, especially that of the Mandan, Hidatsa and Arikara, as well as the requirements of special needs children. Offered Fall of odd-numbered years.

**213 Young Children's Language and Thought****3 CREDITS**

This course 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, and addresses ways early childhood professionals can help young children to develop fluency, vocabulary, phonemic awareness, comprehension, and language development. Offered Spring of odd-numbered years.

**220 Early Childhood Development: Pre-birth through age eight****2 CREDITS**

This course is a study of human growth and development from conception to age eight and will provide students with the foundation for becoming competent early childhood professionals. Emotional, social intellectual, cultural, language and physical development norms will be addressed. The student will gain knowledge and understanding of the stages of child development and of the variation of development among children. Observations of young children are required. Offered Spring of odd-numbered years.

**222 Program Administration****2 CREDITS**

This course provides information on 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. Cultural diversity, especially as it pertains to the Mandan, Hidatsa, and Arikara, and special needs will be address in the course content.

Offered Fall of even-numbered years.

**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. Offered Fall of even-numbered years.

**233 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. Offered Summer of odd-numbered years.

**234 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. Offered Spring of even-numbered years.

**236 Positive Child Guidance** **2 CREDITS**

This course explores principles of guidance and the development of self-discipline in children with emphasis on social and interpersonal behavior. Positive means to support children's social and emotional development, as well as strategies to establish productive relationships with families will be emphasized. Cultural diversity, especially as it pertains to Mandan, Hidatsa and Arikara, and special needs will be addressed in the course content. Offered Spring of even-numbered years.

**238 Home, School, Community Relations** **3 CREDITS**

This course will emphasize the importance of establishing positive collaborative relationships with families and communities. It will stress the value of including families in the decision-making process for their children's education. Important topics will include parent teacher conferences, home visits and parent volunteers in the classroom. Effective communication with colleagues and pertinent community member will be explored. Consideration of cultural diversity, especially Mandan, Hidatsa and Arikara, and special needs will be included in the course content. Offered Fall of odd-numbered years.

**295 Practicum** **2 CREDITS**

This course will provide classroom orientation on what is expected of the students in their practicum; then the students will be placed with teachers/caregivers in childcare centers/classrooms serving children ages 0 to six years old. Students will spend a total of 30 hours in the centers/classrooms. Work hours will be arranged by the teacher/caregiver and the student. The instructor will bring the class together at midterm to check their progress and share experiences. The teacher/caregiver will submit oral and written reports regarding student progress to the instructor. Periodic student-instructor conferences are required to discuss progress or problems. Students will submit a log and a journal of their experiences. Offered as needed.

**299 Special Topic** **0.5-4 CREDITS**

**\*\*Course offered only as needed**

**Education Department: Elementary Education**  
(EDU)

**199 Special Topic** **0.5-4 CREDITS**

Subjects and credits will vary.

**210 Introduction to Exceptional Children** **3 CREDITS**

This orientation course surveys several topics: The identification and characteristics of exceptional children; challenges posed by having exceptional children in the mainstream elementary classroom; educational responsibilities of elementary teachers according to PL 94-142 (as amended) and other applicable legal regulations and ethical guidelines; problem-solving skills of elementary teachers as evidenced by IEP development; observation skills; and balanced creative and critical problem-solving approaches. Offered every Spring.

**222 Technology for Teachers** **3 CREDITS**

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. Offered every Fall.

**224 Fine Arts Activities and Methods** **3 CREDITS**

This course will provide teachers with Fine Arts content knowledge as well as a variety of approaches to instruct children in the classroom. The educational success of our children depends on giving them imagination, creativity, and a sense of expression as well as academic competencies. Areas to be covered include artistic literacy, dance, music, theater, visual arts, and student assessment. Offered every Fall.

**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. Offered every Spring.

**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. Offered as needed.

**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. Offered every Summer.

**238 Children's Literature** **3 CREDITS**

This course is an 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. Offered every Fall.

**240 Preparation for Praxis I** **2 CREDITS**

Students taking this course will be reviewing and applying the test taking skills needed to score at or above the State of North Dakota cut scores for the Praxis I (Pre-Professional Skills Test). The course will focus on various testing formats, test taking skills, writing practice tests, mathematics practice tests, and reading practice tests. Offered as needed.

**250 Introduction to Education** **3 CREDITS**

This course explores teaching as a profession, including social, psychological, historical, and philosophical foundations of education. Offered every Spring.

**273 Physical Science for Elementary Teachers** **4 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, and 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. Offered every Fall.

**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. Offered as needed.

**\*\*286 Foundations of Reading** **3 CREDITS**

Principles, techniques, and approaches for implementation of a developmental reading program in the elementary school. Offered as needed.

**290 Constructivist Teaching** **3 CREDITS**

This course is designed to introduce the students to the philosophy of constructivist teaching methods. Constructivist teaching recognizes the students' prior knowledge, the importance of hands-on active learning, research and critical thinking, and diverse and culturally relevant teaching methods. Offered every Fall.

**297 Middle School Field Experience** **2 CREDITS**

Students in this class will participate in a field experience in a middle school classroom to gain practical experience in areas such as: observing teaching and adolescent behavior; participating in small instructional groups; correcting assignments; assisting with record-keeping; assisting with technology; and other activities assigned by the cooperating teacher. Offered Spring of even-numbered years.

**298 Pre-Professional Experience** **1 CREDIT**

Students in this class will participate in an early field experience in elementary or secondary schools to gain practical experience in areas such as: observing teaching; participating in small instructional groups; correcting assignments; assisting with record-keeping; assisting with technology; and other activities assigned by the cooperating teacher. Offered every Spring.

**\*\*299 Language and Curriculum Development** **3 CREDITS**

Goals for this class are: 1. Participate in a total immersion experience using the Hidatsa, Mandan, and Arikara culture and language; 2. Review culturally-appropriate literature; 3. Develop constructivist teaching lessons that integrate language and culture into the curriculum. Offered as needed.

**299 Special Topic** **0.5-4 CREDITS**

Subjects and credits will vary.

**300 Elementary Practicum I** **1 CREDIT**

This course is designed to give students practical experience in the classroom. The first practicum is focused on observing children, making written observations and working in single or small groups under the teacher's supervision. Offered Fall of even-numbered years.

**305 Multicultural Education** **3 CREDITS**

This course examines the historical development of American ethnic and cultural diversity. It will help students better understand children in culturally diverse classrooms as well as preparing them to teach about cultural diversity. Offered Summer of odd-numbered years.

**320 Curriculum Instruction & Assessment** **2 CREDITS**

A general curriculum development and instruction course designed for the undergraduate pre-service teacher across all disciplines. It introduces and provides practice in planning, multiple instructional strategies, and methods of formal and informal assessment. Offered Fall of even-numbered years.

**391 Strategies for Diverse Learners** **1 CREDIT**

This course will explore adapting teaching strategies to cultural, ethnic, linguistic, developmental and physical differences in the classroom. Students will examine different approaches to learning and utilize this self-knowledge in developing a wide variety of teaching strategies to meet the needs of their classroom. Offered as needed.

**392 Foundations, Issues, and Trends** **2 CREDITS**

Students will study current issues and trends in education and the political and social conflicts which affect the teaching profession and progress in American education. Students will also be required to develop a personal philosophy of education and learn how an effective school philosophy can guide school as they develop their educational goals.

**400 Elementary Practicum II** **1 CREDIT**

This course is designed to be taken concurrently with the methods courses. Students will work with children in the areas of science, math, reading, social studies, language arts, physical education, and art under the teachers' supervision. Offered Spring of odd-numbered years.

**402 Teaching Reading in the Content Area/Diagnostic Reading** **3 CREDITS**

This course is a study of teaching reading at the elementary and middle school levels as well as learning about current approaches to assessment and methods to assist students who are having difficulty with reading and writing. The application of reading methods and strategies in literature and content area reading for different purposes will be emphasized, as well as application of strategies and study skills, and use of a variety of performance assessments. Offered Fall of even-numbered years.

**421 Math Methods & Materials** **3 CREDITS**

This course is a survey of current elementary and middle school math teaching strategies and math programs with an integration of theory and practice. Students explore how to facilitate the learning of mathematics in a constructivist environment through the use of investigations, manipulatives, technology, and holistic forms of assessment. Offered Spring of odd-numbered years.

**422 Language Arts Methods & Materials** **2 CREDITS**

This course includes curriculum, theory, and methodology in language arts. Students will design constructivist curriculum based upon philosophies of instruction in reading, writing, listening, speaking, and thinking. Offered Spring of odd-numbered years.

**423 Reading Methods & Materials** **3 CREDITS**

This course is designed to examine effective research based instructional practices used to teach reading in the elementary and middle school curriculum. Students will learn different approaches to reading and writing in the classroom, with an emphasis on constructivism, to effectively meet learners' needs. Offered Spring of odd-numbered years.

**424 Social Studies Methods & Materials** **2 CREDITS**

This course is a survey of elementary and middle school social studies teaching strategies and social studies programs with an emphasis on the integration of theory and practice. It is designed to help the student to understand and analyze the different modes of teaching social studies and to gain the competencies necessary for organizing a unit in social studies. Constructivist methods will be emphasized. Offered Spring of odd-numbered years.

**426 Science Methods & Materials** **3 CREDITS**

This course is a survey of current elementary and middle school science teaching strategies and science programs with an emphasis on the integration of theory, practice, and constructivism. Offered Spring of odd-numbered years. Offered Spring of odd-numbered years.

**450 Middle School Curriculum & Philosophy** **2 CREDITS**

This course acquaints students with the philosophy of middle school education and current practices in middle school curriculum, instruction, and assessment. Offered as needed.

**451 Middle School Teaching Methods** **3 CREDITS**

This course is designed to develop the skills and teaching strategies to implement a middle school program. These items will be covered: thematic curriculum development, advising, working with parents, constructivism, and assessment. Offered as needed.

**492 Student Teaching** **16 CREDITS**

This course provides students with the opportunity to assume the role of a classroom teacher in an educational setting under the supervision of a cooperating teacher and the Teacher Education Department. This is an opportunity for students to create constructivist lesson plans, utilize them, and assess outcomes using the skills they have learned. Offered as needed.

**498 Supervision of Student Teachers** **1 CREDIT**

This course prepares and trains classroom teachers to work with student teachers. It is offered to teachers who have their own classrooms who are looking to supervise and guide undergraduate student teachers. Offered as needed.

**\*\*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

**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.

**452 Scientific Literature & Writing****4 CREDITS**

This course is designed to prepare students to objectively read, examine, and interpret scientific research literature. Students will examine all aspects of information literacy as it applies to their field of study. Students will also learn the methodology of writing research papers for publication. Prerequisites: MATH 210-Statistics, BIO 150-Biology I, BIO 225-Research Methods, BIO 297-Environmental Science Internship or consent of instructor. Offered Spring of odd-numbered years.

**\*\*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. Offered Spring of even-numbered years.

**150 Introduction to Geography****3 CREDITS**

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

**199 Special Topic****0.5-4 CREDITS**

Subjects and credits will vary. Offered as needed.

**299 Special Topic****0.5-4 CREDITS**

Subjects and credits will vary. Offered as needed.

**\*\*Course offered only as needed****Geology  
(GEOL)****100 Earth Science****4 CREDITS**

Introduction to the study of the Earth, its internal and external processes, atmosphere and natural resources. Includes laboratory. Offered Fall. Lab Fee \$25.00

**199 Special Topic****0.5-4 CREDITS**

Subjects and credits will vary. Offered as needed.

**210 Astronomy****3 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. Offered as needed. Offered Spring of even-numbered years.

Lab Fee \$25.00

**299 Special Topic****0.5-4****CREDITS**

Subjects and credits will vary. Offered as needed.

**\*\*Course offered only as needed****Graphic Arts Technology  
(GAT)****101 Introduction to Typography & Design****3 CREDITS**

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

**103 Electronic Imaging****3 CREDITS**

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

**109 Electronic Imaging II****3 CREDITS**This is a continuation from **GAT 103 Digital Imaging** course. At the completion of this course the student should have advanced knowledge in using the Adobe Photoshop CS software to manipulate Photographs using various Photoshop techniques. Includes Lab. Pre-requisites: GAT 103**215 Video Production****3 CREDITS**

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.

**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**

## **Health, Physical Education, and Recreation**

(HPER)

**101 Walking**

**2 CREDITS**

Instruction, practice and participation in the basic skills, body mechanics and terminology associated with walking.

**102 Fitness I**

**3 CREDITS**

Instruction, practice and participation in the basic skills, body mechanics and terminology associated with fitness activities.

**103 Archery I**

**3 CREDITS**

**104 Advanced Fitness**

**3 CREDITS**

Instruction, practice and participation in the basic skills, body mechanics and terminology associated with fitness activities at a higher-impact level.

