

Welcome to FVCC!

This is your catalog, so put your name in it!

Name

Date

Keep this catalog handy!

It will serve you all the way through to graduation. The catalog requirements you start with are the requirements you graduate with. If your educational goals do not include a degree at this time, you should still take a little time with this catalog to learn more about...

What's inside

Our goals for you, the student..... Page 6
 How to sign up for classes Page 11
 Paying for your education Page 16
 Services for your success Page 22
 Rules and policies that guide us Page 30
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What's not inside

We publish a Schedule of Classes six weeks prior to the start of each semester. This schedule contains specific class information such as meeting times, instructors, special dates, and other things you may need to know before signing up for classes. Tentative class schedules may be available earlier at the Admissions and Records Office.

This catalog was produced by the Public Information Office:
 Kari Gabriel, Officer,
 and Janaya Okerlund, Graphic Design Technician.

Transfer, Occupational or Community Education?

- Your FVCC associate degree is a valuable stepping-stone for transfer, and is widely recognized by employers, too. **Transfer programs are listed alphabetically starting on page 57.**
- FVCC's occupational two-year associate degree and certificate programs are designed to prepare you for immediate job placement. **Occupational programs are listed alphabetically starting on page 112.**
- Continuing Education programs are generally shorter non-credit activities intended to improve specific job skills and enrich personal interests. **More information about this area starts on page 198.**

Finding your way from here

Specific catalog contents and pages Page 2
 You'll also find tables of contents at the start of most catalog section headings.

Index to quickly locate specific items Page 213
 If you know a word, a title or a name for what you want, check these alphabetical listings.

FVCC office telephone directory Inside Front Cover
 Need some help and a number to call? Check these listings, or if you don't know where to begin, just call 756-FVCC!

Campus map Inside Back Cover

Remember...

This catalog is a helpful reference document. You will also have an FVCC advisor to answer questions and help you with decisions. If you're new to college, relax! We're here to help you.



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Summer Semester 2002

- April 16-May 14 Early Registration for Summer Semester 2002 (New and Returning Students)
- April 30-May 14 Early Registration for Fall Semester 2002 (Returning Students Only)
- May 27 (M) Memorial Day Holiday (College Closed)
- May 30-June 7 Registration for Summer Semester 2002 (New and Returning Students)
- June 10 (M) First Day of Class
- June 14 (F) Last Day to Register Without Instructor's Permission
- June 14 (F) Last Day to Return Textbooks for a Full Refund at the Bookstore*
- July 1 (M) Last Day to Drop & Receive a Partial Refund (Full Semester Classes)
- July 4 (Th) Fourth of July Holiday (College Closed)
- July 12 (F) Last Day to Drop Full Semester Classes
- August 2 (F) New Student Orientation for Fall Semester 2002 (Session I)
- August 14-16 (W-F) Textbook Buy Back at the Bookstore
- August 16 (F) Last Day of Class
- August 20 (T) Grades Due
- August 21 (W) New Student Orientation for Fall Semester 2002 (Session II)

Fall Semester 2002

- August 2 (F) New Student Orientation/Registration for Fall Semester 2002 (Session I)
- August 21 (W) New Student Orientation/Registration for Fall Semester 2002 (Session II)
- August 26 (M) Fall Semester Tuition Due for Early Registered Students
- August 27,28 (T,W) Faculty/Staff In-service (College Closed)
- August 29,30 (Th,F) ... Registration/Advising for Fall Semester 2002 (New and Returning Students)
- September 2 (M) Labor Day Holiday (College Closed)
- September 3 (T) First Day of Class
- September 9 (M) Last Day to Register Without Instructor's Permission
- September 16 (M) Last Day to Register or Add New Classes
- September 20 (F) Last Day to Return Textbooks for a Full Refund at the Bookstore*
- September 24 (T) Last Day to Drop & Receive a Partial Refund
- September 24 (T) Last Day to Request an Audit
- October 14 (M) Columbus Day (Classes will meet)
- October 28 (M) Last Day to Drop Full Semester Classes
- November 11 (M) Veteran's Day (Classes will meet)

- November 28,29 (Th,F) ... Thanksgiving Holiday (College Closed)
- December 3,4 (T,W) Early Registration for Spring Semester 2003 (Returning Students Only)
- December 5-17 Early Registration for Spring Semester 2003 (New and Returning Students)
- December 16-20 (M-F) Textbook Buy Back at the Bookstore
- December 17 (T) Last Day of Class
- December 18-20 (W-F) Finals
- December 20 (F) Last Faculty Duty Day
- Dec. 23 - Jan. 14 Semester Break
- Dec. 25 - Jan. 3 College Closed
- January 6 (M) Grades Due

Spring Semester 2003

- January 7 (T) Spring Semester Tuition Due for Early Registered Students
- January 13,14 (M,T) Registration/Advising for Spring Semester 2003 (New and Returning Students)
- January 15 (W) First Day of Class
- January 20 (M) Martin Luther King Holiday (College Closed)
- January 21 (T) Last Day to Register Without Instructor's Permission
- January 28 (T) Last Day to Register or Add New Classes
- February 6 (Th) Last Day to Request an Audit
- February 6 (Th) Last Day to Drop & Receive a Partial Refund (Full Semester Classes)
- February 7 (F) Last Day to Return Textbooks for a Full Refund at the Bookstore*
- February 17 (M) President's Day Holiday (College Closed)
- March 11 (T) Last Day to Drop Full Semester Classes
- March 17 (M) Graduation Applications Due
- March 21 (F) College In-service (No Classes/College Open)
- March 24-28 (M-F) Spring Break (No Classes/College Open)**
- April 15-May 13 Early Registration for Summer Semester 2003 (New and Returning Students)
- May 1 (Th) Advising for Summer and Fall 2003 (No Classes)
- May 1-13 Early Registration Fall Semester 2003 (Returning Students Only) Summer Semester 2003 (New and Returning Students)
- May 12-16 (M-F) Textbook Buy Back at the Bookstore
- May 13 (T) Last Day of Class
- May 14-16 (W-F) Finals
- May 16 (F) Commencement
- May 16 (F) Last Faculty Duty Day
- May 20 (T) Grades Due

**Certain conditions must be met.*

See the College Bookstore for further details.

****TENTATIVE: Dates for Spring Break are subject to change.**



Summer Semester 2003

April 15-May 13	Early Registration for Summer Semester 2003 (New and Returning Students)
May 1-May 13	Early Registration for Fall Semester 2003 (Returning Students Only)
May 23	(F)	Tuition due for Early Registered Summer Students
May 26	(M)	Memorial Day Holiday (College Closed)
May 29-June 6	Registration for Summer Semester 2003 (New and Returning Students)
June 9	(M)	First Day of Class
June 13	(F)	Last Day to Register Without Instructor's Permission
June 13	(F)	Last Day to Return Textbooks for a Full Refund at the Bookstore*
June 30	(M)	Last Day to Drop & Receive a Partial Refund (Full Semester Classes)
July 4	(F)	Fourth of July Holiday (College Closed)
July 11	(F)	Last Day to Drop Full Semester Classes
August 1	(F)	New Student Orientation for Fall Semester 2003 (Session I)
August 13-15	(W-F)	Textbook Buy Back at the Bookstore
August 15	(F)	Last Day of Class
August 19	(T)	Grades Due
August 20	(W)	New Student Orientation for Fall Semester 2003 (Session II)

Fall Semester 2003

August 1	(F)	New Student Orientation/Registration for Fall Semester 2003 (Session I)
August 15	(F)	Fall Semester Tuition Due for Early Registered Students
August 20	(W)	New Student Orientation/Registration for Fall Semester 2003 (Session II)
August 26,27	(T,W)	Faculty/Staff In-service (College Closed)
August 28,29	(Th,F) ...	Registration/Advising for Fall Semester 2003 (New and Returning Students)
September 1	(M)	Labor Day Holiday (College Closed)
September 2	(T)	First Day of Class
September 8	(M)	Last Day to Register Without Instructor's Permission
September 15	(M)	Last Day to Register or Add New Classes
September 19	(F)	Last Day to Return Textbooks for a Full Refund at the Bookstore*
September 23	(T)	Last Day to Request an Audit
September 23	(T)	Last Day to Drop & Receive a Partial Refund (Full Semester Classes)
October 13	(M)	Columbus Day (Classes will meet)
October 27	(M)	Last Day to Drop Full Semester Classes
November 11	(T)	Veteran's Day (Classes will meet)

November 27,28	(Th,F) ...	Thanksgiving Holiday (College Closed)
December 2,3	(T,W)	Early Registration for Spring Semester 2004 (Returning Students Only)
December 4-17	Early Registration for Spring Semester 2004 (New and Returning Students)
December 15-19	(M-F)	Textbook Buy Back at the Bookstore
December 16	(T)	Last Day of Class
December 17-19	(W-F)	Finals
December 19	(F)	Last Faculty Duty Day
Dec. 22 - Jan. 13	Semester Break
Dec. 25 - Jan. 2	College Closed
January 5	(M)	Grades Due

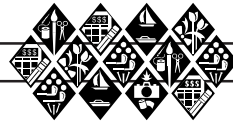
Spring Semester 2004

January 6	(T)	Spring Semester Tuition Due for Early Registered Students
January 12,13	(M,T)	Registration/Advising for Spring Semester 2004 (New and Returning Students)
January 14	(W)	First Day of Class
January 19	(M)	Martin Luther King Holiday (College Closed)
January 20	(T)	Last Day to Register Without Instructor's Permission
January 27	(T)	Last Day to Register or Add New Classes
February 4	(W)	Last Day to Return Textbooks for a Full Refund at the Bookstore*
February 5	(Th)	Last Day to Request an Audit
February 5	(Th)	Last Day to Drop & Receive a Partial Refund
February 16	(M)	President's Day Holiday (College Closed)
March 9	(T)	Last Day to Drop Full Semester Classes
March 15	(M)	Graduation Applications Due
March 26	(F)	College In-service (No Classes/College Open)
March 29-April 2	(M-F) ...	Spring Break (No Classes/College Open)**
April 13-May 11	Early Registration for Summer Semester 2004 (New and Returning Students)
April 29	(Th)	Advising for Summer and Fall 2004 (No Classes)
April 29-May 11	Early Registration Summer Semester 2004 (New and Returning Students) Fall Semester 2004 (Returning Students Only)
May 10-14	(M-F)	Textbook Buy Back at the Bookstore
May 11	(T)	Last Day of Class
May 12-14	(W-F)	Finals
May 14	(F)	Commencement
May 14	(F)	Last Faculty Duty Day
May 18	(T)	Grades Due

*Certain conditions must be met.

See the College Bookstore for further details.

**TENTATIVE: Dates for Spring Break are subject to change.



A Message from the President



Hello,

Welcome to Flathead Valley Community College. As you will see, it is a very special place. We offer students of all ages the chance to complete a degree, continue their education, or engage in lifelong learning.

Flathead Valley Community College provides a positive, exciting learning environment. Our atmosphere will enable you to comfortably explore new interests and opportunities.

Our faculty are highly qualified, friendly and supportive. They are concerned about you, your goals and your dreams, and will help you to get the most out of your experiences here.

Flathead Valley Community College's Associate of Arts and Associate of Science degrees are two-year academic programs for individuals who plan to transfer to four-year colleges. The Associate of Applied Science degrees and certificate programs will prepare you to enter a job in your chosen career.

In addition, you can explore personal interests and leisure activities through student activities, non-credit courses, and community service. Our Contract Training services provide local employers and employees with work related training that builds skills and enhances performance and productivity.

We are interested in you and your plans for the future. Call us, or stop by to visit about your interests and your plans. As our mission states, we are dedicated to improving lives through learning.

Thank you,

Jane A. Karas, Ph.D.
President

Mission, Operations, Facilities

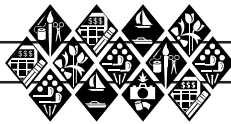
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Philosophy

Community colleges are the embodiment of the nation's democratic ideal of opportunity for all and are dedicated to the belief that free citizens succeed through access, effort and ability. Flathead Valley Community College fulfills that democratic ideal of opportunity through a philosophy of providing open door admissions, education in the local community at a reasonable cost, continued assistance and guidance to students, and commitment to the comprehensive community college concept.

Flathead Valley Community College, as an integral part of the community it serves, works as a partner with government, business, industry and other educational providers to promote economic, cultural and social development.

The Flathead Valley Community College Board is committed to bringing together the resources necessary to implement these ideals for the people of Flathead and Lincoln Counties and northwest Montana.



Mission

Flathead Valley Community College promotes excellence in lifelong learning by offering two-year college programs, the first two years of a four-year college degree, occupational training, and opportunities that enhance the cultural, social, and economic well-being of our students and communities.

Goal #1

We will provide educational programs and courses that prepare our students for transfer to other postsecondary institutions, for the workforce, and for citizenship.

Objective 1: (graduation rate)

Degree-seeking students will graduate within three years.

Objective 2: (persistence rate)

- a. Students registered at the third week report will complete the semester.
- b. Degree-seeking students entering each fall will return, have transferred, or have graduated the following fall.

Objective 3: (transfer rate)

- a. AA/AS degree-seeking students will transfer within three years of initial enrollment.
- b. Transfer students will remain in good academic standing in their transfer institutions.

Objective 4: (placement rate)

Students earning a certificate or AAS degree will find employment in their field within 6 months.

Objective 5: (workforce performance)

Employers surveyed biannually will describe FVCC occupational program graduate employees as meeting or exceeding workforce performance standards.

Objective 6: (citizenship)

The number of participants and opportunities for citizenship development will be maintained or increased.

Goal #2

We will increase learning opportunities for our community.

Objective 1: (participation rates)

The number of adult participants in college sponsored activities will be increased or maintained each year.

Objective 2: (joint programs with schools)

FVCC will increase or maintain the number of joint programs with local schools each year.

Objective 3: (responsiveness to employer training needs)

The number of training programs and services for employers and employees will be maintained or increased.

Objective 4: (upper division and graduate programs and participation)

FVCC will increase or maintain the number of upper division classes offered on the FVCC campus each year.

Objective 5: (developmental education)

AA/AS degree-seeking students of each Fall's cohort assessed as deficient in one or more of the basic skills will: a) successfully complete developmental work, and; b) within one year complete, with a grade of "C" or better, their first college-level courses requiring the use of this skill.

Goal #3

We will promote cultural and enrichment programs and activities.

Objective 1: (cultural and enrichment opportunities)

FVCC will increase or maintain the number of cultural and enrichment opportunities offered to the general public, students, and staff.

Goal #4

We will foster a positive learning and working environment.

Objective 1: (student and campus life)

FVCC will increase or maintain the number of opportunities for students to participate in student organizations and activities.

Objective 2: (student and campus life)

Students surveyed will indicate they experienced a positive learning environment at FVCC.

Objective 3: (professional and staff development)

Permanent employees will participate in at least eight hours of professional development each year.

Objective 4: (employee participation in the college)

Permanent employees will participate on a college committee.

Objective 5: (employee participation in the college)

Permanent employees indicate they experienced a positive working and learning environment at FVCC.



History

In the 1960's, residents of the Flathead Valley recognized a need for localized higher education. Glacier College, in conjunction with Whitworth College of Spokane, provided some educational services over the course of several years. However, the need for a separate, locally-controlled and locally-responsive college soon became apparent.

A group of citizens, dedicated to the goal of bringing postsecondary education to the community, laid the groundwork for a college to be established.

On April 1, 1967, the voters of Flathead County agreed to create a community college district, according to the community college law of the 1965 Montana legislative assembly. In 1983, the voters of Lincoln County agreed to create a community college extension center of FVCC to serve the residents of Lincoln County.

Flathead Valley Community College is a comprehensive community college, providing college transfer, vocational-technical and community service classes for residents of northwestern Montana.

In 1984-85 the College added the Glacier Institute program in Glacier Park and the Lincoln County Campus which provides classes to the residents of Lincoln County.

Accreditation

Flathead Valley Community College is accredited by the Northwest Association of Schools and Colleges. The College is an institutional member of the American Association of Community Colleges, the Association of Community College Trustees, the Montana Association of Community College Trustees, the Mountain States Association of Community Colleges, the Association of Student Financial Aid Administrators, the Kalispell Chamber of Commerce, Columbia Falls Chamber of Commerce, Bigfork Chamber of Commerce, Whitefish Chamber of Commerce and the Montana State Chamber of Commerce.

The Surveying program has been approved by the State Board of Professional Land Surveyors as meeting the educational requirements for state approval for Professional Surveyors. The Medical Assistant Program is accredited by the American Association of Medical Assistants.

Governance

Flathead Valley Community College is governed by a seven-member Board of Trustees. The Trustees are elected by the citizens of Flathead County. They serve three-year terms, on a rotating basis, with elections held yearly on the first Tuesday following the first Monday in May.

The Trustees are charged with the primary responsibilities of setting college policy and selecting a President to administer the operations of the institution.

FVCC operates under the general supervision of the Board of Regents of the Montana University System.

Finance

All Funds

Flathead Valley Community College receives funding from federal, state and local sources. The total budget authority is based on projected student enrollments and determined according to a formula. State of Montana appropriations, state and federal grants, and local sources, including county taxes, student tuition and other income, provide funding for FVCC.

Continuing Education

Non-credit continuing education classes and activities are self-supporting. Student and participant fees are used to pay the salaries of instructors. A one-mill adult education levy supplies overhead costs for non-credit programming in Flathead and Lincoln Counties.



Flathead Valley Community College

Flathead Valley Community College offers three degrees - the Associate of Arts, the Associate of Science, and the Associate of Applied Science.

The Associate of Arts (A.A.) and Associate of Science (A.S.) degrees are general transfer degrees. They indicate that the student has completed a course of study equivalent to the first two years of a bachelor's degree. These degrees do not officially include a major or minor course of study.

The Associate of Applied Science (A.A.S.) degree is an occupational degree, and is the only degree FVCC awards with a specific area of emphasis.

Flathead Valley Community College has articulation agreements between most of the Montana public higher education institutions and takes pride in the strong working relationships it has with each of them. Students can prepare for transfer to a four-year college or university and select from a variety of academic transfer programs; obtain a two-year degree in an occupational program; or register for a non-credit, special interest course. Instructional laboratories are well-equipped and the Learning Center provides support services for non-traditional students.

Lincoln County Campus

The Lincoln County Campus (LCC) of Flathead Valley Community College, located in Libby, was established in 1984. As an integral part of the communities it serves, the Lincoln County Campus responds to local requests for educational services and works as a partner with government, business, industry and other educational providers to promote economic, cultural and social development. The Lincoln County Campus was fully accredited by the Northwest Association of Schools and Colleges in 1985 as an extension campus. The Lincoln County Campus provides a well-balanced educational curriculum in the academic transfer, occupational, and adult education areas.

The Lincoln County Campus has expanded course offerings for Troy and Eureka students. Classrooms in Troy and Eureka high schools are linked to college courses offered at the Lincoln County Campus via Vision Net. Students converse with instructors and other students through telephone speaker systems while viewing television monitors of the live classroom in Libby. Admission and registration processes are handled through the Lincoln County Campus.

An A.A.S. degree may be earned in:

- Building Trades
- Business Management
- Early Childhood Education
- Management Information Systems - Networking
- Medical Assistant (AAMA Accreditation Pending)
- Office Technology - Medical Secretary
- Office Technology - Word Processing

Coursework toward A.A. and A.S. degrees is also offered. The requirements for these degrees should be reviewed in the FVCC catalog.

Outreach

Flathead Valley Community College conducts college classes and activities in the Lincoln County communities of Eureka and Troy, and the Flathead County communities of Whitefish, Columbia Falls and Bigfork. To serve the residents of these areas, the college provides the following:

Whitefish, Columbia Falls and Bigfork

Flathead Valley Community College maintains information centers in Whitefish, Columbia Falls and Bigfork at the respective branch libraries. College literature is available at all of these centers during regular library hours. Whitefish classes are held primarily in the local junior high and high school, and Columbia Falls and Bigfork classes primarily in the local high schools.

Eureka and Troy

The Lincoln County Campus maintains active centers in Eureka and Troy. Courses are held each semester during evening hours in the high schools. Students may register at the local high school or at the LCC administration office in Libby.

Partnerships with Four-Year Institutions

College students in the Flathead Valley have several opportunities to complete Associate degrees, as well as work toward a Bachelors or Masters degree. Flathead Valley Community College offers three Associate degrees (A.S., A.A., A.A.S.) in many different fields of study. The A.A. and the A.S. both transfer on to other colleges and universities, while the A.A.S. is a terminal degree. In partnership with other Montana colleges and universities, FVCC also provides the setting for students to complete Bachelors and Masters programs without leaving the Flathead Valley.

The University of Montana - Missoula

In partnership with The University of Montana (UM), students may earn the following degrees through UM at FVCC:

- Bachelor of Arts in Liberal Studies
For more information, please contact Brenda Hanson, MA, at bhanson@fvcc.edu or at 406-756-3887.
- Master of Business Administration
For more information, please contact Dr. Clyde Neu at clyde.neu@business.umt.edu or at 406-243-2097 or visit www.mba_macct.umt.edu



- Master of Education in Educational Leadership
For more information, please contact
Dr. Merle Farrier at mfarrier@selway.umt.edu
or at 406-243-5623.
- Master of Education in Counselor Education
For more information, please contact
Dr. Darrell Stolle at stolle@selway.umt.edu
or at 406-243-5126.
- For on-line programs please see www.umtonline.net

University of Great Falls

In partnership with the University of Great Falls (UGF), students may earn the following Bachelor’s degrees via TELECOM (combination of videotape, computer and telephone) on the FVCC Campus. For more information on any of the UGF programs, please contact Erin Macdonald at 406-756-8042 or ugf_fvcc@hotmail.com

- Business Administration
- Criminal Justice
- Sociology
- Elementary Education
- Psychology
- Paralegal Studies

(Faculty from UGF, FVCC and local professional educators provide regular live instruction to complete this degree in the Flathead, and endorsements in reading instruction and special education.)

Montana State University - Bozeman

In partnership with Montana State University, students may complete the lower and upper division nursing classes at FVCC, with sufficient demand. For more information, please contact Dr. Sue Justis at sjustis@fvcc.edu or at 406-756-3866.

Montana State University - Billings

In partnership with Montana State University - Billings, students may earn the following Bachelor’s degrees on-line. For more information, please contact Loyd Knudsen at lknudsen@msubillings.edu or call 406-657-2240 or visit www.msubonline.org

- Bachelor of Science in Liberal Studies
- Bachelor of Arts in Communication Arts
- Bachelor of Applied Science

Housing

Flathead Valley Community College does not have on campus housing. However, there are numerous housing options available to students in the Kalispell area and surrounding communities.

In most cases, suitable housing is not difficult to find. FVCC maintains a list of available housing in the BH/SCA building.

Contact the Financial Aid Office (406) 756-3849 for a copy of the housing list.

Facilities

Flathead County Campus

Flathead Valley Community College, situated in the spectacular northern Rocky Mountains in Northwest Montana, provides students with an education in an attractive and unique campus setting. Architecture for the campus emphasizes the natural beauty of the area with panoramic views of Glacier National Park, Big Mountain Ski Resort, and the expansive Columbia Range.

In marked contrast to its expansive surroundings, the campus provides students with an intimate educational environment. Individual classrooms were deliberately planned for approximately 30 students to continue the College’s tradition of small classes and personalized attention. Classrooms and labs are integrated throughout the campus and situated within close proximity to faculty offices. Student study areas are available in each of the four buildings and typically have spectacular mountain views.

The campus, built entirely on one level, provides maximum access for the handicapped throughout its facilities.

Blake Hall / Student Center and Administration Building (BH/SCA)

Visitors will easily identify the main entrance of the College. In addition to accessing information about FVCC and its many student services, students can register, pay fees, and purchase books here. Student clubs and government offices are conveniently located between the cafeteria and bookstore.

Learning Resource Center (LRC) Building

Students will find many support services available to them in the Learning Resource Center. Library, testing and counseling services, and resource classrooms are easily accessible. In addition to classrooms and faculty offices, the LRC also houses the Media Center, Adult Basic Education (ABE) program office, the *Mercury* student newspaper office, the Career Center and Job Placement Office.



Library

Flathead Valley Community College's Library is located in the LRC building. Our growing collection includes 23,000 volumes and 130 periodical subscriptions. The newly-equipped library features seating for over 90 in a variety of settings including individual study carrels, lounge seating and traditional study tables.

Some of the library services offered include: SIRSI automated web catalog and circulation system, Internet work stations, self-service photocopier, Interlibrary Loans, OCLC WORLDCAT featuring the holdings of over 41,000 libraries worldwide totaling 48,500,000 records, self-service microfiche reader/printer, personal computers for student use linked to the college's LAN, e-mail and computer lab, quiet study rooms for group study, a non-circulating collection of college textbooks, faculty reserves, a circulating video collection; periodical on-line databases including INFOTRAC, SCIENCE SOURCE, NEWSBANK, and SIRS; Montana periodicals index, an extensive USGS topographic map collection, bibliographic instruction and tours in the use of the library for classes or groups, Montana and Northwest city phone books, telefacsimile (FAX) service and a staff of three to assist students with their information needs.

During the school year, the library is open five days per week, 8 a.m. - 8 p.m. Monday through Thursday and 8 a.m. - 5 p.m. on Fridays. Summer hours are 8 a.m. - 5 p.m. daily during the Summer session. The library is closed on weekends, holidays, spring break, and between semesters.

Instructional Media Services

The Media Center is located in LRC 117. The Media Center provides instructional materials and support services of non-print media (video tape, audio visual equipment, etc.) required for instructional and training programs. The Media Center provides the following services: limited audio, video, and multimedia production and duplication, audio visual equipment, film rental, photography and digital imaging services, media library, satellite services, and other media-related training services. The Center also houses the Montana Educational Telecommunications Network, a two-way interactive compressed video system.

During each semester, the Center is open from 8:00 to 8:00 Monday through Thursday, and 8:00 to 4:30 on Fridays. Summer hours are variable. The Media Center is closed on weekends, holidays, spring break, and between semesters.

Business and Social Science (BSS) Building

State-of-the-art computer labs are located in the BSS building. Linked together by one central file server, the labs provide classroom instruction in a variety of computer programming and applications courses, and internet courses. Classrooms and faculty offices for Business and Social Science programs are also located here.

Science and Technology (SAT) Building

Integrated with their respective classrooms, science and art laboratories in the SAT building provide students with hands-on, interactive learning experiences. Faculty offices for math, science and art are also situated here.

Lincoln County Campus

The Lincoln County Campus is located at 225 Commerce Way in Libby, Montana. The building houses the LCC administrative offices, numerous classrooms, bookstore, and computer laboratories. The building has been remodeled and is accessible to persons with disabilities, and provides a comfortable, pleasant learning environment.

Eureka Center

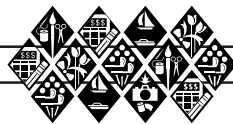
The Lincoln County Campus center in Eureka is located at Lincoln County High School. Several courses are taught in the classroom as well as through interactive video. For registration or class information call (406) 296-3830.

Lincoln County Library

The Lincoln County Library serves as a resource center for the Lincoln County Campus. The library has an extensive collection of books and periodicals available to students and is connected electronically with a network of university libraries thereby providing extraordinary access to academic data.

Lincoln County Academic Reinforcement Center

Free tutorial services are available to all students enrolled at the Lincoln County Campus. Full time professional tutors provide individual or small group instruction on most course offerings. Research tools such as encyclopedias and internet access are available in a modern eight station computer lab.



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Admissions

*Marlene Stoltz, Coordinator, Admissions and Records
Blake Hall / Student Center Administration Building
Room BH/SCA 111 - (406) 756-3846 - mstoltz@fvcc.edu*

Flathead Valley Community College has an "open door" policy for those who are 16 years or older. High school students must have the written approval of their high school principal or counselor.

Degree Seeking students must have a high school diploma or GED certificate on file.

Exceptions may be appealed through the Admissions Office.

A complete admission file consists of the following:

- A completed Application for Admissions form with a \$15.00 application fee (due at the time of application)
- MMR immunization records for anyone born on or after January 1, 1957
- Residency verification when required

For degree students a complete admission file also includes:

- High School transcript or GED certificate
- Official copy of college transcripts
- College placement scores

Dual Admissions

Students may apply for joint admission to Flathead Valley Community College, Montana State University, The University of Montana and their affiliate schools. Students accepted for dual admission will not pay an additional application fee when they transfer to U of M or MSU campuses if they meet criteria for transfer under the agreement. These conditions include having a minimum grade point average of 2.0 from all colleges or universities previously attended and an Associate Degree or 60 semester credits from FVCC. Students admitted to the dual admissions program are entitled to obtain a student identification card from U of M or MSU campuses that entitles them to certain privileges at these schools, such as library use. These privileges begin as soon as the student enters FVCC under the dual admissions program. Contact the Admissions Office (406) 756-3846 for the appropriate forms.

A dual admissions application must be completed at time of initial enrollment.



Steps to FVCC Enrollment for Home School Students

If you are under the age of 16:

1. Contact the Admissions and Records Coordinator at (406) 756-3846 to petition the Admissions Office for an exception.
2. Complete the following:
 - a. Provide a written statement from the County Superintendent verifying need.
 - b. Have written permission from your parents.
 - c. Take the ASSET/COMPASS test and meet with George Shryock, the College Counselor, (406) 756-3886, to have scores evaluated to determine college readiness, or "Ability to Benefit."
 - d. Submit a non-degree Application for Admissions and provide required immunization records.
3. Also acknowledge the following:
 - a. A maximum of six credits can be taken the first term.
 - b. You will be enrolled as "non-degree" status. Once you have reached the age of 16 and have successfully completed the GED this can be changed to "degree" status.
 - c. Because of federal regulations financial aid is not available until you are age 16.
 - d. An instructor in any course in which you are enrolled can recommend withdrawal if you are not socially and/or emotionally mature enough to fully benefit, or if your participation in the course should in any way slow the normal progress of the course.

If you are age 16 or older OR have graduated from a religious/private school not accredited by the state, please provide the following:

1. Completed admissions application and required immunization records.
2. A copy of your GED certificate OR take the ASSET/COMPASS test and have scores evaluated by George Shryock, the College Counselor, to determine college readiness (subject to Federal guidelines for "Ability to Benefit").
3. Complete financial aid forms if applying for financial aid.

Transfer Agreements

Transfer agreements have been established in certain programs to facilitate transfer of Flathead Valley Community College credits to other institutions. Agreements include articulation procedures as well as course equivalency lists. The agreements **guarantee transfer** of credit once a specific curriculum has been satisfactorily completed. Students interested in transferring under an articulation agreement should discuss their plans with their academic advisor early in their studies.

Transfer agreements exist with, and additional credits may transfer to:

The University of Montana
 The University of Montana - Western
 Montana State University - Bozeman
 Montana State University - Billings
 Montana State University - Northern
 Montana Tech of The University of Montana
 University of Great Falls
 Carroll College
 Eastern Washington University

FVCC credits also transfer to institutions not listed above. The Registrar or Department Head of the receiving institution evaluates transcripts to determine how credits will be received at that institution.

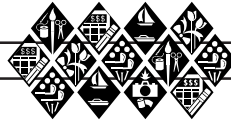
Immunizations

A. All students born on or after January 1, 1957 must show proof of immunization (two doses) on or after their first birthday against measles, rubella and mumps. Proof of immunization may be shown by a copy of the record of a physician, health agency or school. Immunizations received prior to 1968 are invalid. Students must provide a copy from one of the above before they will be permitted to register.

B. Students wishing to qualify for a medical exemption must provide a statement signed by a licensed physician verifying that the required immunization could endanger the health of the student and the specific nature and probable duration of the condition.

C. Students wishing to qualify for a religious exemption must file a notarized affidavit that immunization is contrary to the religious tenets and practices of the signer. This affidavit must be renewed and notarized each year on an affidavit provided by the County Health Department.

D. Should there be an outbreak of measles, students enrolling with a medical or religious exemption will not be allowed to attend classes during the outbreak.



Residency

In-District Students

- have lived in the College District (Flathead or Lincoln County) for one continuous year.

or

- are a dependent whose parents have had permanent residence in the College District for one continuous year.

or

- pay taxes and reside on real property located within the College District.

or

- are a dependent whose parents pay taxes and reside on real property located within the College District.

In-State Students

- All students who are permanent residents of Montana for **one continuous year**, real property taxpayers in Montana who live in Montana or dependents of Montana residents, but who do not qualify as "In District."

Out-of-State Students

- All students who are not residents of the state of Montana, or are not dependents of Montana residents.

or

- Real property taxpayers of Montana who are not Montana residents.

In order to be declared a resident, in-district or in-state,

- a student must be able to **provide clear evidence** they intend to remain **permanently and indefinitely** in the college district, and are a resident of the district;
- provide evidence they have **taken all reasonable steps to establish residency** (e.g., registered automobile, registered to vote, obtained state driver's license); and
- note that time enrolled at FVCC when taking seven or more credits a semester cannot count towards residency requirements.

The above qualifications do not apply to international students. See the section on International Students for more information.

The Board of Regents policy is followed if issues arise that are not covered by the FVCC Residency requirements.

For further information about admission to FVCC contact the Admissions and Records Office in Blake Hall/SCA Building Room 111 or call (406) 756-3846.

Residency Changes

Students are responsible for providing current residency information. Changes in status must be reported to the Admissions and Records Office using the "Residency Status Change Form" and must be reported **prior** to registering.

If you receive Financial Aid, the deadline for residency code changes for tuition/fee purposes is as follows:

Fall semester: three weeks before Fall Registration
Spring semester: the Friday before Early Registration

Admission of International Students

Flathead Valley Community College is authorized under federal law to enroll non-immigrant alien students. The College is not prepared to teach English to international non-English speaking students; therefore, all international students are required to furnish the following documents in order to be considered for admission as full-time/degree-seeking students:

1. a completed application for admission
2. TOEFL (Test of English as a Foreign Language) scores from an accredited testing service. A minimum score of 500 for the paper based test or minimum score of 173 for the computer based test is the acceptable standard. More information about TOEFL may be obtained from the Educational Testing Service, Princeton, NJ 08540. FVCC is a TOEFL test center
3. proof of completion of the equivalent of an American high school education with satisfactory grades
4. "Declaration of Finances" or other present evidence of funds necessary to pay all living expenses and travel to and from Flathead Valley Community College. (\$12,242.00, or the signature of a U.S. citizen who will sign as a sponsor and benefactor)
5. all international students must provide a physician-validated immunization record for measles, rubella, diphtheria, tetanus and skin testing for tuberculosis. This evidence must be presented before a student is permitted to register, and
6. evidence of a student accident and sickness insurance policy or one of equal coverage for each semester in attendance at FVCC.



After an applicant has completed all of the above items and returned the required forms, his/her admission file will be reviewed for either acceptance or denial of admission. Upon acceptance, FVCC will issue an I-20 Certificate of Eligibility for non-immigrant "F-1" student status, which will allow the applicant to obtain a student visa.

All international students pay out-of-state fees.

Residency Exchange/WUE

Flathead Valley Community College participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education and other Western states. Through WUE, certain students not residing in Montana may enroll at FVCC in designated programs, paying in-state tuition plus 50 percent (plus other fees that are paid by all students).

Application must be made to the Admissions Office no later than **two weeks before registration.**

The participating states are Alaska, Arizona, Colorado, Hawaii (four year colleges only), Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. Because FVCC participates, residents of Montana may enroll under the same terms in designated institutions and programs in other participating states.

Students attending under the WUE classification cannot calculate the time as a WUE student towards in-district or in-state residency.

Information about WUE programs available at FVCC may be obtained from the Admissions and Records Office.

Montana residents may obtain information about WUE programs in other states from The Office of the Commissioner of Higher Education, 2500 Broadway, Helena, MT 59620, tel. (406) 444-6570; or from WICHE Student Exchange Program, P.O. Drawer P, Boulder, CO 80301-9752, tel. (303) 497-0210.

New Student Orientation

New Student Orientation is a one day orientation to college life, student services, and advising and registration. To sign up for orientation, contact the FVCC Recruitment Office (406) 756-3847.

Placement Tests

*Learning Resource Center Building
Room LRC 129 - (406) 756-3880*

Students who are degree-seeking and/or full-time, or plan to take math or English classes, must take the ASSET or COMPASS Placement test (\$10 testing fee). Testing is by appointment in the Learning Center. **Placement testing is required.** The test is used for placement purposes only.

Advisors use the ASSET or COMPASS test scores to determine accurate course placement that maximizes student success. Test scores guide placement in specific English and math courses as well as evaluating preparation for courses with significant demands in the area of reading. Scores are not kept on the student's permanent transcript and do not affect grades.

Arrange for ASSET or COMPASS Placement testing **after** you apply for admission. Call the Learning Center at (406) 756-3880 for an appointment. Allow 2-3 hours for testing.

Advising

Full-time and degree-seeking students are assigned an advisor after applying for admission. Advisors assist students to develop appropriate class schedules, register, prepare for graduation and transfer and maximize the college experience to meet personal, educational and career goals.

To register, students must meet with their advisor to determine which classes best meet their needs and to obtain the advisor's signature.



Registration

Sharon Hall, Assistant Coordinator, Admissions and Records
 Blake Hall / Student Center Administration Building
 Room BH/SCA 115 - (406) 756-3845 - shall@fvcc.edu

Early Registration

Early registration is held 3-5 weeks before the start of each semester.

General Registration

All registrations should be completed by the first day of the semester. Late registrations will be accepted through the second week, but permission from the instructor will be required to register for classes. See the college calendar for specific registration dates and deadlines. A late registration fee also applies.

How to Register

1. Fill out an Application for Admission and return it to the Admissions Office. (This should be done only when you initially enroll, not each semester.)
2. Complete placement testing.
3. Pick up a semester course schedule from the college, area libraries, or FVCC Website (www.fvcc.edu).
4. With your advisor's help, select the courses you will be taking. Have your advisor sign the registration form. If you are unsure who your Advisor is, contact the Admissions and Records Office at (406) 756-3846. Course loads over 18 credits must be approved by the Coordinator or Assistant Coordinator of Admissions and Records.

Non-degree students can register by mail, fax (406) 756-3965, or telephone (406) 756-3851. Registrations must be accompanied by check, money order, VISA or Master Card for payment of tuition and fees.

If you are registering during General Registration, arrangements for payment of tuition and fees must be made on the day you register. At least 1/4 of tuition and fees or \$30 (whichever is greater) is due at registration for Fall and Spring semesters.

Up to three fourths of tuition and fees may be deferred for those students who have extenuating personal circumstances or proof of forthcoming financial aid. Loans must be repaid before the end of the semester. Unpaid loans will be treated like any other Accounts Receivable. Students will not receive grades, transcripts, diplomas or other academic documents until this amount is paid. A \$15 fee is charged for the deferred tuition. Contact the Business Services Office in Blake Hall/SCA (BH/SCA 132) or call (406) 756-3831 for further information.

A \$40 late registration fee is charged to students registering or adding classes after the third week of the semester. For short or late starting classes, the late fee will be charged after the class has ended.

Student ID cards are available from the Student Senate Office. Watch for dates and times on campus bulletin boards of when student photos will be taken.

Change of Class Schedule

Adding or dropping classes requires consultation with your advisor. If you decide to change your class schedule, proceed as follows:

1. Obtain a Schedule Change form from the Registration Office if you are making a change to your schedule or dropping all classes.
2. With the help of your advisor, fill in information requested. Have your advisor sign the Schedule Change form.
3. Secure signatures of all instructors of added or dropped classes after the first week of classes.
4. Return the completed form to the Registration Office.

Refunds for dropped courses are determined by the refund schedule. Added classes will be charged full tuition and fees.

If you are receiving financial aid or Veteran's benefits, have the Financial Aid Director and/or Veteran's Coordinator sign the Schedule Change form.

Classes may be added during the **first two weeks** of the semester only.

The last day to drop a class is the end of the eighth week of the semester. If you wish to drop a class and have no record appear on your transcript, you must drop this class during the first three weeks of the semester. See the college calendar in this catalog for exact dates. (The above information applies to classes that meet the full semester).

For short or late starting classes, to have no record appear on your transcript, you must drop the class during its refund period.

No refunds will be granted for classes dropped after the third week of the semester. Refer to the refund schedule on page 17.

Cancelled Classes

If you are enrolled in a class which is cancelled, all tuition and fees will be automatically refunded to you by mail.



Semester Tuition and Fee Schedule

Tuition is charged on a per credit basis, depending on the student's residency status. See page 13 of this catalog for residency information. This fee schedule is for Fall 2002. Contact the Registration Office at (406) 756-3845 for verification of rates for following semesters.

Credit Hours	Flathead/Lincoln County Resident (In-District)	Montana Resident Other Montana Counties (Out-of District)	Out-of-State
.5	\$ 36.43	\$ 51.55	\$ 109.98
1	72.85	103.10	219.95
2	141.70	202.20	435.90
3	210.55	301.30	651.85
4	292.40	413.40	880.80
5	359.25	510.50	1094.75
6	426.10	607.60	1308.70
7	492.95	704.70	1522.65
8	559.80	801.80	1736.60
9	626.65	898.90	1950.55
10	693.50	996.00	2164.50
11	760.35	1093.10	2378.45
12	827.20	1190.20	2592.40
13	894.05	1287.30	2806.35
14-18	960.90	1384.40	3020.30
19	1027.75	1481.50	3234.25
20	1094.60	1578.60	3448.20
add for each additional credit	\$66.85	\$97.10	\$213.95

Payment of Fees

- Non-payment of fees and tuition may result in the turning over of collectable amounts for collection.
- Grades and/or transcripts will not be released to students who have unpaid library fines or outstanding balances due the College.
- A \$10 per check fee is charged for any personal check returned for nonsufficient funds. A \$10 penalty fee is charged for any invalid check.

Senior Citizen Discount

Senior Citizens are charged \$19.50 per credit and an equipment fee of \$3.00 - \$25.00 per semester (plus lab fees). The Senior rate is available to adults 62 and older who register during or after the scheduled Senior Citizen Registration or after general registration.

Changes in Student Records

Original registration forms, schedule changes and other original student records are kept for a ten (10) year period. If there are errors on transcripts or other student records, changes must be made within the ten year period. This rule includes grade changes.

Cost of Attending

For two regular semesters of study, a full-time student taking 14 to 18 credits can expect to pay the following for tuition and books. Figures do not include lab fees. A more detailed budget is available from the Financial Aid Office. Cost may vary.

	<u>Tuition/Fees</u>	<u>Books/Supplies</u>	<u>TOTAL</u>
In-District	\$1921.80	\$500.00	\$2421.80
Out-of-District	\$2768.80	\$500.00	\$3268.80
Out-of-State	\$6040.60	\$500.00	\$6540.60

Refund of Tuition and Per Credit Fees

When a student makes an official withdrawal from college at the Registrar's Office, tuition and fees are refunded according to the Refund Schedule. Refund percentages are based on the total tuition and fee charges. Students whose tuition and fees are being paid under a contractual agreement and who withdraw are required to make full payment on the balance owed.

Refunds are calculated from the **date of official withdrawal**, not from the date of last attendance in classes.

All refunds are made by check and will be processed and mailed to the student's listed address after the third week of the semester. All tuition and fees for classes which are cancelled are automatically refunded. Questions regarding refunds should be directed to the Business Services Office in Blake Hall/SCA Building Room 132 or call (406) 756-3831.



Refund Schedule

PARTIAL WITHDRAWALS

For classes lasting 9 to 16 weeks **Tuition and Fees**

Last business day before start of class/semester	100%
1st week of class/semester	90%
2nd week of class/semester	75%
3rd week of class/semester	50%

For classes lasting 4 to 8 weeks

Last business day before start of class	100%
1st week of class	90%
2nd week of class	50%
3rd week of class	NONE

For classes lasting fewer than 4 weeks

Last business day before start of class	100%
After start date of class	NONE

COMPLETE WITHDRAWALS

In addition to the refund percentage, students initiating a complete withdrawal will have their refund reduced by the \$30 nonrefundable registration fee (\$15 nonrefundable fee for students taking only .5 credit).

The refund schedule outlined above applies to non-Title IV students (students receiving no state or federal financial aid).

Financial aid students should refer to the withdrawal policy in the Financial Aid Office section of the catalog.

Exceptions will be made to this policy only in cases of severe or incapacitating student or family illness or injury. A doctor's verification of this condition will be required.

Inadequate knowledge regarding the refund policy is not considered sufficient cause for student appeal.

Students wishing to appeal the refund policy may do so by submitting a typed letter explaining their particular circumstances to the Vice President.

Semester Fees

Activity Fee

The activity fee of \$2 per credit is administered by the Student Senate to support programs, services and activities for FVCC students.

Building Fee

The building fee of \$12 per credit is used to maintain and improve existing facilities, to construct facilities and to purchase new land or buildings.

Computer Fee

The computer fee of \$4.75 per credit is applied to the cost of purchasing or leasing computer equipment, software, maintenance or related items which benefit the instructional program.

Equipment Fee

An equipment fee of \$3-\$25 (*varies depending on number of credits*) is used to maintain and update instructional equipment.

Lab Fee

Where classes provide consumable materials used by students, lab fees may be charged. These vary from class to class and are listed in the semester course schedule. All students, including those attending under tuition and fee waivers, must pay lab fees.

Parking Fee

The parking fee of \$.75 per credit is used to maintain and improve existing parking and to construct new parking areas.

Registration Deposit

A \$30 nonrefundable deposit is required for early registration.

Late Registration Fee

A \$40 late registration fee will be charged to students registering or adding classes after the third week of the semester. For short and late starting classes, the late fee will be charged after the class has ended.

Special Fees

Application Fee

An application fee of \$15.00 is charged for degree-seeking students at the time of application.

Graduation Fee

A graduation fee of \$15 is charged at the time of application for graduation.

NSF Check

A penalty fee of \$10 is charged for non-sufficient fund checks.

Testing Fee

A one-time fee of \$10 is charged for placement and career inventory testing.

Transcript Fee

Upon graduation from FVCC, one complimentary transcript is issued. Subsequent transcripts are \$3 each.

There is an additional \$5 charge for each emergency transcript, or an additional \$10 charge for each emergency faxed transcript.

Financial Obligations

Students who owe the College money cannot register for the succeeding semester, secure transcripts, records, grades, diplomas or degrees until the obligation is paid or satisfactorily adjusted through the Business Services Office.



Financial Aid

Bonnie Whitehouse, Director, Financial Aid
 Blake Hall / Student Center Administration Building
 Room BH/SCA 113 - (406) 756-3849 - bwhiteho@fvcc.edu

Federal and State Aid

Flathead Valley Community College administers a variety of government financial assistance programs for students who can show financial need. These programs include Pell Grants, Supplemental Educational Opportunity Grants (SEOG), College Work Study (CWS), Montana Higher Education Grant (MHEG), Stafford and PLUS Loans, Bureau of Indian Affairs Education Grants, MTAP, and State of Montana Work Study. Additional information on the above can be found in *The Student Guide* published by the U.S. Department of Education, *The Financial Aid at FVCC brochure*, and at www.finaid.org or www.ed.gov/offices/OSFAP/Students.

How to Apply

- Complete the FVCC admission process for a degree or certificate program.
- Complete the Free Application for Federal Student Aid (FAFSA). This application can take 6-8 weeks to process, so application should be made early.

FAFSA forms are available from high school counselors, other colleges, our Financial Aid Office, or at www.fafsa.ed.gov on the Internet.

Students who submit their FAFSA by March 1 and provide all requested additional information by March 15 (for the following academic year beginning in September) will be given first priority for Work Study funds, MHEG, MTAP, and SEOG as funding permits.

When To Apply

Students must apply for financial aid each academic year. Applications are available after January 1 for the following Fall, and should be submitted as soon as income tax return information from the previous year has been compiled by the student and/or parents. Applications are processed in the order received, according to student need and available funds. Students are notified of their awards beginning in April.

Eligibility

- A student may receive federal or state financial assistance only if he/she does not owe a repayment on federal financial aid previously awarded and is not in default on any federal loan previously received.
- A student must be enrolled in a program leading toward a degree or certificate offered by FVCC.
- The student must have a minimum 2.0 cumulative grade point average in previous coursework at FVCC and have completed at least one course with a passing grade in the most recent term of attendance at FVCC.
- At the time federal and/or state aid is awarded, the student receives a copy of *Financial Aid Policies at FVCC*. This handout explains how to continue to be eligible for financial aid at FVCC and how to regain eligibility once it has been suspended.
- It is expected that a full-time student will complete a degree in four or five semesters.

Short-term Loans

Deferred Tuition

A down payment of at least one-fourth of the total tuition and fees is required prior to the start of Fall and Spring semesters unless these charges are already covered in full by financial aid and/or scholarships. For Summer semesters the down payment increases to one-half. A \$15 fee is charged for the deferred tuition option. This fee is nonrefundable.

Emergency Student Loans

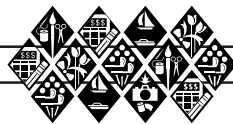
Short-term loans up to \$50 are available to students through a fund established by the FVCC Board of Trustees, the Student Senate and contributions from local citizens. The loans are interest-free for 30 days. Loans are to be used primarily for food, rent, medicine, transportation and books.

Financial Liability

Unless a student **officially** withdraws from classes before the start of the semester, the student remains responsible for the remaining balance of the account. The **non-attendance of classes does not release** the student from the obligation for the debt.

Hope Tax Credit

The Taxpayer Relief Act of 1997 provides for a federal tax credit of 100% of the first \$1,000 of tuition and fees paid and 50% of the second \$1,000 for qualifying students or their families. For more information see your tax advisor.



Scholarships

Flathead Valley Community College offers many institutional and privately funded scholarships. Applications are available at the FVCC Financial Aid Office and the Lincoln County Campus (LCC) Student Services Office. There are application deadlines throughout the calendar year; however, the majority are in the Spring for the following academic year.

The following list includes those scholarships regularly awarded on an annual basis. In addition to this list, the FVCC Financial Aid Office maintains a list of other scholarship opportunities from agencies and associations all over the country, as well as several scholarship reference books. Other places to research scholarship opportunities include the FVCC Library and Career Center, Flathead and Lincoln County libraries, and internet searches such as Fastweb and Cashe at www.finaid.org or www.fastweb.com or www.cashe.com

Scholarships and the related awarding processes and regulations are subject to change.

Kalispell Campus

Scholarships available through one or more area high schools:

- High School Honors*
- Northwest Montana Attendance Area Waiver*
- Hawkins
- Jennet and Edith Orr
- Ruder Educational Fund
- Montana University System High School Honors Scholarship

Activity Scholarships:

- Athletics*
- Logger Sports*

Activity Stipends:

- Intramurals
- Student Newspaper
- Theater

Scholarships awarded by major/field of study:

Art (sculpture, painting, ceramics, jewelry, goldsmithing)

- Marjory E. Jacobson
- Jean Houseworth Memorial

Building Trades

- Mike Laabs Memorial
- Lawrence Goroski Memorial

Business

- Dick Uhde Memorial
- Glacier Bank Endowed
- Glacier Group/Robert Morris Associates
- Mary Treloar Memorial
- Warren Barce

Criminal Justice (law enforcement)

- Phil Caperton
- Rick Fister
- Flathead County Sheriff's Posse
- Flathead County DUI Taskforce

Economics

- Dick Uhde Memorial
- Philip J. Rygg Memorial

Education

- Christopher Savage Memorial
- Viola Jore Memorial
- Owen E. Sowerwine

Health/Medical related fields

- Alton Pearce
- Owen E. Sowerwine
- Rick Fister
- Phil Caperton

Helping Professions (human services, nursing, education)

- United Way
- Owen E. Sowerwine

Hospitality Management

- Flathead County Tavern Association
- WestCoast Hotels Endowed

Human Services

- Christopher Savage Memorial
- Human Services Club
- Owen E. Sowerwine
- Flathead County DUI Taskforce

Humanities (art, English, journalism, foreign language, music, philosophy, speech, theater)

- Barbara P. Graf

Math

- Certainty

Natural Resource Management

- Lawrence Goroski Memorial
- Northern Rockies Hotshot Program Group
- Ray Gardner
- Society of American Foresters

Natural Sciences (biology, botany, chemistry)

- Christopher Savage Memorial
- Owen E. Sowerwine
- Certainty

Political Science

- Philip J. Rygg Memorial

Pre-Nursing

- Phil Caperton
- Rick Fister
- Charlotte Kempf Johnson
- Owen E. Sowerwine
- Selma Dodge

Social Science (education, nursing, social work)

- Christopher Savage Memorial
- Owen E. Sowerwine

Surveying

- Tiny Tillotson
- Lawrence Goroski Memorial
- Roy Bandy

Theatre

- Keith and Annie Robinson
- Flathead Valley Community Theatre

* These scholarships will cover the equivalent in-district tuition amount per credit for 12-18 credits depending on available funds.



Scholarships with no particular field of study requirements:

- American Association of University Women
- Dr. Larry Blake Sr., Founding President
- The Cobb Foundation
- Steve and Sue Cummings
- Datatel Scholars
- Express Personnel
- Mary Fetter Memorial
- Flathead Extension
- FVCC Foundation
- FVCC/LCC Employee Sponsored
- FVCC Merit Award
- Glenn Ford
- Glenn Ford Memorial Recycling
- Ora Halvorson
- Ella Hanley and Jacobson Family
- Mark Hodgson and Dorothy Jaquette Hodgson
- Kalispell Farmers' Market
- Melton Memorial
- Irving and Ester Nad
- Northwestern Energy
- Part-time Faculty Union
- P.E.O. Chapters BM and C
- Pointer Scenic Cruises
- Dave and Sheila Rhodes
- Sport Car Club of America
- Sullivan Family
- Sunrise Business Group
- Dennis and Phyllis Washington Foundation
- Whitefish Credit Union

Other Tuition Waiver Scholarships:

- Student Services Discretionary*
- Division*
- Academic*
- Young Women of the Year*
- Public Safety
- Native American*

Libby Campus

Scholarships available through one or more area high schools:

- High School Honors*
- Montana University System High School Scholarships

Activity Scholarships:

- Student Leadership*

Other Tuition Waiver Scholarships:

- Academic*

Art

- Jean Houseworth Memorial

Math and Science

- Certainty

Natural Resources

- Lawrence Goroski Memorial

Pre-Nursing

- Charlotte Kempf Johnson

Scholarships with no particular field of study requirements:

- Datatel Scholars
- FVCC Foundation
- FVCC/LCC Employee Sponsored
- Pointer Scenic Cruises
- Dave and Sheila Rhoades

Withdrawal Policy Return of Title IV Funds

Financial aid students must see the Director of Financial Aid to begin the process of withdrawing from all of their classes. This is to the student's benefit, to understand what the consequences will be before any action is taken. In many cases there are alternatives that would preserve the student's eligibility for continued aid.

