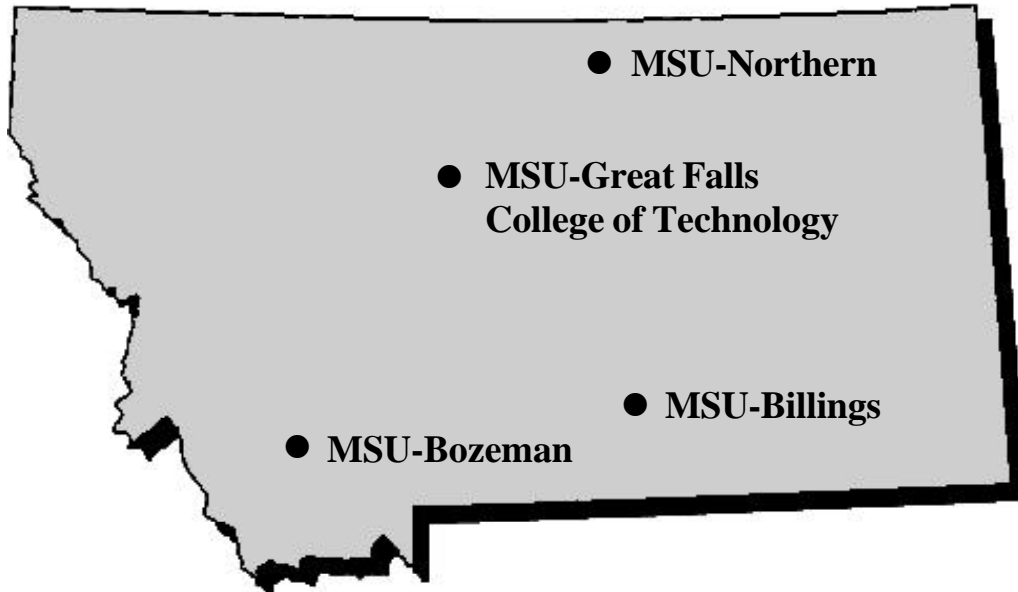




2100 16th Avenue South / P.O. Box 6010
Great Falls, Montana 59406
www.msugf.edu
(406) 771-4300 or (800) 446-2698



THE CAMPUSES OF MONTANA STATE UNIVERSITY



On January 21, 1994, the Montana Board of Regents voted unanimously to restructure the Montana University System. Under the plan, Eastern Montana College (Billings) and Northern Montana College (Havre), as well as the vocation-technical centers in Great Falls and Billings were renamed and consolidated with Montana State University in Bozeman.

The Regents assigned new names to all units: MSU-Bozeman, MSU-Billings which now includes the Billings College of Technology, MSU-Northern, and MSU-Great Falls College of Technology.

Since the consolidation, the MSU campuses have emphasized course transferability, sharing resources, telecommunications, and providing more and better services to students everywhere.



406-657-2011
1-800-565-6782



406-994-0211



406-771-4300
1-800-446-2698



1-800-662-6132



Montana State University – Great Falls College of Technology

Dear Prospective Student:

When you opened this catalog, you opened a door to exciting educational opportunities. If you are interested in preparation for a high-skill/high-tech career in allied health, business, or technology, the opportunities are here. On the other hand, if you're looking for courses and programs that transfer to a four-year degree program, Montana State University—Great Falls College of Technology has many options for you to pursue.

The opportunities provided at this college go beyond a wide selection of educational programs. Here you have the opportunity to learn from high-quality faculty who take pride in good teaching. You can learn in small classes where you'll get individualized attention. You'll have the chance to experience learning enhanced by high-tech equipment and extended through a wealth of electronic resources.

Above all, here at MSU—Great Falls College of Technology, you have the opportunity to pursue your educational goals in an environment where student success and student satisfaction are the top priorities. Whatever our individual title, everyone here believes that, essentially, our job is the same: to help you make the most of the opportunities that this College offers.

So on behalf of the faculty, staff, and administration, I welcome you to Montana State University—Great Falls College of Technology. May the door to opportunity that you open today lead to many more doors in the years to come.

Sincerely,

A handwritten signature in cursive script that reads "Mary Sheehy Moe". The ink is dark and the signature is fluid and legible.

Dr. Mary Moe
Interim 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 Montana State University-Great Falls 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 Montana State University-Great Falls 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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June 2002 Edition

Academic Calendar

FALL SEMESTER 2002

Early Bird Orientation/Registration	July 9
Allied Health Orientation	August 29
Labor Day Holiday	September 2
Classes Begin	September 3
Last Day to Add Classes	September 16
Last Day to change Credit to Audit/Audit to Credit	September 16
Last Day to Drop/Delete	September 23
Graduation Applications Due	October 25
Election Day	November 5
Veterans' Day Holiday	November 11
Thanksgiving Holiday	November 28-29
Last Day to Drop Classes with a "W"	December 6
Last Day of Classes	December 13
Finals Week	December 16-19
Grades Available on Web	December 26

SPRING SEMESTER 2003

Allied Health Orientation	January 13
Classes Begin	January 15
Martin Luther King Holiday	January 20
Last Day to Add Classes	January 29
Last Day to change Credit to Audit/Audit to Credit	January 29
Last Day to Drop/Delete	February 5
Presidents Day (no classes; offices open)	February 17
Graduation Applications Due	March 7
Spring Break	March 10-14
Last Day to Drop Classes with a "W"	April 25
Last Day of Classes	May 2
Finals Week	May 5-8
Commencement	May 9
Grades Available on Web	May 15

SUMMER TERM 2003

Graduation Applications Due	March 7
Allied Health Clinicals Begin	May 21
8-Week Summer Session Begins	June 9
Last Day to Add Classes	June 13
Last Day to change Credit to Audit/Audit to Credit	June 13
Last Day to Drop/Delete	June 18
Independence Day Holiday	July 4
Last Day to Drop Classes with a "W"	July 18
Summer Session Ends	August 1
Grades Available on Web	August 7

* Dates subject to change. Check the term class schedule for the most up-to-date calendar.

TELEPHONE DIRECTORY

MSU – Great Falls College of Technology	800-446-2698 or 406-771-4300
Allied Health Department	406-771-4350
Bookstore	406-771-4367
Business & Technology Department	406-771-4391
Business Office	406-771-4315
Financial Aid	406-771-4334
Library	406-771-4318
Outreach/Distance Ed. Department	406-771-4440
Placement Office	406-771-4323
Student Services/Admissions	406-771-4420
Student Services/Counselors	406-771-4414
Student Services/Transcripts	406-771-4423
FAX	406-771-4317

Programs

ALLIED HEALTH

Associate of Applied Science Degree

Bioscience Technology
Animal Laboratory Technician
Instrumentation Technician
Research Laboratory Technician
Dental Hygiene
Emergency Services
EMT Paramedic
Fire & Rescue Technology
Health Information Technology
Medical Assistant
Physical Therapist Assistant
Practical Nurse
Respiratory Care

Certificate

Dental Assistant
Health Information Coding Specialist
Surgical Technology

BUSINESS AND TECHNOLOGY

Associate of Applied Science Degree

Accounting
Business Management/Entrepreneurship
Computer Technology
Microcomputer Support
Network Support
Web Development
Computerized Office Technology
Administrative Assistant
Attorney's Assistant
Medical Administrative Assistant
Design Drafting Technology
Interior Design
Medical Transcription

Certificate

Accounting Assistant
Auto Body Repair & Refinishing
Computer Assistant
Fundamentals of Business
Medical Transcription
Network Architecture
Office Support
General Office Assistant
Legal Receptionist
Medical Receptionist

TRANSFER

Associate of Science Degree

General Program of Study

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
Elementary Education
Accounting/Finance
Business Technology
Marketing
Small Business Management

Associate of Applied Science Degree

Montana State University-Northern
Business Technology
Small Business Management

General Education Core

Montana University System Units

Specialized Endorsement

Business Management
Computerized Accounting
Health Information Coding Specialist
Legal Information
Microcomputer Applications
Microcomputer Word Processing
Professional Communications
Resource Interpretation

Estimated Program Cost

Resident Tuition and Fees are Listed

ALLIED HEALTH

Bioscience Technology

Animal Laboratory Technician

Tuition and Fees	\$4313
Application Fee	30
Lab Fees	235
Books	<u>1405</u>
	\$5983

Instrumentation Technician Concentration

Tuition and Fees	\$5227
Application Fee	30
Lab Fees	160
Books	<u>1405</u>
	\$6822

Research Laboratory Technician Concentration

Tuition and Fees	\$5159
Application Fee	30
Lab Fees	275
Books	<u>1405</u>
	\$6869

Dental Assistant

Tuition and Fees	\$3059
Application Fee	30
Books/Supplies	795
Uniforms/Lab jacket	150
Shoes	50
Lab fees	185
Liability Insurance	<u>18</u>
	\$4287

Dental Hygiene

Tuition and Fees	\$7259
Application Fee	30
Lab Fees	150
Books/Supplies	<u>1400</u>
	\$8839

Emergency Services

Tuition and Fees	\$5711
Application Fee	30
Lab Fees	230
Liability Insurance	75
Books/Supplies	<u>1350</u>
	\$7396

Health Information Technology

Tuition and Fees	\$5749
Application Fee	30
Lab Fees	190
Books	1180
Liability Insurance	<u>24</u>
	\$7173

Health Information Coding Specialist (Certificate)

Tuition and Fees	\$3427
Application Fee	30
Books/Supplies	<u>1400</u>
	\$4857

Medical Assistant

Tuition and Fees	\$6300
Application Fee	30
Lab Fees	110
Books/Supplies	1250
Liability Insurance	<u>30</u>
	\$7720

Physical Therapist Assistant

Tuition and Fees	\$6025
Application Fee	30
Lab Fees	290
Books	500
Liability Insurance	<u>30</u>
	\$6875

Practical Nurse

Tuition and Fees	\$5100
Application Fee	30
Lab Fees	225
Books	1850
Liability Insurance	18
Uniforms	<u>221</u>
	\$7444

Respiratory Care

Tuition and Fees	\$6400
Application Fee	30
Books/Supplies	1200
Uniforms	63
Lab Fees	375
Liability Insurance	<u>30</u>
	\$8098

Estimated Program Cost

Resident Tuition and Fees are Listed

Surgical Technology

Tuition and Fees	\$4020
Application Fee	30
Insurance	70
Lab Fees	100
Books/Supplies	<u>1200</u>
	\$5420

BUSINESS AND TECHNOLOGY

Accounting Assistant

Tuition and Fees	\$2900
Application Fee	30
Books/Supplies	<u>800</u>
	\$3700

Accounting

Tuition and Fees	\$5342
Application Fee	30
Books/Supplies	<u>1595</u>
	\$6967

Auto Body Repair and Refinishing

Tuition and Fees	\$5526
Application Fee	30
Books/Supplies	500
Tools	1600
Clothing	104
Lab/Material Fees	<u>275</u>
	\$8035

Computerized Office Technology

Administrative Assistant

Tuition and Fees	\$5158
Application Fee	30
Books/Supplies	<u>1290</u>
	\$6478

Attorney's Assistant

Tuition and Fees	\$5158
Application Fee	30
Books/Supplies	<u>650</u>
	\$5838

Medical Administrative Assistant

Tuition and Fees	\$5342
Application Fee	30
Books/Supplies	<u>1250</u>
	\$6622

Business Management/Entrepreneurship Concentration

Tuition and Fees	\$5932
Application Fee	30
Books/Supplies	<u>1450</u>
	\$7412

Computer Assistant

Tuition and Fees	\$3058
Application Fee	30
Books/Supplies	<u>650</u>
	\$3738

Computer Technology

Microcomputer Support

Tuition and Fees	\$5700
Application Fee	30
Books/Supplies	<u>1353</u>
	\$7083

Network Support

Tuition and Fees	\$5700
Application Fee	30
Lab Fees	120
Books/Supplies	<u>1353</u>
	\$7203

Web Development

Tuition and Fees	\$5342
Application Fee	30
Lab Fees	120
Books/Supplies	<u>1353</u>
	\$6755

Fundamentals of Business

Tuition and Fees	\$3058
Application Fee	30
Books/Supplies	<u>700</u>
	\$3788

Design Drafting

Tuition and Fees	\$5158
Application Fee	30
Books/Supplies	<u>1150</u>
	\$6288

Interior Design

Tuition and Fees	\$5656
Application Fee	30
Books/Supplies	<u>1150</u>
	\$6836

Estimated Program Cost

Resident Tuition and Fees are Listed

Medical Transcription (AAS)

Tuition and Fees	\$5526
Application Fee	30
Lab Fees	90
Books/Supplies	<u>1260</u>
	\$6906

Medical Transcription (Certificate)

Tuition and Fees	\$3242
Application Fee	30
Books/Supplies	<u>900</u>
	\$4142

Network Architecture

Tuition and Fees	\$3058
Application Fee	30
Material Fees	120
Books/Supplies	<u>650</u>
	\$3858

Office Support

General Office Assistant

Tuition and Fees	\$2874
Application Fee	30
Books/Supplies	<u>670</u>
	\$3574

Legal Receptionist

Tuition and Fees	\$2966
Application Fee	30
Books/Supplies	<u>560</u>
	\$3556

Medical Receptionist

Tuition and Fees	\$2966
Application Fee	30
Books/Supplies	<u>670</u>
	\$3666

MSU-Bozeman Associate of Science

Tuition and Fees	\$5158
Application Fee	30
Books/Supplies	<u>1330</u>
	\$6518

MSU-Northern Associate of Science

Tuition and Fees	\$4568
Application Fee	30
Books/Supplies	<u>1330</u>
	\$5928

MSU-Northern Elementary Education

Tuition and Fees	\$4794
Application Fee	30
Books/Supplies	<u>1330</u>
	\$6334

TRANSFER DEGREES

General Education Core

Tuition and Fees	\$2690
Application Fee	30
Books/Supplies	<u>780</u>
	\$3500

MSU-Billings Associate of Science

Tuition and Fees	\$4974
Application Fee	30
Books/Supplies	<u>1330</u>
	\$6334

General Information

NOTICE CONCERNING MATERIALS DESCRIBED IN THIS CATALOG

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

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

GOVERNANCE

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

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

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 must comply with this policy as a condition of attendance. Violations of this policy will result in disciplinary action up to and including expulsion and/or referral for prosecution. At the discretion of the Dean of the College of Technology, a student violating the policy may be required to satisfactorily complete a drug or alcohol abuse rehabilitation program as an alternative to expulsion or prior to readmission.

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

General Information

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 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 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 on the incidence 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 Registrar, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.

Sexual Harassment Policy

The College reaffirms its commitment to create a learning 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 not only undermines such an environment but also violates 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 Director of Student Services, who is the Affirmative Action/Equal Education Opportunity Program Coordinator.

Computer & Network Usage Policy

This Campus is pleased to be able to offer students a wide variety of computer facilities, services, equipment, and software. Students are encouraged to use them within the guidelines published here in. A more detailed policy is posted on the web or can be obtained from the Associate Dean for Academic Affairs. Failure to comply with these guidelines may result in disciplinary action, including expulsion from the campus and criminal prosecution.

General Information

Access

Students have access to computers at MSU-Great Falls Campus at several locations – in computer labs, in the library, in computer classrooms, and at the computer kiosk outside the bookstore. Students and non-students are welcome to use the computer kiosk, but are asked to share that resource with others who wish to use it. Similarly, students and non-students may use the computers in the library to meet their informational needs, although students currently enrolled at the Campus are given priority for computer use in that setting. The library's computers may not be used for communicative purposes – for instance, e-mail and chat rooms.

Because access to computer labs and classrooms is purchased by students through their computer fees, computer labs and classrooms may be used only by students currently enrolled in classes, workshops, or seminars at the College. Students should not be in computer labs or classrooms without the approval and presence of the appropriate instructor, assistant or technician.

Privacy of Information

MSU-Great Falls Campus computer systems and networks are public and subject to Montana State laws. Files of personal information, including programs, regardless of the medium on which they are stored or transmitted, may be considered public information if stored on MSU Great Falls Campus's computers.

However, simply being able to access a file or other information does not imply permission to do so. The preservation of individual privacy is given high regard on this Campus, and students may not use electronic and other technological methods to infringe upon another's privacy. No one should look at, copy, alter, or destroy any individual's personal files without explicit permission of that individual, unless authorized by the Dean of the College in compliance with law or regulation.

Libel, Slander, and Harassment

No member of the Campus community may, under any circumstances, use MSU Great Falls Campus's computers or networks to libel, slander, or harass any other person. Harassment includes intentionally using the computer to: threaten or sexually harass another person; contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease; and disrupt or damage someone's academic, research, administrative, or related pursuits.

Responsible Use of Resources

Students are responsible for knowing what information resources (including networks) are available, remembering that the members of the campus community share them, and refraining from all acts that waste these resources or prevent others from using them. Details regarding available resources can be obtained by consulting with the Campus Computer Services Department.

Students are discouraged from using campus computing and network services for non-academic purposes such as game playing and non-academic chat rooms. A student using a computer for non-academic matters must give it up when someone who wishes to use the computer for academic purposes is waiting.

State law restricts the use of state facilities and equipment for personal gain or benefit. Computing facilities, services, and networks at the MSU-Great Falls Campus may not be used for compensated outside work or work for the benefit of organizations not related to the MSU-Great Falls Campus without written permission from the Dean. Electronic gambling, stock trading, or any other financial gain method conducted on Campus computers, services, or networks is forbidden. State law also restricts the use of Campus computer systems for political advocacy or for commercial

General Information

advertising.

System Security

Students are prohibited from attempting to circumvent or subvert any system's security measures, degrading the performance of a computer system or network, or depriving authorized personnel of resources or access to any campus computer system or network are prohibited.

The following harmful activities are also prohibited: creating or propagating viruses; disrupting services; unauthorized deletion or damaging of files; intentional destruction of or damage to equipment, software, or data belonging to the MSU-Great Falls Campus or other users; and the like.

No software may be installed, copied, or used on campus resources except as permitted by system administrators.

Applicants

As an open admission institution, Montana State University-Great Falls College of Technology will attempt to admit all persons who complete admission requirements. We reserve the right to deny or conditionally admit, readmit, or cancel the enrollment of any individual who in the judgment of the college presents an unreasonable risk to the safety and welfare of the campus community. Applicants/current students may be asked to complete the Inquiry into Student Disclosure form before an admissions decision is made or changed.

Notification of admission decision will be mailed. Individuals accepted for admission into a program with limited enrollment who do not enroll in that program on its starting date must reapply. Decisions may be appealed, in writing, to the Dean of the College.

In the case of programs with limited enrollment, acceptance of individuals will be based on the criteria described in the programs information packet or timely completion of the admission requirements for each program.

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. If status changes at a future date to degree seeking then the additional admission requirements will have to be met.

Undeclared Applicant

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

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.

Allied Health Applicants

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 may be granted in-state residency for fee purposes.

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

Admissions

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.msugf.edu, other units of the University System, and most high schools in the state. Prospective students are encouraged to consult with an advisor for information about selection of a program and financial aid before submitting their applications. Call 406-771-4414 or 1-800-446-2698 (In Montana) to arrange for an appointment with an advisor.

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 copies of high school transcripts or GED scores and official college transcripts (for transfer students) to the Admissions & Records Office for evaluation. High schools must be fully regionally accredited by the appropriate state office of public instruction. Official college transcripts must be sent directly to the following address from each regionally accredited college or university attended. College transcripts submitted from other institutions cannot be released or duplicated, as they remain the property of the issuing institution.

Admissions
MSU- Great Falls COT
2100 16th Ave S
Great Falls, MT 59406-6010

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 that is diagnostic in nature and measures an applicant's proficiency in English, reading and mathematics.

The results are used to determine placement in courses. Special arrangements can be made for those applicants who have a documented or temporary disability or who are working and unable to complete the assessment during the day. Arrangements for taking the ASSET can be made by contacting the Information Desk at (406) 771-4414 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 www.act.org

SAT Program
Princeton, NJ 08541
609-771-7600 www.collegeboard.com

For persons wishing to attend a postsecondary institution other than Montana State University-Great Falls College of Technology, Student Services will provide, for a \$10 fee, 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. This process shall be confined to students who present evidence of high ability and achievement and maturity to do college work. This admission requires that the high school principal or counselor approve participation of a student in the college level courses. High school students may earn college-level credit to be applied to a degree at Montana State University-Great Falls College of Technology or to transfer to another college or university once they graduate from high school. Course records for students will be entered and maintained on a MSU-Great Falls College of Technology transcript.

Special Admission

A special admission committee reviews applications from students who do not meet the regular admission standards.

Nonimmigrant Foreign Students

Montana State University-Great Falls College of Technology is authorized under Federal law to enroll nonimmigrant foreign students. Each

nonimmigrant foreign student is required to furnish the following documents in order to be considered for admission:

1. Completed Application for Admission accompanied by a \$30 non-refundable application fee;
2. TOEFL (Test of English as a Foreign Language) scores from an accredited testing service. A minimum score of 500 is the acceptable standard on the paper-based test and 173 on the computer-based test. More information about TOEFL may be obtained from the Education Testing Service, Princeton, NJ 08540 or at these websites, www.ets.org and www.toefl.org;
3. Proof of completion of the equivalent of an American high school education with satisfactory grades. Transcripts need to be evaluated by a credential evaluation service to make this determination. Please contact Admissions & Records for a list of credential evaluation services;
4. A Declaration of Finances or other present evidence of funds necessary to pay all living expenses and travel to and from the College;
5. All nonimmigrant foreign students must show a physician-validated immunization record for measles, rubella, diphtheria, tetanus, and skin testing for tuberculosis. The evidence must be presented before a student will be permitted to register;
6. Evidence of an accident and sickness insurance policy or one of equal coverage for each semester in attendance at the College.

After a nonimmigrant foreign student has completed all of the above items and returned the required forms, his/her admission file will be reviewed and a letter 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.

Admissions

Student Orientation

Student orientation/registration sessions, called Active in the College Experience (ACE), are conducted before each semester to acquaint new students with academic assistance, special services, and academic and institutional policies as well as registering for classes.

New students must have taken the ASSET, ACT or SAT test within the last three years prior to ACE. Please call 406-771-4414 when signing up for ACE registration.

Credit By Examination

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

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 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, there will be a \$50 charge and a grade of "P" (generally equivalent to a "C"

or above) will be recorded on the student's academic record. A course may not be challenged which is a prerequisite to a second course that has been completed or a course that has been failed or previously audited.

A schedule of challenge exams offered at Montana State University – Great Falls College of Technology is published each semester in the Schedule of Classes under Calendar of Events.

College Level Examination Program (CLEP) and DANTES

Montana State University-Great Falls College of Technology awards credit toward graduation for successful performance in certain subject examinations of the CLEP and DANTES programs. Students may arrange to take these examinations at designated centers. Passing grades and the awarding of credit is determined by the American Council on Education (ACE) credit recommendations.

MSU-Great Falls College of Technology Test Identification Numbers			
CLEP	7691	DANTES	9472
ACT	2432	SAT	4482

Tech Prep Credit



Tech Prep provides high school students an opportunity to earn credits toward one- or two-year certificates or degrees 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 that have made a commitment to the program. Counselors and instructors at participating high schools have information available for interested students. Courses that have been approved for Tech Prep credit with at least one high school are identified with the Tech Prep logo (see above) in the course descriptions section of this catalog.

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. Official transcripts must be sent directly by the issuing institution to the following address:

Admissions & Records Office
MSU-Great Falls COT
2100 16th Ave S
Great Falls, MT 59406-6010

- 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 may not be accepted. 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. A listing of websites providing transfer equivalencies within Montana may be found at the following website: www.montana.edu/mus/transfer.htm. For more information regarding transferability of courses, contact the institution you are planning to attend.

Readmission to the College

Students who have previously attended Montana State University-Great Falls College of Technology must reapply when they have been absent for 2 consecutive semesters, excluding summer. Readmit applications are available in Student Services or by request.

Returning students must follow the graduation requirements for the catalog in which they are readmitted. Previously earned credits will be evaluated on the basis of the current degree or certificate requirements. Credits earned 5 or more calendar years earlier will be reviewed by the appropriate department chair, lead faculty, and/or registrar, who may require repetition of any course in which the content has substantially changed.

Advisors

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

TUITION AND FEES

2002-2003

The Montana Board of Regents of Higher Education has approved the following tuition and fees schedule for the 2002-2003 academic year beginning Fall Term 2002. Tuition and fees are based on credit hours and are paid by the student each semester. Tuition may increase by Board of Regents action at a future date

Semester Credit Hours	Registration Fee non-refundable	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	\$78.06	\$4.67	\$3.23	\$2.34	\$2.49	\$1.22	\$8.00	\$130.01	\$170.79	\$300.80
2	\$30.00	\$156.12	\$9.34	\$6.46	\$4.68	\$4.98	\$2.44	\$8.00	\$222.02	\$341.58	\$563.60
3	\$30.00	\$234.18	\$14.01	\$9.69	\$7.02	\$7.47	\$3.66	\$8.00	\$314.03	\$512.37	\$826.40
4	\$30.00	\$312.24	\$18.68	\$12.92	\$9.36	\$9.96	\$4.88	\$8.00	\$406.04	\$683.16	\$1,089.20
5	\$30.00	\$390.30	\$23.35	\$16.15	\$11.70	\$12.45	\$6.10	\$8.00	\$498.05	\$853.95	\$1,352.00
6	\$30.00	\$468.36	\$28.02	\$19.38	\$14.04	\$14.94	\$7.32	\$8.00	\$590.06	\$1,024.74	\$1,614.80
7	\$30.00	\$546.42	\$32.69	\$22.61	\$16.38	\$17.43	\$8.54	\$8.00	\$682.07	\$1,195.53	\$1,877.60
8	\$30.00	\$624.48	\$37.36	\$25.84	\$18.72	\$19.92	\$9.76	\$8.00	\$774.08	\$1,366.32	\$2,140.40
9	\$30.00	\$702.54	\$42.03	\$29.07	\$21.06	\$22.41	\$10.98	\$8.00	\$866.09	\$1,537.11	\$2,403.20
10	\$30.00	\$780.60	\$46.70	\$32.30	\$23.40	\$24.90	\$12.20	\$8.00	\$958.10	\$1,707.90	\$2,666.00
11	\$30.00	\$858.66	\$51.37	\$35.53	\$25.74	\$27.39	\$13.42	\$8.00	\$1,050.11	\$1,878.69	\$2,928.80
12-25	\$30.00	\$936.72	\$56.04	\$38.76	\$28.08	\$29.88	\$14.64	\$8.00	\$1,142.12	\$2,049.48	\$3,191.60

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 Business Office. 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

* Days of Instruction begin with the first day of classes for a term and conclude on the 15th day, which is the deadline to drop/delete courses. (Refer to the Class Schedule for these dates.)

