Chief Dull Knife College
Academic Calendar
2003-2004

FALL SEMESTER 2003

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Application Deadline</td>
<td>August 15</td>
</tr>
<tr>
<td>Registration/Advising/Testing</td>
<td>August 18-27</td>
</tr>
<tr>
<td>(Testing only at 9 a.m. &amp; 1 p.m. each day)</td>
<td></td>
</tr>
<tr>
<td>Registration Closes (Late fee may apply)</td>
<td>August 27</td>
</tr>
<tr>
<td>Mandatory Orientation/College Survival Skills</td>
<td>August 28-29</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>September 1</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>September 2</td>
</tr>
<tr>
<td>Last Day to Add Classes (No Registration)</td>
<td>September 8</td>
</tr>
<tr>
<td>Bands Depart Oklahoma Remembrance</td>
<td>September 11</td>
</tr>
<tr>
<td>American Indian Day Holiday</td>
<td>September 26</td>
</tr>
<tr>
<td>Last Day to Drop Classes Without Academic Penalty</td>
<td>October 17</td>
</tr>
<tr>
<td>Mid-Term Week</td>
<td>October 20-24</td>
</tr>
<tr>
<td>End of the 9th Week for Financial Aid Eligibility</td>
<td>October 31</td>
</tr>
<tr>
<td>Veteran’s Day Holiday</td>
<td>November 10</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 27-28</td>
</tr>
<tr>
<td>Sand Creek Massacre Commemoration</td>
<td>November 29</td>
</tr>
<tr>
<td>Last Day to Withdraw or Drop Classes</td>
<td>December 5</td>
</tr>
<tr>
<td>Pre-Registration for Spring Semester 2003 (Current Students)</td>
<td>December 8-12</td>
</tr>
<tr>
<td>Final Exams Week</td>
<td>December 15-19</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Dec. 22-Jan. 14, 2004</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>January 15, 2004</td>
</tr>
</tbody>
</table>
## SPRING SEMESTER 2004

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Admissions Application Deadline</td>
<td>December 30</td>
</tr>
<tr>
<td>Registration/Advising/Testing</td>
<td>January 2-12</td>
</tr>
<tr>
<td>(Testing only at 9 a.m. &amp; 1 p.m. each day)</td>
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<tr>
<td>Fort Robinson Breakout Commemoration</td>
<td>January 9</td>
</tr>
<tr>
<td>Registration Closes (Late Fee may apply)</td>
<td>January 12</td>
</tr>
<tr>
<td>Mandatory Orientation/College Survival Skills</td>
<td>January 13-14</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 15</td>
</tr>
<tr>
<td>Dr. Martin Luther King, Jr. Holiday</td>
<td>January 19</td>
</tr>
<tr>
<td>Last Day to Add Classes</td>
<td>January 23</td>
</tr>
<tr>
<td>Chief’s Day Holiday</td>
<td>February 16</td>
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<tr>
<td>Last Day to Drop Classes Without Academic Penalty</td>
<td>February 27</td>
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<tr>
<td>Mid-Term Week</td>
<td>March 1-5</td>
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<tr>
<td>Spring Break</td>
<td>March 8-12</td>
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<tr>
<td>End of the 9th Week for Financial Aid Eligibility</td>
<td>March 12</td>
</tr>
<tr>
<td>Easter Holiday</td>
<td>April 8-9</td>
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<tr>
<td>Pre-Registration for Fall Semester 2004 (Current Students)</td>
<td>April 12-16</td>
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<tr>
<td>Last Day to Withdraw or Drop Classes</td>
<td>April 28</td>
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<tr>
<td>Final Exams Week</td>
<td>May 4-10</td>
</tr>
<tr>
<td>Graduation</td>
<td>May 11</td>
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GENERAL INFORMATION

HISTORY

Chief Dull Knife College was originally chartered in September, 1975, by Tribal Ordinance as the Northern Cheyenne Indian Action Program, Incorporated, and granted funding by the Indian Technical Assistance Center of the Bureau of Indian Affairs. The Northern Cheyenne Tribal Council appointed six directors to manage the affairs of the corporation.

The original curriculum was aimed at training students for jobs in the developing mining enterprises in communities near the reservation. But, due to recognition on the part of the staff, the Board of Directors, and tribal leadership of the need for continued expansion of the vocational program and incorporation of academic classes, Chief Dull Knife College evolved. The College consequently grew from a limited vocational training program toward a broader vocational and post-secondary educational institution.

The first academic courses were offered at Chief Dull Knife College during Winter Quarter of 1978. Since that time the College has expanded its curricular offerings to provide an Associate of Arts Degree in the academic disciplines, and Associate of Applied Science in the vocational areas, and Vocational Certificates in various skill areas.

Dull Knife Memorial College was officially renamed “Chief Dull Knife College” in September, 2001.

LOCATION AND CHARACTERISTICS

Chief Dull Knife College is located on the Northern Cheyenne Indian Reservation in southeastern Montana. The reservation is approximately 44 miles long and 23 miles wide, encompassing 450,000 acres. Located in a rural area, the reservation is predominantly surrounded by ranching and coal mining activity. Major electrical generation plants are located just north of the reservation at Colstrip, Montana.

The majority of the reservation population lives within the five distinct community areas of Busby, Ashland, Lame Deer, Muddy Creek and Birney. The largest population center is Lame Deer with approximately 1,500 people.

Chief Dull Knife College is located in Lame Deer approximately two blocks east and one block north of the intersection of Highway 212 and 39. Also located in Lame Deer are the Bureau of Indian Affairs Offices, Indian Health Service Facilities, tribal government offices, public K-12 schools and various churches.
The College has one main building, which houses administration, faculty offices, cafeteria facilities, the bookstore, and sufficient classroom space to serve 300 students. Specialized laboratory, a secretarial skills lab, a computing/technical graphics lab, a photography darkroom, and a distance-learning center. In addition, separate facilities house the library, student lounge, a learning skills center, the cultural center and the day care center.

The Boys & Girls Club facility, fitness center, the Lame Deer School Gymnasium, and community playing fields are available or athletic activities. Off-Campus classes serving the Northern Cheyenne reservation and surrounding areas are held in classroom facilities at Colstrip High School, St. Labre Indian School, Northern Cheyenne Tribal Schools and Morning Star High School.

**ACCREDITATION**

Chief Dull Knife College is accredited by the Northwest Association of Schools and Colleges and as such CDKC operates as an independent institution of post-secondary education.

Professional membership is maintained in the American Indian Higher Education Consortium (AIHEC), the American Association of Community and Junior Colleges (AACJC), and in the Northwest Association of Schools and Colleges.

**TRANSFER OF CREDITS**

All CDKC course credits, properly selected to meet the lower-division requirements of a given subject major, are accepted by the colleges and universities of Montana, as well as by accredited colleges and universities outside of the state. Student should check with the department to which they plan to transfer to insure full acceptance of credits in a specific program.

If you plan to transfer to a four-year college or university, follow the steps listed below:

1. Determine as soon as possible the school to which you wish to transfer.
2. Obtain a current catalog of that institution and study entrance requirements and suggestions for courses for freshman and sophomore students in you major field of interest. Also, refer to current transfer agreements if available.
3. Confer with your advisor about fulfilling requirements. CDKC has a Transitional Counselor specifically for this purpose. Please see the Student Affairs Department.
4. Confer, either by letter or by personal interview, with and Admissions Officer or department chair of the school to which you want to transfer for further information about curriculum and transfer regulations.
5. Check at least a semester before transfer, to be certain all requirements will be met to the satisfaction of the four-year school.
6. Some schools have specific grade and/or test requirements. Research such requirements carefully.

**CLASS SCHEDULING**

Daytime classes, evening classes, and weekend (Friday-Saturday) workshops are offered by the college during each semester of the academic year. There is little or no distinction between daytime and evening classes. The latter are offered primarily for the convenience of adult in Lame Deer and surrounding communities, as well as for other part-time or regular daytime students.

**POLICY ON NONDISCRIMINATION**

In accordance with Title VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act, Chief Dull Knife College has a policy of non-discrimination in employment practices and in admission, access to, and conducts of educational programs. Discrimination is prohibited on the basis of race, sex, color, national origin, religion, age, handicap, and marital or parental status. Any student, employee, or applicant for admission or employment may file a discrimination grievance. Inquires or grievances should be directed to the Equal Opportunity Officer Chief Dull Knife College.

**EDUCATIONAL POLICIES**

**DROP/ADD WITHDRAWAL**

A student who desires to drop, add, or withdraw from a course must obtain the appropriate from the Registrar’s Office. Before the transaction is official, the form must be signed by the instructor of the course, the student’s advisor, and the veteran’s coordinator who applicable. Should a student desire to withdraw from all his or her courses signatures of the instructors, advisor and Registrar are also required.

A student can withdraw from a course until Friday of mid-term with a notation on the transcript. After this time, a “W” will be placed on the transcript if the student is passing the course at the time of withdraw; and “E” will be placed on the transcript if the student is not passing the course at the time of withdrawal. This “E” will be considered within the GPA. The last day to withdraw from the class will be five days before the final. The Dean of Academic Affairs and the Dean of Student Affairs will be responsible to make exceptions for extraordinary circumstances.
INCOMPLETES

“I” grades are assigned when illness or unavoidable circumstances have prevented a student from completing the quantitative requirement of the course. The student and instructor must complete and “Incomplete Grade Report Form” indicating the course work to be completed and the deadline date for completion. Students will have the following semester to complete the course work unless the instructor indicates an earlier date. If the course work is not finished, the grade will be changed from an “I” to an “F” grade.

“Incompletes” should be given only if a student has completed 2/3 of their class. Students receiving an “I” may lose their eligibility for Financial Aid, Honor Roll or Graduation.

REPEATING A COURSE

Students who repeat a course will have the most recently earned grade counted toward GPA and graduation requirements. Both credit entries and both grades appear on the student’s transcript.

AUDITING COURSES

Students may audit courses for no grade or credit. This must be so indicated to the Registrar by the “last day for adding classes” each semester. After this date, no changes can be made from Audit to regular enrollment, or vice versa.

GRADES AND GRADE POINT AVERAGE (GPA)

Grades are based upon the quality of work done. The grade-point-average is determined by dividing total grade points earned by the number of credits carried.

The meaning of each grade and its value in grade points is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value in Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-Excellent achievement</td>
<td>4 grade pts./credit</td>
</tr>
<tr>
<td>B-Good; above average</td>
<td>3 grade pts./credit</td>
</tr>
<tr>
<td>C-Satisfactory; average</td>
<td>2 grade pts./credit</td>
</tr>
<tr>
<td>D-Below average; passing</td>
<td>1 grade pts./credit</td>
</tr>
<tr>
<td>E-Withdrawn Failing</td>
<td>0 grade pts./credit</td>
</tr>
</tbody>
</table>
F-Failure         0 grade pts./credit
I-Incomplete      No credit
W-Withdrew        No credit
AU-Audit          No credit

**MIDTERM GRADES**

A student who wishes to see his/her mid-term grades should contact the instructor of the class. Students who are failing or who are remiss in attendance will be notified by CDKC.

**FINAL GRADES**

The instructor submits final grades at the end of the semester. Final grade reports will be mailed to students by the Registrar’s Office.

**PASS/FAIL POLICY**

Some courses are graded on a pass/fail basis. Students performing at a satisfactory level will receive a grade of “P” which will not be included in the computation of the Grade Point Average (GPA). Students not performing satisfactory will receive a grade of “F” which will be used in calculating the GPA. All courses offered on a pass/fail basis will be indicated with (P/F) following the course description in the back of this catalog.

**CLASSIFICATION OF STUDENTS**

- Full-Time: enrolled for 12 or more credits
- Part-Time: enrolled in less than 12 credits
- Freshman: having fewer than 30 credits
- Sophomore: having 30 or more total credits

**STUDENT ORIENTATION**
The Student Orientation Class is mandatory for all new incoming students. This orientation class is designed to make adjustment to college life a pleasant experience. Students will become acquainted with college personnel and location of classrooms. This class will also acquaint students with registration, financial aid, tutoring, counseling, student clubs and organizations.

**College Skills**

College Skills is a mandatory class for returning students who are on probation and suspension. This class is in conjunction with student orientation. The goal is to reinforce the necessary skill to attain academic success at CDKC.

**Academic Skills**

The college will make all reasonable efforts to assist students toward academic success. Degree and certificate students are required to maintain a cumulative 2.0 “C” Grade Point Average (GPA). Some programs, scholarships or grants may require a higher GPA. Students who do not achieve a minimum of 2.0 GPA for any one semester will be notified that their work for that semester does not reflect a satisfactory level of progress, and jeopardizes their degree or certificate objective. Two successive semesters of such notification will require a consultation among student, faculty advisor and counselor to determine the most appropriate course of action, and may result in a recommendation that the student be dropped from enrollment at the college for at least one semester.

**Class Attendance Policy**

Student attendance is the responsibility of the student; however, it is the decision of the faculty member whether or not absences affect performance. Individual faculty members, therefore, can exercise the option of making class attendance affect the grade. This requirement must be included in each course outline or course syllabus and will, thereby, be communicated to the student in writing at the beginning of each course.