The student's withdrawal date is the earlier of the dates he/she began the withdrawal process or last attended classes. If a student withdraws or ceases attendance on or before the 60% point of the semester (calculated using calendar days), a portion of the total Title IV funds awarded a student must be returned, according to the provisions of the Higher Education Act Amendments of 1998. The following funds are affected and returned respectively: Federal Stafford Loan, Federal PLUS Loan, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant.

The steps to determine whether Title IV funds must be returned when a student withdraws are as follows:

1. Determine the percentage of the semester that the student completed. If the student completed more than 60% of the semester, he or she is considered to have earned 100% of the aid for that period. If the student completed 60% or less of the semester, the percentage of the period completed is the percentage of aid earned. To determine the percentage, divide the days attended in the semester by the total days in the semester, excluding scheduled breaks of at least 5 days in length.

2. Add together the amount of Title IV aid that was actually disbursed and the amount of the awarded Title IV aid that could have been disbursed. Aid "could have been disbursed" if the student established eligibility for the funds prior to withdrawing and those funds qualify for late disbursement under federal regulations. Apply the earned percentage to this total. The result is the amount of earned aid. If the "aid that could have been disbursed" includes a student loan not subject to 30-day delay, the student can accept or reject the amount of loan money he/she is eligible to receive as earned aid.

3. Subtract earned aid from aid that was actually disbursed. This gives you the amount of unearned aid to be returned.

* These scholarships will cover the equivalent in-district tuition amount per credit for 12-18 credits depending on available funds.



4. Distribute responsibility for returning unearned aid by the school and student to the federal government.
 - a. The institution must return the lessor of:
 - total unearned aid; or
 - the product of multiplying institutional charges by the percentage of aid unearned (100% minus % of earned aid).
 - b. The student returns the difference between the total unearned aid and the amount returned by the institution.

5. Allocate unearned aid back to the Title IV programs in the order specified by law; Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS Loan, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant (SEOG).

6. After allocating the unearned aid, any amount owned by the student to a grant program is reduced by 50%.

Veterans Benefits

*Nancy Hanchett, Coordinator, Work Study & Veterans' Affairs
Blake Hall / Student Center Administration Building
Room BH/SCA 111 - (406) 756-3850 - nhanchet@fvcc.edu*

This office assists Veterans in enrolling at FVCC, applying for their educational benefits, contacting the Veterans Administration when benefit payments are delayed, securing tutorial assistance and arranging transfer to other institutions so that payment of educational benefits will not be unduly interrupted.

Application for veterans' educational benefits should be initiated through the Veterans Affairs Office in Blake Hall/SCA Building (BH/SCA 111) or by calling (406) 756-3850. You should be prepared to provide a certified copy of Form DD-214 and some personal history. If you wish to receive advance payment contact the Veterans' Coordinator at the College at least 90 days in advance of the semester for which you plan to register.

All degree and certificate programs offered at FVCC are approved for benefits under the current G.I. Bills. If you are a Veteran and served on active duty after January 1, 1977, and were released under conditions other than dishonorable, you may be eligible for educational benefits under the Contributory Education Assistance Program. Widows and children of Veterans who died of service connected disabilities, or who have total and permanent service connected disabilities are also eligible.

The new G.I. Bill for Selected Reserve (including National Guard) provides benefits for persons who enlist, extend or reenlist for at least six years after July 1, 1985. You must have completed an initial active duty for training.

The new G.I. Bill—Active Duty Education Assistance Program—may provide benefits for persons who first entered on active duty after July 1, 1985.

Veterans have ten years from date of discharge to use their VA educational benefits.

Rates of benefits vary. For the most recent information check with the College Veteran Affairs Office or the Regional Veterans Administration, Fort Harrison, MT 59636 or call toll free 1-800-827-1000, or St. Louis, MO 1-888-442-4551.

All veterans and eligible persons receiving subsistence allowances under the G.I. Bill are required to report PROMPTLY to the Veterans Administration any changes which may affect the amount of money being received. You must report when you drop courses, withdraw from school, change marital status and when you stop attending classes for any reason. You are not only expected to make satisfactory progress but to regularly pursue a goal and attend classes.

The repeat of a course for a grade of A, B, C, D, S or I will not count toward the required minimum credit hours. However, if the first grade earned was an F, the course may be repeated for veterans' credit. Veterans' educational benefits will not pay for audited classes or course challenges. You may not use a "no grade" option. If you are receiving educational benefits you may not take more than one half (1/2) of your credit load or 5 semester credits, whichever is less, as telecourse classes.

Satisfactory progress is defined as a 2.0 cumulative and semester grade point average. If you fail to maintain a minimum 2.0, you will be placed on academic probation. FVCC will report unsatisfactory progress termination to the VA for any veteran or other eligible person who remains on academic probation for two semesters. This termination may be appealed to the VA Counselor. For re-certification, you must bring your semester and cumulative grade point average back to a 2.0 or above.

VA laws are subject to change without notice, and students should check with the College Veterans Affairs Office for the latest available information.



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Student Activities

Student Government

All students enrolled at Flathead Valley Community College or any of its satellite campuses are members of the Associated Students of the Flathead Valley Community College, also known as ASFVCC.

The governing body of the ASFVCC is the Student Senate. Election of Senate positions are held in April; one month prior to end of Spring semester.

ASLCC, Associated Students of the Lincoln County Campus, also has a Student Senate.

For more information, contact the Student Senate office at (406) 756-3668, or stugovt@fvcc.edu.

Athletics

FVCC is a member of the National Junior College Athletic Association. The college offers men's soccer, men's and women's cross-country, and women's golf. For more information, contact Mike McLean at (406) 756-3893, or coach@fvcc.edu.

Christian Student Ministries

This organization is committed to helping students discover the truths of the Bible through study groups and discussion groups. Christian Student Ministries is dedicated to sharing the adventure of the Christian life, and aims to assist in meeting both the spiritual and physical needs of students on campus by becoming personally involved in the lives of others. For more information, contact (406) 756-3981, or csm@fvcc.edu.

Community Service Club

The Community Service Club was organized in the Fall of 1988, to identify and meet the needs of students and their families.

For students entering the Human Service field, this is an opportunity to learn more by reaching out and becoming involved in our community. If you are a new student in the Human Service program, the Community Service Club is a valuable resource for you. For more information, contact Rick Halverson at (406) 756-3871, or csc@fvcc.edu.

Forestry and Natural Resources Club

This organization is for all FVCC students who are interested in the outdoors, who want to create student awareness in forestry and other natural resources. This club schedules meetings, has noon seminars on resource management and wildlife, and also has many fun filled outdoor activities. The club raises funds to support the community and the Ray Gardner Scholarship (which is given to a second year member of the club), and the FVCC Logger Sports team. For more information, contact the Student Organizations office at (406) 756-3909, or forestry@fvcc.edu.

Intramurals and Recreation

The men's and women's coed intramural program is an integral part of college life at FVCC. Students are encouraged to participate in any of the numerous activities including: basketball, volleyball, softball, table tennis, tennis and many other activities. The intramural program has a faculty advisor and is organized and administered by student assistants. For more information, contact Mike McLean at (406) 756-3893, or coach@fvcc.edu.



Logger Sports

Membership on the FVCC Logger Sports team is open to all FVCC students. Non-Forestry majors are encouraged to participate and are always welcome. The Logger Sports team competes with universities and community colleges in the Northwestern United States and Western Canada and has been rated the top team in many competitions. For more information, contact Bob and Annie Beall at (406) 756-3898, or loggers@fvcc.edu.

Multicultural Club

The FVCC multicultural club welcomes all those who are interested in providing multicultural events and fundraisers on campus to promote cultural awareness. Students and community members are invited to participate. For more information, contact Gerda Reeb at (406) 756-3945, or multicul@fvcc.edu.

Northern Knights Chess Club

The FVCC Northern Knights Chess Club is a student club that is also open to the public. The purpose of the club is to offer students and community members the opportunity to play chess and to learn more about the game. For more information, contact Sharon Randolph at (406) 756-3981, or nkcc@fvcc.edu.

Peer Counselors

Peer Counselors are second year students at FVCC who are available to assist fellow students with a variety of concerns. They are volunteers who share their experiences and input on academic, social, and personal issues from a student viewpoint. Peer counselors are trained and supervised by college counselors. They are familiar with campus and community resources. Students can request a peer counselor contact by leaving a message at (406) 756-3367 or contacting Kathleen Brown, Counselor, at (406) 756-3880, or peers@fvcc.edu. All contacts are confidential.

Phi Beta Lambda

Phi Beta Lambda (Future Business Leaders of America) is a nationally recognized student organization for students interested in business education. You may gain experience in business relations and represent the College at divisional and national conventions. You are encouraged to use your educational skills in competitions and interact with the business world to enhance your future careers. For more information, contact Brenda Rudolph at (406) 756-3858, or pbl@fvcc.edu.

Phi Theta Kappa

Phi Theta Kappa is a national scholastic honorary society for two-year colleges. Alpha Iota Pi Chapter was organized at FVCC in 1983 - Montana's first two-year college honor society. Students who achieve outstanding academic records are eligible for membership (completed 12 semester credits and 3.50 minimum GPA). For more information, contact Christy Kabler at (406) 756-3891, or ptk@fvcc.edu.

Single Parents Group

This student organization was chartered Fall of 1994. The main goal is to get daycare set up on campus and to form a strong support group for parents who are working, going to school and raising children. They welcome new students and have a variety of activities involving parents and children. For more information, contact the Student Organizations office at (406) 756-3981, or singles@fvcc.edu.

Student Ambassador Program

The Student Ambassador Program develops leadership skills and assists with new student recruitment and orientation. For more information, contact the Student Recruiter at (406) 756-3847, or info@fvcc.edu. for more information.

Student Newspaper

FVCC's student publication, the *Mercury*, is written by students, although anyone may submit articles, stories or photographs for publication. The *Mercury* covers campus events as well as community issues of interest to FVCC students.

Student staff members may earn up to three credits per semester (see Journalism course offerings) while working on the *Mercury*. For more information, contact Blake Smith at (406) 756-3917, or mercury@fvcc.edu.

Theatre

The FVCC Theatre Arts department strives to produce a number of quality theatrical productions each academic year. Working in conjunction with the Flathead Valley Community Theatre (FVCT), FVCC produces comedies and dramas in an intimate/experimental space. Auditions for acting positions and technical assistants are always open to both the community and college members. For more information, contact Joe Legate at (406) 756-3906, or fvct@fvcc.edu.

Veteran's Association

The FVCC Veteran's Association is a service support oriented organization with the primary objective of developing a foundation of understanding between veterans and non-veterans.

Organizational activities include active support of the Montana Veterans Home, weekly meetings, fundraising, direct support of other student organization activities and internal social events.

All students, Vets and Non-Vets, are encouraged to participate as a member of the Association. For more information, contact Bill Roope at (406) 756-3968, or vets@fvcc.edu.

For further information on student activities stop by the Student Activities Office in the Blake Hall/SCA Building (BH/SCA 160) or call (406) 756-3909.



Learning Center

The mission of the Learning Center is to promote student success, increase retention, graduation, transfer and placement rates and foster an institutional climate conducive to student success.

The Learning Center at Flathead Valley Community College provides a number of related and shared services and activities, mostly federally funded, designed to promote student access and success in postsecondary education. Specific services and activities include:

- Adult Basic Education and GED testing
- Testing (ASSET and COMPASS placement testing, ACT, SAT, GRE, GED, career, personality, and learning disabilities)
- Advising (for AA, AS, AAS, and transfer), in coordination with faculty advising system
- Counseling (group and individual personal, academic, and career)
- Disability Services
- Career exploration
- Placement services
- Tutoring (individual and group)
- Learning labs (math, language arts)
- Developmental courses
(ID 8, 31, 41, 51, 100, 101, 110)

Besides general-funded activities and services, the Learning Center hosts two TRIO grants (Upward Bound and the Academic Reinforcement Center) and a Carl Perkins grant.

Adult Basic Education GED

*Margaret Girkins, Director, Adult Basic Education
Learning Resource Center Building
LRC Room 129 - (406) 756-3884 - mgirkins@fvcc.edu
Learning Center Receptionist - (406) 756-3880*

*Andrea Huisentruit, Program Assistant III
Community Education, LCC
FVCC Lincoln County Campus - 225 Commerce Way
(406) 293-2721 ext. 235 - ahuisent@fvcc.edu*

Who will benefit?

- If you would like to improve your reading writing, math, spelling, language, computer, study, and job seeking skills...
- If you are thinking about going to college or a vocational center...
- If you need to prepare for the General Education Development (GED) test.
- We can help you refresh your skills before moving on!

This tuition free program is offered to adults 16 and older who wish to improve their skills in reading, writing and math and/or prepare for the General Education Development (GED) test for a high school equivalency diploma. English as a second language (ESL) is also offered to adults whose native language is not English.

A variety of classes are offered day and evening in Flathead and Lincoln Counties. **GED testing** is conducted by appointment in both counties.

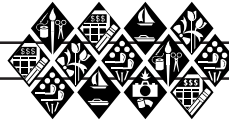
Adult Reading / ESL - One-on-one and small group instruction in basic reading, phonics and writing skills. Conversation and writing skills are taught to adults whose native language is not English.

Grammar/Writing Skills - Individualized and small group instruction and practice in basic English grammar, capitalization, punctuation, usage, spelling and effective writing.

Reading Improvement - One-on-one and small group instruction to improve vocabulary and comprehension skills.

Basic Mathematics - Individualized program to improve basic math skills. Learn how to add, subtract, multiply, divide and solve problems with whole numbers, fractions, decimals, percents, measurement, algebra and geometry.

General Basic Education - Individualized program offers instruction in reading, writing, math, spelling, study and job readiness skills.



Testing

For appointments call (406) 756-3880 or (406) 756-3890
 Learning Resource Center Building
 Room 129
placement-testing@fvcc.edu

All degree-seeking students are required to take either the ASSET or COMPASS placement test as part of the admissions process. A \$10.00 testing fee covers placement as well as career testing.

Additional tests administered through the Learning Center include: ACT and SAT for college admissions; testing accommodations for students with learning disabilities; proctored testing for correspondence courses; TABE and GED tests for adult basic education; alternative testing site for classroom support; and MOUS certification (for office technology students). The testing center has been upgraded to accommodate MOUS testing.

Advising

For appointments call (406) 756-3880 or (406) 756-3890
 Learning Resource Center Building
 Room LRC 129
 Kathleen Brown - *kbrown@fvcc.edu*
 Elaine Davis - *ldavis@fvcc.edu*
 Lynn Farris - *lfarris@fvcc.edu*
 Brenda Hanson - *bhanson@fvcc.edu*
 Charlene Herron - *cherron@fvcc.edu*
 George Shryock - *gshryock@fvcc.edu*

Learning Center staff provide advising for AA, AS, AAS, and transfer students in coordination with the faculty advising system. The College Counselor is the FVCC advising coordinator and helps coordinate advising for early registration, new student orientations, and general registration periods. An ARC advisor provides transfer advising and has additional duties as an advisor for UM and UGF students (funded with UM and UGF). LC staff assists with summer new student orientation, conducting workshops, training and updating faculty on advising issues, and providing direct student advising.

Counseling

For appointments call (406) 756-3880 or (406) 756-3890
 Learning Resource Center Building
 Room LRC 129
 Kathleen Brown - *kbrown@fvcc.edu*
 Elaine Davis - *ldavis@fvcc.edu*
 Lynn Farris - *lfarris@fvcc.edu*
 George Shryock - *gshryock@fvcc.edu*

The Counseling staff will see any student seeking counseling services (personal, career, or academic) or provide appropriate referral if necessary.

Disability Services Counseling

For appointments call (406) 756-3880 or (406) 756-3890
 Learning Resource Center Building
 Room LRC 129
Elaine Davis ldavis@fvcc.edu

Disability Services provides information, assistance and counseling for all students with disabilities (including learning disabilities). Services include appropriate accommodations such as interpreting, special testing, taping of reading material, and the check-out and use of adaptive equipment/technology. The service also provides a liaison with faculty, as well as advocacy and support groups.

If you are a qualified student with a disability and you believe that an auxiliary aid is necessary for participation in any course activity or degree program, you are strongly urged to contact the Advocate for Students with Disabilities a minimum of six weeks prior to the beginning of the semester. This will provide sufficient time for assessing your needs and obtaining any necessary auxiliary aid.

Americans with Disabilities Act

Flathead Valley Community College, as required by the Americans with Disabilities Act, has an established grievance procedure for handling a claim or allegation of discrimination based on a disability. The purpose of this procedure is to promote the prompt and efficient resolution of complaints by any person of alleged discrimination concerning program, activity, service or physical accessibility at FVCC.

Copies of this procedure may be obtained from the ADA Coordinator or the Advocate for Students with Disabilities.



Math Waiver / Substitution Policy

Students with a math disability may apply to waive MATH 78, 103, 104, and 106, provided these are not a program requirement. These waivers apply only to potential AA graduates. All students may petition for math course substitutions. Applicants should make the request prior to the semester in which graduation is expected. Contact Pete Wade at (406) 756-3877 for a complete copy of the policy.

Career Exploration

Charlene Herron, Paraprofessional Career Counselor
Room LRC 130 - (406) 756-3890 - cherron@fvcc.edu

Career planning services are available at no charge to students and the community.

Career Planning:

- Help in choosing a college major or career directions
- Career Inventories and Interpretations Interest (SCII), Skills (ESK), Values (SIGI), Personality (MBTI)
- Montana Career Information System (MCIS)
- Computerized school and Financial Aid sort.
- Career counseling, decision making, goal setting
- Individual and group counseling
- Library of career and college information

Employment Self Marketing:

- Job search skills, resume writing, networking
- State labor market information

Placement Services

Karen Darrow, Coordinator, Student Placement
Learning Resource Center Building
Room LRC 130 - (406) 756-3900 - kdarrow@fvcc.edu

The Placement Services office is a resource for students interested in finding either full or part time employment. Job placement services are available to FVCC students and Alumni:

- Job Board listing current job openings
- Employer information
- Job Search Skills
(Workshops & Individual Appointments)
 - Resumes
 - Interviewing
 - Effective Job Search Techniques
- Graduate Placement Information

Tutoring

For appointments call (406) 756-3880 or (406) 756-3890
Learning Resource Center Building
Room L.C. 129
Elaine Davis - ldavis@fvcc.edu

Tutors are available for most classes at FVCC and LCC. This service is free to eligible students.

Learning Labs

Bud Sather, Math Lab Instructor
Room LRC 148 - (406) 756-3892 - bsather@fvcc.edu
Jim Soular, Writing Lab Instructor
Room LRC 147 - (406) 756-3891 - jsoular@fvcc.edu
Robbie Sullivan, Reading Lab Instructor
Room LRC 147 - (406) 756-3891 - rsulliva@fvcc.edu

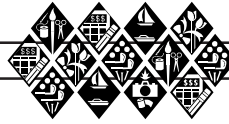
Professional instruction in math, reading, and writing is available in the Math and Language Arts Labs located in the Learning Resource Center. The labs are open to all students and provide support for all academic areas.

Developmental Courses

For appointments call (406) 756-3880 or (406) 756-3890
Learning Resource Center Building
Room LRC 129
Kathleen Brown - kbrown@fvcc.edu
Elaine Davis - ldavis@fvcc.edu
Lynn Farris - lfarris@fvcc.edu
Brenda Hanson - bhanson@fvcc.edu
Charlene Herron - cherron@fvcc.edu
George Shryock - gshryock@fvcc.edu

Students who are not ready for college level course work are advised to take developmental courses to improve their academic skills and chance for success in postsecondary education. Students who are undecided about a major and/or who have been away from formal education for a time may also benefit from these courses. ASSET and COMPASS scores indicate the appropriate levels for students to begin.

Courses numbered under 100 may not be applied to an AA or AS degree, but may be counted for credit for Pell grant purposes.



Academic Reinforcement Center

*A Department of Education TRIO Program
Lynn Farris, Director, TRIO
Learning Resource Center Building
Room LRC 153 - (406) 756-3880 - lfarris@fvcc.edu*

The Academic Reinforcement Center (ARC) assists program eligible students to succeed in college. Services include career and personal counseling; tutoring; academic and financial aid advising; Math and Language Arts Labs; and courses in developmental math and language arts, career awareness, and study skills.

Educational Opportunity Center

*Linda Ornowski, EOC Outreach Counselor
A Department of Education TRIO Program
Northwest Montana Human Resources Building
214 Main Street - (406) 758-5476 - lornowsk@fvcc.edu*

If you are no longer in school but want to pursue a high school diploma or GED or college, the Educational Opportunity Center outreach program can assist you. The EOC encourages individuals to return to high school or enter college by providing:

- Career guidance
- Academic advising
- Financial aid assistance
- College application
- Linkages to other agencies providing assistance

The EOC is part of a Montana State University - Northern program that serves potential students all across northern Montana. The EOC is a federally funded TRIO program.

Upward Bound

*A Department of Education TRIO Program
Lynn Farris, Director - (406) 756-3880 - lfarris@fvcc.edu
Mary Jordt, Asst. Director - (406) 756-3903 - mjordt@fvcc.edu
Learning Resource Center Building
Room LRC 129 - (406) 756-3880*

Upward Bound serves local, eligible high school students, grades 9-12. The goal of the program is to provide students with the motivation, encouragement, and skills to pursue postsecondary education. The hub of the program is a six week Summer session on the Campus. Students receive auxiliary instruction in math, science, and language arts and participate in activities designed to provide cultural and social enrichment.

Carl Perkins Vocational Retention Project

*Robbie Sullivan, Vocational Retention Advisor
Blake Hall / Student Center Administration Building
Room BH/SCA 104 - (406) 756-3673 - rsulliva@fvcc.edu*

The Carl Perkins Vocational Retention Project is committed to helping financially or academically disadvantaged students enrolled in vocational programs complete their two year (A.A.S.) degree.

This project helps students surmount barriers that might hinder progress toward receiving a degree. Financial incentives/honorariums are paid on a per credit basis two times a semester to help needy students with the cost of continuing their education. Other services include career counseling and vocational advising, job search assistance and referral to other community resources.

Qualified vocational students should apply early as a limited number of opportunities are available.

Student Development

*Sharon Randolph, Coordinator, Student Development
Blake Hall / Student Center Administration Building
(406) 756-3981 - srandolp@fvcc.edu*

Through the Healthy Lifestyle Awareness Center, students are involved in promoting a healthy FVCC campus. These committees continue to welcome new members: Natural High, General Health, HIV/STD, Women's Resource Group, Emotional/Spiritual, Healthy Relationships, and Men's Group. Membership includes students, staff, faculty and community resources. These committees meet separately and promote their specific areas, with all committees meeting together monthly.



Bookstore

Denise Shuman, Bookstore Manager

Jackie Erickson, Bookstore Assistant

Lori Gibson, Accounts Technician, Bookstore

Blake Hall / Student Center Administration Building

Room BH/SCA 164 - (406) 756-3814 - dshuman@fvcc.edu

The Bookstore provides all textbooks, school supplies and art supplies required for classes to make fulfillment of educational goals possible. The Bookstore also stocks study aids, computer supplies, postage stamps, snack items, college T-shirts and sweatshirts, greeting cards, and gift items. Visa and Master Card are accepted.

Textbooks

Refund return policy on text books:

1. Books must be returned during the first three weeks of class for a full refund.
2. All refunds or exchanges require the cash register receipt and Student ID card.
3. After the first three weeks of the term, textbook returns must be made within three days of purchase for a full refund.
4. Textbooks purchased for late starting block classes have a three day return policy, three days from the beginning of class.
5. New books must be in mint condition.
 - a. No marks or blemishes.
 - b. Clean pages.
 - c. No folded corners.

Book buy back policy:

1. Book buy back periods are limited to the week of finals.
2. The Bookstore pays 50% of the current price for most books which will be used in the coming term. Overstocked books or old editions do not qualify for the 50%.
3. The best national wholesale price will be given for books which are not in use on our campus or are overstocked.
4. Student ID's required.
5. The Bookstore cannot guarantee the buy back of any book at any time.

Textbook Reservations

Students have the option of filling out a textbook reservation form to reserve and pay for textbooks each semester. The form is available in the Bookstore. Students complete schedule information with course numbers and instructor's name. Students may choose to pick up books, or have them mailed to a home address. Payment may be made by cash, a check or credit card. Students receiving a Pell Grant or other type of scholarship, may stipulate that the Bookstore take the cost of books out of a grant or scholarship.

JAVA²

The coffee cart is operated by the FVCC Bookstore and is located in the lobby of Blake Hall. The cart serves espressos, lattes, mochas, and steamers. Coffee Punch Cards are available for purchase in the Bookstore or at the coffee cart.

Food Service

The Eagle's Nest Cafeteria, located in the Blake Hall/SCA building, serves breakfast, lunch and snacks on weekdays when classes are in session. The cafeteria is independently owned and operated, and menus and prices are set with student budgets in mind.

Health Insurance

Student health insurance is not offered through the College. You must make your own arrangements for health insurance.

Locker Rental

Lockers are available for rent in the BSS Building and student study hall in the SAT Building. Locker rental forms can be picked up in the Bookstore. A ten dollar fee and student ID number are required for the rental of the lock and the locker space, per semester. Upon return of lock and key at the end of each semester, five dollars will be refunded. The Bookstore is not responsible for lost or damaged items during the rental period. Any items left after finals week will be forfeited.

Native American/ Multicultural Affairs

Gerda Reeb, Coordinator

Business and Social Science Building

Room BSS 101A - (406) 756-3945 - greeb@fvcc.edu

In recognition of the unique and culturally based needs of Native American students, this program was created under the auspices of the ARC project in Fall 1992. Two years later this program was expanded to serve all of the ethnically diverse students on campus. This office is staffed by a coordinator who serves as a liaison between administration, students and the community and provides information and referral services for students.

The **Native American Tuition Waiver** is offered each semester in limited numbers to those students who: 1) have established financial need; 2) are one quarter or more Native American blood; 3) are a Montana state resident; 4) are in a degree program. Other restrictions and limitations apply.

Multicultural awareness activities are planned each year. Students are encouraged to participate or offer input in cultural events.



Community Life

Contact the
Flathead Valley Convention & Visitors Bureau
at 1-800-543-3105
for more area information.

Seasonal and year-round residents of the Flathead, Tobacco and Kootenai Valleys enjoy a variety of recreational, social and cultural opportunities. Nestled against the west slope of the Continental Divide with the Rocky Mountains to the east and Flathead Lake to the south, Flathead Valley is the doorway to Glacier National Park and the famed Bob Marshall Wilderness.

The Tobacco and Kootenai Valleys are bordered on the north and west by the rugged Cabinet Wilderness area and by the famous Koocanusa Reservoir.

The Flathead County Campus is located in Kalispell and serves the communities of Bigfork, Columbia Falls and Whitefish. The Lincoln County Campus is located in Libby and serves the communities of Eureka, Libby and Troy.

Kalispell

Named one of the 10 Best Mountain Towns by "Mountain Sports and Living" Magazine in 1999, Kalispell is home to Flathead Valley Community College. An area famous for its beautiful scenery, proliferation of great outdoor sports, and excellent artists, Kalispell is the government seat of Flathead County.

Glacier National Park is located on the Canadian border and is the American half of the International Peace Park. One of the jewels of the national park system, Glacier is a scenic wonderland offering excellent hiking, camping and back packing for the novice and the expert. In the winter, it is a paradise for cross-country skiing and snowshoeing.

The Hockaday Art Center is a nonprofit art gallery located in downtown Kalispell. The Hockaday sponsors quality art exhibits, classes, dance and musical performances throughout the year, and a fall art show that draws collectors from all over the U.S. The Flathead Valley hosts a noted community of artists, writers and private galleries abound.

The Conrad Mansion, a national historic site, is open for tours throughout the summer and early fall. Woodland Park is popular for outdoor relaxation summer and winter. Golfers will enjoy the gorgeous mountain view from the 27-hole Buffalo Hill Golf Course on the north side of town.

Whitefish

Whitefish is a center for year-round recreation. Big Mountain ski area, just north of town, draws thousands of visitors and locals for alpine skiing and has been designated the "Number one undiscovered expert ski area of the U.S." by Ski Magazine. Many nordic trails are maintained at Big Mountain and throughout the area. Summer brings sailing, water skiing and hydro-boat races on beautiful Whitefish Lake.

Columbia Falls

Columbia Falls is located at the entrance to Bad Rock Canyon and on the North Fork of the Flathead River. The peaks of Glacier Park can be viewed above the river and through the Canyon. Spectacular Hungry Horse Dam and Hungry Horse Reservoir are located just south of the Park, offering excellent hiking, fishing and camping.

Bigfork

The picturesque community of Bigfork is an artists' delight, filled with galleries, craft shops, bookstores, excellent restaurants, and hosting the well known Bigfork Summer Playhouse. Located where the Swan River tumbles into magnificent Flathead Lake, Bigfork is also one of the water sports centers of the Valley. In May, Bigfork hosts the exciting Whitewater Festival with white water kayak races and games, a triathlon and other exhibitions. Flathead Lake is the largest natural fresh-water lake west of the Mississippi and a favorite for sailboats, fishermen and water skiers.

Eureka

Eureka is the northernmost community in Northwest Montana. Located in the Tobacco Valley, close to the Koocanusa Reservoir and the Canadian Border, the logging community is noted for excellent hunting, fishing and other outdoor recreational activities.

Libby

The community of Libby provides access to the beautiful Cabinet Mountains, alpine lakes and the famous Koocanusa Reservoir, sixty miles of scenic water and mountains behind the Libby Dam and the Kootenai River. Both the reservoir and the river provide excellent trout and salmon fishing. The area is recognized for its scenic and recreational opportunities. Forest products, mining and tourism make up the economic base for the community. The Lincoln County Campus is located in the town of Libby.

Troy

The community of Troy is nestled in the mountains adjacent to the Kootenai River. The Troy area is noted for excellent year-round hunting and fishing.



Student Rights and Responsibilities

Release of Information

Flathead Valley Community College will release to outside agencies or persons, upon request, the following directory information: name, temporary and permanent address, phone number, e-mail address, enrollment status, schedule of classes, area of study and degree/certificates awarded. If a student chooses not to have any or all of the directory information released, they must inform the Admissions and Records Office in writing, by submitting a Release of Information form available in the Admissions and Records Office. The College will not release other information without written permission, unless subpoenaed by a court or tribunal of competent jurisdiction.

Students have the right to review and inspect all information pertaining to their educational records, including admissions records and academic records. The Admissions Office requires at least 48 hours notice if a student wishes to review their records. Students may request an amendment to their records on the grounds they feel the records are inaccurate, misleading, or violate their rights. If the amendment is denied, the contents can be challenged through a hearing process with the Vice President of Instruction and Student Services.

According to Family Educational Rights and Privacy Act (FERPA) regulations, student's education records may be disclosed without prior written consent to specific bodies. A record of each request will be kept in the student's file.

The Family Rights and Privacy Act of 1974 prohibits disclosure of academic information to third parties without prior written consent of the student.

Academic Probation and Dismissal

A student will be placed on academic probation anytime their GPA (grade point average) falls below 2.0. If on probation, a student will be required to meet with a retention advisor, before starting the next semester to discuss academic goals and barriers to achievement of those goals. A review of the academic assistance available at FVCC, and the development of a plan to assist the individual to achieve their academic goals will also take place.

If a student fails to bring their GPA above 2.0 for two semesters in a row, they will have two options—they may choose academic suspension (for a period of no less than one year) or agree to a plan of extensive remediation developed by the College. If remediation is unsuccessful or if the student fails to comply with the proscribed plan, they will be immediately suspended for no less than one year.

Student Conduct and Standards

In order to promote an atmosphere that protects the rights of and is responsive to students' needs it is expected that all students will maintain acceptable standards of behavior on campus. The following behavior is considered unacceptable and may lead to disciplinary action including suspension or expulsion from the college.

1. Deliberate disruption in the classroom or at any college activities.
2. Cheating, plagiarism and other forms of dishonesty including knowingly giving false information to the College.
3. Forgery, alteration or misuse of community college documents, records or identification, or computer programs or accounts.
4. Physical abuse or harassment of another person.
5. Theft or damage to property of the College.
6. Use/possession of illegal drugs or alcohol on campus.
7. Carrying/discharging firearms on campus.
8. Unauthorized use or occupancy of College facilities.

Academic Integrity Guidelines

The faculty, staff and administration of Flathead Valley Community College believe academic dishonesty conflicts with a college education and the free inquiry of knowledge. Plagiarism, cheating, forgery, facilitating or aiding academic dishonesty, unauthorized access or otherwise manipulating student records and computer programs are all forms of dishonesty that corrupt the learning process and threaten the educational environment for all students.

Plagiarism is using the writing or works of another as one's own. Plagiarism is an intolerable offense in the academic community and is strictly forbidden. Students must always be very careful to acknowledge others ideas as well as words.

The consequences of academic dishonesty may vary with the situation and the individual instructor. Any student involved in academic dishonesty will be subject to disciplinary action imposed by the instructor up to and including administrative withdrawal or a failing grade for the course.

In addition, academic dishonesty is grounds for disciplinary action under the Student Conduct and Standards rules. The student found guilty of academic dishonesty may be reported to the Vice President of Instruction and Student Services for the initiation of disciplinary sanctions ranging from a warning to expulsion from the college.



Right of Appeals and Grievances

A Student Appeals Policy (Board Policy 701) has been developed for those situations that cannot be resolved informally. The purpose of the student grievance procedure is to promote the prompt and efficient resolution of student complaints (with the exception of sexual harassment charges which are dealt with in policy number 920.1, page 33) about College faculty, administration, exempt staff, classified staff, professional and temporary employees. Copies of the current policy, procedure and the Student Appeals Complaint Form may be obtained from the Information Desk, Student Services, the Vice President’s Office, Student Senate, or the Library.

The term “complaint” shall mean a claim or allegation by a student that members of the College faculty, administration, exempt staff, professional, or classified staff:

1. Significantly failed to carry out their professional responsibilities or failed to deal with a student fairly and impartially,
2. Significantly failed to carry out an assigned responsibility or failed to apply college policy fairly and impartially, or
3. Performed an action which impinged on the rights or activities of a student in the legitimate pursuit of the educative process.

Procedure

Step 1

Informal resolution of a problem must be attempted first by communicating with the person(s) against whom the complaint exists. This communication may be accomplished orally or in writing. If the complaint is oral, a mutually agreeable meeting time and place shall be established. Each party may bring another person as a witness. If the student’s complaint is made in writing, all documents shall be dated and signed and the employee’s written response must be made within seven (7) calendar days of receipt of the written complaint.

Step 2

If the matter cannot be informally resolved, a student may make a formal request using the Student Appeals Complaint Form. The form identifies the complaint and desired remedy. It is submitted to the Student Appeals Officer for a hearing before the employee’s supervisor. The Step Two hearing will be

held within ten (10) working days of the receipt of this written request. Those present at this session shall be the student, the person against whom the grievance is filed, the complainant’s supervisor and the Student Appeals Officer. The student may also request that either his/her advisor or counselor and/or the Vice President be present. The supervisor shall decide upon the requested remedy at the conclusion of this meeting. The student may either accept this decision or refer the complaint for Step Three resolution. If a complaint is lodged by a student against the College President, the Step Two procedure will be bypassed and the Step Three process will be initiated.

Step 3

If a student feels the matter was not resolved satisfactorily at Step Two, he/she shall instruct the Vice President to convene the Student Appeals Committee for Step Three. The Student Appeals Committee shall consist of two (2) members of the faculty appointed by the Faculty Senate President, two (2) members from within the college community (other than faculty or students) appointed by the College President, two (2) students appointed by the College Student Senate and one (1) student appointed by the Vice President.

Within ten (10) calendar days of the completion of the fact finding portion of Step Three, the Student Appeals Committee shall review its findings and issue a decision. If the complaint is denied, the committee’s decision shall be the final College disposition of the complaint. Copies of the resolution of the claim or allegation shall be forwarded to the College President, the appropriate Dean or Director and to each of the parties.

If a student seeks resolution of a complaint in any forum other than that established by this procedure, whether administrative or judicial, the parties to the complaint shall have no obligation to proceed further under the provisions of this procedure.



Waiver of Regulations

Rules and regulations in this catalog have been adopted by the faculty, administration and Board of Trustees of the College and are subject to modification and revision by them. Students who feel that extenuating circumstances might justify the waiver of a particular college regulation, may file a petition with the Vice President of Instruction and Student Services.

Drug and Alcohol Policy

Flathead Valley Community College is committed to maintaining a work and learning environment free of drug and alcohol abuse; and strives to create an environment that promotes healthy and responsible living and respect for community and campus standards and regulations. The following guidelines describe College policy regarding the use of alcohol and drugs.

- The possession, use and/or consumption of alcohol and/or illicit drugs by anyone on campus is prohibited.
- The distribution of alcohol by the College or by any college-affiliated organization is prohibited.
- Alcohol-free events are promoted.
- Assistance should be provided to individuals who are abusing drugs and alcohol.
- Safe transportation to and from events is encouraged and/or provided, including a designated driver program.
- Ongoing education is provided by Flathead Valley Community College to inform individuals about the potential risk associated with excessive use of alcohol and the illicit use of drugs.

Sexual Harassment Policy

Flathead Valley Community College (FVCC) recognizes the importance of the personal dignity of every individual and is therefore committed to providing an educational and work environment where students, faculty, and staff are safe, secure, and respected. FVCC is committed to a learning community free of all forms of sexual harassment, exploitation, or intimidation. Sexual harassment unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment.

It is also unlawful and against College policy to retaliate against an employee or student for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

Sexual harassment consists of unwanted or unwelcome behavior of a sexual or gender directed nature severe or pervasive enough to create an intimidating, hostile, or offensive work or learning environment when:

- A. Submission to such conduct is made (either explicitly or implicitly) a term or condition of instruction, employment, or participation in any other college activity (quid pro quo), or
- B. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual (quid pro quo), or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment may result from an intentional or unintentional action and can be subtle or blatant. It can be verbal or physical and can occur in any setting, and the spectrum of behavior may range from verbal remarks to physical assault. The context of events and the totality of the circumstances surrounding those events are important in determining whether a particular act or series of events constitutes sexual harassment.

What is your responsibility?

Students should speak up about sexual harassment when they see it or experience it, either among students or staff. Remember that retaliation is illegal.

If you or someone you know has been the victim of any forms of sexual harassment or you have questions about sexual harassment, contact the Vice President of Instruction and Student Services at (406) 756-3894. Students may also contact Title IX liaisons in each campus building. The names of Title IX liaisons are posted in each building.



Student Consumer Information

The following information is available to the general public, prospective students and enrolled students.
Please refer to the specific contact for further information or to receive printed documentation.
This information may also be requested in writing, or viewed on our website at www.fvcc.edu.

Campus Security Information

- Campus security policies and crime statistics - Annual Campus Security Report
- Warnings of forcible and non-forcible offenses will be posted in a timely manner on campus bulletin boards and in the campus newsletter: This Week.

Information Desk: (406) 756-3822
Business Services Office: (406) 756-3831
LCC Student Services: (406) 293-2721
www.fvcc.edu/publications

Athletic Participation / Financial Support

- Report of full-time undergraduates, athletic teams and their coaches by gender, money spent for men vs. women's teams, aid to men vs. women, etc.

Student Services: (406) 756-3852
Information Desk: (406) 756-3822
LCC Student Services: (406) 293-2721

Athletic Revenue and Expenses

- Report of revenue and expenses from athletic activities as compared to total revenue and operating expenses of the institution.

Information Desk: (406) 756-3822
Business Services Office: (406) 756-3831
LCC Student Services: (406) 293-2721

Drug & Alcohol Abuse Prevention

- Standards of conduct, legal sanctions, available counseling, health risks, clear statement of consequences -Drug and Alcohol Guidelines

Student Services: (406) 756-3852
Information Desk: (406) 756-3822
LCC Student Services: (406) 293-2721

Family Education Rights and Privacy Act (FERPA)

- Student Rights and Responsibilities - FVCC catalog

Information Desk: (406) 756-3822
Student Services: (406) 756-3852
LCC Student Services: (406) 293-2721

Financial Aid Information

- FVCC Financial Aid brochure
- FVCC Scholarships brochure

Financial Aid: (406) 756-3849
www.fvcc.edu/publications

GED Program

- Information about programs - FVCC catalog

Information Desk: (406) 756-3822
Learning Resource Center: (406) 756-3880
LCC Student Services: (406) 293-2721

General Information

- Cost of attending – FVCC catalog or course schedule
- Academic programs – FVCC catalog
- Facilities/services for students with disabilities – FVCC catalog or www.fvcc.edu/resources/disabilities
- Accrediting agency – FVCC catalog

Student Services: (406) 756-3852
Information Desk: (406) 756-3822
LCC Student Services: (406) 293-2721
www.fvcc.edu

Refund Policy

- College refund policy - Course schedule, FVCC catalog or

Student Services: (406) 756-3852
www.fvcc.edu/resources/registration

- Financial Aid Withdrawal Policy

Financial Aid: (406) 756-3849
LCC Student Services: (406) 293-2721
www.fvcc.edu/resources/financialaid

Sexual Harassment Policy

- Copies of the Sexual Harassment Policy are available at the Information Desk in Blake Hall.

Vice President of Instruction and Student Services (406) 756-3894



Transfer to Other Institutions

FVCC is fully accredited. Students can transfer to other colleges or universities with ease. Courses numbered 100 or above are considered transfer courses. FVCC is in frequent contact with other Montana colleges and universities in order to accommodate changes in curriculum and programs, and provide the best advising to students. Written transfer agreements with all six Montana University System units, as well as Carroll College, The University of Great Falls, and Eastern Washington University, are available from advisors or in the Admissions and Records Office.

Regardless of the number of credits earned at FVCC, the number accepted towards a degree at another institution is determined by the institution awarding the degree. Students will be expected to meet the program requirements in effect at the institution to which they transfer. An FVCC student having completed the FVCC general education core requirements can transfer to any Montana University System school and be guaranteed the lower division core requirements of the transfer school have also been met.

For assistance with transfer, contact the transfer advisor, Brenda Hanson at (406) 756-3887.

How to Transfer

To transfer to a four-year college or university, follow these steps:

Plan Ahead

- Obtain a current catalog of the institution to which you wish to transfer. Many college catalogs are available in the Career Center or on microfiche in the FVCC Library.
- Review transfer and major requirements of the institution you wish to transfer. Take the classes a typical freshman and sophomore take for your major field of interest.
- Review the course equivalency guides of the school for which you wish to transfer. All advisors have a copy of the current course equivalency guides for all public and private colleges in Montana.

Keep in Touch & Pay Attention

- Confer with your faculty advisor about fulfilling FVCC's and your transfer institution's general education and major requirements.
- Contact the transfer advisor to assist you in the transfer process.
- Contact the admissions office and/or the major department of the institution to which you will be transferring to learn about transfer regulations that may affect you. For example, several schools will only accept a grade of "C" or higher for major requirements. Similarly some programs such as nursing and education have specific application deadlines.

- Meet with your faculty advisor and transfer advisor often to assure a smooth transfer and appropriate course selection.

Apply for Admissions

- Apply for admissions and send an official copy of your transcript to the institution to which you wish to transfer. College applications for all public and private colleges in Montana are available in the Career Center.

Transcripts

An official record of each student's course work at FVCC is maintained in the Admission and Records Office and is called a transcript. Requests for transcripts must be made in writing by the student to the Admissions and Records Office. Transcripts are usually available within a week to ten days. Upon graduation from FVCC, one complimentary transcript is issued. Subsequent transcripts are \$3.00 each. Transcripts are withheld if students have library fines or owe money to the college.

Transfer of Credits to FVCC

Students wishing to transfer credits to Flathead Valley Community College must arrange to have an official transcript of previously earned credits mailed to the Admissions Office at FVCC. These transcripts should be submitted at least 30 days before the semester begins. Credits will be evaluated by the Admissions Office, accepted according to current scholastic standards, and results posted on your FVCC transcript.

Students who have a transcript mailed to FVCC from another college, must be sure to have an application on file.

Courses and Credits

Credits

The typical unit of measurement of college work is called a credit hour. One credit is usually assigned for one lecture or laboratory period per week. The lecture period consists of fifty minutes; the laboratory period may consist of two or more clock hours. In addition to class time, the average student may expect two hours of outside work for each period of lecture or laboratory.

Class Standing

Freshmen are degree students who have earned fewer than 30 semester credits. Those who have completed 30 or more semester credits are considered sophomores.



Full-time Student

In general, FVCC defines a full-time student as a person taking 12 or more credit hours per semester. A part-time student takes 11 or fewer credits per semester. However, there are other definitions of full-time and part-time loads specifically pertaining to athletes, veterans, social security recipients, etc. Also, in order to earn a degree in two years, a student must average 15 credits per semester. See an academic advisor for further information.

Students registering for more than 18 credits need special approval from the Coordinator or Assistant Coordinator of Admissions and Records.

Military Credits

Credits may be earned for courses completed in military service schools and training programs at the associate degree level as recommended by the American Council on Education in "A Guide to Evaluation of Education Experiences in the Armed Services." You must provide an official DD 214 and any transcripts or certificates of courses completed. **A maximum of 15 credits may be used toward an Associate degree.**

Advanced Placement Program

Students who complete college-level work in high school, can receive appropriate credit, placement or both, based on performance in the Advanced Placement (AP) program sponsored by the College Board. AP exams are offered in a number of academic disciplines. FVCC credit or placement for students who successfully participate in the program is granted under the following conditions:

- Placement or credit will be granted to students who achieve an approved AP test score.
- Students who apply for AP credit must request that an official transcript of advanced placement scores be sent directly from the College Entrance Examination Board to FVCC's Admissions Office.
- Credit earned through AP will be recorded on official transcripts with "S(AP)" (satisfactory) grade. (A limit of twelve [12] semester credits graded "S" may count toward an associate degree at FVCC.)
- AP credit will be awarded for degree-seeking students only.
- Credits may be awarded only if the learning experiences fall within the regular curriculum of FVCC.
- AP credits cannot duplicate FVCC credits already awarded.
- A maximum of twelve (12) AP credits can be applied to the Associate of Arts or the Associate of Science degrees.

- Where appropriate, AP credits may apply toward FVCC Associate of Arts and Associate of Science degree distribution requirements.
- AP credit will not affect the student's FVCC grade point average.
- At least twelve (12) credits must be satisfactorily completed at FVCC before AP credit will be awarded on a student's FVCC transcript.

Transfer students should check their transfer institution's policy on "S" grades and AP credit. Credit or placement granted at FVCC for individual subject examinations offered through AP has been determined by appropriate academic departments. Contact the Admissions and Records Office in the Blake Hall/SCA Building (BH/SCA 111) or call (406) 756-3846.

Subject	A.P. Score	Credit/Placement
Art (Studio Drawing)	4,5	ART 101(3)
Art (History)	4,5	ART 221 & 222 (3,3)
Economics	5	ECON 211 & 212 (3,3)
English	3,4,5 (for score on <u>either</u> the language and composition or the composition & literature exam)	ENGL 111 (3)
	4,5 (for score on <u>both</u> the language and composition <u>and</u> the composition and literature exams)	ENGL 111 & 201 (3,3)
Italian (Language)	3,4,5	LANG 115 & 116 (5,5)
French (Language)	3,4,5	LANG 101 & 102 (5,5)
German (Language)	3,4,5	LANG 111 & 112 (5,5)
Russian (Language)	3,4,5	LANG 131 & 132 (5,5)
Spanish (Language)	3,4,5	LANG 121 & 122 (5,5)
Government & Politics	3,4,5	PLSC 100 (3)
History - European	4,5	HIST 111 & 112 (4,4)
History - U.S.	4,5	HIST 211 & 212 (4,4)
Math A.B. Exam	3,4,5	MATH 121 (5)
Math B.C. Exam	4,5 3	MATH 121 & 122 (5,5) MATH 121 (5)
Psychology	4,5	PSY 110 (4)

AP credit is available for Biology, Chemistry, and Physics if the AP score is 3 or greater under the following conditions:

1. AP credit may be granted for the lecture portion of the course at the discretion of the appropriate college department.
2. AP credit may be granted for the laboratory portion of the course. Students applying for such credit must document their high school laboratory experience with lab reports/notebooks. The decision to grant credit for the laboratory portion will be made by the appropriate department.

Credit for other AP exams may be available. Contact the Admissions and Records Office for more information.



College Level Examination Program (CLEP)

CLEP exams are based on undergraduate courses offered during the first two years of college study. They are developed by college instructors for the purpose of awarding college credit. Like end-of-course examinations, CLEP exams demand comprehensive subject knowledge.

Both CLEP subject and general exams yield credit at FVCC when satisfactory performance levels are reached.

FVCC accepts CLEP as well as DANTES and USAFI (CLEP administered in the Armed Forces) according to the following table. Contact George Shryock, (406) 756-3886, or Marlene Stoltz, (406) 756-3846, for more information.

CLEP tests are given at The University of Montana Test Center, (406) 243-6257.

EXAMINATIONS	SEMESTER CREDIT	CREDIT GRANTING SCORE	ACE MIN.*	GEN. ED.	SCORE REPLACES
GENERAL EXAMINATIONS					
Humanities	6	500	(420-500)	None	None
Mathematics	6	500	(420-500)	None	None
Natural Sciences	6	500	(420-500)	None	None
Social Sciences & History	6	500	(420-500)	None	None
SUBJECT EXAMINATIONS					
Business					
Info. Systems & Comp. App.	3	55	(52)	---	BUS 275
Principles of Management	3	50	(46)	---	BM 175
Principles of Accounting	8	55	(45)	---	ACCT 201-202
Intro. Business Law	4	57	(51)	---	BUS 271
Principles of Marketing	3	50	(50)	---	MKT 140
Composition & Literature					
Writing	3	50	(44)	Writing	ENGL 111
American Literature	6	50	(46)	Humanities	ENGL 211-212
Analyzing & Interpreting Lit.	6	50	(47)	Humanities	Elective
English Literature	6	50	(46)	Humanities	ENGL 231-232
Foreign Languages					
College French-Level 1	10	50	(39)	Humanities	LANG 101-102
College French-Level 2	10	56	(45)	Humanities	LANG 101-102
College Level Ger. Lang. I	10	50	(36)	Humanities	LANG 111-112
College Level Ger. Lang. II	10	56	(42)	Humanities	LANG 111-112
College Level Span. Lang. I	10	50	(45)	Humanities	LANG 121-122
College Level Span. Lang. II	10	56	(50)	Humanities	LANG 121-122
History & Social Sciences					
American Government	3	50	(47)	Group B-Soc. Sci.	PSLC 100
History of the U.S. I: Early Colonizations to 1877	4	50	(47)	Group B-Soc. Sci.	HIST 211
History of the U.S. II: 1865 to the Present	4	50	(46)	Group B-Soc. Sci.	HIST 212
Human Growth & Development	3	50	(45)	Group A-Soc. Sci.	PSY 235
Intro. to Educational Psych.	3	50	(47)	---	Elective
Principles of Macroeconomics	3	50	(44)	Group B-Soc. Sci.	ECON 212
Principles of Microeconomics	3	50	(41)	Group B-Soc. Sci.	ECON 211
Introductory Psychology	4	50	(47)	Group A-Soc. Sci.	PSY 110
Introductory Sociology	3	50	(47)	Group A-Soc. Sci.	SOC 110
Western Civilization I: Ancient Near East to 1648	4	50	(46)	Group B-Soc. Sci.	HIST 111
Western Civilization II: 1648 to the Present	4	50	(47)	Group B-Soc. Sci.	HIST 112
Science & Mathematics					
Calculus with Elem. Func.	10	50	(41)	Quantitative	MATH 121-122
College Algebra	4	46	(46)	Quantitative	MATH 104
Trigonometry	3	50	(50)	Quantitative	MATH 105
College Algebra-Trigonometry	3	45	(45)	Quantitative	Elective
General Biology**	4	50	(46)	Column A-Science	BIOL 101
General Chemistry**	4/5	50	(50)	Column A-Science	CHEM 101 or 121

*Scores in parenthesis are the American Council on Education (ACE) recommended minimums. Scores at or above these minimums up to the FVCC credit granting score may waive the class requirement with departmental approval.

**Separate evidence of equivalent laboratory experience must be presented to be granted Column B (Laboratory Course) credit.



Service Learning/AmeriCorps

Mary Hollensteiner, Coordinator

Blake Hall/SCA 161 - (406) 756-3908 - mhollens@fvcc.edu

Some courses offer a Service Learning component where students volunteer 15 hours of community SERVICE with a non-profit agency whose work reinforces LEARNING in the classroom. The agency supervisor evaluates the student's work and this evaluation is used by the instructor as part of assigned course work. Upon completion students receive a special designator on their transcript.

The mission of the FVCC AmeriCorps program is to engage more students in community service. Current programs at FVCC are America Reads (tutoring K-9 in reading), America Counts (tutoring K-6 in math), and Habitat for Humanity. Students have the opportunity to volunteer for these programs through Service Learning or directly with the AmeriCorps team.

Running Start

Running Start is a dual credit program where students earn credit simultaneously for high school graduation and toward a college degree. Flathead Valley Community College and high schools in Flathead and Lincoln Counties are offering this program to expand the educational opportunities for juniors and seniors in high school. Students should contact their high school counselor for procedures to enroll in a course(s) under the Running Start program. The high school determines if the course meets the High School graduation requirements, and how many high school credits a college course is worth.

The Running Start program enables an eligible high school student to seek an expanded educational challenge. The student enrolls simultaneously in high school and college classes for the purpose of earning credit to be awarded both by the high school and the College. Classes taken at the College as part of the Running Start program are limited to college-level classes numbered 100 or above. They are offered at a reduced cost.

High Schools currently under agreement with FVCC for the Running Start program include: Bigfork, Columbia Falls, Lincoln County, Flathead, Libby, Troy and Whitefish. If your school or association is not listed and you would like to participate, please contact us at 755-3880.