The Registration Fee and Application Fee are nonrefundable.

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.

Returned Check Policy

A student will be responsible for fees charged on a returned check. The charge will reflect the current bank rates.

Seminars

A modified refund policy is in place for seminars. Please contact the Business Office regarding seminar fee refunds--406-771-4315.

Students Owning Debts

The College reserves the right to deny registration access to a student who has an overdue debt to Montana State University. Transcripts, certificates, and degrees will be withheld from any student owing tuition, fees, or charges to MSU. In the event a student has not returned books and/or materials belonging to this College or any other Montana University System unit, transcripts, certificates, and degrees may be withheld.

Academic Information

Academic Progress

Academic progress standards are as follows:

- Full- and part-time students enrolled at Montana State University - Great Falls College of Technology are required to maintain a 2.0 cumulative grade point average (CGPA). Students with less than a 2.0 CGPA at the end of any academic term will be placed on academic probation for the following academic term and notified by the Registrar's Office. If they later meet the required 2.0 cumulative GPA, they are removed from academic probation. The effect of the academic probation is to serve notice to students that the quality of their work is below an acceptable level and the continuation of unsatisfactory work during their next semester of enrollment will result in academic suspension. Students on probation should not carry more than 12 credits in the probationary period.
- Full- and part-time students receiving less than a 2.0 GPA for the second consecutive academic term will be suspended from the College and notified by the Registrar's Office. Exceptions are made for students who earn at least a 2.0 grade average for the semester without raising their cumulative grade average to the required minimum. In such cases, students remain on academic probation.
- Following suspension, students will not be considered for reinstatement until at least one semester (excluding summer) has passed. Readmission must be initiated through the Admissions & Records Office by completing the Application for Re-admission and submitting a written appeal. Current catalog admission requirements will be followed, and re-enrolled students will enter on probationary status.

- Transfer applicants may be admitted on academic probation based upon their academic standing at previous institution(s).
- Readmitted applicants may be admitted on academic probation based upon their cumulative grade point average (CGPA) and/or academic standing when last in attendance.

Students who have 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, except when required in certificate programs. 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.

Academic Information

Registration

Registration for continuing students is available via "Banner Web" on the Internet. Registration information and dates for new and continuing students will be published in each semester's Schedule of Classes.

Release dates for the Schedule of Classes are determined term by term. Once determined, this information is available at the Information Desk or from Student Services.

The College reserves the right to deny registration access to a student who has an overdue debt to Montana State University. Transcripts, certificates, and degrees will be withheld from any student owing tuition, fees, or charges to MSU. In the event a student has not returned books and/or materials belonging to this College or another Montana University System unit, transcripts, certificates, and degrees may be withheld.

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.

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 published deadline. See the tuition and fees section of the catalog for further information.

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 drop (withdrawal) 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). Note: No signature is required for dropping; and
3. Return the card to the Admissions & Records Office.

Web Services: Banner Web ***www.msugf.edu***

To register, check grades, transcripts, course schedules, go to "Banner Web."

Login to Secure Area

User ID	Social Security Number (typically)
PIN	6 numeric digits

Student Services

- ❖ Registration
 - Add/Drop Classes
 - Look Up Classes
 - Fee Assessment
- ❖ Student Records
 - View Student Holds
 - Final Grades
 - Unofficial Transcript
 - Account Summary

Personal Information

- Change PIN
- View/Update Address Information

Please contact Student Services if you experience any problems accessing or using Banner Web.

Academic Information

Withdrawal from the College

Any student who is considering withdrawing from the College should consult a counselor in Student Services. An official withdrawal is important, since it may affect financial aid eligibility, tuition refunds, readmission to the College, and 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.

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 approach the serious task of course evaluation professionally and positively. All faculty look forward to input from students who complete a course. Faculty utilize 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:

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
CR.....	Credit	0
W.....	Withdraw	0

Grades	Quality of Work	Grade Points for Each Credit
F.....	Failing	0
I.....	Incomplete.....	0
LP.....	Limited Progress	0
NC.....	No Credit.....	0
NR.....	Not Recorded.....	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 Add deadline of the term. Auditors pay the same fees as students enrolled for credit and are expected to follow the attendance guidelines set forth in the course or may be subject to a failing grade.

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. After consulting with the instructor of the course, a student must make a formal request for an incomplete grade by completing the Request for an Incomplete Grade form, stating what unavoidable mitigating circumstance or circumstances prevented completion of the work and proposing the conditions under which the work will be completed. If a request form does not accompany the final grade roster, the student will be issued a not recorded ("NR") grade until the proper paperwork is completed and submitted to the Records Office. If the faculty member approves the request, 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

Pass/Fail Policy

As a general policy, courses at Montana State University-Great Falls College of Technology are graded with the letter grades A, B, C, D, and F. However, certain courses, as indicated in the catalog, are offered only on a pass/fail basis for ALL students registered in the course. A passing (P) grade is equivalent to a grade of “C” or better. Students receiving “P” grades may not request a change to a letter grade.

Course Repeat

Courses may be repeated to increase one's knowledge and/or grade point average. The original grade, as well as subsequent grade(s) in the course, is 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.

Grade Point Average (GPA)

A student's level of academic performance is determined by the 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

Grades are available one week after the end of Finals Week on Banner Web (please see page 13 for more details).

Change of Grade

A change of grade may be submitted to the Registrar's Office for a variety of reasons but must come from the instructor or department chair. If after consulting with the faculty

member questions still remain about the changing of a grade, please refer to the Academic Complaint Procedure.

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 chair, lead faculty for the program, and the registrar. 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. The department chair, lead faculty and the registrar must approve all substitutions. In no instance will a reduction be made in the number of credits required for completion of a program.

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 who earn 12 or more credits with no Incomplete grades in Non-Pass/Fail courses at the 100 level or above and who have a grade point average of 3.25-3.49 for that semester.

Dean's List

To be eligible for the Dean's List, a student must earn 12 or more credits in Non-Pass/Fail courses at the 100 level or above in one term; have a semester grade point average of 3.5 or above, and not have any Incomplete grades. If

Academic Information

Incomplete grades are changed to passing grades, thereby affecting Dean's List eligibility, the student may request a letter noting Dean's List recognition.

The names of full time students who earn a 4.0 GPA will be submitted to the local newspaper each semester.

Phi Theta Kappa

A chapter of Phi Theta Kappa, an international honor society for two-year colleges, was chartered at MSU-Great Falls College of Technology in 1998. Membership is based primarily on academic achievement, and students who meet the criteria are invited to join each semester. To be eligible, students must be full-time, must have completed 12 semester credits, and must have a cumulative grade point average of 3.5.

Membership in Phi Theta Kappa offers much more than a mere certificate of membership. The organization offers opportunities for scholarships, intellectual enrichment and personal development through programs based on the four hallmarks of Scholarship, Leadership, Service and Fellowship.

For further information, contact the chapter advisors: Teri Dwyer or Theresa Busch.

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 3.749 will receive honors.

Graduation

Montana State University-Great Falls College of Technology students may 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 that require a grade of "C" or above are designated for each program in the program section of this catalog.

A student must submit a formal application for graduation by the published term deadline. Applications can be obtained in the Main Office. A \$15 non-refundable graduation fee is due upon submission of the application to the Business Office. Application deadlines are published on page iv of this catalog, in the Schedule of Classes, and on the College's website. Students who fail to submit an application for graduation will not receive a certificate/degree.

Upon satisfactory completion of program requirements, a student will be awarded a certificate/degree for his/her declared program of study. To receive a certificate/degree students must complete 51 percent of the coursework required for their program at the College.

Commencement is held in May at the conclusion of the Spring semester. Caps and gowns can be purchased through the Bookstore for a fee of \$20. Graduation announcements are also purchased through the Bookstore.

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

Academic Information

Transcript of Record

Walk-in requests for transcripts should be turned in to the Business Office. If the student requesting a transcript has an unpaid financial obligation to any Montana State University campus, the request will not be processed until the bill has been paid and the student has notified the Registrar's Office of payment.

Under normal conditions, requests for transcripts will be processed within three to five working days after being received by the Registrar's Office. Requests received during the last week of a semester will be held until final grades are processed.

Transcripts are sent only at the written request of the student. The request must include a signature, and can be paid with cash, check, money order, or credit card. Please send your request to:

Registrar's Office-Transcripts
MSU-Great Falls COT
2100 16th Ave S
Great Falls, MT 59405

The first request for an official transcript will be processed without a fee; thereafter the processing fee for each transcript is \$3.00.

Transcripts/records submitted from other institutions/agencies cannot be released or duplicated, as they remain the property of the issuing institution/agency.

Students attending Montana State University – Great Falls College of Technology after 1987 can access an unofficial transcript at our website: www.msugf.edu by clicking "Banner Web" and logging onto the secure area. For more complete instructions, please see page 13.

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. Recent examples include an MBA offered by the University of Montana and Bachelor degrees offered by MSU-Bozeman and MSU-Northern. Further information about the Higher Education Center in Great Falls can be requested from Montana State University-Great Falls College of Technology Main Office or by calling the College at 406-771-4300 or 1-800-446-2698.

EVENING & INTERNET CLASSES

The College offers evening and Internet courses which are an extension of the daytime course offerings. In Fall and Spring semesters over 60 evening and Internet courses are offered in general education, computer technology, business, allied health, and office technology. During summer term emphasis is placed on offering evening and Internet 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 advisor for more information as to when courses for these programs are offered.

PROGRAMS OFFERED VIA INTERNET

**Medical Transcription-Certificate
Health Information Programs –AAS, Certificate,
Specialized Endorsement**

OUTREACH DEPARTMENT

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

Center for Extended Studies

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

The Center uses a variety of delivery methods to best accommodate students in each situation of course delivery, such as hiring qualified faculty in the community or electronically delivering courses. Courses may be delivered via internet, interactive video, and cable television. The Center plans distance learning opportunities and coordinates their 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, spreadsheets, database, multimedia, and accounting applications. These one-credit seminars are offered each semester on the MSU-Great Falls campus and at the Bozeman Tech Center during the evening hours.

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

Special Academic Opportunities

Internet Courses

Advantages: You can –

- Take courses from the comfort of your home
- Log in and complete assignments any time of day – or night.
- Save on travel costs.
- Blend a course with your work schedule.
- Save on babysitting costs.
- Enjoy learning through a text format.

Pitfalls : You must –

- Beware of procrastination.
- Be self-motivated.
- Wrestle with the technology along with the content of the course.
- Own a Pentium computer connected to the Internet.
- Purchase the correct software and a personal computer for microcomputer application courses.
- Install a sound card required for some courses.

Contact the Outreach Department each semester at 1-800-446-2698 or 771-4440 for a new schedule of distributed learning courses and programs or check the semester class schedule at www.msugf.edu.

Customized Training Centers in Great Falls and Bozeman

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, Computer Skills, Marketing on the Internet, E-Commerce, Advertising, Successful Business Writing, Innovation and Creativity, Conflict Management, and Professional Image, among other topics.

The College takes pride in its faculty who are skilled in various instructional areas. They are prepared to provide training for business and industry and to develop workshops fitting the special needs of a particular company.

Customized Training Representatives

Bozeman 406-522-0830

Great Falls 406-454-3217

MSU-GF Campus 406-771-4300; 800-446-2698

Continuing Education Center

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

Workshop fliers on a variety of training topics are mailed to those interested. Please call the College at 406-771-4300 or 1-800-446-2698 to request that your name be added to the mailing list.

Special Academic Opportunities

SPECIALIZED ENDORSEMENTS

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

Students seeking a Specialized Endorsement are not eligible for Financial Aid.

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
COMM 130	Public Speaking OR	3
COMM 135	Interpersonal Communications	3
	Total	18

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	Computer Calculators	1
	Total	20

Health Information Coding Specialist

Course No.	Title	Credits
AH 101	Health Care Delivery	2
AH 185	Medical Terminology	3
AH 194	Pharmaceuticals	1
AH 201	Medical Science	3
BIO 105	Fund of Human Biology	3
BIO 106	Fund of Human Bio Lab	1
CS 110	Intro to Computers	3
HI 132	Health Info Processes	3
HI 150	Prof Practice Exper Coding	2
HI 236	Inpatient Coding	3
HI 237	Outpatient Coding	3
OO 111	Fund of Health Insurance	3
OO 250	Computers in Med/Dent Office	1
	Total	31

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 287	Legal Transcription	4
	Total	23

Microcomputer Applications

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
CS 240	Software Integration	2
MATH 101	Introductory Algebra	4
OO 265	WordPerfect OR	3
OO 266	Microsoft Word	3
	Total	22

Special Academic Opportunities

Microcomputer Word Processing

Course No.	Title	Credits
CS 110	Introduction to Computers	3
CS 120	Internet Basics	1
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	3
OO 295	Administrative Office Proc	3
	Total	19

Professional Communications

Course No.	Title	Credits
COMM 130	Public Speaking	3
COMM 135	Interpersonal Communications	3
CS 110	Introduction to Computers	3
ENGL 120	Intro to Composition OR	3
ENGL 121	Composition I	3
ENGL 124	Business & Prof Comm OR	3
ENGL 228	Strategies of Business Comm	3
OO 107	Keyboarding I OR	3
OO 108	Keyboarding II	3
OO 265	WordPerfect OR	3
OO 266	Microsoft Word	3
	Total	21

Resource Interpretation

Course No.	Title	Credits
COMM 130	Interpersonal Communications	3
ENGL 121	Composition I	3
HIST 170	History of Western US	3
PHYS 180	Natural History of Western US	3
SOSC 184	Fund of Bio & Cultural Adapt	3
TOUR 116	Essential of Interpretation	4
TOUR 242	Interpretive Media Techniques	4
TOUR 260	Interpretive Program Techniques	4
TOUR 280	Internship in Interpretation	4-6
	Total	31-3

INDUSTRY STANDARD CERTIFICATIONS

Montana State University – Great Falls College of Technology offers courses that lead to Industry Standard Certification. They are as follows:

CompTIA Network+

Crse No.	Title	Credits
CS 126	Networking Fundamentals	4
CS 176	Intro to Router Technology	4
CS 226	Routing & Switching – Cisco III	4
CS 276	Network Design – Cisco IV	4

Note: Information provided in all four semesters of the Cisco courses is designed to cover the ComTIA Network+ objectives.

CompTIA A+

Crse No.	Title	Credits
CS 270	PC Troubleshooting/Main I	3
CS 271	PC Troubleshooting/Main II	3

Note: The PC Troubleshooting courses are divided into two separate courses so that both portions of the A+ exam can be covered.

Cisco Certified Networking Associate (CCNA)

Crse No.	Title	Credits
CS 126	Networking Fundamentals	4♣
CS 176	Intro to Router Technology	4♣
CS 226	Routing & Switching	4♣
CS 276	Network Design	4

Note: If the student completes each of the above Cisco courses with a final exam score of 80% or better, the student is eligible for a Cisco voucher worth 40% off the cost of the Certification exam at a Silvan Testing Center (cost with voucher is approximately \$60. The voucher discount is available at the discretion of Cisco systems.)

♣ A grade of “C” or above must be achieved in each course to continue to the next level.

Special Academic Opportunities

Cisco Certified Networking Professional (CCNP)

Crse	No.	Title	Credits
CS	278	Adv Router Configuration	4
CS	279	Remote Access	4
CS	281	Internetworking Switching	4
CS	282	Internetworking Troubleshooting	4

Successful completion of four examinations is required for the CCNP industry certification. At the completion of each of the above courses the student is prepared to take the corresponding examination.

Microsoft MCP and MCP +1

Crse	No.	Title	Credits
CS	211	Network Operating System II	4

Note: After completing CS 211, students can take the MCP Exam. If they then take CS 212 and CS 213, they can take the TCP/IP exam and the IIS4 exam. If they pass all three exams, they become MCP +1 certified.

Microsoft Office User Specialist (MOUS) Microsoft Word 2000

Crse	No.	Title	Credits
OO	266	Microsoft Word	3

Note: After successfully completing the course listed above, students are prepared to take the MOUS Word 2000 Core or Expert industry certification (depending on the student's consideration of readiness) examination at the local Silvan Testing Center.

Microsoft Office User Specialist (MOUS) Microsoft PowerPoint 2000

Crse	No.	Title	Credits
CS	140	PowerPoint	1

Note: After successfully completing the course listed above, students are prepared to take the MOUS PowerPoint industry certification examination at a local Silvan Testing Center.

Microsoft Office User Specialist (MOUS) Microsoft Excel 2000

Crse	No.	Title	Credits
CS	220	Electronic Spreadsheets	3

Note: After successfully completing the course listed above, students are prepared to take the MOUS Excel 2000 Core or Expert industry certification (depending on the student's consideration of readiness) examination at a local Silvan Testing Center.

Microsoft Office User Specialist (MOUS) Microsoft Access 2000

Crse	No.	Title	Credits
CS	205	Database Management	3

Note: After successfully completing the course listed above, students are prepared to take the MOUS Access 2000 Core or Expert industry certification (depending on the student's consideration of readiness) examination at a local Silvan Testing Center.

Microsoft Certified System Administrator (MCSA)

Crse	No.	Title	Credits
CS	126	Networking Fundamentals	4
CS	176	Intro to Router Technology	4
CS	211	Network Operating Systems II	4
CS	212	Network Operating Systems III	2
CS	213	Network Operating Systems IV	2
CS	270	PC Trbleshting/Maintenance I	3
CS	271	PC Trbleshting/Maintenance II	3

The MCSA is a new Microsoft Exam that combines Microsoft industry examinations with CompTIA certification examinations. Please inquire with the computer technology faculty for specifics on the certification and for a schedule of semester classes to meet your certification and educational goals. Not all courses are offered every semester. Note: After successfully completing the courses listed above, students are prepared to take the MCSA industry certification examination (depending on the student's consideration of readiness) at a local Silvan Testing Center.

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;
- Be enrolled as a regular student in a financial aid eligible certificate or degree program generally at least half time (specialized endorsements are not eligible for financial aid);
- 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.

The Office of Financial Aid may not award financial assistance in the form of loans, grants, scholarships, special funds, subsidies compensation for work, or prizes to vocational education students on the basis of races, color, national origin, sex, or handicap, except to overcome the effects of past discrimination. The Office of Financial Aid may administer sex restricted financial assistance where the assistance and restriction are established by will, trust, bequest, or any similar legal instrument, if

the overall effect of all financial assistance awarded does not discriminate on the basis of sex. Materials and information used to notify student of opportunities for financial assistance may not contain language or examples that would lead applicants to believe the assistance is provided on a discriminatory basis. If the Office of Financial Aid's service area contains a community of national origin minority persons with limited English language skills, such information must be disseminated to that community in its language.

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.

New students beginning their attendance in the Fall Semester should apply for financial aid by July 1. New students beginning their attendance in the Spring Semester should apply for financial aid by November 1. All students attending the Summer Semester should apply by March 1.

Although the deadlines for Fall, Spring and Summer are set in July, November, and March, some of the Federal and State financial aid

Financial Aid

programs with limited funding may already be fully expended for the award year. An applicant should apply by the March 1 priority date to ensure consideration for all Federal funding available for the award year.

Students may apply after these deadline dates; however, they may not have their financial aid awarded in time for the beginning of that semester. If a student's aid process is not complete when institutional charges are due, the student must pay his/her institutional charges and be reimbursed with his/her financial aid eligibility once the financial aid process has been completed and aid is received.

Application Deadlines	
March 1	Fall, Spring, Summer
July 1	Fall
November 1	Spring

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, Add: or online at www.fafsa.ed.gov. If the applicant completes the paper form, it will need to be mailed in the envelope provided. If the applicant submits an electronic FAFSA they will either mail in a signature page or sign the application with a PIN number. A pin number from the Department of Education for financial aid purposed may be obtained by going to this website: www.pin.ed.gov. 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 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. Federal Work-Study jobs may be on campus or in an off campus community service organization. Funding is limited and is awarded on a first-come, first-served basis.

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. State Work-Study positions are all located on campus. 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.

Montana Higher Education Grant (MTHEG)

Montana Higher Education Grants are a Federal and State form of gift aid. Students must have financial need and be a Montana resident. Student eligibility is determined by submitting the FAFSA. Students with Federal Pell Grant eligibility and who apply early have preference. Funding is limited and is awarded on a first-come, first-served basis.

Montana Baker Grant (MTAP)

The Montana Baker Grant is available to Montana students who have earned a predetermined amount of income the previous year and who are not receiving a set amount of other gift aid. Grants are between \$100-\$1000 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 fee waiver, it is necessary to maintain satisfactory academic progress in accordance with the 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 or the Financial Aid website at www.msugf.edu/financialaid/statefeewaivers.htm. 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 submit documentation that they are at least 1/4 American Indian, complete an affidavit stating that they have been bona fide residents of the State of Montana for at least one year prior to enrollment in the Montana University System, and demonstrate financial need by completing the FAFSA. Applicants for this fee waiver must file a FAFSA and complete their financial aid file with the Office of Financial Aid or online at www.msugf.edu/financialaid/statefeewaivers.htm. Application forms for this fee waiver are

Financial Aid

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, or online at www.msugf.edu/financialaid/statefeewaivers.htm.

Scholarships

Institutional Scholarships

MSU-Great Falls College of Technology has an institutional scholarship application for most institutional scholarships. The deadline for this application is February 1st for the next academic year. Contact the Office of Financial Aid for this application.

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. **All students should periodically check the financial aid website at the following address www.msugf.edu/financialaid/scholarships.htm.** The Office of Financial Aid will post scholarship information and deadlines on the financial aid website 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.

There are many FREE scholarship searches available on-line, the Office of Financial Aid recommends searching at these sites <http://fastweb.com> or 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 at MSU-Great Falls College of Technology 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. Deferments for Peace Corps or volunteer services may be available.

Veterans' Benefits

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

Veterans attending MSU-Great Falls COT must maintain a 2.0 Cumulative GPA. If the student falls below a 2.0 CGPA they will have one semester to raise their GPA to a 2.0. If the student is unable to do this, they will be placed

on suspension and will have to sit out a term before they are able to attend. Appeals are available for extenuating circumstances.

For information on Veterans' Benefits, contact the Office of Financial Aid at 406-771-4334 or the Veterans Administration at 1-888-GIBILL1.

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 class days attended in the term. Students who owe repayment will be ineligible for further Federal financial aid as long as a repayment is outstanding.

Students who do not officially withdraw but stop attending classes will be considered unofficial withdrawals. The institution will determine the last date of attendance. Based on this date, students may owe a repayment of aid received.

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.

Financial Aid

Return of Title IV Funds

This policy applies to students who officially or unofficially withdraw, and refunds for these students are determined according to the following policy:

1. The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: subsidized FFEL loans, unsubsidized FFEL loans, FFEL PLUS loans, Federal Pell Grants, and Federal SEOG. The state fund that may be affected is the MTAP grant.
2. A student withdrawal date is:
 - The date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; or
 - The midpoint of the period for a student who leaves without notifying the institution; or
 - The student's last date of attendance at a documented academically related activity.
3. Return of fund calculations:
 - For the purpose of billing and calculating return of funds the summer sessions are part of one summer term.
 - In accordance with federal regulations, when financial aid is involved, return of funds are allocated in the following order: unsubsidized FFEL loans, subsidized FFEL loans, FFEL Plus loans, Federal Pell Grants, Federal SEOG, other Title IV assistance.
 - Copies of this calculation can be requested from the Office of Financial Aid.
4. Institutional and student responsibilities in regard to the return of the Title IV funds.
 - MSU-Great Falls College of Technology's responsibilities in regard to the return of Title IV funds include:
 - Providing each student with the information given in this policy;

- Identifying students who are affected by this policy and completing the Return of Title IV calculation for those students;
 - Returning any Title IV funds that are due to the Title IV programs.
- - The student's responsibilities in regard to the return of the Title IV funds include:
 - Repaying to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for through the Return of Title IV funds calculation

Examples of this calculation can be obtained from the MSU-Great Falls College of Technology Office of Financial Aid.

Transfer Students

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.

Attendance

Attendance is mandatory to receive financial aid. You must attend your classes on a regular basis and complete them to continue to receive your financial aid. If you stop attending part or all of your classes, you may have to repay part or all of the financial aid you have received.

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 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 at the end of the add/drop period;
- 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;
- 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. Forms to appeal are available online at www.msugf.edu/financialaid/sap.htm or in the Office of Financial Aid. 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.

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

Academic Integrity Policy

As an institution of higher education, Montana State University - Great Falls College of Technology requires its students to adhere to high standards for academic integrity. It is a violation of academic integrity to present the ideas, designs, or work of another person as one's own effort or to permit another person to do so. The College will regard the following acts as violations of academic integrity requiring disciplinary action:

Plagiarism -Submitting an assignment-whether written, oral, graphic, or computer-generated-which consists wholly or partially of the words, work, or ideas of another individual without giving the original author proper credit.

Copying - Using crib notes, cheat sheets, books, or other material, resource or electronic device as aids in an examination or any other graded exercise, unless the instructor of the class has given permission to use such materials. Collaborating with another student or students on an examination or other graded exercise, unless the instructor has given permission, also constitutes copying.

Contributing to Academic Dishonesty – Knowingly assisting another student in an act of academic dishonesty.

Violations of academic integrity will not be tolerated at MSU-Great Falls College of Technology. The consequence for the first such violation is at the discretion of the instructor and range from a failing grade for the particular assignment/test to a failing grade in the course in which the act of academic dishonesty occurred. Faculty must report all violations of academic integrity to their respective Department Chairs. In the instance of repeated offenses, the Department Chair will recommend disciplinary action ranging from a failing grade for the assignment/course up to and including expulsion from the College. Appeals of Department Chair decisions on academic dishonesty are made to the Associate Dean for Academic Affairs.

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 incidences of accident or illness. Students will be requested to complete an incident report form which can be obtained from the Main Office.

