



>MSU-GF

MSU-Great Falls Catalog for 2009-2010

This catalog contains general information about the campus and specific information about degree programs. You can browse the listing of contents below or [download](#) a PDF of the complete catalog. If you have questions or comments, please contact admissions@msugf.edu.

■ [Download the Complete Catalog \[PDF\]](#)

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Dean's Welcome

Dear Prospective Student:

I believe one of life's greatest accomplishments is the attainment of educational goals we set for ourselves. Here at MSU–Great Falls, we are committed to helping you attain your goals. We are a student-centered institution, proudly focused on student success through quality instruction and learning. Our students come to us from all walks of life and we relish the diversity each individual brings to the campus community.

There has never been a better time to pursue a college credential with MSU–Great Falls. We offer programs in high-demand, high-wage career areas such as healthcare, business, information technology and our new construction trades program. A degree in these or any of our other outstanding programs is a first step in your new career. Our campus boasts a tremendous placement rate for graduates entering the workforce.

If your education goals include a four-year degree or beyond, MSU–Great Falls offers a high-quality, affordable place to start. The College offers the Montana University System Core and Associate of Arts/ Associate of Science degrees along with numerous articulation agreements with other Montana universities all leading to ease of transfer as you move on to your bachelor degree program.

MSU–Great Falls understands today's students need flexibility and easy access to education. For this reason, we offer more online courses than most of the big campuses in Montana with various programs entirely online. In addition, MSU–Great Falls has numerous evening courses to accommodate working individuals.

Not only does MSU–Great Falls offer associate degree and certificate programs, but there are many opportunities for you to update your skills or learn a new hobby through our professional and continuing education, customized training, and special community events.

Finally, you will not find a better value than the education you receive at MSU–Great Falls. The quality education, small class size, individual attention, helpful student services, and exceptionally affordable tuition all add up to a smart investment in your future.

On behalf of the faculty and staff at MSU–Great Falls, I wish you much success in your educational pursuits and look forward to playing a part in helping you accomplish your goals. Welcome to MSU–Great Falls.

Sincerely,
Joe Schaffer, Dean/CEO



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Tagline

Changing Lives – Achieving Dreams

Vision

In the next decade, MSU–Great Falls will play a leading role in transforming the lives of our students, their communities and the economic prosperity of Montana by responding to learner and community needs through the use of partnerships, innovation, outreach and technology.

Mission

Our Mission is to foster the success of our students and their communities through innovative, flexible learning opportunities for people of all ages, backgrounds, and aspirations resulting in self-fulfillment and competitiveness in an increasingly global society.

Values

- Accountability –We ensure our decisions are data-informed and grounded in the best interest of our students and their communities.
- Integrity – We value civic responsibility, high academic standards, ethical practices, and the courage to act.
- Lifelong Learning – We believe education is a lifelong necessity and commitment; we personify this belief by engaging and reengaging students from all generations in learning opportunities.
- Respect - We value differences and treat others with civility, encouraging open and honest communication.
- Responsiveness – We recognize and act upon opportunities to be innovative, flexible, and adaptable to our students’ and communities’ needs.
- Student Success – We are dedicated to student success and achievement; we strive to meet the educational needs of our students and their communities.

Core Themes

At MSU-Great Falls we live the community college experience through an open-access admissions policy, a comprehensive educational program, a focus on teaching and learning, and a philosophy of student-centeredness. We strive to attain our Mission through the core themes and goals of:

1. Workforce Development: Through applied programming our students successfully attain a credential leading to life sustaining careers;
2. Transfer Preparation: Our students complete transfer programming and successfully

transfer toward a four-year degree;

3. **Academic Preparation:** We prepare individuals for success in college coursework through developmental (remedial) education and adult basic education; and
4. **Community Development:** As the community's college, we support social and economic development through outreach, lifelong learning, and active partnership.

EIGHT ABILITIES

The faculty and staff of MSU–Great Falls College of Technology have deemed the following abilities to be central to the personal and professional success of all students:

1. **Communication:** The ability to utilize oral, written and listening skills to effectively interact with others.
2. **Quantitative Reasoning:** The ability to understand and apply mathematical concepts and models.
3. **Inquiry and Analysis:** The ability to process and apply theoretical and ethical bases of the arts, humanities, natural and social science disciplines.
4. **Aesthetic Engagement:** The ability to develop insight into the long and rich record of human creativity through the arts to help individuals place themselves within the world in terms of culture, religion, and society.
5. **Diversity:** The ability to understand and articulate the importance and influence of diversity within and among cultures and societies.
6. **Technical Literacy:** The ability to use technology and understand its value and purpose in the workplace.
7. **Critical Thinking:** The ability to demonstrate critical evaluation of an argument's major assertions, its background assumptions, and the evidence used to support its assertions, and explanatory utility.
8. **Effective Citizenship:** The ability to commit to standards of personal and professional integrity, honesty and fairness.

CORE INDICATORS OF INSTITUTIONAL EFFECTIVENESS

MSU–Great Falls College of Technology (MSUGF), is committed to the evaluation of institutional effectiveness and the assessment of student learning outcomes. This commitment is reflected through an assortment of activities and processes emanating from the College's mission, vision, values, core themes, and strategic plan.

As we strive to become more performance based in the allocation of resources and create a mission-centric model to document our effectiveness, MSUGF has established a set of measures to guide our processes. These measures, known as core indicators of institutional effectiveness^[1], support our everyday operations and assist us as we seek continuous improvement towards mission achievement.

MSUGF's core indicators of institutional effectiveness^[2] stem from the Montana Board of Regent's system measures of effectiveness, federal accountability law and policy and the College's core themes and values . The core indicators of institutional effectiveness are summarized and grouped in the following:

Participation

Core Indicator 1: Enrollment Rates

Core Indicator 2: Regional Market Penetration Rates

Student Success

Core Indicator 3: Persistence (Retention)

Core Indicator 4: Graduation Rates

Core Indicator 5: Demonstration of Abilities

Academic Preparation

Core Indicator 6: Success of Remedial Students in Developmental Coursework

Core Indicator 7: Success of Remedial Students in Subsequent and Related Coursework

Workforce Development

Core Indicator 8: Workforce Degree Production

Core Indicator 9: Placement Rates

Core Indicator 10: Licensure and Certification Pass Rates

Core Indicator 11: Employer Satisfaction with Graduates

Transfer Preparation

Core Indicator 12: Transfer Degree Production

Core Indicator 13: Transfer Rates

Core Indicator 14: Performance after Transfer

[1] A core indicator is "...a regularly produced measure that describes a specified condition or result that is central (or foundational) to the achievement of a college's mission and to meeting the needs and interests of key stakeholders" (Alfred, Shults, and Seybert, 2007, p. 12). Alfred, Shults, and Seybert (2007, p. 23) identified sixteen core indicators of effectiveness for community colleges. If applied comprehensively, these indicators will establish the foundation for a model of institutional effectiveness that will allow us to document our performance. We have adapted those core indicators and they are divided into five components related to our mission: student progress; developmental education; outreach; workforce development; and transfer preparation (Alfred, Shults, & Seybert, 2007, p. 23).

[2] Core Indicators of Institutional Effectiveness are assessed at the institutional level. In addition departments and divisions maintain and assess their effectiveness with unit-level indicators.





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General Information

NOTICE CONCERNING MATERIALS DESCRIBED IN THIS CATALOG:

All provisions within this catalog are subject to change without notice.

While the College will make every effort to provide all described courses and programs, the final decision regarding availability will be determined by enrollment, available faculty, funds, and employer training needs.

Governance

Montana State University – Great Falls College of Technology is a two-year technical/community college within Montana’s public university system. Central administrative control of the College is vested exclusively in the Montana Board of Regents. The Regents have full power, responsibility, and authority to supervise, coordinate, manage, and control the colleges and universities within the Montana University System.

Although a stand-alone institution for purposes of institutional accreditation, budget, personnel, and management, Montana State University–Great Falls College of Technology has been affiliated with Montana State University since July 1, 1994.

Accreditation

Montana State University – Great Falls College of Technology is accredited by the Northwest Commission on Colleges and Universities, a regional postsecondary accrediting agency. Regional accreditation assures the quality of the educational experience and facilitates the transfer of credit to state and national colleges and universities.

In addition, the Dental Assistant, Dental Hygiene, Emergency Medical Technician, Health Information Technology, Medical Assistant, Physical Therapist Assistant, Practical Nurse, Respiratory Care, and Surgical Technology programs are accredited and/or approved by their respective state and/or national agencies.

All educational programs offered by the College are approved by the Montana Board of Regents, United States Department of Education, United States Department of Veterans Affairs, and Montana Department of Vocational Rehabilitation Services.

Important College Regulations and Policies

Crime Awareness and Campus Security

It is the policy and commitment of the College to afford its students, employees, and visitors a campus and educational environment that is as safe and free of crime as possible. Students, employees, and visitors contribute to overall campus safety by reporting criminal activity, by securing personal possessions, and by being aware of personal safety when

entering or exiting the campus buildings. A brochure which provides campus crime prevention information as well as statistics on the incidence of campus crime is available in Student Central.

Drug-Free Campus Policy

In compliance with the Drug Free Workplace Act of 1988, Public Law 101-690, Montana State University–Great Falls College of Technology is committed to a good faith effort to provide a drug-free campus. Therefore, the manufacturing, distribution, sale and/or abuse of illicit and/or prescription drugs, or the inappropriate use of alcohol at the College or in any activity affiliated with the College is prohibited. In addition, the College will enforce the Board of Regents' policy, Section 503.1, of the Policy and Procedures Manual regarding alcoholic beverages. Students must comply with this policy as a condition of attendance. Violations of this policy will result in disciplinary action up to and including expulsion and/or referral for prosecution. At the discretion of the Dean of the College of Technology, a student violating the policy may be required to satisfactorily complete a drug or alcohol abuse rehabilitation program as an alternative to expulsion or as a condition for readmission.

According to information provided by the U.S. Department of Education, drug and alcohol abuse may cause personal health problems, as well as interfere with work, school and daily living performance.

The Great Falls community has a number of excellent resources available to assist an individual who is having difficulty with drug and/or alcohol abuse. Student Central Advisors at the MSU–Great Falls College of Technology are familiar with community resources and are available to refer individuals for assistance and/or treatment to overcome the problem of drug or alcohol abuse. If an individual is reluctant to approach College personnel, information about assistance programs may be obtained by calling the Community Help Line - 761-6010.

Equal Opportunity Policy

Montana State University–Great Falls College of Technology is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin.

The College's Equal Opportunity Officers are the Executive Director of Human Resources and the Assistant Dean of Student Services, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.

Sexual Harassment Policy

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of gender. Sexual harassment is a form of gender-based discrimination. Montana State University–Great Falls College of Technology prohibits and will not tolerate sexual harassment on its premises, within any of its programs, services or other College-sponsored activities, or by anyone acting as an agent of the College.

MSU–Great Falls College of Technology uses the definition of sexual harassment set forth by the U.S. Equal Employment Opportunity Commission which states:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Title IX extends these protections to include students. Other consumers and members of the general public who come into contact with the College or its agents are covered by this policy as well.

Any employee who believes he or she is experiencing sexual harassment should immediately contact the College's Executive Director of Human Resources to discuss options for resolving the issue. Students should contact the Assistant Dean of Student Services and anyone else should contact the College's Dean. Individuals are generally encouraged to attempt to resolve the issue informally by discussing their concerns with the alleged harasser, his or

her supervisor, or both. However, the College recognizes that sexual harassment is a sensitive and potentially volatile issue, and if it is not feasible for the harassed individual to follow this recommended procedure, the appropriate agent should be contacted initially to begin an investigation. All complaints will be handled with discretion and information provided in the initial complaint and during the course of the investigation will remain as confidential as possible. The identity of both the complainant and the alleged harasser will be protected.

Any individual found to be guilty of violating the College's sexual harassment policy will be subject to discipline commensurate with the nature of the offense. Disciplinary action up to and including termination (or dismissal in the case of a student, termination of a contract in the case of a contractual relationship, or restricted access to the College in the case of a member of the general public) may be implemented.

Individuals who submit complaints and/or participate in the investigation process are protected from retaliation due to their participation. Anyone engaging in retaliatory behavior will be in violation of the College's sexual harassment policy, and therefore subject to appropriate disciplinary action as outlined above.

MSU-Great Falls College of Technology is committed to providing and ensuring a safe, positive learning environment that is free from harassment. A complete version of this policy may be obtained from Human Resources or online at www.msugf.edu

Student Central

Student Central is a type of "One Stop Student Shop" for students at MSU-Great Falls College of Technology. Located at the north end of campus, just inside the big atrium entrance, students can have confidence that everything they need in terms of services and information will be right there. Student Central contains the following services and functions for the College's students:

- Academic Advising
- Admissions
- Assistant Dean of Student Services
- Career Services
- Facilities Director
- Financial Aid
- Recruitment
- Registrar
- Retention
- Student Accounts
- Student Assistance Foundation
- TRIO/Educational Opportunity
- Veteran's Services





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Student Central - Admissions

- [Admission Requirements](#)
- [Advising](#)
- [Applicants](#)
- [Cancellation, Refund & Grading Policy for Courses Numbered 194 and 094](#)
- [Credit by Examination](#)
- [New Student Registration and Orientation](#)
- [Registration](#)
- [Registration Requirements](#)
- [Residency Requirements](#)
- [Transfer From Other Institutions](#)
- [Transfer To Other Institutions](#)
- [Tuition & Fees Policy](#)
- [Tuition & Fees Schedule](#)



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Student Central - Financial Aid

TITLE IV SCHOOL CODE 009314

Regular Office Hours: Monday-Friday 8:00 am - 5:00 pm

Phone: 406.771.4334 or 800.446.2698

FAX: 406.771.4410

Email: finaid@msugf.edu

Mailing Address

MSU Great Falls, Financial Aid Office, 2100 16th Ave. South, Great Falls, MT 59405

- [Application Process](#)
- [Assistance in Applying](#)
- [Attendance](#)
- [Changes to Financial Aid Policies](#)
- [Non-Discrimination Statement](#)
- [Electronic Notification](#)
- [Eligibility Requirements](#)
- [Federal Family Education Loan Program \(FFELP\)](#)
- [Tuition Waivers](#)
- [Financial Aid Programs](#)
- [Priority Deadlines](#)
- [Return of Title IV Funds](#)
- [Scholarships](#)
- [Satisfactory Academic Progress Requirements](#)
- [State & Local Services](#)
- [Veterans' Benefits](#)
- [Withdrawals / Changes in Enrollment](#)



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Student Central - Student Information

- [Change of Program](#)
- [Complaint Procedure](#)
- [Disability Services For Students](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Learning Center](#)
- [Library](#)



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Distance & Online Learning

The College offers online courses which are an extension of the on-campus course offerings. Over 100 Internet courses are offered in General Education, Computer Technology, Business, Health Science, and Office Technology. During each term, emphasis is placed on offering Internet courses which support programs at the MSU-GF College of Technology, as well as other units of the Montana University System.

Programs

Associate of Applied Science Degrees

- Computer Information Technology (approx 80% online)
 - Microcomputer Support
 - Network Support (hybrid)
 - Web Design
- Health Information Technology
- Medical Billing & Coding Specialist
- Medical Transcription

Certificate of Applied Science Degrees

- Health Information Coding Specialist
- Medical Billing Specialist
- Medical Transcription

Transfer Degree Options

- Montana University System Core for Transfer
- Associate of Arts
- Associate of Science

Professional Certification Option

- Microsoft Certified Application Specialist (MCAS)
- Public Safety Communications (PSC)

Additional information, including detailed course descriptions, is available on the web at distance.msugf.edu. For answers to questions about distance learning opportunities, please visit our website or call the Distance Education Department at 406-771-4440 or 800-446-2698, ext 4440.

Internet Classes

The College uses a variety of delivery methods to best accommodate students and hires qualified faculty, both inside and outside of the Great Falls area, to meet the needs of students working part- and full-time. Faculty are trained and supported by the Distance Education Department to deliver effective instruction over the Internet. Beginning summer 2009 online courses will be delivered using a new learning management system, Desire2Learn (D2L). Online students follow the same registration procedures as campus-based students. Online students have full access to MSU-Great Falls College of Technology library resources, online tutoring through the Learning Center, and

now have the opportunity to order textbooks online through the [COTtage Bookstore](#). The College plans distance learning opportunities, coordinates their delivery with academic departments, and provides student and faculty support services. Please contact the Distance Ed office for more information about the programs and/or course offerings. Students at a distance are an important part of the campus community!

Mixed-Mode (Hybrid) Classes

A hybrid or mixed-mode course combines the traditional classroom setting with an online component. The amount of on-campus class time varies but is less than a traditional face-to-face class. Students enjoy the flexibility and convenience of an online course as well as the benefits of meeting face-to-face for interactive classroom instruction.

Web-Enhanced Classes

Many of the on-campus courses are web-enhanced and use various online tools to enrich the class. An instructor may post lecture notes, grades, and allow email contact online. Assignments may be turned in electronically.

Advantages: You Can –

- Take courses from the comfort of your home.
- Earn a degree online while you work.
- Log in and complete assignments any time of day or night.
- Complete prerequisite courses online before relocating.
- Save on travel and childcare costs.
- Blend a course with your work schedule.
- Enjoy learning through an online format.

Challenges: You Must –

- Be self-motivated.
- Learn to communicate effectively using technology to connect with other students, faculty, and the Distance Education Department by using e-mail, phone calls, and posting to discussion groups.
- Beware of procrastination – online courses follow the same calendar as on-campus courses.
- Learn to use the technology along with the content of the course.
- Own, purchase, or gain access to updated software and a newer personal computer for some courses. The latest version of Microsoft Office Professional and the newest Internet Explorer browser are recommended.
- Install a sound card (required for some courses).
- Read instructions and all course materials versus attending on-campus course lectures.
- Have regular access to an Internet-ready computer and basic computer skills.

You May –

Be required to find a testing proctor or come on campus to take exams for your online course(s), especially mathematics, accounting and computers.





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College of Technology in Bozeman

College of Technology in Bozeman - an extension of MSU-Great Falls

201 Culbertson Hall,
Montana State University Campus
PO Box 170515, Bozeman, MT 59717
Tel: 406.994.5536 Fax: 406.994.5577
Email: COTatBozeman@msugf.edu
Website: bozeman.msugf.edu

Introduction

Gallatin Valley and MSU students now have access to some of the best benefits of a local two-year college at the College of Technology in Bozeman, an extension of MSU–Great Falls College of Technology.

Mission Statement

The mission of the College of Technology in Bozeman is to be responsive to the educational and workforce needs of the Gallatin Valley by developing, delivering, and continually improving quality educational programs and services which will allow individuals to achieve their goals and create opportunities that will enrich their lives.

Bozeman Stats

Bozeman Population: 32,414
Gallatin County: 78,210
Elevation: 4,810
Founded: 1863

Attractions

- Bozeman Hot Springs
- Bridger Mountains
- Buffalo Jump
- Canyon Ferry Lake
- Downtown Bozeman
- Hyalite Canyon
- Gallatin National Forest
- Lewis & Clark Caverns
- Missouri Headwaters
- Paradise Valley
- Spanish Peaks
- Virginia City
- Yellowstone National Park

Outdoor Recreation

- Biking
- Camping
- Fishing
- Hiking
- Horseback riding
- Hunting
- Photography
- Skiing
- Snowmobiling

Bozeman History

The Bozeman Trail began as a gold-rush trail--a shortcut from the main trail on the North Platte River to the gold fields of Montana. The several routes of the Trail overlaid earlier Indian, trader and exploration routes in Wyoming and Montana. While only about 3,500 emigrants traversed the trail in 1864-66, its most significant consequence was that it cut through the Powder River Basin, the last and best hunting grounds of the Northern Plains Indians, and led to military occupation of the region and ultimately resulted in the Indian wars on the Northern Plains. After emigrant use ceased, the Trail served as a military road to the forts until it was abandoned in 1868 following the Fort Laramie Treaty. It was used again in 1876 by the forces of General George C. Crook, and shortly after the Battle of the Little Bighorn, the route was opened and used by settlers. ~ Susan Badger Doyle

www.bozemantrail.org

Bozeman ... Always in Season

Bozeman is in the heart of southwestern Montana's Rocky Mountains. Clean air, a moderate climate, and excellent access to Yellowstone National Park are just some of the attributes of Bozeman. With its eclectic mix of professors, artists, ranchers, and sporting enthusiasts, the small Montana town of Bozeman is the ideal place to reside and recreate. (Excerpted from

www.allbozeman.com)

Programs

- Aviation, Associate of Applied Science
- Design Drafting Technology, Associate of Applied Science
- Interior Design, Associate of Applied Science
- Welding Technology, Certificate of Applied Science
- College Preparatory Classes
Preparatory classes are available and can be used as electives in the student's program of study, with the exceptions of M 065 and WRIT 085. Preparatory courses are designed to develop skills to ensure the success in follow-on courses in MSU curricular areas. High quality instruction and out-of-class support are hallmarks of the College of Technology in Bozeman.
 - COLS 100: Effective Academic Practices
 - COLS 101 US: First Year Seminar
 - **WRIT 080: Building Basic Writing Skills**
 - **WRIT 095: Developmental Writing**
 - M 065: Pre-Algebra
 - M 096: Survey of Algebra

Services for Students

The Academic Development Center (ADC) is located at 201 Culbertson Hall on the Montana State University campus in Bozeman. The ADC offers math tutoring, a writing center, a computer lab, technical support for online courses, assessment testing and proctoring

services, admissions, advising, and other administrative services.

General Information

Students enrolled in degree-seeking programs with the College of Technology in Bozeman have access to many campus amenities offered to the MSU-Bozeman university students, including residential life (dormitories), food services, library facilities, health services, bus transportation, and fitness facilities (some at extra cost). Students are encouraged to acquire an MSU-Bozeman student identification card. This "One Card" costs a one-time fee of \$15 plus the cost of each additional campus service.



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>MSU-GF >Catalog

Division of Outreach & Workforce Development

- Customized Training
- The Outreach & Workforce Development Division
- Professional Certifications
- Professional & Continuing Education
- Testing Center



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MONTANA UNIVERSITY SYSTEM CORE

In our world of rapid economic, social, and technological change, students need a strong and broadly-based education. General education helps students achieve the intellectual integration and awareness they need to meet challenges in their personal, social, political, and professional lives. General education courses introduce great ideas and controversies in human thought and experience. A solid general education provides a strong foundation for the life-long learning that makes career goals attainable. The breadth, perspective, and rigor provided by the core curriculum helps students become educated people.

Montana State University-Great Falls College of Technology's General Education Core reflects the Montana University System's General Education Core. As students work on the Montana University System General Education Core, they should attempt to select classes that are also required in their major. That efficient use of coursework could help students complete their degrees more quickly, since the classes could be used to satisfy both the requirements of the major and the requirements of the MUS General Education Core. After completion of core requirements students will be able to:

- Demonstrate understanding of major findings and ideas in a variety of disciplines.
- Demonstrate understanding of methods, skills, tools and systems used in a variety of disciplines, and historical, theoretical, scientific, technological, philosophical, and ethical bases in a variety of disciplines.
- Use appropriate technologies to conduct research on and communicate about topics and questions; to access, evaluate and manage information; to prepare and present their work effectively, and to meet academic, personal, and professional needs.
- Demonstrate critical analysis of arguments and evaluation of an argument's major assertions, its background assumptions, the evidence used to support its assertions, and its explanatory utility.
- Understand and articulate the importance and influence of diversity within and among cultures and societies.
- Understand and apply mathematical concepts and models.
- Communicate effectively, through written and oral communication and through other forms as appropriate.

STUDENT LEARNING OUTCOMES FOR MSU—GREAT FALLS CORE:

COMMUNICATION

(ENGLISH COMPOSITION AND ORAL COMMUNICATION):

- Demonstrate an understanding of writing as a series of tasks, including finding, evaluating, analyzing, and synthesizing appropriate sources, and as a process that involves composing, editing, and revising.
- Demonstrate critical reading and analytical skills, including understanding an argument's major assertions and assumptions and how to evaluate its supporting evidence.
- Demonstrate research skills, integrate one's own ideas with those of others, and apply the conventions of attribution and citation correctly.
- Use Standard Written English and edit and revise one's own writing for appropriateness.
- Enhance the fluency and range of vocabulary and syntax with which to meet the requirements of different rhetorical situations.
- Develop proficiency in oral discourse.

- Produce and deliver a clear, well organized verbal presentation.
- Interact in a collaborative, synergistic manner within a small-group problem-solving meeting.
- Use appropriate technologies to conduct research on and communicate about emerging issues and to access, evaluate, and manage information to prepare and present one's work effectively.
- Demonstrate understanding of the interconnections of knowledge within and across disciplines.

MATHEMATICS:

- Interpret mathematical modes given verbally, or by formulas, graphs, tables, or schematics, and draw inferences from them.
- Represent mathematical concepts verbally, and where appropriate, symbolically, visually, and numerically.
- Use arithmetic, algebraic, geometric, technological, or statistical methods to solve problems.
- Use mathematical reasoning with appropriate technology to solve problems, test conjectures, judge the validity of arguments, formulate valid arguments, check answers to determining reasonableness, and communicate the reasoning of the results.
- Recognize and use connections within mathematics and between mathematics and other disciplines.

HUMANITIES/FINE ARTS:

- Investigate the role and values of art in human life and demonstrate an understanding of the significance of specific art forms to the cultures that create and adopt them.
- Describe specific processes by which works of painting, sculpture, architecture, music, dance, theater, film, multi-media, or environmental art are created.
- Demonstrate the dependence of meaning upon cultural and historical context when analyzing works of art.
- Compare and contrast one work of art with another or one medium with another to illuminate both.
- Investigate the variety of human culture and demonstrate an understanding of the ways in which cultures have changed.
- Understand and employ a wide range of humanistic, qualitative, quantitative, theoretical, or philosophical methods for recording and explaining human experience.
- Identify and assess one's own and others' values; identify the underlying premises in one's own and others' arguments.
- Investigate the role and value of literature in human life and demonstrate an understanding of the significance of specific literary works or genres to the cultures that create them and adopt them.
- Identify and use a variety of arts materials, techniques and resources while creating works of art.

NATURAL SCIENCE:

- Use quantitative information and/or mathematical analysis to obtain sound results and recognize questionable assumptions.
- Demonstrate understanding of the broad principles of science and the ways scientists in a particular discipline conduct research.
- Make observations, understand the fundamental elements of experimental design, generate and analyze data using appropriate quantitative tools, use abstract reasoning to interpret the data and formulae, and test hypotheses with scientific rigor.

- Understand the role that human diversity plays in the practice and history of science.
- Demonstrate proficiency in the collection, interpretation, and presentation of scientific data.

M	153**	Precalculus Trigonometry	3†	_____
M	171**	Calculus I	4†	_____
STAT	216**	Introduction to Statistics	4†	_____

SOCIAL SCIENCES/HISTORY:

- Demonstrate knowledge of findings and theories in the social and behavioral sciences.
- Demonstrate an understanding of investigative methods used in the social and behavioral sciences.
- Demonstrate critical thinking about arguments in the social and behavioral sciences and evaluate an argument’s major assertions, its background assumptions, the evidence used to support its assertions, and its explanatory utility. Demonstrate knowledge of important findings and theories in social and political history.
- Demonstrate an understanding of investigative methods used in social and political history.

HUMANITIES/FINE ARTS--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ART	101	Intro to Visual Arts	3†
ART	114	Art Fundamentals	3†
ART	140	Drawing I	3†
DE	161	Introduction to Design	3†
ENGL	217	Creative Writing	3†
LIT	110	Intro to Literature	3†
LIT	231*	Ancient to Ren World Lit	3†
LIT	232*	Modern World Lit	3†
LIT	291	Special Topics - Literature	3†
HUM	242	Gender & Equality	3†
MUSI	101	Enjoyment of Music	3†
MUSI	105	Music Theory I	3†
MUSI	203	American Popular Music	3†
MUSI	207	World Music	3†
PHL	101	Introduction to Philosophy	3†
PHL	110	Introduction to Ethics	3†

CULTURAL DIVERSITY:

- Investigate major issues and scholarly approaches related to diversity.
- Analyze concepts and implications of diversity.
- Demonstrate an understanding of historical, cultural, social, or political conditions and the ways in which they influence the status, treatment, or accomplishments of various groups.
- Articulate how diversity helps shape the role of the individual and the interconnections and relationships within and among groups across societies and cultures

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

COURSE NO.	TITLE	CREDITS	GRADE
BIOB	101**	Discover Biology	4†
BIO	107**	Fund of Human Biology/Lab	4†
BIOB	160*	Principles of Living Systems/Lab	4†
BIOB	170*	Principles of Biological Diversity/Lab	4†
BIO	205	Personal Nutrition	3†
CHMY	101*	Chemistry for the Consumer	3†
CHMY	121*	Intro to General Chemistry/Lab	4†
CHMY	141*	College Chemistry I/Lab	4†
CHMY	143*	College Chemistry II/Lab	4†
GEO	101	Introduction to Physical Geology/Lab	4†
PHYS	110	Survey of Natural Sciences	3†
PHYS	130	Fund Physical Science w/Lab	4†

CULTURAL HERITAGE OF AMERICAN INDIANS:

Courses include significant content related to the cultural heritage of American Indians.

ESTIMATED RESIDENT PROGRAM COST:

Tuition and Fees	\$4518
Application Fee.....	\$30
Lab Fees	\$60
Books.....	\$495
TOTAL:.....	\$6003

MUS Student Health Insurance Premium approx \$1600/year if needed

MONTANA UNIVERSITY SYSTEM CORE COURSES

OFFERED ONLINE AND ON CAMPUS.

COMMUNICATION--6 CREDITS (Need 3 writing & 3 verbal credits)

COURSE NO.	TITLE	CREDITS	GRADE
WRIT	101**	College Writing I	3†
		AND 1 of the following	
COLS	101	First Year Seminar	3†
COMM	130	Public Speaking	3†
COMM	135	Interpersonal Communication	3†

SOCIAL SCIENCES / HISTORY--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ECNS	201	Principles of Microeconomics	3†
ECNS	202	Principles of Macroeconomics	3†
HSTA	101N	American History I	3†
HSTA	102N	American History II	3†
HSTA	255N	Montana History	3†
HSTR	101	Western Civilization I	3†
HSTR	102	Western Civilization II	3†
PSCI	210	Intro to American Government	3†
PSYX	100	Introduction to Psychology	3†
PSYX	230	Developmental Psychology	3†
SOCI	101	Introduction to Sociology	3†
SOCI	121	Introduction to Criminal Justice	3†

MATHEMATICS--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
M	116**	Math for Health Careers	3†
M	121**	College Algebra	3+
M	145**	Math for Liberal Arts	3†
M	152**	Precalculus Algebra	4†

CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ANT	101	Intro to Anthropology	3†

BUS	249	Global Marketing	3†	_____
HUM	244	American Cultural Values	3†	_____
LIT	215N	Literature of the West	3†	_____
LIT	289N	Intro to Native American Literature	3†	_____
NAS	201N	Montana's American Indians	3†	_____
NAS	215N	Native American Religious Traditions	3†	_____
SIGN	101	Intro to American Sign Language	3†	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

TOTAL CREDITS – 31

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

As students work on the MUS general education core, they should attempt to elect classes that are required in their major. That efficient use of coursework could help students complete their degree more quickly, since the classes could be used to satisfy both the requirements of the major and the requirements of the MUS General Education Core.

Students should consult with the intended receiving institution to determine whether or not additional core courses may be required to satisfy that institution's General Education Core.

Upon completion of the General Education Core, please notify the Registrar to have the core indicated on your transcript. A form requesting that the MUS Core be transcribed is available in Student Central and on the web site at http://www.msugf.edu/admissions_records/forms.html. This will need to be turned in to the Registrar's Office upon completion of the program.

ASSOCIATE OF SCIENCE DEGREE TRANSFER TO PARK UNIVERSITY IN MANAGEMENT

The Associate of Science degree is designed for students interested in a Bachelor of Science in Management degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
COMM 130	Public Speaking	3

MATHEMATICS--3 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS--6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 114	Art Fundamentals	3
ART 140	Drawing I	3
DE 161	Introduction to Design	3
ENGL 217	Creative Writing	3
LIT 110	Intro to Literature	3
LIT 231*	Ancient to Ren World Lit	3
LIT 232*	Modern World Lit	3
LIT 291	Special Topics – Literature	3
HUM 242	Gender & Equality	3
MUS 102	Fundamentals of Music	3
MUS 210	Music Appreciation	3
MUS 212	American Music	3
MUS 214	World Music	3
PHIL 101	Introduction to Philosophy	3
PHIL 232	Basic Ethics	3

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 103	Introduction to Biology/Lab	4
BIO 107	Fund of Human Biology/Lab	4
BIO 151*	Molecular & Cell Biology/Lab	4
BIO 152*	Organismal Biology/Lab	4
BIO 205	Personal Nutrition	3
CHMY 121/122*	Into to General Chemistry/Lab	4
CHMY 141/142*	College Chemistry I/Lab	4
CHMY 143/144*	College Chemistry II/Lab	4
GEO 101/102	Intro to Physical Geology/Lab	4
PHYS 110	Survey of Natural Sciences	3
PHYS 130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY --6 CREDITS

Course No.	Title	Credits
ECNS 201	Principles of Microeconomics	3
ECNS 202	Principles of Macroeconomics	3

CULTURAL DIVERSITY--3 CREDITS

Course No.	Title	Credits
ANT 101	Intro to Anthropology	3
BUS 249	Global Marketing	3
LIT 215N	Literature of the West	3
HUM 244	American Cultural Values	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3
SIGN 101	Intro to American Sign Lang	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN MATH AND SCIENCE – 9 CREDITS

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of electives. (BIO) Biology, (CHMY) Chemistry, (GEO) Geology, (M) Math** (except 090, 095, 096, 108, or 111), (PHYS) Physical Science

IV. ARTICULATION COURSEWORK – 17 CREDITS

Course No.	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102*	Accounting Procedures II	3
ACTG 201*	Principles of Fin Accounting	3
ACTG 202*	Principles of Mang Accounting	3
General Electives		5

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

–Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN MANAGEMENT
FROM PARK UNIVERSITY**

I. General Education

EN106 First Year Writing Seminar II	3
Writing Competency Test	P
EN306 Professional Writing in Discipline	3
Upper Division electives	6
Electives	9

II. Core Courses

EC301 Intermediate Macroeconomics	3
EC315 Quantitative Research Methods	3
FI360 Financial Management	3
FI363 Financial Institutions/Management	3
MA120 Basic Concepts of Statistics	3
MG260 Business Law I	3
MG261 Business Law II	3
MG352 Principles of Management	3
MG365 Organizational Behavior	3
MG375 Production/Operations Management	3
MG420 Labor Relations	3
MG495 Business Policy	3
MK351 Principles of Marketing	3
Total	60

120 Total Credits

ASSOCIATE OF ARTS DEGREE TRANSFER TO PARK UNIVERSITY IN MANAGEMENT

The Associate of Arts is designed for students interested in a baccalaureate degree in Management at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
COMM 130	Public Speaking	3

MATHEMATICS--4 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS--6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 114	Art Fundamentals	3
ART 140	Drawing I	3
DE 161	Introduction to Design	3
ENGL 217	Creative Writing	3
LIT 110	Intro to Literature	3
LIT 231*	Ancient to Ren World Lit	3
LIT 232*	Modern World Lit	3
LIT 291	Special Topics – Literature	3
HUM 242	Gender & Equality	3
MUS 102	Fundamentals of Music	3
MUS 210	Music Appreciation	3
MUS 212	American Music	3
MUS 214	World Music	3
PHIL 101	Introduction to Philosophy	3
PHIL 232	Basic Ethics	3

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 103	Introduction to Biology/Lab	4
BIO 107	Fund of Human Biology/Lab	4
BIO 151*	Molecular & Cell Biology/Lab	4
BIO 152*	Organismal Biology/Lab	4
BIO 205	Personal Nutrition	3
CHMY 121/122*	Into to General Chemistry/Lab	4
CHMY 141/142*	College Chemistry I/Lab	4
CHMY 143/144*	College Chemistry II/Lab	4
GEO 101/102	Intro to Physical Geology/Lab	4
PHYS 110	Survey of Natural Sciences	3
PHYS 130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY --6 CREDITS

Course No.	Title	Credits
ECNS 201	Principles of Microeconomics	3
PSYX 230	Developmental Psychology	3

CULTURAL DIVERSITY--3 CREDITS

Course No.	Title	Credits
ANT 101	Intro to Anthropology	3
BUS 249	Global Marketing	3
LIT 215N	Literature of the West	3
HUM 244	American Cultural Values	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3
SIGN 101	Intro to American Sign Lang	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course No.	Title	Credits
WRIT 201*	College Writing II	3
ECNS 202	Principles of Macroeconomics	3
AND		
One course from ART, COMM, HUM, MUS, ML, or PHIL		3

IV. ARTICULATION COURSEWORK – 17 CREDITS

Course No.	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102*	Accounting Procedures II	3
ACTG 201*	Principles of Fin Accounting	3
ACTG 202*	Principles of Mang Accounting	3
General Electives		5

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN MANAGEMENT
FROM PARK UNIVERSITY**

I. General Education

Writing Competency Test	P
EN306 Professional Writing in Discipline	3
Upper Division electives	6
Electives	12

II. Core Courses

EC301 Intermediate Macroeconomics	3
EC315 Quantitative Research Methods	3
FI360 Financial Management	3
FI363 Financial Institutions/Management	3
MA120 Basic Concepts of Statistics	3
MG260 Business Law I	3
MG261 Business Law II	3
MG352 Principles of Management	3
MG365 Organizational Behavior	3
MG375 Production/Operations Management	3
MG420 Labor Relations	3
MG495 Business Policy	3
MK351 Principles of Marketing	3
Total	60

120 Total Credits

ASSOCIATE OF SCIENCE DEGREE TRANSFER TO PARK UNIVERSITY IN PSYCHOLOGY

The Associate of Science is designed for students interested in a Bachelor of Arts in Psychology degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course	No.	Title	Credits
WRIT	101**	College Writing I	3
		AND	
COMM	130	Public Speaking	3

MATHEMATICS -- 3 CREDITS

Course	No.	Title	Credits
M	121**	College Algebra	3

HUMANITIES/FINE ARTS -- 6 CREDITS

Course	No.	Title	Credits
ART	101	Intro to Visual Arts	3
ART	140	Drawing I	3
LIT	110	Intro to Literature	3
PHIL	101	Introduction to Philosophy	3

NATURAL SCIENCE -- 7 CREDITS

(Must include 1 lab course)

Course	No.	Title	Credits
BIO	205	Personal Nutrition	3
CHMY	121/122*	Intro to General Chemistry/Lab	4
CHMY	141/142*	College Chemistry I/Lab	4

SOCIAL SCIENCES/ HISTORY -- 6 CREDITS

Course	No.	Title	Credits
SOCI	101	Introduction to Sociology	3
PSYX	230	Developmental Psychology	3

CULTURAL DIVERSITY -- 3 CREDITS

Course	No.	Title	Credits
LIT	215N	Literature of the West	3
NAS	201N	Montana's American Indians	3
NAS	215N	Native American Religious Trad	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course	No.	Title	Credits
CAPP	120	Introduction to Computers	3

III. CONCENTRATION IN MATH AND SCIENCE – 10 CREDITS

Course	No.	Title	Credits
STAT	216*	Introduction to Statistics	4
		AND	
Any two courses from BIO, CHMY, GEO, M, PHYS			6

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of electives. (BIO) Biology, (CHMY) Chemistry, (GEO) Geology, (M) Math** (except 090, 095, 096, 108, or 111), (PHYS) Physical Science

IV. ARTICULATION COURSEWORK – 16 CREDITS

Course	No.	Title	Credits
PSYX	100	Intro to Psychology	3
WRIT	201*	College Writing II	3
Electives			7
AND any one of the following			
ANT	101	Intro to Anthropology	3
HSTA	101N	American History I	3
HSTA	102N	American History II	3
HSTR	101	Western Civilization I	3
HSTR	102	Western Civilization II	3
PSCI	210	Intro to American Government	3

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

OUTLINE FOR COMPLETION OF BACHELOR OF ARTS IN PSYCHOLOGY FROM PARK UNIVERSITY

I. General Education

Writing Competency Test	P
Modern Language (2 course, same language)	8
Liberal Learning	9
Upper Division electives	6
Electives	3

II. Core Requirements

PS315 Theories of Personality	3
PS398 Jr. Seminar in Psychology	1
PS404 History & Systems of Psychology	3
PS406 Experimental Psychology	3
PS407 Field Placement in Psychology	3
PS498 Sr. Capstone in Psychology	2
PS307 Statistics for Social Science	3
PS308 Principles of Social Research	3

<i>One of the following:</i>	3
PS388 Learning and Motivation	
PS408 Cognitive Psychology	
PS423 Physiological Psychology	

PSCOEX Psychology: Comprehensive	P
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III. Select *one* PS elective from the following:

PS205 Child Psychology	3
PS301 Social Psychology	3
PS302 Tests and Measurements	3
PS317 Psychology of language	3
PS341 Positive Psychology	3
PS358 Applied Behavior Analysis	3
PS361 Cross-Cultural Psychology	3
PS388 Learning and Motivation	3
PS390 Selected Topics in Psychology	1-3
PS402 Systems of Psychotherapy	3
PS403 Special Problems in Psychology	3
PS405 Independent Study in Psychology	3
PS407 Field Placement in Psychology	3-6
PS410 Social Influence/Persuasion	3
PS424 Industrial and Organizational Psych	3

Total 62

122 Credits Total

ASSOCIATE OF ARTS DEGREE TRANSFER TO PARK UNIVERSITY IN PSYCHOLOGY

The Associate of Arts is designed for students interested in a Bachelor of Arts in Psychology degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course	No.	Title	Credits
WRIT	101**	College Writing I	3
		AND	
COMM	130	Public Speaking	3

MATHEMATICS -- 3 CREDITS

Course	No.	Title	Credits
M	121**	College Algebra	3

HUMANITIES/FINE ARTS -- 6 CREDITS

Course	No.	Title	Credits
ART	101	Intro to Visual Arts	3
ART	140	Drawing I	3
LIT	110	Intro to Literature	3
PHIL	101	Introduction to Philosophy	3

NATURAL SCIENCE -- 7 CREDITS

(Must include 1 lab course)

Course	No.	Title	Credits
BIO	205	Personal Nutrition	3
CHMY	121/122*	Intro to General Chemistry/Lab	4
CHMY	141/142*	College Chemistry I/Lab	4

SOCIAL SCIENCES/ HISTORY -- 6 CREDITS

Course	No.	Title	Credits
SOCI	101	Introduction to Sociology	3
PSYX	230	Developmental Psychology	3

CULTURAL DIVERSITY -- 3 CREDITS

Course	No.	Title	Credits
LIT	215N	Literature of the West	3
NAS	201N	Montana's American Indians	3
NAS	215N	Native American Religious Trad	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course	No.	Title	Credits
CAPP	120	Introduction to Computers	3

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course	No.	Title	Credits
WRIT	201*	College Writing II	3
		AND one of the following	
ANT	101	Intro to Anthropology	3
HSTA	101N	American History I	3
HSTA	102N	American History II	3
HSTR	101	Western Civilization I	3
HSTR	102	Western Civilization II	3
PSCI	210	Intro to American Government	3
		AND any one of the following	
Any one course from ART, COMM, HUM, MUS, ML, or PHIL (100 level or above)			3

IV. ARTICULATION COURSEWORK – 17 CREDITS

Course	No.	Title	Credits
PSYX	100	Intro to Psychology	3
STAT	216**	Introduction to Statistics	4
Electives			10

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

OUTLINE FOR COMPLETION OF BACHELOR OF ARTS IN PSYCHOLOGY FROM PARK UNIVERSITY

I. General Education

Writing Competency Test	P
Modern Language (2 course, same language)	8
Liberal Learning	9
Electives	9

II. Core Requirements

PS315 Theories of Personality	3
PS398 Jr. Seminar in Psychology	1
PS404 History & Systems of Psychology	3
PS406 Experimental Psychology	3
PS407 Field Placement in Psychology	3
PS498 Sr. Capstone in Psychology	2
PS307 Statistics for Social Science	3
PS308 Principles of Social Research	3

One of the following: 3

PS388 Learning and Motivation

PS408 Cognitive Psychology

PS423 Physiological Psychology

PSCOEX Psychology: Comprehensive P

III. Select *one* PS elective from the following:

PS205 Child Psychology	3
PS301 Social Psychology	3
PS302 Tests and Measurements	3
PS317 Psychology of language	3
PS341 Positive Psychology	3
PS358 Applied Behavior Analysis	3
PS361 Cross-Cultural Psychology	3
PS388 Learning and Motivation	3
PS390 Selected Topics in Psychology	1-3
PS402 Systems of Psychotherapy	3
PS403 Special Problems in Psychology	3
PS405 Independent Study in Psychology	3
PS407 Field Placement in Psychology	3-6
PS410 Social Influence/Persuasion	3
PS424 Industrial and Organizational Psych	3

Total 62

122 Credits Total

ASSOCIATE OF SCIENCE DEGREE TRANSFER TO PARK UNIVERSITY IN SOCIAL PSYCHOLOGY

The Associate of Science is designed for students interested in a Bachelor of Science in Social Psychology degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
COMM 130	Public Speaking	3

MATHEMATICS -- 3 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS -- 6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 114	Art Fundamentals	3
ART 140	Drawing I	3
DE 161	Introduction to Design	3
ENGL 217	Creative Writing	3
LIT 110	Intro to Literature	3
LIT 231*	Ancient to Ren World Lit	3
LIT 232*	Modern World Lit	3
LIT 291	Special Topics – Literature	3
HUM 242	Gender & Equality	3
MUS 102	Fundamentals of Music	3
MUS 210	Music Appreciation	3
MUS 212	American Music	3
MUS 214	World Music	3
PHIL 101	Introduction to Philosophy	3
PHIL 232	Basic Ethics	3

NATURAL SCIENCE -- 7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 103	Introduction to Biology/Lab	4
BIO 107	Fund of Human Biology/Lab	4
BIO 151*	Molecular & Cell Biology/Lab	4
BIO 152*	Organismal Biology/Lab	4
BIO 205	Personal Nutrition	3
CHMY 121/122*	Intro to General Chemistry/Lab	4
CHMY 141/142*	College Chemistry I/Lab	4
CHMY 143/144*	College Chemistry II/Lab	4
GEO 101/102	Intro to Physical Geology/Lab	4
PHYS 110	Survey of Natural Sciences	3
PHYS 130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY -- 6 CREDITS

Course No.	Title	Credits
SOCI 101	Introduction to Sociology	3
PSYX 230	Developmental Psychology	3

CULTURAL DIVERSITY -- 3 CREDITS

Course No.	Title	Credits
LIT 215N	Literature of the West	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN MATH AND SCIENCE – 9 CREDITS

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of electives. (BIO) Biology, (CHMY) Chemistry, (GEO) Geology, (M) Math** (except 090, 095, 096, 108, or 111), (PHYS) Physical Science

IV. ARTICULATION COURSEWORK – 17 CREDITS

Course No.	Title	Credits
PSYX 100	General Psychology	3
Electives		14

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN SOCIAL PSYCHOLOGY FROM PARK UNIVERSITY

I. General Education

Writing Competency Test	P
Liberal Learning	6
Upper Division electives	6
Social Science Electives	6

II. Core Requirements

PS301 Social Psychology	3
PS315 Theories of Personality	3
SO208 Social Inequality	3
SO210 Social Institutions	3
SO220 Ethical Issues in Social Science	3
SO304 Social Problems	3
SO306 Writing for Social Sciences	3
SO307 Statistics for Social Sciences	3
SO308 Principles of Social Research	3
PS398 Junior Seminar in Psychology	1
PS498 Senior Capstone in Psychology	2

III. Select a total of 12 upper division hours from any of the following groups:

PS302 Tests and Measurements	3
PS309 Human Sexuality	3
PS317 Psychology of language	3
PS358 Applied Behavior Analysis	3
PS361 Cross-Cultural Psychology	3
PS388 Learning and Motivation	3
PS401 Abnormal Psychology	3
PS402 Systems of Psychotherapy	3
PS404 History/Systems of Psychology	3
PS406 Experimental Psychology	3
PS408 Cognitive Psychology	3
PS410 Social Influence/Persuasion	3
PS424 Industrial and Organizational Psych	3
SO302 The Study of the Family	3
SO303 Urban Sociology	3
SO315 Minority Group Relations	3
SO318 Military Sociology	3
SO325 Social Deviance	3
SO326 Sociology of Conflict, War/Terror	3
SO327 Sociology of mental Health/Illness	3
SO328 Sociology of Religion	3
SO329 Sociology of the Life course	3
SO330 Sociology of Youth/Youth Cultures	3
SO332 Dying, Death/Bereavement	3
SO403 Social Theory	3

SO421 Organizational Sociology	3
SO425 Sociology of Work/Professions	3
SO451 Advanced Social Psychology	3
SO455 Programs & Policy Evaluation	3
SO459 Survey Methodology	3

Total 60**120 Credits Total**

ASSOCIATE OF ARTS DEGREE

TRANSFER TO PARK UNIVERSITY IN SOCIAL PSYCHOLOGY

The Associate of Arts is designed for students interested in a Bachelor of Science in Social Psychology degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	Composition I	3
COMM 130	Public Speaking	3

MATHEMATICS -- 3 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS -- 6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 114	Art Fundamentals	3
ART 140	Drawing I	3
DE 161	Introduction to Design	3
ENGL 217	Creative Writing	3
LIT 110	Intro to Literature	3
LIT 231*	Ancient to Ren World Lit	3
LIT 232*	Modern World Lit	3
LIT 291	Special Topics – Literature	3
HUM 242	Gender & Equality	3
MUS 102	Fundamentals of Music	3
MUS 210	Music Appreciation	3
MUS 212	American Music	3
MUS 214	World Music	3
PHIL 101	Introduction to Philosophy	3
PHIL 232	Basic Ethics	3

NATURAL SCIENCE -- 7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 103	Introduction to Biology/Lab	4
BIO 107	Fund of Human Biology/Lab	4
BIO 151*	Molecular & Cell Biology/Lab	4
BIO 152*	Organismal Biology/Lab	4
BIO 205	Personal Nutrition	3
CHMY 121/122*	Into to General Chemistry/Lab	4
CHMY 141/142*	College Chemistry I/Lab	4
CHMY 143/144*	College Chemistry II/Lab	4
GEO 101/102	Intro to Physical Geology/Lab	4
PHYS 110	Survey of Natural Sciences	3
PHYS 130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY -- 6 CREDITS

Course No.	Title	Credits
ECNS 201	Principles of Microeconomics	3
PSYX 230	Developmental Psychology	3

CULTURAL DIVERSITY -- 3 CREDITS

Course No.	Title	Credits
LIT 215N	Literature of the West	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course No.	Title	Credits
WRIT 201*	College Writing II	3
ECNS 202	Principles of Macroeconomics	3

AND
Any one course from ART, COMM, HUM, MUS, ML, or PHIL (100 level or above) 3

IV. ARTICULATION COURSEWORK – 17 CREDITS

Course No.	Title	Credits
PSYX 100	General Psychology	3
SOCI 101	Introduction to Sociology	3
Electives		11

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

–Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN SOCIAL PSYCHOLOGY FROM PARK UNIVERSITY

I. General Education

Writing Competency Test	P
Liberal Learning	6
Natural Science Electives	3
Upper Division Electives	6
Electives	3

II. Core Requirements

PS301 Social Psychology	3
PS315 Theories of Personality	3
SO208 Social Inequality	3
SO210 Social Institutions	3
SO220 Ethical Issues in Social Science	3
SO304 Social Problems	3
SO306 Writing for Social Sciences	3
SO307 Statistics for Social Sciences	3
SO308 Principles of Social Research	3
PS398 Junior Seminar in Psychology	1
PS498 Senior Capstone in Psychology	2

SO330 Sociology of Youth/Youth Cultures	3
SO332 Dying, Death/Bereavement	3
SO403 Social Theory	3
SO421 Organizational Sociology	3
SO425 Sociology of Work/Professions	3
SO451 Advanced Social Psychology	3
SO455 Programs & Policy Evaluation	3
SO459 Survey Methodology	3

Total 60

120 Credits Total

III. Select a total of 12 upper division hours from any of the following groups:

PS302 Tests and Measurements	3
PS309 Human Sexuality	3
PS317 Psychology of language	3
PS358 Applied Behavior Analysis	3
PS361 Cross-Cultural Psychology	3
PS388 Learning and Motivation	3
PS401 Abnormal Psychology	3
PS402 Systems of Psychotherapy	3
PS404 History/Systems of Psychology	3
PS406 Experimental Psychology	3
PS408 Cognitive Psychology	3
PS410 Social Influence/Persuasion	3
PS424 Industrial and Organizational Psych	3
SO302 The Study of the Family	3
SO303 Urban Sociology	3
SO315 Minority Group Relations	3
SO318 Military Sociology	3
SO325 Social Deviance	3
SO326 Sociology of Conflict, War/Terror	3
SO327 Sociology of mental Health/Illness	3
SO328 Sociology of Religion	3
SO329 Sociology of the Life course	3

ASSOCIATE OF SCIENCE DEGREE TRANSFER TO PARK UNIVERSITY IN SOCIOLOGY

The Associate of Science is designed for students interested in a Bachelor of Arts in Sociology degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
COMM 130	Public Speaking	3

MATHEMATICS -- 3 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS -- 6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 140	Drawing I	3
LIT 110	Intro to Literature	3
PHIL 101	Introduction to Philosophy	3

NATURAL SCIENCE -- 7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 205	Personal Nutrition	3
CHMY 121/122*	Intro to General Chemistry/Lab	4
CHMY 141/142*	College Chemistry I/Lab	4

SOCIAL SCIENCES/ HISTORY -- 6 CREDITS

Course No.	Title	Credits
SOCI 101	Introduction to Sociology	3
PSYX 230	Developmental Psychology	3

CULTURAL DIVERSITY -- 3 CREDITS

Course No.	Title	Credits
LIT 215N	Literature of the West	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN MATH AND SCIENCE – 10 CREDITS

Course No.	Title	Credits
STAT 216*	Introduction to Statistics	4

AND

Any two courses from BIO, CHMY, GEO, M, PHYS 6

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of electives. (BIO) Biology, (CHMY) Chemistry, (GEO) Geology, (M) Math** (except 090, 095, 096, 108, or 111), (PHYS) Physical Science

IV. ARTICULATION COURSEWORK – 16 CREDITS

Course No.	Title	Credits
PSYX 100	Intro to Psychology	3
WRIT 201	College Writing II	3
Electives		4

AND any two of the following

ANT 101	Intro to Anthropology	3
HSTA 101N	American History I	3
HSTA 102N	American History II	3
HSTR 101	Western Civilization I	3
HSTR 102	Western Civilization II	3
PSCI 210	Intro to American Government	3

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives.

Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

**OUTLINE FOR COMPLETION OF BACHELOR OF ARTS IN SOCIOLOGY
FROM PARK UNIVERSITY**

I. General Education

Writing Competency Test	P
Modern Language (2 course, same language)	8
Liberal Learning	9

II. Core Requirements

SO208 Social Inequality	3
SO304 Social Problems	3
SO325 Social Deviance	3
SO403 Social Theory	3
PS301 Social Psychology	3

Technical Skills

SO220 Ethical Issues in Social Science	3
SO306 Writing for Social Science	3
SO307 Statistics for Social Science	3
SO308 Principles of Social Research	3

Integrative Experience

SO398 Junior Seminar <u>and</u>	1
SO498 Senior Capstone in Sociology	2

OR

SO496 Senior Project in Sociology	3
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III. Sociology electives:

SO302 The Study of the Family	3
SO303 Urban Sociology	3
SO315 Minority Group Relations	3
SO318 Military Sociology	3
SO326 Sociology of Conflict, War/Terror	3
SO327 Sociology of mental Health/Illness	3
SO328 Sociology of Religion	3
SO329 Sociology of the Life course	3
SO330 Sociology of Youth/Youth Cultures	3
SO332 Dying, Death/Bereavement	3
SO390 Topics in Sociology	3
SO402 Independent Study in Sociology	3
SO421 Organizational Sociology	3
SO425 Sociology of Work/Professions	3
SO451 Advanced Social Psychology	3
SO455 Programs & Policy Evaluation	3
SO459 Survey Methodology	3
SO490 Special Topics in Sociology	3
SO999 Upper Division Sociology Elective	3

Total 62

122 Credits Total

ASSOCIATE OF ARTS DEGREE TRANSFER TO PARK UNIVERSITY IN SOCIOLOGY

The Associate of Arts is designed for students interested in a Bachelor of Arts in Sociology degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
AND		
COMM 130	Public Speaking	3

MATHEMATICS -- 3 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS -- 6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 140	Drawing I	3
LIT 110	Intro to Literature	3
PHIL 101	Introduction to Philosophy	3

NATURAL SCIENCE -- 7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 205	Personal Nutrition	3
CHMY 121/122*	Intro to General Chemistry/Lab	4
CHMY 141/142*	College Chemistry I/Lab	4

SOCIAL SCIENCES/ HISTORY -- 6 CREDITS

Course No.	Title	Credits
SOCI 101	Introduction to Sociology	3
AND		
HSTR 101	Western Civilization I	3
HSTR 102	Western Civilization II	3

CULTURAL DIVERSITY -- 3 CREDITS

Course No.	Title	Credits
LIT 215N	Literature of the West	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course No.	Title	Credits
WRIT 201*	College Writing II	3
AND one of the following		
ANT 101	Intro to Anthropology	3
HSTA 101N	American History I	3
HSTA 102N	American History II	3
PSCI 210	Intro to American Government	3
AND one of the following		
Any one course from ART, COMM, HUM, MUS, ML, or PHIL (100 level or above)		3

IV. ARTICULATION COURSEWORK – 17 CREDITS

Course No.	Title	Credits
PSYX 100	Intro to Psychology	3
STAT 216**	Introduction to Statistics	4
Electives		10

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

OUTLINE FOR COMPLETION OF BACHELOR OF ARTS IN SOCIOLOGY FROM PARK UNIVERSITY

I. General Education

Writing Competency Test	P
Modern Language (2 course, same language)	8
Liberal Learning	9

II. Core Requirements

SO208 Social Inequality	3
SO304 Social Problems	3
SO325 Social Deviance	3
SO403 Social Theory	3
PS301 Social Psychology	3

Technical Skills

SO220 Ethical Issues in Social Science	3
SO306 Writing for Social Science	3
SO307 Statistics for Social Science	3
SO308 Principles of Social Research	3

Integrative Experience

SO398 Junior Seminar <u>and</u>	1
SO498 Senior Capstone in Sociology	2

OR

SO496 Senior Project in Sociology	3
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III. Sociology electives:

SO302 The Study of the Family	3
SO303 Urban Sociology	3
SO315 Minority Group Relations	3
SO318 Military Sociology	3
SO326 Sociology of Conflict, War/Terror	3
SO327 Sociology of mental Health/Illness	3
SO328 Sociology of Religion	3
SO329 Sociology of the Life course	3
SO330 Sociology of Youth/Youth Cultures	3
SO332 Dying, Death/Bereavement	3
SO390 Topics in Sociology	3
SO402 Independent Study in Sociology	3
SO421 Organizational Sociology	3
SO425 Sociology of Work/Professions	3
SO451 Advanced Social Psychology	3
SO455 Programs & Policy Evaluation	3
SO459 Survey Methodology	3
SO490 Special Topics in Sociology	3
SO999 Upper Division Sociology Elective	3

Total 62

122 Credits Total

ASSOCIATE OF SCIENCE DEGREE TRANSFER TO PARK UNIVERSITY IN MANAGEMENT/COMPUTER INFORMATION SYSTEMS

The Associate of Science degree is designed for students interested in a Bachelor of Science in Management/Computer Information Systems degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course	No.	Title	Credits
WRIT	101**	College Writing I	3
		AND	
COMM	130	Public Speaking	3

MATHEMATICS--3 CREDITS

Course	No.	Title	Credits
M	121**	College Algebra	3

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits
ART	101	Intro to Visual Arts	3
ART	114	Art Fundamentals	3
ART	140	Drawing I	3
DE	161	Introduction to Design	3
ENGL	217	Creative Writing	3
LIT	110	Intro to Literature	3
LIT	231*	Ancient to Ren World Lit	3
LIT	232*	Modern World Lit	3
LIT	291	Special Topics – Literature	3
HUM	242	Gender & Equality	3
MUS	102	Fundamentals of Music	3
MUS	210	Music Appreciation	3
MUS	212	American Music	3
MUS	214	World Music	3
PHIL	101	Introduction to Philosophy	3
PHIL	232	Basic Ethics	3

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course	No.	Title	Credits
BIO	103	Introduction to Biology/Lab	4
BIO	107	Fund of Human Biology/Lab	4
BIO	151*	Molecular & Cell Biology/Lab	4
BIO	152*	Organismal Biology/Lab	4
BIO	205	Personal Nutrition	3
CHMY	121/122*	Intro to General Chemistry/Lab	4
CHMY	141/142*	College Chemistry I/Lab	4
CHMY	143/144*	College Chemistry II/Lab	4
GEO	101/102	Intro to Physical Geology/Lab	4
PHYS	110	Survey of Natural Sciences	3
PHYS	130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY --6 CREDITS

Course	No.	Title	Credits
ECNS	201	Principles of Microeconomics	3
ECNS	202	Principles of Macroeconomics	3

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits
ANT	101	Intro to Anthropology	3
BUS	249	Global Marketing	3
LIT	215N	Literature of the West	3
HUM	244	American Cultural Values	3
NAS	201N	Montana's American Indians	3
NAS	215N	Native American Religious Trad	3
SIGN	101	Intro to American Sign Lang	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course	No.	Title	Credits
CAPP	120	Introduction to Computers	3

III. CONCENTRATION IN MATH AND SCIENCE – 10 CREDITS

Course	No.	Title	Credits
STAT	216	Introduction to Statistics	4
		AND	
Any two courses from BIO, CHMY, M, or PHYS			6

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of electives. (BIO) Biology, (CHMY) Chemistry, (GEO) Geology, (M) Math** (except 090, 095, 096, 108, or 111), (PHYS) Physical Science

IV. ARTICULATION COURSEWORK – 16 CREDITS

Course	No.	Title	Credits
ACTG	101	Accounting Procedures I	3
ACTG	102*	Accounting Procedures II	3
ACTG	201*	Principles of Fin Accounting	3
ACTG	202*	Principles of Mang Accounting	3
WRIT	201*	College Writing II	3
Electives			1

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN
MANAGEMENT/COMPUTER INFORMATION SYSTEMS FROM PARK UNIVERSITY**

I. General Education

Writing Competency Test	P
EN306 Professional Writing in Discipline	3
Upper Division electives	6

II. Core Courses

CS151 Introduction to Programming	3
CS208 Discrete Mathematics	3
CS219 Programming Fundamentals	3
CS300 Technology in a Global Society	3
CS360 Database Management	3
CS365 Computer Networking	3
IS205 Managing Information Systems	3
IS315 Computer Systems Analysis/Design I	3
IS316 Computer Systems Analysis/Design II	3
EC315 Quantitative Research Methods	3
FI360 Financial Management	3
MG260 Business Law I	3
MG352 Principles of Management	3
MG365 Organizational Behavior	3
MG375 Production/Operations Management	3
MG495 Business Policy	3
MK351 Principles of Marketing	3

Total 60

120 Total Credits

ASSOCIATE OF ARTS DEGREE TRANSFER TO PARK UNIVERSITY IN MANAGEMENT/COMPUTER INFORMATION SYSTEMS

The Associate of Arts is designed for students interested in a Bachelor of Science in Management/Computer Information Systems degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
AND		
COMM 130	Public Speaking	3

MATHEMATICS--3 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS--6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 114	Art Fundamentals	3
ART 140	Drawing I	3
DE 161	Introduction to Design	3
ENGL 217	Creative Writing	3
LIT 110	Intro to Literature	3
LIT 231*	Ancient to Ren World Lit	3
LIT 232*	Modern World Lit	3
LIT 291	Special Topics – Literature	3
HUM 242	Gender & Equality	3
MUS 102	Fundamentals of Music	3
MUS 210	Music Appreciation	3
MUS 212	American Music	3
MUS 214	World Music	3
PHIL 101	Introduction to Philosophy	3
PHIL 232	Basic Ethics	3

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 103	Introduction to Biology/Lab	4
BIO 107	Fund of Human Biology/Lab	4
BIO 151*	Molecular & Cell Biology/Lab	4
BIO 152*	Organismal Biology/Lab	4
BIO 205	Personal Nutrition	3
CHMY 121/122*	Into to General Chemistry/Lab	4
CHMY 141/142*	College Chemistry I/Lab	4
CHMY 143/144*	College Chemistry II/Lab	4
GEO 101/102	Intro to Physical Geology/Lab	4
PHYS 110	Survey of Natural Sciences	3
PHYS 130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY--6 CREDITS

Course No.	Title	Credits
ECNS 201	Principles of Microeconomics	3
PSYX 230	Developmental Psychology	3

CULTURAL DIVERSITY--3 CREDITS

Course No.	Title	Credits
ANT 101	Intro to Anthropology	3
BUS 249	Global Marketing	3
LIT 215N	Literature of the West	3
HUM 244	American Cultural Values	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3
SIGN 101	Intro to American Sign Lang	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN ARTS, HUMANITIES, AND

SOCIAL SCIENCES – 9 CREDITS

Course No.	Title	Credits
WRIT 201*	College Writing II	3
ECNS 202	Principles of Macroeconomics	3
AND		

One course from ART, COMM, HUM, MUS, ML, or PHIL (100 level or above) 3

IV. ARTICULATION COURSEWORK – 17 CREDITS

Course No.	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102*	Accounting Procedures II	3
ACTG 201*	Principles of Fin Accounting	3
ACTG 202*	Principles of Mang Accounting	3
STAT 216**	Introduction to Statistics	4
Elective		1

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives.

Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN MANAGEMENT
FROM PARK UNIVERSITY**

I. General Education

Writing Competency Test	P
EN306 Professional Writing in Discipline	3
Upper Division electives	6

II. Core Courses

CS151 Introduction to Programming	3
CS208 Discrete Mathematics	3
CS219 Programming Fundamentals	3
CS300 Technology in a Global Society	3
CS360 Database Management	3
CS365 Computer Networking	3
IS205 Managing Information Systems	3
IS315 Computer Systems Analysis/Design I	3
IS316 Computer Systems Analysis/Design II	3
EC315 Quantitative Research Methods	3
FI360 Financial Management	3
MG260 Business Law I	3
MG352 Principles of Management	3
MG365 Organizational Behavior	3
MG375 Production/Operations Management	3
MG495 Business Policy	3
MK351 Principles of Marketing	<u>3</u>

Total 60

120 Total Credits

ASSOCIATE OF SCIENCE DEGREE TRANSFER TO PARK UNIVERSITY IN MANAGEMENT/HEALTHCARE

The Associate of Science degree is designed for students interested in a Bachelor of Science in Management/Health Care degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
COMM 130	Public Speaking	3

MATHEMATICS--3 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS--6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 114	Art Fundamentals	3
ART 140	Drawing I	3
DE 161	Introduction to Design	3
ENGL 217	Creative Writing	3
LIT 110	Intro to Literature	3
LIT 231*	Ancient to Ren World Lit	3
LIT 232*	Modern World Lit	3
LIT 291	Special Topics – Literature	3
HUM 242	Gender & Equality	3
MUS 102	Fundamentals of Music	3
MUS 210	Music Appreciation	3
MUS 212	American Music	3
MUS 214	World Music	3
PHIL 101	Introduction to Philosophy	3
PHIL 232	Basic Ethics	3

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 103	Introduction to Biology/Lab	4
BIO 107	Fund of Human Biology/Lab	4
BIO 151*	Molecular & Cell Biology/Lab	4
BIO 152*	Organismal Biology/Lab	4
BIO 205	Personal Nutrition	3
CHMY 121/122*	Into to General Chemistry/Lab	4
CHMY 141/142*	College Chemistry I/Lab	4
CHMY 143/144*	College Chemistry II/Lab	4
GEO 101/102	Intro to Physical Geology/Lab	4
PHYS 110	Survey of Natural Sciences	3
PHYS 130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY --6 CREDITS

Course No.	Title	Credits
ECNS 201	Principles of Microeconomics	3
ECNS 202	Principles of Macroeconomics	3

CULTURAL DIVERSITY--3 CREDITS

Course No.	Title	Credits
ANT 101	Intro to Anthropology	3
BUS 249	Global Marketing	3
LIT 215N	Literature of the West	3
HUM 244	American Cultural Values	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3
SIGN 101	Intro to American Sign Lang	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN MATH AND SCIENCE – 10

CREDITS

Course No.	Title	Credits
STAT 216*	Introduction to Statistics	4

AND
Two courses from BIO, CHMY, GEO, M, or PHYS 6

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of electives. (BIO) Biology, (CHMY) Chemistry, (GEO) Geology, (M) Math** (except 090, 095, 096, 108, or 111), (PHYS) Physical Science

IV. ARTICULATION COURSEWORK – 16 CREDITS

Course No.	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102*	Accounting Procedures II	3
ACTG 201*	Principles of Fin Accounting	3
ACTG 202*	Principles of Mang Accounting	3
BUS 106	Introduction to Business	3
General Electives		1

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

–Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN
MANAGEMENT/HEALTH CARE FROM PARK UNIVERSITY**

I. General Education

EN106 First Year Writing Seminar II	3
Writing Competency Test	P
EN306 Professional Writing in Discipline	3
Electives	3

II. Core Courses

BI214 Personal & Community Health	3
EC315 Quantitative Research Methods	3
FI360 Financial Management	3
HC260 Legal Issues in Health Care Delivery	3
HC351 Organization/Admin of Health Care Prog	3
HC451 Health Care/Political	3
HC465 Basic Issues in Community Based Health Care Delivery	3
HC491 Senior Seminar in Health Care Mgmt	3
HR353 Introduction to Human Resource Mgmt	3
MG260 Business Law I	3
MG352 Principles of Management	3
MG365 Organizational Behavior	3
MG420 Labor Relations	3
MG495 Business Policy	3
MK351 Principles of Marketing	3

III. Select *two* of the following courses 6

HC461 The Hospital/The Community	
HC463 Third Party Reimbursement & Risk Management	
HC466 Planning & Organizing Community Health Services	
PS301 Social Psychology	

Total 60

120 Total Credits

ASSOCIATE OF ARTS DEGREE

TRANSFER TO PARK UNIVERSITY IN MANAGEMENT/HEALTH CARE

The Associate of Arts is designed for students interested in a Bachelor of Science in Management/Health Care degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
AND		
COMM 130	Public Speaking	3

MATHEMATICS--3 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS--6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 114	Art Fundamentals	3
ART 140	Drawing I	3
DE 161	Introduction to Design	3
ENGL 217	Creative Writing	3
LIT 110	Intro to Literature	3
LIT 231*	Ancient to Ren World Lit	3
LIT 232*	Modern World Lit	3
LIT 291	Special Topics – Literature	3
HUM 242	Gender & Equality	3
MUS 102	Fundamentals of Music	3
MUS 210	Music Appreciation	3
MUS 212	American Music	3
MUS 214	World Music	3
PHIL 101	Introduction to Philosophy	3
PHIL 232	Basic Ethics	3

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 103	Introduction to Biology/Lab	4
BIO 107	Fund of Human Biology/Lab	4
BIO 151*	Molecular & Cell Biology/Lab	4
BIO 152*	Organismal Biology/Lab	4
BIO 205	Personal Nutrition	3
CHMY 121/122*	Into to General Chemistry/Lab	4
CHMY 141/142*	College Chemistry I/Lab	4
CHMY 143/144*	College Chemistry II/Lab	4
GEO 101/102	Intro to Physical Geology/Lab	4
PHYS 110	Survey of Natural Sciences	3
PHYS 130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY --6 CREDITS

Course No.	Title	Credits
ECNS 201	Principles of Microeconomics	3
PSYX 230	Developmental Psychology	3

CULTURAL DIVERSITY--3 CREDITS

Course No.	Title	Credits
ANT 101	Intro to Anthropology	3
BUS 249	Global Marketing	3
LIT 215N	Literature of the West	3
HUM 244	American Cultural Values	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3
SIGN 101	Intro to American Sign Lang	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL

SCIENCES – 9 CREDITS

Course No.	Title	Credits
WRIT 201*	College Writing II	3
ECNS 202	Principles of Macroeconomics	3
AND		

One course from ART, COMM, HUM, MUS, ML or PHIL 3

IV. ARTICULATION COURSEWORK – 17 CREDITS

Course No.	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102*	Accounting Procedures II	3
ACTG 201*	Principles of Fin Accounting	3
ACTG 202*	Principles of Mang Accounting	3
BUS 106	Introduction to Business	3
Elective		2

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

–Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN
MANAGEMENT/HEALTH CARE FROM PARK UNIVERSITY**

I. General Education

Writing Competency Test	P
EN306 Professional Writing in Discipline	3
Electives	3

II. Core Courses

BI214 Personal & Community Health	3
EC315 Quantitative Research Methods	3
FI360 Financial Management	3
HC260 Legal Issues in Health Care Delivery	3
HC351 Organization/Admin of Health Care Prog	3
HC451 Health Care/Political	3
HC465 Basic Issues in Community Based Health Care Delivery	3
HC491 Senior Seminar in Health Care Mgmt	3
HR353 Introduction to Human Resource Mgmt	3
MA120 Basic Concepts of Statistics	3
MG260 Business Law I	3
MG352 Principles of Management	3
MG365 Organizational Behavior	3
MG420 Labor Relations	3
MG495 Business Policy	3
MK 351 Principles of Marketing	3

III. Select two of the following courses 6

HC461 The Hospital/The Community	
HC463 Third Party Reimbursement & Risk Management	
HC466 Planning & Organizing Community Health Services	
PS301 Social Psychology	

Total 60

120 Total Credits

**ASSOCIATE OF ARTS DEGREE WITH ACCOUNTING COURSEWORK
TRANSFER TO THE UNIVERSITY OF GREAT FALLS**

The Associate of Arts with articulated coursework in Accounting is designed for students interested in a baccalaureate degree in Accounting at the University of Great Falls.

I. MUS CORE – 32 SEMESTER HOURS

COMMUNICATION--6 CREDITS (Need 3 writing & 3 verbal credits)

Course	No.	Title	Credits	Grade
WRIT	101**	College Writing I AND	3	_____
COMM	130	Public Speaking	3	_____

MATHEMATICS--4 CREDITS

Course	No.	Title	Credits	Grade
M	152**	Precalculus Algebra	4	_____

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits	Grade
PHIL	232	Basic Ethics AND	3	_____
ART	101	Intro to Visual Arts	3	_____
ART	114	Art Fundamentals	3	_____
ART	140	Drawing I	3	_____
MUS	102	Fundamentals of Music	3	_____
MUS	210	Music Appreciation	3	_____
MUS	212	American Music	3	_____
MUS	214	World Music	3	_____

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

Course	No.	Title	Credits	Grade
BIO	205	Personal Nutrition AND	3	_____
BIO	103**	Introduction to Biology/Lab	4	_____
BIO	107**	Fund of Human Biology/Lab	4	_____
CHMY	121/122*	Introduction to General Chemistry/Lab	3/1	_____
GEO	101/102	Introduction to Geology	3/1	_____
PHYS	130	Fund Physical Science w/Lab	4	_____

SOCIAL SCIENCES/ HISTORY--6 CREDITS

Course	No.	Title	Credits	Grade
HSTR	101	Western Civilization I	3	_____
HSTR	102	Western Civilization II	3	_____

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits	Grade
LIT	215N	Literature of the West	3	_____
LIT	289N	Intro to Native American Lit	3	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course	No.	Title	Credits	Grade
CAPP	120	Introduction to Computers	3	_____

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course	No.	Title	Credits	Grade
SOCI	101	Introduction to Sociology OR		
PSYX	100	Introduction to Psychology AND	3	_____
WRIT	201***	College Writing II AND	3	_____

ECNS	202	Principles of Macroeconomics OR		
ECNS	201	Principles of Microeconomics	3	_____

IV. ARTICULATION COURSEWORK – 16 CREDITS

Any of the Following:

Course	No.	Title	Credits	Grade
CAPP	156*	Electronic Spreadsheets	3	_____
ACTG	101	Accounting Procedures I	3	_____
ACTG	102*	Accounting Procedures II	3	_____
ACTG	201*	Principles of Financial Accounting	3	_____
ACTG	202*	Principles of Managerial Accounting	3	_____
BUS	106	Introduction to Business	3	_____
BUS	230*	Management	3	_____
BUS	255*	Legal Environment	3	_____

TOTAL PROGRAM CREDITS – 60

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE
ACCOUNTING FROM THE UNIVERSITY OF GREAT FALLS**

I. UGF CORE--6 CREDITS

Living and Making a Living (Need 3 upper division writing credits)

Course	No.	Title	Credits	Grade
ENG	312*	Writing for Bus & Professions	3	_____

*Must earn a grade of 'B' or higher for major

RELIGIOUS DIMENSION--3 CREDITS

Course	No.	Title	Credits	Grade
TRL	200	Fund of Christian Theology	3	_____
TRL	210	Catholicism	3	_____
TRL	240	Reading the Old Testament	3	_____
TRL	250	Reading the New Testament	3	_____
TRL	303	Jesus the Christ	3	_____

II. ACCOUNTING MAJOR

**Credits & courses dependent upon articulation courses taken at MSU–GF

Course	No.	Title	Credits	Grade
ACC	201	Principles of Financial Acct	3	_____
ACC	202	Principles of Managerial Acct	3	_____
ACC	371	Intermediate Financial Acct I	3	_____
ACC	372	Intermediate Financial Acct II	3	_____
ACC	380	Principles of Cost Management	3	_____
ACC	422	Principles of Attestation & Audit	3	_____
ACC	425	Advanced Financial Acct I	3	_____
ACC	441	Principles of Federal Tax – Indiv	3	_____
BUS	240	Management & Leadership	3	_____
BUS	335	Commercial Law	3	_____
ECN	201	Macroeconomics OR		
ECN	202	Microeconomics	3	_____

III. MINOR / CONCENTRATION FULFILLED WITH A.A. DEGREE FROM MSU–GF

IV. TOTAL CREDITS TOWARD DEGREE:

AA: MSU–GF	60 credits
BS: UGF	33 credits
Core: UGF	6 credits
Elective	29 credits
TOTAL CREDITS	128



>MSU-GF >Catalog

Great Falls Higher Education Center

The campus of Montana State University-Great Falls College of Technology serves as the site for the Montana University System Higher Education Center in Great Falls. The Higher Education Center coordinates courses and programs to be delivered in Great Falls by Montana's four-year campuses. Degree programs and courses offered through the Higher Education Center are primarily designed for area residents who are interested in enrolling in a graduate or four-year degree program not currently available in Great Falls.

Recent examples include an MBA offered by the University of Montana and Bachelor degrees offered by MSU-Bozeman and MSU-Northern. Further information about the Higher Education Center in Great Falls can be requested from Montana State University-Great Falls College of Technology Welcome Desk or by calling the College at 406-761-4300 or 1-800-446-2698 or online at hec.msugf.edu.

Higher Education Options

- Business
 - MSU – Bozeman
 - UM - Western
- Business Administration
 - MSU – Northern
- Computer Information Systems
 - MSU – Northern
- BSN Nursing
 - MSU Bozeman



MSU-Great Falls College of Technology | 2100 16th Ave. South | Great Falls, MT 59405
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GREAT FALLS HIGHER EDUCATION CENTER

THIS PROGRAM OF STUDY IS DESIGNED FOR STUDENTS PLANNING TO APPLY TO THE MSU BOZEMAN – COLLEGE OF BUSINESS

The College of Business of MSU–Bozeman has a basic curriculum required for the freshman and sophomore years in Accounting, Finance, Management, and Marketing. Completion of this track will allow students to be eligible for formal admission to the MSU–Bozeman College of Business. Students intending to apply for admission to the MSU–Bozeman College of Business must complete all program requirements, have a “C” or better in all Business courses, and have a 2.50 minimum cumulative GPA.

The information on all transfer options is subject to change. Students should contact the MSU-Bozeman’s College of Business (business@montana.edu)

I. MONTANA UNIVERSITY SYSTEM CORE – 31 CREDITS

COMMUNICATION--6 CREDITS (Need 3 writing & 3 verbal credits)

Course	No.	Title	Credits	Grade
WRIT	101**	College Writing I AND 1 of the following	3	_____
COLS	101	First Year Seminar	3	_____
COMM	130	Public Speaking	3	_____
COMM	135	Interpersonal Communication	3	_____

MATHEMATICS--3 CREDITS

Course	No.	Title	Credits	Grade
M	121**	College Algebra	3	_____
M	152**	Precalculus Algebra	4	_____
M	153**	Precalculus Trigonometry	3	_____
M	145**	Mathematics for Liberal Arts	3	_____
M	116**	Mathematics for Health Careers	3	_____

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits	Grade
ART	101	Intro to Visual Arts	3	_____
ART	114	Art Fundamentals	3	_____
ART	140	Drawing I	3	_____
DE	161	Introduction to Design	3	_____
LIT	110	Intro to Literature	3	_____
LIT	231*	Ancient to Ren World Lit	3	_____
LIT	232*	Modern World Literature	3	_____
LIT	291	Special Topics - Literature	3	_____
ENGL	217	Creative Writing	3	_____
HUM	242	Gender & Equality	3	_____
MUS	102	Fundamentals of Music	3	_____
MUS	210	Music Appreciation	3	_____
MUS	212	American Music	3	_____
MUS	214	World Music	3	_____
PHIL	101	Introduction to Philosophy	3	_____
PHIL	232	Basic Ethics	3	_____

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

Course	No.	Title	Credits	Grade
BIO	103**	Introduction to Biology/Lab	4	_____
BIO	107**	Fund of Human Biology/Lab	4	_____
BIO	151*	Molecular & Cellular Biology/Lab	4	_____
BIO	152*	Organismal Biology/Lab	4	_____
BIO	205	Personal Nutrition	3	_____
CHMY	121/122*	Intro to General Chemistry/Lab	3/1	_____
CHMY	141/142*	College Chemistry I/Lab	3/1	_____
CHMY	143/144*	College Chemistry II/Lab	3/1	_____
GEO	101	Intro to Physical Geology/Lab	3/1	_____
PHYS	110	Survey of Natural Sciences	3	_____
PHYS	130	Fund Physical Science w/Lab	4	_____

SOCIAL SCIENCES/ HISTORY--6 CREDITS

Course	No.	Title	Credits	Grade
HSTA	101N	American History I	3	_____
HSTA	102N	American History II	3	_____
HSTR	101	Western Civ I	3	_____
HSTR	102	Western Civ II	3	_____
HSTA	255N	Montana History	3	_____
PSYX	100	Introduction to Psychology	3	_____
PSYX	230	Developmental Psychology	3	_____
SOCI	101	Introduction to Sociology	3	_____
SOCI	121	Introduction to Criminal Justice	3	_____
PSCI	210	Introduction to American Government	3	_____

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits	Grade
ANT	101	Intro to Anthropology	3	_____
BUS	249	Global Marketing	3	_____
LIT	215N	Literature of the West	3	_____
LIT	289	Introduction to Native American Literature	3	_____
HUM	244	American Cultural Values	3	_____
SIGN	101	Intro to American Sign Lang	3	_____
NAS	201N	Montana’s American Indians	3	_____
NAS	215N	Native American Religious Traditions	3	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an “N” behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. BUSINESS COURSE REQUIREMENTS – 38 CREDITS

Course	No.	Title	Credits	Grade
ACTG	101	Accounting Procedures I	3	_____
ACTG	102*	Accounting Procedures II	3	_____
ACTG	201*	Principles of Financial Accounting	3	_____
ACTG	202*	Principles of Managerial Accounting	3	_____
BUS	106	Introduction to Business	3	_____
CAPP	120	Introduction to Computers	3	_____
ECNS	201	Principles of Microeconomics	3	_____
ECNS	202	Principles of Macroeconomics	3	_____
WRIT	122**	Intro to Business Writing	3	_____
M	171**	Calculus I	4	_____
STAT	216**	Introduction to Statistics	4	_____
STAT	217**	Intermediate Statistical Concepts	3	_____

Note: Students may not use any of the Business Course Requirements to fulfill requirements in the Montana University System Core

TOTAL PROGRAM CREDITS – 69

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.



THIS PROGRAM OF STUDY IS DESIGNED FOR STUDENTS PLANNING TO APPLY TO THE MSU-NORTHERN BUSINESS ADMINISTRATION PROGRAM

The Department of Business, MSU-Northern has recommended the following criteria and basic curriculum for the freshman and sophomore years of its Business Technology major with emphasis in Accounting/Finance or Marketing and Small Business Management for transfer:

The information on all transfer options is subject to change. Students should contact Kevin Carlson at MSU-Northern for potential changes (406.771.4429 or kcarlson@msun.edu)

I. MONTANA UNIVERSITY SYSTEM CORE – 31 CREDITS

COMMUNICATION--6 CREDITS (Need 3 writing and 3 verbal credits)

Course	No.	Title	Credits	Grade
WRIT	101**	College Writing I AND 1 of the following	3	_____
COLS	101	First Year Seminar	3	_____
COMM	130	Public Speaking	3	_____
COMM	135	Interpersonal Communication	3	_____

MATHEMATICS--3 CREDITS

Course	No.	Title	Credits	Grade
M	116**	Mathematics for Health Careers	3	_____
M	121**	College Algebra	3	_____
M	145**	Mathematics for Liberal Arts	3	_____
M	152**	Precalculus Algebra	4	_____
M	153**	Precalculus Trigonometry	3	_____
M	171**	Calculus I	4	_____

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits	Grade
ART	101	Intro to Visual Arts	3	_____
ART	114	Art Fundamentals	3	_____
ART	140	Drawing I	3	_____
DE	161	Introduction to Design	3	_____
LIT	110	Intro to Literature	3	_____
LIT	231*	Ancient to Ren World Lit	3	_____
LIT	232*	Modern World Lit I	3	_____
LIT	291	Special Topics - Literature	3	_____
ENGL	217	Creative Writing	3	_____
HUM	242	Gender & Equality	3	_____
MUS	102	Fundamentals of Music	3	_____
MUS	210	Music Appreciation	3	_____
MUS	212	American Music	3	_____
MUS	214	World Music	3	_____
PHIL	101	Introduction to Philosophy	3	_____
PHIL	232	Basic Ethics	3	_____

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

Course	No.	Title	Credits	Grade
BIO	103**	Introduction to Biology/Lab	4	_____
BIO	107**	Fund of Human Biology/Lab	4	_____
BIO	151*	Molecular and Cellular Bio/Lab	4	_____
BIO	152*	Organismal Biology/Lab	4	_____
BIO	205	Personal Nutrition	3	_____
CHMY	121/122*	Intro to General Chemistry/Lab	3/1	_____
CHMY	141/142*	College Chemistry I/Lab	3/1	_____
CHMY	143/144*	College Chemistry II/Lab	3/1	_____
GEO	101/102	Intro to Physical Geology/Lab	3/1	_____
PHYS	110	Survey of Natural Sciences	3	_____
PHYS	130	Fund Physical Science w/Lab	4	_____

SOCIAL SCIENCE/HISTORY--6 CREDITS

Course	No.	Title	Credits	Grade
ECNS	201	Principles of Microeconomics AND 1 of the following	3	_____
ECNS	202	Principles of Macroeconomics	3	_____
HSTA	101N	American History I	3	_____
HSTA	102N	American History II	3	_____
HSTR	101	Western Civilization I	3	_____
HSTR	102	Western Civilization II	3	_____
HSTA	255N	Montana History	3	_____
PSYX	100	Introduction to Psychology	3	_____
PSYX	230	Developmental Psychology	3	_____
SOCI	101	Introduction to Sociology	3	_____
SOCI	121	Introduction to Criminal Justice	3	_____
PSCI	210	Introduction to American Government	3	_____

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits	Grade
ANT	101	Intro to Anthropology	3	_____
BUS	249	Global Marketing	3	_____
LIT	215N	Literature of the West	3	_____
LIT	289N	Intro to Native American Literature	3	_____
HUM	244	American Cultural Values	3	_____
SIGN	101	Intro to American Sign Lang	3	_____
NAS	201N	Montana's American Indians	3	_____
NAS	215N	Native American Religious Trad	3	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. BUSINESS COURSE REQUIREMENTS – 31 CREDITS

Course	No.	Title	Credits	Grade
ACTG	101	Accounting Procedures I	3	_____
ACTG	102*	Accounting Procedures II	3	_____
ACTG	201*	Principles of Financial Accounting	3	_____
ACTG	202*	Principles of Managerial Accounting	3	_____
BUS	106	Introduction to Business	3	_____
BUS	230*	Management	3	_____
BUS	255*	Legal Environment	3	_____
CAPP	120	Introduction to Computers	3	_____
WRIT	122*	Intro to Business Writing	3	_____
STAT	216**	Introduction to Statistics	4	_____
STAT	217**	Intermediate Statistical Concepts	3	_____

Note: Students may not use any of the Business Course Requirements to fulfill requirements in the Montana University System Core.

TOTAL CREDITS – 65

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.



GREAT FALLS HIGHER EDUCATION CENTER

THIS PROGRAM OF STUDY IS DESIGNED FOR STUDENTS PLANNING TO APPLY TO THE MSU-NORTHERN COMPUTER INFORMATION SYSTEMS PROGRAM

The Department of Computer Information Systems, MSU-Northern has recommended the following curriculum for transfer to a Bachelor of Science degree in Computer Information Systems.

The information on all transfer options is subject to change. Students should contact MSU-Northern in Great Falls for potential changes (406.771.4428)

I. MONTANA UNIVERSITY SYSTEM CORE – 31 CREDITS

COMMUNICATION--6 CREDITS (Need 3 writing and 3 verbal credits)

Course	No.	Title	Credits	Grade
WRIT	101**	College Writing I AND 1 of the following	3	_____
COLS	101	First Year Seminar	3	_____
COMM	130	Public Speaking	3	_____
COMM	135	Interpersonal Communication	3	_____

MATHEMATICS--3 CREDITS

Course	No.	Title	Credits	Grade
M	116**	Mathematics for Health Careers	3	_____
M	121**	College Algebra	3	_____
M	145**	Mathematics for Liberal Arts	3	_____
M	152**	Precalculus Algebra	4	_____
M	153**	Precalculus Trigonometry	3	_____
M	171**	Calculus I	4	_____
STAT	216**	Basic Statistics	4	_____

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits	Grade
ART	101	Intro to Visual Arts	3	_____
ART	114	Art Fundamentals	3	_____
ART	140	Drawing I	3	_____
DE	161	Introduction to Design	3	_____
LIT	110	Intro to Literature	3	_____
LIT	231*	Ancient to Ren World Lit	3	_____
LIT	232*	Modern World Lit	3	_____
LIT	291	Special Topics - Literature	3	_____
ENGL	217	Creative Writing	3	_____
HUM	242	Gender & Equality	3	_____
MUS	102	Fundamentals of Music	3	_____
MUS	210	Music Appreciation	3	_____
MUS	212	American Music	3	_____
MUS	214	World Music	3	_____
PHIL	101	Introduction to Philosophy	3	_____
PHIL	232	Basic Ethics	3	_____

NATURAL SCIENCE -- 7 CREDITS (Must include 1 lab course)

Course	No.	Title	Credits	Grade
BIO	103**	Introduction to Biology/Lab	4	_____
BIO	107**	Fund of Human Biology/Lab	4	_____
BIO	151*	Molecular and Cellular Bio/Lab	4	_____
BIO	152*	Organismal Biology/Lab	4	_____
BIO	205	Personal Nutrition	3	_____
CHMY	121/122*	Introduction to General Chemistry/Lab	3/1	_____
CHMY	141/142*	College Chemistry I/Lab	3/1	_____
CHMY	143/144*	College Chemistry II/Lab	3/1	_____
GEO	101/102	Intro to Physical Geology/Lab	3/1	_____
PHYS	110	Survey of Natural Sciences	3	_____
PHYS	130	Fund Physical Science w/Lab	4	_____

SOCIAL SCIENCES/HISTORY--6 CREDITS

Course	No.	Title	Credits	Grade
ECNS	201	Principles of Microeconomics	3	_____
ECNS	202	Principles Macroeconomics	3	_____
HSTA	101N	American History I	3	_____
HSTA	102N	American History II	3	_____
HSTR	101	Western Civilization I	3	_____
HSTR	102	Western Civilization II	3	_____
HSTA	255N	Montana History	3	_____
PSYX	100	Introduction to Psychology	3	_____
PSYX	230	Developmental Psychology	3	_____
SOCI	101	Introduction to Sociology	3	_____
SOCI	121	Introduction to Criminal Justice	3	_____
PSCI	210	Introduction to American Government	3	_____

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits	Grade
ANT	101	Intro to Anthropology	3	_____
BUS	249	Global Marketing	3	_____
LIT	215N	Literature of the West	3	_____
LIT	289N	Intro to Native American Literature	3	_____
HUM	244	American Cultural Values	3	_____
SIGN	101	Intro to American Sign Lang	3	_____
NAS	201N	Montana's American Indians	3	_____
NAS	215N	Native American Religious Trad	3	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER INFORMATION SYSTEMS CORE REQUIREMENTS – 15 CREDITS

Course	No.	Title	Credits	Grade
CIT	111	Intro to Computers for Tech Majors	3†	_____
CIT	160*	Introduction to Programming	3†	_____
CIT	205*	Database Management	3†	_____
CIT	220*	Electronic Spreadsheets	3†	_____
CIT	229*	Web Page Construction	3†	_____

III. COMPUTER INFORMATION SYSTEMS ELECTIVES--14 CREDITS

Students may choose from the following courses to complete their elective requirements:

Course	No.	Title	Credits	Grade
CAPP	101	Short Courses: The Internet	2†	_____
CIT	126*	Networking Fundamentals	3†	_____
CIT	166*	Computer Operating Systems	4†	_____
CIT	176*	Intro to Router Technology	3†	_____
CIT	206*	Database Management II	3†	_____
CIT	210*	Network Operating Systems I	2†	_____
CIT	211*	Network Operating Systems II	2†	_____
CIT	226*	Switching Basics and Intermediate Routing	3†	_____
CIT	231*	Web Page Design	3†	_____
CIT	272*	PC Troubleshooting & Maint.	4†	_____
CIT	275*	Computer End-User Support	3†	_____
CIT	276*	WAN Technologies	3†	_____
CAPP	154*	MS Word	3†	_____

TOTAL CREDITS – 60

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

**THIS PROGRAM OF STUDY IS DESIGNED FOR STUDENTS
PLANNING TO APPLY TO THE MSU-BOZEMAN – BSN NURSING
PROGRAM**

This program of study is designed for students planning to apply to the MSU Bozeman BSN Nursing program. Students must earn a grade of 'C' or better in each of the courses with no more than one repeat per course. Students must apply to Montana State University-Bozeman's College of Nursing and go through the placement process. Beginning in Spring 2011, the placement process will be changing. Please contact Wendy Minster, Program Assistant at 406-771-4451 for more information.

**THE INFORMATION ON ALL TRANSFER PROGRAMS IS SUBJECT TO CHANGE.
STUDENTS SHOULD CONTACT: MSU-Bozeman College of Nursing, Great Falls Campus at 771-4450 or the main campus at 406-994-3783.**

I. MONTANA UNIVERSITY SYSTEM CORE - 32 CREDITS

**COMMUNICATION--6 CREDITS
(NEED 3 WRITING & 3 VERBAL CREDITS)**

Course	No.	Title	Credits
WRIT	101**	College Writing I	3
AND 1 of the following			
COMM	130	Public Speaking	3
COMM	135	Interpersonal Communication	3

MATHEMATICS--4 CREDITS

Course	No.	Title	Credits
STAT	216**	Introduction to Statistics	4

HUMANITIES--3 CREDITS

Course	No.	Title	Credits
LIT	110	Intro to Literature	3
LIT	231*	Ancient to Ren World Lit	3
LIT	232*	Modern World Lit	3
ENGL	217	Creative Writing	3
HUM	242	Gender & Equality	3
PHL	101	Introduction to Philosophy	3
PHL	110	Introduction to Ethics	3

FINE ARTS--3 CREDITS

Course	No.	Title	Credits
ART	101	Intro to Visual Arts	3
ART	114	Art Fundamentals	3
ART	140	Drawing I	3
DE	161	Introduction to Design	3
MUSI	105	Music Theory I	3
MUSI	101	Enjoyment of Music	3
MUSI	203	American Popular Music	3
MUSI	207	World Music	3

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course	No.	Title	Credits
BIO	205	Personal Nutrition	3
AND			
CHMY	121*	Intro to General Chem/Lab	4

SOCIAL SCIENCES/ HISTORY--6 CREDITS

Course	No.	Title	Credits
PSYX	100	Introduction to Psychology	3
PSYX	230	Developmental Psychology	3

DIVERSITY--3 CREDITS

Course	No.	Title	Credits
ANT	101	Intro to Anthropology	3
BUS	249	Global Marketing	3
LIT	215N	Lit of the West	3
LIT	289N	Native American Literature	3
HUM	244	American Cultural Values	3
SIGN	101	Intro to American Sign Lang	3
NAS	201N	Montana's American Indians	3
NAS	215N	Native American Religious Trad	3

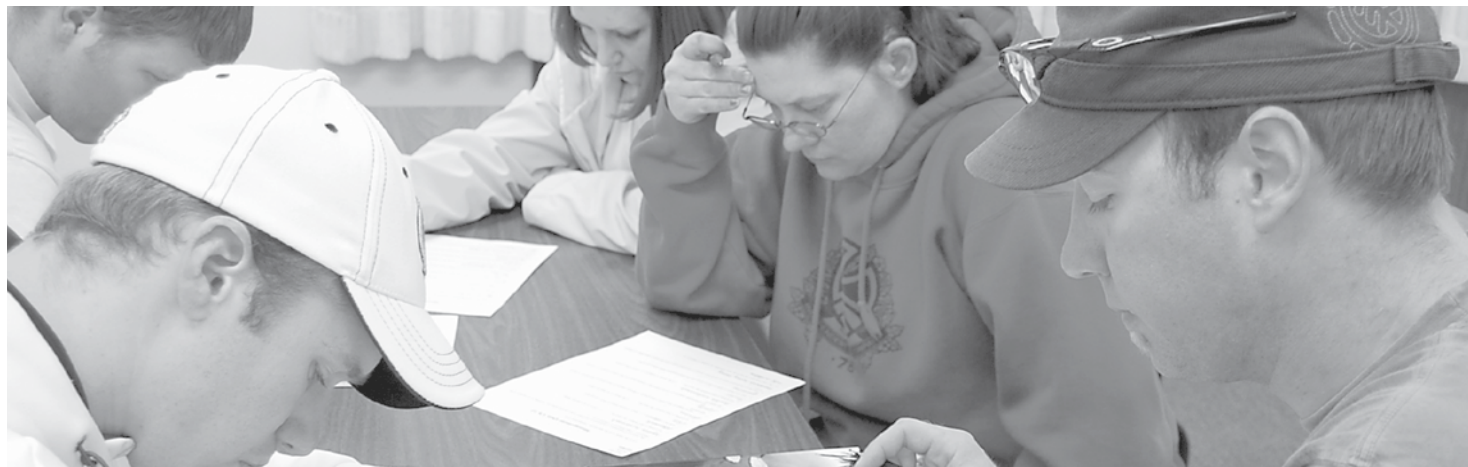
II. ADDITIONAL REQUIRED COURSES – 19 CREDITS

Course	No.	Title	Credits
BIO	213**	Anatomy & Physiology I/Lab	4
BIO	214*	Anatomy & Physiology II/Lab	4
BIOM	250*	Microbiology for Health Sciences/Lab	4
CHMY	123*	Intro to Organic and Biochem/Lab	4
SOCI	101	Introduction to Sociology	3

***A student must complete CHMY 121 prior to, or concurrently with, Anatomy & Physiology I.**

If you are interested in completing an Associate of Science with MSU-Great Falls College of Technology, please contact your program advisor to determine the additional courses needed.

~Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedule.



THIS PROGRAM OF STUDY IS DESIGNED FOR STUDENTS PLANNING TO APPLY TO THE UM-WESTERN BUSINESS PROGRAM

Students may begin pursuit of a baccalaureate degree from UM-Western by following the articulated plan of study below. By completing the plan of study, students can move directly into UM-Western's Business program.

The information on all transfer programs is subject to change. Students should contact Denise Holland at UM-Western for potential changes (406.683.7203 or d_holland@umwestern.edu

I. MONTANA UNIVERSITY SYSTEM CORE – 32 CREDIT

COMMUNICATION--6 CREDITS (Need 3 writing and 3 verbal credits)

Course	No.	Title	Credits	Grade
WRIT	101**	College Writing I AND Public Speaking	3	___
COMM	130	Public Speaking	3	___

MATHEMATICS--4 CREDITS

Course	No.	Title	Credits	Grade
STAT	216**	Introduction to Statistics	4	___

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits	Grade
ART	101	Intro to Visual Arts	3	___
ART	114	Art Fundamentals	3	___
ART	140	Drawing I	3	___
DE	161	Introduction to Design	3	___
LIT	110	Intro to Literature	3	___
LIT	231*	Ancient to Ren World Lit	3	___
LIT	232*	Modern World Lit	3	___
LIT	291	Special Topics - Literature	3	___
ENGL	217	Creative Writing	3	___
HUM	242	Gender & Equality	3	___
MUS	102	Fundamentals of Music	3	___
MUS	210	Music Appreciation	3	___
MUS	212	American Music	3	___
MUS	214	World Music	3	___
PHIL	101	Introduction to Philosophy	3	___
PHIL	232	Basic Ethics	3	___

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

Course	No.	Title	Credits	Grade
BIO	103**	Introduction to Biology/Lab	4	___
BIO	107**	Fund of Human Biology/Lab	4	___
BIO	151*	Molecular & Cellular Biology/Lab	4	___
BIO	152*	Organismal Biology/Lab	4	___

BIO	205	Personal Nutrition	3	___
CHMY	121/122*	Introduction to General Chemistry/Lab	3/1	___
CHMY	141/142*	College Chemistry I/Lab	3/1	___
CHMY	143/144*	College Chemistry II/Lab	3/1	___
GEO	101/102	Intro to Physical Geology/Lab	3/1	___
PHYS	110	Survey of Natural Sciences	3	___
PHYS	130	Fund Physical Science with Lab	4	___

SOCIAL SCIENCES/HISTORY--6 CREDITS

Course	No.	Title	Credits	Grade
HSTA	101N	American History I	3	___
HSTA	102N	American History II	3	___
HSTR	101	Western Civilization I	3	___
HSTR	102	Western Civilization II	3	___
HSTA	255N	Montana History	3	___
PSYX	100	Introduction to Psychology	3	___
PSYX	230	Developmental Psychology	3	___
SOCI	101	Introduction to Sociology	3	___
SOCI	121	Introduction to Criminal Justice	3	___
PSCI	210	Introduction to American Government	3	___

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits	Grade
ANT	101	Intro to Anthropology	3	___
BUS	249	Global Marketing	3	___
LIT	215N	Literature of the West	3	___
LIT	289N	Native American Literature	3	___
HUM	244	American Cultural Values	3	___
SIGN	101	Intro to American Sign Lang	3	___
NAS	201N	Montana's American Indians	3	___
NAS	215N	Native American Religious Trad	3	___

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. PROGRAM OF STUDY IN BUSINESS – 27 CREDITS

Course	No.	Title	Credits	Grade
ACTG	101	Accounting Procedures I	3	___
ACTG	102*	Accounting Procedures II	3	___
ACTG	201*	Principles of Financial Accounting	3	___
ACTG	202*	Principles of Managerial Accounting	3	___
BUS	106	Introduction to Business	3	___
BUS	255*	Legal Environment	3	___
CAPP	120	Introduction to Computers	3	___
ECNS	202	Principles of Macroeconomics	3	___
ECNS	201	Principles of Microeconomics	3	___
		Electives (any BUS or CIT Class)	2	___

TOTAL PROGRAM CREDIT - 59 ~

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.



