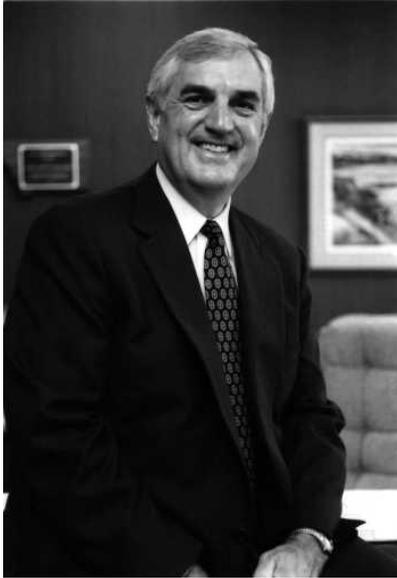




**MONTANA STATE UNIVERSITY
COLLEGE OF TECHNOLOGY
GREAT FALLS**

COURSE CATALOG 2000



Montana State University
COLLEGE OF TECHNOLOGY
Great Falls

Dear Prospective Student,

In my years as Dean of Montana State University College of Technology—Great Falls I have come to greatly appreciate the full importance of this distinctive, dynamic, and progressive College.

The College is a unique combination of educational courses and programs that challenge students to attain a high level of skill and professionalism, competent faculty who place their first emphasis on teaching and student learning, caring staff who dedicate themselves to providing quality service to meet individual student needs, and bright, articulate students who strive to achieve a broad range of personal and educational goals.

In a rapidly changing world, education means opportunity. The College provides viable opportunities for students to complete one- and two-year programs in high demand career fields, to upgrade job skills, to complete the first two years of a four-year degree, and to learn for personal growth and enrichment. These opportunities are enhanced through partnerships with regional businesses and educational institutions.

The College's students, faculty, and staff invite you to come and explore the opportunities Montana State University College of Technology—Great Falls offers. We look forward to helping you reach your educational goals.

We are PUTTING IT TOGETHER FOR YOU!

Willard R. Weaver
Dean

MISSION OF THE COLLEGE

Montana State University--Great Falls College of Technology is a public postsecondary two-year educational institution affiliated with Montana State University—Bozeman. The College is committed to a dual mission: providing viable technical education to prepare individuals for work in a technologically driven global economy and providing learning opportunities to enhance educational access to the Montana University System.

Montana State University--Great Falls College of Technology, utilizing the delivery of course offerings on campus as well as at appropriate off-campus sites and through electronic technology, has an academic mission to:

- award Associate of Applied Science Degrees or Certificates in the career areas of Allied Health and Business and Technology;
- award Associate Degrees for transfer to four-year programs;
- offer general education courses reflective of the core curriculum requirements at Montana State University-Bozeman as well as those of the Montana University System;
- offer courses, seminars, workshops, and customized training to meet the educational needs of individuals, businesses, and other populations.

Montana State University--Great Falls College of Technology is a teaching institution that:

- provides beneficial and accessible technical education for training or retraining in high demand career fields to meet present and emerging employment needs;
- provides quality general core transfer courses and associate degrees parallel to the first two years of a four-year degree;
- stresses a student-centered approach to the delivery of educational services;
- promotes equal opportunity in education for all students;
- engages in community service and technical assistance activities.

Montana State University--Great Falls College of Technology designs its programs and courses to enhance the student's ability to:

- demonstrate competence in technical and related subject matter to attain lifelong career goals;
- demonstrate intellectual skills to realize advancement in higher education;
- acquire the knowledge and skills to live a productive life while achieving a balance between career, personal life, and service to others;
- analyze problems and identify and evaluate important information resources;
- recognize the importance of lifelong learning, and gain the confidence to be a self-directed learner;
- think critically with a sensitivity to the human community and the ethics of the physical world;
- discover personal potential, and respect the uniqueness of others.

Montana State University--Great Falls College of Technology is committed to strengthening access to public postsecondary educational opportunities through the administration of the Great Falls Higher Education Center; maintenance of a contemporary telecommunications complex; and expansion of collaborative relationships with secondary and postsecondary institutions as well as with appropriate business, government, and human service entities to ensure the most effective use of resources.

ABOUT GREAT FALLS.....

Serving as Central Montana's educational, financial, medical, and retail trade center, Great Falls' high-tech environment is complemented by the friendly attitude of its people. Great Falls is in the heart of some of the finest farmland in the country making agriculture a major part of the local economy. Malmstrom Air Force Base, the Montana Air National Guard and reserve units of the U.S. Army, Navy, and Air Force are headquartered here and are a respected, integral part of the community.

Welcoming and prosperous, Great Falls is situated in central Montana between Glacier and Yellowstone National Parks. Its population of approximately 60,000 enjoys a moderate climate with clean, pure air, low humidity, and long days of sunshine. "Chinook" winds make most winter days warm and pleasant.

Surrounded by three mountain ranges and with the confluence of the Missouri and Sun rivers in the heart of town, some of the finest, readily accessible hunting and fishing opportunities in the country lie near Great Falls. There are unexcelled opportunities for campers, hikers, skiers, sportsmen and outdoor enthusiasts.

The present Great Falls townsite was first noted in the journals of Lewis and Clark in 1805 as they portaged around "the thundering great falls of the Missouri." In 1882, Paris Gibson, a Minneapolis city planner and engineer, recognized the potential in the area's abundant resources and central location and with the backing of railroad magnate James J. Hill, became the city's first developer. Gibson's legacy was a carefully planned city incorporating 56 parks--a heritage of beauty that makes Great Falls unique today.

The city's natural beauty is enhanced by the artistic flavor of the world-famous C. M. Russell Museum, a well-established symphony and symphonic choir and professional theater groups.

The Great Falls school system is known for its high standards and quality education. The Montana State School for the Deaf and Blind is located here. Along with the College of Technology, other higher education opportunities include the University of Great Falls, a four-year liberal arts institution, Malmstrom Air Force Base Education Center, and Montana State University-Northern at Great Falls. The campus of the College of Technology serves as the site for the Montana University System Higher Education Center in Great Falls and coordinates courses and programs to be delivered in Great Falls by Montana's four-year campuses.

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Academic Calendar

FALL SEMESTER 1999

Early Bird Registration/Orientation.....	July 8
Challenge Testing.....	August 20
Allied Health Orientation.....	August 23
Classes Begin.....	August 30
Labor Day Holiday.....	September 6
Last Day to Add Classes.....	September 13
Last Day to Drop/Delete.....	September 20
Last Day to Drop Classes with a "W".....	October 25
Graduation Applications Due.....	October 25
Veterans Holiday.....	November 11
Thanksgiving Holiday.....	November 25-26
Last Day of Classes.....	December 10
Finals Schedule.....	December 13-16
Commencement.....	December 16

SPRING SEMESTER 2000

Challenge Testing.....	January 5
Allied Health Orientation.....	January 6
Registration.....	January 7
Classes Begin.....	January 12
Martin Luther King Holiday.....	January 17
Last Day to Add Classes.....	January 26
Last Day to Drop/Delete.....	February 2
Presidents Day Holiday.....	February 21
Last Day to Drop Classes with a "W".....	March 8
Graduation Applications Due.....	March 8
Spring Break.....	March 13-17
Finals Schedule.....	May 1-4
Last Day of Classes.....	May 4
Commencement.....	May 4

SUMMER TERM 2000

Classes Begin.....	June 1
Last Day to Add Classes.....	June 7
Last Day to Drop/Delete.....	June 12
Last Day to Drop Classes with a "W".....	June 28
Graduation Applications Due.....	June 28
Summer Term Ends.....	July 27
Commencement.....	July 27

TELEPHONE DIRECTORY

Office	Telephone Numbers
Admissions & Records.....	*406-771-4300
Bookstore.....	*406-771-4367
Business Office.....	*406-771-4315
Financial Aid.....	*406-771-4334
Library.....	*406-771-4318
Placement Office.....	*406-771-4323
Student Services.....	*406-771-4300
FAX.....	406-771-4317

* Or call 1-800-446-2698

PROGRAMS

ALLIED HEALTH

Associate of Applied Science Degree

- Bioscience Technology
 - Animal Laboratory Technician
 - Instrumentation Technician
 - Research Laboratory Technician
- Emergency Services
 - Paramedic
 - Fire & Rescue Technology
- Health Information Technology
- Medical Assistant
- Medical Transcription
- Occupational Therapy Assistant
- Practical Nurse
- Physical Therapist Assistant
- Respiratory Care

Certificate

- Dental Assistant

BUSINESS AND TECHNOLOGY

Associate of Applied Science Degree

- Business
 - Accounting
 - Business Management/Entrepreneurship
- Computer Technology
 - Microcomputer Support
 - Network Support
- Interior Design
- Computerized Office Technology
 - Administrative Assistant
 - Legal Assistant
 - Medical Administrative Assistant

Certificate

- Accounting Assistant
- Auto Body Repair & Refinishing
- Computer Assistant
- Fundamentals of Business
- Network Architecture
- Office Support
 - Dental Receptionist
 - General Office Assistant
 - Legal Receptionist
 - Medical Receptionist
- Resource Interpretation

TRANSFER

Associate of Science Degree

- Montana State University-Billings
 - College of Business
 - Economics
 - Finance
 - Management
 - Marketing

- Montana State University-Bozeman
 - College of Business
 - Accounting
 - Finance
 - Management
 - Marketing

- Montana State University-Northern
 - Business Technology
 - Accounting/Finance
 - Marketing
 - Small Business Management

Associate of Applied Science Degree

- Montana State University-Northern
 - Business Technology
 - Small Business Management

- University of Great Falls
 - Computer Systems Integration

General Education Core

- Montana University System Units

ESTIMATED PROGRAM COST

Resident Tuition and Fees are Listed

ALLIED HEALTH

Bioscience Technology

Animal Laboratory Technician Concentration

Tuition and Fees	\$4882
Application Fee	30
Lab Fees	270
Books	<u>1155</u>
	\$6337

Instrumentation Technician Concentration

Tuition and Fees	\$4959
Application Fee	30
Lab Fees	160
Books	<u>1155</u>
	\$6304

Research Laboratory Technician Concentration

Tuition and Fees	\$4792
Application Fee	30
Lab Fees	310
Books	<u>1155</u>
	\$6287

Dental Assistant

Tuition and Fees	\$2944
Application Fee	30
Books/Supplies	634
Uniforms/Lab jacket	150
Shoes	50
Lab fees	150
Liability Insurance	<u>18</u>
	\$3976

Emergency Services

Tuition and Fees	Refer to fee schedule
Application Fee	\$ 30
Liability Insurance	Variable

Health Information Technology

Tuition and Fees	\$4765
Application Fee	30
Lab Fees	90
Books	938
Liability Insurance	<u>24</u>
	\$5847

Occupational Therapy Assistant

Tuition and Fees	\$6140
Application Fee	30
Lab Fees	340
Books	2520
Liability Insurance	<u>30</u>
	\$9060

Physical Therapist Assistant

Tuition and Fees	\$6173
Application Fee	30
Lab Fees	90
Books	1268
Liability Insurance	<u>30</u>
	\$7591

Practical Nurse

Tuition and Fees	\$4116
Application Fee	30
Lab Fees	90
Books	1378
Liability Insurance	18
Uniforms	<u>221</u>
	\$5853

Respiratory Care

Tuition and Fees	\$6168
Application Fee	30
Books/Supplies	953
Uniforms	63
Lab Fees	125
Liability Insurance	<u>30</u>
	\$7257

BUSINESS AND TECHNOLOGY

Accounting Assistant

Tuition and Fees	\$3112
Application Fee	30
Books/Supplies	<u>644</u>
	\$3762

Accounting

Tuition and Fees	\$5186
Application Fee	30
Books/Supplies	<u>1268</u>
	\$6484

Administrative Assistant

Tuition and Fees	\$5019
Application Fee	30
Books/Supplies	<u>1047</u>
	\$6096

ESTIMATED PROGRAM COST

Resident Tuition and Fees are Listed

Auto Body Repair and Refinishing

Tuition and Fees	\$4935
Application Fee	30
Books/Supplies	346
Tools	1417
Clothing	84
Lab/Material Fees	<u>275</u>
	\$7087

Business Management/Entrepreneurship Concentration

Tuition and Fees	\$5186
Application Fee	30
Books/Supplies	<u>1102</u>
	\$6318

Computer Assistant

Tuition and Fees	\$2777
Application Fee	30
Books/Supplies	<u>496</u>
	\$3303

Dental Receptionist

Tuition and Fees	\$2777
Application Fee	30
Books/Supplies	<u>634</u>
	\$3441

Fundamentals of Business

Tuition and Fees	\$3111
Application Fee	30
Books/Supplies	<u>524</u>
	\$3665

General Office Assistant

Tuition and Fees	\$2610
Application Fee	30
Books/Supplies	<u>497</u>
	\$3137

Interior Design

Tuition and Fees	\$5889
Application Fee	30
Books/Supplies	<u>827</u>
	\$6746

Legal Receptionist

Tuition and Fees	\$2978
Application Fee	30
Books/Supplies	<u>386</u>
	\$3394

Legal Assistant

Tuition and Fees	\$5019
Application Fee	30
Books/Supplies	<u>788</u>
	\$5937

Medical Assistant

Tuition and Fees	\$6091
Application Fee	30
Lab Fees	110
Books/Supplies	992
Liability Insurance	<u>30</u>
	\$7253

Medical Receptionist

Tuition and Fees	\$2694
Application Fee	30
Books/Supplies	<u>497</u>
	\$3221

Medical Administrative Assistant

Tuition and Fees	\$5638
Application Fee	30
Books/Supplies	<u>965</u>
	\$6633

Medical Transcription

Tuition and Fees	\$5638
Application Fee	30
Books/Supplies	<u>965</u>
	\$6633

Microcomputer Support

Tuition and Fees	\$5638
Application Fee	30
Books/Supplies	<u>1048</u>
	\$6716

Network Support

Tuition and Fees	\$5304
Application Fee	30
Books/Supplies	<u>1048</u>
	\$6382

Network Architecture

Tuition and Fees	\$2777
Application Fee	30
Material Fees	80
Books/Supplies	<u>496</u>
	\$3383

General Information

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 Public University System.

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

ACCREDITATION

Montana State University--Great Falls College of Technology is fully accredited by Northwest Association Commission on Colleges, 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, Emergency Medical Technician, Health Information Technology, Medical Assistant, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nurse, and Respiratory Care programs are fully 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 Veteran's Affairs, and Montana Department of Vocational Rehabilitation Services.

IMPORTANT COLLEGE REGULATIONS

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 manufacture, distribution, sale, possession, use, and/or abuse of illicit and/or prescription drugs or the inappropriate use of alcohol at the College or in any of its activities 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 and employees of the College must comply with this policy as a condition of attendance/employment. Violations of this policy will result in disciplinary action up to and including dismissal and/or referral for prosecution. At the discretion of the Dean of the College of Technology, a student or employee violating the policy may be required to satisfactorily complete a drug or alcohol abuse rehabilitation program as an alternative to dismissal.

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. Counselors, faculty, and staff at the 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

General Information

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.

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. A brochure which provides campus crime prevention information as well as statistics identifying incidents of campus crime is available from the Main Office.

Firearms, Munitions, Explosives

Possession, use, or threatened use of firearms, ammunition, explosives, chemicals, and/or any other object as weapons in the building or on campus are prohibited. Concealed weapons are prohibited. Violations of this policy will result in disciplinary action up to and including dismissal and/or referral for prosecution.

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, disadvantage, religion, political affiliation and/or national origin.

The College's Affirmative Action Officer is the Associate Dean, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.

Sexual Harassment Policy:

The College promotes a campus environment that supports and nurtures all students on the basis of ability and performance, regardless of gender. Sexual harassment is a violation of Title VII of the Civil Rights Act and Title IX of the Educational Amendments Act of 1972.

Students are legally protected from retaliation resulting from discrimination/harassment complaints.

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 as to their availability will be determined by enrollment, available faculty, funds, and employer training needs.

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. In the case of programs with limited enrollment, acceptance of individuals will be based on timely completion of the admission requirements for each program. For the Physical Therapist Assistant program admission requirements, please refer to page 52.

All applicants will be considered regardless of 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.

Full-time Student

A full time student is one who is enrolled in 12 or more credit hours. Students who do not meet the criterion for full-time classification are part-time students.

Undeclared Applicant

An undeclared applicant is one who is degree/certificate seeking but is undecided about his/her field of study.

Allied Health Applicants

Enrollments in Allied Health programs are limited in number. Information packets with specific information pertaining to the application and selection procedures are available from the Admissions & Records 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.

Residency Requirements

Under policies established by the Board of Regents in accordance with Montana statutes regarding residency, all applicants for admission and students at the units of the Montana University System shall be classified as in-state or out-of-state for fee purposes:

- 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**.
- 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.

Questions regarding residency status should be addressed to the Admissions & Records Office.

Admissions

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 as a full-time student:

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. More information about TOEFL may be obtained from the Education Testing Service, Princeton, NJ 08540;
3. Proof of completion of the equivalent of an American high school education with satisfactory grades. Transcripts must be sent to the Admissions & Records Office, Montana State University Great Falls College of Technology;
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 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.

Admission Requirements

1. Complete and Submit Application for Admission

Applications for admission may be obtained from the Admissions & Records Office at the College, on the college's website www.msucotgf.montana.edu, other units of the University System, and most high schools in the state. Prospective students are encouraged to consult with an admissions counselor for information about selection of a program and financial aid before submitting their applications. Call 406-771-4300 or 1-800-446-2698 (In Montana) to arrange for an appointment with an admission counselor.

A one-time non-refundable \$30 application fee must accompany the Application for Admission.

2. Furnish High School and College Transcripts

Applicants to any program must submit official high school transcripts or GED scores and official college transcripts must be furnished to the Admissions & Records Office for evaluation. Official transcripts must be sent directly to Montana State University--Great Falls College of Technology from the originating institution.

3. Complete Admission Assessment

All applicants are required to take the ASSET placement test or submit their American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. The ASSET is a standardized test which is diagnostic in nature and a measure of 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 or who are

Admissions

working and unable to complete the assessment during the day. Arrangements for taking the ASSET can be made by contacting the Admissions & Records Office, 406-771-4300 or 1-800-446-2698 (in Montana).

Students may choose to have their ACT or SAT scores sent to the College to determine placement if the test was taken within the past three years. Please have scores sent to the Admissions & Records Office 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

SAT Program
Princeton, NJ 08541
609-771-7600

For persons wishing to attend a postsecondary institution other than Montana State University--Great Falls College of Technology, Student Services will provide monitoring for admission assessments. Individuals must arrange for the assessment materials to be sent to the College and for an assessment date through the student services staff. A forwarding address to the appropriate institution must also be provided.

4. Immunization

In order to be in compliance with Montana state law, amended in 1993, students born after January 1, 1957, taking seven (7) or more credits OR enrolled in a certificate/degree/transfer program must:

- Submit proof of 2 vaccinations against measles and one against rubella. Immunizations must have been given after 1967 and after the student's first birthday and must have been administered at least **30** days apart. Current immunizations must

have been administered in the form of the MMR vaccine. Immunizations must be documented by a physician, registered nurse, or school official; or

- Submit documentation of having contracted measles and rubella. Documentation by a physician is required including dates of illness; or
- File a medical or religious exemption.

Such evidence must be submitted before students will be permitted to register for courses.

Early Admission

High school students may be admitted and allowed to register for college-level courses provided they are academically prepared. 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 a Montana State University--Great Falls College of Technology transcript.

Credit By Examination

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 the College's Admissions & Records Office. Grades of 3, 4, or 5 on an advanced placement examination will be granted college credit for the appropriate courses.

Challenge

The College offers challenge examinations for some of the courses described in this catalog. If an applicant or student feels he/she has

Admissions

knowledge about a particular subject area and wishes to take an examination to demonstrate that knowledge, he/she may, with the approval of faculty, take a comprehensive examination. If a student's performance is sufficient to merit the awarding of credit, a grade of "P" (generally equivalent to a "C" or above) will be recorded on the student's academic record. A course cannot be challenged which is a prerequisite to a second course that has been completed or a course that has been failed or previously audited. Only one attempt per challenge exam is allowed.

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. The College of Technology's DANTES identification number is 9472.

Tech Prep Credit



Tech Prep provides high school students an opportunity to earn credits toward one- or two-year certificates or degrees in business and technology and allied health programs at Montana State University--Great Falls College of Technology while still in high school. It is a cooperative program carried out under articulation agreements between secondary and postsecondary institutions which have made a commitment to the program. Counselors and instructors at participating high schools have information available for interested students.

College credit earned by currently enrolled students who successfully complete approved advanced placement examinations, CLEP examinations, department prepared challenge

examinations, and Tech Prep articulations will have credits recorded on their academic records without an additional fee. Credit will not be awarded for courses which are prerequisites to subsequent courses that have been completed or courses that have been failed or previously audited.

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 the Admissions & Records Office. It is the responsibility of the student to pursue the status of that evaluation upon enrollment.
- Grades less than a "C" (2.00 GPA) for previous course work will not be considered for transfer credit. Course work taken more than 5 years prior to transfer request will be reviewed. If transfer credit cannot be granted, the student has the option of challenging a course or courses.
- To receive a certificate/degree, a student must complete 51 percent of the course work required by his/her program at the College.
- Transfer credit will be posted on the transcript for accepted transferred course work.
- Transfer grades are not figured in the grade point average (GPA).

Transfer to Other Institutions

Montana State University--Great Falls College of Technology is fully accredited by Northwest Association Commission on Colleges. Students can expect to transfer to other colleges and universities with ease. Appropriate 100 and 200 level courses are eligible for transfer. A Transfer of Credit Guide which provides a comprehensive listing of the College's courses that are transferable to other Montana public and private institutions of higher education is available upon request. For information regarding transferability of courses, contact the Admissions & Records Office, 406-771-4300 or 1-800-446-2698 (in Montana).

Course Waiver

A course may be waived if the student has previously completed equivalent work. All waivers must be approved by the department responsible for the requirements of the course in question and must be approved by the department chairman or lead faculty for the program. College credit will not be given for a waiver.

Course Substitution

Students may request a substitution for any stated course if they have previously completed a college course in which the subject matter closely parallels that of the course for which they request the substitution. All substitutions must be approved by the department chairman or lead faculty. In no instance will a reduction be made in the number of credits required for completion of a program.

Acceptance

Notification of acceptance will be mailed when admission requirements have been completed and an opening in a selected program exists. Individuals accepted for admission into a program with limited enrollment who do not

enroll in that program on its starting date must reapply.

Advisors

Students will be assigned academic advisors when they enroll. Advisors are faculty members who will assist in course scheduling each term and be available to provide information regarding courses and/or academic progress as needed.

Late Registration

Registration at times other than before the beginning of a term may be granted upon the approval of faculty and available classroom space. A late registration fee of \$40 may be charged.

Students Owing Debts

The College reserves the right to refuse to register a student who has an overdue debt owing to this institution. Transcripts, certificates, and degrees may be withheld from any student who owes tuition, fees or charges, or has not returned books and/or materials belonging to the College or other Montana University System units.

TUITION AND FEES **1999-00**

The Montana Board of Regents of Higher Education has approved the following tuition and fees schedule for the 1999-00 academic year beginning Fall Term 1999. Tuition and fees are based on credit hours and are paid by the student each semester. Costs, in addition to tuition and fees, are subject to change without notice.

Semester Credit Hours	Registration Fee	Resident Tuition	Building Fee	Computer Fee	Equipment Fee	Network Services Fee	Library Fee	Student Government	Total Resident Fee	Additional Nonresident Fee	Total Nonresident Tuition
1	\$30.00	\$70.80	\$4.30	\$2.90	\$2.00	\$2.35	\$1.15	\$5.00	\$118.50	\$129.05	\$247.55
2	\$30.00	\$141.60	\$8.60	\$5.80	\$4.00	\$4.70	\$2.30	\$5.00	\$202.00	\$258.10	\$460.10
3	\$30.00	\$212.40	\$12.90	\$8.70	\$6.00	\$7.05	\$3.45	\$5.00	\$285.50	\$387.15	\$672.65
4	\$30.00	\$283.20	\$17.20	\$11.60	\$8.00	\$9.40	\$4.60	\$5.00	\$369.00	\$516.20	\$885.20
5	\$30.00	\$354.00	\$21.50	\$14.50	\$10.00	\$11.75	\$5.75	\$5.00	\$452.50	\$645.25	\$1,097.75
6	\$30.00	\$424.80	\$25.80	\$17.40	\$12.00	\$14.10	\$6.90	\$5.00	\$536.00	\$774.30	\$1,310.30
7	\$30.00	\$495.60	\$30.10	\$20.30	\$14.00	\$16.45	\$8.05	\$5.00	\$619.50	\$903.35	\$1,522.85
8	\$30.00	\$566.40	\$34.40	\$23.20	\$16.00	\$18.80	\$9.20	\$5.00	\$703.00	\$1,032.40	\$1,735.40
9	\$30.00	\$637.20	\$38.70	\$26.10	\$18.00	\$21.15	\$10.35	\$5.00	\$786.50	\$1,161.45	\$1,947.95
10	\$30.00	\$708.00	\$43.00	\$29.00	\$20.00	\$23.50	\$11.50	\$5.00	\$870.00	\$1,290.50	\$2,160.50
11	\$30.00	\$778.80	\$47.30	\$31.90	\$22.00	\$25.85	\$12.65	\$5.00	\$953.50	\$1,419.55	\$2,373.05
12-25	\$30.00	\$849.60	\$51.60	\$34.80	\$24.00	\$28.20	\$14.00	\$5.00	\$1,037.20	\$1,548.60	\$2,585.80

Tuition and Fees

Deferred Payment Plan

The deferred fee 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 the Office of Financial Aid. Installment payments and applicable fees are collected and processed by the Business Office.

Fee Refunds

Withdrawal From the College

Unless otherwise required by the Higher Education Act of 1965, as amended, 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:

Days of Instruction	Percent Refunded
Registration day.....	100
1-5	90
6-10	75
11-15	50
16-on	0

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. If a student drops a course or courses and then withdraws, all dropped courses will fall under the withdrawal/refund policy.

Summer term(s) are pro-rated. Please see the class schedule for the deadline dates.

Fee refunds are processed approximately 5 weeks after the start of a semester and mailed to the student's permanent address.

Seminars

A modified refund policy is in place for seminars. Please contact the Continuing Education Department or the Admissions & Records Office regarding seminar fee refunds--406-771-4300.

Academic Information

Academic Progress

Academic progress standards are as follows:

- Full- and part-time students enrolled at the Montana State University--Great Falls College of Technology are required to maintain a 2.0 cumulative grade point average (GPA). Students with less than a 2.0 GPA at the end of any academic term may be placed on academic probation for the following academic term.
- Full- and part-time students receiving less than a 2.0 GPA for the second consecutive academic term may be suspended from the College for one academic term before being considered for readmission.
- Readmission must be initiated through the Admissions & Records Office. Current catalog admission requirements will be followed, and re-enrolled students will enter on a probationary status.

A student who has been placed on academic probation or suspension may appeal in writing to the Admissions & Records Office for review of circumstances.

Course Numbering System

Zero (0)-numbered courses cannot be used to satisfy core requirements or general elective requirements and do not count toward graduation requirements. They do count as credits required to meet financial aid satisfactory academic progress requirements if enrollment is required based on placement test scores. The remainder of the College's courses are numbered 100 to 299.

Attendance

Absences are handled exclusively within the purview of the faculty. When a student enrolls in a course, he/she enters into a contractual agreement with faculty for the duration of the course, and both the student and the faculty are

expected to honor the specified terms of that agreement. It is important, therefore, for the student to understand the particular attendance requirements in each course. Generally, faculty communicate these requirements to students through the course syllabi and verbally during the first or second class meeting.

Adding and Dropping Courses

Students may add courses with faculty approval up to the end of the 10th day of the semester.

All students may drop one or more courses with no grade up to the end of the 15th day of the semester. Although no refund will be given, students may continue to drop one or more courses with a grade of a "W" prior to the end of the 40th day of the semester. No drops will be allowed during the last half of the semester, except for extreme mitigating circumstances.

These deadlines are pro-rated for the summer term(s). Please see the class schedule for the deadline dates.

In all courses for which a student fails to complete all requirements and for which no formal withdrawal (drop) has been filed in the Admissions & Records Office, the final grade will be the grade the student has earned at the end of the course.

The procedure for adding/dropping a course after the term has begun is:

1. Obtain an official drop/add card from the Admissions & Records Office;
2. Complete the card and secure the necessary faculty signature(s); and
3. Return the card to the Admissions & Records Office.

Academic Information

Withdrawal from the College

Any student who is considering withdrawal from the College should consult student services. Official withdrawal is important, since it may affect financial aid eligibility, tuition refunds, readmission to the College, and the grade point average. Courses in which the student is enrolled at the time of withdrawal from the College will be entered on the student's transcript in accordance with the grading policy applied to dropping from courses.

Readmission to the College

Students who have previously attended Montana State University--Great Falls College of Technology must have their records reactivated when they have been inactive for 2 consecutive semesters, excluding summer.

Reactivated students will be responsible for the current requirements of the program they are entering and will have a new program acceptance date to reflect the current graduation requirements of the program.

Previously earned credits will be evaluated toward the current degree or certificate requirements. Credits earned 5 or more calendar years earlier will be reviewed by the appropriate department chairman and/or lead faculty who may require repetition of any course in which the content has substantially changed.

Evaluation of Courses

Students are provided the opportunity to evaluate each of the courses they complete at the College during the final 4 weeks of each course.

Students are asked to professionally and positively approach the serious task of course evaluation. All faculty look forward to input from students who complete a course. Faculty utilizes the input from their students to improve or modify courses.

Grading

The following is an explanation of grades used at Montana State University--Great Falls College of Technology:

Passing Grades

Grades	Quality of Work	Grade Points for Each Credit
A.....	Excellent.....	4.0
B.....	Above average.....	3.0
C.....	Average.....	2.0
D.....	Passing.....	1.0
P.....	Pass.....	0
AU.....	Audit.....	0
W.....	Withdraw.....	0

Nonpassing Grades

Grades	Explanation of Grades	Grade Points for Each Credit
F.....	Fail.....	0
I.....	Incomplete.....	0
LP.....	Limited Progress.....	0

Audit

Registered students may, with the permission of faculty, enroll in a course as an auditor for no credit. A student must decide to audit a course by the 15th day of the semester. Auditors pay the same fees as students enrolled for credit and are expected to follow the attendance guidelines set forth in the course.

Incomplete

An incomplete grade is given at the discretion of faculty when the course work of a student has been satisfactory but for some unavoidable mitigating circumstance the student was unable to complete the work by the end of the term. A student wishing to make up the incomplete must make arrangements with the faculty who issued the incomplete. The student will have until the end of the following semester to make up the incomplete. If a student fails to make up an incomplete within the allotted time, the incomplete grade will be converted to an "F".

Academic Information

Course Repeat

Courses may be repeated to increase one's knowledge and/or grade point average. The original grade as well as the subsequent repeats are reflected on the academic transcript. However, the grade and grade point value for the repeated course will replace the earlier grade and grade point value in the cumulative totals. The grade and accompanying information for a repeated course will be posted on the student's academic transcript for the semester during which the repeated course was completed. Course repeats will not affect academic progress as it relates to recipients of Federal and State financial aid.