Tech Prep Advanced Placement

Students from secondary schools that have articulation agreements with Flathead Valley Community College may earn Tech Prep credit as outlined in the individual agreements. The procedure for applying for Tech Prep admissions, for earning credit in high school Tech-Prep courses, and the extent of the Tech-Prep program at your high school can be obtained by contacting your school counselor and/or teacher.

Participating high schools for the 2002-2004 school years are: Alberton, Arlee, Big Sky, Bigfork, Browning, Charlo, Columbia Falls, Eagle, Flathead, Frenchtown, Hellgate, Hot Springs, Libby, Lincoln County, Noxon, Plains, Polson, Ronan, Seeley Swan, Sentinel, St. Ignatius, St. Regis, Superior, Thompson Falls, Troy, and Whitefish. Participating colleges are: Blackfeet Community College, College of Technology-Missoula, Flathead Valley Community College, Salish-Kootenai College, and the University of Montana-Missoula. For more information, contact Bill Roope in Blake Hall, (406) 756-3968.

Repeating Courses

Students may repeat any course offered by FVCC. However, credit will be granted for the course only once unless the catalog lists the class as repeatable for credit. Each time a student takes the class, the grade and credits will be recorded on their transcript. This information will not be removed, but only the last grade and credits will affect the grade point average and total number of credits. Non-letter grades such as I, N, W and WI will not replace letter grades such as A or B. If a student is receiving financial aid or veterans benefits, check with the Financial Aid Office before repeating a course.

Course Challenge

The Course Challenge allows students to earn credit for prior learning by taking a comprehensive examination or performing some other specific demonstration of knowledge or skills, normally at the current highest level of knowledge or skill. The subject matter of the course as regularly taught will be thoroughly covered. Course challenges will be considered on an individual case basis. Only courses listed in the current college catalog may be considered for challenge, although not all of these courses may be challenged. Approval by the instructor who will give the exam, the Division Chair, and the Vice President of Instruction must be obtained before taking the test. **Challenge credits will not be granted for a course that already appears on a student's transcript.**

Performance in the exam becomes the basis for the grade which will be recorded in the student's permanent record. Except in very unusual circumstances the Course Challenge will be administered by a full-time faculty person. A student may not challenge lab or activity courses, with the exception of OT100 and CMPA 100. Regular tuition and fees will be charged for every credit of Challenge. Registration must be completed within the published registration time schedule.



Independent Study

Credits by Independent Study are available to allow students to study in subject areas outside existing courses.

An Independent Study proposal should include a detailed description stating the objective(s) and the methodology of research and/or instruction to be employed by the student and the instructor.

An Independent Study course is developed with the guidance of a supervising full-time faculty member. The Vice President of Instruction and the Division Chair must approve all Independent Study proposals. Each credit of Independent Study should involve 45+ hours of study. Regularly scheduled classes are not available for Independent Study.

Regular tuition and fee costs will be charged. Registration for an Independent Study course must be completed within the published registration time schedule.

Directed Study

Directed Study courses are courses currently approved by the Curriculum Committee, included in the current catalog and taught on an individual basis by a full-time instructor at the same level as a regularly scheduled course.

The Directed Study option can be utilized only in unusual circumstances and is not an alternative to inadequate planning or inconvenient timing. It is expected that only persons who normally teach the course will teach the Directed Study course. Regular tuition and fees will be charged for every credit of Directed Study. Registration must be completed within the published registration time schedule.

Grades

Grade Reports

Grade reports are issued at the end of each academic semester and are mailed after all financial obligations to the College are met.

Students need to meet the requirements for their courses to receive a grade and credit. The course will not be recorded on the official transcript unless one of the following grades is received.

<u>GRADE</u>	<u>INTERPRETATION</u>	<u>GRADE POINT</u>
A	High degree of excellence	4
B	Above average	3
C	Average	2
D	Completion of minimum course requirement	1
F	Failure	0
S	Satisfactory completion of course (Equivalent to a "C" or better)	N/A
U	Unsatisfactory completion of course	N/A
I	Incomplete	N/A
N	Audit	N/A
W	Withdrawal	N/A
WI	Withdrawal by Instructor or Administrative Withdrawal	N/A

Grade Point Average is determined by dividing total grade points by number of semester hours attempted. S, U, I, W, WI, and N grades are not included in these calculations. If the course has been repeated, the last grade received in a course will be used to calculate the GPA (unless it is a W, WI, N, or I grade).

If a student receives a grade they feel is inaccurate or inequitable, they should see the instructor. Only the instructor can initiate a grade change, and this is done by completing a grade change form and filing it with the Admissions and Records Office. This change will appear on the transcript; students will not receive any other notice of the correction. If a student feels the situation has not been resolved equitably, they should review the Student Appeals Procedure. Copies of this procedure are available from the Director of Enrollment Management (406) 756-3812.

Grade changes will be allowed on grades earned during the last ten years (i.e., ten years previous to requested change) only.



Satisfactory/Unsatisfactory

"S/U" grading is available only at the discretion of the instructor. A limit of twelve (12) semester credits graded "S" may count toward an associate degree at FVCC.

Note: Transfer students must check their transfer institution's policy regarding acceptance of "S" credits.

Incomplete

An incomplete, "I" grade is given when, in the opinion of the instructor, there is strong probability the student can complete the course without retaking it, and using the following guidelines:

- The student has been in attendance and doing passing work up to three (3) weeks before the end of the semester.
- For reasons beyond a student's control, and acceptable to the instructor, the student has been unable to complete the requirements of the course on time.

An incomplete **must be made up within twelve (12) months of when it was assigned** (or less at the instructor's discretion) and a change of grade form submitted to the Admissions and Records Office. If an incomplete is not removed within this time, it will remain on the student's academic record and the course must be repeated to earn a grade and receive credit.

Audit

To audit a course, a student must register for the course, complete an audit form and submit the form to the Admissions and Records Office before the end of the third week of the semester. Those auditing classes attend classes, but will not receive credit. The grade of "N" will be recorded on the student's transcript for this course. Full fees are charged for course audits. The audit grade cannot be changed to a letter grade after the third week of the semester.

Withdrawal

- A "W" grade is initiated by the student who wishes to drop a course. The effective date of withdrawal is the date the drop form is received by the Admissions and Records Office and refunds, etc., are governed by regulations in effect on that date.
- Ceasing to attend class **DOES NOT** constitute withdrawal.

- To withdraw from a course lasting the full semester, the student must have a Drop/Add form on file in the Admissions and Records Office by the end of the eighth week of the semester. Short or late starting courses can be withdrawn from only before or during their refund percentage dates.

Withdrawal by Instructor

A "WI" grade is given at the option of the instructor at the end of the term when a student has stopped attending class and has failed to officially withdraw.

Retroactive Medical Withdrawal

Students may withdraw from College classes retroactively under certain medical conditions.

In order to qualify for this benefit, a student must complete an official cancellation form. This must be accompanied by medical documentation, signed by a doctor and attesting to an inability to complete classes because of health problems. Submit these two items to the Assistant Coordinator of Admissions and Records with a completed medical withdrawal form.

The Assistant Coordinator of Admissions and Records will review the documents, and if they are approved, all of the grades for the semester in question will be removed and replaced with "Ws." "Medical Withdrawal" will be printed across the semester in question. Forms are available in the Admissions and Records Office.

Honors

FVCC recognizes academic achievements according to the following standards.

Honor Roll

Students taking 12 or more credits in courses numbered 100 or above and earning a grade point average (GPA) of 3.5 or more for that semester, will be placed on the honor roll. The honor roll is published each semester in area newspapers unless a student files a "Do Not Release" form in the Admissions and Records Office.

Graduation With Honors

Students graduating with a final cumulative grade point average of at least 3.75, will receive an Honors designation on the College transcript. To be acknowledged at the graduation ceremony with high honors, a student must have a cumulative grade point average (GPA) of at least 3.75 as of the semester prior to graduation.



Academic Requirements

Student's Responsibility

The following regulations, procedures and definitions are important for all students taking classes for credit. Understanding and following these procedures is an essential part of acquiring a college degree or other credentials. Please read them carefully, and direct any questions to the Admissions and Records Office.

It is the student's responsibility to follow their curriculum, meet graduation requirements and/or meet transfer requirements. Assistance in planning an acceptable program is available from faculty advisors and FVCC counselors.

Application for Graduation

Official applications are due **in mid March and mid November**. There is a mandatory, non-refundable graduation fee of \$15. Applications for Graduation are available from the Admissions and Records Office in Blake Hall.

Students commonly graduate from Flathead Valley Community College under the catalog in use during the first year they attended FVCC. However, a student may graduate using any FVCC catalog under which they have attended, up to **five years** prior to graduation. If a student initially enrolled more than **five years** before their graduation, they must select a catalog program in force during the five years prior to their expected graduation.

Graduation Waivers and Substitutions

Given unusual circumstances, specific program requirements may be waived with the approval of the advisor, the instructor supervising the specific program, and the Division Chair. This approval must be in writing, signed and dated. Program waivers are granted **only** when there is evidence of competency that will satisfy the program requirement.

General Education course requirements may be waived in extremely unusual situations. The waiver must be approved by a majority vote of the Curriculum Committee and by your advisor and the Division Chair.



ASSOCIATE OF ARTS (A.A.) DEGREE

Associate Degree

With an Associate of Arts or Associate of Science degree an FVCC student can transfer to any Montana University System school with junior class status and be guaranteed that the lower division general education core requirements have been completed for the transfer school.

Core Requirement

An FVCC student having completed the FVCC general education core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have also been met.

Worksheet Instructions

Use the worksheet on page 47 as you plan for graduation and transfer. Be sure to check the general education lists of classes and meet with your advisor. Note the course number, how many credits, which semester you took the class and your grade.

All courses are available in Kalispell. Selected courses are available at the Lincoln County Campus. Please see a current semester course schedule or talk to an advisor for details.

The Associate of Arts (A.A.) degree is a general transfer degree. This degree indicates 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. With an Associate of Arts degree from FVCC, a student can transfer to any Montana University System school with junior class status and be guaranteed that the general education core requirements have been completed for the transfer school.

To receive the A.A. degree, the following requirements must be met:

- I. Completion of sixty (60) semester credits in courses numbered 100 level and above for an A.A. degree. A course cannot satisfy more than one general education core curriculum area in section V below.**
- II. Final cumulative grade point average of 2.0 or above.**
- III. At least twenty (20) semester credits earned at FVCC and the final ten (10) credits earned at FVCC.**
- IV. A limit of twelve (12) semester credits graded "S" may count toward the Associate Degree. Check with transfer institution regarding the acceptance of "S" credits.**
- V. General Education Core (31+ credits)**

Montana University System General Education Core criteria in addition to departmental review were used as a guideline in determining the core requirements listed below. Please note in some cases an individual course may transfer to one school, but not another, as an individual general education core course.

An FVCC student having completed ALL the FVCC General Education Core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have been met.

- A. Computer Skills ----- 1+ credits**
Computer Skills is defined as the ability to operate a computer using one or more of the following tools: word processing, spreadsheets, database.

Required: CMPA or CS 100 or higher. Students who have completed high school computer courses with a "B" or better may waive this requirement; students with previous experience may test out of CMPA 100.

- B. Writing ----- 3 credits**
ENGL 111 English Composition (3 cr.)

- C. Communications ----- 3 credits**
Three (3) semester credits selected from the following:

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<u>Business</u>			
BUS	130*	Business Communications	3
<u>English</u>			
ENGL	150*	Technical Writing	3
ENGL	201*	Advanced Composition	3
<u>Journalism</u>			
JRNL	101*	News Writing and Reporting	3
<u>Speech</u>			
SP	110	Public Speaking	3
SP	120	Interpersonal Relations/Comm.	3
SP	160	Oral Interpretation	3

- D. Quantitative Skills ----- 3+ credits**
Any math course with a MATH 103 prerequisite. Elementary Education majors ONLY may satisfy this requirement with MATH 141* and 142*.

*Indicates a prerequisite is needed. Check course description.


E. Humanities ----- 6+ credits
Six (6) semester credits selected from the following:

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<u>Art</u>			
ART	221	Art History Survey I: Ancient to Middle Ages	3
ART	222	Art History Survey II: Renaissance to Modern	3
ART	228	History of Early Italian Renaissance	3
ART	229	History: Italian Renaissance II	3
<u>English</u>			
ENGL	110	Explorations in Literature	3
ENGL	115	Introduction to Poetry	3
ENGL	116	Introduction to Fiction	3
ENGL	206*	European Literature of the 20th Century	3
ENGL	211	American Literature I	3
ENGL	212	American Literature II	3
ENGL	215	African-American Writers	3
ENGL	220	Classical Mythology	3
ENGL	229	Bible as Literature	3
ENGL	230	Theatre as Literature	3
ENGL	231	British Literature I: Beginnings to 18th Century	3
ENGL	232	British Literature II: 19th Century to Present	3
ENGL	240	American Short Story	3
ENGL	246	Major Women Writers	3
ENGL	261	Introduction to Humanities: Origins & Influences I	4
ENGL	262	Introduction to Humanities: Origins & Influences II	4
ENGL	267	Shakespeare: Tragedies, History	3
ENGL	268	Shakespeare: Tragedies, Comedies	3
<u>Humanities</u>			
HUM	206*	European Literature of the 20th Century	3
HUM	261	Introduction to Humanities: Origins & Influences I	4
HUM	262	Introduction to Humanities: Origins & Influences II	4
<u>Language</u>			
LANG	101	Elementary French I	5
LANG	102*	Elementary French II	5
LANG	111	Elementary German I	5
LANG	112*	Elementary German II	5
LANG	115	Elementary Italian I	5
LANG	116*	Elementary Italian II	5
LANG	121	Elementary Spanish I	5
LANG	122*	Elementary Spanish II	5
LANG	131	Elementary Russian I	5
LANG	132*	Elementary Russian II	5
LANG	221*	Intermediate Spanish I	4
LANG	222*	Intermediate Spanish II	4
<u>Philosophy</u>			
PHIL	110	Introduction to Philosophy	3
PHIL	120	Introduction to Ethics	3
PHIL	170	Introduction to Existentialism	3
PHIL	250	Political Theory	3
<u>Political Science</u>			
PLSC	250	Political Theory	3
<u>Religion</u>			
REL	229	Bible as Literature	3
<u>Theatre</u>			
THEA	100	Introduction to Theatre	3
THEA	230	Theatre as Literature	3

* Indicates a prerequisite is needed. Check course description.

Associate Degree

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Core Requirement

An FVCC student having completed the FVCC general education core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have also been met.

All courses are available in Kalispell. Selected courses are available at the Lincoln County Campus. Please see a current semester course schedule or talk to an advisor for details.



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All courses are available in Kalispell. Selected courses are available at the Lincoln County Campus. Please see a current semester course schedule or talk to an advisor for details.

F. Social Sciences ----- 6+ credits

**A minimum of six (6) semester credits must be earned.
At least one (1) course must be selected from each of Group A and Group B.**

Group A: (one course)

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<u>Anthropology</u>			
ANTH	100	Introduction to Anthropology	3
ANTH	220*	Race and Minorities	3
<u>Criminal Justice</u>			
CJ	105	Introduction to Criminal Justice	3
<u>Geography</u>			
GEOG	105	World Regional Geography	3
GEOG	201	Human Geography	3
<u>Human Services</u>			
HS	100*	Introduction to Human Services/Social Work	3
HS	235*	Developmental Psychology	3
<u>Psychology</u>			
PSY	110	Introduction to Psychology	4
PSY	210*	Social Psychology	3
PSY	225*	Physiological Psychology	3
PSY	235*	Developmental Psychology	3
<u>Sociology</u>			
SOC	105	Introduction to Criminal Justice	3
SOC	110	Introduction to Sociology	3
SOC	210*	Social Psychology	3
SOC	220*	Race and Minorities	3

Group B: (one course)

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<u>Economics</u>			
ECON	211	Economic Principles: Microeconomics	3
ECON	212	Economic Principles: Macroeconomics	3
<u>History</u>			
HIST	111	History of Western Civilization I	4
HIST	112	History of Western Civilization II	4
HIST	211	U.S. History: Colonial Era to 1860's	4
HIST	212	U.S. History: 1860's to Present	4
HIST	250	Montana History	3
<u>Philosophy</u>			
PHIL	250	Political Theory	3
<u>Political Science</u>			
PLSC	100	American Government	3
PLSC	200	American Government: Issues and Policy Making	3
PLSC	250	Political Theory	3

* Indicates a prerequisite is needed. Check course description.


G. Natural Science ----- 6+ credits

Natural Science (6 or more credits). Students must complete successfully two (2) or more courses selected from the following: (At least one (1) course must be a conventional laboratory experience selected from Group A).

Group A (Laboratory Courses):

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<u>Biology</u>			
BIOL	101	General Biology I: Principles of Biology	4
BIOL	103* & 104	Biology II: The Diversity of Life w/LAB	5
BIOL	120	General Botany	3
BIOL	121* & 122	Introductory Ecology w/LAB	4
BIOL	207*	Micro. Infectious Diseases w/LAB	4
BIOL	208	Microbiology Lab	1
BIOL	221*	Cell & Molecular Biology	5
BIOL	223*	Genetics and Change	4
BIOL	231*	General Entomology	3
BIOL	250	Rocky Mountain Flora	3
BIOL	261	Human Anatomy & Physiology I	4
BIOL	262*	Human Anatomy & Physiology II	4
<u>Chemistry</u>			
CHEM	100	Environmental Science	4
CHEM	101	Introduction to Chemistry	4
CHEM	121*	General Chemistry I	5
CHEM	122*	General Chemistry II	5
CHEM	134*	Organic & Biological Chemistry	4
CHEM	210	Forensic Science I	4
CHEM	211*	Forensic Science II	4
CHEM	221*	Organic Chemistry I	5
CHEM	222*	Organic Chemistry II	5
<u>Geography</u>			
GEOG	101	Introduction to Physical Geography	4
<u>Geology</u>			
GEOL	100	Introduction to Earth Science	4
GEOL	101	Introduction to Physical Geology	4
<u>Physics</u>			
PHYS	101	Basic Physical Science	4
PHYS	102*	The Nature of Science	4
PHYS	111*	College Physics I	5
PHYS	112*	College Physics II	5
PHYS	201*	General Physics I	6
PHYS	202*	General Physics II	6

Group B (Non-Conventional Lab):

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<u>Biology</u>			
BIOL	103*	Biology II: The Diversity of Life (Lecture)	3
BIOL	110	Basic Anatomy and Physiology	3
BIOL	115	Practical Botany: An Overview of Useful Plants	3
BIOL	200	Field Botany	3
BIOL	205*	Microbiology	3
BIOL	206*	Microbiology of Infectious Diseases	3
BIOL	270*	Pathophysiology	4
<u>Geology</u>			
GEOL	130	Geology of NW Montana	3
<u>Health</u>			
HLTH	221*	Basic Human Nutrition	3
<u>Natural Resources</u>			
NR	270	Wildlife Habitat and Conservation	3
<u>Physics</u>			
PHYS	100	Introduction to Astronomy	3
<u>Psychology</u>			
PSY	225*	Physiological Psychology	3

*Indicates a prerequisite is needed. Check course description.

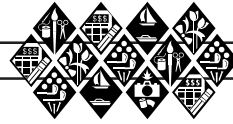
Associate Degree

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Core Requirement

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Core Requirement

An FVCC student having completed the FVCC general education core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have also been met.

All courses are available in Kalispell. Selected courses are available at the Lincoln County Campus. Please see a current semester course schedule or talk to an advisor for details.

H. Global Issues/Multicultural/Diversity ----- 3+ credits
Three (3) semester credits selected from the following:

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<u>Anthropology</u>			
ANTH	110*	Cultural Anthropology	3
ANTH	130	Cultural Diversity	3
ANTH	220*	Race and Minorities	3
ANTH	230	Indians of North America	3
ANTH	232	Indians of Montana	3
<u>Art</u>			
ART	221	Art History Survey I: Ancient to Middle Ages	3
ART	222	Art History Survey II: Renaissance to Modern	3
ART	228	History of Early Italian Renaissance	3
ART	229	History: Italian Renaissance II	3
<u>Economics</u>			
ECON	212	Economic Principles: Macroeconomics	3
<u>English</u>			
ENGL	206*	European Literature of the 20th Century	3
ENGL	215	African-American Writers	3
ENGL	246	Major Women Writers	3
<u>Geography</u>			
GEOG	105	World Regional Geography	3
GEOG	201	Human Geography	3
GEOG	256	Geography of North America	3
<u>Humanities</u>			
HUM	206*	European Literature of the 20th Century	3
<u>Language</u>			
LANG	101	Elementary French I	5
LANG	102*	Elementary French II	5
LANG	111	Elementary German I	5
LANG	112*	Elementary German II	5
LANG	115	Elementary Italian I	5
LANG	116*	Elementary Italian II	5
LANG	121	Elementary Spanish I	5
LANG	122*	Elementary Spanish II	5
LANG	131	Elementary Russian I	5
LANG	132*	Elementary Russian II	5
LANG	221*	Intermediate Spanish I	4
LANG	222*	Intermediate Spanish II	4
LANG	241	Beginning American Sign Language (ASL)	2
LANG	242*	Intermediate American Sign Language (ASL)	2
<u>Music</u>			
MUS	222	Cultural Music Appreciation	3
<u>Native American Studies</u>			
NAS	105	Today's Native American	3
<u>Religion</u>			
REL	110	Introduction to the Study of Religion	
REL	115	Religion in America	3
<u>Sociology</u>			
SOC	130	Cultural Diversity	3
SOC	220*	Race and Minorities	3

*Indicates a prerequisite is needed. Check course description.



VI. Additional Degree Requirements for Associates of Arts:

A. Fine Arts ----- 3+ credits
Three (3) semester credits selected from the following:

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<u>Art</u>			
ART	101	Drawing I	3
ART	114	Painting I	3
ART	150	Art Photography I	3
ART	151	Design I	3
ART	152*	Design II	3
ART	158*	Basic Videomaking	3
ART	161	Ceramics I	3
ART	162	Ceramics II	3
ART	201*	Drawing II	3
ART	205*	Art Photography II	3
ART	215*	Painting II	3
ART	221	Art History Survey I: Ancient to Middle Ages	3
ART	222	Art History Survey II: Renaissance to Modern	3
ART	228	History of Early Italian Renaissance	3
ART	229	History: Italian Renaissance II	3
ART	230	Watercolor I	3
ART	231*	Watercolor II	3
ART	241	Jewelry & Metalsmithing I	3
ART	242*	Jewelry & Metalsmithing II	3
<u>Communications</u>			
COMM	158*	Basic Videomaking	3
<u>English</u>			
ENGL	251*	Creative Writing in Fiction	3
ENGL	252*	Creative Writing in Poetry	3
<u>Journalism</u>			
JRNL	150	Art Photography I	3
JRNL	158	Basic Videomaking	3
JRNL	205*	Art Photography II	3
<u>Music</u>			
MUS	115*	Music Fundamentals/Intro. to Music Theory	3
MUS	221	Music Appreciation	3
MUS	222	Cultural Music Appreciation	3
<u>Speech</u>			
SP	160	Oral Interpretation	3
<u>Theatre</u>			
THEA	100	Introduction to Theatre	3
THEA	111	Acting	3

B. Social Sciences, Humanities, Communications ----- 3+ credits

C. Electives ----- 20+/- credits

Total credits for the Associate of Arts degree must be at least sixty (60) credits.

TOTAL CREDITS 60

To receive both an Associate of Arts and an Associate of Science Degree, an additional fifteen (15) credits are required as specified below:

A. MATH (104 or higher, except MATH 106) and/or Natural Science ----- 6 credits

B. Communications, Quantitative Skills, Humanities, Social Science, Natural Science, or Global Issues ----- 9 credits

C. A total of 75 credits numbered 100 or above.

*Indicates a prerequisite is needed. Check course description.

Associate Degree

With an Associate of Arts or Associate of Science degree an FVCC student can transfer to any Montana University System school with junior class status and be guaranteed that the lower division general education core requirements have been completed for the transfer school.

Core Requirement

An FVCC student having completed the FVCC general education core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have also been met.

Worksheet Instructions

Use the worksheet on the facing page as you plan for graduation and transfer. Be sure to check the general education lists of classes and meet with your advisor. Note the course number, how many credits, which semester you took the class and your grade.

All courses are available in Kalispell. Selected courses are available at the Lincoln County Campus. Please see a current semester course schedule or talk to an advisor for details.



ASSOCIATE OF ARTS (AA) DEGREE WORKSHEET

- I. Completion of sixty (60) semester credits numbered 100 or above. A course cannot satisfy more than one general education core curriculum area in section V below.
- II. Final cumulative grade point average of 2.0 or above.
- III. At least twenty (20) semester credits earned at FVCC and the final ten (10) credits earned at FVCC.
- IV. A limit of 12 semester credits graded "S" may count toward the Associate Degree. Check with transfer institution regarding the acceptance of "S" credits.
- V. General Education Core – (31 credits)
See pages 41-46 for general education course listings.

Course	Credits	Term Completed	Grade
A. Computer Skills – 1+ cr			
_____	_____	_____	_____
B. Writing – 3 cr - ENGL 111.			
_____	_____	_____	_____
C. Communications – 3 cr			
_____	_____	_____	_____
D. Quantitative Skills – 3 cr			
_____	_____	_____	_____
E. Humanities – 6 cr			
_____	_____	_____	_____
_____	_____	_____	_____

F. Social Science – 6 cr (one course selected from Group A, one course selected from Group B)

_____	_____	_____	_____
_____	_____	_____	_____

G. Natural Science – 6 cr
(at least one course must be taken from Group A)

_____	_____	_____	_____
_____	_____	_____	_____

H. Global Issues – 3 cr

_____	_____	_____	_____
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VI. Additional Degree Requirements:

A. Fine Arts – 3 cr

_____	_____	_____	_____
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B. Social Science, Humanities, Communications – 3 cr

_____	_____	_____	_____
-------	-------	-------	-------

C. Electives – 20+/- cr

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

To receive both an AA and an AS, an additional 15 credits are required.

- A. Math (104+, except 106) or Natural Science – 6 cr.**
- B. Communications, Quantitative Skills, Humanities, Social Science, Natural Science, Global Issues – 9 cr.**
- C. A total of 75 credits numbered 100 or above.**



ASSOCIATE OF SCIENCE (AS) DEGREE WORKSHEET

- I. Completion of sixty (60) semester credits numbered 100 or above. A course cannot satisfy more than one general education core curriculum area in section V below.
- II. Final cumulative grade point average of 2.0 or above.
- III. At least **twenty (20)** semester credits earned at FVCC and the final ten (10) credits earned at FVCC.
- IV. A limit of 12 semester credits graded "S" may count toward the Associate Degree. Check with transfer institution regarding the acceptance of "S" credits.
- V. General Education Core - (31 credits)
See pages 49-55 for general education course listings.

Course	Credits	Term Completed	Grade
A. Computer Skills - 1+ cr			
_____	_____	_____	_____
B. Writing - 3 cr - ENGL 111.			
_____	_____	_____	_____
C. Communications - 3 cr			
_____	_____	_____	_____
D. Quantitative Skills - 3 cr			
_____	_____	_____	_____
E. Humanities - 6 cr			
_____	_____	_____	_____
_____	_____	_____	_____

F. Social Science - 6 cr (one course selected from Group A, one course selected from Group B)

_____	_____	_____	_____
_____	_____	_____	_____

G. Natural Science - 6 cr
(at least one course must be taken from Group A)

_____	_____	_____	_____
_____	_____	_____	_____

H. Global Issues - 3 cr

_____	_____	_____	_____
-------	-------	-------	-------

VI. Additional Degree Requirements:

A. Math (104+, except 106) and/or Natural Science - 6 cr

_____	_____	_____	_____
_____	_____	_____	_____

B. Electives - 20+/- cr

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

To receive both an AA and an AS, an additional 15 credits are required.

- A. Fine Arts - 3 cr.
- B. Communications, Humanities, Social Science - 3 cr.
- C. Communications, Quantitative Skills, Humanities, Social Science, Natural Science, Global Issues - 9 cr.
- D. A total of 75 credits numbered 100 or above.



ASSOCIATE OF SCIENCE (A.S.) DEGREE

Associate Degree

With an Associate of Arts or Associate of Science degree an FVCC student can transfer to any Montana University System school with junior class status and be guaranteed that the lower division general education core requirements have been completed for the transfer school.

Core Requirement

An FVCC student having completed the FVCC general education core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have also been met.

Worksheet Instructions

Use the worksheet on the facing page as you plan for graduation and transfer. Be sure to check the general education lists of classes and meet with your advisor. Note the course number, how many credits, which semester you took the class and your grade.

All courses are available in Kalispell. Selected courses are available at the Lincoln County Campus. Please see a current semester course schedule or talk to an advisor for details.

The Associate of Science (A.S.) degree is a general transfer degree. This degree indicates 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. With an Associate of Science degree from FVCC, a student can transfer to any Montana University System school with junior class status and be guaranteed that the lower division general education core requirements have been completed for the transfer school.

To receive the A.S. degree, the following requirements must be met:

- I. Completion of sixty (60) semester credits in courses numbered 100 level and above for an A.S. degree. A course cannot satisfy more than one general education core curriculum area in section V below.**
- II. Final cumulative grade point average of 2.0 or above.**
- III. At least twenty (20) semester credits earned at FVCC and the final ten (10) credits earned at FVCC.**
- IV. A limit of twelve (12) semester credits graded "S" may count toward the Associate Degree. Check with transfer institution regarding the acceptance of "S" credits.**
- V. General Education Core (31+ credits)**

Montana University System General Education Core criteria in addition to departmental review were used as a guideline in determining the core requirements listed below. Please note in some cases an individual course may transfer to one school, but not another, as an individual general education core course.

An FVCC student having completed ALL the FVCC General Education Core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have been met.

- A. Computer Skills ----- 1+ credits**
Computer Skills is defined as the ability to operate a computer using one or more of the following tools: word processing, spreadsheets, database.

Required: CMPA or CS 100 or higher. Students who have completed high school computer courses with a "B" or better may waive this requirement; students with previous experience may test out of CMPA 100.

- B. Writing ----- 3 credits**
ENGL 111 English Composition (3 cr.)

- C. Communications ----- 3 credits**
Three (3) semester credits selected from the following:

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<u>Business</u>			
BUS	130*	Business Communications	3
<u>English</u>			
ENGL	150*	Technical Writing	3
ENGL	201*	Advanced Composition	3
<u>Journalism</u>			
JRNL	101*	News Writing and Reporting	3
<u>Speech</u>			
SP	110	Public Speaking	3
SP	120	Interpersonal Relations/Comm.	3
SP	160	Oral Interpretation	3

- D. Quantitative Skills ----- 3+ credits**
Any math course with a MATH 103 prerequisite, except MATH 106. Elementary Education majors ONLY may satisfy this requirement with MATH 141* and 142*.

*Indicates a prerequisite is needed. Check course description.



E. Humanities ----- 6+ credits
Six (6) semester credits selected from the following:

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<u>Art</u>			
ART	221	Art History Survey I: Ancient to Middle Ages	3
ART	222	Art History Survey II: Renaissance to Modern	3
ART	228	History of Early Italian Renaissance	3
ART	229	History: Italian Renaissance II	3
<u>English</u>			
ENGL	110	Explorations in Literature	3
ENGL	115	Introduction to Poetry	3
ENGL	116	Introduction to Fiction	3
ENGL	206*	European Literature of the 20th Century	3
ENGL	211	American Literature I	3
ENGL	212	American Literature II	3
ENGL	215	African-American Writers	3
ENGL	220	Classical Mythology	3
ENGL	229	Bible as Literature	3
ENGL	230	Theatre as Literature	3
ENGL	231	British Literature I: Beginnings to 18th Century	3
ENGL	232	British Literature II: 19th Century to Present	3
ENGL	240	American Short Story	3
ENGL	246	Major Women Writers	3
ENGL	261	Introduction to Humanities: Origins & Influences I	4
ENGL	262	Introduction to Humanities: Origins & Influences II	4
ENGL	267	Shakespeare: Tragedies, History	3
ENGL	268	Shakespeare: Tragedies, Comedies	3
<u>Humanities</u>			
HUM	206*	European Literature of the 20th Century	3
HUM	261	Introduction to Humanities: Origins & Influences I	4
HUM	262	Introduction to Humanities: Origins & Influences II	4
<u>Language</u>			
LANG	101	Elementary French I	5
LANG	102*	Elementary French II	5
LANG	111	Elementary German I	5
LANG	112*	Elementary German II	5
LANG	115	Elementary Italian I	5
LANG	116*	Elementary Italian II	5
LANG	121	Elementary Spanish I	5
LANG	122*	Elementary Spanish II	5
LANG	131	Elementary Russian I	5
LANG	132*	Elementary Russian II	5
LANG	221*	Intermediate Spanish I	4
LANG	222*	Intermediate Spanish II	4
<u>Philosophy</u>			
PHIL	110	Introduction to Philosophy	3
PHIL	120	Introduction to Ethics	3
PHIL	170	Introduction to Existentialism	3
PHIL	250	Political Theory	3
<u>Political Science</u>			
PLSC	250	Political Theory	3
<u>Religion</u>			
REL	229	Bible as Literature	3
<u>Theatre</u>			
THEA	100	Introduction to Theatre	3
THEA	230	Theatre as Literature	3

Associate Degree

With an Associate of Arts or Associate of Science degree an FVCC student can transfer to any Montana University System school with junior class status and be guaranteed that the lower division general education core requirements have been completed for the transfer school.

Core Requirement

An FVCC student having completed the FVCC general education core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have also been met.

All courses are available in Kalispell. Selected courses are available at the Lincoln County Campus. Please see a current semester course schedule or talk to an advisor for details.

*Indicates a prerequisite is needed. Check course description.



Associate Degree

With an Associate of Arts or Associate of Science degree an FVCC student can transfer to any Montana University System school with junior class status and be guaranteed that the lower division general education core requirements have been completed for the transfer school.

Core Requirement

An FVCC student having completed the FVCC general education core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have also been met.

All courses are available in Kalispell. Selected courses are available at the Lincoln County Campus. Please see a current semester course schedule or talk to an advisor for details.

F. Social Sciences ----- 6+ credits
A minimum of six (6) semester credits must be earned.
At least one (1) course must be selected from each of Group A and Group B.

Group A:

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<u>Anthropology</u>			
ANTH	100	Introduction to Anthropology	3
ANTH	220*	Race and Minorities	3
<u>Criminal Justice</u>			
CJ	105	Introduction to Criminal Justice	3
<u>Geography</u>			
GEOG	105	World Regional Geography	3
GEOG	201	Human Geography	3
<u>Human Services</u>			
HS	100*	Introduction to Human Services/Social Work	3
HS	235*	Developmental Psychology	3
<u>Psychology</u>			
PSY	110	Introduction to Psychology	4
PSY	210*	Social Psychology	3
PSY	225*	Physiological Psychology	3
PSY	235*	Developmental Psychology	3
<u>Sociology</u>			
SOC	105	Introduction to Criminal Justice	3
SOC	110	Introduction to Sociology	3
SOC	210*	Social Psychology	3
SOC	220*	Race and Minorities	3

Group B:

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<u>Economics</u>			
ECON	211	Economic Principles: Microeconomics	3
ECON	212	Economic Principles: Macroeconomics	3
<u>History</u>			
HIST	111	History of Western Civilization I	4
HIST	112	History of Western Civilization II	4
HIST	211	U.S. History: Colonial Era to 1860's	4
HIST	212	U.S. History: 1860's to Present	4
HIST	250	Montana History	3
<u>Philosophy</u>			
PHIL	250	Political Theory	3
<u>Political Science</u>			
PLSC	100	American Government	3
PLSC	200	American Government: Issues and Policy Making	3
PLSC	250	Political Theory	3

* Indicates a prerequisite is needed. Check course description.


G. Natural Science ----- 6+ credits

Natural Science (6 or more credits). Students must complete successfully two (2) or more courses selected from the following: (At least one (1) course must be a conventional laboratory experience selected from Group A).

Group A (Laboratory Courses):

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<u>Biology</u>			
BIOL	101	General Biology I: Principles of Biology	4
BIOL	103* & 104	Biology II: The Diversity of Life w/LAB	5
BIOL	120	General Botany	3
BIOL	121* & 122	Introductory Ecology w/LAB	4
BIOL	207*	Micro. Infectious Diseases w/LAB	4
BIOL	208	Microbiology Lab	1
BIOL	221*	Cell & Molecular Biology	5
BIOL	223*	Genetics and Change	4
BIOL	231*	General Entomology	3
BIOL	250	Rocky Mountain Flora	3
BIOL	261	Human Anatomy & Physiology I	4
BIOL	262*	Human Anatomy & Physiology II	4
<u>Chemistry</u>			
CHEM	100	Environmental Science	4
CHEM	101	Introduction to Chemistry	4
CHEM	121*	General Chemistry I	5
CHEM	122*	General Chemistry II	5
CHEM	134*	Organic & Biological Chemistry	4
CHEM	210	Forensic Science I	4
CHEM	211*	Forensic Science II	4
CHEM	221*	Organic Chemistry I	5
CHEM	222*	Organic Chemistry II	5
<u>Geography</u>			
GEOG	101	Introduction to Physical Geography	4
<u>Geology</u>			
GEOL	100	Introduction to Earth Science	4
GEOL	101	Introduction to Physical Geology	4
<u>Physics</u>			
PHYS	101	Basic Physical Science	4
PHYS	102*	The Nature of Science	4
PHYS	111*	College Physics I	5
PHYS	112*	College Physics II	5
PHYS	201*	General Physics I	6
PHYS	202*	General Physics II	6

Group B (Non-Conventional Lab):

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<u>Biology</u>			
BIOL	103*	Biology II: The Diversity of Life	3
BIOL	110	Basic Anatomy and Physiology	3
BIOL	115	Practical Botany: An Overview of Useful Plants	3
BIOL	200	Field Botany	3
BIOL	205*	Microbiology	3
BIOL	206*	Microbiology of Infectious Diseases	3
BIOL	270*	Pathophysiology	4
<u>Geology</u>			
GEOL	130	Geology of NW Montana	3
<u>Health</u>			
HLTH	221*	Basic Human Nutrition	3
<u>Natural Resources</u>			
NR	270	Wildlife Habitat and Conservation	3
<u>Physics</u>			
PHYS	100	Introduction to Astronomy	3
<u>Psychology</u>			
PSY	225*	Physiological Psychology	3

*Indicates a prerequisite is needed. Check course description.

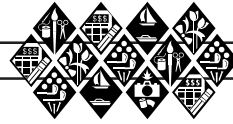
Associate Degree

With an Associate of Arts or Associate of Science degree an FVCC student can transfer to any Montana University System school with junior class status and be guaranteed that the lower division general education core requirements have been completed for the transfer school.

Core Requirement

An FVCC student having completed the FVCC general education core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have also been met.

All courses are available in Kalispell. Selected courses are available at the Lincoln County Campus. Please see a current semester course schedule or talk to an advisor for details.



Associate Degree

With an Associate of Arts or Associate of Science degree an FVCC student can transfer to any Montana University System school with junior class status and be guaranteed that the lower division general education core requirements have been completed for the transfer school.

Core Requirement

An FVCC student having completed the FVCC general education core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have also been met.

All courses are available in Kalispell. Selected courses are available at the Lincoln County Campus. Please see a current semester course schedule or talk to an advisor for details.

H. Global Issues/Multicultural/Diversity ----- 3+ credits
Three (3) semester credits selected from the following:

Course	No.	Title	Credits
<u>Anthropology</u>			
ANTH	110*	Cultural Anthropology	3
ANTH	130	Cultural Diversity	3
ANTH	220*	Race and Minorities	3
ANTH	230	Indians of North America	3
ANTH	232	Indians of Montana	3
<u>Art</u>			
ART	221	Art History Survey I: Ancient to Middle Ages	3
ART	222	Art History Survey II: Renaissance to Modern	3
ART	228	History of Early Italian Renaissance	3
ART	229	History: Italian Renaissance II	3
<u>Economics</u>			
ECON	212	Economic Principles: Macroeconomics	3
<u>English</u>			
ENGL	206*	European Literature of the 20th Century	3
ENGL	215	African-American Writers	3
ENGL	246	Major Women Writers	3
<u>Geography</u>			
GEOG	105	World Regional Geography	3
GEOG	201	Human Geography	3
GEOG	256	Geography of North America	3
<u>Humanities</u>			
HUM	206*	European Literature of the 20th Century	3
<u>Language</u>			
LANG	101	Elementary French I	5
LANG	102*	Elementary French II	5
LANG	111	Elementary German I	5
LANG	112*	Elementary German II	5
LANG	115	Elementary Italian I	5
LANG	116*	Elementary Italian II	5
LANG	121	Elementary Spanish I	5
LANG	122*	Elementary Spanish II	5
LANG	131	Elementary Russian I	5
LANG	132*	Elementary Russian II	5
LANG	221*	Intermediate Spanish I	4
LANG	222*	Intermediate Spanish II	4
LANG	241	Beginning American Sign Language (ASL)	2
LANG	242*	Intermediate American Sign Language (ASL)	2
<u>Music</u>			
MUS	222	Cultural Music Appreciation	3
<u>Native American Studies</u>			
NAS	105	Today's Native American	3
<u>Religion</u>			
REL	110	Introduction to the Study of Religion	
REL	115	Religion in America	3
<u>Sociology</u>			
SOC	130	Cultural Diversity	3
SOC	220*	Race and Minorities	3

*Indicates a prerequisite is needed. Check course description.



VI. Additional Degree Requirements for Associate of Science:

A. Math (104 or above, except 106) and/or Natural Science ----- 6+ credits

B. Electives-----20+/- credits

Total credits for the Associate of Science degree must be at least sixty (60) credits.

TOTAL CREDITS 60

To receive both an Associate of Science and an Associate of Arts Degree, an additional fifteen (15) credits are required as specified below:

A. Fine Arts----- 3 credits

B. Communications, Humanities or Social Sciences ----- 3 credits

C. Nine additional credits taken from Communications, Quantitative Skills, Humanities, Social Sciences, Natural Sciences, and Global Issues/Multicultural/Diversity listings.

D. A total of 75 credits numbered 100 or above.

Criteria for General Education Courses:

Humanities:

Humanities courses are intended to be introductory or comparative in nature, and must contain either a reflective-analytic component, or a cultural-language-literature component.

The reflective-analytic component must contain the following elements: (1) a reflective-critical-analytic focus, (2) a writing requirement, (3) a value-issues emphasis, (4) an interactive emphasis which encourages discussion, and (5) a means to ensure that the student clarify his/her thinking via course discussion or a writing assignment.

The cultural-language-literature component must contain a majority of the following dimensions: (1) value-centered, (2) creativity, (3) critical-analytical, (4) traditional-cultural, (5) oral/written, (6) linguistic, and (7) reflective. Language instruction should emphasize the following: (1) conversation principally in the target language, and (2) cultural dimensions of the target language and its people.

Associate Degree

With an Associate of Arts or Associate of Science degree an FVCC student can transfer to any Montana University System school with junior class status and be guaranteed that the lower division general education core requirements have been completed for the transfer school.

Core Requirement

An FVCC student having completed the FVCC general education core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have also been met.

All courses are available in Kalispell. Selected courses are available at the Lincoln County Campus. Please see a current semester course schedule or talk to an advisor for details.



Associate Degree

With an Associate of Arts or Associate of Science degree an FVCC student can transfer to any Montana University System school with junior class status and be guaranteed that the lower division general education core requirements have been completed for the transfer school.

Core Requirement

An FVCC student having completed the FVCC general education core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have also been met.

All courses are available in Kalispell. Selected courses are available at the Lincoln County Campus. Please see a current semester course schedule or talk to an advisor for details.

Social Sciences:

Approved courses are intended to (1) systematically analyze social problems, social structures, or human behaviors, and examine how generalizations of each are developed and justified, (2) provide a broad treatment of the subject matter, (3) avoid emphasizing the teaching of techniques, and (4) function as standard introductions to, or surveys of one of the social sciences (i.e., anthropology, economics, geography, history, Native American studies, political science, psychology, or sociology). Each course identified for transfer shall carry a minimum equivalent of three semester credits; courses transferred must represent two of the social sciences as follows: (1) anthropology or Native American studies, (2) economics, (3) geography, (4) history, (5) political science, (6) psychology, and (7) sociology.

Natural Sciences:

To be considered for meeting the general education criteria within the Montana University System (MUS), a natural science course should satisfy all of the following criteria:

1. Systematically develop principles for comprehending the natural world.
2. Demonstrate the methods used to gather, validate, and interpret data.
3. Provide a broad treatment of the subject matter. Applied or narrowly-focused courses generally do not qualify unless (1) they include a significant, systematic, coherent and continuous attention to basic principles of the natural sciences, or (2) they carry a prerequisite natural science course which would expose students to the theoretical foundations and principles of the natural sciences.
4. Not emphasize the teaching of techniques.
5. Serve as generally accepted, standard introductions to, or surveys of, one of the following fields: Astronomy, Biology, Botany, Chemistry, Geology, Physics.
6. Except for a course which is unique to FVCC (not specifically offered by major units of the MUS) and which otherwise meets the foregoing criteria, courses should articulate with other, like courses, approved as general education courses within the MUS.

Global Issues/Multicultural/Diversity:

Courses in this category are (1) intended to be comparative in nature, (2) intended to focus primarily on multi-cultural elements in the American society as a whole, or in specific environs such as the work place, and (3) intended to provide study in the political, socio-economic, philosophical-spiritual, historic and/or literary-creative perspectives of a specific people or peoples. In addition, the courses are designed to contain either a reflective-analytic component, or a cultural-language-literature component. Such courses provide students with means to systematically analyze social problems, social structures, or human behaviors, and to examine how generalizations are developed and how stereotyping can be addressed effectively.

Fine Arts:

Courses in this category are intended to emphasize the visual, creative, and performing arts -- each of which may be studied expressively or appreciatively. Specifically, the expressive art courses require students to (1) attain art skills while in the process of creating a work of art, (2) develop an aesthetic sense, and (3) write about art. Art appreciation courses require students to (1) study significant works of art within their cultural context, (2) critically evaluate works of art, and (3) write analytically.



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Introduction

FVCC has developed the following curricula to assist students in planning a two-year course of study. These programs emphasize particular academic or occupational areas and are recommended to students planning careers and/or further college work in those areas. Where FVCC has a formal transfer agreement with another institution, the curriculum is designated "Transfer to _____." The selection of programs is not limited to those listed. Students seeking emphasis in other academic areas are invited to see a counselor or academic advisor to explore other options.

Programs of study are suggested only.

All programs can be modified to meet individual needs and to fulfill specific degree requirements. These modifications should be made with the assistance of one's faculty advisor. Students planning to transfer to another institution should refer to the transfer procedure described in the Student Services section of the catalog.

For specific degree and core curriculum requirements, consult the "Academic Requirements" section.

The following pages have been developed in a worksheet style to assist students in meeting graduation requirements. Mark off each course as it is completed and indicate the name and number of courses selected to meet general education benchmarks and/or electives.



Biology Transfer Program

Biologists are employed in a wide variety of fields including: research, teaching, industry, governmental agencies, consulting firms in environmental work, health, and wildlife. Some positions are open to holders of the bachelor's degree, but most opportunities exist at the master's and doctoral levels of preparation. Most biologists need a broad background in the natural sciences, mathematics, and communication skills.

Students may prepare themselves for transfer for nearly any biology-related bachelor's degree, and they should be aware of the options in Montana. The biology department at **The University of Montana - Missoula** offers: Biological Education (see Education in this catalog), Botanical Sciences (with either one or two years of chemistry), Cellular and Molecular Biology, Ecology, Ecology for Teacher Preparation in General Sciences, (see Biology Education in this catalog), Human Biological Sciences (with either one or two years of chemistry), Natural History, and Zoological Sciences (with either one or two years of chemistry). The biology department at **Montana State University - Bozeman** offers: Biology, Biomedical Sciences, Biology Teaching (see Education in this catalog), and Fish and Game Management (See Wildlife Biology in this catalog.) The intent of this program is to generally prepare students for biology-related programs for Montana universities, including **The University of Montana - Missoula, Montana Tech,** and **Montana State University - Bozeman,** and most other four-year institutions.

Students should choose from among the recommended courses below with the close assistance of their advisor. Those with inadequate preparation to begin these courses can expect more than two years to ready themselves for transfer to the junior level. Close attention should be paid to specific program requirements at your desired four-year college or university.

Advisor(s):

Dr. Jeanette Oliver

SAT 132, 406-756-3878, joliver@fvcc.edu

Transfer Notes for Associate of Science Degree Students

The Associate of Science (A.S.) degree requires 60 credits at FVCC, and the Bachelor of Science (B.S.) degree at Montana University System (M.U.S.) colleges and universities requires 120 credits. FVCC students can usefully earn as many 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the B.S. degree at M.U.S. schools. Also, by earning the A.S. degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 43 for requirements) for all M.U.S. institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in A.S. programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

Associate of Science Degree

Suggested course of study for a transfer to **The University of Montana - Missoula, Montana Tech, or Montana State University - Bozeman,** depending on option:

First Year				
3	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BIOL	101	General Biology I	4
—	BIOL	103*	Biology II: The Diversity of Life	3
—	BIOL	104*	Biology II: The Diversity of Life Lab	2
—	ENGL	111*	English Composition	3
—	SP	110	Public Speaking	3
—	—	—	CHEM 101* ¹ & 134* ¹ or 121* ¹ & 122* ¹	8-10
—	—	—	Computer Skills Requirement	1
—	—	—	Global Issues/Multicultural/ Diversity Requirement	3
—	—	—	Humanities Requirement	3
—	—	—	MATH 121* ¹ or 175* ¹	5
First Year Total				35-37³
Second Year				
3	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BIOL	221*	Cell and Molecular Biology ²	5
—	BIOL	223*	Genetics and Change ²	4
—	MATH	210*	Elementary Statistics	4
—	PSY	110	Introduction to Psychology	4
—	—	—	Humanities Requirement	3
—	—	—	PHYS 111* ¹ & 112* ¹ or 201* ¹ & 202* ¹	10-12
—	—	—	Social Science Group B Requirement	3
Second Year Total				33-35³
Total Credits				68-72³

*Indicates prerequisite and/or co-requisite needed. Check course description.

¹Consult with your advisor to determine which course is best for you based on the option you will be pursuing at your transfer institution.

² MT Tech does not require this course. Consult with your advisor for an alternative course.

³ If time permits, the following courses would be worthwhile to take at FVCC depending on the biology option you will be pursuing at your transfer institution:

—	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BIOL	121*	Introductory Ecology	3
—	BIOL	205*	Microbiology	3
—	BIOL	206*	Microbiology of Infectious Diseases	3
—	BIOL	208*	Microbiology Laboratory	1
—	BIOL	250	Rocky Mountain Flora	3
—	BIOL	261	Human Anatomy & Physiology I	4
—	BIOL	262*	Human Anatomy & Physiology II	4
—	CHEM	221*	Organic Chemistry I	5
—	CHEM	222*	Organic Chemistry II	5
—	ENGL	150*	Technical Writing	3
—	ENGL	201*	Advanced Composition	3
—	MATH	122*	Calculus & Analytic Geometry II	5

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Business Administration ***Transfer Program***

The study of business administration leads to career opportunities in accounting, economics, information systems, finance, human resources management, marketing, production management, and other business-related fields of study. This program provides the first two years of study leading to a bachelor's degree in these fields.

Completion of the following courses results in an associate degree. The associate degree meets the lower division general core requirements at the **University of Montana - Missoula, Montana State University - Bozeman, the University of Great Falls**, and most other four year institutions. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Business Administration. Course selection should be tailored to match requirements defined by intended transfer institutions.