>MSU-GF >Catalog

Articulation Agreements

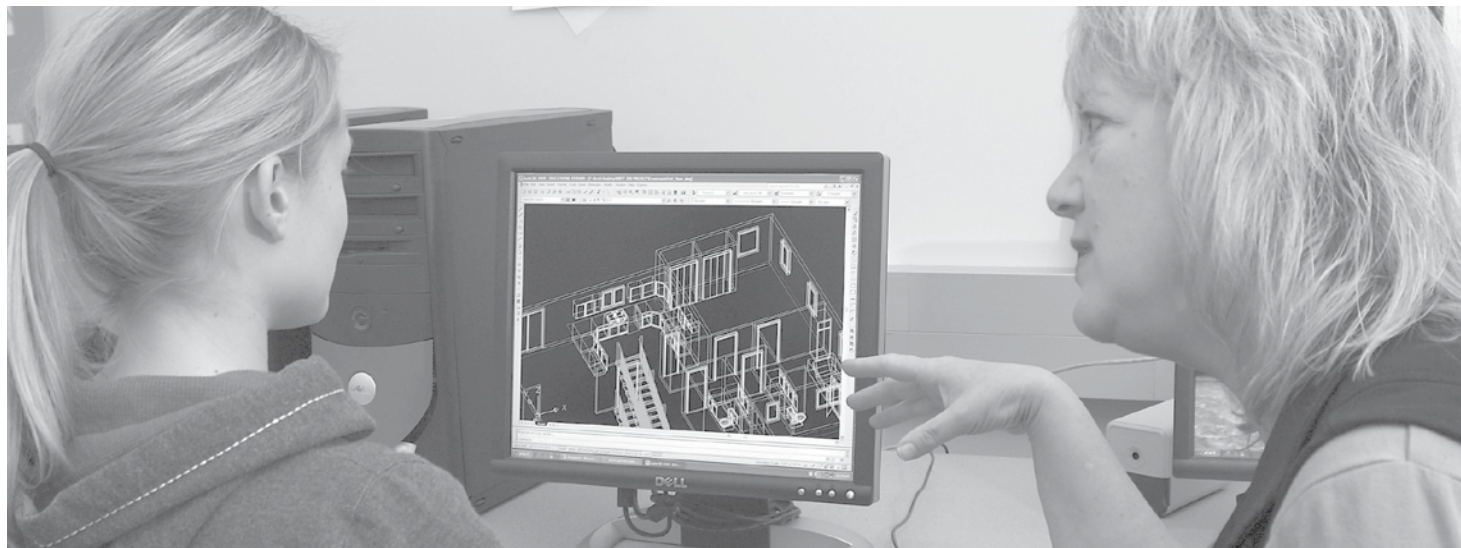
MSU-Great Falls College of Technology has a number of articulation agreements with Montana public and private colleges and universities. These agreements make it possible for students to plan a program of study that begins with an associate degree at MSU-Great Falls College of Technology and leads to a four-year degree from a college or university. These agreements are designed to maximize the number of credits students will be able to transfer and to minimize students' time to degree. Areas of concern such as admissions, financial aid, course requirements, and contact information are clearly discussed.

Articulation agreements are made with specific programs at the four-year colleges and universities. Each agreement specifies how coursework in the associate degree program applies to the baccalaureate degree program at the four-year college or university. Each agreement outlines the appropriate and recommended courses to complete at MSU-Great Falls College of Technology and also specify courses that must be taken at the four-year college or university to complete the program. Any deviation from the articulation agreement will nullify the guarantee they provide.

Students interested in attending MSU-Great Falls College of Technology and utilizing an articulation agreement listed in the catalog are encouraged to indicate their interest in one of the articulation agreements to their First Semester Advising Team or Academic Advisor prior to or during their first term in attendance.



MSU-Great Falls College of Technology | 2100 16th Ave. South | Great Falls, MT 59405
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**ASSOCIATE OF APPLIED SCIENCE DEGREE
IN DESIGN DRAFTING TECHNOLOGY**
TRANSFER TO MSU-NORTHERN: DESIGN DRAFTING TECHNOLOGY

Completion of the Associate of Applied Science degree in Design Drafting allows students that *have graduated* from the Design Drafting program at MSU–Great Falls and are interested in a baccalaureate degree in Design Drafting Technology to transfer to Montana State University-Northern.

Course	No.	Title	Credits	Grade
CET	173	Arch Construction & Materials	3	_____
CAPP	120	Intro to Computers	3	_____
CAPP	158*	MS Access	3	_____
COMM	135	Interpersonal Communication	3	_____
DRFT	131	Technical Graphics I	4	_____
DRFT	132*	Descriptive Geometry	3	_____
DRFT	156	Introduction to CAD	3	_____
DRFT	201*	Residential Drafting	3	_____
DRFT	205*	Machine Drafting	3	_____
DRFT	242	Blueprint Reading & Materials	3	_____
DRFT	244*	Topographical Mapping & GIS Applications	3	_____
DRFT	246	Managing the Construction Process	3	_____
DRFT	256*	3D CAD	3	_____
EET	110	Electronics Survey	3	_____
WRIT	101**	College Writing I	3	_____
M	152**	Precalculus Algebra	4	_____
M	153**	Precalculus Trigonometry	3	_____
MFGT	205	Manufacturing Processes	3	_____
PHYS	130	Fund of Physical Science with Lab	4	_____
		Drafting Elective	3	_____

TOTAL PROGRAM CREDITS – 63~

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

**OUTLINE FOR COMPLETION OF
BACHELOR OF SCIENCE DEGREE IN
DESIGN DRAFTING TECHNOLOGY FROM MSU-NORTHERN**

I. TECHNICAL REQUIREMENTS - 53 CREDITS

Course	No.	Title	Credits	Grade
DRFT	316	Industrial CAD Modeling	3	_____
DRFT	336	Process Piping	3	_____
DRFT	356	CAD Presentation	4	_____
DRFT	409	Industrial Product Design	3	_____
DRFT	428	Technical Illustration	3	_____
DRFT	456	CAD Presentation II	3	_____
DRFT	457	Architectural CAD	3	_____
ENGL	112	Written Communication II	3	_____
ENGL	366	Technical Writing and Editing	3	_____
METL	155	Machining Processes	3	_____
MFGT	341	CAD/CAM Applications	3	_____
MFGT	342	CAD/CAM II	3	_____
MFGT	427	Quality Assurance	3	_____
		Electives		
		(must be Upper Division 300/400)	6	_____
		CAT III & V General Education (Drafting Tech Track)	7	_____

II. GENERAL EDUCATION REQUIREMENTS - 12 CREDITS

Category IV	Social Sciences: Please see Drafting Advisor for courses due to ABET accreditation (3 credits)
Category VI	Cultural Diversity: NAS 105, 106, 220, 310, 330, 331, 350, 364, NURS 331, SOC 315, SPAN 105, 106 (3 credits)
Category VII	Fine Arts: ART 115, 120, 150, 151, 204, 353, 361, 362, DRMA 109, ENGL 311, GDSN 270, MUS 110 (3 credits)
Category VIII	Humanities: ART 100, ENGL 114, 201, 202, 214, 221, 222, 309, 310, 330, 385, HUM 201, MUS 101, PHIL 200, 210 (3 credits)

Total Technical Requirements.....	53
Transferred Block.....	63
General Education.....	12
TOTAL CREDITS	128



**ASSOCIATE OF ARTS DEGREE
WITH ELEMENTARY EDUCATION**
TRANSFER TO MSU-NORTHERN – ELEMENTARY EDUCATION

The Associate of Arts with articulated coursework in Elementary Education is designed for students interested in a baccalaureate degree in Elementary Education at Montana State University-Northern.

I. MONTANA UNIVERSITY SYSTEM CORE – 31/33 SEMESTER HOURS

COMMUNICATION – 6 CREDITS (Need 3 writing and 3 verbal credits)

Course	No.	Title	Credits	Grade
WRIT	101**	College Writing I	3	_____
COMM	135	Interpersonal Communication	3	_____

MATHEMATICS--3 CREDITS

Course	No.	Title	Credits	Grade
M	116**	Math for Health Careers	3	_____
M	121**	College Algebra	3	_____
M	152**	Pre-Calculus Algebra	4	_____
M	153**	Precalculus Trigonometry	3	_____
M	171**	Calculus I	4	_____

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits	Grade
LIT	110	Intro to Literature AND 1 of the following	3	_____
ART	101	Intro to Visual Arts	3	_____
ART	140	Drawing I	3	_____
DE	161	Introduction to Design	3	_____
LIT	231*	Ancient to Ren World Lit	3	_____
LIT	232*	Modern World Lit	3	_____
ENGL	217	Creative Writing	3	_____
HUM	242	Gender and Equality	3	_____
MUS	102	Fundamentals of Music	3	_____
MUS	210	Music Appreciation	3	_____
MUS	212	American Music	3	_____
MUS	214	World Music	3	_____
PHIL	101	Introduction to Philosophy	3	_____
PHIL	232	Basic Ethics	3	_____

NATURAL SCIENCE--8 CREDITS (Must include 1 lab course)

Course	No.	Title	Credits	Grade
BIO	103**	Introduction to Biology/Lab AND 1 of the following	4	_____
PHYS	110	Survey of Natural Science	3	_____
PHYS	130	Fund Physical Science with Lab	4	_____

SOCIAL SCIENCES/ HISTORY--6 CREDITS

Course	No.	Title	Credits	Grade
HSTA	255N	Montana History	3	_____
PSYX	230	Developmental Psychology	3	_____

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits	Grade
NAS	201N	Montana's American Indians	3	_____
NAS	215N	Native American Religious Traditions	3	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE – 3 CREDITS

Course	No.	Title	Credits	Grade
CAPP	120	Introduction to Computers	3	_____

OR any CIT 3 credit hour course that has CAPP 120 as a prerequisite

III. ARTICULATION COURSEWORK – 18 CREDITS

Course	No.	Title	Credits	Grade
EDUC	201	Intro to the Education Experience	3	_____
M	130**	Math for Elementary Teachers	3	_____
HHD	106	Drug & Health Issues for Education	3	_____
EDUC	240*	Instructional Technology	3	_____
EDPY	220	Educational Psychology	3	_____
PSCI	210	Intro to American Government	3	_____

IV. ELECTIVES – 8 CREDITS

Students may choose coursework numbered 100 or above from any discipline area to complete the required credits of electives. Students may not choose or may not count the following courses: M 111, M 090, M 095, M 108, WRIT 085, WRIT 090.

RECOMMENDED ELECTIVES

Course	No.	Title	Credits	Grade
EDUC	260	Multicultural Education	3	_____
		Any ART or MUS Core course	3	_____
		Other concentration course with Advisor approval	3-4	_____

No more than 5 credits of courses numbered 116 may be applied toward the degree.

TOTAL PROGRAM CREDITS – 60~

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.



**ASSOCIATE OF APPLIED SCIENCE DEGREE
IN COMPUTER INFORMATION TECHNOLOGY
MICROCOMPUTER SUPPORT**

TRANSFER TO MSU-NORTHERN: COMPUTER INFORMATION SYSTEMS

Completion of the Associate of Applied Science degree in Microcomputer Support allows for students interested in a baccalaureate degree in Computer Information Systems to transfer to Montana State University-Northern.

Course	No.	Title	Credits	Grade
BUS	106	Introduction to Business	3+	_____
CAPP	120	Introduction to Computers	3+	_____
CIT	126	Networking Basics (CCNA 1)	3+	_____
CIT	160*	Introduction to Programming	3+	_____
CIT	166*	Computer Operating Systems	4+	_____
CIT	176*	Routers and Routing Basics (CCNA 2)	3+	_____
CIT	226*	Switching Basics and Int. Routing (CCNA 3)	3+	_____
CIT	229*	Web Page Construction	3+	_____
CIT	272*	PC Troubleshooting and Maint	4+	_____
CIT	275*	Computer End-User Support	3+	_____
CIT	276*	WAN Technologies (CCNA 4)	3+	_____
CAPP	158*	MS Access	3+	_____
CAPP	154*	MS Word	4+	_____
CAPP	156*	MS Excel	3+	_____
COMM	135	Interpersonal Communication	3+	_____
M	121**	College Algebra OR		_____
M	152**	Precalculus Algebra OR		_____
M	171**	Calculus I	3/4+	_____
WRIT	122*	Introduction to Business Writing OR		_____
WRIT	101*	College Writing	3+	_____
		Technical Electives	7+	_____

TOTAL PROGRAM CREDITS – 60-61~

~ Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

**OUTLINE FOR COMPLETION OF
BACHELOR OF SCIENCE DEGREE IN
COMPUTER INFORMATION SYSTEMS FROM MSU-NORTHERN**

I. TECHNICAL REQUIREMENTS - 27 CREDITS

Course	No.	Title	Credits	Grade
ACCT	261	Principles of Accounting I	3	_____
CIS	155	Java Programming	3	_____
CIS	270	Systems Analysis and Design	3	_____
ENGL	366	Technical Writing and Editing	3	_____
ISET	300	Operating Systems Introduction	3	_____
ISET	350	Advanced Java Programming	3	_____
ISET	410	Enterprise Resources Planning	3	_____
ISET	471	Information System Engineering	3	_____
		Upper Division Elective (must be 300/400 level)	3	_____

II. TAKE TWO (2) OF THE FOLLOWING THREE AREAS – 24 CREDITS

- Hardware Cluster (12 credits)
- Networking Cluster (12 credits)
- Software Cluster (12 credits)

III. GENERAL EDUCATION REQUIREMENTS - 21 CREDITS

Category III	Natural Sciences w/ lab: AG 204, BIOL, CHEM, ESCI, GSCI, NSCI, PHYS, TSCI 110, TSCI 230, TSCI 304, TSCI 320 (6 credits)
Category IV	Social Sciences: CMSV 101, ECON 241, 242, 346, POL 134, 235, 303, PSYC 101, 205, 315, SOC 101, 240, SOSOC 201 (3 credits)
Category V	History: HIST 131, 132, 141, 142, 216, 374 (3 credits)
Category VI	Cultural Diversity: NAS 105, 106, 220, 310, 330, 331, 350, 364, NURS 331, SOC 315, SPAN 105, 106 (3 credits)
Category VII	Fine Arts: ART 115, 120, 150, 151, 204, 353, 361, 362, DRAMA 109, ENGL 311, GDSN 270, MUS 110 (3 credits)
Category VIII	Humanities: ART 100, ENGL 114, 201, 202, 214, 221, 222, 309, 310, 330, 385, HUM 201, MUS 101, PHIL 200, 210 (3 credits)

Total Technical Requirements.....	27
Cluster Areas	24
Transferred Block.....	60/61
General Education	21
TOTAL CREDITS	132/133

ASSOCIATE OF SCIENCE DEGREE TRANSFER TO PARK UNIVERSITY IN CRIMINAL JUSTICE ADMINISTRATION

The Associate of Science is designed for students interested in a Bachelor of Science in Criminal Justice Administration degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION -- 6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course	No.	Title	Credits
WRIT	101**	College Writing I	3
		AND	
COMM	130	Public Speaking	3

MATHEMATICS -- 3 CREDITS

Course	No.	Title	Credits
M	121**	College Algebra	3

HUMANITIES/FINE ARTS -- 6 CREDITS

Course	No.	Title	Credits
ART	101	Intro to Visual Arts	3
ART	114	Art Fundamentals	3
ART	140	Drawing I	3
DE	161	Introduction to Design	3
ENGL	217	Creative Writing	3
LIT	110	Intro to Literature	3
LIT	231*	Ancient to Ren World Lit	3
LIT	232*	Modern World Lit	3
LIT	291	Special Topics – Literature	3
HUM	242	Gender & Equality	3
MUS	102	Fundamentals of Music	3
MUS	210	Music Appreciation	3
MUS	212	American Music	3
MUS	214	World Music	3
PHIL	101	Introduction to Philosophy	3
PHIL	232	Basic Ethics	3

NATURAL SCIENCE --7 CREDITS

(Must include 1 lab course)

Course	No.	Title	Credits
BIO	103	Introduction to Biology/Lab	4
BIO	107	Fund of Human Biology/Lab	4
BIO	151*	Molecular & Cell Biology/Lab	4
BIO	152*	Organismal Biology/Lab	4
BIO	205	Personal Nutrition	3
CHMY	121*	Into to General Chemistry/Lab	4
CHMY	141*	College Chemistry I/Lab	4
CHMY	143*	College Chemistry II/Lab	4
GEO	101	Intro to Physical Geology/Lab	4
PHYS	110	Survey of Natural Sciences	3
PHYS	130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY -- 6 CREDITS

Course	No.	Title	Credits
SOCI	121	Intro to Criminal Justice	3
		AND one of the following	
ECNS	202	Principles of Macroeconomics	3
PSYX	230	Lifespan Development	3

CULTURAL DIVERSITY -- 3 CREDITS

Course	No.	Title	Credits
ANT	101	Intro to Anthropology	3
BUS	249	Global Marketing	3
LIT	215N	Literature of the West	3
HUM	244	American Cultural Values	3
SIGN	101	Intro to American Sign Lang	3
NAS	201N	Montana's American Indians	3
NAS	215N	Native American Religious Trad	3

CULTURAL HERITAGE OF AMERICAN INDIANS -- 3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course	No.	Title	Credits
CAPP	120	Introduction to Computers	3

III. CONCENTRATION IN MATH AND SCIENCE – 9 CREDITS

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of electives. (BIO) Biology, (CHMY) Chemistry, (GEO) Geology, (M) Math** (except 090, 095, 096, 108, or 111), (PHYS) Physical Science

IV. ELECTIVES – 17 CREDITS

Course	No.	Title	Credits
PSYX	100	General Psychology	3
WRIT	201*	College Writing II	3
		Electives	11

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and English courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN CRIMINAL JUSTICE
ADMINISTRATION FROM PARK UNIVERSITY**

I. General Education

Writing Competency Test	P
Liberal Learning	9
Upper Division electives	15

II. Core Courses

CJ105 Criminal Law	3
CJ200 Criminology	3
CJ221 Criminal Procedure	3
CJ300 Agency Administration	3
CJ430 Research in Criminal Justice	3
CJ440 Internship in Criminal Justice OR	
CJ441 Senior Writing Project	3
CJ450 Senior Seminar in Criminal Justice	3

200 Level Criminal Justice Elective	3
400 Level Criminal Justice Elective	3
300-400 Level Criminal Justice Electives	6

IV. Choose one area 6

Area A: Law Enforcement

CJ231 Introduction to Law Enforcement	
CJ311 Criminal Investigation	

Area B: Corrections

CJ232 Introduction to Corrections	
CJ322 Probation, Parole, and Community Corrections	

Area C: Security

CJ233 Introduction to Security	
CJ333 Security Administration	

Total 63

123 Total Credits

ASSOCIATE OF ARTS DEGREE TRANSFER TO PARK UNIVERSITY IN CRIMINAL JUSTICE ADMINISTRATION

The Associate of Arts is designed for students interested in a Bachelor of Science in Criminal Justice Administration degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION -- 6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
AND		
COMM 130	Public Speaking	3

MATHEMATICS -- 4 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS -- 6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 114	Art Fundamentals	3
ART 140	Drawing I	3
DE 161	Introduction to Design	3
ENGL 217	Creative Writing	3
LIT 110	Intro to Literature	3
LIT 231*	Ancient to Ren World Lit	3
LIT 232*	Modern World Lit	3
LIT 291	Special Topics – Literature	3
HUM 242	Gender & Equality	3
MUS 102	Fundamentals of Music	3
MUS 210	Music Appreciation	3
MUS 212	American Music	3
MUS 214	World Music	3
PHIL 101	Introduction to Philosophy	3
PHIL 232	Basic Ethics	3

NATURAL SCIENCE --7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 103	Introduction to Biology/Lab	4
BIO 107	Fund of Human Biology/Lab	4
BIO 151*	Molecular & Cell Biology/Lab	4
BIO 152*	Organismal Biology/Lab	4
BIO 205	Personal Nutrition	3
CHMY 121*	Into to General Chemistry/Lab	4
CHMY 141*	College Chemistry I/Lab	4
CHMY 143*	College Chemistry II/Lab	4
GEO 101	Intro to Physical Geology/Lab	4
PHYS 110	Survey of Natural Sciences	3
PHYS 130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY -- 6 CREDITS

Course No.	Title	Credits
SOCI 121	Intro to Criminal Justice	3
AND one of the following		
HSTA 101N	American History I	3
HSTA 102N	American History II	3
HSTA 255N	Montana History	3

CULTURAL DIVERSITY -- 3 CREDITS

Course No.	Title	Credits
ANT 101	Intro to Anthropology	3
BUS 249	Global Marketing	3
LIT 215N	Literature of the West	3
HUM 244	American Cultural Values	3
SIGN 101	Intro to American Sign Language	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3

CULTURAL HERITAGE OF AMERICAN INDIANS -- 3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course No.	Title	Credits
WRIT 201*	College Writing II	3

AND

Any coursework numbered 100 or above from any of the following discipline areas to complete the required 6 credits of coursework in arts, humanities, and social sciences. (ART) Art, (ANTH) Anthropology, (COMM) Communication, (ECNS) Economics, (EDPY) Educational Psychology, (ENGL) English (except ENGL 118, ENGL 119 or ENGL 120), (HSTA, HSTR) History, (HUM) Humanities, (LIT) Literature, (MUS) Music, (ML) Modern Languages, (NAS) Native American Studies, (PHIL) Philosophy, (PSCI) Political Science, (PSYX) Psychology, (SIGN) Languages, (SOCL) Sociology, and (WRIT) Writing

IV. ELECTIVES – 17 CREDITS

Course No.	Title	Credits
PSYX 100	Introduction to Psychology	3
Any Natural Science elective		3
General Electives		11

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and English courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN CRIMINAL JUSTICE
ADMINISTRATION FROM PARK UNIVERSITY**

I. General Education

Writing Competency Test	P
Liberal Learning	9
Upper Division electives	15

II. Core Courses

CJ105 Criminal Law	3
CJ200 Criminology	3
CJ221 Criminal Procedure	3
CJ300 Agency Administration	3
CJ430 Research in Criminal Justice	3
CJ440 Internship in Criminal Justice OR	
CJ441 Senior Writing Project	3
CJ450 Senior Seminar in Criminal Justice	3

200 Level Criminal Justice Elective	3
400 Level Criminal Justice Elective	3
300-400 Level Criminal Justice Electives	6

IV. Choose one area 6

Area A: Law Enforcement

CJ231 Introduction to Law Enforcement	
CJ311 Criminal Investigation	

Area B: Corrections

CJ232 Introduction to Corrections	
CJ322 Probation, Parole, and Community Corrections	

Area C: Security

CJ233 Introduction to Security	
CJ333 Security Administration	

Total 63

123 Total Credits

ASSOCIATE OF SCIENCE DEGREE TRANSFER TO PARK UNIVERSITY IN MANAGEMENT/HUMAN RESOURCES

The Associate of Science degree is designed for students interested in a Bachelor of Science in Management/Human Resources degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
COMM 130	Public Speaking	3

MATHEMATICS--3 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS--6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 114	Art Fundamentals	3
ART 140	Drawing I	3
DE 161	Introduction to Design	3
ENGL 217	Creative Writing	3
LIT 110	Intro to Literature	3
LIT 231*	Ancient to Ren World Lit	3
LIT 232*	Modern World Lit	3
LIT 291	Special Topics – Literature	3
HUM 242	Gender & Equality	3
MUS 102	Fundamentals of Music	3
MUS 210	Music Appreciation	3
MUS 212	American Music	3
MUS 214	World Music	3
PHIL 101	Introduction to Philosophy	3
PHIL 232	Basic Ethics	3

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 103	Introduction to Biology/Lab	4
BIO 107	Fund of Human Biology/Lab	4
BIO 151*	Molecular & Cell Biology/Lab	4
BIO 152*	Organismal Biology/Lab	4
BIO 205	Personal Nutrition	3
CHMY 121/122*	Into to General Chemistry/Lab	4
CHMY 141/142*	College Chemistry I/Lab	4
CHMY 143/144*	College Chemistry II/Lab	4
GEO 101/102	Intro to Physical Geology/Lab	4
PHYS 110	Survey of Natural Sciences	3
PHYS 130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY --6 CREDITS

Course No.	Title	Credits
ECNS 201	Principles of Microeconomics	3
ECNS 202	Principles of Macroeconomics	3

CULTURAL DIVERSITY--3 CREDITS

Course No.	Title	Credits
ANT 101	Intro to Anthropology	3
BUS 249	Global Marketing	3
LIT 215N	Literature of the West	3
HUM 244	American Cultural Values	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3
SIGN 101	Intro to American Sign Lang	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN MATH AND SCIENCE – 9 CREDITS

Course No.	Title	Credits
STAT 216*	Introduction to Statistics	4
AND		
Two courses from BIO, CHMY, GEO, M, or PHYS		6

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of electives. (BIO) Biology, (CHMY) Chemistry, (GEO) Geology, (M) Math** (except 090, 095, 096, 108, or 111), (PHYS) Physical Science

IV. ARTICULATION COURSEWORK – 17 CREDITS

Course No.	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102*	Accounting Procedures II	3
ACTG 201*	Principles of Fin Accounting	3
ACTG 202*	Principles of Mang Accounting	3
BUS 106	Introduction to Business	3
General Electives		2

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN
MANAGEMENT/HUMAN RESOURCES FROM PARK UNIVERSITY**

I. General Education

EN106 First Year Writing Seminar I	3
Writing Competency Test	P
EN306 Professional Writing in Discipline	3
Upper Division electives	6
Electives	6

II. Core Courses

CA104 Interpersonal Communications	3
EC315 Quantitative Research Methods	3
FI360 Financial Management	3
HR353 Introduction to Human Resource Mgmt	3
HR421 Corporate Training/Development	3
HR422 Organizational Development/Change	3
HR434 Compensation Management	3
HR491 Senior Sem in Human Resources Mgmt	3
MG260 Business Law I	3
MG352 Principles of Management	3
MG365 Organizational Behavior	3
MG420 Labor Relations	3
MG495 Business Policy	3
MK351 Principles of Marketing	3
Total	60

120 Total Credits

ASSOCIATE OF ARTS DEGREE

TRANSFER TO PARK UNIVERSITY IN MANAGEMENT/HUMAN RESOURCES

The Associate of Arts is designed for students interested in a baccalaureate degree in Management/Human Resources at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
AND		
COMM 130	Public Speaking	3

MATHEMATICS--4 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS--6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 114	Art Fundamentals	3
ART 140	Drawing I	3
DE 161	Introduction to Design	3
ENGL 217	Creative Writing	3
LIT 110	Intro to Literature	3
LIT 231*	Ancient to Ren World Lit	3
LIT 232*	Modern World Lit	3
LIT 291	Special Topics – Literature	3
HUM 242	Gender & Equality	3
MUS 102	Fundamentals of Music	3
MUS 210	Music Appreciation	3
MUS 212	American Music	3
MUS 214	World Music	3
PHIL 101	Introduction to Philosophy	3
PHIL 232	Basic Ethics	3

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 103	Introduction to Biology/Lab	4
BIO 107	Fund of Human Biology/Lab	4
BIO 151*	Molecular & Cell Biology/Lab	4
BIO 152*	Organismal Biology/Lab	4
BIO 205	Personal Nutrition	3
CHMY 121/122*	Into to General Chemistry/Lab	4
CHMY 141/142*	College Chemistry I/Lab	4
CHMY 143/144*	College Chemistry II/Lab	4
GEO 101/102	Intro to Physical Geology/Lab	4
PHYS 110	Survey of Natural Sciences	3
PHYS 130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY --6 CREDITS

Course No.	Title	Credits
ECNS 201	Principles of Microeconomics	3
PSYX 230	Developmental Psychology	3

CULTURAL DIVERSITY--3 CREDITS

Course No.	Title	Credits
ANT 101	Intro to Anthropology	3
BUS 249	Global Marketing	3
LIT 215N	Literature of the West	3
HUM 244	American Cultural Values	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3
SIGN 101	Intro to American Sign Lang	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course No.	Title	Credits
WRIT 201*	College Writing II	3
ECNS 202	Principles of Macroeconomics	3
AND		
One course from ART, COMM, HUM, MUS, ML, or PHIL		3

IV. ARTICULATION COURSEWORK – 17 CREDITS

Course No.	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102*	Accounting Procedures II	3
ACTG 201*	Principles of Fin Accounting	3
ACTG 202*	Principles of Mang Accounting	3
BUS 106	Introduction to Business	3
General Electives		2

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN
MANAGEMENT/HUMAN RESOURCES FROM PARK UNIVERSITY**

I. General Education

Writing Competency Test	P
EN306 Professional Writing in Discipline	3
Upper Division electives	6
Electives	6

II. Core Courses

CA104 Interpersonal Communications	3
EC315 Quantitative Research Methods	3
FI360 Financial Management	3
HR353 Introduction to Human Resource Mgmt	3
HR421 Corporate Training/Development	3
HR422 Organizational Development/Change	3
HR434 Compensation Management	3
HR491 Senior Sem in Human Resources Mgmt	3
MA120 Basic Concepts of Statistics	3
MG260 Business Law I	3
MG352 Principles of Management	3
MG365 Organizational Behavior	3
MG420 Labor Relations	3
MG495 Business Policy	3
MK351 Principles of Marketing	3
	Total 60

120 Total Credits

TRANSFER OPTIONS

ASSOCIATE OF ARTS DEGREE WITH BUSINESS COURSEWORK

TRANSFER TO UNIVERSITY OF GREAT FALLS

The Associate of Arts with articulated coursework in Business is designed for students interested in a baccalaureate degree in Business Administration at the University of Great Falls.

I. MUS CORE – 32 SEMESTER HOURS

COMMUNICATION--6 CREDITS (Need 3 writing & 3 verbal credits)

Course	No.	Title	Credits	Grade
WRIT	101**	College Writing I AND	3	_____
COMM	130	Public Speaking	3	_____

MATHEMATICS--4 CREDITS

Course	No.	Title	Credits	Grade
STAT	216**	Basic Statistics	4	_____

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits	Grade
PHIL	232	Basic Ethics AND	3	_____
ART	101	Intro to Visual Arts	3	_____
ART	114	Art Fundamentals	3	_____
ART	140	Drawing I	3	_____
MUS	102	Fundamentals of Music	3	_____
MUS	210	Music Appreciation	3	_____
MUS	212	American Music	3	_____
MUS	214	World Music	3	_____

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

Course	No.	Title	Credits	Grade
BIO	205	Personal Nutrition AND	3	_____
BIO	103**	Introduction to Biology/Lab	4	_____
BIO	107**	Fund of Human Biology/Lab	4	_____
CHMY	121/122*	Introduction to General Chemistry/Lab	3/1	_____
GEO	101/102	Intro to Physical Geology/Lab	3/1	_____
PHYS	130	Fund Physical Science with Lab	4	_____

SOCIAL SCIENCES/ HISTORY--6 CREDITS

Course	No.	Title	Credits	Grade
HSTR	101	Western Civilization I	3	_____
HSTR	102	Western Civilization II	3	_____

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits	Grade
LIT	215N	Literature of the West	3	_____
LIT	289N	Intro to Native American Literature	3	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course	No.	Title	Credits	Grade
CAPP	120	Introduction to Computers	3	_____

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course	No.	Title	Credits	Grade
SOCI	101	Introduction to Sociology OR		
PSYX	100	Introduction to Psychology AND	3	_____
WRIT	201*	College Writing II AND	3	_____
ECNS	202	Principles of Macroeconomics OR		
ECNS	201	Principles of Microeconomics	3	_____

IV. ARTICULATION COURSEWORK – 16 CREDITS

Any of the following:

Course	No.	Title	Credits	Grade
ACTG	101	Accounting Procedures I	3	_____
ACTG	102*	Accounting Procedures II	3	_____
ACTG	201*	Principles of Financial Accounting	3	_____
ACTG	202*	Principles of Managerial Accounting	3	_____
BUS	106	Introduction to Business	3	_____
BUS	230*	Management	3	_____
BUS	235*	Marketing	3	_____
BUS	255*	Legal Environment	3	_____
CAPP	156*	MS Excel	3	_____
STAT	217*	Intermediate Statistical Concepts	3	_____

TOTAL PROGRAM CREDITS – 60

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE BUSINESS ADMINISTRATION FROM THE UNIVERSITY OF GREAT FALLS

I. UGF CORE – 6 CREDITS

Living and Making a Living (Need 3 upper division writing credits)

Course	No.	Title	Credits	Grade
ENG	312	Writing for Bus & Professions	3	_____

Must earn a grade of 'B' or higher for major

RELIGIOUS DIMENSION--3 CREDITS

Course	No.	Title	Credits	Grade
TRL	200	Fund of Christian Theology	3	_____
TRL	210	Catholicism	3	_____
TRL	240	Reading the Old Testament	3	_____
TRL	250	Reading the New Testament	3	_____
TRL	303	Jesus the Christ	3	_____

II. BUSINESS ADMINISTRATION MAJOR

Credits & courses dependent upon articulation courses taken at MSU–GF

Course	No.	Title	Credits	Grade
BUS	201	The Art of Thinking	3	_____
BUS	240	Management & Leadership	3	_____
BUS	260	Marketing	3	_____
BUS	335	Commercial Law	3	_____
BUS	345	SIFE (3 terms/1 credit each)	3	_____
BUS	400	Financial Analysis	3	_____
BUS	401	The Art of Leadership	3	_____
BUS	496	Commerce Integration	3	_____
BUS	345	SIFE (3 terms of 1 credit)	3	_____
BUS	497	Career Related Field Experience	3	_____
COM	301	The Art of Communication	3	_____
ECN	201	Macroeconomics	OR	
ECN	202	Microeconomics	3	_____
MTH	205	Elementary Prob & Stats	OR	
SCS	312t	Social Research Methods	3	_____
		Business Related Approved Electives	6	_____

◆ This course is highly recommended although not required if student has completed MTH 217 at MSU–GF.

III. MINOR/CONCENTRATION FULFILLED WITH A.A. FROM MSU–GF

IV. TOTAL CREDITS TOWARD DEGREE:

AA: MSU–GF	60 credits
BS: UGF	48-49 credits
Core: UGF	6 credits
Elective	14-15 credits
TOTAL CREDITS.....	128



MONTANA UNIVERSITY SYSTEM CORE

TRANSFER TO THE UNIVERSITY OF GREAT FALLS UNIVERSITY CORE

The MUS Core transfer is designed for students interested in completing the University Core Curriculum at the University of Great Falls.

COMMUNICATION--6 CREDITS (Need 3 writing & 3 verbal credits)

Course	No.	Title	Credits	Grade
WRIT	101**	College Writing I	3	_____
AND				
COMM	130	Public Speaking	3	_____

Mathematics--4 credits

Course	No.	Title	Credits	Grade
M	152**	Precalculus Algebra	4	_____

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits	Grade
PHIL	232	Basic Ethics	3	_____
AND				
ART	101	Intro to Visual Arts	3	_____
ART	114	Art Fundamentals	3	_____
ART	140	Drawing I	3	_____
MUS	102	Fundamentals of Music	3	_____
MUS	210	Music Appreciation	3	_____
MUS	212	American Music	3	_____
MUS	214	World Music	3	_____

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

Course	No.	Title	Credits	Grade
BIO	205	Personal Nutrition	3	_____
AND				
BIO	103**	Introduction to Biology/Lab	4	_____
BIO	107**	Fund of Human Biology/Lab	4	_____
CHMY	121/122*	Intro to General Chemistry/Lab	3/1	_____
GEO	101/102	Intro to Physical Geology/Lab	3/1	_____
PHYS	130	Fund Physical Science with Lab	4	_____

SOCIAL SCIENCES/ HISTORY--6 CREDITS

Course	No.	Title	Credits	Grade
HSTR	101	Western Civilization I	3	_____
HSTR	102	Western Civilization II	3	_____
PSYX	100	Introduction to Psychology OR		
SOCI	101	Introduction to Sociology	3	_____

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits	Grade
LIT	215N	Literature of the West	3	_____
LIT	289N	Intro to Native American Literature	3	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

TOTAL CREDITS – 32

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

OUTLINE FOR COMPLETION OF THE UNIVERSITY CORE CURRICULUM FROM THE UNIVERSITY OF GREAT FALLS

I. UGF CORE – 15 CREDITS

INTELLECTUAL INQUIRY - 3 CREDITS

courses dependent upon articulation courses taken at MSU–GF

Course	No.	Title	Credits	Grade
SOC	101	Introduction to Sociology	3	_____
HST	101	History of Civilization I OR		
HST	102	History of Civilization II	3	_____

LIVING AND MAKING A LIVING - 9 CREDITS

Course	No.	Title	Credits	Grade
ENG	117	Writing Essays	3	_____
ENG	300-319	Upper level writing course	3	_____
CPS	100	Intro to the Microcomputer	1	_____
CPS	101	Intro to UGFNet	1	_____
CPS	102	Intro to Powerpoint	1	_____

RELIGIOUS DIMENSION – 3 CREDITS

Course	No.	Title	Credits	Grade
TRL	200	Fund of Christian Theology	3	_____
TRL	210	Catholicism	3	_____
TRL	240	Reading the Old Testament	3	_____
TRL	250	Reading the New Testament	3	_____
TRL	303	Jesus the Christ	3	_____

ASSOCIATE OF ARTS DEGREE WITH EDUCATION COURSEWORK TRANSFER TO THE UNIVERSITY OF GREAT FALLS

The Associate of Arts with articulated coursework in Education is designed for students interested in a baccalaureate degree in Elementary Education at the University of Great Falls.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course	No.	Title	Credits
WRIT	101**	College Writing I AND	3
COMM	130	Public Speaking	3

MATHEMATICS--3 CREDITS

Course	No.	Title	Credits
M	121**	College Algebra	3

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits
PHIL	232	Basic Ethics AND	3
ART	101	Intro to Visual Arts	3
ART	114	Art Fundamentals	3
ART	140	Drawing I	3
MUS	102	Fundamentals of Music	3
MUS	210	Music Appreciation	3
MUS	212	American Music	3
MUS	214	World Music	3

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course	No.	Title	Credits
BIO	103	Introduction to Biology/Lab AND	4
PHYS	110	Survey of Natural Sciences	3
PHYS	130	Fund Physical Science Lab	4

SOCIAL SCIENCES/ HISTORY --6 CREDITS

Course	No.	Title	Credits
HSTA	101N	American History I	3
HSTA	102N	American History II	3

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits
LIT	215N	Lit of the West	3
LIT	289N	Intro to Native American Lit	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course	No.	Title	Credits
CAPP	120	Introduction to Computers	3

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course	No.	Title	Credits
SOCI	101	Introduction to Sociology OR	
PSYX	100	Introduction to Psychology AND	3
WRIT	201	College Writing II AND	3
EDPY	220	Educational Psychology	3

IV. ARTICULATION COURSEWORK – 17 CREDITS

Course	No.	Title	Credits
EDUC	200	Intro to the Educ. Experience	3
EDUC	240*	Instructional Technology	3
EDUC	260	Multicultural Education	3
M	130	Math for Elementary Teachers I	3
M	131	Math for Elementary Teachers II	3
AH	150	Fitness for Life	2

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and English courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

OUTLINE FOR COMPLETION OF BACHELOR OF ARTS IN ELEMENTARY EDUCATION FROM THE UNIVERSITY OF GREAT FALLS

The Associate of Arts with articulated coursework in Education is designed for students interested in a baccalaureate degree in Elementary Education at the University of Great Falls.

I. UGF CORE – 6 CREDITS

LIVING AND MAKING A LIVING (NEED 3 UPPER DIVISION WRITING CREDITS)

Course	No.	Title	Credits
ENG	300-319	Upper level writing course	3

RELIGIOUS DIMENSION--3 CREDITS

Course	No.	Title	Credits
TRL	200	Fund of Christian Theology	3
TRL	210	Catholicism	3
TRL	240	Reading the Old Testament	3
TRL	250	Reading the New Testament	3
TRL	303	Jesus the Christ	3

II. ELEMENTARY EDUCATION MAJOR - 54 CREDITS

Course	No.	Title	Credits
EDU	202	Intro to Gifted Education	2
EDU	261	Intro to Exceptionalities	3
EDU	315	Assessment of Learning	2
EDU	341	Methods in Elem Science	2
EDU	342	Methods in Elem Soc. Studies	2
EDU	352	Methods in Elem Math	2
EDU	353	Methods in Elem Art	2
EDU	356	Methods in Comm Arts I	2
EDU	357	Methods in Comm Arts II	3
EDU	370	Children's Literature	3
EDU	462	PPIE Elementary	2
EDU	472	PPIE Middle School	2
EDU	489	Elem/Sec Ed Internship	2
EDU	490	Elementary Internship	10
HPE	300	Strategies in Hlth Enhancement	3
MUS	250	Elementary School Music	2

Other required courses:

GSC	158	History of Science	4
HST	230	World and Regional Geography	3
MTH	106	Contemporary Mathematics	3

II. DUAL MAJOR IN SPECIAL EDUCATION OR CONCENTRATION NECESSARY FOR COMPLETION OF ELEMENTARY EDUCATION DEGREE FROM UGF

III. TOTAL CREDITS TOWARD DEGREE:

60 CREDITS (AA – MSUGF)

54 CREDITS (BS – UGF)

6 CREDITS (CORE – UGF)

REMAINING CREDITS (DUAL MAJOR AND CONCENTRATION)

128 TOTAL CREDITS NECESSARY FOR GRADUATION

ART MINOR, HPE MINOR, READING INSTRUCTION CONCENTRATION, OR SPECIAL EDUCATION MAJOR – WILL RECEIVE A K-12 ENDORSEMENT FOR THAT SUBJECT AREA AND THEREFORE MUST SUBSTITUTE EDU 482 FOR EDU 472, PPIE MIDDLE SCHOOL AND MUST ALSO TAKE THE FOLLOWING COURSES:

EDU 338 Teaching Reading in the Content Area 2

EDU 430 Secondary Teaching Procedures 2

ELEMENTARY EDUCATION MAJORS MUST TAKE AN APPROVED CONCENTRATION OR COMPLETE A SECOND MAJOR IN SPECIAL EDUCATION. THE FOLLOWING ARE AVAILABLE OPTIONS:

- Art Concentration
- Communication Arts Concentration
- Gifted and Talented Education Concentration
- Health and Physical Education Concentration
- Mathematics Concentration
- Reading Instruction Concentration
- Science Concentration
- Social Science Concentration
- Special Education Concentration

TRANSFER OPTIONS

ASSOCIATE OF ARTS DEGREE WITH EDUCATION COURSEWORK

TRANSFER TO THE UNIVERSITY OF GREAT FALLS

The Associate of Arts with articulated coursework in Education is designed for students interested in a baccalaureate degree in Secondary Education at the University of Great Falls.

I. MUS CORE – 32 SEMESTER HOURS

COMMUNICATION--6 CREDITS (Need 3 writing & 3 verbal credits)

Course	No.	Title	Credits	Grade
WRIT	101**	College Writing I	3	_____
COMM	130	Public Speaking	3	_____

MATHEMATICS--4 CREDITS

Course	No.	Title	Credits	Grade
M	152**	Precalculus Algebra	4	_____

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits	Grade
PHIL	232	Basic Ethics	3	_____
ART	101	Intro to Visual Arts	3	_____
ART	114	Art Fundamentals	3	_____
ART	140	Drawing I	3	_____
MUS	102	Fundamentals of Music	3	_____
MUS	210	Music Appreciation	3	_____
MUS	212	American Music	3	_____
MUS	214	World Music	3	_____

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

Course	No.	Title	Credits	Grade
BIO	205	Personal Nutrition		_____
BIO	103**	Introduction to Biology/Lab	4	_____
BIO	107**	Fund of Human Biology/Lab	4	_____
CHMY	121/122*	Introduction to General Chemistry/Lab	3/1	_____
GEO	101/102	Intro to Physical Geology/Lab	3/1	_____
PHYS	130	Fund Physical Science with Lab	4	_____

SOCIAL SCIENCES/ HISTORY--6 CREDITS

Course	No.	Title	Credits	Grade
HSTR	101	Western Civilization I	3	_____
HSTR	102	Western Civilization II	3	_____

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits	Grade
LIT	215N	Literature of the West	3	_____
LIT	289N	Intro to Native American Lit	3	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course	No.	Title	Credits	Grade
CAPP	120	Introduction to Computers	3	_____

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course	No.	Title	Credits	Grade
SOCI	101	Introduction to Sociology	3	_____
PSYX	100	Introduction to Psychology	3	_____
WRIT	201*	College Writing II	3	_____
EDPY	220	Educational Psychology	3	_____

IV. ARTICULATION COURSEWORK – 16 CREDITS

Course	No.	Title	Credits	Grade
EDUC	200	Intro to the Educ. Experience	3	_____
EDUC	240*	Instructional Technology	3	_____
EDUC	260	Multicultural Education	3	_____
		Electives***	7	_____

***Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at UGF

TOTAL PROGRAM CREDITS – 60

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

OUTLINE FOR COMPLETION OF BACHELOR OF ARTS IN SECONDARY EDUCATION FROM THE UNIVERSITY OF GREAT FALLS

I. UGF CORE – 6 CREDITS

LIVING AND MAKING A LIVING (Need 3 upper division writing credits)

Course	No.	Title	Credits	Grade
ENG	300-319	Upper level writing course	3	_____

RELIGIOUS DIMENSION--3 CREDITS

Course	No.	Title	Credits	Grade
TRL	200	Fund of Christian Theology	3	_____
TRL	210	Catholicism	3	_____
TRL	240	Reading the Old Testament	3	_____
TRL	250	Reading the New Testament	3	_____
TRL	303	Jesus the Christ	3	_____

II. SECONDARY EDUCATION MAJOR - 25 CREDITS

Course	No.	Title	Credits	Grade
EDU	261	Intro to Exceptionalities	3	_____
EDU	315	Assessment of Learning	2	_____
EDU	338	Teaching Reading – Content Area	2	_____
EDU	430	Secondary SchI Teaching Proc	2	_____
EDU	472	PPIE – Middle School	2	_____
EDU	482	PPIE – High School	2	_____
EDU	489	Elementary / Secondary Ed Intern	2	_____
EDU	498	Secondary Internship	10	_____
EDU	462t	Pre-Prof Integ Experience ES	2	_____

♦Secondary education students majoring or minoring in Art, HPE, or Special Education or completing the Reading Instruction concentration will receive a K-12 endorsement for that subject area and must therefore complete EDU 462 PPIE Elementary in lieu of EDU 472 PPIE Middle School.

II. DUAL MAJOR NECESSARY FOR OBTAINING SECONDARY EDUCATION DEGREE FROM UGF

III. MINOR NECESSARY FOR COMPLETION OF SECONDARY EDUCATION DEGREE FROM UGF

IV. TOTAL CREDITS TOWARD DEGREE:

AA: MSU–GF.....	60 credits
BS: UGF	25 credits
Remaining credits (Dual Major and Minor).....	
TOTAL CREDITS	128



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Course Descriptions

This section includes a brief description of each credit course offered on a regular basis by Montana State University–Great Falls College of Technology.

Each listing includes a course number, course title, number of credits awarded, prerequisites, co-requisites, term(s) offered, and course descriptions. The following letters are used to specify the term each course is offered:

- F - Fall Semester
- S - Spring Semester
- SU - Summer Term

Please Note: Courses scheduled for any term may be cancelled due to low enrollment.

While the terms each course is offered are shown, students should consult the Schedule of Classes published prior to registration each term for the most up-to-date information on course offerings. Courses offered on "Sufficient Demand" are indicated as such in the course descriptions.

Consult the Programs and Transfer sections of this catalog and/or an advisor for specific information about each course and which courses meet program or transfer requirements.

Internships, Independent Studies, Credit-bearing and non-credit professional and continuing education (PCE) courses, Pilot courses, and Special Topics in each field of study are available as follows:

- - - 194 PCE TOPIC <INSERT SUBJECT AREA>

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript

- - - 094 PCE TOPIC <INSERT SUBJECT AREA>

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

**Please note that most MSU–Great Falls College of Technology courses require you to utilize advanced technology. Examples include online research, library usage, computer communication, electronic submission of assignments, online quizzes, etc.





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Course Descriptions - Accounting (ACTG)

ACTG 101 ACCOUNTING PROCEDURES I

Credits: 3
Term: (F,S)

Content of the course covers the complete accounting cycle including creating source documents, journalizing transactions, posting to ledgers, preparing worksheets and basic financial statements including the income statement and balance sheet, end-of-period closing activities, payroll and special journals for both service and merchandising businesses.

ACTG 102 ACCOUNTING PROCEDURES II

Credits: 3
Term: (F,S)
Prerequisites: ACTG 101
Corequisites: M 108

This course is a continuation of Accounting Procedures I. Additional topics covered include notes payable and notes receivable, valuation of receivables and uncollectible accounts, valuation of inventories, plant assets and depreciation, partnership accounting, corporate organization, capital stock, worksheets, taxes, dividends, and corporate bonds, statement of cash flows and comparative financial statements.

ACTG 180 PAYROLL ACCOUNTING

Credits: 3
Term: (F,S)
Prerequisites: ACTG 101
Corequisites: CAPP 120, M 108

Students will become knowledgeable in the payroll records required to comply with various federal and state laws affecting payroll. The Federal Fair Labor Standards Act and the Montana Wage/Hour laws are studied. Students will develop skills in actual payroll preparation. Activities include computing gross salaries, social security, federal and state income tax deductions, journalizing payroll transactions, posting to ledgers and preparation of federal and state payroll tax returns, and reports.

ACTG 201 PRINCIPLES OF FINANCIAL ACCOUNTING

Credits: 3
Term: (F)
Prerequisites: ACTG 102,
Corequisites: M 095

This course is an introduction to financial accounting principles. Specific topics studied include generally accepted accounting principles and concepts, the accounting cycle, financial statement preparation, internal controls, cash, short-term investments, receivables,

inventory, plant and intangible assets, current and long-term liabilities including present value concepts, corporations and stockholders equity, the statement of cash flows, and financial statement analysis.

ACTG 202 PRINCIPLES OF MANAGERIAL ACCOUNTING

Credits: 3

Term: (S)

Prerequisite: ACTG 201

This course is an introduction to managerial accounting principles concerned with providing information to managers for use in planning and controlling operations and in decision making. Specific topics studied include manufacturing cost concepts for job and process cost accounting, service department cost allocation, cost-volume-profit analysis, master and flexible budgeting, standard costs and variance analysis, capital budgeting and relevant costs.

ACTG 205 COMPUTERIZED ACCOUNTING

Credits: 3

Term: (F)

Prerequisites: ACTG 102, ACTG 180

Corequisites: ACTG 201 or concurrent enrollment

Students will complete a variety of accounting projects using microcomputer accounting software.

ACTG 211 INCOME TAX FUNDAMENTALS

Credits: 3

Term: (S)

Prerequisites: ACTG 180, ACTG 201

This course introduces students to the basic income taxation principles, concepts, and procedures of individuals, proprietorships, partnerships, and corporations.





>MSU-GF >Catalog

Course Descriptions - Allied Health (AH)

AH 101 HEALTHCARE DELIVERY IN THE U.S.

Credits: 2

Term: (F)

This introductory course acquaints students with an overall view of the healthcare system. Topics include organization, financing, and delivery of healthcare through various types of facilities, agencies, health organizations, and hospitals. Medical ethics, professional behavior, and patient rights are also covered.

AH 103 FUNDAMENTALS OF HEALTH OCCUPATIONS

Credits: 2

Terms: (F, S, SU based on sufficient demand)

Students are introduced to the variety of professions in the healthcare industry and explore basic health care concepts and skills.

AH 104 INTRODUCTION TO DENTISTRY

NOTE: This is a pilot course effective 2009-2010.

Credits: 1 (15 lecture hours)

Terms: (F; S & SU Based on Sufficient Demand)

An introductory course in the history of dentistry along with its many facets including private and public health clinical settings. The various roles that make up the dental team along with their specific functions will be explored. Introduction to the levels of preventive dentistry as well as an introduction to dental terminology will be included.

AH 108 DISEASE CONCEPTS

Credits: 2

Terms: (F, S, SU)

Prerequisites: BIO 107 or BIO 127

This course is designed to provide students in the Health Sciences field with foundational knowledge of the general mechanisms of disease, and the clinical manifestations of disease commonly seen in the health care environment. Disease processes specific to each body system are studied, and treatment interventions and prognosis discussed.

AH 110 EXPLORING COMPLEMENTARY AND ALTERNATIVE MEDICINES

Credits: 2

Terms: (F, S, SU)

This course examines the vast selection of therapeutic interventions known as alternative or complementary medicines being presented to today's consumers.