A course repeat form, available from the Admissions & Records Office, must be completed by students wishing to repeat a course or courses. If the course repeat form is not properly completed and submitted, the grades and accompanying information for both course attempts will be posted on the students' academic transcript.

Grade Point Average (GPA)

A student's level of academic performance is determined by grade point average (GPA). To calculate the GPA the total number of grade points is divided by the total number of credits that have grade point values. Grades of A, B, C, and D have grade point values.

Grade Reports

Students may arrange to receive their grades through the mail by providing the Admissions & Records Office with a stamped, self-addressed envelope. Otherwise, grades are available in the Admissions & Records Office 2 weeks after the end of the term.

Change of Grade

If after consulting with the faculty member questions still remain about the changing of a grade; please refer to the Student Academic Complaint Procedure.

Honors

Montana State University--Great Falls College of Technology recognizes students' academic achievements according to the following standards:

Honor Roll

The honor roll includes students taking 12 or more credits in courses at the 100 level or above who earned a grade point average of 3.25 for that semester. The names of students on the honor roll are published each semester in area newspapers unless a "Do Not Release" form is on file in the Student Services office. These forms are available at the reception desk in the Main Office.

Dean's List

To be eligible for the Dean's List, a student must:

1. Earn 12 or more credits in courses at the 100 level or above in one term;
2. Have a semester grade point average of at least 3.5;
3. Not have any "I" grades. If "I" grades are changed to passing grades, thereby affecting Dean's List eligibility, the student may request a letter noting Dean's List recognition.

Academic Information

Graduation Honors

Upon successful completion of program requirements a graduating student with a GPA of 3.75 or higher will receive highest honors, and a graduating student with a GPA between 3.5 and 3.75 will receive honors.

Transcripts

Copies of official academic transcripts are available upon written request of the student from the Admissions & Records Office. The first copy requested is free of charge; each additional copy costs \$3.

Graduation

Montana State University--Great Falls College of Technology students follow the catalog in effect when they began their enrollment at the College or may elect to follow any subsequent catalog if there has not been a break of more than one academic year in their attendance. If absent for 2 or more semesters the catalog they re-enroll under is in effect. Students must pass all required courses and have an overall grade point average of 2.0 to graduate from Montana State University--Great Falls College of Technology.

Each program in the Allied Health Department has specific requirements for matriculation and graduation. Enrolled students must pass all courses with a minimum grade of "C" and are informed of other specific program policies and requirements at the time of orientation and throughout their educational experience.

Identified programs in the Business and Technology Department have specific requirements for matriculation and graduation. Courses which require a grade of "C" or above are designated for each program in the program section of this catalog.

A student must file a formal application for graduation with the Admissions & Records Office no later than the end of the **5th** week of the semester which the student intends to graduate. Upon satisfactory completion of program requirements, a student will be awarded a certificate/degree for his/her declared program of study. Students who fail to submit an application for graduation will not receive a certificate/degree.

A \$15 non-refundable graduation fee is due upon submission of the application for graduation. Caps and gowns are purchased through the Bookstore for a fee of \$20. Graduation announcements are also purchased through the Bookstore.

Commencement exercises are held three times per year. Commencement dates will be announced at the beginning of each semester.

Diplomas can be replaced at the request of the student. The cost of replacing a certificate or diploma is \$10, and the cost of replacing the cover is \$10.

Academic Information

DEGREES OFFERED

Associate of Applied Science (A.A.S.)

The Associate of Applied Science (A.A.S.) degree is awarded in specific technical career fields. This degree is designed to prepare students for immediate entry into employment but may be fully or partially transferable to programs at selected four-year institutions.

Montana State University--Great Falls College of Technology offers A.A.S. degrees in the program areas of business and technology and allied health. Specific requirements for each program are listed in the program section of this catalog.

Associate of Science (A.S.)

The Associate of Science (A.S.) degree is a general transfer degree awarded without major designation. This degree indicates that a student has completed a course of study essentially equivalent to the first two years of a four-year degree.

Associate of Science degree concentrations and requirements are set out in the program section of this catalog.

Special Academic Opportunities

MONTANA UNIVERSITY SYSTEM HIGHER EDUCATION CENTER IN GREAT FALLS

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. Further information about the Higher Education Center in Great Falls can be requested from Montana State University--Great Falls College of Technology Main Office or by calling the College at 406-771-4300 or 1-800-446-2698.

GENERAL STUDIES

In cooperation with other Montana colleges and universities, Montana State University--Great Falls College of Technology offers a general studies option to students who plan to pursue degrees at other colleges or universities but wish to take basic courses at the College. This option is also available to those students who are uncertain about a major field of study or want to explore a variety of courses before making a final choice. Required general education core courses are particularly well suited for transfer to other colleges or universities.

An advisor will assist students in preparing an individualized program to explore various areas and at the same time fulfill general education course requirements or electives in any curriculum.

A Transfer of Credit Guide which provides a comprehensive listing of the College's courses that are transferable to other Montana public and private institutions of higher education is available upon request. For information regarding transferability of courses, contact the

Admissions & Records Office, 406-771-4300 or 1-800-446-2698.

COOPERATIVE COURSES WITH THE UNIVERSITY OF GREAT FALLS

The College has an agreement with the University of Great Falls to offer cooperative courses. To be eligible to enroll in cooperative courses offered at University of Great Falls students must **not** be currently enrolled and degree seeking with the University of Great Falls or vice versa when the College offers the cooperative course.

The academic policies and procedures of Montana State University--Great Falls College of Technology will apply to students matriculated at the College who enroll in cooperative courses offered at the University of Great Falls. Conversely, the academic policies and procedures of the University of Great Falls will apply to students matriculated at the University who enroll in cooperative courses offered at Montana State University--Great Falls College of Technology.

EVENING CLASSES

The College offers evening courses which are an extension of the daytime course offerings. In Fall and Spring semesters over 40 evening courses are offered in general education, computer technology, business, allied health, and office technology. During summer term an emphasis is placed on offering evening courses which support programs at the College of Technology as well as on other Montana State University campuses.

Courses for two Associate of Applied Science Degree programs: Business and Computer Technology are now offered in their entirety on a three- to four-year cycle during the evening. Please consult with an admissions counselor for more information as to when courses for these programs are offered.

Special Academic Opportunities

DEPARTMENT OF OUTREACH

Suzanne Waring, Director
771-4300 or 1-800-446-2698

The Department of Outreach of Montana State University--Great Falls College of Technology is committed to providing access to learning and training opportunities to Montanans through the Centers for Extended Studies, Continuing Education, and Customized Training.

Center for Extended Studies

The Center for Extended Studies provides workshops, courses, and programs to off-campus sites and credit-bearing seminars on campus.

The Center uses a variety of delivery methods to best accommodate students in each situation, such as hiring qualified faculty in the community or electronically delivering courses. Electronically delivered courses, seminars, and workshops are offered via two interactive video systems serving urban and rural communities; computer-mediated instruction; satellite down-linking; cable television courses; and pre-recorded videotapes. The Center plans distance learning opportunities and coordinates the delivery along with serving as a liaison for student support services.

Annually, approximately 75 computer seminars provide participants with the latest technology in word processing, spreadsheet, database, graphic, and accounting applications. These one-credit seminars are offered each semester on campus and in the Bozeman community during the evening hours.

Those interested should call the Main Office at 406-771-4300 or 1-800-446-2698 to request a schedule showing when and where various computer application seminars and off-campus courses and programs are offered.

INTERNET CLASSES

To take a class from the comfort of your home via the Internet is a convenience brought to students by modern technology. Internet courses provide you with fewer scheduling conflicts, access to courses any time of the day, and the ability to enroll in prerequisite and general core courses before moving to Great Falls.

The main advantages of Internet courses are that you can log on and complete your assignments any time of the day--even 3 a.m. and you save on transportation costs. Internet courses blend well with your personal and work schedules; however, you also need to be aware of the pitfalls. The faculty post due dates for assignments, but you have only yourself to answer to if you fail to meet those assignment deadlines. Beware of procrastination! Secondly, you must be willing to wrestle with the technology and learn it along with the course material. The College offers orientations to acquaint students with the technology, and staff are available to answer individual questions. However, you need to seek that assistance if you are having difficulties. Knowledge that over 250 individuals have gone before you and have learned how to take a course over the Internet should ease your concerns.

To access these Internet courses, you will be provided with MSU Link First Class software and an Online Resources User Manual. In addition, a web site has been created to help you with questions you may have with MSU Link. Refer to www.msugf.edu/msulink for instructions to install the software, for additional help in accessing your course, or for more information concerning MSU Link First Class software.

You need a 486 or Pentium personal computer or a Macintosh. It is recommended that you also have Microsoft Word software; however, Corel WordPerfect interfaces well. Microsoft Works interfaces but less effectively. Connection to an Internet provider is required. If you are enrolled in the computer application courses, you must

Special Academic Opportunities

have the software that is being taught in the course.

The computer-mediated instruction courses (Internet) presently being offered are the following:

Course No.	Title	Credits
AH 150	Fitness for Life	2
AH 201	Medical Science (Spring 2000)	3
BIO 105	Fund of Human Biology	3
BM 106	Introduction to Business	3
CS 110	Introduction to Computers	3
ENGL 121	Composition I	3
ENGL 128	Business & Technical Comm	3
OO 185	Basic Medical Terminology	4
OO 255	Medical Transcription I	3
OO 256	Medical Transcription II	3
PHYS 130	Fund of Physical Science	3
PSY 101	General Psychology	3
SOC 111	Introduction to Sociology	3
MD 180	Oral Radiology	3

Please check with the College at 771-4440 or 1-800-446-2698 to learn about new courses being added to Internet offerings during the 1999-2000 Academic Year.

Continuing Education Center

The Center for Continuing Education provides non-credit bearing workshops that train and upgrade participants' skills in health, microcomputer management, general education, and technology fields for general public enrollment.

Workshop fliers on a variety of training topics are often 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.

Customized Training Center

The Customized Training Center assists businesses, including those located in rural communities, to maximize their ability to make a profit. It brings together groups of business people for effective exchange of knowledge and develops and provides 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, and Computer Skills.

The College takes pride in the faculty who are skilled in various instructional areas. They are prepared to provide workshop and seminar training for business and industry and to develop workshops fitting the special needs of a particular company. Call the Customized Training Representative located at the Business Center, 710 First Ave N at 454-3217 or the College at 406-771-4300 or 1-800-446-2698 (in Montana) to learn more about how Montana State University--Great Falls College of Technology can provide customized training required in today's business environment.

Special Academic Opportunities

SPECIALIZED ENDORSEMENTS

The College's academic departments offer Specialized Endorsement programs which provide the student with the opportunity to rapidly move into the job market with a core of skills. The Specialized Endorsement programs are offered during the day, late afternoon, and evening to afford individuals the opportunity to earn credits while working. 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.

Business Management

Course No.	Title	Credits
BM 106	Introduction to Business	3
BM 255	Legal Environment	3
BM 240	Advertising	3
BM 230	Management	3
BM 235	Marketing	3
COMM130	Public Speaking OR	3
COMM135	Interpersonal Communications	<u>3</u>
	Total	18

Professional Communications

Course No.	Title	Credits
COMM130	Public Speaking	3
COMM135	Interpersonal Communications	3
CS 110	Introduction to Computers	3
ENGL 120	Introduction to Composition OR	3
ENGL 121	Composition I	3
ENGL 124	Business & Professional Comm	2
OO 107	Keyboarding I OR	3
OO 108	Keyboarding II	3
OO 265	WordPerfect OR	3
OO 266	Microsoft Word	<u>3</u>
	Total	20

Computerized Accounting

Course No.	Title	Credits
ACCT 101	Accounting Procedures I	3
ACCT 102	Accounting Procedures II	3
ACCT 190	Payroll Accounting	3
CS 110	Introduction to Computers	3
CS 220	Electronic Spreadsheets	3
MATH 104	Business Mathematics	4
OO 173	Electronic Calculators	<u>2</u>
	Total	21

Legal Information

Course No.	Title	Credits
CS 110	Introduction to Computers	3
ENGL 120	Introduction to Composition OR	3
ENGL 121	Composition I	3
OO 107	Keyboarding I OR	3
OO 108	Keyboarding II	3
OO 180	Legal Studies I	4
OO 260	Machine Transcription	3
OO 265	WordPerfect OR	3
OO 266	Microsoft Word	3
OO 285	Legal Transcription I	<u>3</u>
	Total	22

Medical Office Paraprofessional

Course No.	Title	Credits
BIO 105	Fund of Human Biology	3
CS 110	Introduction to Computers	3
OO 107	Keyboarding I	3
OO 185	Basic Medical Terminology	4
HI 237	Outpatient Coding	3
OO 241	Medical Office Procedures	2
OO 265	WordPerfect OR	3
OO 266	Microsoft Word	3
OO 260	Machine Transcription	3
OO 255	Medical Transcription I	3
OO 295	Admin Office Procedures	<u>3</u>
	Total	30

Special Academic Opportunities

Microcomputer

Course No.	Title	Credits
CS 110	Introduction to Computers	3
CS 120	Internet Basics	1
CS 166	Computer Operating Systems	3
CS 205	Database Management	3
CS 220	Electronic Spreadsheets	3
MATH 101	Introductory Algebra	4
OO 107	Keyboarding I	3
OO 265	WordPerfect OR	3
OO 266	Microsoft Word	<u>3</u>
	Total	23

Microcomputer Word Processing

Course No.	Title	Credits
CS 110	Introduction to Computers	3
CS 120	Internet Basics	1
CS 280	Desktop Publishing	3
ENGL 120	Introduction to Composition OR	3
ENGL 121	Composition I	3
OO 107	Keyboarding I	3
OO 108	Keyboarding II	3
OO 265	WordPerfect OR	3
OO 266	Microsoft Word	<u>3</u>
	Total	19

Financial Aid

Eligibility Requirements

All recipients of Federal financial aid at Montana State University--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;
- Generally be enrolled at least half-time as a regular student in a financial aid eligible certificate or degree program;
- Maintain Satisfactory Academic Progress in accordance with the policy of the Office of Financial Aid;
- 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.

Assistance in Applying for Financial Aid

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 Office of Financial Aid, Montana State University--Great Falls College of Technology, PO Box 6010, Great Falls, MT 59406.

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.

The Priority Application Date is MARCH 1 for all students attending in the Fall, Spring or Summer Terms.

The Application Deadline is JULY 1 for new students beginning their attendance in the Fall Semester.

The Application Deadline is NOVEMBER 1 for new students beginning their attendance in the Spring Semester.

The Application Deadline is MARCH 1 for all students attending in the Summer Term.

Although the deadlines for Fall and Spring are set in July and November, some of the Federal financial aid programs with limited funding may already be fully expended for the award year. An applicant should apply by the **March 1** priority application 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.

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 at the Office of Financial Aid. The applicant mails the completed form, signature page or on the internet at www.fafsa.ed.gov to the central processor. As a result of this form, an applicant will receive a Federal Student Aid Report (SAR) in the mail. Students should submit the SAR to the Office of Financial Aid as quickly as possible.

Students receiving financial aid must also submit copies of the proper Federal income tax forms and any other information requested by the Office of Financial Aid.

Students who have attended other postsecondary institutions in the last 12 months must request a financial aid transcript from all postsecondary institutions attended during that period of time. These transcripts must be requested even if financial aid was not received at that institution. Forms for requesting financial aid transcripts are available in the Office of Financial Aid.

Students who have incomplete financial aid files will be ineligible for financial assistance until files have been completed.

Financial Aid Programs

The following Federal and State programs are available at Montana State University--Great Falls College of Technology.

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 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 Office of Financial Aid. Federal Work-Study students are paid every other week according to the State of Montana payroll schedule. 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 Office of Financial Aid. State Work-Study students are paid every other week according to the State of Montana payroll schedule. Funding is limited and is awarded on a first-come, first-served basis.

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.

Financial Aid

Leveraging Educational Assistance Partnership Program (LEAPP)

Leveraging Educational Assistance Partnership Program Grants are a Federal and State program 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.

Montana Baker Grant (MTAP)

The Montana Baker Grant is available to Montana students who have earned a state set amount of income the previous year and who are not receiving a set amount of other gift aid. Grants are between \$100-\$500 depending on an individual's eligibility. Funding is limited and is awarded on a first-come, first-served basis.

Fee Waivers

Fee waivers are administered by the Office of Financial Aid. For all students, inquiries should be directed to the Office of Financial Aid. All fee 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. Fee waivers do not require repayment. Fee waivers are state funded and require Montana residency status with the exception of the faculty/staff fee waiver.

In order to retain the waiver, it is necessary to maintain satisfactory academic progress in accordance with Office of Financial Aid policy.

Honorably Discharged Veterans' Fee Waiver

The registration fee and tuition shall be waived for honorably discharged persons who served with the United States Armed Forces in any of its wars 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 Office of Financial Aid. 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 Office of Financial Aid.

American Indian Fee Waiver

This waives the registration fee and tuition each semester and is awarded by the Office of Financial Aid to students who complete an affidavit stating they are at least 1/4 American Indian, 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. Applicants for this fee waiver must file a FAFSA and complete their financial aid file with the Office of Financial Aid. Application forms for this fee waiver are available at the Office of Financial Aid. Recipients of this fee waiver are subject to satisfactory academic progress requirements.

Montana Senior Citizen Fee Waiver

Tuition and registration fees shall be waived for students classified as in-state residents for fee purposes and who are at least 62 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 Office of Financial Aid.

Surviving Dependents of Montana Firefighters/Peace Officers Fee Waiver

Registration fee and 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 Office of Financial Aid. Recipients of this fee waiver are subject to satisfactory academic progress requirements.

Faculty and Staff Fee Waiver

All fees, except registration and building fees, shall be waived for a maximum of 6 credits per term for permanent Montana University System employees who are employed at least 3/4-time during the entire period of enrollment. Application forms are available from the Office of Financial Aid.

Scholarships

High School Honor Scholarship

The principal of each fully accredited Montana high school may name one or more members from each year's graduating class to receive a High School Honor Scholarship issued by the Montana University System. This scholarship (fee waiver) is applicable at any of the units of the Montana University System and covers registration fee and tuition for 2 semesters. Recipients must submit a copy of their High School Honor Scholarship letter from the Commissioner of Higher Education to the Office of Financial Aid one month prior to registration.

Honor Scholarship for National Merit Scholarship Semifinalists

Tuition and registration fee shall be waived for National Merit Scholarship semifinalists from Montana. This scholarship (fee waiver) 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. Continuing students should periodically check the financial aid bulletin board. The Office of Financial Aid will post scholarship information

and deadlines on the financial aid bulletin board as information becomes available. Also, all students should check the Montana State University—Great Falls College of Technology Library's reference section for materials on grants and scholarships.

One tool available is the Financial Aid Information Page on the World Wide Web. There are several free scholarship searches available at this web site. The address to this page is <http://www.finaid.org/>

Remember scholarship application deadlines are crucial.

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.

First-year, first-time borrowers at Montana State University--Great Falls College of Technology will have the first disbursement of their loan delayed for 30 calendar days from the first day of classes. First-time borrowers will be required to attend an entrance counseling session before their first check is released.

All borrowers must maintain satisfactory academic progress in accordance with the policy of the Office of Financial Aid and be enrolled at least half-time to qualify for any FFELP loans. Regulations and requirements change from year to year. The latest information can be obtained from the Office of Financial Aid.

Veterans' Benefits

Students who are Veterans of military services may be eligible for Veterans' Benefits.

Financial Aid

Application for benefits should be made **at least** 30 days in advance of the start of the academic term. Other educational benefits are extended to orphans of Veterans and for the vocational rehabilitation of Veterans. Once enrolled, recipients must request that the Office of Financial Aid verify their enrollment with the Department of Veterans Affairs before benefits will begin.

For information on Veterans' Benefits, contact the Office of Financial Aid at 406-771-4334 or the Veterans Administration at 1-800-827-1000.

State and Local Services

Montana Social and Rehabilitative Services Division, Montana Job Service, Bureau of Indian Affairs, Project Challenge, and Rural Employment Opportunities may offer assistance to students who qualify for their programs. For information regarding eligibility requirements, contact the specific program. The Office of Financial Aid must be notified by the student if any assistance is received from an outside agency.

Withdrawals/Changes in Enrollment Status

Those students who are receiving financial aid and completely withdraw from classes may owe the Department of Education a prorated amount of aid received based on weeks completed 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 will be considered unofficial withdrawals. The last date of attendance will be determined by instructors' attendance records. Based on this date, students may owe a repayment of aid received.

Students receiving financial aid are expected to complete a designated percentage of the credits for which they are funded each academic term.

The Office of Financial Aid 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.

Transfer Students

Students who have attended other postsecondary educational institutions in the last 12 months must provide a financial aid transcript for each institution attended during this time regardless of whether financial aid was received. Students who are on financial aid suspension from another institution may be placed on financial aid probation at Montana State University--Great Falls College of Technology. They will have one academic term in which to earn a 2.0 grade point average (GPA) and complete the minimum percentage of credits attempted. Students who are on financial aid probation and do not earn a 2.0 GPA or complete the minimum percentage of credits attempted will be suspended from receiving further financial aid until they meet satisfactory academic progress requirements at the College.

Satisfactory Academic Progress Requirements for Financial Aid Recipients

Federal and State financial aid regulations require that all financial aid recipients maintain satisfactory academic progress in their programs of study. 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 Office of Financial Aid.

- Students are required to maintain a minimum 2.0 cumulative grade-point average (C average). Students with less than a 2.0 GPA, but at least a 1.50 GPA, 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 GPA

Financial Aid

is not 2.0 or above. If at any time a student's GPA is less than a 1.50, the student will be placed on financial aid suspension;

- Students must complete 67 percent of the number of attempted credits each term;
- Students have a maximum time frame in which to receive financial aid which is based on 150 percent of the number of required credits specified for each program of study;
- The minimum number of credits to be completed per academic term must apply toward a certificate or degree or be necessary remedial courses;
- 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 Office of Financial Aid for review of circumstances. 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 Office of Financial Aid for a complete satisfactory academic progress policy for financial aid recipients.

Repayment Policy

For Federal student financial aid recipients, all non-institutional living expenses are prorated based on the number of weeks the student completes during the semester before withdrawing, rounded upward to the nearest 10%.

For students who begin attendance at the College, 100% of the books and supplies allowance is considered to be expended.

Changes to Financial Aid Policies or Requirements

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.

Student Information

Guidance and Counseling

Professional staff is available to provide admissions and financial aid information as well as career, education, and personal assistance to prospective and enrolled students. Appointments can be scheduled at the main office or by telephone: 406-771-4300 or 1-800-446-2698.

New students are encouraged to visit Student Services for general information about the College and for selection of a program.

Services for Students with Disabilities

Students with disabilities who require a reasonable accommodation of that disability to enhance their access to courses or programs may request such assistance through the College's Student Services Department. Diagnostic verification of a specific disability by a qualified clinical and/or medical professional and statement of the need for and type of accommodation must be on file prior to requesting assistance.

Formal written request for accommodation must be completed with the Student Services Department at least 2 weeks prior to enrollment and/or to the time the accommodation is to take effect. Forms for completing the formal written request are available from the Main Office. Continuing students must maintain "good academic standing" to continue using this service. Physical access to the building for persons with physical disabilities is provided through designated parking, a ramp at the East and North parking lots and an automatic door at the East entrance to the building.

The College has specialized adaptive equipment for persons with disabilities. Video magnifiers, computer magnification systems, speech systems or screen readers/braille systems are available.

For further information, please contact the Coordinator of Special Services at 406-771-4300 or 1-800-446-2698.

Educational Talent Search

Educational Talent Search encourages and assists middle and high school students and young adults to complete high school and continue on to postsecondary institutions. Talent Search also assists students in returning to school. Services provided include comprehensive counseling and referral in academic, vocational, and career planning, as well as financial aid. These services are available to young adults, age 11-27, who are low income and/or whose parents have not completed a four-year college degree. For further information, contact the coordinator at (406)771-4325.

Educational Opportunity Center (EOC)

The Educational Opportunity Center provides the following services for everyone-students and community:

- Help choosing a career, a program of study, or training program
- Academic advising to prepare for college
- Assistance in completing application and other forms to enter college or training programs
- Information on grants, student loans, scholarships-all types of financial aid
- Referral to support systems that can help you succeed

The Educational Opportunity Center is located in the Student Support Services G-38. For more information, call the EOC Coordinator at 771-4326 or 1-800-446-2698, ext. 4326.

The Educational Opportunity Center is a federally funded TRIO program of MSU Northern in coordination with the Montana State University--Great Falls College of Technology.

Student Information

Job Placement and Follow Up

Through a cooperative agreement with Great Falls Job Service on-campus job placement assistance is available to all students and graduates. Information is provided regarding current job openings and trends, as well as job-finding techniques. Placement is a team effort involving the program faculty, the placement office, and the student.

Bookstore

The College's Bookstore carries an inventory of required textbooks and supplies. It also offers snack items, postage stamps, bus passes, and a check-cashing service. The Bookstore is open daytime, Monday through Friday.

Library

The Montana State University---Great Falls College of Technology Library supports student learning and the College's programs of instruction by providing open access to information and ideas. Library holdings include 200 periodical titles and 5000 book and video titles. The collection is particularly strong in business and allied health. The collection may be accessed through a web-based library catalog. Students have access to a variety of general and subject specific periodical indexes via the web, including access to full text articles. Library services include reference, classroom or individual instruction, interlibrary loan and reserves. More detailed information can be found on the web at: www.msugf.edu/library. For library hours or additional questions, call 771-4398.

Snack Bar and Cafeteria

For the convenience of students, the College has a snack bar and cafeteria located in the student commons area.

Student Orientation

A student orientation session is conducted before each semester to acquaint students with academic assistance, special services, and academic and institutional policies of particular importance.

Accidents/Illness

In the event a student incurs an injury or becomes ill while on campus, the following procedure will be implemented: If the student is conscious and able to respond, and the injury or illness is not perceived to be life threatening or potentially life threatening, the student will be asked regarding desired medical treatment and/or an individual to transport him/her home or to medical assistance. If the student is unconscious, unable to respond, or the injury or illness is perceived to be of a life-threatening nature, Emergency Response Services (911) will be called. Students are responsible for the cost of transport and treatment for and incidences of accident or illness.

Associated Students

The Associated Students organization of Montana State University---Great Falls College of Technology provides input to the College's administrative staff and to the Montana Board of Regents regarding issues and policies that impact students; plans student and campus activities; and prioritizes how student funds will be expended. Associated Students' officers and Program Senators are elected at the end of each spring semester and hold office until the following year.

Change of Address

A current mailing/permanent address and telephone number should be on file in the Admissions & Records Office. A forwarding address should be provided when a student withdraws or graduates.

Student Information

Children of Students

Children of students may not accompany their parent(s) to class or wait without adult supervision in other parts of the building.

Commercial Activities/Fund Raising

The sale of goods and/or services which benefit an individual and/or organization not associated with the College is prohibited in the building, at campus-sponsored activities, or on the College grounds. Solicitation of funds by any person and/or organization unaffiliated with the College is prohibited in the building, at campus-sponsored activities, or on campus unless permission has been granted in writing by the Dean or the Dean's designee.

Expression

Prior to distribution in the College or on the College's property, a copy of College-sponsored or non-College-sponsored publications shall be reviewed by the Dean of the College for approval. The Dean, or designee, may stop distribution of publications which are obscene or inflammatory, which infringe on the rights of others, or which will cause substantial disruption of the College's activities. The Dean will provide guidance regarding restrictions that may apply to distribution.

Food and Beverages

Consumption of food and beverages by students is restricted to the Student Commons Area.

Housing

The College is a commuter campus and does not have residential facilities. A brochure providing housing information for the Great Falls area is available in the main office.

Lost and Found

Lost items should be reported to the Receptionist in the Main Office. Any article found should be taken to the Main Office.

Messages

College personnel will not deliver messages to individual students except in the case of emergencies or calls from schools and/or day care providers. Other messages will be placed on the bulletin board in the Student Commons Area.

Parking

The College has north, east, and south parking lots for student use. It is requested that students do not park in the designated visitor and handicapped parking area at the east side of the building. Students occupying handicapped parking should register their vehicle with student services as well as maintain a handicapped parking decal. The roadway around the facility is a fire lane, and no parking is allowed.

Posted Announcements

A student bulletin board is located in the student commons. This board is for and by the use of Montana State University---Great Falls College of Technology students. Students must take responsibility for the posting and removal of their announcements. All items must be dated on the front, or they will be removed.

Religion

It is the responsibility of the College not to interfere with religious freedom. Students have the right to practice their own religious beliefs as long as they do not violate the constitutional rights of others.

Student Information

Safety

Unsafe conditions in the building should be reported immediately to faculty, staff, or the Main Office. As some instructional areas require safety clothing or equipment, students may not be allowed to work in these areas without proper clothing and/or equipment.

Smoking

Montana State University--Great Falls College of Technology is a smoke-free building. Smoking is not allowed anywhere in the building or in the building entryways. Smokers are asked to use receptacles for disposal of cigarettes in lieu of disposing of them on the campus grounds.

Student Emergency Assistance Program

The Student Emergency Assistance Program (S.E.A.P) is sponsored by Associated Students and is dedicated to providing emergency assistance to students or to aid them in contacting other resources in the Great Falls area. SEAP is governed and regulated by a committee of students. All resources are obtained through donations and fund raising activities.

Student Identification Card

Each student will be issued a nontransferable identification card that will be required by the Library when checking out books and materials. The identification card is also required for admittance to College functions and when purchasing books or cashing checks in the bookstore. Cards must be validated at the beginning of each semester when fee finalization is completed. Identification cards remain the property of the College and must be turned in when the student graduates or withdraws from the College. Lost identification cards may be replaced by purchasing them through the Library.

Student Information

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 grants certain rights, privileges and protections related to students' educational records maintained by the University. Students' educational records (with the exception of directory information) will not be released to third parties outside of the University, 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 files or graduate school recommendations). Students have the right to request amendment of their records, if they are found to be inaccurate, misleading or otherwise in violation of the students' privacy or other rights. 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 University 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 University without the written consent of the student.

Currently registered students have the right to request that information designated as directory information be withheld from release by the University. Any student wishing to exercise this right must inform the Registrar in writing no later than the 10th class day of the academic term.

Any questions regarding educational records should be directed to the Registrar. For an in depth guide of the Family Educational Rights and Privacy Act, ask at the front desk.

Student Responsibilities

Students attending Montana State University--Great Falls College of Technology have a responsibility to:

- Be informed regarding institutional policies and procedures that guide the educational experience;
- Attend classes regularly and be prepared to participate in classroom activities;
- Treat other students, faculty members, and staff with courtesy and respect;
- Meet with their faculty advisors at least twice each semester to monitor progress and plan the program of study;
- Follow fair appropriate and noncollaborative procedures when evaluating courses;
- Maintain academic integrity in regard to proper acknowledgment of authorship of written documentation and other academic endeavors.

Student Conduct Guidelines

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, enjoy, and participate in the College programs and facilities. Student conduct that disrupts, invades or violates the personal, educational, and/or property rights of others is prohibited and may be subject to disciplinary action up to and including dismissal and/or referral for prosecution.

Student Information

Telephones

The College's telephones are for business purposes. Students' personal calls should be made on the pay telephones provided in the Student Commons Area.