**105 Aerobics**

**3 CREDITS**

Instruction, practice and participation in the basic skills, body mechanics and terminology associated with aerobic exercise.

**115 Golf**

**1 CREDIT**

Instruction, practice and participation in the basic skills, body mechanics and terminology associated with Golf.

**150 Advanced Basketball**

**3 CREDITS**

Instruction, practice and participation in the basic skills, body mechanics and terminology associated with basketball.

**199 Special Topic**

**0.5-4 CREDITS**

Subjects and credits will vary.

**210 First Aid/CPR**

**2 CREDITS**

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 Health and Physical Education Activities and Methods**

**3 CREDITS**

This course provides background information and skills for the early-childhood and elementary teacher to implement coordinated health education in the elementary grades, and how to provide support and effective instruction in elementary physical education. Offered every Spring.

**217 Personal and Community Health**

**3 CREDITS**

Instruction, practice and participation in the basic concepts, procedures, and terminology associated with health issues.

**299 Special Topic**

**0.5-4 CREDITS**

Subjects and credits will vary.

**\*\*Course offered only as needed**

## **History** (HIST)

### **103 United States History I**

**3 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**

**3 CREDITS**

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

### **220 North Dakota History**

**3 CREDITS**

The study of the history of North Dakota is to examine the peoples, the events and the landscapes of the state. The history of North Dakota will allow for more than a study of names, dates, facts and figures that relate to the 71,000 square miles of the territory on the Northern Great Plains. This course will encourage the placing of the region in historical context, the politics of immigration, historical frameworks, thematic structures, economic dependency and possible directions for the future of the state. Offered Summer of even-numbered years.

### **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**

## **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**

## **Humanities** (HUM)

### **\*\*100 Study Skills**

**1 CREDIT**

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.

**255 Native American Children's Literature 3 CREDITS**

This course is a study of literature which includes stories, poetry, myths and legends about Native Americans. The course will include Native American tribes in the United States.

**\*\*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**

## Mathematics

(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. Offered as needed.

Prerequisite: MA 102 or equivalent

Lab Fee \$25.00

**105 Trigonometry** **2 CREDITS**

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

Prerequisite: MA 103

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. Offered as needed.

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

**129 Basic Linear Algebra** **2 CREDITS**

Topics include systems of linear equations, row operations, echelon form matrix operations, inverses, determinants, vectors in n-space, subspaces, homogeneous systems, linear independence, rank, and dimension. Prerequisite: MA105/107

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

**265 Calculus III**

**4 CREDITS**

Multivariate and vector calculus including partial derivatives, multiple integration and its applications, line and surface integrals, Green's Theorem and Stoke's Theorem. Prerequisite: Math 166 **266**

**Differential Equations**

**3 CREDITS**

Solution of elementary differential equations by elementary techniques, Laplace transforms, systems of equations, matrix methods, numerical techniques, and applications. Prerequisite: Math 265 or permission

**277 Math for Elementary School Teachers**

**3 CREDITS**

This class is designed specifically for elementary education. 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

**280 College Geometry\*\***

**3 CREDITS**

Geometry is the foundation for our mathematical interpretation of the world. We will be exploring the fundamentals of geometry, beginning with axioms and proceeding from there. We will also be looking at the logical structure of theorems and proofs, and experimenting with different axioms. Our main topics include finite, transformational, congruence, inequalities, parallelism, similarity, area, circle, and solid geometry. Offered as needed.

**299 Special Topic\*\***

**1-2 CREDITS**

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

**377 Geometry for Elementary Teachers**

**3 CREDITS**

This course investigates experimental and inductive discovery in building geometric concepts at the elementary school level.

**\*\*Course offered only as needed**

## **Native American Studies**

(NAS)

**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 an emphasis on grammar, writing, and conversation. The course integrates the Indian culture with the language.

Prerequisite: NAS 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: NAS 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: NAS 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.

**121 Introduction to History of Indian Education**

**3 CREDITS**

A survey of the education of Native Americans in the United States throughout history. Special attention will be paid to the Boarding School Experience and the Tribal College Movement.

**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. (Course also listed in the Philosophy area)

**204 Native American Health Perspectives**

**3 CREDITS**

This course is designed to provide the student with knowledge of health issues from the Native American point of view. It will employ a phenomenological system of studying various health concerns of Native American people.

**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.

**225 Traditional Gardening and Foods**

**3 CREDITS**

This course is designed to re-introduce participants to the traditional diet and gardening practices of the Nueta, Sahnish, and Hidatsa Peoples.

**240 Research and Writing in Native American Studies**

This course will provide students an opportunity to explore and write about academic issues in Native American Studies.

**299 Special Topic**

**0.5-4 CREDITS**

Subjects and credits will vary.

**301 History of the Mandan**

**3 CREDITS**

This course examines the history and culture of the Mandan from pre-contact, through contact, to the present. Through the letters, reports, writings, and journals of early explorers, traders, merchants, and missionaries, and through the oral literature and teachings of the Mandan, the course will explore the Mandan way of life and the subsequent changes wrought by the immigrations of other peoples to Mandan territory. The *Okipa* and its central importance to the Mandan culture will be explored. The Earth Lodge as a symbol of the extended family and a woman's power of ownership will be examined, as will the economically beneficial agrarian practices of the Mandan women.

**302 History of the Hidatsa**

**3 CREDITS**

This course examines the history and culture of the Hidatsa from pre-contact, through contact, to the present. Through the letters, reports, writings, and journals of early explorers, traders, merchants, and missionaries, and through the oral literature and teachings of the Hidatsa, the course will explore the Hidatsa way of life and the subsequent changes wrought by the immigrations of other peoples to Hidatsa territory. The Hidatsa *Sun Dance* and its importance to the Hidatsa culture will be explored. The Earth Lodge as a symbol of the extended family and a woman's power of ownership will be examined, as will the economically beneficial agrarian practices of the Hidatsa women.

**303 History of the Arikara**

**3 CREDITS**

This course examines the history and culture of the Arikara from pre-contact, through contact, to the present. Through the letters, reports, writings, and journals of early explorers, traders, merchants, and

missionaries, and through the oral literature and teachings of the Arikara, the course will explore the Arikara way of life and the subsequent changes wrought by the immigrations of other peoples to Arikara territory. The Seven Societies of the Arikara and their importance to the Arikara culture will be explored. The Earth Lodge as a symbol of the extended family and a woman's power of ownership will be examined, as will the economically beneficial agrarian practices of the Arikara women.

**304 Native American Art History**

**3 CREDITS**

This course will examine the major Native American art traditions and forms from pre-contact, through contact, to the present. Art designs, forms, and techniques of the Mandan, Hidatsa, and Arikara will be emphasized. As well as celebratory and functional creations, art evolving from capture and subjugation of Native Americans will be explored.

**307 Native American Leadership: Past and Present**

**3 CREDITS**

Leadership issues among Native Americans will be studied along with some of the more prominent leaders, traditional and contemporary. Leadership styles and their impacts regarding accomplishments will be addressed.

**308 Tribal, State, and Federal Programs on Indian Reservations**

**3 CREDITS**

Tribal governments on Indian lands generally do not have a tax base with which to govern the people. Many services to Indians have their roots in treaty rights. Thus education, health, and social service programs are primarily funded through scant allocations from the federal government. There are numerous agencies where governments may obtain funding through the grant process. These will be identified and discussed in this course.

**309 American Indian Religion and Spirituality**

**3 CREDITS**

Students in this course will analyze certain historic and present-day tribal beliefs. Foundations of Native American religions will be discussed from the perspective of the tribal-specific belief systems. Topics will include various aspects of Indian religions such as healing, balance, ceremony, medicine people, and the legal protection of American Indian religion. Students will explore the colonial impacts of European religions and their proselytizers on American Indian spirituality. Spiritual revitalization efforts among Indian people will also be studied.

**330 Contemporary Plains Indian Cultures**

**3 CREDITS**

This course will be an overview of the history and cultures of the indigenous societies of the Great Plains, courses focuses will be from 1870 to present. It explores contemporary Plains Indian societies and cultures. It looks at cultural changes, issues facing contemporary cultures and societies, and situations on reservations.

**331 Traditional Plains Indian Cultures**

**3 CREDITS**

This course will provide an overview of the history and cultures of the Native American Plains societies. The course will examine the time period of European contact to the end of the 19th century. This class explores the traditional societies and cultures of the Plains tribes. It takes a look at their histories, cultures, social and political organizations, and interactions with each other.

**342 Native American Music**

**3 CREDITS**

This course will provide an overview of different genres of Native America music. The course will examine the historical context of traditional and the evolution contemporary Native American music. The students explore Native American music from the north and southern plains, southwest, east and west coast. Students look at song structure, instrumentation and performance formats of Native America practitioners.

**350 Native American Languages**

**3 CREDITS**

The globalization of the English language in the world has influenced all non-English speaking people. This course will confront the commonalities of language loss not only in Native American communities but globally. The course explores the connection between Native American languages and culture. This will examine Native American language revitalization methodologies and introduce students to the



basics of sociolinguistics. This class will compare the difference between oral and written languages. This course will provide an overview of Native American languages.

**352 American Indian Philosophical Thought**

**3 CREDITS**

This course will explore Native American thought from pre-contact through the present by examining oral narratives and written materials. Students will understand how Native Americans think about multiple subjects to include social, spiritual, legal, political, aesthetic, scientific, environmental, and historical matters.

**379 Special Topics**

**1-3 CREDITS**

Prerequisite: six hours of NAS courses.

Course must cover topics of special interest to NAS such as politics and tribal government, contemporary health issues, educational policies and trends, and Native culture in the U.S. and North Dakota.

**385 Native American Economic Development**

**3 CREDITS**

This course will explore economic development on Indian lands using the Joint Occasional Papers on Native Affairs (JOPNA) produced jointly by the Harvard Project on American Indian Economic Development at Harvard University and the Native Nations Institute for Leadership, Management, and Policy at the Udall Center for Studies in Public Policy, University of Arizona. The JOPNA series consists of premier academic research and policy reports, which students will read critically, discuss, and determine whether the research is applicable to their own reservation communities.

**400 Indian Country Today**

**3 CREDITS**

This course acquaints students with a myriad of contemporary issues confronting Native Americans today. Issues of tribal sovereignty, tribal politics, ethics in government, political activism, appropriation of Native religious ceremonies, Native water rights, hunting and fishing rights, jurisdictional issues, gaming, education, and contemporary Indian arts will be studied.

**401 Evaluating Research on TAT**

**3 CREDITS**

This course is designed for students to conduct value-based content analyses of research about the Three Affiliated Tribes. Each student will do limited case study of the researcher, and a content analysis of the researcher's work related to the Three Affiliated Tribes. A few of the researchers to be studied include Alfred Bowers, Gilbert Wilson, Martha Warren-Beckwith, Joseph Cash. Other less known individuals will also be studied.

**402 Agricultural & Natural Resource Management in Native American Communities 3 CREDITS**

This class will concentrate on agriculture practices and natural resource management of the Three Affiliated Tribes. The class will review the history of agriculture and natural resource management by people of the Three Affiliated Tribes throughout pre-European exposure, Fort Laramie treaty period, reservation period and post Garrison Diversion period. The class will also identify modern agricultural practices and examine how they have been incorporated into traditional agriculture on Fort Berthold.

**418 Native American Judicial Issues**

**3 CREDITS**

This course will examine how the local Tribal Court systems and the Tribal Appeals Courts function. Other issues will be studied related to justice on the reservation such as civil procedure; local, federal, and state jurisdictions; judicial appointments; Native American rights under the American Indian Civil Rights Act; and, BIA and Tribal law enforcement agencies in relation to the Tribal Courts.

**420 Federal Indian Law and Policy**

**3 CREDITS**

The focus of this course is the historic development of federal Indian law and related federal policies; it will address fundamental theoretical issues such as the establishment of Indian Law, historic and postcolonial policies directly affecting reservation Indians in the United States, and the critical relationship between Indian law and policy. A review will be conducted of primary documents, treaties, case law, and agencies which are the foundations of federal relationships with Indian Tribes.

**424 Native American Oral Literature**

**3 CREDITS**

The oral literature of Native America provides a wealth of historical, social, economic, and spiritual literary material. This course will explore the different genres of oral literature and different theoretical approaches to examining oral literature.

**425 Tribal Colleges and Higher Education**

**3 CREDITS**

This course will explore history, mission, governance, organization, finance, curriculum and current challenges of tribal colleges. The course will also include student characteristics and student support services, responsibilities and evaluation and assessment. This class will examine the different philosophies of tribal colleges and how each college responds to the needs of their community. This class will look at their contributions to Native education, academia, states and federal agencies.