AH 115 HEALTH CARE PERSONNEL AND SUPERVISION

Credits: 2

Term: (S)

Legal requirements, theories, and techniques for supervision at the first- and mid-management level are the topics of this course. Supervision processes, including communicating, organizing, directing, motivating, controlling, and evaluating are assessed for application in healthcare organizations through the use of case studies.

AH 120 INTRAVENOUS THERAPY

Credits: 1

Terms: (F,S,SU Based on Sufficient Demand)

Prerequisites: Students must be enrolled the last semester of the

Practical Nurse program, or be enrolled in the second year of the Respiratory Care program, or obtain instructor approval.

Intravenous Therapy covers IV therapy principles including anatomy of the arm and hand with particular attention to the veins, IV equipment, IV solution flow rates calculation, infection control, potential complications and IV documentation. Each student will perform IV starts on a mannequin arm, and when proficient, initiate IVs on people.

AH 125 FUNDAMENTALS OF FORENSIC SCIENCE

Credits: 2

Term: (SU, Based on Sufficient Demand)

In Fundamentals of Forensic Science, students will examine the philosophical, rational and practical framework that supports a case investigation. The unifying principles of forensic science to the pure sciences will be examined, and students will be introduced to the unique ways in which a forensic scientist must think. Topics will include the experimental method and some of the ways in which a forensic analysis can be confounded. The various forensic science occupations will also be explored.

AH 140 PHARMACOLOGY

Credits: 2

Terms: (F,S)

Prerequisite: Successful completion of prerequisite courses for specific programs, or instructor approval.

This course reflects the ever-changing science of pharmacology and responsibilities in administering pharmacological agents. The purpose of this course is to promote safe and effective drug therapy by providing essential information that accurately reflects current practice in drug therapy and facilitating the comprehension and application of knowledge related to drug therapy. Application requires the knowledge about the drug and the patient receiving it. General principles of drug administration, terminology, drug regulation, standard references and legal responsibilities are included as well as major drug classifications and therapeutic implications.

AH 145 INTRODUCTION TO MEDICAL TERMINOLOGY

Credits: 1

Terms: (F,S, SU)

This course promotes knowledge of the elements of medical terminology for professional and personal development. Exercises in each unit will stress definitions, spelling, and pronunciation of medical words. The course is designed to build an understanding of the logical method used to form medical terms, including word analysis and word building.

AH 150 FITNESS FOR LIFE

Credits: 2
Terms: (F,S)

This course is designed to educate, support, and motivate individuals toward a life-long commitment to physical fitness including nutrition for health and weight management; establishing physical fitness goals; and planning for physical strength improvement and/or maintenance. Exercise laboratory experience allows students to apply physical fitness principles.

AH 180 BASIC PHARMACEUTICALS

Credits: 1
Terms: (F, S, SU)

This course provides basic knowledge of the most commonly prescribed pharmaceuticals needed to analyze health care information for various health science support functions. Emphasis is on classification, indications, therapeutic effects, side effects, interactions, and contra-indications of new, current, and newly introduced applications of existing medications.

AH 185 BASIC MEDICAL TERMINOLOGY

Credits: 3
Terms: (F, S, SU)

The goals of this course are to promote knowledge of the elements of medical terminology for professional and personal development, the ability to spell and pronounce medical terms, an understanding of medical abbreviations, and an appreciation of the logical method found in medical terminology. This includes word analysis and word building. Knowledge of terms relating to body structures, positions, directions, divisions and planes will be required. An awareness of current health events is encouraged, as is knowledge of basic scientific and specialty areas in healthcare practice.

AH 201 MEDICAL SCIENCE

Credits: 3
Terms: (F, S)
Prerequisites: AH 185, BIO 127 or BIO 213

This course provides basic knowledge of the most common diseases, anomalies, treatments, and procedures needed to analyze healthcare documentation for various health science support functions including abstracting, coding, transcription, auditing, and reimbursement. Drug classification, diagnostic tests, pathology, laboratory, radiology, nuclear medicine, and ultrasound procedures are also included.

AH 219 NUTRITION AND DIET THERAPY FOR NURSES

Credits: 2
Term: (S)
Prerequisites: BIO 213 or CHM 111

An introduction to basic normal and clinical nutrition. The fundamentals of nutrition and the special nutritional needs throughout the various stages of life will be addressed. The appropriate uses of diet therapy in restoring and maintaining health will also be covered. This class is offered for nursing and pre-nursing students only.





[>MSU-GF](#) [>Catalog](#)

Course Descriptions - Anthropology (ANT)

ANT 101 INTRODUCTION TO ANTHROPOLOGY

Credits: 3

Terms: (F, S, SU based on sufficient demand)

This course provides an introductory survey of the basic theory and practice of the four classic fields of anthropology: physical anthropology, archaeology, linguistics, and cultural anthropology. The focus of the course is on the evolution of the human species, theories of early culture, reconstruction of the past through archaeological analysis, and structure and usage of language and its relationship to culture. The student will become familiar with the basic concepts of anthropology, its sub-disciplines, methods used to study and understand other cultures, and the general theories of cultures.



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Course Descriptions - Art (Art)

ART 101 INTRODUCTION TO VISUAL ARTS

Credits: 3

Terms: (F, S, SU)

This slide lecture course will introduce the students to forms of creative expression within visual arts, encouraging the students to more actively explore art verbally and in written form. The course material will focus on various issues of aesthetic expression rather than the historical development of the arts.

ART 114 ART FUNDAMENTALS

Credits: 3

Terms: (F, S)

This course is an exploration of visual concepts through studio projects supplemented by lecture, discussion, and writing assignments. Art fundamentals will be investigated through drawing, color theory, and 3-dimensional processes.

ART 140 DRAWING I

Credits: 3

Terms: (F, S, SU)

This course introduces the fundamentals of drawing with consideration for line, form, space and perspective in rendering from three-dimensional shapes, still life, landscape or the human form utilizing a variety of drawing materials. Emphasis will be placed on learning to see and render basic shapes, line quality, value, light and shadow, texture, mass, perspective and composition. Students will be encouraged to apply these skills to develop a personal style of drawing.





>MSU-GF >Catalog

Course Descriptions - Auto Body Repair & Refinishing (TB)

TB 112 AUTO AND PAINT SHOP SAFETY

Credits: 1

Term; (F)

A departmental orientation for new students in classroom and lab policies and procedures will be conducted in this course. Specialized tools used in the auto repair industry, shop safety, paint guns, hydraulic equipment, and air compressors, the proper use and care of personal safety equipment, and the safe handling and disposal of various chemicals are introduced.

TB 121 INTRO TO COLLISION REPAIR

Credits: 4

Term: (F)

Corequisites: TB 122, TB 123, & WELD 152

Covers shop safety, the handling of hazardous materials and toxic waste, basic methods and tools used in the repair of automotive sheet metal, proper methods of metal identification and automobile construction. Students are also introduced to estimating, damage analysis, the proper use and care of tools, measuring devices, fasteners and shop manuals.

TB 122 NON-STRUCTURAL COLLISION REPAIR

Credits: 4

Term: (F)

Corequisites: TB 121, TB 123, & WELD 152

Covers proper assessment, removal, replacement and alignment methods used on today's vehicles. Students are also trained in the proper set up and use of Metal Inert Gas (MIG) welding equipment.

TB 123 INTRO TO REFINISHING

Credits: 4

Term: (F)

Corequisites: TB 121, TB 122, & WELD 152

Introduces students to proper preparation and application techniques, including blending of color coats, used when applying modern undercoats and refinish topcoats, with a strong emphasis on personal safety. Students also learn the causes, prevention and repair methods associated with various paint defects.

TB 130 BASIC AUTO CONSTRUCTION

Credits: 2

Term: (F)

This course will introduce students to the automotive body-repair business. Technical aspects of the auto design, the construction materials, as well as the classroom study of damage classification and repair techniques will be introduced.

TB 134 CORRECTING SHEET METAL

Credits: 3
Term: (F)
Prerequisite: TB 130

Theory and practice in manipulative skills are given in this course. Students will receive instruction and lab experience in roughing, bumping metal, shrinking, fillers and sanding. The theory and practice of welding thin gauge mild steel with a wire feed MIG welder will be taught.

TB 136 CORRECTING COLLISION DAMAGE

Credits: 5
Term: (S)
Prerequisite: TB 134

This course involves the study of impact forces and the transfer of energy through a vehicle. Students will study the unit-body and full-framed vehicle locating primary and secondary damage.

TB 141 SURFACE PREPARATION AND UNDERCOATS

Credits: 3
Term: (F)

This course introduces students to the processes involved in preparing metal surfaces for different types of undercoats. The importance of corrosion protection is also covered in this course.

TB 142 TOP COAT APPLICATION

Credits: 3
Term: (F)

Students in this course will learn the basic theory of top coat application and the tools and equipment used in the process. These procedures will then be put to use in the shop on practice panels.

TB 150 PAINT REMOVAL

Credits: 3
Term: (S)
Prerequisite: TB 141

Students will evaluate and study the condition of old paint film and its thickness as well as analyze the most efficient way of removal using chemical strippers, bead blasters, or mechanical sanders.

TB 153 OVERALL REFINISHING

Credits: 3
Term: (S)
Prerequisite: TB 142

This course includes a comprehensive study of auto refinishing techniques. Students will develop skills in sanding and masking operations used to properly refinish a complete automobile with urethane basecoat-clearcoat.

TB 154 PAINT PROBLEMS

Credits: 1
Term: (S)
Co requisite: TB 153

Students will participate in laboratory practice and preparation to determine the causes of various paint failure due to break down, improper preparation, incompatible materials, wrong use of materials, or poor spray techniques.

TB 220 FIBERGLASS AND PLASTIC REPAIR

Credits: 3
Term: (F)
Prerequisite: TB 136

This course covers the different repair procedures and materials for repairing the plastics and composites found in modern automobiles. Refinishing procedures for these materials are also covered in this course.

TB 221 STRUCTURAL COLLISION REPAIR

Credits: 6
Term: (S)
Prerequisites: TB 122, TB 123, & WELD 152
Corequisites: TB 222 & TB 223

Covers methods used in the inspection, measurement, and repair of structural body damage. This class adheres to guidelines as prescribed by vehicle manufacturers, I-CAR and ASE.

TB 222 PLASTIC AND COMPOSITE REPAIR

Credits: 3
Term: (S)
Prerequisites: TB 122, TB 123, & WELD 152
Corequisites: TB 221 & TB 223

Covers identification, pretreatment, and the repair of plastics and composites that are used in the manufacture of modern automobiles. Students are also trained in the proper refinishing methods required for these materials.

TB 223 ADVANCED REFINISHING

Credits: 4
Term: (S)
Prerequisites: TB 122, TB 123, & WELD 152
Corequisites: TB 221 & TB 222

Covers more advanced refinishing topics including the basics of color theory, tinting, and multistage finishes.

TB 243 PANEL REPLACEMENT

Credits: 3
Term: (F)
Prerequisite: TB 136

This course will give students practical experience in removal and replacement of weld-on and adhesive bonded panels, door skins, and rocker, quarter and top panels.

TB 245 PRODUCTION BODY REPAIR

Credits: 3
Term: (S)
Prerequisite: TB 243

In this course, students' work will be compared to industry flat rate charges used when repairing damage. The learning experiences are simulated to on-the-job work conditions stressing quality and shop flat-rate time. Students will be expected to function as an employer would expect in areas such as dependability, working independently, and customer relations.

TB 246 TOTAL BODY REBUILDING AND SECTIONING

Credits: 3
Term: (S)

This course covers the theory and practice in the use of body measuring equipment including tram gauges and centering gauges. Students will use frame and body pull systems to return a lab vehicle to its proper dimensions and will study the theory of full-body sectioning and proper use of recycled parts.

TB 248 SPOT REPAIR AND BLENDING

Credits: 3
Term: (F)
Co requisite: TB 153

This course provides an overview of the procedures used when performing spot repairs on modern vehicles.

TB 249 PAINT FORMULATION AND TINTING

Credits: 3
Term: (F)
Co requisite: TB 248

This course provides instruction and practice in the process of mixing paint from tinting colors. Assigned lab projects will give students the opportunity to mix, adjust, and tint to achieve a blendable color match.

TB 250 PRODUCTION REFINISHING

Credits: 3
Term: (S)
Prerequisite: TB 249

Emphasis in this course will be on refining skills and increasing productivity and will be timed for comparison with industry standards.

TB 254 SPECIALTY FINISHES

Credits: 1
Term: (S)
Prerequisite: TB 253

This course provides instruction and practical experience in custom finishes as well as new production applications. Students will receive instruction and lab experience using metal flake, pearl, and candy.

TB 255 ESTIMATING COLLISION DAMAGE

Credits: 3
Term: (S)

This course will focus on instruction in the procedures of estimating collision and refinishing repairs. A study will be made of parts catalogs, flat-rate manuals, and computer estimation programs.





>MSU-GF >Catalog

Course Descriptions - Aviation Science Technology (AST)

AST 141 AVIATION FUNDAMENTALS ~

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 3

Term: (F)

Students must be co-enrolled in both AST-141 and AST-143 Introduction to basic flight principles. Course includes the principles of flight (basic aerodynamics), aircraft systems, performance, weight and balance, aviation physiology, federal air regulations, and flight publications.

AST 142 PRIVATE PILOT FLIGHT ~

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 2

Term: (F)

Students must enroll in this course while pursuing a private pilot's certificate from an approved flight school. Course credits will be awarded upon receipt of a copy of the student's private pilot certificate.

AST 143 BASIC AIR NAVIGATION ~

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 3

Term: (F)

Students must be co-enrolled in both AST-141 and AST-143 An introduction to air navigation procedures. Course includes basic meteorology, interpreting weather data pilotage and dead reckoning navigation, radio navigation, and cross country flight planning.

AST 171 AIRCRAFT SYSTEMS FOR PILOTS~

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 3

Term: (S)

Introduction to basic aircraft systems found on modern single and multi-engine reciprocating aircraft. Topics will include piston engines, electrical systems, hydraulic and pneumatic systems, radios and instruments, propellers, pressurization, maintenance requirements and documentation, and trouble shooting from the cockpit. In this course you will be introduced to the systems commonly found in the training aircraft you are now flying.

AST 241 ADVANCED NAVIGATION SYSTEMS~

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 3

Term: (S)

Prerequisites: AST 143, or consent of instructor

Advanced navigation systems includes HSI, RMI, Loran, Doppler, VOR, NDB and GPS. Will include navigation theory, in-flight emergencies, electronic instrumentation, and advanced flight computing problems. Extensive use of in-class computer flight simulation will be exercised. Provides the radio navigation skills necessary for the instrument pilot.

AST 242 INSTRUMENT FLIGHT ~

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 2

Term: (S)

Prerequisites: Private pilot's certificate

Students must enroll in this course while pursuing the Instrument certificate at an approved flight school. Credits will be awarded upon receipt of a copy of the student's instrument rating.

AST 243 INSTRUMENT/COMMERCIAL THEORY I ~

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 3

Term: (S)

Prerequisites: AST 142

An introduction to flight under IFR conditions. Course includes basic instrument flying, flight instruments, IFR charts and approach plate, IFR regulations and procedures, ATC clearances and IFR flight planning. Completion of the course will prepare the student for the Instrument Knowledge Exam.

AST 245 INSTRUMENT/COMMERCIAL THEORY II ~

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 3

Term: (F)

Prerequisites: AST 242, 243

Commercial Flight Maneuvers, Airplane Aerodynamics, Advanced Performance, Power plants (including fuel injection and turbo-charging), Environmental Control Systems and Retractable Landing Gear Systems will be taught. Also, airports (marking and lighting) will be reviewed. Advanced Weight and Balance, and Part 61, 91, 125, and 135 and NTSB 830 Commercial Pilot Regulations will build on the private pilot regulations learned earlier. High Altitude Physiology, and High Performance and Turbine-Aircraft Flight Operations will be emphasized.

AST 250 AVIATION OPERATIONS~

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 3

Term: (S)

An overview of general aviation operations, specifically the operation and management of the Fixed Base Operation (FBO). This course also covers current events and trends affecting the general aviation industry as a whole.

AST 252 COMMERCIAL FLIGHT ~

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 4

Term: (F,S)

Students must enroll in this course while pursuing their Commercial certificate at an approved flight school. Credits will be awarded upon receipt of a copy of the student's commercial certificate.

AST 260 FLIGHT INSTRUCTOR THEORY~

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 3

Term: (S)

Prerequisites: Commercial Pilot Certificate with an Instrument rating or consent of instructor.

Theory of flight and ground instruction, aircraft performance, analysis of flight maneuvers, and other basic theory as needed by the airplane flight instructor. Prepares the student for the FAA Flight Instructor oral practical test and FAA written test. In-class discussion and presentations will be the main core of the course.

AST 261 AVIATION SAFETY~

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 3

Term: (F)

This course will concentrate primarily on the organizations and processes that govern commercial and general aviation safety in the United States. This course will also provide an overview of modern techniques used in accident investigation. Also covered are descriptions of major factors and the causation of aviation accidents.

AST 262 ADVANCED AIRCRAFT THEORY~

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 3

Term: (S)

Prerequisites: Private Pilot Certificate and Instrument Rating, or consent of the instructor.

Introduction to high performance, multi engine, aerobatic, and tailwheel aircraft; their systems, performance, weight and balance computations, flight procedures, characteristics, and emergencies. Unusual attitude recoveries, IFR and VFR.

AST 263 AVIATION REGULATIONS AND PROFESSIONAL CONDUCT~

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 3

Term: (S)

Provides a detailed study of the regulations and procedures common to the aviation industry as well as a survey of the legal environment and the standards of conduct required of professional pilots.

AST 281 CERTIFIED FLIGHT INSTRUCTOR~

OPTIONAL COURSE IN AVIATION PROGRAM

THIS CLASS OFFERED AT THE COT IN BOZEMAN

Credits: 1

Term: (S)

Prerequisites: Commercial Pilot Cert. and concurrent enrollment in AST 260

Students must be enrolled in this course while pursuing their Certified Flight Instructor certificate. Credit for the course will be awarded upon completion of the FAA Certified Flight Instructor Practical Test.





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>MSU-GF >Catalog

Course Descriptions - Biology (BIO)

BIO 080 BASIC SCIENTIFIC CONCEPTS & SKILLS

Credits: 3 (3 lecture)

Terms: (F, S based on sufficient demand)

This course is intended for students with limited exposure to biology, chemistry, and/or physical sciences. This course introduces students to basic scientific principles and processes in preparation for further study in the sciences.

BIO 103 INTRODUCTION TO BIOLOGY/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F,S,SU)

Placement required: Students must place into M 090 or higher AND place into WRIT 101 or higher.

This course introduces basic biological principles including the cell, the interrelationship of structure and function, and the characteristics and classification of living things. Students will examine the five kingdoms of organisms (monera, protista, fungi, plants, animals), concentrating on vascular plants and vertebrate animals, as well as reproduction and basic ecological concepts. This general education course is designed for non-science majors. Laboratory experience will include experimentation, microscope work, observation, and dissection.

BIO 107 FUNDAMENTALS OF HUMAN BIOLOGY/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F,S,SU)

Placement required: Students must place into M 090 or higher AND place into WRIT 101 or higher.

This one-term course covers the basics of human anatomy and physiology. All body systems will be examined. Fundamental principles of cellular chemistry, metabolism, anatomy and biology will be discussed as they relate to the physiology of the human body. This course is designed for specialized endorsements and certificate programs. Completion of this introductory course is highly recommended as preparatory for students planning on entering health science pre-professional programs. Laboratory experience will include experimentation, microscope work, observations, and dissection.

BIO 127 ANATOMY AND PHYSIOLOGY I FOR NON-CLINICAL MAJORS

Credits: 4 (Lecture only, no lab)

Terms: (F,S,SU)

This course is the first in an online, two-course sequence for non-clinical health majors which provides a comprehensive study of the anatomy and physiology of the human body. The course will take a systemic approach covering all body systems. Topics will include structure, function and interrelationships of organ systems. The course will provide a foundation for students entering non-clinical health careers.

BIO 128 ANATOMY AND PHYSIOLOGY II FOR NON-CLINICAL MAJORS

Credits: 3 (Lecture only, no lab)

Terms: (F,S,SU)

Prerequisites: BIO 107 or BIO 127

This course is the second in a two-course sequence for non-clinical health majors. The course will build on the topics explored in the first semester. Body systems will be covered in greater depth, and the focus will be on the interrelationships between systems. In addition to structure and function, an emphasis will be placed on the body processes which maintain homeostasis. The course will take a problem based approach allowing students to use critical thinking skills and apply knowledge from both semesters.

BIO 151 MOLECULAR AND CELLULAR BIOLOGY/LAB

Credits: 4 (3 lecture, 1 lab)

Term: (S 2011 based on Sufficient Demand)

Prerequisites: CHMY 121 or CHMY 141

Placement required: Students must place into M 090 or higher AND place into WRIT 101 or higher.

This course is designed to help students understand and apply major concepts in molecular and cellular biology including: biological macromolecules, cell structure and function, major biochemical pathways (cellular respiration and photosynthesis), cell division, Mendelian genetics, modern biotechnology, early development, and major control mechanisms within the body. Students will also examine the scientific method.

BIO 152 ORGANISMAL BIOLOGY/LAB - BIOLOGY II

Credits: 4 (3 lecture, 1 lab)

Term: (F 2010 based on Sufficient Demand)

Placement required: Students must place into M 090 or higher AND place into WRIT 101 or higher.

This course is designed to help students understand and apply major concepts in organismal biology including the diversity, evolution, and ecology of organisms. The origin of life and the evolution of cells, classification and evolution of organisms, major domains and kingdoms of life, natural selection and evolution, species diversity, ecosystems organization and energy flow, community interactions, population ecology and behavioral ecology will be discussed. CHMY 121 or higher is highly recommended.

BIO 202 HUMAN ANATOMY FOR RAD TECHS

Credits: 3 (3 lecture)

Terms: (F,S)

Placement required: Students must place into M 095 or higher AND place into WRIT 101 or higher.

This course is an integrated study of the human body in which the detailed anatomy of the skeletal, respiratory, circulatory, digestive, nervous, urinary, and reproductive systems is covered. This course is designed to provide students with the fundamentals of human anatomy necessary for successful completion of the Radiologic Technology program at MSU-COT by providing an interactive, hands-on learning environment.

BIO 205 PERSONAL NUTRITION

Credits: 3

Terms: (F,S)

To understand the science of human nutrition and apply nutrition and food concepts to the individual during critical stages of the life cycle. To demonstrate the consumer skills needed to achieve optimal nutritional status.

BIO 213 ANATOMY AND PHYSIOLOGY I LECTURE/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F,S)

Placement required: Students must place into M 095 or higher AND place into WRIT 101 or higher.

This course is an integrated study of the human body in which histology, anatomy and physiology of each system is covered. The first semester (part I) of this sequence incorporates molecular, cellular and tissue levels of organization for the integumentary, skeletal with articulations, muscular, and nervous systems. Laboratory experience will include experimentation, microscope work, observations, and dissection. BIO 107 and CHMY 121 strongly recommended.

BIO 214 ANATOMY AND PHYSIOLOGY II LECTURE/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F,S)

Prerequisites: BIO 213 with a grade of "C-" or higher

This course is an integrated study of the human body in which the histology, anatomy and physiology of each system is covered. The second part of this two semester course sequence involves the study of the following systems: sensory, endocrine, cardiovascular with hematology, lymphatic with immunology, respiratory, urinary with water, electrolyte and acid base balance, digestive with nutrition and reproductive systems. Laboratory experience will include experimentation, microscope work, observations, and dissection. Upon completion of CHMY 121, Anatomy & Physiology I and II, with labs, will transfer to MSU-Bozeman as Anatomy & Physiology I and II.

BIO 255 PRINCIPLES OF GENETICS

Credits: 3

Term: (S based on Sufficient Demand)

Introduction to classical and molecular genetics of eukaryotes, with emphasis on transmission genetics, the structure and regulation of genes, and mechanisms of genetic change.

BIO 280 MICROBIOLOGY AND COMMUNICABLE DISEASES

Credits: 4 (3 lecture, 1 lab)

Terms: (F,S)

Prerequisites: CHMY 121/122 or BIO 213

Aspects of microbial life are examined in relation to growth requirements, reproduction, and disease-producing capabilities. Topics include basic biochemistry, prokaryotic, and eukaryotic morphology, microbial metabolism, genetics, and classification. In addition to the previous topics, mechanisms of infection, epidemiology, immune response and the major microbial pathogens of the human body will be explored. Emphasis will be placed on the control and spread of microorganisms and disease prevention. This course includes a required lab component.





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Course Descriptions - Business Management (BUS)

BUS 106 INTRODUCTION TO BUSINESS

Credits: 3
Terms: (F,S)

This course provides an overview of business from a broad perspective. Topics covered include business ownership, free enterprise, management, human resources, marketing, finance, and accounting and data systems.

BUS 230 MANAGEMENT

Credits: 3
Terms: (F,S)
Prerequisite: BUS 106

This course is a study of basic management and organizational principles of business firms. Emphasis is on effectively working through others to achieve objectives. This is done by exploring planning, decision making, organizing, leading, staffing, controlling, EEOC requirements, appraising performance, handling disciplinary problems, and stress and time management.

BUS 235 MARKETING

Credits: 3
Terms: (F, S)
Prerequisite: BUS 106

This course is designed to develop students' knowledge of marketing terminology and strategies. Subject areas covered include product development, the marketing concept, consumer behavior, research, pricing, channels of distribution, and promotion.

BUS 240 ADVERTISING

Credits: 3
Term: (S)
Prerequisite: BUS 106

This course is designed to acquaint students with the fundamentals and terminology of advertising. Topics covered are the role of advertising, demographic segmentation, advertising psychology, advertising strategies, media strengths and weaknesses, layout and design, and careers in advertising. Class participants will develop their own advertisements using a variety of media.

BUS 249 GLOBAL MARKETING

Credits: 3
Term: (F)

This course will explore the historical and current perspective of international trade focusing on structures, strengths and weaknesses, marketing environment and regulation, currency issues, and factors affecting success and failure in international marketing.

BUS 255 LEGAL ENVIRONMENT

Credits: 3

Term: (F)

Prerequisite: BUS 106

This course is designed to increase students' level of awareness of law in the business environment. Topics covered include contract law, sales contracts, agency and employer/employee relationships, torts, securities regulations, antitrust law, and product liability.

BUS 260 ENTREPRENEURSHIP

Credits: 3

Term: (S)

Prerequisite: BUS 230, BUS 235, ACTG 201 or Instructor consent.

Co requisite: WRIT 220

This course guides students through the development of a business plan, concentrating on market and industry analysis, competitive analysis, site selection, cash flow analysis, marketing, finance, and management. Students will develop a competition quality business plan for a company of their choice. Students should register for both WRIT 220 and BUS 260 in their final semester. On-campus offering of WRIT 220 is recommended for Entrepreneurship students.





>MSU-GF >Catalog

Course Descriptions - Computer Applications (CAPP)

CAPP 101 SHORT COURSES: THE INTERNET

Credits: 2
Terms: (F,S,SU)

This course will teach skills in using the Internet as an information and educational resource as well as its impact on global society. Internet components explored will include the World Wide Web, FTP, Email, and basics of creating a web page. Social implications of the Internet and its impact on issues such as copyright and fair use will be explored. Thoughtful examination and research on the future of the Internet will conclude the class.

CAPP 105 Short courses: COMPUTER CALCULATORS

Credits: 1 (1/2 semester)
Term: (S)
Prerequisite: M 108

Students master the touch method of entering data on the ten-key numeric keyboard. Speed and accuracy are emphasized on computer ten-keys using the desktop calculator. Ten-key functions will be used to solve common mathematical problems.

CAPP 112 SHORT COURSES: MS POWERPOINT

Credits: 1
Term: (Based on sufficient demand)
Prerequisite: CAPP 120

This course is an introduction to the use of presentation software to create and design group presentations and slide shows. Students will be required to create group presentations to be delivered to an audience.

CAPP 120 INTRODUCTION TO COMPUTERS

Credits: 3
Terms: (F,S,SU)

Using both lecture and lab experience, this course introduces the technology and terminology of computer systems and demonstrates how computers have impacted individuals and society. The course also provides instruction in the basics of operating systems and word processing, spreadsheet, and database software.

CAPP 152 WORDPERFECT

Credits: 3
Term: (S)
Prerequisite: CAPP 120, OO 107, or consent of faculty

Corel WordPerfect software is used to create documents used in academic, professional, and business environments. These functions include formatting and editing documents, revising

documents, managing documents, printing documents, using projects, creating headers and footers, inserting footnotes, creating columns, formatting tables and inserting formulas, using styles, changing fonts, sorting and extracting text, merging documents, formatting macros, creating graphics, and creating charts.

CAPP 154 MS WORD

Credits: 3

Terms: (F,S)

Prerequisite: CAPP 120, OO 107, or instructor approval

Word processing software is used to create documents used in academic, professional, and business environments. These functions include editing, selecting, find and replace, document assembly, graphics, printing, headers and footers, columns, file management styles, math features, fonts and other print features, tables, sort and select, merges, macros, and reference tools.

CAPP 156 MS EXCEL

Credits: 3

Terms; (F,S SU)

Prerequisite: CAPP 120

This course introduces students to business applications using spreadsheets. Emphasis will be placed on the essential functions of spreadsheet operation, as well as an introduction to some advanced spreadsheet features such as lookup functions and list management. This course covers expert level skills for the Microsoft Certified Application Specialist (MCAS) certification in Microsoft Excel.

CAPP 158 MS ACCESS

Credits: 3

Terms: (F,S,SU)

Prerequisite: CAPP 120

This course covers expert level skills for the Microsoft Certified Application Specialist (MCAS) certification in Microsoft Access. Use of application software focuses on data queries (both Query-By-Example and Structured Query Language), report and form generation, multiple table relationships, and interface techniques. Database administration and customization techniques will also be covered.





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Course Descriptions - Carpentry (CARP)

CARP 120 CARPENTRY BASICS & ROUGH-IN FRAMING

Credits: 6 (59 lecture hours/75 shop hours)

Term: (F)

Co-requisites: CNST 110, CNST 115, CARP 150

This course covers eight different module topics. It starts by introducing the carpentry trade, including history, career opportunities, and requirements. The course includes study and practice required for framing a simple structure. Specific topics are building materials, fasteners and adhesives, hand and power tools, reading plans & elevations, floor systems, wall and ceiling framing, roof framing and windows and exterior doors.

CARP 130 EXTERIOR FINISHING, STAIR CONSTRUCTION & METAL STUD FRAMING

Credits: 4 (37 lecture hours/70.5 shop hours)

Term: (S)

Co-Requisites: CNST 120, CNST 150, CARP 152

Pre-Requisites: CNST 110, CNST 115, CARP 120, CARP 150

Introduces students to materials and methods for thermal & moisture barriers, sheathing, exterior siding, stairs, and roofing. Students will layout and build a simple stair system as well as a metal stud wall with door and window openings.

CARP 150 BEGINNING CARPENTRY PRACTICUM

Credits: 3 (90 shop hours)

Term: (F)

Co-Requisites: CNST 110, CNST 115, CARP 120

Provides hands-on experience in which the student applies, with minimal supervision the basic skills and knowledge presented thus far in the NCCER Carpentry Program. This course is designed as a practical task-oriented application utilizing the basic skills covered in prerequisite classes.

CARP 152 INTERMEDIATE CARPENTRY PRACTICUM

Credits: 3 (90 shop hours)

Term: (S)

Co-Requisites: CNST 120, CNST, 150, CARP 130

Pre-Requisites: CNST 110, CNST 115, CARP 120, CARP 150

Provides hands-on experience in which the student applies with supervision the basic skills and knowledge presented thus far in the NCCER Carpentry Program. The course is designed as a practical task-oriented application.

CARP 220 INTERIOR FINISHING

Credits: 5 (32 lecture hours/85.5 shop hours)
Term: (S)
Co-Requisites: CNST 220, CARP 252
Pre-Requisites: WELD 151, CARP 230, CARP 250

This course studies interior building materials. Course material ranges from installation techniques for interior trim, countertop, base & wall cabinets, suspended ceiling, wood & metal doors.

CARP 230 ADVANCED ROOF, FLOOR, WALL & STAIR SYSTEMS

Credits: 6 (62 lecture hours/43 shop hours)
Term: (F)
Co-Requisites: WELD 151, CARP 250
Pre-Requisites: CNST 120, CNST 150, CARP 130, CARP 152

This class takes off from where CARP 120 & 130 finished. Students will elevate their study in various installation methods and materials for various roofing, & flooring systems. Under wall systems students will study interior & exterior wall construction methods for residential and commercial structures. To add to the student's knowledge learned in CARP 130, Stair Construction & Metal stud framing, students will study staircase construction and metal building construction.

CARP 240 SUMMER CARPENTRY INTERNSHIP

Credits: 3-6 (135 - 270 hours)
Term: (SU)
Pre-Requisites: CNST 120, CNST 150, CARP 130, CARP 152

An internship is individually based. The intent is to allow students who have meet the prerequisites an opportunity to experience work out in the industry before committing to full-time employment. Some students may use it as an opportunity to get employment within a company while many students will use it as a means of broadening their perspective as to types of construction work available and the daily operations of companies.

CARP 250 ADVANCED CARPENTRY PRACTICUM

Credits: 3 (90 shop hours)
Term: (F)
Co-Requisites: WELD 151, CARP 230
Pre-Requisites: CNST 120, CNST 150, CARP 130, CARP 152

Provides students the opportunity to practice skills they have acquired in the entire carpentry program. It includes task-oriented projects in which students can apply many of the skills and knowledge that they have been presented throughout the NCCER Carpentry Program. This course is designed as a practical task-oriented exercise utilizing a variety of the skills covered in all the NCCER Modules and provides the necessary time for taking the Performance assessments' for certification under NCCER.

CARP 252 CAPSTONE CARPENTRY PRACTICUM

Credits: 4 (120 shop hours)
Term: (S)
Co-Requisites: CNST 220, CARP 250
Pre-Requisites: WELD 151, CARP 230, CARP 250

The course is designed as a practical task-oriented application utilizing the ADVANCED skills learned in CARP 220 & 230. The course will emphasize advanced application in the area of exterior and interior finishing. This course provides hands-on experience in which the students take the Performance Assessments for certification under NCCER with MINIMAL supervision using the skills and knowledge presented in the NCCER Carpentry program.



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Course Descriptions - Civil Engineering Technology (CET)

CET 173 ARCHITECTURAL CONSTRUCTION AND MATERIALS

Credits: 3

Term: (F)

This course is an introduction to construction materials and methods, building systems and construction details. Emphasis is placed on selection of materials and methods. Laboratory section includes site investigations observing materials and their properties



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Course Descriptions - Chemistry (CHMY)

CHMY 121/122 INTRO TO GENERAL CHEMISTRY/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F, S, SU)

Prerequisite: M 090 or qualifying math placement assessment score

This course is a survey of the principles of inorganic chemistry with emphasis on scientific measurement; atomic structure; chemical periodicity; chemical bonding and nomenclature; chemical reactions and stoichiometry; gas laws; properties of liquids, solids, and solutions; acid-base chemistry; and some electrochemistry and nuclear chemistry. This course is designed for students entering health science or nursing programs. The laboratory portion of the course provides hands-on experience dealing with the topics covered in the lecture portion. In order to have the greatest success in this course, it is highly recommended that students possess strong algebra skills.

CHMY 123/124 INTRO TO ORGANIC & BIOCHEMISTRY/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F, S)

Prerequisites: CHMY 121/122 with a grade of "C-" or higher

This course is a survey of the principles of organic chemistry and biochemistry with emphasis on nomenclature; structure and classification; properties; and applications of organic and biological compounds. Some discussions of metabolism and cellular processes are also included. This course is designed for students entering health science or nursing programs. The laboratory portion of the course provides hands-on experience dealing with the topics covered in the lecture portion.

CHMY 141/142 COLLEGE CHEMISTRY I/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (Based on Sufficient Demand)

Prerequisites: M 095 or qualifying math placement assessment score

The first course in the two-semester general chemistry sequence covering the general principles of modern chemistry. Topics covered include: atomic structure, stoichiometry, chemical reactions, chemical bonding, the periodic table, and the states of matter. The laboratory portion of the course provides hands-on experience dealing with the topics covered in the lecture portion. The experimental nature of the science of chemistry and the mathematical treatment of data are emphasized.

CHMY 143/144 COLLEGE CHEMISTRY II/LAB

Credits: 4 (3 lecture, 1 lab)

Term: (Based on Sufficient Demand)

Prerequisites: CHMY 141/142 with a grade of "C-" or higher

The second course in the two-semester general chemistry sequence. Topics covered include: solutions, chemical equilibrium, acids and bases, thermodynamics, and kinetics. The laboratory portion of the course provides hands-on experience dealing with the topics covered in the lecture portion.



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Course Descriptions - Computer Information Technology (CIT)

CIT 125 FUNDAMENTALS OF VOICE AND DATA CABLING

Credits: 3

Term: (F)

Fundamentals of Voice and Data Cabling is a lecture and hands on course which focuses on industry standards and techniques for the design and implementation of structured cabling systems. Students will demonstrate competency in the installation and termination of both copper and fiber optic cabling including the proper use of tools and test equipment. Course assessments are used to show the student's understanding of the course content. This course is designed around the hybrid learning model. All lab experiences will be on campus.

CIT 126 NETWORKING BASICS (CCNA 1)

Credits: 3

Term: (F)

Pre- or Co-requisites: CAPP 120 or instructor approval

Networking basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. Networking basics is a lecture and hands-on course which introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. This course utilizes the hybrid model for student learning.

CIT 160 INTRODUCTION TO PROGRAMMING

Credits: 3

Term: (F)

Prerequisites: CAPP 120, CAPP 158, M 095, or instructor approval

This course is an introduction to programming logic and computer problem-solving using a programming language. Students learn the fundamentals of structured program design. Hands-on emphasis is provided in programming including decision structures, looping structures, and text files. Course work stresses practical application of programming.

CIT 166 COMPUTER OPERATING SYSTEMS

Credits: 3

Term: (S)

Prerequisite: CAPP 120

This course examines the role of operating system software and various user interfaces. The primary focus will be on using a command line interface for file management tasks as well as creating and

troubleshooting batch files. File management, troubleshooting, application, Internet and administrative functions in a graphical interface will also be examined. This course maps to the MCSE/MCSA Exam 70-270 certification.

CIT 176 ROUTERS AND ROUTING BASICS (CCNA 2)

Credits: 3

Term: (F)

Pre- or Co-requisite: CIT 126

Routers and Routing Basics is the second of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) Certification. Routers and Routing Basics is a lecture and hands-on course which focuses on initial router configuration, Cisco IOS Software management, routing protocol configuration, and TCP/IP. Students will develop skills on how to configure a router, manage Cisco IOS Software, and configure routing protocols. This class includes a number of hands-on activities using state-of-the-art routing equipment and Packet Tracer software. Students will also have access to the school's Online NetLab in order to complete lab assignments. This is a hybrid course.

CIT 206 DATABASE MANAGEMENT II

Credits: 3

Term: (S)

Prerequisite: CAPP 158

Database Management II explores database systems through practical database design, implementation and management topics. Basic data modeling concepts will be explored with respect to the major data models: relational, entity relationship model, hierarchical, network, and object oriented. The relational model will be stressed. Students will learn, using normalization techniques, how to avoid Data anomalies. Database implementation and management using Oracle SQL will be covered in depth.

CIT 208 FUNDAMENTALS OF UNIX/LINUX

Credits: 4

Term: (Based on sufficient demand)

Prerequisite: CAPP 120, CIT 166

This course will help the student understand the many complex topics of Linux/Unix based systems and help students master Linux network administration. Students will use various learning tools, hands on projects and case projects to allow students to implement the practices they will be learning. This course will help prepare students to successfully complete the CompTIA Linus + exam.

CIT 210 NETWORK OPERATING SYSTEMS I

Credits: 4

Term: (F)

Pre or Co-requisites: CAPP 120, CIT 166

This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2003 environment. This course will help the student prepare for the following Microsoft Certified Professional exam: 70-290: Managing and Maintaining a Microsoft Windows Servers 2003 Environment.

CIT 211 NETWORK OPERATING SYSTEMS II

Credits: 4

Term: (S)

Pre- or Co-requisites: CAPP 120, CIT 166, CIT 210

This course provides students with the knowledge and skills to implement, manage, and maintain a Microsoft Windows Server 2003 network infrastructure. The course is intended for systems administrator and systems engineer candidates who are responsible for

implementing, managing, and maintaining server networking technologies. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configurations Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. This course will help the student prepare for the following Microsoft Certified Professional exam: 70-291: Implementing Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure.

CIT 226 SWITCHING BASICS AND INTERMEDIATE ROUTING (CCNA 3)

Credits: 3

Term: (S)

Prerequisite: CIT 126

This is a course in LAN based switching and wireless. Students will perform and verify initial switch configuration tasks including remote access management. Configure, verify, and troubleshoot VLANs, interVLAN routing, VTP, trunking on Cisco switches, and RSTP operation, and manage IOS configuration files. Students will identify the basic parameters to configure a wireless network and common implementation issues. This course utilizes a hybrid delivery model.

CIT 229 WEB PAGE CONSTRUCTION

Credits: 4

Term: (F)

Prerequisites: CAPP 120, CAPP 101, or instructor approval

This course focuses on the skills and concepts necessary to create effective web pages that include links, graphics, sound, tables, forms, and style sheets using common editors as well as search engine optimization, buying a domain name and hosting. Other utilities, such as image mapping and graphics editing software, will also be examined and utilized. Software is required; contact Distance Learning Office for details.

CIT 231 WEB PAGE DESIGN

Credits: 3

Term: (S)

Prerequisites: CAPP 120, CIT 229, or instructor approval

This course continues to utilize the skills developed in CIT 229 to build Web pages, concentrating on high profile, advanced applications to develop their craft. Students will research the essentials of good Web design and will master the skills necessary to create their own styles and designs. Management of community client sites will be established and published.

CIT 250 WEB PAGE PROGRAMMING

Credits: 3

Term: (S)

Prerequisites: CIT 229

Among Web page builders and programmers there is a necessity to build pages that include programming to allow interaction between the visitor and the site as well as connectivity to databases that serve the client and site owner. Web Page Programming will explore, examine, and evaluate currently used programming languages that allow Web interactivity and connectivity. Students will be required to design pages using various languages in ways that lead the mission of the site to its desired outcomes. The overall objective of the course will be an assembly of useful programming tools, processes and examples for the Web designer.

CIT 272 PC TROUBLESHOOTING/MAINTENANCE

Credits: 4

Term: (S)

Pre or Co-requisite: CAPP 120 or instructor approval

The primary purpose of this course is to prepare students to troubleshoot and repair microcomputer systems. This goal is achieved through a three-part effort: (1) theory presentation with regular assessment; (2) hands-on operation and exploration in lab experiments; and (3) troubleshooting applications in the lab. Hands-on training includes servicing microcomputers, identification, installation, and configuration of microprocessors, memory, system boards, power supplies, and floppy and disk drives. The emphasis of this course is both the hardware and operating systems for the CompTia A+ Essentials and IT Technician Certification tests.

CIT 275 COMPUTER END-USER SUPPORT

Credits: 3

Term: (S)

Prerequisites: CIT 166, CIT 272, COMM 135 or instructor approval

This course provides students with experience in training and supporting end users, techniques for developing and delivering training modules, and strategies for providing on-going technical support. Emphasis is on problem solving, such as debugging, troubleshooting and interaction with users. An internship in the second half of the semester will give students firsthand experience with typical problems in the field.

CIT 276 WAN TECHNOLOGIES (CCNA 4)

Credits: 3

Term: (S)

Prerequisite: CIT 126, CIT 176, and CIT 226

WAN Technologies is the last of four courses leading to the Cisco certified Network Associate (CCNA) certification. This course is a lecture and hands-on course which focuses on configuration and implementation issues of Wide Area Networks (WANs). Students will learn about the impact of applications (Voice Over IP and Video Over IP) on a network. They will configure, verify, and troubleshoot DHCP and DNS operation on a router along with verifying, monitoring, and troubleshooting ACLs in a network environment. Students will configure and verify a basic WAN serial connection, a PPP connection between Cisco routers, and Frame Relay including configuring and verifying a PPP connection between Cisco routers, and Frame Relay on Cisco routers. This course utilizes a hybrid delivery model.

CIT 278 ADVANCED ROUTING (CCNP 1)

Credits: 4

Term: (F)

Prerequisites: CIT 276, CCNA TechPrep or CCNA certification

Advanced Routing is the first of four courses leading to the Cisco Certified Network Professional (CCNP) certification. Advanced Routing is a lecture and hands-on course which teaches students how to design, configure, maintain, and scale routed networks. Students learn to use VLSMs, private addressing, and NAT to enable more efficient use of IP addresses. This course teaches students how to implement routing protocols such as RIP v2, EIGRP, OSPF, IS-IS, and BGP. In addition, this course details the important techniques used for route filtering and route redistribution. After the completion of this class, students are encouraged to take the CCNP Routing (BSCI) certification exam which is one of the certification exams leading to the CCNP certification.

CIT 280 DESKTOP PUBLISHING

Credits: 3

Term: (S)

Prerequisite: CAPP 120 and GSDN 217 or instructor approval

Students learn to design, prepare, edit, and enhance publications by integrating text, graphics, spreadsheets, and charts that have been created in other software programs. They build skills in using a desktop publishing software program by creating publications such as newsletters, brochures, advertisements, programs, business cards, and stationery.

CIT 281 MULTILAYER SWITCHING (CCNP 3)

Credits: 4

Term: (S)

Prerequisite: CIT 276, CCNA TechPrep or CCNA certification

Multilayer Switching is the third of four courses leading to the Cisco Certified Network Professional (CCNP) certification. Multilayer Switching is a lecture and hands-on course which introduces students about the deployment of the state-of-the-art campus LANs. This course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable scalable multilayer-switched LANs. Students will develop skills with VLANs, VTP, STP, inter-VLAN routing, redundancy, Cisco AVVID, QOS issues, campus LAN security, and transparent LAN services. After the completion of this class, students are encouraged to take the CCNP Switching certification exam (BCMSN) which is one of the certification exams leading to the CCNP certification.

CIT 283 FUNDAMENTALS OF WIRELESS LANS

Credits: 3

Term: (Based on sufficient demand)

Prerequisite: CIT 176 or CCNA 2 Techprep

The Fundamentals of Wireless LANs is an introductory course which focuses on the design, installation, configuration, operation, and troubleshooting of 802.11a, 802.11b, and 802.11g Wireless LANs. This course is a comprehensive overview of wireless technologies, devices, security, design, and best practices with a particular emphasis on real work applications and skills. Students will be doing a number of hands-on activities using Cisco wireless access points, NICs, and bridges.

CIT 287 IP TELEPHONY

Credits: 3

Term: (Based on sufficient demand)

Prerequisite: CIT 276 or instructor approval

IP Telephony is an introductory course into the technology and equipment used to provide telephone services by using LAN and WAN based technologies. Students in this highly hands-on course will develop voice over IP (VoIP) networks using the application software, protocols and equipment used in implementing IP telephony in both small and large businesses.

CIT 290 NEW WEB TECHNOLOGIES

Credits: 3

Term: (S)

Prerequisite: CAPP 120

With the ever-changing world of the Internet, adjustments and applications regularly appear that make our interaction with others, both, actually and virtually, more rich, more interactive, and more immediate.

This course researches and examines these developments, making a thoughtful and deep analysis of the latest trends and implementations in Web technologies, along with developing judgments about their effectiveness and predictions about their enduring qualities.

CIT 295 CURRENT TOPICS IN NETWORK OPERATING SYSTEMS

Credits: Variable

Term: (Based on sufficient demand)

Prerequisites: CIT 126, CIT 210, CIT 211 or instructor approval

This course provides students with supporting knowledge and advanced skills required to set up, configure, use, and support network operating systems. This course also helps prepare the student to meet requirements to become a certified professional. Topics vary and will be determined by industry changes, technological advances, and student interest.



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Course Descriptions - Construction (CNST)

CNST 100 FUND OF CONSTRUCTION TECHNOLOGY

Credits: 3

Term: (F)

Co-Requisites: CNST 115, CARP 120, CARP 150

This course is the Core Curriculum for Introductory Craft Skills under the National Center for Construction Education (NCCER). This course is NCCER's basic course for all construction, maintenance and pipeline occupations. This course covers basic safety obligations of workers, supervisors and managers; reviews the role of company policies and OSHA regulations; introduces trainees to hand and power tools widely used in the construction industry, and their proper uses. Students will also become familiarized with basic blueprint terms, components and symbols.

CNST 115 CONSTRUCTION CALCULATORS & ESTIMATING

Credits: 1

Term: (F)

Co-Requisites: CNST 110, CARP 120, CARP 150

This course is specific to the uses of calculator specific to construction. (I.e. Master Pro) for task such as weight, volume, rises/run, diagonals, slopes etc. Also included is basic estimating specific to the carpentry field.

CNST 120 INTRO TO SITE LAYOUT & CONCRETE BASICS

Credits: 3

Term: (S)

Co-Requisites: CNST 150, CARP 130, CARP 152

Pre-Requisites: CNST 110, CNST 115, CARP 120, CARP 150

A study of the various techniques for concrete utilization in residential and light construction from the theoretical concepts of hydration to the practical experience of verifying site conditions; interpreting data used to establish conditions of level, square, plumb, parallel; and perpendicular; tying steel; and placing and finishing a concrete slab.

CNST 150 CONSTRUCTION SITE SAFETY

Credits: 2

Term: (S)

Co-Requisites: CNST 120, CARP 130, CARP 152

Pre-Requisites: CNST 110, CNST 115, CARP 120, CARP 150

Following the NCCER Core Curriculum unit, the student will cover the basics of slings, hitches, rigging hardware, sling stress, hoist and rigging operations and practices. It also includes industry standard OSHA 10-hour construction training. Students who successfully complete the OSHA training will earn a course completion card recognized and generally required by most construction sites.

CNST 220 ADVANCED CONCRETE WORKING

Credits: 5

Term: (S)

Co-Requisites: CARP 220, CARP 252

Pre-Requisites: WELD 151, CARP 230, CARP 250

Provides basic knowledge of concrete materials and tools and provides hands-on experience in which the student applies with supervision those basic skills and knowledge presented in the area of concrete. The course is designed as a practical task-orientated application utilizing the basic skills learned in CNST 120. The course will emphasize the advanced application in the area of concrete foundations, flatwork, forms, reinforcing, handling, and placing concrete.



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Course Descriptions - College Studies (COLS)

COLS 089 DISTANCE LEARNING FUNDAMENTALS

Credits: 1

Terms: (F,S)

This course is designed for students who have never taken an online or hybrid course. Essential online course skills, troubleshooting techniques, and student success skills will be covered. Course activities will focus on developing the skills and confidence necessary to be successful when taking a course in an on-line or hybrid format. This enables students to select and use appropriate technologies for personal, academic, or career tasks.

COLS 100 EFFECTIVE ACADEMIC PRACTICES

Credits: 3

Terms: (F,S)

This course is designed to help students make a smooth transition to college academics and to help students maximize their potential in all courses. This course requires students to define their purpose in pursuing a college education, understand their learning preferences and implement learning and study strategies, become acquainted with professors, academic advisors, and resources at MSU–Great Falls as well as how to seek academic assistance, and set short and long term academic and career goals.

COLS 101 FIRST YEAR SEMINAR

This Class offered at the COT In Bozeman

Credits: 3

Term: (F)

This course serves as an introduction to college level critical thinking based on the central theme determined each semester. A cross-disciplinary approach will study the chosen theme through the lenses of areas such as biology, culture, literature, and history both in the classroom and beyond in field trip experiences. Potential themes include (but are not limited to) the Missouri River, the classic world, and the college experience. Individual participation in writing and the spoken word are encouraged by the small class size.





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Course Descriptions - Communication (COMM)

COMM 120 INTERPERSONAL SKILLS IN THE WORKPLACE

Credits: 1

Term: (S)

This course covers the basic elements of communication in the business environment, including listening, speaking, and reading. It also looks at the importance of nonverbal communication, ethics, and professional courtesy. It discusses the importance of internal skills within the business and external skills with customers. Skills of the employment process are also included.