**Scholarship Honors**

The names of students carrying 12 or more credits who maintain a grade point average of 3.5 or higher will appear each semester on the President’s Honor List. Students with a 3.0-3.9 will appear on the Dean’s List.
**SEMESTER UNIT OF CREDIT-DEFINITION**

College work at Chief Dull Knife College is measured in terms of semester credits. A “credit” in a lecture-type class involves 1 hour of classroom work and 2 additional hours outside work or preparation weekly. There may be variations of this pattern to accommodate courses, which utilize laboratory, studio, shop and workshops for these types of training.

A 3-Credit course (lecture type) thus meets 3 hours per week, but assumes that an additional 6 hours will be spent in study or other course-related work. Computed in this manner, the average credit load of 15 units involves approximately 45 hours of college work per week on the part of the student.

**CREDIT LOAD RECOMMENDATION**

A full study “load” for the average student is 15 credits per semester, which means the approximately 45 hours per week is devoted to college work. Students employed in outside work should reduce their credit load proportionately and should consult with their Faculty Advisor in determining an appropriate credit load.

The following are maximum credit load recommendations:
- Freshman – 15 credit hours
- Sophomore – 18 credit hours

**COURSE NUMBERS AND CLASSIFICATION**

Course numbers at Chief Dull Knife College are interpreted as follows:

1. The two-letter prefix indicates an area of study. For example BU is an abbreviation for Business and all courses offered in this specific area prefixed by this two-letter code.
2. The first digit of the three digit code following the two letter prefix indicates whether a course is at the developmental (0), freshman (1), or sophomore (2) level. Sophomore level courses may be taken during the first year of study if (a.) they have no unsatisfied pre-requisites and (b.) the instructor determines that the student has sufficient background to be successful in the course.
3. The second digit of the three-digit code indicates whether the course is designed as an occupational/vocational course or is designed for transfer. A second digit of 0, 1, 2, 3 or 4 indicates an occupationally (A.A.S. degree or Vocational Certificate program) oriented course. A second digit of 5, 6, 7, 8 or 9 indicates a transfer (A.A. degree) oriented course.

4. The third digit in the three-digit sequence indicates whether the course is one of sequence.

Courses designated as occupational or vocational are not intended for transfer to four-year institutions but are designed to provide skill applicable to the College’s designated A.A.S. and Certificate programs.

Special case numbers are as follows:

241 or 271 Practicum Courses – Student may enroll in practicum experience courses, which will numbered under the appropriate departmental heading. These courses are designed to give the students working experience in their field of concentration. A maximum of 4 credits per semester will be award for Practicum courses, with a maximum of 12 credits counted toward graduation.

240 or 270 Independent Study Courses – CDKC offers two categories of independent study. One category is the regular coursework equivalent. When there is an unalterable schedule conflict a student may take a regular course by independent study. Course requirements are the same as for regular courses. The other category is independent study for which there is no course equivalent. The student must obtain approval from a sponsoring instructor and must work with the instructor in developing and individual contact that states the objectives, the resources to be used, the method(s) of evaluation, and the relationship of the independent study to the individual’s educational objectives. A cumulative GPA of 2.5 and permission of both the sponsoring instructor and the Dean of Academic Affairs is required in order to take a course in either category of independent study. A student may take a maximum of one independent study course per semester. A maximum of 9 credits of independent study may be applied to graduation requirements.

249 to 299 Special Courses, Workshops, Seminars – A course, seminar or workshop within a subject area may be organized for the study of some special topic of interest which is not available in the regular curriculum. Special topic courses will not fulfill the group requirements for graduation. The maximum number of credits within this category that a student can apply toward graduation is six.

**Challenge Examinations**

Students may, with the approval of the student’s academic advisor, the instructor, and the Dean of Academic Affairs, request to receive credit for a course by special examination. Performance on the examination will become the basis for a grade in the course and the results will be recorded on the student’s permanent record. Students may not challenge a course, which is a prerequisite to a course already completed.
Official approval forms should be secured in advance from the Office of the Registrar.

**ADMISSION POLICIES**

Chief Dull Knife College has an open admissions policy, which stipulates that, anyone who can benefit from CDKC’s educational offerings and services will be admitted as a full or part-time student. Students are accepted into the college in any of the following classifications.

**FRESHMAN STUDENTS**

Those eligible are students who have completed high school or a GED program and have never attended a college or university.

The following items are required of each applicant:

1. A completed Chief Dull Knife College application for admission;
2. Official high school transcript or a high school equivalency certificate issued by a state department of public instruction;
3. Scores from the CDKC placement test;
4. Tribal enrollment certification if an enrolled member of a recognized tribe;
5. Evidence of Immunization

Admission is not complete until the Office of the Registrar has received each of these items and the applicant has received a letter of acceptance.

**TRANSFER STUDENTS**

Those eligible are students who have attempted college credit at another college or university. Students having fewer than 30 semester hours of college credit will be accepted regardless of academic standing. If the GPA is below Chief Dull Knife College standards, the student will enter on academic probation. Students dropped from another institution for disciplinary reason may be admitted at the discretion of the college administration.
**EARLY START ADMISSIONS**

Those eligible are juniors or seniors in high school who wish to enroll to strengthen and enrich their educational program. Eligible students must be 16 years of age, and may enroll in any course with the written consent of their high school counselor/principal. Credit for completed coursework will be deferred until the student has graduated from high school or receives a high school equivalency certificate.

**STANDARDS FOR VETERAN STUDENTS**

1. Registration – Each veteran student will be counseled about benefits, credit load, withdrawal procedures, remedial and tutorial assistance and his own responsibilities in these matters and then have his enrollment card approved by the Veterans Affairs Office (VAO) during each registration.
2. Drop-Add - each veteran must have the approval of the VAO before dropping or adding classes. Instructors are to note the last date of the veteran’s attendance on the drop-add slip. The veteran will be counseled about credit load and applicability of courses to his major field. All changes in enrollment are reported to the Veteran’s Administration.
3. Prior Credit – All previous military and civilian training will be evaluated for the purpose of granting appropriate credit.
4. Standards of Programs – Any veteran or other eligible student receiving educational benefits from the Veteran’s Administration is expected to maintain satisfactory progress toward his or her educational goal, and must meet the following standards:
   a. Degree and certificate standards require a cumulative 2.0 “C” GPA.
   b. Educational benefits will be terminated for any veteran or other eligible person who’s cumulative GPA remains below a 2.0 for two consecutive terms. A student may reapply for educational benefits once his or her cumulative GPA reaches 2.0.
   c. All final grades of the veteran or other eligible person will be considered in computing the GPA for the purpose of determining whether the veteran is maintaining satisfactory progress for V.A. payment purposes (V.A. benefits will be withheld for any courses not used in computing the GPA.
5. Refund – Refunds for veterans and other eligible persons, as required by V.A. Regulation 14254 (c)(13), are based on the pro-rated balance of the total charges, and are provided whether the veteran withdraws from school or is dismissed.

**VETERAN’S UPWARD BOUND**

The MSU-Northern Veterans’ Upward Bound is housed in the MSU-Billings Campus. The Veterans’ Bound and Chief Dull Knife College share a proud tradition of academic excellence and personal attention to their students. There are two programs available to eligible students:
Veterans College Transition Program: is a twelve-week development skill program held on the MSU-Billings campus each semester. The coursework is non-credit refresher classes in math, writing, reading, speech, science and computers, all of which are offered free of charge to eligible veterans.

Tribal College Program: Allows eligible veterans to enroll at their tribal college campus. Veterans’ Upward Bound will pay up to $360.00 for tuition only. This often allow the veteran to attend the college’s or VUB’s skill assessment in math, writing, and reading to qualify. Veterans qualifying for this program are eligible to receive assistance in applying for veterans benefits, federal financial aid, career assessment and planning.

**Eligibility**

A U.S. veteran having served at least 181 days of active duty or have been medically discharged.

*Have received a discharge other than dishonorable.

*Meets low-income and/or first generation college student criteria.

**Evidence of Immunization**

All students seeking admission to Chief Dull Knife College must provide evidence of (a) immunization for measles and rubella; or (b) proof of a positive serologic test for measles and rubella; (c) or proof that the student has a medical exemption to the immunization requirement; (d) or a signed statement of a religious philosophical exemption to the immunization requirement.

**Placement Testing**

All new and transfer students are required to take a short battery of tests, unless waived by the Admissions Office, which will assist advisors in helping student select appropriate courses. Testing is conducted to prior to registration each semester or by appointment.


**ADVISING**

Students are assigned by credit load through Student Affairs. Incoming freshman see the Academic Advisor. Students having 30 or more credits work with the Transition Counselor. Exceptions are the Office Skills Program where advising is done within that program.

Although advisors are here to help, it is important for the students to realize that the ultimate responsibility for meeting all graduation requirements is their own. Students can increase their academic planning effectiveness by fully utilizing the advising system, and by acquiring themselves with the academic requirements of their major fields, college policies for registration and graduation, and scholastic requirements. The CDKC catalog is the official source of information on these matters and is available upon request from the Registrar’s Office.

**TRANSCRIPTS**

Requests for transcripts should be directed to the Registrar’s Office. Transcripts may not be released if student has financial obligations to the College. After the first free transcript, there will be a $2.00 charge for each additional copy.

**FINANCIAL INFORMATION**

**TUITION AND FEES PAYMENT**

**Student Financial Obligations/Responsibilities:**

Students with outstanding financial obligations to CDKC will not receive either official or working copies of transcripts, nor be allowed to participate in commencement activities, or register for the next term until their bills are paid. Financial obligations include educational costs such as, but not limited to, tuition, books, supplies, fees, day care and library charges. Tuition and fees are to be paid in full at the time of registration unless student is eligible for financial aid.

**Deferred Payment:**

Students who are unable to pay their total educational costs on the day of registration may make arrangements with the Business Office for partial or deferred payment. To be eligible for deferred payment, a student must have no outstanding financial obligations to CDKC and must pay at least
1/3 of costs at the time of registration. Payment agreements will be made only during the semester in which the student is enrolled and must be paid in full during the semester. Deferred payment does not apply to books and/or supplies.

**PAYROLL DEDUCTION**

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

The fees listed below are those effective Fall Semester 2002.

<table>
<thead>
<tr>
<th>CR</th>
<th>Tuition</th>
<th>Act. Fee</th>
<th>Bldg. Fee</th>
<th>Computer Fee</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$50.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td></td>
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<td>19</td>
<td>750.00</td>
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Each additional credit over 20 add $60.00.
**Activity Fee**

Any student taking 7 or more credits will pay a $20.00 Activity Fee per semester.

**Auditing Fee**

Auditing fees are the same as those, which apply to courses taken for credit.

**Late Registration Fee**

Students are expected to complete registration within the dates advertised. For any delay beyond that period, a late registration fee may be charged.

**Miscellaneous Course Fee**

Certain courses require the use of special facilities, non-reusable materials, special equipment or materials, which require a general fee. These courses will have an additional fee, which will be specified on each semester’s course schedule.

**Refund of Tuition**

Students who are granted permission to withdraw from the College after completing registration will be given a tuition refund according to the following schedule:

- Before the first session of any class: 100%
- During the first week of the semester: 80%
- During the second week of the semester: 60%
- During the third week of the semester: 40%
- After the third week of the semester: No Refund

A refund of tuition is made only when a student makes an official withdrawal from the College at the business office. No refunds are given when students reduce their class or credit loads after the first week of the semester.
Students whose tuition and fees are being paid under contractual agreement are required to make full payment on their contract, less the percentage of refund indicated above.

No fees will be refunded.

**GENERAL INFORMATION-FINANCIAL AID**

The primary purpose of the Financial Aid Program at Chief Dull Knife College is to provide advice and financial assistance to students who would be unable to pursue their education at the College without such help. Although parents and student are expected to make a maximum effort to meet the cost of education, financial aid is available to fill the gap between family resources and yearly academic expenses.

Students applying for financial assistance at CDKC for all programs for which they are eligible. The amount of financial aid award is generally a combination of scholarship, grant and employment, and is based on the evaluated financial need of the student. The evaluated financial need equals the difference between the total cost of attending CDKC (including fees, room and board, books and supplies, personal expenses, and allowable travel expenses) and the ability of the family to contribute to those educational costs. Those factors taken into consideration when evaluating the expected family contribution include parental income and assets, medical expenses and other liabilities of the family, any benefits such as those from Social Security or the Veterans Administration awards from outside agencies, and the student’s assets and expected savings from a summer job. An independent, objective, nationally recognized method of analysis is used to evaluate the family’s financial circumstances.

Any offer of financial assistance made by Chief Dull Knife College is contingent upon receipt of funds from all funding sources. Although unlikely, the Office of Student Financial Aid at Chief Dull Knife College reserves the right to revise offers of financial aid at any time during the academic year based on availability of funds and/or changes in regulations and/or procedures mandated by College, State, or Federal Authorities.

**APPLYING FOR FINANCIAL AID**

In order to apply for Student Financial Aid the student must complete and forward a Financial Aid Application. The preferred form used is the free Application for Federal Student Aid.

In Montana, these forms can be obtained from the high school counselor. If they are unavailable, contact the Financial Aid Director, Chief Dull Knife College. Students must reapply each academic year for financial aid. Aid usually changes each year according to the student’s income and Federal Government appropriations. However, aid usually continues at the same level each year, unless a student’s resources or his or her contribution changes.
Please note that a student should not wait for notification of admission to the College to apply for financial aid. Also, an official offer of financial assistance does not imply or insure admission to the College.