**430 Native American Studies Internship**

**1-3 CREDITS**

Prerequisite: completion of 18 hours of Native American Studies curriculum and permission of internship coordinator. Participation in a supervised work experience. Grade is based on work performance, regular reports, and on-site supervisor's evaluation.

**444 Native American Environmental Issues and the Media**

**3 CREDITS**

Approximately one-fourth of the natural resources in the United States are located on Indian lands. This course acquaints students with myriad environmental issues facing tribal nations today as a result of natural resource development, and with how the media presents such issues. Noam Chomsky has written and talked about how the media is able to *manufacture consent*, form public opinion, and create public policy to the advantage of the large corporations and government agencies. Students will examine the impacts of oil and gas development, coal-generated power plants, hunting, fishing, and boating. By reading, viewing, and analyzing media literature, reports, and visual materials, students will learn to use a critical approach in determining the underlying intent and value of the productions.

**450 History of American Indian Education**

**3 CREDITS**

Students will discuss theory related to the history of American Indian Education.

**492 Directed Readings**

**1-3 CREDITS**

Prerequisite: six hours of NAS courses.

Must be lead by a faculty member to approve a topic area related to Native American Studies. Faculty member and student must agree on text related to topic, assessment and evaluation.

**494 Independent Study**

**1-3 CREDITS**

Prerequisite: six hours of NAS major courses and permission of instructor. Work on a topic of the student's choosing taken under the direct supervision of a faculty member. May involve directed reading and research or participation in a community-based activity. Students will be required to give a written report or research papers.

**499 Senior Thesis in Native American Studies**

**3 CREDITS**

This course is open only to majors/double majors by arrangement with the Vice- President for Native American Studies. A formal thesis is required for the course. Please contact the Native American Studies office for the rules pertaining to completion of this course.

**\*\*Course offered only as needed**

## **Nursing** (NURS)

**AH 099 Basic Health Care Skills**

**3 CREDITS**

This course prepares the student to work in areas of health care such as long-term care; acute care; home health adult daycare; sub-acute care; out-patient care areas, and rehabilitation care. Most of the tasks a nursing assistant will do includes caring for residents and assisting with activities of daily living. The student will be prepared to take the Certified Nursing Assistant Licensing examination.

**AH 171 Medical Terminology**

**3 CREDITS**

An introduction to basic Latin and Greek prefixes, suffixes, word roots, and combining forms for each body system, spelling of basic anatomic terminology, plurals, and pronunciation.

**PHRM 215 Intro to Pharmacology**

**3**

**CREDITS**

The course is designed to survey the terminology, drug laws, math, and drug dosages used in medication administration. A study of medications within each drug classification using the nursing process emphasizes safe, effective drug therapy. Prerequisites: Student must be in Nursing Program and approval by instructor

**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. Additional 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. Evidence based practice is applied in the holistic care of clients across the lifespan. Upon completion the student will assist in the nursing process as a member of the interdisciplinary health care team.

**NURS 127 Practical Nursing II: Introduction 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 bio-psychosocial 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 145 Introduction to Maternal Child Nursing**

**2 CREDITS**

This didactic course focuses 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.

**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 129 Practical Nursing III**

**4 CREDITS**

This course will continue the study 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 course information 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 224 Professional Role Development**

**2 CREDITS**

This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Emphasis is placed on the role of the registered nurse, evidence based practice, nursing process, and therapeutic communication. Historical trends of nursing will be discussed and management concepts will be introduced. Upon completion, students should be able to articulate professional aspects of the practice of nursing.

**NURS 225 Alterations in Health I**

**3 CREDITS**

This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health that build on knowledge and skills introduced in practical nursing programs and the supporting sciences. Emphasis is placed on utilizing scientific principles and the nursing process as a framework for providing and managing nursing care to individuals along the health-illness continuum. Upon completion, students will incorporate basic decision making skills and therapeutic communication to meet basic human needs for individuals experiencing acute and chronic alterations in health across the lifespan including end-of-life issues.

**NURS 226 Maternal Child Nursing**

**3 CREDITS**

This course integrates prior learning to provide expanded knowledge of the neonate, developing child, women's health, and childbearing family. Maintenance and study of diseases and disorders affecting diverse neonates, children, women, and families along the health-illness continuum, including end of life issues, are examined. Emphasis is placed on therapeutic communication, the role of the registered nurse, ethical/legal issues and health promotion and maintenance during life stages of growth and development for the neonates, children, and women. As a member of the interdisciplinary health care team, the student will explore the human needs of diverse neonates, children and women utilizing the nursing process as a framework.

**NURS 227 Clinical Application I**

**4 CREDITS**

Utilizing the nursing process the associate degree nursing student will administer care to meet the needs of individuals across the lifespan. The student will demonstrate assessment skills and apply scientific principles and aseptic technique in caring for individuals across the lifespan along the health illness continuum. The student will apply therapeutic communication in the management of patient care and as a member of the interdisciplinary health care team.

**NURS 228 Alterations in Health II**

**4 CREDITS**

This course continues the study of acute and chronic alterations in health. Nursing care of individuals experiencing complex alterations in health is discussed. Emphasis is placed on the nurse's role as a member of an interdisciplinary team and as a manager of care for individuals across the lifespan. The student will analyze personal and professional values, leadership and management, and quality improvement processes. Upon completion, students will be able to provide comprehensive nursing care for individuals with acute, chronic, and complex alterations in health.

**NURS 229 Health Promotion & Psychosocial Nursing**

**2 CREDITS**

This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Utilizing the nursing process, the students will explore human needs of individuals with mental health alterations. Utilization of therapeutic communication techniques, use of self and cultural awareness is stressed. Emphasis is also placed on health promotion, health maintenance, and accident/illness prevention for diverse individuals across the lifespan.

**NURS 237 Clinical Application II**

**5 CREDITS**

Utilizing the nursing process, the associate degree nursing student will meet the needs of individuals experiencing complex alterations in health as well as psychiatric/mental health issues across the life span along the health, illness continuum. Critical thinking, nursing process, group dynamics and management of nursing care are incorporated into the clinical experience. Students will apply evidence based nursing knowledge and skills in the implementation of health promotion activities. The student will utilize therapeutic communication and effective management skills in providing nursing care according to legal/ethical and professional standards.

**NURS 259 Role Transitions**

**1 CREDIT**

This course assists the AD nursing student to prepare for the NCLEX RN® examination and to become a member of the RN workforce. The theoretical component of this course will reinforce and complement prior knowledge gained in the nursing curriculum. Students will utilize the nursing process and critical thinking skills to review previously learned nursing concepts. The course will also provide the student with opportunities to apply basic interview techniques and resume preparation and develop skills for successful employment as a health care professional. It assists the student in making decisions concerning job choices and educational growth. The course stresses the requirement of ongoing education for the RN as a member of the health care team and benefits of professional organizations. Completion of the course will assist students to further prepare for the NCLEX RN®.

**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. (Course also listed in the Native American Studies area)

**299 Special Topic**

**0.5-4 CREDITS**

Subjects and credits will vary.

**\*\*Course offered only as needed**

**Physics  
(PHY)**

**105 Physical Science**

**4 CREDITS**

This course provides a survey of the material world and the principles of physics, chemistry, and the earth, and space sciences. The course provides general knowledge and appreciation of achievements in modern science. Includes laboratory and field activities. Offered as needed. Lab Fee \$25.00

**199 Special Topic**

**0.5-4 CREDITS**

Subjects and credits will vary. Offered as needed.

**211 Physics**

**4 CREDITS**

This is a beginning course for students without a calculus background. Students will demonstrate an understanding of the foundations of Classical Physics—force, energy, power, position/velocity/acceleration, momentum, waves—and skills in interpreting graphs, critical thinking, problem-solving, and applications. Includes review of trigonometry and the metric system. Offered as needed.

Prerequisite: College Algebra/Trigonometry

**251 University Physics I**

**4 CREDITS**

The calculus-based general physics course sequence for students majoring in chemistry, physics, or engineering. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat and thermodynamics. The laboratory is a part of this course. A student may not receive credit for Physics 251 and also Physics 211. Prerequisite: MA 165.

**252 University Physics II**

**4 CREDITS**

The calculus-based general physics course sequence for students majoring in chemistry, physics, or engineering. Topics: vibrations and waves, electricity and magnetism, light and optics, and an introduction to modern physics. The laboratory is a part of this course. Prerequisite: PHY 251 or ENGR 201 and ENGR 202.

**299 Special Topic**

**0.5-4 CREDITS**

Subjects and credits will vary. Offered as needed.

**\*\*Course offered only as needed**

## **Plumbing**

**(PLMB)**

**MSYS 101 Safety for Mechanical Systems Technicians**

**1 CREDIT**

This course covers the safety issues that pertain to the plumbing industry. Upon successful completion the student will receive the OSHA 10 hour certification. Students are required to attend all sessions to complete the certification.

**MSYS 102 Safety (1)**

This course covers the safety issues that pertain to plumbing, carpentry, welding, electricity, and HVAC, leading to OSHA Certification. Participants will be required to adhere to the program attendance policy.

**MSYS 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.

**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 their applications.

**104 Plumbing I**

**2 CREDITS**

A study of the history of the plumbing trade from the earliest historical records to the present. Also covers the development of materials, fittings, and fixtures to provide adequate supplies of potable water to fixtures, and the removal of waste water and water-borne wastes for the comfort and protection of

people. Included is a detailed study of the state code as it regulates our trade and protects the public health.

**105 Plumbing II** **2 CREDITS**

A continued study of the State Code as it regulates environmental sanitation for the protection of public health. Also includes a study of the materials and installation methods that require a minimum of service and maintenance. Students will obtain practice in isometric sketching and material take-off.

**106 Plumbing III** **2 CREDITS**

A continuation of PLMB 104/105

**107 Plumbing IV** **2 CREDITS**

A continuation of PLMB 104/105/106

**111 & 112 Plumbing Lab** **6 CREDITS**

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

## **Political Science (POLS)**

**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**

## **Pre-Engineering**

(ENGR, EE, ME)

### **ENGR 115 Intro to Engineering w/CAD**

**4 CREDITS**

This course is designed to introduce the profession of Engineering, in its many types, to the student—in particular the specific skill of Computer-Aided Design (CAD). The skills and techniques used by successful college engineering students—study techniques, time management, test taking, note-taking, goal-setting, wellness, stress management, and career orientation in engineering--will be discussed. AUTOCAD will be used to demonstrate the potential of Graphic Design software; activities will engage the students in the basic steps of engineering design and how it relates to the profession.

### **ENGR 199 Special Topic**

**0.5-4 CREDITS**

Subjects and credits will vary.

### **ENGR 201 Statics**

**3 CREDITS**

This course will cover scalar and vector approaches to trusses, frames and machines, internal forces, friction forces, center of gravity, centroid, and moment of inertia. Prerequisite: MA165

### **ENGR 202 Dynamics**

**3**

**CREDITS**

This course will cover dynamics of particles and rigid bodies, work energy, impulse-momentum, principles of conservation of energy and momentum. Prerequisite: ENGR 201, MA 166.

### **ENGR 204 Surveying I/Lab**

**4 CREDITS**

Field and office problems using surveying instruments, measurements and computations with emphasis on mathematics concepts. Prerequisite: MA 105 or 107.

### **ENGR 297 Engineering Internship**

**1-3 CREDITS**

This course allows the student to experience engineering in the workplace in conjunction with their program of study. The student's advisor will approve the location. Credits are earned based on the number of hours worked per semester. Prerequisite: ENGR 115

### **ENGR 299 Special Topic**

**0.5-4 CREDITS**

Subjects and credits will vary.

### **EE 206 Circuit Analysis/Lab**

**4 CREDITS**

Introduction to electric circuit components. Fundamental laws of circuit analysis. Steady state and transient analysis of DC and AC circuits. Electric power calculations. Prerequisite: MA 166

### **ME 223 Mechanics of Materials**

**3 CREDITS**

Introduction to stress, strain, and their relationships; torsion of circular shafts, bending stresses, deflection of beams, stress transformations, buckling. Prerequisite: ENGR 201.

### **ME 350 Thermodynamics**

**3 CREDITS**

Introduction and application to the laws of thermodynamics; analysis of closed and open systems; introduction to heat transfer, Carnot principle, engine power plants and refrigeration applications. Prerequisites: ENGR 202.

## **Production Operations/Oil Refinery**

### **First Semester**

#### **PTAC 1302 - INTRODUCTION TO PROCESS TECHNOLOGY (4 credits)**

Introduction to refinery and chemical plant operations. Topics include plant technician duties, responsibilities and expectations; plant organizations; plant utility and process systems; and the physical and mental requirements of the process technician. Learning outcomes: The student will be knowledgeable of a typical plant; identify and explain the purpose of equipment; describe safety, health and environment components.