COMM 130 PUBLIC SPEAKING

Credits: 3

Terms: (F,S,SU)

Public Speaking is a course designed to aid students in overcoming speech anxiety through preparation and presentation of speeches in a variety of formats.

COMM 135 INTERPERSONAL COMMUNICATION

Credits: 3

Terms: (F,S,SU)

This course is designed to show some of the difficulties that language and understanding present us. It is concerned with better understanding of ourselves and our semantic and interpersonal environments. It attempts to develop meaningful, effective, and sensitive means of relating to others. Varied group experiences and oral presentations provide students the opportunity to explore current topics.





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Course Descriptions - Dental Assistant (DA)

DA 115 HEAD, NECK AND ORAL ANATOMY

Credits: 4

Term: (F)

The majority of this course includes content in head, neck and dental anatomy. Oral tissue embryology and histology and general human anatomic and physiologic concepts are introduced by the instructor. Tooth numbering systems and cavity classifications are emphasized as a supplement to the dental anatomy portion. Students successfully completing this course will be able to apply basic oral anatomic theory to laboratory and clinical settings.

DA 118 DENTAL OFFICE MANAGEMENT

Credits: 2

Term: (F)

This course exposes students to various reception procedures and dental practice management responsibilities commonly expected in a professional dental office. Students will learn the fundamentals of computer use in the dental practice by utilizing a dental office software package. Skills include creating patient records and a database to set up patient accounts, schedule appointments, bill patient and third parties, and process payments and reports. HIPAA regulations and other legal expectations within the healthcare field will also be discussed. This course is offered in hybrid format with both on-line and on-site requirements.

DA 120 ORAL RADIOLOGY/RADIOGRAPHY I

Credits: 3

Term: (F)

This course is the first of a series of two courses and includes both didactic and laboratory instruction. Content in this course includes the history of oral radiography, radiation, physics, x-ray equipment supplies and darkroom procedures, infection control practice, intraoral technique, biological effects of radiation, radiation protection and anatomic landmark identification and mounting. The practical component applies radiographic theory and technique in practice.

DA 121 ORAL RADIOLOGY/RADIOGRAPHY II

Credits: 2

Term: (S)

Prerequisite: DA 115, DA 120

Oral Radiology/Radiography II includes didactic, laboratory, and clinic instruction. Content in this course emphasizes extraoral, and perfection of intraoral techniques, quality assurance in radiography, radiograph interpretation and assessment, and application of theory in the lab/clinic setting. A student satisfies the practical portion of this course by successfully performing both paralleling and bisecting intraoral periapical techniques, by exposing

horizontal, vertical, pedodontic, and anterior bitewings, exposing occlusal radiographs, and demonstrating proper panoramic exposure. Other content sections include biological effects of radiation, radiation protection, specialty techniques, identification and correction of faulty radiographs, and digital radiography. Students are expected to obtain their own prescription patients for final full mouth series. Dental assistant program students will be prepared to sit for the oral radiology component of the Dental Assisting National Board (DANB) examination upon successful completion of this course.

DA 123 CHAIRSIDE THEORY AND PRACTICE I

Credits: 4

Term: (F)

The Chairside I course covers aspects of the clinical dental assistant's duties in a general dental practice. It includes instruction in dental instruments, equipment, materials, and basic laboratory and chairside procedures (including patient relations and charting methods). Oral anesthesia theory is an additional component. Infection control theory, including microbiology, and practice are heavily emphasized throughout this course.

DA 124 CHAIRSIDE THEORY AND PRACTICE II

Credits: 4

Term: (S)

Prerequisite: DA 115, DA 123

Chairside II is a continuation of Chairside I and includes lecture, laboratory and clinical sessions. Content includes emphasis on aesthetic restorative procedures, rubber dam concepts, coronal polishing, pit and fissure sealant placement, fluoride treatments, and fabrication and placement of temporary crowns and restorations.

DA 150 DENTAL SCIENCES/PREVENTIVE DENTISTRY

Credits: 4

Term: (S)

Prerequisite: DA 115, DA 123

This course includes the study of the oral plaque diseases and their prevention as well as an introduction to the science-based subjects of oral pathology, pharmacology, nutrition, and medical emergencies. Focus will be on the theory of the oral plaque diseases processes, the identification of associated pathologies, and the prevention of the diseases. Specific content areas also include drug classifications and interactions, fluoride, oral hygiene technique, and patient education.

DA 165 DENTAL SPECIALTIES

Credits: 3

Term: (S)

Prerequisites: DA 115, DA 123

The clinical specialties course includes an introduction to six dental specialties: periodontics; endodontics, fixed and removable prosthodontics, oral surgery, pediatric dentistry and orthodontics. It includes theory in the individual specialties along with procedure set-ups (armamentarium), materials used, and instrumentation. The student will also apply the knowledge in a laboratory procedures setting.

DA 190 CLINICAL OFFICE PRACTICE AND SEMINAR

Credits: 7

Term: (SU)

Prerequisites: Program director approval required to enroll.

This is the capstone course for the program and requires the student to integrate and apply all dental concepts from earlier coursework in the clinical setting. It involves rotated extramural clinical office experience in the dental community where students actively participate in the operation of the dental practice as dental assistants in training. The on-

line component of the course introduces a student to job search strategies and preparation of personal resumes and cover and follow-up letters. Interview techniques are also incorporated. This course is offered in hybrid format having both on-line and on-site requirements.



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Course Descriptions - Dental Hygiene (DH)

DH 101 INTRODUCTION TO DENTAL HYGIENE/PRECLINIC

Credits: 2 (30 Lecture Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

An introductory course in preoperative and clinical dental hygiene concepts. The assessment phase of patient care as well as the theory of basic dental hygiene instrumentation will be emphasized.

DH 102 INTRODUCTION TO DENTAL HYGIENE/PRECLINIC LAB

Credits: 2 (60 Lab Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

This course enables students to perform clinical dental hygiene procedures explored in DH 101. The basic clinical skills used during patient assessment and basic dental hygiene instrumentation will be emphasized.

DH 110 THEORY of INFECTION CONTROL AND DISEASE PREVENTION

Credits: 1 (15 Lecture Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

This course introduces the infection and hazard control procedures necessary for the safety of dental professionals and their clients during the practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic techniques, infectious diseases, and OSHA standards.

DH 118 ORAL ANATOMY FOR HYGIENISTS

Credits: 3 (45 Lecture Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

The majority of this course includes content in head, neck, and dental anatomy. Oral tissue embryology, histology, and physiology are also introduced and general anatomical concepts are reviewed by the instructor. Anatomic design and tooth numbering systems are emphasized as a supplement to the dental anatomy portion. Students successfully completing this course will be able to apply basic oral anatomic theory to laboratory and clinical settings.

DH 122 ORAL RADIOLOGY/LAB

Credits: 3 (15 Lecture Hours / 30 Lab Hours)

Term: (S)

Prerequisite: Acceptance into the Dental Hygiene Program

This course provides the fundamental scientific principles upon which clinical dental radiology is based. Content includes radiation history, radiation physics, standard intra and extra-oral radiographic techniques utilizing traditional and digital radiology, quality film production, and processing with film evaluation. Emphasis will be placed on radiation safety for patient and operator, quality assurance and infection control. The laboratory portion of this course includes weekly lab exercises to enhance lecture material, hands on experience with mannequins and peers as well as mandatory radiographic series requirements.

DH 123 RADIOGRAPHIC INTERPRETATION

Credits: 1 (15 Lecture Hours)

Term: (S)

This course is a continuation of DH 122; Oral Radiology. The course will provide the skills needed to properly interpret and read what is revealed by a radiograph. Interpretation is an explanation of what is viewed on a radiograph. Proper interpretation of dental radiographs can function as a diagnostic and educational tool for treatment planning.

DH 130 DENTAL MATERIALS

Credits: 2 (15 Lecture Hours / 30 Lab Hours)

Term: (F)

Materials most often used in dentistry are studied, focusing on the characteristics, physical properties, instruction on manipulation, and practical application of each material. Safety precautions relating to each material and procedure are emphasized.

DH 150 CLINICAL DENTAL HYGIENE THEORY I

Credits: 2 (30 Lecture Hours)

Term: (S)

This course includes basic theory in the practice of dental hygiene. Topics include deposit/removal, patient education, fluorides, planning for dental hygiene treatment, including responding to medical/dental emergencies; charting and clinical records and procedures.

DH 151 CLINICAL DENTAL HYGIENE PRACTICE I

Credits: 4 (180 Clinical Hours)

Term: (S)

Practice in beginning instrumentation and patient assessment in providing an oral prophylaxis, to accompany DH 150.

DH 160 PERIODONTOLOGY I

Credits: 3 (45 Lecture Hours)

Term: (S)

An introduction to the science and management of periodontal diseases. Emphasis on the etiology and classification of the disease, along with an overview of the anatomy and histology of periodontal structures and dental accretions. The dental hygienists role in the recognition, prevention, and therapeutic procedures of the disease will be explored. This course will correlate theory with clinical activities in DH 151.

DH 165 ORAL Histology and EMBRYOLOGY

Credits: 2 (30 Lecture Hours)

Term: (S)

This course provides a basic understanding of the histologic structures of the head and neck region and the amazing process of embryonic development. The field of oral histology and

embryology and its pertinence to clinical dental hygiene will be explored.

DH 201 PERIODONTOLOGY II

Credits: 2

Term: (SU)

This course is a continuation of DH 160; Periodontology I. The course is an advanced study of periodontology with special emphasis on various treatment modalities and their rationale in clinical dentistry. The course will include discussion on periodontal disease progression, treatment plan sequence, instrumentation and antimicrobials used to decrease periodontal disease progression, treatment plan sequence, instrumentation and antimicrobials used to decrease periodontal pocket depth. This course will correlate with DH 210 and DH 211.

DH 210 CLINICAL DENTAL HYGIENE THEORY II

Credits: 2 (30 Lecture Hours)

Term: (SU)

A continuation of DH 150, this course increases the emphasis on the principles of instrumentation in periodontal therapy. Topics will include ultrasonic scaling, air polishing, and effective ergonomic principles. Students will be introduced to the professional portfolio process and selection of case patient. Theory background is used to support activities in DH 211.

DH 211 CLINICAL DENTAL HYGIENE PRACTICE II

Credits: 4 (180 Clinic Hours)

Term: (SU)

A continuation of DH 151, this course provides additional practical experience in clinical patient treatment with an emphasis on early periodontal disease and subgingival deposits. Offered in conjunction with DH 210.

DH 215 GENERAL AND ORAL PATHOLOGY

Credits: 3 (45 Lecture Hours)

Term: (F)

Pathology is the science that studies diseases. This course will present various pathologic processes; including pathogenesis, etiology, inflammation, tumor development, systemic manifestations, and developmental disturbances. This course emphasis is the study of oral diseases and the recognition of their conditions. Students will utilize this information during their clinical practice.

DH 220 DENTAL NUTRITION HEALTH

Credits: 3 (45 Lecture Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

To understand the science of human nutrition and the application of basic nutrition principles to achieve optimal nutritional status throughout the life cycle. To understand the impact of nutrition on oral health and the impact of oral health on nutritional status. Enrollment limited to dental hygiene students and students with instructor permission.

DH 230 COMMUNITY DENTAL HEALTH AND EDUCATION

Credits: 2 (30 Lecture and Community Service Hours)

Term: (S)

A presentation of various methods and material used in community dental health education. The course provides an understanding of basic research and statistical concepts needed for sound community health practices. Emphasis on the use of evidenced based philosophy for acquiring, assessing, interpreting, critically analyzing, and incorporating scientific literature

into community health practices. Field assignments in selected social settings and projects will encourage student participation in community dental health care.

DH 235 PROFESSIONAL ISSUES & ETHICS IN DENTAL PRACTICE

Credits: 2 (30 Lecture Hours)

Term: (S)

A study of the legal restrictions and ethical responsibilities associated with the practice of dental hygiene and dentistry.

DH 240 LOCAL ANESTHESIA / NITROUS OXIDE THEORY AND LAB

Credits: 2 (15 Lecture Hours and 30 Lab Hours)

Term: (S)

An integration of anatomy, physiology, and an introduction to pharmacology and emergency procedures as they relate to the administration of local anesthesia. Selection of proper anesthetic solutions to facilitate pain management and their specific related needs. Laboratory sessions are integrated with didactic material to develop competency in administering local anesthetic.

DH 241 GERONTOLOGY & SPECIAL NEEDS PATIENTS

Credits: 2 (30 Lecture Hours)

Term: (F)

This course provides preparation for clinical experience when designing treatment for the geriatric and special needs patient. Innovative patient management and counseling will be included.

DH 250 CLINICAL DENTAL HYGIENE THEORY III

Credits: 1 (15 Lecture Hours)

Term: (F)

A continuation of DH 210, this course expands beyond the basic concepts of dental hygiene theory with exposure to more difficult oral conditions and various modes of treatment. Topics include: effective patient communication, cultural diversity, dental hygiene diagnosis, dental hygiene process of care, nonsurgical periodontal therapy, root morphology and advanced instrumentation. Students will be required to continue formulation of the case paper. Theory background is used to support all clinical activities in DH 251.

DH 251 CLINICAL DENTAL HYGIENE PRACTICE III

Credits: 5 (225 Clinical Hours)

Term: (F)

A continuation of DH 211, this course provides clinical activities with increased patient difficulty exhibiting moderate to advanced periodontal involvement and moderate deposits along with increased patient load. This course is offered in conjunction with DH 250.

DH 280 CLINICAL DENTAL HYGIENE THEORY IV

Credits: 1 (15 Lecture Hours)

Term: (S)

A continuation of DH 250, this course includes advanced Dental Hygiene theory that will increase the student's knowledge of the profession. Emphasis is directed toward dental hygiene process of care, treatment planning and client case presentation. Considerable attention is also spent in the areas of practice management and professional development. Theory background is used to support all activities in DH 281. In addition, this class will provide preparation for State and Regional Board Examinations.

DH 281 CLINICAL DENTAL HYGIENE PRACTICE IV

Credits: 5 (225 Clinical Hours)

Term: (S)

A continuation of DH 251, this course provides multiple clinical activities focused in time management, increased periodontally involved clients and satisfactory completion of skill assessments. The course will challenge the student's critical thinking to design a personal learning contract to reflect their needs for successful completion. In addition this course will offer opportunities for the student to participate in various off-campus experiences. This course is offered in conjunction with DH 280.



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Course Descriptions - Drafting (DRFT)

DRFT 120 BLUEPRINT READING

Credits: 2

Term: (F)

This course will introduce blueprints and emphasize reading. Topics covered will include basic lines, basic views, title block information, dimensions, structural shapes, auxiliary views, section views, detail prints, symbols, scaling, acronyms found in different industries, and other various blueprint information.

DRFT 140 PROFESSIONAL PRACTICES

Credits: 3

Term: (S)

Interviewing, work ethic, writing a resume, professional dress and presentation, first impressions, overview of the field, potential careers in the field, guest speakers from various parts of the industry, job shadows, and site visits.

DRFT 131 TECHNICAL GRAPHICS I

Credits: 4

Term: (F)

Emphasis in this course is placed on knowledge and skills needed to produce drawings and understand basic drafting theory. Topics developed on the board include sketching, lettering, instruments, scaling, applied geometry, orthographic projection, dimensioning, applied technical mathematical relations, primary auxiliary views, sections, threads, and weld symbols.

DRFT 132 DESCRIPTIVE GEOMETRY

Credits: 3

Term: (S)

Prerequisite: DRFT 131, or instructor approval.

Advanced theory and practices in descriptive geometry construction and pattern development are covered in this course in preparation for advanced courses in Design Drafting.

DRFT 156 INTRODUCTION TO CAD

Credits: 3

Term: (F in GF only; S in BZ only)

A systems-oriented course is designed to introduce students to the concepts, techniques, and applications of PC-based computer-aided drafting that will allow them to create drawing files and download files for hard copies. Command structure, coordinate systems, text dimensions, and plotting will be covered.

DRFT 201 RESIDENTIAL DRAFTING

Credits: 3

Term: (F)

Prerequisite: DRFT 132

The development of the principles in construction drawings of an average wood frame residential structure is the basis of this course. A complete set of working drawings will be developed.

DRFT 205 MACHINE DRAFTING

Credits: 3

Term: (S)

Prerequisite: DRFT 131

This course is a study and application of standards used for producing working drawings, including the fundamentals of geometric dimensioning and tolerance. Both detail and assembly drawings will be produced.

DRFT 244 TOPOGRAPHIC MAPPING AND GIS APPLICATIONS

Credits 3

Term: (S)

Prerequisite: DRFT 156

Fundamentals of mapping and geographic information systems (GIS). Includes applications of mapping projections, presentations of surveying information, and GIS methods. Mapping and GIS computer applications will be used and developed throughout the course.

DRFT 256 3D CAD

Credits: 3

Term: (F)

Prerequisite: DRFT 156

This is a study in advanced CAD concepts and procedures to develop three-dimensional wireframe models. Emphasis will be on the creation and use of 3D primitives, surface modeling, basic solids modeling, shading techniques, and the use of animation software. Exercises will include rendered output.

DRFT 260 AEROSPACE DRAFTING

Credits: 3

Term: (S)

Prerequisite: Coming soon.

Course description coming soon.

DRFT 261 CIVIL DRAFTING

Credits: 3

Term: (S)

Prerequisite: Coming soon.

Course description coming soon.

DRFT 298 INTERNSHIP

Credits: 4

Term: (S)

Prerequisite: Coming soon.

Course description coming soon.



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Course Descriptions - Economics (ECNS)

ECNS 201 PRINCIPLES OF MICROECONIMICS

Credits: 3

Term: (F based on sufficient demand)

This course examines the subsystems of the economy such as the economics of the individual, the firm, and the industry. Study includes analysis of the pricing mechanism of the economy and the theories of income distribution.

ECNS 202 PRINCIPLES OF MACROECONIMICS

Credits: 3

Term: (S based on sufficient demand)

This course presents the principles underlying the operation of a macroeconomic system through the study of the national and world economies as a whole. Topics explored include gross domestic product, full employment, economic growth, surplus and deficits, income distribution, balance of trade, protectionism, government policies, and international trade.



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Course Descriptions - Education (EDUC)

EDUC 201 INTRODUCTION TO THE EDUCATIONAL EXPERIENCE

Credits: 3

Terms: (F, S, SU)

This class explores the profession of teaching by connecting theory to real-life experiences in the field. Students will cover the development of students, diversity, learning strategies, motivation, classroom management, assessment of learning, and construction of a professional portfolio through seminar discussions, in school observations, interviews, and personal reflection.

EDUC 240 INSTRUCTIONAL TECHNOLOGY

Credits: 3

Terms: (F based on sufficient demand, S)

Prerequisite: CAPP 120, challenge exam, or instructor approval

Prospective teachers are introduced to the uses of technology to enhance the education experience. Students will learn to use media software common in educational settings for a variety of instruction purposes.

EDUC 260 MULTICULTURAL EDUCATION

Credits: 3

Terms: (S based on sufficient demand)

This course helps current and future teachers reflect on their own heritage and how it relates to people of other economic, social cultural, ethnic, gender, religious, and sexual orientation groupings. An emphasis is placed on democratic community building in a multicultural society.





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Course Descriptions - Educational Psychology (EDPY)

EDPY 220 EDUCATIONAL PSYCHOLOGY

Credits: 3

Terms: (F, S based on sufficient demand)

This course explores the physical, psychological, and cognitive development in students of all ages within the contexts of education, family, and society. Emphasis is given to applying brain-based research, stages of learning, and psychological factors influencing the learning process to classroom management and educational evaluation.



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Course Descriptions - Emergency Medical Services (EMS)

EMS 102 FUNDAMENTALS OF ADVANCED CARE

Credits: 3

Term: (F)

Prerequisite: Consent of faculty required.

This course provides an introduction to the practice of paramedicine and will provide the student with information regarding preparatory divisions the pre-hospital environmental, medical-legal issues, and general principles of pathophysiology.

EMS 105 EMT-PARAMEDIC I

Credits: 3

Term: (F)

Prerequisite: Instructor approval required

Note: Formal acceptance into EMT-P program

This course will provide the student with reinforcement and new information concerning pre-hospital environment, pharmacology, airway management, intravenous therapy, and trauma.

EMS 110 EMT-PARAMEDIC I/II SKILLS LAB

Credits: 2

Term: (F)

Prerequisite: Instructor approval required

Note: Formal acceptance into EMT-P program

This course provides the student with laboratory experience in the areas of assessment, physical examination, history gathering, basic and advanced airway management skills, pharmacology and the initiation and management of fluid therapy.

EMS 115 EMT-PARAMEDIC II

Credits: 3

Term: (F)

Prerequisite: Instructor approval required.

Note: Formal acceptance into EMT-P program

This course builds upon the instructional imperatives of Paramedic I and introduces the student to various systematic medical emergencies (e.g., respiratory, cardiovascular, endocrine, and nervous system emergencies).

EMS 120 EMT-PARAMEDIC I/II CLINICAL & FIELD INTERNSHIP

Credits: 3

Term: (F)

Prerequisite: Instructor approval required, EMS 110 and EMS 115 with a grade of "C-" or higher

The clinical and field internship experience allows the student to integrate knowledge and skills from the classroom setting into actual patient care in the hospital and field domain. A student must receive a grade of "Pass" in the clinical and field internship course or will be required to repeat EMS 110 and EMS 115.

EMS 130 FIRST RESPONDER

Credits: 3

Term: (Under Review)

Prerequisite: Must be 18 years of age to take certification examination

This course is the nationally recognized emergency medical entry level to the emergency services industry. The course provides didactic and practical experience concerning initial assessment and immediate management of trauma and medical patients. Successful course completion will allow the student to enter the Montana First Responder authorization process. All aspects of authorization/certification are the responsibility of the student.

EMS 137 EMERGENCY MEDICAL TECHNICIAN BASIC (EMT-B)

Credits: 6 (4 lecture, 2 skills lab)

Term: (F, S, SU)

Prerequisite: Must be 18 years of age to take certification examination

This course is the nationally recommended minimum level of training for ambulance personnel and is considered the desired level of medical training by many fire departments. The course focuses on skill development in the primary responsibilities of the EMT-B, which are to bring emergency medical care to victims of emergencies, to stabilize their condition, and to transport them safely and expeditiously to an appropriate facility. This course is a combination of classroom work and practical experience. Upon successful completion of the course, graduates are eligible to sit for the Montana and National Registry certification examinations. All aspects of authorization/certification are the responsibility of the student.

EMS 140 EMT-INTERMEDIATE I (EMT-I)

Credits: 4 (3 lecture, 1 skills lab)

Term: (S, F based on sufficient demand)

Prerequisite: Formal acceptance into EMT-I course, EMT-Basic National Certification, and minimum of one year patient care experience as an EMT B prior to sitting for the National Registry Certification Examination; Current certification in CPR according to AHA Healthcare Provider standards or its equivalent; approved for admissions by the Medical Director.

This course is designed to bridge a nationally perceived void between the EMT-B and EMT-P levels of certification. The EMT-I will be utilized in systems where the pre-hospital care provider is required to perform skills beyond those of the EMT-B but where EMT-P level care is unavailable or unattainable. This course will refine the life-saving skills of the EMT-B in addition to providing the student with supplementary advanced life support skills that can significantly improve the quality of pre-hospital care. Course topics will include the professional roles and responsibilities of the EMT-I as well as focusing on EMS systems, medical control, medicolegal considerations, communications, medical terminology, advanced patient assessment, airway management, and the pathophysiology of shock. Must be high school graduate or equivalent to take certification examination.

EMS 145 ACLS PREPARATION

Credits: 1

Term: (F)

Prerequisite: Instructor approval required.

This course is based upon the American Heart Association course which is considered the national standard of care for advanced providers caring for cardiac patients. The program includes didactic and skills training in cardiac anatomy and physiology, acid base balance, pharmacology, cardiac rhythm interpretation, monitor/defibrillator operation, and patient care algorithms.

EMS 146 PALS PREPARATION

Credits: 1
Term: (S)

This course is based upon the American Heart Association course that is considered the national standard of care for advanced providers caring for pediatric patients in the arrest situation. This course includes didactic and skills training in pediatric anatomy and physiology, assessment, airway management, pharmacology, cardiac rhythm interpretation, monitor/defibrillator operation, and patient care algorithms.

EMS 148 PRE HOSPITAL TRAUMA LIFE SUPPORT

Credits: 1
Term: (S)

This course is designed to provide the advanced EMT with trauma specific knowledge and skills. The program emphasizes rapid recognition, management, and transportation of the critical patient. Course topics include mechanism of injury, assessment, advanced airway management, respiratory injuries and management, recognition and management of shock, intravenous therapy, head injuries, spinal injuries and special situations. The program was developed by the National Association of Emergency Medical Technicians and is utilized throughout the United States.

EMS 155 EMT-INTERMEDIATE II

Credits: 3
Term: (S, F based on sufficient demand)

This course is a continuation of EMT - Intermediate I. This course will refine the knowledge and skills of Intermediate I in addition to providing the student with additional advanced life support skills. Course topics will include cardiology and cardiac monitoring, Advanced Cardiac Life Support, advanced patient assessment, further advanced airway management, IV therapy and shock management.

EMS 205 EMT-PARAMEDIC III

Credits: 3
Term: (S)
Prerequisite: Successful completion of Paramedic I/II or Faculty approval

This course will continue with medical emergencies and focus on the acute abdomen, genitourinary, and reproductive regions. In addition, students will be introduced to anaphylactic toxicological, and environmental emergencies, as well as learn more about alcoholism and drug abuse with respect to the emergent pre-hospital arena.

EMS 210 EMT-PARAMEDIC III/IV SKILLS LAB

Credits: 2
Term: (S)
Prerequisite: Successful completion of Paramedic I/II or instructor approval
Co requisite: EMS 205, EMS 225

This laboratory section will focus primarily on medical assessment, emergency pharmacology calculation and administration, in addition to reinforcement of ACLS and PALS mega code imperatives. Students will complete this laboratory section with preparation for the National Registry Certification Examination.

EMS 217 EMT-INTERMEDIATE III

Credits: 4 (3 lecture, 1 skills lab)
Term: (S, F based on sufficient demand)

This course is a continuation of EMT-Intermediate II and is designed to emphasize the new information in the I-99 curriculum. This course will refine the knowledge and skills of Intermediate I and II in addition to providing the student with additional advanced life support skills. Course topics will include pharmacology, medication administration, cardiology and cardiac monitoring, Advanced Cardiac Life Support, advanced patient assessment, further advanced airway management, IV therapy and shock management.

EMS 220 EMT-PARAMEDIC III/IV CLINICAL AND FIELD INTERNSHIP

Credits: 4

Term: (S)

Prerequisite: EMS 205, EMS 225 with a grade of "C-" or higher

The clinical and field internship experience allows the students to integrate knowledge and skills from the classroom setting into actual patient care in the hospital and field domain. Students must receive a grade of "Pass" in the clinical and field internship course or be required to repeat EMS 110 and EMS 115.

EMS 222 EMT-INTERMEDIATE I CLINICAL

Credits: 1

Term: (S, F based on sufficient demand)

This course includes hospital and surgical center rotations as well as field internship experiences with Benefis Healthcare, Great Falls Clinic Surgery Center, Great Falls Emergency Services, Montana Community Ambulance, and Great Falls Fire/Rescue.

EMS 223 EMT-INTERMEDIATE INTERNSHIP

Credits: 1

Term: (SU)

This course is the final stage of the EMT-Intermediate technical core classes. This course emphasizes team leadership as a EMT-Intermediate student.

EMS 225 EMT-PARAMEDIC IV

Credits: 3

Term: (S)

Prerequisite: Successful completion of Paramedic I/II or instructor approval

This course will complete the student's investigation into medical emergencies and will focus primarily on obstetric/gynecological, neonatal, and behaviorally unstable patients. Additionally, it will be within the scope of this course to prepare the successful candidate for the rigorous National Registry Certification Examination.

EMS 227 EMT-INTERMEDIATE II CLINICAL

Credits: 2

Terms: (S, F based on sufficient demand)

This course is a continuation of I Clinical with primary emphasis placed on hospital emergency department rotations as well as field internship experiences with Benefis Healthcare, Great Falls Emergency Services, and Great Falls Fire/Rescue.

EMS 233 INTERNSHIP

Credits: 6

Term: (SU)

This course is the final stage of the paramedic technical core classes, with 360 minimum number of hours. This course emphasizes team leadership as a paramedic student.





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Course Descriptions - English (ENGL)

ENGL 217 CREATIVE WRITING

Credits: 3

Term: (Based on Sufficient Demand)

This course provides the student an opportunity to develop creative writing skills in the context of poetry and short fiction. Students will respond to the works of published authors, including selections by and about minorities and women. Conducted in a workshop atmosphere, students will write, revise, and respond and review their original work, and then submit a final portfolio containing three revised poems and a revised short story.

ENGL 218 CREATIVE WRITING WORKSHOP

Credits: 1

Term: (Based on Sufficient Demand)

Prerequisite: ENGL 217 or instructor approval

This course is a 3-day pass/fail residency workshop with emphasis on poetry and short fiction. Students will explore imaginative writing during the day and critical appraisal and revision techniques in evening sessions. Students will gain experience, also, in the oral presentation of original written works.



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Course Descriptions - Fire & Rescue Technology (FRS)

FRS 101 FIREFIGHTER I

Credits: 5

Term: (Contact Fire Training School)

This course requires the student to perform basic firefighter skills within the context of the fireground. Integration of skills is validated through successful completion of the State Certification Examination for Firefighter I.

FRS 102 FIREFIGHTER II

Credits: 5

Term: (Contact Fire Training School)

This course requires the student to perform advanced firefighter skills within the context of the fireground. Integration of skills is validated through successful completion of the State Certification Examination for Firefighter II.

FRS 107 AIRCRAFT FIRE AND RESCUE

Credits: 3

Term: (Contact Fire Training School)

Provides basic knowledge of aircraft types and systems, rescue equipment, airfield characteristics, and aircraft rescue and firefighting procedures (ARFF). Must meet the requirements of the class offered through the Helena College of Technology or equivalent.

FRS 112 FIRE INSPECTION AND INVESTIGATION

Credits: 3

Term: (Contact Fire Training School)

This course provides the student an overview of fire prevention activities including code enforcement, recognition of common fire hazards, and the basic techniques and procedures of fire investigation. Integration of knowledge is validated through completion of an approved project that applies to an actual situation or problem.

FRS 241 FIRE DEPARTMENT INTERNSHIP

Credits: 3

Term: (Contact Fire Training School and Program Advisor)

This 45 hour internship is designed to give the student experience in various aspects of fire department operations. The student, with approval from the fire chief and program advisor will develop a plan, goals and objectives for the internship.

FRS 245 FIRE SERVICE TRAINING & SAFETY EDUCATION

Credits: 3

Term: (Contact Fire Training School)

This course will introduce the student to adult education using contextual methodology, the basics of public fire safety education, and how education, enforcement, and prevention interact to mitigate community hazards. Students will apply their learning toward completion of an approved project.

FRS 250 BUILDING CONSTRUCTION

Credits: 2

Term: (Contact Fire Training School)

This course provides an introduction to the special characteristics of non-combustible, fire resistive, frame, and ordinary construction as they apply to fire services. The primary emphasis is on improving the fire officer's ability to ensure firefighter safety by recognizing common causes and indicators of structural collapse, component failure or other hazards related to building construction.

FRS 265 INCIDENT MANAGEMENT AND SAFETY

Credits: 3

Term: (Contact Fire Training School)

This course provides the student with an overview of the structure, function and expandability of an Incident Management System (IMS) as well as the command skills necessary to effectively utilize an IMS, guidelines and practice in applying an IMS, resources for implementation of a departmental IMS, and techniques and approaches related to firefighter safety and survival. Students will complete an approved project to demonstrate integration of learning.

FRS 270 TACTICAL OPERATIONS & COMPANY MANAGEMENT

Credits: 5

Term: (Contact Fire Training School)

NFPA 1021 Fire Officer 1: This intensive 80 hour course teaches the skills required to succeed at the first level of fire service supervision (NFPA 1021, level 1). Success in the course and testing results in certification as a Fire Officer 1. Simulations are used for both incident management and human relations skills.

FRS 285 HAZARDOUS MATERIALS

Credits: 5

Term: (Contact Fire Training School)

NFPA 472 Hazardous Materials Technician: This intensive 80 hour class teaches the skills required to perform at the hazardous materials technician level (NFPA 472).

FRS 290 WILDLAND FIRE PROTECTION

Credits: 3

Term: (Contact Fire Training School)

All classes offered through Montana DNRC. Refer to MT DNRC for course descriptions.

FRS 291 HYDRAULICS AND WATER SUPPLIES

Credits: 3

Term: (Contact Fire Training School)

Covers the scope of water supply operations in the fire service. Includes pre-planning operations, water supply requirements, source options, delivery systems and options, and hydraulic calculations.



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Course Descriptions - Graphic Design (GSDN)

GDSN 100 INTRO TO GRAPHIC DESIGN SEMINAR

Credits: 1

Term: (F)

This course is designed to introduce students to the career field of graphic design. Through exploratory activities focused on the different occupational fields graphic designers work in, students will gain an insight into the field of graphic design. Field trips to companies employing graphic designers will be incorporated into class.

GDSN 109 DIGITAL PHOTOGRAPHY

Credits: 4

Term: (S)

Prerequisite: CAPP 120 or permission of instructor

This course will instruct the student in fundamental concepts and techniques of photography, including aesthetics and technical aspects as a basis for creating a photographic image. The student will learn to use the camera, digital processing, and composition. Students will be introduced to the techniques of digital photography and computer imaging. Students will learn how to use photography as a creative tool for self-expression, social exploration, and still documentation.

GDSN 130 TYPOGRAPHY

Credits: 3

Term: (S)

Prerequisite: CAPP 120 or permission of instructor

The eye is trained to appreciate the sensibilities and subtleties of typographic conventions such as kerning, leading, style, and practice. Students will gain a full understanding of vocabulary surrounding letter forms and the design of text. Symbolic communication inherent in different typefaces is also explored. Typographic relationships with other graphic elements are investigated through brochures, posters and other two-dimensional projects.

GDSN 217 DIGITAL DESIGN

Credits: 3

Term: (F)

Prerequisite: CAPP 120

Graphic design is a form of visual communication that sends a specific message to a specific audience. This course takes a thorough look into brainstorming, strategies/ techniques with graphics and layout, and the tools/equipment used to accomplish the design/concept at hand. The overall objective of the course will be a thorough examination and use of Adobe Photoshop to assemble strategies/processes and a firm understanding of the role of graphic design in print and web presentation.

GDSN 220 DIGITAL ILLUSTRATION & PACKAGING

Credits: 3

Term: (F)

Co-requisite: GDSN 217

This is an intensive examination of materials and processes as they relate to the manipulation of forms for packaging. Through an understanding of the qualities inherent in various packaging materials, students produce a variety of packaging solutions dealing with shape, form and volume. Skills are sharpened by through a thorough examination and use of the drawing capabilities of Adobe Illustrator, which will aid in the creation of packaging projects.

GDSN 221 PUBLISHING & PRE-PRESS

Credits: 3

Term: (S)

Prerequisite: GDSN 217

This course provides a technical background to the Designer. The course covers material related to the actual production of design materials that are often overlooked during education and usually learned by experience. Press-checks, color specifications and proofing, pre-press art, file preparation, paper selections, and characteristics will all be addressed. Field trips will be included.

GDSN 222 CAPSTONE PORTFOLIO/INTERNSHIP

Credits: 3

Term: (S)

Prerequisite: GDSN 217

A senior-level course dealing with the dynamics involved in the preparation of a highly professional and competitive portfolio for interviewing purposes. Discussion and analysis of student work under consideration for portfolio inclusion is emphasized. Interviewing techniques include preparation of an appropriate resume, personal letterhead, appropriate methods used for contacting potential employers, personal dress, and attitudes relating to the interview presentation process.





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Course Descriptions - Geology (GEO)

GEO 101/102 INTRODUCTION TO GEOLOGY/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F,S based on Sufficient Demand)

This course is an introduction to geologic principles, with an emphasis upon geologic processes (plate tectonics, mountain building, and weathering); rock types (igneous, sedimentary, and metamorphic); and geologic hazards (volcanoes and earthquakes). Some time will be spent discussing geologic time; water and mineral resources; landforms; and glaciers. The laboratory portion of this course will include mineral and rock identification; topographic map reading; basic interpretation of geologic maps; and other activities dealing with topics covered in lecture. It is strongly recommended that students have good basic algebra skills.



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Course Descriptions - Health & Human Development (HHD)

HHD 106 DRUG & HEALTH ISSUES FOR EDUCATORS

Credits: 3

Terms: (F, S, SU)

This course is a survey of drug education and health concerns for educators of school-aged children, including topics required by Montana's Board of Public Education for health-related teacher education.



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Course Descriptions - Health Information Technology (HI)

HI 132 HEALTH DATA CONTENT AND STRUCTURE

Credits: 3

Terms: (F, S, SU)

Prerequisites or Co-requisites : AH 185

This course provides orientation to the health information department and its organization interrelationships in healthcare facilities. This course also covers the content and format of the health record (both conventional and alternative formats), quantitative and qualitative analysis of the record according to regulatory and accreditation standards, numbering, filing, retention, storage, and destruction of records. Application will be provided using extensive discussion and assignments designed to approximate real life situations.

HI 156 LEGAL AND REGULATORY ASPECTS OF HEALTHCARE

Credits: 3

Term: (S, others based on sufficient demand)

Prerequisites: **WRIT 095** or higher

This course covers basic knowledge of the legal, regulatory, and ethical aspects of healthcare including: doctrines, principles, and processes of civil law; state licensure and national accreditation standards; and professional requirements for personal liability, confidentiality, and documentation of the health record. Application will be provided using extensive discussion and assignments designed to approximate real life situations.

HI 210 HEALTHCARE STATISTICS

Credits: 2

Term: (SU, others based on sufficient demand)

Prerequisites or Co-requisites: M 090 or M 108, CAPP 120

This course will include gathering, compilation, and computing of healthcare-related statistics, use of research, surveys, and statistical methods for developing healthcare data into information for various requesters. Application will be provided using extensive discussion and assignments designed to approximate real life situations.

HI 225 HEALTH INFORMATION MANAGEMENT

Credits: 3

Term: (F, others based on sufficient demand)

Prerequisite or Co-requisite: HI 132

General and financial management topics are studied in this course. The management functions of planning, organizing, directing, and controlling are related to the healthcare environment. Specific healthcare examples of budgeting, managerial accounting and selection, procurement, and maintenance of equipment and supplies are provided through extensive application of healthcare-related case studies and student projects.

HI 236 ICD CODING

Credits: 3

Term: (F,S)

Prerequisites or Co-requisites: BIO 127, AH 201

This course covers basic and intermediate levels of theory and application of ICD-CM principles and guidelines for coding and sequencing diagnoses and procedures. Students perform basic and intermediate coding using real health records, case studies, and scenarios. Application will focus on book coding with a brief overview of encoder software. This coding class requires hands-on coding skills, knowledge of basic use of applicable coding books.

HI 237 CPT CODING

Credits: 3

Term: (S, others based on sufficient demand)

Prerequisites or Co-requisites: HI 236

This course covers basic and intermediate levels of theory and application of CPT principles to code procedures documented in healthcare records. Students perform basic and intermediate coding using real health records, case studies, and scenarios. HCPCS coding is also covered.

Application will also include book and an introduction to encoder software. This coding class requires hands-on coding skills, and knowledge of basic use of applicable coding books.

HI 240 CLINICAL QUALITY ASSESSMENT

Credits: 3

Term: (S, others based on sufficient demand)

Prerequisites: CAPP 120 AND M 090 or M 108

The principles and procedures of quality, utilization, risk, and compliance processes used to improve the quality of patient health care are taught in this course. Quality assessment and improvement standards and requirements of licensing, accrediting, fiscal and other regulatory agencies are presented. Methods for identifying variations and deficiencies for follow-up action will be achieved using extensive discussion and assignments designed to approximate real life situation.

HI 245 SIMULATED LAB - PRACTIUM PREPARATION

Credits: 2

Terms: (F)

Prerequisite: Approval of the program director.

Lab based course where students utilize the AHIMA Virtual Lab. The Virtual Lab exposes students to software utilized in Health Information Management. Professionalism in the workplace will also be covered. This is a preparatory course for the HIT practicum (HI 270).

HI 256 INTERMEDIATE ICD CODING

Credits: 3

Terms: (S, SU)

Prerequisites or Co-requisites: HI 236, HI 237

Basic understanding of diagnostic and procedural coding principles should already be established. The course requires interpreting ICD-9-CM coding and reporting guidelines to sequence and assign

appropriate diagnostic codes for both inpatient and various outpatient settings. Compliance issues associated with various IPPS reimbursement systems such as MS-DRGs, as well as APCs are covered. Encoder software will complement the ICD-9-CM manual in the application of coding processes. Clinical information will be interpreted from brief case studies and progress to the use of a patient's complete health record.

HI 257 INTERMEDIATE CPT CODING

Credits: 3

Term: (SU, others based on sufficient demand)

Prerequisite: HI 236, HI 237

Basic understanding of the CPT, ICD-CM, coding principles should already be established. This advanced course will cover medical necessity, coding issues for specific body systems, and for general conditions. Intensive coding application will be achieved through the use of real health records, case studies, and scenarios. Application will include the use of encoder software. DRGs, APCs, RUGs, RBRVs, and the Correct Coding Initiative (CCI) will also be covered in this class. This coding class requires hands-on coding skills, and knowledge of basic use of applicable coding books.

HI 270 PROFESSIONAL PRACTICE EXPERIENCE

Credits: 2

Term: (S, SU)

Prerequisite: Approval of the program director.

Students in this course will gain professional practice experience in their program of study. Students create written records of their experiences and will complete assigned projects as indicated in their Professional Practice Experience Manual. This course is scheduled for 80 hours off campus. Each student will be responsible for their own transportation to and from the health care facility and any necessary living expenses.

HI 271 PROFESSIONAL PRACTICUM-CODING

Credits: 2

Term: (SU)

Prerequisite: Approval of the program director.

Students in this course will gain professional practice experience in their program of study. Students create written records of their experiences and will complete assigned projects as indicated in their Professional Practice Experience Manual. Students will complete 60 hours of PPE off campus and 30 hours of laboratory experience learning about computers in healthcare. Each student will be responsible for their own transportation to and from the health care facility and any necessary living expenses.

HI 292 TOPICS IN HEALTH INFORMATION TECHNOLOGY

Credits: 3

Term: (S)

Prerequisite or Co-requisites: HI 270

The course provides a forum for students to prepare for the Registered Health Information Technician (RHIT) national examination sponsored through AHIMA. Reviewing and integrating new knowledge, regulations, and standards in the field of health information technology will be achieved. Guidance on the completion of job applications, preparing a resume, writing cover and follow-up letters, and job interviews (as both applicant and interviewer) are studied and practiced.

HI 295 OVERVIEW OF HEALTH INFORMATICS SYSTEMS

Credits: 4

Term: (F, others based on sufficient demand)

Suggested Prerequisites: AH 185, CAPP 120

This course will cover the principles of analysis, design, evaluation, selection, acquisition, and utilization of information systems in healthcare. Also included in this course are the technical specifications of computer hardware, software, networks, and telecommunications. Furthermore, this course will provide an understanding of technology's role in healthcare. The course will emphasize the intellectual use of information strategic planning, decision support, program management, high quality patient care, and continuous quality improvement. Application will be provided using extensive discussion and assignments designed to approximate real life situations.





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Course Descriptions - History (HSTA & HSTR)

HSTA 101 AMERICAN HISTORY I

Credits: 3

Term: (F)

This course surveys the history of the United States from the era of discovery to the Colonial Period and through the Civil War. Topics include the political, social, economic, cultural, and diplomatic developments that contributed to the formation of the North American civilization and to the position of the United States in the world's community of nations.

HSTA 102 AMERICAN HISTORY II

Credits: 3

Term: (S)

This course is a survey of American history since the Civil War. The focus of the course will be on why events happened and what meaning they had for today's United States. The role of individuals and groups will be as important as the functioning of the more depersonalized economic and political forces of history. Themes of urbanization, industrialization and ethnicity will be emphasized. This course will stress social history as well as traditional political history.

HSTA 235 CIVIL WAR AND RECONSTRUCTION

Credits: 3

Term: (S based on sufficient demand)

This course analyzes the causes of the Civil War, traces the military and civilian events of the war itself and considers the war's aftermath as embodied by Reconstruction, the incorporation of the American west and social climate of the Gilded Age.

HSTA 255 MONTANA HISTORY

Credits: 3

Terms: (F, S, SU)

This course is a study of the major political, social, cultural and economic developments that have contributed to the formation of Montana and to Montana's place within the region, the nation, and the world, from prehistoric times to the present.

HSTR 101 WESTERN CIVILIZATION I

Credits: 3

Term: (F)

This course examines the major political, economic, and cultural developments of western civilization from its inception in the Fertile Crescent in the fourth millennium B.C. through the era of the Renaissance and Reformation in the 16th Century.

HSTR 102 WESTERN CIVILIZATION II

Credits: 3

Term: (S)

This course examines the major political, economic, and cultural developments of western civilization from the 17th century to the present.



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Course Descriptions - Humanities (HUM)

HUM 242 GENDER AND EQUALITY

Credits: 3

Terms: (S, SU based on sufficient demand)

The human cultural role of gender is examined in relation to historical perspectives, business, social and familial organizations, world views, technology, and perception of self.

HUM 244 AMERICAN CULTURAL VALUES

Credits: 3

Term: (F)

This course surveys change and continuity in American cultural traditions, values, and beliefs from the perspectives of familial, social, and economic organizations. Explores how values and beliefs have been shaped and modified in America's rise as a world power in the context of shifting demographics, class relations, and world economies.

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Course Descriptions - Interior Design (DE)

DE 161 INTRODUCTION TO DESIGN

Credits: 3
Terms: (F, S)

This course introduces design as it relates to interior design, architecture and related professions, through the study of the elements and principles of design and the ways in which humans interact with designed environments and elements.

DE 162 INTERIOR DESIGN GRAPHICS

Credits: 3
Term: (F)

Interior Design Graphics provides interior design students with a basic knowledge of building structures, construction techniques and building materials. It introduces the technical skills needed to read and produce drawings used in the practice of interior design, including floor plans, interior elevations, reflected ceiling plans and detail drawings.

DE 163 PRESENTATION DRAWING

Credits: 3
Term: (S)
Prerequisite: DE 162 or equivalent

This course presents the elements of two- and three-dimensional design as related to interior representational drawings. Emphasis is on one- and two-point perspective drawings. Addition of color to drawings by use of marker and colored pencil is introduced.

DE 164 HISTORIC INTERIORS

(GF: Online; BZ: on campus)
Credits: 3
Term: (F)

This course offers exposure to stylistic variations found in interior design of the ancient world and traditional Europe. Students will become aware of how these styles have been the impetus for pre-1900 architecture and decorative arts in America.

DE 165 CONTEMPORARY INTERIORS

(GF: Online; BZ: on campus)
Credits: 3
Term: (S)

This course is a continuation of the study of the development of the interior environment from the 19th century to the present. The difference in the basic philosophy between 19th and 21st century design is emphasized.

DE 166 TEXTILES AND INTERIOR FINISHES

Credits: 3

Term: (F)

This course includes the study of textiles and interior finishes used by interior designers. Students will gain familiarity with a wide range of textile products used in both residential and commercial interiors including fiber content and yarn type, application and labeling, performance and maintenance. Students will also study the range and application of wall, ceiling and floor finish materials commonly used in interior design.

DE 168 SPACE PLANNING

Credits: 3

Term: (S)

This course explores the physical and psychological concepts pertaining to interior spaces. Students work with commercial design programs, schematic planning tools, commercial furniture, and universal design concepts to create functional space plans that meet program criteria. Students will explore space planning in relationship to plumbing and mechanical systems and apply NKBA kitchen and bath space planning guidelines. The basic space planning skills and terminology learned are applicable to the NCIDQ exam.

DE 261 FIELD STUDY

Credits: 3-5

Term: (SU)

This course is a variable credit class which gives the student 90 or 160 hours of experience in the daily operation of an interior design firm or a related business. It provides monitored experience in dealing with clients, customers and other business persons. The student will encounter opportunities to utilize skills and knowledge acquired in previous interior design courses. The discussion and reporting component of this class will be managed online. Students will be expected to give a brief presentation describing their experience when they return to school fall semester.

DE 262 STUDIO I

Credits: 4

Term: (F)

Prerequisite: Completion of all 100-level technical courses

This course is a laboratory experience with real-life & hypothetical design projects. The focus of Studio I is primarily residential. Students will develop 2 or 3 complete presentations including but not limited to floor plans, interior elevations, interior perspectives, color board, room finish schedule, and a budget. Students will make oral presentations using the presentation boards to illustrate their design solutions.

DE 263 STUDIO II

Credits: 4

Term: (S)

Prerequisite: Completion of all 100-level DE courses, DE 264 and DE 267/DE 273

Studio II is an advanced laboratory class which focuses on commercial design projects, some for actual clients. Advanced space planning, utilization of appropriate codes and specification writing will be covered. Students will develop 2-3 complete presentations including but not limited to floor plans, interior elevations, interior perspectives, color boards, and specification schedules. Students will make oral presentations using the presentation boards and CAD drawings to illustrate their design solutions.

DE 264 LIGHT, COLOR, AND LIGHTING SYSTEMS

Credits: 3
Term: (S)
Prerequisite: DE 161, DE 162

This course is a continuation of previous experience in color and lighting systems. Students will explore color theory, human response to color, and the properties of light and color. Students will also gain knowledge in lighting systems and specification of lamps and fixtures. The student will learn practical methods for applying these elements of design and demonstrate competency in color usage and lighting systems by designing projects including reflected ceiling plans, lighting and color specification.

DE 265 PROFESSIONAL PRACTICES

Credits: 3
Term: (S)
Prerequisite: Completion of all 100-level technical courses, DE 262

This course is an introduction to business principles and practices related to the interior design profession. Topics include business procedures, methods of charging, and steps involved in business formation. Use of contracts and specifications to achieve desired objectives is covered, as is marketing of professional services and promotion of the firm. A portfolio, resume and cover letter will be completed during this class.

DE 267 ARCHITECTURAL CAD

Credits: 3
Term: (F)

This course focuses on the application of AutoCAD to the creation of a set of residential construction drawings. Topics covered include drawing set-up, creation and plotting.

DE 270 KITCHEN AND BATH I

Credits: 3
Term: (F)
Prerequisite: Completion of all 100-level technical courses.

Using the National Kitchen and Bath Association guidelines, students will learn the fundamentals of kitchen and bath design, using NKBA's drawing and presentation standards. Analysis of client needs, specifying products, creating design solutions, residential plumbing and mechanical systems, project drawing and documentation will also be covered.

DE 271 KITCHEN AND BATH II

Credits: 3
Term: (S)
Prerequisite: DE 270

This studio course is a continuation of Kitchen and Bath I, with a special emphasis on baths. There will be further exploration into products, and more advanced design solutions.

DE 273 CAD FOR INTERIOR DESIGN

Credits: 4
Term: (S)

The interior design student will learn basic commands in AutoCAD, and then apply these applications to the creation of residential and commercial construction drawings, furniture plans and 3D rendering using AutoCAD. Topics covered include drawing set-up, creation, 2D and 3D color rendering, and plotting.





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Course Descriptions - Literature (LIT)

LIT 110 INTRO TO LITERATURE

Credits: 3

Terms: (F,S)

This course provides the student an opportunity to study the three major literary forms – fiction, poetry, and drama including examples of works from several time periods. Selections will include works by and about minorities and women.

LIT 215 LITERATURE OF THE WEST

Credits: 3

Term: (Based on Sufficient Demand)

Selected readings from the literature of the Western United States from 1850 to the present are reviewed. Works range from the popular “dime” Western to A.B. Guthrie’s *The Big Sky* and James Welch’s *Winter in the Blood*. Poetry, drama, fiction, and essays will be included as well as exploration of “the Western” as film and television genres to assess the power of myth and the reality of history and cultures of our region.