**Eligibility For Financial Aid**

Specific eligibility requirements may vary from program to program and the student is encouraged to carefully review those requirements in the sections describing scholarship, grant and cooperative education programs. However, there are specific criteria that apply to all federal aid programs administered by the Office of Student Financial Aid, which are as follows:

1. The student must be an American citizen or resident immigrant intending to become a permanent citizen.
2. The student must be able to demonstrate financial need according to a recognized system of needs analysis and be a regularly enrolled student.
3. The student must maintain satisfactory academic progress in the course of study he or she is pursuing, according to the standards and practices of the college.

**Satisfactory Academic Progress (SAP)**

Satisfactory Academic Progress

1. All awards from financial aid programs funded by the Federal Government are administered in compliance with the laws and regulations governing the program.

2. Financial Aid Satisfactory Academic Progress is defined as:
   a. Achieving a 2.0 GPA on course work of 6 or more credits;
   b. Completing the course load for which the student was paid; a minimum 2.0 GPA
   c. Maintaining a minimum 2.0 GPA on all interim work since last receiving financial aid;
   d. A cumulative 2.0 GPA throughout completion of the degree program;
   e. A two year certificate must be achieved in 6 semesters;
   f. A student must accumulate a minimum of 30 credits in 3 semesters.

3. Degree Seeking Students
a. Federal law requires students to make satisfactory academic progress to receive financial aid. Students must be enrolled in a course of study leading to a degree granted by the institution.

A certificate program must be at least 30 weeks in length in order for a student to be eligible for a full Federal Pell grant. A program less than 30 weeks may be pro rated and the Federal Pell grant awarded according to that ratio. Students needing extra time to complete their degree may ask for an appeal and appear before the Financial Aid Committee with proper documentation. They must meet both the qualitative and quantitative progress policy as stated above for Satisfactory Academic Progress. This policy applies to the 150% published time period in which to obtain a degree. Students seeking a second degree must make an appeal to the Scholarship committee. The second degree must be obtained within 2 semesters in order to receive a Federal Pell Grant.

b. A non-degree seeking student is ineligible for financial aid. A non degree-seeking student is one who is taking classes for personal enhancement only.

c. Workshops and remedial classes cannot exceed more than 6 credits for a full-time student per semester. Pass/Fail credits do not carry a numerical value and therefore do not count toward a GPA and do not constitute academic progress. A student who earns a 0.00 GPA for any given term is automatically suspended from the Federal Pell Grant program.

4. Qualitative and Quantitative progress
   a. The Chief Dull Knife College “Qualitative policy” stipulates that students must maintain a 2.00 GPA in order to receive a degree. Students transferring to other institutions must have a minimum of 2.00 GPA in order to transfer earned credits. If a student is in doubt in meeting this standard, he/she should meet with their academic counselor and establish eligibility for this requirement.
   b. Quantitative progress means that a student must have earned 50% of their academic program with 67% of the completion time published for that program. A student not meeting “quantitative progress” will be placed on probation and must make up the deficiency with the next enrolled semester. A student cannot be on probation for more than one consecutive semester. If a student remains deficient at the end of the probationary semester, he/she will be suspended until such time as the deficiency is corrected.

5. Credit Load
   a. The minimum credit requirement each semester for a full time student is 12 credits. Students who register for less than 6 credits may be eligible for financial aid depending upon the length of time to earn credit hours. Students who qualify for Title IV Aid may receive funds based on their enrollment status.
   b. A full time student is required to maintain satisfactory academic progress on all credits attempted. A drop below the enrollment status level at which the student was paid results in the student being placed on “Financial Aid Probation”. A complete withdrawal will place the student on “Financial Aid Suspension”. The academic progress policy will eliminate students from vacillating while on probation status.
6. Maximum Semester Financial Aid Eligibility
   a. Federal law states that a student eligible for financial aid while enrolled in a degree or certificate program up to 150% of the time published to receive that degree or certificate. Chief Dull Knife College offers 2 year degree programs thus the student may receive federal aid (Federal Pell Grant) up to 6 semesters while enrolled full time. If seeking a second degree, the student must appeal to the Financial Aid committee requesting need to receive financial aid. The second degree must be earned in two semesters.

   A student must keep in mind that if they seek a second degree from Chief Dull Knife College, they will be using eligibility towards a Bachelors degree from a four-year institution. A student allowed up to twelve semesters of Federal Aid while seeking a four-year degree. This includes time used for seeking an A.A. or A.S. degree.

   b. Prior credits earned from other institutions will be converted to semesters. Only those credits accepted in one of Chief Dull Knife College’s degree programs will count towards the 150% of the program published length. If a student attends school and does not use one semester, that enrollment is still counted as part of the 150% of program length.

   c. Part time enrollment is defined as follows:

      1-5 Credits = less than half time status
      6-8 Credits = half time status
      9-11 Credits = three quarter time status

**Disbursement of Financial Aid**

Federal Financial Aid (Federal Pell Grant) is disbursed after the ninth week of class.

1. Chief Dull Knife College disburses all financial aid that covers “Cost of Attendance” i.e., tuition, fees, books and meal tickets, after the ninth week of attendance.
   a. During registration the student establishes a charge account for the COA items.
   b. If a student withdraws prior to the ninth week, his/her financial aid is pro-rated and disbursed according to percentage of attendance.
2. Payment Authorization
   a. When a student enrolls, he/she must sign a “payment authorization” giving Chief Dull Knife College permission to deduct all charges on account from the Federal Pell grant or other financial aid received. The payment authorization is in compliance with Federal Pell grant regulations.
   b. The student has five days prior to Pell disbursement to void the payment authorization. This request must be made in writing and in no way releases the student from his/her obligation to pay the account in full.

3. Student Status Review
   Prior to disbursement of the Federal Pell grant, the students mid-term grades and instructor’s “warning list” is reviewed and the students enrollment status is thus determined.
   a. If the student has dropped below acceptable quantitative and qualitative status, he/she is counseled as to their status and conditions and paid according to that status.

**APPEAL PROCEDURES FOR STUDENT FINANCIAL AID**

A STUDENT HAS THE RIGHT TO APPEAL A PROBATION OR SUSPENSION STATUS.

1. A student must make the appeal in writing to the Student Financial Aid Committee.
   a. An appeal’s from can be picked up from the Financial Aid Office. The form along with documentation to support the appeal must be completed and turned into the Financial Aid Director.
   b. A meeting is scheduled with the Financial Aid Committee to review the student appeal. If the Committee is not satisfied with the written information, they may ask for an interview with the student.
   c. Within a week of the committee’s decision, the Financial Aid Officer will notify the student of the Committee’s decision.
   d. If needed, counseling services may be set up with the student in order to help them restore full eligibility.

**TIME FRAME EXTENSION**

1. If a student finds that he/she needs an extension in order to complete their degree, he/she must make an appeal to the Financial Aid Committee.
2. An appeals form can be picked up from the Financial Aid Office.
   a. The appeals dorm must be completed and submitted along with documentation stating why the student is requesting additional time.
b. A student that changes his/her program of study just prior to completion of the first degree must appeal for an extension. If the student cannot justify changing his/her field of study, the Committee may ask the student to complete the first degree and appeal the first degree and appeal for an extension for the second degree.

c. A student has one year in which to complete the second degree. A student must understand that time used to receive the second degree is time used to obtain a four-year degree.

d. The entire enrollment period that a student spends in school is calculated in the 150% completion time even though a student may not have received federal financial aid in any given time frame. Thus, a student attending one semester on his or her own because of “suspension” will be using a portion of that 150% time period posted in order to receive a degree. This is in accordance with federal regulations.

3. A student transferring to Chief Dull Knife College while on suspension for federal financial aid from another institution will be placed on “probation” when attending Chief Dull Knife College for the first semester. If SAP is not made in the first semester, the student will be on “suspension” from Chief Dull Knife College for one semester and or until SAP is met.

**INDEPENDENT STUDENTS**

The desire of a student or their parents to claim financial independence for the student does not necessarily release the parents from the responsibility of providing financial assistance to meet the student’s College expenses. This policy is consistent with financial aid practices at most colleges and universities throughout the United States. Any student who claims financial independence must document that claim.

**NOTIFICATION OF AWARDS**

All students will be notified of the outcome of their application for financial aid regardless of whether or not they receive an award. Many factors make it unwise to name a specific date on which award notice will be sent to student applicants. All students will advised as to the type and amount of aid offered if they qualify for financial assistance.

Student receiving financial aid from Chief Dull Knife College are responsible for notifying the Office of Financial Aid in writing about: (1) any change in the number of credit hours enrolled for, (2) any change in name, address, or telephone number, (3) any change in marital status, and (4) withdrawal from college.
**Types Of Aid**

Listed below is a brief description of the programs administered by the Student Financial Aid Office. Students should bear in mind that regulations governing federal programs are subject to frequent change.

**Grants**

**Bureau of Indian Affairs-Higher Education Grants**

Grants are available to Indian students who are enrolled members of a federally recognized tribe. A student must complete and forward to his/her tribe the application along with an acceptance letter and needs assessment from the college of his/her choice.

Eligible part-time student receive funds for tuition, books and fees. Eligible full-time students receive funds for these purposes as well as living expenses if need is documented. All students applying for Tribal BIA assistance must apply campus-based aid programs.

Each tribal office or BIA agency has different application deadlines so students are encouraged to check with their individual agency to insure funding consideration.

**Federal Pell Grant**

The Federal Pell Grant is a federal aid program designed to provide undergraduate students with a “foundation” of financial aid to help defray the costs of post-secondary education. To be eligible to receive a Federal Pell Grant, a student must be a U.S. citizen or be in the United States for other than a temporary purpose and demonstrate a need for financial assistance to continue his or her education (academic performance has no bearing on eligibility). The financial need of the student is determined by a formula developed by the U.S. Department of Education and is review annually by Congress. From this formula is determined the “EFC” or Expected Family Contribution, the established amount of aid for which a student is eligible. Federal Grant money can be used solely for educational expenses such as tuition and fees, other educational expenses such as books and supplies, room and board.

First time students receiving a Federal Pell Grant are subject to repaying the Grant award if they should drop out of school prior to using 66% of the cost incurred. A pro-rata formula is used to figure the amount to be repaid and is based upon the last of attendance. Returning students may be subject to repayment also should they not complete the standards set forth by the Department of Education and CDKC.
These grants cannot exceed one-half of the actual cost of attendance. The amount of the grant also depends upon the available of funds in a given year. Further information concerning the program is available at high schools, post offices and the CDKC Office of Student Financial Aid.

**MAXIMUM ELIGIBILITY**

A full-time student will be eligibility for financial aid for 150% of the time posted to receive their first baccalaureate degree. A four-year degree is equal to 12 semesters of financial aid.

**FEDERAL SUPPLEMENT**

This grant is based on demonstrated financial need as determined by the federal government and is awarded by the Office of Student Financial Aid.

**FEDERAL WORK STUDY**

The Federal Work study (FWS) provides jobs for undergraduate students with financial need, allowing them to earn money to help meet their educational expenses. The program encourages community service work and work related to their program of study. A student must be enrolled as a full-time student to be eligible for FWS.

**SCHOLARSHIPS**

Grants or Scholarships are available through the Financial Aid Office.

**HONOR STUDENT SCHOLARSHIP**

Honor Scholarships are awarded during graduation ceremonies to returning student who have successfully completed their freshman year, and were enrolled at 12+ credits, maintaining full-time status and a 3.5 GPA or better for those previous two semesters. This scholarship will provide payment of tuition and fees. Student will be notified of the award by and will be required to sign a letter of acceptance outlining conditions of the award.
It is expected that student recipients of the Honor Scholarship will enroll with a full-time course load and maintain that full-time status in the semesters they receive the award. Dropping below full-time status during an award semester will terminate eligibility for the coming semester.

Payment of the scholarship is limited to 12-18 credits per semester. Classes taken above 18 will be the financial responsibility of the student.

A student subject to graduation during a semester for which the award is made, with verifiable and documented extenuating circumstances, will be examined on and an as needed case-by-case basis, by the Financial Aid/Scholarship Committee. They will review the justification and if warranted, grant an exemption to the student regarding the 12+credit standard to keep the award. As a general procedure, this exemption will be granted to only those students who may need less than 12 credits to graduate successfully by the end of the semester in which the award has been made and are seeking work in the community during that semester.

**Senior Citizen Scholarships**

Any student 55 years of age or older, who is ineligible for any other financial aid will have tuition/fees waived. Students must apply for whatever financial aid is available and found to be ineligible for aid.

**Dr. John Woodenlegs Scholarship**

An award of $500.00 presented to a full-time freshman student who has demonstrated academic excellence, commitment to completing a degree program and will continue at CDKC during the ensuing academic year.

**Edwin Dahle Memorial Scholarship**

An award of $500.00 presented to a full-time freshman student who demonstrated academic excellence, commitment to completing a degree program and will continue at CDKC during the ensuing academic year.

**American Indian College Fund**

Amounts vary each semester as per the ACF foundation. Particular guidelines attached to each grant or scholarships are set by the donors and may establish eligibility when awarding funds.
TUITION WAIVER

Tuition waivers for up to two CDKC classes per semester are available for board members and those staff members who are employed ½ time or greater on the date of registration. Spouses and children of these individuals are similarly eligible for tuition waivers.