**PTAC 1308 - SAFETY, HEALTH, AND ENVIRONMENT (4 credits)**

Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis on safety, health and environmental issues in the performance of all job tasks and regulatory compliance issues. Learning outcomes: The student will list components of a typical plant safety and environmental program and describe the role of a plant technician in relation to safety, health and environment.

**PTAC 2410 - PROCESS TECHNOLOGY 1 – EQUIPMENT (4 credits)**

Instruction in the use of common process equipment. Learning outcomes: The student will identify equipment components and use proper terminology to describe the equipment; describe basic functions of process equipment and relate scientific principles associated with the equipment.

**GENERAL EDUCATION (6 credits)****Second Semester****PTAC 2000 - PETROLEUM/REFINING CHEMISTRY (4 credits)**

Instruction in the fundamentals of hydrocarbon chemistry used in the process industries, and the applications for an operations technician. Learning outcomes: Topics include fundamentals of process solubility, typical process reactions, paraffin, olefin, naphthene, and aromatic structures. Physical characteristics of common hydrocarbons.

**PTAC 1352 - PROCESS INSTRUMENTATION I (4 credits)**

Study of instruments and instrument systems used in the energy industry, including terminology, variables, symbols, control loops and basic troubleshooting. Learning outcomes: The student will identify and explain the function of instruments used in the industry; explain the relationship of process control elements in a control loop; and define and apply terms and symbols used in instrumentation.

**PTAC 2436 - PROCESS INSTRUMENTATION II (4 credits)**

Study of DCS and SCADA controls and control systems used in the petroleum production and refining industries. Learning Outcomes: The student will describe instrumentation tuning considerations and other adjustments made to modern control systems to keep them operating within established control parameters.

**GENERAL EDUCATION (7 credits)****Bismarck State College CAPSTONE I (2-3 credits) After the first year****Third Semester****PTAC 2420 - PETROLEUM/REFINING SYSTEMS (4 credits)**

Study of the interrelation of plant equipment and systems including related scientific principles. Learning outcomes: The student will arrange plant equipment into basic systems; describe the purpose and function of specific systems; explain how factors affecting systems are controlled under normal conditions; recognize abnormal conditions.

**PTAC 2314 - QUALITY/PRODUCTION OPERATING TECHNIQUES (4 credits)**

Study of the background and application of quality concepts. Topics include team skills, quality tools, and economics and continuous improvement. Learning outcomes: The student will define terms associated with quality systems; demonstrate team skills; apply principles and tools of quality to plant systems; and demonstrate techniques for operating plant equipment at optimum efficiencies.

**PTAC 153 – PETROLEUM OPERATIONS- HAZOP; HOT WORK; PERMIT SYSTEMS & WELDING (4 credits)**

Study of petroleum production and refining permit systems, hot work permits and welding. The student will be instructed in the fundamentals of preparing a work area for welding operations; permitting confined space work and working with Hazardous Operations.

**GENERAL EDUCATION (7 credits)****Fourth Semester****PTAC 2445 – REFINERY UNIT OPERATIONS (4 credits)**

This class combines systems into operational processes with emphasis on operations under various conditions. Topics include typical operator duties. Learning outcomes: The student will combine systems into operating processes; describe a technicians role during plant operations; write operating procedures; demonstrate application of operating procedures.

**PTAC 2446 – TROUBLESHOOTING REFINERY OPERATIONS (4 credits)**

This class instructs the student in techniques for problem solving and troubleshooting upsets in the processes of a modern oil refinery. This class uses case studies developed from actual field case histories. The class will demonstrate the complexity of actual plant operations and how to simplify and identify solvable problems. Once the fundamentals are established the class moves into the topics of troubleshooting techniques, analysis, and problem solving.

**PTAC 2001 - PLANT SCIENCE (Refinery Physics) (4 credits)**

Instruction in the basic principles of physics and their application to process facilities. Learning outcomes: Topics include: units of measurement, gas laws, thermodynamics, temperature, pressure. Properties of solids, liquids and gases and how these properties relate to the operation of process equipment.

**PTAC 2438 – REFINERY OPERATIONS – THUNDER BUTTE (4 credits)**

Instruction in the principles of specifically operating the MHA nation Thunder Butte Refinery (TBR) and its unique process equipment. Learning outcomes: Describe TBR unit operational concepts, Define and describe environmental concerns of the TBR; Describe operational economics of the TBR

**BSC CAPSTONE II (1-3 credits) After the second year**

## **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 Dynamics of Adjustive Behavior & Mental Health**

**3 CREDITS**

Presents the principles of behavior adjustment. It is concerned with how socially relevant behavior is learned, what the motivating functions are, and how they operate in life. Prerequisite(s): PSY 111.

**244 Dynamics of Addiction 3 cr.** Emphasizes the history of drugs of abuse, theories and controversies about chemical dependency, and multidisciplinary approaches to treatment. Prerequisite(s): PSY 111.

**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. Offered Spring of even-numbered years.

**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 students 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**

## 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.

**215 Marriage and 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**

(SWK)

### **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, and the policies and laws, of violence against children, elders, spouses, as well as sexual abuse. 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 CREDIT**

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.

### **250 Interpersonal Skills**

**3 CREDITS**

This course is designed to train students in the skills of verbal and non-verbal interpersonal communication. Settings will include common interactions, as well as those common to the generalist framework of social work fields of practice when working with clients on planned changes.

### **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**

## **Soil Science** (SOIL)

**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**

## **Welding** (Weld)

**110 Oxyfuel Operations** **2 CREDITS**

This course provides the training to develop the manual skills necessary to produce high quality welds using the oxyacetylene welding, brazing, and cutting process on mild steel. Offered Spring.

Lab Fee \$150

**118 Testing OA in Welding, Brazing, Cutting** **2 CREDITS**

This course provides the lab to develop the manual skills necessary to produce high quality welding using the oxyacetylene welding, brazing, and cutting processes on mild steel. Offered Spring.

Lab Fee \$150

**130 Advanced Testing in OA Welding, Brazing, Cutting** **2 CREDITS**

This course provides the advanced lab to develop the manual skills necessary to produce high quality welding using the oxyacetylene welding, brazing, and cutting processes on mild steel. Offered Spring.

Lab Fee \$150

**135 Welding Principles** **2 CREDITS**

This course provides the training to develop the manual skills necessary to produce high quality welds on mild steel plate using the gas metal and flux cored arc welding process in all positions. Offered Spring.

Lab Fee \$150

**140 Methods in GMA & FCA Welding** **2 CREDITS**

This course provides the lab to develop the manual skills necessary to produce high quality welds on mild steel plate using the gas metal and flux cored arc welding process in all positions. Offered Spring.

Lab Fee \$150

**145 Advanced Methods in GMA & FCA Welding** **2 CREDITS**

This course provides the advanced lab to develop the manual skills necessary to produce high quality welds on mild steel plate using the gas metal and flux cored arc welding process in all positions.

Offered Spring.

Lab Fee \$150

**150 Methods in GTA & PA Welding** **2 CREDITS**

This course provides the training to develop the manual skills necessary to produce high quality welds using the gas tungsten and plasma arc cutting process on mild steel plate in all positions. Offered Spring.

Lab Fee \$150

**155 Blueprint Reading for Welders** **3 CREDITS**

This program concentrates on the understanding and use of technical blueprints. This includes basic lines, geometric construction, orthographic projection, isometric projection, oblique projection, pictorial drawings, and structural sizes. Offered Spring.

Lab Fee \$225

**160 Advanced Methods in GTA & PA Welding** **2 CREDITS**

This lab provides the advanced technical training to develop manual skills necessary to produce high quality welds on mild steel plate using the gas tungsten process in all positions according to the American Welding Society Standards and the plasma cutting process. Offered Spring.

Lab Fee \$150

**165 Blueprint Symbols for Welding** **3 CREDITS**

This course is a continuation of WELD 155, and introduces the American Welding Society standardized welding symbols used on blueprints. Actual prints from industry are used during this course.

Prerequisite: Welding 155. Offered Fall.

Lab Fee \$225

**170 Arc Welding Operations** **2 CREDITS**

This course provides the training to develop the manual skills necessary to produce high quality welds using the shielded metal arc welding process in all positions, on thin and medium thickness mild steel, using single and multi pass welds with the E60 series electrodes. Offered Fall.

Lab Fee \$150

**173 Methods in Arc Welding Operations** **4 CREDITS**

This course provides the training to develop the testing skills necessary to produce high quality welds on mild steel plate in all positions using the shielded metal arc welding process according to the American Welding Society Standards. Offered Fall.

Lab Fee \$300

**180 Shielded Metal Arc Welding** **2 CREDITS**

This course provides the training to develop the manual skills necessary to produce high quality welds using the shielded metal arc welding process on thin and medium thickness mild steel plates in all positions using the E70 series electrodes. Offered Fall.

Lab Fee \$150

**183 Testing in Shielded Metal Arc Welding** **4 CREDITS**

This course provides the training to develop the testing skills necessary to produce high quality welds using the shielded metal arc welding process on mild steel plate in all positions with E70 series electrodes according to the American Welding Society Standards. Offered Fall.

Lab Fee \$300

**187 Types of Non-Destructive Testing** **3 CREDITS**

This course studies non-destructive tests such as: magnetic particle, eddy current, visual, ultrasonic, dye penetrant, and radiographic. Offered Fall.

Lab Fee \$225

**187 Types of Non-Destructive Testing** **3 CREDITS**

This course studies non-destructive tests such as: magnetic particle, eddy current, visual, ultrasonic, dye penetrant, and radiographic. Offered Fall.

Lab Fee \$225

**220 Shielded Metal Arc Pipe Welding** **3 CREDITS**

This course provides the necessary training to make high quality groove welds on open root mild steel pipe in the 2G, 5G, and 6G positions using the shielded metal arc open root process.

Lab Fee \$325

### **225 Testing in Shielded Metal Arc Pipe Welding**

This course provides the training to develop the testing skills necessary to produce high quality groove welds on pipe in the 2G, 5G, and 6G positions using the American Society Mechanical Engineer Standards.

Lab Fee \$350





# FORT BERTHOLD COMMUNITY COLLEGE

Major: **Addiction Studies**  
 Credit Hours Required (65 cr) 2013-14 Catalog

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements (39)				Core Requirements (22)			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (9 cr)</b>				SWK 256 Social Welfare			
ENG 110 Composition I	3			PSY 250 Dev. Psych	3		
ENG 120 Composition II	3			PSY 201 Dynamics of Adjustive Behavior & Mental Health	3		
COMM 110 Fundamentals of Public Speaking	3			SWK 106 Domestic Violence	3		
				SOC 215 Marriage & Family	3		
<b>2. Arts &amp; Humanities* (9)</b>				PSY 244 Dynamics of Addiction	3		
TS 201 History of the TAT	3			NAS 204 Native American Health Perspectives	3		
TS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			PSY 285 Practicum	2		
<b>3. Social Sciences* (9 required) (recommended list)</b>				<b>Other Requirements (4)</b>			
Psy 111 Intro to Psychology				BOTE 102 Keyboarding I or Higher	3		
Psy 270 Abnormal Psychology							
PolSci 234 Basic Indian Law							
<b>4. Mathematics/Lab Science/Technology * (11)</b>							
Math (103 or above)	4						
Lab Science	4						
CSCI 101 Intro to Computers	3						
<b>5. Institution-Specific Requirement (1)</b>							
PSY 100 Psychology of Student Success	1						
ASMT 200 Assessment of Student Learning	0						

\* Please see "Eligible Courses for General Education Domains" pg.46 for eligible Arts & Humanities, Social Science, Math, and Lab Science courses





## FORT BERTHOLD COMMUNITY COLLEGE

**Certificate of Completion: Administrative Assistant**  
**Credit Hours Required (41 cr) 2013-14 Catalog**

**Name:** \_\_\_\_\_

**Date** \_\_\_\_\_ **Advisor:** \_\_\_\_\_

General Education Requirements (10 cr)				Core Requirements (31 cr)			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (3)</b>				ACCT 200 Accounting I	3		
BOTE 210 Business Communications	3			BOTE102/152/202 Keyboarding I/II/III	9		
				BOTE 188 Computerized Accounting	3		
<b>2. Arts &amp; Humanities (3)</b>				BOTE 217 Records Management	2		
Native American Studies	3			BOTE 247 Spreadsheets	3		
				BOTE 257 Introduction to Database Management	3		
				BOTE 275 Office Procedures	3		
<b>3. Social Sciences</b>				BOTE 297 Business Internship	2		
				BOTE 147 Word Processing	3		
<b>4. Mathematics/Lab Science/Technology (3)</b>							
Math 101 or higher	3						
<b>5. Institution-Specific Requirement (1)</b>							
PSY 100 Psychology of Student Success	1						
ASMT 200 Assessment of Student Learning	0						