Equal Education/Sexual Harassment Policies

Montana State University--Great Falls College of Technology as a unit of Montana's University System is committed to provide for all students, a program of equal opportunity for education and participation in all College activities without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, economic status, or political belief with the exception of special programs established by law.

The College reaffirms its desire to create a study environment for all students that supports, nurtures, and rewards educational and career goals on the basis of ability and performance, regardless of gender. Sexual harassment is a violation of Title VII of the Civil Rights Act and Title IX of the Educational Amendments Act of 1972.

The College's procedures afford students the opportunity for prompt, fair, and impartial consideration of all concerns based on the Equal Education Policy and Sexual Harassment Policy. Any such complaints may be initiated with the College's Associate Dean for Academic Affairs & Student Services, who is the Affirmative Action/Equal Education Opportunity Program Coordinator.

Student Information

Student Academic Complaint

Procedure:

I. Introduction

Students who disagree with an academic decision made by an instructor or an administrator, including the assignment of grades or decisions about program or degree requirements or eligibility, may file a complaint under these procedures.

II. Academic Decisions Reviewed

These procedures are available only to review allegations of unfair academic decisions rather than any differences of opinion regarding the professional judgment of the instructor/administrator in evaluating a student's work or in making an academic decision. The academic decision, including the assignment of a grade will be considered unjustified only if the decision is made:

- a. on some basis other than performance in the course and/or compliance with course assignments and requirements;
- b. by more exacting or demanding standards than were applied to other students in the same course/section of course;
- c. by a substantial departure from the instructor's, department's, or College's announced standards as articulated in the course syllabus, catalog descriptions and/or other written materials.

III. Student Academic Complaints

A. Procedures

A student who wishes to complain regarding an academic decision must proceed as follows:

1. Informal Meeting

The student should attempt to resolve the academic matter in question directly with the instructor or administrator through a personal conference as soon as possible after the academic decision is known.

2. Program Director Review

If the student and the instructor cannot reach a mutually satisfactory resolution to the problem, the student may file a formal complaint. The formal complaint must be presented in writing to the instructor's Program Director before the end of the term but in no event later than the fifteenth (15) day of College instruction in the following term. The student must describe the complaint, the date(s) of occurrence, why the student believes the decision was unfair, the student's attempts to resolve the complaint informally, and the precise relief sought by the student. The student may attach copies of any relevant documents. In the case that the complaint is against a Program Director, the formal complaint will be presented under the terms above to the appropriate Department Chair.

The student shall send a copy of the formal complaint to the instructor/administrator whose decision is being questioned. The instructor/administrator will have ten (10) working days to respond after the day of the receipt of the complaint.

The Program Director will receive and review all evidence, interview each party, if possible, and render a written decision with recommendations as to resolution within ten (10) working days of the receipt of the instructor's/administrator's response. If the complaint is not concluded within

this time, the student may carry it forward to the Department Chair for resolution. In the case that the Department Chair has been the reviewer at this step of the complaint process, and that the complaint is not concluded within this time, the student may carry it forward to the College's Academic Dean.

3. Department Chair's Review

Either the student or the instructor/administrator may appeal the Program Director's decision in writing to the relevant Department Chair, with copies to the student, instructor and the Program Director. Such appeal will be filed within five (5) working days of the receipt of the Program Director's determination. The Department Chair will submit a written decision to the student, instructor/administrator, and the Program Director within ten (10) working days of the receipt of the appeal.

4. Academic Dean's Review

Either party may appeal the Department Chair's decision. Such appeal will be filed in writing and submitted to the Academic Dean (or designee) within five (5) working days of receipt of the Department Chair's decision, with copies to the student, instructor/administrator and the Department Chair. The Academic Dean will submit a written decision to the student, instructor/administrator, and the Department Chair within ten (10) working days of the receipt of the appeal. The decision of the Academic Dean is the final decision of the College.

PROGRAMS OF STUDY



**ALLIED HEALTH
BUSINESS & TECHNOLOGY
TRANSFER**

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This section is designed to help students determine which classes they will need to complete in order to meet their educational goals.

The curricula emphasize particular academic or technical areas and are recommended to students planning careers and/or further college work in those areas.

The section contains:

- A list of all programs of study and transfer courses offered at Montana State University-Great Falls College of Technology;
- Requirements for the Associate of Applied Science Degree, Associate of Science Degree and General Education Core for transfer;

For students who plan to transfer to a four-year institution after attending Montana State University--Great Falls College of Technology, it is important that they consult with the receiving institution regarding its general graduation requirements.

Allied Health

BIOSCIENCE TECHNOLOGY

Associate of Applied Science Degree

Advisor: Diane Lund

Bioscience technicians use the principles and theories of science and mathematics to assist researchers and scientists to solve problems in research and development. Their jobs are more practically oriented than those of the researcher or scientist. Graduates who complete one of the concentrations in the Bioscience Technology program are expected to perform work duties such as the following:

Laboratory Animal Technicians provide appropriate care of experimental animals in a manner compatible with humane concerns and the advancement of scientific knowledge. Duties include mixing and dispensing special diets, specimen collection, pre- and post-operative care, record maintenance, mixing and dispensing medications and treatments, fulfilling special housing requirements, or assisting with restraint and handling procedures.

Research Laboratory Technicians work with biologists who study living organisms. They may assist scientists who conduct medical or genetic research or they may help conduct pharmaceutical research. They may also work with agricultural scientists in food and fiber research, production and processing. Some conduct tests and experiments to improve the yield and quality of crops or to increase the resistance of plants and animals to disease, insects or other hazards. Many work in laboratories to analyze organic substances such as blood, food and drugs; some may work in criminal investigation.

Instrumentation Technicians test, install, repair, calibrate, and maintain complex biomedical instruments that sense, measure, and record changes in industrial, clinical, and commercial environments. These instruments include heart-lung machines, kidney dialysis machines, infusion pumps, cardiac monitors and other devices used in medical diagnosis, monitoring, and treatment.

A grade of “C” or above is required in each didactic course in order to progress through the program and fulfill all graduation requirements. Externships are also incorporated into the curriculum design. These courses require a “B” or above to fulfill graduation requirements. Externships involve a full-time 6-week affiliation within the bioscience technology community. Sites for externships are located throughout the state of Montana, and the additional travel/living expenses are incurred by the student for externship sites not located in the immediate vicinity.

Admission to the program is competitive and based upon meeting application deadlines and satisfactory completion of criteria. Application deadlines vary; please refer to the specific criteria in the student brochure.

In order to give flexibility to this program’s curriculum, courses may be modified from time to time to accommodate the changing nature of technology and its innovations.

Pre-Bioscience Technology Required Courses

Background in related instruction and basic science is essential to prepare students to succeed in the Bioscience Technology program. All applicants must have completed high school biology, chemistry, and physics with a grade of “C” or above, or have equivalent college courses or be able to pass a challenge examination with a grade of “C” or above. In addition, applicants must complete the following courses with a grade of “C” or above in each course prior to applying for acceptance into the program. The course titles, numbers, and credits apply to semester courses offered at Montana State University--Great Falls College of Technology.

Prerequisite Courses for All Concentrations

Course No.	Title	Credits
BIO 209	Anatomy & Physiology I Lab	1
BIO 210	Anatomy & Physiology I	3
CHM 150	Principles of Inorganic Chemistry	3
CHM 151	Principles of Inorganic Chemistry Lab	1
BST 105	Electronics Essentials	3
MATH 108**	Intermediate Algebra	4
ENGL 121**	Composition I	<u>3</u>
	Total	18

The prerequisite courses may be taken at Montana State University—Great Falls College of Technology or at any other accredited college or university with equivalent transferable courses.

* Indicates prerequisites needed

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

ANIMAL LABORATORY TECHNICIAN OPTION

Required Courses After Formal Acceptance

Spring Semester

Course No.	Title	Credits
BIO 180	Microbiology	4
BIO 211*	Anatomy & Physiology II	3
BIO 212*	Anatomy & Physiology II Lab	1
CHM 152*	Essentials of Organic Chemistry	3
CHM 153*	Essentials of Organic Chemistry Lab	1
CS 110	Introduction to Computers	<u>3</u>
	Total	15

Summer Term

Course No.	Title	Credits
BM 106	Introduction to Business	3
COMM 135	Interpersonal Communications	3
MATH 216*	Basic Statistics	<u>3</u>
	Total	9

Fall Semester

Course No.	Title	Credits
BST 120	Intro to Lab Animal Science	4
BST 200	Hazardous Material Handling/ Governmental Regulations	3
BST 220	Principles of Inheritance	3
BST 222	Methods in Bioscience Tech I	3
PSY 101	General Psychology	<u>3</u>
	Total	16

Spring Semester

Course No.	Title	Credits
BST 122	Lab Animal Technician I/II	4
BST 250	Externship in Bioscience Tech	<u>TBA</u>
	Total	9

Estimated Total Program Credits - 67

Allied Health

INSTRUMENTATION TECHNICIAN OPTION

Required Courses After Formal Acceptance

Spring Semester

Course No.	Title	Credits
BIO 211*	Anatomy & Physiology II	3
BIO 212*	Anatomy & Physiology II Lab	1
BST 110	Electronic Instrumentation & Measurements I	4
BST 120	Intro to Lab Animal Science	3
CS 110	Introduction to Computers	3
MATH 130*	College Algebra	4
	Total	18

Summer Term

Course No.	Title	Credits
BST 112	Electronic Instrumentation & Measurements II	5
COMM 135	Interpersonal Communications	3
PSY 101	General Psychology	3
	Total	11

Fall Semester

Course No.	Title	Credits
BST 210	Biomedical Instrumentation I	5
BST 214	Industrial Control Systems	4
BST 140	Hazardous Material Handling/ Governmental Regulations	3
CS 166*	Computer Operating Systems	3
	Total	15

Spring Semester

Course No.	Title	Credits
BST 212	Biomedical Instrumentation II	5
BST 250	Externship in Bioscience Technology	TBA
	Total	10

Estimated Total Program Credits – 72

RESEARCH LABORATORY TECHNICIAN OPTION

Required Courses After Formal Acceptance

Spring Semester

Course No.	Title	Credits
BIO 180	Microbiology	4
BIO 211*	Anatomy & Physiology II	3
BIO 212*	Anatomy & Physiology II Lab	1
CHM 152*	Essentials of Organic Chemistry	3
CHM 153*	Essentials of Organic Chemistry Lab	1
MATH 130*	College Algebra	4
	Total	16

Summer Term

Course No.	Title	Credits
BM 106	Introduction to Business	3
CS 110	Introduction to Computers	3
MATH 216*	Basic Statistics	3
	Total	9

Fall Semester

Course No.	Title	Credits
BST 120	Intro to Lab Animal Science	4
BST 200	Hazardous Material Handling/ Governmental Regulations	3
BST 220	Principles of Inheritance	3
BST 222	Methods in Bioscience Tech I	3
COMM 135	Interpersonal Communications	3
PSY 101	General Psychology	3
	Total	19

Spring Semester

Course No.	Title	Credits
BST 224	Methods in Bioscience Tech II	4
BST 250	Externship in Bioscience Tech	TBA
	Total	9

Estimated Total Program Credits - 70

DENTAL ASSISTANT Certificate

Advisors: **Aida Buer**
 Carmen Perry

Dental assistants perform duties in the areas of chairside, laboratory, receptionist, and expanded functions allowed by the Montana Board of Dentistry.

Helpful high school courses are biology, chemistry, accounting and computers. Keyboarding is a prerequisite for completion of this program and is highly recommended to be taken prior to or concurrent with the Introduction to Computers course. Introduction to Computers or an equivalent course must be completed before taking Business & Professional Communication (ENGL 124).

A grade of "C" or above must be achieved in all courses in order to fulfill graduation requirements.

Dental assistant students spend their third semester in dental office practice in private dental offices and at Malmstrom Air Force Base Clinic. All dental assistant students are required to sign a clinical contract before clinical office practice. Students must be current in child, infant, and adult CPR and must obtain a Hepatitis B vaccine series, test positive for Hepatitis B surface antibody titer, or sign a declination of vaccination statement before enrolling in DA 232 Clinical Office Practice.

Dental assisting is for people-oriented individuals who desire a professional working environment. Dental assistants should possess these desirable qualities: assertiveness, reliability, initiative, and good manual dexterity. It is anticipated that demands for dental assistants will increase with the growing awareness of the need for dental care.

The Dental Assistant program is accredited by the American Dental Association, Council on Dental Education. The students are encouraged

to take the National Certification Examination administered by the Dental Assisting National Board to become Certified Dental Assistants. Students graduating from the Dental Assistant program at Montana State University—Great Falls College of Technology are qualified to perform expanded functions approved by the Montana Board of Dentistry. Students are encouraged to become student members of the ADAA and must carry student liability insurance.

FALL ENTRY

Fall Semester

Course No.	Title	Credits
BIO 105	Fund of Human Biology	3
COMM 135	Interpersonal Communications	3
DA 115	Oral Anatomy	3
DA 117	Dental Management	2*
DA 120	Oral Radiology I	3*
DA 123	Chairside I	4*
OO 250	Computers in Medical/Dental	1
	Total	19

Spring Semester

Course No.	Title	Credits
ENGL 124	Business & Professional Comm	3
DA 211	Clinical Specialties	3
DA 215	Dental Science	3*
DA 222	Oral Radiology II	3
DA 223	Chairside II	4
DA 225	Preventive Dentistry	3
	Total	19

Summer Term

Course No.	Title	Credits
DA 231	Clinical Office Seminar	1
DA 232	Clinical Office Practice	2
	Total	10

* Successful completion of these courses fulfills the mathematics requirements for the Dental Assistant Program

Allied Health

SPRING ENTRY

(with sufficient enrollment)

Spring Semester

Course	No.	Title	Credits
BIO	105	Fund of Human Biology	3
COMM	135	Interpersonal Communications	3
DA	115	Oral Anatomy	3
DA	117	Dental Management	2*
DA	120	Oral Radiology I	3*
DA	123	Chairside I	4*
OO	250	Computers in Medical/Dental	<u>1</u>
		Total	19

Summer Term

Course	No.	Title	Credits
DA	215	Dental Science	3*
DA	222	Oral Radiology II	3
DA	223	Chairside II	<u>4</u>
		Total	10

Fall Semester

Course	No.	Title	Credits
ENGL	124	Business & Professional Comm	3
DA	211	Clinical Specialties	3
DA	225	Preventive Dentistry	3
DA	231	Clinical Office Seminar	1
DA	232	Clinical Office Practice	<u>2</u>
		Total	19

Total Program Credits - 48

- * Successful completion of these courses fulfills the mathematics requirements for the Dental Assistant Program

EMERGENCY SERVICES

Associate of Applied Science Degree

EMERGENCY MEDICAL TECHNICIAN PARAMEDIC (EMT-P) OPTION

Advisor: Kelly McKeever

Emergency Medical Services (EMS) personnel play a crucial role in providing appropriate care and transportation in both emergency and non-emergency settings. Medical emergencies including automobile accidents, heart attacks, strokes, poisonings, childbirth, and substance abuse all require urgent care and transportation as well as quality care during transportation between medical facilities.

Employment opportunities for EMS personnel are expected to increase due to population growth, a larger percentage of the retired populace requiring care and transportation, new developments in the field of emergency medicine and changes in the healthcare field. Opportunities for EMS personnel are available in law enforcement, fire departments, private industry, search and rescue, hospitals, armed forces, and ambulance services.

EMS courses are offered when there is sufficient demand and are designed to prepare students for the National Registry Certification Examinations at specified levels.

Admission Requirements

- 18 years of age prior to entering national certification process
- Completion of prerequisite courses
- Current certification in CPR according to the standards of the AHA Healthcare Provider or its equivalent
- Proof of immunization against measles and rubella, diphtheria/tetanus, and a negative tuberculin test or approved treatment
- Hepatitis B immunization series is strongly recommended
- Current National Registry Certification at the EMT-Basic **AND/OR** EMT-Intermediate Level and 1 year related experience **prior** to sitting for the National Registry EMT-Paramedic Certification Examination

Prerequisite Courses

It is the conviction of the EMS faculty that a sound foundation in science and general education is essential to prepare the applicant to succeed in the field of emergency services. The course titles, numbers, and credits apply to semester courses offered at Montana State University--Great Falls College of Technology.

The prerequisite courses may be taken at Montana State University--Great Falls College of Technology or at any other accredited college or university with equivalent transferable courses.

Course	No.	Title	Credits
BIO	210	Anatomy & Physiology I	3
BIO	209	Anatomy & Physiology I Lab	1
CS	110	Introduction to Computers	3
ENGL	121**	Composition I	3
MATH	**	104 or above	4
OO	185	Basic Medical Terminology	4
		Total	17

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

Allied Health

Criteria for Formal Acceptance will include:

- Completion of prerequisite courses with a grade of “C” or above
- EMS pre-admission examination
- Medical Director approval

EMS Technical Core After Formal Acceptance

Fall Semester

Course	No.	Title	Credits
AH	140	Pharmacology	2
BIO	211	Anatomy & Physiology II	3
BIO	212	Anatomy & Physiology II Lab	1
EMS	105	Paramedic I	3
EMS	110	Paramedic I/II Skills Lab	1
EMS	115	Paramedic II	3
EMS	120	Paramedic I/II Clinical/Field Internship	3
EMS	145	Advanced Cardiac Life Support	1
EMS	148	Pre-Hospital Trauma Life Support	1
		Total	18

Spring Semester

Course	No.	Title	Credits
AH	108	Disease Concepts	2
EMS	146	Pediatric Advanced Life Support	1
EMS	205	Paramedic III	3
EMS	225	Paramedic IV	3
EMS	210	Paramedic III/IV Skills Lab	1
EMS	220	Paramedic III/IV Clinical/Field Internship	4
PSY	101	General Psychology	3
		OR	
PSY	109	Lifespan Development	3
		Total	17

After successful completion of all Prerequisite and EMS Technical Core courses, students will be able to apply to sit for the National Registry Certification Examination.

Emergency Medical Technician – Associate of Applied Science (AAS) in Emergency Services Paramedic Option

Through individual advisement, students wishing to obtain an AAS Degree in Emergency Services must successfully complete all course work in one of the following areas:

Business Management

Course	No.	Title	Credits
BM	106	Introduction to Business	3
BM	225	Risk Management	3
BM	230	Management	3
BM	235	Marketing	3
BM	255	Legal Environment	3
HI	156	Legal & Regulatory Aspects of Healthcare	2
		Total	17

General Studies

Course	No.	Title	Credits
AH	101	Healthcare Delivery in USA	2
COMM	130	Public Speaking	3
COMM	135	Interpersonal Communications	3
ML	100	Intro to American Sign Language	3
PHIL	238	Medical Ethics	3
SOC	111	Introduction to Sociology	3
		Total	17

Courses can be completed concurrently with EMS Technical Core and/or during summer sessions if available.

Courses Available on Sufficient Demand

EMS 130 First Responder 3 Credits

Prerequisites:

- Current status as an emergency care provider or intent to become an emergency care provider
- High school graduate or equivalent

EMS 131 First Responder Refresher (Transition) 1 Credit

Prerequisites:

- Current status as a First Responder

EMS 135 First Responder to EMT-Basic Bridge 4 Credits

Prerequisites:

- Current status as an emergency care provider
- High school graduate or equivalent
- Current status as a Montana First Responder or First Responder Ambulance

EMS 137 Emergency Medical Technician Basic 6 Credits

Prerequisites:

- Current status as an emergency care provider or intent to become an emergency care provider
- High School graduate or equivalent
- Approved for admissions by the Program Coordinator

EMS 138 EMT-Basic Refresher (Transition) 2 Credits

Prerequisites:

- Current status as an EMT-B
- Approved for admission by the Program Coordinator

EMS 143 EMT-Intermediate Refresher 1 Credit

Prerequisites:

- Current status as an EMT-I
- Approved for admission by the Medical Director and Program Coordinator

EMS 149 Emergency Medical Technician Intermediate 5 Credits

Prerequisites:

- High School graduate or equivalent
- Current status as an EMT-B
- A 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

Allied Health

EMERGENCY SERVICES

Associate of Applied Science Degree

FIRE AND RESCUE TECHNOLOGY OPTION

Advisor: Tom Lindell

Please note: Enrollment in this program is currently restricted to Montana firefighters who are working or volunteering in a fire service company.

Today's firefighters not only respond to fire and medical emergencies but also participate in disaster response planning, containment, and cleanup of hazardous material spills, enforcement of fire codes and standards, as well as delivery of safety, fire, and accident prevention programs. The work of the contemporary firefighter is multi-functional and requires a high level of expertise in relevant technical areas as well as proficiencies in written and oral communications, leadership, planning, and the ability to deal with a broad range of individuals and situations.

This degree program combines technical fire and rescue training with general education courses to fulfill Associate of Applied Science Degree requirements. It also incorporates the opportunity to transfer credits toward a four-year 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.

Agreements for transfer of credit with other colleges in the state will allow firefighters to complete general education degree requirements without having to relocate to Great Falls. Required technical courses are offered at locations throughout the state. Students will be required to complete an approved project to demonstrate their integration of learning in the

majority of technical courses. It is strongly recommended that English Composition I be successfully completed before projects for this program are attempted.

Program applicants should forward their requests for transfer of credit for general and technical education to the Registrar's Office at the College. Requests for transfer of credit should include official copies of transcripts, and whenever available, course descriptions or syllabi. An Advisory Committee meets quarterly to review requests for transfer of technical credit.

General Education Requirements

Course No.	Title	Credits
AH 150	Fitness for Life	2
BIO 105	Fundamentals of Human Biology	3
COMM 130	Public Speaking	3
CS 110	Introduction to Computers	3
EMS 137	EMT Basic	7
ENGL 121**	Composition I	3
ENGL 128*	Business & Technical Comm	3
MATH 130**	College Algebra	4
PHYS 130	Fundamentals of Physical Science	3
PSY 101	General Psychology	3
	Total	34

Technical Course Requirements

Course No.	Title	Credits
FRS 101	Firefighter I	5
FRS 102	Firefighter II	5
FRS 112	Fire Inspection & Investigation	3
FRS 245	Fire Service Training & Safety Education	3
FRS 250	Building Construction	2
FRS 265	Incident Management & Safety	3
FRS 275	Tactical Operations	3
FRS 280	Company Management	3
FRS 285	Hazardous Materials	2
	Electives	3
	Total	32

Suggested Electives

Course No.	Title	Credits
FRS 241	Hydraulics & Water Supplies	3
PSY 109	Lifespan Development	3
SOC 111	Introduction to Sociology	3
	Wildland Fire Protection	3
	Aircraft Fire & Rescue	3
	Other Specialized Training	3

Estimated Total Program Credits - 66

- * Indicates prerequisites needed
- ** Placement in course(s) is determined by admission assessment

HEALTH INFORMATION TECHNOLOGY

Associate of Applied Science Degree

Advisor: Irene Mueller

The Health Information Technology program is designed to prepare individuals to perform a variety of technical health information functions which include: organizing, analyzing and technically evaluating health information; compiling various administrative and health statistics; and coding diseases, operations, procedures, and other therapies. Health Information Technicians also maintain and use a variety of health information indexes; create special registries and storage and retrieval systems; input and retrieve computerized health data; and control the use and release of health information.

The program is accredited by the American Health Information Management Association and the Commission on the Accreditation of Allied Health Educational Programs, which allows graduates to sit for the national certification examination to become Accredited Record Technicians.

A grade of "C" or above must be achieved in all courses to advance in the program and to graduate.

Pre-Health Information Technology Required Courses

Background in related instruction, basic science, and computer science is essential to prepare the applicant to succeed in the health information technology curriculum. All applicants must have completed a basic computer course with a grade of "C" or above, have an equivalent college course with a grade of "C" or above, or have taken a pre-authorized challenge examination for this course. Applicants must complete the following prerequisite courses with a minimum grade of "C" in each course prior to formal acceptance into the program. The course

Allied Health

titles, numbers, and credits apply to semester courses offered at Montana State University--Great Falls College of Technology:

Prerequisite Courses

Course	No.	Title	Credits
AH	101	Healthcare Delivery in the US	2
HI	132	Health Information Processes	3
MATH	161**	Math for Health Science	4
OO	185	Basic Medical Terminology	4
ENGL	121**	Composition I	<u>3</u>
Total			16

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

The above courses may be taken at Montana State University--Great Falls College of Technology or at any other accredited college or university with equivalent transferable courses.

Program Course Requirements After Formal Acceptance

Spring Semester

Course	No.	Title	Credits
BIO	210	Anatomy & Physiology I	3
BIO	209	Anatomy & Physiology I Lab	1
CS	205*	Database Management	3
HI	135	Prof. Experience Practicum	1
HI	156	Legal and Regulatory Aspects of Healthcare	2
HI	210	Healthcare Information	3
HI	215	Health Care Personnel and Supervision	<u>2</u>
Total			15

Summer Term

Course	No.	Title	Credits
COMM	130	Public Speaking	3
PSY	101	General Psychology OR	3
SOC	111	Introduction to Sociology	<u>3</u>
Total			6

Fall Semester

Course	No.	Title	Credits
AH	194	Basic Pharmaceuticals	1
AH	201	Medical Science	3
BIO	211	Anatomy & Physiology II	3
BIO	212	Anatomy & Physiology II Lab	1
ENGL	124*	Business & Professional Comm	3
HI	236	Inpatient Healthcare Info. Coding	3
HI	245	Prof. Practice Experience I	<u>2</u>
Total			16

Spring Semester

Course	No.	Title	Credits
HI	225	Managing the Health Information Department	3
HI	237	Outpatient Healthcare Info. Coding	3
HI	240	Healthcare Quality	4
HI	260	Health Care Reimbursement	2
OO	250	Computers in Med/Dental	<u>1</u>
Total			13

OPTIONAL

HI	200	Special Project (Transcription)	2
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Summer Term

Course	No.	Title	Credits
HI	290	Prof. Practice Experience II	3
HI	292	Topics in HIT	<u>3</u>
Total			6

Suggested Electives

Course	No.	Title	Credits
COMM	135	Interpersonal Communications	3
HI	200	Health Information Technology Transcription	2
MATH	216	Basic Statistics	3
MATH	217	Intermediate Statistics	3
OO	241	Medical Office Procedures	2
PHIL	238	Medical Ethics	3

Total Program Credits - 72

* Indicates prerequisites needed

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

MEDICAL ASSISTANT Associate of Applied Science Degree

Advisor: Deborah Newton

The medical assistant is a professional multi-skilled person who assists in all aspects of medical practice under the supervision of a physician. Performance may be separated into two distinct categories: (1) administrative responsibilities which include both routine and special tasks required to keep the medical office running smoothly, and (2) clinical responsibilities which include assistance with patient care management and clinical procedures. Medical assistants can specialize in either the administrative or clinical aspect of the job or be multi-functional. Competence requires effective communication skills, recognition and response to emergencies, adherence to ethical and legal standards, and demonstrable professional characteristics.

Prior to the clinical externship students must carry current certification in First Aid and CPR, must be vaccinated for Hepatitis B, must be tested for tuberculosis, and must purchase liability insurance when registering.

Students entering the Medical Assistant program are required to complete prerequisite courses with a grade of "C or above before enrolling in the required courses of the program. See your advisor for scheduling of prerequisite and required courses.

Medical Assistant

Required Skill

OO 107 Keyboarding I or Challenge

Prerequisite Courses

Course No.	Title	Credits
ACCT 101	Accounting Procedures I	3
COMM 135	Interpersonal Communications	3
CS 110	Introduction to Computers	3
MATH 161**	Math for Health Science	4
OO 185	Basic Medical Terminology	4
	Total	17

Required Courses

Course No.	Title	Credits
AH 140	Pharmacology	2
AH 201*	Medical Science	3†
BIO 210	Anatomy & Physiology I	3†
BIO 209	Anatomy & Physiology I Lab	1†
BIO 211	Anatomy & Physiology II	3†
BIO 212	Anatomy & Physiology II Lab	1†
ENGL 121**	Composition I	3†
ENGL 124*	Business & Professional Comm	3
HI 132	Managing the Medical Record	3
HI 237*	Outpatient Coding	3†
MO 138*	Clinical Procedures I	3†
MO 238*	Clinical Procedures II	3†
MO 241*	Clinical Review	1†
MO 242*	Externship	4†
OO 108*	Keyboarding II	3
OO 241*	Medical Office Procedures	2†
OO 250*	Computers in Medical/Dental Off	1
OO 255*	Medical Transcription I	3†
OO 265*	WordPerfect OR	3
OO 266*	Microsoft Word	3
PSY 101	General Psychology	3
	Electives	0
	Subtotal	50
	Prerequisites	17
	Total Program Credits	67

Suggested Electives

Course No.	Title	Credits
BM 230*	Management	3
OO 292	Career Development	3
PHIL 238	Medical Ethics	3

† Indicates a grade of "C" or above must be achieved in courses

* Indicates prerequisites needed

Allied Health

OCCUPATIONAL THERAPY ASSISTANT

Associate of Applied Science Degree

Those trained in occupational therapy help people who are disabled developmentally, physically, emotionally, or socially to become more independent through purposeful activity. Treatment approaches include daily living tasks, manual or creative arts, exercise, work tasks, and functional activities.

As a team, the occupational therapy assistant and occupational therapist plan and carry out treatment programs, observe changes in the patient or client, and write progress reports. Rewarding employment opportunities can be found in hospitals, special schools, nursing homes, and home health agencies.

A grade of "C" or above is required in all courses to fulfill graduation requirements. Purchase of liability insurance and fees for labs are required. Student membership in AOTA and MOTA is strongly encouraged.

First Aid and CPR skills are required as prerequisites for this program. The numerous courses with labs requires the student to pay a lab fee each semester.

The students will be responsible for travel and living expenses when fieldwork placements are outside of the Great Falls area. Clinical practicums and two or more 8-week affiliations may need to be scheduled outside Great Falls. OTA students are required to complete Level II Fieldwork within 18 months following completion of academic preparation.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for the

occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). Students must be prepared to pay fees of approximately \$335 three months before the examination. After successful completion of the certification examination, the individual will be a Certified Occupational Therapy Assistant (COTA).

As in most states, Montana requires licensure in order to practice. Forms and fee amounts can be obtained from the Department of Commerce, Occupational Licensing Bureau, Helena, Montana (COTA).

Pre-Occupational Therapy Assistant Required Courses

Recommended high school courses include biology, chemistry, mathematics, keyboarding, and computers. Introduction to Computers or an equivalent high school course must be completed prior to admission to OTA program. Challenge testing is also available for Introduction to Computers. Applicants must complete the following courses with a minimum grade of "C" in each course prior to acceptance into the program. The course titles, numbers, and credits apply to semester courses offered at Montana State University--Great Falls College of Technology:

Prerequisite Courses

<u>Course No.</u>	<u>Title</u>	<u>Credits</u>
BIO 210	Anatomy & Physiology I	3
BIO 209	Anatomy & Physiology I Lab	1
COMM 135	Interpersonal Communications	3
ENGL 121**	Composition I	3
MATH 161**	Math for Health Science	4
PSY 101	General Psychology	3
OO 145	Condensed Medical Terminology	<u>1</u>
	Total	18

The above courses may be taken at Montana State University--Great Falls College of Technology or at any other accredited college or university with equivalent transferable courses.