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 are elected at the end of each spring semester and hold office throughout the following year. The program senators are elected each semester. This office also sits on various other College academic committees.

Bookstore

The bookstore carries an inventory of required textbooks and supplies. It also offers snack items, postage stamps, bus passes, and a check-cashing service.

Bookstore Hours	
Monday-Thursday	8:00 a.m. - 8:00 p.m
Friday	8:00 a.m. - 5:00 p.m.
Summer Hours	8.00 am - 5 p.m.

Student Information

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. A change of address form is available at the Information Desk or Student Services or addresses can be changed on the web. (See page 13 for details on accessing web information.)

Commercial Activities/Fund Raising

The sale of goods and/or services which benefit an individual and/or organization not associated with the Campus is prohibited in the building, at campus-sponsored activities, or on the Campus grounds. Solicitation of funds by any person and/or organization unaffiliated with the Campus 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.

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 contribute productively to the learning environment 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. Complaint Procedure

A student who believes that a policy of the College has been violated may make a complaint following the procedures outlines in this section. When possible, a student should attempt to resolve the complaint informally, by bring it to the attention of the individual(s) directly involved. However, when informal methods fail, the College will assist in the resolution of complaints through these formal procedures.

Types of Complaints:

The college has established procedures for each of the following types of complaints. The procedures for each type of complaint are provided in this section.

Equal Opportunity Complaints

The College's policies on equal opportunity and sexual harassment are provided in the catalog and are administered by the College's Affirmative Action/Equal Opportunity Officer. That officer is David Farrington, Director of Student Services, 2100 16th Avenue South, Great Falls, MT 59405. (Telephone: 771-4312). If a student believes that his/her right to equal opportunity has been violated, he/she should take the following steps:

1. Discuss the situation with the individual(s) immediately involved. If unable or unwilling to discuss the matter with this individual, discuss it with a counselor or the supervisory staff nearest the individual directly involved, e.g., the teacher of the class if the individual is another student, or the department chair if the individual is a faculty member, etc.
2. If an acceptable resolution cannot be identified, or if such a discussion is not possible, contact the College's Affirmative Action/Equal Opportunity Officer, David

Student Information

Farrington. To expedite an accurate investigation and a fair resolution of the problem at this level, the complaint should be stated in writing and should be brought to the Affirmative Action Officer as quickly as possible. The written complaint should describe the specific act(s) alleged to be in violation of the College's EEO policies, the student's attempts, if any, to resolve the grievance informally and the precise relief sought by the student.

3. All communication with the Affirmative Action Officer will be held in confidence; however, the Affirmative Action Officer may refer the investigation of the complaint to another appropriately qualified individual and provide that individual with access to all documents and witnesses, with the understanding that all communication with the investigator will be held in confidence.
4. Either party may appeal the Affirmative Action Officer's resolution of the complaint by submitting a written request for review to the Dean of the College. The request for review must be submitted within ten (10) working days after the student is notified of the resolution of the Affirmative Action Officer. The Dean will receive and review all evidence and render a written decision with recommendations as to resolution within ten (10) working days of receipt of the request for review.

Academic Complaints

Students who disagree with an academic decision made by an instructor or administrator, including the assignment of grades or decisions about program or degree requirements or eligibility, may file an academic complaint. The academic complaint procedures are administered by the Associate Dean for Academic Affairs, Dr. William Tapp. These procedures are designed to be used when a specific action or decision of a College instructor or administrator had a specific adverse effect on the academic performance or academic record of a student or students. Complaints about the general quality

of the performance of an instructor or other College employee are to be addressed through the personnel evaluation processes in place at the College.

The academic action or decision, including the assignment of a grade, will be considered unfair if the decision is made:

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

A student who wishes to make an academic complaint must follow these steps:

1. **Informal Meeting.** The student should attempt to resolve the matter directly with the instructor or administrator through a personal conference as soon as possible after the academic decision is known.
2. **Department Head/Director Review.** If the student and instructor/administrator cannot reach a mutually satisfactory resolution to the problem, the student may file a formal grievance. The grievance must be presented in writing to the instructor's/administrator's Department Head within ten (10) working days after the student became aware of the academic action/decision. The student must describe the grievance by explaining the specific adverse effect of a specific act(s) or decision of the instructor/administrator, why the student believes the act/decision was unfair, the student's attempts to resolve the grievance informally and the precise relief sought by the student. The student may attach copies of any relevant documents to the formal grievance.

Student Information

If a student requests assistance, a counselor in the College's Student Services Department will explain how to complete the written grievance formalizing the complaint, as well as how to follow any remaining steps of the formal procedure that the student considers.

The student will send a copy of the grievance to the instructor/administrator, who will have ten (10) working days to respond after receipt of the grievance.

The Department Head/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 receipt of the instructor's response. If the grievance is not concluded within this time, the student may carry it forward to the Associate Dean for Academic Affairs.

- 3. Associate Dean's Review.** Either party may appeal the Department Head's/Director's decision in writing to the Associate Dean for Academic Affairs, with copies to the instructor, student and the Department Head/Director. Such appeal will be filed within five (5) working days of receipt of the Department Head / Director's determination. The Associate Dean will submit a written decision to the student, instructor, and the Department Head/Director within ten (10) working days of receipt of the appeal. The decision of the Associate Dean is the final decision of the College.

Student Conduct Complaints

Montana State University—Great Falls College of Technology expects all students to conduct themselves as honest, responsible and law-abiding members of the campus community and to respect the rights of other students, members of the faculty and staff, and the public to use the College's facilities and participate in the College's programs. Student conduct that disrupts, invades or violates the personal,

educational, or property rights of others is prohibited and may be subject to disciplinary action, including dismissal and/or referral for prosecution. A detailed guide of the Student Conduct complaint procedure may be obtained from the Main Office and/or Student Services.

Disability Services for Students

Students with disabilities who require a reasonable accommodation of that disability for 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 receiving assistance.

Formal written request for accommodation must be completed with the Student Services Department at least 2 weeks prior to enrollment or to the time the accommodation is to take effect. Forms for completing the formal written request are available from Student Services. Continuing students must maintain "good academic standing" to continue using this service.

The College has specialized adaptive equipment for persons with disabilities including video magnifiers, computer magnification systems, speech systems, and screen readers/Braille systems. Telecommunications Device for the Deaf (TDD) is available in Student Services as well as on the pay phone on the second floor. TDD phone number is (406) 771-4424.

Physical access to the building for persons with physical disabilities is provided through designated parking, a ramp at the East, North and South parking lots and an automatic door at the East entrance to the building. Handicapped parking is available at the East and South entrances and will be strictly enforced. Please register your license plate with Disability Services.

For further information, contact the Coordinator of Special Services at 406-771-4311.

Student Information

Educational Opportunity Center (EOC)

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. The EOC provides the following services for everyone-students and community:

- Help to choose a career, 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 students succeed.

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

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 College. Students' educational records (with the exception of directory information) will not be released to third parties outside of the College, except with the written consent of the student. Students have the right to inspect their own educational records, except for those to which students have expressly waived this right (e.g. Career Services placement). Students have the right to request amendment of their records, if they are found to be inaccurate, misleading or otherwise in violation of the 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 College to comply with the requirements of the Family Educational Rights and Privacy Act.

Directory Information: The Family Educational Rights and Privacy Act permits the release of information designated as directory information to third parties outside the College without the written consent of the student.

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

Any questions regarding educational records should be directed to the Registrar. A detailed guide of the Family Educational Rights and Privacy Act and the definition of "directory information" may be obtained from the Main Office or Student Services.

Food and Beverages

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

Guidance and Counseling

Professional staff is available to provide career, education, and personal assistance as well as admissions and financial aid information to prospective and enrolled students. Appointments can be scheduled at: 406-771-4414 or 1-800-446-2698.

Health Insurance

Although recommended, health insurance is not provided by Montana State University-Great Falls College of Technology. Brochures for outside agencies who provide this service are available in Student Services.

Student Information

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 and Student Services.

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. The Placement Office is located in Student Services or call 771-4323.

Library

The Montana State University-Great Falls Campus Library supports instruction and student learning by providing open access to information and knowledge. The Library's collection of books, videos, and periodicals is particularly strong in the subjects of allied health and business. Access to Library holdings is through a Web-based catalog. The Library also has electronic access to a rich array of resources including full-text periodicals and newspapers, periodical indexes, reference materials, and the catalogs of other libraries. The MSU proxy server gives students remote access to the library and its resources. A knowledgeable staff is available to help patrons with information needs. Library services include reference, individual and group instruction, interlibrary loan, and reserves. A current student ID is required to check out library items. For library access or information, call the library at (406) 771-4398 or visit the Library's Web site at:
<http://www.msugf.edu/library/library.html>.

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.

Minor Children of Students

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

Montana Educational Talent Search

Montana Educational Talent Search (METS) is a federally funded TRIO program with its main office in Helena at the Commissioner of Higher Education Office. A target field office is located in Great Falls on the Montana State University-Great Falls Campus.

METS encourages and assists middle and high school students and young adults to complete high school and continue on to postsecondary institutions. METS 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.

Student Information

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 and south 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 along the roadway.

Posted Announcements

A student bulletin board is located in the Student Commons. 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.

Publication & Distribution

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 which infringe on the rights of others, or which are likely to cause substantial disruption of the College's activities. The Dean will provide guidance regarding restrictions that may apply to distribution.

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.

Safety

Unsafe conditions on the Campus should be reported immediately to faculty, staff, or the Main Office. Because 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 Campus is a smoke-free building. Smoking is not allowed anywhere in the building or within twenty-five (25) feet of the building. Smokers are asked to use receptacles on the West side of the building for disposal of cigarettes in lieu of disposing of them on the Campus grounds.

Snack Bar and Cafeteria

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

Student Emergency Assistance Program

The Student Emergency Assistance Program (SEAP) 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 may obtain a nontransferable identification card. The identification card may be of assistance when purchasing books, cashing checks in the bookstore and using the library. Lost identification cards may be replaced by purchasing them through Student Services for \$5.

Telephones

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

PROGRAMS OF STUDY



ALLIED HEALTH

BUSINESS & TECHNOLOGY

RELATED INSTRUCTION

TRANSFER

Programs of Study

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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.

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.

NOTE

Continuation of this program is contingent on sufficient numbers of students applying for admission after completing the prerequisites.

Allied Health

Pre-Bioscience Technology Required Courses

A background in science is essential to success in the Bioscience Technology Program. To be admitted to the program, all applicants must have completed high school chemistry, physics, and biology with a grade of "B" or higher or the equivalent college courses with a grade of "C" or higher.

Students without a science background are required to complete BIO 105/106 and PHYS 130 with a grade of "C" or higher prior to admission into the program.

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.

Prerequisite Courses for All Concentrations

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

ANIMAL LABORATORY TECHNICIAN OPTION

Required Courses After Formal Acceptance

Spring Semester

Course No.	Title	Credits
BIO 280	Microbiology	4
BIO 211*	Anatomy & Physiology II	3
BIO 212*	Anatomy & Physiology II Lab	1
CHM 152*	Essentials of Organic Chem	3
CHM 153*	Ess of Organic Chem Lab	1
CS 110	Introduction to Computers	3
	Total	15

Summer Term

Course No.	Title	Credits
BM 106	Introduction to Business	3
COMM 135	Interpersonal Communications	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
PSY 101	General Psychology	3
	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>	9
	Total	9

Estimated Total Program Credits – 67

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

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 Instru & Meas I	4
BST 120	Intro to Lab Animal Science	4
CS 110	Introduction to Computers	3
MATH 130*	College Algebra OR	4
MATH 150*	Math for Liberal Arts	<u>3</u>
Total		18/19

Summer Term

Course No.	Title	Credits
BST 112	Electronic Instru & Meas II	5
COMM 135	Interpersonal Communications	<u>3</u>
Total		8

Fall Semester

Course No.	Title	Credits
BST 210	Biomedical Instrumentation I	5
BST 140	Hazardous Material Handling/ Governmental Regulations	3
CS 166*	Computer Operating Systems	3
PSY 101	General Psychology	<u>3</u>
Total		14

Spring Semester

Course No.	Title	Credits
BST 212	Biomedical Instrumentation II	5
BST 250	Externship in Bioscience Tech <u>TBA</u>	
Total		10

Estimated Total Program Credits – 68-69

RESEARCH LABORATORY TECHNICIAN OPTION

Required Courses After Formal Acceptance

Spring Semester

Course No.	Title	Credits
BIO 280	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 Chem Lab	1
MATH 130*	College Algebra OR	4
MATH 150*	Math for Liberal Art	<u>3</u>
Total		15/16

Summer Term

Course No.	Title	Credits
BM 106	Introduction to Business	3
CS 110	Introduction to Computers	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
COMM 135	Interpersonal Communications	3
PSY 101	General Psychology	<u>3</u>
Total		19

Spring Semester

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

Estimated Total Program Credits – 70-71

DENTAL ASSISTANT

Certificate

Advisors: Carmen Perry

Dental Assistants are important members of the dental health care team – dentist, dental assistant, dental hygienist, and dental laboratory technician. The Dental Assistant performs a wide variety of tasks requiring both interpersonal and technical skill that help to increase the efficiency of the dental practice. Most of the time, dental assistants work chairside with the dentist delivering patient care, although at times, they may also work independently or in the business aspect of the dental office.

The dental assisting profession provides a rewarding career in service to the public. It calls for individuals who are flexible, responsible, intelligent, and caring. General dentists or dental specialists employ most dental assistants, however other opportunities for employment exist in hospitals, public health settings, insurance or supply companies, and educational institutions. Because dentists often employ two or three dental assistants, employment opportunities are excellent.

The Dental Assistant program at MSU-Great Falls College of Technology (MSU-GF COT) is accredited by the American Dental Association Council on Dental Education. Students sit for the national certification examination administered by the Dental Assisting National Board to become Certified Dental Assistants. Students graduating from MSU-GF COT are qualified to perform expanded functions approved by the Montana Board of Dentistry. They spend their third semester in clinical practice in extramural dental settings. Students must be current in CPR, obtain a Hepatitis B vaccination series, and carry student liability insurance. Students are also encouraged to become student members of the American Dental Assistants Association.

Dental Assistant students must complete all coursework with a “C” or better to graduate from the program. Program director approval is required prior to enrollment in DA 185 and 190, Clinical Office Practice and Clinical Seminar.

Fall Semester

Course No.	Title	Credits
BIO 105	Fund of Human Biology	3
BIO 106	Fund of Hum Biology Lab	1
DA/DH 115	Head, Neck & Oral Anatomy	3
DA/DH 120	Oral Radiology I	2
DA 123	Chairside I	4
ENGL 120**	Intro to Composition OR	3
ENGL 121**	Composition I	
MATH ---	MATH 101 OR higher by placement score	4
	Total	20

Spring Semester

Course No.	Title	Credits
COMM 135	Interpersonal Communications	3
DA 117	Dental Office Management	1
DA/DH 121	Oral Radiology II	2
DA 124	Chairside II	4
DA 165	Dental Specialties	3
DA 172	Dental Science	3
DA 150	Preventive Dentistry	3
OO 250	Computers in Medical/Dental	1
	Total	20

Summer Term

Course No.	Title	Credits
DA 185	Clinical Seminar	1
DA 190	Clinical Office Practice	7
	Total	8

Total Program Credits - 48

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

Allied Health

DENTAL HYGIENE

Associate of Applied Science Degree

Advisor: Kim Woloszyn

The Dental Hygienist is an integral member of the dental team who works together with the dentist to meet the oral health needs of each patient. The MSU-Great Falls College of Technology Dental Hygiene Program provides the knowledge and skills necessary for the dental hygienist to provide direct patient dental care.

General and specialty dentists employ most dental hygienists, but some may be employed in research, education and public health care settings such as hospitals, nursing homes, & public health clinics.

Flexible scheduling is a distinctive feature of this job. Dentists frequently hire hygienists to work only 2 or 3 days a week, so hygienists may hold jobs in more than one dental office.

Population growth and greater retention of natural teeth will stimulate the demand for dental health care professionals.

Upon receipt of the Associate of Applied Science degree, successful completion of the National Dental Hygiene Board Examination is required. The graduate will also need to obtain a license for the state he/she wishes to practice in by successfully completing a regional practical examination (WREB). The dental hygienist must practice in accordance with the requirements of the individual state practice acts and abide by requirements to maintain licensure.

The MSU-Great Falls College of Technology's Dental Hygiene Program is a limited enrollment program, accepting 12 students each year. Interested students are urged to contact Student Services and the Allied Health Department for student advising specific to admission requirements and criteria for program acceptance.

Following acceptance into the program, the Dental Hygiene Program is two years in length with a ten week summer session between the first and second year.

Prerequisite Courses

Course No.	Title	Credits
BIO 209	Anatomy & Physiology I Lab	1
BIO 210	Anatomy & Physiology I	3
BIO 211*	Anatomy & Physiology II	3
BIO 210*	Anatomy & Physiology II Lab	1
CHM 150	Prin of Inorganic Chemistry	3
CHM 151	Prin of Inorganic Chem Lab	1
ENGL 121**	Composition I	3
MATH 130**	College Algebra OR	
MATH 150**	Math for Liberal Arts OR	
MATH 161**	Math for Health Science	<u>3-4</u> 18-19

All prerequisite coursework and the dental hygiene application must be completed before May 31st of the year prior to entry.

Program Course Requirements

Fall Semester

Course No.	Title	Credits
BIO 280	Microbiology	4
DH 101	Intro to Dental Hyg/Preclinic	2
DH 102	Intro to Den Hyg/Preclinic Lab	2
DH 111	Infect Control & Disease Prev	2
DH/DA 115	Head, Neck & Oral Anatomy	3
DH/DA 120	Oral Radiology I	<u>2</u> 15

Spring Semester

Course No.	Title	Credits
AH 140	Pharmacology	2
DH 150	Clinical Dent Hyg Theory I	2
DH 151	Clinical Dent Hyg Practice I	3
DH 160	Periodontology I	2
DH 165	Oral Embryology & Histology	2
DH/DA 121	Oral Radiology II	2
DH 240	Local Anesthesia/ Nitrous Oxide Theory & Lab	<u>2</u> 15

Summer Semester

Course No.	Title	Credits
COMM 130	Public Speaking	3
DH 201	Periodontology II	2
DH 210	Clinical Dent Hyg Theory II	2
DH 211	Clinical Dent Hyg Practice II	<u>3</u> 10

Allied Health

Fall Semester

Course No.	Title	Credits
AH 221N	Human Nutrition	3
DH 130	Dental Materials	2
DH 215	General/Oral Pathology	3
DH 241	Gerontology & Special Needs Patients	2
DH 250	Clinical Dent Hyg Theory III	1
DH 251	Clinical Dent Hyg Practice III	4
		15

Spring Semester

Course No.	Title	Credits
DH 230	Comm Dental Health & Educ	2
DH 235	Prof Issues & Ethics in Dent Prac	2
DH 280	Clinical Dent Hyg Theory IV	1
DH 281	Clinical Dent Hyg Practice IV	4
PSY 101	Introduction to Psychology OR	
PSY 109	Lifespan Development	3
SOC 111	Introduction to Sociology	3
		15

Total Program Credits – 88-89

Students will be required to purchase dental instruments, supplies, uniforms and may also be required to provide transportation to clinical sites and lodging costs depending on the clinical sites selected.

EMERGENCY SERVICES

Associate of Applied Science Degree

EMERGENCY MEDICAL TECHNICIAN PARAMEDIC (EMT-P) OPTION

Advisor: Steve Ziegler

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-

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

Allied Health

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.

Course No.	Title	Credits
AH 185	Basic Medical Terminology	3
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
		17

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	ACLS Preparation	1
EMS 148	Pre-Hospital Trauma Life Sup	1
		18

Spring Semester

Course No.	Title	Credits
EMS 146	PALS Preparation	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 OR	3
PSY 109	Lifespan Development	3
	Total	15

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 & Reg Aspects of HC	2
		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 Lang	3
PHIL 238	Medical Ethics	3
SOC 111	Introduction to Sociology	3
		17

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

Total Program Credits - 67

EMERGENCY SERVICES

Associate of Applied Science Degree

FIRE AND RESCUE TECHNOLOGY OPTION

Advisor: Tom Lindell

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 semi-annually 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 Bio	3
COMM 130	Public Speaking	3
CS 110	Introduction to Computers	3
EMS 137	EMT Basic	6
ENGL 121**	Composition I	3
ENGL 228*	Strategies of Business Comm	3
MATH **	130 or above	4
PHYS 130	Fund of Physical Science OR	3
CHM 150	Princ of Inorganic Chemistry &	3
CHM 151	Princ of Inorganic Chem Lab	1
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

Total Program Credits – 66

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

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

Allied Health

HEALTH INFORMATION CODING SPECIALIST

Certificate

Advisor: Kim Baumann

Health information coding is the transformation of verbal descriptions of diseases, injuries and procedures into alphanumeric designations. The Health Information Coding program is designed to prepare individuals to translate diagnostic and procedural phrases utilized by health care providers into coded form by developing an understanding of the structure of the human body, etiology, pathology, signs, symptoms, diagnostic studies, treatment modalities and prognosis of diseases and procedures.

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
AH	101	Health Care Delivery	2
AH	185	Medical Terminology	3
AH	194	Pharmaceuticals	1
AH	201	Medical Science	3
BIO	105	Fund of Human Biology	3
BIO	106	Fund of Human Bio Lab	1
CS	110	Intro to Computers	3
ENGL	120	Introduction to Comp OR	
ENGL	121	Composition I	3
HI	132	Health Info Processes	3
HI	150	Prof Prac Experience Coding	2
HI	236	Inpatient Coding	3
HI	237	Outpatient Coding	3
MATH	***	101 or higher	4
OO	111	Fund of Health Insurance	3
OO	250	Computers in Med/Dent Office	1
PSY	101	Introduction to Psychology OR	
SOC	111	Introduction to Sociology OR	
COMM	130	Public Speaking OR	
COMM	135	Interpersonal Communications	3

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A specialized endorsement in Health Information Coding is also available. Please see page 20 for more details.

Allied Health

HEALTH INFORMATION TECHNOLOGY

Associate of Applied Science Degree

Advisor: Kim Baumann

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.

Prerequisite Courses

Course No.	Title	Credits
AH 101	Healthcare Delivery in the US	2
AH 185	Basic Medical Terminology	3
HI 132	Health Information Processes	3
MATH 150**	Math for Liberal Arts	3
ENGL 121**	Composition I	3
	Total	14

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 I	3
HI 135*	Prof. Experience Practicum	1
HI 110*	Healthcare Information	4
HI 115	Health Care Pers & Superv.	2
HI 156	Legal and Reg Aspects of HC	2
	Total	16

Summer Term

Course No.	Title	Credits
COMM 130	Public Speaking	3
PSY 101	General Psychology OR	3
SOC 111	Introduction to Sociology	3
	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 228	Strategies of Business Comm	3
HI 236*	ICD Coding	3
HI 245*	Prof. Practice Experience I	2
	Total	16

Spring Semester

Course No.	Title	Credits
HI 225*	Mnging the Health Info Dept	3
HI 237*	CPTCoding	3
HI 240*	Healthcare Quality	3
OO 111	Fund of Health Insurance	3
OO 250	Computers in Med/Dental	1
	Total	13

Summer Term

Course No.	Title	Credits
HI 290*	Prof. Practice Experience II	3
HI 292*	Topics in HIT	3
	Total	6

Total Program Credits – 70

Suggested Electives

Course No.	Title	Credits
COMM 135	Interpersonal Communications	3
HI 200	HIT Transcription	2
MATH 216	Basic Statistics	3
MATH 217	Intermediate Statistics	3
OO 241	Medical Office Procedures	2
OO 255	Medical Transcription I	3
PHIL 238	Medical Ethics	3

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

Allied Health

MEDICAL ASSISTANT

Associate of Applied Science Degree

Advisor: Cynthia Myles

The Certified Medical Assistant (CMA) is the only health professional specifically trained to work in outpatient or ambulatory settings such as physician's offices, group practices and clinics.

Certified Medical Assistants are multi-skilled health professionals who are crossed trained to work in the smooth operation of the outpatient setting under the supervision of the physician, nurse practitioner or physician's assistant. The CMA constantly interacts with patients, families and other health care givers.

CMA skills include: *Clinical Skills* including vital signs, patient history, EKG, Laboratory Procedures, Venapuncture, Medication Administration, Set up and Assist with Exams, Patient Counseling. *Administrative Skills* including Scheduling, Medical Records Management, Accounting, Insurance Billing, Database Management, Medical Transcription, Legal and Ethical Issues.

The Medical Assistant Program at Montana State University – Great Falls College of Technology is nationally accredited through CAAHEP and the American Association of Medical Assistants. This enables the graduate to sit for the national accreditation exam and become a Certified Medical Assistant.

A grade of "C" or above must be achieved in all prerequisite and required courses to successfully complete the Medical Assistant Program and earn an Associate of Applied Science Degree.

Prior to the clinical externship students must Carry current certification in CPR, Provide proof of vaccination for Hepatitis B, MMR, and a negative Tuberculin test or approved treatment, have a notarized Contract of Confidentiality on file with the Program Director, and proof of liability insurance.

Required Skill

OO 107 Keyboarding I or Challenge Exam

Prerequisite Courses

Course No.	Title	Credits
ACCT 101	Accounting Procedures I	3
AH 185	Basic Medical Terminology	3
COMM 135	Interpersonal Communications	3
CS 110	Introduction to Computers	3
MATH 161**	Math for Health Science	4
	Total	16

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	Health Information Processes	3
HI 236*	ICD Coding	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 111	Fund of Health Insurance	3
OO 250*	Comps 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
	Subtotal	52
	Prerequisites	16

Total Program Credits – 68

Suggested Electives

Course No.	Title	Credits
BM 230*	Management	3
HI 156	Legal and Regulatory Aspects of Healthcare	2
OO 220	Interviewing for Jobs	1
OO 221	Resumes	1
PHIL 238	Medical Ethics	3

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

PHYSICAL THERAPIST ASSISTANT

Associate of Applied Science Degree

Advisors: Christine Kowalski

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. 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. Students are encouraged to meet with program advisor to receive guidance in planning course work.