LIT 231 ANCIENT TO RENAISSANCE WORLD LITERATURE

Credits: 3

Term: (Based on Sufficient Demand)

Prerequisite: WRIT 101 or instructor approval

World Literature, through its survey of literature, presents a chronological and critical study of western world literature in translation, within the historical milieu of ancient times through the Renaissance. The course also introduces students to the idea that literature is both enjoyable and useful in shaping perceptions and responses in daily life. Emphasis is placed on critical thinking and reading skills using analysis of elements such as plot, setting/tone, character, language/figures of speech, symbolism, and theme. Competence in basic reading and writing skills is assumed.

LIT 232 MODERN WORLD LITERATURE

Credits: 3

Term: (Based on Sufficient Demand)

Prerequisite: WRIT 101 or instructor approval

World Literature, through its survey of literature, presents a chronological and critical study of western world literature in translation, within the historical milieu of the enlightenment through the Twentieth Century. The course also introduces students to the idea that literature is both enjoyable and useful in shaping perceptions and responses in daily life. Emphasis is placed on critical thinking and reading skills, using analysis of element such as plot, setting/tone, character, language/figures of speech, symbolism, and theme. Competence in basic reading and writing skills is assumed.

LIT 237 INTRODUCTION TO NATURE LITERATURE

Credits: 3

Term: (Based on Sufficient Demand)

This course will survey nature literature, covering key writers and ideas of this distinctive literary form. Writers of both prose and poetry who explore the natural world and create awareness of our place within it will be featured. The concluding focus on Montana nature writers will provide a local and personal link to the genre. Student projects will expand coverage to include particular writers not covered in class readings.

LIT 289 INTRO TO NATIVE AMERICAN LITERATURE

Credits: 3

Term: (S)

This course will explore Native American Literature, especially the poetry, novels and fiction written in the late nineteenth and twentieth centuries. Myths, legends, and songs from the oral tradition will be examined where relevant. Students will also learn the rudiments of a literary vocabulary.

LIT 291 SPECIAL TOPICS - LITERATURE

Credits: 3

Term: (F)

This course provides the student an opportunity to study major literary forms including fiction, poetry, memoir, creative non-fiction, and drama ranging from a variety of literary movements and time periods. Selections may include works focused on a specific author, genre, theme, country, or historical period, e.g. science fiction, Irish literature, Western literature, short fiction, etc.





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Course Descriptions - Mathematics (M)

M 065 PRE-ALGEBRA

Credits: 4
Term: (F,S, SU)
Pass/Fail Basis

Basic concepts relating to fractions, decimals, ratios, proportions, percent, simple equations, topics of signed numbers, and 1-variable linear equations are offered as a review and/or preparation for further studies in mathematics.

M 090 INTRODUCTORY ALGEBRA

Credits: 4
Term: (F,S, SU)
Prerequisite: Qualifying placement assessment score within the past 3 years or instructor approval, M 065

Introductory Algebra initiates development in students' ability to organize thought processes and systematically solve problems while preparing students for studies in other courses. Course emphasis includes manipulation of variables, exponential applications, introduction to and factoring of polynomials, solving equations, systems of equations, and radicals. This course is intended for students who have not studied algebra but have a firm background in basic mathematics or who wish it as a review.

M 095 INTERMEDIATE ALGEBRA

Credits: 4
Terms: (F,S)
Prerequisite: M 090 or qualifying placement assessment score within the past 3 years

This course offers a review of elementary algebra with further emphasis on systems of equations, determinants, systems of inequalities, rational expressions, radical expressions, complex numbers, quadratic equations, and exponential and logarithmic functions.

M 096 SURVEY OF ALGEBRA

THIS CLASS ONLY OFFERED AT THE COT IN BOZEMAN

Credits: 4
Terms: (F,S, SU)
Prerequisite: Qualifying placement assessment score within the past 3 years or instructor approval, M 065

Introductory Algebra initiates development in students' ability to organize thought processes and systematically solve problems while preparing students for studies in other courses. Course emphasis includes manipulation of variables, exponential applications, introduction to and factoring of polynomials, solving equations, systems of equations, and radicals. This course is intended for students who have not studied algebra but have a firm background in basic mathematics or who wish it as a review.

M 108 BUSINESS MATHEMATICS

Credits: 4

Terms: (F,S,SU)

Prerequisite: Qualifying admission assessment score within the past 3 years or consent of faculty, M 065 or M 090

Students in this course will examine the mathematics of business ownership and will demonstrate an understanding of business decisions. Concepts include marketing, payroll, cash flow, simple and compound interest, credit, promissory notes, insurance, financial statements, ratio analysis, depreciation, annuities, and inventory valuation.

M 111 TECHNICAL MATHEMATICS

Credits: 3

Terms: (F,S)

This course presents basic mathematical topics as they are applied in a trades program. Topics covered include: use of measuring tools, measurement systems, dimensional arithmetic, percent, proportion, applied geometry, basic trigonometry. NOTE: This course is intended for specific programs and does NOT provide sufficient Pre-Algebra material to serve as a prerequisite for students wanting to take additional mathematics.

M 116 MATH FOR HEALTH CAREERS

Credits: 3

Terms: (F,S)

Prerequisite: M 090 with a grade of "B-" or higher, M 095 with a grade of "C-" or higher, or qualifying placement assessment score within the past 3 years

This course prepares health science students for the mathematics required in their profession. Topics investigated include: inductive reasoning; logic; mathematical number systems; linear, quadratic, exponential, and logarithmic functions; graphing; probability; statistics; English, Apothecary and Metric systems and conversions; dosage calculations; and dimensional analysis. Utilizing these areas, the course also provides students with clinical applications.

M 121 COLLEGE ALGEBRA

Credits: 3

Term: (S)

Prerequisite: M 095 with a "C-" or higher or qualifying placement assessment score within the past 3 years.

This course presents concepts, principles, and methods of college-level algebra. Topics include linear, polynomial, rational, radical, exponential, and logarithmic functions and their graphs, real and complex numbers, basic matrix theory, and conic sections.

M 130 MATH FOR ELEMENTARY TEACHERS I

Credits: 3

Terms: (F, S based on Sufficient Demand)

Prerequisite: M 090 or qualifying placement assessment score within the past 3 years

This course is an introduction to problem solving, sets, functions, logic, numerations systems as a mathematical structure, introductory number theory, rational and irrational numbers and probability for prospective elementary school teachers.

M 131 MATH FOR ELEMENTARY TEACHERS II

Credits: 3

Term: (S)

Prerequisite: M 130

Introductory geometry, constructions, congruence and similarity, concepts of measurement, coordinate geometry, problem-solving are revisited, and computer applications for

prospective elementary school teachers are reviewed.

M 145 MATH FOR LIBERAL ARTS

Credits: 3

Term: (F,S)

Prerequisite: M 090 with a grade of "B-" or higher, M 095 with a grade of "C-" or higher, or qualifying placement assessment score within the past 3 years

This course exposes students to topics in applied and pure mathematics directly connected to modern society. Topics include: Polya's techniques for problem solving, number theory, logic, algebraic models, optimization, linear programming, set theory, probability and statistics.

M 152 PRECALCULUS ALGEBRA

Credits: 4

Terms: (F,S)

Prerequisite: M 095 with a grade of "B-" or higher, M 121 with a grade of "C-" or higher, or qualifying placement assessment score within the past 3 years.

An extended study of algebra preparing students for further work in mathematics in particular, Calculus. Course topics include the fundamental properties of real and complex numbers, functions (polynomial, rational, radical, exponential and logarithmic), conics, matrices, determinants, sequences, series and the binomial theorem.

M 153 PRECALCULUS TRIGONOMETRY

Credits: 3

Term: (S)

Prerequisite: M 095 with a grade of "B-" or higher, M 121 with a grade of "C-" or higher, or qualifying placement assessment score within the past 3 years.

An extensive look at trigonometric functions and identities, Law of Sines and Cosines, polar coordinates, inverse functions, vectors, and parametric equations is the basis of this course.

M 171 CALCULUS I

Credits: 4

Term: (F)

Prerequisites: M 152 and M 153 or qualifying placement assessment score within the past 3 years

Functions, elementary transcendental functions, limits and continuity, differentiation, applications of the derivative, and curve sketching studied.

M 172 CALCULUS II

Credits: 4

Term: (S)

Prerequisite: M 171

Integration theory, methods of integration, applications of the integral, Taylor's theorem, infinite sequences, and series are studied.





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Course Descriptions - Medical Billing & Transcription (MBT)

MBT 111 FUNDAMENTALS OF HEALTH INSURANCE

Credits: 4

Terms: (F, SU)

Prerequisites of Corequisite: AH 185

This course is designed to introduce students to the major national medical insurance programs, including Medicare, Medicaid, Blue Cross/Blue Shield, and TRICARE. Topics covered will include plan options, carrier requirements, state and federal regulations, abstracting from source documents, manual claim form completion, legal and ethical issues, and a review of diagnostic and procedural coding. Students will also learn computerized billing procedures using a typical medical office software package.

MBT 112 ADVANCED HEALTH INSURANCE TECHNIQUES

Credits: 3

Term: (S)

Prerequisites: MBT 111

This course will build on topics covered in OO 111. Students will study characteristics and requirements of each type of insurance including: indemnity plans, HMOs, PPOs, Worker's Compensation (state by state variances). Students will also discuss the adjudication process, resolve reimbursement problems and respond to claims reviews and appeals. Students will use medical office software package to complete assignments.

MBT 255 MEDICAL TRANSCRIPTION I

Credits: 3

Terms: (S, SU)

Prerequisite: AH 185, CAPP 120, OO 107 or 108, or instructor approval

Students are introduced to ethical considerations, rules, regulations, forms, and techniques in recording medical documents. Transcription of various medical reports is required with emphasis on competency in medical vocabulary, spelling, punctuation, and extensive usage of medical reference materials.

MBT 256 MEDICAL TRANSCRIPTION II

Credits: 3

Term: (F)

Prerequisites: OO 255 with "C-" or better

This course is designed to increase speed and accuracy in transcribing medical data with exposure to advanced technical language in a variety of specialties. Special attention is on speed, accuracy, production, style, and formats.

MBT 257 MEDICAL TRANSCRIPTION III

Credits: 3

Terms: (S, SU)

Prerequisites: MBT 256 with "C-" or better

This is a capstone class in medical transcription. Students will transcribe a variety of provider-generated medical reports in all speciality areas, demonstrating progressively demanding accuracy and productivity standards. Emphasis will be placed on proofreading and correcting transcribed documents, noting and correcting inconsistencies and inaccuracies, and utilizing the AAMT Book of Style and other references appropriately. Professionalism and job seeking techniques will also be discussed.

MBT 258 MEDICAL TRANSCRIPTION PRACTICUM

Credits: 3

Term: (SU only)

Prerequisites: Successful completion of OO 257. Instructor approval

During the medical transcription practicum, students will transcribe a minimum of 10 dictated hours of actual healthcare provider-generated dictation. This may occur in an externship setting or in a simulated professional practice setting. The focus will be on building speed and accuracy, applying the guidelines of the Book of Style, and using productivity tools appropriately.

MBT 291 BILLING/CODING CAPSTONE

Credits: 2

Term: (S)

Utilizing information acquired in the curriculum, students will demonstrate a working knowledge of concepts, processes and procedures encountered in the physician office management setting.

This will include scheduling, end-of-month reporting, managing accounts, abstracting from patient records, coding, and reimbursement as well as exposure to software utilized in the medical office setting. Professionalism and HIPAA will be reviewed.





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Course Descriptions - Manufacturing (MFGT)

MFGT 205 MANUFACTURING PROCESSES AND MATERIALS

Credits 3

Term: (F)

The fundamentals of manufacturing are introduced in this course. Capabilities, typical applications, advantages, and limitations of material and process selection for manufacturing are topics covered.



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Course Descriptions - Medical Assistant (MO)

MO 138 CLINICAL PROCEDURES I

Credits: 3

Term: (F)

Prerequisite/Co-requisite: Instructor approval – BIO 213 and BIO 214 with a grade of "C-" or higher

This course is designed to develop a basic knowledge of skills and practices of the allied healthcare professional assisting in a clinical setting. Units include Universal Precautions, patient preparation, preparing for and assisting with examinations, infection control, surgical asepsis, pharmacology, and drug administration.

MO 238 CLINICAL PROCEDURES II

Credits: 3

Term: (S)

Prerequisite: MO 138 with a grade of "C-" or higher

This course is designed to introduce students to additional skills and practices of the allied healthcare professional assisting in a clinical setting. Units include laboratory orientation, collecting and handling laboratory specimens, hematology, physical therapy, electrocardiography, emergencies, first aid, and nutrition.

MO 241 CLINICAL REVIEW

Credits: 1

Term: (SU)

Corequisite: MO 242

This seminar is designed for students participating in MO 242. It features discussions of clinical topics and situations.

MO 242 EXTERNSHIP

Credits: 4

Term: (SU)

Prerequisite: Instructor approval and MO 138, MO 238 with a grade of "C-" or higher

Students gain practical experience in clinical medical environments where they have an opportunity to perform various clinical and administrative procedures under supervision. Students are expected to use competencies required for the medical assistant.

MO 243 MEDICAL OFFICE MANAGEMENT

Credits: 3

Term: (S)

Prerequisite: Instructor approval a grade of "C-" or higher

Students will utilize medical office software to perform basic administrative procedures in the medical office. These include: scheduling, managing patient accounts, and office documentation. An emphasis will be placed on professionalism, legal and ethical issues, and HIPAA standards.



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Course Descriptions - Music (MUS)

MUS 102 FUNDAMENTALS OF MUSIC

Credits: 3

Term: (F)

Designed for the student with little or no musical background, this course introduces the fundamental elements of music reading and notation. It includes note and rhythmic reading, scales, intervals, and chords.

MUS 210 MUSIC APPRECIATION

Credits: 3

Term: (F, SU)

This course is a comprehensive introduction to the theory, history, and literature of music of Western Civilization. The course examines musical styles through several time periods and is designed to develop the students' aural acuity as well as their intellectual understanding of music as an important contribution to Western culture.

MUS 212 AMERICAN MUSIC

Credits: 3

Terms: (S, SU based on sufficient demand)

This course will survey musical idioms, styles and trends developed in the United States from 1492 to the present. Included are folk, sacred, country and western, blues, pop, rock and roll, jazz, and fine art music.

MUS 214 WORLD MUSIC

Credits: 3

Terms: (F, S)

World Music introduces the music of varied cultures of the world by presenting the music within its historical and societal contexts. The course includes topics and musical surveys from Asia, Africa, the Americas and Europe.





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Course Descriptions - Native American Studies (NAS)

NAS 201 MONTANA'S AMERICAN INDIANS

Credits: 3

Terms: (F, S, SU)

This course focuses on the interactions of Montana's American Indians in socioeconomic structures based on historical and current perspectives including cultural world views, religion, reservations, treaties, vested rights, sovereignty, contemporary tribal governments, and socioeconomic problems.

NAS 215 NATIVE AMERICAN RELIGIOUS TRADITIONS

Credits: 3

Term: (F based on sufficient demand)

This course will examine, explore, and describe selected Native American Religious systems focusing on origins, world views, religious beliefs, traditions and ceremonies, sacred songs and dance, and the way they have been affected by western civilization. A major focus will be on the Northern Plains People.



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Course Descriptions - Nursing (NURS)

NURS 100 INTRODUCTION TO NURSING

Credits: 1 (15 Hours Lecture)

Terms: (F,S,SU)

The purpose of this course is to initiate the student to the roles/functions/expectations of the nurse. The course will explore nursing history, current views of nursing, different types of nursing occupations, and educational requirements. The course will expose the students to issues surrounding the profession of nursing.

NURS 140 PHARMACOLOGY

Credits: 3 (45 Hours Lecture)

Term: (F)

This course introduces the principles of pharmacology, including drug classifications and their effects on the body. The course reflects general principles, theories, and facts about drugs and their administration. Principles of action, uses, side effects, and patient education are taught to facilitate the student's learning in the clinical setting. Specific drug information is discussed in relation to assessment, nursing diagnosis, patient monitoring, interventions, patient education and evaluation of safe and effective drug therapy. Emphasis is placed on utilizing the nursing process related to pharmacology and the nurse's ability to think critically.

NURS 150 FUNDAMENTALS OF NURSING

Credits: 7 (60 Hours Lecture / 90 Hours Lab)

Term: (F)

This course introduces students to the clinical skills essential for the nursing role. Also includes complex concepts and behaviors of nursing roles within the context of the nursing process, holistic care and health care. The course emphasizes the theoretical and practical concepts of nursing skills required to meet the needs of patients in a variety of clinical settings. Students will be given the opportunity, in a lab setting, to practice these nursing skills.

NURS 250 GERONTOLOGY

Credits: 2 (15 Hours Lecture / 45 Hours Clinical)

Term: (F)

This course will focus on the nursing management of the older adult. Theories of gerontology and aging will be emphasized. The course will examine the principles of gerontology, challenges of aging, nutrition, pharmacology, pain, elder mistreatment, dying, and physiological basis of practice. The course will emphasize a holistic approach necessary to provide care for the older adult in diverse care settings. Ethical issues related to the care of the older adult will be explored. In the clinical component of this course, students will be able to safely deliver essential basic skills and show knowledge and concern to patients in the geriatric setting.

NURS 260 CORE CONCEPTS OF ADULT NURSING

Credits: 7 (60 Hours Lecture / 135 Hours Clinical)

Term: (S)

This course prepares the student to care for patients experiencing common, well-defined health variations in settings where stable patients are anticipated. Students are introduced to standardized nursing procedures and customary nursing and collaborative therapeutic modalities. The course guides the student through the nursing process when planning nursing care for the common diseases of the following systems: urinary, endocrine, Integumentary, neurological, sensory, gastrointestinal, respiratory, cardiovascular, blood disorders, cancer, sensory, and musculoskeletal. The clinical component provides advancement from in-depth to complex nursing skills, knowledge, and attitudes necessary to care for the acutely ill patient.

NURS 270 CORE CONCEPTS OF MATERNAL/CHILD

Credits: 3 (30 Hours Lecture / 45 Hours Clinical)

Term: (S)

Emphasizing caring, communication, professionalism, and critical thinking, the course provides information about fetal development, prenatal and postnatal care of the mother and newborn. Role of the nurse in meeting the needs of the family is emphasized. Clinical application of caring for the mother and newborn will allow the student to demonstrate acquired knowledge. The course also includes growth and development patterns as well as care of the well and sick child.

NURS 280 CORE CONCEPTS OF MENTAL HEALTH

Credits: 2 (30 Hours Lecture)

Term: (S)

This course will explore physiological, psychological, sociocultural, spiritual and environmental factors, associated with Mental Health/Illness. Focus will be placed on psychotherapeutic management in the continuum of care, milieu management and special populations with emphasis on individuals, families and communities.

NURS 290 LEADERSHIP ISSUES

Credits: 2 (15 Hours Lecture / 45 Hours Clinical)

Term: (SU)

This capstone course provides the Practical Nursing student information regarding the current status of practical nursing. This course assists the nursing student to bridge the role between student and employee. Leadership/management skills, continuing educational needs, licensure requirements, job applications, advanced educational programs and charge nurse responsibilities are included. Students will take the National League of Nursing (NLN) test and receive an application for the State Board of Nursing Examination. There is a forty-five hour clinical to provide the student the experience of organizing the care for a small group of patients (5) in an extended care setting as a patient manager.





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Course Descriptions - Office Technology (OO)

OO 107 KEYBOARDING BASICS

Credits: 3

Term: (F, S)

This course is an introduction of microcomputer keyboarding techniques using the touch system. Lessons cover the keyboard, basic skills, and an introduction to common business formats.

OO 108 ADVANCED KEYBOARDING AND FORMATTING

Credits: 3

Terms: (F, S)

Prerequisites or Corequisite: OO 107, OO 265/266

Students develop microcomputer keyboarding skills by completing drills designed to improve concentration, speed, and accuracy. Emphasis is also placed on formatting business documents.

OO 179 RECORDS MANAGEMENT

Credits: 3

Term: (F)

This comprehensive course introduces the complex management of records including setting up practical systems utilizing the four basic formats: alphabetic; subject; numeric; and geographic. Techniques in managing information and systems are discussed; advantages and disadvantages of systems are analyzed and compared; forms management is utilized; controls involving requisitioning, charging, following-up, transferring, storing, and disposing of information are studied.

OO 180 LEGAL STUDIES

Credits: 4

Term: (F)

Terms commonly used in the legal profession are introduced. Students will learn to define the terms and use them in legal context. In addition, students will be introduced to the legal field through the study of general law office procedures, ethics, court system and structure, civil litigation, and criminal law, and legal document format. This course is also designed to equip students with knowledge of procedures and with the basic attitudes, skills, and ethics required of a legal office employee.

OO 220 PREPARING RESUMES

Credits: 1

Term: (S)

Prerequisite: Recommended course be taken during students final semester of attendance

Students will study the components of a "winning" resume and go through the steps in preparing a resume. They will identify critical differences among traditional, scannable, and electronic resumes. Personal strengths will be identified and focused to improve marketability in targeted career areas.

OO 221 INTERVIEWING FOR JOBS

Credits: 1

Term: (S)

Prerequisite: Recommended course be taken during students final semester of attendance

This course will help the student master the art of interviews, develop strategies to market themselves, acquire successful interview techniques, navigate interview questions and answers, and utilize good follow-up moves.

OO 241 MEDICAL OFFICE PROCEDURES

Credits: 2

Term: (S)

Prerequisite: AH 185, CAPP 120, HI 132

Students will utilize medical office software to perform basic administrative procedures in the medical office. These include: scheduling, managing patient accounts, and office documentation.

An emphasis will be placed on professionalism, legal and ethical issues, and HIPPA standards.

OO 260 MACHINE TRANSCRIPTION

Credits: 3

Term: (S)

Prerequisite: CAPP 120, OO 265 or OO 266, or concurrent

Students review and apply grammar, punctuation, formatting, and word usage rules. Proofreading and listening skills are emphasized in the transcription of mailable business documents.

OO 287 LEGAL TRANSCRIPTION

Credits: 4

Term: (S)

Prerequisites: OO 260 or concurrent, OO 265 or OO 266

Students prepare legal documents and correspondence from machine dictation involving civil litigation, family law, probate, corporations, and real estate, emphasis is given to competencies in transcribing legal documents with correct formatting, punctuation, spelling, and legal terminology.

OO 295 ADMINISTRATIVE OFFICE PROCEDURES

Credits: 3

Term; (S)

Prerequisites or Corequisites: OO 108, OO 265/266

This course is designed to equip students with knowledge of procedures along with basic attitudes and skills required of an office employee. Units include the role of the office professional, office organization, mail procedures, postal services, public relations, customer service, telephone techniques, schedules and appointments, travel arrangements, meetings and conferences, work prioritization, ordering and managing supplies, business research, job enhancement, and office management. Students will be required to assist in finding an appropriate Internship related to their field of study. This Internship must be approved by their instructor. Course should be taken during final spring semester.





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Course Descriptions - Philosophy (PHIL)

PHIL 101 INTRODUCTION TO PHILOSOPHY

Credits: 3

Terms: (F, S, SU based on sufficient demand)

An introduction to philosophy through examination of the thought of selected great philosophers or of traditional positions on classical philosophical problems.

PHIL 232 BASIC ETHICS

Credits: 3

Terms: (F, S, SU based on sufficient demand)

This course introduces ethical theory through an examination of the major schools and the fundamentals of decision-making. It examines general moral theory and applies this theory to moral problems of historical and current interest.

PHIL 238 MEDICAL ETHICS

Credits: 3

Terms: (F, S based on sufficient demand)

This course provides a broad overview of the field of biomedical ethics. Topics discussed will include issues such as death and dying, human and animal experimentation, abortion, confidentiality, AIDS, the allocation of medical resources, as well as an examination of the codes of ethics of various health professions.





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Course Descriptions - Physical Science (PHYS)

PHYS 110 SURVEY OF NATURAL SCIENCES

Credits: 3 (3 lecture)

Terms: (F, S, SU based on sufficient demand)

A course designed to introduce some of the basic aspects of the Biological, Physical, and Earth Sciences. The biology component will emphasize the structural and functional features of organisms, their classification, and their importance in the environment. The physical science component will present a non-mathematical approach to understanding some of the basic concepts in chemistry and physics. The earth science studies will focus upon the interrelationships between geology, paleontology, astronomy, meteorology and oceanography. This course is required for elementary education majors.

PHYS 130 FUNDAMENTALS OF PHYSICAL SCIENCE W/ LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F, S, SU)

This course is an introduction to the fundamental behavior of energy and matter. It is divided into two sections: physics and chemistry. Topics discussed in the physics portion include: scientific measurement; motion; work and energy; heat and temperature; and waves (including sound and light). Topics discussed in the chemistry portion include: atomic structure; the periodic table of elements; chemical bonding and nomenclature; chemical formulas and equations; and solutions. Several lab experiments relating to some of these topics will be performed. No prior work in physics or chemistry is assumed for this course, although it is strongly recommended that students have good basic algebra skills.



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Course Descriptions - Physical Therapist Assistant (PTA)

PTA 101 PHYSICAL THERAPIST ASSISTING I / LAB

Credits: 5 (3 Lecture, 2 Lab - 45 Lecture Hours/60 Lab Hours)

Term: (F)

Prerequisites: Acceptance Into PTA Program

Co requisites: PTA 205, 206, 207 and 210

This is the first of two sequential skills and procedures courses in the PTA program. The following topics are covered: basic principles and procedures of physical therapy; basic care skills and application techniques; use of assistive devices; architectural and environment barriers; introduction to range of motion (ROM); introduction to pain theories, conditions, and assessment; and physiological principles, indications/contraindications, and application of physical agents discussed in lecture.

PTA 105 INTRODUCTION TO PHYSICAL THERAPIST ASSISTING

Credits: 3 (45 Lecture Hours)

Terms: (F,S,SU)

This course is designed to give the student an overview of the Physical Therapy profession by providing a historical perspective, as well as, an understanding of its philosophy in relation to the professional organization; an overview of the roles of the Physical Therapy staff members in the clinical setting, as well as, members of the health care team in various delivery systems; development of interpersonal communication skills relating to the profession; and an understanding of the commitment of the graduate to continued personal and professional development. This course provides an overview of ethical, legal, and psychosocial issues relating to the role of the PTA in health care delivery. It includes such topics as the implications of chronic illness; the aging process and death/dying; client's role in health management; financing of physical therapy; regulations governing PTAs; code of ethics; scope of PT and PTA practice; and the PTA's role in departmental administration.

PTA 201 PHYSICAL THERAPIST ASSISTING II / LAB

Credits: 5 (3 Lecture, 2 Lab - 45 Lecture Hours/60 Lab Hours)

Term: (S)

Prerequisites: PTA 101, PTA 205, PTA 206 and PTA 207 all with a grade of "C-" or higher and PTA 210 with a grade of "Pass"

Co requisites: PTA 213, 215, and 220

This is the second in the series of procedures and application courses. The following topics are covered: theoretical principles and application of chest physical therapy, biofeedback, topical applications, electrotherapy, ultrasound, and ultraviolet; procedure and application of cervical and lumbar traction; gait analysis and training; theory and application of massage; measurements and principles of therapeutic exercise.

PTA 205 ANATOMY AND KINESIOLOGY FOR THE PTA

Credits: 6 (4 Lecture, 2 Lab - 45 Lecture Hours/60 Lab Hours)

Term: (F)

Prerequisites: Acceptance into PTA program

Co requisites: PTA 101, 206, 207, and 210

This course is designed to provide the student with an understanding of: the human musculoskeletal system relative in the biomechanical elements of normal and abnormal human motion; physiology of exercise and its effects on movement and daily activity; and osteology and arthrology in relation to muscle action and joint mechanics. The study of goniometry, manual muscle testing, joint mobilization and athletic taping will also be presented.

PTA 206 PATHOPHYSIOLOGY FOR THE PHYSICAL THERAPIST ASSISTANT

Credits: 3 Lecture Hours - 45 Lecture Hours

Term: (F)

Prerequisites: Acceptance into the PTA Program

Co requisites: PTA 101, 205, 207, and 210

This course introduces the student to the pathophysiology, etiology, clinical signs and symptoms, and management of selected pathological and injury-related disorders treated in physical therapy. Other pathologies discussed include: diabetes mellitus, immune system disorders, neoplasms, and disorders related to pregnancy. The course includes student presentations on disorders pertinent to physical therapy.

PTA 207 NUTRITION AND WELLNESS FOR THE PTA

Credits: 1 (15 Lecture Hours)

Term: (F)

Prerequisites: Acceptance into the PTA Program

Co requisites: PTA 101, 205, 206, and 210

This course introduces the physical therapist assistant student to current health practices and theory of nutrition and wellness. Health and assessment topics may include: body composition, cardiovascular fitness, injury prevention and pain, infectious disease, stress, weight management and nutrition for health, establishing physical fitness goals, planning for physical strength improvement and/or maintenance, lifestyle choices and assess how those choices may influence work situations including interactions with patients, and other dimensions of wellness.

PTA 210 CLINICAL EXPERIENCE I

Credits: 3 (160 Clinical Hours - 4 weeks)

Term: (F)

Prerequisites: Acceptance into the PTA program

Co requisites: PTA 101, 205, 206, and 207

The purpose of this clinical affiliation is to provide the student with an opportunity to apply skills and techniques learned in PTA 101, 105, 205, 206 and 207 under the appropriate supervision of the clinical instructor. This course will include a four-week clinical rotation at an approved site.

PTA 213 PHYSICAL THERAPIST ASSISTING III

Credits: 7 (6 Lecture Hour, 1 Lab - 90 Lecture Hours/30 Lab hours)

Term: (S)

Prerequisites: PTA 101, PTA 205, PTA 206, and PTA 207 with a grade of "C-" or higher and PTA 210 with a grade of "Pass"

Co requisites: PTA 201, 215, and 220

This course is an introduction to neuroanatomy and neurophysiology in relationship to neurological pathologies of the brain and spinal cord commonly treated by physical therapy. Through this course the student is also introduced to neurological development: normal vs. abnormal - birth through adult; disease processes and outcomes; and neurophysiological routines used for treatment. Principles and treatment of specific disabilities are also presented.

PTA 215 INTRODUCTION TO ORTHOPEDICS

Credits: 4 (3 Lecture, 1 Lab - 45 Lecture Hours and 30 Lab Hours)

Term: (S)

Prerequisites: PTA 101, 205, 206, and 207 with a grade of "C-" or higher and PTA 210 with a grade of "Pass"

Co requisites: PTA 201, 213, 220

This course introduces students to pediatric and adult musculoskeletal pathologies and management of orthopedic and surgical problems commonly seen by physical therapy. Course content will include:

1. Basic biomechanics and mechanisms of orthopedic injuries and diseases
2. Survey of surgical repair with emphasis on rehabilitation
3. Evaluation techniques and treatments used by physical therapists
4. Theoretical application of therapeutic exercise programs and equipment commonly used for treatment of various orthopedic conditions and surgical procedures, and
5. Orthopedic pediatric treatment routines.

PTA 220 CLINICAL EXPERIENCE II

Credits: 3 (160 Clinical Hours, 4 weeks in length)

Term: (S)

Prerequisites: PTA 101, 205, 206, 207 with a grade of "C-" or higher and PTA 210 with a grade of "Pass"

Co requisite: PTA 201, 213, 215

The students will continue to build on their clinical experiences from PTA 210 previous coursework. This will consist of a four-week clinical rotation at an approved site.

PTA 225 SEMINAR AND PROJECT IN PHYSICAL THERAPIST ASSISTING

Credits: 3

Term: (SU)

Prerequisites: PTA 101, 201, 205, 208, 211, 215 with a grade of "C-" or higher and PTA 210, 220 with a grade of "Pass"

Co requisite: PTA 230

This concentrated course is designed to integrate skills and techniques from previous clinical experiences and from the course work presented throughout the PTA program. It focuses on presentation of comprehensive treatment plans utilizing all treatment skills and techniques learned during the previous semesters. The students will be expected to provide written reports including complete patient information and treatment plans and then present this information in the form of a case study/project. Research and current issues are discussed and presented. Students will be required to relate sociological, physical, and psychological aspects of illness and injury to their projects. A cumulative exam of the PTA curriculum, as well, as preparation for the state's licensure exam is covered in this course. Student questions and concerns are also addressed.

PTA 230 CLINICAL EXPERIENCE III

Credits: 5 (320 Clinical Hours, 8 weeks in length)

Term: (SU)

Prerequisites: PTA 101, 201, 205, 206, 207, 213, 215 with a grade of "C-" or higher and PTA 210, 220 with a grade of "Pass"

Co requisite: PTA 225

This is the third of three full-time affiliations/clinical experiences during which the student develops proficiency in physical therapy procedures, understanding of clinical responsibilities and supervisory relationships with a minimum competence necessary to graduate as an entry level physical therapist assistant and become an active participant of the health care team. This course will include an eight- week clinical rotation at an approved site.







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Course Descriptions - Political Science (PSCI)

PSCI 210 INTRODUCTION TO AMERICAN GOVERNMENT

Credits: 3

Terms: (F, S)

This course examines the major institutions of national government and politics. Special emphasis is placed on the Constitution and other political rules of the game as shapers of public consciousness and government policy.



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Course Descriptions - Psychology (PSYX)

PSYX 100 INTRO TO PSYCHOLOGY

Credits: 3

Terms: (F,S,SU)

This course is an introduction to the nature and scope of the field of psychology as a scientific and human endeavor. Major topics include: historic development of the field; biological and developmental processes; consciousness and perceptions; learning, remembering, and thinking; motivation and emotion; personality and individuality; social behavior; normal stress and coping; and abnormal psychology and treatment methods.

PSYX 230 DEVELOPMENT PSYCHOLOGY

Credits: 3

Terms: (F,S,SU)

This course presents the study of human development throughout the lifespan. Study will include: the three domains of development (physical, cognitive and psychosocial); major theories; the influence of genetics; and prenatal development. The overall framework of the course is chronological dividing the lifespan into seven parts: infancy; early childhood; middle childhood; adolescence; early adulthood; middle adulthood; and late adulthood. This organization emphasizes the whole person and assists students to appreciate the ways in which the three domains of development continuously interact.



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Course Descriptions - Radiologic Technology (RAD)

RAD 105 INTRODUCTION TO RADIOLOGIC TECHNOLOGY

Credits: 2

Term: (F)

Prerequisite: Acceptance into RAD program

This course will introduce the student to the field of radiography and its various imaging modalities to prepare the student for what they will see and experience during their clinical rotations. It includes instruction in the areas of medical ethics and medico-legal aspects of radiographic imaging that will increase the awareness of the student to the legal responsibilities associated with radiographic imaging and an overview of pharmacology including contrast media, reactions to contrast media and electrical safety to aid the student in their clinical experience for those procedures that require the use of contrast media.

RAD 110 RADIOGRAPHIC PROCEDURES I

Credits: 2

Term: (F)

Prerequisite: Acceptance into RAD Program

In this course the student is introduced to the principles of radiographic positioning including the terminology involved, bone classifications, bone anatomy, bone pathology, and arthrology. Positioning, pathology, and radiographic procedures related to the abdomen and chest are also covered. Instruction will include lecture, audio/visual media and positioning demonstrations in a radiographic room.

RAD 111 RADIOGRAPHIC PROCEDURES II

Credits: 3

Term: (S)

Prerequisite: RAD 110

This unit of instruction provides the student with the opportunity to learn the radiographic procedures associated with examinations of the upper extremity, lower extremity, and vertebral column. Modification of routine positioning to accommodate traumatized patients is also presented. Methods of instruction include lecture, audio/visual media, and positioning demonstrations in a radiographic room.

RAD 115 RADIOGRAPHIC PRINCIPLES I

Credits: 3

Term: (F)

Prerequisite: Acceptance into RAD Program

This course begins with a study of film and film processing procedures. It then takes the student through the analysis of a radiographic image from a quality standpoint and the various factors that influence the quality of the final radiographic image. Image evaluation

and knowing how to correct poor images is essential in the performance of the radiologic technologist. Instruction methods will include lecture, audio/visual media, and the review of radiographic images to reinforce the information presented during the lectures.

RAD 117 RADIOGRAPHIC PRINCIPLES II

Credits: 3

Term: (S)

Prerequisite: RAD 115

This course begins with basic principles of physics to prepare the student for instruction related to x-ray circuitry. As a technologist an understanding of x-ray circuitry helps to realize when machine failures occur and what can be done to reduce the likelihood of machine failure. Having a basic knowledge of x-ray circuitry can aid the technologist in describing machine problems to repair personnel so that repairs may be made more efficiently. Instruction methods will include lecture and audio/visual media.

RAD 120 RADIOBIOLOGY / RADIATION PROTECTION

Credits: 3

Term: (F)

Prerequisite: Acceptance into RAD Program

This course will introduce the student to the concepts of radiation, sources of radiation, and the production of x-rays that are used for imaging areas of the body. The effects of radiation exposure on living tissues and the risks to both the exposed individual and the individual's offspring are also included. Methods utilized to reduce exposures to patients and personnel are also covered. Instruction methods will include both lectures and audio/visual presentations.

RAD 130 PATIENT CARE IN RADIOLOGY

Credits: 2

Term: (S)

Prerequisite: Successful completion of the first semester RAD Program

This course is designed to introduce the student to techniques and procedures utilized to provide care to the patient in the Radiology Department. It will provide instruction in the areas of infection control, vital signs, venipuncture, and patient communication. This instruction is necessary to meet some of the General Patient Care requirements of the American Registry of Radiologic Technologists. The course concludes with a study of interactions between radiation and the body atoms.

RAD 140 CLINICAL EDUCATION I

Credits: 7 (300 Clinical Hours)

Term: (F)

Prerequisite: Acceptance into RAD Program

This aspect of the curriculum will involve time spent at the clinical education sites assisting with the performance of radiographic examinations on patients. Students will be given clinical rotations at each clinical site and attendance is mandatory. Students will be required to demonstrate competency in the operation and manipulation of the various types of radiographic equipment found at each clinical site during this time. Students will begin to document competencies on radiographic procedures during this time as well to meet the clinical competency requirements of the ARRT and the COT program.

RAD 141 CLINICAL EDUCATION II

Credits: 8 (360 Clinical Hours)

Term: (S)

Prerequisite: RAD 140

The student will continue assisting in the performance of radiographic examinations on patients at the clinical sites. Students are expected to continue to improve clinical skills and to demonstrate competency in additional radiographic procedures involving the chest,

abdomen including digestive and urinary systems, upper extremities, lower extremities, and vertebral column to meet the clinical competency requirements of the ARRT and the COT program. Students will be given clinical rotations at each clinical site and attendance is mandatory.

RAD 210 RADIOGRAPHIC PROCEDURES III

Credits: 4

Term: (F)

Prerequisite: RAD 111

This unit of instruction will provide the student with positioning and procedures involving the cerebral cranium, visceral cranium, urinary system, digestive system, biliary tract, and mammography. Methods of instruction include lecture, audio/visual media, and positioning demonstrations in a radiographic room.

RAD 215 RADIOGRAPHIC PROCEDURES IV

Credits: 2

Term: (S)

Prerequisite: RAD 210

This course introduces the student to angiographic imaging and includes instruction on angiographic procedures and the equipment necessary to perform angiography. It will include common pathologic conditions that require angiographic studies and the radiographic appearance of these pathologic conditions. Several therapeutic procedures performed through angiographic methods are also included.

RAD 220 RADIOGRAPHIC PRINCIPLES III

Credits: 2

Term: (F)

Prerequisite: RAD 117

This course will include instruction covering computer applications in radiology including computer terminology applicable to radiology systems, and an introduction to quality assurance testing that is performed within the radiology department to insure quality imaging can be provided. Instruction methods will include lecture and audio/visual media.

RAD 240 RADIOGRAPHIC INTERNSHIP

Credits: 8 (320 Clinical Hours)

Term: (SU)

Prerequisite: RAD 141

This course is to provide the student with the opportunity to practice in an internship setting. The internship will be for ten weeks at 40 hours per week. The student will be required to continue to demonstrate competency in new radiographic procedures to meet the clinical competency requirements of the ARRT and the COT program. Attendance is mandatory and will be monitored with the use of a time clock and time cards. Radiation monitoring devices must be worn at all times while in clinical education and possession of the device may be checked on site by the staff. During the session, the student will experience clinical rotations in areas of specialized imaging including CT, MRI, ultrasoundography, nuclear medicine, and angiography. A rotation in radiation therapy is also included.

RAD 241 CLINICAL EDUCATION III

Credits: 8 (360 Clinical Hours)

Term: (F)

Prerequisite: RAD 240

This course is a continuation of RAD 240 and provides the student with the opportunity to improve clinical skills learned during their first year and to demonstrate clinical competency in more advanced radiographic procedures. In addition to previous clinical assignments, the

student will be scheduled for clinical observations in areas of specialized imaging including CT, MRI, and ultrasonography. The student will be required to continue to demonstrate competency in new radiographic procedures to meet the clinical competency requirements of the ARRT and the COT program.

RAD 242 CLINICAL EDUCATION IV

Credits: 10 (480 Clinical Hours)

Term: (S)

Prerequisite: RAD 241

This is the final clinical rotation period for the student. During this time the student is expected to finish the clinical competency requirements of the ARRT and COT program.

RAD 270 REGISTRY REVIEW

Credits: 2

Term: (S)

This course will begin the review process to prepare the student for the certification examination provided by the American Registry of Radiologic Technologists (A.R.R.T.) which is taken after graduation from the clinical portion of the program. It will involve review testing to identify those areas of the didactic curriculum in which the students have their greatest weaknesses followed by classroom discussion. This allows the review to be more focused to the needs of the students. Computerized testing is also utilized to prepare the student for the testing format utilized by the A.R.R.T.





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Course Descriptions - Respiratory Care (RC)

RC 140 RESPIRATORY CARE CLINIC I

Credits: 3

Term: (S)

Prerequisite: Completion of 1st semester of RT program

Students will gain knowledge through supervised experiences in hospital patient care, techniques, and equipment. Emphasis is on patient contact, medical gases, hyperinflation, equipment, percussion, humidity and aerosol therapy, airway management, and secretion management.

Safety and environmental awareness will be covered in all clinical courses.

RC 141 RESPIRATORY CARE CLINIC II

Credits: 4

Term: (SU)

Prerequisite: Completion of 2nd semester of RT program

Students will have supervised experiences in hospital patient care, techniques, and equipment. The previous clinical techniques will be expanded with emphasis on IPPB, artificial airway suctioning, chest physiotherapy, medication nebulization, EKGs, chest assessment, and continuous mechanical ventilation.

RC 150 RESPIRATORY CARE

Credits: 3

Term: (F)

Prerequisite: Acceptance into RT program

Respiratory Care introduces new respiratory therapist students to the field of respiratory care. Course content includes respiratory care organizations, physical principles in respiratory care, medical terminology, respiratory drugs, medical ethics, and patient communications.

RC 155 RESPIRATORY PHYSIOLOGY

Credits: 3

Term: (F)

Prerequisite: Acceptance into RT program

Respiratory Physiology covers anatomy and physiology of the cardio-pulmonary systems. Topics studied are blood, the heart, vessels, respiratory structure, the physics of gas pressure, ventilation, regulation of ventilation, O₂ and CO₂ transport, ventilation and perfusion balance, acid-base balance, and interpretation of arterial blood gases.

RC 170 RESPIRATORY CARE TECHNIQUES & PROCEDURES I

Credits: 5

Term: (F)

Prerequisite: Acceptance into RT program

Knowledge and skills taught will provide students with the theories, principles, and laboratory experience in the areas of medical gas therapy and aerosol and humidification therapy in the use of hyperinflation devices and chest physical therapy. An introduction to infection control, body mechanics, gas analyzers, artificial airways, manual resuscitators, secretion removal, and safety and environmental awareness will be studied.

RC 171 RESPIRATORY CARE TECHNIQUES & PROCEDURES II

Credits: 5

Term: (S)

Prerequisite: Completion of the 1st semester of the RT program

Knowledge and skills taught will provide students with the theories, principles, and laboratory experience in the areas of mechanical ventilation. Ventilators including but not limited to: Nellcor Puritan Bennett 7200ae and 840, Siemens Servo 900C and 300a, Sensormedics 3100A High Freq. Oscillator, Repironics BiPaP Vision, and the Infrasonics Infant Star 500. Other areas such as arterial blood gas techniques, transcutaneous gas monitoring, hyperbaric oxygen therapy, mixed gas therapy, mechanical ventilator waveforms, troubleshooting, weaning and high frequency ventilation will also be investigated.

RC 180 VENTILATOR MANAGEMENT

Credits: 2

Term: (S)

Prerequisite: Completion of the 1st semester of the RT program

This course covers ventilator management of the adult patient in the intensive care setting. Content includes ventilation techniques and procedures, oxygenation and ventilation, monitoring and troubleshooting.

RC 240 RESPIRATORY CARE CLINIC III

Credits: 4

Term: (F)

Prerequisite: Completion of the 3rd semester of the RT program

Students will be supervised in in-hospital practice of advanced therapeutic and diagnostic respiratory care procedures including pulmonary function testing, arterial blood gases, intubation, continuing education, pulmonary rehabilitation, newborn and adult intensive care, and supervisory management. This course with RC 241 extend through two semesters.

RC 241 RESPIRATORY CARE CLINIC IV

Credits: 5

Term: (S)

Prerequisite: Completion of the 4th semester of the RT program

Students will be supervised in in-hospital practice of advanced therapeutic and diagnostic respiratory care procedures including pulmonary function testing, arterial blood gases, intubation, continuing education, pulmonary rehabilitation, newborn and adult intensive care, and supervisory management. This course with RC 240 extend through two semesters.

RC 245 RESPIRATORY CARE CLINICAL SEMINAR I

Credits: 1

Term: (F)

Prerequisite: Completion of the 3rd semester of the RT program

Co-requisite: RC 240

The purpose for this course is to provide students with an opportunity to share significant clinical experiences, to present clinical problems, to practice communication skills, and the presentation of student in-services. The student will learn to take the National Boards clinical simulation exams. Complete job seeking skills will be taught.

RC 246 RESPIRATORY CARE CLINICAL SEMINAR II

Credits: 1

Term: (S)

Prerequisite: Completion of the 4th semester of the RT program

Co-requisite: RC 241

The purpose for this course is to provide students with an opportunity to share significant clinical experiences, to present clinical problems, to practice communication skills, and the presentation of student in-services. The student will learn to take the National Boards clinical simulation exams. Complete job seeking skills will be taught.

RC 250 HEMODYNAMIC MONITORING

Credits: 4

Term: (F)

Prerequisite: Completion of the 3rd semester of the RT program

Hemodynamic Monitoring covers the management of the circulatory system in the intensive care setting. Content includes dysrhythmia recognition, monitoring, and management of circulatory system.

RC 255 PULMONARY ASSESSMENT

Credits: 3

Term: (S)

Prerequisite: Completion of the 1st semester of the RT program

This course is a study of the diagnostic techniques and procedures including interview and history taking, chest assessment, chest radiology, laboratory findings, and arterial blood gases and an introduction to pulmonary function testing. Information will be used to investigate pulmonary diseases.

RC 260 NEONATAL RESPIRATORY CARE

Credits: 3

Term: (SU)

Prerequisite: Completion of the 2nd semester of the RT program

Neonatal Respiratory Care is an infant intensive care course. The student will study fetal to neonatal transition, assessment of the newborn, cardiopulmonary disorders of the newborn and respiratory therapeutic procedures for the newborn.

RC 265 RESPIRATORY CARE IN ALTERNATIVE SITES

Credits: 1

Term: (S)

Prerequisite: Completion of the 4th semester of the RT program

Rehabilitation for the chronic lung disease patient is stressed in this course. Areas discussed include selection of candidates, assessing pulmonary dysfunctions, rehabilitation techniques, biofeedback, home oxygen therapy, psychological factors, patient education, starting a pulmonary rehabilitation program, home care, and patient nutrition.

RC 273 PULMONARY FUNCTION TESTING

Credits: 1

Term: (S)

Prerequisite: Completion of the 4th semester of the RT program

Pulmonary Function Testing is a study of pulmonary diagnostic testing. Course content includes pulmonary function normal values, lung volume tests, ventilation and ventilatory control tests, spirometry, gas distribution tests, diffusion tests, pulmonary function equipment, and quality assurance in the pulmonary function lab.

RC 275 PULMONARY DISEASES

Credits: 2

Term: (F)

Prerequisite: Completion of the 1st semester of the RT program

Pulmonary Diseases surveys etiology, epidemiology, diagnosis, pathology, treatment, and prognosis of diseases of the lungs and diseases which affect the lungs. Diseases studied include pneumonia, tuberculosis, neuromuscular diseases, asthma, RDS, COPD, sleep apnea, pulmonary embolus, cystic fibrosis, and lung cancer.

RC 280 SUPERVISORY MANAGEMENT

Credits: 2

Term: (S)

Prerequisite: Completion of the 4th semester of the RT program

This is a basic management course with an emphasis on the supervisory level in healthcare delivery system. The course focuses on the essential management functions of planning, organizing, staffing, influencing, and controlling. It also includes decision making, communications and legal.



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Course Descriptions - Sign Language (SIGN)

SIGN 101 Intro to American Sign Lang

Credits: 3

Terms: (F)

In this course, the student will have an opportunity to develop a basic syntactic knowledge of American Sign Language (ASL), basic vocabulary and basic conversational skills. Vital aspects of deaf culture and community will be incorporated. The direct experience method, using ASL, will be used to enhance the learning process.

SIGN 201 Intermediate Am Sign Lang

Credits: 3

Prerequisite: SIGN 101

Intermediate Am Sign Lang continues the skill development started in SIGN 101. This course will cover instructions in the grammatical features of ASL, vocabulary development, conversational skills, and exposure to the culture of the deaf community.