Program Course Requirements After Formal Acceptance

Spring Semester

Course	No.	Title	Credits
AH	108*	Disease Concepts	2
BIO	211*	Anatomy & Physiology II	3
BIO	212*	Anatomy & Physiology II Lab	1
OTA	101	Intro to Occupational Therapy	3
PSY	109*	Lifespan Development	3
SOC	111	Introduction to Sociology	<u>3</u>
		Total	15

Fall Semester

Course	No.	Title	Credits
AH	216*	Human Motion & Response I	1
OTA	111*	Patient Man, Theory, & Techn I	2
OTA	112*	Developmental Dysfunction	3
OTA	115*	Therapeutic Media I	3
OTA	205*	Psychosocial Dysfunction	3
PSY	292*	Abnormal Psychology	<u>3</u>
		Total	15

Spring Semester

Course	No.	Title	Credits
AH	217*	Human Motion & Response II	3
OTA	201*	Physical Dysfunction	3
OTA	207*	Therapeutic Media II	3
OTA	208*	Clinical Practicum I	1
OTA	209*	Documentation	2
OTA	215*	Work-oriented Treatment	2
OTA	221*	Patient Man, Theory & Techn II	<u>2</u>
		Total	16

Summer Term

Course	No.	Title	Credits
OTA	210*	Clinical Practicum II	1
OTA	211*	Eldercare	3
OTA	212*	Structured Assessments	2
OTA	231*	Patient Man, Theory & Techn III	2
OTA	240*	Administrative Procedures	<u>2</u>
		Total	10

Fall Semester

Course	No.	Title	Credits
OTA	220*	Clinical Affiliation I	6
OTA	230*	Clinical Affiliation II	<u>6</u>
		Total	12

Total Program Credits - 86

* Indicates prerequisites needed
 ** Placement in course(s) is determined by admission assessment

Allied Health

PHYSICAL THERAPIST ASSISTANT

Associate of Applied Science Degree

**Advisors: Christine Kowalski
Jamayne Richardson**

The Physical Therapist Assistant program is designed to graduate entry-level physical therapist assistants who, under the supervision of a physical therapist, assist in implementing treatment programs such as teaching patients to perform exercises and activities of daily living; coordinating treatments using special equipment and/or a variety of modalities such as heat and cold, massage, hydrotherapy, or electrotherapy; and reporting/recording the patient's progress.

A grade of "C" (76%) or above is required in each didactic course in order to progress through the program and fulfill all graduation requirements. Clinical education is also incorporated into the curriculum design. These courses require a grade of "B" (84%) or above to fulfill graduation requirements. Clinical education consists of two 3-week clinical experiences and two full-time 6-week clinical experiences. The clinical sites for these experiences are located throughout the state of Montana, and the additional travel/living expenses are incurred by the student for clinical sites not located in the immediate vicinity.

Admission into the program is competitive and based upon meeting application deadlines and satisfactory completion of criteria. Application deadlines vary; please refer to the specific criteria in the student brochure.

Montana requires licensure prior to practicing within the state. Licensure information may be obtained from the Board of Physical Therapy Examiners, Helena MT.

Montana State University—Great Falls College of Technology's Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education of

the American Physical Therapy Association (CAPTE/APTA).

Pre-Physical Therapist Assistant Required Courses

Background in related instruction and basic science is essential to prepare students to succeed in the Physical Therapist Assistant Program. **All applicants must have completed high school biology, chemistry, and physics with a grade of "C" or above, have equivalent college courses with a grade of "C" or above.** In addition, applicants must complete the following courses with at least a grade of "C" or above in each course prior to applying for acceptance into the program.

The course titles, numbers, and credits apply to semester courses offered at Montana State University--Great Falls College of Technology:

Prerequisite Courses

Course No.	Title	Credits
BIO 210	Anatomy & Physiology I	3
BIO 209	Anatomy & Physiology I Lab	1
COMM 130	Public Speaking	3
ENGL 121**	Composition I	3
MATH 161**	Math for Health Science	4
PSY 101	General Psychology	3
	Total	17

* Indicates prerequisites needed

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

The prerequisite courses may be taken at Montana State University--Great Falls College of Technology or at any other accredited college or university with equivalent transferable courses.

Program Course Requirements After Formal Acceptance

Fall Semester

Course	No.	Title	Credits
AH	216*	Intro to Human Motion	1
BIO	211	Anatomy & Physiology II	3
BIO	212	Anatomy & Physiology II Lab	1
CS	110	Introduction to Computers	3
PSY	292	Abnormal Psychology	3
PTA	100*	Introduction to Physical Therapy	4
SOC	111	Introduction to Sociology	<u>3</u>
		Total	18

Spring Semester

Course	No.	Title	Credits
AH	108*	Disease Concepts	2
AH	217*	Motion & Human Body Response	3
PTA	101*	Physical Therapist Assisting I	5
PTA	102	PTA I Lab	0
PTA	208*	Neuroscience I	<u>2</u>
		Total	12

Summer Term

Course	No.	Title	Credits
PSY	109	Lifespan Development	3
PTA	201*	Physical Therapist Assisting II	4
PTA	202	PTA II Lab	0
PTA	209*	Neuroscience II	1
PTA	210*	Clinical Experience I	<u>2</u>
		Total	10

Fall Semester

Course	No.	Title	Credits
PTA	200*	Issues in Physical Therapy	3
PTA	211*	Physical Therapist Assisting III	5
PTA	212	PTA III Lab	0
PTA	215*	Introduction to Orthopedics	3
PTA	220*	Clinical Experience II	<u>2</u>
		Total	13

Spring Semester

Course	No.	Title	Credits
PTA	225*	Procedures & Applications	3
PTA	230*	Clinical Affiliation I	5
PTA	240*	Clinical Affiliation II	<u>5</u>
		Total	13

Total Program Credits- 83

* Indicates prerequisites needed

Allied Health

PRACTICAL NURSE

Associates of Applied Science

**Advisors: Cheryll Alt
Connie MacKay
Elissa Orcutt**

The Practical Nurse program is designed to prepare individuals to function as entry-level practical nurses with the ability to give safe, effective nursing care using the nursing process.

The Practical Nurse program at Montana State University—Great Falls College of Technology is currently approved by the Montana State Board of Nursing. Upon graduation from the program, students are eligible to take the licensure examination. The length of the program is 12 months.

Current CPR and TB test is a prerequisite for entrance into the first clinical experience. Computer skills are highly recommended.

The Hepatitis B immunization series is **strongly** recommended before entrance into the program. A student may be denied access to clinical rotations without an adequate Hepatitis B titer. Students having religious or personal conflicts against receiving Hepatitis B vaccine must sign a release form.

Program policies and a contract for clinical performance will be signed by the students as they enter the Practical Nurse program. Courses accepted into the program must have been taken within the past five years. A grade of "C" (75%) or above must be attained in all courses. A grade of "C" must be achieved in the lecture and lab portion of Nursing Fundamentals I and Maternal Child nursing before entering the course clinicals. A grade of "C" must be achieved in Fundamentals II to enter Medical/Surgical clinicals. If a student obtains less than a grade of "Satisfactory" (75%) in any portion of Nursing Fundamentals I, Medical Surgical Clinicals or Maternal Child Clinicals, the entire course(s) will have to be repeated.

Nursing courses may be repeated one time. Failure to obtain a "C" and "Satisfactory" the second time will result in dismissal from the Practical Nurse program. It will then be necessary for students to repeat the entire nursing curriculum.

A limited number of students will be accepted into the program on a part-time status at the discretion of the practical nurse faculty. Full-time students will be given priority during enrollment into clinical experiences.

Pre-Practical Nurse Required Courses

Background in related instruction and basic science is essential to prepare the applicant to succeed in the practical nurse curriculum. Applicants must complete the following courses with a minimum grade of "C" in each course prior to formal acceptance into the program. The course titles, numbers, and credits apply to semester courses offered at Montana State University—Great Falls College of Technology:

Prerequisite Courses

Course No.	Title	Credits
BIO 210	Anatomy & Physiology I	3
BIO 209	Anatomy & Physiology I Lab	1
COMM 135	Interpersonal Communications	3
ENGL 121**	Composition I	3
MATH 161**	Math for Health Science	4
OO 185	Basic Medical Terminology	4
	Total	18

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

The prerequisite courses may be taken at Montana State University—Great Falls College of Technology or at any other accredited college or university with equivalent transferable courses within the past five years.

Allied Health

FALL ENTRY

Program Course Requirements After Formal Acceptance

Fall Semester

Course	No.	Title	Credits
AH	140	Pharmacology	2
BIO	211	Anatomy & Physiology II	3
BIO	212	Anatomy & Physiology II Lab	1
MN	141	Perspectives of Nursing	1
MN	146	Intro to Normal & Clinical Nutr	3
MN	155	Nursing Fundamentals I	6
PSY	109	Lifespan Development	<u>3</u>
Total			19

Spring Semester

Course	No.	Title	Credits
MN	134	Medical/Surgical Nursing	8
MN	156	Nursing Fundamentals II	4
MN	158	Medical/Surgical Clinicals	<u>6</u>
Total			18

Summer Term

Course	No.	Title	Credits
MN	236	Mental Health	2
MN	243	Maternal Child Nursing	7
MN	246	Nursing Issues & Trends	<u>1</u>
Total			10

SPRING ENTRY

Program Course Requirements After Formal Acceptance

Spring Semester

Course	No.	Title	Credits
AH	140	Pharmacology	2
BIO	211	Anatomy & Physiology II	3
BIO	212	Anatomy & Physiology II Lab	1
MN	141	Perspectives of Nursing	1
MN	146	Intro to Normal & Clinical Nutr	3
MN	155	Nursing Fundamentals I	6
PSY	109	Lifespan Development	<u>3</u>
Total			19

Summer Term

Course	No.	Title	Credits
MN	134	Medical/Surgical Nursing	8
MN	156	Nursing Fundamentals II	<u>4</u>
Total			12

Fall Semester

Course	No.	Title	Credits
MN	158	Medical/Surgical Clinicals	6
MN	236	Mental Health	2
MN	243	Maternal Child Nursing	7
MN	246	Nursing Issues & Trends	<u>1</u>
Total			16

Total Program Credits - 65

The Nursing Assistant course may be taken independently of the Practical Nurse program. The course will be offered on a demand basis, while the practical nurse courses are offered in the Fall, Spring and/or Summer terms. Please check the course schedule publication for availability.

Course	No.	Title	Credits
NA	110	Nursing Assistant	3

Allied Health

RESPIRATORY CARE Associate of Applied Science Degree

Advisors: Leonard Bates
Greg Paulauskis

Respiratory Care is a healthcare specialty that offers a set of unique challenges in prevention, treatment, management, and rehabilitation of people with lung problems. Respiratory Care involves a wide variety of life saving, life supporting situations, working side by side with physicians, nurses, and others on the healthcare team, and treating patients ranging in age from newborns to senior citizens.

The work of respiratory care practitioners involves the administration of treatments using sophisticated medical equipment to patients with lung disorders such as asthma, emphysema, pneumonia, and bronchitis. The respiratory care practitioner also works as a member of the critical care team, in laboratories, in rehabilitation, and in home care. Excellent judgment, assessment, and communications skills are essential for the respiratory care practitioner.

The Respiratory Care Program is a two-year program designed to prepare individuals to work as respiratory therapists. It is fully accredited by the Commission on Accreditation of Allied Health Education Programs through the Committee on Accreditation of Respiratory Care Programs.

The program combines classroom, laboratory, and clinical courses taught at the College and hospitals. Upon completion the graduate will receive an Associate of Applied Science Degree and be eligible to take the National Board for Respiratory Care certification and registry examinations.

A grade of “C” or above must be earned in all required courses to continue in and complete the program. CPR is a prerequisite for entrance into the first clinical experience.

All students must sign a clinical contract defining their professional responsibility and behavior. All students are required to complete two to four weeks of clinic outside of Great Falls during the Summer semester.

Pre-Respiratory Care Required Courses

Background in related instruction and basic science is essential to prepare applicants to succeed in the Respiratory Care Program. All applicants must have completed high school chemistry with a grade of “B” or higher, computer applications courses with a “C” or higher, or have equivalent college courses with a grade of “C” or higher.

Applicants must complete the following courses with a minimum grade of "C" in each course prior to formal acceptance into the program. The course titles, numbers, and credits apply to semester courses offered at Montana State University—Great Falls College of Technology:

Prerequisite Courses

Course No.	Title	Credits
BIO 210	Anatomy & Physiology I	3
BIO 209	Anatomy & Physiology I Lab	1
ENGL 121**	Composition I	3
MATH 161**	Math for Health Science	4
PSY 101	General Psychology	3
COMM 135	Interpersonal Communications	OR 3
COMM 130	Public Speaking	<u>3</u>
	Total	17

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

The above courses may be taken at Montana State University—Great Falls College of Technology or at any other accredited college or university with equivalent transferable courses.

The courses below are to be taken in the order that they are listed.

Program Course Requirements After Formal Acceptance

Fall Semester

Course	No.	Title	Credits
AH	140	Pharmacology	2
BIO	211	Anatomy & Physiology II	3
BIO	212	Anatomy & Physiology II Lab	1
RC	150	Respiratory Care	3
RC	155	Respiratory Physiology	3
RC	170	Respiratory Equipment I	<u>4</u>
		Total	16

Spring Semester

Course	No.	Title	Credits
RC	140	Respiratory Care Clinic I (2 days/wk.)	5
RC	171	Respiratory Care Equipment II	4
RC	180	Ventilator Management	2
RC	255	Pulmonary Assessment	3
RC	275	Pulmonary Disease	<u>2</u>
		Total	16

Summer Term

Course	No.	Title	Credits
RC	141	Respiratory Care Clinic II (4 days/wk., 8 wks.)	5
RC	260	Neonatal Respiratory Care	<u>2</u>
		Total	7

Fall Semester

Course	No.	Title	Credits
AH	120	IV Therapy	1
EMS	145	Advanced Cardiac Life Support	1
EMS	146	Pediatric Advance Life Support	1
RC	240	Respiratory Care Clinic III (2 days/wk.)	5
RC	245	Respiratory Care Clinical Seminar I	1
RC	250	Hemodynamic Monitoring	3
RC	265	Resp Care in Alternative Sites	1
RC	273	Pulmonary Function Testing	<u>1</u>
		Total	14

Spring Semester

Course	No.	Title	Credits
BIO	180	Microbiology	4
RC	241	Respiratory Care Clinic IV (3 days/wk.)	7
RC	246	Respiratory Care Clinical Seminar II	1
RC	280	Supervisory Communication	<u>2</u>
		Total	14

Total Program Credits - 84

Business & Technology

BUSINESS

The Business Program prepares students to assume entry-level business roles. The students may select a degree in Accounting or Business Management/Entrepreneurship.

The **Accounting Degree** prepares students for general accounting occupations or future accounting study.

The **Business Management/Entrepreneurship Degree** is designed to prepare students for employment in management positions or to operate their own small business enterprises.

Students entering the Business program are required to complete prerequisite courses with a grade of “C” or above before enrolling in the business core and area of concentration required courses. See your advisor for scheduling prerequisite and required courses.

Required Skill

OO 107 Keyboarding I or Challenge

Prerequisite Courses

<u>Course No.</u>	<u>Title</u>	<u>Credits</u>
COMM 135	Interpersonal Communications	3
CS 110	Introduction to Computers	3
ENGL 121**	Composition I	3
MATH 104**	Business Mathematics	4
	Total	13

Business Core

<u>Course No.</u>	<u>Title</u>	<u>Credits</u>
ACCT 101	Accounting Procedures I	3†
ACCT 102*	Accounting Procedures II	3†
ACCT 190*	Payroll Accounting	3†
ACCT 221*	Financial Accounting	3†
ACCT 222*	Managerial Accounting	3†
BM 255*	Legal Environment	3†
CS 120*	Internet I	1†
CS 220*	Electronic Spreadsheets	3†
MATH 108**	Intermediate Algebra	4†
OO 292*	Career Development	3†
	Total	29

† Indicates a grade of “C” or above must be achieved in courses

* Indicates prerequisites needed

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

Business & Technology

ACCOUNTING DEGREE Associate of Applied Science Degree

Advisor: Jon Nitschke

The Accounting Degree requires satisfactory completion of the Prerequisite Courses (13 credits), the Business Core (29 credits) listed on page 58, and the following courses:

Required Courses

Course No.	Title	Credits
ACCT 224*	Micro Accounting Applications	3†
ACCT 231*	Income Tax Concepts	3†
BM 106	Introduction to Business	3†
CS 205*	Database Management	3†
CS 240*	Software Integration	2†
ENGL 124*	Business & Professional Comm	3†
OO 173*	Electronic Calculators	2†
	Electives	3†
	Subtotal	22
	Prerequisite/Core Totals (page 58)	42
	Total Program Credits	64

Suggested Electives

Course No.	Title	Credits
BM 230*	Management	3
BO 200	Special Projects	Var
CS 166*	Computer Systems Management	3
CS 280*	Desktop Publishing	3
MATH 130*	College Algebra	4
OO 265*	WordPerfect OR	3
OO 266*	Microsoft Word	3
OO 185	Basic Medical Terminology	4

† Indicates a grade of “C” or above must be achieved in courses

* Indicates prerequisites needed

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

BUSINESS MANAGEMENT/ ENTREPRENEURSHIP DEGREE

Associate of Applied Science Degree

Advisor: Marilyn Besich

The Business Management/Entrepreneurship Degree requires satisfactory completion of the Prerequisite Courses (13 credits), the Business Core (29 credits) listed on page 58, and the following courses:

Required Courses

Course No.	Title	Credits
BM 106	Introduction to Business	3†
BM 220	Sales	3†
BM 230*	Management	3†
BM 235*	Marketing	3†
BM 240*	Advertising	3†
BM 260*	Entrepreneurship	3†
ENGL 228*	Business & Technical Comm	3†
	Electives	6†
	Subtotal	27
	Prerequisite/Core Totals (page 58)	42
	Total Program Credits	69

Suggested Electives

Course No.	Title	Credits
BM 225	Risk Management	3
BM 237*	Internet Marketing	1
BM 249	Global Marketing	3
CS 121*	Internet II	2

† Indicates a grade of “C” or above must be achieved in courses

* Indicates prerequisites needed

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

Business & Technology

ACCOUNTING ASSISTANT

Certificate

Advisor: Jon Nitschke

The Accounting Assistant program is designed to prepare the student with skills to seek entry-level employment in accounts receivable, accounts payable, payroll and general accounting.

Required Courses

Course No.	Title	Credits
ACCT 101	Accounting Procedures I	3
ACCT 102*	Accounting Procedures II	3
ACCT 190*	Payroll Accounting	3
COMM 135	Interpersonal Communications	3
CS 110	Introduction to Computers	3
CS 220*	Electronic Spreadsheets	3
ENGL 121**	Composition I	3
MATH 104**	Business Mathematics	4
OO 173*	Electronic Calculators	2
OO 292*	Career Development	3
	Elective	<u>3</u>
	Total Credits	33

Suggested Electives

Course No.	Title	Credits
CS 205*	Database Management	3
OO 107	Keyboarding I	3
OO 179	Records Management	3
OO 265*	WordPerfect OR	3
OO 266	Microsoft Word	3
OO 185	Basic Medical Terminology	4

* Indicates prerequisites needed

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

FUNDAMENTALS OF BUSINESS

Certificate

Advisor: Marilyn Besich

The Fundamentals of Business program is designed for persons seeking employment in entry-level business positions assisting small business enterprises in the functioning of accounting records, meeting the public in a sales capacity, management of office functions and marketing of the business. The Fundamentals of Business program also offers individuals needing technical business assistance courses to upgrade knowledge and skills.

Required Courses

Course No.	Title	Credits
ACCT 101	Accounting Procedures I	3
ACCT 102*	Accounting Procedures II	3
BM 106	Introduction to Business	3
BM 220	Sales	3
BM 230*	Management	3
BM 235*	Marketing	3
COMM 135	Interpersonal Communications	3
CS 110	Introduction to Computers	3
ENGL 121**	Composition I	3
MATH 104**	Business Mathematics	4
OO 107	Keyboarding I	3
OO 173*	Electronic Calculators	<u>2</u>
	Total Credits	36

* Indicates prerequisites needed

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

Business & Technology

COMPUTER TECHNOLOGY

Associate of Applied Science Degree

The Computer Technology Program prepares individuals to assume a role in computer support with skills and responsibilities in user support, hardware and software troubleshooting, and basic system maintenance.

The **Microcomputer Support Option** prepares students to pursue a career in the technical support of microcomputers at the hardware/software level as well as user support and training.

The **Network Support Option** prepares students for a career in supporting a network of microcomputers with a focus on the skills required to understand and manage the operation of a computer network.

The **Web Technology Option** prepares students for a career in developing and supporting web pages with and emphasis on the skills required to conduct business over the internet and world wide web. The Web Technology Option is under development.

Students entering the Computer Technology program are required to complete prerequisite courses with a grade of “C” or above before enrolling in the computer technology core and area of concentration required courses. See your advisor for scheduling prerequisite and required courses.

Required Skill:

OO 107 Keyboarding I or Challenge

Prerequisite Courses

Course No.	Title	Credits
BM 106	Introduction to Business	3
COMM 135	Interpersonal Communications	3
CS 110	Introduction to Computers	3
MATH 104**	Business Mathematics	<u>4</u>
	Total	13

Technical Core

Course No.	Title	Credits
CS 120*	Internet Basics	1†
CS 166*	Computer Operating Systems	3†
CS 205*	Database Management	3†
CS 220*	Electronic Spreadsheets	3†
CS 270*	PC Troublshooting/Maint.	3†
CS 290*	Systems Analysis & Design	3†
ENGL 121**	Composition I	3
ENGL 124*	Business & Professional Comm	3
MATH 108**	Intermediate Algebra	4
OO 292*	Career Development	<u>3</u>
	Total	29

† Indicates a grade of “C” or above must be achieved in courses

* Indicates prerequisites needed

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

Business & Technology

MICROCOMPUTER SUPPORT OPTION

**Advisor: Jeff Brown
K Kirkendall**

The Microcomputer Support Option requires satisfactory completion of the Prerequisite Courses (13 credits), the Computer Technology Core (29 credits) listed on page 61, and the following courses:

Required Courses

Course No.	Title	Credits
ACCT 101	Accounting Procedures I	3
ACCT 102*	Accounting Procedures II	3
CS 121*	Webpage Construction	2†
CS 240*	Software Integration	2†
CS 275*	Computer End-User Support	3†
OO 265*	WordPerfect OR	3†
OO 266	Microsoft Word	3†
	Technical Electives	9†
	Subtotal	25
	Prerequisite/Core Totals (page 61)	42
	Total Program Credits	67

Technical Electives

Course No.	Title	Credits
ACCT 221*	Financial Accounting	3†
ACCT 222*	Managerial Accounting	3†
BO 200	Special Projects	Var†
CS 126*	Networking Fundamentals	4†
CS 160*	Intro to Programming	3†
CS 176*	Intro to Router Technologies	4†
CS 210*	Network Operating Systems I	4†
CS 211*	Network Operating Systems II	4†
CS 216	Multimedia Use and Design	3†

NETWORK SUPPORT OPTION

**Advisor: Jeff Brown
K Kirkendall**

The Network Support Option requires satisfactory completion of the Prerequisite Courses (13 credits), the Computer Technology Core (29 credits) listed on page 61, and the following courses:

Required Courses

Course No.	Title	Credits
CS 126*	Networking Fundamentals	4†
CS 176*	Intro to Router Technologies	4†
CS 210*	Network Operating Systems I	4†
CS 211*	Network Operating Systems II	4†
CS 226*	Routing & Switching	4†
CS 276*	Network Design	4†
	Subtotal	24
	Prerequisite/Core Totals (page 61)	42
	Total Program Credits	66

WEB TECHNOLOGY OPTION

**Advisor: Jeff Brown
K Kirkendall**

The Web Technology Option is under development. Technical course for this option should be offered starting Fall 2000. Students are encouraged to see an advisor for the latest updates and developments.

- † Indicates a grade of "C" or above must be achieved in courses
- * Indicates prerequisites needed
- ** Placement in course(s) is determined by admission assessment

Business & Technology

COMPUTER ASSISTANT

Certificate

**Advisors: Jeff Brown
K Kirkendall**

The Computer Assistant program prepares individuals for operation of software programs and a basic knowledge of managing data and files. Course work is designed to provide a solid foundation for microcomputer operation and to develop essential business and computer skills.

Prerequisite Courses

Course No.	Title	Credits
CS 110	Introduction to Computers	3†

Required Courses

Course No.	Title	Credits
COMM 135	Interpersonal Communications	3
CS 120*	Internet Basics	1†
CS 121*	Webpage Construction	2†
CS 166*	Computer Operating Systems	3†
CS 205*	Database Management	3†
CS 220*	Electronic Spreadsheets	3†
CS 270*	PC Troubleshooting/Maint.	3†
ENGL 121**	Composition I	3
MATH 108**	Intermediate Algebra	4
OO 265*	WordPerfect OR	3†
OO 266*	Microsoft Word	3†
Total Credits		31

† Indicates a grade of “C” or above must be achieved in courses

* Indicates prerequisites needed

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

NETWORK ARCHITECTURE

Certificate

**Advisors: Jeff Brown
K Kirkendall**

The Network Assistant program prepares individuals for operation of networking hardware and software as well as a basic knowledge of designing networks. Course work is designed to prepare students for certification as a CCNA (CISCO Certified Networking Associate) and to develop essential business and computer skills.

Prerequisite Courses

Course No.	Title	Credits
CS 110	Introduction to Computers	3†

Required Courses

Course No.	Title	Credits
COMM 135	Interpersonal Communications	3
CS 126*	Networking Fundamentals	4†
CS 166*	Computer Operating Systems	3†
CS 176*	Intro to Router Technologies	4†
CS 226*	Routing & Switching	4†
CS 276*	Network Design	4†
ENGL 121**	Composition I	3
MATH 108**	Intermediate Algebra	4
Total Credits		32

† Indicates a grade of “C” or above must be achieved in courses

* Indicates prerequisites needed

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

Business & Technology

COMPUTERIZED OFFICE TECHNOLOGY

Associate of Applied Science Degree

The Office Technology program is designed to prepare students for a variety of duties within an office. This program emphasizes in-depth training in a wide variety of office skills--oral and written communications, transcription, computer technology, telephone and mail, office management, records management and keyboarding.

The **Administrative Assistant** emphasizes training for the performance of advanced office duties involving decision-making responsibilities relating to work methods and procedures. Students who complete the program requirements should possess excellent written and oral communication skills and sufficient organizational abilities to supervise the completion of assigned jobs within deadlines and with accurate attention to detail. In-depth training in computer programs is required.

The **Legal Assistant** emphasizes the ethical responsibilities, terminology, and legal procedures of a law office as well as the production of accurate legal documents. Students who complete this option will be qualified to take the Accredited Legal Secretary (ALS) examination (examination and certification provided by the National Association of Legal Secretaries).

The **Medical Administrative Assistant** emphasizes appropriate medical office policies, terminology, and legal responsibilities in the medical profession.

Students entering the Office Technology program are required to complete prerequisite courses with a grade of "C" or above before enrolling in the office technology core and area of concentration required courses. See your advisor for scheduling prerequisite and required courses.

Required Skill:

OO 107 Keyboarding I or Challenge

Prerequisite Courses

Course No.	Title	Credits
COMM 135	Interpersonal Communications	3†
CS 110	Introduction to Computers	3†
MATH 104**	Business Mathematics	4†
Total		10

Office Technology Core

Course No.	Title	Credits
BM 230	Management	3
ENGL 121**	Composition I	3
ENGL 124*	Business & Professional Comm	3
OO 108*	Keyboarding II	3†
OO 173*	Electronic Calculators	2†
OO 179	Records Management	3†
OO 260*	Machine Transcription	3†
OO 265*	WordPerfect	3†
OO 266*	Microsoft Word	3†
OO 292	Career Development	3
OO 295*	Administrative Office Procedures	3†
Total		32

† Indicates a grade of "C" or above must be achieved in courses

* Indicates prerequisites needed

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

Business & Technology

ADMINISTRATIVE ASSISTANT OPTION

Advisor: Kay Craig

The Administrative Assistant Option requires satisfactory completion of the Prerequisite Courses (10 credits), the Office Technology Core (31 credits) listed on page 65, and the following courses:

Additional Prerequisite Course

Course No.	Title	Credits
ACCT 101	Accounting Procedures I	3†

Required Courses

Course No.	Title	Credits
CS 120*	Internet I	1
CS 140*	Powerpoint	1
CS 205*	Database Management	3
CS 220*	Electronic Spreadsheets	3
COMM 130	Public Speaking	3
CS 280*	Desktop Publishing	3
	Elective	<u>3</u>
	Subtotal	20
	Prerequisite/Core Totals (page 65)	<u>42</u>
	Total Program Credits	62

Suggested Electives

Course No.	Title	Credits
ACCT 102*	Accounting Procedures II	3
CS 166*	Computer Operating Systems	3
CS 240*	Software Integration	2
CS 270*	PC Troubleshooting	3
ENGL 122*	Composition II	3
OO 185	Basic Medical Terminology	4
OO 276*	Speedwriting I	3
OO 278*	Speedwriting II	3
ENGL 115	Principles of Spelling	2

- † Indicates a grade of “C” or above must be achieved in courses
 * Indicates prerequisites needed

LEGAL ASSISTANT OPTION

**Advisors: Donna Eakman
 Josy Slaymaker**

The Legal Assistant Option requires satisfactory completion of the Prerequisite Courses (10 credits), the Office Technology Core (31 credits) listed on page 65, and the following courses:

Additional Prerequisite Courses

Course No.	Title	Credits
ACCT 101	Accounting Procedures I	3†
OO 180	Legal Studies I	4†

Required Courses

Course No.	Title	Credits
BM 255	Legal Environment	3†
CS 120*	Internet I	1
OO 181*	Legal Studies II	4†
OO 285*	Legal Transcription I	3†
OO 286*	Legal Transcription II	3†
	Elective	<u>3</u>
	Subtotal	24
	Prerequisite/Core Totals (page 65)	<u>41</u>
	Total Program Credits	65

Suggested Electives

Course No.	Title	Credits
ACCT 102*	Accounting Procedures II	3
BO 200	Special Projects	3-6
CS 205*	Database Management	3
CS 220*	Electronic Spreadsheets	3
ENGL 122*	Composition II	3
OO 185	Basic Medical Terminology	4
OO 276*	Speedwriting I	3†
OO 278*	Speedwriting II	3†
RELA 244H	American Cultural Values #	3

- † Indicates a grade of “C” or above must be achieved in courses
 * Indicates prerequisites needed
 ** Placement in course(s) is determined by admission assessment

Business & Technology

MEDICAL ADMINISTRATIVE ASSISTANT

Advisors: **Deborah Newton**
 Darla Dillabough

The Medical Administrative Assistant Option requires satisfactory completion of the Prerequisite Courses (10 credits), the Office Technology Core (31 credits) listed on page 65, and the following courses:

Additional Prerequisite Courses

Course No.	Title	Credits
ACCT 101	Accounting Procedures I	3†
OO 185	Basic Medical Terminology	4†

Required Courses

Course No.	Title	Credits
AH 194	Basic Pharmaceuticals	1
AH 201*	Medical Science	3†
BIO 105	Fundamentals of Human Biology	3
HI 237*	Outpatient Coding	3†
OO 241*	Medical Office Procedures	2†
OO 250*	Computers in Medical/Dental Off	1
OO 255*	Medical Transcription I	3†
	Elective	3
	Subtotal	26
	Prerequisite Core	41
	Total Program Credits	67

Suggested Electives

Course No.	Title	Credits
COMM 130	Public Speaking	3
OO 256*	Medical Transcription II	3
OO 276*	Speedwriting I	3
OO 278*	Speedwriting II	3
PSY 101	General Psychology	3

† Indicates a grade of “C” or above must be achieved in courses

* Indicates prerequisites needed

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

Business & Technology

MEDICAL TRANSCRIPTION

Associate of Applied Science Degree

Advisor: Deborah Newton

The Medical Transcriptionist produces a variety of vital medical documents used to communicate and preserve information of medical, scientific and legal value in health-related facilities. Duties may include maintaining medical records and performing other medical office procedures. Medical Transcriptionists must be cognizant of the ethical and legal standards involved in working with confidential medical information.