# FORT BERTHOLD COMMUNITY COLLEGE

**Business Administration/Management**  
**Degree: Associate of Arts**  
**Credit Hours Required: 70 2013-14 Catalog**

**Name:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

<b>General Education Requirements</b>			
<b>Area/Course</b>	<b>Credits</b>	<b>Term Taken</b>	<b>Grade</b>
<b>1. Communications (9)</b>			
ENG 110 Composition I	3		
ENG 120 Composition II	3		
COMM 110 Fundamentals of Public Speaking	3		
<b>2. Arts &amp; Humanities (9)</b>			
NAS 201 History of the TAT	3		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3		
<b>3. Social Sciences (9)</b>			
<b>4. Mathematics/Lab Science/Technology (11)</b>			
Math (103 or above)	4		
Lab Science	4		
Technology	3		
<b>5. Institution-Specific Requirement</b>			
PSY 100 Psychology of Student Success	1		
ASMT 200 Assessment of Student Learning	0		

<b>Core Requirements</b>			
<b>Number/Course</b>	<b>Credits</b>	<b>Term Taken</b>	<b>Grade</b>
<b>1. Content Foundation</b>			
ACCT 200 Accounting I	3		
ACCT 201 Accounting II	3		
ACCT 203 Business Law I	3		
BADM 120 Intro. To Business	3		
BADM 225 Human Behavior in Organizations	3		
BOTE 147 Word Processing	3		
BOTE 275 Office Procedures	3		
ECON 201 Microeconomics	3		
MA 210 Statistics	4		
<b>Electives—3 cr from</b>			
ACCT 204 Cost Accounting	3		
BADM 205 Small Business Management	3		
BADM 291 Leadership Development	3		
BADM 297 Internship	2		



# FORT BERTHOLD COMMUNITY COLLEGE

**Certificate of Completion: Child Development Associate  
Credit Hours Required (12 cr) 2013-14 Catalog**

**Name:** \_\_\_\_\_

**Date** \_\_\_\_\_ **Advisor:** \_\_\_\_\_

Core Requirements			
Area/Course	Cr	Term	Grade
**EC 101 Introduction to Child Development Programs	1		
EC 122 Creative Activities	2		
EC 220 Early Childhood Development: Pre-birth through Age 8	2		
EC 222 Program Administration	2		
EC 233 Child Development Programs/ Curriculum/ Practicum	3		
EC 236 Positive Child Guidance	2		
**If candidate has taken EC 210 Introduction to Early Childhood Education, they do not have to take EC 101 Introduction to Child Development Programs.			



# FORT BERTHOLD COMMUNITY COLLEGE

Major: Computer Information Systems, A.A.S.  
Credit Hours Required (67-69) 2013-14 Catalog

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements				Core Requirements			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (9 cr)</b>				CSCI 101 Intro to Computers			
ENG 110 Composition I	3			CSCI 122 Introduction to Programming in Visual Basic	3		
COMM 110 Fundamentals of Public Speaking	3			CIS 122 Windows OS	2		
<b>2. Arts &amp; Humanities (9)</b>				CIS 220 Unix/Linux			
NAS 201 History of the TAT	3			CSCI 289 Social Implications	2		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3						
<b>3. Social Sciences (9)</b>				<b>Electives (16-18)</b>			
				CIS 102/ BOTE 147 MS Word	3		
				CIS 104/ BOTE 257 Access	3		
				CIS 105/ BOTE 247 Excel	3		
				CIS 128 Hard/Software (A+)	4		
				CIS 164 Networking	3		
				CIS 208 Database Programming	3		
				CIS 211 Website Design	3		
				CIS 253 Programming PHP	3		
				CIS 297 Internship	3		
				CSCI 124 Beginning C++	3		
				CSCI 127 Beginning Java	3		
				CSCI 297 Independent Study	3-6		
<b>4. Mathematics/Lab Science/Technology (11)</b>							
Math (103 or above)	4						
Lab Science	4						
Technology (may use CSCI 101)	3						
<b>5. Institution-Specific Requirement (1)</b>							
PSY 100 Psychology of Student Success	1						
ASMT 200 Assessment of Student Learning	0						



# FORT BERTHOLD COMMUNITY COLLEGE

**Major: Associate of Arts in Early Childhood Education**  
**Credit Hours Required (75 cr) 2013-14 Catalog**

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements (39)				Core Requirements (36)			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (9 cr)</b>				EC 122 Creative Activities	2		
ENG 110 Composition I	3			EC 210 Intro to Early Childhood Education	3		
ENG 120 Composition II	3			EDU 210 Intro to Exceptional Children	3		
COMM 110 Fundamentals of Public Speaking	3			EC 213 Young Children's Language & Thought	3		
				EC 220 Early Childhood Development: Pre-birth Through Age 8	2		
<b>2. Arts &amp; Humanities (9)</b>				EC 222 Program Administration	2		
NAS 201 History of TAT	3			EC 224 Diversity in Early Childhood Education	2		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			EC 236 Positive Child Guidance	2		
EDU 238 Children's Literature	3			EC 233 Child Development Programs/ Curriculum/Practicum	3		
				EC 234 Learning and the Young Child	3		
<b>3. Social Sciences (9)</b>				EC 238 Home, School, Community Relations	3		
PSY 250 Developmental Psychology	3			EDU 290 Constructivist Teaching	3		
SOC 110 Intro to Sociology	3			EC 295 Practicum	2		
PSY 111 Intro to Psychology	3						
				<b>Additional Requirements</b>			
<b>4. Mathematics/Lab Science/Technology (11)</b>				HPER 210 First Aid/CPR	2		
Math (103 or above)	4			CSCI 117 Front Page I	1		
Lab Science (BIO 111, GEOL 100 or PHY 105)	4						
CSCI 101 Intro to Computers	3						
<b>5. Institution-Specific Requirement</b>							
PSY 100 Psychology of Student Success	1						
ASMT 200 Assessment of Student Learning	0						



# FORT BERTHOLD COMMUNITY COLLEGE

Major: A.A. Elementary Education  
 Credit Hours Required (73 cr) 2013-14 Catalog

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements (39)				Core Requirements (34)			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (9 cr)</b>				EDU 210 Intro to Exceptional Children	3		
ENG 110 Composition I	3			EDU 222 Technology for Teachers	3		
ENG 120 Composition II	3			EDU 224 Fine Arts Methods	3		
COMM 110 Fundamentals of Public Speaking	3			EDU 232 Classroom Management	3		
<b>2. Arts &amp; Humanities (9)</b>				EDU 237 Music for Elementary Teachers	2		
NAS 201 History of TAT	3			EDU 250 Intro to Education	3		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			EDU 273 Physical Science for Elementary Teachers	4		
EDU 238 Children's Literature	3			EDU 290 Constructivist Teaching	3		
<b>3. Social Sciences (9)</b>				MATH 277 Math for Elementary Teachers	3		
PSY 111 Intro to Psychology	3						
PSY 250 Developmental Psychology	3			<b>Additional Requirements</b>			
HIS 220 ND History	3			GEOL 100 Earth Science	4		
<b>4. Mathematics/Lab Science/Technology (11)</b>				HPER 210 First Aid/CPR	2		
Math (103 or above)	4			CSCI 117 Front Page	1		
BIO 111 Concepts of Biology -OR- BIO 150 General Biology	4						
CSCI 101 Intro to Computers	3						
<b>5. Institution-Specific Requirement</b>							
PSY 100 Psychology of Student Success	1						
ASMT 200 Assessment of Student Learning	0						



# FORT BERTHOLD COMMUNITY COLLEGE

**Major: Bachelor of Science Elementary Education**  
**Credit Hours Required (130 - 133 cr) 2013-14 Catalog**

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements (39)				Core Requirements (59)			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (9 cr)</b>				EDU 210 Intro to Except. Child			
ENG 110 Composition I	3			EDU 222 Technology for Teachers	3		
ENG 120 Composition II	3			EDU 224 Fine Arts Activities & Methods	3		
COMM 110 Fundamentals of Public Speaking	3			EDU 232 Classroom Management	3		
<b>2. Arts &amp; Humanities (9)</b>				EDU 237 Music for Elementary Teachers			
NAS 201 History of TAT	3			EDU 250 Intro to Education	3		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			EDU 298 Pre-Professional Experience	1		
EDU 238 Children's Literature	3			EDU 300 Elementary Practicum I	1		
<b>3. Social Sciences (9)</b>				EDU 305 Multicultural Education			
PSY 111 Intro to Psychology	3			EDU 320 Curriculum, Instruction & Assessment	2		
PSY 250 Developmental Psychology	3			EDU 392 Foundations, Issues, & Trends	2		
HIS 220 ND History	3			EDU 400 Elementary Practicum II	1		
<b>4. Mathematics/Lab Science/Technology (11)</b>				EDU 402 Teaching Reading in Content Area/Diagnostic Reading			
MATH 103 College Algebra	4			EDU 421 Math Methods & Materials	3		
BIO 111 or BIO 150 Biology (I)	4			EDU 422 Language Arts Methods & Materials	2		
CSCI 101 Intro to Computers	3			EDU 423 Reading Methods & Materials	3		
<b>5. Institution-Specific Requirement</b>				EDU 424 Social Studies Methods & Materials			
PSY 100 Psychology of Student Success	1			EDU 426 Science Methods & Materials	3		
ASMT 200 Assessment of Student Learning	0			EDU 492 Student Teaching	16		
<b>Additional Requirements for all Elem Ed majors (32 or 35)</b>				Praxis I pass score: _____ Date: _____			
GEOL 100 Earth Science	4			Praxis II pass score: _____ Date: _____			
GEOG 150 Intro to Geography	3						
MATH 277 Math for Elementary Teachers	3						
HPER 210 First Aid/CPR	2						
MATH 377 Geometry for Elementary Teachers	3						
PSY 230 Educational Psychology	3						
HIS 103 United States History I	3						
HPER 225 Elementary Health & Physical Education Activities & Methods	3						
NAS 101 Intro to Indian Studies	3						
CSCI 117 Front Page I	1						
EDU 273 Physical Science for Elementary Teachers - <b>OR-</b>	4						
GEOL 210 Astronomy - <b>AND EITHER-</b>	3						
PHY 211 Physics - <b>OR-</b>	4						
CHEM 115 or 121 Chemistry	4						



# FORT BERTHOLD COMMUNITY COLLEGE

**Major: Bachelor of Science Elementary Education w/ Endorsement in Middle School Math**  
**Credit Hours Required (145 cr) 2013-14 Catalog**

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements (39)				Core Requirements (66)			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (9 cr)</b>				<b>EDU 210 Intro to Except. Child</b>			
ENG 110 Composition I	3			EDU 222 Technology for Teachers	3		
ENG 120 Composition II	3			EDU 224 Fine Arts Activities & Methods	3		
COMM 110 Fundamentals of Public Speaking	3			EDU 232 Classroom Management	3		
<b>2. Arts &amp; Humanities (9)</b>				<b>EDU 237 Music for Elementary Teachers</b>			
NAS 201 History of TAT	3			EDU 250 Intro to Education	3		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			EDU 297 Mid School Field Experience	2		
EDU 238 Children's Literature	3			EDU 298 Pre-Professional Experience	1		
<b>3. Social Sciences (9)</b>				<b>EDU 300 Elementary Practicum I</b>			
PSY 111 Intro to Psychology	3			EDU 305 Multicultural Education	3		
PSY 250 Developmental Psychology	3			EDU 320 Curriculum, Instruction & Assessment	2		
HIS 220 ND History	3			EDU 392 Foundations, Issues, & Trends	2		
<b>4. Mathematics/Lab Science/Technology (11)</b>				<b>EDU 400 Elementary Practicum II</b>			
MATH 103 College Algebra	4			EDU 402 Teaching Reading in Content Area/Diagnostic Reading	3		
BIO 111 or BIO 150 Biology (I)	4			EDU 421 Math Methods & Materials	2		
CSCI 101 Intro to Computers	3			EDU 422 Language Arts Methods & Materials	3		
<b>5. Institution-Specific Requirement</b>				<b>EDU 423 Reading Methods &amp; Materials</b>			
PSY 100 Psychology of Student Success	1			EDU 424 Social Studies Methods & Materials	2		
ASMT 200 Assessment of Student Learning	0			EDU 426 Science Methods & Materials	3		
<b>Additional Requirements for all Elem Ed majors (28)</b>				<b>EDU 450 Middle School Curriculum &amp; Philosophies</b>			
GEOL 100 Earth Science	4			EDU 451 Middle School Teaching Methods	3		
GEOG 150 Intro to Geography	3			EDU 492 Student Teaching	16		
MATH 277 Math for Elementary Teachers	3						
HPER 210 First Aid/CPR	2						
MATH 377 Geometry for Elementary Teachers	3						
PSY 230 Educational Psychology	3						
HIS 103 United States History I	3						
HPER 225 Elementary Health & Physical Education Activities & Methods	3						
NAS 101 Intro to Indian Studies	3						
CSCI 117 Front Page I	1						
				<b>Additional Math Requirements (12)</b>			
				MATH 165 Calculus	4		
				MATH 210 Statistics	4		
				EDU 273 Physical Science for Elementary Teachers	4		
				Praxis I pass score:		Date:	
				Praxis II pass score:		Date:	