STUDENT SERVICES

CLUBS & ORGANIZATIONS

A number of activities by and for student are planned throughout the year. Some of the activities include intramural sports, college dances, game nights, and other seasonal events. Chief Dull Knife College has an active Indian club and an American Indian Business Leaders Club (AIBL).

STUDENT GOVERNMENT

The student governing body at Chief Dull Knife College is the Student Senate. It consists of the President, Vice-President, Secretary/Treasurer, two sophomore representatives and two freshman representatives. The Faculty Advisor is appointed. Members of the Student Senate serve on various committees at the College and through this representations maintain a duly elected voice in decision-making.

INTRAMURALS

The intramural program provides an opportunity for student participation in a variety of sports including volleyball, basketball, and softball. The objectives of the intramural program are to provide recreation, physical fitness, social contact and an opportunity to develop life long interest in sports.
STUDENT SERVICES

ACADEMIC ADVISING

The college maintains an advising program with professional staff available to help students formulate their educational and career plans in order to help them obtain the maximum benefit from their attendance at CDKC.

Specific services offered by the staff include academic advising; transition counseling; career planning and placement; and interest, ability, achievement, and GED testing. These and other college services are available to students and their dependents. Personal counseling available by referral to licensed counselors. Please see Student Affairs Department.

TRANSITION COUNSELING

Students planning on transferring to a four-year institution will benefit from meeting with an academic advisor when they begin their course of study at CDKC. Transfer requirements and courses of study at four-year colleges can be explored with the transition counselor who will evaluate transcripts and cross-reference CDKC courses with those of the institution the student will be attending.

MENTAL HEALTH COUNSELING

Mental Health Counseling is available to CDKC students/families upon referral or request when funds are available. See the Dean of Student Affairs.

HEALTH SERVICE

Chief Dull Knife College is located three blocks from the Indian Health Service Clinic. Complete medical and dental services are available for tribally enrolled students and their families.
**FOOD SERVICE**

The college has a cafeteria and food service facility where students may purchase three meals a day (Monday-Friday). Short orders and snacks are available.

**CHILD CARE SERVICES**

A Montana State Licensed childcare facility is available for children of CDKC students. The childcare center is open daily and serves children 6 months to 5 years of age. Childcare services and availability are subject to change.

**BOOKSTORE**

The bookstore provides necessary textbooks and other materials needed for classes. A number of used books at a reduced price are available. Other materials such as art supplies, college jackets, shirts, etc. are also available.

**HOUSING**

CDKC is a non-residential campus. All CDKC students live in the community or surrounding rural areas. Apartment rentals are located within a 20-mile radius.

**HANDICAPPED PARKING**

Parking facilities for the handicapped are located on the east and south entrances of the building and all buildings are handicapped accessible.

**COLLEGE COMPUTER USAGE POLICY**

CDKC computers, printers, equipment, etc. are accessible to college students, staff, and faculty only. Login names and student ID numbers required to access. Computers for public usage are available in the library.
The library provides students, faculty and community members with materials for research, study, and leisure. The library is open Monday through Thursday, 8 a.m. – 6:30 p.m. and Friday, 8 a.m. – 5:00 p.m. Summer hours, Monday through Thursday, 8 a.m. – 5 p.m. Library hours are subject to change at the discretion of the college.

An experienced librarian and staff provide reference assistance during library hours. Staff is also available for guided tours and library instruction.

The library has an automated circulation system that provides access to over 1,000,000 books from the OMNI consortium. Students are encouraged to utilize the interlibrary loan service for materials not available locally. Internet access is available in the library as well as access to several CD-ROM databases. Cultural electronic material is accessed through a special workstation that houses the Edward E. Curtis Collection of Native American Photographs and also through specific CD-ROM discs.

The library has a growing Cheyenne Collection as well as other valuable documents within the archives and the vertical files. The library owns a collection of videotapes and audiocassettes, including some on Native American topics. Photographs of Cheyenne elders and paintings depicting Cheyenne leaders and historical events are displayed throughout the library.

The library maintains a balanced collection of periodicals in paper, CD-ROM, and online full-text formats. These periodicals are accessed using computers and several periodical indexes housed in the library. Microfiche/microfilm readers are available for student’s use, as well as photocopy machine.

The Dr. John Woodenlegs Memorial Library strives to meet the needs of the Chief Dull Knife College through a balanced collection, a special Cheyenne Collection, reference service, and the latest in library technology. The library believes that CDKC deserves excellence in library service and the staff works hard to meet that goal.

Student Support Services program

Student Support Services provides services and support ranging from testing, developmental studies, study groups, tutoring, personal development, computer access in the student lounge area, referrals to outside services, agencies and programs, disability support in compliance with the Americans With Disability Act, and to help with questions regarding additional support required to achieve academic success. Staff within the program are available to assist the student and act as a liaison to all campus programs, classes and staff. Please contact Student Affairs to enroll as a participant for these services.
The program is located in Room 123 and is open from 8:00 a.m. – 4:30 p.m. Monday through Friday.

The Developmental Studies Program divides individualized instruction in Reading, English, and Math for students who require refresher classes before entering college-level courses. Many of these courses are offered each semester in the regular class schedule.

**Distance Learning**

Chief Dull Knife College currently facilitates instruction through distance learning, utilizing the following methods:

**Interactive Television (ITV)**
ITV offers students the opportunity to enroll in upper division courses provided by Montana Tribal Colleges and State Colleges and Universities. The two-way interactive communication system uses cameras and microphones at each site, allowing students and instructors to interact in real time.

**Satellite Downlink**
Satellite delivery of instruction is a one-way video presentation to students. A telephone connection may be available in some instances. The satellite may be bridged to the ITV for multiple site instruction.

**ABE/GED Testing And Tutoring**

The Chief Dull Knife College ABE program offers entry/open exit ABE and GED preparation classes and GED Testing.

**Student Affairs**

**Student Rights & Responsibilities**

Enrollment of a student at Chief Dull Knife College is a voluntary entrance into the academic community. By such voluntary entrance, the student voluntarily assumes obligations of performance and behavior reasonably imposed by the College relevant to its lawful mission, processes and functions. In addition, as the student does not surrender any civil rights as a citizen upon enrollment, the obligations of citizenship continue. Enrollment does not give a right to immunity or special consideration with reference to civil and criminal law. As members of the academic
community, students have equivalent responsibility with the faculty for study and learning and to conduct themselves with academic integrity in a manner compatible with the College functions as an educational institution.

Furthermore, all members of the college have a special responsibility to protect the College as a forum for the free expression of ideas.

**STANDARDS OF STUDENT CONDUCT**

In any case of alleged and admitted academic dishonesty, including cheating and plagiarism, the instructor involved may deal with the matter appropriately, including the issuance of a failing grade for the course. The student may appeal the instructor’s decision to the Dean of Academic Affairs.

In any case where, after being informed of suspicion of academic dishonesty, a student either denies the charge or elects to remain silent, the faculty member involved shall immediately notify the Dean of Academic Affairs who will review the situation and deal with the matter appropriately. This may include the issuance of a failing grade for the course.

In matters of student conduct, the following code constitutes the expectations the College holds for each of its students: Students, as citizens, are expected both to be familiar with and comply with existing Federal, State and municipal laws governing civil and criminal behavior, both on and off campus. Violations may result in disciplinary action by the College.

In addition, the following breaches of proper conduct on college property and at all College sponsored functions shall warrant disciplinary action:

- Drunkenness, gambling, or breach of the peace. Possession of alcoholic beverages and/or controlled substances on campus.
- Presentation as one’s work the work of another, or otherwise falsifying or cheating.
- Obstructing the orderly flow of college processes.
- Hazing, tormenting or maltreating a fellow student, staff member, faculty member or administrator.
- Misconduct of any kind which is destructive of college property, detrimental to the college, or which is injurious to the welfare of the student body.
- Failure to follow direction of college officials acting in the performance of their duties, including identification upon request.

Students who violate college conduct regulations shall be called to appear before the Committee on Students Affairs, comprised of members of the faculty and staff, who shall determine the disciplinary action to be taken.
RIGHT OF APPEAL & GRIEVANCES

The student should be aware that, in any case of disagreement with the decision of a staff member, an appeal for review of the decision may be made to the next higher official or body. If the student is in doubt concerning the person to whom the appeal should be made, he or she should consult the Office of the Registrar.

Student grievances are to be handled by approved procedures within the College. Grievances may be of at least four types: (1) academic, (2) student conduct, (3) discrimination or sexual harassment or (4) other non-academic grievances.

1. Academic Grievances involve coursework, grades, etc. All such grievances are to be handled in accordance with approved procedures.
2. Student Conduct Grievances are those which do not involve academics or alleged discrimination or sexual harassment. Copies of college conduct guidelines and procedures for handling conduct grievances are available from the Office of the Registrar.
3. Discrimination or Sexual Harassment: Any student who believes he or she may have experienced unlawful discrimination on account of race, sex, color, national origin, religion, age, marital status or physical or mental handicap should visit the Equal Opportunity Officer to discuss his or her concerns and to initiate any formal grievance procedure. In addition, Chief Dull Knife College prohibits all forms of sexual harassment of students by staff, faculty or administrators. Students seeking advice on, or wishing to file a grievance related to, alleged sexual harassment should contact the Equal Opportunity Officer. A copy of the College approved policy and procedures’ regarding sexual harassment is available from the Office.
4. Other Non-Academic Grievances:
   a. Student Financial Aid Appeals: Appeals of actions of the Financial Aid Office, which relate to financial aid awards, may be addressed to the Student Financial Aid Committee. The student should first contact the Director of Student Financial Aid and if the grievance cannot be resolved at that level, the director will refer the student to the chairman of the Student Financial Aid Committee. Appeals must be made in writing.

STUDENT ACCESS TO RECORDS

At CDKC students have access to their educational records kept in the Registrar’s Office. Likewise, Financial Aid files are open with the exception of parent’s financial statements. Students will have access to any placement files that may be established. The student may waive this right of access to any or all of these files.

Faculty members will either return to the student or retain for inspection, all sources, including tests, papers, projects and evaluations, of the student’s final grade. Retained material will be available to the student for one semester after the awarding the final course grade. For Spring
Semester grades, retained material will be available to the student during the entire following Fall Semester. Students may challenge any grade source during that time. The Dean of Academic Affairs shall be the final authority for resolution.

After the required period of time, the faculty member will either destroy the retained material or submit it to the Registrar who will determine if the material should be placed in the student’s main office file. Any material not filed will be destroyed.

Students have the right to the opportunity of challenging the content of their education records and to secure the correction or inaccurate or misleading entries. A student may insert into his records a written explanation respecting the content of such records. A student may challenge a grade only on the ground that it was inaccurately recorded. The College may release directory information without student consent unless the student has asked that his prior consent be obtained. Directory information includes a student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received and the most recent previous educational institution attended by the student.

THE ACADEMIC PROGRAM

DEGREES

ASSOCIATE IN ARTS DEGREE (A.A.)

The Associate in Arts is a degree program of general studies for those students whose educational or professional goals will require them to transfer to a 4-year college for completion of their preparation and training. Chief Dull Knife College offers a wide variety of Lower Division (freshman and sophomore) course-work leading to a Bachelor’s Degree at most 4-year colleges and universities. A minimum of 60 credit hours of course numbered 100 or higher in a proscribed transfer curriculum is required for the Associate in Arts Degree.

A cumulative grade point average of 2.00 or better is required in the credits earned toward the A.A. Degree. As part of the 60 credits, students must earn at least the minimum number of credits listed in the group requirements.

ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.)

The A.A.S. is a degree program of specific training in a career occupational field. A.A.S. programs are designed to prepare students for immediate entry into employment. Some of the course-work may be transferred to Bachelor’s Degree programs at selected 4-year institutions.
A.A.S. Degrees are currently offered in Office Management and Business.

A minimum of 60 credit hours of courses numbered 100 or higher in a combined occupational and academic program is required for the Associate in Applied Science Degree.

A cumulative grade point average of 2.00 or better is required in the credits earned toward the A.A.S. Degree.

**Certificates**

Certificate programs are designed for students who seek to acquire an occupational skill in specific training programs that are shorter in duration and narrower in scope than those leading to the A.A.S. Degree. A one-year certificate program is currently offered in Office Skills and an 18-month Certificate in the Entrepreneurship Program. Certificates are awarded for satisfactory completion of courses or programs of fewer than 60 credit hours. Specific requirements vary with each certificate program.

**Graduation Requirements**

The graduation requirements listed in the Chief Dull Knife College catalog which is current at the time the student determines that he/she plans to graduate from CDKC or when the student first attends on a full-time basis, are the requirements that apply to that student.

At least 15 credit hours must be earned at CDKC to meet degree graduation requirements.

A maximum of seven credits of “D” grade will be applicable towards degree or certificate requirements.

**Application For Graduation**

Students must make formal application for graduation with the Registrar by at least the second week of the semester in which the course requirements are expected to be completed.
Students planning on transferring to a four-year institution need to be aware that the Montana University System requires all core classes transferred must have a “C” grade or better. “D” grades may be accepted at the discretion of the transferring school for non-core classes. All students who will be transferring to a four-year institution will be required to take a composition exit exam.
# PROGRAMS OF STUDY

## ASSOCIATE IN ARTS DEGREE

**General Education Requirements**

**GENERAL STUDIES**

Chief Dull Knife College awards an Associate of Arts degree in General Studies. Students need a minimum of 60 semester hours and a 2.0 cumulative grade point average to complete the program. Special Topics courses numbered 299 do not fulfill group requirements.