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 Requirements

Background in basic sciences and proficiency in computer skills are essential to success in the Physical Therapist Assistant Program. Prior to Fall admission into the PTA program students must:

- Have completed High school Biology, Physics, and Chemistry, or college equivalent;
- Have completed 40 hours observation at physical therapy clinics/ facilities;
- Write and submit a short reflective paper detailing their experiences at clinical observations (criteria for this paper is provided to the student);
- Show proof of computer literacy (high school or college courses, or challenge exam);
- Provide three letters of reference.



Allied Health

Fall First Year

Course No.	Title	Credits
BIO 210	Anatomy & Physiology I	3
BIO 209	Anatomy & Physiology I Lab	1
COMM 130	Public Speaking OR	3
COMM 135	Interpersonal Communications	
ENGL 121**	Composition I	3
MATH 161**	Math for Health Science	4
PTA 100*	Introduction to Physical Therapy	3
PTA 110*	Introduction to Physical Therapy Lab	1
	Total	18

Spring First Year

Course No.	Title	Credits
AH 217*	Motion and the Human Body's Response	2
AH 218*	Motion and the Human Body's Response Lab	2
BIO 211	Anatomy & Physiology II	3
BIO 212	Anatomy & Physiology II Lab	1
PSY 101	General Psychology	3
PTA 101*	Physical Therapist Assisting I	2
PTA 102*	PTA I Lab	2
PTA 208*	Neuroscience I	2
	Total	17

Summer First Year

Course No.	Title	Credits
AH 108*	Disease Concepts	2
PTA 201*	Physical Therapist Assisting II	2
PTA 202*	PTA II Lab	2
PTA 209*	Neuroscience II	1
PTA 210*	Clinical Experience I	2
	Total	9

Fall Second Year

Course No.	Title	Credits
PSY 109	Lifespan Development	3
PTA 200*	Issues in Physical Therapy	2
PTA 203*	Physical Therapy Project I	1
PTA 211*	Physical Therapist Assisting III	2
PTA 212*	PTA III Lab	2
PTA 215*	Introduction to Orthopedics	2
PTA 216*	Intro to Orthopedics Lab	1
PTA 220*	Clinical Experience II	2
	Total	15

Spring Semester

Course No.	Title	Credits
PTA 225*	Procedures & Applications	2
PTA 230*	Clinical Affiliation I	5
PTA 240*	Clinical Affiliation II	5
	Total	12

Total Program Credits – 71

The Physical Therapist Assistant Program will **not** be accepting students for PTA courses in Fall 2002. Due to a restructure of program curriculum, students will need to have **all** core/general education courses and science courses completed successfully **prior to** acceptance into the PTA program. Please contact Program Advisor, Dr. Christine Kowalski at (406) 771-4359 for further information.

To be a successful Physical Therapist Assistant, you should:

- Like to work with people and have an outgoing personality and strong communication skills
- Be patient, encouraging, and creative
- Have stamina, good physical dexterity and coordination, and enjoy physical activity
- Have good decision-making abilities, and be able to follow directions
- Be organized and self-motivated

With experience, Physical Therapist Assistants are often given greater responsibility and better pay. In large health care facilities, supervisory possibilities may open up.

PRACTICAL NURSE Associate of Applied Science

Advisors: Cheryll Alt
Robyn Bush
Patti Kercher
Cynthia Myles

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. Credits earned 5 or more calendar years earlier will be reviewed by the appropriate department chair, lead faculty, and/or registrar, who may require repetition of any course in which the content has substantially changed. 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, Nursing Fundamentals II, Medical/Surgical Nursing and Maternal Child Nursing before entering the course clinicals. If a student obtains less than a grade of "Satisfactory" (75%) in any portion of Nursing Fundamentals I, Nursing Fundamentals

II, Medical/Surgical Nursing 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 general education and basic science is essential to prepare the applicant to succeed in the practical nursing program. Applicants must complete the following courses with a minimum grade of "C" in each course prior to formal acceptance into the program.

Prerequisite Courses

Course No.	Title	Credits
AH 145	Intro to Medical Terminology	1
BIO 210	Anatomy & Physiology I	3
BIO 209	Anatomy & Physiology I Lab	1
COMM 135	Interpersonal Communications	3
CS 110	Introduction to Computers	3
ENGL 121**	Composition I	3
MATH 161**	Math for Health Science	4
		18

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

Allied Health

FALL ENTRY

Program Course Requirements After Formal Acceptance

Fall Semester

Course	No.	Title	Credits
AH	140	Pharmacology	2
AH	221N	Human Nutrition	3
BIO	211	Anatomy & Physiology II	3
BIO	212	Anatomy & Physiology II Lab	1
PN	141	Perspectives of Nursing	1
PN	155	Nursing Fundamentals I	6
PSY	109	Lifespan Development	3
Total			19

Spring Semester

Course	No.	Title	Credits
PN	131	Medical/Surgical Nursing	13
PN	156	Nursing Fundamentals II	4
Total			17

Summer Term

Course	No.	Title	Credits
AH	120	Intravenous Therapy	1
PN	236	Mental Health	2
PN	243	Maternal Child Nursing	7
PN	246	Nursing Issues & Trends	1
Total			11

Total Program Credits - 65

SPRING ENTRY

Program Course Requirements After Formal Acceptance

Spring Semester

Course	No.	Title	Credits
AH	140	Pharmacology	2
AH	221N	Human Nutrition	3
BIO	211	Anatomy & Physiology II	3
BIO	212	Anatomy & Physiology II Lab	1
PN	141	Perspectives of Nursing	1
PN	155	Nursing Fundamentals I	6
PSY	109	Lifespan Development	3
Total			19

Summer Term

Course	No.	Title	Credits
PN	132	Medical/Surgical Nursing I	6
PN	156	Nursing Fundamentals II	4
Total			10

Fall Semester

Course	No.	Title	Credits
AH	120	Intravenous Therapy	1
PN	133	Medical/Surgical Nursing II	7
PN	236	Mental Health	2
PN	243	Maternal Child Nursing	7
PN	246	Nursing Issues & Trends	1
Total			18

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

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.

Problem solving and creative thinking are also essential skills for respiratory care professionals. The curriculum is designed to develop critical thinking and analytical skills including collection and organization of data as well as the ability to develop logical actions based on data analysis.

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.

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

Allied Health

Applicants must complete the following courses with a minimum grade of "C" in each course prior to formal acceptance into the program.

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 Comm OR	3
COMM 130	Public Speaking	3
	Total	17

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	Resp Techn & Procedures I	4
	Total	16

Spring Semester

Course No.	Title	Credits
RC 140	Resp Care Clinic I (2 days/wk)	5
RC 171	Resp Techn & Procedures I	4
RC 180	Ventilator Management	2
RC 255	Pulmonary Assessment	3
RC 275	Pulmonary Disease	2
	Total	16

Summer Term

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

Fall Semester

Course No.	Title	Credits
AH 120	IV Therapy	1
EMS 145	ACLS Preparation	1
EMS 146	PALS Preparation	1
RC 240	Resp Care Clinic III (2 days/wk)	5
RC 245	Resp Care Clinical Seminar I	1
RC 250	Hemodynamic Monitoring	3
RC 265	Resp Care in Alternative Sites	1
RC 273	Pulmonary Function Testing	1
	Total	14

Spring Semester

Course No.	Title	Credits
BIO 280	Microbiology	4
RC 241	Resp Care Clinic IV (3 days/wk)	7
RC 246	Resp Care Clinical Seminar II	1
RC 280	Supervisory Management	2
	Total	14

Total Program Credits - 84



SURGICAL TECHNOLOGY

Certificate

Advisor: Cynthia Myles

Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel-delivering patient care before, during and after surgery. Scrub, circulating, and second assisting surgical technologists have primary responsibility for maintaining the sterile field, being constantly vigilant that all members of the team adhere to aseptic technique.

The Surgical Technologist, often referred to as a “scrub tech,” serves as a member of the surgical team by preparing the patient for surgery, placing equipment and supplies in the operating room, arranging instruments under the direction of the nurse, maintaining the specified supply of fluids for use during the operation, adjusting lights and equipment, handing instruments and supplies to the surgeon, counting materials and supplies used during the operation, and cleaning the operating room after surgery.

The Surgical Technology Program at Montana State University – Great Falls College of Technology is nationally accredited through the CAAHEP and the Association of Surgical Technologists. This enables the graduate to sit for the national certification exam and become a Certified Surgical Technologist. A pre-graduation test assessing the knowledge of the soon to be graduates is required prior to completion date. Students are required to complete both of these exams maintain the program’s national certification.

The curriculum is designed to provide each student with knowledge and skills of an entry-level Surgical Technologist. It is designed to be competency based and emphasis is placed on the performance of clearly defined objectives. This is accomplished through: lectures which provide a theoretical foundation upon which students can build their skills and techniques; clinical laboratory experiences which provide

observation and practice of skills and techniques; and clinical opportunities which allow students to apply skills and techniques in a professional setting. The students will also be exposed to professional issues, ethics, behavioral attitudes and communications skills in relation to working in health care.

Admission to the Surgical Technology Program is limited due to clinical space and various other factors. Please request a program application packet from the program director.

Required Skill

CS 110 Introduction to Computers **OR**
Challenge Exam

Prerequisite Semester

Course No.	Title	Credits
AH 108	Disease Concepts	2
AH 145	Intro to Med Terminology	1
AH 194	Basic Pharmaceuticals	1
BIO 105	Fund of Human Biology	3
BIO 106	Fund of Human Biology Lab	1
COMM 135	Interpersonal Communication	3
ENGL 120**	Intro to Composition OR	3
ENGL 121**	Composition I	
MATH 101**	Introductory Algebra	4
		18

Fall Semester

Course No.	Title	Credits
SURG 102	Safe Pat Care & Op Rm Tech	5
SURG 104	Surgical Technology Lab	7
SURG 105	Surgical Procedures I	4
		16

Spring Semester

Course No.	Title	Credits
SURG 106	Surgical Procedures II	5
SURG 192*	Clinical Experience I	4
SURG 193	Clinical Experience II	4
		13

Summer Semester

Course No.	Title	Credits
SURG 194*	Internship	4
		4

Total Program Credits – 51

* Indicates prerequisites needed
** Placement in course(s) is determined
by admissions 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.

Fall Semester

Course	No.	Title	Credits
TB	112	Auto & Paint Shop Safety	1†
TB	130	Basic Auto Construction	1†
TB	134	Correcting Sheet Metal	3†
TB	135	Stationary Glass Replacement	2†
TB	141	Surface Preparation and Under Coats	3†
TB	142	Top Coat Applic. (Lacquer)	3†
		Total	13

Spring Semester

Course	No.	Title	Credits
TB	136*	Correcting Collision Damage	5†
TB	150*	Paint Removal	3†
TB	153*	Overall Refinishing	3†
TB	154*	Paint Problems	1†
		Total	12

Fall Semester

Course	No.	Title	Credits
TB	220	Fiberglass & Plastic Repair	3†
TB	243*	Panel Replacement	3†
TB	248*	Spot Repair and Blending	3†
TB	249*	Paint Formulation and Tinting	3†
		Total	12

Spring Semester

Course	No.	Title	Credits
TB	245*	Production Body Repair	3†
TB	246*	Total Body Rebuilding and Sectioning	3†
TB	250*	Production Refinishing	3†
TB	254*	Specialty Finishes	1†
TB	255*	Estimating Collision Damage	3†
		Total	13

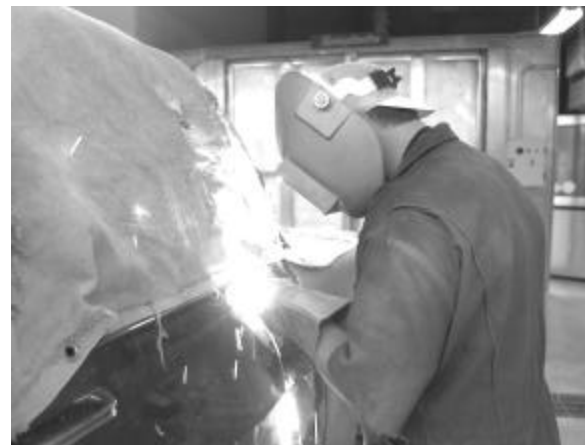
Related Instruction Requirements

Course	No.	Title	Credits
COMM	135	Interpersonal Communications	3†
ENGL	--- **	ENGL 120 or higher	3†
MATH	--- **	MATH 065 or higher	3-4†
		Total	10

Suggested Electives

Course	No.	Title	Credits
BM	106	Introduction to Business	3
CS	110	Introduction to Computers	3

Total Program Credits - 68



- † A grade of “C” or above required for graduation
- * Indicates prerequisites needed
- ** Placement in course(s) is determined by admissions assessment

Business & Technology

BUSINESS

The Business Program prepares students to assume entry-level business roles. 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 one of these programs are required to complete prerequisite business core and required courses with a grade of “C” or above.

Required Skill

OO 107 Keyboarding I or Challenge

Prerequisite Courses

Course No.	Title	Credits
COMM 135	Interpersonal Comm	3†
CS 110	Introduction to Computers	3†
ENGL 121**	Composition I	3†
MATH 104**	Business Mathematics	4†
	Total	13

Business Core

Course No.	Title	Credits
ACCT 101	Accounting Procedures I	3†
ACCT 102*	Accounting Procedures II	3†
ACCT 190*	Payroll Accounting	3†
BM 106	Introduction to Business	3†
CS 120*	Internet Basics	1†
CS 220*	Electronic Spreadsheets	3†
MATH 108**	Intermediate Algebra	4†
OO 220	Preparing Resumes OR	1†
OO 221	Interviewing for Jobs	1†
	Total	21

Prerequisite/Core Total Credits – 34

† A grade of “C” or above required for graduation
 * Indicates prerequisites needed
 ** Placement in course(s) is determined by admissions assessment

Business & Technology

ACCOUNTING

Associate of Applied Science Degree

Advisor: Jon Nitschke

The Accounting Degree requires satisfactory completion of the Prerequisite Courses (13 credits), the Business Core (21 credits) listed on page 59, and the following courses:

Required Courses

Course No.	Title	Credits
ACCT 221*	Financial Accounting	3†
ACCT 222*	Managerial Accounting	3†
ACCT 224*	Computerized Accounting	3†
ACCT 231*	Income Tax Fundamentals	3†
BM 255*	Legal Environment	3†
CS 205*	Database Management I	3†
CS 240*	Software Integration	2†
ENGL 124*	Business & Professional Comm	3†
OO 173*	Computer Calculators	1†
	Electives	3†
	Subtotal	27
	Prerequisite/Core Totals	34

Total Program Credits – 61

Suggested Electives

Course No.	Title	Credits
ACCT 230	VITA	2
AH 185	Basic Medical Terminology	3
BM 145*	Fundamentals of Investing	1
BM 230*	Management	3
CS 166*	Computer Systems Mgmt	3
CS 280*	Desktop Publishing	3
MATH 130*	College Algebra	4
OO 265*	WordPerfect OR	3
OO 266*	Microsoft Word	3

BUSINESS MANAGEMENT/ ENTREPRENEURSHIP

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 (21 credits) listed on page 59, and the following courses:

Required Courses

Course No.	Title	Credits
ACCT 221*	Financial Accounting	3†
ACCT 222*	Managerial Accounting	3†
BM 230*	Management	3†
BM 235*	Marketing	3†
BM 240*	Advertising	3†
BM 255*	Legal Environment	3†
BM 260*	Entrepreneurship	3†
ENGL 228*	Strategies of Business Comm	3†
	Electives	6†
	Subtotal	30
	Prerequisite/Core Totals	34

Total Program Credits – 64

Suggested Electives

Course No.	Title	Credits
BM 145*	Fundamentals of Investing	1
BM 249	Global Marketing	3
CS 229*	Web Page Construction	3
CS 140	Presentation Fundamentals	1
CS 205	Database Management I	3
CS 231	Web Page Design	3
CS 250*	Web Page Programming	3
CS 280	Desktop Publishing	3

† A grade of "C" or above required for graduation

* Indicates prerequisites needed

** Placement in course(s) is determined by admissions 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*	Computer Calculators	1†
OO 220*	Preparing Resumes OR	1†
OO 221*	Interviewing for Jobs	1†
	Elective	3†

Total Program Credits – 30

Suggested Electives

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

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 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*	Computer Calculators	1†

Total Program Credits – 32

† A grade of "C" or above required for graduation
 * Indicates prerequisites needed
 ** Placement in course(s) is determined by admissions 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 in user support and training.

The **Network Support Option** prepares students for a career in supporting a Local Area Networks (LAN) and Wide Area Networks (WAN) with a focus on the skills required to understand and manage the operation of a small and large computer network.

The **Web Development Option** prepares students for a career in developing and supporting web pages with an emphasis on the skills required to communicate and conduct research and business over the Internet and World Wide Web.

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 111	Intro to Comp for Techn Majors	3†
MATH 104**	Business Mathematics	4†
	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 275*	Computer End-User Support	3†
ENGL 121**	Composition I	3
ENGL 124*	Business & Professional Comm	3
MATH 108**	Intermediate Algebra	4
	Total	20

Prerequisite/Core Total Credits - 33

To be a successful Computer Specialist, you should:

- Be organized possess logic skills
- Understand basic computer principles and be willing to learn more complex skills as technology advances
- Enjoy challenges and solving problems
- Be able to patiently communicate complicated material in simple terms
- Be able to work well under pressure

Because computer technology changes so rapidly, operators must be adaptable and willing to learn. Analytical and technical expertise are also needed, particularly by operators who work in automated data centers, to deal with the unique or high-level problems a computer is not programmed to handle. Operators must be able to communicate well, to work effectively with programmers or users, as well as with other operators. Additionally, computer operators must be able to work independently, because they may have little or no direct supervision.

- † A grade of "C" or above required for graduation
- * Indicates prerequisites needed
- ** Placement in course(s) is determined by admissions assessment

Business & Technology

MICROCOMPUTER SUPPORT OPTION

Advisor: Jeff Brown

The Microcomputer Support Option requires satisfactory completion of the Prerequisite Courses (13 credits), the Technical Core (20 credits) listed on page 62, and the following courses:

Required Courses

Course	No.	Title	Credits
CS	229*	Web Page Construction	3†
CS	160*	Introduction to Programming	3†
CS	220*	Electronic Spreadsheets	3†
CS	240*	Software Integration	2†
CS	270*	PC Troubleshooting & Main I	3†
CS	271*	PC Troubleshooting & Main II	3†
OO	265*	WordPerfect OR	3†
OO	266*	Microsoft Word	
		Technical Electives	9†
		Subtotal	29
		Prerequisite/Core Totals	33

Total Program Credits - 62

Technical Electives

Course	No.	Title	Credits
BO	200	Special Projects	VAR†
CS	126*	Networking Fundamentals	4†
CS	176*	Intro to Router Technologies	4†
CS	208*	Fundamentals of UNIX	4†
CS	210*	Network Operating Systems I	4†
CS	211*	Network Operating Systems II	4†
CS	217*	Computer Graphic Design	4†
CS	231*	Web Page Design	3†
CS	280*	Desktop Publishing	3†
OO	220	Preparing Resumes	1†
OO	221	Interviewing for Jobs	1†

NETWORK SUPPORT OPTION

Advisor: K Kirkendall

The Network Support Option requires satisfactory completion of the Prerequisite Courses (13 credits), the Technical Core (20 credits) listed on page 62, and the following courses:

Required Courses

Course	No.	Title	Credits
CS	126*	Networking Fundamentals	4†
CS	176*	Intro to Router Technologies	4†
CS	208*	Fundamentals of UNIX OR	
CS	210*	Netw Operating Systems I	4†
CS	211*	Network Operating Systems II	4†
CS	270*	PC Troubleshooting & Main I	3†
CS	271*	PC Troubleshooting & Main II	3†
		Technical Electives	8†
		Subtotal	30
		Prerequisite/Core Totals	33

Total Program Credits - 63

Technical Electives

Course	No.	Title	Credits
BO	200	Special Projects	VAR†
CS	160*	Introduction to Programming	3†
CS	212*	Network Operating Systems III	2†
CS	213*	Network Operating Systems IV	2†
CS	214*	Curr Topics: Netw Opr Syst	VAR†
CS	226*	Routing & Switching	4†
CS	276*	Network Design	4†

† A grade of "C" or above required for graduation

* Indicates prerequisites needed

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

Business & Technology

WEB DEVELOPMENT OPTION

Advisor: Tim Paul

The Web Development Option requires satisfactory completion of the Prerequisite Courses (13 credits), the Technical Core (20 credits) listed on page 62, and the following courses:

Required Courses

Course No.	Title	Credits
CS 229*	Web Page Construction	3†
CS 126*	Networking Fundamentals	4†
CS 160*	Introduction to Programming	3†
CS 211*	Network Operating Systems II	4†
CS 217*	Computer Graphic Design	4†
CS 231*	Web Page Design	3†
CS 250*	Web Page Programming	3†
	Technical Electives	5†
	Subtotal	29
	Prerequisite/Core Totals	33

Total Program Credits –62

Technical Electives

Course No.	Title	Credits
BM 235*	Marketing	3†
BM 240*	Advertising	3†
CS 206*	Database Management II	3†
CS 213*	Network Operating Systems IV	2†
CS 280*	Desktop Publishing	3†

One of the easiest ways to learn about what a webmaster does is to spend time “surfing” on the World Wide Web. By examining a variety of Web sites to see how they look and operate, you can begin to get a feel for what goes into a home page.

† A grade of “C” or above required for graduation
 * Indicates prerequisites needed
 ** Placement in course(s) is determined by admissions 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. Coursework is designed to provide a solid foundation for microcomputer operation and 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 229*	Web Page Construction	3†
CS 166*	Computer Operating Systems	3†
CS 205*	Database Management I	3†
CS 220*	Electronic Spreadsheets	3†
CS 270*	PC Troubleshooting & Maint I	3†
ENGL 121**	Composition I	3
MATH 108**	Intermediate Algebra	4
OO 265*	WordPerfect OR	3†
OO 266*	Microsoft Word	

Total Program Credits – 32

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 Program Credits – 32

† A grade of "C" or above required for graduation
* Indicates prerequisites needed
** Placement in course(s) is determined by admissions 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 **Attorney's 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 and ethical 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
ACCT 101	Accounting Procedures I	3†
COMM 135	Interpersonal Communications	3†
CS 110	Introduction to Computers	3†
MATH 104**	Business Mathematics	4†
	Total	13

Office Technology Core

Course No.	Title	Credits
CS 120*	Internet Basics	1†
CS 140*	Presentation Fundamentals	1†
ENGL 121**	Composition I	3†
ENGL 124*	Business & Professional Comm	3†
OO 108*	Keyboarding II	3†
OO 173	Computer Calculators	1†
OO 179	Records Management	3†
OO 220	Resumes	1†
OO 221	Interviewing for Jobs	1†
OO 260*	Machine Transcription	3†
OO 265*	WordPerfect	3†
OO 266*	Microsoft Word	3†
OO 295*	Admin Office Procedures	3†
	Total	29

Total Prerequisites/Core - 42

† A grade of "C" or above required for graduation
 * Indicates prerequisites needed
 ** Placement in course(s) is determined by admissions assessment

Business & Technology

ADMINISTRATIVE ASSISTANT OPTION

Advisor: Donna Eakman

The Administrative Assistant Option requires satisfactory completion of the Prerequisite Courses (13 credits), the Office Technology Core (29 credits) listed on page 66, and the following courses:

Required Courses

Course No.	Title	Credits
BM 255	Legal Environment	3†
CS 205*	Database Management I	3†
CS 220*	Electronic Spreadsheets	3†
CS 280*	Desktop Publishing	3†
	Elective	6
	Subtotal	18
	Prerequisite/Core Totals	42

Total Program Credits - 60

Suggested Electives

Course No.	Title	Credits
ACCT 102*	Accounting Procedures II	3
AH 185	Basic Medical Terminology	3
BO 200	Special Projects	VAR
BM 230	Management	3
COMM 130	Public Speaking	3
CS 166*	Computer Operating Systems	3
CS 270*	PC Troubleshooting	3
ENGL 122*	Composition II	3
OO 180	Legal Studies I	4
OO 181*	Legal Studies II	4

ATTORNEY'S ASSISTANT OPTION

Advisors: Donna Eakman

The Attorney's Assistant Option requires satisfactory completion of the Prerequisite Courses (13 credits), the Office Technology Core (29 credits) listed on page 66, and the following courses:

Required Courses

Course No.	Title	Credits
BM 255	Legal Environment	3†
OO 180	Legal Studies I	4†
OO 181*	Legal Studies II	4†
OO 287*	Legal Transcription	4†
	Elective	3
	Subtotal	18
	Prerequisite/Core Totals	42

Total Program Credits - 60

Suggested Electives

Course No.	Title	Credits
ACCT 102*	Accounting Procedures II	3
AH 185	Basic Medical Terminology	3
BO 200	Special Projects	VAR
COMM 130	Public Speaking	3
CS 166*	Computer Operating Systems	3
CS 205*	Database Management I	3
CS 220*	Electronic Spreadsheets	3
CS 270*	PC Troubleshooting	3
CS 280*	Desktop Publishing	3
ENGL 122*	Composition II	3

† A grade of "C" or above required for graduation

* Indicates prerequisites needed

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

Business & Technology

MEDICAL ADMINISTRATIVE ASSISTANT OPTION

Advisor: Deborah Newton

The Medical Administrative Assistant Option requires satisfactory completion of the Prerequisite Courses (13 credits), the Office Technology Core (29 credits) listed on page 66, and the following courses:

Additional Prerequisite Courses

Course No.	Title	Credits
AH 185	Basic Medical Terminology	3†

Required Courses

Course No.	Title	Credits
AH 201*	Medical Science	3†
BIO 105	Fund of Human Biology	3†
BIO 106	Fund of Human Biology Lab	1†
HI 237*	Outpatient Coding	3†
OO 111*	Fund of Health Insurance	3
OO 250*	Comp in Medical/Dental Off	1
OO 255*	Medical Transcription I	3†
	Subtotal	20
	Prerequisite/Core Totals	42

Total Program Credits – 62

Suggested Electives

Course No.	Title	Credits
ACCT 102*	Accounting Procedures II	3
BO 200	Special Projects	VAR
BM 255	Legal Environment	3
COMM 130	Public Speaking	3
OO 256*	Medical Transcription II	3
PSY 101	General Psychology	3

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 **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 the office support core as well as the required courses in the area of concentration.