Students entering the Medical Transcription Program should have keyboarding (typing) skills equivalent to those in B107 Keyboarding I.

Students entering the Medical Transcription program are required to complete the following prerequisite courses with a grade of "C" or better before enrolling in the required courses of the program. **See your advisor for scheduling of prerequisite and required courses.**

Prerequisite Courses

Course No.	Title	Credits
COMM 135	Interpersonal Communications	3†
CS 110	Introduction to Computers	3†
MATH 104**	Business Mathematics	4†
OO 185	Basic Medical Terminology	4†
	Total	14

Suggested Electives

Course No.	Title	Credits
COMM 130	Public Speaking	3
PHIL 238	Medical Ethics	3
HI 156	Legal & Reg Aspects of Health	2
HI 237	Outpatient Coding	3

Required Courses

Course No.	Title	Credits
AH 194	Basic Pharmaceuticals	1
AH 201*	Medical Science	3†
BIO 209	Anatomy & Physiology I Lab	1†
BIO 210	Anatomy & Physiology I	3†
BIO 211	Anatomy & Physiology II	3†
BIO 212	Anatomy & Physiology II Lab	1†
CS 120	Internet Basics	1
ENGL 121**	Composition I	3†
ENGL 124*	Business & Professional Comm	3
HI 132	Managing the Medical Record	3†
HI 215*	Health Care Personnel and Supervision	3
OO 108*	Keyboarding II	3†
OO 241*	Medical Office Procedures	2†
OO 255*	Medical Transcription I	3†
OO 256	Medical Transcription II	3†
OO 265*	WordPerfect	3†
OO 266*	Microsoft Word	3†
OO 292	Career Development	3
OO 295*	Administrative Office Procedures	3†
	Subtotal	48
	Electives	3
	Prerequisite Core	14
	Total	65

† Indicates a grade of "C" or above must be achieved in courses

* Indicates prerequisites needed

** Placement in course(s) is determined by admission assessment.

Business & Technology

OFFICE SUPPORT Certificate

Office support personnel must be able to perform a variety of entry-level clerical tasks necessary for efficient functioning of the office including telephoning, information processing, calculating, managing records, scheduling appointments, processing correspondence, and handling mail. Good human relations skills are essential.

The **Dental Receptionist** emphasizes performing dental office procedures and using medical terminology.

The **General Office Assistant** emphasizes clerical tasks including bookkeeping, transcribing, editing, and proofreading, and interacting with customers.

The **Legal Receptionist** emphasizes basic legal office procedures and terminology as well as transcribing, editing, and proofreading.

The **Medical Receptionist** emphasizes familiarity with medical office procedures and terminology.

Students entering the Office Support program are required to complete office support core and area of concentration required courses. See your advisor for scheduling required courses.

Required Skill

OO 107 Keyboarding I or Challenge
ENGL 120**Introduction to Composition or
equivalent admission assessment
score

Office Support Core

Course No.	Title	Credits
COMM 135	Interpersonal Communications	3
CS 110	Introduction to Computers	3
MATH 104**	Business Math	4
OO 108	Keyboarding II	3
OO 173*	Electronic Calculators	2
OO 179	Records Management	3
OO 265*	WordPerfect OR	3
OO 266	Microsoft Word	3
OO 292	Career Development	3
OO 295	Administrative Office Procedures	3
	Total	30

* Indicates prerequisites needed

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

Business & Technology

DENTAL RECEPTIONIST

Advisor: Darla Dillabough

The Dental Receptionist Option requires satisfactory completion of the Office Support Core (30 credits) listed on page 68, and the following courses:

Required Courses

Course No.	Title	Credits
MD115	Oral Anatomy	2
MD117	Dental Management	2
OO 185	Basic Medical Terminology	4
	Subtotal	8
	Office Support Core Totals (page 68)	<u>30</u>
	Total Credits	38

- * Indicates prerequisites needed
- ** Placement in course(s) is determined by admission assessment

LEGAL RECEPTIONIST

**Advisors: Donna Eakman
Josy Slaymaker**

The Legal Receptionist Option requires satisfactory completion of the Office Support Core (27 credits) listed on page 68, and the following courses:

Required Courses

Course No.	Title	Credits
OO 180	Legal Studies I	4
OO 260	Machine Transcription	<u>3</u>
	Subtotal	7
	Office Support Core Totals (page 68)	<u>27</u>
	Total Credits	34

- * Indicates prerequisites needed
- ** Placement in course(s) is determined by admission assessment

GENERAL OFFICE ASSISTANT

Advisor: Kay Craig

The General Office Assistant Option requires satisfactory completion of the Office Support Core (30 credits) listed on page 68, and the following courses:

Required Courses

Course No.	Title	Credits
ACCT 101	Accounting Procedures I	3
OO 260*	Machine Transcription	<u>3</u>
	Subtotal	6
	Office Support Core Totals (page 68)	<u>30</u>
	Total Credits	36

- * Indicates prerequisites needed
- ** Placement in course(s) is determined by admission assessment

MEDICAL RECEPTIONIST

**Advisors: Deborah Newton
Darla Dillabough**

The Medical Receptionist Option requires satisfactory completion of the Office Support Core (27 credits) listed on page 68, and the following courses:

Required Courses

Course No.	Title	Credits
OO 185	Basic Medical Terminology	4
OO 241	Medical Office Procedures	2
OO 250*	Computers in Medical/Dental Off	<u>1</u>
	Subtotal	7
	Office Support Core Totals (page 68)	<u>27</u>
	Total Credits	34

- * Indicates prerequisites needed

Business & Technology

RESOURCE INTERPRETATION Certificate

Advisor: Suzanne Waring

Resource interpretation is one of the most dynamic, demanding and interesting fields of work anywhere. This field employs creative, knowledgeable and openly sharing professionals to plan, design and carry-out activities to interpret and communicate the significance and/or meaning of the cultural, historic and natural resource of an area or phenomena for visitors and tourists. Effective interpretation often serves as the key to visitor appreciation and enjoyment. The curriculum for the program combines technical and general education courses with an internship experience to prepare graduates to work effectively as entry-level interpreters.

Fall Semester

Course No.	Title	Credits
COMM 135	Interpersonal Communications	3
ENGL 121**	Composition I	3
HIST 170	History of Western US	3
MATH 150**	Math for Liberal Arts or 104 Level or above	3
TOUR 116	Essentials of Interpretation	4
	Total	16

Spring Semester

Course No.	Title	Credits
COMM 130	Public Speaking	3
PHYS 180	Natural History of Western US	3
SOSC 184	Fund of Bio and Cultural Adaptations	3
TOUR 242	Interpretive Media Techniques	4
TOUR 260	Interpretive Program Techniques	4
	Total	17

Summer Semester

Course No.	Title	Credits
TOUR 280	Internship in Interpretation	4-6

Suggested Electives

Course No.	Title	Credits
BM 260	Entrepreneurship	3
CS 280	Desktop Publishing	3
ENGL 214	Literature of the West	3
SEM 101	Interpreting Montana's Big Sky	1
SEM 101	Native American Legends of the Big Sky	1
SEM 101	Specialized Seminars	1

Total Program Credits 37-39

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

Business & Technology

AUTO BODY REPAIR AND REFINISHING Certificate

Advisor: Steve Thurston

Auto body repair and refinishing offers variety and challenge. Each damaged vehicle presents a different problem. Repairers must develop appropriate methods for each job using their broad knowledge of automotive construction and repair techniques.

The Auto Body Repair and Refinishing program offers training to students who seek marketable skills in auto body repair, painting, welding and auto body shop management. Electives are combined with regular course work enabling students to develop business skills.

Montana State University—Great Falls College of Technology reserves the right to add, delete, modify and/or substitute courses as required to meet the needs of industry and other qualifying factors.

A grade of “C” or above must be achieved in all technical courses in order to earn a certificate.

Required Courses

Fall Semester

Course	No.	Title	Credits
TB	128	Auto Shop and Equipment Safety	2
TB	130	Basic Auto Construction	1
TB	134	Correcting Sheet Metal	2
TB	135	Stationary Glass Replacement	2
TB	140	Paint Shop and Equipment Safety	3
TB	141	Surface Preparation and Under Coats	2
TB	142	Top Coat Application (Lacquer)	2
		Total	14

Spring Semester

Course	No.	Title	Credits
TB	136	Correcting Collision Damage	3
TB	138	Repairing Soft Rubber	3
TB	150	Paint Removal	2
TB	153	Overall Refinishing	3
TB	154	Paint Problems	2
		Total	13

Fall Semester

Course	No.	Title	Credits
TB	241	Fiberglass Repair	3
TB	242	Rigid Plastic Repair	3
TB	243	Panel Replacement	3
TB	248	Spot Repair and Blending	3
TB	249	Paint Formulation and Tinting	3
		Total	15

Spring Semester

Course	No.	Title	Credits
TB	244	Estimating Body Repair	2
TB	245	Production Body Repair	3
TB	246	Total Body Rebuilding and Sectioning	3
TB	250	Production Refinishing	3
TB	253	Estimating Refinishing	2
TB	254	Specialty Finishes	3
		Total	16

Related Instruction Requirements

Course	No.	Title	Credits
COMM	135	Interpersonal Communications	3
ENGL	121	English Composition	3
MATH	104**	Business Mathematics	4
		Total	10

Suggested Electives

Course	No.	Title	Credits
BM	106	Introduction to Business	3
CS	110	Introduction to Computers	3
TB	133	Welding	2

Total Program Credits 68

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

Business & Technology

INTERIOR DESIGN Associate of Applied Science Degree

Advisor: Kristine Hartman

The Interior Design program has been developed to prepare students with a wide variety of skills for entry into the field. Combining courses in drafting, history, materials, color as well as elements and principles of design and composition encourage students to link theory and practice. Through a problem-solving approach, students will develop individual portfolios.

Required Courses

Fall Semester

Course No.	Title	Credits
DE 161	Introduction to Design	3
DE 162	Interior Design Graphics	3
DE 167	Materials of Interior Design	<u>3</u>

9

Spring Semester

Course No.	Title	Credits
DE 163*	Presentation Drawing	3
DE 168*	Space Planning I	3
DE 264*	Light, Color, Lighting Systems	<u>3</u>

9

Fall Semester

Course No.	Title	Credits
DE 164	Historic Interiors	3
DE 262*	Studio I	4
DE 266*	Introduction to CAD	<u>3</u>

10

Spring Semester

Course No.	Title	Credits
DE 165*	Contemporary Interiors	3
DE 261*	Field Study	3
DE 263*	Studio II	4
DE 265*	Professional Practices	3
DE 268*	Space Planning II	<u>3</u>
	Total	16
	Electives	<u>5-6</u>

Related Instruction Requirements

Course No.	Title	Credits
BM 106	Introduction to Business	3
COMM 130	Public Speaking	3
COMM 135	Interpersonal Communications	3
CS 110	Introduction to Computers	3
ENGL 121**	English Composition I	3
MATH 104**	Business Mathematics	<u>4</u>
	Total	19

Suggested Electives

Course No.	Title	Credits
BM 220	Sales	3
BM 230*	Management	3
BM 240*	Advertising	3
BM 260*	Entrepreneurship	3
ENGL 124*	Business & Professional Comm	3

Total Program Credits 68

* Indicates prerequisites needed

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

Related Instruction

RELATED INSTRUCTION

Advisors: Albert Reeves
 Mike Antila
 Bari Lynn Gilliard
 Jill Keil
 Esther Stinnett
 Larry Vaccaro

Related Instruction is designed to add depth to the technical programs by offering education that will assist students in acquiring academic competencies appropriate for postsecondary programs. Studies include English, mathematics, communications, social sciences, and humanities.

Related Instruction academic development provides opportunities for individual instruction, study skill development, support assistance and enrichment for all areas. Credit hours may vary based on entry date.

ACADEMIC DEVELOPMENT

Courses

Course No.	Title	Credits
ENGL 040	Writing	3
ENGL 050	Spelling & Vocabulary	3
MATH 065	Pre-Algebra	3
RELA 020	Reading and Study Skills	3
RELA 030	Support (course assistance)	1

COMMUNICATIONS

Courses

Course No.	Title	Credits
COMM 130	Public Speaking	3
COMM 135	Interpersonal Communications	3
ENGL 115	Principles of Spelling	2
ENGL 120**	Introduction to Composition	3
ENGL 121**	Composition I	3
ENGL 122**	Composition II	3
ENGL 124*	Business & Professional Comm	3
ENGL 127*	Technical Report Writing	Var
ENGL 228*	Business & Technical Comm	3
RELA 200	Special Projects	Var
RELA 201	Special Topics	Var

MATHEMATICS

Courses

Course No.	Title	Credits
MATH 101**	Introductory Algebra	4
MATH 104**	Business Mathematics	4
MATH 108*	Intermediate Algebra	4
MATH 130*	College Algebra	4
MATH 131*	College Trigonometry	3
MATH 150*	Math for Liberal Arts	3
MATH 161*	Math for Health Science	4
MATH 181*	Calculus I	4
MATH 182*	Calculus II	4
MATH 216*	Basic Statistics	3
MATH 217*	Intermediate Statistics	3

* Indicates prerequisites needed
 ** Placement in course(s) is determined by admission assessment

Transfer Programs

GENERAL EDUCATION CORE TRANSFER

Montana State University--Great Falls College of Technology's approved General Education Core reflects that of Montana State University-Bozeman. In order for this curriculum to be transferable to units of the Montana University System, students are required to fulfill 32 credit hours of course work within each of the following General Education Core categories. A grade of "C" or above in each course is required to satisfy core requirements. Students should consult with the intended receiving institution, however, to determine whether or not additional core courses may need to be taken to satisfy that institution's General Education Core.

Communications--6 credits required

(3 credits verbal & 3 credits written)

Course	No.	Title	Credits
COMM	130V	Public Speaking	3
ENGL	121W	Composition	3
ENGL	122W	Composition II	3

Mathematics--3 credits required

Course	No.	Title	Credits
MATH	130M	College Algebra	4
MATH	131M	College Trigonometry	3
MATH	150M	Math for Liberal Arts	3
MATH	161M	Math for Health Science	4
MATH	181M	Calculus I	4
MATH	182M	Calculus II	4
MATH	216M	Basic Statistics	3
MATH	217M	Intermediate Statistics	3

Fine Arts--3 credits required

Course	No.	Title	Credits
ART	101F	Intro to Visual Arts	3
ART	114F	Principles of Visual Design	3
ART	121F	Fundamentals of Acting	3
DE	161F	Intro to Design	3
DE	164F	Historic Interiors	3
MUS	107F	History of Rock and Roll #	3
MUS	108F	History of Jazz #	3
MUS	109F	Country Music #	3
MUS	212F	American Music #	3
MUS	214F	World Music#	3
MUS	210F	Music Appreciation	3

Humanities--6 credits required

Course	No.	Title	Credits
ENGL	123H	Literary Forms	3
ENGL	130H	Literary Genres/Major	3
ENGL	210H	World Literature I#	3
ENGL	211H	World Literature II#	3
ENGL	214H	Literature of the West	3
HIST	106H	History of Western Civ I	3
HIST	107H	History of Western Civ II	3
PHIL	232H	Basic Ethics	3
PHIL	132H	Problems in 20 th CentThinking	3
RELA	242H	Gender & Equality	3
RELA	244H	American Cultural Values	3

Natural Science--8 credits required (Must include 1 lab course)

Course	No.	Title	Credits
BIO	105N	Fund Human Biology	3
BIO	180N	Microbiology & Comm Diseases	4
BIO	210N	Anatomy & Physiology I	3
BIO	209N	Anatomy & Physiology I Lab	1
BIO	211N	Anatomy & Physiology II	3
BIO	212N	Anatomy & Physiology II Lab	1
CHM	150N	Prin of Inorganic Chemistry	3
CHM	151N	Prin of Inorganic Chemistry Lab	1
PHYS	130N	Fundamentals Physical Science	3
PHYS	212N	Physics for Health Science	3

Social Sciences--6 credits required

Course	No.	Title	Credits
BM	249S	Global Marketing #	3
ECON	101S	Principles of Economics	3
ECON	102S	Economics I (Macro) #	3
ECON	201S	Economics II (Micro)	3
GEOG	105S	General Geography #	3
PSY	101S	General Psychology	3
PSY	109S	Lifespan Development	3
RELA	246S	Montana's American Indians #	3
SOC	111S	Introduction to Sociology	3

Multicultural/Global Issues--6 credits

The courses with the # behind the course title will fulfill the multicultural/global issues requirement as well as a designated core area requirement.

Total Credits - 32

ASSOCIATE OF SCIENCE DEGREE

The Associate of Science (A.S.) Degree is a general transfer degree. The A.S. degree indicates completion of the equivalent of the first two years of a baccalaureate degree and does not officially include a major or minor course of study.

A student must complete 60-66 semester credits to earn an Associate of Science degree under the following conditions:

1. General Education Core--32 credits, with grades of "C" or above;
2. Program Core--29-34 credits with grades of "C" or above. See program section (beginning on page 74) of this catalog for requirements.
3. With a final cumulative grade point average of 2.0 or above.

Transfer Programs

ASSOCIATE OF SCIENCE DEGREE TRANSFER TO MONTANA STATE UNIVERSITY- BILLINGS

The College of Business of MSU-Billings has a basic curriculum required for the freshman and sophomore years in **Economics, Finance, Management, and Marketing** and has required the following criteria be met and courses completed in order for students to be eligible for formal admission to the College of Business:

- Completion of A.S. requirements
- “C” or better in all business courses
- 2.25 minimum cumulative GPA

General Education Core Requirements:

32 credits (including 6 credits from #Multicultural/Global)

First Year			
Course	No.	Title	Credits
ACCT	221	Financial Accounting	3
ACCT	222	Managerial Accounting	3
MATH	181	Calculus I	<u>4</u>
Total			10

Second Year			
Course	No.	Title	Credits
BM	255	Legal Environment	3
BM	270	Management Info. Systems	3
ECON	201	Economics I(Microeconomics)	3
ECON	102	Economics II(Macroeconomics)	3
ENGL	228	Business & Technical Communications	3
MATH	217	Intermediate Statistics	<u>3</u>
Total			18

ASSOCIATE OF SCIENCE DEGREE TRANSFER TO MONTANA STATE UNIVERSITY- BOZEMAN

The College of Business of MSU-Bozeman has a basic curriculum required for the freshman and sophomore years in **Accounting, Finance, Management, and Marketing** and has recommended the following criteria and courses in order for students to be eligible for formal admission to the College of Business:

- 60 Credits earned
- Completion of A.S. degree requirements
- “C” or better in all business courses
- 2.50 minimum GPA cumulative

General Education Core Requirements:

32 credits (including 6 credits from #Multicultural/Global)

First Year			
Business Core Requirements			
Course	No.	Title	Credits
COMM	130	Public Speaking	3*
CS	110	Introduction to Computers	3
ECON	102	Economics I (Macro)	3
MATH	181	Calculus I	4
BM	106	Introduction to Business	<u>3</u>
Total			13

- COMM 130 may also fulfill 3 credits of the communication core requirement.

Second Year			
Business Core Requirements			
Course	No.	Title	Credits
ACCT	221	Financial Accounting	3
ACCT	222	Managerial Accounting	3
ENGL	127	Technical Report Writing	2
ENGL	124	Business & Professional Comm	3
ECON	201	Economics II (Micro)	3
MATH	216	Basic Statistics	3
MATH	217	Intermediate Statistics	<u>3</u>
Total			20

Transfer Programs

BUSINESS MANAGEMENT/ ENTREPRENEURSHIP

A.A.S.

TRANSFER TO MONTANA STATE UNIVERSITY-NORTHERN

The Department of Business, MSU–Northern, will accept the Business Management/Entrepreneurship A.A.S. degree for transfer with emphasis into the **Bachelor of Science degree in Business Technology**. The following are the prerequisite criteria for admission by MSU–Northern:

- Associate of Applied Science degree in
- Business Management/Entrepreneurship from Montana State University—Great Falls College of Technology;
- Cumulative grade point average of 2.00 or above.

Business Core Requirement

The following course will be accepted for transfer within the Business Core at MSU-Northern.

<u>MSU GF-COT</u>	<u>NORTHERN</u>
ACCT 221	ACCT 261
ACCT 222	ACCT 202
BM 255	BUS 271
BM 230	BUS 300
BM 235	BUS 335

Marketing Minor

The following course will be accepted for transfer within the Marketing Minor at MSU Northern.

<u>MSU GF-COT</u>	<u>NORTHERN</u>
BM 220	TSS 246

Small Business Management Minor

The following course will be accepted for transfer within the Small Business Management Minor at MSU Northern.

<u>MSU GF-COT</u>	<u>NORTHERN</u>
BM 260	SBM 416

Transfer Programs

**ASSOCIATE OF SCIENCE
DEGREE
TRANSFER TO MONTANA STATE
UNIVERSITY-NORTHERN**

NOTES

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 on **Accounting/Finance; Marketing and Small Business Management** for transfer:

- Completion of A.S. degree requirements
- 2.0 minimum cumulative GPA

General Education Core Requirements:
32 credits (including 6 credits from #Multicultural/Global)

Business Course Requirements

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
ACCT	221	Financial Accounting	3
ACCT	222	Managerial Accounting	3
BM	106	Introduction to Business	3
BM	230	Management	3
BM	255	Legal Environment	3
CS	110	Introduction to Computers	3
ECON	201	Economics II (Micro)	3
ENGL	124	Business & Professional Comm	3
MATH	216	Basic Statistics	3
MATH	217	Intermediate Statistics	<u>3</u>
		Total	30

Transfer Programs

***BUSINESS MANAGEMENT/
ENTREPRENEURSHIP
A.A.S.
TRANSFER TO UNIVERSITY OF
GREAT FALLS***

The following course of study is required:

32 Credits General Education Core:

Completion of the MSU College of Technology General Education Core is required. Student may also be required to complete 3 credits in History, 3 credits in Literature or 3 credits in Philosophy to fulfill the University of Great Falls Core distribution requirements depending on their choices of courses used to complete the MSU Great Falls College of Technology General Education Core.

Technical Core:

Course No.	Title	Credits
ACCT 221	Financial Accounting	3
ACCT 222	Managerial Accounting	3
BM 230	Management	3
BM 235	Marketing	3
BM 255	Legal Environment	3
CS 110	Introduction to Computers	3
CS 220	Electronic Spreadsheet	3
ECON 102	Economics I (Macro)	3
ECON 201	Economics II (Micro)	3
MATH 216	Basic Statistics	3
Total Required		*27
Associate Degree Total		*59

***9 of 10 courses must be completed. Students will be counseled to complete all 10 courses to enroll with Junior standing at UGF.**

***COMPUTER TECHNOLOGY
ASSOCIATE OF SCIENCE
DEGREE TRANSFER TO
UNIVERSITY OF GREAT FALLS***

Students completing the Associate of Science degree may apply for transfer admission to the College of Arts and Sciences, University of Great Falls (UGF), Bachelor Degree in **Computer Systems Integration**.

To be eligible to enter the College of Arts and Sciences as upper division students, lower division general education core, arts & humanities core, and the technical core requirements must be satisfied and are identified below.

The University of Great Falls General Education Core is 35 credits and may be completed from the College of Technology - Great Falls' General Education Core, as listed on page XX. To fulfill the UGF Core Distribution requirements the core must include 3 credits in History, 3 credits in Literature, and 3 credits in Philosophy.

Technical Core:

Course No.	Title	Credits
CS 110	Introduction to Computers	3
CS 119	Concepts of Info Processing	3
CS 120	Internet	1
CS 166	Computer Operating Systems	3
CS 205	Database Management	3
CS 220	Electronic Spreadsheets	3
CS 233	Ethical & Legal Environment of Computing	3
OO 265	Word Perfect	3
OR		
OO 266	Microsoft Word	3

COURSE



DESCRIPTIONS

Course Descriptions

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Allied Health.....	83
Art.....	85
Auto Body Repair & Refinishing.....	118
Biology.....	85
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Business Management.....	86
Chemistry.....	89
Communications.....	89
Computer Technology.....	89
Dental Assistant.....	92
Economics.....	95
Emergency Services.....	95
English.....	98
Fire and Rescue Technology.....	99
Geography.....	100
Health Information Technology.....	100
History.....	102
Interior Design.....	94
Library.....	103
Mathematics.....	103
Medical Assistant.....	105
Modern Language.....	104
Music.....	105
Nursing Assistant.....	106
Occupational Therapy Assistant.....	109
Office Technology.....	106
Philosophy.....	112
Physical Science.....	113
Physical Therapist Assistant.....	114
Practical Nurse.....	111
Psychology.....	113
Related.....	117
Respiratory Care.....	115
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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, semesters offered, and course descriptions.

The following letters are used to specify the semesters each course is offered:

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

Courses offered on “Sufficient Demand” are indicated as such in the course descriptions also.

While the semesters each course is offered are shown, students should consult the Class Schedule published prior to pre-registration each semester for the most up-to-date information on course offerings.

General Education core courses are designated by a letter following the course number (e.g. Engl 121W). The following letters are used to specify the core groups:

- F—Fine Arts
- H—Humanities
- M—Mathematics
- N—Natural Sciences
- S—Social Sciences
- W—Written Communication
- V—Verbal Communication
- #— Multicultural/Global

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.

Course Descriptions

ACCOUNTING



ACCT 101 ACCOUNTING PROCEDURES I Credits: 3 (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. Emphasis is on manual accounting systems.



ACCT 102 ACCOUNTING PROCEDURES II Credits: 3 (F,S) Prerequisites: ACCT 101, CS 110, or concurrent

This course is a continuation of Accounting Procedures I; additional topics covered include uncollectible accounts, depreciation of plant assets, notes and interest, basic accrual concepts, corporate procedures, the voucher system, petty cash, and inventory systems. Students use integrated accounting software; modules include the general ledger, accounts receivable, accounts payable, inventory, payroll, and financial statement analysis.

ACCT 190 PAYROLL ACCOUNTING Credits: 3 (F,S) Prerequisites: ACCT 101, CS 110, MATH 104

Students will become knowledgeable in the payroll records needed 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.

ACCT 221 FINANCIAL ACCOUNTING Credits: 3 (F,S) Prerequisites: ACCT 102, CS 110, MATH 104

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.

ACCT 222 MANAGERIAL ACCOUNTING Credits: 3 (F,S) Prerequisite: ACCT 221

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.

ACCT 224 MICROCOMPUTER ACCOUNTING APPLICATIONS Credits: 3 (F,S) Prerequisites: ACCT 190, ACCT 221, CS 220

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

ACCT 231 INCOME TAX CONCEPTS Credits: 3 (S) Prerequisites: ACCT 190, ACCT 221, CS 220, MATH 108

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

ALLIED HEALTH

AH 101 HEALTHCARE DELIVERY IN THE U.S. Credits: 2 (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.

Course Descriptions

AH 108 DISEASE CONCEPTS

Credits: 2 (F,S)
Prerequisites: BIO 209, BIO 210 or concurrent in BIO 211, BIO 212

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

AH 120 INTRAVENOUS THERAPY

Credits: 1 (F)
Prerequisites: Enrollment in the 2nd year of the Practical Nurse or Respiratory Therapist program, or 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 140 PHARMACOLOGY

Credits: 2 (F,S)
Prerequisite: Successful completion of prerequisite courses for specific programs, or faculty approval.

Students are prepared to safely administer medications. General principles of medication administration, terminology, drug regulation, standard references and legal responsibilities are included as well as major drug classifications and therapeutic implications.

AH 150 FITNESS FOR LIFE

Credits: 2 (Sufficient Demand)

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 194 BASIC PHARMACEUTICALS

Credits: 1 (F)

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

AH 201 MEDICAL SCIENCE

Credits: 3 (F)
Prerequisites: BIO 209, BIO 210 for HIT program
Corequisites: BIO 211, BIO 212 for HIT program
Successful completion of prerequisite courses for other specific programs

This course provides basic knowledge of the most common diseases, anomalies, treatments, and procedures needed to analyze healthcare documentation for various allied health 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 205 HUMAN MOTION AND RESPONSE

AH 206 LAB

Credits: 4 (S)
Prerequisites: PTA 101, PTA 111

This course is designed to provide students with an understanding of: the human musculoskeletal system relative to the biomechanical elements of normal and abnormal human motion; physiology of exercise and its effects on movement; 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.

AH 216 INTRODUCTION TO MOTION

Credits: 1 (F)
Prerequisite: Acceptance into the PTA program

This one credit lecture is an introduction to the principles and concepts of kinesiology. The relationship between bones, muscles, joints, soft tissue structures, and the movement of the body will be examined and studied.

Course Descriptions

AH 217 MOTION & HUMAN BODY RESPONSE

Credits: 3 (S)

Prerequisites: Successful completion of AH 216, PTA 100, BIO 211,212

This course, which can be defined as the 'kinesiology' component of the curriculum, is designed to provide the student with an understanding of the biomechanics of normal and abnormal movement, and osteology and arthology relative to joint mechanics and muscle action. The components of functional movement will be emphasized. In this class, students will also learn the application of goniometry measurements, palpation of body landmarks, manual muscle testing, and the palpation of soft tissue structures. Gait analysis is studied.

ART

ART 101F INTRODUCTION TO VISUAL ARTS

Credits: 3 (Sufficient Demand)

This slide lecture course will introduce the students to forms of creative expression within visual arts; encouraging the students to more actively explore the 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 106F BASIC THEATRE PRACTICES

Credits: 3 (Sufficient Demand)

Introduction to theatre procedures. Students develop understanding of practices underlying theatrical production, learn the responsibilities of each production area, and acquire skills essential to preparing a production. Assignments include laboratory work and individualized projects in conjunction with UGF productions.

ART 121F FUNDAMENTALS OF ACTING

Credits: 3 (Sufficient Demand)

An examination of the work of actors and actresses, their natural and learned skills; exercises in memorization, imagination, and observations; improvisations and scenes from modern plays.

ART 140 DRAWING I

Credits: 3 (Sufficient Demand)

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.

BIOLOGY



BIO 105N FUNDAMENTALS OF HUMAN BIOLOGY

Credits: 3 (F,S,SU)

This course is an introduction to the anatomy and physiology of the human body including fundamentals of chemistry, cytology, and histology. Particular emphasis is given to the integration of our cultural heritage with our role within the living world. This course is strongly recommended as a prerequisite for Anatomy and Physiology.