Associate of Arts Degree

Suggested course of study for a transfer to
The University of Montana - Missoula:

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	BUS	271	Business Law	4
—	CMPA	131*	Business Software	4
—	ECON	211	Economic Principles: Microeconomics	3
—	ECON	212	Economic Principles: Macroeconomics	3
—	ENGL	111*	English Composition	3
—	MATH	104*	College Algebra	4
—	SP	110	Public Speaking	3
—	—	—	Humanities Requirement	3
—	—	—	Natural Science Group A Requirement	3
First Year Total				30

Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	ACCT	201	Principles of Accounting I	4
—	ACCT	202*	Principles of Accounting II	4
—	BUS	275*	Fundamentals of Mgmt Info Systems	3
—	MATH	210*	Elementary Statistics	4
—	—	—	Fine Arts Requirement	3
—	—	—	Humanities Requirement	3
—	—	—	Natural Science	3
—	—	—	Group A or B Requirement	3
—	—	—	Social Science Group A Requirement	3
—	—	—	Social Science, Humanities, Communications Requirement	3
Second Year Total				30

Total Credits **60**

Suggested course of study for a transfer to
Montana State University - Bozeman:

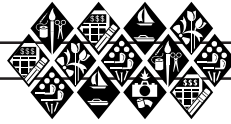
First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	BUS	130*	Business Communications	3
—	CS	100	Intro. to Computer Science - Computer Literacy	4
—	ECON	212	Economic Principles: Macroeconomics	3
—	ENGL	111*	English Composition	3
—	MATH	104*	College Algebra	4
—	—	—	Elective	3
—	—	—	Humanities Requirement	3
—	—	—	Natural Science Group A Requirement	3
—	—	—	Social Science Group A Requirement	3
First Year Total				29

Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	ACCT	201	Principles of Accounting I	4
—	ACCT	202*	Principles of Accounting II	4
—	ECON	211	Economic Principles: Microeconomics	3
—	MATH	175*	Applied Calculus	5
—	MATH	210*	Elementary Statistics	4
—	—	—	Fine Arts Requirement	3
—	—	—	Humanities Requirement	3
—	—	—	Natural Science	3
—	—	—	Group A or B Requirement	3
—	—	—	Social Sciences, Humanities, Communications Requirement	3
Second Year Total				32

Total Credits **61**

*Indicates prerequisite and/or co-requisite needed.
Check course description.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



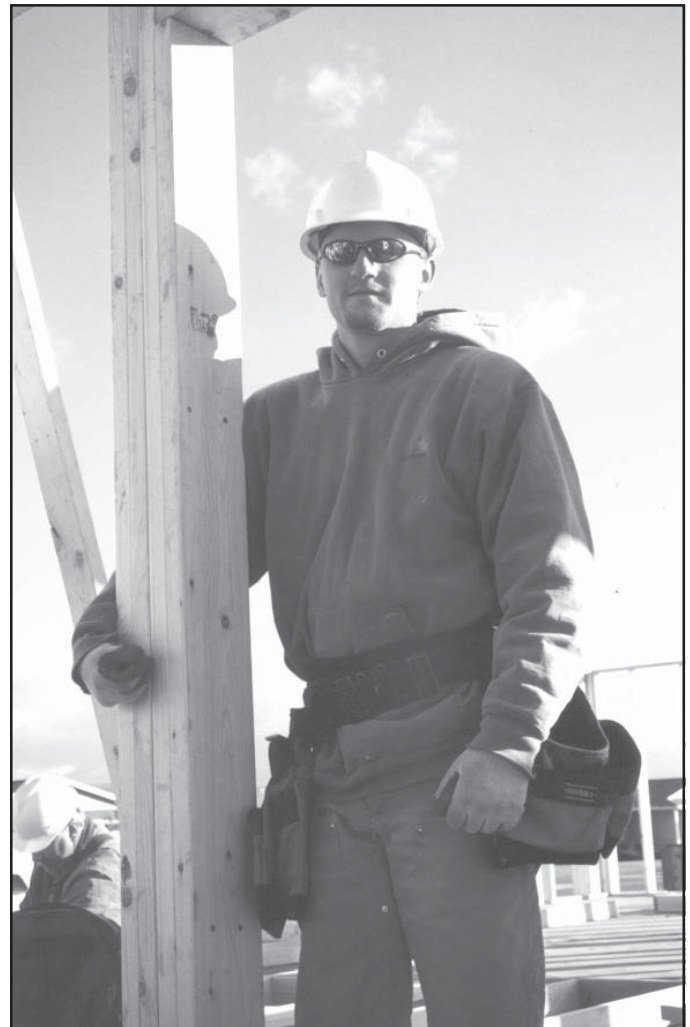
Suggested course of study for a transfer to the University of Great Falls:

First Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BUS 271	Business Law	4
___	CMPA 131*	Business Software	4
___	ECON 211	Economic Principles: Microeconomics	3
___	ECON 212	Economic Principles: Macroeconomics	3
___	ENGL 111*	English Composition	3
___	MATH 103*	Intermediate Algebra	4
___	MATH 104*	College Algebra	4
___	___	HIST 111 & 112 or 211 & 212	8
___	___	Natural Science Group A Requirement	<u>3</u>
First Year Total			36
Second Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ACCT 201	Principles of Accounting I	4
___	ACCT 202*	Principles of Accounting II	4
___	BM 175	Principles of Management	3
___	MATH 210*	Elementary Statistics	4
___	MKT 140	Principles of Marketing	3
___	PHIL 120	Introduction to Ethics	3
___	SP 110	Public Speaking	3
___	___	Any Literature Course from the Humanities Requirement	3
___	___	Fine Arts Requirement	3
___	___	PE Electives	3
___	___	Natural Science Group A or B Requirement	3
___	___	REL 110, 115, 125, or 228	3
___	___	Social Science Group A Requirement	<u>3</u>
Second Year Total			42
Total Credits			78

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):
 Tom Jay
 BSS 104
 (406) 756-3860
 tjay@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



FVCC Building Trades student takes a quick break while working on the program's most recent project.



Chemistry Transfer Program

Chemistry is a physical science that addresses the physical, mathematical, and biological aspects of the smallest known forms of matter. Understanding the fundamentals of chemistry is imperative as a foundation to all other areas of science. Chemistry explains atomic and molecular structure; the relationship that atomic and molecular structures have with the real world; the forces that govern the construction (or synthesis), behavior (or physical properties), and quantitative measure of chemicals. Applications of chemistry are found everywhere. Some careers that have broad applications in chemistry are chemical engineering, biology, pharmacy, pharmacology, medicine, veterinary, chiropractic, geology, psychology, criminology, business and industry, law, journalism, laboratory technician, medical technician, and art.

Colleges and universities require that a student working toward a baccalaureate degree complete certain general education requirements in addition to courses required in the major area of study. With judicious planning, a student should be able to complete the general education requirements of the Montana University System and earn an Associate of Science (A.S.) degree by following FVCC's chemistry transfer program. Students interested in beginning their work at FVCC toward a degree or a major in chemistry should carefully consult the current catalog of the college or university to which they anticipate transferring in order to determine specific degree requirements. **Montana State University - Bozeman** offer bachelors degrees in chemistry and biochemistry with professional, and teaching options. **The University of Montana - Missoula** offers bachelor degrees in chemistry, biochemistry, biological chemistry, environmental chemistry and pharmacology. MSU and UM also offer graduate study programs leading to the M.S. and Ph.D. degrees.

Transfer Notes for Associate of Science Degree Students

The Associate of Science (A.S.) degree requires 60 credits at FVCC, and the Bachelor of Science (B.S.) degree at Montana University System (M.U.S.) colleges and universities requires 120 credits. FVCC students can usefully earn as many 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the B.S. degree at M.U.S. schools. Also, by earning the A.S. degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 43 for requirements) for all M.U.S. institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in A.S. programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

Associate of Science Degree

Suggested course of study for a transfer to
The University of Montana – Missoula:

First Year

Fall Semester	3	Course #	Title	Credits
—	CHEM	121*	General Chemistry I	5
—	ENGL	111*	English Composition	3
—	MATH	121*	Calculus & Analytic Geometry I	5
—	—	—	CS 131 or CMPA 131*	<u>4</u>
First Semester Total				17

Spring Semester

3	Course #	Title	Credits	
—	CHEM	122*	General Chemistry II	5
—	MATH	122*	Calculus & Analytic Geometry II	5
—	PHYS	201*	General Physics I	<u>6</u>
Second Semester Total				16

Summer Semester

3	Course #	Title	Credits	
—	—	—	Social Science Group A Requirement	3
—	—	—	Social Science Group B Requirement	<u>3</u>
Third Semester Total				6

Second Year

Fall Semester	3	Course #	Title	Credits
—	CHEM	221*	Organic Chemistry I	5
—	MATH	221*	Calculus & Analytic Geometry III	5
—	PHYS	202*	General Physics II	6
—	—	—	LANG 101, 111, 115, 121 or 131	<u>5</u>
First Semester Total				21

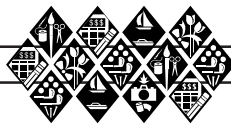
Spring Semester

3	Course #	Title	Credits	
—	CHEM	222*	Organic Chemistry II	5
—	MATH	201*	Linear Algebra	4
—	—	—	Communications Requirement	3
—	—	—	LANG 102*, 112*, 116*, 122* or 132*	<u>5</u>
Second Semester Total				17

Total Credits **77****

**Additional and/or alternative courses may be recommended for students pursuing options in biochemistry, biological chemistry, environmental chemistry or pharmacology. Consult your advisor to choose appropriate courses. These alternative courses may include the following:

—	BIOL	101	General Biology	4
—	BIOL	103*	Biology II: The Diversity of Life	3
—	BIOL	104*	Biology II: The Diversity of Life Lab	2
—	BIOL	221*	Cell and Molecular Biology	5
—	BIOL	223*	Genetics and Change	4
—	GEOL	101	Introduction to Physical Geology	4
—	PHYS	111*	College Physics I	5
—	PHYS	112*	College Physics II	5



Suggested course of study for
Chemistry or Biochemistry majors transferring to
Montana State University – Bozeman:

First Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CHEM	121*	General Chemistry I	5
___	ENGL	111*	English Composition	3
___	___	___	Computer Skills Requirement	1
___	___	___	MATH 121* ¹ or 175* ²	5
___	___	___	Social Science Group A Requirement	3
First Semester Total				17

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CHEM	122*	General Chemistry II	5
___	___	___	Communications Requirement	3
___	___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	___	MATH 122* ¹ or MATH 210* ²	4-5
Second Semester Total				15-16

Second Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CHEM	221*	Organic Chemistry I	5
___	___	___	Humanities Requirement	3
___	___	___	MATH 221* ¹ or BIOL 101 ²	4-5
___	___	___	PHYS 111* ^{1,2}	5
First Semester Total				17-18

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CHEM	222*	Organic Chemistry II	5
___	___	___	BIOL 103* ² & 104* ²	0-5
___	___	___	PHYS 112* ^{1,2}	5
___	___	___	Humanities Requirement	3
___	___	___	Social Science Group B Requirement	3
Second Semester Total				16-21

Total Credits 65-68

*Indicates prerequisite and/or co-requisite needed.
Check course description.

¹ Chemistry Majors
² Biochemistry Majors

Advisor(s):

Dr. Paul Martino
SAT 108
(406) 756-3895
pmartino@fvcc.edu

Dr. Janice Alexander
SAT 110
(406) 756-3948
jalexand@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Communication Studies Transfer Program

The program in communication studies helps to prepare students for such diverse professions as: public relations officer, marketing analyst, human resources or personnel manager, community mediator, political speech writer, health communication trainer, social services director, student services coordinator, pharmaceutical representative, or college recruiter.

The department of communication studies at **The University of Montana - Missoula** focuses on three broad areas of study: interpersonal interaction and human relationships, organizational communication, and rhetoric and public discourse. By adhering to the courses listed below, students will be ready to begin upper division communication courses at **The University of Montana - Missoula** for all three options.

Associate of Arts Degree

Suggested course of study for a transfer to
The University of Montana – Missoula:

First Year

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	ENGL	110	Explorations in Literature	3
___	ENGL	111*	English Composition	3
___	MATH	104*	College Algebra	4
___	PSY	110	Introduction to Psychology	4
___	SP	110	Public Speaking	3
___	SP	120	Interpersonal Relations/ Communications	3
___	___	___	Computer Skills Requirement	1
___	___	___	Elective	3
___	___	___	Fine Arts Requirement	3
___	___	___	Natural Science Group A Requirement	3
First Year Total				30

Second Year

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	HIST	212	U.S. History: 1860's to Present	4
___	MATH	210*	Elementary Statistics	4
___	PSY	235*	Developmental Psychology	3
___	SOC	110	Introduction to Sociology	3
___	SP	215	Negotiations	3
___	___	___	Electives	4
___	___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	___	Humanities Requirement	3
___	___	___	Natural Science Group A or B Requirement	3
Second Year Total				30
Total Credits				60

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
Joe Legate

LRC 144 , (406) 756-3906 , jlegate@fvcc.edu



Computer Science Transfer Program

Computer science is a profession concerned with both the theoretical investigations and practical developments in computer technology, programming, and applications. Computer science graduates generally find employment in the high tech or scientific areas. Listed below is the suggested course of study for students transferring to **Montana State University, The University of Montana, and Montana Tech.** The computer engineering transfer program to MSU is listed under the engineering transfer program.

Those students who do not meet the prerequisites for the computer science or the math courses in the course of study listed below should meet with an advisor to discuss their options. Students need to be cautioned that course offerings, particularly in some of the second year computer science courses, are dependent upon sufficient enrollment.

Associate of Science Degree

Suggested course of study for a transfer to
Montana State University – Bozeman:

First Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	CS	171*	Fundamentals of Computer Science I – JAVA	4
—	ENGL	111*	English Composition	3
—	MATH	121*	Calculus & Analytic Geometry I	5
—	—	—	Humanities Requirement ¹	<u>3</u>
First Semester Total				15

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	CS	172*	Fundamentals of Computer Science II – JAVA	4
—	MATH	122*	Calculus & Analytic Geometry II	5
—	PHYS	201*	General Physics I	6
—	SP	110	Public Speaking	<u>3</u>
Second Semester Total				18

Summer Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	—	—	Social Science Group A Requirement	3
—	—	—	Social Science Group B Requirement ¹	<u>3</u>
Third Semester Total				6

Second Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	CS	231*	Assembly Language I	4
—	MATH	201*	Linear Algebra	4
—	MATH	231*	Discrete Mathematics	4
—	PHYS	202*	General Physics II	<u>6</u>
First Semester Total				18

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	CS	204	C++ Programming	4
—	CS	222*	Data Structures	3
—	ENGL	150*	Technical Writing	3
—	—	—	Global Issues/Multicultural/ Diversity Requirement	3
—	—	—	Humanities Requirement ¹	<u>3</u>
Second Semester Total				16

Total Credits

73**

¹ The College of Engineering has unique requirements for the core areas of humanities, social sciences, and fine arts. These areas should complement the technical content of the degree program and must not be limited to a series of unrelated, introductory courses. Students are required to complete at least one sequence of courses consisting of a minimum of two courses with related content from the MSU humanities, social sciences, or fine arts core areas, in addition to the general education requirements. At least six credits must be completed within these core areas. Additionally, core courses in the fine arts which contain routine exercises of personal skill or craft without a significant component of theory and history of the subject may not be used to fulfill any college of engineering fine arts requirement. Acceptable sequences for the MSU-Bozeman's College of Engineering include:

Humanities: ENGL 211 and 212, or 231 and 232, or 261 and 262, or 267 and 268

Social Sciences (Group B): ECON 211 and 212, HIST 211 and 212 (Please note HIST is actually considered a humanities at MSU-Bozeman.)

Fine Arts: ART 221, 222, MUS 221, MUS 222

**If time permits, in addition to the general education requirements and to further broaden their educational experience, students must complete 3 additional credits in courses that transfer as MSU's humanities, social sciences or fine arts.

Transfer Notes for Associate of Science Degree Students

The Associate of Science (A.S.) degree requires 60 credits at FVCC, and the Bachelor of Science (B.S.) degree at Montana University System (M.U.S.) colleges and universities requires 120 credits. FVCC students can usefully earn as many 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the B.S. degree at M.U.S. schools. Also, by earning the A.S. degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 43 for requirements) for all M.U.S. institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in A.S. programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.



Suggested course of study for a transfer to **Montana Tech:**

First Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CS	171*	Fundamentals of Computer Science I – JAVA	4
___	ENGL	111*	English Composition	3
___	MATH	121*	Calculus & Analytic Geometry I	5
___	___	___	Humanities Requirement	3
___	___	___	Social Science Group A Requirement	3
First Semester Total				18

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CS	172*	Fundamentals of Computer Science II – JAVA	4
___	MATH	122*	Calculus & Analytic Geometry II	5
___	SP	110	Public Speaking	3
___	___	___	Natural Science Group A Requirement **	3
___	___	___	Social Science Group B Requirement	3
Second Semester Total				18

Second Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CS	231*	Assembly Language I	4
___	MATH	201*	Linear Algebra	4
___	MATH	221*	Calculus & Analytic Geometry III	5
___	___	___	Elective ***	0-3
___	___	___	Natural Science Group A or B Requirement**	3
First Semester Total				16-19

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CS	222*	Data Structures	3
___	MATH	222*	Differential Equations	5
___	___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	___	Humanities Requirement	3
Second Semester Total				14

Total Credits 63-66

**The natural science requirement must be fulfilled with a two-semester sequence of laboratory science (minimum of 12 credits total). Students must choose either CHEM 121* & CHEM 122* and two additional science credits OR PHYS 201* & PHYS 202*. Students pursuing the control systems option at MT Tech must take the PHYS sequence.

***Students interested in pursuing the business applications track at MT Tech are encouraged to take the following additional courses at FVCC (time permitting):

___	ACCT	201	Principles of Accounting I	4
___	ACCT	202*	Principles of Accounting II	4
___	BM	175	Principles of Management	3
___	BUS	271	Business Law	4
___	MKT	140	Principles of Marketing	3

Suggested course of study for a transfer to
The University of Montana – Missoula:

First Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CS	171*	Fundamentals of Computer Science I – JAVA	4
___	ENGL	111*	English Composition	3
___	MATH	121*	Calculus & Analytic Geometry I	5
___	___	___	Humanities Requirement	3
___	___	___	Social Science Group A Requirement	3
First Semester Total				18

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CS	172*	Fundamentals of Computer Science II – JAVA	4
___	MATH	122*	Calculus & Analytic Geometry II	5
___	PHYS	201*	General Physics I	6
___	SP	110	Public Speaking	3
Second Semester Total				18

Second Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CS	231*	Assembly Language I	4
___	MATH	201*	Linear Algebra	4
___	MATH	231*	Discrete Mathematics	4
___	PHYS	202*	General Physics II	6
First Semester Total				18

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CS	204	C++ Programming	4
___	CS	222*	Data Structures	3
___	CS	232*	Assembly Language II	3
___	___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	___	Humanities Requirement	3
___	___	___	Social Science Group B Requirement	3
Second Semester Total				19

Total Credits 73

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):

Pete Skarstedt

BSS 123, (406) 756-3869, pskarste@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Criminal Justice Transfer Program

The criminal justice program at the **University of Great Falls, The University of Montana - Missoula, and Montana State University - Bozeman** prepares students for employment in public and private criminal justice agencies, law enforcement agencies, as well as correctional, probation, and parole organization. After earning a bachelor's degree in criminal justice, students may also choose to pursue graduate school, studying sociology, criminal justice, or law.

Associate of Arts Degree

Suggested course of study for a transfer to the **University of Great Falls:**

First Year			
3	Course #	Title	Credits
___	CJ 105	Introduction to Criminal Justice	3
___	CJ 220	Corrections	3
___	CJ 225	Criminal Law	3
___	CJ 231	Criminal Procedure	2
___	CMPA 131*	Business Software	4
___	ENGL 111*	English Composition	3
___	MATH 103*	Intermediate Algebra	4
___	MATH 104*	College Algebra	4
___	SP 110	Public Speaking	3
___	___	Fine Arts Requirement	3
First Year Total			32
Second Year			
3	Course #	Title	Credits
___	CJ 255	Introduction to Criminology	3
___	CJ 260	Introduction to Juvenile Delinquency	3
___	MATH 210*	Elementary Statistics	4
___	PHIL 120	Introduction to Ethics	3
___	___	Any Literature Course from the Humanities Requirement	3
___	___	HIST 111 & 112 or 211 & 212	8
___	___	PE Electives	3
___	___	Natural Science Group A Requirement	3
___	___	Natural Science Group A or B Requirement	3
___	___	REL 110 or 115	3
Second Year Total			36
Total Credits			68

*Indicates prerequisite and/or co-requisite needed. Check course description.

Suggested course of study for a transfer to **The University of Montana - Missoula:**

First Year			
3	Course #	Title	Credits
___	CJ 105	Introduction to Criminal Justice	3
___	CMPA 131*	Business Software	4
___	ENGL 111*	English Composition	3
___	SOC 110	Introduction to Sociology	3
___	SOC 210*	Social Psychology	3
___	SP 110	Public Speaking	3
___	___	Elective	3
___	___	Humanities Requirement	3
___	___	MATH 104* or 106*	3-4
___	___	Social Science Group B Requirement	3
First Year Total			31-32
Second Year			
3	Course #	Title	Credits
___	CJ 255	Introduction to Criminology	3
___	CJ 260	Introduction to Juvenile Delinquency	3
___	SOC 220*	Race and Minorities	3
___	SOC 270*	Family: Change and Continuity	3
___	___	Elective	2
___	___	Elective	3
___	___	Fine Arts Requirement	3
___	___	Humanities Requirement	3
___	___	Natural Science Group A Requirement	3
___	___	Natural Science Group A or B Requirement	3
Second Year Total			29
Total Credits			60-61

*Indicates prerequisite and/or co-requisite needed. Check course description.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Suggested course of study for a transfer to
Montana State University – Bozeman:

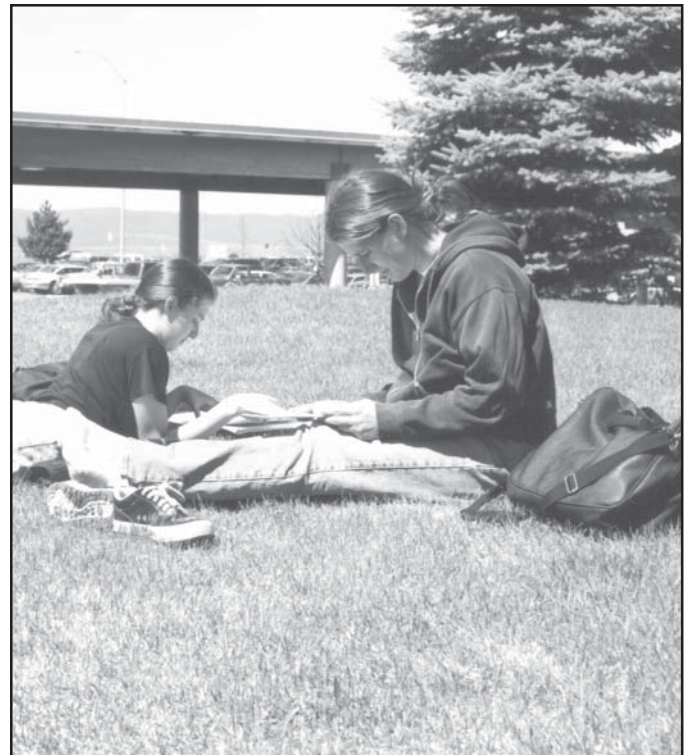
First Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
—	CJ 105	Introduction to Criminal Justice	3
—	ENGL 111*	English Composition	3
—	MATH 104*	College Algebra	4
—	SOC 110	Introduction to Sociology	3
—	SP 110	Public Speaking	3
—	—	Computer Skills Requirement	1
—	—	Criminal Justice or Sociology Elective	3
—	—	Global Issues / Multicultural / Diversity Requirement	3
—	—	Humanities Requirement	3
—	—	Social Science Group B Requirement	<u>3</u>
First Year Total			29

Second Year			
	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
—	CJ 230*	Police Organization & Behavior	3
—	MATH 210*	Elementary Statistics	4
—	—	Criminal Justice or Sociology Elective	3
—	—	Criminal Justice or Sociology Elective	3
—	—	Criminal Justice or Sociology Elective	3
—	—	Elective	3
—	—	Elective	3
—	—	Fine Arts Requirement	3
—	—	Humanities Requirement	3
—	—	Natural Science Group A Requirement	3
—	—	Natural Science Group A or B Requirement	<u>3</u>
Second Year Total			31

Total Credits **60**

*Indicates prerequisite and/or co-requisite needed.
 Check course description.

Advisor(s):
 Dr. Deb Miller
 BSS 121
 (406) 756-3923
 dmiller@fvcc.edu



FVCC's campus green is a great place to visit with friends, or even study!

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Economics

Transfer Program

The transfer program in economics prepares students for a successful transfer to **The University of Montana - Missoula, Montana State University - Bozeman**, or other four-year institutions. **Montana State University - Bozeman** offers students two options, general economics and economic science, which could lead them to the Bachelor of Science degree in economics.

Students earning a bachelors degree in economics are prepared for various graduate programs including law school. Economists often seek employment opportunities as consultants, helping private businesses, non-profit organizations, and branches of government.

Associate of Arts Degree

Suggested course of study for a transfer to
The University of Montana - Missoula:

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	ECON	211	Economic Principles: Microeconomics	3
—	ECON	212	Economic Principles: Macroeconomics	3
—	ENGL	111*	English Composition	3
—	MATH	175*	Applied Calculus	5
—	—	—	Communications Requirement	3
—	—	—	Computer Skills Requirement	1
—	—	—	Elective	3
—	—	—	Elective	3
—	—	—	Humanities Requirement	3
—	—	—	Social Science, Humanities, Communications Requirement	<u>3</u>
First Year Total				30

Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	MATH	210*	Elementary Statistics	4
—	—	—	Economics Elective	3
—	—	—	Elective	2
—	—	—	Elective	3
—	—	—	Elective	3
—	—	—	Fine Arts Requirement	3
—	—	—	Humanities Requirement	3
—	—	—	Natural Science Group A Requirement	3
—	—	—	Natural Science Group A or B Requirement	3
—	—	—	Social Science Group A Requirement	<u>3</u>
Second Year Total				30
Total Credits				60

Suggested course of study for a transfer to
Montana State University - Bozeman:

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	CS	100	Intro. to Computers – Computer Literacy	4
—	ECON	211	Economic Principles: Microeconomics	3
—	ECON	212	Economic Principles: Macroeconomics	3
—	ENGL	111*	English Composition	3
—	ENGL	201*	Advanced Composition	3
—	MATH	210*	Elementary Statistics	4
—	SP	110	Public Speaking	3
—	—	—	Elective	1
—	—	—	Fine Arts Requirement	3
—	—	—	Humanities Requirement	<u>3</u>
First Year Total				30

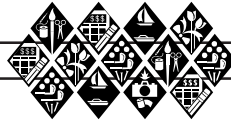
Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	ACCT	201	Principles of Accounting I	4
—	—	—	Elective	3
—	—	—	Elective	3
—	—	—	Elective	3
—	—	—	Humanities Requirement	3
—	—	—	MATH 121* or 175*	5
—	—	—	Natural Science Group A Requirement	3
—	—	—	Natural Science Group A or B Requirement	3
—	—	—	Social Science Group A Requirement	<u>3</u>
Second Year Total				30

Total Credits **60**

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
Dr. Gregg Davis
BSS 128
(406) 756-3870
gdavis@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Education Transfer Programs

Most Montana four-year colleges and universities have teacher training programs in both elementary and secondary education. Elementary teachers are certified by the state to teach grades K-8 and secondary teachers can teach, in a major or minor, grades 5-12. The national job outlook for teachers for the next 5-10 years is quite favorable due to projected high levels of retirement.

Students may begin their teacher training at FVCC in both elementary and secondary programs, and in most cases complete their education in an additional two years at a transfer institution. The University of Great Falls has an elementary education program on the FVCC campus.

Admission into teacher education programs at four-year schools can be competitive and requires good grades, strong recommendations, and test results from the Pre-Professional Skills Test (PPST). The PPST, a national assessment test, is taken the sophomore year and is administered by the FVCC Learning Center.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Elementary Education Transfer Program

The suggested course load for the elementary education transfer programs is rigorous. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or by extending the course load for an additional semester or two at FVCC before transferring.

Education requirements vary from school to school, as well as deadlines to apply for admission into the School of Education. Therefore, it is important for students to meet with their advisor regularly. Students transferring to **The University of Montana - Missoula, University of Great Falls, Montana State University - Bozeman, The University of Montana - Western, Montana State University - Billings, and Montana State University - Northern** should take the PPST during their sophomore year at FVCC. Test information can be obtained from the Learning or Career Center.

Associate of Arts Degree

Suggested course of study for a transfer to
The University of Montana - Missoula:

			First Year	Credits
3	Course #	Title		Credits
___	BIOL 101	General Biology I		4
___	EDUC 100	Introduction to Education		3
___	ENGL 111*	English Composition		3
___	GEOL 100	Introduction to Earth Science		4
___	PLSC 100	American Government		3
___	PSY 110	Introduction to Psychology		4
___	___	Any Literature course from the Humanities Requirement		3
___	___	Computer Skills Requirement		1
___	___	Fine Arts Requirement		3
___	___	GEOG 105 or 201		3
___	___	HIST 211 or 212		4
			First Year Total	34

			Second Year	Credits
3	Course #	Title		Credits
___	GEOG 101	Introduction to Physical Geography		4
___	HIST 250	Montana History		3
___	HLTH 230	School Health		3
___	MATH 141*	Theory of Arithmetic I		5
___	MATH 142*	Theory of Arithmetic II		4
___	PHYS 101	Basic Physical Science		4
___	___	ANTH 230*, 232 or NAS 105		3
___	___	Communications Requirement		3
___	___	HLTH 201 or current CPR card		0-2
___	___	Humanities Requirement		3
			Second Year Total	32-34

Total Credits **66-68**

*Indicates prerequisite and/or co-requisite needed. Check course description.



Suggested course of study for a transfer to the
University of Great Falls:

First Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ART 226	Methods in Elementary Art	3
___	BIOL 101	General Biology I	4
___	EDUC 100	Introduction to Education	3
___	EDUC 232	Instructional Technology	3
___	EDUC 256	Instruction of Special Students	3
___	ENGL 111*	English Composition	3
___	HIST 211	U.S. History: Colonial Era to 1860's	4
___	MATH 103*	Intermediate Algebra	4
___	SP 110	Public Speaking	3
___	___	Computer Skills Requirement	1
First Year Total			35
Second Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	GEOG 105	World Regional Geography	3
___	HLTH 230	School Health	3
___	MATH 141*	Theory of Arithmetic I	5
___	MATH 142*	Theory of Arithmetic II	4
___	PHIL 120	Introduction to Ethics	3
___	PHYS 101	Basic Physical Science	4
___	PHYS 102	The Nature of Science	4
___	PSY 110	Introduction to Psychology	4
___	___	Any Literature Course from the	
___	___	Humanities Requirement	3
___	___	Fine Arts Requirement	3
___	___	REL 110, 115, 125, or 228	3
Second Year Total			39
Total Credits			74

*Indicates prerequisite and/or co-requisite needed.
Check course description.

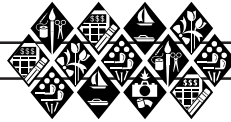
The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Suggested course of study for a transfer to
Montana State University – Bozeman:

First Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BIOL 101	General Biology I	4
___	EDUC 100	Introduction to Education	3
___	ENGL 111*	English Composition	3
___	PLSC 100	American Government	3
___	PSY 110	Introduction to Psychology	4
___	SP 110	Public Speaking	3
___	___	ANTH 110*, ANTH 220*, ECON 212,	
___	___	GEOG 201 or NAS 105	3
___	___	ART 221, ART 222, MUS 221 or MUS 222	3
___	___	CHEM 101* or PHYS 101	4
___	___	Computer Skills Requirement	1
___	___	HIST 211 or 212	4
First Year Total			35
Second Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	GEOG 105	World Regional Geography	3
___	HLTH 230	School Health	3
___	MATH 141*	Theory of Arithmetic I	5
___	MATH 142*	Theory of Arithmetic II	4
___	PSY 235*	Developmental Psychology	3
___	___	ART 101, 161, 201*, THEA 100 or 111	3
___	___	ENGL 110, 211, 212, 232, 240, 255 or 262	3
___	___	GEOL 100 or GEOL 101	4
___	___	HLTH 201 or current CPR card	0-2
___	___	Humanities Requirement	
___	___	(if did not take ART 221 or 222)	0-3
Second Year Total			28-33
Total Credits			63-68

*Indicates prerequisite and/or co-requisite needed.
Check course description.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Suggested course of study for a transfer to
The University of Montana – Western:

First Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ART 101	Drawing I	3
___	BIOL 101	General Biology I	4
___	CHEM 101*	Introduction to Chemistry	4
___	CMPA 130*	Integrated Software Application	2
___	EDUC 100	Introduction to Education	3
___	ENGL 111*	English Composition	3
___	GEOG 105	World Regional Geography	3
___	PSY 110	Introduction to Psychology	4
___	SP 110	Public Speaking	3
___	___	HIST 111 or 112	4
___	___	HUM 261 or 262	4
___	___	PLSC 100, HIST 211 or 212	3-4
First Year Total			40-41
Second Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ENGL 110	Explorations in Literature	3
___	ENGL 201*	Advanced Composition	3
___	GEOG 201	Human Geography	3
___	GEOL 101	Introduction to Physical Geology	4
___	HIST 250	Montana History	3
___	HLTH 201	First Aid	2
___	HLTH 203	Health for the Individual	3
___	HLTH 230	School Health	3
___	MATH 141*	Theory of Arithmetic I	5
___	MATH 142*	Theory of Arithmetic II	4
___	PHYS 101	Basic Physical Science	4
___	PSY 235*	Developmental Psychology	3
Second Year Total			40
Total Credits			80-81

*Indicates prerequisite and/or co-requisite needed.
Check course description.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Suggested course of study for a transfer to
Montana State University – Northern:

First Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	CS 100	Introduction to Computer Science – Computer Literacy	4
___	EDUC 100	Introduction to Education	3
___	ENGL 110	Explorations in Literature	3
___	ENGL 111*	English Composition	3
___	PSY 110	Introduction to Psychology	4
___	PSY 235*	Developmental Psychology	3
___	SP 110	Public Speaking	3
___	___	ART 101, 114, 150, 151, 152*, 161, 162*, 241* or 242*	3
___	___	BIOL 101, CHEM 101, GEOL 100 or PHYS 101	4
___	___	HIST 111, 112, 211, 212 or 250	3-4
First Year Total			33-34
Second Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ENGL 201*	Advanced Composition	3
___	HLTH 230	School Health	3
___	MATH 141*	Theory of Arithmetic I	5
___	MATH 142*	Theory of Arithmetic II	4
___	MUS 221	Music Appreciation	3
___	___	BIOL 101, CHEM 101, GEOL 100, or PHYS 101	4
___	___	ENGL 115, 116, 211, 212, 220, 229, 231, 232, 235, 240, 261, 262, 267 or 268	3
___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	HIST 111, 112, 211, 212 or 250	3-4
___	___	HLTH 201 or current CPR card	0-2
Second Year Total			31-34
Total Credits			64-68

*Indicates prerequisite and/or co-requisite needed.
Check course description.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Suggested course of study for a transfer to
Montana State University – Billings
 majoring in elementary education or special education:

First Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BIOL 101	General Biology I	4
___	EDUC 100	Introduction to Education	3
___	ENGL 111*	English Composition	3
___	HIST 112	History of Western Civilization II	4
___	HLTH 230	School Health	3
___	MATH 141*	Theory of Arithmetic I	5
___	MATH 142*	Theory of Arithmetic II	4
___	MUS 221	Music Appreciation	3
___	___	Computer Skills Requirement	1
___	___	Humanities Requirement	3
___	___	SP 110 or 120	<u>3</u>
		First Year Total	36

Second Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ANTH 232	Indians of Montana	3
___	EDUC 230	Strategies of Learning	3
___	EDUC 244*	Learning Disabilities	3
___	PHYS 101	Physical Science	4
___	PLSC 100	American Government	3
___	PSY 110	Introduction to Psychology	4
___	PSY 235*	Developmental Psychology	3
___	___	HIST 211 or 212	4
___	___	Humanities Requirement	3
___	___	PHIL 110 or 120	<u>3</u>
		Second Year Total	33

Total Credits **69**

*Indicates prerequisite and/or co-requisite needed.
 Check course description.

Advisor(s):

Dr. David Scott
 BSS 120
 (406) 756-3859
 dscott@fvcc.edu

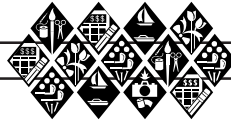
Linda Soper
 SAT 145
 (406) 756-3354
 lsoper@fvcc.edu

Erin Macdonald (UGF only)
 SAT 175
 (406) 756-8042
 ugf_fvcc@hotmail.com

Don Hicketier
 SAT 146
 (406) 756-3361
 dhicketh@fvcc.edu

In Libby
 Dorothy Hintz
 Room #107
 (406) 293-2721, ext. 234
 dhintz@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Secondary Education

Transfer to all Montana Colleges and Universities

In Montana, those desiring to become secondary teachers (grades 5-12) must pursue a bachelor's degree in a certifiable major, often with a minor, from a four-year college or university. Most four-year institutions in Montana offer secondary teaching degrees but offerings for majors and minors vary from school to school, so students must carefully select their courses. Secondary education students can complete two years of study at FVCC in most majors. There are a few courses, listed below, that all secondary education majors must typically take before entrance into a teacher education program their junior year. Additionally, by seeking an associate's degree from FVCC, the general education core for all MUS colleges and universities will have been completed before transfer.

I. Required of all Secondary Education Majors

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	EDUC	100	Introduction to Education	3
___	HLTH	201	First Aid	2
___	HLTH	230	School Health	3
___	PSY	110	Introduction to Psychology	4

II. General Education Core Requirements

Those requirements are listed on page 43 of this catalog. Completion of FVCC's general education core requirements satisfies the core at all Montana University System colleges and universities.

III. Major/Minor Requirements in a Certifiable Area

See transfer school catalog and consult with your advisor for specific course suggestions. Suggested course outlines are shown below for common secondary teaching majors.

Secondary Education – Art

Associate of Arts Degree

Suggested course of study for a transfer to the **University of Great Falls:**

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	ART	101	Drawing I	3
___	ART	150	Art Photography	3
___	ART	218*	Printmaking I: Etching	3
___	EDUC	100	Introduction to Education	3
___	EDUC	232	Instructional Technology	3
___	ENGL	111*	English Composition	3
___	MATH	103*	Intermediate Algebra	4
___	MATH	104*	College Algebra	4
___	PSY	110	Introduction to Psychology	4
___	SP	110	Public Speaking	3
___	___	___	Computer Skills Requirement	1
___	___	___	Natural Science Group A Requirement	3
First Year Total				37

Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	ART	114	Painting I	3
___	ART	161	Ceramics I	3
___	ART	251*	Life Drawing I	2
___	ART	252*	Life Drawing II	2
___	EDUC	256	Instruction of Special Students	3
___	HLTH	230	School Health	3
___	MATH	210*	Elementary Statistics	4
___	PHIL	120	Introduction to Ethics	3
___	___	___	Any Literature course from the Humanities Requirement	3
___	___	___	ART 221 or 222	3
___	___	___	HIST 111 & 112 or 211 & 212	8
___	___	___	Natural Science Group A or B Requirement	3
___	___	___	REL 110 or 115	3
Second Year Total				43
Total Credits				80

The University of Great Falls offers the following education courses at FVCC on a two-year rotation:

___	EDU	260	Multicultural Education	2
___	EDU	284	Human Growth, Development, and Learning	4
___	EDU	315	Assessment of Learning	3
___	EDU	338	Teaching Reading in the Content Area	2
___	EDU	430	Secondary Teaching Procedures	3
___	EDU	462	Pre-professional Integrative Experience (Elementary School)	2
___	EDU	482	Pre-professional Integrative Experience (High School)	2
___	EDU	498	Secondary Internship	12

Please note that additional classes must be taken at the University of Great Falls campus in Great Falls to complete the degree.



Suggested course of study for a transfer to
The University of Montana – Missoula:

First Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
—	ART 101	Drawing I	3
—	ART 161	Ceramics I	3
—	ART 162*	Ceramics II	3
—	EDUC 100	Introduction to Education	3
—	ENGL 111*	English Composition	3
—	PSY 110	Introduction to Psychology	4
—	SP 110	Public Speaking	3
—	—	Computer Skills Requirement	1
—	—	Humanities Requirement	3
—	—	MATH 104* or 106*	3-4
—	—	Natural Science	—
—	—	Group A or B Requirement	3
First Year Total			32-33
Second Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
—	ART 114	Painting I	3
—	ART 150	Art Photography I	3
—	ART 215*	Painting II	3
—	ART 221	Art History Survey I	3
—	ART 222	Art History Survey II	3
—	HLTH 230	School Health	3
—	—	ANTH 100, HUM 261, HUM 262, SP 120, SOC 110 or THEA 100	3
—	—	Elective	1-3
—	—	Natural Science Group A Requirement	3
—	—	Social Science Group B	3
Second Year Total			28-30
Total Credits			60-63

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
John Rawlings
SAT 107
(406) 756-3896
jrawling@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Secondary Education – Biology

Associate of Science Degree

Suggested course of study for a transfer to
The University of Montana – Missoula:

First Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
—	BIOL 101	General Biology I	4
—	BIOL 103*	Biology II: The Diversity of Life	3
—	BIOL 104*	Biology II: The Diversity of Life Lab	2
—	CHEM 101*	Introduction to Chemistry	4
—	CHEM 134*	Organic & Biologic Chemistry	4
—	ENGL 111*	English Composition	3
—	MATH 121*	Calculus & Analytic Geometry	5
—	PSY 110	Introduction to Psychology	4
—	—	Global Issues/Multicultural/ Diversity Requirement	3
—	—	Humanities Requirement	3
First Year Total			35
Second Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
—	BIOL 221*	Cell and Molecular Biology	5
—	BIOL 223*	Genetics and Change	4
—	EDUC 100	Introduction to Education	3
—	HLTH 230	School Health	3
—	MATH 210*	Elementary Statistics	4
—	PHYS 111*	College Physics I	5
—	—	Communications Requirement	3
—	—	Computer Skills Requirement	1
—	—	HLTH 201 or current CPR card	0-2
—	—	Humanities Requirement	3
—	—	Social Science Group B Requirement	3
Second Year Total			34-36
Total Credits			69-71

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
Dr. Jeanette Oliver
SAT 132
(406) 756-3878
joliver@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



**Secondary Education –
Business and Information Technology
Education**

Associate of Arts Degree

Suggested course of study for a transfer to
The University of Montana – Missoula:

First Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BUS 271	Business Law	4
___	EDUC 100	Introduction to Education	3
___	ECON 211	Economic Principles: Microeconomics	3
___	ECON 212	Economic Principles: Macroeconomics	3
___	ENGL 111*	English Composition	3
___	MATH 104*	College Algebra	4
___	SP 110	Public Speaking	3
___	___	Computer Skills Requirement	1
___	___	Humanities Requirement	3
___	___	Natural Science Group A Requirement	3
___	___	Social Sciences, Humanities, Communication Requirement	<u>3</u>
First Year Total			33

Second Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ACCT 201	Principles of Accounting I	4
___	ACCT 202*	Principles of Accounting II	4
___	BUS 275*	Fundamentals of Management Info Systems	3
___	HLTH 230	School Health	3
___	MATH 210*	Elementary Statistics	4
___	PSY 110	Introduction to Psychology	4
___	___	Fine Arts Requirement	3
___	___	HLTH 201 or current CPR card	0-2
___	___	Humanities Requirement	3
___	___	Natural Science Group A or B Requirement	<u>3</u>
Second Year Total			31-33

Total Credits 64-66

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
Tom Jay
BSS 104
(406) 756-3860
tjay@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Secondary Education – English

Associate of Arts Degree

Suggested course of study for a transfer to
The University of Montana – Missoula:

First Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	EDUC 100	Introduction to Education	3
___	ENGL 111*	English Composition	3
___	ENGL 211	American Literature I	3
___	ENGL 212	American Literature II	3
___	PSY 110	Introduction to Psychology	4
___	___	Communications Requirement	3
___	___	Computer Skills Requirement	1
___	___	Elective	3
___	___	ENGL 115, 252* or 272*	3
___	___	Fine Arts Requirement	3
___	___	Natural Science Group A Requirement	<u>3</u>
First Year Total			32

Second Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ENGL 232	British Literature II	3
___	HLTH 230	School Health	3
___	___	Elective	1
___	___	Elective	3
___	___	English Elective	3
___	___	English Elective	3
___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	HLTH 201 or current CPR card	0-2
___	___	MATH 104* or 106*	3-4
___	___	Natural Science Group A or B Requirement	3
___	___	Social Science Group B Requirement	<u>3</u>
Second Year Total			28-31

Total Credits 60-63

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
Brian Bechtold
LRC 141
(406) 756-3904
bbechtol@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Secondary Education – General Science Broadfield

Associate of Science Degree

Suggested course of study for a transfer to
The University of Montana – Missoula:

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	101	General Biology I	4
___	BIOL	103*	Biology II: The Diversity of Life	3
___	BIOL	104*	Biology II: The Diversity of Life Lab	2
___	CHEM	121*	General Chemistry I	5
___	CHEM	122*	General Chemistry II	5
___	EDUC	100	Introduction to Education	3
___	ENGL	111*	English Composition	3
___	MATH	121*	Calculus & Analytic Geometry I	5
___	MATH	210*	Elementary Statistics	4
___	PSY	110	Introduction to Psychology	4
___	___	___	Computer Skills Requirement	1
___	___	___	Humanities Requirement	3
___	___	___	Social Science Group B Requirement	<u>3</u>
First Year Total				45

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	221*	Cell and Molecular Biology	5
___	BIOL	223*	Genetics and Change	4
___	CHEM	134*	Organic & Biological Chemistry	4
___	GEOL	101	Introduction to Physical Geology	4
___	HLTH	230	School Health	3
___	___	___	Communications Requirement	3
___	___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	___	HLTH 201 or current CPR card	0-2
___	___	___	Humanities Requirement	3
___	___	___	PHYS 111* & 112* or 201* & 202*	<u>10-12</u>
Second Year Total				39-43

Total Credits 84-88

*Indicates prerequisite and/or co-requisite needed.
Check course description.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Suggested course of study for a transfer to
Montana State University – Northern:

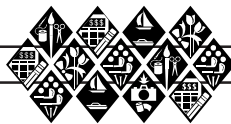
First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	101	General Biology I	4
___	BIOL	120	General Botany	3
___	CHEM	121*	General Chemistry I	5
___	CHEM	122*	General Chemistry II	5
___	EDUC	100	Introduction to Education	3
___	ENGL	111*	English Composition	3
___	MATH	104*	College Algebra	4
___	PSY	110	Introduction to Psychology	4
___	SP	110	Public Speaking	3
___	___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	___	Humanities Requirement	<u>3</u>
First Year Total				40

Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CS	100	Introduction to Computer Science – Computer Literacy	4
___	ENGL	201*	Advanced Composition	3
___	GEOL	100	Introduction to Earth Science	4
___	GEOL	101	Introduction to Physical Geology	4
___	HLTH	230	School Health	3
___	PHYS	111*	College Physics I	5
___	PHYS	112*	College Physics II	5
___	___	___	Humanities Requirement	3
___	___	___	Social Science Group B Requirement	<u>3</u>
Second Year Total				34

Total Credits 74

*Indicates prerequisite and/or co-requisite needed.
Check course description.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Suggested course of study for a transfer to the University of Great Falls:

First Year				
<u>3</u>	<u>Course #</u>	<u>Title</u>		<u>Credits</u>
—	BIOL 101	General Biology I		4
—	BIOL 103*	Biology II: The Diversity of Life		3
—	BIOL 104*	Biology II: The Diversity of Life Lab		2
—	CHEM 121*	General Chemistry I		5
—	CHEM 122*	General Chemistry II		5
—	EDUC 100	Introduction to Education		3
—	ENGL 111*	English Composition		3
—	MATH 121*	Calculus & Analytic Geometry I		5
—	PHYS 102*	The Nature of Science		4
—	PHYS 201*	General Physics I		6
—	—	Computer Skills Requirement		1
—	—	ART, MUS, or THEA Elective		3
—	—	Any Literature from the Humanities Requirement		3
—	—	Social Science Group A Requirement		3
First Year Total				50

Second Year				
<u>3</u>	<u>Course #</u>	<u>Title</u>		<u>Credits</u>
—	CHEM 221*	Organic Chemistry I		5
—	EDUC 232	Instructional Technology		3
—	EDUC 256	Instruction of Special Students		3
—	HLTH 230	School Health		3
—	PHIL 120	Introduction to Ethics		3
—	PHYS 100	Introduction to Astronomy		3
—	PHYS 202*	General Physics II		6
—	SP 110	Public Speaking		3
—	—	BIOL 120 or CHEM 222*		3-5
—	—	HIST 111 & 112 or 211 & 212		8
—	—	MATH 106* or 210*		3-4
—	—	REL 110 or 115		3
Second Year Total				46-49

Total Credits 96-99

Please note that approximately 15 credits must be taken at the University of Great Falls campus in Great Falls to complete the degree in addition to the classes UGF offers at FVCC as noted under the Art Education transfer program.

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):
 Dr. Jeanette Oliver
 SAT 132
 406-756-3878
 joliver@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Secondary Education – Government

Associate of Arts Degree

Suggested course of study for a transfer to The University of Montana – Missoula:

First Year				
<u>3</u>	<u>Course #</u>	<u>Title</u>		<u>Credits</u>
—	EDUC 100	Introduction to Education		3
—	ENGL 111*	English Composition		3
—	HLTH 230	School Health		3
—	PLSC 100	American Government		3
—	—	Communications Requirement		3
—	—	Computer Skills Requirement		1
—	—	Elective		3
—	—	Elective		3
—	—	Global Issues/Multicultural/ Diversity Requirement		3
—	—	Fine Arts Requirement		3
—	—	Natural Science Group A Requirement		3
First Year Total				31

Second Year				
<u>3</u>	<u>Course #</u>	<u>Title</u>		<u>Credits</u>
—	PHIL 250	Political Theory		3
—	PSY 110	Introduction to Psychology		4
—	—	Elective		1
—	—	Elective		3
—	—	Elective		3
—	—	Elective		3
—	—	Elective		3
—	—	Elective		3
—	—	HLTH 201 or current CPR card		0-2
—	—	Humanities Requirement		3
—	—	MATH 104* or 106*		3-4
—	—	Natural Science Group A or B Requirement		3
—	—	Social Sciences, Humanities, Communication Requirement		3
Second Year Total				32-35

Total Credits 63-66

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):
 Dr. Jonathon Moses
 BSS 125
 (406) 756-3867
 jmoses@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Secondary Education – History

Associate of Arts Degree

Suggested course of study for a transfer to
The University of Montana:

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	EDUC	100	Introduction to Education	3
—	ENGL	111*	English Composition	3
—	HIST	211	U.S. History: Colonial Era to 1860's	4
—	HIST	212	U.S. History: 1860's to Present	4
—	HLTH	230	School Health	3
—	—	—	Computer Skills Requirement	1
—	—	—	Global Issues/Multicultural/ Diversity Requirement	3
—	—	—	HIST 111 or 112	4
—	—	—	Humanities Requirement	3
—	—	—	Natural Science Group A Requirement	3
First Year Total				31

Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	HIST	250	Montana History	3
—	PSY	110	Introduction to Psychology	4
—	—	—	Communications Requirement	3
—	—	—	Elective	1
—	—	—	Elective	3
—	—	—	Elective	3
—	—	—	Fine Arts Requirement	3
—	—	—	HLTH 201 or current CPR card	0-2
—	—	—	Humanities Requirement	3
—	—	—	MATH 104* or 106*	3-4
—	—	—	Natural Science Group A or B Requirement	3
Second Year Total				29-32
Total Credits				60-63

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
Dr. Jonathon Moses
BSS 125
(406) 756-3867
jmoses@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Secondary Education – Social Science Broadfield

Associate of Arts Degree

Suggested course of study for a transfer to
The University of Montana – Missoula:

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	EDUC	100	Introduction to Education	3
—	ENGL	111*	English Composition	3
—	PLSC	100	American Government	3
—	—	—	Communications Requirement	3
—	—	—	Computer Skills Requirement	1
—	—	—	Fine Arts Requirement	3
—	—	—	Humanities Requirement	3
—	—	—	HIST 111, 112, 211 or 212	4
—	—	—	HIST 111, 112, 211 or 212	4
—	—	—	Natural Science Group A Requirement	3
First Year Total				30

Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	ECON	211	Economic Principles: Microeconomics	3
—	ECON	212	Economic Principles: Macroeconomics	3
—	GEOG	201	Introduction to Human Geography	3
—	HLTH	230	School Health	3
—	PSY	110	Introduction to Psychology	4
—	—	—	Elective	3
—	—	—	HIST 111, 112, 211 or 212	4
—	—	—	HLTH 201 or current CPR card	0-2
—	—	—	Humanities Requirement	3
—	—	—	MATH 104* or 106*	3-4
—	—	—	Natural Science Group A or B Requirement	3
Second Year Total				32-35
Total Credits				62-65

*Indicates prerequisite and/or co-requisite needed.
Check course description.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Suggested course of study for a transfer to
Montana State University – Bozeman:

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	ECON	212	Economic Principles: Macroeconomics	3
___	EDUC	100	Introduction to Education	3
___	ENGL	111*	English Composition	3
___	HIST	111	History of Western Civilization I	4
___	HIST	112	History of Western Civilization II	4
___	PSY	110	Introduction to Psychology	4
___	PSY	235*	Developmental Psychology	3
___	SP	110	Public Speaking	3
___	___	___	MATH 104* or 106*	3-4
___	___	___	Natural Science Group A	<u>3</u>
First Year Total				33-34
Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	HLTH	230	School Health	3
___	PLSC	100	American Government	3
___	___	___	Computer Skills Requirement	1
___	___	___	ECON, GEOG, PLSC, SOC or PSY Elective	3
___	___	___	ECON, GEOG, PLSC, SOC or PSY Elective	3
___	___	___	Fine Arts Requirement	3
___	___	___	GEOG 105 or 201	3
___	___	___	Humanities Requirement	3
___	___	___	Humanities Requirement	3
___	___	___	Natural Science	
			Group A or B Requirement	<u>3</u>
Second Year Total				28
Total Credits				61-62

*Indicates prerequisite and/or co-requisite needed.
 Check course description.

Advisor(s):
 Dr. Jonathon Moses
 BSS 125
 (406) 756-3867
 jmoses@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Graduation is a family affair for Lorene Bishop and her daughter Ariell.



Engineering Transfer Programs

The Engineering Transfer Program at FVCC provides a full range of freshman and sophomore level classes to prepare students transferring to a wide variety of engineering programs at **Montana State University – Bozeman, Montana Tech of The University of Montana, and Carroll College**. The advantages of small class size, individual attention, and a knowledgeable professional staff provide a solid foundation for transfer, allowing students to transfer with junior status. Curricula can be adjusted to meet similar requirements for other institutions.

Montana State University – Bozeman offers programs in bio-resources, chemical, civil, computer, construction technology, electrical, industrial, and mechanical engineering.

Montana Tech of The University of Montana offers programs in engineering science, environmental, general, geological, geophysical, metallurgical, mining, and petroleum engineering.

Carroll College offers a civil engineering program.

Surveying and civil engineering are closely related fields, and FVCC provides an excellent opportunity to begin pursuing both professional licenses at the same time. Contact either the surveying advisor or engineering advisor for more information.

As programs emerge and evolve, it is important to consult with an advisor to keep abreast of changes and to register for classes in the proper order.