- † A grade of "C" or above required for graduation
- * Indicates prerequisites needed
- ** Placement in course(s) is determined by admissions assessment

Business & Technology

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*	Computer Calculators	1
OO 179	Records Management	3
OO 265*	WordPerfect OR	3
OO 266*	Microsoft Word	3
OO 220	Resumes	1
OO 221	Interviewing for Jobs	1
OO 295	Admin Office Procedures	3
	Total	25

Core Total Credits – 25

LEGAL RECEPTIONIST

Advisors: Donna Eakman

The Legal Receptionist Option requires satisfactory completion of the Office Support Core (25 credits) listed on this page, and the following courses:

Required Courses

Course No.	Title	Credits
OO 180	Legal Studies I	4
OO 260	Machine Transcription	3
	Subtotal	7
	Office Support Core Totals	25

Total Program Credits - 32

GENERAL OFFICE ASSISTANT

Advisor: Donna Eakman

The General Office Assistant Option requires satisfactory completion of the Office Support Core (25 credits) listed on this page and the following courses:

Required Courses

Course No.	Title	Credits
ACCT 101	Accounting Procedures I	3
OO 260*	Machine Transcription	3
	Subtotal	6
	Office Support Core Totals	25

Total Program Credits - 31

MEDICAL RECEPTIONIST

Advisors: Deborah Newton

The Medical Receptionist Option requires satisfactory completion of the Office Support Core (25 credits) listed on on this page and the following courses:

Required Courses

Course No.	Title	Credits
AH 185	Basic Medical Terminology	3†
OO 111*	Fund of Health Insurance I	3†
OO 250*	Comp in the Med/Dental Office	1†
	Subtotal	7
	Office Support Core Totals	25

Total Program Credits - 32

† A grade of "C" or above required for graduation
 * Indicates prerequisites needed
 ** Placement in course(s) is determined by admissions assessment

Business & Technology

DESIGN DRAFTING TECHNOLOGY

Associate of Applied Science

Advisor: Kirk Mattingly

The Design Drafting Technology program emphasizes computer-aided design using current design software. Students acquire the skills necessary for entry-level drafting jobs in the design/drafting industry and the lower-level course work for a Bachelor of Science degree in Design Drafting Technology from MSU—Northern.

Required Courses

Fall Semester

Course No.	Title	Credits
CS 110	Intro to Computers	3
COMM 130	Public Speaking OR	3
COMM 135	Interpersonal Comm.	3
MATH 130M	College Algebra	4
CET 173	Arch Constr & Materials	3
DRFT 131	Technical Graphics I	4
	Total	17

Spring Semester

Course No.	Title	Credits
CS ---	Computer Science Elective	3*
DRFT 132	Descriptive Geometry	3
DRFT 156	Introduction to CAD	3
EET 110	Electronics Survey	3
MATH 131M	College Trigonometry	3
	Total	15

Fall Semester

Course No.	Title	Credits
DRFT 201	Residential Drafting	3
DRFT 256	3D CAD	3
ENGL 121	Composition I	3
PHYS 130	Fund of Physical Science	4
MFGT 205	Manufacturing Processes	3
	Total	16

Spring Semester

Course No.	Title	Credits
DRFT ---	Drafting Elective	3
CS 205	Database Management I	3
DRFT 205	Machine Drafting	3
DRFT 244	Topographical Mapping & GIS Applications	3
CS ---	Computer Science Elective OR	3
DRFT ---	Drafting Electives	5-6*
	Total	16

* Computer Science Electives must be pre-approved by adviser

Total Program Credits – 65-66

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 164	Historic Interiors	3†
DE 166	Textiles for Interiors	2†
DE 167	Materials of Interior Design	3†
	Total	14

Spring Semester

Course No.	Title	Credits
DE 163*	Presentation Drawing	3†
DE 165*	Contemporary Interiors	3†
DE 168*	Space Planning	3†
DE 264*	Light, Color, Lighting Systems	3†
DRFT 156*	Introduction to CAD	3†
	Total	15

Fall Semester

Course No.	Title	Credits
BM 220	Sales	3†
DE 261*	Field Study	3†
DE 262*	Studio I	4†
DRFT 267*	Architectural CAD	3†
	Total	13

Spring Semester

Course No.	Title	Credits
DE 263*	Studio II	4†
DE 265*	Professional Practices	3†
	Total	7

Total Interior Design Credits 49

Related Instruction Requirements

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

Suggested Electives (6 credits required)

Course No.	Title	Credits
BM 106	Introduction to Business	3
BM 230*	Management	3
BM 240*	Advertising	3
BM 260*	Entrepreneurship	3
ENGL 124*	Business & Professional Comm	3
DRFT 256*	3-D CAD	3

Total Program Credits - 68

† A grade of "C" or above required for graduation
 * Indicates prerequisites needed
 ** Placement in course(s) is determined by admissions 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.

Prerequisite Skill:

OO 107 Keyboarding I or Challenge

Fall Semester-1

Course No.	Title	Credits
AH 185	Basic Medical Terminology	3†
COMM 135	Interpersonal Communications	3†
CS 110	Introduction to Computers	3†
ENGL 121**	Composition I	3†
MATH 104**	Business Mathematics	4†
	Total	16

Spring Semester-1

Course No.	Title	Credits
BIO 209	Anatomy & Physiology I Lab	1†
BIO 210	Anatomy & Physiology I	3†
ENGL 124*	Business & Prof Comm	3
HI 156	Legal & Regulatory Aspects of Healthcare	2
OO 108*	Keyboarding II	3†
OO 265*	WordPerfect	3†
	Total	15

Fall Semester-2

Course No.	Title	Credits
AH 194	Basic Pharmaceuticals	1
BIO 211*	Anatomy & Physiology II	3†
BIO 212*	Anatomy & Physiology II Lab	1†
HI 132	Health Information Processes	3†
OO 111	Fund of Health Insurance	3†
OO 255*	Medical Transcription I	3†
OO 266*	Microsoft Word	3†
	Total	17

Spring Semester-2

Course No.	Title	Credits
AH 201*	Medical Science	3†
CS 120	Internet Basics	1
OO 220	Preparing Resumes OR	1
OO 221	Interviewing for Jobs	1
OO 256*	Medical Transcription II	3†
OO 295*	Admin Office Procedures	3†
	Elective	3
	Total	14

Total Program Credits - 62

Suggested Electives

Course No.	Title	Credits
BO 200	Transcription Internship	VAR
HI 215	Health Care Personnel and Supervision	3
HI 237	Outpatient Coding	3
PHIL 238	Medical Ethics	3

† A grade of "C" or above required for graduation

* Indicates prerequisites needed

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

MEDICAL TRANSCRIPTION

Certificate

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. Medical Transcriptionists must be cognizant of the ethical and legal standards involved in working with confidential medical information. They must be familiar with all components of the medical record, and they must demonstrate in-depth knowledge of the medical language and the human body. The online certificate program is designed to train entry-level medical transcriptionists to work in a variety of specialty areas.

Prerequisite Skill:

OO 107 Keyboarding I or Challenge

Fall Semester

Course No.	Title	Credits
AH 185	Basic Medical Terminology	3†
BIO 105	Fund of Human Biology	3†
BIO 106	Fund of Human Bio Lab	1†
CS 110	Introduction to Computers	3†
MATH 101**	Introduction to Algebra	4†
PSY 101	General Psychology	3†
		17

Spring Semester

Course No.	Title	Credits
AH 201*	Medical Science	3†
ENGL 121**	English Composition	3†
HI 156	Legal & Reg Aspects of HC	2†
OO 255*	Med Transcription I	3†
OO 266*	Microsoft Word	3†
		14

Summer Semester

Course No.	Title	Credits
OO 256*	Med Transcription II	3†

Total Credits – 34

Suggested Electives

Course No.	Title	Credits
OO 265	WordPerfect	3
PHIL 238	Medical Ethics	3
HI 132	Health Information Processes	3
BO 200	Transcription Internship	VAR

† A grade of "C" or above required for graduation

* Indicates prerequisites needed

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

Transition to the Associate's degree.

The Medical Transcription certificate program is designed to train entry-level Medical Transcriptionists. The curriculum can be completed online so that students across the state can take advantage of this opportunity. However, the Medical Transcription profession is complex, and students should recognize the need for continuing education, even as they begin their careers. The two-year associate degree in Medical Transcription provides that opportunity.

All courses from the certificate program transfer into the two-year program. Students who continue into the two-year associate degree program in Medical Transcription must take two semesters of Anatomy and Physiology. These courses build on the information studied in Fundamentals of Human Biology and provide the student with a deeper understanding of human body structures and functions. In addition, students in the two-year program have the opportunity to increase computer skills, understand the entire medical record, and expand English skills – all essential to their continued success as Medical Transcriptionists. Students should discuss their long-term goals with the Program Director to determine the best course of study.

Transfer Programs

ASSOCIATE OF SCIENCE DEGREE

The Associate of Science degree is a general transfer degree indicating that the student has completed a course of study equivalent to the first two years of a bachelor's degree. This degree does not officially include a major or minor course of study. For example, a student who plans to emphasize mathematics receives the Associate of Science degree, not an Associate of Science in Mathematics. At MSU—Great Falls College of Technology, students may choose to emphasize programs of study preparatory to specific career choices (e.g., pre-education, computer technology), or they may choose to emphasize a general program of study in mathematics, science and/or the behavioral sciences).

Baccalaureate requirements vary considerably among and within universities. It is strongly recommended that students pursuing a general program of study for their Associate of Science degree carefully select courses that will meet specific university program requirements for a baccalaureate degree. A current catalog of the selected university should be consulted. Students should work closely with a university academic advisor.

RELATED INSTRUCTION/ TRANSFER ADVISORS

Bari Lynn Gilliard
Colleen Hazen
Jill Keil
Diane Lund
Cherie McKeever
Michael O'Lear
Heidi Pasek
Mark Plante
Esther Stinnett
Larry Vaccaro

Studies within the Related Instruction Department include most general core areas. Courses consist of English, Mathematics, General Science Communications, Social Science, Humanities, Fine Arts, and Multicultural/Global Issues.

The above academic advisors are available to assist students in selecting courses to fulfill the A.S. General Program of Study and Transfer programs listed in this catalog.

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.

Transfer Programs

GENERAL EDUCATION CORE TRANSFER

Montana State University - Great Falls College of Technology's 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 complete 32 credit hours of course work distributed across 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 be required 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
COMM 135V	Interpersonal Communications	3
ENGL 121W	Composition I	3
ENGL 122W	Composition II	3

Mathematics--3 credits required

Course No.	Title	Credits
MATH 121M	Math For Elem Teachers II	3
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	Art Fundamentals	3
ART 140F	Drawing I	3
DE 161F	Introduction to Design	3
DE 164F	Historic Interiors	3
MUS 102F	Fundamentals of Music	3
MUS 210F	Music Appreciation	3
MUS 212FG	American Music	3
MUS 214FG	World Music	3

Humanities--6 credits required

Course No.	Title	Credits
ENGL 114HG	Intro to Literature	3
ENGL 210HG	World Literature I	3
ENGL 211H	World Literature II	3
ENGL 214H	Literature of the West	3
HIST 103H	U.S. History I	3
HIST 104H	U.S. History II	3
HIST 106H	History of Western Civ I	3
HIST 107H	History of Western Civ II	3
HIST 210H	Montana History	3
HUM 242H	Gender & Equality	3
HUM 244H	American Cultural Values	3
ML 102HG	Elementary Spanish II	4
PHIL 132H	Problems in 20 th Cent Thinking	3
PHIL 232H	Basic Ethics	3

Natural Science--8 credits required

(Must include 1 lab course)

Course No.	Title	Credits
AH 221N	Human Nutrition	3
BIO 101N	Biology of Organisms (w/Lab)	4
BIO 105N	Fund Human Biology	3
BIO 106N	Fund Human Biology Lab	1
BIO 205N	Personal Nutrition	3
BIO 209N	Anatomy & Physiology I Lab	1
BIO 210N	Anatomy & Physiology I	3
BIO 211N	Anatomy & Physiology II	3
BIO 212N	Anatomy & Physiology II Lab	1
BIO 280N	Micro & Comm Diseases	4
CHM 150N	Prin of Inorganic Chemistry	3
CHM 151N	Prin of Inorganic Chem Lab	1
CHM 152N	Essentials of Organic Chem	3
CHM 153N	Essentials of Organic Chem Lab	1
PHYS 110N	Survey of Natural Sciences	4
PHYS 130N	Fund Physical Science with Lab	4

Social Sciences--6 credits required

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

Multicultural/Global Issues--6 credits

Courses with "G" behind the course title will fulfill the multicultural/global issues requirement as well as a designated core area requirement.

Transfer Programs

Total Credits - 32

**ASSOCIATE OF SCIENCE
DEGREE
GENERAL PROGRAM
OF STUDY**

General Requirements

To receive the Associate of Science degree with a general program of study, the following requirements must be met:

- Completion of the General Education Core Requirements (32 semester hours), the Computer Literacy requirement (3 semester hours), the Extended Cultural Exploration/Expression requirement (6 semester hours), the Critical Inquiry requirement (6 semester hours), and at least 13 semester hours from the Math/Science/Behavioral Science Elective Block.
- A grade of “C” or better in all courses applied to the degree and a final cumulative grade point average of at least 2.0.
- At least 51% of the degree earned at Montana State University—Great Falls College of Technology.

Specific Requirements

In addition to the general requirements for the Associate of Science degree with a general program of study, the following specific requirements must be met. Courses taken to fulfill one specific requirement, including courses in the elective block, may not be used to fulfill another specific requirement; thus, a course taken to fulfill the mathematics requirement in the General Education Core may not be used as part of the 13 credits required in the Math/Science/Behavioral Science Elective Block. The exception to this rule is the Multicultural/Global Issues requirement. Courses from other requirement areas may be used to fulfill the Multicultural/Global Issues requirement.

I. General Education Core Requirements (32 semester hours). See page 75.

II. Distributional Requirements for Program of General Studies

A. Computer Skills/Usage-3 credits required*

Course No.	Title	Credits
CS 110	Introduction to Computers	3

*or any CS 3 credit hour course that has CS 110 as a prerequisite

B. Extended Cultural Exploration/Expression Requirement – 6 credits required

Course No.	Title	Credits
COMM 135V	Interpersonal Comm	3
ENGL 122W	Composition II	3
ENGL 128	Business & Technical Comm	3
ENGL 214H	Literature of the West	3
HIST 106H	History of Western Civ I	3
HIST 107H	History of Western Civ II	3
HUM 242H	Gender & Equality	3
HUM 244H	American Cultural Values	3
SOC 246SG	Montana’s American Indians	3

C. Critical Inquiry - 6 credits required

Course No.	Title	Credits
BM 270	Mgmt Information Systems	3
BM 249SG	Global Marketing	3
ECON 102SG	Economics I (Macro)	3
ECON 201SG	Economics II (Micro)	3
LIB 221	Information Literacy	1
PHIL 132H	Probl in 20 th Century Thinking	3
PHIL 232	Basic Ethics	3
PHIL 238	Medical Ethics	3

D. Math/Science/Behavioral Science Elective –13 credits required

Students may choose any combination of courses with the following prefixes to complete a total of 13 hours of general studies in math, science and/or the behavioral sciences:

BIO	Biology
CHM	Chemistry
MATH	Mathematics (MATH 121 or above)
PHYS	Physical Science
PSY/SOC	Psychology/Sociology

Total Program Credits - 60

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 “G”)

First Year

Course No.	Title	Credits
ACCT 221	Financial Accounting	3
ACCT 222	Managerial Accounting	3
MATH 181	Calculus I	4
	Total	10

Second Year

Course No.	Title	Credits
BM 255	Legal Environment	3
BM 270	Management Info. Systems	3
ECON 102SG	Economics I (Macro)	3
ECON 201S	Economics II (Micro)	3
ENGL 228	Strategies of Business Comm	3
MATH 217	Intermediate Statistics	3
	Total	18

Total Program Credits - 60

**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:

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

General Education Core Requirements:
32 credits (including 6 credits from Multicultural/Global “G”)

First Year Business Core Requirements

Course No.	Title	Credits
CS 110	Introduction to Computers	3
ECON 102SG	Economics I (Macro)	3
MATH 181M	Calculus I	4
BM 106	Introduction to Business	3
	Total	10

* **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 201S	Economics II (Micro)	3
MATH 216M	Basic Statistics	3
MATH 217M	Intermediate Statistics	3
	Total	20

Total Program Credits – 62

Transfer Programs

MONTANA STATE UNIVERSITY- BOZEMAN

Pre-Nursing Curriculum

Students interested in transferring to Montana State University – Bozeman’s Baccalaureate Education in Nursing program leading to RN licensure are advised to complete the following required non-nursing courses. Students must earn a grade of ‘C’ or better in each of the courses with no more than one repeat per course. Students must also make application to Montana State University-Bozeman’s College of Nursing and go through their selection process. Students generally apply prior to the end of their freshman year. The deadline for applications is April 30th of each year. Please contact the MSU-Bozeman College of Nursing for details and/or assistance at 406-994-3783.

Communications--6 credits required

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

Mathematics--3 credits required

Course	No.	Title	Credits
MATH	216M	Basic Statistics	3

Fine Arts – 3 credits required (see page 75)

Humanities – 6 credits required (see page 75)

Natural Science--20 credits required

Course	No.	Title	Credits
BIO	280N	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
CHM	152N	Essentials of Organic Chem	3
CHM	153N	Essentials of Organic Chem Lab	1

Social Sciences--9 credits required

Course	No.	Title	Credits
PSY	101S	General Psychology	3
PSY	109S	Lifespan Development	3
SOC	111S	Introduction to Sociology	3

Other Required Courses--3 credits required

Course	No.	Title	Credits
AH	221	Human Nutrition	3

NOTE: At least 6 credits of course work taken to fulfill the Core must be designated as multicultural perspectives/global issues.

* Please see course descriptions for additional information concerning these classes. In particular, a student must complete chemistry prior to or concurrently with Anatomy & Physiology I.

Total Credits – 50

Transfer Programs

Pathways for Prospective Elementary and Secondary Teachers

Advisor: Jan Thomson

Students may begin their pursuit of a baccalaureate degree in education at another Montana college or university by choosing from these three options:

- The General Education Transfer Core (see p. 75). Completing these 32 credits fulfills the general education requirements of the Montana University System.
- The “Core+.” Students complete the General Education Transfer Core, and select transferable courses to fulfill additional degree requirements at the college or university of their choice.
- An Associate of Science degree with a program of study in Elementary Education. This allows students to culminate two years of study with a degree, their general education credits fulfilled, and an established articulation with Montana State University-Northern for completion of the baccalaureate degree in Elementary Education.

Pathways for Prospective and Current K-12 School Paraprofessionals

This program ALSO meets the educational needs of K-12 school paraprofessionals (for example, aides) who work in programs funded in some part by the **No Child Left Behind Act of 2001**. That law states...“(1) IN GENERAL – Each local educational agency receiving assistance under this part shall ensure that all paraprofessionals hired after the date of enactment...and working in a program supported with funds under this part shall have –(A) completed at least 2 years of study at an institution of higher education; (B) obtained an associate’s (or higher) degree...**EXISTING PARAPROFESSIONALS**... the educational agency shall ensure that all paraprofessionals hired before the date of enactment shall, not later than 4 years after...enactment satisfy the requirements.” *No Child Left Behind: Section 1119, “Qualifications For Teachers and Paraprofessionals”.*]

ASSOCIATE OF SCIENCE DEGREE TRANSFER TO MONTANA STATE UNIVERSITY- NORTHERN Elementary Education

General Requirements: The student must achieve a cumulative GPA of 2.0 or above and a grade of “C” or better in each course to earn the Associate of Science degree. Students who intend to apply to MSUN for Admission to Teacher Education must have a minimum GPA average of 2.5. See General Core requirements on page 75 for (♦) of the same type which may be substituted with advisor prior approval.

General Education Specific Requirements:

Course No.	Title	Credits
COMM 130V	Public Speaking	3
ENGL 114HG	Introduction to Literature	3
ENGL 121W	Composition I	3
HIST 106H	History of Western Civ I	3♦
MATH 121M**	Math for Elem Teachers II	3
MUS 214FG	World Music	3
PHYS 110N	Survey of Natural Sciences	4
PHYS 130N	Fund of Phys Science with Lab	4♦
PSY 109S	Lifespan Development	3
SOC 246SG	Montana's American Indians	3♦
	Subtotal	32

Education Specific Requirements:

Course No.	Title	Credits
AH 102	First Aid & CPR	1
ART 101F	Intro to Visual Arts	3
ART 140F	Drawing I	3
EDUC 106	Drug & Health Issues for Edu	3
EDUC 210	Educ Psych & Human Develop	3
EDUC 215	Introduction to Education	3
EDUC 240	Instructional Techn (CS 245)	3
ENGL 122W	Composition II	3
MATH 120**	Math for Elem Teachers	3
MUS 102F	Fundamentals of Music	3
	Subtotal	28

Total Program Credits - 60

♦ Indicates that a class of the same type may be substituted with advisor approval.

** Placement in course is determined by admission assessment.

Transfer Programs

**ASSOCIATE OF APPLIED
SCIENCE
TRANSFER TO MONTANA
STATE UNIVERSITY-
NORTHERN
Business Management/
Entrepreneurship**

The Department of Business, MSU–Northern, will accept the A.A.S. degree in Business Management/Entrepreneurship 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 courses 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
Business Technology**

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 G - 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

Total Program Credits - 62

Transfer Programs

ASSOCIATE OF SCIENCE DEGREE

TRANSFER TO MONTANA STATE UNIVERSITY- NORTHERN

Computer Information Systems

The Department of Computer Information Systems, MSU-Northern has recommended the following curriculum for articulating the Associate of Science Degree with its Bachelor of Arts degree in **Computer Information Systems**.

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

General Education Core Requirements:

32 credits (including 6 credits from G - Multicultural/Global)

Computer Information Systems Program Requirements: 28 credits (11 from the Computer Information Systems Core Requirements and 17 from the Computer Information Systems Electives)

Computer Information Systems Core Requirements: 11 credits

Course	No.	Title	Credits
CS	110	Intro to Computers	3
CS	220	Electronic Spreadsheets	3
CS	160	Introduction to Programming	3
CS	240	Software Integration	2

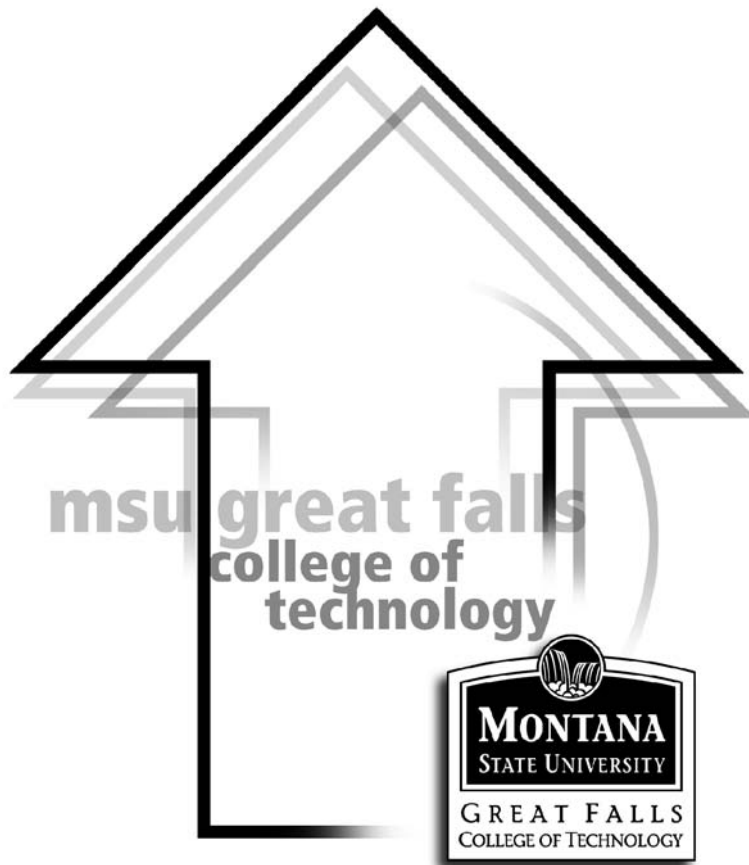
Computer Information Systems Electives: 17 credits

Students may choose from the following courses to complete their technical program requirements for the Associate of Science degree:

Course	No.	Title	Credits
CS	120	Internet Basics	1
CS	121	Web Page Construction	3
CS	126	Networking Fundamentals	4
CS	166	Computer Operating Systems	3
CS	176	Intro to Router Technology	4
CS	205	Database Management	3
CS	210	Ntwk Operating Systems I	4
CS	211	Ntwk Operating Systems II	4
CS	226	Routing and Switching	4
CS	231	Web Page Design	3
CS	270	PC Trblshooting & Maint.	3
CS	275	Computer End-User Support	3
CS	276	Network Design	4
OO	266	Microsoft Word	3

Total Program Credits - 60

COURSE



DESCRIPTIONS

Course Descriptions

Accounting.....	86
Allied Health.....	86
Anthropology.....	88
Art.....	88
Auto Body Repair & Refinishing.....	125
Biology.....	89
Bioscience Technology.....	91
Business Management.....	90
Chemistry.....	93
Civil Engineering Technology.....	93
Communications.....	93
Computer Technology.....	93
Dental Assistant.....	97
Dental Hygiene.....	100
Drafting.....	102
Economics.....	103
Educational Psychology.....	103
Education.....	103
Electrical, Electronics, Eng. Tech.....	104
Emergency Medical Services.....	104
English.....	106
Fire and Rescue Technology.....	108
Geography.....	109
Health Information Technology.....	109
History.....	111
Humanities.....	111
Interior Design.....	99
Library.....	112
Manufacturing.....	113
Mathematics.....	112
Medical Assistant.....	114
Modern Language.....	113
Music.....	114
Nursing Assistant.....	114
Office Technology.....	115
Philosophy.....	117
Physical Science.....	117
Physical Therapist Assistant.....	119
Political Science.....	119
Practical Nurse.....	117
Psychology.....	119
Related.....	124
Respiratory Care.....	122
Sociology.....	124
Social Science.....	124
Surgical Technology.....	125
Tourism.....	127

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, corequisites, term offered, and course descriptions.