BIO 180N MICROBIOLOGY AND COMMUNICABLE DISEASES

Credits: 4 (S)

Prerequisite: BIO 211, BIO 212, or consent of faculty

This course is intended to introduce students to basic concepts in microbiology. Aspects of microbial life are examined in relation to growth requirements, reproduction, existence, and disease-producing capabilities. Emphasis is placed on the control of the spread of microorganisms and disease prevention. This course is designed to acquaint students with principles of infectious, communicable disease. Mechanisms of infection, disease process, epidemiology and the body's defenses are discussed.

Course Descriptions

**BIO 209N ANATOMY AND PHYSIOLOGY I
LAB**

Credits: 1 (F,S,SU)
Corequisite: BIO 210

This laboratory covers cytology, histology, the integumentary, skeletal, muscular, and nervous systems, excluding the sense organs.

BIO 210N ANATOMY AND PHYSIOLOGY I

Credits: 3 (F,S,SU)
Prerequisite: BIO 105 or High School Biology within 5 years
Corequisite: BIO 209 Concurrent registration in CHM 150 is recommended

Anatomy and Physiology I is the first in a two-course sequence. It covers the study of the structure and function of the human body. The course includes an introduction to science; foundations of anatomy and physiology; fundamentals of chemistry; cell and some cellular physiology; a survey of the tissues; and the integumentary, skeletal, muscular, and nervous systems, excluding the sense organs.

BIO 211N ANATOMY AND PHYSIOLOGY II

Credits: 3 (F,S)
Prerequisites: BIO 209, BIO 210
Corequisite: BIO 212

This course covers the sense organs and the endocrine, digestive, respiratory, cardiovascular, urinary, and reproductive systems.

BIO 212N ANATOMY & PHYSIOLOGY II LAB

Credits: 1 (F,S)
Corequisite: BIO 211

This laboratory covers the sense organs, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems.

BUSINESS MANAGEMENT

BM 106 INTRODUCTION TO BUSINESS

Credits: 3 (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.

BM 203 HOSPITALITY MANAGEMENT

Credits: 3 (Sufficient Demand)
Prerequisite: BM 106

This course is designed to examine management issues related to the hospitality industries. Emphasis will be placed on customer service, handling difficult customers, and customer satisfaction.

BM 220 SALES

Credits: 3 (F)

Sales is a course designed to develop students' knowledge of sales practices and procedures and to develop skills in personal persuasion. Topics covered include selling psychology, prospecting, customer relations, approaches, presentation methods, handling objections, and closing techniques.

BM 225 RISK MANAGEMENT

Credits: 3 (F)

Risk Management is a course designed to introduce the terminology and strategies of the management of personal and business risks. Emphasis will be on the use of insurance to manage risks including life, health, automobile, property, and business risk considerations.

BM 230 MANAGEMENT

Credits: 3 (F,S)
Prerequisite: BM 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.

Course Descriptions

BM 235 MARKETING

Credits: 3 (S)
Prerequisite: BM 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.

BM 237 INTERNET MARKETING

Credits: 1 (S)
Prerequisites: CS 110 or consent of faculty, CS 120,
CS 121

This course will explore marketing opportunities on the Internet. Included in the topics discussed will be planning, selection of providers, costs, layout, examination of current users, and current developments in Internet marketing strategies.

BM 240 ADVERTISING

Credits: 3 (S)
Prerequisite: BM 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.

BM 249S# GLOBAL MARKETING

Credits: 3 (F,S)

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 is studied.

BM 250 COOPERATIVE WORK EXPERIENCE

Credits: Variable (Sufficient Demand)

Students enrolled in business and technology programs will have the opportunity to receive on-the-job training through the cooperative work experience program. They will obtain approved positions that will be supervised by employers and the instructor/coordinator. The course will also include one hour per week of classroom work.

BM 255 LEGAL ENVIRONMENT

Credits: 3 (F,S)
Prerequisite: BM 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.

BM 260 ENTREPRENEURSHIP

Credits: 3 (S)
Prerequisite: BM 106

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 business plan for a company of their choice.

BM 270 MANAGEMENT INFORMATION SYSTEMS

Credits: 3 (Sufficient Demand)

This course is an introduction to computer-based information systems used in business. Topics include strategic and managerial uses of information, computer hardware and software, decision support systems, database systems, and control and security procedures. Various application software to analyze business decisions will be utilized.

BO 200 SPECIAL PROJECTS

Credits: 3-6

Students will apply competencies learned from other accounting, microcomputer, management, or office related courses to complete independent projects. Projects will be considered advanced, work or job related. Prerequisites may be required.

Course Descriptions

BIOSCIENCE TECHNOLOGY

BST 105 ELECTRONICS ESSENTIALS

Credits: 3 (F)
Prerequisite: High School Algebra or college equivalent

This lecture/lab course provides an introduction to electronic terms and AC-DC concepts. It covers the essential physical principles of modern electronic circuitry and construction of integrated circuits. Emphasis is on the laws and formulas used to analyze circuits. Discussion of technologies, physics, and practical issues surrounding today's most important electronic instrumentation is included.

BST 110 ELECTRONIC INSTRUMENTATION AND MEASUREMENTS I

Credits: 4 (S)
Prerequisites: MATH 108, BST105

This lecture/lab course provides an introduction to ordinary workshop and laboratory instrumentation. Coverage of instrumentation includes an introduction to solid state devices; basic diode and transistor circuits, including power supplies, amplifiers and switching circuits, and operational amplifiers. Information presented in this course establishes a basis for handling, interpreting and understanding the data collected by instruments. It includes practical material oriented toward various fields of measurement; electronic communication, audio, components testing, medical electronics, and servicing.

BST 112 ELECTRONIC INSTRUMENTATION AND MEASUREMENTS II

Credits: 5 (SU)
Prerequisites: MATH 130, BST 110

This course is a continuation of BST 110 that introduces binary arithmetic, logic, logic symbols, and basic logic circuitry. Sequential logic will be discussed for use in the study of digital timing circuits, counters, registers, and arithmetic circuits used in digital systems. Coverage also includes both analog and digital meters and multimeters; inductance and capacitance measurements; instrument calibration; and low, high, and precise resistance measurements.

BST 120 INTRO TO LABORATORY ANIMAL SCIENCE

Credits: 3 (F)

An introduction to laboratory animal science, offering certification as a Laboratory Animal Technician. Topics include scientific fundamentals in laboratory animal science; breeding and husbandry; equipment; environment and hygiene; animal health; signs of disease, and disease prevention; unique features of common laboratory species; infrequently used laboratory animals and a brief discussion of surgical and research techniques.

BST 122 LABORATORY ANIMAL TECHNICIAN I/II

Credits: 3 (S)

An extensive course initiating potential certification as a Laboratory Animal Technologist/Technician. Unique topics covered in this course are management; genetics and breeding; quality assurance; gnotobiology and pharmacology. Discussion of diagnostic techniques and common diseases and treatment of laboratory animals are included as well as anesthesia and experimental modeling and design.

BST 140 HAZARDOUS MATERIAL HANDLING/GOVERNMENTAL REGULATIONS

Credits: 3 (F)
Prerequisites: CHM 150, BIO 210

This course is a coverage of federal, state, and local governmental agencies responsible for determining and enforcing rules and regulations affecting pollution of the environment; laboratory work; and health and safety of people in the laboratory and industry. Discussion of good manufacturing practices (GMP), quality control (QC), clinical trials, FDA regulations, and other topics related to the handling and manufacture of biological products will be included.

Course Descriptions

BST 210 BIOMEDICAL INSTRUMENTATION I

Credits: 5 (F)
Prerequisite: BST 112

This course introduces the student to the theory of operation, testing, troubleshooting, and servicing of biomedical instrumentation circuits and instrumentation transducers. Topics of discussion include bioelectric amplifiers, electroradiographs, physiological pressure measurements, cardiac stimulation and life support equipment, respiratory instrumentation and respiratory therapy equipment.

BST 212 BIOMEDICAL INSTRUMENTATION II

Credits: 5 (S)
Prerequisite: BST 210

This course is a continuation of BST 210 completing the theory of operation, testing, troubleshooting, and servicing of biomedical instrumentation circuits and instrumentation transducers. Topics of discussion include instrumentation for measuring brain parameters, intensive and coronary care units, operating rooms, medical laboratory instrumentation, medical ultrasound, electrosurgery generators, medical recorders, medical oscilloscopes, hemodialysis machines, radiology and nuclear medicine equipment, computers in biomedical equipment, and electrical safety in the medical environment.

BST 214 INDUSTRIAL CONTROL SYSTEMS

Credits: 4 (F)
Prerequisite: BST 112

This course begins with an introduction to the types of transducers used in industry for monitoring and processing operations, along with their control and amplification systems. Other control system topics include instrumentation and their application. relay logic, microprocessor control system applications, and the elements which make up a control system.

BST 220 PRINCIPLES OF INHERITANCE

Credits: 3 (F)
Prerequisites: CHM 150, CHM 152, BST 130

BST 220 is an introduction to classical and molecular genetics of prokaryotes, eukaryotes, and viruses. Topics include transmission genetics, quantitative genetics, the

study of DNA replication, transcription, translation, regulation of genes, and mechanisms of genetic change.

Core aspects of bacteriology and virology such as structure, growth, metabolism and genetics/molecular biology are emphasized.

BST 222 METHODS IN BIOSCIENCE TECHNOLOGY I

Credits: 3 (F)
Corequisite: BST 220

This lecture/lab course focuses on techniques in cell biology such as protein, extraction, purification, quantification, electrophoresis, enzyme assay and tissue culture.

BST 224 METHODS IN BIOSCIENCE TECHNOLOGY II

Credits: 4 (S)
Prerequisite: BST 222

This lecture/lab course focuses on techniques in molecular biology such as DNA extraction, quantification, electrophoresis, transformation and gene cloning.

BST 250 EXTERNSHIP IN BIOSCIENCE TECHNOLOGY

Credits: 4-5 (S)
Prerequisite: BST 140, consent of program director

BST 250 is an individualized assignment arranged with an agency, business or other organization to provided guided experience in the field.

CHEMISTRY

**CHM 150N PRINCIPLES OF INORGANIC CHEMISTRY**

Credits: 3 (Sufficient Demand)
Corequisite: CHM 151

This course is a systematic study of the principles of inorganic chemistry with emphasis on scientific measurement, atomic structure, chemical periodicity, chemical bonding, nomenclature, stoichiometry, chemical reactions, acid-base chemistry, electrochemistry, gas laws and nuclear chemistry.

Course Descriptions



CHM 151N PRINCIPLES OF INORGANIC CHEMISTRY LABORATORY

Credits: 1 (Sufficient Demand)
Corequisite: CHM 150

This laboratory course provides experimentation dealing with the topics covered in CHM 150.

CHM 152 ESSENTIALS OF ORGANIC CHEMISTRY

Credits: 3 (S)
Prerequisites: CHM 150, CHM 151

CHM 152 is an introduction to organic chemistry. This course surveys organic and biochemical molecules salient to organic chemistry and biochemistry. It is especially designed for students aspiring to enter a health occupation. Names, structures and functions of key organic and biochemical molecules are discussed. Some time is spent on metabolism, cellular processes, nutrition and foods.

CHM 153 ESSENTIALS OF ORGANIC CHEMISTRY LABORATORY

Credits: 1 (S)
Corequisite: CHM 152

CHM 153 is a laboratory providing experimentation dealing with topics covered in CHM 152.

COMMUNICATIONS



COMM 130V PUBLIC SPEAKING

Credits: 3 (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 COMMUNICATIONS

Credits: 3 (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.

COMPUTER TECHNOLOGY



CS 110 INTRODUCTION TO COMPUTERS

Credits: 3 (F,S,SU)

This course introduces students to the concepts and terminology of computer systems and related technology and their impact on individuals and society through lecture and lab format. Hands-on overview using popular microcomputer software provides experience with computers.

CS 119 CONCEPTS OF INFORMATION PROCESSING

Credits: 3 (F,S)
Prerequisite: CS 110 or concurrent

This course provides a study of the fundamental concepts of computer systems and their use in operational environments. Students survey hardware components and software programs and their relationship to basic computer operation. The course also includes discussion of current computer related issues such as artificial intelligence, robotics, and the legal aspects of computing.



CS 120 INTERNET BASICS

Credits: 1 (F,S)
Prerequisites: CS 110 or faculty approval

This course will teach skills in using the Internet as an information and educational resource. Internet components explored will include the World Wide Web, Gophers, FTP, Email and basics of creating a web page.

CS 121 WEBPAGE CONSTRUCTION

Credits: 2 (F)
Prerequisites: CS 110, CS 120

This course focuses on the skills and concepts necessary to create effective web pages that include links, graphics, sound, tables and forms using common HTML editors. Other utilities such as image mapping and graphics editing software will also be utilized.

Course Descriptions



CS 126 NETWORKING FUNDAMENTALS
Credits: 4 (F)
Prerequisite: CS 110, CS 166 or instructor approval

This course is an introduction to networking fundamentals with both lecture and hands-on activities. Topics include the OSI model and industry standards, network topologies, IP addressing (including subnet masks), and basic network design. This course is the first course in a four course series that leads towards certification as a CCNA (Cisco Certified Networking Associate)

CS 140 MICROSOFT POWERPOINT
Credits: 1
Prerequisite: CS 110

The Microsoft PowerPoint class concentrates on understanding and using PowerPoint fundamentals to create and design quality presentations and slide shows. A hands-on approach is used.

CS 160 INTRODUCTION TO PROGRAMMING
Credits: 3 (S)
Prerequisites: CS 110
Corequisite: CS 166 or Faculty Approval

This course is an introduction to programming logic and computer problem-solving using 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.

CS 166 COMPUTER OPERATING SYSTEMS
Credits: 3 (S)
Prerequisite: CS 110

This course examines the role of operating system software and other user interfaces. The primary focus will be on the operation of microcomputer operating systems including both single program and multi-tasking operating systems. File management and system/diagnostic utilities will also be examined.



CS 176 INTRODUCTION TO ROUTER TECHNOLOGY
Credits: 4 (S)
Prerequisite: CS 126

This course covers router theory and router technologies with both lecture and hands-on activities. Topics include beginning router configurations, routed and routing protocols, and introduction to LAN switching. This course is the second course in a four course series that leads towards certification as a CCNA (Cisco Certified Networking Associate).

CS 205 DATABASE MANAGEMENT
Credits: 3 (F,S)
Prerequisite: CS 110

This course examines the process of database design using a relation model. Use of applications software focuses on data query, report generation, multiple file relationships, interface techniques, and command file programming. Structured query language, QBE and other languages will be introduced.

CS 210 NETWORK OPERATING SYSTEMS I
Credits: 4 (F)
Prerequisite: CS 166

Emphasis is on hands-on management of a common local area network operating system. Topics and activities include product overview, installation, administration, problem resolution, configuration of security parameters and user accounts, console operations, and use of the network.

CS 211 NETWORK OPERATING SYSTEMS II
Credits: 3 (S)
Prerequisite: CS 210

This course offers hands-on management using other common local area networking operating systems with continuing focus on problem solving and network administration activities such as security configuration and account setup. Evaluation of other network operating systems, client-server and peer-to-peer networks is included.

Course Descriptions

CS 216 MULTIMEDIA USE AND DESIGN

Credits: 3 (F)
Prerequisites: CS 120, CS 166, or faculty approval

The many abilities and uses of computer multimedia are explored along with hands-on design and use of interactive programs and authoring systems. This class will also include issues regarding future impact of multimedia on current business management.



CS 220 ELECTRONIC SPREADSHEETS

Credits: 3 (F,S)
Prerequisite: CS 110

This course will introduce 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 database management. The course content will emphasize mastery of spreadsheet concepts and applications and development of analytical thinking skills.

CS 226 ROUTING & SWITCHING

Credits: 4 (F)
Prerequisite: CS 110

This course covers advanced router configurations with both lecture and hands-on activities. Topics include LAN switching, network management, and advanced network design. This course is the third course in a four series that leads towards certification as a CCNA (Cisco Certified Networking Associate).

CS 233 ETHICAL AND LEGAL ENVIRONMENT OF COMPUTING

Credits: 3 (S)

Basic ethical concepts emphasizing the relationship between ethics and law as they apply to the computing environment. The primary focus of this course is the concept of individual responsibility. This course presumes no formal learning background in ethics or law.

CS 240 SOFTWARE INTEGRATION

Credits: 2 (S)
Prerequisites: CS 205, OO 266, CS 220, or instructor approval

This course explores the features of commonly used software suites as an integrated set of problem-solving tools. Hands-on experience in integration of word processing, spreadsheet, database, and presentation components builds skill in creating multi-application documents.

CS 270 PC TROUBLESHOOTING/ MAINTENANCE

Credits: 3 (F)
Prerequisites: CS 166

Hands-on training includes servicing microcomputers, basic operational concepts, identification, installation, and configuration of microprocessors, memory, motherboards, power supplies, floppy and hard disk drives, video monitors, graphics cards, serial and parallel I/O cards, modems, and printers. System teardown and inspection and hardware and software technical service documentation are also featured.

CS 275 COMPUTER END-USER SUPPORT

Credits: 3 (S)
Prerequisites: CS 166, CS 270, Comm 135

This course provides students with training and supporting end-users, techniques for developing and delivering training modules, and techniques for providing ongoing technical support to end-users. Emphasis is on solving problems with users such as debugging, troubleshooting and interaction with users. Discussion and activities involving solving common software and hardware problems and performing routine computer maintenance activities are also addressed.

CS 276 NETWORK DESIGN

Credits: 4 (S)
Prerequisite: CS 226

This course is a project-based course in network design. Topics include advanced network design projects and advanced network management projects. This course is the final course in a four course series that leads towards certification as a CCNA (Cisco Certified Networking Associate).

Course Descriptions



CS 280 DESKTOP PUBLISHING

Credits: 3 (F,S)
Prerequisite: CS 110

Students learn to design, prepare, edit, and enhance publications by integrating text, graphics, spreadsheets, and charts which have been created in other software programs.

They build skill in using a desktop publishing software program by creating publications such as newsletters, brochures, advertisements, programs, business cards, and stationery.

CS 290 SYSTEMS ANALYSIS AND DESIGN

Credits: 3 (S)
Prerequisites: CS 166, CS 205

The concepts and principles of information systems development are introduced through the application of traditional systems analysis and design. Simulated business activities provide students with the opportunity to develop skills in office and business automation strategies.

DENTAL ASSISTANT

DA 115 ORAL ANATOMY

Credits: 3 (F,S sufficient demand)

This course covers anatomic features of the teeth, head, and neck. It also includes oral embryology, histology, and physiology.

DA 117 DENTAL MANAGEMENT

Credits: 2 (F,S sufficient demand)
Co-requisite: OO 250

This course exposes students to various reception procedures and duties commonly expected in a dental office. These include charting systems; patient records; insurance forms; collections; financial arrangements; and office management mathematics; mathematical numbering systems; calculations of percentages; exponents; logic and reasoning; and general mathematics concepts of addition, subtraction, multiplication, and division. Students will also study history, ethics, and jurisprudence as related to dental practice. MD 117 Dental Management runs concurrently with OO 250 Computer in Medical/Dental Office. Successful completion of DA 117, DA 120, DA 123, and DA 215 fulfills the mathematics requirement for the Dental Assistant Program

DA 120 ORAL RADIOLOGY I

Credits: 3 (F,S sufficient demand)
Prerequisite: MD 115, or concurrent

This course is the first of a series of two courses. Content in this course includes the history of oral radiography, radiation physics, x-ray equipment and supplies, radiation, health and safety, infection control, landmark identification and mounting, and darkroom procedures. Selected geometric topics are incorporated in this course and are continued through Oral Radiology II. Successful completion of DA 120, DA 117, DA 123, and DA 215 fulfills the mathematics requirement for the Dental Assistant Program.

DA 123 CHAIRSIDE I

Credits: 4 (F,S sufficient demand)
Prerequisite: MD 115

The Chairside I incorporates an Allied Health Mathematics component, which includes the English and Metric systems. A review of Introduction to Algebra concepts, including concepts of ratios, proportions, dosage calculations, fractions and decimals, is also included. Use of mathematical concepts continues through Chairside II. Successful completion of DA 123, DA 117, DA 120, and DA 215 fulfills the mathematics requirement for the Dental Assistant Program.

DA 211 CLINICAL SPECIALTIES

Credits: 3 (F,S sufficient demand)
Prerequisites: MD 115, MD 223, or concurrent

The Clinical Specialties course includes an introduction to six dental specialties: oral surgery, endodontics, periodontics, pediatric dentistry, orthodontics, and prosthodontics.

DA 215 DENTAL SCIENCE

Credits: 3 (S,SU sufficient demand)
Prerequisite: MD 115, or concurrent

This course includes an introduction to four specific science based subjects: microbiology, oral pathology, pharmacology and management of medical and dental emergencies. Reviews of the apothecary system and dosage calculation are conducted for better understanding of the pharmacology component of Dental Science. Emphasis will be placed on classification and transmission of microorganisms, drug classifications and inter actions, prescription writing, identifications of diseases and other abnormalities of the

Course Descriptions

oral cavity and medical and dental emergencies in the dental office. Successful completion of DA 215, DA 117, DA 120, and DA 123 fulfills the mathematics requirement for the Dental Assistant Program.

DA 222 ORAL RADIOLOGY II
Credits: 3 (S,SU sufficient demand)
Prerequisite: MD 120

Oral Radiology II is a continuation of Oral Radiology I and includes both didactic and laboratory instruction. Content in this course includes intraoral (bitewing, paralleling, and bisecting) and extraoral (occlusal, panoramic, and specialty) radiographic techniques, radiographic interpretation, identifying and correcting faulty radiographs, radiography for special patients, and patient education. Students are required to obtain a "prescription patient" for final full mouth series.

DA 223 CHAIRSIDE II
Credits: 4 (S,SU sufficient demand)
Prerequisite: MD 123

Chairside II is a continuation of Chairside I with an emphasis on expanded functions for the dental assistant set by the Montana Board of Dentistry.

DA 225 PREVENTIVE DENTISTRY
Credits: 3 (F sufficient demand, S)
Prerequisite: MD 115

The Preventive Dentistry course is the study of the oral plaque diseases and the prevention of these diseases. Special sections include oral hygiene techniques, fluoride, nutrition, and patient education and motivation. Students also complete an in-depth preventive patient project as part of the requirements for this course.

DA 231 CLINICAL OFFICE SEMINAR
Credits: 1 (SU,F sufficient demand)
Prerequisite: MD 222, MD 223, concurrent with MD 232

Clinical Office Seminar introduces students to job search strategies, preparation of personal resumes, cover and follow-up letters, interviewing techniques and completing exit interviews. Assignments for clinical rotations are also made to the students in this course. Special review attention is paid to infection control and current OSHA standards.

DA 232 CLINICAL OFFICE PRACTICE
Credits: 9 (SU,F sufficient demand)
Prerequisites: MD 222, MD 223

This course includes rotated extramural clinical office experience in the dental community and Malmstrom Air Force Base Dental Clinic. Students actively participate in the operation of the dental practice as dental assistants in training.

INTERIOR DESIGN



DE 161F INTRODUCTION TO DESIGN
Credits: 3 (1st year-F)

This course is an introduction to the elements and principles of design through hands-on experiences, discussions, critiques, and field trips to exhibits. A journal will be created as a record of the exploration of line, texture, color, shape, form, value, space, composition, unity, balance, rhythm, and scale. Learning to see these components in works of art will broaden the student's ability to discuss art and to make more informed choices when creating works of his or her own.



DE 162 INTERIOR DESIGN GRAPHICS
Credits: 3 (1st year-F)

Interior Design Graphics provides interior design students with a basic knowledge of building structures, construction technique, 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 (1st year-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 chalk and colored pencil is introduced.

Course Descriptions

DE 164F HISTORIC INTERIORS

Credits: 3 (2nd year-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

Credits: 3 (2nd year-S)

Prerequisite: DE 164

This course is a continuation of the study of the development of the interior environment from the 19th century to the present. Difference in the basic philosophy between 19th and 20th century design is emphasized.

DE 167 MATERIALS OF INTERIOR DESIGN

Credits: 3 (1st year-F)

The physical properties and characteristics of building materials, with emphasis on those materials used by interior designers, are examined. The course addresses the problems involved in installing and specifying these materials, including building and life safety code constraints. It includes the study of textiles as used in interiors.

DE 168 SPACE PLANNING I

Credits: 3 (1st year-S)

Prerequisites: DE 161, DE 162

Space Planning I explores the physical and psychological concepts pertaining to interior spaces using the American Society of Interior Designers (ASID)-approved preparation manual for the National Council of Interior Design Qualifications (NCIDQ) test as a guide and exercise source.

DE 261 FIELD STUDY

Credits: 3 (Sufficient Demand-S)

Prerequisite: Completion of all 100-level technical courses; consent of instructor

This course gives students experience in the daily operation of an interior design firm or a related business. It provides experience in dealing with employers, clients, customers and other business persons. Students will encounter opportunities to utilize skills and knowledge acquired in previous interior design courses.

DE 262 STUDIO I

Credits: 4 (2nd year-F)

Prerequisite: Completion of all 100-level technical courses

This course is a laboratory experience with a real-life design project. Students will develop a complete presentation, including floor plans, interior elevations, interior perspectives, color board and room finish schedule. Students will make an oral presentation to a jury of design professionals using the presentation boards to illustrate their design.

DE 263 STUDIO II

Credits: 4 (Sufficient Demand/2nd year-S)

Prerequisite: Completion of all 100-level technical courses

Studio II is an advanced laboratory experience with a more complex real-life case study. Students will develop a complete presentation. Emphasis is on contract (commercial) design.

DE 264 LIGHT, COLOR, AND LIGHTING SYSTEMS

Credits: 3 (1st year-S)

Prerequisite: Completion of all 100-level technical courses

This course is an introductory study of color theory, including human response to color. It covers the effects of various sources of lighting on color and the basic considerations when selecting lamps and fixtures. Design of lighting systems to obtain desired footcandle levels and illumination quality is included.

DE 265 PROFESSIONAL PRACTICES

Credits: 3 (Sufficient Demand/2nd year-S)

Prerequisite: Completion of all 100-level technical courses; consent of instructor

This course is an introduction to business principles and practices as they relate 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.

Course Descriptions

DE 266 INTRODUCTION TO CAD

Credits: 3 (2nd year-F)
Prerequisite: CS 110, DE 162

This course is an introduction to the fundamentals of computer-aided drafting with emphasis on interior design and architectural applications.

DE 268 SPACE PLANNING II

Credits: 3 (Sufficient Demand/2nd year S)
Prerequisite: DE 168

Space Planning II continues exploration of physical and psychological concepts pertaining to interior spaces with emphasis on commercial interiors of increased complexity. Preparation of students for taking the NCIDQ examination in the future is a major objective.

ECONOMICS

ECON 101S PRINCIPLES OF ECONOMICS

Credits: 3 (Sufficient Demand)

This course acquaints students with the theoretical foundation for economic thinking, planning, and policy. Topics include economic policies, supply and demand, monetary and fiscal policies and practice, trade and trade deficits, monopolies, government influence, and measuring the performance of the economy.

ECON 102S# ECONOMICS I MACROECONOMICS

Credits: 3 (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.

ECON 201S ECONOMICS II (MICROECONOMICS)

Credits: 3 (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.

EMERGENCY MEDICAL SERVICES

EMS 105 EMT-PARAMEDIC I

Credits: 3 (Sufficient Demand)
Prerequisite: Formal acceptance into EMT-P program

This course provides an introduction to the practice of paramedicine and will provide the student with reinforcement and new information concerning prehospital environment, trauma, and preparatory divisions.

EMS 110 EMT-PARAMEDIC I/II SKILLS LAB

Credits: 3 (Sufficient Demand)
Prerequisite: Formal acceptance into EMT-P program

This course provides the students with laboratory experience in the areas of assessment, physical examination, history gathering, basic and advanced airway management skills, and the initiation and management of fluid therapy.

EMS 115 EMT-PARAMEDIC II

Credits: 3 (Sufficient Demand)
Prerequisite: Formal acceptance into EMT-P program

This course will build upon the instructional imperatives of Paramedic I and introduce the student to various systematic medical emergencies (e.g., respiratory, cardiovascular, endocrine, and nervous system emergencies).

Course Descriptions

EMS 120 EMT-PARAMEDIC I/II CLINICAL & FIELD INTERNSHIP

Credits: 3 (Sufficient Demand)
Prerequisite: Passing grade of "C" during EMS 110, 115

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 130 FIRST RESPONDER

Credits: 3 (Sufficient Demand)
Prerequisite: Refer to page 45

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 131 FIRST RESPONDER REFRESHER (TRANSITION)

Credits: 1 (Sufficient Demand)
Prerequisite: Refer to page 45

This training is required every two years for the First Responder to maintain state authorization. The program will review previously learned skills and update the First Responder on new and/or revised material.

EMS 135 FIRST RESPONDER TO EMT BASIC BRIDGE

Credits: 4 (Sufficient Demand)
Prerequisite: Refer to page 45

This course is designed for the currently authorized First Responder who desires to become an Emergency Medical Technician - Basic (EMT-B). The course reviews the knowledge, skills, and objectives of the First Responder. It then provides didactic and practical experience on those objectives that are part of the EMT-B course but not a part of the First Responder course. Successful completion of the course will allow the student to enter the state and national EMT-B certification process. All aspects of

authorization/certification are the responsibility of the student.

EMS 137 EMERGENCY MEDICAL TECHNICIAN BASIC (EMT-B)

Credits: 6 (Sufficient Demand)
Prerequisite: Refer to page 45

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 138 EMT - BASIC REFRESHER (TRANSITION)

Credits: 2 (Sufficient Demand)
Prerequisite: Refer to page 45

This training is required every two years for the EMT-B to maintain state and national certification. The program will review previously learned skills and update the EMT-B on new and/or revised material.

EMS 142 EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE (EMT-I)

Credits: 5 (Sufficient Demand)
Prerequisite: EMT-Basic National Certification
Formal acceptance into EMT-I course

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 prehospital 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 prehospital care. Course topics will include the professional roles and responsibilities of the EMT-I as well as focusing on EMS

Course Descriptions

systems, medical control, medicolegal considerations, communications, medical terminology, advanced patient assessment, airway management, and the pathophysiology of shock.

EMS 143 EMT – INTERMEDIATE REFRESHER

Credits: 1 (Sufficient Demand)
Prerequisite: Refer to page 45

This training along with the EMT-B refresher is required every two years for the EMT-I to maintain state and national certification. The program will review previously learned skills and update the EMT-I on new and/or revised material.

EMS 145 ADVANCED CARDIAC LIFE SUPPORT

Credits: 1 (Sufficient Demand)
Prerequisite: Refer to page 43

This is 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 PEDIATRIC ADVANCED LIFE SUPPORT

Credits: 1 (Sufficient Demand)
Prerequisite: Refer to page 43

This is the American Heart Association course which is considered the national standard of care for advanced providers caring for pediatric patients in the arrest situation. The 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 (Sufficient Demand)
Prerequisite: Refer to page 43

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 205 EMT-PARAMEDIC III

Credits: 3 (Sufficient Demand)
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 prehospital arena.

EMS 210 EMT-PARAMEDIC III/IV SKILLS LAB

Credits: 3 (Sufficient Demand)
Prerequisite: Successful completion of Paramedic I/II or Faculty approval
Corequisite: EMS 205, EMS 225

This laboratory section will focus primarily on emergency pharmacology calculation and administration, in addition to reinforcement of ACLS and PALS megacode imperatives. Students will complete this laboratory section with preparation for the National Registry Certification Examination.