# FORT BERTHOLD COMMUNITY COLLEGE

**Major: Bachelor of Science Elementary Education w/ Endorsement in Middle School Science**  
**Credit Hours Required (148 cr) 2013-14 Catalog**

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements (39)				Core Requirements (66)			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (9 cr)</b>				EDU 210 Intro to Except. Child			
ENG 110 Composition I	3			EDU 222 Technology for Teachers	3		
ENG 120 Composition II	3			EDU 224 Fine Arts Activities & Methods	3		
COMM 110 Fundamentals of Public Speaking	3			EDU 232 Classroom Management	3		
<b>2. Arts &amp; Humanities (9)</b>				EDU 237 Music for Elementary Teachers			
NAS 201 History of TAT	3			EDU 250 Intro to Education	3		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			EDU 297 Mid School Field Experience	2		
EDU 238 Children's Literature	3			EDU 298 Pre-Professional Experience	1		
<b>3. Social Sciences (9)</b>				EDU 300 Elementary Practicum I			
PSY 111 Intro to Psychology	3			EDU 305 Multicultural Education	3		
PSY 250 Developmental Psychology	3			EDU 320 Curriculum, Instruction & Assessment	2		
HIS 220 ND History	3			EDU 392 Foundations, Issues, & Trends	2		
<b>4. Mathematics/Lab Science/Technology (11)</b>				EDU 400 Elementary Practicum II			
MATH 103 College Algebra	4			EDU 402 Teaching Reading in Content Area/Diagnostic Reading	3		
BIO 111 or BIO 150 Biology (I)	4			EDU 421 Math Methods & Materials	3		
CSCI 101 Intro to Computers	3			EDU 422 Language Arts Methods & Materials	2		
<b>5. Institution-Specific Requirement</b>				EDU 423 Reading Methods & Materials			
PSY 100 Psychology of Student Success	1			EDU 424 Social Studies Methods & Materials	2		
ASMT 200 Assessment of Student Learning	0			EDU 426 Science Methods & Materials	3		
<b>Additional Requirements for Elem Ed majors (28)</b>				EDU 450 Middle School Curriculum & Philosophies			
GEOL 100 Earth Science	4			EDU 451 Middle School Teaching Methods	3		
GEOG 150 Intro to Geography	3			EDU 492 Student Teaching	16		
MATH 277 Math for Elementary Teachers	3			<b>Additional Science Requirements (15)</b>			
HPER 210 First Aid/CPR	2			GEOL 210 Astronomy	3		
MATH 377 Geometry for Elementary Teachers	3			BIO ____ (Elective)	4		
PSY 230 Educational Psychology	3			CHEM 115 or 121 Chemistry	4		
HIS 103 United States History I	3			PHY 211 Physics	4		
HPER 225 Elementary Health & Physical Education Activities & Methods	3						
NAS 101 Intro to Indian Studies	3			Praxis I pass score: _____ Date: _____			
CSCI 117 Front Page I	1						
				Praxis II pass score: _____ Date: _____			



# FORT BERTHOLD COMMUNITY COLLEGE

Major: A.S. Environmental Science  
 Credit Hours Required (67-68 cr) 2013-14 Catalog

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements (39)				Core Requirements (28/29)			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (9 cr)</b>				BIO 124 Environmental Science	4		
ENG 110 Composition I	3			BIO 151 Biology II	4		
ENG 120 Composition II	3			SOIL 210 Introduction to Soil Science	4		
COMM 110 Fundamentals of Public Speaking	3			CHEM 121 Chemistry I	4		
<b>2. Arts &amp; Humanities (9)</b>				CHEM 122 Chemistry II	4		
NAS 201 History of TAT	3			Elective – Choose from one of the following:			
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			GEOG 125 Fundamentals of GPS/GIS/RS	3		
<b>3. Social Sciences (9)</b>				ARSC 236 Introduction to Range Management	3		
POL SCI 234 Basic Indian Law	3			<b>Research Component (5/6)</b>			
<b>4. Mathematics/Lab Science/Technology (11)</b>				BIO 225 Research Methods	3		
Math (103 or above)	4			Elective – Choose from one of the following:			
BIO 150	4			BIO 230 Field Research	3		
Technology	3			BIO 297 Environmental Science Internship	2		
<b>5. Institution-Specific Requirement</b>							
PSY 100 Psychology of Student Success	1						
ASMT 200 Assessment of Student Learning	0						



# FORT BERTHOLD COMMUNITY COLLEGE

Major: A.A.S. Environmental Science  
 Credit Hours Required (56/57 cr) 2013-14 Catalog

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements (20)				Core Requirements (36/37)			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (6)</b>				GEOL 100 Earth Science			
ENG 110 Composition I	3			BIO 150 Biology I	4		
COMM 110 Fundamentals of Public Speaking	3			BIO 151 Biology II	4		
				BIO 124 Environmental Science			
<b>2. Social Sciences/ Arts &amp; Humanities (6)</b>				CHEM 121 Chemistry I			
NAS 201 History of TAT	3			CHEM 122 Chemistry II	4		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			SOIL 210 Introduction to Soil Science	4		
				GEOG 125 Fundamentals of GPS/GIS/RS			
<b>3. Mathematics/Technology (7)</b>				<b>Research Component (5/6)</b>			
Math (103 or above)	4			BIO 225 Research Methods	3		
Technology	3			Students must take ONE of the following:			
<b>4. Institution-Specific Requirement (1)</b>				BIO 230 Field Research			
PSY 100 Psychology of Student Success	1			BIO 297 Environmental Science Internship	2		
ASMT 200 Assessment of Student Learning	0						



# FORT BERTHOLD COMMUNITY COLLEGE

Major: Bachelor of Science Environmental Science  
 Credit Hours Required (123-124 cr) 2013-14 catalog

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements (39)				Core Requirements (35/36)			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (9 cr)</b>				BIO 151 Biology II	4		
ENG 110 Composition I	3			BIO 124 Environmental Science	4		
ENG 120 Composition II	3			SOIL 210 Introduction to Soil Science	4		
COMM 110 Fundamentals of Public Speaking	3			GEOG 125 Fundamentals of GPS/GIS/RS	3		
<b>2. Arts &amp; Humanities (9)</b>				ARSC 236 Introduction to Range Management	3		
NAS 201 History of TAT	3			GEOL 100 Earth Science	4		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			CHEM 121 Chemistry I	4		
				CHEM 122 Chemistry II	4		
<b>3. Social Sciences (9)</b>				BIO 225 Research Methods	3		
POL SCI 234 Basic Indian Law	3			Elective – choose from one of the following:			
				BIO 230 Field Research	3		
				BIO 297 Environmental Science Internship	2		
<b>4. Mathematics/Lab Science/Technology (11)</b>				<b>Professional Requirements (45)</b>			
MATH 103 College Algebra	4			BIO 316 Global Climate Change	3		
BIO 150 Biology I	4			BIO 324 Ecology	3		
Technology	3			BIO 331 Soil Ecology	3		
<b>5. Institution-Specific Requirement (1)</b>				BIO 350 Freshwater Ecology	4		
PSY 100 Psychology of Student Success	1			BIO 370 Zoology	4		
ASMT 200 Assessment of Student Learning	0			BIO 420 Air and Water Quality	4		
<b>Additional Requirements (4)</b>				CHEM 421 Environmental Chemistry & Toxicology	3		
MATH 210 Statistics	4			BIO 422 Environmental Law	3		
				BIO 431 Wildlife & Fisheries Conservation & Management	3		
				ENG 452 Scientific Literature & Writing	3		
				BIO 460 TAT Environmental Issues, Beliefs & Ethics	3		
				BIO 493 Senior Research	3		
				Electives:	6		

Possible electives: BIO 433 Wildlife Ecology, BIO 443 Range Ecology, BIO 444 Grassland Ecology, BIO 206 Ethnobotany, BIO 450 Mammalogy, CHEM 480L Biochemistry Lab, CHEM 481 Biochemistry



# FORT BERTHOLD COMMUNITY COLLEGE

**Degree: Farm/Ranch Management 18-Months AAS**  
**Credit Hours Required (65 cr) 2013-14 Catalog**

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements				Core Requirements			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (6 cr)</b>				AGEC 142 Ag Accounting	3		
ENG 110 Comp I–OR- BOTE 210 Business Comm.	3			AGEC 242 Intro Ag Mgmt	3		
COMM 110 Fundamentals of Public Speaking	3			AGEC 244 Introduction to Agricultural Marketing	3		
<b>2. Social Sciences /Arts &amp; Humanities (6)</b>				AGEC 246 Introduction to Agricultural Finance	3		
NAS 201 History of the TAT	3			AGEC 249 Computerized Farm Record Keeping	2		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			ARSC 220 Livestock Prod.	2		
				AGED 241 Leadership & Presentation Techniques	2		
				COOP 197 Cooperative Education Internship	2		
				PLSC 225 Prin.of Crop Prod	3		
<b>3.</b>				PLSC 223 Intro Weed Sci	3		
				SOIL 210 Intro Soil Science	3		
				ASM Ag Welding	3		
				HPER 210 1 <sup>st</sup> Aid/CPR	2		
				<b>Electives: 4 courses, 12 credits from:</b>			
<b>4. Mathematics/ Technology (6)</b>				ARSC 114 Business Law I	3		
Math	3			ARSC 123 Feeds & Feeding	3		
Technology	3			ARSC 236 Intro Range Mgmt	3		
				ASM 125 Fabrication and Construction Technology	3		
				ASM 254 Electricity and Electronics Applications	3		
<b>5. Institution-Specific Requirement</b>				ASM 278 Machinery Principles and Mgmt	3		
PSY 100 Psychology of Student Success	1			SOIL 222 Soil Mgmt/Cons.	3		
ASMT 200 Assessment of Student Learning	0			VETS 239 Animal Health	3		



# FORT BERTHOLD COMMUNITY COLLEGE

**Certificate of Completion: Farm/Ranch Management 9-Months  
Credit Hours Required (33 cr) 2013-14 Catalog**

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements				Core Requirements: 6 courses, 18 credits from:			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications</b>				AGEC 142 Ag Accounting			
BOTE 210 Bus. Comm.	3			AGEC 242 Intro Ag Mgmt	3		
				ARSC 220 Livestock Prod.	2		
<b>2. Social Sciences /Arts &amp; Humanities</b>				ARSC 236 Intro Rnge Mgmt			
NAS Native American Studies	3			ASM 125 Fabrication and Construction Technology	3		
				ASM 155 Ag Welding	3		
				COOP 197 Cooperative Education Internship	2		
<b>3.</b>				PLSC 110 World Food Crop			
HPER 210 1 <sup>st</sup> Aid/CPR	2			PLSC 225 Prin.of Crop Prod	3		
<b>4. Mathematics/ Technology</b>				PLSC 223 Intro Weed Sci			
MA 012 Found. Of Math	3						
CSCI 101 Intro Computers	3						
<b>5. Institution-Specific Requirement</b>							
PSY 100 Psychology of Student Success	1						
ASMT 200 Assessment of Student Learning	0						



# FORT BERTHOLD COMMUNITY COLLEGE

Major: Human Services (AA)  
 Credit Hours Required (66 cr) 2013-14 Catalog

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements				Core Requirements			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>2. Communications (9 cr)</b>				CJ 201 Intro. To Criminal Justice			
ENG 110 Composition I	3			MA 210 Statistics	4		
ENG 120 Composition II	3			PSY 111 Intro. To Psychology	3		
COMM 110 Fundamentals of Public Speaking	3			POLS 234 Basic Indian Law	3		
<b>2. Arts &amp; Humanities (9)</b>				<b>Area Concentration</b>			
NAS 201 History of the TAT	3			PSY 285 Practicum	2		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			SWK 255 Social Work as a Profession	3		
				SWK 256 Social Welfare	3		
<b>3. Social Sciences (9)</b>				SWK 250 Interpersonal Skills	3		
				<b>Elective: Choose one from:</b>			
				PSY 244 Dynamics of Addiction	3		
<b>4. Mathematics/Lab Science/Technology (11)</b>				PSY 250 Developmental Psy.	3		
Math (103 or above)	4			PSY 270 Abnormal Psy.	3		
Lab Science	4						
Technology	3						
<b>5. Institution-Specific Requirement</b>							
PSY 100 Psychology of Student Success	1						
ASMT 200 Assessment of Student Learning	0						