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ASSOCIATE OF SCIENCE DEGREE TRANSFER TO PARK UNIVERSITY IN MANAGEMENT/LOGISTICS

The Associate of Science degree is designed for students interested in a Bachelor of Science in Management/Logistics degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
COMM 130	Public Speaking	3

MATHEMATICS--3 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS--6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 114	Art Fundamentals	3
ART 140	Drawing I	3
DE 161	Introduction to Design	3
ENGL 217	Creative Writing	3
LIT 110	Intro to Literature	3
LIT 231*	Ancient to Ren World Lit	3
LIT 232*	Modern World Lit	3
LIT 291	Special Topics – Literature	3
HUM 242	Gender & Equality	3
MUS 102	Fundamentals of Music	3
MUS 210	Music Appreciation	3
MUS 212	American Music	3
MUS 214	World Music	3
PHIL 101	Introduction to Philosophy	3
PHIL 232	Basic Ethics	3

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 103	Introduction to Biology/Lab	4
BIO 107	Fund of Human Biology/Lab	4
BIO 151*	Molecular & Cell Biology/Lab	4
BIO 152*	Organismal Biology/Lab	4
BIO 205	Personal Nutrition	3
CHMY 121/122*	Into to General Chemistry/Lab	4
CHMY 141/142*	College Chemistry I/Lab	4
CHMY 143/144*	College Chemistry II/Lab	4
GEO 101/102	Intro to Physical Geology/Lab	4
PHYS 110	Survey of Natural Sciences	3
PHYS 130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY --6 CREDITS

Course No.	Title	Credits
ECNS 201	Principles of Microeconomics	3
ECNS 202	Principles of Macroeconomics	3

CULTURAL DIVERSITY--3 CREDITS

Course No.	Title	Credits
ANT 101	Intro to Anthropology	3
BUS 249	Global Marketing	3
LIT 215N	Literature of the West	3
HUM 244	American Cultural Values	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3
SIGN 101	Intro to American Sign Lang	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN MATH AND SCIENCE – 10 CREDITS

Course No.	Title	Credits
STAT 216*	Introduction to Statistics	4
AND		
Two courses from BIO, CHMY, GEO, M, or PHYS		6

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of electives. (BIO) Biology, (CHMY) Chemistry, (GEO) Geology, (M) Math** (except 090, 095, 096, 108, or 111), (PHYS) Physical Science

IV. ARTICULATION COURSEWORK – 16 CREDITS

Course No.	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102*	Accounting Procedures II	3
ACTG 201*	Principles of Fin Accounting	3
ACTG 202*	Principles of Mang Accounting	3
Humanities elective in ART, ENGL, LIT, MUS, ML, PHIL, SIGN		
Electives		1

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN
MANAGEMENT/LOGISTICS FROM PARK UNIVERSITY**

I. General Education

EN106 First Year Writing Seminar II	3
Writing Competency Test	P
EN306A/B Professional Writing in Discipline	3
Electives	3

II. Core Courses

AC315 Cost Accounting	3
EC315 Quantitative Research Methods	3
FI360 Financial Management	3
HR353 Human Resource Management	3
LG201 Systems Engineering/Analysis	3
LG302 Logistics Engineering	3
LG312 Transportation/Distribution Systems	3
LG324 Contract Management/Law	3
LG415 Quality Control	3
LG424 Purchasing/Vendor Management	3
LG426 Logistics Management	3
MG260 Business Law I	3
MG352 Principles of Management	3
MG365 Organizational Behavior	3
MG375 Production/Operations Management	3
MG495 Business Policy	3
MKT351 Principles of Marketing	3
Total	60

120 Total Credits

ASSOCIATE OF ARTS DEGREE TRANSFER TO PARK UNIVERSITY IN MANAGEMENT/LOGISTICS

The Associate of Arts is designed for students interested in a baccalaureate degree in Management/Logistics at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
AND		
COMM 130	Public Speaking	3

MATHEMATICS--3 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS--6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 114	Art Fundamentals	3
ART 140	Drawing I	3
DE 161	Introduction to Design	3
ENGL 217	Creative Writing	3
LIT 110	Intro to Literature	3
LIT 231*	Ancient to Ren World Lit	3
LIT 232*	Modern World Lit	3
LIT 291	Special Topics – Literature	3
HUM 242	Gender & Equality	3
MUS 102	Fundamentals of Music	3
MUS 210	Music Appreciation	3
MUS 212	American Music	3
MUS 214	World Music	3
PHIL 101	Introduction to Philosophy	3
PHIL 232	Basic Ethics	3

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 103	Introduction to Biology/Lab	4
BIO 107	Fund of Human Biology/Lab	4
BIO 151*	Molecular & Cell Biology/Lab	4
BIO 152*	Organismal Biology/Lab	4
BIO 205	Personal Nutrition	3
CHMY 121/122*	Into to General Chemistry/Lab	4
CHMY 141/142*	College Chemistry I/Lab	4
CHMY 143/144*	College Chemistry II/Lab	4
GEO 101/102	Intro to Physical Geology/Lab	4
PHYS 110	Survey of Natural Sciences	3
PHYS 130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY --6 CREDITS

Course No.	Title	Credits
ECNS 201	Principles of Microeconomics	3
PSYX 230	Developmental Psychology	3

CULTURAL DIVERSITY--3 CREDITS

Course No.	Title	Credits
ANT 101	Intro to Anthropology	3
BUS 249	Global Marketing	3
LIT 215N	Literature of the West	3
HUM 244	American Cultural Values	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3
SIGN 101	Intro to American Sign Lang	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL

SCIENCES – 9 CREDITS

Course No.	Title	Credits
WRIT 201*	College Writing II	3
ECNS 202	Principles of Macroeconomics	3
AND		

One course from ART, COMM, HUM, MUS, ML, or PHIL 3

IV. ARTICULATION COURSEWORK – 17 CREDITS

Course No.	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102*	Accounting Procedures II	3
ACTG 201*	Principles of Fin Accounting	3
ACTG 202*	Principles of Mang Accounting	3
STAT 216**	Introduction to Statistics	4
Elective		1

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN MANAGEMENT FROM PARK UNIVERSITY

I. General Education

Writing Competency Test	P
EN306A/B Professional Writing- Discipline	3
Electives	6

II. Core Courses

AC315 Cost Accounting	3
EC315 Quantitative Research Methods	3
FI360 Financial Management	3
HR353 Human Resource Management	3
LG201 Systems Engineering/Analysis	3
LG302 Logistics Engineering	3
LG312 Transportation/Distribution Systems	3
LG324 Contract Management/Law	3
LG415 Quality Control	3
LG424 Purchasing/Vendor Management	3
LG426 Logistics Management	3
MG260 Business Law I	3
MG352 Principles of Management	3
MG365 Organizational Behavior	3
MG375 Production/Operations Management	3
MG495 Business Policy	3
MKT351 Principles of Marketing	3
Total	60

120 Total Credits

ASSOCIATE OF SCIENCE DEGREE TRANSFER TO PARK UNIVERSITY IN MANAGEMENT/MARKETING

The Associate of Science degree is designed for students interested in a Bachelor of Science in Management/Marketing degree at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course	No.	Title	Credits
WRIT	101**	College Writing I	3
AND			
COMM	130	Public Speaking	3

MATHEMATICS--3 CREDITS

Course	No.	Title	Credits
M	121**	College Algebra	3

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits
ART	101	Intro to Visual Arts	3
ART	114	Art Fundamentals	3
ART	140	Drawing I	3
DE	161	Introduction to Design	3
ENGL	217	Creative Writing	3
LIT	110	Intro to Literature	3
LIT	231*	Ancient to Ren World Lit	3
LIT	232*	Modern World Lit	3
LIT	291	Special Topics – Literature	3
HUM	242	Gender & Equality	3
MUS	102	Fundamentals of Music	3
MUS	210	Music Appreciation	3
MUS	212	American Music	3
MUS	214	World Music	3
PHIL	101	Introduction to Philosophy	3
PHIL	232	Basic Ethics	3

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course	No.	Title	Credits
BIO	103	Introduction to Biology/Lab	4
BIO	107	Fund of Human Biology/Lab	4
BIO	151*	Molecular & Cell Biology/Lab	4
BIO	152*	Organismal Biology/Lab	4
BIO	205	Personal Nutrition	3
CHMY	121/122*	Into to General Chemistry/Lab	4
CHMY	141/142*	College Chemistry I/Lab	4
CHMY	143/144*	College Chemistry II/Lab	4
GEO	101/102	Intro to Physical Geology/Lab	4
PHYS	110	Survey of Natural Sciences	3
PHYS	130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY --6 CREDITS

Course	No.	Title	Credits
ECNS	201	Principles of Microeconomics	3
ECNS	202	Principles of Macroeconomics	3

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits
ANT	101	Intro to Anthropology	3
BUS	249	Global Marketing	3
LIT	215N	Literature of the West	3
HUM	244	American Cultural Values	3
NAS	201N	Montana's American Indians	3
NAS	215N	Native American Religious Trad	3
SIGN	101	Intro to American Sign Lang	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course	No.	Title	Credits
CAPP	120	Introduction to Computers	3

III. CONCENTRATION IN MATH AND SCIENCE – 10

CREDITS

Course	No.	Title	Credits
STAT	216*	Introduction to Statistics	4

AND

Two courses from BIO, CHMY, GEO, M, or PHYS 6

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of electives. (BIO) Biology, (CHMY) Chemistry, (GEO) Geology, (M) Math** (except 090, 095, 096, 108, or 111), (PHYS) Physical Science

IV. ARTICULATION COURSEWORK – 16 CREDITS

Course	No.	Title	Credits
ACTG	101	Accounting Procedures I	3
ACTG	102*	Accounting Procedures II	3
ACTG	201*	Principles of Fin Accounting	3
ACTG	202*	Principles of Mang Accounting	3
BUS	106	Introduction to Business	3
Elective			1

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN MANAGEMENT
FROM PARK UNIVERSITY**

I. General Education

EN106 First Year Writing Seminar II	3
Writing Competency Test	P
EN306 Professional Writing in Discipline	3
Upper Division electives	6
Liberal Learning	3
Electives	6

II. Core Requirements

EC315 Quantitative Research Methods	3
FI360 Financial Management	3
MG260 Business Law I	3
MG261 Business Law II	3
MG352 Principles of Management	3
MG365 Organizational Behavior	3
MG495 Business Policy	3
MK 351 Principles of Marketing	3
MK385 Consumer Behavior	3
MK395 International Marketing	3
MK401 Sales Management	3
MK411 Marketing Management	3
MK455 Promotional Policies and Strategies	3
MK491 Seminar in Marketing	3
Total	60

120 Total Credits

ASSOCIATE OF ARTS DEGREE TRANSFER TO PARK UNIVERSITY IN MANAGEMENT/MARKETING

The Associate of Arts is designed for students interested in a baccalaureate degree in Management/Marketing at Park University.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
AND		
COMM 130	Public Speaking	3

MATHEMATICS--3 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3

HUMANITIES/FINE ARTS--6 CREDITS

Course No.	Title	Credits
ART 101	Intro to Visual Arts	3
ART 114	Art Fundamentals	3
ART 140	Drawing I	3
DE 161	Introduction to Design	3
ENGL 217	Creative Writing	3
LIT 110	Intro to Literature	3
LIT 231*	Ancient to Ren World Lit	3
LIT 232*	Modern World Lit	3
LIT 291	Special Topics – Literature	3
HUM 242	Gender & Equality	3
MUS 102	Fundamentals of Music	3
MUS 210	Music Appreciation	3
MUS 212	American Music	3
MUS 214	World Music	3
PHIL 101	Introduction to Philosophy	3
PHIL 232	Basic Ethics	3

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIO 103	Introduction to Biology/Lab	4
BIO 107	Fund of Human Biology/Lab	4
BIO 151*	Molecular & Cell Biology/Lab	4
BIO 152*	Organismal Biology/Lab	4
BIO 205	Personal Nutrition	3
CHMY 121/122*	Into to General Chemistry/Lab	4
CHMY 141/142*	College Chemistry I/Lab	4
CHMY 143/144*	College Chemistry II/Lab	4
GEO 101/102	Intro to Physical Geology/Lab	4
PHYS 110	Survey of Natural Sciences	3
PHYS 130	Fund Physical Science w/Lab	4

SOCIAL SCIENCES/ HISTORY --6 CREDITS

Course No.	Title	Credits
ECNS 201	Principles of Microeconomics	3
PSYX 230	Developmental Psychology	3

CULTURAL DIVERSITY--3 CREDITS

Course No.	Title	Credits
ANT 101	Intro to Anthropology	3
BUS 249	Global Marketing	3
LIT 215N	Literature of the West	3
HUM 244	American Cultural Values	3
NAS 201N	Montana's American Indians	3
NAS 215N	Native American Religious Trad	3
SIGN 101	Intro to American Sign Lang	3

CULTURAL HERITAGE OF AMERICAN INDIANS--3

CREDITS

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN ARTS, HUMANITIES, AND

SOCIAL SCIENCES – 9 CREDITS

Course No.	Title	Credits
WRIT 201*	College Writing II	3
ECNS 202	Principles of Macroeconomics	3

AND

One course from ART, COMM, HUM, MUS, ML, or PHIL 3

IV. ARTICULATION COURSEWORK – 17 CREDITS

Course No.	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102*	Accounting Procedures II	3
ACTG 201*	Financial Accounting	3
ACTG 202*	Managerial Accounting	3
BUS 106	Introduction to Business	3
Elective		2

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives.

Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS – 60

~Many students need preliminary math and Writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and Writing placement before planning out their full program schedule.

*Indicates prerequisite(s) needed

**Placement in course(s) is determined by admissions assessment

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN MANAGEMENT
FROM PARK UNIVERSITY**

I. General Education

Writing Competency Test	P
EN306 Professional Writing in Discipline	3
Upper Division Electives	3
Liberal Learning	3
Electives	6

II. Core Requirements

EC315 Quantitative Research Methods	3
FI360 Financial Management	3
MA120 Basic Concepts of Statistics	3
MG260 Business Law I	3
MG261 Business Law II	3
MG352 Principles of Management	3
MG365 Organizational Behavior	3
MG495 Business Policy	3
MK351 Principles of Marketing	3
MK385 Consumer Behavior	3
MK395 International Marketing	3
MK401 Sales Management	3
MK411 Marketing Management	3
MK455 Promotional Policies and Strategies	3
MK491 Seminar in Marketing	3
Total	60

120 Total Credits



[>MSU-GF](#) [>Catalog](#)

Course Descriptions - Sociology (SOCl)

SOCI 101 INTRODUCTION TO SOCIOLOGY

Credits: 3

Terms: (F,S,SU)

This course offers exposure to fundamentals, perspectives, and terminology of sociology. It includes the study of society and human interaction as it is shaped by social structure and culture. Students also survey the interdependence of social institutions including family, religions, economics, politics, education and occupation, as well as population changes, social differentiation, inequality, deviance, conformity, modernization, social order, and social changes.

SOCI 121 INTRODUCTION TO CRIMINAL JUSTICE

Credits: 3

Term: (F based on sufficient demand)

This course offers exposure to the fundamental perspectives and terminology of the criminal justice system in the United States. It includes the study of the interaction of the individual with the criminal justice system. Students will also examine the causes of criminal behavior and the history, influences, and related fields of knowledge that are connected to the criminal justice system. Topics will include responsibilities of agencies, roles of personnel, and the inter-relationships of criminal justice to political agencies and other factors that influence the criminal justice system.



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Course Descriptions - Statistics (STAT)

STAT 216 INTRODUCTION TO STATISTICS

Credits: 4

Terms: (F,S)

Prerequisite: M 095 or M 116 with a grade of "C-" or higher, or qualifying placement assessment score within the past 3 years

This course presents concepts, principles, and methods of statistics from two perspectives: descriptive and inferential. Statistical topics include organizing data, sampling, and measures of central tendency, probability, correlation, random variables, hypothesis testing, confidence intervals, and inference.

STAT 217 INTERMEDIATE STATISTICAL CONCEPTS

Credits: 3

Term: (S)

Prerequisite: STAT 216

This course studies binomial distributions, simple and multiple linear regression, confidence intervals, F tests, and one-way analysis of variance. Statistical analyses are performed using computer software packages.

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Course Descriptions - Surgical Technology (SURG)

SURG 101 INTRODUCTION TO SAFE PATIENT CARE

Credits: 3

Term: (S)

Prerequisite: Acceptance into Surg Tech Program

Co-requisites: SURG 109; SURG 154

This course introduces the career field by discussing the history and development of surgical technology, surgical patients, standards of conduct, hospital administration and organization, communication and teamwork, the operating room environment, safety standards, and biomedical science as it relates to surgical technology. The course provides an orientation to the scrub and circulatory roles of the surgical technologist in the preoperative, intraoperative and postoperative periods. Entry level skills and theories are emphasized.

SURG 109 SURGICAL PROCEDURES LAB I

Credits: 3

Term: (S)

Co-requisite: SURG 101, SURG 154

Prerequisite: Acceptance into Surgical Technology Program

This course is designed to go hand-in-hand with the SUR 101 course. This course will present entry level responsibilities and competencies of the surgical technologist and related nursing procedures in both the scrub and circulator roles. This course will include lecture, as well as hands-on, problem solving sessions and clinical observations.

SURG 110 SURGICAL PROCEDURES LAB II

Credits: 3

Term: (F)

Prerequisites: SURG 101, SURG 109, and SURG 154

Co-requisite: SURG 192, SURG 200, SURG 201

This course is designed to go hand-in-hand with the SURG 200 course. This course will present entry level responsibilities and competencies of the surgical technologist and related nursing procedures in both the scrub and circulator roles. This course will include lecture, as well as hands-on, problem solving sessions and clinical observation experiences.

SURG 154 SURGICAL PHARMACOLOGY

Credits: 3

Term: (S)

Prerequisite: Formal acceptance into Surg Tech Program

Co-requisites: SURG 101, SURG 109

This course will provide the student with general pharmacological information of medications commonly used in a surgical setting, what laws pertain to them, how medications are measured, the use, dosages, routes, actions, adverse reactions, how they are labeled, and

other considerations of administration. This course is an on-line internet course. This course is to be taken concurrently with Surgical Procedures Lab I where the hands-on skills will be presented.

SURG 192 CLINICAL EXPERIENCE I

Credits: 4 (168 Contact Hours)

Term: (F)

Prerequisites: SURG 101, SURG 109, and SURG 154

This course will provide a supervised clinical experience in surgical settings providing scrub, assisting, and circulating experience on surgical procedures level I and level II. Each student will be assigned a specific surgical facility, and then assigned a specific preceptor who will become their daily on-site clinical mentor. In addition to the clinical experience, student will have a weekly debriefing facilitated by the instructor in order to share clinical experiences and learn from each other.

SURG 193 CLINICAL EXPERIENCE II

Credits: 5 (216 Contact Hours)

Term: (S)

Prerequisites: SURG 110, SURG 192, SURG 200, and SURG 201

Corequisites: SURG 194, SURG 205

This course will provide a supervised clinical experience in surgical settings providing scrub, assisting, and circulating experience on surgical procedures level I and level II as in Clinical I. However, a greater degree of proficiency and independence will be expected from the student. Each student will be assigned a specific surgical facility, and then assigned a specific preceptor who will become their daily on-site clinical mentor.

SURG 194 INTERNSHIP

Credits: 5 (240 Contact Hours)

Term: (S)

Prerequisites: SURG 110, SURG 192, SURG 200, SURG 201

Corequisites: SURG 193, SURG 205

This course will provide a minimally supervised clinical experience in surgical settings providing scrub, assisting and circulating experience on surgical procedures level I - III. However, a greater degree of proficiency and independence will be expected from the student. The internship develops the student's competencies as a first scrub on surgical procedures, and acquaints them with the professional expectations of surgical technologists as a capstone experience preparing them for initial employment. The course provides the student with the actual experience in surgical procedures, team work, flexibility, organization and efficiency. In addition, the student will learn how to prepare all supplies and equipment used in the operating room in preparation for surgical procedures.

SURG 200 OPERATING ROOM TECHNIQUES

Credits: 5

Term: (F)

Prerequisites: SURG 101, SURG 109, SURG 154

Corequisite: SURG 192, SURG 201

This course builds on the introductory foundational surgical technology knowledge and presents more complex knowledge and associated competencies of the surgical technologist. The course provides a continuation of the responsibilities of the surgical technologist in the scrub and circulatory roles in the preoperative, intraoperative, and postoperative periods. This course provides the knowledge base that correlates with Surgical Procedures Lab II.

SURG 201 SURGICAL PROCEDURES I

Credits: 4

Term: (F)

Prerequisites: SURG 101, SURG 109, SURG 154

Corequisites: SURG 110, SURG 192, SURG 200

This course familiarizes students with the surgical technologist's role during surgical procedures in the preoperative, intraoperative, and postoperative phases of diagnostic, general obstetrical/ gynecological, genitourinary, orthopedic and plastic procedures. This course will be an intergration of face-to-face lecture and on-line presentations.

SURG 205 SURGICAL PROCEDURES II

Credits: 5

Term: (S)

Prerequisites: SURG 110, SURG 192, SURG 200, SURG 201

Corequisites: SURG 193, SURG 194

This course familiarizes students with the surgical technologist's role during surgical procedures in the preoperative, intraoperative, and postoperative phases of Otorhinolaryngologic, Oral/Maxillofacial, Ophthalmic, Cardiothoracic, Peripheral Vascular, and Neurosurgical procedures. This course will be an integration of face-to-face lecture and online-presentations.



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>MSU-GF >Catalog

Course Descriptions - Welding Technology (WELD)

WELD 101 WELDING THEORY I

Credits: 2

Term: (F)

This course covers welding safety, oxy-fuel and shielded metal arc welding (SMAW), definitions covering joining common metals, joint and weld classifications, welding positions, power source selection, plus manual and semiautomatic cutting principles, and terminology.

WELD 102 WELDING PRACTICAL I

Credits: 3

Term: (F)

Corequisite: WELD 101

Oxy-fuel practical work will involve fusion welding, brazing, and cutting. Shielded metal arc welding (SMAW) practical work will involve flat and horizontal welding skills using a variety of electrodes.

WELD 103 WELDING THEORY II

Credits: 1

Term: (S)

Corequisite: WELD 105

Prerequisites: WELD 101, WELD 102, WELD 104

This course will concentrate on the processes which use inert and/or inert and active gas mixtures for shielding during welding. Gas metal arc welding (GMAW) or MIG, gas tungsten arc welding (GTAW) or TIG, and plasma welding and cutting (PAW/PAC) operations will be thoroughly covered. Process selection and use for welding ferrous and nonferrous metals will be covered.

WELD 104 WELDING PRACTICAL II

Credits: 3

Term: (F)

Corequisite: WELD 101, WELD 102

Practical work involves the application of GMAW and GTAW as it is used in industry today. Use of the various modes of metal transfer, joint styles, welding positions, welding of carbon and stainless steels, and aluminum alloys on various joint styles and in various welding positions, and manipulation techniques will be emphasized.

WELD 105 WELDING PRACTICAL III

Credits: 3

Term: (S)

Corequisite: WELD 103

Prerequisites: WELD 101, WELD 102, WELD 104

This course continues skill development from WELD 104. Practical work involves the application of GMAW and GTAW as it is used in industry today. Use of the various modes of metal transfer, joint styles, welding positions, welding of carbon and stainless steels, and aluminum alloys on various joint styles and in various welding positions, and manipulation techniques will be emphasized.

WELD 109 BLUEPRINT READING & WELDING SYMBOLS

Credits: 2

Term: (F)

This course will introduce blueprints and emphasize reading and interpreting welding symbols. Topics covered include basic blueprint reading for welders; basic lines, basic views, title block information, dimensions, structural shapes, auxiliary views, section views, detail prints, welding symbols and other various blueprint information.

WELD 110 APPLIED METALLURGY

Credits: 2

Term: (F)

This course covers basic metallurgical principles and their relationship to the following processes: welding, machining, forming, heat treating, and finishing of ferrous and nonferrous metals. Includes applied metallurgy lab testing exercises.

WELD 117 FABRICATION BASICS

Credits: 3

Term: (S)

Prerequisites: WELD 101, WELD 102, WELD 104, WELD 110

Corequisites: WELD 103, WELD 105

The introduction to basic fabrication of structural steel in accordance with industry standards.

WELD 118 WELDING FABRICATION

Credits: 3

Term: (S)

Prerequisites: WELD 101, WELD 102, WELD 104, WELD 110

Corequisites: WELD 103, WELD 105

This course provides an introduction to basic fabrication of structural steel in accordance with industry standards.

WELD 119 INTRODUCTION TO STRUCTURAL WELDING

Credits: 3

Term: (S)

Prerequisites: WELD 101, WELD 102, WELD 104, WELD 110

Corequisites: WELD 103, WELD 105

This course covers Gas Metal Arc Welding (GMAW), Shielded Metal Arc Welding (SMAW), and Flux Core Arc Welding (FCAW) of structural steel and stresses certification code welding on plate and structural steel in all positions. Course instruction and related information will include gas metal and flux core arc welding equipment and welding variables, shielding gases, troubleshooting equipment and weld defects, welder certification and welding codes.

WELD 126 WELDING QUALIFICATION PREPARATION

Credits: 2

Term: (S)

Prerequisites: WELD 101, WELD 102, WELD 104, WELD 110

Corequisites: WELD 103, WELD 105

This is an advanced course in Gas Metal Arc Welding (GMAW), Shielded Metal Arc Welding (SMAW), and Flux Core Arc Welding (FCAW) procedures to prepare for industrial certification. This includes welding single vee groove weld-but joints with backing strips in the flat, horizontal, vertical, and overhead position following the American Welding Society (AWS) and the American Society of Mechanical Engineers (ASME) code specifications.

WELD 151 WELDING FOR CARPENTERS

Credits: 2

Term: (F)

Prerequisites: CNST 120, CNST 150, CARP 130, CARP 152

Corequisites: CARP 230, CARP 250

This course is specifically designed to teach students the basic welding methods that a carpenter might face (i.e. steel studs). Students will cover basic welding processes used in the trade applications.

WELD 152 WELDING SHEET METAL

Credits: 1

Term: (F)

Corequisites: TB 121, TB 122, TB 123

Covers the basic methods and techniques used when Metal Inert Gas (MIG) welding sheet metal. This class focuses on the thinner gauge metals used on today's automobiles.





>MSU-GF >Catalog

Course Descriptions - Writing (WRIT)

WRIT 080 BUILDING BASIC WRITING SKILLS

Credits: 4

Terms: (F,S)

Prerequisite: Qualifying placement assessment score

This class prepares those students making progress toward full admission to MSU for college-level reading and composition. The course introduces students to critical reading practices by focusing on textual analysis of non-fiction works and to writing for academic purposes by focusing on the development of the paragraph. The course also provides, in the context of the writing, a review and reinforcement of principles of English grammar and punctuation associated with successful college-level writing. The goal of this course is to develop confidence and ability to write clear and effective paragraphs and to read college-level texts.

WRIT 095 DEVELOPMENTAL WRITING

Credits: 4

Terms: (F,S, SU)

Prerequisite: Qualifying placement assessment score

This class prepares those students making progress toward full admission to MSU for college level reading and composition. The course introduces students to critical reading practices within thematic non-fiction, fosters student critical thinking based on textual analysis, and encourages questioning and exploration. Composing paragraphs and short essays provides a review and reinforcement of principles of English grammar and punctuation associated with successful college-level writing. Confidence and ability to write clear and effective sentences are assumed.

WRIT 101 COLLEGE WRITING I

Credits: 3

Terms: (F,S,SU)

Prerequisite: **WRIT 095** with a grade of "C-" or higher or qualifying placement assessment score

Composition I offers a clearly defined sequential approach to writing the short essay and the research paper. Emphasis is placed on pre-writing skills, organizational techniques, development of ideas, word choice, sentence structure, referential skills, and patterns of writing-exposition, narration, description, and argumentation. Competence in basic sentence structure and writing skills at the paragraph and short essay level is assumed.

WRIT 122 INTRO TO BUSINESS WRITING

Credits: 3

Terms: (F,S, alternate SU)

Prerequisite: **WRIT 095** with a grade of "C-" or higher, qualifying placement assessment score, or instructor approval

Students of this course develop the skills to generate clear, concise documents for the world of work. Emphasis is placed on format, tone, style, and organization of business letters, memos, and reports. Appropriate conventions for business style, punctuation, and handling of electronic communications are included. Course is taught by computer-assisted instruction.

WRIT 201 COLLEGE WRITING II

Credits: 3

Terms: (F,S, SU)

Prerequisite: WRIT 101

A continuation of the study of the modes of composition introduced in College Writing (WRIT 101), this course emphasizes argumentation and research writing. Students will complete a variety of major essays focusing on persuasive/analysis topics including a significant research paper, accompanied by a thorough reference page. Students will be introduced to library research methods, the avoidance of plagiarism and persuasive pitfalls, and formal documentation style.

WRIT 220 BUSINESS & PROFESSIONAL WRITING

Credits: 3

Terms: (F,S)

Prerequisite: **WRIT 095**

Students will develop work-related skills producing both business communications and technical documents. Business letters and memos address a variety of business contexts. Instructions, technical descriptions, proposals, feasibility studies, and management plans reflect working documents that emphasize structure, format, and tone for a variety of professional audiences. This high-level course is taught by computer-assisted instruction. Entrepreneurship students should register for both BUS 260 and WRIT 220 in their last semester. On-campus offering of WRIT 220 is recommended for Entrepreneurship students.

WRIT 104 WORKPLACE COMMUNICATIONS

Credits: 2 Term: (S)

This course reviews the basic elements of grammar and language arts skills in business writing. Emphasis is placed on writing business letters, memos, emails, and reports for a variety of business applications as well as giving oral presentations. Letters of application and resumes are also covered.





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Faculty & Administrative Staff

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

Sandra I. Allen, CST	Surgical Technology	A.S., Miami Dade Community College
Cheryll Alt	Practical Nursing Program Director	M.S.N., Nebraska Methodist College B.S.N., California State University, San Diego

B

Leonard Bates	Respiratory Care	M.Ed., Montana State University – Northern B.A., State University of New York, Albany A.S., San Antonio College
Mary Ellen Baukol	Associate Dean for Administration/Finance	M.B.A., University of Montana B.S., Montana State University Billings
Marilyn Besich	Business Management/ Entrepreneurship	Ed.D., Montana State University M.A.S. & B.A., University of Montana
Ed Binkley	Controller	M.B.A., Illinois State University B.A., Millikin University
Richard Blevins	Medical Director, Respiratory Care	M.D., University of Colorado B.S., Montana State University
Mary Kay Bonilla	Executive Director, Human Resources	B.S., University of Montana
Jeff Brown	Computer Information Technology	Doctoral Candidate, Montana State University M.B.A., Pacific Lutheran University B.S., U.S. Military Academy, West Point

C

Jana Carter	English	M.A., Arizona State University B.A., Western Washington University A.A., Yakima Valley Community College
David Cohenour	Welding in Bozeman	B.S., Montana State University
Susan Cooper	Health Sciences	M.S., University of Arizona B.A., University of Missouri – St. Louis

E

Donna Eakman	Office Technology	M.S., University of Montana B.S., Montana State University
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F

Thomas Figarelle	Development Office	B.S., University of Montana
Hildee Fike	Mathematics	M.S., Montana State University B.S., Montana State University – Northern
Tamatha Filliater	Biology / Chemistry	M.S., University of Dayton B.S., University of South Carolina, Columbia
Teri M. Ford Dwyer	Business Management/ Entrepreneurship	M.B.A. & B.A., University of Montana
Dana Freshly	Academic Advisor	M.Ed. & M.S., Montana State University – Northern B.S., University of Great Falls

G

Kyle Gillespie	Welding	Certificate, Millstream Career & Technical Center
Bruce Gottwig	Computer Information Technology	M. Ed., Lesley University B.S., Montana State University Billings
Debra Gunter	Budget & Purchasing Officer	B.S., A.A., Montana Tech of the University of Montana

H

Leah Habel	Financial Aid Director	B.A., Carroll College
Jason Harding	Auto Body Repair & Refinishing	A.A.S., Wyoming Technical Institute
Ryan Haskins	Director of Workforce Programs and Aviation in Bozeman	B.S., University of Montana
Judy Hay	Assistant Dean of Student Services	M.Ed. & B.S., Montana State University
Colleen Hazen	English	M.A., Western Illinois University B.A., Washington State University
Janet Heiss-Arms	Director of Academic Success Initiatives in Bozeman	Ph.D. & M.S., University of Wisconsin – Madison B.A., University of Puget Sound
Joel Henderson	Emergency Medical Services	A.A.S., Montana State University – Great Falls COT
Jeffrey Hostetler	English	M.A., Montana State University

J

Andrea Johnson	Physical Therapist Assistant - Program Director	M.S., University of South Dakota B.S., Montana State University
Rebecca Johnson	Mathematics	M.S., Montana State University A.S. & B.S., Montana Tech / University of Montana
Courtney Johnsrud	Career Services/ Transfer Advisor	M.Ed., Montana State University – Northern M.A., John Jay College

B.A., Beloit College

K

J. Scott Karaffa	Director of Facilities Services	B.S., Montana State University
Jill Schaefer Keil	Mathematics	M.A.T., University of Montana B.S., University of Great Falls
Patti Kercher	Practical Nursing	M.S.N., Nebraska Methodist College B.S.N. & A.D.N., Montana State University – Northern
Lanni Klasner	Marketing & Recruitment Manager	B.S., Montana State University Billings

L

Bonnie Lederman, DDS	Dental Hygiene	D.D.S. & R.D.H., University of Maryland
Thomas Liston, RT	Radiologic Technology	Montana State Licensed RT

M

Charlene Marshall	Physical Therapist Assistant	B.S., University of Minnesota A.A.S., Northeast Wisconsin Technical College
Kirk Mattingly	Design Drafting Technology	M.A. & B.S., Montana State University – Northern
Cherie McKeever	Biology	D.V.M., University of Illinois B.S., University of Illinois College of Veterinary Medicine
Linda McNeill	Customized Training – Great Falls	B.S., Minot State College
Katherine Meier	Director of Disability and Learning Services	M.Ed. & B.A., University of Great Falls
Julie Myers	Interior Design in Great Falls	B.A., Montana State University

N

Deborah Newton	Medical Office Programs	Ph.D., New Mexico State University M.A. & B.S., New Mexico State University
Jon Nitschke	Accounting	M.Ed., Montana State University – Northern B.S., University of Montana

O

Thomas Oakberg	Mathematics	M.S. & B.S., Montana State University
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P

Pamela Parsons	Executive Director of College Relations & Advancement	M.S., Montana State University – Billings B.S., Montana State University
Heidi Pasek	Associate Dean of Instruction, Assessment and General Education	Ed. D., Montana State University M.P.C., University of Great Falls B.S., Utah State University
Tim Paul	Computer Information	B.A., University of Michigan

(Post-Retirement) Technology

Gregory Paulauskis	Radiologic Technology - Program Director Respiratory Care	Ph.D., Berne University M.Ed., Montana State University - Northern B.S., Loma Linda University A.A., Pacific Union College A.S., Butte College
Roger Peffer	Biology	M.S., Eastern Washington University B.S. & B.A., Evergreen State College A.A., Green River Community College
Carmen Perry	Dental Assisting	M.Ed., Montana State University B.S. & A.A., University of Great Falls
Mark Plante	Mathematics	M.S., Montana State University B.A., University of Minnesota A.A., Lakewood Community College
Jeri Pullum	Grant Writer	M.S., Nova Southeastern University B.A., University of Montana

R

Richard Rehberger	Mathematics	M.S., Montana State University B.S., Gonzaga University
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S

John Savage	Mathematics	M.S., Montana State University M.S., Polytechnic University M.B.A., University of Chicago B.S., Bucknell University
Joseph Schaffer	Interim Dean/CEO	M.S., Montana Tech of the University of Montana B.S., University of Montana A.A., Bemidji State University- Minnesota
Kim Schrenk	Interim Coordinator of Adjunct & Outreach Services	M.S., Walden University B.S., Montana State University
Ryan Schrenk	Director of Technology - Facilitated Learning	M.A., George Washington University B.S., Montana State University
Cynthia Schultz	Practical Nursing	B.S., Montana State University - Northern
David Simpson, D.O., FACOEP	Medical Director, Emergency Services	D.O., Kirksville College B.A., Idaho State University
Shelli Spannring	Mathematics	M.S. & B.A., Montana State University
Gail Staples	Dental Hygiene	B.A., Carroll College

V

Lawrence J. Vaccaro, Jr.	Communication	M.Ed., Montana State University - Northern M.A., University of Northern Colorado M.S., Air Force Institute of Technology B.A.A.S., Southwest Texas State University
Dennis Veleber	Sociology	M.S. & B.A., University of Montana

W

Dena Wagner-Fossen	Registrar	B.A., Wittenberg University B.S., University of Montana-Western
Lynn Ward	Health Information Technology	M.B.A., Stephens College B.S., Southern New Hampshire University
Kenneth Wardinsky	Chief Technical Officer	M.S.M., Colorado Technical University B.A.S., Montana State University – Northern A.A.S., Montana State University – Great Falls
Adam Wenz	Chemistry	M.S. & B.S., Montana Tech of the University of Montana
Robin Williams	Dental Assisting	M.S. & B.S., Montana State University
Linda Wing	Dental Hygiene	B.S., University of South Dakota A.A.S., University of South Dakota
Kim Woloszyn	Dental Hygiene - Program Director	B.A., Carroll College
Mandy Wright	English	M.Ed., Montana State University M.A., Montana State University B.A., Carroll College



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Support Personnel

- Lisa Albert - Human Resources
- David Bonilla - Computer Support
- Courtney Brooks - Bookstore
- Sandy Brown - Cafeteria
- Kirsten Bryson - Library
- Pamela Buckheit - Business, Tech & Trades Dept
- Marie Cherry - Accounting
- Delisa Clampitt - Learning Center
- Thomas Cole - Computer Support
- Dwight Cook - Maintenance
- Beth Cooper - Library
- Thomas Degel - Registrar's Office
- Gerald Eberl - Maintenance
- Cheril Edam - Student Accounts
- Kelli Engelhardt - Financial Aid
- Art England - Maintenance
- Monica Fullerton - Interpreter
- Lee Anne Gills - Arts & Sciences Dept
- Julie Freshly - Student Central
- Kathleen Haggart - Payroll
- Steven Halsted - Bookstore
- Melanie Houge - Admissions
- Jodi Howard - Health Sciences
- Tabby Jagger - COT in Bozeman
- Lorene Jaynes - Associate Deans Offices
- Rhonda Kueffler - Webmaster/Graphic Designer
- Jack Logozzo - Maintenance
- Loretta Marquis - Cafeteria
- Cheryl McGee - Maintenance
- Willie McGee - Computer Support
- Courtney Millette - Bozeman COT
- Natalie Nefzger - Recruiter
- Heather Palermo - Dean's Office
- Melanie Paul - Dental Clinic
- Kirsten Rantz - Accounting
- Dustin Ratliff - Bookstore
- Deborah Richerson - Outreach
- Ted Ries - Maintenance
- Julie Rummel - Financial Aid
- Cortney See - Student Central
- Eugene Stewart - Autobody/Maintenance
- EJ Suek - Computer Support
- James Sweat - Print Center
- Susan Thomas - Facility Coordinator
- Barbara Towne - Bookstore
- Benjamin Truman - Library
- Karen Vosen - Distance Learning
- Brian Wergin - Construction Trades
- Ronald Wynegar - Maintenance

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Credentials: Regional Accreditation

MSU–Great Falls College of Technology is regionally accredited by Northwest Commission on Colleges and Universities (NWCCU). NWCCU is an independent, not-profit membership organization recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA) as the regional authority on education, quality, and institutional effectiveness of higher education institutions in the seven-state Northwest region of Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington. It fulfills its mission by establishing accreditation criteria and evaluation procedures by which institutions are reviewed.

Northwest Commission on Colleges and Universities
 8060 165th Avenue N.E.
 Suite 100
 Redmond, WA 98052
 Tel (425) 558 4224

Program Accreditation

Practical Nurse Program

Approved by the Montana State Board of Nursing
 301 South Park, Room 430
 PO Box 200513 Helena, MT 59620-0513
 Tel (406) 841-2300 Receptionist

Physical Therapist Assistant

Commission on Accreditation in Physical Therapy Education (CAPTE)
 American Physical Therapy Association
 1111 North Fairfax Street
 Alexandria, VA 22314
accreditation@apta.org
 Tel (703) 684-2782 or (703) 706-3245

Dental Assisting

Accredited by the American Dental Association
 Council on Dental Education
 211 East Chicago Avenue
 Chicago, Illinois 60611
 Tel (312) 440-4653

Respiratory Care

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
 1361 Park Street
 Clearwater, FL 33756
 Tel (727) 210-2350

Dental Hygiene

Accredited by the American Dental Association
 Commission on Dental Accreditation
 211 East Chicago Avenue
 Chicago, Illinois 60611
 Tel (312) 440-4653

Committee on Accreditation for Respiratory Care (CoARC)
 1248 Harwood Road
 Bedford, TX 76021-4244
 Tel (817) 283-2835

Health Information Coding Specialist

This program is approved by:
 American Health Information Management Association (AHIMA)
 Assembly on Education
 233 N. Michigan Avenue, Suite 2150

Surgical Technology

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
 1361 Park Street
 Clearwater, FL 33756
 Tel (727) 210-2350

Chicago, IL 60601-5800
Tel (312) 233-1100

Health Information Technology
Commission on Accreditation for Health
Informatics & Information Management
Education (CAHIIM)
Accreditation Services
c/o AHIMA
233 N. Michigan Ave, Suite 2150
Chicago, IL 60601-5800

Accreditation Review Committee on
Education in Surgical Technology (ARC-ST)
6 West Dry Creek Circle
Suite 210 Littleton, CO 80120
Tel (800) 637-7433 or (303) 694-9130



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>MSU-GF >Catalog >Admissions

Admissions - Admission Requirements

■ Application [PDF] ■ Re-Admit [PDF] ■ Other Forms

Please note that any documents submitted to the College during the admissions process become the property of MSU-GF COT, and must remain as part of the student's admission and/or conduct file.

- 1. Complete and Submit Application for Admission:** Applications for admission may be obtained from Admissions & Records at the College or on the College's website at www.msugf.edu. Prospective students are encouraged to consult with the Recruiter for information about selection of a program and financial aid before submitting their applications. Call 406-771-4414 or 1-800-446-2698 (in Montana) to arrange for an appointment with the Recruiter. Per Montana Board of Regents of Higher Education Policy 940.2 Each campus of the Montana University System shall charge a non-refundable application fee of \$30 to each applicant for admission to a graduate or undergraduate program.
- 2. Furnish High School and College Transcripts:** Applicants to any program must submit copies of high school transcripts, high school diploma, or GED scores to Admissions & Records. These records must be final and include the completion/graduation date. High schools must be accredited by the appropriate state office of public instruction. In order to receive transfer credit, official college transcripts must be sent directly to the College from each regionally accredited college or university attended. College transcripts submitted from other institutions cannot be released or duplicated, as they remain the property of the institution.
- 3. Furnish Immunization Records:** In order to be in compliance with Administrative Rules of Montana, updated June 2007, students born after January 1, 1957, taking seven (7) or more credits OR enrolled in a certificate/degree/transfer program must: Submit proof of TWO vaccinations against measles (rubeola) AND TWO against rubella (German measles). Immunizations must have been after 12 months of age, the second no earlier than 28 days after administration of the first dose. No measles vaccination given before 1967 is valid and no rubella vaccination given before 1969 is valid. Immunizations must be documented by a physician, registered nurse, or school official; or submit blood draw (titer test) results proving immunity for BOTH measles and rubella ; or Submit documentation of having contracted measles and rubella. Documentation by a physician is required including dates of illness; or documentation of a file for a medical or religious exemption; or show proof of age, if born prior to January 1, 1957. Such evidence must be submitted before students will be permitted to register for courses. For more information about the Administrative Rules of Montana regarding immunizations, visit the link below:

www.mtrules.org/gateway/ruleno.asp?RN=37%2E114%2E709





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Admissions - Advising

As students are admitted or readmitted to the College, they are advised by Student Central advisors. These advisors assist students in understanding college policies and procedures, choosing a program of study, choosing first semester classes, and understanding College resources. Students continuing on to their second and subsequent semesters are assigned a faculty advisor. Faculty advisors act as mentors, helping to guide students through the curriculum in their program. A faculty advisor will be a student's main contact for academic and program advice. However, they may refer a student to Student Central advisors at times for specific assistance.



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Admissions - Applicants

As an open admission institution, Montana State University–Great Falls College of Technology will attempt to admit all persons who complete admission requirements. The College reserves the right to deny or conditionally admit, readmit, or cancel the enrollment of any individual, who in the judgment of the College presents an unreasonable risk to the safety and welfare of the College community, or who has failed to maintain satisfactory academic progress. Applicants/current students may be asked to complete either a Safety and Security Questionnaire or an Admissions Academic Appeal form before an admissions decision is made or changed.

Notification of an admission decision will be mailed to the applicant. Admission to the College does not guarantee admission to a specific program. Students must contact the program advisor for individual program admission requirements. For students choosing to apply for financial aid, documentation may be required. Admission decisions may be appealed, in writing, to the Dean of the College.

In the case of programs with limited enrollment, acceptance of individuals will be based on the criteria described in the program's information packet or timely completion of the admission requirements for each program.

All applicants will be considered without regard to race, color, religion, national origin, marital status, age, gender, disability, or disadvantage in accordance with the following guidelines:

Degree Seeking

A degree seeking applicant is one who possesses a high school diploma or its equivalent and will enroll in a specific program to earn a certificate or degree.

Non-Degree Seeking

A non-degree seeking applicant is one who will not enroll in a specific program to earn a certificate or degree. If status changes at a future date to degree seeking, additional admission requirements will have to be met. Non-degree seeking applicants are not eligible for financial aid.

Full-Time Student

A full time student is one who is enrolled in 12 or more credit hours per term. Students who do not meet the criterion for full-time classification are part-time students.

Program Requirements

MSU–Great Falls College of Technology has several programs that are limited enrollment programs, accepting a limited number of students each year. Interested students are urged to contact the specific program advisors as well as the Admissions Office for information specific to admission requirements and criteria for program acceptance. This process is separate from the general Application for Admission submitted to the Admissions Office.

Some licensing or certification boards have varied restrictions, which may affect persons with a history of felony conviction. The College assumes no responsibility for the denial of licensure or certification by such boards. Prospective students are responsible for contacting the appropriate boards concerning any questions regarding their eligibility for licensure or certification.

Program directors may deny admission to a specific program based upon individual program admission criteria. In addition, program directors may dismiss a student from a specific program and withdraw that student from applicable courses in the case of student misconduct as defined by program and/or standards.



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Admissions - Cancellation, Refund & Grading Policy for Courses Numbered 194 and 094

All students wishing to drop from credit or non-credit-bearing PCE courses are required to fill out a Drop Form. These forms are available at the Outreach & Workforce Development office or online. If a class is dropped at least 3 working days prior to the first day of class, the full amount of tuition and fees will be refunded. For credit-bearing courses, the \$30 semester registration and \$30 one-time application fee will NOT be refunded.

If a class is not dropped at least 3 working days prior to the first day of class or the student enrolls and does not attend, the full amount of tuition and fees will be assessed. In certain instances exceptions to this policy may occur for drops occurring less than 3 working days prior to the first day of class. To be considered for an exception, an appeal stating the justification for this exception must be made in writing to the Registrar's Office.

If the Division of Outreach & Workforce Development Department decides to cancel a class, students will receive a 100% refund on all tuition and fees for non-credit courses and a refund on all but the \$30 semester registration and one-time \$30 application fees for credit-bearing courses. All PCE courses are graded and will show on the student's transcript. Considering that many PCE courses are short in length and therefore intense in content, attendance plays an integral part in the grading process. If you do not attend all of the class dates and times, you may receive a lowered grade for poor attendance. Grade appeals are considered academic complaints, procedures for which are outlined in the current course catalog and are administered by the Assistant Dean of Student Services.

Changes in Credit Load After Payment of Fees

Students adding courses after payment of fees are required to pay additional fees created by the change in credit load.

Students dropping classes (but not withdrawing) will receive a 100 percent refund on courses dropped before the end of the 15th class day. Refunds will not be made after the 15th class day. This schedule applies only to fall and spring semesters. For the summer withdrawal schedule, please see the academic calendar for that term.

Refunds are processed approximately five weeks after the start of a semester. All refund checks will be mailed to the student's permanent mailing address as shown in the Banner system. It is the student's responsibility to maintain a current mailing address with the College.

Students Owing Debts

The College reserves the right to deny registration access to a student who has an overdue debt to any Montana State University unit. Students whose tuition and fees remain unpaid may have their registration for classes cancelled for the current semester. Transcripts, certificates, and degrees will be withheld from any student owing tuition, fees, or charges to a Montana State University unit. In the event a student has not returned books and/or materials belonging to this college or any other Montana University System unit, transcripts, certificates, and degrees may be withheld. The MSU-Great Falls College of Technology may refer past due student accounts to the Montana Department of Revenue for collection.

action.



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Admissions - Credit by Examination

College credit earned by currently enrolled students who successfully complete approved advanced placement examinations, CLEP and DANTES examinations, and Tech Prep articulations will have credits recorded on their academic records without an additional fee. Credit will not be awarded for courses that are prerequisites to subsequent courses that have been completed, or for courses that have been failed or previously audited.

College Advanced Placement (High School Students)

Applicants who have taken advanced placement courses in high school should request that the official scores be sent to Admissions & Records. Grades of 3, 4, or 5 on an advanced placement examination will be granted college credit for the appropriate courses.

Experiential Learning

MSU-Great Falls College of Technology (MSUGF) recognizes that learning occurs outside of the college setting. The outcome of this learning is often the acquisition of skills and/or knowledge which may be equivalent to learning at MSUGF and other institutions of higher education. MSUGF may award credit for this learning through the MSUGF Experiential Learning Policy. This policy is based on the Northwest Commission on Colleges and Universities (NWCCU) Policy 2.3.

- Credit may be granted only for documented learning which ties the prior experience to the theories and content of the relevant academic field(s).
- Credit may be granted only for documented learning which falls within the regular curricular offerings of the institution.
- Credit for prior experiential learning may be granted only at the undergraduate level.
- The applicability of Experiential Learning Credit toward specific degree program requirements is subject to departmental/institutional approval.
- Experiential Learning Credit will be based on the following evaluation methods.
 - Portfolio
 - Challenge Exams
 - Proof of Competency

NOTE: The department chair or faculty, delegated by the department chair, will develop the criteria of the portfolio, challenge exams, and/or proof of competency.

- Credit for prior experiential learning should not constitute more than 25% of the credits needed for a degree or certificate.
- No assurances are made as to the number of credits to be awarded prior to the completion of the institution's review process.
- Credit may be granted only to enrolled students and is to be identified on the student's transcript as credit for prior experiential learning.

- Credit for prior experiential learning cannot duplicate other credit awarded.
- Experiential Credit will be treated in the same way as transfer credit. A "P" (pass) will be assigned, and it will not count toward the students' GPA.
- Materials and documents submitted for consideration of credit for experiential learning must comply with all MSUGF and Montana University System Policies. No experiential learning credit is guaranteed.
- Credits granted for experiential learning at MSUGF may transfer to other institutions. Students should check with the transfer institution regarding transferability.
- All submitted materials and documents become part of the students' academic record and will not be returned.
- Credit awarded for experiential learning will become part of the students' academic transcript.
- The student is responsible for providing the appropriate documentation as required by the guidelines and/or criteria established by the faculty member, program director, or department chair for the award of credit for experiential learning.
- Students will be assessed an experiential learning fee for each course substitute attempted through the award of Experiential Learning Credit. This fee will be 1/3 of the cost for the tuition of the course had the student enrolled in it through traditional means.
- Experiential learning credits do not count towards enrollments in evaluating financial aid status.

The following checklist will help guide faculty and students through the Experiential Learning evaluation process and the required form.

- A student interested in earning experiential learning credit for a particular course or courses should consult their advisor and/or the faculty member (faculty sponsor) responsible for the courses in question. Upon consultation and initial consent of the faculty sponsor and the student's advisor (if applicable), complete the "Student Information" and "Experiential Learning Course Substitution Information" portions of the form.
- Next, the faculty sponsor and student will collaboratively decide which evaluation process (portfolio, proof of competency, or challenge exam) will be used for the evaluation of the student's prior learning to illustrate equivalency of the courses being substituted. Check the appropriate box in the "Evaluation Process for Assessment of Award" section.
- Collaboratively the faculty sponsor and student will then identify the criteria, components, materials, documents required, and activities that must occur to complete the evaluation process. The faculty sponsor will provide the student with documentation outlining objectives, timelines, materials needed, and other pertinent information to establish clear expectations for the process.
- Next, print the form with the top three portions completed. The student must sign and date in the appropriate areas.
- The faculty sponsor and advisor (if applicable) must then confer and agree to approve the plan for assessing the student's prior learning for the award of experiential learning credit. If both approve, they must print their name, sign and date the form.
- The faculty sponsor then submits the form to the Registrar. Upon reviewing the form for accuracy and completion, the Registrar will assess the student fee associated with this process, sign and date the form, and return to the faculty sponsor.
- Once the student completes and submits a challenge test, proof of competency, or a student portfolio for review, the faculty sponsor will make a determination of whether to approve the award of credit for the student's experiential learning. The faculty sponsor will then confer with the department chair and they will make their recommendation. If both are in agreement, each will print their names, sign and date the form.
- Next, the faculty sponsor submits the completed form, criteria for the assessment

process, and supporting documents (e.g. challenge test score, documents for proof of competency, or portfolio) to the Registrar. The Registrar will notify the student of the successful award.

- Finally, the Registrar reviews the completed form and submitted materials. If all are in order and both the faculty sponsor and department chair have agreed to approve the award of credit for experiential learning, the Registrar will post the award to the student's academic transcript and notify the student of the completed process.

College Level Examination Program (CLEP) and DANTES

Montana State University–Great Falls College of Technology awards credit toward graduation for successful performance in certain subject examinations of the CLEP and DANTES programs. Students may arrange to take these examinations at designated centers. Passing grades and the awarding of credit is determined by the American Council on Education (ACE) credit recommendations.

MSU–Great Falls College of Technology Test identification numbers:

- CLEP 7691
- DANTES 9472
- ACT 2432
- SAT 4482

Tech Prep Credit

Tech Prep is undergoing great changes in Montana and is now called Big Sky Pathways. MSU–Great Falls has had past agreements with high schools in the region that are still being honored until the new Pathways are implemented. Any questions about a particular Tech Prep class should be directed to the College's Registrar to ensure that all students who have eligible Tech Prep credit from high school are able to use their credit.



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Admissions - New Student Registration and Orientation

All degree seeking students will be required to attend or complete a STAR (STudent Advising and Registration) session with an Advisor in Student Central to register for their first semester of courses with MSU–Great Falls. STAR sessions are scheduled at various times for the student’s convenience. Students completing a program that is online can complete a STAR session online with a follow up phone appointment with an Advisor in Student Central.