Transfer Notes for Associate of Science Degree Students

The Associate of Science (A.S.) degree requires 60 credits at FVCC, and the Bachelor of Science (B.S.) degree at Montana University System (M.U.S.) colleges and universities requires 120 credits. FVCC students can usefully earn as many 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the B.S. degree at M.U.S. schools. Also, by earning the A.S. degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 43 for requirements) for all M.U.S. institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in A.S. programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Associate of Science Degree

Suggested course of study for fulfilling the College of Engineering Major and Core Requirements at **Montana State University - Bozeman**:

First Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CHEM	121*	General Chemistry I ²	5
___	ENGL	111*	English Composition	3
___	ENGR	110	Introduction to Engineering	1
___	MATH	121*	Calculus & Analytic Geometry I ³	5
___	SP	110	Public Speaking	<u>3</u>
Fall Semester Total				17

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	MATH	122*	Calculus & Analytic Geometry II ³	5
___	PHYS	201*	General Physics I ⁴	6
___	___	___	Additional Engineering Requirements **	3+
___	___	___	Computer Skills Requirement	1
___	___	___	Social Science Group A Requirement	<u>3</u>
Spring Semester Total				18+

Second Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	MATH	221*	Calculus & Analytic Geometry III ³	5
___	PHYS	202*	General Physics II ⁴	6
___	___	___	Additional Engineering Requirements **	3+
___	___	___	Fine Arts Elective ¹	3
___	___	___	Humanities Requirement ¹	<u>3</u>
Fall Semester Total				20+

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	MATH	222*	Differential Equations ³	5
___	___	___	Humanities Requirement ¹	3
___	___	___	Social Science Group B Requirement ¹	3
___	___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	___	Additional Engineering Requirements **	3+
Second Semester Total				17+

Total Credits

72+

¹ The College of Engineering has unique requirements for the core areas of humanities, social sciences, and fine arts. These areas should compliment the technical content of the degree program and must not be limited to a series of unrelated, introductory courses. Students are required to complete at least one sequence of courses consisting of a minimum of two courses with related content from the MSU humanities, social sciences, or fine arts core areas, in addition to the general education requirements. At least six credits must be completed within these core areas. Additionally, core courses in the fine arts which contain routine exercises of personal skill or craft without a significant component of theory and history of the subject may not be used to fulfill any college of engineering fine arts requirement. Acceptable sequences for the MSU-Bozeman's College of Engineering include:



Humanities: ENGL 211 and 212, or 231 and 232, or 261 and 262, or 267 and 268

Social Sciences (Group B): ECON 211 and 212, HIST 211 and 212 (Please note HIST is actually considered a humanities at MSU – Bozeman.)

Fine Arts: ART 221, 222, MUS 221, MUS 222

² Not required for computer engineering majors.

³ MATH 175* and MATH 210* are required for construction engineering technology and electrical and electronics engineering technology majors in lieu of the calculus sequence. Mechanical engineering technology majors need MATH 175*.

⁴ Construction engineering technology, electrical and electronics engineering technology, and mechanical engineering technology majors instead need PHYS 111* & PHYS 112*.

****Additional courses for Bio-Resources Engineering (MSU):**

___	BIOL	207*	Microbiology of Infectious Diseases w/ Lab	4
___	BUS	130*	Business Communications	3
___	ENGR	111	Engineering Graphics	3
___	ENGR	200*	Applied Analysis	1
___	ENGR	201*	Engineering Mechanics – Statics	4
___	ENGR	202*	Engineering Mechanics – Dynamics	4
___	ENGR	204*	Mechanics of Materials	4
___	SURV	141*	Surveying I	5
___	___	___	BIOL 103* & 104* or CHEM 122*	5

****Additional courses for Chemical Engineering (MSU):**

___	CHEM	122*	General Chemistry II	5
___	CHEM	221*	Organic Chemistry I	5
___	CHEM	222*	Organic Chemistry II	5
___	CHEM	231*	General Biochemistry	3
___	ENGR	116*	Introduction to Electrical Fund. Lab	1
___	ENGR	200*	Applied Analysis	1
___	ENGR	206*	Circuits I	4

****Additional courses for Civil Engineering (MSU):**

___	BUS	130*	Business Communications	3
___	ENGR	111	Engineering Graphics	3
___	ENGR	201*	Engineering Mechanics – Statics	4
___	ENGR	202*	Engineering Mechanics – Dynamics	4
___	ENGR	204*	Mechanics of Materials	4
___	SURV	141*	Surveying I	5
___	___	___	CHEM 122* or GEOL 101	4-5

****Additional courses for Computer Engineering (MSU):**

___	CS	171*	Fundamentals of Computer Science I – JAVA	4
___	CS	172*	Fundamentals of Computer Science II – JAVA	4
___	CS	204	C++ Programming	4
___	CS	222*	Data Structures	3
___	CS	231*	Assembly Language I	4
___	ENGR	116*	Introduction to Electrical Fund. Lab	1
___	ENGR	206*	Circuits I	4
___	MATH	231*	Discrete Mathematics	4

****Additional courses for Construction Engineering Technology (MSU):**

___	ACCT	101	Vocational Accounting I	4
___	BUS	130*	Business Communications	3
___	ECON	211	Principles of Economics: Microeconomics	3
___	ECON	212	Principles of Economics: Macroeconomics	3
___	ENGR	111	Engineering Graphics	3
___	ENGR	200*	Applied Analysis	1
___	GEOL	101	Introduction to Physical Geology	4
___	SURV	141	Surveying I	5

****Additional courses for Electrical Engineering (MSU):**

___	ACCT	201	Principles of Accounting I	4
___	ACCT	202*	Principles of Accounting II	4
___	BUS	130*	Business Communications	3
___	CS	171*	Fundamentals of Computer Science I – JAVA	4
___	CS	204	C++ Programming	4
___	ENGR	116*	Introduction to Electrical Fund. Lab	1
___	ENGR	201*	Engineering Mechanics – Statics	4
___	ENGR	202*	Engineering Mechanics – Dynamics	4
___	ENGR	206*	Circuits I	4

****Additional courses for Electrical and Electronics Engineering Technology (MSU):**

___	ACCT	201	Principles of Accounting I	4
___	ACCT	202*	Principles of Accounting II	4
___	BUS	130*	Business Communications	3
___	CS	171	Fund of Comp Science I – JAVA	4
___	CS	204	C++ Programming	4
___	ENGR	116*	Intro to Electronics Fund. Lab	1
___	ENGR	201*	Engineering Mechanics – Statics	4
___	ENGR	202*	Engineering Mechanics – Dynamics	4
___	ENGR	206*	Circuits I	4

****Additional courses for Industrial and Management Engineering (MSU):**

___	___	___	BIOL 261* or CHEM 122*	4-5
___	CS	171	Fund of Comp Science I – JAVA	4
___	CS	204	C++ Programming	4
___	ENGR	111	Engineering Graphics	3
___	ENGR	116*	Intro to Electronics Fund. Lab	1
___	ENGR	201*	Engineering Mechanics – Statics	4
___	ENGR	202*	Engineering Mechanics – Dynamics	4
___	ENGR	204*	Mechanics of Materials	4
___	ENGR	206*	Circuits I	4

****Additional courses for Mechanical Engineering (MSU):**

___	ENGR	111	Engineering Graphics	3
___	ENGR	116*	Intro to Electronics Fund. Lab	1
___	ENGR	201*	Engineering Mechanics – Statics	4
___	ENGR	202*	Engineering Mechanics – Dynamics	4
___	ENGR	204*	Mechanics of Materials	4
___	ENGR	206*	Circuits I	4

****Additional courses for Mechanical Engineering Technology (MSU):**

___	BUS	130*	Business Communications	3
___	CS	171	Fund of Comp Science I – JAVA	4
___	CS	204	C++ Programming	4
___	ENGR	111	Engineering Graphics	3
___	ENGR	200*	Applied Analysis	1
___	ENGR	204*	Mechanics of Materials	4
___	ENGR	206*	Circuits I	4



Suggested course of study for fulfilling the
School of Mines and Engineering
Major and Core Requirements at **Montana Tech:**

First Year

Fall Semester

<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	CHEM 121*	General Chemistry I	5
___	ENGL 111*	English Composition	3
___	ENGR 110	Introduction to Engineering	1
___	MATH 121*	Calculus & Analytical Geometry I ³	5
First Semester Total			14

Spring Semester

<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	CHEM 122*	General Chemistry II	5
___	MATH 122*	Calculus & Analytic Geometry II	5
___	PHYS 201*	General Physics I	6
___	___	Additional Engineering Requirements**	3
Second Semester Total			19

Summer Semester

<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ECON 211	Economic Principles: Microeconomics	3
___	___	Communications Requirement	3
___	___	Social Science Group A Requirement ¹	3
Summer Semester Total			9

Second Year

Fall Semester

<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ENGR 201*	Engineering Mechanics - Statics	4
___	MATH 221*	Calculus & Analytic Geometry III	5
___	PHYS 202*	General Physics II	6
___	___	Humanities Requirement ¹	3
First Semester Total			18

Spring Semester

<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ECON 212	Economic Principles: Macroeconomics	3
___	ENGR 204*	Mechanics of Materials ²	4
___	MATH 222*	Differential Equations	5
___	___	Additional Engineering Requirements**	3+
___	___	Computer Skills Requirement	1
___	___	Humanities Requirement ¹	3
Second Semester Total			19+

Total Credits **79+**

¹ The School of Mine and Engineering requires students majoring in engineering to complete their humanities and social sciences core requirements as a sequence in addition to taking ECON 211 & 212. Acceptable sequences for MT Tech's School of Mines and Engineering include:

Humanities: ENGL 115 and 116, or 211 and 212, or 231 and 232; or LANG 101 and 102*, or 111 and 112*, or 115 and 116*, or 121 and 122*, or 131 and 132

Social Sciences (Group A): PSY 110 and 210* or 235*; or SOC 110 and 120

Social Sciences (Group B): HIST 111 and 112, or 211 and 212 (Please note that HIST is actually considered a humanities at MT Tech); or PLSC 100 and 200.

² Not required for geophysical engineering majors.

³ Not required for metallurgical and materials engineering majors.

**Additional courses for Environmental Engineering (MT Tech):

___	ENGR 111	Engineering Graphics	3
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**Additional courses for General Engineering (MT Tech):

___	ENGR 111	Engineering Graphics	3
___	ENGR 202*	Engineering Mechanics - Dynamics	4
___	MATH 201*	Linear Algebra	4

**Additional courses for Geophysical Engineering (MT Tech):

___	CS 204	C++ Programming	4
___	ENGR 202*	Engineering Mechanics - Dynamics	4
___	MATH 201*	Linear Algebra	4
___	SP 110	Public Speaking	3
___	SURV 141*	Surveying I	5

**Additional courses for Geological Engineering (MT Tech):

___	SURV 141*	Surveying I	5
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**Additional courses for Metallurgical & Materials Engineering (MT Tech):

___	ENGR 111	Engineering Graphics	3
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**Additional courses for Mining Engineering (MT Tech):

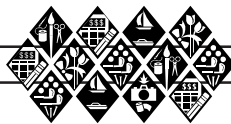
___	SP 110	Public Speaking	3
___	SURV 141*	Surveying I	5

**Additional courses for Petroleum Engineering (MT Tech):

___	ENGR 111	Engineering Graphics	3
___	SP 110	Public Speaking	3

*Indicates prerequisite and/or co-requisite needed. Check course description.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Suggested course of study for a transfer to **Carroll College**:

First Year

Fall Semester

<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	CHEM 121*	General Chemistry I	5
___	ENGL 111*	English Composition	3
___	MATH 121*	Calculus & Analytic Geometry I	5
___	PHIL 120	Introduction to Ethics	3
___	SP 110	Public Speaking	3
___	___	ART 221 or 222	3
First Semester Total			22

Spring Semester

<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	CHEM 122*	General Chemistry II	5
___	ENGR 111	Engineering Graphics	3
___	MATH 122*	Calculus & Analytic Geometry II	5
___	PHYS 201*	General Physics I	6
___	REL 110	Introduction to the Study of Religion	3
Second Semester Total			22

Summer Semester

<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	___	Any History course from Social Science Group B	3
___	___	Any Literature course from Humanities Requirement	3
___	___	PHIL 110, 170, or 250	3
___	___	Social Science Group A Requirement	3
Third Semester Total			12

Second Year

Fall Semester

<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	CS 204	C++ Programming	4
___	ENGR 201*	Engineering Mechanics - Statics	4
___	MATH 221*	Calculus & Analytic Geometry III	5
___	PHYS 202*	General Physics II	6
___	___	REL 115 or 125	3
First Semester Total			22

Spring Semester

<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ECON 212	Economic Principles: Macroeconomics	3
___	ENGR 116*	Introduction to Electrical Fund. Lab	1
___	ENGR 202*	Engineering Mechanics - Dynamics	4
___	ENGR 204*	Mechanics of Materials	4
___	ENGR 206*	Circuits I	4
___	MATH 201*	Linear Algebra	4
___	MATH 222*	Differential Equations	5
Second Semester Total			25

Total Credits **103**

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
Dick Schaus
SAT 144
(406) 756-3876
rschaus@fvcc.edu

Jay Burrell
SAT 129
(406) 756-3969
jburrell@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



English Transfer Program

Students who study English pursue high school teaching careers or complete graduate-level programs to become journalists, lawyers, creative writers, business professionals, public relations and advertising specialists, or college professors. Some students also study English to gain critical insight, to enrich their lives, to improve their proficiency in the language or to express creativity. Completion of the following courses results in an associate degree and fulfills the lower division general core requirements at **The University of Montana - Missoula** and many other four-year institutions. English majors have the following options to pursue—literature, creative writing, English linguistics, and English teaching (see Education in this catalog).

Associate of Arts Degree

Suggested course of study for a transfer to
The University of Montana – Missoula:

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	ENGL	111*	English Composition	3
—	—	—	Communications Requirement	3
—	—	—	Computer Skills Requirement	1
—	—	—	Elective**	1
—	—	—	Elective	**3
—	—	—	LANG 101 & 102* or 111 & 112* or 115 & 116* or 121 & 122* or 131 & 132*	10
—	—	—	MATH 104* or 106*	3-4
—	—	—	Natural Science Group A Requirement	3
—	—	—	Social Science Group A Requirement	3
First Year Total				30-31

Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	ENGL	115	Introduction to Poetry	3
—	—	—	Elective**	3
—	—	—	Elective**	3
—	—	—	Elective**	3
—	—	—	Elective**	3
—	—	—	ENGL 211 or 212	3
—	—	—	ENGL 231 or 232	3
—	—	—	Fine Arts Requirement	3
—	—	—	Natural Science	3
—	—	—	Group A or B Requirement	3
—	—	—	Social Science Group B Requirement	3
Second Year Total				30

Total Credits **60**

**Recommended elective for the Creative Writing Option:

— ENGL 251 Creative Writing in Fiction 3

-or-

— ENGL 252 Creative Writing in Poetry 3

**Recommended elective for the Linguistics Option:

— ENGL 270 Introduction to Linguistics 3

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):

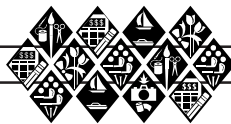
Brian Bechtold
LRC 141
(406) 756-3904
bbechtol@fvcc.edu

Lowell Jaeger
LRC 146
(406) 756-3907
ljaeger@fvcc.edu

Christy Kabler
LRC 145
(406) 756-3905
ckabler@fvcc.edu

Carole Bergin
LRC 139
(406) 756-3902
cbergin@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Environmental Science Transfer Program

The Environmental Sciences Option at **The University of Montana - Western** is designed to prepare students to face the challenges and diverse career opportunities that exist within the broad discipline of the environmental sciences. Career opportunities include gaining employment in consulting firms, private industry, and state or federal agencies.

Students majoring in Environmental Science at the University of Montana - Western must select one of four related areas to compliment their major. These related areas include applied mathematical science, biology, geology, and wildlands interpretation.

Associate of Science Degree

Suggested course of study for a transfer to **The University of Montana - Western:**

First Year			
3	Course #	Title	Credits
___	CHEM 121*	General Chemistry I	5
___	CHEM 122*	General Chemistry II	5
___	ENGL 111*	English Composition	3
___	MATH 121*	Calculus & Analytic Geometry I	5
___	MATH 210*	Elementary Statistics	4
___	PHYS 201*	General Physics I	6
___	___	Computers Skills Requirement	1
___	___	Elective	1
First Year Total			30
Second Year			
3	Course #	Title	Credits
___	___	Communications Requirement	3
___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	Humanities Requirement	3
___	___	Humanities Requirement	3
___	___	Social Science Group A Requirement	3
___	___	Social Science Group B Requirement	3
___	___	Elective	3
___	___	Elective**	3
___	___	Elective**	3
___	___	Elective**	3
___	___	Elective**	3
Second Year Total			30
Total Credits			60

**The following electives are recommended for students pursuing the applied mathematical science related area:

___	MATH 122*	Calculus & Analytic Geometry II	5
___	MATH 201*	Linear Algebra	4
___	MATH 221*	Calculus & Analytic Geometry III	5

**The following electives are recommended for students pursuing the biology related area:

___	BIOL 121*	Introductory Ecology	3
___	BIOL 200	Field Botany	3
___	BIOL 205*	Microbiology	3
___	BIOL 208*	Microbiology Laboratory	1
___	BIOL 223*	Genetics and Change	4
___	BIOL 231*	General Entomology	3

Environmental Studies Transfer Program

The Environmental Studies Program at **The University of Montana - Missoula** seeks to provide students with the literacy, skills, and commitment needed to foster a healthy natural environment and to create a more sustainable, equitable, and peaceful society. Graduates of this program will become knowledgeable and active in environmental affairs.

Students majoring in Environmental Studies at the University of Montana may pursue an emphasis in environmental management, pre-law, or water resources.

Associate of Science Degree

Suggested course of study for a transfer to **The University of Montana - Missoula:**

First Year			
3	Course #	Title	Credits
___	CHEM 100	Environmental Science	4
___	CHEM 101*	Introduction to Chemistry	4
___	CHEM 134*	Organic & Biological Chemistry	4
___	ENGL 111*	English Composition	3
___	MATH 104*	College Algebra	4
___	___	Computer Skills Requirement	1
___	___	Elective**	3
___	___	Elective**	3
___	___	Humanities Requirement	3
First Year Total			29
Second Year			
3	Course #	Title	Credits
___	BIOL 101	General Biology I	4
___	ECON 211	Economic Principles: Microeconomics	3
___	ECON 212	Economic Principles: Macroeconomics	3
___	MATH 210*	Elementary Statistics	4
___	PHIL 120	Introduction to Ethics	3
___	SP 110	Public Speaking	3
___	___	Elective**	3
___	___	Elective**	3
___	___	Elective	2
___	___	Social Science Group A Requirement	3
Second Year Total			31
Total Credits			60

**Students pursuing the environmental management emphasis should take the following courses as their electives:

___	ACCT 201	Principles of Accounting I	4
___	ACCT 202*	Principles of Accounting II	4
___	BUS 271	Business Law	4
___	BUS 275*	Fundamentals of Management Information Systems	3

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s): Dr. Janice Alexander
SAT 110, (406) 756-3948, jalexand@fvcc.edu



Forestry

Transfer Program

Students who intend to seek a career in Forestry can complete most of the first two pre-professional years of study at FVCC to ready themselves for the junior year at **The University of Montana - Missoula**. UM's Forestry Department prepares graduates for professions as forest and land managers who deal with production of forest-based goods, recreation, timber, water, range, and wildlife issues.

Natural Resource classes at FVCC emphasize interaction with practicing professionals and students and have ample opportunity to observe field management situations. Most courses have strong field trip components. There is an increasing emphasis on the understanding and use of high technology such as Global Positioning Systems (GPS) and Geographic Information Systems (GIS). Students planning to enter this program should attain a sound high school level background in English, social studies, mathematics, biology, and other sciences. Those lacking such proficiencies should plan for additional preparation before taking the required courses. Close consultation with a Forestry advisor is necessary and students are urged to solicit the advisor's help at all times.

Associate of Science Degree

Suggested course of study for a transfer to
The University of Montana - Missoula:

First Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	BIOL	101	General Biology I	4
—	ENGL	111*	English Composition	3
—	MATH	104*	College Algebra	4
—	SP	110	Public Speaking	3
—	—	—	Humanities Requirement	<u>3</u>
First Semester Total				17

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	BIOL	120	General Botany	3
—	ECON	211	Economic Principles: Microeconomics	3
—	ENGL	150*	Technical Writing	3
—	MATH	105*	Trigonometry	3
—	NR	230*	Forest Fire Management	3
—	—	—	Computer Skills Requirement	<u>1</u>
Second Semester Total				16

Second Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	CHEM	101*	Introduction to Chemistry	4
—	GEOG	101	Introduction to Physical Geography	4
—	MATH	175*	Applied Calculus	5
—	NR	231*	Photogrammetry & Remote Sensing	3
—	—	—	Social Science Group A Requirement	<u>3</u>
First Semester Total				19

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	BIOL	250	Rocky Mountain Flora	3
—	NR	232*	Forest Insects and Disease	3
—	—	—	Global Issues/Multicultural/ Diversity Requirement	3
—	—	—	Humanities Requirement	<u>3</u>
Second Semester Total				12

Total Credits 64**

**If time permits, to further broaden their educational experience, students may consider taking the following elective courses that are under review for articulation. Check with your advisor for current status:

—	NR	151	Field Surveying/GPS	5
—	NR	233*	Introduction to GIS	4
—	NR	235*	Introduction to GPS	2
—	NR	260	Natural Resource Issues	3
—	NR	270	Wildlife Habitat and Conservation	3

*Indicates prerequisite and/or co-requisite needed. Check course description.

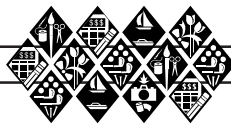
Advisor(s):

Joseph Bortz
SAT 156
(406) 756-3899
jbortz@fvcc.edu

Transfer Notes for Associate of Science Degree Students

The Associate of Science (A.S.) degree requires 60 credits at FVCC, and the Bachelor of Science (B.S.) degree at Montana University System (M.U.S.) colleges and universities requires 120 credits. FVCC students can usefully earn as many 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the B.S. degree at M.U.S. schools. Also, by earning the A.S. degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 43 for requirements) for all M.U.S. institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in A.S. programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Geography Transfer Program

Geography provides a broad perspective on the earth as it is inhabited and transformed by the human systems, including the land, water, air and biota living in all of these. Cultural, historical, social, economic and political structures of humans are affected by the physical Earth, and transform it as well. The interactions of the physical and human systems create a diversity of regions and places. There are many areas of specialty within the field of geography. The student is encouraged to consult the particular requirements of the transfer school in order to prepare most efficiently for ongoing coursework.

Associate of Science Degree

Suggested course of study for a transfer to
Montana State University – Bozeman:

First Year				
3	Course #	Title	Credits	
___	BIOL 103*	Biology II: The Diversity of Life	3	
___	BIOL 104*	Biology II: The Diversity of Life Lab	2	
___	ENGL 111*	English Composition	3	
___	GEOG 101	Introduction to Physical Geography	4	
___	GEOL 101	Introduction to Physical Geology	4	
___	___	Computer Skills Requirement	1	
___	___	Elective ¹	3	
___	___	Elective ¹	3	
___	___	Elective ¹	3	
___	___	Elective ¹	3	
First Year Total			29	

Second Year				
3	Course #	Title	Credits	
___	GEOG 105	World Regional Geography	3	
___	GEOG 201	Introduction to Human Geography	3	
___	MATH 175*	Applied Calculus	5	
___	___	Communications Requirement	1	
___	___	Elective ¹	3	
___	___	LANG 101 & 102* or 111 & 112* or 115 & 116* or 121 & 122* or 131 & 132*	10	
___	___	Math, Natural Sciences Requirement	3	
___	___	Social Science Group B Requirement	3	
Second Year Total			31	

Total Credits 60

¹Recommended electives for the Human Geography Emphasis:

___	ANTH 100	Introduction to Anthropology	3
___	ECON 212	Economic Principles: Macroeconomics	3
___	PLSC 100	American Government	3
___	SOC 110	Introduction to Sociology	3

¹Recommended elective for the Physical Geography Emphasis:

___	CHEM 121*	General Chemistry I	5
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Associate of Arts Degree

Suggested course of study for a transfer to
The University of Montana – Missoula:

First Year				
3	Course #	Title	Credits	
___	ENGL 111*	English Composition	3	
___	GEOG 101	Introduction to Physical Geography	4	
___	GEOG 105	World Regional Geography	3	
___	___	Communications Requirement	3	
___	___	Elective	3	
___	___	Elective	3	
___	___	Elective	3	
___	___	MATH 104* or 106*	3-4	
___	___	Humanities Requirement	3	
___	___	Social Science Group A Requirement	3	
First Year Total			31-32	

Second Year				
3	Course #	Title	Credits	
___	CS 131	Visual Basic Programming	4	
___	CS 171*	Fundamentals of Computer Science I – JAVA	4	
___	___	Elective	3	
___	___	Elective	3	
___	___	Elective	2	
___	___	Fine Arts Requirement	3	
___	___	Humanities Requirement	3	
___	___	Natural Science Group A or B Requirement	3	
___	___	Social Science Group B Requirement	3	
___	___	Social Science, Humanities, Communications Requirement	3	
Second Year Total			31	

Total Credits 62-63

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):

Dick Schaus
SAT 144
(406) 756-3876
rschaus@fvcc.edu

Patti Mason
SAT 177
(406) 756-3873
pmason@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Geology

Transfer Program

Geology involves understanding the processes and events that have formed, and continues to form, our planet. Answering the questions of how mountains were raised, rivers and ocean basins formed, and the cause of continental drift all fall within this study. Rocks, minerals, and fossils are identified and analyzed in the context of earth's evolutionary history. The contributions of water, atmosphere, and climate as erosive forces are examined as well as cataclysmic events like volcanoes and earthquakes. Professional geologists specialize in mineral and oil extraction, groundwater resources, geophysics, volcanoes and earthquakes, construction, and environmental impact studies.

Students at FVCC can take most of what is needed for the first two years, especially in the contributing areas of math, chemistry, and physics.

Associate of Science Degree

Suggested course of study for a transfer to
Montana State University – Bozeman:

First Year				
3	Course	#	Title	Credits
___	CHEM	121*	General Chemistry I	5
___	CHEM	122*	General Chemistry II	5
___	ENGL	111*	English Composition	3
___	GEOG	101	Introduction to Physical Geography	4
___	GEOL	101	Introduction to Physical Geology	4
___	MATH	121*	Calculus & Analytic Geometry I	5
___	MATH	122*	Calculus & Analytic Geometry II	5
___	___	___	Communications Requirement	3
___	___	___	Computer Skills Requirement	1
First Year Total				35

Second Year				
3	Course	#	Title	Credits
___	BIOL	103*	Biology II: The Diversity of Life	3
___	BIOL	104*	Biology II: The Diversity of Life Lab	2
___	PHYS	111*	College Physics I	5
___	PHYS	112*	College Physics II	5
___	MATH	175*	Applied Calculus	5
___	___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	___	Humanities Requirement	3
___	___	___	Humanities Requirement	3
___	___	___	Social Science Group A Requirement	3
___	___	___	Social Science Group B Requirement	3
Second Year Total				35

Total Credits **70**

Suggested course of study for a transfer to
The University of Montana – Missoula:

First Year				
3	Course	#	Title	Credits
___	CHEM	121*	General Chemistry I	5
___	CHEM	122*	General Chemistry II	5
___	ENGL	111*	English Composition	3
___	GEOL	101	Introduction to Physical Geology	4
___	GEOL	130	Geology of Northwest Montana	3
___	MATH	121*	Calculus & Analytic Geometry I	5
___	MATH	122*	Calculus & Analytic Geometry II	5
First Year Total				30

Second Year				
3	Course	#	Title	Credits
___	CMPA	131*	Business Software	4
___	___	___	Communications Requirement	3
___	___	___	Elective ¹	3
___	___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	___	Humanities Requirement	3
___	___	___	Humanities Requirement	3
___	___	___	PHYS 111* & 112* or 201* ² & 202* ²	10-12
___	___	___	Social Science Group A Requirement	3
___	___	___	Social Science Group B Requirement	3
Second Year Total				35-37

Total Credits **65-67**

*Indicates prerequisite and/or co-requisite needed.
Check course description.

¹Recommended elective for the General Option:
___ BIOL 121 Introductory Ecology 3

¹Recommended electives for the Earth Science Option:
___ PHYS 100 Introduction to Astronomy 3
___ PSY 110 Introduction to Psychology 4

² PHYS 201* & 202* is required for the Environmental Geology Option.

Advisor(s):

Dick Schaus
SAT 144
(406) 756-3876
rschaus@fvcc.edu

Patti Mason
SAT 177
(406) 756-3873
pmason@fvcc.edu

Transfer Notes for Associate of Science Degree Students

The Associate of Science (A.S.) degree requires 60 credits at FVCC, and the Bachelor of Science (B.S.) degree at Montana University System (M.U.S.) colleges and universities requires 120 credits. FVCC students can usefully earn as many 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the B.S. degree at M.U.S. schools. Also, by earning the A.S. degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 43 for requirements) for all M.U.S. institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in A.S. programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.



Health and Human Performance Transfer Program

The undergraduate curriculum in health and human performance at **The University of Montana – Missoula** prepares graduates to be competent entry-level professionals in health and human performance-related occupations or candidates for advanced study in related disciplines. Programs of study at **The University of Montana – Missoula** include athletic training, exercise science, and health studies.

At **Montana State University – Bozeman** the Department of Health and Human Development administers a variety of curricula that prepare students for various careers. Students may pursue a bachelor degree in Health and Human Development with options in Community Health and Exercise Science, Family and Consumer Sciences, Food and Nutrition, Health Enhancement, and Health Promotion. Like **The University of Montana – Missoula**, graduates from MSU should possess the knowledge and skills to qualify for state or national certification in their specialized field of study.

Associate of Science Degree

Suggested course of study for a transfer to **Montana State University – Bozeman** in the Community Health and Health Promotion Options:

First Year			
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>
___	BIOL	101	General Biology
___	ENGL	111	English Composition
___	MATH	104	College Algebra
___	MATH	210*	Elementary Statistics
___	SOC	110	Introduction to Sociology
___	SP	110	Public Speaking
___	___	___	CHEM 101* or 121*
___	___	___	Computer Skills Requirement
___	___	___	Humanities Requirement
			First Year Total

<u>Credits</u>
4
3
4
4
3
3
4-5
1
3
29-30

Second Year			
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>
___	ANTH	100	Introduction to Anthropology
___	BIOL	261	Human Anatomy & Physiology I
___	BIOL	262*	Human Anatomy & Physiology II
___	ENGL	150*	Technical Writing
___	HLTH	201	First Aid
___	HLTH	221*	Basic Human Nutrition
___	PLSC	100	American Government
___	PSY	102	Drugs and Society
___	___	___	Global Issues/Multicultural/ Diversity Requirement
___	___	___	Humanities Requirement
			Second Year Total
			Total Credits

<u>Credits</u>
3
4
4
3
2
3
3
3
3
3
31
60-61

Suggested course of study for a transfer to **The University of Montana – Missoula** majoring in Athletic Training or Exercise Science:

First Year			
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>
___	BIOL	101	General Biology I ¹
___	BIOL	207*	Microbiology of Infectious Diseases with Lab ¹
___	CHEM	101*	Introduction to Chemistry
___	CHEM	134*	Organic and Biological Chemistry
___	ENGL	111*	English Composition
___	HLTH	200	Foundations of Physical Education
___	HLTH	203	Health for the Individual
___	PSY	110	Introduction to Psychology
___	SP	110	Public Speaking
___	___	___	Computer Skills Requirement
			First Year Total

<u>Credits</u>
4
4
4
4
3
3
3
4
3
4
3
1
33

Second Year			
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>
___	BIOL	261	Human Anatomy and Physiology I
___	BIOL	262*	Human Anatomy and Physiology II
___	ENGL	150*	Technical Writing
___	HLTH	201	First Aid
___	MATH	104*	College Algebra
___	MATH	210*	Elementary Statistics
___	___	___	Global Issues/Multicultural/ Diversity Requirement
___	___	___	Humanities Requirement
___	___	___	Humanities Requirement
___	___	___	Social Science Group B Requirement
			Second Year Total

<u>Credits</u>
4
4
3
2
4
4
3
3
3
3
33

Total Credits **66**

*Indicates prerequisite and/or co-requisite needed. Check course description.

¹ Exercise Science majors should take HLTH 221* and PHYS 111* instead. If time permits, Exercise Science majors pursuing the applied emphasis should also take ACCT 201.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Suggested course of study for a transfer to
Montana State University – Bozeman
in Exercise Science:

First Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BIOL 101	General Biology I	4
___	CHEM 121*	General Chemistry I	5
___	CHEM 122*	General Chemistry II	5
___	ENGL 111*	English Composition	3
___	HLTH 201	First Aid	2
___	PSY 110	Introduction to Psychology	4
___	SP 110	Public Speaking	3
___	___	Computer Skills Requirement	1
___	___	Humanities Requirement	3
___	___	MATH 121* or 175*	5
First Year Total			35
Second Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BIOL 261	Human Anatomy and Physiology I	4
___	BIOL 262*	Human Anatomy and Physiology II	4
___	HLTH 221*	Basic Human Nutrition	3
___	MATH 210*	Elementary Statistics	4
___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	Humanities Requirement	3
___	___	PHYS 111* & 112* or 201* & 202*	10-12
___	___	Social Science Group B Requirement	3
Second Year Total			34-36
Total Credits			69-71

*Indicates prerequisite and/or co-requisite needed.
Check course description.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Suggested course of study for a transfer to
The University of Montana – Missoula
in Health Studies:

First Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BIOL 101	General Biology I ¹	4
___	BIOL 207*	Microbiology of Infectious Diseases with Lab ¹	4
___	CHEM 101*	Introduction to Chemistry	4
___	ENGL 111*	English Composition	3
___	HLTH 200	Foundations of Physical Education	3
___	HLTH 203	Health for the Individual	3
___	PSY 110	Introduction to Psychology	4
___	SP 110	Public Speaking	3
___	___	Computer Skills Requirement	1
___	___	Quantitative Skills Requirement	3
First Year Total			32
Second Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BIOL 261	Human Anatomy and Physiology I	4
___	BIOL 262*	Human Anatomy and Physiology II	4
___	HLTH 201	First Aid	2
___	HLTH 221*	Basic Human Nutrition	3
___	___	Elective ²	3
___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	Humanities Requirement	3
___	___	Humanities Requirement	3
___	___	Social Science Group B Requirement	3
Second Year Total			28
Total Credits			60

*Indicates prerequisite and/or co-requisite needed.
Check course description.

²Health Studies majors pursuing the health enhancement emphasis should take the following courses:

___	EDUC 100	Introduction to Education	3
___	HLTH 230	School Health	3
___	PSY 235*	Developmental Psychology	3
___	___	ANTH 230, ANTH 232 or NAS 105	3

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Suggested course of study for a transfer to
Montana State University – Bozeman
 in Food and Nutrition:

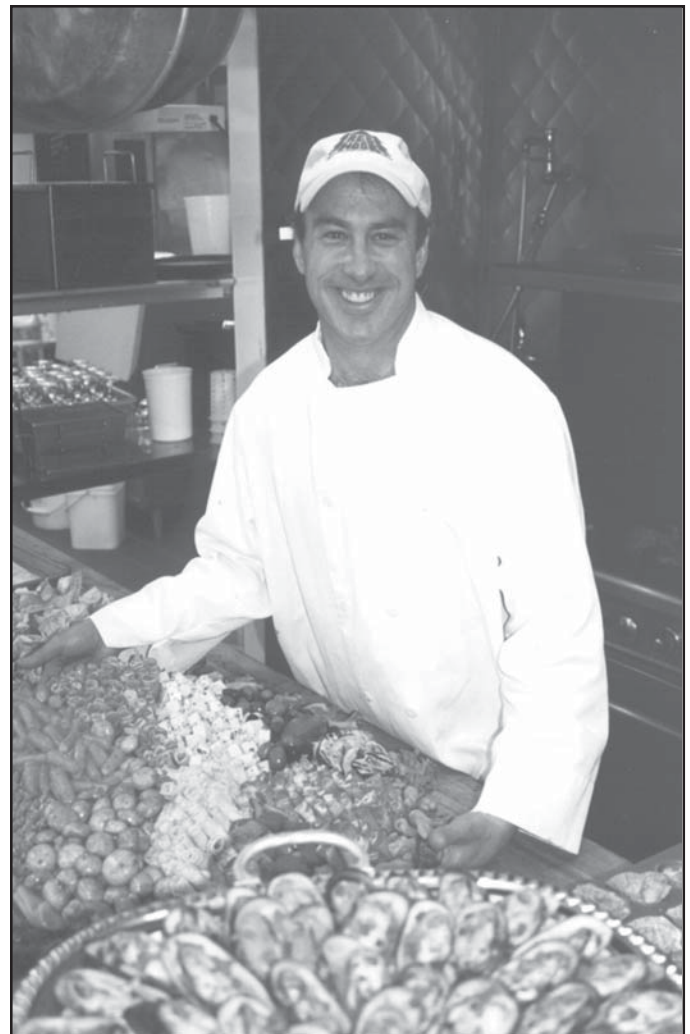
First Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	CHEM 121*	General Chemistry I	5
___	CHEM 122*	General Chemistry II	5
___	ECON 211	Economic Principles: Microeconomics	3
___	ENGL 111*	English Composition	3
___	PSY 110	Introduction to Psychology	4
___	SP 110	Public Speaking	3
___	___	ANTH 100 or SOC 110	3
___	___	Computer Skills Requirement	1
___	___	Humanities Requirement	<u>3</u>
First Year Total			30
Second Year			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BIOL 261	Human Anatomy & Physiology I	4
___	BIOL 262*	Human Anatomy & Physiology II	4
___	CHEM 221*	Organic Chemistry I	5
___	CHEM 222*	Organic Chemistry II	5
___	HLTH 221*	Basic Human Nutrition	3
___	MATH 210*	Elementary Statistics	4
___	___	ACCT 101 or 201	4
___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	Humanities Requirement	<u>3</u>
Second Year Total			35
Total Credits			65

*Indicates prerequisite and/or co-requisite needed.
 Check course description.

Advisor(s):

Dr. Janice Alexander
 SAT 110
 (406) 756-3948
 jalexand@fvcc.edu

Dr. Paul Martino
 SAT 108
 (406) 756-3895
 pmartino@fvcc.edu



Chef Les Simon, instructs Professional Chef I and II.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



History

Transfer Program

History provides a broad education in an exciting area of instruction. A degree in history prepares students for local, state or federal government service, including domestic and foreign service. A history degree also provides a background for law, journalism, management, and public relations. Graduates are employed in areas that include government, research, and teaching. Students may go on to earn a master or doctoral degree. History affords students with the knowledge and perspective to be intelligent leaders in community affairs.

Associate of Arts Degree

Suggested course of study for a transfer to
The University of Montana – Missoula:

First Year			
3	Course #	Title	Credits
—	ENGL 111*	English Composition	3
—	—	Communications Requirement	3
—	—	Computer Skills Requirement	1
—	—	Elective	3
—	—	Elective	3
—	—	HIST 111 & 112 or 211 & 212	8
—	—	LANG 101 & 102* or 111 & 112* or 115 & 116* or 121 & 122* or 131 & 132*	10
First Year Total			31

Second Year			
3	Course #	Title	Credits
—	HIST 250	Montana History	3
—	—	Elective	3
—	—	Elective	3
—	—	Elective	3
—	—	Fine Arts Requirement	3
—	—	History Elective	3
—	—	MATH 104* or 106*	3-4
—	—	Natural Science Group A Requirement	3
—	—	Natural Science Group A or B Requirement	3
—	—	Social Science Group A Requirement	3
Second Year Total			30-31
Total Credits			61-62

Suggested course of study for a transfer to
Montana State University – Bozeman:

First Year			
3	Course #	Title	Credits
—	ENGL 111*	English Composition	3
—	SP 110	Public Speaking	3
—	—	Computer Skills Requirement	1
—	—	Elective	3
—	—	HIST 111 or 112	4
—	—	HIST 211 or 212	4
—	—	LANG 101 & 102* or 111 & 112* or 115 & 116* or 121 & 122* or 131 & 132*	10
—	—	Natural Science Group A Requirement	3
First Year Total			31

Second Year			
3	Course #	Title	Credits
—	—	Elective	3
—	—	Elective	3
—	—	Elective	3
—	—	Elective	3
—	—	Elective	3
—	—	Elective	3
—	—	Fine Arts Requirement	3
—	—	MATH 104* or 106*	3-4
—	—	Natural Science Group A or B Requirement	3
—	—	Social Sciences Group A Requirement	3
Second Year Total			30-31
Total Credits			61-62

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
Dr. Jonathon Moses
BSS 125
(406) 756-3867
jmoses@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Liberal Studies *Transfer Program*

This program is designed for students with academic and professional interests in a variety of fields. Students studying liberal studies can expect to acquire a well-developed capacity for independent and critical thinking, as well as writing and speaking skills. The Bachelor of Arts in Liberal Studies through **The University of Montana - Missoula** and Bachelors of Science in Liberal Studies through **Montana State University - Billings** provide graduates with a solid foundation for a number of careers.

The University of Montana - Missoula interdisciplinary program gives students a systematic and in-depth study of culture, humanities and social science.

Liberal Studies majors also have the option of earning a Bachelors of Science degree in Liberal Studies through **Montana State University - Billings'** on-line campus. After earning a generic Associate of Arts or Associate of Science degree, students may complete this degree on-line through **Montana State University - Billings**. The thematic concentration of this program is management and communication. For more information refer to www.msubonline.org

Associate of Arts Degree

Suggested course of study for a transfer to **The University of Montana - Missoula:**

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	ENGL	111*	English Composition	3
—	HUM	261	Introduction to Humanities: Origins & Influence	4
—	HUM	262	Introduction to Humanities: Romanticism	4
—	MATH	106*	Liberal Arts Mathematics	3
—	—	—	Any ANTH, GEOG, PSY or SOC course from the Soc. Science Group A Req't	3
—	—	—	Communications Requirement	3
—	—	—	Computer Skills Requirement	1
—	—	—	LANG 101 & 102* or 111 & 112* or 115 & 116* or 121 & 122* or 131 & 132*	<u>10</u>
First Year Total				31

Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	—	—	Any ANTH, GEOG, PSY, SOC, or NAS Course	3
—	—	—	Any ANTH, GEOG, PSY, SOC, or NAS Course	3
—	—	—	Any HIST, PLSC, or ECON course	3
—	—	—	Any HIST, PLSC, or ECON course from the Social Science Group B Req't	3
—	—	—	Any Literature course from the Humanities Requirement	3
—	—	—	Any PHIL or REL course	3
—	—	—	ART 221 or 222 or MUS 221 or 222	3
—	—	—	Natural Science Group A Requirement	3
—	—	—	Natural Science Group A or B Requirement	<u>3</u>
Second Year Total				30
Total Credits				61

If time permits, Additional FVCC classes that apply to a Bachelors degree in Liberal Studies from The University of Montana - Missoula:

—	LANG 101 & 102* or 111 & 112* or 131 & 132 or 221&	10
—	ART 221 or 222 or MUS 221 or 222	3
—	HIST, ECON, or PLSC: Any 100/200 course	3

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):

Carole Bergin
LRC 134
(406) 756-3905
cbergin@fvcc.edu

Michael Ober
LRC 103
(406) 756-3853
mober@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Mathematics

General Transfer Program

The mathematics transfer program is designed to prepare students for transfer to a four-year institution where they can generally choose among several options. The pure mathematics option emphasizes mathematical analysis and is designed to prepare students for graduate study. A student who completes graduate study finds employment in research areas in government, education, and industry. The applied math option emphasizes applied mathematics and numerical techniques, statistics, and computer programming. Graduates find employment in business, industry, and government. The statistics option trains students to design and analyze studies, surveys, and experiments. They often find employment as statisticians with insurance companies, research and development departments, and government. The math education option prepares teachers at the secondary level.

The suggested course of study will prepare students for transfer to **Montana State University - Bozeman, Montana Tech, and The University of Montana - Missoula.**

Associate of Science Degree

Suggested course of study for
**Montana State University - Bozeman, Montana Tech,
The University of Montana - Missoula**
and most four year insitutions:

				First Year	
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>		<u>Credits</u>
___	ENGL	111*	English Composition		3
___	MATH	121*	Calculus & Analytic Geometry I		5
___	MATH	122*	Calculus & Analytic Geometry II		5
___	SP	110	Public Speaking		3
___	___	___	Computer Skills Requirement		1
___	___	___	Elective (Recommend CS 171* or CS 204) ²		4
___	___	___	Humanities Requirement		3
___	___	___	Natural Science Group A Requirement ¹		3
___	___	___	Social Science Group A Requirement		<u>3</u>
First Year Total					30

				Second Year	
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>		<u>Credits</u>
___	MATH	201*	Linear Algebra		4
___	MATH	221*	Calculus & Analytic Geometry I		5
___	MATH	222*	Calculus & Analytic Geometry II		5
___	___	___	Elective		4
___	___	___	Global Issues/Multicultural/ Diversity Requirement		3
___	___	___	Humanities Requirement		3
___	___	___	Natural Science Group A or B Requirement		3
___	___	___	Social Science Group B Requirement		<u>3</u>
Second Year Total					30
Total Credits					60

*Indicates prerequisite and/or co-requisite needed.
Check course description.

¹ Selection of science courses depends on what option you are seeking. Physics 201* and 202* is commonly recommended and is required at Montana State University. Check with your advisor and catalog of transfer four-year institution.

² Selection of electives depends on what option you are seeking or to which school you are transferring. The University of Montana requires a computer programming class. Check with your advisor and catalog of your transfer four-year institution, if you intend to transfer elsewhere.

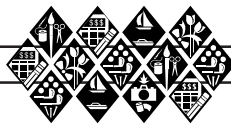
Advisor(s):

Pete Wade	Don Hickethier	Linda Soper
SAT 143	SAT 146	SAT 145
(406) 756-3877	(406) 756-3361	(406) 756-3354
pwade@fvcc.edu	dhicketh@fvcc.edu	lsoper@fvcc.edu

Transfer Notes for Associate of Science Degree Students

The Associate of Science (A.S.) degree requires 60 credits at FVCC, and the Bachelor of Science (B.S.) degree at Montana University System (M.U.S.) colleges and universities requires 120 credits. FVCC students can usefully earn as many 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the B.S. degree at M.U.S. schools. Also, by earning the A.S. degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 43 for requirements) for all M.U.S. institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in A.S. programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Nursing Transfer Program

Admission to nursing programs at transfer institutions is very competitive. Admission is based on grade prioritization and completion of prerequisite nursing classes. The courses listed below will prepare students for a transfer toward the Bachelor or Associate degree programs in Nursing.

Prerequisites and some of the requirements for the two-year nursing programs at **Montana State University - Northern** and **Salish Kootenai College** may be taken at FVCC. Likewise, some of the requirements for the four-year nursing programs at **Montana State University - Northern** and **Carroll College** may be taken at FVCC. Though courses taken at FVCC will lighten the load, it is necessary to spend two years for the ADN programs and three years for the BSN programs at these institutions because of the required sequences of nursing and clinical courses. Applications for placement in the nursing programs at **Montana State University - Northern**, **Salish Kootenai College**, and **Carroll College** are due the semester prior to entrance, respectively; January 1, April 1, and upon admission.

Students may take up to the first year and one half of transfer work toward the four-year BSN program at **Montana State University - Bozeman**. If accepted for an upper division spring placement, students may complete their lower division nursing classes in Kalispell pending sufficient demand, during the preceding summer and fall semesters. Beginning Spring 2003, **Montana State University - Bozeman** will offer an upper division placement site in Kalispell, pending sufficient student interest. Students must apply for upper division placement a year and a half in advance. Applications are generally due April 30.

Nursing programs and core requirements are very specific for each transfer institution. Students should check carefully with their advisor and the transfer institution to make sure that appropriate courses are taken.

Again, admission to nursing programs at transfer institutions is very competitive. Spaces are limited and the demand is high. Students should become familiar with the guidelines and dates of application for admission to the institution(s) to which they wish to apply.

Associate of Science Degree

Suggested course of study for a transfer to **Montana State University - Bozeman:**

First Year

Fall Semester			<u>Credits</u>
3	<u>Course #</u>	<u>Title</u>	
—	BIOL 101	General Biology I	4
—	CHEM 101*	Introduction to Chemistry	4
—	ENGL 111*	English Composition	3
—	SP 110	Public Speaking	3
—	—	Computer Skills Requirement	<u>1</u>
First Semester Total			15

Spring Semester

3	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
—	CHEM 134*	Organic & Biological Chemistry	4
—	SOC 110	Introduction to Sociology	3
—	—	Elective	1
—	—	Global Issues/Multicultural/ Diversity Requirement	3
—	—	Humanities Requirement	<u>3</u>
Second Semester Total			14

Second Year

Fall Semester			<u>Credits</u>
3	<u>Course #</u>	<u>Title</u>	
—	BIOL 206*	Microbiology of Infectious Diseases**	3
—	BIOL 261	Human Anatomy & Physiology I	4
—	PSY 110	Introduction to Psychology	4
—	—	Humanities Requirement	3
—	—	Social Science Group B Requirement	<u>3</u>
First Semester Total			17

Spring Semester

3	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
—	BIOL 262*	Human Anatomy & Physiology II	4
—	HLTH 221*	Basic Human Nutrition	3
—	MATH 210*	Elementary Statistics	4
—	PSY 235*	Developmental Psychology	<u>3</u>
Second Semester Total			14

Total Credits **60**

*Indicates prerequisite and/or co-requisite needed. Check course description.

**BIOL 207 is recommended.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Suggested course of study for a transfer to
Montana State University – Northern:

First Year				
Fall Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	101	General Biology I	4
___	CHEM	101*	Introduction to Chemistry	4
___	CS	100	Introduction to Computer Science – Computer Literacy	4
___	ENGL	111*	English Composition	3
First Semester Total				15
Spring Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CHEM	134*	Organic & Biological Chemistry	4
___	MATH	104*	College Algebra	4
___	___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	___	Humanities Requirement	3
___	___	___	Social Science Group B Requirement	3
Second Semester Total				17
Second Year				
Fall Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	207*	Microbiology of Infectious Disease w/ Lab	4
___	BIOL	261	Human Anatomy & Physiology I	4
___	PSY	110	Introduction to Psychology	4
___	___	___	Humanities Requirement	3
First Semester Total				15
Spring Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	262*	Human Anatomy & Physiology II	4
___	ENGL	201*	Advanced Composition	3
___	MATH	210*	Elementary Statistics ¹	4
___	___	___	Elective	3
___	___	___	SP 110 or 120	3
Second Semester Total				17
Total Credits				64

*Indicates prerequisite and/or co-requisite needed.
Check course description.

¹ Required for Bachelor degree only at MSU – Northern.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Suggested course of study for a transfer to
Carroll College:

First Year				
Fall Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	101	General Biology I	4
___	CHEM	101*	Introduction to Chemistry	4
___	CS	100	Introduction to Computer Science – Computer Literacy	4
___	ENGL	111*	English Composition	3
___	SP	110	Public Speaking	3
First Semester Total				18
Spring Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CHEM	134*	Organic & Biological Chemistry	4
___	MATH	104*	College Algebra	4
___	PHIL	120	Introduction to Ethics	3
___	SOC	110	Introduction to Sociology	3
Second Semester Total				14
Second Year				
Fall Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	205*	Microbiology	3
___	BIOL	208*	Microbiology Lab	1
___	BIOL	261	Human Anatomy & Physiology I	4
___	PSY	110	Introduction to Psychology	4
___	___	___	Any Literature course from the Humanities Requirement	3
___	___	___	HIST 111, 112, 211, 212 or 250	3-4
First Semester Total				18-19
Spring Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	262*	Human Anatomy & Physiology II	4
___	HLTH	221*	Basic Human Nutrition	3
___	MATH	210*	Elementary Statistics	4
___	PSY	235*	Developmental Psychology	3
___	___	___	REL 110 or 115	3
Second Semester Total				17
Total Credits				67-68**

*Indicates prerequisite and/or co-requisite needed.
Check course description.

**If time permits, PHIL 110 or 170 is also recommended.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Suggested course of study for a transfer to
Salish Kootenai College:

First Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	101	General Biology I	4
___	CHEM	101*	Introduction to Chemistry	4
___	CMPA	100*	Introduction to Microcomputers	1
___	ENGL	111*	English Composition	3
___	SP	110	Public Speaking	3
			First Semester Total	15

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CHEM	134*	Organic & Biological Chemistry	4
___	HUM	261	Introduction to Humanities: Origins & Influence	4
___	MATH	104*	College Algebra	4
___	___	___	Humanities Requirement	3
			Second Semester Total	15

Second Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	207*	Microbiology of Infectious Diseases w/ Lab	4
___	BIOL	261	Human Anatomy & Physiology I	4
___	PSY	110	Introduction to Psychology	4
___	___	___	Social Science Group B Requirement	3
			First Semester Total	15

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	ANTH	230	Indians of North America	3
___	BIOL	262*	Human Anatomy & Physiology II	4
___	ENGL	201*	Advanced Composition	3
___	NURS	101	Nurse's Aide Training	5
___	PSY	235*	Developmental Psychology	3
			Second Semester Total	18

Total Credits **63**

*Indicates prerequisite and/or co-requisite needed.
 Check course description.

Advisor(s):

Dr. Sue Justis
 SAT 109
 (406) 756-3866
 sjustis@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Coni Barnes, FVCC Medical Assistant program student, practices wrapping a patient's hand.



Pharmacy Transfer Program

The curriculum offered by the School of Pharmacy at **The University of Montana - Missoula** consists of two programs; a five-year program leading to the degree of Bachelor of Science in Pharmacy or a six-year program leading to the entry-level Pharm.D degree. By earning the Associate of Science degree as prescribed, students will be academically prepared to enter the professional pharmacy program.

The application deadline for general admissions is March 1 of the year for which admission is requested. Admission to **The University of Montana - Missoula** does not guarantee admission to the Professional Pharmacy Program.

In addition to completing the courses listed, students must present proof of having completed at least 60 hours of volunteer or paid service in a medical or social field at the time of application.

Associate of Science Degree

Suggested course of study for a transfer to
The University of Montana - Missoula:

First Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	BIOL	101	General Biology I	4
—	CHEM	121*	General Chemistry I	5
—	MATH	175*	Applied Calculus	5
—	—	—	SOC 110 or PSY 110	<u>3-4</u>
First Semester Total				17-18

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	BIOL	221*	Cell and Molecular Biology	5
—	CHEM	122*	General Chemistry II	5
—	—	—	Computer Skills Requirement	1
—	—	—	Humanities Requirement	3
—	—	—	Global Issues / Multicultural / Diversity Requirement	<u>3</u>
Second Semester Total				17

Second Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	CHEM	221*	Organic Chemistry I	5
—	ENGL	111*	English Composition	3
—	PHYS	111*	College Physics I	5
—	—	—	SP 110 or 120	<u>3</u>
First Semester Total				16

Spring Semester

<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>	
—	CHEM	222*	Organic Chemistry II	5
—	MATH	210*	Elementary Statistics	4
—	—	—	ECON 211 or 212	3
—	—	—	Humanities Requirement	<u>3</u>
Second Semester Total			15	

Total Credits

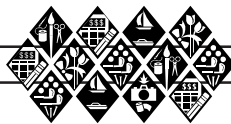
65-66

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):

Dr. Janice Alexander
SAT 110
(406) 756-3948
jalexand@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Physics Transfer Program

Physics, as the science which addresses the formulation and verification of laws and relationships pertaining to our physical Universe, provides us with a broad and thorough understanding of the fundamental ideas and concepts relating to the physical world in which we live. Physics explains the physical phenomena which occur in mechanics, thermodynamics, electromagnetism, light, atomic and nuclear physics, quantum mechanics, and both special and general relativity. The fundamental language of physics is mathematics. Applications of physics are found throughout all of the natural sciences such as astronomy, biology, chemistry, geology, geophysics, meteorology, and oceanography, as well in such fields as engineering, medicine, computer science, education, business and industry, law, journalism, and philosophy.