# FORT BERTHOLD COMMUNITY COLLEGE

**Major: Information Management Specialist A.A.S. (18 month)**  
**Credit Hours Required (60 cr) 2013-14 Catalog**

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements (19 cr)				Core Requirements (34 cr)			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (6 cr)</b>				ACCT 200 Accounting I			
ENG 110 Comp I –OR– BOTE 210 Business Comm.	3			ACCT 201 Accounting II	3		
COMM 110 Fundamentals of Public Speaking	3			BOTE 102 or 152 Keyboarding I or II	3		
<b>2. Social Sciences/Arts &amp; Humanities (6)</b>				BOTE 188 Computerized Accounting			
NAS 201 History of the TAT	3			BOTE 202 Keyboarding III	3		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			BOTE 217 Records Mgmt	2		
				BOTE 275 Office Procedures	3		
<b>3.</b>				BOTE 147 MS Word			
				BOTE 247 MS Excel	3		
				BOTE 257 MS Access	3		
				BADM 225 Human Beh. in Org.	3		
				BADM 297 Internship	2		
				<b>Other Requirements (7 cr)</b>			
<b>4. Mathematics/ Technology (6)</b>				Business Elective			
Math	3			CSCI 120 Intro. To Computer Programming	3		
Technology	3						
<b>5. Institution-Specific Requirement</b>							
PSY 100 Psychology of Student Success	1						
ASMT 200 Assessment of Student Learning	0						





# FORT BERTHOLD COMMUNITY COLLEGE

Major: Liberal Arts A. A.  
 Credit Hours Required (69 cr) 2013-14 Catalog

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements				Core Requirements			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (9 cr)</b>				History/Humanities/Language/Philosophy	6		
ENG 110 Composition I	3						
ENG 120 Composition II	3						
COMM 110 Fundamentals of Public Speaking	3			Art	3		
<b>2. Arts &amp; Humanities (9)</b>				Math/Computer Science/Science	3		
NAS 201 History of the TAT	3			Economics/Geography/Political Science	3		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3						
<b>3. Social Sciences (9)</b>				Psychology/Sociology/Social Work	3		
				BOTE 147 Word Processing or Higher	3		
				<b>Electives 9 cr</b>			
<b>4. Mathematics/Lab Science/Technology (11)</b>							
Math (103 or above)	4						
Lab Science	4						
Technology	3						
<b>5. Institution-Specific Requirement</b>							
PSY 100 Psychology of Student Success	1						
ASMT 200 Assessment of Student Learning	0						



# FORT BERTHOLD COMMUNITY COLLEGE

Major: Marketing/Entrepreneurship – 9 Month Vocational Certificate  
 Credit Hours Required (36 cr) 2013-14 Catalog

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements (10 cr)				Core Requirements (26 cr)			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (3)</b>				ACCT 200 Accounting I	3		
BOTE 210 Business Comm.	3			BADM 120 Introduction to Business	3		
				BADM111 Customer Service	3		
<b>2. Social Sciences/Arts &amp; Humanities (3)</b>				BOTE 147 Word Processing	3		
Native American Studies Course	3			BADM 201 Marketing	3		
				BADM 110 Advertising	3		
<b>3. Mathematics/ Technology (3)</b>				BADM 206 Writing a Business Plan	3		
Math 100 or Higher	3			BADM 297 Business Internship	2		
				BADM Business Elective	3		
<b>4. Institution-Specific Requirement (1)</b>							
PSY 100 Psychology of Student Success	1						



# FORT BERTHOLD COMMUNITY COLLEGE

Major: Mathematics A.S.  
 Credit Hours Required (65 cr) 2013-14 Catalog

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements				Core Requirements			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (9 cr)</b>				MA 208 Discrete Math			
ENG 110 Composition I	3			MA 210 Elementary Stat.	4		
ENG 120 Composition II	3			MA 165 Calculus I	4		
COMM 110 Fundamentals of Public Speaking	3			MA 166 Calculus II	4		
<b>2. Arts &amp; Humanities (9)</b>				MA 227 Applied Lin. Alg.			
NAS 201 History of the TAT	3			<b>Required Cognates</b>			
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			CSCI 122 Visual Basic	4		
<b>3. Social Sciences (9)</b>							
				<b>Elective: 3 cr</b>			
<b>4. Mathematics/Lab Science/Technology (11)</b>							
Math (103 or above)	4						
Lab Science	4						
Technology	3						
<b>5. Institution-Specific Requirement</b>							
PSY 100 Psychology of Student Success	1						
ASMT 200 Assessment of Student Learning	0						



# FORT BERTHOLD COMMUNITY COLLEGE

Major: Medical Secretary 18- Month AAS  
 Credit Hours Required (63 cr) 2013-14 Catalog

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements				Core Requirements			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (6 cr)</b>				BIO 220 A&P I	4		
ENG 110 Comp. I –OR- BOTE 210 Bus. Comm.	3			BIO 221 A&P II	4		
COMM 110 Fundamentals of Public Speaking	3			ACCT 200 Accounting I	3		
<b>2. Social Sciences /Arts &amp; Humanities (6)</b>				BOTE102 Keybdng I –OR- BOTE 152 Keyboarding II	3		
NAS 201 History of the TAT	3			BOTE 202 Keyboarding III	3		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			BOTE 217 Records Mgmt	2		
				BOTE 147 MS Word	3		
<b>3.</b>				BOTE 247 MS Excel	3		
				BOTE 257 MS Access	3		
				BOTE 171 Med. Terminology	3		
				AH 220 Medical Transcription	3		
				AH 281 Medical Office & Insurance Procedures	3		
				BADM 297 Internship	2		
				HPER 210 First Aid/CPR	2		
<b>4. Mathematics/ Technology (6)</b>							
Math	3						
Technology	3						
<b>5. Institution-Specific Requirement</b>							
PSY 100 Psychology of Student Success	1						
ASMT 200 Assessment of Student Learning	0						



# FORT BERTHOLD COMMUNITY COLLEGE

Major: Native American Studies Associate of Arts  
 Credit Hours Required (69 cr)

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements				Core Requirements			
Area/Course	Cr	Term	Grade	Area/Course (24)	Cr	Term	Grade
<b>1. Communications (9 cr)</b>				NAS 102 Comp. Spiritual Bel.			
ENG 110 Composition I	3			POL SCI 234 Basic Ind. Law	3		
ENG 120 Composition II	3			HUM 255 Native American Children's Literature	3		
COMM 110 Fundamentals of Public Speaking	3			NAS 213, 215, 217 (circle one) Hidatsa, Mandan, or Arikara II	3		
<b>2. Arts &amp; Humanities (9)</b>				NAS 105 Nat. American Art			
ENG 265 Nat. American Lit.	3			NAS 121 Intro to the Hist. of Indian Ed.	3		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			PHIL\NAS 203 Native American Philosophy	3		
NAS 101 Intro to Indian Studies	3			NAS 201 History of the TAT	3		
<b>3. Social Sciences (9)</b>				<b>Electives: 6 cr from:</b>			
PSY 111 Intro to Psychology	3			BIO 124 Environmental Science	4		
SOC 111 Intro to Sociology	3			NAS 205 Native American Issues in Film	3		
NAS 213 Tribal Government	3			NAS 225 Trad. Gardening/Food	3		
<b>4. Mathematics/Lab Science/Technology (11)</b>				NAS 120 Nat. American Hand Games			
Math (103 or above)	4			NAS 119 Nat. American Singing	3		
BIO 206 Ethnobotany	4			NAS 227 Native American Dance Clothing	3		
CSCI 101 Intro to Computers	3						
<b>5. Institution-Specific Requirement (1)</b>							
PSY 100 Psychology of Student Success	1						
ASMT 200 Assessment of Student Learning	0						



# FORT BERTHOLD COMMUNITY COLLEGE

Major: Bachelor of Art in Native American Studies  
Credit Hours Required (126)

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements (39)				Professional Requirements (48+12electives=60)			
Area/Course	Cr	Term	Grade	Area/ Course	Cr	Term	Grade
<b>1. Communications (9 cr)</b>				NAS 301, 302, 303 (circle one) Early History of the Mandan, Hidatsa, Arikara			
ENG 110 Composition I	3			NAS 304 Native American Art History	3		
ENG 120 Composition II	3			NAS 330 Contemporary Plains Indians Cultures	3		
COMM 110 Fundamentals of Public Speaking	3			NAS 342 Native American Music	3		
<b>2. Arts &amp; Humanities (9)</b>				NAS 331 Traditional Plains Cultures			
ENG 265 Native American Literature	3			NAS 350 American Indian Languages	3		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			NAS 352 Native American Philosophical Thought	3		
NAS 101 Introduction to Indian Studies	3			NAS 385 Native American Economic Development	3		
<b>3. Social Sciences (9)</b>				BIO 388 Native Americans Ecological Knowledge			
NAS 213 Tribal Government	3			NAS 400 Indian Country Today	3		
PSY 111 Intro to Psychology	3			NAS 401 Evaluating Research of the TAT	3		
SOC 111 Intro to Sociology	3			NAS 402 Agricultural and Natural Resource Management in NA communities	3		
<b>4. Mathematics/Lab Science/Technology (11)</b>				NAS 415 History of American Indian Ed			
MATH 103 College Algebra	4			NAS 420 Federal Indian Law and Policy	3		
BIO 206 Ethnobotany	4			NAS 424 N.A Oral Literature	3		
CSCI 101 Intro to Computers	3			NAS 499 Senior Thesis in N.A. Studies	3		
<b>5. Institution-Specific Requirement (1)</b>				<b>Electives (12)</b>			
PSY 100 Psychology of Student Success	1			NAS 307 Native American Leadership Past- Present	3		
ASMT 200 Assessment of Student Learning	0			NAS 308 Tribal, State, and Federal Programs	3		
<b>Core Requirements (27)</b>				NAS 309 American Indian Religion and Spirituality			
NAS 102 Comp. Spiritual Beliefs	3			NAS 379 Special Topics	1-3		
POL SCI 234 Basic Indian Law	3			NAS 418 Native American Judicial Issues	3		
HUM 255 Native American Children's Literature	3			NAS 425 Tribal Colleges and Higher Education	3		
NAS 114, 116, 118 (circle one) Hidatsa, Mandan, or Arikara II	3			NAS 430 Native American Studies Internship	1-3		
NAS 105 Native American Art	3			NAS 444 Native American Environmental Issues and the Media	3		
NAS 121 Intro. to History of Indian Education	3			NAS 492 Direct Readings	1-3		
PHIL/ NAS 203 Native American Philosophy	3			NAS 494 Independent Study	1-3		
NAS 201 History of TAT	3						
NAS 240 Research & Writing in Indian Studies	3						



# FORT BERTHOLD COMMUNITY COLLEGE

Major: A.S. Pre-Engineering  
Credit Hours Required (70-71 cr) 2013-14 Catalog

Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

General Education Requirements (40)			
Area/Course	CR	Term Taken	Grade
<b>1. Communications (9)</b>			
ENG 110 Comp I	3		
ENG 120 Comp II	3		
COMM 110 Speech	3		
<b>2. Arts &amp; Humanities (9)</b>			
Tribal Language	3		
History of the TAT	3		
	3		
<b>3. Social Sciences (9)</b>			
	3		
	3		
	3		
<b>4. Mathematics/Science/Technology (12)</b>			
CHEM 120 Chemistry I	4		
MATH 165 Calculus I	4		
ENGR 115: Intro to Engineering w/ CAD	4		
<b>5. Institution-Specific Requirement (1)</b>			
PSY 100	1		
ASMT 200 Assessment of Student Learning	0		

**Math Requirement:**

MATH 129 Basic Linear Algebra (2)

**Math Options: (Choose minimum of 4)**

MATH 103 College Algebra (4)

MATH 105/7 Trigonometry/Precalculus (2/4)

MATH 165 Calculus I\* (4)

MATH 166 Calculus II (4)

MATH 265 Calculus III (4)

MATH 266 Intro to Differential Equ. (3)

Core Requirements			
Number/Course	CR	Term Taken	Grade
Math Courses	13-14		
Science Courses	8		
Engineering Courses	9-12		

**Science Requirements:**

CHEM 121 Chemistry I\* (4)

PHYS 252 Physics II (4)

**Science Options: (Choose minimum of 1)**

CHEM 122 Chemistry II (4)

PHYS 251 Physics I (4)

**Engineering Requirement:**

ENGR 115 Intro to Engineering w/ CAD\* (4)

**Engineering Options: (Choose minimum of 3)**

ENGR 201 Statics (3)

ENGR 202 Dynamics (3)

ME 223 Mechanics of Materials\*\* (4)

ENGR 204 Surveying\*\* (4)

EE 206 Circuit Analysis I\*\* (4)

ME 350 Thermodynamics\*\* (3)

**\* Credits Count as Math/Science/Technology General Education Requirement**

**\*\*These classes may be taught at NDSU during the PEEC Summer Session**

Students must achieve a C or better in all core classes to graduate with an A.S. degree in Pre-Engineering.