EMS 220 EMT-PARAMEDIC III/IV CLINICAL & FIELD INTERNSHIP

Credits: 4 (Sufficient Demand)
Prerequisite: Passing grade of "C" during EMS 205, 225

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.

Course Descriptions

EMS 225 EMT-PARAMEDIC IV

Credits: 3 (Sufficient Demand)

Prerequisite: Successful completion of Paramedic I/II or Faculty 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.

ENGLISH

ENGL 040 WRITING

Credits: 3 (F,S)

Pass/Fail Basis

As an individualized approach to the understanding and use of basic elements necessary to the appropriate structuring of sentences and paragraphs, this course includes capitalization, punctuation, and parts of speech.

ENGL 050 SPELLING & VOCABULARY

Credits: 3 (F,S)

Pass/Fail Basis

This individualized approach introduces specific techniques for spelling by visual memory, phonics, guidelines, or a combination of the three. Vocabulary knowledge and usage are expanded through the study of roots and affixes and/or specific vocationally relevant word lists.

ENGL 115 PRINCIPLES OF SPELLING

Credits: 2 (F,S)

A study of spelling principles is investigated through a variety of methods to develop improvement and confidence in spelling.

ENGL 120 INTRODUCTION TO COMPOSITION

Credits: 3 (F,S,SU)

Prerequisite: Qualifying admission assessment score

Introduction to Composition offers experience with sentence construction and paragraph development and provides a review and reinforcement of principles of English grammar and punctuation. Its goal is to develop confidence in the ability to write clear and effective sentences and paragraphs.



ENGL 121W COMPOSITION I

Credits: 3 (F,S,SU)

Prerequisite: grade "C" or higher in ENGL 120 or qualifying admission assessment score

Composition I offers a clearly defined sequential approach to writing the short essay including these patterns of writing: exposition, narration, description, and argumentation. Research process and techniques of writing the research paper result in a document of at least 10 pages. Emphasis is placed on pre-writing skills, organization, and development of ideas. Competence in sentence and paragraph writing skills is assumed.

ENGL 122W COMPOSITION II

Credits: 3 (S)

Prerequisite: ENGL 121

Students of this advanced composition course will demonstrate an understanding and application of principles of composition learned in English 121 (Composition I). Emphasis will be placed on essay and report writing utilizing research and documentation skills.

ENGL 123H LITERARY FORMS

Credits: 3 (Sufficient Demand)

This is an introductory course in the art and skill of analyzing and interpreting literature. The course will focus upon four literary genres: short story, poetry, drama, and the essay. Students will learn the strategies for analyzing each literary form in order to gain insight into the author's purpose, strategy, and style. This course includes composition practice.

ENGL 124 BUSINESS AND PROFESSIONAL COMMUNICATIONS

Credits: 3 (F,S, alternate SU)

Prerequisites: OO 107, ENGL 120 or ENGL 121, or consent of faculty

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.

Course Descriptions

ENGL 127 TECHNICAL REPORT WRITING

Credits: Variable (Sufficient Demand)

Prerequisite: Consent of faculty

Technical Report Writing can be tailored to individual and program needs. Examples of projects include instructions, equipment descriptions, feasibility studies, proposals, and manuals. Technical style, format, and graphics can be included. Course is taught by computer assisted instruction.

ENGL 130H LITERARY GENRES/MAJOR WRITERS

Credits: 3 (F)

Courses examining a specific literary genre or a major writer.

ENGL 210H# WORLD LITERATURE I (ANCIENT THROUGH RENAISSANCE)

Credits: 3 (Sufficient Demand)

This course presents a chronological and critical study of western world literature, in translation, within the historical milieu of ancient times through the Renaissance period.

ENGL 211H# WORLD LITERATURE II (17TH CENTURY TO PRESENT)

Credits: 3 (Sufficient Demand)

This course presents a chronological and critical study of western world literature, in translation, from non-English and within the historical milieu.

ENGL 214H LITERATURE OF THE WEST

Credits: 3 (Sufficient Demand)

Selected readings from the literature of the Western United States from 1850 to the present. 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 genre to assess the power of myth and the reality of history in our region.

ENGL 228 BUSINESS & TECHNICAL COMMUNICATIONS

Credits: 3 (S)

Prerequisite: ENGL 121

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 which emphasize structure, format, and tone for a variety of professional audiences. This high-level course is taught by computer assisted instruction.

FIRE & RESCUE TECHNOLOGY

FRS 101 FIREFIGHTER I

Credits: 5 (Sufficient Demand)

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 (Sufficient Demand)

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.

*Firefighter III equivalencies will be accepted until Fall Semester 1999.

FRS 112 FIRE INSPECTION AND INVESTIGATION

Credits: 3 (Sufficient Demand)

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 learning to an actual situation or problem.

Course Descriptions

FRS 200 SPECIAL PROJECTS

Credits: 1 (Sufficient Demand)

Special projects are required to fulfill the completion of FRS 112, 245, 250, 265, 275, 280 and 285. The intent, nature, scope and duration of the project will be determined by the advisor of the Fire and Rescue Technology program.

FRS 245 FIRE SERVICE TRAINING AND SAFETY EDUCATION

Credits: 3 (Sufficient Demand)

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 (Sufficient Demand)

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. Students will complete an approved project as a demonstration of learning.

FRS 265 INCIDENT MANAGEMENT & SAFETY

Credits: 3 (Sufficient Demand)

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 275 TACTICAL OPERATIONS

Credits: 3 (Sufficient Demand)

This course prepares the student to conduct pre-fire planning, size up, and make tactical decisions for defensive and offensive fireground operations.

FRS 280 COMPANY MANAGEMENT

Credits: 3 (Sufficient Demand)

This course provides the student with the basic skills needed to perform effectively as a leader in the fire and rescue service environment. Subjects addressed include: problem solving, assessing employee needs, decision making, ethics, delegation, and managing the multiple roles of the company officer. Students will have the opportunity to demonstrate their learning through completion of an approved project.

FRS 285 HAZARDOUS MATERIALS

Credits: 2 (Sufficient Demand)

The student will learn to recognize the difference between normal fire department operations, hazardous materials operations, and the resources required to successfully mitigate an incident.

GEOGRAPHY

GEOG 105S# GENERAL GEOGRAPHY

Credits: 3 (F)

This course presents the fundamental concepts necessary for geographic thinking and introduces the student to the cultural and physical elements of geography which influence and identify various areas of the world. Land formations, weather and climate patterns, regional contrasts, and interrelationships are also studied.

Course Descriptions

HEALTH INFORMATION TECHNOLOGY

HI 132 HEALTH INFORMATION PROCESSES

Credits: 3 (F)

This course provides orientation to the health information department and its organizational interrelationships in healthcare facilities. This course also covers the content and format of the healthcare record (both conventional and alternative formats); quantitative and qualitative analysis of the record according to legal, regulatory, and accreditation standards; and numbering, filing, retention, storage, and destruction of records.

HI 135 PROFESSIONAL EXPERIENCE PRACTICUM

Credits: 1 (S)
Prerequisite: HI 132

This course provides students with a basic overview of the health information department through supervised learning experiences in a simulated professional practice site. Students begin creating an individual portfolio during this course. This class is scheduled for 4 hours per week in a laboratory setting.

HI 156 LEGAL AND REGULATORY ASPECTS OF HEALTHCARE

Credits: 2 (S)

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 in the delivery of healthcare to the patient.

HI 200 HEALTH INFORMATION TECHNOLOGY TRANSCRIPTION

Credits: 2 (S)
Prerequisite: Enrolled in second year of Health Information Technology program

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.

HI 210 HEALTHCARE INFORMATION

Credits: 3 (S)
Prerequisites: HI 132, MATH 161
Corequisite: CS 205

Course topics 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, along with database analysis, case-mix systems, and information technologies.

HI 215 HEALTH CARE PERSONNEL AND SUPERVISION

Credits: 2 (S)
Prerequisite: HI 132, ENGL 121

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.

HI 225 MANAGING THE HEALTH INFORMATION DEPARTMENT

Credits: 3 (S)
Prerequisites: HI 132, HI 156, HI 215

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 use of healthcare-related case studies and student projects.

HI 236 INPATIENT HEALTHCARE INFORMATION CODING

Credits: 3 (F)
Corerequisites: AH 194, AH 201, BIO 211, BIO 212

This course covers the theory and application of ICD-9-CM principles and guidelines for coding and sequencing inpatient diagnoses and procedures. Inpatient reimbursement systems, case mix management, abstracting, and computer applications are also studied.

Course Descriptions

HI 237 OUTPATIENT HEALTHCARE INFORMATION CODING

Credits: 3 (S)

Prerequisite: AH 194, AH 201, BIO 211, BIO 212

Coding outpatient health care records using ICD-9-CM and CPT4 is taught in this course. Topics covered include diagnoses coding guidelines, ICD-9-CM diagnoses coding, CPT4 procedure coding, and CPT4 coding principles for assigning E/M codes and modifiers. Outpatient reimbursement systems are also covered.

HI 240 HEALTHCARE QUALITY

Credits: 4 (S)

Prerequisite: HI 132, HI 210

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. Methods for identifying variations and deficiencies for follow-up action by uses of multiple display (graphing) techniques in written reports are also covered.

HI 245 PROFESSIONAL PRACTICE EXPERIENCE I

Credits: 2 (F)

Prerequisite: Completion of all courses in first 4 semesters of program

Students in this course gain professional practice experience in a healthcare facility health information department including practice of skills in record assembly, analysis, abstraction, confidentiality, retention, retrieval, and statistics. Students create written records of their experiences and make oral presentations after returning to class. This course is scheduled for 80 hours of off campus, out of scheduled semester time (between the Fall and Spring semesters). (Each student will be responsible for her/his own transportation to and from the healthcare facility and any necessary living expenses).

HI 260 HEALTH CARE REIMBURSEMENT

Credits: 2 (S)

Prerequisites: HI 236, HI 210

Corequisites: OO 250

This course introduces the student to reimbursement issues and systems, including: compliance environment; payers; reimbursement vocabulary and systems such as DRGs, RBRVS, APGs; HCFA 1500 and UB92 billing forms;

chargemasters; and EDI and billing technologies and application programs.

HI 290 PROFESSIONAL PRACTICE EXPERIENCE II

Credits: 3 (SU)

Prerequisite: Completion of all courses in first 5 semesters of program

Students gain professional practice experience in a healthcare facility health information department with the opportunity to increase technical skills in coding and DRG/APGs, observe management and supervisory situations and apply knowledge by completing projects, solving problems, and creating a written record of the course. Students create written records of their experiences and make oral presentations after returning to class. This class is scheduled for 40 per week for three weeks during the semester, with 5 hours of didactic instruction. (Each student will be responsible for her/his own transportation to and from the healthcare facility and any necessary living expenses).

HI 292 TOPICS IN HEALTH INFORMATION TECHNOLOGY

Credits: 3 (SU)

Prerequisite: Completion of all courses in first 5 semesters

The course provides a forum for reviewing and integrating new knowledge, regulations, and standards in the field of health information technology through discussion of classroom, practicum, and professional practice experiences. Completing job applications, preparing a resume, writing cover and follow-up letters, and job interviews (as both applicant and interviewer) are studied and practiced. Students present their individual portfolios.

HISTORY

HIST 103 HISTORY OF THE UNITED STATES I (TO 1865)

Credits: 3

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.

Course Descriptions

HIST 106H HISTORY OF WESTERN CIVILIZATION I

Credits: 3 (Sufficient Demand)

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.

HIST 107H HISTORY OF WESTERN CIVILIZATION II

Credits: 3 (Sufficient Demand)

This course examines the major political, economic, and cultural developments of western civilization from the 17th century to the present.

HIST 170 HISTORY OF WESTERN UNITED STATES

Credits: 3 (F,S)

An exploration of the conquest and settlement of the trans-Mississippi West. Emphasis on the myth and realities of the West, economic, social, and political developments, environmental issues, race and ethnic diversity, and the West in the national and global arenas.

LIBRARY

LIB 221 INFORMATION LITERACY

Credits: 3 (F)

Information is more than something you need to finish off that term paper in college. It is something you will need and want throughout your lifetime. Many employers for example, value those who are able to find and use information skillfully. The term "information literate" is used to describe those who are able to access, analyze and use information to solve a problem or make an informed decision, skills becoming more and more complex due to technology change and the sheer amount of information available. This class is designed to aid you in both critical thinking and hands-on competence for becoming information literate. Some specifics covered are how to formulate search strategies, searching library databases and the Internet, evaluating information and finding your way

around a library. As a consumer of information, it is also important to consider how social, cultural, political and economic issues surrounding the Information Age affect your need for information, which this class will also help you do.

MATHEMATICS

MATH 065 PRE-ALGEBRA

Credits: 3 (F,S,SU)
Pass/Fail Basis

Basic concepts relating to fractions, decimals, ratios, proportions, percent and simple equations are offered as a review and/or preparation for further studies in mathematics.

MATH 085 PRE-ALGEBRA

Credits: 1 (Varied)
Topics include number systems, integers, fractions, decimals, percents, variable expressions, linear equations, and selected geometry topics.



MATH 101 INTRODUCTORY ALGEBRA

Credits: 4 (F,S,SU)
Prerequisite: Qualifying admission assessment score or consent of faculty

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, scientific notation, polynomials, factoring trinomials, solving equations, systems of equations, and graphing quadratic equations. 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.

MATH 104 BUSINESS MATHEMATICS

Credits: 4 (F,S,SU)
Prerequisite: Qualifying admission assessment score or consent of faculty

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.

Course Descriptions



MATH 108 INTERMEDIATE ALGEBRA

Credits: 4 (F,S)

Prerequisite: Math 101 or qualifying admission assessment score within the last 12 months

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, conic sections, and exponential and logarithmic functions.



MATH 130M COLLEGE ALGEBRA

Credits: 4 (Sufficient Demand)

Prerequisite: MATH 108 or qualifying admission assessment score within the last 12 months

An extended study of algebra provides students with an avenue in which to solve a variety of problems logically and to prepare students for further studies in mathematics and computer science. This course includes conics, fundamental properties of real and complex numbers, exponential and logarithmic functions, matrices and determinants, mathematical induction, series and sequences, and the binomial theorem.



MATH 131M COLLEGE TRIGONOMETRY

Credits: 3 (Sufficient Demand)

Prerequisite: MATH 130 or qualifying admission assessment score within the last 12 months

An extensive look at trigonometric functions and identities, Law of Sines and Cosines, polar coordinates, inverse functions, vectors, and parametric equations.

MATH 150M MATH FOR LIBERAL ARTS

Credits: 3 (F,S)

Prerequisite: MATH 108 or qualifying admission assessment score within the last 12 months

This course exposes students to topics in applied and pure mathematics directly connected to modern society. Topics include: logic, probability, statistics, geometry, matrices, linear programming, financial and trigonometric models, and optimization.

MATH 161M MATH FOR HEALTH SCIENCE

Credits: 4 (F,S,SU)

Prerequisite: MATH 101 or qualifying admission assessment score within the last 12 months

This course prepares allied health 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.

MATH 181M CALCULUS I

Credits: 4 (F)

Prerequisites: MATH 130, MATH 131 or qualifying admission assessment score within the last 12 months

Limits, continuous functions, derivatives of trigonometric functions, implicit differentiation, antiderivatives, mathematical modeling, analytic geometry, integration, and fractional powers are studied.

MATH 182M CALCULUS II

Credits: 4 (S)

Prerequisite: MATH 181

Applications of definite integrals, transcendental functions, techniques of integration, sequences and series, polar coordinates, conic sections, vectors, lines and planes in space, parametric curves, and cylinders are studied.

MATH 200 MATH SPECIAL PROJECTS

Credits: Var. (Sufficient Demand)

Special projects and independent studies are available for students by special arrangements within the Related Instruction Department.

Course Descriptions

MATH 216M BASIC STATISTICS

Credits: 3 (F,S)
Prerequisite: MATH 101 or qualifying admission assessment score within the last 12 months

This course presents concepts, principles, and methods of statistics from two perspectives: descriptive and inferential. Statistical topics include organizing data, sampling, measures of central tendency, probability, correlation, random variables, hypothesis testing, confidence intervals, and inference.

MATH 217M INTERMEDIATE STATISTICS

Credits: 3 (S)
Prerequisite: MATH 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.

MODERN LANGUAGE

ML 100 INTRO TO AMERICAN SIGN LANGUAGE

Credits: 3 (F,S)

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. Students must successfully complete this course prior to being accepted into the Interpreting and Transliterating Preparation Program.

ML 110 RUSSIAN CULTURE & LANGUAGE

Credits: 3 (Sufficient Demand)

This introductory course is designed to motivate students to learn conversational Russian. Appealing to one's natural curiosity, the course involves learning and practicing the alphabet, taking a Russian name, understanding Russian customs and manners, and learning vocabulary for everyday activities. Students will be asked to consider comparisons of their own culture to that of the Russian culture.

MEDICAL ASSISTANT

MO 138 CLINICAL PROCEDURES I

Credits: 3 (S)
Prerequisite: Consent of faculty

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 200 SPECIAL PROJECTS

Credits: Variable

Special projects and independent studies are available for students by special arrangement within the Allied Health Department. Such projects will generally be classified as advanced studies, and prerequisites may be individually required. The intent, nature, scope and duration of the project will be determined by student/instructor collaboration. No more than 12 credits through special projects or independent studies may be earned by any one student.

MO 238 CLINICAL PROCEDURES II

Credits: 3 (F)
Prerequisite: MO 138

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 (S)
Corequisite: MO 242

This seminar is designed for students participating in MO 242. It features discussions of clinical topics and situations.

Course Descriptions

MO 242 EXTERNSHIP

Credits: 4 (S)

Prerequisite: Consent of faculty and minimum grade of "C" in MO 238

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.

MUSIC

MUS 107F# HISTORY OF ROCK AND ROLL

Credits: 3 (Sufficient Demand)

Study of the history, music, poetry (lyrics) and impact on American society of Rock and Roll music. Includes pre-1950 sources, the Rock and Roll era of the '50s, the Rock era of the '60s, the '70s, and the contemporary Rock styles of the '80s and '90s.

MUS 108F# HISTORY OF JAZZ

Credits: 3 (Sufficient Demand)

Designed to define jazz as precisely as possible from its earliest sources to the present. Emphasis on the nature and processes of jazz, particularly on its historical background and development in the United States.

MUS 109F# COUNTRY MUSIC

Credits: 3 (Sufficient Demand)

A survey of folk and country music in the United States from its beginnings to the present. Includes history, music, poetry (lyrics), and impact on American society.

MUS 210F MUSIC APPRECIATION

Credits: 3 (Sufficient Demand)

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 student's aural acuity as well as their intellectual understanding of music as an important contribution to Western culture.

MUS 212F# AMERICAN MUSIC

Credits: 3 (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 214F WORLD MUSIC

Credits: 3 (Sufficient Demand)

Music of the World introduces the basics of ten world cultures by presenting a brief selection of musical examples with an explanation of societal and historical settings. The musical selections are based on the text, the class presentations and the listening examples.

NURSING ASSISTANT

NA 110 NURSING ASSISTANT

Credits: 5 (Sufficient Demand)

This course offers students the opportunity to learn the basic concepts, medical terminology, and nursing procedures that contribute to the comfort, safety, and treatment of the client in the medical care setting. It consists of 70 hours in the classroom and nursing laboratory, and 24 hours of practical experience in a local nursing home. Successful completion of this course prepares the student to take the state written and skills tests, leading to certification as a nursing assistant.

OFFICE TECHNOLOGY

**OO 107 KEYBOARDING I**

Credits: 3 (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.

Course Descriptions



OO 108 KEYBOARDING II

Credits: 3 (F,S)

Prerequisites: OO 107, or challenge, OO 265/266, or concurrent

Students develop microcomputer keyboarding skills by completing drills and business formats designed to improve concentration, speed, and accuracy.

OO 145 CONDENSED MEDICAL TERMINOLOGY

Credits: 1 (F,S)

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 and understanding of the logical method used to form medical terms, including work analysis and work building.



OO 173 ELECTRONIC CALCULATORS

Credits: 2 (1/2 sem) (F,S)

Prerequisite: MATH 104

Students master the touch method of entering data on the ten-key numeric keyboard. Speed and accuracy are emphasized on desktop calculators. Machine functions are used to solve common mathematical business problems.

OO 179 RECORDS MANAGEMENT

Credits: 3 (F,S)

This increasingly 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 I

Credits: 4 (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 court structures and systems, civil litigation, and criminal and family law. 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 181 LEGAL STUDIES II

Credits: 4 (S)

Prerequisite: OO 180

Students continue their introduction to the legal field through the study of wills and probate, real estate, partnerships, corporations, bankruptcy, contracts, agency and legal research. This course is also designed to equip the students with knowledge of procedures and with the basic attitudes, skills, and ethics required of a legal office employee.

OO 185 BASIC MEDICAL TERMINOLOGY

Credits: 4 (F,S)

The goals of this course are to promote a 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. A 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 a knowledge of basic scientific and specialty areas in healthcare practice.

OO 191 BASIC ICD-9-CM

Credits: 1

Prerequisite: OO 185, or consent of faculty

ICD-9-CM is an insurance coding system designed for those seeking basic knowledge in the classification of diseases and procedures. This system specifically is used to identify illness and disease diagnoses. Focus will be on accurate coding and will assist in developing knowledge to ensure quality coding for insurance carrier reimbursement.

Course Descriptions

OO 192 CPT-4

Credits: 1

Prerequisite: OO 185, or consent of faculty

This course will focus on methods of accurate, quality coding using CPT-4, a coding system designed to identify medical procedures and treatments performed by medical professionals for reimbursement by insurance carriers and other third-party payers.

OO 193 INTERMEDIATE ICD-9-CM

Credits: 1

Prerequisite: OO 185, or consent of faculty

Students will learn the coding principles and instructions for accurate ICD-9-CM coding of diagnosis and procedures in the areas of obstetrics, perinatal, injury and the use of V codes.

OO 241 MEDICAL OFFICE PROCEDURES

Credits: 2 (F,S)

Prerequisite: CS 110, OO 185,

This course will provide information on basic procedures used in the medical office. The emphasis is on medical law and ethics, insurance processing, patient billing, and the medical record. Students will be introduced to medical office software.

OO 250 COMPUTERS IN MEDICAL/DENTAL OFFICE

Credits: 1 (F, S sufficient demand)

This course will provide dental and medical students with the opportunity to apply concepts learned in Medical Office Procedures and/or Dental Management course by utilizing a medical/dental office package. Students will work with patient records and medical databases to set up patient accounts, schedule appointments, bill patients and third party payers, process payments and adjustments, and produce a variety of reports.

OO 255 MEDICAL TRANSCRIPTION I

Credits: 3 (F)

Prerequisite: CS 110, OO 108, OO 185, or consent of faculty

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.

OO 256 MEDICAL TRANSCRIPTION II

Credits: 3 (F)

Prerequisites: OO 255

This course is designed to increase speed and accuracy in transcribing medical data with exposure to advanced technical language on a case-by-case basis. Special attention is on speed, accuracy, production, style, and forms in medical use.

OO 260 MACHINE TRANSCRIPTION

Credits: 3 (F,S)

Prerequisite: CS 110, OO 265, 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 262 MARKETING YOURSELF FOR EMPLOYMENT

Credits: 1 (Sufficient Demand)

This is an introductory course designed to help a student market him/herself to potential employers. The student will learn about assessing work skills, developing strategies to improve personal effectiveness, presenting effective employment documents, and communicating skills and aptitudes in an employment interview.

**OO 265 WORDPERFECT**

Credits: 3 (F,S)

Prerequisite: CS 110, OO 107, or consent of faculty

Corel Word perfect 8 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.

Course Descriptions



OO 266 MICROSOFT WORD

Credits: 3 (F,S)

Prerequisite: CS 110, OO 107, or consent of faculty

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.



OO 276 SPEEDWRITING I

Credits: 3 (Sufficient Demand)

Prerequisite: OO 107

The fundamental principles of speedwriting are introduced in this course. It is designed for students who have had no previous shorthand or speedwriting experience. In addition to speedwriting theory, students begin taking dictation and developing speed.

OO 278 SPEEDWRITING II

Credits: 3 (Sufficient Demand)

Prerequisites: OO 108, OO 276, OO 260, concurrent or consent of instructor

Speed in taking dictation and accuracy in transcribing mailable documents are emphasized in this course. Competencies in spelling, punctuation, and proofreading are emphasized.

OO 285 LEGAL TRANSCRIPTION I

Credits: 3 (F)

Prerequisites: OO 180, OO 181, OO 260 or concurrent

Students prepare legal documents and correspondence from machine dictation involving civil litigation and family law. Competencies in transcribing, document formatting, punctuating, spelling, and utilizing legal terminology are important objectives of this course. Advanced word processing applications are emphasized.

OO 286 LEGAL TRANSCRIPTION II

Credits: 3 (S)

Prerequisite: OO 285

Students will continue to develop competency in the transcription of legal documents and correspondence from machine dictation in the areas of probate, corporations, and real estate. Emphasis is placed on spelling, punctuation, and use of reference materials. Advanced computer applications unique to law firms will be used and/or demonstrated.

OO 292 CAREER DEVELOPMENT

Credits: 3 (F,S)

Prerequisite: It is recommended that this course be taken during a student's last semester of attendance.

This course equips students with the knowledge and skills needed to locate and get a job. The student will prepare a resume and other employment documents, master job search strategies, interview effectively, identify and focus job strengths, learn and practice networking techniques, develop strategies to market self for employability, negotiate salary and benefits, use 21st century employment tools, understand job success factors. Self esteem, peak performance, professionalism, and communication are studied in relationship to the interview.

OO 295 ADMINISTRATIVE OFFICE PROCEDURES

Credits: 3 (F,S)

Prerequisites: OO 108, OO 265/266, or concurrent

This course is designed to equip students with a 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 processing, postal services, memory devices, 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 may use any word processing software. Microsoft Outlook features including e-mail, address book, contacts, calendar, and tasks are introduced.

Course Descriptions

OO 298 LAW OFFICE MANAGEMENT

Credits: 3

This course deals with both tangible and intangible functions of the law office manager in dealing with personnel and facilities, including personnel management, policies, legislation, and teamwork. It also looks at timekeeping and billing procedures.

OCCUPATIONAL THERAPY **ASSISTANT**

OTA 101 INTRODUCTION TO OCCUPATIONAL THERAPY

Credits: 3 (S)

This course is designed to give students an overview of the field of occupational therapy through presentation of its historical unfoldment, definition, philosophy and theoretical foundations. The role of occupational therapy will be examined through studying the various populations and environments where occupational therapy is involved. A chronological review of the evolution of the certified occupational therapy assistant will be presented. An introduction to the use of professional journals will be given. Ten hours of volunteer work in a healthcare setting are required.

OTA 111 PATIENT MANAGEMENT, THEORY & TECHNIQUES I

Credits: 2 (F)

Prerequisites: OTA 101, AH 108

This course introduces students to patient management and training skills with instruction in body mechanics, positioning and transferring and in monitoring patient status during treatment. Application and adjustment of supportive and orthopedic devices will be practiced. Training in adaptive techniques for daily living skills is a major focus of the course.

OTA 112 DEVELOPMENTAL DYSFUNCTION

Credits: 3 (F)

Prerequisites: OTA 101, AH 108

Students will be familiarized with the disabilities and treatment associated with abnormal development including cerebral palsy, mental retardation, developmental delay, autism, spina bifida, muscular dystrophy and other

conditions. Focus will be placed on the needs of clients from birth through aging regarding positioning, self care, independent living, work/leisure and appropriate selection of modalities

OTA 115 THERAPEUTIC MEDIA I

Credits: 3 (F)

Prerequisite: OTA 101

The purpose of this course is to develop the students' technical skills in the use of tools, equipment and machinery as used for major crafts of woodworking, ceramics and sewing. Safety, operation and maintenance of power equipment will be practiced. Lab fee required.

OTA 201 PHYSICAL DYSFUNCTION

Credits: 3 (S)

Prerequisite: OTA 112, concurrent with OTA 208

The content of this course includes examination of diseases and conditions frequently encountered in physical disability clinics. Application of commonly used modalities such as gross/fine motor development tasks, cognitive and perceptual remediation activities, strength and endurance building exercises, as well as structured evaluations for these areas, will be discussed. Management skills of the disabled patient such as body mechanics, functional mobility, safety, self care, homemaking, energy conservation, joint preservation and splinting, as well as use of adaptive equipment and techniques, will be taught.

OTA 205 PSYCHOSOCIAL DYSFUNCTION

Credits: 3 (F)

Prerequisite: PSY 101, concurrent with PSY 292

In this course students will examine the role of the occupational therapy assistant in the psychiatric setting through the study of the history and theory of mental health and O.T.; frames of reference; O.T. process, context, and treatment methods. Experiences will include psychosocial evaluations, treatment simulation, group techniques, and documentation. Professional development will emphasize self-responsibility, supervision, and leadership in activities programs.

Course Descriptions

OTA 207 THERAPEUTIC MEDIA II

Credits: 3 (S)
Prerequisite: OTA 115

This course introduces students to "activity" as a purposeful and therapeutic approach as used in the practice of occupational therapy. Content includes the theory of activity analysis, adaptation, selection and teaching of activity, the use of tools and materials for minor crafts, hobbies and games, shop safety and maintenance.

OTA 208 CLINICAL PRACTICUM I

Credits: 1 (S)
Prerequisites: OTA 112, OTA 205

The purpose of this course is to introduce the student to the clinical settings for psychosocial dysfunction and developmental dysfunction and to initiate experiences in structured observation and supervised assistance with patient treatment, documentation, and oral reporting.

OTA 209 DOCUMENTATION

Credits: 2 (S)
Prerequisites: AH 108, OTA 111

This course emphasizes the development of documentation skills required in the clinical practice of occupational therapy and as an activity director.

OTA 210 CLINICAL PRACTICUM II

Credits: 1 (SU)
Prerequisites: OTA 201, OTA 208, concurrent with OTA 211

This course provides intermediate experience in the clinical settings for physical dysfunction and eldercare with continuation of structured observation, supervised assistance with patient treatment, documentation, and oral reporting.

OTA 211 ELDERCARE

Credits: 3 (SU)
Prerequisite: OTA 201, concurrent with OTA 210

Through this course students will acquire knowledge of the physical, emotional, psychological, and sociocultural issues of the elderly. Pathologies related to aging will be identified; the role of the occupational therapy assistant in the aging process will be defined; and environments, resources, and legal issues of the elderly will be explored.

OTA 212 STRUCTURED ASSESSMENTS

Credits: 2 (SU)
Prerequisite: OTA 201, OTA 205

The purpose of this course is to allow students to learn and practice methods of assessment used in the occupational therapy process. Methods for screening medical records, interviewing techniques, observation skills, and testing procedures will be taught and practiced as will methods for recording and reporting findings pertinent to the occupational therapy process. Lab fee required.

OTA 215 WORK-ORIENTED TREATMENT

Credits: 2 (S)
Prerequisites: OTA 201, OTA 205

This course guides the OTA student in examining occupational therapy standards, roles and intervention in a variety of work-related services. Special treatment techniques, equipment and skills will be introduced.