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>Communication Arts</strong></td>
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<tr>
<td>CA 151</td>
<td>English Composition I (3)</td>
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<tr>
<td>CA 251</td>
<td>English Composition II (3)</td>
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<td>CA 165</td>
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<td><strong>Computer Information Systems</strong></td>
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<td>CS 150</td>
<td>Introduction to Computers (3)</td>
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<tr>
<td><strong>Humanities and Fine Arts</strong></td>
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<td><strong>Fine Arts:</strong></td>
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<td>AC 150</td>
<td>Foundations of Art (3)</td>
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<td><strong>Philosophy:</strong></td>
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<td>PH 150</td>
<td>Introduction to Philosophy (3)</td>
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</table>
Mathematics 3
Courses must be selected from the following:

MA 151 College Algebra (3)
MA 173 Mathematics for Elementary Teachers II (3)
MA 171 Finite Mathematics (3)

Science 7
One Biology Science and one Physical Science
One of the courses must have a lab.

History/Political Science 6

History:
HS 151 Western Civilization I (3)
HS 152 Western Civilization II (3)
HS 251 U.S. History I (3)
HS 252 U.S. History II (3)

Political Science:
PS 160 American Political Systems (3)

Native American Studies:
NS 150 Introduction to Native American Studies (3)
NS 155 Social Issues of the Native American (3)
NS 251 Law and the American Indian (3)
NS 270 History of the Cheyenne People (3)

Social Science and Human Behavior 6

PSY 150 Introduction to Psychology (3)
SS 151 Introduction to Sociology (3)
SS 152 Social Problems (3)
NOTE:
Students seeking an A.A. degree in General Studies must complete 6 credit hours selected from the following courses.

CH 161 Cheyenne Language I (3)
CH 162 Cheyenne Language II (3)
CH 181 Foundations in Cheyenne Oral Traditions I (3)
CH 182 Foundations in Cheyenne Oral Traditions II (3)
CH 260 Ethnobotany (3)
CH 261 Cheyenne Language III (3)
CH 262 Cheyenne Language IV (3)

Electives: A minimum of 17 credits must be taken from classes numbered above 100.

Total Semester Program Hours 60

*Students who have determined their career goals may choose to follow the appropriate transfer option for their field study.

A.A.: General Studies
Agriculture Option

Communication Arts 9
CA 151 English Composition I (3)
CA 165 Fundamentals of Public Speaking (3)
CA 251 English Composition II (3)

Computer Information Systems 3
CS 150 Introduction to Computers (3) OR

Agriculture Sciences 3
AG 155 Microcomputers in Agriculture (3)

Humanities and Fine Arts 9
Fine Arts:
AC 150    Foundations of Art (3)
AC 154    Introduction to Photography (3)
AC 165    Introduction to Drawing (3)

Literature:
LI 151    Introduction to Literature (3)

Philosophy:
PH 150    Introduction to Philosophy (3)

Science 7
One Biology Science and one Physical Science
One of the courses must have a lab.

History/Political Science 6

History:
HS 151    Western Civilization I (3)
HS 152    Western Civilization II (3)
HS 251    U.S. History I (3)
HS 252    U.S. History II (3)

Political Science:
PS 160    American Political Systems (3)

Native American Studies:
NS 150    Introduction to Native American Studies (3)
NS 155    Social Issues of the Native American (3)
NS 251    Law and the American Indian (3)
NS 270    History of the Cheyenne People (3)

Social Science and Human Behavior 6

PSY 150    Introduction to Psychology (3)
SS 151    Introduction to Sociology (3)
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<td><strong>Science and Chemistry</strong></td>
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<td>SC 161</td>
<td>Biology of Cells</td>
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<tr>
<td>SC 162</td>
<td>Biology of Organisms</td>
<td>4</td>
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<tr>
<td>SC 171</td>
<td>Introduction to General Chemistry</td>
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</tr>
<tr>
<td>SC 172</td>
<td>Intro. To Organic/Biological Chemistry</td>
<td>4</td>
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<tr>
<td><strong>Electives:</strong></td>
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<tr>
<td>AG 150</td>
<td>Introduction to World AgriScience and Technology</td>
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<td>AG 160</td>
<td>Rangeland Science</td>
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<tr>
<td>AG 250</td>
<td>Introduction to Animal Science</td>
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<td>AG 255</td>
<td>Introduction to Soil Science</td>
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<td>AG 260</td>
<td>Equine Science</td>
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<td>AG 275</td>
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**A.A.: General Studies**
**Allied Health Option**

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<td>AH 250</td>
<td>Nutrition</td>
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<td><strong>Communication Arts</strong></td>
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<tr>
<td>CA 151</td>
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<td>3</td>
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<tr>
<td>CA 165</td>
<td>Fundamentals of Public Speaking</td>
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<tr>
<td>CA 251</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td></td>
<td>3</td>
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</tbody>
</table>
| CS 150      | Introduction to Computers                   | 3       | OR
**Agriculture Sciences**  
AG 155 Microcomputers in Agriculture (3)

**Humanities and Fine Arts**  
9

**Fine Arts:**
- AC 150 Foundations of Art (3)
- AC 154 Introduction to Photography (3)
- AC 165 Introduction to Drawing (3)

**Literature:**
- LI 151 Introduction to Literature (3)

**Philosophy:**
- PH 150 Introduction to Philosophy (3)

**Mathematics**  
MA 151 College Algebra (3)

**Science**  
24

- SC 161 Biology of Cells (4)
- SC 171 Introduction to General Chemistry (4)
- SC 172 Intro. To Organic/Biological Chemistry (4)
- SC 261 Human Anatomy and Physiology I (4)
- SC 262 Human Anatomy and Physiology II (4)
- SC 172 Intro. To Organic/Biological Chemistry (4)

**Physical Education and Wellness**  
3
- PE 252 Health and Wellness (3)  
  (OPI) Component

**History/Political Science**  
6

**History:**
- HS 151 Western Civilization I (3)
- HS 152 Western Civilization II (3)
HS 251  U.S. History I (3)
HS 252  U.S. History II (3)

**Native American Studies:**
NS 150  Introduction to Native American Studies (3)
NS 270  History of the Cheyenne People (3)

**Political Science:**
PS 160  American Political Systems (3)

**Social Science and Human Behavior**  
PSY 150  Introduction to Psychology (3)
SS 151  Introduction to Sociology (3)
SS 152  Social Problems (3)

**Total Semester Program Hours**  66

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**A.A.: General Studies**  
**Biology/Pre-Med Option**

**Communication Arts**  9
CA 151  English Composition I (3)
CA 165  Fundamentals of Public Speaking (3)
CA 251  English Composition II (3)

**Computer Information Systems**  3
CS 150  Introduction to Computers (3)

**Humanities and Fine Arts**  9

**Fine Arts:**
AC 150  Foundations of Art (3)
AC 154  Introduction to Photography (3)
AC 165  Introduction to Drawing (3)

**Literature:**
LI 151  Introduction to Literature (3)

**Philosophy:**
PH 150  Introduction to Philosophy (3)

**Mathematics** 9
MA 151  College Algebra (3)
MA 250  Introductory Statistics (3)
MA 261  Applied Calculus (3)

**Science** 20
SC 161  Biology of Cells (4)
SC 172  Intro. To Organic/Biological Chemistry (4)
SC 172  Intro. To Organic/Biological Chemistry (4)
SC 271  General Chemistry I (4)
SC 272  General Chemistry II (4)

**Physical Education and Wellness** 3
PE 252  Health and Wellness (3)
(OPI Component)

**History/Political Science** 6

**History:**
HS 151  Western Civilization I (3)
HS 152  Western Civilization II (3)
HS 251  U.S. History I (3)
HS 252  U.S. History II (3)

**Native American Studies:**
NS 150  Introduction to Native American Studies (3)
NS 270  History of the Cheyenne People (3)
Political Science:
PS 160  American Political Systems (3)

Social Science and Human Behavior  6
PSY 150  Introduction to Psychology (3)
SS 150  Introduction to Sociology (3)
SS 152  Social Problems (3)

Electives:
*SC 271-272 recommended first year if student has not had high school chemistry.
*MA 252 is required before taking MA 261.
*Students may wish to take Human Anatomy and Physiology (SC 261-262) their second year.

Total Semester Program Hours  65

A.A.: GENERAL STUDIES
COMPUTER INFORMATION SYSTEMS OPTION

Communication Arts  9
CA 151  English Composition I (3)
CA 165  Fundamentals of Public Speaking (3)
BU 250  Business Communication (3)

Computer Information Systems  12
CS 150  Introduction to Computers (3)
CS 151  Word Processing (3)
CS 152  Database Management (3)
CS 153  Spreadsheets (3)
CS 154  Operating Systems (3)
CS 157  Desktop Publishing and Computer Graphics (3)
CS 163  Introduction to Computer Programming (3)
Humanities and Fine Arts 9

Fine Arts:
AC 150 Foundations of Art (3)
AC 154 Introduction to Photography (3)
AC 165 Introduction to Drawing (3)

Literature:
LI 151 Introduction to Literature (3)

Philosophy:
PH 150 Introduction to Philosophy (3)

Mathematics 3
MA 250 Introductory Statistics (3)

Science 7
One Biological Science and one Physical Science, one of the courses must have a lab.

History/Political Science 6

History:
HS 151 Western Civilization I (3)
HS 152 Western Civilization II (3)
HS 251 U.S. History I (3)
HS 252 U.S. History II (3)

Native American Studies:
NS 150 Introduction to Native American Studies (3)
NS 270 History of the Cheyenne People (3)

Political Science:
PS 160 American Political Systems (3)
Social Science and Human Behavior 6
   PSY 150   Introduction to Psychology (3)
   SS 151   Introduction to Sociology (3)
   SS 152   Social Problems (3)

Total Semester Program Hours  61

A.A.: General Studies
EARLY CHILDHOOD EDUCATION OPTION

Communication Arts  9
   CA 151   English Composition I (3)
   CA 165   Fundamentals of Public Speaking (3)
   BU 261   Technical Writing for Educators (3)

Computer Information Systems  3
   CS 150   Introduction to Computers (3)

Humanities and Fine Arts  9

   Fine Arts:
   AC 150   Foundations of Art (3)

   Literature:
   LI 151   Introduction to Literature (3)

   Philosophy:
   PH 150   Introduction to Philosophy (3)

Mathematics  6
   MA 172   Math for Elementary Teachers I (3)
   MA 173   Math for Elementary Teachers II (3)
Science 7
One Biological Science and one Physical Science, one of the courses must have a lab.

Physical Education and Wellness 3
PE 252 Health and Wellness (3)
(OPI Component)

History/Political Science 6
History:
HS 151 Western Civilization I (3)
HS 251 U.S. History I (3) or
HS 252 U.S. History II (3)

Native American Studies 3
NS 150 Introduction to Native American Studies (3)

Social Science and Human Behavior 6
PSY 150 Introduction to Psychology (3)
SS 151 Introduction to Sociology (3)
SS 152 Social Problems (3)

Electives: A minimum of 8 credits must be taken.
ED 105 Health, Safety and Nutrition for the Young Child (3)
ED 120 Parenting (3)
ED 150 Society, Schools, and Teachers (3)
ED 155 Human Development (3)
ED 170 American Indian Education (3)
ED 250 Educational Psychology (3)
ED 255 Introduction to Early Childhood Education (3)
ED 260 Introduction to the Education of the Exceptional Child (3)
ED 271 Practicum (Variable)

Total Semester Program Hours 60
**A.A.: General Studies**  
**Education Program Option**

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<tr>
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<th>Credits</th>
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<tr>
<td></td>
<td>CA 165 Fundamentals of Public Speaking (3)</td>
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<td></td>
<td>BU 261 Technical Writing for Educators (3)</td>
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<tr>
<td>Computer Information Systems</td>
<td>CS 150 Introduction to Computers (3)</td>
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<tr>
<td>Humanities and Fine Arts</td>
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<tr>
<td>Fine Arts</td>
<td>AC 150 Foundations of Art (3)</td>
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<tr>
<td>Literature</td>
<td>LI 151 Introduction to Literature (3)</td>
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<td>Philosophy</td>
<td>PH 150 Introduction to Philosophy (3)</td>
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<td>Mathematics</td>
<td>MA 172 Math for Elementary Teachers I (3)</td>
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<td>MA 173 Math for Elementary Teachers II (3)</td>
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<td>One Biological Science and one Physical Science, one of the courses must have a lab.</td>
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<td>PE 252 Health and Wellness (3)</td>
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<tr>
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<td>SS 151 Introduction to Sociology (3)</td>
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<td>ED 155 Human Development (3)</td>
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<tr>
<td>ED 250 Educational Psychology (3)</td>
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<td>ED 260 Introduction of the Exceptional Child (3)</td>
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<th>Hours</th>
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<td><strong>A.A.: General Studies</strong></td>
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<tr>
<td><strong>Communication Arts</strong></td>
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<td>CA 151 English Composition I (3)</td>
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<tr>
<td>CS 150 Introduction to Computers (3)</td>
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</table>
### Humanities and Fine Arts  
9

**Cheyenne Studies:**  
- CH 161  Cheyenne Language I (3)  
- CH 162  Cheyenne Language II (3)  
- CH 181  Foundations in Cheyenne Oral Traditions I (3)  
- CH 182  Foundations in Cheyenne Oral Traditions II (3)  
- CH 261  Cheyenne Language III (3)  
- CH 262  Cheyenne Language IV (3)

**Fine Arts:**  
- AC 150  Foundations of Art (3)  
- AC 154  Introduction to Literature (3)  
- AC 165  Introduction to Drawing (3)

**Fine Arts:**  
- AC 150  Foundations of Art (3)

### Mathematics  
3  
- MA 151  College Algebra (3)

### Science  
7  
One Biological Science and one Physical Science, one of the courses must have a lab.

### History/Political Science  
6

**History:**  
- HS 151  Western Civilization I (3)  
- HS 152  Western Civilization II (3)  
- HS 251  U.S. History I (3)  
- HS 252  U.S. History II (3)

**Native American Studies:**  
- NS 150  Introduction to Native American Studies (3)  
- NS 155  Social Issues of the Native American (3)  
- NS 251  Law and the American Indian (3)
NS 270  History of the Cheyenne People (3)*

**Social Science and Human Behavior**

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<td>SS 152</td>
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**Electives:** A minimum of 17 credits must be taken.