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

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

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

While the term each course is offered are shown, students should consult the Schedule of Classes published prior to pre-registration each term 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
G—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

Tech Prep

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.

Tech Prep

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

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

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 COMPUTERIZED ACCOUNTING
Credits: 3 (F)
Prerequisites: ACCT 190, ACCT 221, CS 220

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

ACCT 230 IRS VOLUNTEER INCOME TAX ASSISTANCE (VITA)
Credits: 2 (S)

Each student will successfully complete an IRS course on the preparation and electronic filing of both federal and state tax returns using computer software. In addition, each student will be required to work a minimum of 4 hours each week at the IRS VITA site at the Great Falls College of Technology preparing tax returns and performing other administrative tax duties from the beginning of February through the end of tax season on April 15th.

ACCT 231 INCOME TAX FUNDAMENTALS
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.

Course Descriptions

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.

AH 102 FIRST AID & CPR

Credits: 1 (F, S, SU Sufficient Demand)

This course is designed so students can receive their Healthcare Provider CPR card. The students will be exposed to adult, child and infant CPR techniques and basic first aid procedures until advanced life support arrives.

AH 108 DISEASE CONCEPTS

Credits: 2 (S, SU)

Prerequisites: BIO 105, BIO106

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

AH 110 EXPLORING COMPLEMENTARY AND ALTERNATIVE MEDICINES

Credits: 2 (Sufficient Demand)

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

AH 120 INTRAVENOUS THERAPY

Credits: 1 (F, SU)

Prerequisites: Students must be in the last semester of the Practical Nurse program, or be enrolled in the second year of the Respiratory Care 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.

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

AH 145 INTRODUCTION TO MEDICAL TERMINOLOGY

Credits: 1 (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 an understanding of the logical method used to form medical terms, including word analysis and word building.

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 185 BASIC MEDICAL TERMINOLOGY

Credits: 3 (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.

Course Descriptions

Knowledge of terms relating to body structures, positions, directions, divisions and planes will be required. An awareness of current health events is encouraged, as is knowledge of basic scientific and specialty areas in healthcare practice.

AH 194 BASIC PHARMACEUTICALS
Credits: 1 (F, S)

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 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.

AH 201 MEDICAL SCIENCE
Credits: 3 (F,S)
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 217 MOTION & HUMAN BODY'S RESPONSE
Credits: 2 (S)
Prerequisites: Grade of "C" or better in PTA 100, PTA 110, concurrent enrollment in BIO 211, BIO 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. Postural and gait assessment are introduced. The theories of goniometry and manual muscle testing are studied.

AH 218 MOTION AND THE HUMAN BODY'S RESPONSE LAB
Credits: 2 (S)
Corequisite: AH 217

This course, which is the laboratory component of AH 217, provides students with practice in the application of goniometry measurements, palpation of bony landmarks, techniques for manual muscle testing, and palpation of soft tissue structures. Postural and gait assessment are practiced.

AH 221N HUMAN NUTRITION
Credits: 3 (F,S)
Prerequisite: BIO 209/210 OR CHM 150/151

This course provides a basic understanding of human nutrition as they related to the optimal nutrition, health and well being of the individual and family.

ANTHROPOLOGY

ANT 101SG INTRODUCTION TO ANTHROPOLOGY
Credits: 3 (SU, Sufficient Demand)

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

Course Descriptions

disciplines, methods used to study and understand other cultures, and the general theories of cultures.

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.

Tech Prep

ART 114F ART FUNDAMENTALS
Credits: 3 (Sufficient Demand)

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

Tech Prep

ART 140F 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 101N BIOLOGY OF ORGANISMS (W/LAB)
Credits: 4 (F,S,SU)

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

BIO 102N BIOLOGY OF ORGANISMS LAB
Credits: 0 (F,S,SU)

Laboratory experience for BIO 101 including experimentation, microscope work, observation, and dissection.

Tech Prep

BIO 105N FUNDAMENTALS OF HUMAN BIOLOGY
Credits: 3 (F,S,SU)

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

BIO 106N FUNDAMENTALS OF HUMAN BIOLOGY LAB
Credits: 1 (F,S,SU)

Laboratory experience for BIO 105 including experimentation, microscope work, observations, and dissection.

BIO 180N MICROBIOLOGY AND COMMUNICABLE DISEASES
Credits: 4 (S)
Prerequisite: BIO 211, BIO 212, or consent of faculty

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

BIO 205N PERSONAL NUTRITION
Credits: 3 (F,S)

To understand the science of human nutrition and apply nutrition and food concepts to the individual during critical

Course Descriptions

stages of the life cycle. To demonstrate the consumer skills needed to achieve optimal nutritional status.

BIO 209N ANATOMY AND PHYSIOLOGY I LAB

Credits: 1 (F,S,SU)

Corequisite: BIO 210

Laboratory experience for BIO 210 including experimentation, microscope work, observations, and dissection.

BIO 210N ANATOMY AND PHYSIOLOGY I

Credits: 3 (F,S,SU)

Corequisite: BIO 209

Concurrent registration in CHM 150/151 is recommended.

This course is an integrated study of the human body in which histology, anatomy and physiology of each system is covered. The first semester (part I) of this sequence incorporates molecular, cellular and tissue levels of organization for the integumentary, skeletal with articulations, muscular, and nervous systems. This course is not designed for non-science majors. Completion BIO 105/106, the Fundamentals of Human Biology, is highly recommended as a preparation for students planning on entering allied health pre-professional programs which have Anatomy and Physiology I as a prerequisite. Completion of CHM 150/151, the Principles of Inorganic Chemistry, prior to or concurrent with BIO 209/210 and BIO 211/212 will transfer to MSU-Bozeman as Anatomy and Physiology I and II.

BIO 211N ANATOMY AND PHYSIOLOGY II

Credits: 3 (F,S)

Prerequisites: A grade of "C" or better in BIO 209 and BIO 210

Corequisite: BIO 212

This course is an integrated study of the human body in which the histology, anatomy and physiology of each system is covered. The second part of this two semester course sequence involves the study of the following systems: senses, endocrine, cardiovascular with hematology, lymphatic with immunology, respiratory, urinary with water, electrolyte and acid base balance, digestive with nutrition and reproductive systems. Upon completion of CHM 150/151 (prior to or concurrently with Anatomy & Physiology I), Anatomy & Physiology I and II, with labs, will transfer to MSU-Bozeman as Anatomy & Physiology I and II.

BIO 212N ANATOMY & PHYSIOLOGY II LAB

Credits: 1 (F,S)

Corequisite: BIO 211

Laboratory experience for BIO 211 including experimentation, microscope work, observations, and dissection.

BUSINESS MANAGEMENT

Tech Prep

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 145 FUNDAMENTALS OF INVESTING

Credits: 1 (F)

This course is an introduction to the fundamentals of investing. Topics studied include stocks (ownership of businesses), fixed income products such as CD's, bonds (loaning money to banks or businesses) and mutual funds. Students will also read financial newspapers, watch investment programs and learn about the various stock markets.

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 (Sufficient Demand)

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.

Course Descriptions

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.

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 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 249SG GLOBAL MARKETING

Credits: 3 (F)

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, BM 230, BM 235, ACCT 221 or Instructor consent.
Corequisite: ENGL 228

This course guides students through the development of a business plan, concentrating on market and industry analysis, competitive analysis, site selection, cash flow analysis, marketing, finance, and management. Students will develop a competition quality business plan for a company of their choice. Students should register for both ENGL 228 and BM 260 in their last semester. On-campus offering of ENGL 228 is recommended for Entrepreneurship students

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: 1-6

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 include: 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.

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

Course Descriptions

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 220 PRINCIPLES OF INHERITANCE

Credits: 3 (F)
Prerequisites: BST 120, CHM 150, CHM 152

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 provide guided experience in the field.

CIVIL ENGINEERING TECHNOLOGY

CET 173 ARCHITECTURAL CONSTRUCTION AND MATERIALS

Credits: 3 (F)

This course is an introduction to construction materials and methods. Building systems and construction details. Emphasis is placed on selection of materials and methods. Laboratory section performs site investigations observing materials and their properties

CHEMISTRY

Tech Prep

CHM 150N PRINCIPLES OF INORGANIC CHEMISTRY

Credits: 3 (F, S, SU)
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.

Tech Prep

CHM 151N PRINCIPLES OF INORGANIC CHEMISTRY LABORATORY

Credits: 1 (F, S, SU)
Corequisite: CHM 150

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

Course Descriptions

CHM 152N ESSENTIALS OF ORGANIC CHEMISTRY

Credits: 3 (S)
Prerequisites: A grad of "C" or better in CHM 150 and CHM 151

A one-semester 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 153N 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

Tech Prep

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.

Tech Prep

COMM 135V 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 070 COMPUTER ESSENTIALS

Credits: 3 (F,S)

This course introduces basic microcomputer operation. Concentration is placed on using a graphical user interface

with currently popular operating system software as well as providing a basic introduction to word processing.

Tech Prep

CS 110 INTRODUCTION TO COMPUTERS

Credits: 3 (F,S,SU)

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

CS 111 INTRODUCTION TO COMPUTERS FOR TECHNOLOGY MAJORS

Credits: 3 (F,S)

This course prepares technology students for computer concepts and applications coverage required in their program. Hardware and software concepts, file management techniques, and basic operating systems skill will be covered beyond the end-user level from an information technology support personnel perspective. A hand-on overview using popular microcomputer software provides experience with word processing, spreadsheet and database software.

Tech Prep

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 as well as its impact on global society. Internet components explored will include the World Wide Web, FTP, Email, and basics of creating a web page.

Tech Prep

CS 126 NETWORKING FUNDAMENTALS

Credits: 4 (F)

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 Cisco Certified Networking Associate (CCNA).

Course Descriptions

Tech Prep

CS 140 PRESENTATION FUNDAMENTALS
Credits: 1 (F, S)
Prerequisite: CS 110

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

CS 160 INTRODUCTION TO PROGRAMMING
Credits: 3 (S)
Prerequisites: CS 110, 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 (F, S)
Prerequisite: CS 110

This course examines the role of operating system software and various user interfaces. The primary focus will be on using a command line interface for file management tasks as well as creating and troubleshooting batch files. File management, troubleshooting, application, Internet and administrative functions in a graphical interface will also be examined.

Tech Prep

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 Cisco Certified Networking Associate (CCNA).

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

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

CS 208 FUNDAMENTALS OF UNIX
Credits: 4 (S)
Prerequisite: CS 110, CS 166

Fundamental command-line features of the Unix environment including file system navigation, file permissions, the vi text editor, command shells, and basic network use.

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: 4 (S)
Prerequisite: CS 166

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 set up. Evaluation of other network operating systems, client-server and peer-to-peer networks, is included.

CS 212 NETWORK OPERATING SYSTEMS III
Credits: 2 (Sufficient Demand)
Prerequisites: CS 126, CS 211

This course provides students with the knowledge and skills required to set-up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP)

Course Descriptions

on the Microsoft Windows NT operating system. This course also helps to prepare the student to meet the certification requirements to become a Microsoft Windows NT Certified Professional. It is intended for those who support or administer Microsoft Windows NT Server and Windows NT Workstation in a TCP/IP environment or who are on the Microsoft Certified Systems Engineer or Microsoft Certified System Engineer + Internet Windows NT track.

CS 213 NETWORK OPERATING SYSTEMS IV

Credits: 2 (Sufficient Demand)
Prerequisite: CS 126, CS 211

This course provides students with the knowledge and skills required to pass the Microsoft Network Infrastructure Exam.

CS 214 CURRENT TOPICS IN NETWORK OPERATING SYSTEMS

Credits: Variable (Sufficient Demand)
Prerequisites: CS 126, CS 210, CS 211
or Instructor Approval

This course provides students with supporting knowledge and advanced skills required to set-up, configure, use, and support network operating systems. This course also helps to prepare the student to meet requirements to become a certified professional. Topics will vary and will be determined by industry changes, technological advances, and student interest.

CS 217 COMPUTER GRAPHIC DESIGN

Credits: 4 (F,S)
Prerequisite: CS 110, CS 120, CS 229

Among the major responsibilities the web page designer faces are decisions relating to the number, placement, and function of graphics and media on the page or site being designed. This course makes a thorough examination of the strategies leading to an informed decision about graphic and media placement, as well as the tools needed to accomplish the goals of the web steward and designer. Among the tools to be employed are Adobe Photoshop and Illustrator. The overall objective of the course will be an assembly of useful tools for the web and a firm understanding of the role of graphic design.

Tech Prep

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.

Tech Prep

CS 226 ROUTING & SWITCHING

Credits: 4 (F,S)
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 in a four-course series that leads toward certification as a Cisco Certified Networking Associate (CCNA).

CS 229 WEB PAGE CONSTRUCTION

Credits: 3 (F,S)
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, forms, and style sheets using common editors. Other utilities, such as image mapping and graphics editing software, will also be examined and utilized.

CS 231 WEB PAGE DESIGN

Credits: 3 (F,S)
Prerequisites: CS 229 or instructor approval

This course continues to utilize the skills developed in CS 229 to build Web pages, concentrating on high profile, advanced applications to develop their craft. Students will research the essentials of good Web design and will master the skills necessary to create their own styles and designs. Management of the MSU-GF COT's student site, The Scholar's Lounge, will be implemented on one of the MSU-GF COT's Internet Information Servers.

Course Descriptions

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 (F)

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 250 WEB PAGE PROGRAMMING

Credits: 3 (S)

Prerequisites: CS 229, CS 231

Corequisite: CS 160

Among Web page builders and programmers there is a necessity to build pages that include programming to allow interaction between the visitor and the site as well as connectivity to databases that serve the client and site owner. Web Page programming will explore, examine, and evaluate currently used programming languages that allow Web interactivity and connectivity. Students will be required to design pages that use these various languages in ways that lead the mission of the site to its desired outcomes. The overall objective of the course will be an assembly of useful programming tools and examples for the Web designer.

CS 270 PC TROUBLESHOOTING/ MAINTENANCE I

Credits: 3 (F)

Prerequisites: CS 110 or Instructor Approval

The primary purpose of this course is to prepare students to troubleshoot and repair microcomputer systems. This goal is achieved through a three-part effort: (1) theory presentation with regular assessment; (2) hands-on operation and exploration in lab experiments; and (3) troubleshooting applications in the lab. Hands-on training includes servicing microcomputers, identification, installation, and configuration of microprocessors, memory,

system boards, power supplies, and floppy and disk drives. The emphasis of this course is the hardware section of the CompTIA A+Exam.

CS 271 PC TROUBLESHOOTING/ MAINTENANCE II

Credits: 3 (S)

Prerequisite: CS 270

This course is a continuation of CS 270, PC Troubleshooting/Maintenance I, and will include the installation and setup of the most popular microcomputer operating systems. The underlying topics will be presented as concepts, advanced through actual applications, and represented as they are actually implemented in a typical PC. The emphasis of this course is the operating system section of the CompTIA A+ exam. Upon completion of this course students will be encouraged to take the CompTIA A+ certification exam.

CS 275 COMPUTER END-USER SUPPORT

Credits: 3 (S)

Prerequisites: CS 166, CS 270, Comm 135 or Instructor Approval

This capstone course provides students with experience in training and supporting end-users, techniques for developing and delivering training modules, and strategies for providing on-going technical support to end-users. Emphasis is on problem solving with users, such as debugging, troubleshooting and interaction. An internship in the second half of the semester will give students first hand experience with end-users.

Tech Prep

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 Cisco Certified Networking Associate (CCNA).

CS 278 ADVANCED ROUTING CONFIGURATION

Credits: 4 (Sufficient Demand)

Prerequisite: CS 276 or Instructor Approval

This course is a continuation of the Cisco CCNA curriculum (CS 126, CS 176, CS 226, and CS 276). This course covers advanced routing configuration with LANs,

Course Descriptions

advanced routing configuration with WANs, and building scalable routed networks using EIGRP, OSPF, and BGP.

CS 279 REMOTE ACCESS

Credits: 4 (Sufficient Demand)

Prerequisite: CS 278

This course covers network remote access including: selecting the appropriate WAN connections; depending on the specific organization's needs; selecting how to connect the central site, branch offices, home offices, and mobile users; and selecting the appropriate equipment and building a typical WAN. After completing this course the student will be able to assemble all hardware and cable connections to connect the central site, branch office, and telecommuter via a remote network.

Tech Prep

CS 280 DESKTOP PUBLISHING

Credits: 3 (F)

Prerequisite: CS 110

Students learn to design, prepare, edit, and enhance publications by integrating text, graphics, spreadsheets, and charts that have been created in other software programs. They build skill in using a desktop publishing software program by creating publications such as newsletters, brochures, advertisements, programs, business cards, and stationery.

CS 281 INTERNETWORKING SWITCHING

Credits: 4 (Sufficient Demand)

Prerequisite: CS 278

This course covers the internetworking knowledge of network administrators, network specialists, and technicians who configure and support multi-protocol internetworks. The specific topics covered are: describe the major features of the Catalyst switches; describe the architecture and functions of the major components of the Catalyst switches; place catalyst series switches in a network for optimal performance benefit; use the command-line or menu-driven interface to configure the Catalyst series switches and their switching modules; use the command-line or menu-driven interface to configure trunks, virtual LANS, and ATM LAN emulation.

CS 282 INTERNETWORK TROUBLESHOOTING

Credits: 4 (Sufficient Demand)

Prerequisite: CS 278

Internet troubleshooting has become an important issue to many organizations. There are crucial reasons a systematic approach is necessary to resolve internetworking problems. This course gives you a standard problem-solving model that will help you begin troubleshooting. This course covers the material necessary to pass the Cisco CIT exam.

CS 290 SYSTEMS ANALYSIS AND DESIGN

Credits: 3 (S)

Prerequisites: CS 166, CS 205, CS 210

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 HEAD, NECK AND ORAL NATOMY

Credits: 3 (F)

The majority of this course includes content in head, neck and dental anatomy. Oral tissue embryology, histology, and physiology is also introduced and general anatomical concepts are reviewed by the instructor. Anatomic design and tooth numbering systems are emphasized as a supplement to the dental anatomy portion. Students successfully completing this course will be able to apply basic oral anatomic theory to laboratory and clinical settings.

DA 117 DENTAL OFFICE MANAGEMENT

Credits: 1 (S)

Co-requisite: OO 250

This course exposes students to various reception procedures and dental practice management duties commonly expected in an office. These include maintaining patient records, filing insurance forms, and making collections and financial arrangements. Students also study ethics and jurisprudence as they relate to dental practice.

DA 120 ORAL RADIOLOGY I

Credits: 2 (F)

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, quality assurance and infection control, landmark identification and mounting, and darkroom procedures. It also includes radiograph interpretation and identification and correction of faulty radiographs. Selected

Course Descriptions

geometric topics are incorporated in this course as part of technique instruction and are continued through Oral Radiology II.

DA 121 ORAL RADIOLOGY II
Credits: 2 (S)
Prerequisite: DA 115, DA 120

Oral Radiology II includes both didactic and laboratory instruction. Content in this course emphasizes intraoral and extraoral radiographic techniques. A student satisfies the practical portion of this course by successfully performing both paralleling and bisecting intraoral periapical techniques, horizontal, vertical, and pedodontic bitewing radiographs, and proper occlusal and panoramic exposure. Other content sections include radiography for special patients and patient education. Students are expected to obtain their own prescription patients for final full mouth series. Dental assistant students will be prepared to sit for the national oral radiology certification exam through the Dental Assisting National Board after successful completion of this course.

DA 123 CHAIRSIDE I
Credits: 4 (F)

The Chairside I course covers aspects of the clinical dental assistant's duties in a general dental practice. It includes instruction in dental instruments, equipment, materials, and basic laboratory and chairside procedures (including patient relations and charting methods). Oral anesthesia theory is an additional component. Occupational safety and infection control is emphasized.

DA 124 CHAIRSIDE II
Credits: 4 (S)
Prerequisite: DA 123

Chairside II is a continuation of Chairside I. Content includes emphasis on aesthetic restorative procedures, rubber dam concepts, coronal polishing, pit and fissure sealant placement, fluoride treatments, and fabrication and placement of temporary crowns and restorations.

DA 150 PREVENTIVE DENTISTRY
Credits: 3 (S)
Prerequisite: DA 115 and DA 123

The Preventive Dentistry course is the study of the oral plaque diseases and the prevention of these diseases. Special sections include etiology and theory of plaque disease, oral hygiene techniques and instruction, systemic and topical 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 165 DENTAL SPECIALTIES
Credits: 3 (S)
Prerequisites: DA 115, DA 123

The clinical specialties course includes an introduction to six dental specialties: periodontics; endodontics, fixed and removable prosthodontics, oral surgery, pediatric dentistry and orthodontics. It includes theory in the individual specialties along with procedure set-ups (armamentarium), materials used, and instrumentation. The student will also apply the knowledge in a clinical procedures setting.

DA 172 DENTAL SCIENCE
Credits: 3 (S)
Prerequisite: DA 115

This course includes an introduction to four specific science based subjects: microbiology; oral pathology; pharmacology; and medical and dental emergencies. Reviews of the metric system and dosage calculation are conducted for better understanding of the pharmacology component. Emphasis is placed on classification and transmission of microorganisms, drug classifications and interactions, prescription writing, identifications of diseases and other abnormalities of the oral cavity and the management of medical and dental emergencies in the dental office.

DA 185 CLINICAL SEMINAR
Credits: 1 (SU)
Prerequisite: Program director approval required to enroll.

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 made to the students in this course. Special review attention is paid to infection control and current OSHA standards and concepts for successfully sitting for the national Certified Dental Assistant exam.

Course Descriptions

DA 190 CLINICAL OFFICE PRACTICE

Credits: 7 (SU)

Prerequisites: Program director approval required to enroll.

This is the capstone course for the program and requires the student to integrate and apply all dental concepts from earlier coursework into the clinical setting. It involves rotated extramural clinical office experience in the dental community where students actively participate in the operation of the dental practice as dental assistants in training.

INTERIOR DESIGN

Tech Prep

DE 161F INTRODUCTION TO DESIGN

Credits: 3 (1st year-F)

Introduction to design as it relates to interior design, architecture and related professions, through the study of the elements and principles of design and the ways in which humans interact with designed environments and elements.

Tech Prep

DE 162 INTERIOR DESIGN GRAPHICS

Credits: 3 (1st year-F)

This course provides interior design students with a basic knowledge of building structures, construction techniques, and building materials. It introduces the technical skills needed to read and produce drawings used in the practice of interior design, including floor plans, interior elevations, reflected ceiling plans, and section 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 marker and colored pencil is introduced.

DE 164F HISTORIC INTERIORS

Credits: 3 (1st 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 (1st 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 166 TEXTILES FOR INTERIORS

Credits: 2 (1st year-F)

Course includes the study of textiles used by interior designers, including their fiber content, yarn type, characteristics, construction, selection, cost, performance and maintenance. Students will gain familiarity with a wide range of textile products used in both residential and commercial interiors.

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

Credits: 3 (1st year-S)

Prerequisites: DE 161, DE 162

This course 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-F)

Prerequisite: Completion of all 100-level technical courses or 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.

Course Descriptions

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 their clients using the presentation boards to illustrate their design solutions. Emphasis is on residential design.

DE 263 STUDIO II

Credits: 4 (Sufficient Demand/2nd year-S)
Prerequisite: Completion of all 100-level technical courses and DE 262

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: DE 161

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 foot-candle 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 related to the interior design profession. Topics include business procedures, methods of charging, and steps involved in business formation. Use of contracts and specifications to achieve desired objectives is covered, as is marketing of professional services and promotion of the firm.

DE 267 ARCHITECTURAL CAD

Credits: 3 (F)

Course focuses on the application of AutoCAD to the creation of a set of residential construction drawings.

Topics covered include drawing set-up, creation and plotting.

DENTAL HYGIENE

DH 101 INTRODUCTION TO DENTAL HYGIENE/PRECLINIC

Credits: 2 (F)

An introductory course in preoperative and clinical dental hygiene concepts. The assessment phase of patient care as well as the theory of basic dental hygiene instrumentation will be emphasized.

DH 102 INTRODUCTION TO DENTAL HYGIENE/PRECLINIC LAB

Credits: 2 (F)

This course enables students to perform clinical dental hygiene procedures explored in DH 101. The basic clinical skills used during patient assessment and basic dental hygiene instrumentation will be emphasized.

DH 111 INFECTION CONTROL AND DISEASE PREVENTION

Credits: 2 (F)

This course introduces the infection and hazard control procedures necessary for the safety of dental professionals and their clients during the practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic techniques, infectious diseases, and OSHA standards.

DH 115 HEAD, NECK & ORAL ANATOMY

Credits 3 (F)

The majority of this course includes content in head, neck, and dental anatomy. Oral tissue embryology, histology, and physiology is also introduced and general anatomical concepts are reviewed by the instructor. Anatomic design and tooth numbering systems are emphasized as a supplement to the dental anatomy portion. Students successfully completing this course will be able to apply basic oral anatomic theory to laboratory and clinical settings.

DH 120 ORAL RADIOLOGY I

Credits 2 (F)

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,

Course Descriptions

health and safety, quality assurance and infection control, landmark identification and mounting, and darkroom procedures. It also includes radiograph interpretation and identification and correction of faulty radiographs. Selected geometric topics are incorporated in this course and are continued through Oral Radiology II.

DH 121 ORAL RADIOLOGY II
Credits: 2 (S)
Prerequisite: DH 115, DH 120

Oral Radiology II includes both didactic and laboratory instruction. Content in this course emphasizes intraoral and extraoral radiographic techniques. A student satisfies the practical portion of this course by successfully performing both paralleling and bisecting intraoral periapical techniques, horizontal, vertical, and pedodontic bitewing radiographs, and proper occlusal and panoramic exposure. Other content sections include radiography for special patients and patient education. Students are expected to obtain their own prescription patients for final full mouth series. Dental assistant students will be prepared to sit for the national oral radiology certification exam through the Dental Assisting National Board after successful completion of this course.

DH 130 DENTAL MATERIALS
Credits: 2 (F)

The study of materials most often used in dentistry, focusing on the characteristics, physical properties, instruction on manipulation, and practical application of each material. Safety precautions relating to each material and procedure are emphasized.