Colleges and universities require that a student working toward a baccalaureate degree complete certain general education requirements in addition to courses required in the major area of study. With judicious planning, a student should be able to complete the general education requirements of the Montana University System and earn an Associate of Science (A.S.) degree at FVCC while completing one of the following suggested courses of study in FVCC's physics transfer program.

The following FVCC suggested courses of study are recommended for students interested in pursuing a physics major with transfer to either **Montana State University-Bozeman** or **The University of Montana-Missoula**. Students interested in beginning their work at FVCC toward a degree or a major in physics should carefully consult the current catalog of the college or university to which they anticipate transferring in order to determine specific degree requirements.

Associate of Science Degree

Suggested course of study for a transfer to **Montana State University – Bozeman:**

First Year				
3	Course	#	Title	Credits
___	ENGL	111*	English Composition	3
___	MATH	121*	Calculus & Analytic Geometry I	5
___	MATH	122*	Calculus & Analytic Geometry II	5
___	PHYS	201*	General Physics I	6
___	SP	110	Public Speaking	3
___	___	___	Elective	3
___	___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	___	Humanities Requirement	3
First Year Total				31

Second Year				
3	Course	#	Title	Credits
___	MATH	221*	Calculus & Analytic Geometry III	5
___	MATH	222*	Differential Equations	5
___	PHYS	202*	General Physics II	6
___	___	___	Computer Skills Requirement	1
___	___	___	Humanities Requirement	3
___	___	___	Social Science Group A Requirement	3
___	___	___	Social Science Group B Requirement	3
___	___	___	Natural Science	4
Group A Non-Physics Elective				4
Second Year Total				30
Total Credits				61

Suggested course of study for a transfer to **The University of Montana – Missoula:**

First Year				
3	Course	#	Title	Credits
___	CS	171*	Fundamentals of Computer Science I – JAVA ¹	4
___	ENGL	111*	English Composition	3
___	MATH	121*	Calculus & Analytic Geometry I	5
___	MATH	122*	Calculus & Analytic Geometry II	5
___	PHYS	201*	General Physics I	6
___	___	___	Communications Requirement	3
___	___	___	Social Science Group A Requirement	3
First Year Total				29

Second Year				
3	Course	#	Title	Credits
___	MATH	221*	Calculus & Analytic Geometry III	5
___	MATH	222*	Differential Equations	5
___	PHYS	202*	General Physics II	6
___	___	___	Elective	3
___	___	___	LANG 101 & 102* or 111 & 112* or 115 & 116* or 121 & 122* or 131 & 132*	10
___	___	___	Social Science Group B Requirement	3
Second Year Total				32
Total Credits				61

*Indicates prerequisite and/or co-requisite needed. Check course description.

¹If time permits, CS 172* is recommended for students pursuing the computational physics option.

Advisor(s):
Dick Schaus
SAT 144
(406) 756-3876
rschaus@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Political Science

Transfer Program

Political science provides students with an opportunity to observe the world's political institutions, from local governments to international organizations. The focus is on the quality of political leadership, the values underlying public affairs, the political and legal processes used to make governmental decisions and insight into policies. A degree in political science prepares students for careers in government, law, public service, journalism, teaching, and management.

Associate of Arts Degree

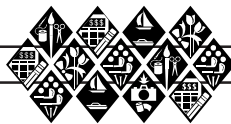
Suggested course of study for a transfer to
The University of Montana – Missoula:

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	ENGL	111*	English Composition	3
—	PLSC	100	American Government	3
—	—	—	Communications Requirement	3
—	—	—	Computer Skills Requirement	1
—	—	—	Elective	3
—	—	—	Elective	3
—	—	—	Elective	3
—	—	—	Fine Arts Requirement	3
—	—	—	Global Issues/Multicultural/ Diversity Requirement	3
—	—	—	Humanities Requirement	3
—	—	—	Natural Science Group A Requirement	3
			First Year Total	31
Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	PLSC	200	American Government: Issues & Policy Making	3
—	PHIL	250	Political Theory	3
—	—	—	Elective	3
—	—	—	Elective	3
—	—	—	Elective	3
—	—	—	Elective	3
—	—	—	Elective	3
—	—	—	MATH 104* or 106*	3-4
—	—	—	Natural Science Group A or B Requirement	3
—	—	—	Social Science Group A Requirement	3
			Second Year Total	30-31
			Total Credits	61-62

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
Dr. Jonathon Moses
BSS 125
(406) 756-3867
jmoses@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Pre-Health Professions Transfer Programs

A student can complete the first two years of most pre-health profession programs (including pre-medicine, pre-physical therapy, and pre-dental hygiene) at FVCC. Since the study plan and application deadline is different for each, the student is strongly encouraged to contact his/her advisor early and often about the appropriate course of study.

Pre-medical studies include dentistry, medicine (medical, naturopathic, osteopathic), optometry, podiatry, and veterinary medicine. In addition to the pre-requisites listed below, a student must choose a major and receive their bachelor degree from a four year college or university. The suggested course of study for pre-medicine is the coursework generally required for entrance to medical schools and to be properly prepared to take the entrance exam. Students should work closely with their advisor to make sure requirements for a major as well as for specific medical schools are met. The grade point average required for entrance to medical schools varies depending on the program chosen.

Pre-chiropractic students may also follow the suggested course of study for pre-medicine. However, additional humanities, social sciences, and fine arts course are typically required for entrance to chiropractic school. Pre-chiropractic students should also work closely with their advisor to ensure all entrance requirements are met.

Associate of Science Degree

Suggested course of study for a transfer to most pre-medicine programs:

First Year			
Fall Semester			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
—	BIOL 101	General Biology I	4
—	CHEM 121*	General Chemistry I	5
—	ENGL 111*	English Composition	3
—	MATH 104*	College Algebra	<u>4</u>
First Semester Total			16
Spring Semester			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
—	BIOL 103*	Biology II: The Diversity of Life	3
—	BIOL 104*	Biology II: The Diversity of Life Lab	2
—	CHEM 122*	General Chemistry II	5
—	MATH 210*	Elementary Statistics	4
—	—	Humanities Requirement	<u>3</u>
Second Semester Total			17
Second Year			
Fall Semester			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
—	CHEM 221*	Organic Chemistry I	5
—	PHYS 111*	College Physics	5
—	SP 110	Public Speaking	3
—	—	Global Issues/Multicultural/ Diversity Requirement	3
—	—	Social Science Group A Requirement	<u>3</u>
First Semester Total			19
Spring Semester			
<u>3</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
—	CHEM 222*	Organic Chemistry II	5
—	PHYS 112*	College Physics II	5
—	—	Computer Skills Requirement	1
—	—	Humanities Requirement	3
—	—	Social Science Group B Requirement	<u>3</u>
Second Semester Total			17
Total Credits			69

*Indicates prerequisite and/or co-requisite needed. Check course description.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Suggested course of study for a transfer to
The University of Montana – Missoula
in pre-physical therapy:

First Year				
Fall Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	101	General Biology I	4
___	CHEM	101*	Introduction to Chemistry	4
___	ENGL	111*	English Composition	3
___	MATH	104*	College Algebra	4
___	SOC	110	Introduction to Sociology	3
First Semester Total				18
Spring Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	206*	Microbiology of Infectious Diseases	3
___	CHEM	134*	Organic & Biological Chemistry	4
___	MATH	210*	Elementary Statistics	4
___	PSY	110	Introduction to Psychology	4
___	SP	110	Public Speaking	3
Second Semester Total				18
Second Year				
Fall Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	261	Human Anatomy & Physiology I	4
___	HLTH	201	First Aid	2
___	PHYS	111*	College Physics	5
___	SOC	220*	Race & Minorities	3
___	___	___	Computer Skills Requirement	1
___	___	___	Humanities Requirement	3
First Semester Total				18
Spring Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	262*	Human Anatomy & Physiology II	4
___	PHYS	112*	College Physics II	5
___	___	___	Humanities Requirement	3
___	___	___	Social Science Group B Requirement	3
Second Semester Total				16
Total Credits				70

*Indicates prerequisite and/or co-requisite needed.
Check course description.

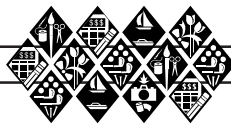
The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Suggested course of study for a transfer to
Montana State University – Great Falls College
of Technology in pre-dental hygiene:

First Year				
Fall Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	101	General Biology I	4
___	CHEM	101*	Introduction to Chemistry	4
___	ENGL	111*	English Composition	3
___	MATH	104*	College Algebra	4
First Semester Total				15
Spring Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	207*	Microbiology of Infectious Diseases w/ Lab	4
___	CHEM	134*	Organic & Biological Chemistry	4
___	SOC	110	Introduction to Sociology	3
___	___	___	Computer Skills Requirement	1
___	___	___	Global Issues/Multicultural/ Diversity Requirement	3
Second Semester Total				15
Second Year				
Fall Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	261	Human Anatomy & Physiology I	4
___	PSY	110	Introduction to Psychology	4
___	SP	110	Public Speaking	3
___	___	___	Humanities Requirement	3
First Semester Total				14
Spring Semester				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	262*	Human Anatomy & Physiology II	4
___	HLTH	221*	Basic Human Nutrition	3
___	___	___	Elective	3
___	___	___	Humanities Requirement	3
___	___	___	Social Science Group B Requirement	3
Second Semester Total				16
Total Credits				60

*Indicates prerequisite and/or co-requisite needed.
Check course description.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Suggested course of study for a transfer to
Rocky Mountain College in pre-physician assistant:

First Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	101	General Biology I	4
___	CHEM	101*	Introduction to Chemistry	4
___	ENGL	111*	English Composition	3
___	MATH	104*	College Algebra	4
___	PSY	110	Introduction to Psychology	<u>4</u>
			First Semester Total	19

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	207*	Microbiology of Infectious Diseases w/ Lab	4
___	CHEM	134*	Organic & Biological Chemistry	4
___	ENGL	201*	Advanced Composition	3
___	MATH	210*	Elementary Statistics	4
___	PSY	235*	Developmental Psychology	<u>3</u>
			Second Semester Total	18

Second Year

Fall Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	223*	Genetics and Change	4
___	BIOL	261*	Human Anatomy & Physiology I	4
___	CMPA	131*	Business Software	4
___	___	___	Any Literature or Philosophy course from the Humanities Requirement	3
___	___	___	REL 110 or 115	<u>3</u>
			First Semester Total	18

Spring Semester

<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	262*	Human Anatomy & Physiology II	4
___	HLTH	203	Health for the Individual	3
___	SP	110	Public Speaking	3
___	___	___	ART 221 or 222	3
___	___	___	Any History course from the Social Science Group B Requirement	<u>3-4</u>
			Second Semester Total	16-17

Total Credits

71-72**

*Indicates prerequisite and/or co-requisite needed.
 Check course description.

**If time permits, the following classes are recommended in order to
 fulfill Rocky Mountain College's general education requirements:

___	MUS 221 or 222 or THEA 100, 111, 120 or 230	3
___	One Elective course from ECON, PLSC, SOC, or ANTH	3

Advisor(s):

Dr. Janice Alexander
 SAT 110
 (406) 756-3948
 jalexand@fvcc.edu

Dr. Paul Martino
 SAT 108
 (406) 756-3895
 pmartino@fvcc.edu

*The information on all transfer programs is subject to
 change. Students should see their advisor to explore
 other possibilities not specifically listed in the program.*



Psychology Transfer Program

The field of psychology prepares students for positions in the correction, substance abuse, welfare, and mental health fields, and for entrance into various graduate programs. Many careers in psychology require graduate study beyond the bachelor degree. By completing the Associate of Arts degree as prescribed below, students will be ready to complete their bachelor degree at **The University of Montana - Missoula**, **Montana State University - Bozeman**, or the **University of Great Falls**, either transferring to their campus or staying at FVCC via the University of Great Falls' TELECOM program.

Associate of Arts Degree

Suggested course of study for a transfer to the **University of Great Falls:**

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CPMA	131*	Business Software	4
___	ENGL	111*	English Composition	3
___	MATH	103*	Intermediate Algebra	4
___	MATH	104*	College Algebra	4
___	PHIL	110	Introduction to Ethics	3
___	PSY	110	Introduction to Psychology	4
___	SP	110	Public Speaking	3
___	___	___	Fine Arts Requirement	3
___	___	___	REL 110 or 115	<u>3</u>
First Year Total				31

Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	MATH	210*	Elementary Statistics	4
___	PSY	200	Psychology of Adjustment	3
___	PSY	235*	Developmental Psychology	3
___	___	___	HIST 111 & 112 or 211 & 212	8
___	___	___	PE Electives	3
___	___	___	Any Literature course from the Humanities Requirement	3
___	___	___	Natural Science Group A Requirement	3
___	___	___	Natural Science Group A or B Requirement	<u>3</u>
Second Year Total				30
Total Credits				61

*Indicates prerequisite needed. Check course description.

Suggested course of study for a transfer to **The University of Montana - Missoula:**

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	ENGL	111*	English Composition	3
___	PSY	110	Introduction to Psychology	4
___	___	___	Computer Skills Requirement	1
___	___	___	Communications Requirement	3
___	___	___	Elective	3
___	___	___	Elective	3
___	___	___	Elective	3
___	___	___	Humanities Requirement	3
___	___	___	MATH 121* or 175*	5
___	___	___	Natural Science Group A Requirement	<u>3</u>
First Year Total				30

Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	___	___	Elective	3
___	___	___	Elective	3
___	___	___	Fine Arts Requirement	3
___	___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	___	Humanities Requirement	3
___	___	___	Natural Science Group A or B Requirement	3
___	___	___	PSY 210*, 225* or 235*	3
___	___	___	PSY 200, 210*, 215*, 225*, 235*, 243* or 252*	3
___	___	___	PSY 200, 210*, 215*, 225*, 235*, 243* or 252*	3
___	___	___	Social Science Group B Requirement	<u>3</u>
Second Year Total				30
Total Credits				60

*Indicates prerequisite and/or co-requisite needed. Check course description.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Suggested course of study for a transfer to
Montana State University – Bozeman:

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	ENGL	111*	English Composition	3
—	PSY	110	Introduction to Psychology	4
—	SP	110	Public Speaking	3
—	—	—	BIOL 101 or 103* & 104*	4-5
—	—	—	Computer Skills Requirement	1
—	—	—	Elective	3
—	—	—	Elective	3
—	—	—	Humanities Requirement	3
—	—	—	Psychology Elective	3
—	—	—	Quantitative Skills Requirement	3
First Year Total				30-31

Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	—	—	Elective	3
—	—	—	Elective	3
—	—	—	Fine Arts Requirement	3
—	—	—	Global Issues/Multicultural/ Diversity Requirement	3
—	—	—	Humanities Requirement	3
—	—	—	Natural Science Group A or B Requirement	3
—	—	—	Psychology Elective	3
—	—	—	Psychology Elective	3
—	—	—	Social Science Group B Requirement	3
—	—	—	Social Sciences, Humanities, Communication Requirement	3
Second Year Total				30

Total Credits 60-61

*Indicates prerequisite and/or co-requisite needed.
 Check course description.

Advisor(s):

Ivan Lorentzen
 BSS 122
 (406) 756-3864
 ilorentz@fvcc.edu

Jerry Lundgren
 BSS 126
 (406) 756-3868
 jlundgre@fvcc.edu



Shareen Rawlings demonstrates what a great day graduation is!

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Pre-Social Work Transfer Program

An Associate of Arts degree with an emphasis in Social Work prepares the student for transfer to a university for a major in Social Work or other similar programs such as Human Services. The student will be prepared to enter the academic rigors of upper division courses.

Opportunities in the broad spectrum of human services include employment in mental health centers, mental institutions, welfare agencies, employment services, rehabilitation, parole, aftercare, out reach, and various social service agencies both private and public. The student is encouraged to work closely with their advisor in the selection of electives to ensure the maximum level of transferability. Graduates of the transfer program in Social Work will qualify for an Associate of Arts degree and will be prepared to transfer to **The University of Montana - Missoula**, majoring in social work, or to a variety of other social service oriented programs. Upon successful completion of the social work program, students will be ready to seek employment in the social services or seek entry into a graduate school of social work.

Students must apply for admittance to the Social Work Program a semester prior to their arrival on the UM campus. At least six of eight of the out-of-department requirements (BIOL 101, ECON 140, PSY 110, PSY 235*, SOC 110, ANTH 220*, PLSC 100) must be completed for admission. Often the senior year internship may be completed in the Flathead Valley.

Associate of Arts Degree

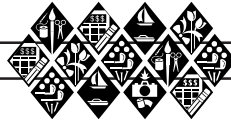
Suggested course of study for a transfer to
The University of Montana – Missoula:

				First Year	
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>		<u>Credits</u>
—	BIOL	101	General Biology I		4
—	ECON	140	Introduction to Political Economy		3
—	ENGL	111*	English Composition		3
—	HS	100*	Introduction to Human Services/ Social Work		3
—	PSY	110	Introduction to Psychology		4
—	SOC	110	Introduction to Sociology		3
—	SP	110	Public Speaking		3
—	SP	120	Interpersonal Relations/ Communications		3
—	—	—	Computer Skills Requirement		1
—	—	—	Elective		3
—	—	—	Humanities Requirement		<u>3</u>
				First Year Total	33
				Second Year	
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>		<u>Credits</u>
—	ANTH	220*	Race & Minorities		3
—	HS	250*	Interviewing / Crisis Intervention		4
—	PLSC	100	American Government		3
—	PSY	235*	Developmental Psychology		3
—	—	—	Elective		3
—	—	—	Elective		3
—	—	—	Fine Arts Requirement		3
—	—	—	Humanities Requirement		3
—	—	—	MATH 104* or 106*		3-4
—	—	—	Natural Science Group A or B Requirement		<u>3</u>
				Second Year Total	31-32
				Total Credits	64-65

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
Rick Halverson
BSS 129
(406) 756-3871
rhalvers@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Sociology

Transfer Program

Sociology is largely concerned with the study of American society and how it operates today. Graduates may work in fields including sociology, social work, criminal justice, teaching and a wide range of social service professions.

The University of Montana - Missoula offers a Bachelor of Arts degree in Sociology with options in General Sociology, Criminology, and Rural and Environmental Change. **Montana State University - Bozeman** offers a Bachelor of Science degree in Sociology with emphases in Anthropology, Justice Studies, and Sociology. The **University of Great Falls** offers a Bachelor of Arts degree in Sociology with concentrations in chemical dependency counseling and human services.

Associate of Arts Degree

Suggested course of study for a transfer to
The University of Montana – Missoula:

				First Year	
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>		<u>Credits</u>
—	CPMA	131*	Business Software		4
—	ENGL	111*	English Composition		3
—	MATH	104*	College Algebra		4
—	SOC	110	Introduction to Sociology		3
—	SOC	120	Social Problems		3
—	SOC	220*	Race & Minorities		3
—	—	—	Communications Requirement		3
—	—	—	Fine Arts Requirement		3
—	—	—	Humanities Requirement		3
—	—	—	Natural Science Group A Requirement		<u>3</u>
				First Year Total	32
				Second Year	
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>		<u>Credits</u>
—	SOC	105	Introduction to Criminal Justice		3
—	SOC	210*	Social Psychology		3
—	SOC	255	Introduction to Criminology		3
—	SOC	260	Introduction to Juvenile Delinquency		3
—	SOC	270*	Family: Change and Continuity		3
—	—	—	Elective		1
—	—	—	Elective		3
—	—	—	Humanities Requirement		3
—	—	—	Natural Science		
			Group A or B Requirement		3
—	—	—	Social Science Group B Requirement		<u>3</u>
				Second Year Total	28
				Total Credits	60

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
Dr. Deb Miller
BSS 121
(406) 756-3923
dmiller@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Theatre Arts Studies

Transfer Program

The program in Theatre Arts Studies helps to prepare students for transferring to a four-year educational institution with a major in Theatre Arts. Theatre Arts studies provides the student with a broad liberal art education and a general focus in theatre while completing the General Education Requirements.

The student is strongly encouraged to discuss course articulation with the advisor to facilitate transfer to **The University of Montana - Missoula** or other four-year institutions, as some coursework may be accepted as only theatre elective.

Associate of Arts Degree

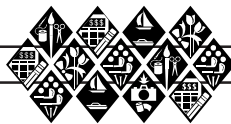
Suggested course of study for a transfer in Theatre Arts Studies:

				First Year		
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>			<u>Credits</u>
—	ENGL	111*	English Composition			3
—	PSY	110	Introduction to Psychology			4
—	THEA	100	Introduction to Theatre			3
—	THEA	110	Theatre Workshop			1
—	THEA	110	Theatre Workshop			1
—	THEA	115	Beginning Directing			3
—	THEA	120	Stagecraft			3
—	THEA	130	Theatre Design and Production			1
—	THEA	130	Theatre Design and Production			1
—	—	—	Communications Requirement			3
—	—	—	Elective			3
—	—	—	MATH 104* or 106*			3-4
—	—	—	Natural Science			
			Group A Requirement			<u>3</u>
			First Year Total			32-33
				Second Year		
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>			<u>Credits</u>
—	THEA	110	Theatre Workshop			1
—	THEA	110	Theatre Workshop			1
—	THEA	111	Acting			3
—	THEA	130	Theatre Design and Production			1
—	THEA	130	Theatre Design and Production			1
—	—	—	Computer Skills Requirement			1
—	—	—	Elective			1
—	—	—	Elective			3
—	—	—	Global Issues / Multicultural /			
			Diversity Requirement			3
—	—	—	Humanities Requirement			3
—	—	—	Natural Science			
			Group A or B Requirement			3
—	—	—	Social Science / Humanities /			
			Communications Requirement			3
—	—	—	Social Science Group B Requirement			<u>4</u>
			Second Year Total			28
			Total Credits			60-61

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
Joe Legate
LRC 144
(406) 756-3906
jlegate@fvcc.edu

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Wildlife Biology Transfer Program

Wildlife biologists study wild animals and the issues that surround their habitats and conservation. **The University of Montana's** Wildlife Biology department prepares students to enter fields in wildlife biology as managers, researchers, and ecologists. While some employment opportunities exist at the bachelor's level, many students continue on to graduate studies for more opportunity. Students at FVCC can take most of UM's and other four-years school's requirements for the first two years. There are three options in Wildlife Biology at UM: terrestrial, aquatic, and honors. The course of study recommended below is suggested for all three options. The Fish and Wildlife Management option at **Montana State University - Bozeman** prepares students for entry-level positions in natural resource management and graduate work. MSU's program emphasizes basic principles of animal ecology with considerable work in related fields.

Associate of Science Degree

Suggested course of study for a transfer to
The University of Montana - Missoula:

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	103*	Biology II: The Diversity of Life	3
___	BIOL	104*	Biology II: The Diversity of Life Lab	2
___	BIOL	233	Rangeland Management	3
___	CHEM	101*	Introduction to Chemistry	4
___	CHEM	134*	Organic & Biological Chemistry	4
___	ENGL	111*	English Composition	3
___	ENGL	150*	Technical Writing	3
___	SP	110	Public Speaking	3
___	___	___	Humanities Requirement	3
___	___	___	Social Science Group A Requirement	<u>3</u>
First Year Total				31

Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	221*	Cell and Molecular Biology	5
___	BIOL	223*	Genetics and Change	4
___	BIOL	250	Rocky Mountain Flora	3
___	MATH	175*	Applied Calculus	5
___	MATH	210*	Elementary Statistics	4
___	NR	270	Wildlife Habitat & Conservation	3
___	___	___	Computer Skills Requirement	1
___	___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	___	Humanities Requirement	3
___	___	___	Social Science Group B Requirement	<u>3</u>
Second Year Total				34

Total Credits **65**

Suggested course of study for a transfer to
Montana State University - Bozeman:

First Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	101	General Biology I	4
___	BIOL	103*	Biology II: The Diversity of Life	3
___	BIOL	104*	Biology II: The Diversity of Life Lab	2
___	CHEM	101*	Introduction to Chemistry	4
___	CHEM	134*	Organic & Biological Chemistry	4
___	ENGL	111*	English Composition	3
___	ENGL	150*	Technical Writing	3
___	SP	110	Public Speaking	3
___	___	___	Humanities Requirement	3
___	___	___	Social Science Group A Requirement	<u>3</u>
First Year Total				32

Second Year				
<u>3</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CS	100	Introduction to Computer Science - Computer Literacy	4
___	GEOG	101	Introduction to Physical Geography	4
___	ECON	211	Economic Principles: Microeconomics	3
___	MATH	175*	Applied Calculus	5
___	MATH	210*	Elementary Statistics	4
___	PHYS	111*	College Physics I	5
___	___	___	Global Issues / Multicultural / Diversity Requirement	3
___	___	___	Humanities Requirement	<u>3</u>
Second Year Total				31

Total Credits **63**

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
Dr. Robert Beall
SAT 155
(406) 756-3898
rbeall@fvcc.edu

Transfer Notes for Associate of Science Degree Students

The Associate of Science (A.S.) degree requires 60 credits at FVCC, and the Bachelor of Science (B.S.) degree at Montana University System (M.U.S.) colleges and universities requires 120 credits. FVCC students can usefully earn as many 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the B.S. degree at M.U.S. schools. Also, by earning the A.S. degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 43 for requirements) for all M.U.S. institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in A.S. programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.



Students in a Beginning Guitar class learn basic techniques and fundamentals of music.



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

The Associate of Applied Science (A.A.S.) degree is an occupational degree and is the only degree FVCC awards with a specified area of emphasis.

To receive the Associate of Applied Science degree, the following must be met:

- I. Completion of a minimum of sixty-four (64) semester hours of credit.
- II. Final cumulative grade point average of 2.0 or above.
- III. At least twenty (20) semester credits earned at FVCC and the final ten (10) credits earned at FVCC.
- IV. A limit of twelve (12) semester credits graded "S" may count toward the Associate of Applied Science Degree. Some programs may further limit "S" grades.
- IV. Completion of course requirements as outlined for the specific A.A.S. program listed in the "Programs" section of the catalog, PLUS the following core benchmark requirements (some core curriculum requirements are built into the program listings):

(One course cannot satisfy more than two core benchmark areas.)

BENCH MARK AREAS

COMMUNICATIONS COURSES:

(two courses)
Groups A & B

A. (choose one)	
BUS	275*
SP	110
HS/SP	120
SP	210*
SP	215
THEA	110

B. (choose one)	
BUS	130*
ENGL	111*
ENGL	116
ENGL	150*
ENGL	220

Courses listed are under review.

**Prerequisite*

COMMUNICATIONS

Students will develop skills in reading, writing, listening, oral, and nonverbal communication including the following:

1. Read and comprehend at the college level. Be able to interpret written information in prose and in documents such as manuals, graphs, schedules, and spreadsheets.
2. Be clear and fluent in oral and written communication, following acceptable rules of grammar and usage.
3. Write and speak using effective organizational patterns to achieve desired outcomes--i.e., persuasive, direct, indirect.
4. Speak effectively using appropriate eye contact, posture, and gestures.
5. Be aware of cultural differences in oral, written, and nonverbal communication.
6. Understand implications of nonverbal communication.
7. Be effective listeners by focussing on the message and avoiding distractions and premature judgments about content.
8. Understand implications of ethical issues involved in communication.



COMPUTATION

Students will develop the following computation skills:

1. Apply mathematical skills to everyday, realistic life and vocational situations. (mathematical reasoning)
2. Determine which computation must be made, making that computation and then evaluating the answer for correctness. (problem solving)
3. Explain the computations and the reasoning behind the methods used and appropriateness of the solution. (mathematical communication)
4. Perform arithmetic operations such as addition, subtraction, multiplication, etc. as well as solving algebraic equations involving unknown variable(s) in real life situations. (mathematical operations)
5. Describe the differences between and appropriate uses for measurement units available within their discipline. i.e. metric, lbs, etc. (measurement)
6. Identify and distinguish between two and three dimensional shapes and work with the concepts of parallel, perpendicular, area, and volume. (geometry)
7. Compute ratios and the related proportions from the ratios computed. (ratio and proportion)
8. Calculate and interpret measures of central tendency from data, identify patterns within data, and prepare and interpret charts and graphs developed from the information computed. (statistics and patterns)
9. Possess confidence in one's own computational ability.

HUMAN RELATIONS/LEADERSHIP

Students will develop the following human relations/leadership skills to negotiate and work with a diversity of people in a variety of settings.

1. Possess the following abilities:
 - The ability to understand and demonstrate interpersonal skills.
 - The ability to effectively work with teams/groups of people.
 - The ability to understand and demonstrate skills associated with conflict resolution.
 - The ability to understand and demonstrate knowledge of basic human behavior.
 - The ability to understand and demonstrate problem solving skills individually and with groups/teams.
 - The ability to understand and demonstrate decision making skills within a variety of settings.
 - The ability to understand and demonstrate knowledge of professional and ethical issues.
 - The ability to understand and demonstrate knowledge of leadership skills.
2. Demonstrate knowledge of basic employment laws and regulations.
3. Work effectively in a diverse population.
4. Demonstrate an awareness of international culture.
5. Lead individuals and organizations through change.

COMPUTATION COURSES:

(any one course)

BUS	120*
MATH	78*
MATH	103*
MATH	105*
MATH	134
NR	153

Courses listed are under review.

HUMAN RELATIONS/LEADERSHIP COURSES:

(any one course)

ART	221
ART	222
BM	176
BUS	220*
CJ/SOC	105
CJ	220
ECON	212
ENGL	116
JRNL	211*
JRNL	212*
HS	100
HS/SP	120
MED	130
SP	215
SURV	142*
SURV	273A*

Courses listed are under review.

**Prerequisite*



CRITICAL THINKING COURSES:

(any one course)

ANTH/SOC	220*
BUS	130*
BUS	275*
ECON	211
ECON	212
ENGL	111*
ENGL	116
ENGL	201*
ENGL	220
MATH	78*
MATH	103*
PHIL	110
PHIL	120
PSY	110
SOC	110
SOC	120
SP	110

Courses listed are under review.

TECHNOLOGY COURSES:

(any one course or grouping)

CMPA	130*
CMPA	131*
CASC	102*, 105*, 107*, 108* (all of these)
CMPA	141*, 151*, 166*, 261*
IT	175
NR	151 231*, 235
SURV	271, 272* 275*

Courses listed are under review.

**Prerequisite*

CRITICAL THINKING

Students will develop the following critical thinking skills:

1. Be inquisitive and eager to acquire new knowledge even if the knowledge/ answers are not immediately known.
2. Possess a desire to find the best knowledge, even if the knowledge does not support preconceived ideas and self-interests.
3. Demonstrate a willingness to continually expand knowledge to reduce the "blind spots" on any given topic area.
4. Develop and communicate focused and clear arguments to support a position or issue.
5. Apply problem solving skills to analytically and systematically use knowledge for the problems presented and encountered.
6. Develop an understanding that many solutions may be present and that revision of original solutions may be necessary.
7. Possess self-confidence in the student's own reasoning ability.

TECHNOLOGY

Students will develop the following technology skills:

1. Proficiency in keyboarding or use of other input devices.
2. Be technologically literate as defined by use of software packages appropriate to study including but not limited to:
 - Have working knowledge of word processing
 - Have working knowledge of spreadsheets and databases
 - Have basic knowledge of computer operating systems
 - Have working knowledge of Internet and its uses
3. Know how to use technology to access community resources.
4. Recognize limits of technology and be aware of ethical considerations.



Accounting Technology

A.A.S. Degree

The following curriculum is designed to give the student a high level of proficiency as a technical accountant and leads to an Associate of Applied Science degree in Accounting Technology.

A technical accountant will possess the skills necessary to perform all accounting functions within the business organization except those of a very advanced nature. The student receives a well-rounded business education and should be able to perform organizational and supervisory duties within the office.

All required courses within this degree program must be taken for a letter grade. Only electives may be taken on a Satisfactory/Unsatisfactory (S/U) basis.

In addition to the courses listed below, the student is required to meet the general education requirements of the Associate of Applied Science degree.

An internship is required in the program. Please consult and discuss this with your advisor and/or the internship coordinator. See page 102 for admission to the internship program.

First Year

Fall	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	201		Principles of Accounting I	4
___	BM	176		Human Relations in Business	3
___	BUS	130*		Business Communications	3
___	MATH	103*		Intermediate Algebra	4
___	SP	120		Interpersonal Relations/Communications	3
				Total Credits	17

Spring	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	121*		Payroll Accounting	2
___	ACCT	202*		Principles of Accounting II	4
___	BUS	271		Business Law	4
___	CPMA	131*		Business Software	4
___	ECON	211		Economic Principles: Microeconomics	3
				Total Credits	17

Second Year

Fall	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	211*		Introduction to Federal Taxation	4
___	ACCT	231*		Applied Accounting	2
___	ACCT	241*		Intermediate Accounting I	4
___	ACCT	251*		Business Spreadsheets	2
___	BUS	275*		Fundamentals of Management	3
				Information Systems	3
				Total Credits	15

Spring	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	220*		Cost & Advanced Accounting	4
___	ACCT	265*		Advanced Accounting on Microcomputers	2
___	ACCT	275*		Accounting Internship	3
___	BM	160*		Principles of Finance	4
				Elective(s) -	4
				ACCT, BUS, BM, CASC, CPMA	4
				Total Credits	17

*Indicates prerequisite and/or co-requisite needed. Check course description.

Accounting Technology

Certificate

(Also offered at Lincoln County Campus)

The following curriculum develops the competencies needed for success as an entry level bookkeeper and may serve as the basis for further courses leading toward a full-charge bookkeeper.

All courses within the certificate must be taken for a letter grade. No courses may be taken on a Satisfactory/Unsatisfactory (S/U) basis. The final 10 credits must be taken at FVCC. Final cumulative grade point average of 2.0 or above is required.

Fall	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	201		Principles of Accounting I	4
___	BUS	130*		Business Communications	3
___	BM	176		Human Relations in Business	3
___	MATH	78*		Introductory Algebra	4
___	OT	110		Beginning Keyboarding	1
___	OT	111*		Keyboard Formatting	1
___	OT	112*		Keyboard Skillbuilding	1
				Total Credits	17

Spring	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	121*		Payroll Accounting	2
___	ACCT	150*		Accounting on Microcomputers	2
___	ACCT	202*		Principles of Accounting II	4
___	CPMA	131*		Business Software	4
___	ECON	211		Economic Principles: Microeconomics	3
				Total Credits	15

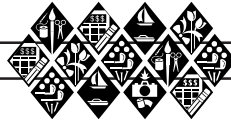
*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):

Ronnie Cobbett
BSS 127
(406) 756-3990
rcobbett@fvcc.edu

In Libby
Chad Shilling
Room #105
(406) 293-2721, ext. 233
cshillin@fvcc.edu

If you are considering transfer to a four-year college, some of the courses will transfer as electives only. See your advisor. If you are going to graduate in the current academic year, you must see an advisor in the Business/Technologies Division prior to enrolling Fall Semester.



Building Trades

A.A.S. Degree

(Also offered at Lincoln County Campus)

This is a course of study oriented at preparing a student for entry level positions within the Building Trades field. In addition, students interested in entering the architectural, engineering, home inspection, or estimating and management career fields can gain information and training that will be invaluable to them as they pursue their chosen profession. The program encompasses all trades involved with the construction of single-family residences including layout, framing, electrical, plumbing, roofing, and finish. The course is offered as a one-year certificate or two-year AAS degree program.

First Year

Fall

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BT	130	Introduction to Building Trades I	3
___	BT	135	Building Trades Field Experience I	12
___	CMPA	100*	Introduction to Microcomputers	1
Total Credits				16

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BM	176	Human Relations in Business	3
___	BT	140*	Introduction to Building Trades II	3
___	BT	145*	Building Trades Field Experience II	10
Total Credits				16

Second Year

Fall

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BT	230*	Construction Project Management I	3
___	BUS	130*	Business Communications	3
___	IT	175*	Introduction to AutoCAD (Construction Design)	3
___	SBM	160	Entrepreneurship/ Small Business Start-up	3
___	___	___	Communication Elective from Group A	3
___	___	___	CASC elective	1
Total Credits				16

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BT	240*	Construction Project Management II	5
___	BUS	120*	Business Math	4
___	BUS	271	Business Law	4
___	SBM	240*	Business Essentials for Builders	3
Total Credits				16

*Indicates prerequisite and/or co-requisite needed. Check course description.

Building Trades

Certificate

(Also offered at Lincoln County Campus)

All courses within the certificate must be taken for a letter grade. No courses may be taken on a Satisfactory/Unsatisfactory (S/U) basis. The final 10 credits must be taken at FVCC. Final cumulative grade point average of 2.0 or above is required.

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BM	176	Human Relations in Business	3
___	BT	130	Introduction to Building Trades I	3
___	BT	135	Building Trades Field Experience I	12
___	BT	140*	Introduction to Building Trades II	3
___	BT	145*	Building Trades Field Experience II	10
___	BT	230*	Construction Project Management I	3
___	BT	240*	Construction Project Management II	5
___	BUS	120*	Business Math	4
___	BUS	130*	Business Communications	3
Total Credits				46

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):

Bill Roope
BH 135
(406) 756-3968
broope@fvcc.edu

In Libby
Chad Shilling
Room #105
(406) 293-2721, ext. 233
cshillin@fvcc.edu

If you are considering transfer to a four-year college, some of the courses will transfer as electives only. See your advisor. If you are going to graduate in the current academic year, you must see an advisor in the Business/Technologies Division prior to enrolling Fall Semester.



Business Management

A.A.S. Degree

(Also offered at Lincoln County Campus)

The program is designed to give the student a high level of proficiency as a technical manager and leads to an Associate of Applied Science degree - Business Management.

All required courses within this degree program must be taken for a letter grade. Only electives may be taken on a Satisfactory/Unsatisfactory (S/U) basis.

In addition to the listed courses, the student is required to meet the general education requirements of the Associate of Applied Science degree.

An internship is required in the program. Please consult and discuss this with your advisor and/or the internship coordinator. See page 125 for admission to the internship program.

First Year

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	201	Principles of Accounting I	4
___	BM	176	Human Relations in Business	3
___	CMPA	131*	Business Software	4
___	MKT	140	Principles of Marketing	3
___	SP	120	Interpersonal Relations/Comm.	<u>3</u>
Total Credits				17

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	202*	Principles of Accounting II	4
___	BM	175	Principles of Management	3
___	BUS	130*	Business Communications	3
___	ECON	211	Economic Principles: Microeconomics	3
	or			
___	ECON	212	Economic Principles: Macroeconomics	3
___	MATH	103*	Intermediate Algebra	<u>4</u>
Total Credits				17

Second Year

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BM	240*	Human Resources Management	3
___	BM	245*	Introduction to Labor Management Relations	3
___	BM	270	Business and Society	3
___	BUS	270*	Business Simulation	3
___	BUS	271	Business Law	<u>4</u>
Total Credits				16

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BM	160*	Principles of Finance	4
___	BM	275*	Business Internship I	3
___	INTB	210*	Introduction to International Business	3
___	MKT	145*	Marketing Management	3
___	___	___	Elective	<u>1</u>
Total Credits				14

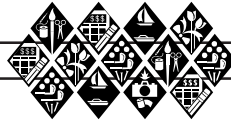
*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):

Tom Jay
BSS 104
(406) 756-3860
tjay@fvcc.edu

In Libby
Chad Shilling
Room #105
(406) 293-2721, ext. 233
cshillin@fvcc.edu

If you are considering transfer to a four-year college, some of the courses will transfer as electives only. See your advisor. If you are going to graduate in the current academic year, you must see an advisor in the Business/Technologies Division prior to enrolling Fall Semester.



Business Management

Marketing A.A.S. Degree

This program is designed to give the student a high level of proficiency in the field of marketing and leads to an Associate of Applied Science degree in Business Management - Marketing.

All required courses within this degree program must be taken for a letter grade. Only electives may be taken on a Satisfactory/Unsatisfactory (S/U) basis. In addition to the listed courses, the student is required to meet the general education requirements of the Associate of Applied Science degree.

An internship is required in the program. Please consult and discuss this with your advisor and/or the internship coordinator. See page 125 for admission to the internship program.

First Year

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ART	175	Practical Photography	3
___	BM	176	Human Relations in Business	3
___	BUS	120*	Business Math	4
___	CMPA	131*	Business Software	4
___	MKT	140	Principles of Marketing	<u>3</u>
Total Credits				17

Spring				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BM	175	Principles of Management	3
___	BUS	130*	Business Communications	3
___	BUS	271	Business Law	4
___	CMPA	220*	Desktop Publishing	3
___	SP	120	Interpersonal Relations/Comm.	<u>3</u>
Total Credits				16

Second Year

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	201	Principles of Accounting I	4
___	BM	270	Business and Society	3
___	ECON	212	Economic Principles: Macroeconomics	3
___	ENGL	272*	Creative Writing Workshop-Poetry	3
___	MKT	260*	Principles of Salesmanship	<u>3</u>
Total Credits				16

Spring				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	202*	Principles of Accounting II	4
___	BM	275*	Business Internship I	3
	or			
___	BUS	270*	Business Simulation	3
___	INTB	210*	Introduction to International Business	3
___	MKT	145*	Marketing Management	3
___	MKT	250*	Principles of Advertising	<u>3</u>
Total Credits				16

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):
Tom Jay
BSS 104
(406) 756-3860
tjay@fvcc.edu

If you are considering transfer to a four-year college, some of the courses will transfer as electives only. See your advisor. If you are going to graduate in the current academic year, you must see an advisor in the Business/Technologies Division prior to enrolling Fall Semester.



Business Management

Small Business Management

A.A.S. Degree

The program is designed to give the student a high level of proficiency as a small business manager or entrepreneur. The program leads to an Associate of Applied Science degree in Business Management - Small Business Management.

All required courses within this degree program must be taken for a letter grade. Only electives may be taken on a Satisfactory/Unsatisfactory (S/U) basis.

In addition to the listed courses, the student is required to meet the general education requirements of the Associate of Applied Science degree.

An internship is recommended in the program. Please consult and discuss this with your advisor and/or the internship coordinator. See page 125 for admission to the internship program.

First Year

Fall	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___		ACCT	101	Vocational Accounting I	4
___		BUS	120*	Business Math	4
___		BUS	130*	Business Communications	3
___		SBM	160	Entrepreneurship/ Small Business Startup	3
___		___	___	Electives: CASC or CMPA	<u>3</u>
				Total Credits	17

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	102*	Vocational Accounting II	4
___	BM	175	Principles of Management	3
___	CMPA	131*	Business Software	4
___	SBM	165	Small Business Risk Management	1
___	SBM	170	Small Business Location/Home Based	1
___	SP	120	Interpersonal Relations/ Communications	<u>3</u>
			Total Credits	16

Second Year

Fall	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___		BM	176	Human Relations in Business	3
___		BM	240*	Human Resources Management	3
___		BUS	105	Customer Service	3
___		ECON	211	Economic Principles: Microeconomics	3
___		MKT	140	Principles of Marketing	<u>3</u>
				Total Credits	15

Spring

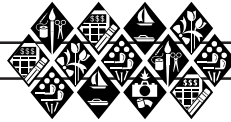
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	121*	Payroll Accounting	2
___	ACCT	150*	Accounting on Microcomputers	2
___	BM	275*	Business Internship I	3
___	BUS	270*	Business Simulation	3
___	SBM	250*	Nx Level Small Business Planning	3
___	SP	215	Negotiations	<u>3</u>
			Total Credits	16

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):

Jeri Mae Rowley
BSS 103
(406) 756-3862
jrowley@fvcc.edu

If you are considering transfer to a four-year college, some of the courses will transfer as electives only. See your advisor. If you are going to graduate in the current academic year, you must see an advisor in the Business/Technologies Division prior to enrolling Fall Semester.



Business Management Certificate

(Also offered at Lincoln County Campus)

The following curriculum develops entry level competencies necessary for supervisory positions. The curriculum also provides a foundation for the student who may desire to seek a two year degree at a future date.

All courses within the certificate must be taken for a letter grade. No courses may be taken on a Satisfactory/Unsatisfactory (S/U) basis. At least 10 of the total credits must be taken at FVCC. Final cumulative grade point average of 2.0 or above is required.

Fall

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	201	Principles of Accounting I	4
___	BM	176	Human Relations in Business	3
___	BUS	130*	Business Communications	3
___	MATH	78*	Introductory Algebra	4
	or			
___	BUS	120*	Business Math	4
___	CMPA	130*	Integrated Software Application	<u>2</u>
			Total Credits	16

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	202*	Principles of Accounting II	4
___	BM	175	Principles of Management	3
___	BM	270	Business and Society	3
___	BUS	271	Business Law	4
___	INTB	210*	Introduction to International Business	<u>3</u>
			Total Credits	17

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):

Tom Jay
BSS 104
(406) 756-3860
tjay@fvcc.edu

In Libby
Chad Shilling
Room #105
(406) 293-2721, ext. 233
cshillin@fvcc.edu

If you are considering transfer to a four-year college, some of the courses will transfer as electives only. See your advisor. If you are going to graduate in the current academic year, you must see an advisor in the Business/Technologies Division prior to enrolling Fall Semester.

Business Management Sports Marketing Certificate

The program provides the student with an understanding of the sporting industry and prepares the student for entry-level positions within a professional sports team. Via practical classroom and field training, the Sports Marketing Certificate Program will teach the student the basics of professional sports at the front office level. Areas that will be covered in great detail include:

- Sports Marketing
- Ticketing
- Revenue generation
- Sponsorships & Promotions
- Fan appreciation and customer service
- Public Relations

Fall

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BUS	115	Sports Marketing I	4
___	BUS	120*	Business Math	4
___	CMPA	131*	Business Software (see note below)	4
___	MKT	140	Principles of Marketing	<u>3</u>
			Total Credits	15

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BM	176	Human Relations in Business	3
___	BUS	130*	Business Communications	3
___	BUS	215*	Sports Marketing II	4
___	MKT	260*	Principles of Salesmanship	3
___	SP	110	Public Speaking	<u>3</u>
			Total Credits	16

Note: Students who have not taken any computer courses prior to enrolling in this program must take CMPA 100 or OT 100.

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):
Karla West
BSS 108
(406) 756-3918
kwest@fvcc.edu



Call Center Management

Call Center Manager A.A.S. Degree

The Call Center Management program is designed to train students who seek management positions in a call center. Students completing these courses will be proficient in all facets of communication and will tailor their communication skills to the call center environment. These courses are articulated through FVCC's Tech Prep program with all local area high schools.

The call center industry in the Inland Northwest is quickly becoming a white-collar growth area in offices, retail sales, banking and major call centers. There is an increased demand for qualified and well-trained employees with skills in customer service, on-line computers, and multi-tasking.

Expert MOUS Certification (Word, Excel) is recommended for this degree. This certification exam is given at FVCC by appointment. See your advisor for details.

First Year

Fall				
3	Course	No.	Title	Credits
—	BUS	105	Customer Service	3
—	BUS	120*	Business Math	4
	or			
—	MATH	103*	Intermediate Algebra	4
—	CMPA	100*	Introduction to Microcomputers	1
—	OT	110*	Beginning Keyboarding	1
—	OT	111*	Keyboard Formatting	1
—	OT	112*	Keyboard Skillbuilding	1
			Total Credits	15

Spring

3	Course	No.	Title	Credits
—	BUS	130*	Business Communications	3
—	BUS	132	Leadership	3
—	CMPA	166*	Computer Operating Systems	3
—	ENGL	111*	English Composition	3
—	OT	170*	Electronic Calculators	2
—	SP	215	Negotiations	3
			Total Credits	17

Second Year

Fall				
3	Course	No.	Title	Credits
—	BM	210	Training and Development	3
—	BM	270	Business and Society	3
—	CASC	115*	Fundamentals of Internet	1
—	CMPA	131*	Business Software	4
—	CMPA	151*	Spreadsheets	3
—	CMPA	172*	Computer Repair and Maintenance (A+)	3
			Total Credits	17

Spring

3	Course	No.	Title	Credits
—	BM	175	Principles of Management	3
—	BM	176	Human Relations in Business	3
—	BUS	240*	Customer Service Management	3
—	BM	240	Human Resources Management	3
—	OT	275	Secretarial Internship I	3
			Total Credits	15

*Indicates prerequisite and/or co-requisite needed. Check course description. Also recommended: Expert MOUS Certification (Word, Excel)

Call Center Specialist Certificate

The call center specialist is a two-semester certificate program designed to prepare graduates for entry-level positions in a call center environment. These courses are articulated through FVCC's Tech Prep program with all local area high schools.

Fall

3	Course	No.	Title	Credits
—	BM	176	Human Relations in Business	3
—	BUS	105	Customer Service	3
—	BUS	130*	Business Communications	3
—	BUS	120*	Business Math	4
—	CMPA	100*	Introduction to Microcomputers	1
—	OT	110	Beginning Keyboarding	1
—	OT	111*	Keyboard Formatting	1
—	OT	112*	Keyboard Skillbuilding	1
			Total Credits	17

Spring

3	Course	No.	Title	Credits
—	BUS	132	Leadership	3
—	ENGL	111*	English Composition	3
—	CMPA	131*	Business Software	4
—	CMPA	166*	Computer Operating Systems	3
—	SP	215	Negotiations	3
			Total Credits	16

*Indicates prerequisite and/or co-requisite needed. Check course description.

Also recommended: MOUS Certification (Word and Excel at the core level)

Advisor(s):

Brenda Rudolph
BSS 106
(406) 756-3858
brudolph@fvcc.edu



Criminal Justice

A.A.S. Degree

The program provides a well-rounded general education in criminal justice. The curriculum is designed to assist students in preparation for entry level positions in the criminal justice field.

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BUS	120*	Business Math	4
	or			
___	MATH	103*	Intermediate Algebra	4
___	BUS	130*	Business Communications	3
___	CHEM	210	Forensic Science I	4
___	CHEM	211*	Forensic Science II	4
___	CJ/SOC	105	Introduction to Criminal Justice	3
___	CJ/PE	112	Handgun Marksmanship (Optional)	1
___	CJ	220	Corrections	3
___	CJ	225	Criminal Law	3
___	CJ	230	Police Organization and Behavior	3
___	CJ	231	Criminal Procedure	2
___	CJ/SOC	255	Introduction to Criminology	3
___	CJ/SOC	260	Introduction to Juvenile Delinquency	3
___	CJ	271	Seminar (Courts)	1
___	CMPA	131*	Business Software	4
___	ENGL	111*	English Composition	3
___	HIST	211	U.S. History: Colonial Era to 1860's	4
___	HIST	212	U.S. History: 1860's to Present	4
___	PLSC	100	American Government	3
___	PSY	110	Introduction to Psychology	4
___	SOC	110	Introduction to Sociology	3
___	SOC	120	Social Problems	3
___	SOC	220*	Race and Minorities	3
___	SP	110	Public Speaking	3
			Total Credits	68

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):

Dr. Deb Miller
BSS 121
(406) 756-3923
dmiller@fvcc.edu

If you are considering transfer to a four-year college, some of the courses will transfer as electives only. See your advisor.

Education

Early Childhood Education

A.A.S. Degree

(Also offered at Lincoln County Campus)

The Early Childhood Education program will provide students with the theoretical and practical knowledge necessary to create environments that will maximize the developmental and learning potential of young children (Birth to age 8). Issues of diversity, inclusion, professionalism and viewing parents as partners will be emphasized. Students will gain practical knowledge through experience in a variety of early childhood education settings. Students completing the core Early Childhood classes will have met the CDA training requirements.

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ANTH	110*	Cultural Anthropology	3
___	BUS	120*	Business Math	4
	or			
___	MATH	104*	College Algebra	4
___	CMPA	130*	Integrated Software Application	2
	or			
___	CMPA	131*	Business Software	4
___	EDUC	101	Introduction to Early Childhood Education	3
___	EDUC	102	Early Childhood Development Themes	3
___	EDUC	127*	Health, Safety and Nutrition in Early Childhood	3
___	EDUC	128*	Child, Family and Community Relations	3
___	EDUC	130*	Language and Literature for Young Children	2
___	EDUC	231*	Curriculum Development for Young Children	3
___	EDUC	235*	Creative Art for the Developing Child	2
___	EDUC	241*	Administration of Early Childhood Programs	3
___	EDUC	247*	Guidance of Young Children	3
___	EDUC	252*	Music and Movement for Young Children	2
___	EDUC	253*	Math and Science for Early Childhood	2
___	EDUC	257*	Field Practicum I	3
___	EDUC	258*	Field Practicum II	3
___	ENGL	111*	English Composition	3
___	PSY	110	Introduction to Psychology	4
___	PSY	235*	Developmental Psychology	3
___	SOC	110	Introduction to Sociology	3
___	SP	120	Interpersonal Relations/Communications	3
___	___	___	Elective(s) -	2
			Total Credits	62-64

*Indicates prerequisite and/or co-requisite needed. Check course description.

Note: Curriculum is under development -- some revisions may result in finalized degree requirements. Please see your advisor.

Advisor(s):

In Libby
Rick Halverson
BSS 129
(406) 756-3871
rhalvers@fvcc.edu

Dorothy Hintz
Room #107
(406) 293-2721, ext. 234
dhintz@fvcc.edu



Heating, Ventilation, Air-Conditioning and Refrigeration Certificate

This program was developed in response to and in cooperation with local businesses to prepare students for entry-level positions within the HVAC/R career field.

The curriculum consists of a series of technical courses provided through distance learning (Internet Classes). The program is designed to teach the theory and associated work experience "Hands-On" classes coordinated with local businesses to directly relate the theory learned in the distance learning classes to a working environment. In addition, an Internship is required of participating students. Throughout the program the series of tasks, conditions, and standards of performance directly related to the national certification requirements will be taught and evaluated.