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<td>Foundation in Cheyenne Oral Traditions I</td>
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<td>CH 182</td>
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<td>CH 260</td>
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<td>NS 151</td>
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<td>NS 155</td>
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<tr>
<td>NS 270</td>
<td>History of the Cheyenne People</td>
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*Recommended CH 250 Ethnobotany
*Recommended NS 270 History of the Cheyenne People (3)

**Total Semester Program Hours**  60

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**A.A.: General Studies**

**SPECIAL EDUCATION PROGRAM OPTION**

**Communication Arts**

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<tr>
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CA 165 Fundamentals of Public Speaking (3)
CA 265 Technical Writing for Educators (3)

**Computer Information Systems** 3
CS 150 Introduction to Computers (3)

**Humanities and Fine Arts** 9

**Fine Arts:**
AC 150 Foundations of Art (3)

**Literature:**
LI 151 Introduction to Literature (3)

**Philosophy:**
PH 150 Introduction to Philosophy (3)

**Mathematics** 6
MA 172 Math for Elementary Teachers I (3)
MA 173 Math for Elementary Teachers II (3)

**Science** 7
One Biological Science and one Physical Science, one of the courses must have a lab.

**Physical Education and Wellness** 3
PE 252 Health and Wellness (3)
(OPI Component)

**History/Political Science** 6

**History:**
HS 151 Western Civilization I (3)
HS 251 U.S. History I (3) or
HS 252 U.S. History II (3)
### Native American Studies
- **NS 150**  Introduction to Native American Studies (3)

### Social Science and Human Behavior
- **PSY 150**  Introduction to Psychology (3)
- **SS 151**  Introduction to Sociology (3)
- **SS 152**  Social Problems (3)

### Special Education Core
- **ED 150**  Society, Schools, and Teachers (3)
- **ED 155**  Human Development (3)
- **ED 250**  Educational Psychology (3)
- **ED 260**  Introduction of the Exceptional Child (3)
- **ED 271**  Practicum (Variable)

### Total Semester Program Hours
- **67**

## ASSOCIATE IN SCIENCE DEGREE (A.A.S.) PROGRAMS

The A.A.S. is a degree program of specific training in an occupational career field. The Associate of Applied Science is designed to prepare students for immediate entry into employment upon completion. It is not designed to transfer nor are these courses designed to fulfill the lower division requirements for a bachelor’s degree program.

Associate in Applied Science degrees are currently offered in Office Management and Business.

### OFFICE MANAGEMENT

The Office Management program is designed to provide a fundamental program for students either working in or seeking employment in the Business/Secretarial area. Students need minimum of 60 semester credit hours and a 2.0 cumulative grade point average to complete the program. Upon completion of this program students are awarded the Associate in Applied Science Degree. Students need to take the following required courses:
<table>
<thead>
<tr>
<th><strong>Communication Arts</strong></th>
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<tbody>
<tr>
<td>CA 151</td>
<td>English Composition I (3)</td>
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<tr>
<td>CA 165</td>
<td>Fundamentals of Public Speaking (3)</td>
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<tr>
<td>CA 265</td>
<td>Technical Writing for Educators (3)</td>
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<tr>
<th><strong>Computer Information Systems</strong></th>
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<tbody>
<tr>
<td>CS 150</td>
<td>Introduction to Computers (3)</td>
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<td>CS 151</td>
<td>Word Processing (3)</td>
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<td>CS 152</td>
<td>Database Management (3)</td>
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<td>CS 153</td>
<td>Spreadsheets (3)</td>
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<td>CS 154</td>
<td>Operating Systems (3)</td>
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<td>CS 157</td>
<td>Desktop Publishing and Computer Graphics (3)</td>
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<tr>
<th><strong>Mathematics</strong></th>
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<tr>
<td>MA 155</td>
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<th><strong>Social Science and Human Behavior</strong></th>
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<td>PY 150</td>
<td>Introduction to Psychology (3)</td>
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<th><strong>Business</strong></th>
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<tr>
<td>BU 151</td>
<td>Principles of Accounting I (3)</td>
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<tr>
<td>BU 152</td>
<td>Principles of Accounting II (3)</td>
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<tr>
<td>BU 257</td>
<td>Business Law I (3)</td>
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<td>BU 265</td>
<td>Personnel Management &amp; Supervision (3)</td>
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<tr>
<th><strong>Secretarial Science</strong></th>
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<tbody>
<tr>
<td>SE 101</td>
<td>Beginning Keyboarding (3)*</td>
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<td>SE 102</td>
<td>Intermediate Keyboarding (3)</td>
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<td>SE 110</td>
<td>Electronic Calculators (3)</td>
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<td>SE 115</td>
<td>Records Management (3)</td>
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<td>SE 205</td>
<td>Office Procedures (3)</td>
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<tr>
<td>SE 220</td>
<td>Machine Transcription (3)</td>
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</table>
Electives: A minimum of 6 hours must be taken.

- BU 150 Introduction to Business (3)
- BU 258 Business Law II (3)
- BU 260 Management (3)
- BU 275 Principles of Marketing (3)
- CS 153 Spreadsheets (3)
- CS 154 Operating Systems (3)
- CS 157 Desktop Publishing and Computer Graphics (3)
- SE 121 Shorthand I (3)

*If the student has had Keyboarding in high school or equivalent, Beginning Keyboarding is waived.

Total Semester Program Hours 60

A.A.S. in Business
(Management Option)

The A.A.S. degree in Business will provide a foundation and exposure to the basic principles of business. The following course of study in Business will provide the necessary foundation for an individual in the business field. Students need a minimum of 60 semester credit hours and a 2.0 cumulative grade point average to complete the program.

Communication Arts 9
- CA 151 English Composition I (3)
- CA 165 Fundamentals of Public Speaking (3)
- BU 250 Business Communications (3)

Computer Information Systems 9
- CS 150 Introduction to Computers (3)
- CS 151 Word Processing (3)
- CS 152 Database Management (3)
- CS 153 Spreadsheets (3)
CS 154  Operating Systems (3)

**Mathematics**  
MA 155  Business Mathematics (3)

**Social Science and Human Behavior**  
PY 150  Introduction to Psychology (3)

**Business**  
BU 150  Introduction to Business (3)  
BU 151  Principles of Accounting I (3)  
BU 152  Principles of Accounting II (3)  
BU 200  Entrepreneurship (3)  
BU 251  Microeconomics (3)  
BU 252  Macroeconomics (3)  
BU 257  Business Law I (3)  
BU 260  Management (3)  
BU 265  Personnel Management & Supervision (3)  
BU 271  Practicum (3)  
BU 275  Principles of Marketing (3)

**Electives:** A minimum of 9 hours must be taken.

CS  Not taken in CIS requirements  
HS 151  Western Civilization I (3)  
HS 152  Western Civilization II (3)  
HS 251  U.S. History I (3)  
HS 252  U.S. History II (3)  
NS 150  Introduction to Native American Studies (3)  
NS 270  History of the Cheyenne People (3)  
PH 150  Introduction to Philosophy (3)  
SC 153  Astronomy (3)  
SC 154  Geology (3)  
SC 161  Biology of Cells (4)  
SS 151  Introduction to Sociology (3)  
SS 152  Social Problems (3)

**Total Semester Program Hours**  
60
CERTIFICATE PROGRAM

A certificate program is designed for those students who seek occupation skills in specified training programs that are narrower in scope than those leading to the Associate in Applied Science degree.

Certificate programs require a cumulative grade point average of 2.0 and a minimum of 30 credits.

OFFICE SKILLS

A one-year certificate program designed to provide entry-level skills for the student wanting to enter the Clerical and Secretarial job markets. Students must complete the following required courses.

**Communication Arts**
- BU 250 Business Communication (3)

**Computer Information Systems**
- CS 150 Introduction to Computers (3)
- CS 151 Word Processing (3)

**Mathematics**
- MA 155 Business Mathematics (3)

**Social Science and Human Behavior**
- PY 150 Introduction to Psychology (3)

**Secretarial Science**
- SE 101 Beginning Keyboarding (3)*
- SE 102 Intermediate Keyboarding (3)
- SE 110 Electronic Calculators (3)
- SE 115 Records Management (3)
- SE 205 Office Procedures (3)

**Electives:** A minimum of 6 hours must be taken.
ENTREPRENEURSHIP CERTIFICATE

The Entrepreneurship Certificate is designed to provide the fundamental requirements for students who will be developing and operating a small business. The certificate program can be followed up with additional courses that fulfill needs for the student’s individual business plan. The student is required to complete a minimum of 45 credits with a cumulative grade point average of 2.0 to complete program.

**Communication Arts**
- CA 165 Fundamentals of Public Speaking (3)
- BU 250 Business Communication (3)

**Computer Information Systems**
- CS 150 Introduction to Computers (3)
- CS 151 Word Processing (3)
- CS 152 Database Management (3)
- CS 153 Spreadsheets (3)
- CS 154 Operating Systems (3)

**Mathematics**
- MA 155 Business Mathematics (3)

**Social Science and Human Behavior**
- PY 150 Introduction to Psychology (3)
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<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<td>BU 150</td>
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<td>BU 275</td>
<td>Principles of Marketing (3)</td>
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**Total Semester Program Hours** 45
**PLAN OF STUDY**  
**STUDENT WORKSHEET**

This two-year plan of study is subject of change depending on the TABE scores, course previously taken, courses that need to be repeated, the semester entering, and the number of credits the student chooses to take each semester.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Major</th>
<th>Option</th>
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### FALL SEMESTER

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**TOTAL CREDITS ____________**

### SPRING SEMESTER

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**TOTAL CREDITS ____________**
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**Major** _______________________________________

**Student’s Name**

**Option** _______________________________________

### FALL SEMESTER

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**TOTAL CREDITS** _____________

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**TOTAL CREDITS** _____________
PLANNING OF STUDY
STUDENT WORKSHEET

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____________________________________________________        Major  _____________________________________
Student’s Name

Option ______________________________

FALL SEMESTER

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TOTAL CREDITS ______________

SPRING SEMESTER

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TOTAL CREDITS ______________
COURSE DESCRIPTIONS

ARTS AND CRAFTS

AC 150 Foundations of Arts 3(F)
An introduction to the principles of design, artistic styles and art history with attention to beginning techniques in art.

AC 154 Introduction to Photography 3(F, S)-OD
An introductory course designed to acquaint students with the use of the camera, black and white films, and basic black and white darkroom procedures. NOTE: The student must have access to an adjustable 35 mm camera in order to enroll in this course.

AC 165 Introduction to Drawing 3(S)
Introduces the student to the basic fundamentals of drawing and linear perspective.

AGRICULTURE

AG 150 Introduction to World AgriScience and Technology 3(F)-OD
Studies the needs of all people; food, fiber and shelter. Blends science, agriculture, and technology together. It emphasizes biological, earth and physical sciences as related to agriculture and its related areas as “science in action.”

AG 155 Microcomputers in Agriculture 3(F, S)-OD
Designed to familiarize the student with computer applications as related to general agriculture. This class is designed to be student friendly, and to provide students the opportunity to use personal computers in a variety of agriculture applications.

AG 160 Rangeland Science 3(S)-OD
Description of the rangelands of the world: historical, present, and potentials use(s). Explanation of how uses affect the nutrient, biological and how the ecosystem responds to changes. Concepts as related to ecological condition, land potential and ecological trends will be introduced.
AG 250 Introduction to Soil Science 3(F)-OD

Studies soil and its uses as a component of the ecosystem: physical, chemical and biological properties: water, geological parent materials; classification; nutrient cycling; holistic and sustainable management; land resource inventory and planning, environmental quality.

AG 260 Equine Science 3(S)-OD

Provides the student with current information as related to equine information management with emphasis on behavior, anatomy and physiology, conformation, biomechanics, nutrition, and production. Other areas of interest will be discussed as related to class needs.

AG 265 Feeds and Feeding 3(F, S)-OD

 Examines the importance of proper livestock nutrition, the digestive and metabolic process, feed types and determinations of feedstuffs and rations for a variety of domestic livestock classes.