OTA 220 CLINICAL AFFILIATION I

Credits: 6 (F)
Prerequisite: Completion of all course work and permission of program director

This is one of two eight-week assignments under the supervision of a registered occupational therapist or certified occupational therapy assistant for advanced clinical experience in the pediatric or geriatric psychosocial treatment setting. Successful completion of this affiliation is required for graduation and eligibility for taking the certification examination.

OTA 221 PATIENT MANAGEMENT, THEORY & TECHNIQUES II

Credits: 2 (S)
Prerequisites: OTA 111

Continuation of OTA 111 with addition of treatment techniques for psychosocial dysfunction and technology applications.

Course Descriptions

OTA 230 CLINICAL AFFILIATION II

Credits: 6 (F)

Prerequisite: Completion of all course work and permission of program director

This is one of two eight-week assignments under the supervision of a registered occupational therapist or certified occupational therapy assistant for advanced clinical experience in the physical dysfunction treatment setting. Successful completion of this affiliation is required for graduation and eligibility to take the certification examination.

OTA 231 PATIENT MANAGEMENT, THEORY & TECHNIQUES III

Credits: 2 (SU)

Prerequisites: OTA 201, OTA 112

The third of three modalities courses, students continue to build skills in patient management with emphasis on treatment techniques. Techniques appropriate to occupational therapy in developmental, and physical disabilities practice will be included.

OTA 240 ADMINISTRATIVE PROCEDURES

Credits: 2 (SU)

Prerequisite: concurrent with OTA 210

The emphasis of this course is placed on professional attitude, conduct, standards of practice, code of ethics, patient rights and legal issues relative to occupational therapy practice. The leadership role of the certified occupational therapy assistant will be examined.

PRACTICAL NURSE

PN 134 MEDICAL/SURGICAL NURSING

Credits: 8 (S,SU)

Prerequisite: Faculty Approval

This course guides students through the nursing process when planning nursing care for common diseases of the following systems: urinary (including fluids and electrolytes), endocrine, integumentary, neurological, sensory, gastrointestinal, respiratory, musculoskeletal, cardiovascular, blood disorders, cancer, and sensory. The pathophysiology, etiology, signs and symptoms, treatment modalities, pharmacology, physical and psychosocial aspects as well as bioethical, cultural diversity, and discharge planning are included with each disease process.

PN 141 PERSPECTIVES OF NURSING

Credits: 1 (F,S)

This course includes orientation to nursing, with emphasis on the history of nursing, nursing education, healthcare delivery systems, ethical/legal considerations, awareness of the working environment, an individual's responsibility in professional relationships, understanding of patients to include religious and cultural diversity and the skills required for the practical nurse in the leadership role.

PN 146 INTRO TO NORMAL & CLINICAL NUTRITION

Credits: 3 (F,S)

Prerequisite: Faculty approval

This course is a study of the science of nutrition which includes an understanding of nutrient absorption, digestion, metabolism, transportation, utilization, and excretion. A comprehension of community nutrition and of applied nutrition during the human life cycle for health maintenance and clinical needs during the disease state is also discussed.

PN 155 NURSING FUNDAMENTALS I

Credits: 6 (F,S)

Prerequisite: Faculty Approval

This course provides students with introduction to the nursing process using nursing diagnosis, assessment, observation, reporting, and documentation.

The students are provided basic concepts of wellness, normal laboratory values, and physiological and psychological aspects including communicable diseases and nosocomial infections. Universal precautions are stressed. Included are concepts related to bioethical considerations and cultural diversity of patient care throughout the life cycle.

Upon completion of this course students will be able to safely deliver essential basic skills and show knowledge and concern to patients in the geriatric setting.

Course Descriptions

PN 156 NURSING FUNDAMENTALS II
Credits: 4 (S,SU)
Prerequisites: Faculty approval and successful completion of the first semester

This course provides complex nursing skills, knowledge, and attitudes necessary to care for the acutely ill patient. Students will be given the opportunity, in a lab setting, to practice these more complex nursing skills.

PN 158 MEDICAL/SURGICAL CLINICALS
Credits: 6 (F,S)
Prerequisites: Faculty Approval

This course provides advancement from in-depth to complex nursing skills, knowledge, and attitudes necessary to care for the acutely ill patient. An emphasis is placed on nursing team interrelationships, communications, and applications of the nursing process in the clinical setting. This clinical includes experiences in medical/surgical, rehabilitation/neurological, and progresses to the patient management rotation, which includes a charge nurse component. Students are also rotated to selected observational specialties (e.g., home health, surgical daycare, and ambulating care) on an individual basis. The students will also be responsible for the practical nurse role in IV therapy. The students are expected to develop competence in all areas at the practical nurse level.

If a student obtains less than a grade of “satisfactory” (75%) in any portion of this course, the entire course must be repeated.

PN 236 MENTAL HEALTH
Credits: 2 (F,SU)
Prerequisite: Faculty Approval

This course provides students theoretical concepts that provide a basis for understanding stressors and behaviors associated with socio/psychological disease processes. Common medical and nursing interventions employed in treatment of mental health dysfunctions are included.

PN 243 MATERNAL CHILD NURSING
Credits: 7 (F,SU)
Prerequisite: Faculty approval and successful completion of previous courses in the Practical Nurse program.

This course is designed to assist students in learning specialized skills used in the nursing care of the woman, infant, child, and family unit. The students will gain knowledge in common disease processes of the reproductive systems; including STD’s, obstetrical nursing, normal and abnormal pregnancy, labor, and delivery. The nursing care of the woman throughout pregnancy and postpartum as well as the care of the newborn will be covered. Emphasis will be placed on anticipatory guidance from newborn through adolescence and use of the nursing process in caring for the hospitalized child with common childhood disorders.

The clinical component of this course includes experiences in maternal and pediatric nursing. If a student obtains less than a grade of “satisfactory” (75%) in any portion, theory or clinical, the entire course must be repeated.

PN 246 NURSING ISSUES & TRENDS
Credits: 1 (F,SU)
Prerequisite: Students must be in the last semester or term of the Practical Nurse program and have successfully completed all previous courses.

This course provides students with information which will enable them to function as members of the healthcare delivery system. It includes information on job application, retention, resignations, professional growth, and responsibilities. Community health agencies, advanced educational programs, and patient management are also included. Students will take the National League of Nursing (NLN) test and receive an application for the State Board Examination.

Course Descriptions

PHILOSOPHY

PHIL 130H SURVEY OF WESTERN PHILOSOPHY 6TH Century - 1650

Credits: 3 (F)

Introduction to the major philosophical thinkers and movements in the early through middle periods of western civilization (emphasis on Plato, Aristotle, Augustine, Aquinas, Descartes).

PHIL 131H SURVEY OF WESTERN PHILOSOPHY 1650 - PRES

Credits: 3 (S)

Introduction to the major philosophical thinkers and movements in the modern and contemporary periods of western civilization (emphasis on Hume, Kant, Marx, Pragmatism, Existentialism, Analysis).

PHIL 132H PROBLEMS IN 20TH CENTURY THINKING

Credits: 3 (S)

The course will challenge the so-called "Post-Modernist (20th Century) Theory" that it is philosophy that has fragmented human thought. Rather it will argue that it is pseudo-science and pseudo-philosophy which have produced the fragmenting. The doing of philosophy within this particular course will follow a historical, rather than a problematic, sequence.

PHIL 232H BASIC ETHICS

Credits: 3 (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 (F)

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.

PHYSICAL SCIENCE

PHYS 130N FUNDAMENTALS OF PHYSICAL SCIENCE

Credits: 3 (Sufficient Demand)

This course is an introduction to the fundamental behavior of matter and energy. It is divided into two sections: physics and chemistry. Physics topics include: motion and patterns of motion; energy, heat and temperature; wave motions and sound; electricity and light. Chemistry topics covered are atomic structure; elements and the Periodic Table; compounds and chemical change, chemical formulas and equations; water and solutions; and some organic and nuclear chemistry. No prior work in physics or chemistry is assumed for this course.

PHYS 180 NATURAL HISTORY OF WESTERN UNITED STATES

Credits: 3

A course which examines natural phenomena to enhance understanding of geographic features characteristic of the state, such as its vast plains, river valleys, mountain ranges, formations, coastal areas and their impact upon the evolution of life within this geographic areas.

PHYS 212N PHYSICS FOR HEALTH SCIENCES

Credits: 3 (Sufficient Demand)

This is an introductory course which will cover, with minimum mathematics, the major concepts of mechanics, atomic and nuclear physics, optics, and the modern viewpoints.

PSYCHOLOGY

PSY 101S GENERAL PSYCHOLOGY

Credits: 3 (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.

Course Descriptions

PSY 109S LIFESPAN DEVELOPMENT

Credits: 3 (F,S)
Prerequisite: PSY 101 for OTA Students

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.

PSY 292 ABNORMAL PSYCHOLOGY

Credits: 3 (F)
Prerequisites: PSY 101

Historical and current perspectives on the psychopathology of disordered behavior including neuroscience, behavioral, cognitive, psychodynamic, and human/existential approaches. Also studied are the diagnostic categories (DSM) and traditional and innovative approaches in diagnosis and therapy.

PHYSICAL THERAPIST ASSISTANT

PTA 100 INTRODUCTION TO PHYSICAL THERAPY & HEALTHCARE TEAM

Credits: 4 (F)
Prerequisite: Acceptance into PTA program

This course provides the student with an overview of the profession of physical therapy, the professional association, role of the PT-TPA team in the clinical setting, and an introduction to the members of the health care team with whom the PTA will interact. Emphasis is placed on the development of interpersonal skills relative to practice in a professional environment, and an understanding of the commitment to lifetime learning that an individual makes in choosing to work in the professional field of physical therapy. Legal and ethical issues in health care are discussed, and documentation is introduced. Clinical skills are introduced in this course, with hands on practice in the lab. An introduction to range of motion, body mechanics, ambulation, with assistive devices, architectural barriers, and other clinical application are studied.

PTA 101 PHYSICAL THERAPIST ASSISTING I PTA 102 LAB

Credits: 5 (S)
Prerequisites: Successful completion of BIO 211, 212, PTA 100, AH 216

In this course continue to study theory and practical skills applicable to the clinical work of a physical therapist assistant. The theory and application of physical agents, some of which include hot and cold modalities, ultrasound, traction, and electrotherapy, will be studied and applied in the lab setting. Soft tissue massage and palpation skills will be taught and practiced.

PTA 200 ISSUES IN PHYSICAL THERAPY

Credits: 3 (F)
Prerequisite: Successful completion of PTA 201, 209, 210

Course explores professional issues relative to physical therapist assistant practice today. Legislative issues, financial implications relative to third party payers, current trends in the delivery of physical therapy services, importance of involvement in the professional organization through participation in the National Assembly of Physical Therapist Assistants and the Montana chapter of the APTA, the role of the PTA in department administration, review of regulatory and ethical issues, and other contemporary issues are discussed. Guest speakers and field trips enhance the exploration of all of these topics. The concepts of lifelong learning, and the importance of participation in the professional field through continuing education and local activities are other areas discussed.

PTA 201 PHYSICAL THERAPIST ASSISTING II

Credits: 4 (SU)
Prerequisites: Successful completion of AH 108, PTA101, PTA 205, PTA 208

This summer course includes the theoretical foundations and clinical applications of therapeutic exercise. Emphasis will be on activities and practical applications of all aspects of therapeutic exercise for all patient populations. Athletic taping is also studied and practiced. Chest physical therapy is studied, including the management of chronic and obstructive pulmonary conditions, and application of percussion and positioning of patients.

Course Descriptions

PTA 208 NEUROSCIENCE I

Credits: 2 (S)
Prerequisites: successful completion of AH 216,
PTA 100, BIO 211,212

Students are introduced to the neuroanatomy and physiology of the central nervous system and peripheral nervous system. Foundational knowledge of theory of the nervous system is the emphasis of this course, which will undergird further studies in subsequent semesters.

PTA 209 NEUROSCIENCE II

Credits: 2 (SU)
Prerequisites: Successful completion of AH 108,
PTA 101, AH 217, and PTA 208

This summer course reviews concepts acquired in the previous semester, and further develops theory as students study the clinical manifestations found in patients with neurological deficits. Pathologies and injuries affecting the central nervous system and peripheral nervous system are fully discussed, and clinical implications for physical therapy interventions examined and developed.

PTA 210 CLINICAL EXPERIENCE I

Credits: 2 (SU)
Prerequisites: Successful completion of AH 108,
PTA 101, AH 217, PTA 208

This first clinical experience which totals 96 hours attended within a three week time period occurs in the summer term. Students receive clinical education under the supervision of a licensed physical therapist or physical therapist assistant.

Students are provided with the opportunity to develop clinical competencies in all patient care skills learned during the first two semesters of the program.

PTA 211 PHYSICAL THERAPIST ASSISTING III

Credits: 5 (F)
Prerequisites: Successful completion of PTA 201,
209, 210

Throughout this course students are introduced to neurological development: normal and abnormal development, disease processes and outcomes, neurophysiological routines utilized in treatment, along with principles of treatments for specific disabilities. Differential diagnoses of medical conditions which may affect physical therapy interventions are discussed and explored.

PTA 215 INTRODUCTION TO ORTHOPEDICS

Credits: 3 (F)
Prerequisites: Successful completion of PTA 201, 209,
210

Students explore each joint structure, reviewing anatomy and kinesiology, and study common orthopedic injuries, pathologies, and surgical procedures. Treatment protocols and physical therapy interventions will be discussed, developed, and practiced. Students will study and discuss the special tests performed by physical therapists when evaluating patients with orthopedic injuries. Mobilization techniques for the peripheral joints will be studied, and application practiced. The spine will be studied, reviewing anatomy and kinesiology, exercise techniques, and common pathologies of the spine relative to disease processes, injury, and surgical procedures. Physical therapy interventions will be fully discussed. Treatment procedures for patients after amputation, including special considerations and the use of prosthetics is studied. Rationale for use of orthotics is learned.

PTA 220 CLINICAL EXPERIENCE II

Credits: 2 (F)
Prerequisites: Successful completion of PTA 201,
209,210

Students receive clinical education for a total of 96 hours during a three week time period during the fall semester. They are given the opportunity to further develop clinical competencies under the supervision of a licensed physical therapist or assistant.

PTA 225 PROCEDURES & APPLICATIONS

Credits: 3 (S)
Prerequisite: Successful completion of PTA 200, 211,
215, 220

This course summarizes the learning experiences of the past two years, bringing the program to closure. Students will perform a case study, and oral presentation of findings to classmates and faculty; students will participate in discussions relative to their clinical experiences, both affectively and cognitively. Information on the state licensure examination will be disseminated, and preparation for the state boards discussed.

Course Descriptions

PTA 230 CLINICAL AFFILIATION I

Credits: 5 (S)
Prerequisite: Successful completion of PTA 200, 211, 215, 220

The first of two full time clinical experiences, which totals 240 hours over a six week period. The purpose of this clinical affiliation is to provide full time internship of practical performance and appropriate application of physical therapy procedures and techniques under the supervision of a licensed physical therapist or assistant. Students will be expected to assume a partial or full case load of patients, at the discretion of the clinical instructor. Documentation skills, patient and family education, billing procedures, and other tasks relative to entry level practice are encouraged.

PTA 240 CLINICAL AFFILIATION II

Credits: 5 (S)
Prerequisite: Successful completion of PTA 200, 211, 215, 220

The final full time clinical experience is 240 hours, attended over a six week period of time. The “almost graduate” is expected to perform within entry level competencies in all areas. The expectation is that the student will assume a full case load of patients, and all activities relative to the care of those patients. At the completion of the final affiliation, the student should be prepared to enter the health care work force as a physical therapist assistant, confidently and competently.

RESPIRATORY CARE

RC 140 RESPIRATORY CARE CLINIC I

Credits: 5 (S)
Prerequisite: Consent of faculty

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: 5 (SU)
Prerequisite: RC 140

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 (F)

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 (F)

Respiratory Physiology covers structures and functions of the circulatory and respiratory systems. Topics studied are blood, the heart, blood 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 EQUIPMENT I

Credits: 4 (F)

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.

Course Descriptions

**RC 171 RESPIRATORY CARE
EQUIPMENT II**

Credits: 4 (S)
Prerequisite: RC 170

Knowledge and skills taught will provide students with the theories, principles, and laboratory experience in the areas of adult and infant mechanical ventilation ventilators including but not limited to: MA-I, MA-II, MA-II+II, 7200a, Bear I, II, III, Servo 900C, BP 200, Baby Bird, and, Bear Cub 2001 and Infant Star.

Other areas such as arterial blood gas techniques, transcutaneous gas monitoring, hyperbaric oxygen therapy, mixed gas therapy, ventilator weaning, and pressure support ventilation will also be investigated.

RC 180 VENTILATOR MANAGEMENT

Credits: 2 (S)

This course covers ventilator management of the adult patient in the intensive care setting. Content includes oxygenation and ventilation, ventilation techniques, equipment, and monitoring.

RC 240 RESPIRATORY CARE CLINIC III

Credits: 5 (F)

RC 241 RESPIRATORY CARE CLINIC IV

Credits: 7 (S)

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. These courses extend through two semesters.

**RC 245 RESPIRATORY CARE CLINICAL
SEMINAR I**

Credits: 1 (F)
Prerequisite: Concurrent with RC 240

**RC 246 RESPIRATORY CARE CLINICAL
SEMINAR II**

Credits: 1 (S)
Prerequisite: Concurrent with RC 241

These courses consist of classroom discussion of current clinical issues and student inservice presentations. They extend through two semesters.

RC 250 HEMODYNAMIC MONITORING

Credits: 3 (F)

Hemodynamic Monitoring covers the management of the circulatory system in the intensive care setting. Content includes ECG interpretation, monitoring, and management of cardiac function.

RC 255 PULMONARY ASSESSMENT

Credits: 3 (S)

Prerequisite: Consent of faculty

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. Information will be used to investigate pulmonary diseases.

RC 260 NEONATAL RESPIRATORY CARE

Credits: 2 (SU)

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 (F)
Prerequisite: Consent of faculty

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.

Course Descriptions

RC 273 PULMONARY FUNCTION TESTING
Credits: 1 (F)

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 (S)

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, fungal diseases, asthma, RDS, COPD, sleep apnea, pulmonary embolus, cystic fibrosis, lung cancer, and AIDS.

RC 280 SUPERVISORY COMMUNICATIONS
Credits: 2 (S)

The objective of this course is to provide students with the information and skills to facilitate the transition from respiratory therapist to respiratory supervisor. The areas investigated include interpersonal communications, planning, organizing, staffing, influencing, and motivating. Practical respiratory supervisory case studies provide student participation requiring role-play in interpersonal communications, problem solving, and critical thinking.

RELATED

RELA 020 READING AND STUDY SKILLS
Credits: 3 (F,S)
Pass/Fail Basis

This self-paced course provides opportunities to improve reading comprehension and speed; presents instruction in note taking, time management, effective studying techniques, memory building, and test taking skills; and helps students examine their attitudes about college, setting goals, and assuming responsibility for their own learning.

RELA 030 SUPPORT (COURSE ASSISTANCE)
Credits: 1 (F,S,SU)
Pass/Fail Basis

Individualized learning opportunities on an open-entry/open-exit basis are available, or will be constructed, for any academic need a particular student may have. This may include preparation and/or support for other classes.

RELA 102 MASTER STUDENT
Credits: 2 (Sufficient Demand)
Pass/Fail Basis

This is an innovative, exciting course designed to help students develop the knowledge and skills needed to learn effectively. Strategies taught are identifying personal strengths to be successful in school and on the job; learning to believe in oneself; improving one's academic performance with note taking, text reading and test taking; handling stress; knowing how to manage time; and establishing relationships with others.

RELA 000-100-200 SPECIAL PROJECTS
Credits: Variable

Special projects and independent studies are available for students by special arrangement within the Related Instruction Department. Such projects will generally be classified as advanced studies, and prerequisites may be individually required. The intent, nature, scope, and duration of the project will be determined by student/teacher collaboration.

No more than 12 credits through special projects or independent studies may be earned by one student.

RELA 001-101-201 SPECIAL TOPICS
Credits: Variable

Workshops, seminars, and experimental courses may be offered from time to time through the Related Instruction Department. Courses may deal with topics of special interest or timely concern and may be announced in semester course schedules. Hours, credits, and prerequisites will be determined at the time of offering.

RELA 242H GENDER AND EQUALITY
Credits: 3

Examines the human cultural role of gender in relation to historical perspectives, business, social and familial organizations, world views, technology, and perception of self.

Course Descriptions

RELA 244H AMERICAN CULTURAL VALUES

Credits: 3

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.

RELA 246S# MONTANA'S AMERICAN INDIANS

Credits: 3

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.

SOCIAL SCIENCE

SOSC 184 FUNDAMENTALS OF BIOLOGICAL AND CULTURAL ADAPTATION

Credits: 3

The focus of this course is the interaction of human beings with their environment as related to the natural process of biological and cultural adaptation and variation. Topics in this course will include subsistence patterns, social structures, values and beliefs across past and modern cultures.

SOCIOLOGY

SOC 111S INTRODUCTION TO SOCIOLOGY

Credits: 3 (F,S,SU)

This course offers exposure to key ideas, activities, and terminology in the field 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.

AUTO BODY REPAIR & REFINISHING

TB 128 AUTO SHOP AND EQUIPMENT SAFETY

Credits: 2 (F)

A departmental orientation for new students in classroom and lab policies and procedures will be conducted. Specialized tools used in the auto repair industry, shop safety, and hydraulic equipment are studied as well as the proper use and care of the students' own tools and safety equipment.

TB 130 BASIC AUTO CONSTRUCTION

Credits: 1 (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. The theory and practice of welding thin gauge mild steel with a MIG welder will be taught.

TB 133 WELDING

Credits: 2 (F,S)

This course is designed to teach the theory and practice of welding using oxyacetylene, arc welding, and gas metal arc welding. Students will be introduced to techniques of welding in various positions.

TB 134 CORRECTING SHEET METAL

Credits: 2 (F)

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.

TB 135 STATIONARY GLASS REPLACEMENT

Credits: 2 (F)

In this course students will learn how to remove rock chips and bulls' eyes. Demonstration and practice of the removal and installation of glued-in and gasket-type windshields will be included.

Course Descriptions

TB 136 CORRECTING COLLISION DAMAGE

Credits: 3 (S)

Prerequisite: TB 135

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 138 REPAIRING SOFT RUBBER

Credits: 3 (S)

Students will learn how to repair and fill soft rubber bumpers as well as the proper application of flexible fillers, primers, and painting processes.

TB 140 PAINT SHOP AND EQUIPMENT SAFETY

Credits: 3 (F)

A department orientation for new students in classroom and lab policies and procedures will be given. Students will study the construction and usage of air compressors, air sanders, spray booths, paint guns, the proper use and care of personal safety equipment, and the safe handling and disposal of various chemicals.

TB 141 SURFACE PREPARATION AND UNDER COATS

Credits: 2 (F)

Beginning students in refinishing will be given theory and laboratory experience with metal conditioners, wax and grease removers, and primers. Students will work with lab test panels only.

TB 142 TOP COAT APPLICATION (LACQUER)

Credits: 2 (F)

Students will study lacquer top coats including clear-coating, metallic colors, and sealers. Students will work with lab test panels only.

TB 150 PAINT REMOVAL

Credits: 2 (S)

Prerequisite: TB 142

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 (S)

This course includes a comprehensive study of auto refinishing techniques. Students will work on sanding and masking operations used to properly refinish a complete automobile with acrylic enamel.

TB 154 PAINT PROBLEMS

Credits: 2 (S)

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 241 FIBERGLASS REPAIR

Credits: 3 (F)

Prerequisite: TB 138

Students will study repairing and replacement of fiberglass panels. Students will gain practical experience in surface preparation and application of materials in various repair situations.

TB 242 RIGID PLASTIC REPAIR

Credits: 3 (F)

This course covers welding procedures of rigid plastics. Students will learn to identify and repair the various types of plastics used in the construction of internal and external body panels.

TB 243 PANEL REPLACEMENT

Credits: 3 (F)

This course will give students practical experience in removal and replacement of weld on panels, doorskins, rocker, quarter and top panels.

TB 244 ESTIMATING BODY REPAIR

Credits: 2 (S)

Prerequisite: TB 243

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

Course Descriptions

TB 245 PRODUCTION BODY REPAIR

Credits: 3 (S)

In this course students' work will be compared to industry flat rate charges 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 (S)

This course covers the theory and practice in the use of body measuring equipment including tram gauges, centering gauges, and the dimension III. 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 (F)

Students will have the opportunity in this course to obtain practical experience in color sanding, compounding, masking, and blending methods used in spot repairing.

TB 249 PAINT FORMULATION AND TINTING

Credits: 3 (F)

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 match the existing color.

TB 250 PRODUCTION REFINISHING

Credits: 3 (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 253 ESTIMATING REFINISHING

Credits: 2 (S)

This course provides instruction in evaluating and estimating refinishing repairs. A study of parts catalogs, flat rate, and the preparation of repair bids will be given.

TB 254 SPECIALTY FINISHES

Credits: 3 (S)

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

TO 200 SPECIAL PROJECTS FOR TRADES AND TECHNOLOGY

Credits: Variable

Special projects and independent studies are available for students by special arrangement within the trades and technology department. Such projects will generally be classified as advanced studies, and prerequisites may be individually required. The intent, nature, scope, and duration of the project will be determined by student/teacher collaboration.

No more than 12 credits through special projects or independent studies may be earned by any one student.

TOURISM

TOUR 116 ESSENTIALS OF INTERPRETATION

Credits: 4

The design of this course provides a fundamental understanding of interpretation; knowledge of the teaching and learning principles conducive to encouraging individual interaction; awareness of the communication principles important to public contracts, talks, guided activities, signs and other means of presenting interpretive information; and basic research techniques for accessing traditional and electronic-based resources. Through guided field trips and guest lectures, students will explore the specialized historical, cultural and environmental settings in which interpretation activities occur to preliminarily identify their area of special interest.

TOUR 242 INTERPRETIVE MEDIA TECHNIQUES

Credits: 4

This course develops the student's skill in non-personal interpretive techniques utilizing a variety of mediums such as written and electronic communications, graphic depictions, and audio productions to help the targeted audience holistically understand and appreciate natural, cultural, or historical resources. Students will identify a specialized area of interest to serve as the focus for media products such as exhibit text, information brochures, and outdoor wayside exhibits.

Course Descriptions

TOUR 242 INTERPRETIVE PROGRAM TECHNIQUES

Credits: 4

New ideas and strategies for developing effective interpretive programs for a variety of settings will be examined. The student will have the opportunity to apply these techniques through simulations, role playing, and other interactive teaching methods. Techniques for cost-analysis and statistical evaluation of interpretive activities are included. Early in the course, students will identify their planned internship affiliation to establish the specialized focus for student projects. These projects will provide the materials and techniques to be implemented during the internship experience.

TOUR 280 INTERNSHIP IN INTERPRETATION

Credits: 4-6 variable

Prerequisite: Completion of all program requirement

Supervised field experience in natural, cultural, historical and/or natural settings specializing in interpretation as a means to educate visitors in regard to the value of and the inherent need for responsible stewardship of such resources. Designed to integrate theory with practice in order to develop the skills, knowledge, and attitudes necessary to the field of interpretation. Students will be required to have a current certification in First Aid and CPR, which is in effect for the entire time of the internship experience.

ADDENDUM

ENGL 114 INTRODUCTION TO LITERATURE

Credits: 3

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.

HIST 104 HISTORY OF THE UNITED STATES II (1865 TO PRESENT)

Credits: 3

This course will be a survey of American history since the time of 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 the 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.

HIST 210 MONTANA HISTORY

Credits: 3

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.

MUS 112 FUNDAMENTALS OF MUSIC

Credits: 3

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.

SOSC 180 NATURAL HISTORY OF WESTERN NORTH AMERICA

Credits: 3

This course is an overview of the realms of natural history applied to the Western United States. Of primary concern will be the areas of geology, paleontology, and the diverse kingdoms of life occupying the area throughout time. The entire landmass west of the Mississippi River will be investigated, with special emphasis on the National parks located in the various states. Laboratory work will be included as appropriate to the topics being covered.

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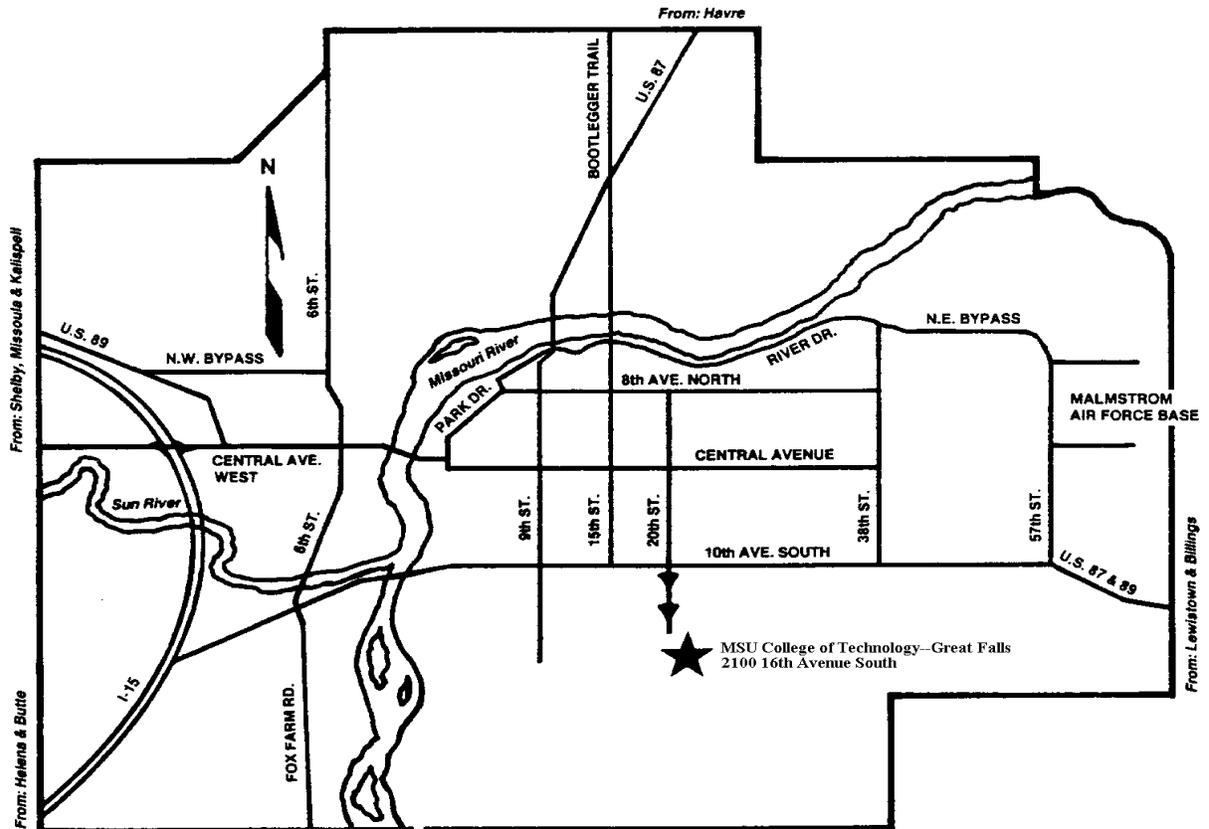
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