DH 150 CLINICAL DENTAL HYGIENE THEORY I
Credits 2 (S)

This course includes basic theory in the practice of dental hygiene. Topics include deposit/removal, patient education, fluorides, planning for dental hygiene treatment, including responding to medical/dental emergencies; charting and maintaining clinical records of clinical procedures.

DH 151 CLINICAL DENTAL HYGIENE PRACTICE I
Credits 3 (S)

Practice in beginning instrumentation and patient assessment in providing an oral prophylaxis, to accompany DH 150.

DH 160 PERIODONTOLOGY I
Credits 3 (S)

An introduction to the science and management of periodontal diseases. Emphasis on the etiology and classification of the disease, along with an overview of the anatomy and histology of periodontal structures and dental accretions. The dental hygienist's role in the recognition, prevention, and therapeutic procedures of the disease will be explored. This course will correlate theory with clinical activities in DH 151.

DH 165 ORAL EMBRYOLOGY & HISTOLOGY
Credits 2 (S)

A study of tissue morphology, embryonic development, and histologic features of the face and oral cavity.

DH 201 PERIODONTOLOGY II
Credits 2 (SU)

The advanced study of periodontology with special emphasis on various types of periodontal therapy and the rationale behind their uses, including information on surgical procedures and medications used to decrease periodontal pocket depth. This course correlates theory with clinical activities in DH 211.

DH 210 CLINICAL DENTAL HYGIENE THEORY II
Credits 2 (SU)

A continuation of DH 150, this course increases the emphasis on the principles of instrumentation in periodontal therapy and special needs patient management. Effective ergonomic principles will be included. Theory background is used to support activities in DH 211.

DH 211 CLINICAL DENTAL HYGIENE PRACTICE II
Credits 3 (SU)

A continuation of DH 151, this course provides additional practical experience in clinical patient treatment with an emphasis on early periodontal disease and subgingival deposits. Offered in conjunction with DH 210.

DH 215 GENERAL/ORAL PATHOLOGY
Credits 3 (F)

Fundamentals of pathology including the inflammatory process, tumor development, metabolic pathways, and

Course Descriptions

developmental disturbances. An emphasis on the study of oral diseases and recognition of those conditions will be made. Students will utilize this information during direct observations of patients and viewing radiographs in clinical practice.

DH 230 COMMUNITY DENTAL HEALTH & EDUCATION

Credits 2 (S)

A presentation of various methods and material used in community dental health education. The course provides an understanding of basic research and statistical concepts needed for sound community health practices. Emphasis on the use of evidenced based philosophy for acquiring, assessing, interpreting, critically analyzing, and incorporating scientific literature into community health practices. Field assignments in selected social settings and projects will encourage student participation in community dental health care.

DH 235 PROFESSIONAL ISSUES & ETHICS IN DENTAL PRACTICE

Credits 2 (S)

A study of the legal restrictions and ethical responsibilities associated with the practice of dental hygiene and dentistry.

DH 240 LOCAL ANESTHESIA/NITROUS OXIDE THEORY & LAB

Credits 2 (S)

An integration of anatomy, physiology, and an introduction to pharmacology and emergency procedures as they relate to the administration of local anesthesia. Selection of proper anesthetic solutions to facilitate pain management and specific related needs of patients are included, incorporating pain control methods, including nitrous oxide, sedation, and general anesthesia. Laboratory sessions are integrated with didactic material to develop competency in administering local anesthetic.

DH 241 GERONTOLOGY & SPECIAL NEEDS PATIENTS

Credits 2 (F)

This course provides preparation for clinical experience when designing treatment for the geriatric and special needs patient. Innovative patient management and counseling will be included.

DH 250 CLINICAL DENTAL HYGIENE THEORY III

Credits 1 (F)

A continuation of DH 210, this course expands beyond the basic concepts of dental hygiene theory, including exposure to more difficult oral conditions, specialized patient communication, and advanced treatment planning. Topics include periodontal debridement, subgingival irrigation, air polishing, and reviewing of scientific literature. Theory background is used to support activities in DH 251.

DH 251 CLINICAL DENTAL HYGIENE PRACTICE III

Credits 4 (F)

A continuation of DH 211, this course provides clinical activities with increased patient difficulty exhibiting moderate to advanced periodontal involvement and moderate deposits along with increased patient load. This course is offered in conjunction with DH 250.

DH 280 CLINICAL DENTAL HYGIENE THEORY IV

Credits 1 (F)

A continuation of DH 250, this course includes advanced dental theory increasing the student's knowledge of the profession. An overview of the dental specialties and the role of the dental hygienist in those specialties will be covered. Theory background is used to support activities in DH 281.

DH 281 CLINICAL DENTAL HYGIENE PRACTICE IV

Credits 4 (S)

A continuation of DH 251, clinical activities include all aspects of previous training at increased skill levels. Emphasis is placed on periodontal maintenance and on treating clients with moderate to advanced/refractory periodontal disease. Students simulate private practice and mock board activities. This course is provided in conjunction with DH 280.

DRAFTING

Tech Prep

DRFT 131 TECHNICAL GRAPHICS I

Credits: 4 (F)

Emphasis on knowledge and skills needed to produce drawings and understand basic drafting theory. Topics

Course Descriptions

developed on the board include sketching, lettering, instruments, scaling, applied geometry, orthographic projection, dimensioning, applied technical mathematical relations, primary auxiliary views, sections, threads, and weld symbols.

DRFT 132 DESCRIPTIVE GEOMETRY

Credits 3 (s)
Prerequisite: DRFT 131, or permission of instructor.

Advanced theory and practices in descriptive geometry construction and pattern development in preparation for advanced courses in Design Drafting.

DRFT 156 INTRODUCTION TO CAD

Credits 3 (S)

A systems-oriented course designed to introduce students to the concepts, techniques, and applications of PC-based computer-aided drafting that will allow them to create drawing files and download files for hard copies. Command structure, coordinate systems, text dimensions, and plotting will be covered.

DRFT 201 RESIDENTIAL DRAFTING

Credits 3 (F)
Prerequisite: DRFT 132.

The development of the principles in construction drawings of an average wood frame residential structure. A complete set of working drawings with blue line prints will be developed.

DRFT 205 MACHINE DRAFTING

Credits 3 (S)
Prerequisite: DRFT 131.

The study and application of standards used for producing working drawings, including the fundamentals of geometric dimensioning and tolerancing. Both detail and assembly drawings will be mechanically produced.

DRFT 244 TOPOGRAPHIC MAPPING AND GIS APPLICATIONS

Credits 3 (S)
Prerequisite: DRFT 156, CS 205

Fundamentals of mapping and geographic information systems (GIS). Includes applications of mapping projections, presentations of surveying information, and GIS methods. Mapping and GIS computer applications will be used and developed throughout the course.

DRFT 256 3D CAD

Credits 3 (F)
Prerequisite: DRFT 156

This is a study in advanced CAD concepts and procedures to develop three-dimensional wireframe models. Emphasis will be on the creation and use of 3D primitives, surface modeling, basic solids modeling, shading techniques, and the use of animation software. Exercises will include rendered output to paint type printers.

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 102SG 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.

Course Descriptions

EDUCATIONAL PSYCHOLOGY

EDPY 215 DESIGNING LEARNING ENVIRONMENTS

Credits: 3 (S)

This course will focus on the skills necessary to design a classroom environment where students will learn most effectively. Students will participate in a lab experience, which will provide an opportunity for working with students in one-on-one setting

EDUCATION

EDUC 106 DRUG & HEALTH ISSUES FOR EDUCATORS

Credits: 3 (F)

A survey of drug education and health concerns for educators of school-aged children, including topics required by Montana's Board of Public Education for health-related teacher education.

EDUC 210 EDUCATIONAL PSYCHOLOGY AND HUMAN DEVELOPMENT

Credits: 3 (F)

An exploration of physical, psychological, and cognitive development in children with an emphasis on brain-based research, stages of learning, and factors influencing the learning process. This class also includes a field experience in local classrooms, where students observe students and classroom procedures.

EDUC 215 INTRODUCTION TO EDUCATION FOUNDATIONS

Credits: 3 (F, S, SU)

An introduction to American education with an emphasis on the teacher's role inside and outside the school's role in the community. Various educational issues will be examined, including the purposes of public education in America; the interplay between the public and its schools; the interrelationship of curriculum, instruction, classroom management, and school culture; and the challenges of responding effectively to diversity in the school setting and the community. **Includes a field experience in the school setting observing and assisting a classroom teacher.**

EDUC 240 INSTRUCTIONAL TECHNOLOGY

Credits: 3 (S)

An introduction of prospective teachers to the uses of technology to enhance the education experience. Students will learn to use media software common in educational settings for a variety of instruction purposes.

ELECTRICAL, ELECTRONICS & ENGINEERING TECHNOLOGY

EET 110 ELECTRONICS SURVEY I

Credits: 3 (S)

An introduction to basic concepts and terminology of electronics for the non-electronics major. Topics start with electricity and continue through everyday commercial and home applications. This course may fulfill a General Education requirement.

EMERGENCY MEDICAL SERVICES

EMS 105 EMT-PARAMEDIC I

Credits: 3 (Sufficient Demand)

Prerequisite: Consent of faculty required.
Formal acceptance into EMT-P program

This course provides an introduction to the practice of para-medicine and will provide the student with reinforcement and new information concerning pre-hospital environment, trauma, and preparatory divisions.

EMS 110 EMT-PARAMEDIC I/II SKILLS LAB

Credits: 3 (Sufficient Demand)

Prerequisite: Consent of faculty required.
Formal acceptance into EMT-P program

This course provides the student with laboratory experience in the areas of assessment, physical examination, history gathering, basic and advanced airway management skills, and the initiation and management of fluid therapy.

EMS 115 EMT-PARAMEDIC II

Credits: 3 (Sufficient Demand)

Prerequisite: Consent of faculty required.
Formal acceptance into EMT-P program

This course builds upon the instructional imperatives of Paramedic I and introduces the student to various systematic medical emergencies (e.g., respiratory, cardiovascular, endocrine, and nervous system emergencies).

Course Descriptions

EMS 120 EMT-PARAMEDIC I/II CLINICAL & FIELD INTERNSHIP

Credits: 3 (Sufficient Demand)

Prerequisite: Consent of faculty required.
Passing grade of "C" during EMS 110, 115

The clinical and field internship experience allows the student to integrate knowledge and skills from the classroom setting into actual patient care in the hospital and field domain. A student must receive a grade of "Pass" in the clinical and field internship course or will be required to repeat EMS 110 and EMS 115.

EMS 130 FIRST RESPONDER

Credits: 3 (Sufficient Demand)

Prerequisite: Must be high school graduate or equivalent to take certification examination.

This course is the nationally recognized emergency medical entry level to the emergency services industry. The course provides didactic and practical experience concerning initial assessment and immediate management of trauma and medical patients. Successful course completion will allow the student to enter the Montana First Responder authorization process. All aspects of authorization/certification are the responsibility of the student.

EMS 131 FIRST RESPONDER REFRESHER (TRANSITION)

Credits: 1 (Sufficient Demand)

Prerequisite: Current status as a First Responder

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: Must be high school graduate or equivalent to take certification examination.; Current status as a Montana First Responder or First Responder Ambulance

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: Must be high school graduate or equivalent to take certification examination.

This course is the nationally recommended minimum level of training for ambulance personnel and is considered the desired level of medical training by many fire departments. The course focuses on skill development in the primary responsibilities of the EMT-B, which are to bring emergency medical care to victims of emergencies, to stabilize their condition, and to transport them safely and expeditiously to an appropriate facility. This course is a combination of classroom work and practical experience. Upon successful completion of the course, graduates are eligible to sit for the Montana and National Registry certification examinations. All aspects of authorization/certification are the responsibility of the student.

EMS 138 EMT - BASIC REFRESHER (TRANSITION)

Credits: 2 (Sufficient Demand)

Prerequisite: Current status as an EMT-B

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: Formal acceptance into EMT-I course EMT-Basic National Certification and 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.

This course is designed to bridge a nationally perceived void between the EMT-B and EMT-P levels of certification. The EMT-I will be utilized in systems where the pre-hospital care provider is required to perform skills beyond those of the EMT-B but where EMT-P level care is

Course Descriptions

unavailable or unattainable. This course will refine the life-saving skills of the EMT-B in addition to providing the student with supplementary advanced life support skills that can significantly improve the quality of pre-hospital care. Course topics will include the professional roles and responsibilities of the EMT-I as well as focusing on EMS systems, medical control, medicolegal considerations, communications, medical terminology, advanced patient assessment, airway management, and the pathophysiology of shock. Must be high school graduate or equivalent to take certification examination.

EMS 143 EMT – INTERMEDIATE REFRESHER

Credits: 1 (Sufficient Demand)
Prerequisite: Current status as an EMT-I; Approved for admission by the Medical Director and Program Coordinator

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 ACLS PREPARATION

Credits: 1 (Sufficient Demand)
Prerequisite: Consent of faculty required.

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 PALS PREPARATION

Credits: 1 (Sufficient Demand)

This is the American Heart Association course that 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)

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.

EMS 225 EMT-PARAMEDIC IV

Credits: 3 (Sufficient Demand)
Prerequisite: Successful completion of Paramedic I/II or Faculty approval

Course Descriptions

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 word form and sentence structure.

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 114HG INTRO TO LITERATURE

Credits: 3 (F,S)

This course provides the student an opportunity to study the three major literary forms – fiction, poetry, and drama including examples of works from several time periods. Selections will include works by and about minorities and women.

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 and the research paper. Emphasis is placed on pre-writing skills, organizational techniques, development of ideas, word choice, sentence structure, referential skills, and patterns of writing—exposition, narration, description, and argumentation. Competence in basic sentence structure and writing skills at the paragraph level is assumed.

ENGL 122W COMPOSITION II

Credits: 3 (F,S)
Prerequisite: ENGL 121

A continuation of the study of the modes of composition introduced in Composition I (ENGL 121), this course emphasizes argumentation and research writing. Students will complete a variety of major essays focusing on persuasive/analysis topics including a significant research paper, accompanied by a thorough reference page. Students will be introduced to library research methods, the avoidance of plagiarism and persuasive pitfalls, and formal documentation style.

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.

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.

Course Descriptions

ENGL 210HG WORLD LITERATURE I (ANCIENT THROUGH RENAISSANCE)

Credits: 3 (F)

World Literature, through its survey of literature, presents a chronological and critical study of western world literature in translation, within the historical milieu of ancient times through the Renaissance. The course also introduces students to the idea that literature is both enjoyable and useful in shaping perceptions and responses in daily life. Emphasis is placed on critical thinking and reading skills using analysis of elements such as plot, setting/tone, character, language/figures of speech, symbolism, and theme. Competence in basic reading and writing skills is assumed.

ENGL 211HG WORLD LITERATURE II (17TH CENTURY TO PRESENT)

Credits: 3 (S)

World Literature, through its survey of literature, presents a chronological and critical study of western world literature in translation, within the historical milieu of the Enlightenment through the Twentieth Century. The course also introduces students to the idea that literature is both enjoyable and useful in shaping perceptions and responses in daily life. Emphasis is placed on critical thinking and reading skills, using analysis of element such as plot, setting/tone, character, language/figures of speech, symbolism, and theme. Competence in basic reading and writing skills is assumed.

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 genres to assess the power of myth and the reality of history and cultures of our region.

ENGL 228 STRATEGIES OF BUSINESS 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 that emphasize structure, format, and tone for a variety of professional audiences. This high-level course is

taught by computer-assisted instruction. Entrepreneurship students should register for both BM 260 and ENGL 228 in their last semester. On-campus offering of ENGL 228 is recommended for Entrepreneurship students.

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.

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.

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.

Course Descriptions

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 105SG GENERAL GEOGRAPHY
Credits: 3 (Sufficient Demand)

This course presents the fundamental concepts necessary for geographic thinking and introduces the student to the cultural and physical elements of geography that influence and identify various areas of the world. Land formations, weather and climate patterns, regional contrasts, and interrelationships are also studied.

HEALTH INFORMATION TECHNOLOGY

HI 110 HEALTHCARE INFORMATION
Credits: 4 (S)
Prerequisites: HI 132, MATH 150 OR 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.

Course Descriptions

HI 115 HEALTH CARE PERSONNEL AND SUPERVISION

Credits: 2 (S)

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

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 professional practice facility. Students begin creating an individual portfolio during this course. Students create written records of their experiences. This course is scheduled for 44 hours during the semester. Each student will be responsible for their own transportation to and from the healthcare facility and any necessary living expenses.

HI 145 PROFESSIONAL PRACTICE EXPERIENCE A

Credits: 1

Prerequisite: Completion of preceding courses in HICS sequence.

Students in this course gain professional practice experience in an inpatient healthcare facility in applying ICD-9-CM coding skills. Students create written records of their experiences. This course is scheduled for 40 hours off of campus, out of scheduled semester time (between Fall and Spring semesters). Each student will be responsible for their own transportation to and from the healthcare facility and any necessary living expenses.

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 190 PROFESSIONAL PRACTICE EXPERIENCE B

Credits: 1

Prerequisite: Completion of preceding courses in HICS sequence.

Students in this course gain professional practice experience applying CPT coding skills in an outpatient healthcare facility. Students create written records of their experiences. This special session course is scheduled for 40 hours off campus, out of scheduled semester time (immediately following the Spring semester). Each student will be responsible for their own transportation to and from the healthcare facility and any necessary living expenses.

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 ICD CODING

Credits: 3 (F)

Corerequisites: AH 185 and BIO 105 or BIO 209/210

This course covers the theory and application of ICD principles and guidelines for coding and sequencing inpatient diagnoses and procedures. Inpatient computer applications for coding are also studied.

Course Descriptions

HI 237 CPT CODING

Credits: 3 (S)
Corerequisites: HI 236

Using CPT to code procedures documented in outpatient healthcare records is taught in this course. Topics include coding guidelines for assigning E/M codes and modifiers. Students perform coding using both actual records and lab exercises. Computer applications for coding are also covered.

HI 240 HEALTHCARE QUALITY

Credits: 3 (S)
Prerequisite: HI 132, HI 110

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 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 hours 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 103H HISTORY OF THE UNITED STATES I (TO 1865)

Credits: 3 (Sufficient Demand)

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.

HIST 104H HISTORY OF THE UNITED STATES II (1865 TO PRESENT)

Credits: 3 (Sufficient Demand)

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 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.

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.

HIST 210H MONTANA HISTORY

Credits:3 (Sufficient Demand)

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.

HIST 274HG THE HISTORY OF CHINA

Credits: 3 (Sufficient Demand)

China has the longest continuous history of any modern nation. This course will attempt to explore China's longevity by exploring its intellectual and cultural traditions and its recent historical development.

HUMANITIES

HUM 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.

HUM 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.

LIBRARY

LIB 121 INTRODUCTION TO INFORMATION RESOURCES

Credits: 1 (Sufficient Demand)

This course provides an introduction to effective use of library resources and services. The course will focus on information retrieval using library-based electronic resources accessible online through the MSU-Great Falls Campus Library web site. Evaluation of information and citing sources will also be covered. There is no corequisite required but students may find this course more relevant if it is taken in conjunction with a course requiring substantial research.

MATHEMATICS

MATH 065 PRE-ALGEBRA

Credits: 3 (F,S)

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.

Tech Prep

MATH 101 INTRODUCTORY ALGEBRA

Credits: 4 (F,S)

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

Course Descriptions

algebra but have a firm background in basic mathematics or who wish it as a review.

MATH 104 BUSINESS MATHEMATICS

Credits: 4 (F,S)

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.

Tech Prep

MATH 108 INTERMEDIATE ALGEBRA

Credits: 4 (S)

Prerequisite: Math 101 or qualifying admission assessment score within the past 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 120 MATH FOR ELEMENTARY TEACHERS I

Credits: 3 (F)

Prerequisite: Math 101 or qualifying admission assessment score within the past 12 months

An introduction to problem solving, sets, functions, logic, numerations systems as a mathematical structure, introductory number theory, rational and irrational numbers and probability for prospective elementary school teachers.

MATH 121M MATH FOR ELEMENTARY TEACHERS II

Credits: 3 (S)

Prerequisite: MATH 120

Introductory geometry, constructions, congruence and similarity, concepts of measurement, coordinate geometry, problem-solving revisited, and computer applications for prospective elementary school teachers.

Tech Prep

MATH 130M COLLEGE ALGEBRA

Credits: 4 (Sufficient Demand)

Prerequisite: A grade of "B" or better in MATH 108 or qualifying admission assessment score within the past 12 months.

An extended study of algebra preparing students for further work in mathematics in particular, Calculus. Course topics include the fundamental properties of real and complex numbers, functions (polynomial, rational, radical, exponential and logarithmic), conics, matrices, determinants, sequences, series and the binomial theorem.

MATH 131M COLLEGE TRIGONOMETRY

Credits: 3 (Sufficient Demand)

Prerequisite: A grade of "B" or better in MATH 108 or qualifying admission assessment score within the past 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: A grade of "B" or better in MATH 101 or qualifying admission assessment score within the past 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)

Prerequisite: A grade of "B" or better in MATH 101 or qualifying admission assessment score within the past 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.

Course Descriptions

MATH 181M CALCULUS I

Credits: 4 (F)
Prerequisites: MATH 130, MATH 131 or qualifying admission assessment score within the past 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: Variable (Sufficient Demand)

Special projects and independent studies are available for students by special arrangements within the Related Instruction Department.

MATH 216M BASIC STATISTICS

Credits: 3 (F,S)
Prerequisite: MATH 101 or qualifying admission assessment score within the past 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.

MANUFACTURING

MFGT 200 MANUFACTURING PROCESSES AND MATERIALS

Credits 3 (F)

An introduction to the fundamentals of manufacturing. Capabilities, typical applications, advantages, and limitations of material and process selection for manufacturing.

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 101 ELEMENTARY SPANISH I

Credits: 4 (F)

Development of functional ability in oral and written Spanish with emphasis on communication skills and appreciation of Hispanic culture. Treats essentials of grammar with audio-lingual aspects supplemented by language laboratory materials. Three class hours and two lab hours per week.

ML 102HG ELEMENTARY SPANISH II

Credits: 4 (S)

A continuation of ML 101, Elementary Spanish I, see course description for ML 101.

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.

Course Descriptions

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 238 CLINICAL PROCEDURES II
Credits: 3 (F)
Prerequisite: Minimum grade of "C" in 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 (F,S)
Corequisite: MO 242

This seminar is designed for students participating in MO 242. It features discussions of clinical topics and situations.

MO 242 EXTERNSHIP
Credits: 4 (F,S)
Prerequisite: Consent of faculty and minimum grade of "C" in MO 138 and 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 102F FUNDAMENTALS OF MUSIC
Credits: 3 (Sufficient Demand)

Designed for the student with little or no musical background, this course introduces the fundamental elements of music reading and notation. It includes note and rhythmic reading, scales, intervals, and chords.

MUS 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 212FG 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 214FG 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

Tech Prep

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

Tech Prep

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 designed to improve concentration, speed, and accuracy. Emphasis is also placed on formatting business documents.

OO 111 FUNDAMENTALS OF HEALTH INSURANCE

Credits: 3 (F)
Prerequisites: AH 185

This course is designed to introduce students to the major national medical insurance programs and to simplify the process of filing claim forms. Topics covered will include plan options, carrier requirements, state and federal regulations, abstracting relevant information from source documents, accurate claim form completion, and a review of diagnostic and procedural coding. The course also includes an introduction to legal and ethical issues in the health care industry.

Tech Prep

OO 173 COMPUTER CALCULATORS

Credits: 1 (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 computer ten-keys using the desktop calculator. Ten-key functions will be used to solve common mathematical 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 general law office procedures, ethics, court system and structure, civil litigation, and criminal law, and legal document format. This course is also designed to equip students with knowledge of procedures and with the basic attitudes, skills, and ethics required of a legal office employee.

OO 181 LEGAL STUDIES II

Credits: 4 (S)
Prerequisite: OO 180

Students continue their introduction to the legal field through the study of family law, administrative agencies, legal research, real estate, estate planning and probate, contracts, torts, bankruptcy, and business organizations. Study also includes related legal documents and their format. 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 220 PREPARING RESUMES

Credits: 1 (F, S, SU)

Students will determine the components of a "winning" resume and go through the steps in preparing a resume. They will identify critical differences among traditional, scannable, and electronic resumes. Personal strengths will be identified and focused to improve marketability in targeted career areas.

OO 221 INTERVIEWING FOR JOBS

Credits: 1 (F, S, SU)

Prerequisite: It is recommended that this course be taken during a student's last semester of attendance.

This course will help the student master the art of interviews, develop strategies to market themselves, acquire successful interview techniques, navigate interview questions and answers, and utilize good follow-up moves.

OO 250 COMPUTERS IN MEDICAL/DENTAL OFFICE

Credits: 1 (F, S)

Prerequisite: DA 117 or OO 111

This course will provide dental and medical students with the opportunity to apply concepts learned in Fundamentals

Course Descriptions

of Health Insurance 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, S)
Prerequisite: AH 185, CS 110, OO 108, 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 (S, SU)
Prerequisites: OO 255

This course is designed to increase speed and accuracy in transcribing medical data with exposure to advanced technical language in a variety of specialties. Special attention is on speed, accuracy, production, style, and 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 265 WORDPERFECT

Credits: 3 (F,S)
Prerequisite: CS 110, OO 107, or consent of faculty

Corel Wordperfect 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.

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 287 LEGAL TRANSCRIPTION

Credits: 4 (S)
Prerequisites: OO 260 or concurrent, OO 265 or OO 266

Students prepare legal documents and correspondence from machine dictation involving civil litigation, family law, probate, corporations, and real estate. Competencies in transcribing, document formatting, punctuating, spelling and utilizing legal terminology are important objectives of this course. Advanced word processing applications are emphasized.

OO 295 ADMINISTRATIVE OFFICE PROCEDURES

Credits: 3 (F)
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.

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.

Course Descriptions

PHILOSOPHY

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 110N SURVEY OF NATURAL SCIENCES

Credits: 4 (Sufficient Demand)

A course designed to introduce some of the basic aspects of the Biological, Physical, and Earth Sciences. The biology component will emphasize the structural and functional features of organisms, their classification, and their importance in the environment. The physical science component will present a non-mathematical approach to understanding some of the basic concepts in chemistry and physics. The earth science studies will focus upon the interrelationships between geology, paleontology, astronomy, meteorology and oceanography. This course is required by elementary education majors.