AG 275 Farm and Ranch Management 3(S)-OD

Allows for the exposure of students to the basic tools of economic decision-making process. The economics of farm/ranch and business decisions as well as the national economic policy with emphasis on agriculture will be discussed.

ALLIED HEALTH

AH 151 Medical Terminology I 3(F)

A basic introduction with an emphasis on word structures and meanings, spelling, and pronunciation. All the body systems are included.

AH 250 Nutrition 3(S)

A course covering basic concepts of human nutrition as they relate to health and food consumption at different states of the life cycle. Principles and application of dietary modifications used in health and disease. Course is designed for pre-nursing students.
ANTHROPOLOGY

AN 150 Introduction to Anthropology 3(F)-OD

Survey of the sub fields of anthropology, archaeology, physical anthropology, linguistic and cultural anthropology. Survey includes topics such as human prehistory, cultural and society, Native North American and others.

BUSINESS

BU 110 Introduction to Bookkeeping 3(F)

Students learn to work with the accounting cycle in its simplest form. Skills include ledger entry, journalizing, posting, and trial balances. No previous experience in bookkeeping or accounting is assumed.

BU 150 Introduction to Business 3(F)

An introduction to the various aspects of business: ownership, organization, administration, decision making, legal and regulatory environment, finance, and personnel.

BU 151 Principles of Accounting I 3(F)

Introduction to basic accounting concepts including the accounting cycle. Explores accounting systems and accounting principles through problem solving for single proprietorships, partnerships, and corporations. PREREQUISITE: BU 110 or consent of instructor.

BU 152 Principles of Accounting II 3(S)

Continuation of introductory accounting sequence covering financial reporting for corporations, managerial accounting principles and systems, planning and control functions, and decision-making based on analysis of accounting information. PREREQUISITE: BU 151 or equivalent.

BU 156 Computerized Accounting 3(F, S)-OD

An integrated software package using the Peachtree Accounting Package, to enable student to learn how computers are used in today’s accounting environment. A hands-on approach is used to complete the accounting cycle for a merchandise or service business as well as learning how to use receivables, payables, payroll, financial statement analysis, job costing and inventory. PREREQUISITE: BU 151 and one computer course.
BU 200 Entrepreneurship 3(F, S)-OD

The course will cover the basic requirements for individuals planning to start their own businesses. It will cover business planning, market analysis, business plan development, business plan writing, and capital search. The students will complete a full research business plan.

BU 250 Business Communication 3(S)-OD

A study of the communication skill needed for effective business writing. Students learn to plan, setup, and produce business letters, memos, and reports.

BU 251 Microeconomics 3(F)-OD

Introduces the tools of the economist as they pertain to microeconomic theory: nature of economics, price theory for the product market, and factor prices.

BU 252 Macroeconomics 3(S)-OD

Introduces the students to the behavior of markets and the national economy, emphasizes macroeconomic theory, theory of national income and employment, economic growth and stabilization, and international economics.

BU 257 Business Law I 3(F)-OD

Provides an introduction to the principles of contracts, negotiable instruments and the Uniform Commercial Code.

BU 258 Business Law II 3(S)-OD

Continuing investigation into business law emphasizing agents and agency, partnerships, real estate, and personal property.

BU 260 Management 3

A survey of the field of management with attention to planning, organizing, directing, coordinating, and controlling the factors of business.

BU 265 Personnel Management and Supervision 3(S)-OD

A study of the mid-management responsibility to personnel including organization, selecting, training, motivating, and evaluating employees.
BU 271 Practicum  3(F, S)-OD

The student is afforded the opportunity to participate in practical on-the-job experience within the area of the entrepreneurship.

BU 375 Principles of Marketing  3(S)

Discusses the principles of marketing in institutional, behavioral, competitive, legal, and intra-firm contexts and situations. Introduces marketing management principles as they apply to product, price, promotion, and distribution.

COMMUNICATION ARTS

CA 090 College Reading and Writing 3 (F, S)

This pass/fail course will help students improve their critical reading skills while they develop fluency in writing. Students work with a variety of instructional materials to master a full range of reading and writing processes before taking English Composition I.

CA 151 English Composition I 3(F, S)

This introductory college course provides student with opportunities to learn from their own reading and writing processes. Student will learn to develop strategies for meeting the needs of individual writing projects, and discover ways to evaluate and improve their own writing skills. Students will also learn the basic forms and expectations they will encounter in academic writing. PREREQUISITE: Satisfactory score on placement examination.

CA 165 Fundamentals of Public Speaking  3(F, S)

This is an introductory course designed to help students develop skills in speaking, organization, and listening. The emphasis is on using oral communication to learn, share information, teach, and solve problems. Using small group activities, audio-video analysis, and research activities student will learn to gather and present information for a variety of purposes and audiences. They will also use oral communication skills for thinking, planning, production, and leadership in their daily lives.

CA 250 Professional Writing 3(F)

Students communication skill will be developed to meet the requirements of classroom teachers and aides. Acquisition of basic skills needed for effective writing of research papers, reports, memos, and letters.
CA 251 English Composition II 3(F, S)

In this advanced writing course students will learn how to use sources from their courses, the library and the community. During the semester students will plan, research, and publish several writing projects from different academic disciplines. The course emphasis is on organized/purposeful writing, drawing conclusions from research, and mastering writing styles. PREREQUISITE: CA 151

CA 261 Technical Writing for Educators 3(F)-OD

This course provides opportunities for students to develop writing and thinking skills that are both relevant and adaptable to many writing situations and assignments, but will emphasize writing in the education field. Includes basic research writing and information gathering skills appropriate to academic areas. Students will get instruction in A.P.A. system of documentation.

CHEYENNE STUDIES

CH 120 Plains Indian Sign Language I 3(F, S)-OD

Introduction to the “universal language” of the tribes of the interior plains region of North America.

CH 121 Plains Indian Sign Language II 3(F, S)-OD

Continuation of the “universal language” of the tribes of the interior plains region of North America.

CH 131 Cheyenne Beadwork I 3(F, S)-OD

An introduction to traditional crafts and art forms of the Cheyenne people. Introduction to traditional designs, symbols, and meanings of colors. Emphasis on beadwork and beading techniques.

CH 132 Cheyenne Beadwork II 3(F,S)-OD

Continued exploration of Cheyenne design through advanced beading. Completion of a major project is required. PREREQUISITE: CH 131 or consent of instructor.

CH 161 Cheyenne Language I 3(F)
An introduction to the Cheyenne language to provide non-Cheyenne speaking students with insights into Cheyenne culture via alphabetic and pronunciation keys, basic concrete concepts, and special manner/emphasis nouns.

**CH 162 Cheyenne Language II 3(S)**

Continuing study of the Cheyenne language emphasizing verbs, adjectival and adverbial participles, locatives and conjunctions to increase and enhance speaking ability. PREREQUISITE: CH 161 or demonstrated ability to speak rudimentary Cheyenne.

**CH 181 Foundations in Cheyenne Oral Tradition I 3(F)-AY**

An introduction to the philosophy and psychology of the Northern Cheyenne people as expressed and retained by tribal oral tradition.

**CH 182 Foundations in Cheyenne Oral Tradition II 3(S)-AY**

A continuation of Northern Cheyenne philosophy and psychology as maintained by the oral tradition of the tribe.

**CH 250 Ethnobotany 3(S)**

This course is a study of the uses of native plants by the traditional Native American cultures of the Northern Plains region with particular emphasis on how such plants were and are utilized by the Northern Cheyenne people. Scheduled field trips are a required part of this course.

**CH 161 Cheyenne Language III 3(F)**

Second year course designed to refine speaking ability and increase fluency in the Cheyenne language. Basic reading skills are also developed. PRERQUISITE: CH 162 or demonstrated fluency in spoken Cheyenne.

**CH 262 Cheyenne Language IV 3(S)**

Continued development of Cheyenne language speaking and reading skills and introduction to writing in the language. Translation work is introduced. PREREQUISITE: CH 261.

**COMPUTER INFORMATION SYSTEMS**

**CS 090 Basic Computer Skills –OD- (Variable)**

An introduction to the microcomputer and its associated peripheral equipment designed for those with little or no previous experience using computers, printers, or software.
CS 150 Introduction to Computers 3(F, S)

A course in computers that covers hardware (CPU’s, RAM, ROM, I/O devices, etc.) and software (operating systems, application programs, etc.). Students will receive hands-on experience using an operating system, word processor, and a spreadsheet. If time permits, some database experience will be incorporated into the class. Lab time using the computer will be required. This course is a prerequisite for all other computer courses.

CS 151 Word Processing 3(F, S)-OD

This course is designed to reinforce knowledge gained in CS 150 and to expand on the principles and usage of word processing. Topics covered include basic operating systems commands, word processing terminology (cut and paste, wordwrap, etc.), printing documents, editing documents, macros, mail merge, graphics, etc. Lab time using the computer will be required. PREREQUISITE: CS 150

CS 152 Database Management 3(F)

This course is designed to reinforce knowledge gained in CS 150 and to expand on the principles of database applications. Students will learn to design and manipulate a database (searching, sorting, printing reports, etc.) through the use of a database application program. After the initial instruction, a project will be required where the student uses the application software to develop a database for personal use. Lab time using the computer will be required. PREREQUISITE: CS 150

CS 153 Spreadsheets 3(S)

This course is designed to reinforce knowledge gained in CS 150 and to expand on the principles and use of a spreadsheet. Topics covered include basic operating systems commands, spreadsheet terminology (values, labels formulas, functions, etc.), printing, developing spreadsheets, macros, graphs, etc. Lab time using the computer will be required. PREREQUISITE: CS 150

CS 154 Operating Systems 3(S)-OD

This course is designed to reinforce knowledge gained in CS 150 and to expand on the principles and use of operating systems. DOS and Windows systems will be studied. Topics include file manipulation (copy, delete, directories, etc.) disk maintenance (format, recovery of files, organization, etc.) and general familiarity with the different operating systems. Lab time using the computer will be required. PREREQUISITE: CS 150
CS 157 Desktop Publishing and Computer Graphics 3 (F, S)-OD

This course uses the integration of several applications to produce a variety of documents including brochures, certificates, flyers, and newsletters. Students will work toward the production of a major document. This course also covers floppy and hard disk management, the computer interface, hierarchical file system, scanning and the use and management of clip art. PREREQUISITE: CS 150

CS 161 Exploring the Internet 3(F)

Introduction to and use of the internet. PREREQUISITE: CS 150 or instructor’s approval.

CS 163 Introduction to Computer Programming 3(S)-OD
(Arrange with Instructor)

This course is designed to introduce students to the principles of computer programming. Topics covered include top-down programming methodology, flow charting, variable usage, control structures, data files (retrieval, storage), and use of Quick BASIC as a sample programs will be written by the student to reinforce the concepts learned. Lab time using the computer will be required. PREREQUISITE: CS 150

EDUCATION

ED 105 Health, Safety and Nutrition for the Young Child 3(F)-OD

Students learn to promote good health and nutrition and provide an environment that contributes to the prevention of illness and the enhancement of the learning process.

ED 120 Parenting 3(F, S)-OD

Explores a wide range of unique skills that every parent can utilize. Includes such topics as stress management, communications, self-esteem, sibling relationships, set-parenting, and developmental concerns. Cultural emphasis with applied activities.

ED 150 Society, Schools, and Teachers 3(F, S)-OD

This course is designed to provide students with a historical and social overview of education in order to develop a base of knowledge regarding the education profession. The course will require students to explore historical and philosophical aspects of our education system, as well as critically analyze trends and issues in today’s society and schools.
ED 155 Human Development 3(F)

A study of the physical, social, emotional, and intellectual aspects of human development within an educational, familial and societal context.

ED 170 American Indian Education 3(S)-OD

A study of Indian Education from the period of traditional teaching to the self-determination period; examination of federal funding for Indian education and the unique educational needs of the Indian child. This course also includes a review of the cultural materials currently used in schools.

ED 250 Educational Psychology 3(S)-OD

Focuses on human learning as it provides the basis for instruction and classroom management. Provides comprehensive coverage of the principles, concepts, and implications of human learning from classical, operant, social learning and cognitive paradigms. Covers management, similarities and differences in learners, management and discipline strategies, and related corollaries of human learning applied to instruction.

ED 255 Introduction to Early Childhood Education 3(S)-OD

A study of young children within the context of our pluralistic society. Provides a working understanding of services and professionals that are available to young children and their families.

ED 260 Introduction to the Education of Exceptional Children 3(F)-OD

Considers the characteristics of children with exceptional learning needs. Examines the services required to assist these children in their total development. Emphasis is on providing appropriate services in the least restrictive environment.

ED 271 Practicum Variable (F, S)-OD

Students will engage in supervised practical experience in the classroom.
HISTORY

HS 151 Western Civilization I 3(F)-AY
An exploration of the Greek and Roman roots and the influence of the Judeo-Christian tradition on Western Civilization from ancient times to the Italian Renaissance. Includes mystic, philosophical, dramatic, and literary works plus art and architectural investigations.

HS 152 Western Civilization II 3(S)-AY
A continuation of the development of Western tradition from the Renaissance to the present time. Emphasis is on the effect on Modern Society.

HS 251 U.S. History I 3(F)-AY
Survey course of the historical development of the United States from the Pre-Colonial period through the War Between the States.