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	HVAC/R 101		HVAC/R Fundamentals	3
—	HVAC/R 102		HVAC/R Fundamental Work Experience	1
—	HVAC/R 131		HVAC/R Electrical I	3
—	HVAC/R 132		HVAC/R Electrical I Work Experience	1
—	HVAC/R 231		HVAC/R Electrical II	3
—	HVAC/R 232		HVAC/R Electrical II Work Experience	1
—	HVAC/R 141		HVAC/R Systems I	3
—	HVAC/R 142		HVAC/R Systems I Work Experience	1
Total Credits				16

Spring				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BUS 120*		Business Math	4
—	BUS 130*		Business Communications	3
—	HVAC/R 241*		HVAC/R Systems II	3
—	HVAC/R 242		HVAC/R Systems II Work Experience	1
—	HVAC/R 251*		HVAC/R Refrigeration I	3
—	HVAC/R 252		HVAC/R Refrigeration I Work Experience	1
—	IT 175*		Introduction to AutoCAD	3
Total Credits				18

Summer				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	HVAC/R 264*		HVAC/R Field Experience I	10
Total Credits				10

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):
Bill Roope
BH 135, (406) 756-3968, broope@fvcc.edu

Heavy Equipment Maintenance Program Certificate

This one year certificate program will prepare students for entry level positions in the heavy equipment maintenance field.

The curriculum provides training in basic shop fundamentals, maintenance, diagnosis, and repair of gas and diesel engines, electrical systems, hydraulic systems, drive trains, and brakes.

This program of study is articulated with Montana State University-Northern two year Diesel Technology and four year Industrial Technology degrees. Students desiring to complete a two or four year maintenance degree will have successfully completed the first year of the follow on program.

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	AD 200		Introduction to Engines (gas/diesel)	4
—	AD 220		Auto/Diesel Electrical/Electronic Systems	4
—	CMPA 100*		Introduction to Microcomputers	1
—	IT 175*		Introduction to AutoCAD	3
—	WLD 110		Basic Oxyacetylene/Arc Welding	4
Total Credits				16

Spring				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	AD 210		Diesel Technology	4
—	AD 230		Hydraulics and Pneumatics	4
—	BUS 120*		Business Math	4
or				
—	MATH 103*		Intermediate Algebra	4
—	HS/SP 120		Interpersonal Relations/ Communications	3
Total Credits				15

Summer				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	AD 275*		Cooperative Education	9
Total Credits				9

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):
Bill Roope
BH 135
(406) 756-3968
broope@fvcc.edu



Hospitality Management A.A.S. Degree

The Hospitality Management program is designed to prepare graduates for upwardly-mobile positions in hotels, restaurants, bed and breakfasts, convention centers, resorts, and other hospitality and travel organizations. The program also provides individuals currently employed in the hospitality and travel industry with an opportunity to upgrade their knowledge and skills and to receive AHLA Certification.

Classes marked with a ⁽²⁾ indicate courses taught in affiliation with the Educational Institute of the American Hotel and Lodging Association (AHLA) in East Lansing, Michigan. Through these courses, students can receive internationally recognized AHLA certification.

In addition to course work, the Hospitality and Tourism program includes two 150-hour internships provided by hospitality related businesses. See page 102 for admission to the internship program.

Students may choose from three areas of specialization: Hospitality Marketing; Food and Beverage Management; and Professional Chef I and II.

To receive certification from the Educational Institute of the American Hotel and Lodging Association, students must successfully pass BM 175 and the AHLA's comprehensive final examination (a score of 69% or better) for each of the courses indicated with ⁽²⁾. The finals are administered by the instructor of the Hospitality course at FVCC.

Hospitality Management **Hospitality Marketing & Sales Management** A.A.S. Degree

First Year

Fall	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—		BUS	120*	Business Math	4
—		BUS	130*	Business Communications	3
—		CMPA	130*	Integrated Software Application	2
—		HM	123	Tour and Travel Management	3
—		HM	132 ²	Hotel Management	<u>3</u>
Total Credits					15

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>	
—	BM	175	Principles of Management	3	
—	BM	176	Human Relations in Business	3	
—	HM	100	Destination Geography	3	
—	HM	171 ²	Hospitality Law (Spring 2003, 2005)	3	
—	—	—	Electives - CASC or CMPA	<u>4</u>	
Total Credits					16

Second Year

Fall	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—		ACCT	101	Vocational Accounting I	4
—		BUS	105	Customer Service	3
—		HM	221 ²	Tourism and the Hospitality Industry	2
—		HM	271 ²	Marketing of Hospitality Services	2
—		HM	275*	Hospitality Internship I	3
—		PSY	110	Introduction to Psychology	<u>4</u>
Total Credits					18

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>	
—	HM	272 ²	Hotel/Motel Sales Promotion	3	
—	HM	276*	Hospitality Internship II	3	
—	HM	278 ²	Convention Management and Service	2	
—	HS	120	Interpersonal Relations/Comm.	3	
—	INTB	210*	Introduction to Int'l Business	3	
—	SBM	250	Nx Level Small Business Planning	<u>3</u>	
Total Credits					17

*Indicates prerequisite and/or co-requisite needed. Check course description.

² Indicates course taught in affiliation with the Educational Institute of the American Hotel and Lodging Association, (AHLA) East Lansing, MI.

Advisor(s):
Jeri Mae Rowley
BSS 103
(406) 756-3862
jrowley@fvcc.edu



Hospitality Management

Food and Beverage Management

A.A.S. Degree

First Year

Fall	3	Course	No.	Title	Credits
	—	BUS	120*	Business Math	4
	—	BUS	130*	Business Communications	3
	—	CMPA	130*	Integrated Software Application	2
	—	FS	143	Basic Sanitation	2
	—	FS	148 ²	Food and Beverage Service	3
	—	HM	123	Tour and Travel Management	3
				Total Credits	17

Spring

3	Course	No.	Title	Credits
—	BM	175	Principles of Management	3
—	BM	176	Human Relations in Business	3
—	FS	248 ²	Bar and Beverage Management	2
—	FS	264 ²	Food and Beverage Controls	2
—	HM	100	Destination Geography	3
—	HM	171 ²	Hospitality Law (Spring 2003, 2005)	3
			Total Credits	16

Second Year

Fall	3	Course	No.	Title	Credits
	—	ACCT	101	Vocational Accounting I	4
	—	BUS	105	Customer Service	3
		or			
	—	HM	132 ²	Hotel Management	3
	—	HM	271 ²	Marketing of Hospitality Services	2
	—	HM	275*	Hospitality Internship I	3
	—	PSY	110	Introduction to Psychology	4
			Total Credits	16	

Spring

3	Course	No.	Title	Credits
—	HM	276*	Hospitality Internship II	3
—	HM	278 ²	Convention Management and Service	2
—	HS	120	Interpersonal Relations/Comm.	3
—	INTB	210*	Introduction to Int'l Business	3
—	SBM	250	NxLevel Small Business Planning	3
—	—	—	Electives - CASC or CMPA	3
			Total Credits	17

Hospitality Management

Professional Chef Management

A.A.S. Degree

First Year

Fall	3	Course	No.	Title	Credits
	—	FS	101	Professional Chef I	9
	—	FS	143	Basic Sanitation	2
	—	FS	148 ²	Food and Beverage Service	3
	—	HM	123	Tour and Travel Management	3
			Total Credits	17	

Spring

3	Course	No.	Title	Credits
—	FS	201*	Professional Chef II	9
—	FS	264 ²	Food and Beverage Controls	2
—	FS	275*	Food Service Internship	3
—	HM	171 ²	Hospitality Law (Spring 2003, 2005)	3
		or		
—	FS	248 ²	Bar and Beverage Management	2
			Total Credits	16-17

Second Year

Fall	3	Course	No.	Title	Credits
	—	BM	176	Human Relations in Bus	3
	—	BUS	105	Customer Service	3
	—	CMPA	130*	Integrated Software Application	2
	—	HM	132 ²	Hotel Management	3
	—	HS	120	Interpersonal Relations/Comm.	3
	—	PSY	110	Introduction to Psychology	4
			Total Credits	18	

Spring

3	Course	No.	Title	Credits
—	BUS	120*	Business Math	4
—	BUS	130*	Business Communications	3
—	HM	100	Destination Geography	3
—	HM	171 ²	Hospitality Law (Spring 2003, 2005)	3
		or		
—	FS	248 ²	Bar and Beverage Management	2
—	HM	276*	Hospitality Internship II	3
—	HM	278 ²	Convention Management and Service	2
			Total Credits	17-18

*Indicates prerequisite and/or co-requisite needed.
Check course description.

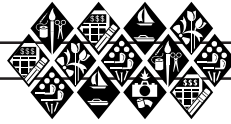
² Indicates course taught in affiliation with the Educational Institute of the American Hotel and Lodging Association, (AHLA) East Lansing, MI.

Advisor(s):
Jeri Mae Rowley
BSS 103
(406) 756-3862
jrowley@fvcc.edu

*Indicates prerequisite and/or co-requisite needed.
Check course description.

² Indicates course taught in affiliation with the Educational Institute of the American Hotel and Lodging Association, (AHLA) East Lansing, MI.

Advisor(s):
Jeri Mae Rowley
BSS 103
(406) 756-3862
jrowley@fvcc.edu



Hospitality Management
Marketing and Sales Management
AHLA Certification

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BM	175	Principles of Management	3
—	HM	221 ²	Tourism and the Hospitality Industry	2
—	HM	271 ²	Marketing of Hospitality Services	2
—	HM	272 ²	Hotel/Motel Sales Promotion	3
—	HM	278 ²	Convention Management and Service	2
			Total Credits	12

Hospitality Management
Food and Beverage Management
AHLA Certification

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BM	175	Principles of Management	3
—	HM/FS	143 ²	Basic Sanitation	2
—	HM/FS	148 ²	Food and Beverage Service	3
—	HM/FS	248 ²	Bar and Beverage Management	2
—	HM/FS	264 ²	Food and Beverage Controls	2
			Total Credits	12

Hospitality Management
Professional Chef's Training

Fall

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	FS	101	Professional Chef I	9
—	FS	143	Basic Sanitation	2
			Total Credits	11

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	FS	201*	Professional Chef II	9
—	FS	275*	Food Service Internship	3
			Total Credits	12

*Indicates prerequisite and/or co-requisite needed.
 Check course description.

² Indicates course taught in affiliation with the Educational
 Institute of the American Hotel and Lodging Association,
 East Lansing, MI.

Advisor(s):
 Jeri Mae Rowley
 BSS 103
 (406) 756-3862
 jrowley@fvcc.edu



Human Resource Management

A.A.S. Degree

Developed in cooperation with the Flathead Valley Society for Human Resource Management, this program is ideal for students wishing to enter the field of Human Resource Management and for current professionals interested in upgrading skills or preparing for national certification.

Human Resource professionals are responsible for the functional areas of personnel management, job design, recruitment, staffing, development, compensation and benefits, employee and labor relations, employee health and safety.

First Year

Fall	3	Course	No.	Title	Credits
—	ACCT	101	Vocational Accounting I	4	
—	BUS	120*	Business Math	4	
—	BUS	130*	Business Communications	3	
—	CASC	115*	Fundamentals of Internet	1	
—	CMPA	131*	Business Software	4	
Total Credits					16

Spring

3	Course	No.	Title	Credits	
—	ACCT	102*	Vocational Accounting II	4	
—	BM	175	Principles of Management	3	
—	or				
—	BM	176	Human Relations in Business	3	
—	PSY	110	Introduction to Psychology	4	
—	SOC	110	Introduction to Sociology	3	
—	or				
—	HIST	250	Montana History	3	
—	SP	120	Interpersonal Relations/Communications	3	
Total Credits					17

Second Year

Fall	3	Course	No.	Title	Credits
—	BM	240*	Human Resources Management	3	
—	BM	245*	Introduction to Labor Management	3	
—	BUS	271	Business Law	4	
—	HS	102	Drugs and Society	3	
—	or				
—	SOC	270	Family: Change and Continuity	3	
—	PSY	200	Psychology of Adjustment	3	
Total Credits					16

Spring

3	Course	No.	Title	Credits	
—	ACCT	121*	Payroll Accounting	2	
—	BM	210	Training and Development	3	
—	BM	275	Business Internship I	3	
—	HS	250*	Interviewing/Crisis Intervention	4	
—	HS	260*	Group Process	3	
—	SP	215	Negotiations	3	
Total Credits					18

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s): Jeri Mae Rowley

BSS 103, (406) 756-3862, jrowley@fvcc.edu

Human Services

A.A.S. Degree

The Associate of Applied Science degree in Human Services prepares the student for entry into the broad field of human services in a technical or paraprofessional capacity. Through academic preparation and hands on experience the student will be prepared to enter the employment opportunities in the broad spectrum of human services employment in mental institutions, welfare agencies, employment services, rehabilitation, aftercare, outreach, and various social service agencies both private and public.

Core Courses:

3	Course	No.	Title	Credits
—	BUS	120*	Business Math	4
—	CMPA	130*	Integrated Software Application	2
—	or			
—	CMPA	131*	Business Software	4
—	ENGL	150*	Technical Writing	3
—	HS	100*	Introduction to Human Services/ Social Work	3
—	HS/SP	120	Interpersonal Relations/ Communications	3
—	HS	210*	Case Management	2
—	HS	250*	Interviewing/Crisis Intervention	4
—	HS	260*	Group Process	3
—	HS	261*	Placement Seminar	1
—	HS	262*	Field Experience	3
—	HS	263*	Placement Seminar	1
—	HS	264*	Field Experience	3
—	HS	279*	Legal/Ethical/Professional Issues	3
—	PSY	110	Introduction to Psychology	4
Total Credits				39-41

Specialty Courses: Min. of 21 credits from following list:

—	HS	102	Drugs and Society	3
—	HS	215*	Behavior Modification	3
—	HS	245*	Gerontology	3
—	HS	270*	Family: Change and Continuity	3
—	PSY	200	Psychology of Adjustment	3
—	PSY	210*	Social Psychology	3
—	PSY	225*	Physiological Psychology	3
—	PSY	235*	Developmental Psychology	3
—	SA	200*	Introduction to Chemical Dependency Counseling	3
—	SA	220*	Assessment/Evaluation Procedures	2
—	SOC	110	Introduction to Sociology	3
—	SOC	120	Social Problems	3
—	SOC	220*	Race and Minorities	3
—	SOC	255	Introduction to Criminology	3
—	SOC	260	Introduction to Juvenile Delinquency	3
—	SOC	271	Family Violence	3

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):

Rick Halverson

BSS 129, (406) 756-3871, rhalvers@fvcc.edu



Internships

FVCC's Internship Program places qualified students in local businesses, reduces training costs for employers, and enables students to get viable on-the-job experience.

Note: All internships are 3 credits except 4 credits for Clinical Externship. All internships are offered Fall, Spring and Summer.

Admission to internships is restricted to students who meet the following criteria (with the exception of FS 275):

1. Completion of 30 semester credits minimum.
2. Grade point average of 2.0 or better including prerequisites.
3. Interview, review, and approval by the student advisor and/or the internship coordinator.
4. Attend internship orientation.
5. Completion of pre-internship and application materials.
6. Interview and selection by internship provider.

Art Department Internships

Jim Flaherty – Coordinator
756-3897

ART 275 Goldsmithing Internship

3 credits Supervised training in goldsmithing provides on-the-job experience in the retail field. Students work in and explore the diverse nature of the jewelry trade, including different practices and tools to gain professional experience. Often, students are able to network, opening opportunities to gain viable exposure and meet prospective employers.

Business Department Internships

Karen Darrow – Coordinator, Student Placement
756-3900

ACCT 275 Accounting Internship

3 credits **Prerequisites:** ACCT 121, 202, 211, 241. Placement in a business setting designed to enhance a student's abilities and knowledge of the various aspects of managing and operating the business on a day to day basis.

BM 275 Business Internship I

3 credits Students will be required to complete 150 hours of combined work experience and training with an approved business or organization. Hours will be arranged to fit student's and employer's schedules.

BM 276 Business Internship II

3 credits **Prerequisites:** BM 275. A continuation of BM 275. Students design and complete a project developed in cooperation with their internship employer. Interns prepare a portfolio to document their 150 hour internship experience.

BUS 274 Web Technology Internship

3 credits **Prerequisites:** CMPA 261, CMPA 271, CMPA 272. Placement in a business setting designed to enhance a student's abilities and knowledge of the various aspects of designing and building Web pages and applying skills when working in a project-oriented environment.

BUS 276 MIS Internship

3 credits **Prerequisites:** BUS 275, CMPA 261. Placement in a business setting designed to enhance a student's abilities and knowledge of the various aspects of managing and applying computer knowledge when operating the business on a day to day basis.

FS 275 Food Service Internship

3 credits **Prerequisites:** Grade of "B" or better in FS 101 and maintain a grade of "B" or better in FS 201. Students will be required to complete a 150-hour internship with an approved restaurant. Hours will be arranged to fit student and employer schedules.

HM 275 Hospitality Internship I

3 credits **Prerequisites:** HM 123 and one AHLA Certificate of Specialization. 150 hours combined work experience and training in a hospitality business setting designed to enhance a student's abilities and knowledge of the various aspects of managing and operating the business on a day to day basis. Hours will be arranged to fit student's and employer's schedules.

HM 276 Hospitality Internship II

3 credits **Prerequisite:** HM 275. Placement in an organization corresponding with one of the students areas of specialization. Students design and complete a project developed in cooperation with their internship employer. Students will prepare a portfolio to document their 150-hour internship experience.

OT 275 Secretarial Internship I

3 credits **Prerequisites:** CMPA 141 and OT 113. 150 hours of supervised training in secretarial skills through on-the-job training in an approved business or organization. Hours will be arranged to fit student's and employer's schedules.

OT 276 Secretarial Internship II

3 credits **Prerequisites:** OT 275. A continuation of OT 275. Students design and complete a project developed in cooperation with their internship employer. Students prepare a port-folio to document their 150-hour internship experience.

Medical Assistant Internships

Karla West – Coordinator
756-3918

MED 232 Clinical Externship

4 credits **Prerequisite:** MED 231. Course designed to provide on-site clinical experience in a physician's office or a clinic setting. Provides opportunities to perform various clinical and administrative procedures under the supervision of a doctor and office staff.



Management Information Systems

A.A.S. Degree

The Management Information Systems program deals with the application of computers to business problems. The program provides in-depth study of the use of computer applications, systems design and analysis, and the application of the computer as a functional tool within an organization. The student will receive a well-rounded background in all facets of MIS as well as web page design. All graduates of this program can analyze an organization's information needs, plan a computer-based delivery system to meet these needs or trouble-shoot the organization's hardware or software problems.

All required courses with this degree program must be taken for a letter grade. Only electives may be taken on a Satisfactory/Unsatisfactory (S/U) basis.

An internship or business simulation is required in this program. Please consult and discuss this with your advisor and/or internship coordinator.

First Year

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	ACCT	201	Principles of Accounting I	4
—	BUS	130*	Business Communications	3
	or			
—	ENGL	111*	English Composition	3
—	CASC	102*	Fundamentals of Windows	1
—	CASC	115*	Fundamentals of the Internet	1
—	CMPA	130*	Integrated Software Applications	2
—	MATH	103*	Intermediate Algebra	4
			Total Credits	15

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BM	176	Human Relations in Business	3
—	CMPA	126*	Networking Fundamentals	4
—	CMPA	141*	Beginning Word Processing	3
—	CMPA	151*	Spreadsheets	3
—	CMPA	166*	Computer Operating Systems	3
			Total Credits	16

Second Year

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BUS	275*	Fundamentals of MIS	3
—	CMPA	172*	Computer Repair & Maintenance (A+)	3
—	CMPA	176*	Introduction to Router Technology	4
—	CMPA	261*	Introduction to Database Processing	4
—	SP 110		Public Speaking	3
			Total Credits	17

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BUS	270*	Business Simulation	3
	or			
—	BUS	276*	MIS Internship	3
—	CMPA	262*	Advanced Database Processing	4
—	CMPA	270*	Web Publishing: HTML and Web Page Design	3
—	ECON	211	Economic Principles: Microeconomics	3
	or			
—	ECON	212	Economic Principles: Macroeconomics	3
—	—	—	Electives - ACCT, BM, BUS, or CMPA	3
			Total Credits	16

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Students should be aware that this program of study requires extensive mathematical application and related analytical thinking.

Advisor(s):
Phil MacGregor
BSS 124
(406) 756-3865
pmacgreg@fvcc.edu



Management Information Systems

Networking

A.A.S. Degree

(Also offered at Lincoln County Campus)

The Management Information Systems program deals with the application of computers to business problems. The program provides in-depth study of the use of computer applications, systems design and analysis, and the application of the computer as a functional tool within an organization. The student will take courses leading to the Certified Cisco Network Associate exam. All graduates of this program can analyze an organization's information needs, plan a computer-based delivery system to meet these needs or trouble-shoot the organization's hardware or software problems.

All required courses with this degree program must be taken for a letter grade. Only electives may be taken on a Satisfactory/Unsatisfactory (S/U) basis.

An internship or business simulation is required in this program. Please consult and discuss this with your advisor and/or internship coordinator.

First Year

Fall	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___		ACCT	201	Principles of Accounting I	4
___		CASC	102*	Fundamentals of Windows	1
___		CASC	115*	Fundamentals of the Internet	1
___		CPMA	126*	Networking Fundamentals	4
___		CPMA	130*	Integrated Software Applications	2
___		MATH	103*	Intermediate Algebra	<u>4</u>
				Total Credits	16

Spring	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___		BM	176	Human Relations in Business	3
___		BUS	130*	Business Communications	3
		or			
___		ENGL	111*	English Composition	3
___		CPMA	151*	Spreadsheets	3
___		CPMA	166*	Computer Operating Systems	3
___		CPMA	176*	Introduction to Router Technology	<u>4</u>
				Total Credits	16

Second Year

Fall	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___		BUS	275*	Fundamentals of MIS	3
___		CPMA	172*	Computer Repair and Maintenance (A+)	3
___		CPMA	226*	Routing & Switching	4
___		CPMA	261*	Introduction to Database Processing	4
___		SP	110	Public Speaking	<u>3</u>
				Total Credits	17

Spring	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___		BUS	270*	Business Simulation	3
		or			
___		BUS	276*	MIS Internship	3
___		CPMA	262*	Advanced Database Processing	4
___		CPMA	276*	Network Design	4
___		ECON	211	Economic Principles: Microeconomics	3
		or			
___		ECON	212	Economic Principle: Macroeconomics	3
___		___	___	Elective	<u>1</u>
				Total Credits	15

*Indicates prerequisite and/or co-requisite needed. Check course description.

Students should be aware that this program of study requires extensive mathematical application and related analytical thinking.

Advisor(s):

Phil MacGregor
BSS 124
(406) 756-3865
pmacgreg@fvcc.edu

In Libby
Chad Shilling
Room #105
(406) 293-2721, ext. 233
cshillin@fvcc.edu



Management Information Systems

Computer Applications Certificate

This certificate program is designed for the student who wants a broad knowledge of the most popular microcomputer application packages currently being used. This curriculum is for those students who wish to expand their knowledge of computer software to supplement current job skills or who wish to have an in-depth knowledge of computer applications.

All required courses within this certificate program must be taken for a letter grade. Only electives may be taken on a Satisfactory/Unsatisfactory (S/U) basis. At least 10 of the total credits must be taken at FVCC. Final cumulative grade point average of 2.0 or above is required.

Fall

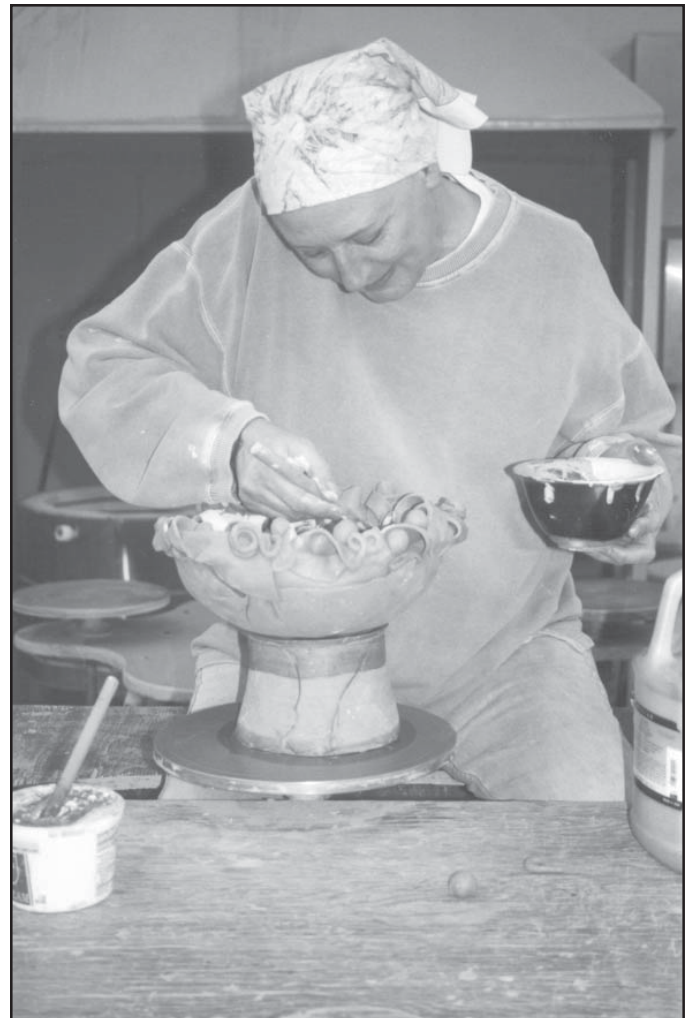
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	CASC	102*	Fundamentals of Windows	1
—	CASC	115*	Fundamentals of Internet	1
—	CMPA	126*	Networking Fundamentals	4
—	CMPA	130*	Integrated Software Application	2
—	CMPA	261*	Introduction to Database Processing	4
—	MATH	103*	Intermediate Algebra	<u>4</u>
			Total Credits	16

Spring

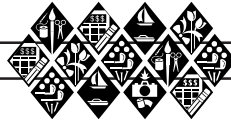
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BM	176	Human Relations in Business	3
—	BUS	130*	Business Communications	3
—	BUS	275*	Fundamentals of Management Information Systems	3
—	CMPA	141*	Beginning Word Processing	3
—	CMPA	151*	Spreadsheets	<u>3</u>
			Total Credits	15

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):
Phil MacGregor
BSS 124
(406) 756-3865
pmacgreg@fvcc.edu



Janet Fischer puts the final touches on her artwork in the ceramics lab.



Medical Assistant

A.A.S. Degree

(Also offered at Lincoln County Campus - AAMA Accreditation Pending)

Medical assistants are multi-skilled practitioners who perform a wide range of roles in physician's offices and other health care settings. They are proficient in a multitude of administrative, clerical and clinical tasks and are widely viewed by doctors as vital partners in the medical office. Because of the professional nature of medical assistants, the program demands high academic and personal standards for students. Any student who exhibits unsuitable performance and/or behavior may be denied the right to complete the program. All requirements for the Medical Assistant Program are stated in the Medical Assistant Student Handbook; students considering this degree should familiarize themselves with the requirements. Students may request a copy of the Handbook from the program director in BSS 108. Students should expect to pay approximately \$250-300 for uniform, supplies, and immunizations which are required for the Program (does not include cost of textbooks).

All students entering the program must have completed the following classes OR their equivalent: OT 110, OT 111, OT 112, preliminary math courses in preparation for Business Math and Vocational Accounting, preliminary English courses in preparation for Business Communications.

First Year

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	110	Basic Anatomy and Physiology	3
___	BIOL	131	Medical Terminology I	3
___	BUS	120*	Business Math	4
___	BUS	130*	Business Communications	3
___	OT	113*	Intermediate Keyboarding	3
	or			
___	BIOL	208	Microbiology Lab	<u>1</u>
			Total Credits	14 or 16
Spring				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	101	Vocational Accounting I	4
___	BIOL	132*	Medical Terminology II	2
___	CMPA	130*	Integrated Software Application	2
___	HLTH	201	First Aid	2
___	MED	120	Records Information Management	3
___	MED	230	Clinical Practicum I**	<u>2</u>
			Total Credits	15

Summer

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	CMPA	141*	Beginning Word Processing	3
___	PSY	110	Introduction to Psychology	4
___	SP	120	Interpersonal Relations/ Communications	<u>3</u>
			Total Credits	10

Second Year

Fall

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	MED	130	Medical Law and Ethics	3
___	MED	150	Pharmacology	3
___	MED	211*	Medical Office Procedures	4
___	MED	221	Basic Medical Coding	3
___	MED	231*	Clinical Practicum II**	3
___	OT	125*	Editing Skills for Information Processing	<u>2</u>
			Total Credits	18

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	MED	204*	Medical Machine Transcription	3
___	MED	222	Computerized Medical Billing	2
___	MED	232*	Clinical Externship**	<u>4</u>
			Total Credits	9

*Indicates prerequisite and/or co-requisite needed. Check course description.

**MED 230, 231, and 232 must have Program Director's signature for admission and must be taken consecutively; students must earn a "B" or better in all three courses. MED 232 is an externship which involves 180 hours of unpaid work experience in various medical offices in the community. Externship responsibilities include working during Spring Break.

General Academic Requirements:

Students in the Medical Assistant Program must earn a "C" or better in ALL classes in the two-year program. Any grade less than a "C" in any class will result in the student having to retake that class.

Advisor(s):

Karla West
BSS 108
(406) 756-3918
kwest@fvcc.edu

In Libby

Chad Shilling
Room #105
(406) 293-2721, ext. 233
cshillin@fvcc.edu



Natural Resources Management

A.A.S. Degree

The Associate of Applied Science degree in Natural Resources Management prepares students to work as technicians in forestry, wildlife, tree nurseries, urban forestry, recreation, range, and many allied fields. The program makes extensive use of basic mathematics, and it is essential that students develop a strong math background to insure successful completion of the program.

First Year

Fall	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
	—	ENGL	111*	English Composition	3
	—	NR	151	Field Surveying/GPS Introduction	5
	—	NR	153	Resource Calculations	2
	—	NR	161*	Resource Measurement I	5
				Elective(s) - CASC/CPMA	<u>1</u>
				Total Credits	16

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	ECON	212	Economic Principles: Macroeconomics	3
—	NR	152	Silvicultural Relationships and Habitat Typing	4
—	NR	162*	Resource Measurement II	5
—	—	—	Human Relations Elective	<u>3</u>
			Total Credits	15

Second Year

Fall	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
	—	ENGL	150*	Technical Writing	3
				or	
	—	SP	110	Public Speaking	3
	—	NR	231*	Photogrammetry and Remote Sensing	3
	—	NR	235	Introduction to GPS	2
	—	NR	272*	Resource Field Problems	5
	—	—	—	Elective(s) - Group I	<u>3-4</u>
				Total Credits	16-17

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	NR	230*	Forest Fire Management	3
—	NR	232*	Forest Insects and Disease	3
—	NR	233*	Intro to GIS	4
—	NR	260	Natural Resource Issues	3
—			Elective(s) - Group II	<u>3-4</u>
			Total Credits	16-17

Group I Electives

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BIOL	101	General Biology I	4
—	BIOL	120	General Botany	3
—	BIOL	200	Field Botany	3

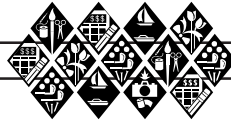
Group II Electives

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BIOL	121*	Introductory Ecology	3
—	BIOL	122*	Ecology Laboratory	1
—	NR	270	Wildlife Habitat & Conservation	3

*Indicates prerequisite and/or co-requisite needed.
Check course description.

Advisor(s):

Joe Bortz
SAT 156
(406) 756-3899
jbortz@fvcc.edu



Office Technology

A.A.S. Degree

The following curriculum is designed to prepare the student for immediate employment in business and industry and to provide basic preparation which could lead to a four-year degree in business education.

The Executive Secretary/Legal Secretary option offers the student a good base of business knowledge and the skills necessary to succeed in top-level positions.

The Word Processing option combines business background with heavy emphasis on computer skills including spreadsheets, database, word processing, and some computer graphics.

The Medical Secretary option combines basic skills with special emphasis on medical terminology and procedures to prepare the student for employment in hospitals, clinics, doctors' offices, and insurance companies.

FVCC encourages advanced placement of students who have had previous training in a particular field.

All required courses within this degree program must be taken for a letter grade. Only electives may be taken on a Satisfactory/Unsatisfactory (S/U) basis.

MOUS Certification is also recommended for OT degrees and certificates. The certification exam is given at FVCC by appointment. See your advisor for details.

Advisor(s):

Brenda Rudolph BSS 106 (406) 756-3858 brudolph@fvcc.edu	<u>In Libby</u> Chad Shilling Room #105 (406) 293-2721, ext. 233 cshillin@fvcc.edu
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If you are considering transfer to a four-year college, some of the courses will transfer as electives only. See your advisor. If you are going to graduate in the current academic year, you must see an advisor in the Business/Technologies Division prior to enrolling Fall Semester.

Office Technology

Executive Secretary/Legal Secretary A.A.S. Degree

First Year

Fall	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	ACCT	101	Vocational Accounting I	4	
	or				
—	ACCT	201	Principles of Accounting I	4	
—	BUS	120*	Business Math	4	
—	CASC	102*	Fundamentals of Windows	1	
—	ENGL	78*	Writing Skills Workshop	3	
	or				
—	ENGL	111*	English Composition	3	
—	PSY	110	Introduction to Psychology	4	
			Total Credits	16	

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	ACCT	150*	Accounting on Microcomputers	2
—	BUS	130*	Business Communications	3
—	CMPA	141*	Beginning Word Processing	3
—	OT	113*	Intermediate Keyboarding	3
—	OT	125*	Editing Skills for Information Processing	2
—	OT	170*	Electronic Calculators	2
			Total Credits	15

Second Year

Fall	<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BUS	271	Business Law	4	
—	OT	151	Speedwriting	5	
—	OT	201*	Production Keyboarding	3	
—	OT	202*	Machine Transcription I	2	
—	SP	120	Interpersonal Relations/Communications	3	
	or				
—	SP	215	Negotiations	3	
			Total Credits	17	

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	CMPA	131*	Business Software	4
—	ECON	211	Economic Principles: Microeconomics	3
—	OT	205*	Legal Machine Transcription	3
—	OT	210*	Office Procedures	3
—	OT	275*	Secretarial Internship I	3
			Total Credits	16

Also recommended: Expert MOUS Certification (Word).

*Indicates prerequisite and/or co-requisite needed. Check course description.



Office Technology

Medical Secretary A.A.S. Degree

(Also offered at Lincoln County Campus)

First Year

Fall	3	Course	No.	Title	Credits
	—	BIOL	131	Medical Terminology I	3
	—	BUS	120*	Business Math	4
		or			
	—	MATH	103*	Intermediate Algebra	4
	—	CASC	102*	Fundamentals of Windows	1
	—	CPMA	130*	Integrated Software Application	2
	—	HLTH	201	First Aid	2
	—	PSY	110	Introduction to Psychology	4
				Total Credits	16

Spring

3	Course	No.	Title	Credits
—	BIOL	132*	Medical Terminology II	2
—	CPMA	141*	Beginning Word Processing	3
—	ENGL	111*	English Composition	3
—	OT	113*	Intermediate Keyboarding	3
—	OT	125*	Editing Skills for Information Processing	2
—	OT	170*	Electronic Calculators	2
—	—	—	Elective(s)	1
			Total Credits	16

Second Year

Fall	3	Course	No.	Title	Credits
	—	BIOL	110	Basic Anatomy and Physiology	3
	—	BUS	130*	Business Communications	3
	—	MED	221	Basic Medical Coding	3
	—	OT	201*	Production Keyboarding	3
	—	OT	202*	Machine Transcription I	2
	—	SP	120	Interpersonal Relations/Communications	3
		or			
	—	SP	215	Negotiations	3
				Total Credits	17

Spring

3	Course	No.	Title	Credits
—	ACCT	101	Vocational Accounting I	4
	or			
—	ACCT	201	Principles of Accounting I	4
—	MED	222	Computerized Medical Billing	2
—	OT	204*	Medical Machine Transcription	3
—	OT	211*	Medical Office Procedures	4
—	OT	275*	Secretarial Internship I	3
			Total Credits	16

*Indicates prerequisite and/or co-requisite needed. Check course description. Also recommended: Expert MOUS Certification (Word, Excel)

Office Technology

Word Processing A.A.S. Degree

(Also offered at Lincoln County Campus)

First Year

Fall	3	Course	No.	Title	Credits
	—	BUS	120*	Business Math	4
	—	CASC	102*	Fundamentals of Windows	1
	—	ENGL	78*	Writing Skills Workshop	3
		or			
	—	ENGL	111*	English Composition	3
	—	OT	110	Beginning Keyboarding	1
	—	OT	111*	Keyboard Formatting	1
	—	OT	112*	Keyboard Skillbuilding	1
	—	SP	120	Interpersonal Relations/Communications	3
		or			
	—	SP	215	Negotiations	3
	—	—	—	Elective(s)	3
				Total Credits	17

Spring

3	Course	No.	Title	Credits
—	ACCT	101	Vocational Accounting I	4
	or			
—	ACCT	201	Principles of Accounting I	4
—	CPMA	141*	Beginning Word Processing	3
—	OT	113*	Intermediate Keyboarding	3
—	OT	125*	Editing Skills for Information Processing	2
—	OT	170*	Electronic Calculators	2
—	—	—	Elective(s)	2
			Total Credits	16

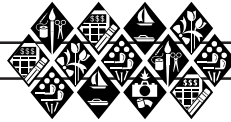
Second Year

Fall	3	Course	No.	Title	Credits
	—	ACCT	150*	Accounting on Microcomputers	2
	—	BUS	130*	Business Communications	3
	—	CPMA	131*	Business Software	4
	—	OT	201*	Production Keyboarding	3
	—	OT	202*	Machine Transcription I	2
	—	—	—	Elective(s)	2
				Total Credits	16

Spring

3	Course	No.	Title	Credits
—	CASC	115*	Fundamentals of Internet	1
—	CPMA	220*	Desktop Publishing	3
—	CPMA	270*	Web Publishing: HTML and Web Page Design	3
—	OT	210*	Office Procedures	3
—	OT	275*	Secretarial Internship I	3
—	—	—	Elective(s)	4
			Total Credits	17

*Indicates prerequisite and/or co-requisite needed. Check course description. Also recommended: Expert MOUS Certification (Word)



Office Technology Clerical Certificate

(Also offered at Lincoln County Campus)

The following one-year certificate program develops the competencies needed for success in an entry-level clerical position and may serve as the basis for further courses leading toward a higher competency level and specialization.

All courses within the certificate must be taken for a letter grade. No courses may be taken on a Satisfactory/Unsatisfactory (S/U) basis. At least 10 of the total credits must be earned at FVCC. Final cumulative grade point average of 2.0 or above is required.

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	101	Vocational Accounting I	4
___	BM	176	Human Relations in Business	3
___	BUS	120*	Business Math	4
___	CASC	102*	Fundamentals of Windows	1
___	CMPA	130*	Integrated Software Application	2
___	OT	110	Beginning Keyboarding	1
___	OT	111*	Keyboard Formatting	1
___	OT	112*	Keyboard Skillbuilding	<u>1</u>
			Total Credits	17

Spring				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	150*	Accounting on Microcomputers	2
___	BUS	130*	Business Communications	3
___	CMPA	141*	Beginning Word Processing	3
___	OT	113*	Intermediate Keyboarding	3
___	OT	125*	Editing Skills for Information Processing	2
___	OT	170*	Electronic Calculators	<u>2</u>
			Total Credits	15

*Indicates prerequisite and/or co-requisite needed. Check course description.

Also recommended: MOUS Certification (Word at the core level)

Office Technology Medical Transcription Certificate

Medical transcriptionists listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. The documents they produce include discharge summaries, history and physical examination reports, operating room reports, consultation reports, autopsy reports, diagnostic imaging studies and referral letters.

Before entering the transcription program, students must have completed the following:

1. Typing competency test.
 - Students must type 60 words per minute in a 5 minute timed writing with no more than 5 errors before entering the transcription program.
2. Computer Literacy Certification or equivalent
 - IC Certification or
 - CMPA 100 Introduction to Microcomputers and CASC 102 Fundamentals of Windows

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	110	Basic Anatomy and Physiology	3
___	BIOL	131	Medical Terminology I	3
___	CMPA	141*	Word Processing	3
___	MED	221	Basic Medical Coding	2
___	OT	125*	Editing Skills for Information Proc.	2
___	OT	204*	Medical Machine Transcription I	3
___	___	___	Elective	<u>1</u>
			Total Credits	17

Spring				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	132*	Medical Terminology II	2
___	BUS	130*	Business Communications	3
___	MED	120	Records Information Management	3
___	MED	130	Medical Law and Ethics	3
___	MED	150	Pharmacology	3
___	OT	208*	Medical Transcription II	<u>3</u>
			Total Credits	17

*Indicates prerequisite and/or co-requisite needed. Check course description.

This program follows the American Association of Medical Transcription requirements. The certification exam is composed of the following:

Medical Terminology	30%
English and Usage	25%
Anatomy and Physiology	20%
Disease Processes	15%
Health Care Record	5%
Professional Development	5%

Also recommended: Expert MOUS Certification (Word)



Paramedicine

A.A.S. Degree

Paramedicine is an exciting career focusing on pre-hospital emergency medical care. A degree in this area will improve your knowledge as well as your marketability in a highly competitive field. The market for paramedics includes the fire service, private ambulance companies, and service providers such as hospitals and doctor offices. Graduates from this program will also gain National Registry Certification as EMT-Paramedics. This is a demanding program whose graduates will have maintained high academic and professional standards; a necessity for success in this field. All requirements for the Paramedicine Program are stated in the Paramedicine Program Handbook.

Paramedic I and II and Clinical I and II must have the program directors signature for admission. Students must maintain a "C" average or better in all classes. Any grade less than a "C" will result in the student having to retake that class. Students enrolled in Paramedic I and II must maintain an 85% throughout the class to continue on. Retesting is available; specifics are in the Paramedic Program Handbook.

Advisor(s):

Tim Soule
SAT 129
(406) 756-3969
tsoule@fvcc.edu

Dr. Janice Alexander
SAT 110
(406) 756-3948
jalexand@fvcc.edu

First Year

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BIOL	110	Basic Anatomy and Physiology	3
—	CHEM	150	Pharmacology	3
—	EMS	270	EMT-Basic	5
—	ENGL	111*	English Composition	3
Total Credits				14

Spring				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	EMS	240	Instructional Methods	3
—	EMS	255	Basic Rescue Skills for EMS Providers	3
—	MATH	78*	Introductory Algebra	4
—	PSY	110	Introduction to Psychology	4
—	SP	110	Public Speaking	3
Total Credits				17

Second Year

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	CASC	102	Fundamentals of Windows	1
—	EMS	274*	Paramedic I	9
—	EMS	275*	Paramedic Clinical I	4
—	SP	120	Interpersonal Relations/ Communications	3
Total Credits				17

Spring				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	CASC	105	Fundamentals of Word Processing: Word	1
—	CASC	107	Fundamentals of Spreadsheets-Excel	1
—	CASC	108	Fundamentals of Database-Access	1
—	EMS	276*	Paramedic II	9
—	EMS	277*	Paramedic Clinical II	6
Total Credits				18

*Indicates prerequisite and/or co-requisite needed.
Check course description.



Professional Goldsmithing

A.A.S. Degree

The Professional Goldsmithing Program teaches modern methods of jewelry repair, stone setting, wax modeling and casting, emphasizing technical proficiency, and artistic craftsmanship. Students gain an advanced understanding of the goldsmithing field, including design and technical skills, as well as professional integrity.

First Year

Fall	3	Course	No.	Title	Credits
	—	ART	101	Drawing I	3
	—	ART	151	Design I	3
	—	ART	155	Jewelry Design & Rendering	3
	—	ART	241	Jewelry & Metalsmithing I	3
	—	BUS	130*	Business Communications	3
				Total Credits	15

Spring	3	Course	No.	Title	Credits
	—	ART	235	Wax Modeling and Casting I	3
	—	ART	242*	Jewelry and Metalsmithing II	3
	—	BUS	120*	Business Mathematics	4
				or	
	—	MATH	103*	Intermediate Algebra	4
	—	CMPA	131*	Business Software	4
	—	SP	110	Public Speaking	3
				or	
	—	SP/HS	120	Interpersonal Relations/ Communications	3
				Total Credits	17

Second Year

Fall	3	Course	No.	Title	Credits
	—	ART	221	Art History Survey I: Ancient to Middle Ages	3
	—	ART	245	Stone Setting I	3
	—	ART	272*	Surface Embellishments	3
	—	MKT	140	Principles of Marketing	3
	—	SBM	160	Entrepreneurship/ Small Business Startup	3
	—	—	—	Elective	1
				Total Credits	16

Spring	3	Course	No.	Title	Credits
	—	ACCT	101	Vocational Accounting I	4
				or	
	—	ACCT	201	Principles of Accounting I	4
	—	ART	222	Art History Survey II: Renaissance to Modern	3
	—	ART	240	Gemology in Jewelry	3
	—	ART	244*	Jewelry Repair I	3
	—	ART	246*	Stone Setting II	3
				Total Credits	16

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s): Jim Flaherty, SAT 106, (406) 756-3897
jflahert@fvcc.edu

Goldsmithing Program

Bench Certificate

The following curriculum develops the competencies needed to pass the Jewelers of America Certified Bench Technician exam. This First Level certificate in the JA Certified Bench Jeweler Program, in tandem with the corresponding Bench Certificate awarded by FVCC Goldsmithing Program, prepares the student for an entry level bench position in the jewelry industry and/or for further study and testing in the field of jewelry manufacturing.

All courses within the certificate program must be taken for a letter grade. No courses may be taken on a Satisfactory/Unsatisfactory (S/U) basis. Passing the JA CBJ exam for the JA Certified Bench Technician (First Level) is required to receive the FVCC Goldsmithing Program Bench Certificate. Final cumulative grade point average of 2.0 or above is required.

First Year

Fall	3	Course	No.	Title	Credits
	—	ART	101	Drawing I	3
	—	ART	155	Jewelry Design & Rendering	3
	—	ART	221	Art History Survey I	3
	—	ART	241	Jewelry & Metalsmithing I	3
	—	MATH	103*	Intermediate Algebra	4
				Total Credits	16

Spring	3	Course	No.	Title	Credits
	—	ART	222	Art History Survey II	3
	—	ART	235	Wax Modeling & Casting I	3
	—	ART	242*	Jewelry & Metalsmithing II	3
	—	ART	244*	Jewelry Repair I	3
	—	ART	245*	Stone Setting I	3
				Total Credits	15

Second Year

Fall	3	Course	No.	Title	Credits
	—	ART	243*	Jewelry & Metalsmithing III	3
	—	ART	246*	Stone Setting II	3
	—	ART	272*	Surface Embellishments	3
	—	ART	277*	Forging & Smithing I	3
	—	BUS	130*	Business Communications	3
				Total Credits	15

Spring	3	Course	No.	Title	Credits
	—	ART	240	Gemology in Jewelry	3
	—	ART	247*	Stone Setting III	3
	—	ART	269*	Jewelry & Metalsmithing IV	3
	—	ART	270*	Wax Modeling & Casting II	3
	—	ART	275*	Goldsmithing Internship	3
	—	ART	279*	JA Bench Technician Exam	1
				Total Credits	16

Note: The human relations component is incorporated in various coursework throughout the program.

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s): Jim Flaherty, SAT 106, (406) 756-3897
jflahert@fvcc.edu



Radiologic Technology

A.A.S. Degree

This program is a two-year curriculum including both classroom (didactic) and hands-on training (clinical), which is intended to prepare students to safely use x-ray equipment in clinical settings. Students graduating from this program will be able to (1) assist the physician or radiologist in examining for broken bones, ulcers, tumors, or other diseased situations, (2) do such procedures as diagnostic x-rays, Fluoroscopic examinations, CT scans, digital radiography, cardiac catheterization, and angiography, (3) adjust x-ray equipment, (4) assist and educate patients, (5) make the required x-ray exposure, and (6) process the radiograph. Students will also be trained in patient record maintenance and radiation safety.

Having finished this program, students will be eligible and prepared to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT).

All requirements for the Radiologic Technology Program are stated in the Radiologic Technology Program Student Handbook including the application process. Students considering this degree should familiarize themselves with the requirements. Interested individuals may request a copy of the Handbook from the Program Director in SAT 109.

All students entering the Program must have completed the following classes OR their equivalent: ENGL 111, BIOL 131, MATH 103, BIOL 261, and BIOL 262. Students may be advised to take Introduction to Biology (BIOL 101) in preparation for Human Anatomy and Physiology, preliminary math courses in preparation for Intermediate Algebra (MATH 103), and preliminary English classes in preparation for English Composition (ENGL 111).

First Year

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	XRT	105*	Introduction to Radiography	2
—	XRT	110*	Basic Radiographic Procedures	2
—	XRT	115*	Principles of Radiographic Imaging I	4
—	XRT	140*	Clinical I	<u>6</u>
Total Credits				14

Spring				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	PHYS	106*	Radiation Physics	3
—	XRT	111*	Intermediate Radiographic Procedures	2
—	XRT	116*	Principles of Radiographic Imaging II	2
—	XRT	120*	Radiographic Imaging Equipment	2
—	XRT	130*	Patient Care I	2
—	XRT	141*	Clinical II	<u>6</u>
Total Credits				17

Summer				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	XRT	240*	Clinical III	<u>9</u>
Total Credits				9

Second Year

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	XRT	210*	Advanced Radiographic Procedures	2
—	XRT	220*	Advanced Imaging Equipment	2
—	XRT	235*	Radiation Biology and Protection	4
—	XRT	241*	Clinical IV	<u>6</u>
Total Credits				14

Spring				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	XRT	215*	Principles of Radiographic Imaging III	2
—	XRT	230*	Patient Care II	2
—	XRT	242*	Clinical V	8
—	XRT	270*	Registry Review	<u>2</u>
Total Credits				14

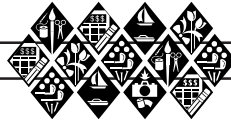
*Indicates prerequisite and/or co-requisite needed. Check course description.

General Academic Requirements:

Students in the Radiologic Technology Program must earn a "C" or better in ALL classes in the two-year program. Any grade less than a "C" in any class will result in the student having to retake that class.

Advisor(s):

Sue Justis
SAT 109
(406) 756-3866
sjustis@fvcc.edu



Substance Abuse Counseling

A.A.S. Degree

After completion of course work in Substance Abuse Counseling, field experience and graduation requirements the student will be awarded an Associate of Applied Science degree in Substance Abuse Counseling. This will meet the academic requirement for the State of Montana's Chemical Dependency Certification. After graduating with this option the student must complete 1000 hours of supervised work experience in a state licensed substance abuse program in order to apply for the Montana Substance Abuse Counselor Certification test.

This program is subject to ADAD approval. Due to limited clinical sites enrollment will be limited. Students will have to complete an application and be accepted prior to clinical internship. See Rick Halverson (Rm 129, Business and Social Science building) for a copy of the regulations.

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	101	General Biology I	4
___	BUS	120*	Business Math	4
___	ENGL	111*	English Composition	3
___	ENGL	150*	Technical Writing	3
___	HS	100*	Introduction to Human Services/ Social Work	3
___	HS	120	Interpersonal Relations/ Communications	3
___	PSY	110	Introduction to Psychology	4
___	PSY	235*	Developmental Psychology	3
___	SA	102 ¹	Drugs and Society	3
___	SA	140	Cultural Issues in Addiction Recovery	1
___	SA	200*	Introduction to Chemical Dependency Counseling	3
___	SA	210* ¹	Case Management	2
___	SA	220*	Assessment & Evaluation Procedures of Substance Abuse	2
___	SA	230*	Clinical Internship I	6
___	SA	235*	Clinical Internship II	6
___	SA	240*	Substance Abuse Counseling II	3
___	SA	250* ¹	Interviewing/Crisis Intervention	4
___	SA	260* ¹	Group Process	3
___	SA	279* ¹	Legal/Ethical/Professional Issues	3

One of the following:

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	CMPA	130*	Integrated Software Application	2
	or			
___	CMPA	131*	Business Software	4
			Total Credits	65 - 67

*Indicates prerequisite and/or co-requisite needed.
Check course description.
¹Cross referenced with HS.

Advisor(s):
Rick Halverson
BSS 129, (406) 756-3871, rhalvers@fvcc.edu



FVCC's Goldsmithing program is one of just a few in the United States. Curriculum is constantly tailored to reflect the needs of the jewelry industry.



Surveying

A.A.S. Degree

This program is designed to prepare students to enter the land surveying profession as surveying technicians, instrument persons, drafters, and/or office technicians. Upon completion of this degree, the Land Surveyor Intern (LSI) test can be taken. In Montana, an additional six years of experience under the supervision of a licensed surveyor is required before the actual licensing (LS) test can be taken. Students seeking to become licensed in other states should verify specific state educational and experience requirements. Out-of-state students from Alaska, Colorado, Hawaii, Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah and Wyoming are eligible to apply for reduced tuition under the terms of the Western Undergraduate Exchange (WUE). Contact Marlene Stoltz in the Admissions Office for details. Success in the surveying program requires an above average proficiency in math and strong English skills. A minimum grade of "C" must be achieved in all required surveying and math courses. The typical two-year program is shown below.

First Year

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	CASC	102 ^{*1}	Fundamentals of Windows	1
—	ENGL	111*	English Composition	3
—	MATH	103*	Intermediate Algebra	4
—	MATH	134 ^{*2}	Surveying Math I	2
—	SURV	141	Surveying I	5
—	SURV	152	Surveying Graphics	2
Total Credits				17

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	MATH	135 ^{*2}	Surveying Math II	3
—	SURV	142*	Surveying II	5
—	SURV	155*	Surveying Calculations	3
—	SURV	163*	Land Survey Systems	3
—	SP	110	Public Speaking	3
Total Credits				17

Second Year

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	PHYS	101 ³	Basic Physical Science	4
—	SURV	270*	Computer Aided Drafting	4
—	SURV	271*	Introduction to GPS	2
—	SURV	272*	Land Surveying I	5
—	SURV	275*	Photogrammetry and Remote Sensing	3
Total Credits				18

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	SURV	273A*	Land Surveying II	2
—	SURV	273B*	Projects in GPS	2
—	SURV	273C*	Route Surveying	2
—	SURV	276*	Intro. to Geographic Information Systems	4
—	SURV	277*	Projects in GIS	2
—	SURV	278*	Surveying Laws, Planning & Design	2
—	SURV	279*	Land Surveying Computers	2
Total Credits				16

*Indicates prerequisite and/or co-requisite needed. Check course description.