# FORT BERTHOLD COMMUNITY COLLEGE

Major: A.S. Science  
 Credit Hours Required (67 cr) – 2013-14 Catalog

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements (39)				Core Requirements (28)			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (9 cr)</b>				BIO 151 Biology II	4		
ENG 110 Composition I	3			CHEM 121 Chemistry I	4		
ENG 120 Composition II	3			CHEM 122 Chemistry II	4		
COMM 110 Fundamentals of Public Speaking	3			Elective - Choose from one of the following:	4		
<b>2. Arts &amp; Humanities (9)</b>				GEOL 100 Earth Science			
NAS 201 History of TAT	3			PHY 105 Physical Science			
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			<b>Science Area Concentration:</b> At least three classes from Science, all the same prefix <b>(12 credits)</b>			
<b>3. Social Sciences (9)</b>							
<b>4. Mathematics/Lab Science/Technology (11)</b>							
Math (103 or above)	4						
BIO 150 Biology I	4						
Technology	3						
<b>5. Institution-Specific Requirement</b>							
PSY 100 Psychology of Student Success	1						
ASMT 200 Assessment of Student Learning	0						





## **Board of Directors**

**Patrick Packineau, *President***

**Dewey Hosie, *Vice-President***

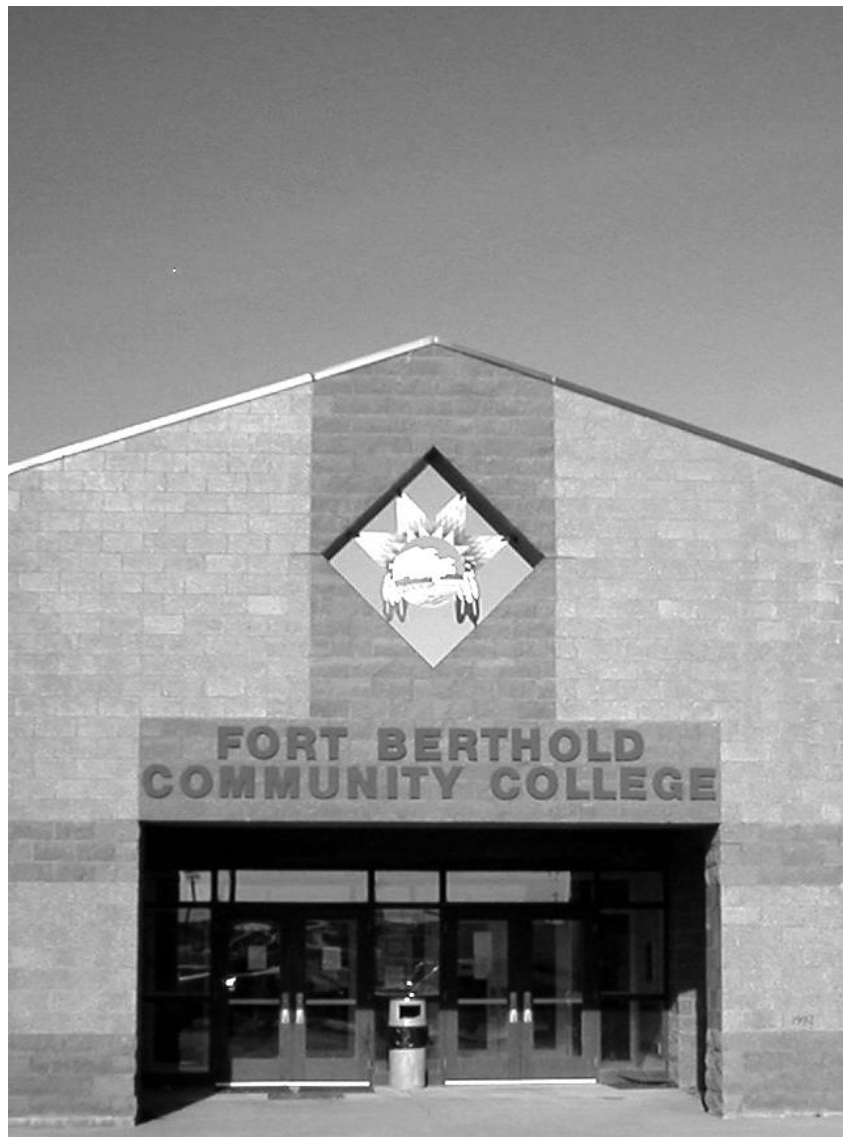
**Cory Spotted Bear *Member***  
*Treasurer*

**Richard Mayer, *Secretary***

**Abigail Bingen, *Member***

**Thomas Mandan, *Member***

**Magdeline Young Bear, *Member***



## Full-Time Faculty

**Abe, Thomas – Science Instructor, Ext. 287**

B.A., Chemistry, Minot State University  
B.S., Medicine, University of North Dakota

**Alfson, Lori – Pre-Engineering Instructor, Ext. 225**

B.S. Industrial Engineering & Management,  
North Dakota State University

**Baker, Dr. Waylon – Academic Dean/English Instructor, Ext. 273**

Ph.D., University of North Dakota

**Carns, Sandra – Nursing Instructor**

B.S., Nursing, Minot State University

**Driver Jr., Delvin – Native American Studies Instructor, Ext. 223**

Bilingual Certificate  
A.A. Farm and Ranch Management, Fort Berthold  
Community College

**Driver, Tanya – Science Instructor, Ext. 238**

B.S., Environmental Science, Fort Berthold  
Community College

**Fox, Shannon - Art 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

**Frankenbery, Dr. Constance – Education Department Instructor, Ext. 215**

Ed.D., Educational Leadership, Bowie State  
University  
Instructional Technology Certification, Johns  
Hopkins University  
M.A., Administration Supervision, Loyola College  
in Maryland  
Early Childhood Certification, Bowie State  
University  
B.S., Child Development, University of Pittsburgh

**Goodall, Pansy - Business/Marketing Instructor, Ext 279**

B.A. ,Business Administration Fort Berthold  
Community College  
B.S., Business Administration University of Mary  
Masters Business Management University of Mary  
College, MBA Masters Business Administration  
University of Mary  
A.S. Science, Fort Berthold Community College  
A.A. Native American Studies, Fort Berthold  
Community College  
A.A., Liberal Arts, Fort Berthold Community  
College

**Hartman, Dr. Kerry - Science Instructor, Ext. 253**

Ph.D., South Dakota State University  
M.Ed., University of Illinois  
B.A., University of Illinois

**Kroupa, Brad – Native American Studies Instructor**

M.A. Anthropology, Indiana University  
B.A. American Indian Studies/Sociology,  
University of Wisconsin-Milwaukee

**Rave-Lee, Jodi – Native American Studies Instructor, Ext. 293**

A.A.S. Process Plant Technology, Bismarck  
State College  
B.S. Journalism, University of Colorado-  
Boulder  
M.I.S. Environmental Studies, Law and  
Creative Writing, University of Montana  
(completed studies)  
Defense Information School, Journalism,  
Army-Air Force, Fort Benjamin Harrison,  
Indianapolis, Indiana  
Degree: Computerized Accounting, Computer  
and Business Management Education Center,  
Laramie, Wyoming

**Schroeder, Candie – Early Childhood, Ext. 270**

M.S., Early Childhood Education, University of  
North Dakota  
B.S., Elementary Education, Valley City State  
University

**Sharpfish, John – Construction Technology Instructor, Ext. 263**

**Simpson, Delrene Susie – Human Services Instructor, Ext. 281**

A.A. Human Services, Fort Berthold Community College  
B.A., University of Mary

**White Plume, Dr. Jessica – Human Services Director, Ext. 250**

Ph.D. Clinical Health Psychology, University of North Dakota  
M.P.H. Native Community Health, University of Minnesota  
B.A. Psychology, Black Hills State University

**Wilkinson, Cedrick – Welding Instructor, Ext. 214**

Certificate of Welding, Bismarck State College

**Young Bird, Bernadine – Education Department Instructor, Ext. 291**

M.S., Learning Disabilities, Minot State University  
B.S., Elementary Education, University of Mary

## **Part-Time Faculty**

Approximately forty part-time faculty, teach during the academic year throughout the Reservation. The Vice-President of Academics maintains a list of instructors and their academic qualifications.

## **Administration & Staff**

**Aldayel, Dr. Adnan – Chief Financial Officer/ Vice President of Support Services, Ext. 233**

Ph.D., Financial Economics (International Economics/Finance, and investments fields), University of New Orleans

**Alberts, Vonnie – Public Relations, Ext. 213**

**Baker-Demaray, Dr. Twyla – Dean of Students**

Ph.D., University of North Dakota

**Bell, Roberta – Adult Education Assistant, Ext. 296**

**Brady, Winona - President's Office Administrative Assistant, Ext. 290**

**Brady, Valorie – Human Services Director, Ext. 216**

**Buckman, Vernell – Mandaree Mentor, 759-3545**

**Coffee, Sable – Online Information Specialist, Ext. 268**

**Cronis, Rebecca – Admissions, Student Services, Ext. 259**

Associates of Applied Science, Fort Berthold Community College

**Danks, Lisa – Accounts Payable, Ext. 237**

**Fox, Tracy – Administrative Assistant (Business Office), Ext. 260**

**Fox, Wayne – Vice President of Academics, Ext. 248**

Doctoral Candidate, Educational Leadership, Montana State University  
M.S., Educational Leadership, Oglala Lakota College  
B.S., Elementary Education, University of North Dakota

**Halvorson, Valerie – Receptionist, Ext. 272/0**

B.S., Management University of Mary  
Secretarial Science Certificate, Fort Berthold Community College

**Hosie, Leonard - White Shield Mentor 743-4552**

Master's Degree in Education Strategic Leadership, University of Mary  
B.S. Education, North Dakota State University  
A.A. Business, Fort Berthold Community College

**Johnson, Travis – Ag. Dept. Staff, Ext. 237**

**Laducer, Florence – Information Literacy**

**Technician, Ext. 264**

**Lewis, Jeremy – Business Office Manager,  
Ext. 233**  
MBA, Finance, University of Mary

**Little Whiteman, Iona - Bookstore Manager,  
Ext. 257 (Bookstore Ext 251)**

**Lockwood, Betty - Adult Basic Education  
Director, Ext. 258**  
A.A., Fort Berthold Community College  
B.A., University of North Dakota

**Mandan, Thomasina – Native American  
Studies Director/Online Education Director,  
Ext 282**  
B.S. in Secondary Education-Composite Science,  
Turtle Mountain Community College  
A.S. in Science, Fort Berthold Community College  
A.A. in Liberal Arts, Fort Berthold Community  
College

**Mason, Beverly - Financial Aid Director,  
Ext. 236**

**Mason, Russell – President, Ext. 240**  
M.A., University of Mary  
B.S., University of Mary  
A.A., Haskell Indian Nation University

**Mortensen, Dr. Stacey – Director of Grants  
and Accreditation, Ext. 221**  
Doctorate of Chiropractic-University of  
Western States  
B.S. Chemistry-University of North Dakota

**Penland, Kathleen – Student Services/Adult  
Education Instructor**  
M.Ed., Curriculum & Instruction, National  
Louis University  
B.A., English, Carroll College

**Primeaux, Dianne – Academics  
Administrative Assistant, Ext. 267**

**Sanchez, Andy – Equipment Technician, Ext.  
261**

**Sharpfish, Lisa – Cafeteria, Ext. 265**

**Smith, Keith - Facilities Manager,  
Ext.262/269**

**Solis, Amy – Director of Learning & Library  
Services, Ext. 255**

**Stevens, Michael - Director of Technology,  
Ext. 256**  
B.S., Computer Science/ Indian Studies minor  
Minot State University  
A.A., Liberal Arts Fort Berthold Community  
College

**Sun, Henry – Network Operations Engineer,  
Ext.284**

**Titus, Garrett – Registrar, Ext. 247**