Tech Prep

PHYS 130N FUNDAMENTALS OF PHYSICAL SCIENCE W/ LAB

Credits: 4 (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 (Sufficient Demand)

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.

PRACTICAL NURSE

PN 131 MEDICAL/SURGICAL NURSING

Credits: 13 (S)

Prerequisite: Successful completion of the first semester of the Practical Nursing Program and faculty approval.

Note: For Fall entry students only.

This course guides students through the nursing process when planning nursing care for common disease of the following systems: urinary (including fluids and electrolytes), endocrine, integumentary, neurological, sensory, gastrointestinal, respiratory, cardiovascular, blood disorders, cancer and sensory. The pathophysiology, etiology, signs and symptoms, treatment modalities, pharmacology, physical and psychosocial aspects as well as bioethical, pain assessment, cultural diversity, and discharge planning are included with each disease process. The clinical component provides advancement from in-depth to complex nursing skills, knowledge, and attitudes necessary to care for the acutely ill patient.

Course Descriptions

PN 132 MEDICAL/SURGICAL NURSING I
Credits: 6 (SU)
Prerequisite: Successful completion of the first semester of the Practical Nursing Program and faculty approval.

Note: For Spring entry students only.

Students are guided through the nursing process in planning nursing care for common disease of the following systems: gastrointestinal, respiratory and cardiovascular. Patients with cancer and blood disorders are also included. Bioethical, pain assessment, cultural diversity and grief and loss are encompassed in all areas. The pathophysiology, etiology, signs and symptoms, treatment modalities, pharmacology, physical and psychosocial aspects and discharge planning are included in each disease process. The clinical component provides move in-depth nursing skills, knowledge and attitudes necessary to care for the acutely ill patient.

PN 133 MEDICAL/SURGICAL NURSING II
Credits: 7 (F)
Prerequisite: Successful completion of the second semester of the Practical Nursing Program, Medical/Surgical I and faculty approval.

Note: For Spring entry students only.

Students are guided through the nursing process in planning nursing care for common diseases of the following systems: urinary (including fluids and electrolytes), endocrine, integumentary, neurological and sensory. The pathophysiology, etiology, signs and symptoms, treatment modalities, pharmacology and physical and psychosocial aspects as well as bioethical, pain assessment, cultural diversity, grief and loss and discharge planning are included with each disease process. The clinical component provides advance to more complex nursing skills, knowledge and attitudes necessary to care for the acutely ill patient.

PN 141 PERSPECTIVES OF NURSING
Credits: 1 (F,S)
Prerequisite: Faculty approval and successful completion of the prerequisites.

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 155 NURSING FUNDAMENTALS I
Credits: 6 (F,S)
Prerequisite: Faculty approval and successful completion of the prerequisites.

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. Standard precautions are stressed. Included are concepts related to bioethical considerations and cultural diversity of patient care throughout the life cycle. In the clinical component of this course students will be able to safely deliver essential basic skills and show knowledge and concern to patients in the geriatric setting.

PN 156 NURSING FUNDAMENTALS II
Credits: 4 (S,SU)
Prerequisites: Successful completion of the first semester, PN 155, and faculty approval.

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 236 MENTAL HEALTH
Credits: 2 (F,SU)
Prerequisite: Faculty approval and successful completion of the first semester

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 second semester in the Practical Nurse program and in the last semester.

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

Course Descriptions

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 health promotion of the newborn through adolescence including the nursing process in caring for the child with specific alterations in health status and the family's role in recovery and health maintenance.

The clinical component of this course includes experiences in maternal and pediatric nursing

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 health care delivery system. It includes information on job application and professional growth and responsibilities. Community health agencies, advanced educational programs and charge nurse responsibilities are also included. Students will take the National League of Nursing (NLN) test and receive an application for the State Board Examination.

POLITICAL SCIENCE

POLS 208 STATE & LOCAL GOVERNMENT
Credits: 3

This course seeks to understand and demonstrate the operation and structure of state, tribal, and local governments and how the federal government impacts them all.

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.

PSY 109S LIFESPAN DEVELOPMENT
Credits: 3 (F,S,SU)

This course presents the study of human development throughout the lifespan. Study will include: the three domains of development (physical, cognitive and psychosocial); major theories; the influence of genetics; and prenatal development. The overall framework of the course is chronological dividing the lifespan into seven parts: infancy; early childhood; middle childhood; adolescence; early adulthood; middle adulthood; and late adulthood. This organization emphasizes the whole person and assists students to appreciate the ways in which the three domains of development continuously interact.

PHYSICAL THERAPIST ASSISTANT

PTA 100 INTRODUCTION TO PHYSICAL THERAPY
Credits: 3 (F)
Prerequisite: Acceptance into PTA program
Corequisite: PTA 110

This course provides the student with an overview of the profession of physical therapy, the professional association, role of the physical therapist and assistant 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. Medical terminology and the language of health care is studied. Clinical skills are introduced in this course, and the students will learn the theoretical principles for basic patient care skills.

PTA 101 PHYSICAL THERAPIST ASSISTING I
Credits: 2 (S)
Prerequisites: Grade of "C" or better in PTA 100, PTA 110, BIO 209, BIO 210
Corequisite: PTA 102, BIO 211, BIO 212

Students will study the use of physical agents in rehabilitation, including effects, guidelines for use and expected outcomes. The study of the concepts underlying the application of each agent, and discussion of recent research studies concerning the use of each physical agent is included in this class. The basis for the use of therapeutic

Course Descriptions

massage and myofascial release techniques in the rehabilitation setting is also studied.

PTA 102 PHYSICAL THERAPIST ASSISTING I LAB

Credits: 2 (S)
Corequisite: PTA 101

The laboratory component of PTA 101 will include the application of physical agents including thermotherapy, compression, traction, ultrasound, and electrotherapies. Practice in therapeutic massage and introductory myofascial release techniques is included.

PTA 110 INTRODUCTION TO PHYSICAL THERAPY LAB

Credits: 1 (F)
Prerequisites: Acceptance into PTA program
Corequisite: PTA 100

This course is the laboratory component of PTA 100. Students will practice the "hands-on" techniques of the clinical skills they are studying under the supervision of course instructor.

PTA 200 ISSUES IN PHYSICAL THERAPY

Credits: 2 (F)
Prerequisite: Grade of "C" or better in PTA 201, PTA 202, PTA 209, and PTA 210

Course explores professional issues relative to the PTA clinician. Legislative issues, financial implications related to third party payers, current trends in the delivery of physical therapy services, and the importance of involvement in the professional organization. The role of the PTA in department administration, review of regulatory and ethical issues, and other current professional issues are examined. The concepts of lifelong learning, and the importance of participation in the professional field through continuing education and local activities is examined.

PTA 201 PHYSICAL THERAPIST ASSISTING II

Credits: 2 (SU)
Prerequisites: Grade of "C" or better in AH 217, AH 218, PTA 101, PTA 102, and PTA 208

This summer course includes the theoretical foundations of all forms of therapeutic exercise, chest physical therapy, and the management of patients with chronic and obstructive pulmonary conditions. The basis for the various types of therapeutic exercise, and exercise interventions for specific diagnosis or illness, is studied.

Students will develop and plan exercise programs for specific patient populations.

PTA 202 PHYSICAL THERAPIST ASSISTING LAB II

Credits: 2 (SU)
Corequisite: PTA 201

Clinical application of therapeutic exercise is practiced, including resistive exercise, aerobic conditioning, stretching, and flexibility exercises. The application of percussion techniques in chest physical therapy, and positioning of patients with pulmonary conditions is learned.

PTA 203 PHYSICAL THERAPY PROJECT

Credits: 1 (F)
Prerequisites: Grade of "C" or better or concurrent enrollment in AH 108, PTA 201, PTA 202, PTA 208, PTA 210

The content of this course will be developed by the student, and determined acceptable through student-advisor agreement. The student will develop, plan and produce a project that will involve an activity related to physical therapy. The project may include elements that involve patient education, community service, patient advocacy, wellness programs, internship time with other health care disciplines, or other activities of special interest to the student. Scope, nature, and duration of project will be established through student-advisor agreement.

PTA 208 NEUROSCIENCE I

Credits: 2 (S)
Prerequisites: Grade of "C" or better in BIO 209, BIO 210, PTA 100, PTA 110. Concurrent enrollment in BIO 211, BIO 212

Students are introduced to the neuroanatomy and physiology of the central nervous system and peripheral nervous system. Focus is on the normal functioning of the nervous system with a consideration of how pathology and trauma affect function, and the physiological processes involved in healing following an insult to the nervous system. The students will learn innervation of the primary muscles in the upper extremities, trunk, and lower extremities. This course provides a foundation in the area of neurology that will be built upon in PTA 209 and PTA 211.

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PTA 209 NEUROSCIENCE II

Credits: 1 (SU)

Prerequisites: Grade of "C" or better in AH 217,
AH 218, PTA 101, PTA 102, and PTA

208

This summer course reviews concepts acquired in the previous semester, and further develops theory as students study 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. The students will consider differential diagnosis of medical conditions that may affect physical therapy interventions for the neurologic patient. The emphasis is on preparing the student to gather relevant information from the medical record, to gain an understanding of how a patient can be expected to present clinically.

PTA 210 CLINICAL EXPERIENCE I

Credits: 2 (SU)

Prerequisites: Grade of "C" or better in AH 217,
AH 218, PTA 101, PTA 102, PTA 208

This first clinical experience, which totals 96 hours, is attended within a three-week time period during the summer term. Students receive clinical education under the supervision of a licensed physical therapist or physical therapist assistant. Students are provided with opportunities to develop clinical competencies in patient care skills and physical therapy interventions learned during the first two semesters of the program.

NOTE: The Commission on the Accreditation in Physical Therapy Education requires that students receive a wide variety of clinical experiences, to ensure that students are adequately prepared to work in any type of setting: acute care in large and rural hospitals, outpatient, rehabilitation, geriatric rehabilitation, pediatric settings, and acute outpatient. Placement in clinical sites will be influenced by the availability of clinical education sites and the previous clinical experience of the student. The Academic Coordinator of Clinical Education determines the site placement of each student.

PTA 211 PHYSICAL THERAPIST ASSISTING III

Credits: 2 (F)

Prerequisites: Grade of "C" or better in PTA 201,
PTA 202, PTA 209, and PTA 210

Corequisite: PTA 212

The focus of this course is on the therapeutic interventions for the neurologic patient. The students are introduced to normal and abnormal neurological development, and the theories of facilitation and inhibition techniques utilized in the treatment of individuals with developmental disability. The students are introduced to theories relative to PNF, NDT, Rood, Brunnstrom, Sensory Integration, and others.

PTA 212 PHYSICAL THERAPIST ASSISTING LAB III

Credits: 2 (F)

Corequisite: PTA 211

This laboratory course which complements the studies of PTA 211 provides students with introductory therapeutic handling skills necessary in the treatment of individuals who are experiencing neurological compromise.

PTA 215 INTRODUCTION TO ORTHOPEDICS

Credits: 2 (F)

Prerequisites: Grade of "C" or better in PTA 201,
PTA 202, PTA 209, and PTA 210

Corequisite: PTA 216

Students explore each joint structure, reviewing anatomy and kinesiology, and study common orthopedic injuries, pathologies, and surgical intervention. Treatment protocols and physical therapy interventions are discussed. Students review special tests performed by the evaluating physical therapist for a patient with orthopedic diagnosis. The theory of joint mobilization is studied. Treatment procedures and special considerations for patients after amputation, the use of prosthetics, and the rationale for the use of orthotics, is included in this course.

PTA 216 INTRODUCTION TO ORTHOPEDICS LAB

Credits: 1 (F)

Corequisite: PTA 215

This course includes practice of orthopedic tests performed in the clinical setting, to enhance student understanding of the physical therapist's orthopedic evaluation.

PTA 220 CLINICAL EXPERIENCE II

Credits: 2 (F)

Prerequisites: Grade of "C" or better in PTA 201,
PTA 202, PTA 209, and PTA 210

Students receive clinical education for a total of 96 hours during a three-week time period during the fall semester. Opportunities are provided to further develop clinical

Course Descriptions

competencies under the supervision of a licensed physical therapist or assistant.

PTA 225 PROCEDURES & APPLICATIONS

Credits: 2 (S)

Prerequisite: Grade of "C" or better in PTA 200, PTA 203, PTA 211, PTA 212, PTA 215, PTA 216, PTA 220

This course summarizes the learning experiences of the past two years, bringing the program to closure. Students write and present a case study, and participate in activities relative to their clinical experiences, both affectively and cognitively. Information for state licensure examination is disseminated, and preparation for examination is discussed.

PTA 230 CLINICAL AFFILIATION I

Credits: 5 (S)

Prerequisite: Grade of "C" or better in PTA 200, PTA 203, PTA 211, PTA 212, PTA 215, PTA 216, PTA 220

Corequisite: PTA 225

This course is the first of the final two clinical experiences, totaling 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 clinical instructor. Students are expected to assume a partial or full caseload 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: Grade of "C" or better in PTA 230

Corequisite: PTA 225

The final full time clinical experience is 240 hours, attended over a six-week period of time. The students are expected to perform within entry-level competencies in all areas. The student should assume a full caseload of patients, and all activities relative to the rehabilitation of each patient. At the completion of the final affiliation, the student should be prepared to enter the health care work force as a physical therapist assistant, with competence and confidence.

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.

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RC 170 RESPIRATORY CARE TECHNIQUES AND PROCEDURES

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.

RC 171 RESPIRATORY CARE TECHNIQUES AND PROCEDURES I

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 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 in-service 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.

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,

Course Descriptions

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 MANAGEMENT
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-playing 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 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 175 STUDENT NEWSPAPER
Credits: 1-3 (F,S)
Prerequisites: ENGL 120 or above, placement into ENGL 121, or consent of instructor

Offered on a pass/fail basis Fall and Spring. Reporting and production of the student newspaper, *Roaring Winds*. Approval of instructor must be obtained prior to registering for this course.

SOCIOLOGY

SOC 111S INTRODUCTION TO SOCIOLOGY
Credits: 3 (F,S,SU)

This course offers exposure to fundamentals, perspectives, and terminology of sociology. It includes the study of society and human interaction as it is shaped by social structure and culture. Students also survey the interdependence of social institutions including family, religions, economics, politics, education and occupation, as well as population changes, social differentiation, inequality, deviance, conformity, modernization, social order, and social changes.

SOC 246SG 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.

SEMINAR

SEM 101/105 Seminar
Credits: 1 (Sufficient Demand)

Seminars are offered at the College to meet the needs of its constituency for short-term training and education. All seminars are configured to meet the credit-bearing requirement and thereby are multiples of 15 hours in length.

Course Descriptions

Since seminars normally are not required in a program of study; they do not meet the requirements for financial aid. Seminars are transcribed on the College's regular undergraduate transcript.

SOCIAL SCIENCE

SOSC 180 NATURAL HISTORY OF WESTERN NORTH AMERICA

Credits: 3 (Sufficient Demand)

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.

SOSC 184 FUNDAMENTALS OF BIOLOGICAL AND CULTURAL ADAPTATION

Credits: 3 (Sufficient Demand)

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.

SURGICAL TECHNOLOGY

SURG 102 SAFE PATIENT CARE & OPERATING ROOM TECHNIQUES

Credits: 5 (F)

Co-requisite: SURG 104

This course prepares students for the scrub and circulator roles of surgical technology, emphasizing the competencies involved, as well as the responsibilities of the surgical technologist.

SURG 104 SURGICAL TECHNOLOGY LAB

Credits: 7 (F)

Co-requisite: SURG 102

Prerequisite: Consent of faculty

An introduction to the physical organization of the surgical suite, including observation of surgical procedures and demonstrations of operating room techniques.

SURG 105 SURGICAL PROCEDURES I

Credits: 4 (F)

Co-requisite: SURG 104, SURG 192

This course familiarizes students with the surgical technologist's role during surgical procedures in the pre-operative, intra-operative, and post-operative stages.

SURG 106 SURGICAL PROCEDURES II

Credits: 5 (S)

Co-requisite: SURG 192, SURG 193

This course familiarizes students with the surgical technologist's role during surgical procedures in the pre-operative, intra-operative, and post-operative stages.

SURG 192 CLINICAL EXPERIENCE I

Credits: 4 (S)

Co-requisite: SURG 106

A supervised clinical experience in surgical settings providing scrub experience on surgical procedures.

SURG 193 CLINICAL EXPERIENCE II

Credits: 4 (S)

Co-requisite: SURG 106

A supervised clinical experience in surgical settings providing scrub experience on surgical procedures.

SURG 194 INTERNSHIP

Credits: 4 (SU)

Prerequisite: Consent of faculty and minimum grade of "C" in SURG classes.

The internship develops the students' competencies as first scrub on procedures and acquaints them with the professional expectations of surgical technologists as a capstone experience preparing them for initial employment.

AUTO BODY REPAIR & REFINISHING

TB 112 AUTO AND PAINT SHOP SAFETY

Credits: 1 (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, paint guns, hydraulic equipment, and air compressors, the proper use and care of personal safety equipment, and the safe handling and disposal of various chemicals.

Course Descriptions

TB 130 BASIC AUTO CONSTRUCTION

Credits: 1 (F)
Prerequisite: TB 128

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 134 CORRECTING SHEET METAL

Credits: 2 (F)
Prerequisite: TB 130

Theory and practice in manipulative skills are given in this course. Students will receive instruction and lab experience in roughing, bumping metal, shrinking, fillers, and sanding.

TB 135 STATIONARY GLASS REPLACEMENT

Credits: 2 (F)
Prerequisite: TB 134

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.

TB 136 CORRECTING COLLISION DAMAGE

Credits: 3 (S)
Prerequisite: TB 134

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

TB 150 PAINT REMOVAL

Credits: 2 (S)
Prerequisite: TB 141

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

TB 153 OVERALL REFINISHING

Credits: 3 (S)
Prerequisite: TB 142

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)
Prerequisite: TB 153

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

TB 220 FIBERGLASS AND PLASTIC REPAIR

Credits: 3 (F)

Students will study repairing and replacement of fiberglass and S.M.C. panels. Students will gain practical experience in welding procedures for soft, and rigid plastics. They will identify the various types of plastics used in the construction of internal and external body panels. Students will learn to use flexible fillers, primers, and paints.

TB 243 PANEL REPLACEMENT

Credits: 3 (F)
Prerequisite: TB 136

This course will give students practical experience in removal and replacement of weld on panels, doorskins, rocker, quarter and top panels.

TB 245 PRODUCTION BODY REPAIR

Credits: 3 (S)
Prerequisite: TB 243

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)
Prerequisite: TB 245

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

Course Descriptions

TB 248 SPOT REPAIR AND BLENDING
Credits: 3 (F)
Prerequisite: TB 153

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)
Prerequisite: TB 248

This course provides instruction and practice in the process of mixing paint from tinting colors. Assigned lab projects will give students the opportunity to mix, adjust, and tint to 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 254 SPECIALTY FINISHES
Credits: 3 (S)
Prerequisite: TB 253

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

TB 255 ESTIMATING COLLISION DAMAGE
Credits: 3 (S)

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

TOURISM

TOUR 116 ESSENTIALS OF INTERPRETATION
Credits: 4 (Sufficient Demand)

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 (Sufficient Demand)

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.

TOUR 260 INTERPRETIVE PROGRAM TECHNIQUES
Credits: 4 (Sufficient Demand)

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 (Sufficient Demand)
Prerequisite: Completion of all program requirements

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.

WORKSHOP

WS 101/105 Seminar
Credits: 0 (Sufficient Demand)

Workshops are offered by the College to meet the needs of its constituency for short-term training, professional development activities, and cultural activities. Since

Course Descriptions

workshops are considered continuing education, learning is configured as contact hours on the Continuing education transcript.

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Sandy Brown..... Cafeteria Manager

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Cynthia Culver Grant Assistant/
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Paige Culver..... Receptio nist

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Carrie SchikoraHelp Desk Assistant

James Sweat.....Print Center Manager

Alyssa Silvanic Admissions Technician

Susan Thomas Facility Coordinator

Karen Vosen.....Admin Support., Outreach

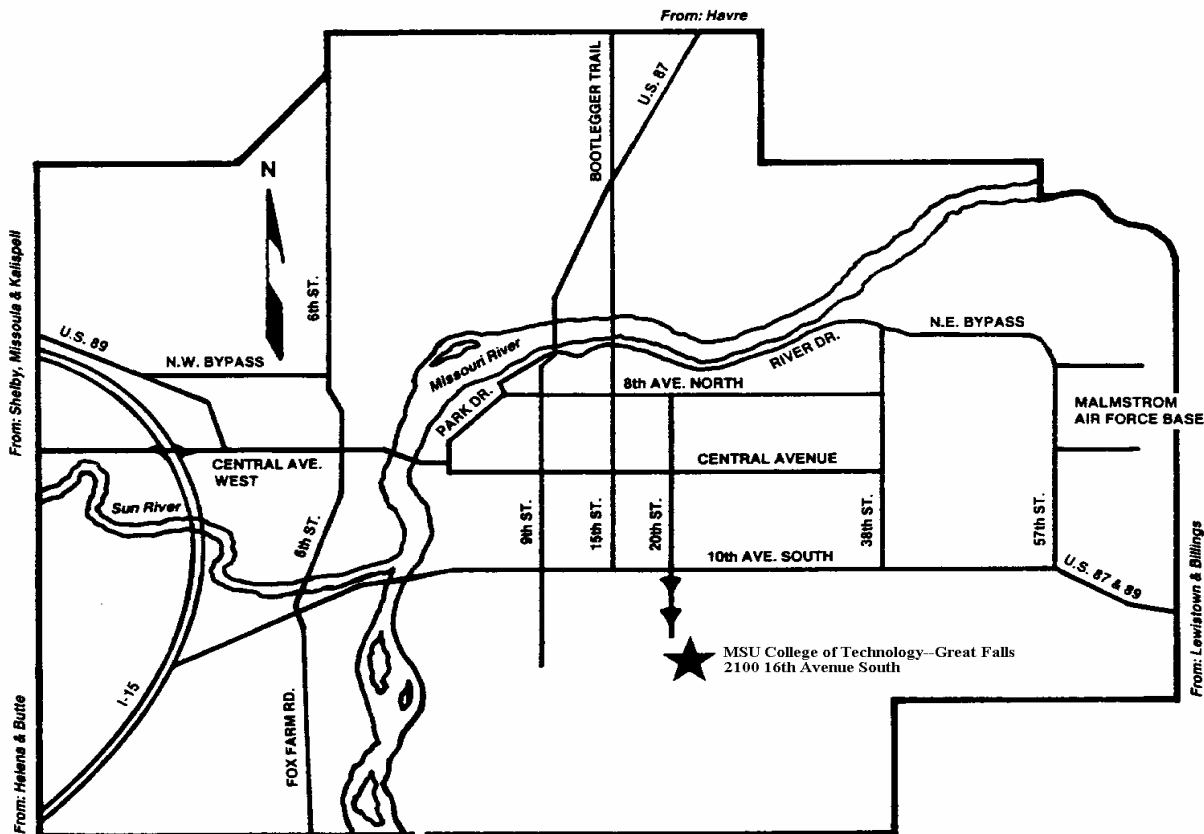
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Higher Education Links

Montana State University - Great Falls College Of Technology

2100 16th Avenue South
Great Falls, MT 59406
(406) 771-4300 (800) 446-2698
www.msugf.edu

Montana State University – Billings
Billings, MT 59101 (406) 657-2158
www.msuhillings.edu (800) 565-MSUB

Montana Tech of The University of Montana
Butte, MT 59701 (406) 496-4178
www.mtech.edu (800) 445-TECH

Helena College of Technology -UM
Helena, MT (406) 444-6800
www.hct.umontana.edu (800) 241-4882

Rocky Mountain College
Billings, MT (800) 877-6259
www.rocky.edu

Dawson Community College
Glendive, MT 59330 (406) 377-3396
www.dawson.cc.mt.us (800) 821-8320

Carroll College
Helena, MT (800) 992-3648
www.carroll.edu

University of Great Falls
Great Falls, MT (800) 856-9544
www.ugf.edu

Montana State University – Bozeman
Bozeman, MT 59717 (406) 994-2452
www.montana.edu (888) MSU-CATS

The University of Montana – Missoula
Missoula, MT 59812 (406) 243-6266
www.umt.edu (800) 462-8636

Montana Tech College of Technology
Butte, MT 59701 (406) 496-3732
www.mtech.edu (800) 445-TECH

UM College of Technology
Missoula, MT 59801 (406) 243-7882
www.umt.edu/mcot (800) 542-6882

Flathead Valley Community College
Kalispell, MT 59901 (406) 756-3846
www.fvcc.cc.mt.us (800) 313-3822

Blackfeet Community College
Browning, MT (406) 338-5421
www.montana.edu/~wwwai/bcc.html

Fort Belknap College, Harlem
Harlem, MT (406) 353-2607
www.fortbelknap.cc.mt.us/

Little Big Horn College
Crow Agency, MT (406) 638-7212
www.lbhc.cc.mt.us/

Montana State University – Northern
Havre, MT 59501 (406) 265-3704
www.msun.edu (800) 662-6132

The University of Montana-Western
Dillon, MT 59725 (406) 683-7331
www.wmtc.edu (800) WMC-MONT

MSU - Billings College of Technology
Billings, MT 59101 (406) 656-4445
www.cot.msubillings.edu (800) 565-MSUB

Stone Child College
Box Elder, MT (406) 395-4313
www.montana.edu/~wwwai/scc.html

Miles Community College
Miles City, MT 59301 (406) 234-3513
www.mcc.cc.mt.us (800) 541-9281

Dull Knife Memorial College
Lame Deer, MT (406) 477-6215
www.montana.edu/~wwwai/DKMC.html

Fort Peck Community College
Poplar, MT (406) 768-5551
www.montana.edu/wwwfpcc/

Salish Kootenai College
Pablo, MT (406) 675-4800
www.skcc.edu/

Other great sources of information!!!

*Your Guide to Montana's
Postsecondary Technical
Education Programs*

www.msugf.edu/Your%20Guide/your_guide.htm

*Montana University System
Transfer Guide*

<http://www.montana.edu/mus/transfer.htm>