Students must apply for Admission to MSU–Great Falls, complete their Admissions file, and submit placement testing (ACT/SAT or COMPASS) results or transfer credit in math and English before attending their STAR session. Students will receive a letter with their Admissions acceptance letter directing them to call Student Central to schedule their STAR session. If a student has not previously taken a placement test or does not have prior college coursework in math and English, they may call Student Central to schedule a COMPASS test on campus. There is a testing fee that must be paid prior to testing.

A New Student Orientation Day will be held prior to each fall and spring semester. Additional information about this day will be given to the student during their STAR session.

Student Identification Card

Each student should obtain a nontransferable identification card. The identification card may be necessary when purchasing books, cashing checks in the bookstore and using the library. This ID is available in Student Central. In addition, students can replace a lost identification card in Student Central for \$5.



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Admissions - Registration

Registration for students is available via Banner Web/My Info on the Internet. Students will need to obtain their Registration Code before registering for classes. Continuing students will get this number from their faculty advisor. New students will receive this number when they complete their STAR session. Continuing students are defined as students who have been continuously enrolled (excluding summer) at MSU-GF College of Technology. New, transfer or readmit students must contact a Student Central to speak to an Advisor before registering for their first semester of classes; this generally happens during the STAR process.

Registration information and dates for new and continuing students is available on the Academic Calendar posted on the College website.

Attendance must be confirmed at the time tuition and fee payment is made. Confirmation is a separate process from either registration or payment. Attendance can be confirmed from the payment screen at:

Banner Web/My Info www.msugf.edu

To register, check grades, transcripts and course schedules, go to "Banner Web/My Info" then Login to Secure Area

Financial aid, class schedules, term registration, billing information, and payment options are accessible through Banner Web/My Info.

Students experiencing any problems accessing or using Banner Web/MyInfo should contact Student Central.



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Admissions - Registration Requirements

- Completed Admissions File
- Complete Placement Assessment:
All applicants will be required to complete placement testing or submit college transfer work in math and English before enrolling in their first semester of classes. Students may take the COMPASS placement test or submit their American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. Test scores are only valid at MSU-Great Falls for three years. The COMPASS is a standardized test that measures an applicant's proficiency in English, reading and mathematics. The results are used to determine placement in courses. Special arrangements can be made for those applicants who have a documented or temporary disability. Arrangements for taking the COMPASS can be made by contacting Student Central at 406-771-4414 or 1-800-446-2698. There is a fee for the COMPASS test.

Students may choose to have their ACT or SAT scores sent to the College to determine placement. Please have scores sent to Admissions & Records directly from ACT or SAT. The College's ACT code is 2432, and the SAT code is 4482. The addresses and telephone numbers for ACT and SAT are:

ACT Records
P.O. Box 451
Iowa City, IA 52243-0451
319-337-1313 www.act.org

SAT Program
Princeton, NJ 08541
866-756-7346 www.collegeboard.com

For persons wishing to attend a postsecondary institution other than Montana State University-Great Falls College of Technology, Student Central will provide, for a \$10 fee, monitoring for placement assessments. Individuals must arrange for the assessment materials to be sent to the College and for an assessment date through the Student Central staff. A forwarding address to the appropriate institution must also be provided.

Admission Requirements for Non-Degree Seeking Students

Non-degree seeking students must complete and submit the Application for Admission. For students taking courses with prerequisite requirements, an appropriate placement exam score, a challenge exam, or official transcripts demonstrating successful completion of prerequisite courses will be required. A one-time \$30 application fee must accompany the Application for Admission. Please note that non-degree seeking students are not eligible for financial aid.

Readmission to the College

Students who have previously attended Montana State University-Great Falls College of Technology must reapply when they have been absent for one semester, excluding summer.

Readmit applications are available in Student Central or on the College's website www.msugf.edu. Readmitted students will have to furnish all required application materials if they have not already done so.

Readmitted students must follow the graduation requirements for the catalog under which they are readmitted. Previously earned credits will be evaluated on the basis of the current degree or certificate requirements. Credits earned 5 or more calendar years earlier will be reviewed by the appropriate department chair, lead faculty, and/or Registrar, who may require repetition of any course in which the content has substantially changed. Readmitted students will go back through the STAR process with a Student Central Advisor.

Those students applying for readmission after serving at least one term of academic suspension must complete an Admissions Academic Progress Appeal Form along with the Application for Readmission. Such appeals will be reviewed by the Registrar's Appeal Committee before the student is informed in writing of the readmission decision.

Ability to Benefit

Students who graduate from home school programs or private/religious schools not accredited by the state may take the COMPASS assessment to prove their "Ability to Benefit" from higher education. The student must meet the minimum scores to determine college readiness and to qualify for Financial Aid.

Early Admission

High school students may be admitted and allowed to register for college-level courses provided they are academically prepared. This process shall be confined to students who present evidence of the ability and maturity to do college work. This admission requires that the high school principal or counselor approve participation of a student in the college level courses. High school students may earn college-level credit to be applied to a degree at Montana State University – Great Falls College of Technology or to transfer to another college or university once they graduate from high school. Course records for students will be entered and maintained on an MSU–Great Falls College of Technology transcript. Early admission students will also have to furnish all required application materials if they have not already done so.

Home School Admission

Home school students must submit the admissions application and application fee, a notarized copy of the home school curriculum, two letters of recommendation from people other than family members, a parental approval form if the student is under 18 and immunization records if the student is degree seeking and taking more than six credits. Home school students must complete the ACT, SAT, or COMPASS test before enrolling at the College. Home school students will also have to furnish all required application materials if they have not already done so.

Nonimmigrant Foreign Students

Montana State University – Great Falls College of Technology is authorized under federal law to enroll nonimmigrant foreign students. Each nonimmigrant foreign student is required to furnish the following documents in order to be considered for admission:

1. Completed Application for Admission accompanied by a \$30 non-refundable application fee;
2. TOEFL (Test of English as a Foreign Language) scores from an accredited testing service. A minimum score of 500 is the acceptable standard on the paper-based test, 173 on the computer-based test and 61 on the internet-based test. More information about TOEFL may be obtained from the Education Testing Service, Princeton, NJ 08540 or on the featuring websites, www.ets.org and www.toefl.org;
3. Proof of completion of the equivalent of an American high school education with satisfactory grades. Transcripts must be evaluated by a credential evaluation service to make this determination. Please contact Admissions & Records for a list of credential evaluation services;

4. A Declaration of Finances or other present evidence of funds necessary to pay all living expenses and travel to and from the college;
5. All nonimmigrant foreign students must show a physician-validated immunization record for measles, rubella, diphtheria, tetanus, and skin testing for tuberculosis. The evidence must be presented before a student will be permitted to register;
6. Evidence of an accident and sickness insurance policy or one of equal coverage for each semester in attendance at the College.

After a nonimmigrant foreign student has completed all of the above items and returned the required forms, his/her admission file will be reviewed and a letter will be sent indicating either acceptance or denial of admission. Upon acceptance, the College will issue an I-20 Certificate of Eligibility for non-immigrant F-1 student status.



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Admissions - Residency Requirements

Tuition and Fee Schedule

Under policies established by the Board of Regents, in accordance with Montana statutes regarding residency, all applicants for admission and all students at the units of the Montana University System shall be classified as in-state or out-of-state for fee purposes.

In-State vs. Out-of-State: A person may be classified as in-state following a 12-month continuous period of domicile in Montana with a documented and dated intent to become a resident of Montana as outlined in the Montana University System Guide to Montana's Residency Policy, provided that the person is not registered for more than one-half of a full-time credit load at any post-secondary institution during the 12-month waiting period. Members of the United States Armed Forces assigned to active duty in Montana, their spouses, and dependent children during the member's tour of duty may be granted in-state residency for fee purposes.

In-State Completely Online: A person classified as in-state, who does not live in the following counties – Glacier, Toole, Liberty, Hill, Pondera, Teton, Choteau, Lewis and Clark, Cascade, Judith Basin, Meagher, or Fergus – and is ONLY enrolling in online courses is able to receive adjusted tuition and mandatory fees.

Out-of-State Completely Online: A person classified as out-of-state and taking ONLY online courses is able to receive adjusted tuition and mandatory fees.

Western Undergraduate Exchange (WUE): The Western Undergraduate Exchange (WUE) is a program of the Western Interstate Commission for Higher Education (WICHE). Through WUE, students in western states may enroll in many two-year and four-year college institutions at a reduced tuition level: 150 percent of the institution's regular resident tuition. Visit the WICHE website at: <http://www.wiche.edu> or visit <http://wue.wiche.edu> for more specific WUE information. MSU-GF COT has a limited number of WUE positions available per year. Please contact Admissions for requirements and application materials.

Questions regarding residency status should be addressed to Admissions & Records in Student Central.



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Admissions - Transfer From Other Institutions

Credits from other regionally accredited postsecondary institutions may be accepted as they apply to the established course requirements of Montana State University–Great Falls College of Technology under the following guidelines:

- The transferring student must initiate the request for evaluation of credit during the admission procedure by furnishing an official transcript from the transferring institution(s) and the necessary materials, including copies of the appropriate catalog descriptions or course syllabi, to Admissions & Records. Official transcripts must be sent directly by the issuing institution to the following address:

Admissions and Records
MSU–Great Falls College of Technology
2100 16th Ave S
Great Falls, MT 59405

- Grades less than a “C-” for previous course work will not be considered for transfer credit. Course work taken more than 5 years prior to transfer request may not be accepted. If transfer credit cannot be granted, the student has the option of challenging a course or courses through the Experiential Learning policy.
- Transfer credit will be accepted only as it applies to the student’s declared program of study.
- Students will be awarded a certificate/degree upon satisfactory completion of all program requirements, provided 25% of the credits required in the degree related program has been completed at MSU–Great Falls College of Technology.
- Transfer credit will be posted on the transcript for accepted transferred course work.
- Transfer grades are not figured in the grade point average (GPA).
- Students who wish to appeal a decision regarding acceptance of transfer credit should contact Admissions & Records to receive information on the appeal process. Students may be asked to provide course descriptions and/or syllabi for an appeal.





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Admissions - Transfer To Other Institutions

Montana State University – Great Falls College of Technology is accredited by Northwest Commission on Colleges and Universities. For more information regarding the transferability of courses to other institutions, students should contact the institution they are planning to attend.

For transfer to another Montana school, a student may complete a Request for Transmittal of Application Materials form in order to have the contents of his/her admission file forwarded to the transfer school. There is an \$8 fee for this service.

The College offers a number of transfer options including the Montana University System Transferable Core and the Associate of Science and Associate of Arts degrees. In addition, students may transfer under one of the articulation agreements MSU–Great Falls College of Technology has with specific colleges and universities.



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Admissions - Tuition & Fees Policy

Tuition and fees are to be paid each semester prior to the first day of class unless prior arrangements are made. Acceptable payment arrangements include financial aid and the deferred payment plan (explained below). The College accepts credit cards (Visa, MasterCard, and Discover) in addition to cash and checks.

Deferred Payment Plan

The deferred payment plan is an installment loan available for qualified applicants who are unable to make full payment of current semester tuition, fees, and other charges on the regular fee payment day. This plan is available to all qualifying students through Student Accounts. Installment payments and applicable fees are collected and processed by Student Accounts. The Student Accounts office is located in Student Central.

Late Fee

A \$40 late registration fee will be assessed if registration for classes is not accomplished prior to 12:01 AM on the first day of class each semester.

Fee Refunds

~ Withdrawal from the College

Per Montana Board of Regents of Higher Education Policy 940.7: Unless otherwise required by the Higher Education Act of 1965, as amended, refunds of fees in the event of withdrawal from school are authorized according to the following procedures. The registration fee is non-refundable.

Students withdrawing from Montana State University–Great Falls College of Technology are refunded the fees paid in accordance with the following schedule established by the Board of Regents. In order for a student to receive a refund under the Board of Regents policy, an official withdrawal form must be on file in the Registrar’s Office:

Fall & Spring Semester:

Days of Instruction*	Percent Refunded
Registration day	100
1-5	90
6-10	75
11-15	50
16-on	0

These dates are pro-rated for the summer term(s)

* Days of instruction begin with the first day of classes for a term and conclude on the 15th day, which is the deadline to drop/delete courses.

The Registration Fee and Application Fees are Nonrefundable per Montana Board of Regents of Higher Education Policies 940.2 and 940.7



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Financial Aid - Application Process

Students seeking federal financial aid (which includes grants and loans) must complete the Free Application for Federal Student Aid (FAFSA) which is available online at www.fafsa.ed.gov. If the applicant wishes to complete the paper form, he/she should contact the Financial Aid staff for instructions. If the applicant submits an electronic FAFSA, a signature page must be mailed or the application must be signed electronically with a PIN number. Parent signatures are also required for dependent students. A pin number from the Department of Education for financial aid purposes may be obtained by going to this website: www.pin.ed.gov. As a result of completing a FAFSA, an applicant will receive a federal Student Aid Report (SAR) in the mail or online. An electronic version of the SAR is automatically sent to the schools listed on the FAFSA.

Students receiving financial aid must also submit copies of the proper federal income tax forms and any other information requested by the Financial Aid Office.



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Financial Aid - Assistance in Applying

Assistance is available to prospective students applying for financial aid. In addition, financial aid counseling for new students is an integral part of the admissions and orientation process. Once enrolled, students may receive counseling and assistance as needed. For assistance, please call 406-771-4334 or 1-800-446-2698 (in Montana), or write Financial Aid, Montana State University - Great Falls College of Technology, 2100 16th Avenue South, Great Falls, MT 59405, or email finaid@msugf.edu



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Financial Aid - Attendance

Attendance is mandatory to receive financial aid. Students must attend classes on a regular basis and complete them to continue to receive financial aid. If a student stops attending part or all of their classes, they may have to repay part or all of the financial aid they have received.



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Financial Aid - Changes to Financial Aid Policies

Exceptions or amendments to any of the specific provisions regarding financial aid policies or requirements may be made at any time, without publication, due to changes in federal, state, and/or institutional regulations and policies.



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Financial Aid - Disability Disclosure Statement

The Financial Aid Office may not award financial assistance in the form of loans, grants, scholarships, special funds, subsidies, compensation for work, or prizes to students on the basis of race, color, national origin, sex, or handicap, except to overcome the effects of past discrimination. The Financial Aid Office may administer sex restricted financial assistance where the assistance and restriction are established by will, trust, bequest, or any similar legal instrument, if the overall effect of all financial assistance awarded does not discriminate on the basis of sex. Materials and information used to notify students of opportunities for financial assistance may not contain language or examples that would lead applicants to believe the assistance is provided on a discriminatory basis. If the Financial Aid Office's service area contains a community of national origin minority persons with limited English language skills, such information must be disseminated to that community in its language.



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Financial Aid - Electronic Notification

The Financial Aid Office at Montana State University–Great Falls College of Technology may use electronic notification for any official correspondence to financial aid applicants. All applicants check their official email address frequently for financial aid correspondence. Students may view financial aid status at any time by logging on to Banner Web/MyInfo.



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Financial Aid - Eligibility Requirements

All recipients of federal financial aid at MSU–Great Falls College of Technology must meet the following general eligibility requirements:

- Have financial need as determined by a need analysis formula provided through information on the Free Application for Federal Student Aid (FAFSA);
- Be a U.S. citizen or an eligible noncitizen;
- Have a high school diploma or GED. Home school students must contact the Financial Aid Office;
- Be enrolled as a regular student in courses leading to a financial aid eligible certificate or degree program generally at least half time (some professional certifications and certain one credit seminars and workshops are not eligible for financial aid);
- Maintain Satisfactory Academic Progress in accordance with the policy of the Financial Aid Office;
- Not owe a refund on a federal grant or be in default on any Title IV loan;
- Register with Selective Service, if required;
- Agree to use any federal student aid received solely for educational purposes;
- Comply with the requirements of the Anti-Drug Abuse Act.



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Financial Aid - Federal Family Education Loan Program (FFELP)

FEDERAL SUBSIDIZED STAFFORD/FEDERAL UNSUBSIDIZED STAFFORD/FEDERAL PLUS

The Free Application for Federal Student Aid (FAFSA) must be completed to determine eligibility for all FFELP loans. The FFELP loans offer assistance from a participating lending institution of the borrower's choice.

All borrowers must maintain satisfactory academic progress in accordance with the policy of the Financial Aid Office and be enrolled at least half-time to qualify for any FFELP loans. Deferments for Peace Corps or volunteer services may be available.



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Financial Aid - Tuition Waivers

Waivers are administered by the Financial Aid Office. For all students, inquiries should be directed to the Financial Aid Office. All waivers are based on financial need as a criterion whenever possible, except for honor scholarships for National Merit Scholarship semifinalists, high school honor scholarships, and faculty and staff fee waivers. Waivers do not require repayment. Waivers are state funded and require Montana residency status with the exception of the faculty/staff fee waiver.

Honorably Discharged Veterans' Fee Waiver

■ [Download Waiver](#)

Tuition shall be waived for certain honorably discharged persons who served with the United States Armed Forces in specified time periods and are currently residents of the State of Montana according to the Board of Regents residency policy. A provision of this policy states that the fee waiver shall not apply to persons who qualify under federal laws granting educational benefits to veterans. Application forms are available from the Financial Aid Office. Recipients of this fee waiver are subject to satisfactory academic progress requirements. Fee waivers are available for War Orphans and dependents of prisoners of war. Direct inquiries to the Financial Aid Office.

Indian Student Fee Waiver

■ [Download Waiver](#)

This waives tuition each semester and is awarded by the Financial Aid Office to students who submit documentation that they are at least 1/4 American Indian, complete an affidavit stating that they have been bona fide residents of the State of Montana for at least one year prior to enrollment in the Montana University System, and demonstrate financial need by completing the FAFSA. Applicants for this fee waiver must file a FAFSA, complete their financial aid file, and complete the fee waiver application available in the Financial Aid Office. Recipients of this fee waiver are subject to satisfactory academic progress requirements.

Montana Senior Citizen Fee Waiver

■ [Download Waiver](#)

Tuition shall be waived for students classified as in-state residents for fee purposes and who are at least 65 years of age at time of registration. To apply, students must submit a copy of their driver's license or state ID card to the Financial Aid Office, along with the Senior Citizen Fee Waiver application.

Surviving Dependents of Montana Firefighters/Peace Officers Fee Waiver

Tuition shall be waived for the surviving spouse or child of any Montana firefighter or peace officer killed in the course and scope of employment. This waiver shall not apply to the extent that any person is eligible for educational benefits from any governmental or private

benefits program that provides comparable benefits. To apply, please contact the Financial Aid Office. Recipients of this fee waiver are subject to satisfactory academic progress requirements.

Faculty and Staff Fee Waiver

■ [Download Waiver](#)

Tuition and some fees shall be waived for a maximum of 6 credits per term for permanent Montana University System employees who are employed at least $\frac{3}{4}$ time during the entire period of enrollment. Registration, building, program, required course fees, and other non-mandatory fees shall not be waived and remain the responsibility of the employee. Application forms are available from the Financial Aid Office.

Dependent Fee Waiver

■ [Download Waiver](#)

All employees who have been employed at least $\frac{3}{4}$ time for at least five years without a break in service are eligible for a dependent waiver benefit. The employee must remain employed for the entire time during which the tuition waiver is utilized. Eligible jointly employed spouses may utilize the dependent tuition waiver benefit for two children at one time but any one child may not receive more than a 50% tuition waiver under the dependent tuition waiver policy. Applications for the dependent tuition waiver benefit are to be initiated by the employee or the employee's dependent. Employees who do not submit a timely application for a dependent tuition waiver may be denied the dependent tuition waiver benefit.

Employees will be required to sign a statement verifying

1. that they are not utilizing the tuition waiver for themselves, and
2. the child utilizing the tuition waiver is claimed as a dependent for federal tax purposes, is unmarried and has not reached age 25 as of the first day of the semester for which the tuition waiver is granted; or
3. the employee is married to the spouse utilizing the tuition waiver. Documentation that a dependent has been claimed in the tax year the benefit is used may be required for audit purposes or in cases of suspected misuse. False certification of dependent eligibility for the tuition waiver is cause for discharge and the employee shall be required to repay the cost of the tuition waiver.

The dependent tuition waiver benefit is a 50% reduction in the cost of residential tuition. This benefit is not taxable. In no case may registration, course fees, or any other mandatory fee be waived. There is no limitation on the number of credits that may be taken per semester under the tuition waiver benefit. Contact the Financial Aid Office for additional information.





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Financial Aid - Programs

The following federal and state programs are available at Montana State University–Great Falls College of Technology. Students apply for each of these through the FAFSA application unless otherwise noted.

Federal Academic Competitiveness Grant (ACG)

A federal ACG grant is a form of gift aid for full time, Pell grant eligible students enrolled in an eligible program of study who have completed a rigorous program of study in high school (as determined by the Department of Education). Eligible students must have graduated from high school after 1/1/05 and must submit a complete high school transcript to the Registrar. The amount of the grant is determined by grade level and available funding.

Federal Pell Grant

A Federal Pell Grant is a form of gift aid for students enrolled in an eligible program of study, who do not already have a bachelor's degree. The amount of the Federal Pell Grant is determined by the Estimated Family Contribution on the federal Student Aid Report, the number of credits in which the student is enrolled, and the student's educational budget for the award year. Federal Pell Grant disbursements are made after the drop/add period for each term. A student's enrollment status for Federal Pell Grant eligibility is based on credits carried at the end of the drop/add period for the term.

Federal Supplemental Education Opportunity Grants (FSEOG)

Federal Supplemental Educational Opportunity Grants are a form of gift aid. Student eligibility is determined by completing the FAFSA. Preference for the FSEOG is given to students who have Federal Pell Grant eligibility and who are early applicants. Funding is limited and is awarded on a first-come, first-served basis.

Federal Work-Study

The Federal Work-Study Program offers part-time employment for eligible students. Students seeking eligibility under this program must complete the FAFSA. A student's earnings are limited to the amount awarded through the Financial Aid Office. Federal Work-Study students are paid every other week according to the State of Montana payroll schedule. Federal Work-Study jobs may be on campus or in an off campus community service organization. Funding is limited and is awarded on a first-come, first-served basis.

Governor's Postsecondary Scholarship - Need Based

Governor's Postsecondary Need Based Scholarships are available to entering freshmen who demonstrate unmet need as determined by the FAFSA, are Montana residents, and are degree seeking. The amount of the award is \$1000 and may be renewable for up to two years. Funding is limited and recipients are selected by the Financial Aid Office based on annual funding levels.

Montana Baker Grant (MTAP)

The Montana Baker Grant is available to Montana students who have enrolled full time and earned a predetermined amount of income the previous year. Receipt of other aid may affect eligibility. Grants are between \$100-\$1000 depending on an individual's eligibility. Funding is limited and is awarded on a first-come, first-served basis.

Montana Higher Education Grant (MTHEG)

Montana Higher Education Grants are a federal and state form of gift aid. Students must have financial need and be a Montana resident. Student eligibility is determined by submitting the FAFSA. Students with Federal Pell Grant eligibility and who apply early have preference. Funding is limited and is awarded on a first-come, first-served basis.

State Work-Study

The state Work-Study Program offers part-time employment for eligible students who are Montana residents. Students seeking eligibility under this program must complete the Free Application for Federal Student Aid (FAFSA). A student's earnings are limited to the amount awarded through the Financial Aid Office. State Work-Study students are paid every other week according to the State of Montana payroll schedule. State Work-Study positions are all located on campus. Funding is limited and is awarded on a first-come, first-served basis.



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Financial Aid - Priority Deadlines

Priority deadlines are set to inform students when they need to apply for financial aid each year. REMEMBER: Every student must re-apply for financial aid each academic year.

New students beginning their attendance in the fall semester should apply for financial aid by July 1. New students beginning their attendance in the spring semester should apply for financial aid by November 1. All students attending the summer semester should apply by March 1.

Although the deadlines for fall, spring and summer are set in July, November, and March, some of the federal and state financial aid programs with limited funding may already be fully expended for the award year. An applicant should apply by the March 1 priority date to ensure consideration for all federal funding available for the award year.

Students may apply after these deadline dates; however, they may not have their financial aid awarded in time for the beginning of that semester. If a student's aid process is not complete when institutional charges are due, the student must pay his/her institutional charges and be reimbursed with his/her financial aid eligibility once the financial aid process has been completed and aid is received.



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Financial Aid - Return of Title IV Funds

This policy applies to students who officially or unofficially withdraw from the College. Refunds are determined according to the following policy:

1. The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: subsidized FFELP loans, unsubsidized FFELP loans, FFELP PLUS loans, Federal Pell Grants, federal ACG Grants, and federal SEOG. The state fund that may be affected is the MTAP grant.
2. A student withdrawal date is:
 - The date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw, or
 - The midpoint of the period for a student who leaves without notifying the institution; or
 - The student's last date of attendance at a documented academically related activity.
3. Return of fund calculations:
 - For the purpose of billing and calculating return of funds, the summer sessions are part of one summer term.
 - In accordance with federal regulations, when financial aid is involved, return of funds are allocated in the following order: unsubsidized FFELP loans, subsidized FFELP loans, FFELP Plus loans, federal Pell Grants, federal SEOG, other Title IV assistance.
 - Copies of this calculation can be requested from the Financial Aid Office.
4. Institutional and student responsibilities with regard to the return of the Title IV funds.

MSU-Great Falls College of Technology's responsibilities with regard to the return of Title IV funds include:

- Providing each student with the information given in this policy;
- Identifying students who are affected by this policy and completing the Return of Title IV calculation for those students within 45 days of the withdrawal date;
- Returning any Title IV funds that are due to the Title IV programs.

The student's responsibility with regard to the return of the Title IV funds include:

- Repaying to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for through the Return of Title IV funds calculation

Examples of this calculation can be obtained from the MSU–Great Falls College of Technology Financial Aid Office.



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Financial Aid - Scholarships

Institutional Scholarships

MSU–Great Falls College of Technology has an institutional scholarship application for most institutional scholarships. The deadline for this application is the beginning of February for the next academic year. Contact the Financial Aid Office for this application.

Montana University System Honor Scholarship

Recipients of the Honor Scholarship are selected by the Office of the Commissioner of Higher Education and will receive a waiver of tuition for fall and spring semester. Recipients must submit to the Financial Aid Office a copy of their Honor Scholarship notification from the Commissioner’s Office upon receipt.

Honor Scholarship for National Merit Scholarship Semifinalists

Tuition shall be waived for National Merit Scholarship semifinalists from Montana. This scholarship tuition will be valid through the first two semesters of enrollment exclusive of any credits earned prior to high school graduation.

Scholarship Searches

Graduating seniors should talk with their high school counselors. Many high schools offer good scholarship services for little or no charge. All students should periodically check the [Financial Aid website](#). The Financial Aid Office posts scholarship information and deadlines on the Financial Aid website as information becomes available. There are many FREE scholarship searches available on-line as well.



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Financial Aid - Satisfactory Academic Progress Requirements

■ [Appeal Form \[PDF\]](#)

Federal and state financial aid regulations require that all financial aid recipients maintain satisfactory academic progress in their programs of study. Failure to maintain satisfactory academic progress will result in either financial aid probation or suspension. Students on financial aid probation may continue to receive financial aid. Students on financial aid suspension will not receive financial aid. Below is a brief outline of the standards to achieve satisfactory progress for financial aid recipients at Montana State University–Great Falls College of Technology. For a complete copy of the policy contact the Financial Aid Office.

- Students are required to maintain a minimum 2.0 cumulative grade-point average (C average). Students with less than a 2.0 CGPA, but at least a 1.50 CGPA, at the end of each academic term will be placed on financial aid probation for the next academic term and placed on financial aid suspension at the end of the probation term if the CGPA is not 2.0 or above. If at any time a student's CGPA is less than a 1.50, and/or the completion ratio is less than 67%, the student will be placed on financial aid suspension;
- Students must complete 67 percent (rounded) of the number of attempted credits as of the end of the add/drop period each term. Students with a completion ratio of less than 67 percent at the end of each term will be placed on financial aid suspension;
- Students have a maximum time frame in which to receive financial aid, which is generally 150 percent of the number of required credits specified for each program of study;
- Students who have been placed on financial aid suspension and bring themselves into good standing may be reinstated for the payment period following the semester in which they regained satisfactory progress status. Students must submit a written request for reinstatement;
- Students will receive written notice when they are placed on financial aid probation or suspension; however, it is the student's responsibility to know if they are maintaining satisfactory academic progress for financial aid recipients.

Students who have been placed on financial aid suspension because of failure to meet the satisfactory academic progress requirements may appeal in writing to the Financial Aid Office for review of circumstances. Forms to appeal are [available online](#) or in the Financial Aid Office. Current federal regulations allow only for mitigating circumstances and occurrences beyond the student's control to constitute an eligible appeal. All appeals must contain documentation to verify the mitigating circumstances listed in the appeal.

Contact the Financial Aid Office for a complete satisfactory academic progress policy for financial aid recipients.





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Financial Aid - State and Local Services

Montana Social and Rehabilitative Services Division, Montana Workforce Services, Bureau of Indian Affairs, Project Challenge, and Rural Employment Opportunities offer assistance to students who qualify for their programs. For information regarding eligibility requirements, contact the specific program. The Financial Aid Office must be notified by the student if any assistance is received from an outside agency.



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Financial Aid - Veterans' Benefits

Students who are veterans of military services or active members of the guard or reserve may be eligible for Veterans' Educational Benefits. Application for benefits should be submitted to the regional Veterans Administration Office at least 30 days in advance of the start of the academic term. Dependents or spouses of veterans disabled or deceased as a result of a service related injury may be eligible for dependents educational benefit. Other educational benefits are extended to veterans using vocational rehabilitation. Once enrolled, recipients must request the Financial Aid Office verify their enrollment with the Veterans Administration to commence benefits.

Students using Veterans' Educational benefits at MSU-Great Falls College of Technology must maintain a 2.0 cumulative GPA. If the student falls below a 2.0 cumulative GPA, he/she will have one semester to raise the GPA to 2.0. If the student is unable to do this, he/she will be placed on suspension and will have to sit out a term before utilizing the veterans' educational benefit again. Appeals may be granted for extenuating circumstances.

For additional information or to apply for Veterans' Educational Benefits, visit www.gibill.va.gov or contact the Financial Aid Office at 406-771-4334 or the Veterans' Administration at 1-888-GIBILL1.

Active members of the guard or reserve should contact their unit concerning eligibility for federal tuition assistance or Montana guard scholarships.



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Financial Aid - Withdrawals / Changes in Enrollment

Students receiving financial aid are expected to complete a designated percentage of the credits for which they are funded each academic term. The Financial Aid Office must be notified by the student of any increase or decrease in number of credits. Students may be suspended from financial aid for not completing the designated percentage of credits.

Those students who are receiving financial aid and completely withdraw from the college may owe the Department of Education a prorated amount of aid received based on class days attended in the term. Students who owe repayment will be ineligible for further federal financial aid as long as a repayment is outstanding.

Students who do not officially withdraw but stop attending classes and receive failing grades will be considered unofficial withdrawals. The institution will determine the last date of attendance. Based on this date, students may owe a repayment of aid received.

Appeals regarding retroactive withdrawals and tuition refunds must be addressed within three years of the student's course enrollment. Any appeals filed beyond this three year window will not be considered.



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Student Information - Change of Program

In order to change their academic program, a student must complete the Change of Program form, which must be signed by the new advisor and returned to Admission & Records. Completion of this process ensures that the student is assigned an appropriate program advisor. The Change of Program form is available in Student Central or [online](#).



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Student Information - Complaint Procedures

A student who believes that a policy of the college has been violated may make a complaint following the procedures outlined in this section. When possible, a student should attempt to resolve the complaint informally, by bringing it to the attention of the individual(s) directly involved. However, when informal methods fail, the College will assist in the resolution of complaints through the formal procedures outlined on the following pages.

Types of Complaints: The college has established procedures for each of the following types of complaints. The procedures for each type of complaint are provided in this section.

~ Student Equal Opportunity Complaints

The College's policies on equal opportunity and sexual harassment are provided in the catalog and are administered by the College's Assistant Dean of Student Services, 2100 16th Avenue South, Great Falls, MT 59405. (Telephone: 771-4300). If a student believes that his/her right to equal opportunity has been violated, he/she should take the following steps:

1. Discuss the situation with the individual(s) immediately involved. If unable or unwilling to discuss the matter with this individual, discuss it with an advisor or the supervisory staff most closely associated with the individual directly involved (e.g., the teacher of the class if the individual is another student, or the department chair if the individual is a faculty member, etc.).
2. If an acceptable resolution cannot be reached informally, or if such a discussion is not possible, the student may take her/his complaint to the Assistant Dean of Student Services, who will discuss the nature of the complaint with the student and direct the complaint to the appropriate official. Generally, the Assistant Dean of Student Services tries first to facilitate a resolution to the complaint through informal methods. However, this step may be bypassed at the discretion of the Assistant Dean of Student Services or at the request of the student.
3. If all informal processes fail to produce a satisfactory resolution, the student may choose to submit a formal complaint. To expedite an accurate investigation and a fair resolution of the problem at this level, the complaint should be stated in writing and should be brought to the Assistant Dean of Student Services as quickly as possible. The written complaint should describe the specific act(s) alleged to be in violation of the College's EEO policies, the student's attempts, if any, to resolve the grievance informally, the names of all individuals involved in or witness to the alleged act(s), and the precise remedy sought by the student. Students may use their own format for written complaints, or they may obtain a Formal Complaint Form from the Assistant Dean of Student Services.
4. All communication with the Assistant Dean of Student Services will be held in confidence to the extent possible; however, the Assistant Dean of Student Services may, in certain cases, assign the investigation of the complaint to another appropriately qualified individual and provide that individual with access to all documents and witnesses, with the understanding that all communication with the investigator will be held in confidence. All reasonable attempts will be made to complete the investigation within 15 working days of the submission of the complaint. However, extensions of this time frame may be necessary in certain cases.

5. Once an investigation has been authorized, the College is obligated to see it through to completion. Only the Dean of the College and the Assistant Dean of Student Services has the authority to halt an investigation. When the investigation has been completed, the Assistant Dean of Student Services will evaluate the evidence gathered and submit a Report of Findings to the Dean of the College within 10 working days of receipt of the Investigation Report, unless extenuating circumstances require an extension of that deadline.
6. Either party may appeal the Assistant Dean of Student Services findings from the investigation by submitting a written request for review to the Dean of the College. The request for review must be submitted within ten (10) working days after the student is notified of the findings of the Assistant Dean of Student Services. The Dean will receive and review all evidence and render a written decision with recommendations as to resolution within ten (10) working days of receipt of the request for review, unless extenuating circumstances require an extension of this time frame.
7. At any time prior to, during, or following the completion of the internal investigation process, complainants are entitled to contact and/or submit complaints to external civil rights organizations.

~ Academic Complaints

Students who disagree with an academic decision made by an instructor or administrator, including the assignment of grades or decisions about program or degree requirements or eligibility, may file an academic complaint. The academic complaint procedures are administered by the Associate Dean of Instruction, Assessment and General Education or Associate Dean of Workforce Programs. These procedures are designed to be used when a specific action or decision of a College instructor or administrator had a specific adverse effect on the academic performance or academic record of a student or students. Complaints about the general quality of the performance of an instructor or other College employee are to be addressed through the personnel evaluation processes in place at the College. The academic action or decision, including the assignment of a grade, will be considered unfair if the decision is made:

- on some basis other than performance in the course and/or compliance with course/College requirements;
- by more exacting or demanding standards than were applied to other students in the same section or circumstances;
- by a substantial departure from the instructor's, department's, or College's announced standards as articulated in the course syllabus, catalog descriptions, policies, and/or other written materials.

A student who wishes to make an academic complaint must follow these steps and may request assistance through the Assistant Dean of Student Services:

1. Informal Meeting. The student should attempt to resolve the matter directly with the instructor or administrator through a personal conference as soon as possible after the academic decision is known.
2. Department Chair/Director Review. If the student and instructor/administrator cannot reach a mutually satisfactory resolution to the problem, the student may file a formal grievance. The grievance must be presented in writing to the instructor's/administrator's Department Chair within ten (10) working days after the student became aware of the academic action/decision. In the case of adjunct faculty, the Director of Instruction should be included. The student must describe the grievance by explaining the specific adverse effect of a specific act(s) or decision of the instructor/administrator, why the student believes the act/decision was unfair, the student's attempts to resolve the grievance informally, and the precise relief sought by the student. The student may attach copies of any relevant documents to the formal grievance.
3. If a student requests assistance, the Assistant Dean of Student Services Department will assist with any remaining steps of the formal procedure that the student considers.
4. The student will send a copy of the grievance to the instructor/administrator, who will have ten (10) working days to respond after receipt of the grievance.

5. The Department Chair will receive and review all evidence, interview each party, if possible, and render a written decision to the student, instructor, and Assistant Dean of Student Services with recommendations as to resolution within ten (10) working days of receipt of the instructor's response. If the grievance is not concluded within this time, the student may carry it forward to the appropriate Associate Dean.
6. Associate Dean's Review. Either party may appeal the department chair's/Director's decision in writing to the Associate Dean, with copies to the instructor, student, department chair/director, and the Assistant Dean of Student Services. Such appeal will be filed within five (5) working days of receipt of the department chair's determination. The Associate Dean will submit a written decision to the student, instructor, Department Chair, and the Assistant Dean of Student Services within ten (10) working days of receipt of the appeal. The decision of the Associate Dean may be appealed to the Dean/CEO of the College.

~ Student Conduct Complaint Procedures

Below is an abbreviated version of MSU-Great Falls College of Technology's Student Conduct Complaint Procedures, including the Student Conduct Code and how to file a complaint. For a complete copy of the procedures, please see the office of the Assistant Dean of Student Services (771-5133).

1. Student Conduct Code

Montana State University-Great Falls College of Technology expects all students to conduct themselves as honest, responsible, and law-abiding members of the academic community and to respect the rights of other students, members of the faculty and staff, and the public to use the College's facilities and participate in the College's programs. Student conduct that disrupts, invades, or violates the personal, educational, or property rights of others is prohibited and may be subject to disciplinary action, including dismissal and/or referral for prosecution.

2. Jurisdiction of Student Conduct Complaints

Conduct violations which occur on College property or at college-sponsored events are subject to the College's disciplinary jurisdiction. The College may also apply this code to student conduct, regardless of where it occurs, which adversely impacts or affects the overall mission, programs, and functions of the College or the health and safety of members of the college community.

Students who commit offenses against the laws of the city, state or United States are subject to prosecution by those authorities and may be subject to disciplinary action under this code if the offenses are also violations of this code. The College's disciplinary proceedings may precede, follow, or take place simultaneously with criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

The College's Student Conduct Review Board responds to cases involving alleged violations of the Student Conduct Code. The Board is a standing committee presided over by the Assistant Dean of Student Services. Its members are appointed annually by the Dean and include at least two professional staff, three faculty, two classified/support staff, and two students.

3. Student Conduct Complaint Procedures

If informal attempts to resolve a student conduct complaint fail, any student, faculty, or staff member of the College may file a formal complaint through the Assistant Dean of Student Services. The formal complaint must be in writing and must contain at least the following information:

- the name and address (if known) of the student alleged to have violated the Student Conduct Code;
- the date(s) the incident(s) occurred;
- the location where the incident(s) occurred;
- a description of the incident which sets forth sufficient details to establish a possible violation of the Student Conduct Code.

The Assistant Dean of Student Services will complete an initial investigation to determine what, if any, sanctions are warranted. If all parties involved – the Assistant Dean of

Student Services, the complainant and the student against whom the complaint has been filed – agree on an appropriate course of action, the process is complete. If any of the parties are not in agreement, the process moves into a hearing phase. A Hearing Committee is selected from the Student Conduct Review Board, and the Hearing Procedures delineated in the Student Conduct Complaint Procedures are followed. The decision made by the Hearing Committee may be appealed to the Dean of the College. A final appeal within the Montana University System may be made to the President of MSU-Bozeman.



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Student Information - Disability Services for Students

All students attending Montana State University–Great Falls College of Technology are entitled to equal access to academic programs, services, student activities, and campus events. Students with disabilities have a right to reasonable accommodations in order to fully participate in the student experience. Students with disabilities are encouraged to advocate for themselves to the extent possible. Disability Services provides support and assistance in determining what accommodations are best suited to each individual.

MSU–Great Falls College of Technology uses the definition of disability set forth by Section 504 of the Rehabilitation Act of 1973, which states that a disabled person is anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activities;
- Has a record of such an impairment;
- Is regarded as having such an impairment.

Students needing accommodations must apply for services through Disability Services, located near the Learning Center, and be determined eligible by meeting all of the following criteria:

- Have a permanent or long-term (≥ 6 mos.) medical or psychological condition which significantly impairs the student's ability to function in an academic setting;
- Provide Disability Services with current documentation of disability from a qualified professional; this documentation will be kept confidential in accordance with the Disability Services Confidentiality Policy;
- Be "otherwise qualified" for the chosen course of study and able to meet the behavioral standards set forth in the College's Student Conduct Code.

Unlike high school, educational accommodations at the postsecondary level are student initiated. Each student who chooses to seek accommodations must meet with the Disability Services Director to determine what accommodations to request based on the needs of the student and the demands of the course. The medical, psychiatric and/or psychological documentation provided by students is kept in separate and confidential files in Disability Services. A complete copy of the Eligibility Criteria and the Confidentiality Policy can be obtained from the Director or found online. Depending on the student, available accommodations may include, but are not limited to:

- Extended test time
- Distraction-reduced testing environment
- Various other test accommodations
- Adaptive computer equipment and software
- Notetakers
- Tutors
- Interpreter services
- Extended deadlines
- Ergonomic equipment
- Preferential classroom seating
- Tape recording lectures
- Materials in alternate format

Students with disabilities are encouraged to contact Disability Services upon enrollment and should visit with the Director each semester to determine accommodation needs for each class.

Building accessibility includes designated parking, curb cuts, automatic doors at the north, south and east entrances, ramp and elevator access to the second floor, accessible restrooms, Braille signage, and ramp access to theatre-style classrooms.

For more information, please contact Disability Services at (406) 771-4311 (voice) or (406) 771-4424 (TTY).



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Student Information - Family Educational Rights and Privacy Act (FERPA)

■ [More Information on FERPA](#) ■ [FERPA Online Quiz](#)

The Family Educational Rights and Privacy Act of 1974 grants certain rights, privileges, and protections related to students' educational records maintained by the College. Students' educational records (with the exception of directory information) will not be released to third parties outside of the College, except with the written consent of the student. Students have the right to inspect their own educational records, except for those to which students have expressly waived this right (e.g. Career Services placement). Students have the right to request amendment of their records. If they are found to be inaccurate, misleading or otherwise in violation of the student's privacy or other rights the student may request that their records be corrected. Such requests should be made as soon as the student becomes aware of the inaccuracy or any other problem.

Any student may file a complaint with the U.S. Department of Education concerning any alleged failure on the part of the College to comply with the requirements of the Family Educational Rights and Privacy Act.

Directory Information: The Family Educational Rights and Privacy Act permits the release of information designated as directory information to third parties outside the College without the written consent of the student. MSU-Great Falls College of Technology has designated the following items as Directory Information: student name, address, e-mail address, telephone number, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and most recent previous school attended. The College may disclose any of those items without prior written consent.

Currently registered students have the right to request that information designated as directory information be withheld from release by the College. Any student wishing to exercise this right must inform the Registrar in writing.

Any questions regarding educational records should be directed to the Registrar. A detailed guide of the Family Educational Rights and Privacy Act may be obtained from the Assistant Dean of Student Services.





changing lives – achieving dreams [2009-2010 CATALOG]

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Student Information - Learning Center

The Learning Center provides free tutoring services to students enrolled in classes at MSU–Great Falls College of Technology and is a hub for academic assistance and collaboration. It is the Learning Center’s mission to assist students in becoming independent learners as the tutors provide help in subject content and study skills. Learning Center staff will assist students in setting up study groups, and are active supporters of all students’ efforts to be successful in their academic programs at MSU–Great Falls College of Technology.

The Learning Center is located in R263 at the top of the ramp. Appointments are encouraged, but walk in help is also available. To schedule an appointment or to gain a copy of the tutoring schedule, call 771-5127.

Study Skills Assistance

The tutors in the Learning Center assist students in the foundational skills required to be successful in college. Some of these skills include:

- Textbook Reading
- Note Taking
- Time Management
- Organization
- Dealing with Testing and Math Anxiety
- Test Preparation

Workshops are held throughout the semester on various study skills topics.

Content Tutoring

Content tutoring is available in the following areas:

- Biology
- Chemistry
- Writing
- Accounting
- Computers
- Math

Online Tutoring

Tutoring is also available online for students enrolled in distance courses or if they are not able to come to campus during business hours. No additional software is required for the student to participate. A web cam and microphone is suggested, but there are alternatives available if the student does not have access to them.





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Student Information - Library

The new Montana State University–Great Falls Campus Library is located just off the atrium next to the Welcome Desk in the main building. The Library’s collection supports all curricular areas; the collection includes books, videos, and periodicals as well as a rich array of electronic resources including full-text periodicals and newspapers, periodical indexes, reference materials, and the catalogs of other libraries. Access to Library holdings is through a Web-based catalog and the Library’s website. Electronic resources can be accessed 24/7 from off-campus. The Library provides computers for research and space to study, including group study rooms. Also housed in the Library is the campus computer lab with the software needed for coursework. The Library supports instruction and student learning by providing open access to information and knowledge. Library services include reference, individual and group instruction, interlibrary loan, and reserves. A knowledgeable staff is available to help patrons with information needs. For more information, call the library at (406) 771-4398 or visit the Library’s web site at: library.msugf.edu.



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Customized Training Center

Great Falls offer customized training assistance to businesses, including those located in rural communities, to maximize their ability to make a profit. By developing customized training programs matched to business needs, the centers bring together groups of people for effective exchange of knowledge, and provide specialized, effective training for all areas of business. Examples of training currently being offered include: Customer Service, Telephone Etiquette, Sales Training, Train the Trainer, Supervisory Skills, Records Management, Communication Styles, Time Management, Business Plans, Cash Flow Management, Computer Skills, Marketing on the Internet, E-Commerce, Advertising, Successful Business Writing, Innovation and Creativity, Conflict Management, Technology Applications and Professional Image, among other topics.

Customized Business and Professional Training provides the highest quality training solutions to the greater Great Falls communities. We invite you to join other great local companies- Great Falls Clinic, Davidson Companies, and 3Rivers Communications to name a few-and take advantage of this powerful training resource.

Customized Training Representatives

Great Falls: 406-454-3217



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The Outreach & Workforce Development Division

The Outreach and Workforce Development Division offers credit-bearing Professional Certifications, Certificate and Degree programs in addition to individual credit and non-credit bearing Professional and Continuing Education courses. A variety of non-credit courses and certification programs numbered (094) are offered both on campus and online. Credit-bearing courses numbered (194) serve as general electives for Associate of Arts or Science degrees at the college and provide excellent professional development opportunities for teachers requiring recertification with the state.

094 Courses

Courses assigned a course number of 094 number are considered non-credit professional and continuing education courses. They are typically offered to provide condensed coursework to meet the needs of working students and professionals in need of skills upgrades, to fulfill some of the requirements of Professional Certifications, and other professional certification needs (e.g. OPI Renewal Units for Montana K-12 Teacher Certification). These courses are transcribed as Continuing Education Units (CEU's) and are eligible for OPI Renewal Units. They are transcribed on the student's continuing education transcript. This includes online certification and courses offered through Cengage Learning, Ed2go and Gatlin.

194 Courses

Courses assigned a course number of 194 are considered credit-bearing professional and continuing education courses. They are typically offered to provide condensed coursework to meet the needs of working students, professionals in need of skills upgrades, fulfill some of the requirements of Professional Certifications, offer a diversity of electives for Associate of Arts or Associate of Science degree seeking students, and fill certain professional certification needs (e.g. Montana K-12 Teacher Certification). These courses are eligible for financial aid for students using them as electives in degree and certificate programs where authorized. Students should consult their advisor to identify whether 194 courses will apply toward their program requirements. 194 courses are transcribed on the student's undergraduate transcript.

194 courses provide participants with the latest in technology, business, health and human development and other topics meeting the current trends and demands of the workplace. These credit-bearing courses (typically 1 credit) are offered each semester on the MSU-Great Falls campus. Semester schedules with both 094 and 194 courses covering a variety of training topics are mailed to those interested. Please call the College at 406-771-4300 or 1-800-446-2698 to request that your name be added to the mailing list. You can also join our mailing list by going to our website at outreach.msugf.edu.

Continuing Education Units (CEU'S)

All non-credit Professional and Continuing Education courses offered through the Division are transcribed as Continuing Education Units (CEU's). These are awarded to the student upon successful completion of the course and are recorded on the student's continuing education transcript. CEU's are awarded based on national accreditation guidelines of 1 CEU = 10 Contact hours. In addition to CEU's, courses offered through the Division are also eligible for Office of Public Instruction (OPI) Renewal Units. These are awarded on a 1 Renewal Unit = 1 Contact hour formula.



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Professional Certifications

Outreach and Workforce Development Division and the College's academic departments offer Professional Certification programs which provide the student with the opportunity to move rapidly into the job market with a core of skills. The Professional Certification programs are offered during the day, late afternoon, evening and online to afford individuals the opportunity to earn credits while working. Students completing and graduating with Professional Certifications have the opportunity to participate in the graduation ceremony. Serving as pivotal courses in many degree and certificate programs, these courses provide students the opportunity to utilize the credits to earn a degree or a certificate at a later date.

~ INDUSTRY STANDARD CERTIFICATIONS

Montana State University–Great Falls College of Technology offers Professional Certification programs and courses that lead to Industry Standard Certification. Students who successfully complete these programs and/or courses are prepared to sit for certification exams toward a bachelor's degree in Fire Administration. The Fire and Rescue Technology Option is offered as a cooperative endeavor between Montana State University–Great Falls College of Technology and Montana State University Fire Services Training School–Great Falls. For more information

IT Certification Information

For more information on various industry certifications, please visit the websites listed below:

- [Cisco Certifications](#)
- [CompTIA Certifications](#)
- [Microsoft Certifications](#)
- [Oracle Certifications](#)
- [World Organization of Webmasters](#)



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Professional & Continuing Education

An integral and growing part of the College's outreach mission are those activities termed "professional and continuing education" specifically, learning opportunities providing workforce preparation, employee training or re-training, business support, and life-long learning. These educational activities may be organized under varying instructional formats - workshops, seminars, conferences, institutes, symposia, colloquia, short courses, etc.; However, they are aligned in their focus on imparting information to community members, employers, employees, and other groups in a high-quality, results-oriented manner. These activities are a major component of the workforce development mission extending the College's resources throughout the community.

The Outreach and Workforce Development Division at Montana State University–Great Falls College of Technology anticipates and/or assesses needs for professional and continuing education and facilitates the delivery of coursework and programs to meet these needs. The Division is founded on the philosophy of academic excellence, entrepreneurship, sound business practice, and community collaboration.



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Testing Center

The MSU–Great Falls College of Technology Testing Center is an official Prometric, Pearson VUE, and Certiport testing facility. Prometric, Pearson VUE, and Certiport are the world’s leading provider of computer-based testing and assessment services.

The Testing Center offers more than 125 exams in various categories, including information technology certification and professional licensure. These exams include:

- Microsoft Certifications (MCP, MCSA, MCSE, MCAS)
- CompTIA Certifications (A+, Network+)
- Cisco Certification (CCDA, CCNA, CCNP)
- Oracle Certification (DBA, OCP)
- Certified Internet Webmaster (Web Developer, site designer)

Registering for Exams

To learn more about registering for an exam, please call (406) 771-4391 during business hours Monday through Friday. Exams can be scheduled during the hours of 1 pm to 5 pm Monday, 9 am to 5 pm Tuesday through Thursday, and 9 am to 12 noon on Fridays. Special appointments for exams may be available by contacting the Testing Center.

Register in person for Certiport exams (e.g. Microsoft Office Specialist) or online at www.2test.com (Prometric) or www.pearsonvue.com (Pearson VUE).

Our Location

The MSU–Great Falls Testing Center is housed on the MSU–Great Falls Campus at 2100 16th Ave South, Great Falls, MT 59405.



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