HS 252 U.S. History II 3(S)-AY
History of the United States from the post-Civil War Reconstruction Era through modern times. Emphasis on cause and effect of historical events as they relate to present day history.

LEARNING SKILLS

SK 100 Orientation 1(F, S)
Required for all new and transfer students. An introductory course designed to assist students in focusing on personal potential and the potential for growth that the college offices. The course will additionally provide a cultural understanding and appreciation relative to Chief Dull Knife College and the evolution of the college.

SK 105 College Skills 1(F, S)
Required for all new and transfer students. An introductory course designed to assist students in focusing on personal potential and the potential for growth that the college offices. The course will additionally provide a cultural understanding and appreciation relative to Chief Dull Knife College and the evolution of the college.
LITERATURE

LI 151 Introduction to Literature 3(F)

This course examines the four major types of literature: fiction, poetry, drama, and essay. Student will learn basic strategies for reading and writing about literature. They will also be introduced to various critical approaches to literature.

MATHEMATICS

MA 080 Introductory Mathematics 3(F)

Instruction designed to improve the basic computational skills of students who need additional background in mathematics before enrolling in 100-level math courses. Instruction is organized so that students can work in the area of their greatest need as determined by the placement exam. Course may be repeated twice for credit. The arithmetic operations of whole numbers, decimals and fractions are covered at the first level. Second level topics include ratios and proportions, percentage and pre-algebra concepts.

MA 090 Introductory Algebra 3(F, S)

Pre-college introduction to the concepts of algebra focusing on properties of numbers, binomial arithmetic, factoring, equation solving, and linear equations.

MA 110 Intermediate Algebra 3(F, S)

Traditional topics of algebra: properties of the number system, factoring, equations, graphs, exponents, and radicals. PREREQUISITE: Satisfactory placement scores. (NOTE: This course will satisfy a mathematics requirement at any college or university within the Montana University System).

MA 152 College Trigonometry 3(S)-OD

A detailed study including trigonometric functions and identities, solutions of trigonometric equations and triangles, inverse functions, and complex numbers. PREREQUISITE: MA 151. Demand Only.
MA 155 Business Mathematics 3(F)

This course covers the topics of simple interest and discounted notes, markup, taxes, compound interest and present value, annuities, sinking funds, amortization, depreciation, inventories, insurance, and stocks & bonds. A sufficient score on the math placement exam is required prior to enrollment.

MA 171 Finite Mathematics 3(S)-OD

This course can be taken instead of college algebra for business, life and social science students. The course uses the ideas of modeling, matrices, and linear regression to study finance and management problems.

MA 172 Mathematics for Elementary Teachers I 3(F)-OD

This course is designed to give potential elementary teachers knowledge and skill in basic mathematical concepts. Topics included are problem solving, set, logic, numeration systems, whole numbers, integers, number theory, and probability. PREREQUISITE: MA 110 or equivalent.

MA 173 Mathematics for Elementary Teachers II 3(S)-OD

Continuation of instruction in mathematic concepts and manipulation for potential elementary teachers with emphasis on geometry, measurement, computer programming, and the use of computer software for geometric concepts. PREREQUISITE: MA 172

MA 250 Introductory Statistics 3(F)-OD

This course is designed to provide students with an introduction to the concepts of statistics and their relationship to probability. Concepts to be covered include measurement of averages, measurements of variances, confidence interval and hypothesis testing. PREREQUISITE: MA 110

MA 252 Pre-Calculus 3(F)-OD

This mathematics course is designed to review and teach the mathematics needed for success in a first course in calculus.

MA 261 Applied Calculus 3(S)

This course covers the fundamentals of differential and integral calculus with emphasis on applications to business and social science problems. PREREQUISITE: MA 252 or equivalent.
NATIVE AMERICAN STUDIES

NA 150 Introduction to Native American Studies 3(F, S)
Prehistory, ethnography and cultural ecology of Indians in North America. Analysis of different culture areas will be examined. Brief survey of historical relationship between Indian/European contacts.

NS 151 Tribal Governments 3(F)
A study of American Indian tribal political systems and tribal institutions and their role in decision-making. PREREQUISITE: NS 150

NS 154 Cultural Environment 3(F, S)-AY
The students learn and understand the dynamics of man’s interrelationships with his environment, where he came from and where he returns. A study of the process as it is reflected in the natural world and in the context of Native American cultural expression.

NS 155 Social Issues of the Native American 3(F)
An examination of the sociology of Native American’s emphasis on issues raised by the interface of the Native American culture and values of the majority culture: including problem areas such as alcoholism, education, health, crime and intercultural relations. PREREQUISITE: NS 150

NS 160 Introduction to American Indian Art 3(S)
A study of Native American art expressions as influenced by a diversified culture. Symbolic meaning of Native American art, and a familiarization with some basic techniques of Native American art are included. PREREQUISITE: NS 150

NS 251 Law and the American Indian 3(S)
Examines the legal issues involved in contemporary Native American life. PREREQUISITE: NS 150

NS 252 Native American Literature 3(F)-OD
An exploration of the historical and contemporary contributions made by Native American writers to the literature of the Western Hemisphere. PREREQUISITE: NS 150
NS 270 History of the Cheyenne People 3(F, S)

A survey of the evolving history of the Cheyenne people, their social organization and structure. Examines the different cultural characteristics between Cheyenne and predominant Euro-American culture that has led to misunderstanding and conflict. PREREQUISITE: NS 150

**PHYSICAL EDUCATION AND WELLNESS**
Activity Courses – may be taken twice for Credit.

PE 161 Walking for Fitness 1(F)

PE 162 Walking for Fitness 1(F, S)-OD

PE 252 Health and Wellness 3(F, S)-OD
(OPI Component)

A course devoted to basic health concepts as affect by diet, exercise, and lifestyle. Reveals the health and safety issues of children and adolescents and provides an introduction to the role of the teacher as it applies to the eight component model of the comprehensive school health program. Fulfills Office of Public Instruction (OPI) requirements for drug and alcohol education.

**PHILOSOPHY**

PH 150 Introduction to Philosophy 3(S)-AY

Introduces the art of philosophical inquiry by exploring how great thinkers have raised questions about the nature of reality and how we know. A variety of philosophers will be examined.

PH 160 Comparative Religion 3(S)-AY

Introduces theories of the origin, function and nature of major religions.

**POLITICAL SCIENCE**

PS 160 American Political System 3(F, S)-OD

A study of the Federal Government: Legislative, Executive, and Judicial branches; the bureaucracy; political parties; and current issues.
**PSYCHOLOGY**

**PY 150 Introduction to Psychology 3(F, S)**

This course is a survey of methods, concepts, and findings in psychology. It is designed to give a broad introduction to the field and to provide a basis for further coursework in psychology. Topics discussed will include: development throughout the lifespan; biological and environmental foundations of behavior; theories of personality; health and adjustment; and psychology applied to the social context and other professions.

**PY 220 Introduction to Psychological Research Methods 3(S)**

This course deals with experimental and quantitative methods employed in scientific study of behavior. PREREQUISITE: PY 150

**PY 250 Social Psychology 3(F, S)**

This course is the study of individual behavior as a function of interpersonal interaction. Understanding the nature and causes of individual behavior and thought in social situations. PREREQUISITE: PY 150

**PY 280 Abnormal Psychology 3(S)-OD**

This course focuses on the description and classification of abnormal behavior. Students will examine the symptoms and causes of psychological disorders; learn different assessment tools (in DSM III), treatment (a variety of therapies) and prevention. PREREQUISITE: PY 150

**SCIENCE**

**SC 152 Introductory Ecology 3(S)-OD**

An introduction to ecological principles, stressing the structure and function of natural communities and examining human’s role in these ecosystems. Environmental issues such as coal mining, deforestation and habitat loss, wildlife and agricultural management, global climate change, and ozone depletion will be discussed.

**SC 153 Astronomy 3(F)-OD**

A survey of the struggle to understand the universe and our place therein. The structure, growth, methods and limitations of science will be illustrated using the development of astronomy as a vehicle. Present-day views of the universe are presented.
SC 154 Geology 3(F)-OD

Examination of minerals and rocks, geologic time, plate tectonics, earthquakes and volcanoes, rock deformation and mountain building, ocean floors, geophysics, earth resources, and planetary geology.

SC 155 Conceptual Physics 4(F)-AY

An introductory physics course for non-science majors. Stresses the comprehension of physics concepts including: linear and non-linear motion, the properties of matter, heat transfer, thermodynamics, sound, electricity, and magnetism. Laboratory is a required part of this course.

SC 161 Biology of Cells 4(F)

An introduction to living systems at the cellular level with emphasis on cell structure and function. Biochemical processes including photosynthesis, intermediary metabolism, protein synthesis, and enzyme systems are covered. Cell division, gamete formation, and genetics are emphasized. Laboratory is a required part of this course.

SC 162 Biology of Organisms 4(S)

Examination of the five kingdoms of organisms (monera, protista, fungi, plants, animals) with concentrations on vascular plants and animals. Considers analogous structures, survival strategies, nutrition, reproduction, ecological and economic importance. Laboratory is a required part of this course.

SC 171 Introduction to General Chemistry 4(F)-AY

Measurement systems, atomic structure, chemical periodicity, bonding, chemical reactions, acid-base chemistry, gas laws and electrochemistry. Laboratory is a required part of this course.

SC 172 Introduction to Organic and Biological Chemistry 4(S)-AY

An introduction to functional group organic chemistry and important biochemical structures, concepts, and process. The lab is closely integrated with lecture coverage. Laboratory is a required part of this course. PREREQUISITE: SC 171 or equivalent.

SC 180 Physical Science for Elementary Teachers 4(F, S)-OD
A course designed for Elementary Education majors. Introduces students to the fundamental ideas of Chemistry, Physics and Earth Science, the roles of these disciplines in our understanding of the work, and the teaching of these subjects in an elementary classroom. Laboratory is a required part of this course.

**SC 261 Human Anatomy and Physiology I 4(F)**

A course designed for pre-nursing students and others specifically interested in the allied health fields, which introduces the relationships between structures and functions of the human body. General concepts of biochemistry and cell biology are reviewed and the integumentary, skeletal, muscular, and nervous systems are covered in depth. Laboratory activities including mammalian dissection required. PREREQUISITE: SC 161 or equivalent.

**SC 262 Human Anatomy and Physiology II 4(S)**

Continuing instruction in the structure and function of the organ systems of the human body. In-depth instruction and investigation of the endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems plus the mechanisms of homeostasis, fluid balance, salt balance, and internal pH maintenance complete this sequence. Laboratory activities including mammalian dissection required. PREREQUISITE: SC 261

**SC 266 Introduction to Microbiology 4(S)**

An introduction to the world of microorganisms including: viruses, bacteria, protozoa, and fungi. Disease-causing organisms from each group are discussed, as well as diagnosis, symptoms, and treatment. Prokaryotic cell structure, function, and genetics are included along with immunology, epidemiology, and pathogenesis. Laboratory is a required part of this course. PREREQUISITE: SC 161 or equivalent.

**SC 271 General Chemistry I 4(F)-AY**

The first of a two-semester sequence about the general principles of modern chemistry with emphasis on atomic structure, chemical bonding, the periodic table, equilibria, and elementary thermodynamics. Laboratory is required part of this course. PREREQUISITE: MA 110 or equivalent. It is recommended that students also have completed high school chemistry or SC 171.

**SC 272 General Chemistry II 4(S)-AY**

The second semester of the two-semester general chemistry sequence. Laboratory is required part of this course. PREREQUISITE: SE 101.

**SECRETARIAL STUDIES**
SE 101 Beginning Keyboarding 3(F, S)-OD

A course for student with no previous keyboarding experience. Introduces the keyboard and proper keyboarding techniques. Basic skills, centering, tables, memos, personal and business letters, envelopes, reports and basic business forms will be covered.

SE 102 Intermediate Keyboarding 3(F, S)-OD

Further development of speed and accuracy. Formatting of business documents will continued. PREREQUISITE: SE 101 or consent of instructor.

SE 110 Electronic Calculators 3(F)

Students learn the touch method on the ten-key calculator. Speed and accuracy are emphasized. Machine functions are used in working basic business problems.

SE 115 Records Management 3(S)

Students will learn the four basic filing systems-Alphabetical, Numeric, Geographic, and Subject. Records retrieval, retention, transfer, requisition, charge-out, and follow-up procedures are also covered. PREREQUISITE: SE 101

SE 121 Shorthand I 3(F)-OD

Gregg shorthand principles are introduced. Students will read, transcribe, and take dictation. PREREQUISITE: SE 101

SE 122 Shorthand II 3(S)-OD

Continued development of Gregg shorthand theory. Emphasis will be on dictation and transcribing mailable copies.

SE 205 Office Procedures 3(S)-OD

Students will learn how to operate electronic dictating equipment. Transcribing mailable copies will be stressed. PREREQUISITE: SE 102.

SE 220 Machine Transcription
Students will learn how to operate electronic dictating equipment. Transcribing mailable copies will be stressed. PREREQUISITE: SE 102

**SOCIAL SCIENCE**

**SS 151 Introduction to Sociology 3(F)-OD**

Survey of the principles of human behavior, social organizations and institutions as expressed through language and culture and through methods of sociology as a science.

**SS 152 Social Problems 3(S)-OD**

Investigations into the issues of social disorganization such as poverty, population, crime and delinquency, race relations, alienation, family change, violence, and environmental issues.