¹ Another CMPA, or CS course may be substituted with advisor approval.

² Another math sequence which includes coursework through Calculus may be substituted.

³ Another science class may be substituted with advisor approval.

Students lacking a proficient background in algebra, geometry, trigonometry, and/or English, will be advised to complete the survey degree program in three years. A typical first year of this three-year program is shown below.

First Year

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	CMPA	100*	Introduction to Microcomputers	1
—	ENGL	78*	Writing Skills Workshop	3
or				
—	ENGL	111*	English Composition	3
—	MATH	78*	Introductory Algebra	4
—	SURV	152	Surveying Graphics	2
—	SP	110	Public Speaking	3
Total Credits				13

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	CASC	102*	Fundamentals of Windows	1
—	ENGL	111*	English Composition	3
—	MATH	103*	Intermediate Algebra	4
—	—	—	Electives (CASC/CMPA/CS/IT)	4-13
Total Credits				12-18

*Indicates prerequisite and/or co-requisite needed. Check course description.

Advisor(s):
 Dave Dorsett, PLS
 SAT 164
 (406) 756-3913
 ddorsett@fvcc.edu



Web Technology

Small Business Webmaster

A.A.S. Degree

The Small Business Webmaster program is ideal for individuals interested in Website production and management for small companies and organizations, or as a personal business. The intent of the program is to give students the basic skills necessary to use the Internet as a business and communications tool. The emphasis is on three areas of Web site responsibilities: content development business management, and technical operations.

Content development focuses on creating Web sites that communicate effectively, are accessible to the widest audience and are attractively designed. Elective courses in art or additional Web-related computer classes are recommended.

Business management knowledge, including marketing and e-commerce, are necessary to translate the goals of the organization into a business-to-consumer or business-to-business Web site. Small Business Management courses are elective recommendations for those wishing to start their own Web development or consulting business.

Technical operations of intranets and the Internet are an integral part of the knowledge base necessary to successfully design and manage a Web site. Electing to take the three additional classes necessary to become a Cisco Certified Network Associate (see the Cisco Certification program for details, page 140) is a good accompaniment to this degree.

Students with insufficient computer skills must complete CS 100 – Introduction to Computer and CASC 115 – Fundamentals of the Internet before beginning the curriculum. Consult with your advisor to see if these courses are required.

First Year

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BUS	130*	Business Communications	3
	or			
—	ENGL	111*	English Composition	3
—	CMPA	126*	Networking Fundamentals	4
—	CS	171*	Fundamentals of Computer Science I: JAVA	4
—	MATH	103*	Intermediate Algebra	4
			Total Credits	15

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	ART	153	Digital Imagery	3
—	BM	175	Principles of Management	3
—	CMPA	166*	Computer Operating Systems	3
—	CMPA	270*	Web Publishing: HTML and Web Page Design	3
—	MKT	140	Principles of Marketing	3
			Total Credits	15

Second Year

Fall				
<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	CMPA	261*	Introduction to Database Processing	4
—	CMPA	271*	Web Page Programming	4
—	CMPA	272*	Image Editing on the Web	3
—	SP	110	Public Speaking	3
—	—	—	Electives**	3
			Total Credits	17

Spring

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BUS	220*	E-Commerce	3
—	BUS	221*	Information Technology Project Management	3
—	BUS	274*	Web Technology Internship	3
—	CMPA	273*	Data Driven Websites	3
—	ECON	211	Economic Principles: Microeconomics	3
			or	
—	ECON	212	Economic Principles: Macroeconomics	3
—	—	—	Electives**	2
			Total Credits	17

*Indicates prerequisite and/or co-requisite needed. Check course description.

**Note: Electives cannot be filled by 1-credit CASC classes whose topics are covered in this program (i.e. HTML, Access, etc.)

Advisor(s):
Laurie Murphy
 BSS 105
 (406) 756-3861
 lmurphy@fvcc.edu



Cisco Certification Preparation Cisco Certified Network Associate

Flathead Valley Community College has been designated a Cisco Networking Academy. This designation permits us to offer curriculum developed by Cisco that is designed to prepare a student to sit for various levels of certification. Cisco is a world leader in networking for the Internet and its certifications position students for immediate openings in the job market or as a complement to the A.A.S. Management Information Systems or Web Technology programs.

Cisco Certified Networking Associate (CCNA) indicates a foundation in and apprentice knowledge of networking for the small/off/home office (SOHO) market. CCNA certified professionals can install, configure, and operate LAN, WAN, and dial access series for small networks (100 nodes or fewer), including but not limited to use of these protocols: IP, IGRP, IPX, Serial, Apple Talk, Frame Relay, IP RIP, VLANs RIP, Ethernet, Access Lists.

Upon successful completion of the four preparatory courses, students can sit for the national exam administered through a designated testing center in Kalispell. The courses cannot be challenged and must be passed with a "C" or better to continue the sequence. A new sequence begins every semester. Each class is 4 credits.

<u>3</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	CMPA	126*	Networking Fundamentals	4
___	CMPA	176*	Introduction to Router Technology	4
___	CMPA	226*	Routing and Switching	4
___	CMPA	276*	Network Design	4

See the catalog Course Description for details on each class.

Cisco Certified Network Professional

The Cisco Certified Network Professional (CCNP) is the next step Cisco offers in its certification process. These courses will be offered beginning Fall 2003 through FVCC. This certification indicates advanced or journeyman knowledge of networks.

With a CCNP, a network professional can install, configure, and operate LAN, WAN, and dial access services for organizations with networks from 100 to more than 500 nodes, including but not limited to these protocols: IP, IGRP, IPX, Async Routing, AppleTalk, Extended Access Lists, IP, RIP, Route Redistribution, RIP, Route Summarization, OSPF, VLSM, BGP, Serial, Frame Relay, ISDN, ISL, X.25, DDR, PSTN, PPP, VLANs, Ethernet, Access Lists, 802.10, FDDI, Transparent and Translational Bridging.

Consult the College Web page or <http://mail.fvcc.edu/~lmurphy/> for class descriptions and availability.



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 Automotive/Diesel 143
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 Building Trades 151
 Business 152
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Numbering

- The course number (ENGL 15) indicates the department (English) and the level of the course.
- Courses numbered from:
 - 100 to 199 are freshman levels
 - 200 to 299 are sophomore levels
- The "~" after courses numbered under 100 indicates these courses are usually nontransferable but may apply towards an A.A.S. degree at FVCC.
- A section number also appears on the class schedule. The two-digit section number follows the course number.
- Sequential courses have numbers ending in 1, 2 and 3 (e.g., CHEM 221, 222).
- The () after credits indicates the semester that a course will be offered. The designators are as follows:
 - (A) = course offered all semesters
 - (D) = course offered on demand
 - (F) = course offered Fall semester
 - (S) = course offered Spring semester
 - (Su) = course offered Summer semester
- Course numbers ending in "-80 -89" indicate Special Topics courses. These classes can appear in any curriculum and are taught on a one-time or trial basis.
- Numbers ending in "-90 -99" designate Independent Studies courses designed for students who wish to pursue individual projects outside of regular course offerings.



ACCOUNTING

ACCT 101 Vocational Accounting I

4 credits (F,S)

A practical course in the foundations of accounting. Emphasizes the complete accounting cycle for a sole-proprietorship service business as well as the cycle for a merchandising firm. Covers receivables and payables as well as banking transactions and payroll.

ACCT 102 Vocational Accounting II

4 credits (S)

Prerequisite: ACCT 101 or instructor's consent.

A continuation of ACCT 101. Covers notes payable and receivable, valuation of receivables, inventories, plant and equipment, the voucher system, accounting for partnerships and corporations, financial statement analysis, and cash flow statements.

ACCT 121 Payroll Accounting

2 credits (S)

Prerequisite: ACCT 101 or ACCT 201.

An introduction to payroll accounting including relevant federal and state income tax laws and labor laws, necessary records and reports, and proper procedures for preparing and accounting for payroll.

ACCT 150 Accounting on Microcomputers

2 credits (F,S)

Prerequisite: ACCT 101.

This course provides students with a realistic approach to computerized, integrated accounting principles. Familiarization with seven major accounting systems commonly found in computerized accounting environments—general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory, payroll and spreadsheets.

ACCT 201 Principles of Accounting I

4 credits (F,S)

An introduction to the theory and application of accounting covering double entry accounting, the accounting cycle, merchandising operations, control accounts and subsidiary ledgers, internal control, cash, short-term investments, accounts receivable, merchandise inventory, plant assets, current liabilities, payroll, financial statement disclosures and long-term liability.

ACCT 202 Principles of Accounting II

4 credits (S)

Prerequisite: a grade of "C" or better in ACCT 201.

A continuation of Accounting 201 including partnerships, corporate organization, dividends, retained earnings, earnings per share, long-term liabilities, long-term investments and consolidations, statement of cash flows, analysis and interpretation of financial statements, accounting for manufacturing operations, job order costing, process costing, cost-volume-profit relationships, business segments and departmental reporting, planning and budgeting.

ACCT 211 Introduction to Federal Taxation

4 credits (F)

Prerequisite: ACCT 201.

A course designed to introduce the basic principles of federal taxation for the sole proprietor, partnership or corporation. Includes income determination, deductions, sales of properties, depreciation and its recapture, nontaxable exchanges, dividends, corporate liquidations and S Corporations.

ACCT 212 State Income Tax, Estate and Trusts

4 credits (F)

Prerequisite: ACCT 201.

A course designed to introduce the basic principles of state taxation for the sole proprietor, partnership or corporation, as well as trust and estate tax.

ACCT 220 Cost and Advanced Accounting

4 credits (S)

Prerequisite: ACCT 241 or instructor's consent.

The use of relevant accounting data and techniques in making management decisions. Covers types of costs and their relationship, present value techniques, budgets, break-even computations, costing systems and cost allocations. Also covers work-paper presentation techniques, long-term debt, correction of accounting errors and preparation of cash flow statements.

ACCT 231 Applied Accounting

2 credits (D)

Prerequisite: ACCT 202.

Corequisite: ACCT 251.

This course applies terminology, concepts and techniques learned in accounting, to accounting software packages. It also covers setting up inventory, creating invoices, customizing forms, creating reports and graphs, payroll, processing payments and using all other accounts.

ACCT 241 Intermediate Accounting I

4 credits (F)

Prerequisite: ACCT 202.

This course is aimed at those students wishing to pursue accounting: environmental and conceptual framework of financial accounting, review of the accounting process and financial statements, time value of money, cash and receivables, advanced inventory issues, advanced problems in long-term assets, and intangible assets.

ACCT 251 Business Spreadsheets

2 credits (F)

Prerequisites: ACCT 202, CMPA 131, CMPA 151 or instructor's consent.

Use of spreadsheets in analyzing financial data and preparing financial reports. Advanced features of spreadsheets will be covered.



ACCT 265 Advanced Accounting on Microcomputers
2 credits (S)

Prerequisites: ACCT 202, and previous computer experience.
This course is designed primarily for the student enrolled in the Associate of Applied Science degree program—Accounting Technology. The course will teach the student how to convert a hand kept accounting system to a commercial computerized accounting system. The course includes theory and application of chart of accounts conversion, theory and application of accounting controls, and conversion of accounts receivable, accounts payable, general ledger, payroll, inventory and order entry.

ACCT 275 Accounting Internship
3 credits (D)

Prerequisites: ACCT 121, ACCT 202, ACCT 211, ACCT 241, completion of 30 semester credits with a grade point average of 2.0 or better.
Placement in a business setting designed to enhance a student’s abilities and knowledge of the various aspects of managing and operating the business on a day to day basis.

AUTOMOTIVE/DIESEL

AD 200 Introduction to Engines Gas/Diesel
4 credits (F)

An overview of the design, operation, diagnosis and service procedures of automotive/commercial engines. Students participate in the disassembly and reassembly of gas and diesel units. Service and technical data are presented to prepare the student for practical experience in engine servicing.

AD 210 Diesel Technology
4 credits (S)

Construction, operation and repair of diesel engines; logical steps of procedures for engine reconditioning; installing and timing of fuel injector components. Emphasis will be placed on engine component reconditioning, engine tune-ups, and use of special diagnostic tools.

AD 220 Auto/Diesel Electronic Systems
4 credits (F,S)

A study of electrical/electronic fundamentals applied to automotive and commercial vehicle systems. Includes theory, design, diagnosis, and repair of wiring and circuits, batteries, alternators, and starters. The use of test instruments and electrical troubleshooting procedures currently recommended by industry standards will be emphasized.

AD 230 Hydraulics and Pneumatics
4 credits (S)

Theory and application of hydraulics and pneumatics used in automotive and heavy equipment industries. Students will demonstrate hydraulic principles at live work stations through diagnosis, disassembly and reassembly of sub-component systems. This will include an open and closed center system, fixed and variable displacement pumps, linear and rotary actuators, pressure and flow controls, and directional valves.

AD 275 Cooperative Education
6 credits (Su)

Prerequisites: AD 200, AD 210, AD 220, AD 230.
This hands-on work experience will provide local employers the opportunity to participate in the educational process. Further, it will allow students the opportunity to validate cognitive skills learned in an academic environment within a modern workplace. As a planned and supervised work learning experience, it extends the students academic background into the Heavy Equipment Maintenance Industry. When possible, this course will be coordinated as a paid work experience for the student.

ANTHROPOLOGY

ANTH 100 Introduction to Anthropology
3 credits (F)

A course designed to introduce the student to the concepts and terms used in the study of man as a cultural and physical being. It addresses the basic divisions of anthropology—physical and cultural anthropology, including ethnology, linguistics and prehistoric archaeology.

ANTH 110 Cultural Anthropology
3 credits (S)

Prerequisite: ANTH 100 is advised.
An introduction to social and cultural anthropology emphasizing key concepts and the comparison of distinctive cultures, social, economic, and political systems, language, religions, esthetics, and cultural change. The study of archaeology, ethnology and linguistics will be introduced.

ANTH 130 Cultural Diversity
3 credits (D)

An overview of the various racial/ethnic, economic, and social groups and their contributions to the American “melting pot.” Special emphasis will be placed upon the past, current and future relational dynamics of these groups with the mainstream and how these relational dynamics help define being an “American.” This course is cross-referenced with SOC 130.

ANTH 220 Race and Minorities
3 credits (F)

Prerequisite: SOC 110 or instructor’s consent.
Racial and minority differentiation, with emphasis upon the major ethnic groups of the United States and their problems of assimilation. Historical acculturation and its effect on today’s minority groups. Legal remedies and social changes as they are developing are presented. This course is cross-referenced with SOC 220.

ANTH 230 Indians of North America
3 credits (S)

Prerequisites: ANTH 100 or ANTH 110 is recommended.
The traditional cultures of North America: the origin and distribution of native populations, their life ways prior to European contact, and the consequences of contact between Indians and non-Indians in North America after 1492.

**ANTH 232 Indians of Montana**

3 credits (D)

The traditional cultures of Indian nations associated with Montana; their lifestyles prior to European contact; Montana reservations and tribal governments; and current issues facing Montana's Indian people.

ANTH 250 Introduction to Archaeology

3 credits (D)

This course explores how and what archaeologists do toward reconstructing, explaining, and understanding cultures from the past (primarily prehistorical, some historical); covers methodology/techniques, terms, and theories commonly utilized and applied to interpretation of human antiquity.

ANTH 260 Introduction to Physical Anthropology

3 credits (D)

This course will cover introductory principles of human evolution and primate studies; human variation; hominid paleontology and related contemporary issues in physical anthropology (i.e. disease and human adaptations, applied science in forensics, etc.)

ANTH 265 Anthropology of Comparative Religion

3 credits (D)

This course takes an anthropological approach to comparative religion. Areas of study will include Western and non-Western cultures. Focus will be on how each culture conceptualizes the "unknown," interacts with and explains the spirit world, perceives power beyond human interaction and how different belief systems influence ideologies. Topics include: the occult, folklore/myths, ritual, witchcraft, nature, religions, ceremonial drug use, concepts of evil, purity, the sacred.

ART**ART 75 Watercolor**

2 credits (A)

Prerequisite: some drawing experience or aptitude helpful.

A study of the history, materials, techniques and presentation of transparent watercolor, with a variety of subject matter considered.

ART 101 Drawing I

3 credits (F)

A presentation to art students with varying degrees of talent and exposures to instruction designed to help each student develop his or her own unique style. Considerable emphasis is placed upon the perception of the draftsman and problems arising from the representation of three-dimensional objects on two-dimensional planes. Exercises using a variety of media and papers will occupy a great portion of this course. Class problems and assignments are planned to meet the individual needs of all students. Uniformity is not the aim. The major aim is the exposure to, and subsequent assimilation of, basic drawing 'tools'.

ART 114 Painting I

3 credits (F)

An elementary painting course which seeks to acquaint students with the basic tools of the painter. The major focus will be on technique and materials. Each assignment is tailored to both satisfy the need for individual expression, and to present a vehicle for the practice of new techniques.

ART 150 Art Photography I

3 credits (D)

A beginning course about photography as an artistic medium. Students shoot and develop black-and-white film and learn to make fine art prints from their negatives. Students are encouraged to explore making statements visually while instructor provides media presentations of history, artistic trends and the work of successful artists. Creativity and participation stressed. This course is cross-referenced with JRNL 150.

ART 151 Design I

3 credits (F)

A foundational course designed to present basic concepts. This course studies organization, structure and composition of form through the use of basic design elements, such as line, shape and value, and emphasizes design development which is related to two-dimensional art.

ART 152 Design II

3 credits (S)

Prerequisite: ART 151.

This course is a continuation of ART 151. A foundational course designed to present basic concepts, studying organization, structure and composition of forms through the use of basic design elements. Emphasis is on three dimensionality.

ART 153 Digital Imagery

3 credits (D)

Prerequisite: working knowledge of computers and cameras.

This course will use conventional cameras or digital cameras to capture images, but the resulting image must be in digital format by either film or flatbed scanner. Then using Photoshop or similar software, the student will manipulate the image for publication on the World Wide Web. This course is cross-referenced with COMM 153 and JRNL 153.

ART 155 Jewelry Design and Rendering

3 credits (D)

A complete study on recognizing and visualizing concepts; from drawing and design fundamentals to crafting metals. Learn to create and construct your own ideas. This class will focus on the beginning and intermediate crafts person.



ART 158 Basic Videomaking

3 credits (D)

Prerequisite: instructor's consent.

Basic Videography teaches basic methodology of videomaking. Students will use tools and techniques of sound and motion to produce short videos for professional and personal growth in the medium. This course is cross-referenced with COMM 158 and JRNL 158.

ART 161 Ceramics I

3 credits (A)

This course provides a basic knowledge of clay and glazes.

ART 162 Ceramics II

3 credits (A)

Prerequisite: ART 161 is desired but not required.

This course encourages students to develop personal techniques in clay.

ART 175 Practical Photography

3 credits (D)

A basic course which examines the tools, techniques and materials employed in photography, both for personal enrichment and in business. Photographic history, theory and visual principles are presented. Emphasis is on color photography for class projects.

ART 201 Drawing II

3 credits (S)

Prerequisite: ART 101.

This course is aimed at those students wishing to pursue drawing beyond the basic level. It is aimed at students with varying degrees of talent who have successfully completed a beginning drawing program. Exercises involving a broader variety of media, their application and effects will be given emphasis. Class problems and assignments will have enough flexibility to meet the individual needs of all students. Uniformity is not the aim. The major aim of this course is to encourage the development of each student's unique approach to drawing—a personal style.

ART 204 Introduction to Color Photography

3 credits (D)

Prerequisites: ART/JRNL 150, ART 175 or instructor's consent.

Understanding color in light and how the additive and subtractive color concepts can render color. Learning about color films; their three layer structure and chemistry. Lab portion includes shooting color negative films and learning to process color prints. This includes learning to evaluate color balance and exposure to produce fine art quality images. Presentations include survey of some important fine art photographer's work.

ART 205 Art Photography II

3 credits (D)

Prerequisites: ART/JRNL 150.

This course has students beginning to produce various photographic projects. These involve groups or series of images that combine to build and reinforce meaning. Some different products are explored as well as some alternative

processes in the darkroom. Classroom critique sessions stress learning to evaluate images. Exhibition of projects on campus or elsewhere is encouraged. This course is cross-referenced with JRNL 205.

ART 211 Portrait Drawing I

2 credits (D)

The intention of this class is to take the broadest view of portraiture. The portraiture class serves as an entry-level art class for the beginner as well as a challenge to the person with art room experience. Starting with drawings from plaster casts and fellow students, the student will move on to drawing from live models. Rudimentary anatomy, proportion, movement, composition, perspective and shading will be explored, as each student is encouraged to develop a personal style or technique.

ART 212 Portrait Drawing II

2 credits (D)

Prerequisite: ART 211 or ART 251.

An advanced class in the art of portraiture. A detailed study of the human head and features is offered together with an exploration of the narrative and expressive qualities created in portraiture.

ART 215 Painting II

3 credits (S)

Prerequisite: ART 114.

A continuation of ART 114 where the basic tools of the painter are now focused more on composition and color experimentation. It is expected that the student will exercise more personal preference and choice in both subject matter and expression.

ART 218 Printmaking I: Etching

3 credits (F,S)

Prerequisite: ART 101.

An introductory course in the art and technique of Intaglio and collagraph. Basic plate preparation, experimentation with a variety of grounds and tones, and the use of the press will be covered.

ART 219 Printmaking II: Etching

3 credits (F,S)

Prerequisite: ART 218.

An extension of Printmaking I where more advanced techniques are covered. Further experimentation with papers, inks and multiple plates.

ART 221 Art History Survey I: Ancient to Middle Ages

3 credits (F)

This class is a survey of the history of painting, architecture, sculpture and other arts of Western Civilization—Ancient to Middle Ages.



**ART 222 Art History Survey II:
Renaissance to Modern**

3 credits (S)

This class is a survey of the history of painting, architecture, sculpture and other arts of Western Civilization—Renaissance to Modern.

ART 226 Methods in Elementary Art

3 credits (F)

This course is designed to provide the student with an introduction to theory and methods used in elementary art instruction.

ART 228 History of Early Italian Renaissance

3 credits (S)

This course aims to introduce students to the development of style and meaning in Italian fourteenth century art. Painting, sculpture and architecture will be the main disciplines explored.

ART 229 History: Italian Renaissance II

3 credits (F)

This course aims to introduce students to the development of style and meaning in Italian sixteenth century art. Painting, sculpture and architecture will be the main disciplines explored.

ART 230 Watercolor I

3 credits (F,S)

A study of the history, materials, techniques and presentation of transparent watercolor. A variety of subject matter considered. Summer classes will be conducted "en plain air" (outdoors) weather permitting.

ART 231 Watercolor II

3 credits (F,S)

Prerequisite: ART 230 or instructor's consent.

A study of the history, materials, techniques and presentation of transparent watercolor, with a variety of subject matter considered. An in-depth continuation of ART 230.

ART 235 Wax Modeling and Casting I

3 credits (D)

An innovative course in which students learn the process of designing wax models and reproducing those models by vacuum casting. This allows students to create individual pieces of custom-designed jewelry. Procedures for casting organic and in-organic materials will also be covered.

ART 240 Gemology in Jewelry

3 credits (D)

Students learn to identify precious and semi-precious stones, including diamond testing. Types of gemstone mounts and basic lapidary cuts are discussed. This course will prepare students for any number of gemology home study programs.

ART 241 Jewelry and Metalsmithing I

3 credits (F,S)

Students learn the use of basic tools and equipment. Primary projects include riveting metals together, silver soldering and setting of non-faceted stones. Students are introduced to precious metals.

ART 242 Jewelry and Metalsmithing II

3 credits (F,S)

Prerequisite: ART 241.

Students are introduced to casting, setting of faceted stones, lapidary techniques.

ART 243 Jewelry and Metalsmithing III

3 credits (F,S)

Prerequisites: ART 241, ART 242.

This course combines skills developed in all advanced jewelry classes and focuses on the use of gold.

ART 244 Jewelry Repair I

3 credits (D)

Prerequisites: ART 241, ART 242.

A comprehensive course teaching students the skills necessary for basic jewelry repair. Students are expected to identify various precious metals as well as cleaning, refurbishing and polishing jewelry. In addition, students learn to size rings, repair broken jewelry and replace stones in damaged pieces. Specifics include: precious metal terminology, cleaning and polishing for repair, soldering techniques for heads and shanks, ring sizing and reshanks, hinge and catch repair, broken chains, diamond removal and tightening, prong work and re-tipping, estimating price quotes.

ART 245 Stone Setting I

3 credits (D)

Prerequisite: instructor's consent.

Students build basic stone setting skills by learning tool assembly and shaping, and how to set stones in a round, oval, and pear-marquis head setting.

ART 246 Stone Setting II

3 credits (D)

Prerequisite: instructor's consent.

Students will build stone setting skills by completing head settings and assembling tools for channel, flush, pave' and gypsy settings.

ART 247 Stone Setting III

3 credits (D)

Prerequisite: instructor's consent.

Students will continue with channel, flush, pave' and gypsy settings and explore fishtail settings.

ART 248 Stone Setting IV

3 credits (D)

Prerequisite: instructor's consent.

Students will design and assemble settings for unusually shaped stones.



ART 251 Life Drawing I

2 credits (F,S)

Prerequisite: ART 101.

This is a course designed for the more advanced student. It is expected that prospective students will understand and be capable of demonstrating basic techniques and applications of media. The course is committed to the drawing of the human figure. The first sessions are dedicated to the physiology of the body, the skeletal structure first and then the muscular organization. It is a course aimed at encouraging the student to develop his or her own unique way of assimilating previous drafting knowledge with the intricacies of the human form.

ART 252 Life Drawing II

2 credits (F,S)

Prerequisite: ART 251.

A continuation of ART 251 with emphasis on the varying of media and support and concerted focus on the evolution of a personal style. Students are encouraged and expected to participate in the posing of models.

ART 253 Advanced Digital Imagery

3 credits (D)

Prerequisites: ART/COMM/JRNL 153, working knowledge of computers and graphic applications.

This course will cover wider application and use of photo enhancement software/hardware. This course places a heavy emphasis on technology. This course is cross-referenced with COMM 253 and JRNL 253.

ART 255 Jewelry Design and Rendering II

3 credits (D)

Prerequisite: ART 155.

Continuation of ART 155.

ART 261 Ceramics III

3 credits (D)

Prerequisites: ART 161, ART 162, or one year's experience in ceramics.

This course concentrates on development of glazes.

ART 262 Ceramics IV

3 credits (S)

Prerequisites: ART 161, ART 162, or one year's experience in ceramics.

This course focuses on stacking and firing techniques plus design and construction of studio equipment.

ART 269 Jewelry and Metalsmithing IV

3 credits (D)

Prerequisites: ART 241, ART 242, ART 243.

This course is for advanced students who will refine bench skills in preparation to become a professional goldsmith.

ART 270 Wax Modeling and Casting II

3 credits (D)

Prerequisite: ART 235.

Continuation of ART 235.

ART 271 Wax Modeling and Casting III

3 credits (D)

Prerequisites: ART 235, ART 270.

Continuation of ART 270.

ART 272 Surface Embellishments

3 credits (D)

Prerequisite: ART 241.

This course examines ancient and modern treatments used to embellish the surface of jewelry, decorative, and hollowware items. Anything dealing with surface treatments, from color to texture, will be considered including reticulation, chasing and repousse, fusing, hammer and punch treatments, granulation, patination, engraving, rollerprinting, and media blasting.

ART 273 Jewelry Repair II

3 credits (D)

Prerequisites: ART 241, ART 242, ART 243, ART 244.

Advanced repair problems in karat golds and sterling silver.

ART 275 Goldsmithing Internship

3 credits (D)

Prerequisite: completion of 30 semester credits with a grade point average of 2.0 or better.

Supervised training in goldsmithing provides on-the-job experience in the retail field. Students work in and explore the diverse nature of the jewelry trade, including different practices and tools to gain professional experience. Often, students are able to network, opening opportunities to gain viable exposure and meet prospective employers.

ART 277 Forging and Smithing I

3 credits (D)

Prerequisite: ART 241.

Forging and smithing are ancient hammer and anvil based techniques that take advantage of the plastic qualities of metal. This course concentrates on holloware and hammer formed jewelry items utilizing non-ferrous metals such as copper, brass, silver, and gold. The course will introduce the student to the following topics: forging and raising techniques, hammers, anvils, forming stakes, tool maintenance.

ART 278 Forging and Smithing II

3 credits (D)

Prerequisites: ART 241, ART 277.

Second in the series on hammer and anvil based techniques that take advantage of the plastic qualities of metal. This course takes the student further in developing a working knowledge of the principles and techniques of holloware and hammer formed jewelry items utilizing non-ferrous metals such as copper, brass, silver, and gold.



ART 279 Jewelers of America Bench Technician Exam Preparation Course

1 credit (D)

Prerequisite: all courses required for Bench Certificate.

This course covers the Jeweler's of America Bench Technician exams. Students will still be required to sit for the national exam which will be administered at FVCC.

AVIATION

AVIA 140 Fundamentals of Aviation

4 credits (D)

Prerequisite: instructor's consent.

This course serves as a preparation for the FAA Private Pilot written examination. Course content includes pertinent Federal Aviation Regulations (FAR), and basic elements of: aviation weather, radio communications, navigation, aerodynamics, flight instruments, emergency procedures, flight safety, and flight physiology. To successfully complete this course, the student must pass the FAA Private Pilot written examination.

AVIA 240 IFR Regulations and Procedures

3 credits (D)

Prerequisite: instructor's consent.

This course serves as a preparation for the FAA Instrument Pilot written examination. Course content includes a detailed study of pertinent Federal Aviation Regulations (FAR), procedures, and publications necessary for operating an aircraft under Instrument Flight Rules (IFR) in the U.S. national airspace system. Terminal and enroute procedures are studied in detail. To successfully complete this course, the student must pass the FAA Instrument Pilot written examination.

BANKING

BANK 120 Teller Training

3 credits (D)

This course can prepare the student for an immediate position as a bank teller and provide the foundation for a long-term career in banking. Learn banking procedures and terminology, customer service skills, communications, fraud prevention, current banking regulations, and how to balance daily transactions. Training in resume preparation and interviewing techniques will assist in the job search.

BIOLOGY

BIOL 101 General Biology I: Principles of Biology

4 credits (A)

An introduction to the principles of biology. Includes the chemical basis of life, the cell, metabolism, homeostasis, reproduction, development and heredity. Laboratory work included.

BIOL 103 Biology II: The Diversity of Life

3 credits (S)

Prerequisites: BIOL 101, advanced high school biology or instructor's consent.

A survey of the major categories of living organisms including study of their structure, adaptations, evolution and ecology.

BIOL 104 Biology II: The Diversity of Life Laboratory

2 credits (S)

Corequisite: BIOL 103.

A laboratory study of the major categories of living organisms including study of their structure, adaptations, evolution, and ecology.

BIOL 110 Basic Anatomy and Physiology

3 credits (F)

This course is designed for students in the Medical Assistant and Medical Secretary degree programs. It familiarizes the student with the fundamental concepts in the systematic organization and functioning of the human body. Anatomical features and physiological processes of each system are studied as they contribute to the overall homeostasis of the body.

BIOL 115 Practical Botany: An Overview of Useful Plants

3 credits (S)

Introduction to the principles of botany. Plants, their structure, growth and taxonomy as related to manipulation and utilization with emphasis on the identification and uses of local native plants.

BIOL 117 Biology of Special Areas

0.5 credits (D)

Studies of the native flora and fauna of Montana as it appears in various habitats. The identification of plants and animals and consideration of their environment. Field work may include moderate hiking. Course may be repeated for a total of two (2) credits to emphasize different types of areas, i.e. prairie, high altitude environments, etc.

BIOL 120 General Botany

3 credits (F,S)

An introduction to the basic principles of botany; the structure, physiology, reproduction and economic importance with emphasis on the vascular plants. Brief survey of the major taxa. Laboratory work included.

BIOL 121 Introductory Ecology

3 credits (S)

Prerequisite: BIOL 101 or equivalent or instructor's consent.

Corequisite: BIOL 122 is advised.

A study of the principles of ecology with emphasis on ecosystems; consideration of the impact of human activities on the ecosystem.



BIOL 122 Ecology Laboratory

1 credit (S)

Prerequisites: BIOL 121, or as a corequisite.

An introduction to field techniques and ecosystem analysis; Consideration of the impact of human activities on the ecosystem.

BIOL 131 Medical Terminology I

3 credits (F,S)

A systematic approach to scientific terminology in order to prepare students to function properly in fields related to the medical profession. Familiarity with word elements and competent use of a medical dictionary are emphasized.

BIOL 132 Medical Terminology II

2 credits (F,S)

Prerequisite: BIOL 131 or instructor's consent.

Completion of the systematic approach to scientific terminology begun in Medical Terminology I. Emphasis on mastering word elements as they apply to scientific vocabulary continues.

BIOL 200 Field Botany

3 credits (F,Su)

Introduction to plant associations. The identification of plants, emphasizing the native flora of northwest Montana, with consideration of their environment. Field work may include moderate hiking.

BIOL 205 Microbiology

3 credits (D)

Prerequisite: BIOL 101 or equivalent or instructor's consent.

Corequisite: BIOL 208 is advised.

A survey of the morphology, physiology, and classification of bacteria and other microorganisms. Consideration of the applied aspects of microbiology.

BIOL 206 Microbiology of Infectious Diseases

3 credits (F,S)

Prerequisite: BIOL 101 or equivalent or instructor's consent.

Introduction to the causative agents, epidemiology, prevention and treatment of infectious diseases.

BIOL 207 Microbiology of Infectious Diseases w/Lab

4 credits (F,S)

Prerequisite: BIOL 101 or equivalent or instructor's consent.

Introduction to the causative agents, epidemiology, prevention and treatment of infectious diseases. Laboratory included.

BIOL 208 Microbiology Laboratory

1 credit (F,S)

Corequisites: BIOL 205, BIOL 206 is recommended.

The laboratory study of microorganisms, their characteristics and activities.

BIOL 221 Cell and Molecular Biology

5 credits (S)

Prerequisites: BIOL 101 or equivalent, (also CHEM 134 as a prerequisite or corequisite).

An introduction to the biology of the cell, including the nature of organization of the cell, growth, basic bioenergetic and enzyme function, cell environment, membrane structure and function, the chemical and physical mechanisms of metabolism in plants and animals, and the work performed by cells. Laboratory included.

BIOL 223 Genetics and Change

4 credits (F)

Prerequisite: BIOL 101 or equivalent.

Principles and mechanisms of inheritance and gene expression; analysis of variability at individual and population levels; chromosomal changes and speciation.

BIOL 231 General Entomology

3 credits (D)

Prerequisite: BIOL 101 or equivalent or instructor's consent.

A survey of the basic structure, and ecological roles of insects. Identification of the major orders and families of insects. Laboratory work included.

BIOL 233 Rangeland Management

3 credits (D)

A study of the ecological interaction of climate, soils, vegetation and animal use of grassland and forested rangeland. Laboratory emphasis is given to identification of the major native grassland plants and to determining rangeland condition.

BIOL 250 Rocky Mountain Flora

3 credits (D)

Identification of native Montana flora. Includes methods of collection, preservation, and nomenclature of local flora. Laboratory included.

BIOL 261 Human Anatomy and Physiology I

4 credits (F)

This course is an introduction to anatomical methodology and physiological mechanisms. Students become familiar with the systematic organization of the human body at both the micro- and macro-structural levels, the normal functions of each organ in a particular system, and the interrelationships between structure and function. Specifically covered in this semester are an introduction to histology and the integumentary, skeletal, nervous, and muscular systems. Laboratory included.

BIOL 262 Human Anatomy and Physiology II

4 credits (S)

Prerequisite: BIOL 261 or instructor's consent.

This is a continuation of BIOL 261, Human Anatomy and Physiology I. Students are presented with a systematic exposure to the structural and functional workings of the cardiovascular, lymphatic, endocrine, respiratory, digestive, excretory and reproductive systems. Laboratory included.

**BIOL 270 Pathophysiology**

4 credits (S)

Prerequisite: BIOL 261.

This course reviews normal, homeostatic functioning of the body, examines how alterations in structure and function disrupt homeostasis, and how the body responds to the disease process.

BIOL 275 Human Dissection

2 credits (D)

Prerequisites: BIOL 261, instructor's consent.

This course is an elective lab experience for those students who are interested in further anatomical studies. Course may be repeated for a total of four (4) credits.

BUSINESS MANAGEMENT**BM 160 Principles of Finance**

4 credits (S)

Prerequisites: ACCT 101, ACCT 102 or ACCT 201, ECON 211, MATH 103.

An introductory course in finance. A survey of the whole field of finance including the financial system and financial markets. Approached from the point of view of the monetary and credit system which supplies funds to the economy and of the institutions which meet the demand for funds in various sectors of the economy.

BM 175 Principles of Management

3 credits (F,S)

A comprehensive introduction to management theory, research and practice. An intergration of classical and modern concepts of management practice for a solid grounding in management principles which is essential to successfully guiding today's small or large, profit or not-for-profit organizations in a rapidly changing environment.

BM 176 Human Relations in Business

3 credits (F,S)

Introduction to the human side of organizations and to people in the world at work. The course will examine such elements as leadership, organizational behavior, the future of organizations. Discrimination, communications, and organizational change will be covered as well.

BM 210 Training and Development

3 credits (D)

Ideal for students currently working in training and development or just entering the field. This course introduces students to the full scope of training and development for businesses and organizations. The course begins with an overview of adult learning principles, training needs analysis, and methods for matching learning styles with appropriate training techniques. The second half of the semester addresses course environment design, training delivery, evaluation and assessment of training transfer. Current trends in training and development will be incorporated throughout the course.

BM 240 Human Resources Management

3 credits (S)

Prerequisites: BM 175, BM 176 or instructor's consent.

An introduction to the field of human resources management (personnel) and its evolution. Contemporary issues facing all human resource managers will be covered. These issues will include: financial, technological, physical resources, health/safety management, compensation, employment recruitment, selection, development, appraisal, and employee rights, responsibilities and justice.

BM 245 Introduction to Labor Management Relations

3 credits (F)

Prerequisite: BM 175 or BM 176.

An introduction to the labor management process that will provide students with an understanding and appreciation of the fundamental principles and concepts of labor relations. The labor relations process as it relates to the public sector, foreign countries, professional sports, health care and agriculture, as well as business labor relations will be explored.

BM 270 Business and Society

3 credits (F)

An advanced class that looks at the complex and rapidly changing business environment which imposes new demands on managers both at the corporate level and the small business level. Areas of coverage in this class will include; business ethics, legal affairs, government regulations and relations, corporate crime, social issues, environmental protection and customer and employee rights.

BM 275 Business Internship I

3 credits (A)

Prerequisites: completion of 30 semester credits with a grade point average of 2.0 or better, including at least 6 credits in the student's major area of study. Admission only with consent of internship coordinator and advisor.

Students will be required to complete 150 hours of combined work experience and training with an approved business organization. Hours will be arranged to fit student's and employer's schedules.

BM 276 Business Internship II

3 credits (A)

Prerequisites: a grade of "C" or better in BM 275, consent of internship coordinator and advisor.

A continuation of BM 275. Students design and complete a project developed in cooperation with their internship employer. Interns prepare a portfolio to document their 150-hour internship experience.



BUILDING TRADES

BT 130 Introduction to Building Trades I
3 credits (F)

This course will explore blueprint and plan reading and delineate the role of building design, building site planning, and site preparation as it relates to the actual construction of a house. In addition, the student will gain a working knowledge of selected hand and power tools as they relate to construction oriented projects. This will include use of all applicable tools and materials required in the construction of a house. All aspects of job site and workplace safety related to residential construction will be examined through lecture, video, and guest speakers. This class is part of the Building Trades core course selection and is taught in conjunction with BT 135, Building Trades Field Experience I, in which the student applies the principles and concepts learned during this class.

BT 135 Building Trades Field Experience I
12 credits (F)

Corequisite: BT 130.

This course will provide a “hands-on” experience in blueprint and plan reading and delineate the role of building design, building site planning, and site preparation as it relates to the actual construction of a house. In addition, the student will demonstrate a working knowledge of selected hand and power tools as they relate to construction-oriented projects. This will include use of all applicable tools and materials required in the construction of a house. During this course all aspects of job site and workplace safety related to residential construction will be practiced and evaluated. This course is part of the Building Trades core course selection and is taught in conjunction with BT 130, Introduction to Building Trades I, in which the student studies the principles and concepts of the Building Trades profession.

BT 140 Introduction to Building Trades II
3 credits (S)

Prerequisites: BT 130, BT 135.

This course is the second semester progressive Building Trades class. It continues to emphasize blueprint and plan reading and delineates the role of exterior and interior finish as it relates to the actual construction of a house. The student will gain a working knowledge of window and door installation; plumbing, electrical, and heating/air conditioning procedures; insulation techniques; and drywall, flooring and trim installation. This will include use of all applicable tools and materials required in the finish construction of a house. All aspects of job site and workplace safety related to residential construction will be examined through lecture, video and guest speakers. This course is part of the Building Trades core course selection and is taught in conjunction with BT 145, Building Trades Field Experience II, in which the student applies the principles and concepts learned during this course.

BT 145 Building Trades Field Experience II
10 credits (S)

Prerequisites: BT 130, BT 135.

Corequisite: BT 140.

This course will provide a “hands-on” experience in blueprint and plan reading and delineate the role of exterior and interior finish as it relates to the actual construction of a house. The student will gain a working knowledge of window and door installation; plumbing, electrical, and heating/air conditioning procedures; insulation techniques; and drywall, flooring and trim installation. This will include use of all applicable tools and materials required in the finish construction of a house. All aspects of job site and workplace safety related to residential construction will be examined through lecture, video, and guest speakers. This course is part of the Building Trades core course selection and is taught in conjunction with BT 140, Introduction to Building Trades II, in which the student studies the principles and concepts of the Building Trades profession.

BT 230 Construction Project Management I
3 credits (F)

Prerequisites: BT 130, BT 135, BT 140, BT 145.

This course will provide a “hands-on” experience in the management aspects of the Building Trades program and delineate the role of a project leader or lead carpenter in planning and managing a construction site during the layout through framing phases of a residential home. Course requirements include work scheduling of first year students, the preparation and solicitation of material lists to building suppliers, selection and award of competitive bids for building supplies, and scheduling for delivery and availability of materials and sub-contractor support. Students will also provide remedial instruction/assistance to first-year students experiencing difficulty with learning objectives outlined in BT 130-BT 145.

BT 240 Construction Project Management II
5 credits (S)

Prerequisite: BT 230.

This course will provide a “hands-on” experience in the management aspects of the Building Trades program and delineate the role of a project leader or lead carpenter in planning and managing a construction site during the finish phase of a residential home. Course requirements include work scheduling of first-year students, the preparation and solicitation of material lists to building suppliers, selection and award of competitive bids for building supplies, and scheduling for delivery and availability of materials and sub-contractor support. In addition students will become familiar with building permit requirements and building code regulations. Students will also provide remedial instruction and assistance to first-year students experiencing difficulty with learning objectives outlined in BT 130-BT 145.



BUSINESS

BUS 105 Customer Service

3 credits (D)

Review of customer service skills including answering questions, solving problems, soothing irate customers and reassuring the timid ones. This course covers all aspects of customer service and is necessary for any employee.

BUS 115 Sports Marketing I

4 credits (F)

An introduction into the professional sports industry. The course, as part of the Sports Marketing Certificate Program, will provide the student with an understanding of the sporting business and will help to prepare the student for employment within the front office of a professional sports team. Topics covered in this course include sports marketing, ticketing, fan appreciation and customer service, revenue generation, sponsorships and promotions, public relations.

BUS 120 Business Math

4 credits (F,S)

Prerequisite: satisfactory score on Math placement test.

Use of basic mathematical concepts as they apply to business, including a review of basic mathematical concepts and application of these concepts in cash reconciliations, payroll, discounts, interest, taxes, depreciation, inventory and the time value of money.

BUS 130 Business Communications

3 credits (F,S)

Prerequisites: OT 110, OT 111 are recommended; ENGL 78 or instructor's consent.

Review basic communication skills including grammar, punctuation and expression of numbers. Study principles and techniques of business letters, memos and reports using the direct, indirect, and persuasive approaches. Emphasis on communicating for employment—resume, application letter, interview. Some emphasis on oral communication, conducting meetings, intercultural communication, and business technology.

BUS 132 Leadership

3 credits

(Course description under development). This course will examine the different leadership styles and the seven habits of highly effective people. Personalities will be examined using the Myers-Briggs and how this personality contributes to team dynamics.

BUS 210 Introduction to International Business

3 credits (D)

Prerequisites: BM 160, BM 175, BM 176, ECON 212, MKT 140 or instructor's consent.

An introduction to the international business activities of small, medium-sized and large firms new to the international business arena as well as the giant multi-national corporations. Policy aspects of international business reflecting the concerns of the U.S. government, foreign governments, and international institutions will be covered. This course is cross-referenced with INTB 210.

BUS 215 Sports Marketing II

4 credits (S)

Prerequisite: BUS 115.

An advanced Sports Marketing course that will provide the student with an understanding of the workings of a professional team's front office over the course of a typical year: off-season, regular season, and playoffs. As part of the course studies, the student will become involved in specific and practical initiatives that mirror that of a typical front office. Topics covered in detail include sponsorships, attendance and ticketing, promotions, public relations, and broadcasting.

BUS 220 E-Commerce

3 credits (D)

Prerequisites: CMPA 270, MKT 140.

The purpose of this course is to describe what electronic commerce is; how it is being conducted and managed; and its major opportunities, issues, and risks. Topics covered will include the technological infrastructure behind E-Commerce, business strategies for establishing a presence, managing business-to-business and business-to-customer sites, security threats, and some of the legal, ethical, and tax issues associated with conducting E-Commerce.

BUS 221 Information Technology Project Management

3 credits (D)

Prerequisites: BM 175, CMPA 100.

The purpose of this course is to provide students with the tools to successfully manage a web site project. Topics covered include managing a project's scope, cost, quality, and risk. Focus is on initiating, planning, executing, controlling, and closing projects. Software tools available to help manage and report on the project's progress will also be explored.

BUS 240 Customer Service Management

3 credits (D)

Prerequisite: BUS 105.

(Course description under development.) This course is designed to help manage people in customer service roles. The course will include finding and retaining quality people, the purpose of good customer service, training and supporting employees in these roles, and managing the mission statement for the business.

BUS 270 Business Simulation

3 credits (D)

Prerequisites: ACCT 201, ACCT 202, BM 175, BUS 130, CMPA 131 (or ability to work in Microsoft Office/Windows) ECON 211 or ECON 212, MATH 103, MKT 140 or instructor's consent.

This course integrates various fields of business to help the student develop a unified understanding of business planning, strategy and application. In addition, the course helps to bridge the gulf between theoretical class work and the practical application of those classes to the business world.



BUS 271 Business Law

4 credits (F,S)
Introduction to law and its role in the business environment. The course will introduce the court system, litigation and arbitration, Constitutional and Administrative law, contracts and torts, product liability, forms of domestic and international businesses and the related liabilities, employee rights, consumer protection, principles of antitrust and debtor/creditor relationships. Where appropriate, references to Montana law will be made.

BUS 274 Web Technology Internship

3 credits (D)
Prerequisites: CMPA 261, CMPA 271, CMPA 272.
Placement in a business setting designed to enhance a student's abilities and knowledge of the various aspects of designing and building web pages and applying skills when working in a project-oriented environment.

BUS 275 Fundamentals of Management Information Systems

3 credits (F,S)
Prerequisites: CMPA 130, CMPA 131, BUS 130 or ENGL 111.
This course provides the student with a general knowledge of information systems. Subjects covered include data structures, data bases, decision support systems and system analysis.

BUS 276 Management Information Systems Internship

3 credits (D)
Prerequisites: BUS 275, CMPA 261 or instructor's consent.
Placement in a business setting designed to enhance a student's abilities and knowledge of the various aspects of managing and applying computer knowledge when operating the business on a day to day basis.

**COMPUTER APPLICATIONS
SHORT COURSES**

CASC 102 Fundamentals of Windows

1 credit (F,S)
Prerequisite: CMPA 100 or instructor's consent.
This course provides a quick step-by-step introduction to the terminology, concepts and techniques used in the windowing environment. It is designed for the novice and experienced computer and windows users who want a basic understanding of the capabilities of the windows environment and the applications contained in Microsoft's Windows software package.

CASC 103 Fundamentals of Word Processing: WordPerfect

1 credit (D)
Prerequisite: CASC 102.
A course covering the basics of WordPerfect for Windows as well as the most commonly used features: font selection, document formatting techniques, working with columns and graphics, and working with multiple documents.

CASC 105 Fund of Word Processing: Word

1 credit (D)
Prerequisite: CASC 102.
A course covering the basics of the Microsoft Word for Windows including creating, saving, retrieving, and editing documents; line, character, and page formatting, and using the Speller/Thesaurus.

CASC 107 Fundamentals of Spreadsheets: Excel

1 credit (D)
Prerequisites: CASC 102, CMPA 100 or instructor's consent.
This course is intended to help develop the skills necessary to work with spreadsheets. Topics include entering and manipulating different types of data, formatting basics, using functions to analyze information, making decisions with IF functions and formulas, sorting and filtering information and creating charts, Microsoft's Excel for Windows will be used as the teaching tool.

CASC 108 Fundamentals of Database: Access

1 credit (D)
Prerequisites: CASC 102, CMPA 100 or instructor's consent.
This course is intended to help develop the skills necessary to work with databases. Topics include creating tables, queries, forms, and reports. Microsoft's Access for Windows will be used as the teaching tool.

CASC 109 Fundamentals/Presentation Graphics: Power Point

1 credit (D)
Prerequisites: CASC 102, CMPA 100 or instructor's consent.
This course provides an introduction to the processes of designing, developing and producing an information presentation with automated presentation graphics software. The student products include outlines, speaker notes, handouts, slides, and coordinated presentation from both overhead and video sources.

CASC 110 Intermediate Microsoft Word

1 credit (D)
Take advantage of Word's publishing capabilities to easily create flyers, newsletters, brochures, and other heavily formatted documents. (Internet course only.)

CASC 111 Advanced Word

1 credit (D)
Make Word work for you! Learn how to build time-saving macros, customize your toolbars, create shortcut keys, crank out form letters and mailing labels, perform queries, make your own templates, use the style gallery, and much more. (Internet course only.)

CASC 112 Intermediate Microsoft Excel

1 credit (D)
Learn how to work faster and more productively. Discover how the Pivot Table and Auto Filter can help you rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to get Excel to perform complex math, make decisions and look up values in a table. (Internet course only.)

**CASC 115 Fundamentals of Internet**

1 credit (D)

Prerequisite: CMPA 100 or instructor's consent.

This course allows students to gain basic knowledge about the internet. Topics covered will include a history of the internet; the basics of e-mail; how to access other computers on the internet; retrieving files from other computer systems; the "how to" for discussion lists, news groups, and mailing lists; as well as basics about web browsers such as Netscape and Explorer.

CASC 116 Fundamentals of Web Publication

1 credit (D)

Prerequisite: CASC 115.

Learn how to design, create, and post your very own site on the Internet's World Wide Web. Discover low-cost marketing techniques and search engine strategies. (Internet course only.)

CASC 120 Fundamentals of Quick Books Pro

1 credit (D)

This course provides a quick step-by-step introduction to the terminology, concepts and techniques used in Quick Books Pro. It is designed for the novice and experienced computer users who want a basic understanding of the capabilities of Quick Books Pro.

CASC 121 Advanced Quick Books Pro

1 credit (D)

Prerequisite: CASC 120.

A second course for Quick Books Pro. This course covers setting up inventory, creating invoices, customizing forms, creating reports and graphs, payroll, processing payments and using Quick Books Pro other account.

CASC 122 Fundamentals of Java

1 credit (D)

Learn how to spiff up your pages with cool effects like mouseOvers, popUps and alerts and hot links, scrolling messages, navigation enhancements, basic forms, and more, with JavaScript. (Internet course only.)

CASC 123 JavaScript Programming for the Web

1 credit (D)

If you're ready to add animated presentations, or interactive tutorials, computer-based simulations, or games to your web site, then it's time to learn Sun's hot new Web language, Java. In this hands-on course, you'll learn the programming fundamentals required to help you create and integrate Java applets to your web site. (Internet course only.)

CASC 124 Photoshop Basics

1 credit (D)

Come learn the basics of Adobe Photoshop. You'll discover how to alter photographs, create digital collages, scan images and make them print properly or download efficiently on the Web. (Internet course only.)

CASC 126 Basic A+ Certification Preparation

1 credit (D)

This course teaches you how to configure and troubleshoot the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, floppy drives, and hard drives. (Internet course only.)

CASC 127 Intermediate A+ Certification Preparation

1 credit (D)

This course teaches you DOS, DOS memory management, Windows 3.x tweaking and troubleshooting, and Windows 9x installation, optimization, and troubleshooting. (Internet course only.)

CASC 128 Advanced A+ Certification Preparation

1 credit (D)

This course takes you through an extensive set of technologies, including SCSI, video, modems, printers, multimedia, portable PCs, and networking. (Internet course only.)

CASC 130 Introduction to Windows 2000 Professional

1 credit (D)

Get a jump start on Windows 2000 Professional, the new operating system from Microsoft. In this course, you will learn how to install Windows 2000 Professional, how to set it up, and you will learn all about its new features and surprises from a Microsoft insider. With this course, you can learn about the new technologies driving Windows 2000 Professional and how to make it work and play just the way you want. The new software and this course are all you need to get Windows 2000 Professional up and running just the way you want. Requirements: Internet access, E-mail, Netscape or Internet Explorer Web browser, basic computing knowledge, and Windows 2000 Professional software. (Internet course only.)

CASC 131 Quicken for Windows

1 credit (D)

Learn how Quicken can help you organize tax receipts; track investments; amortize loans; balance your check book; categorize, subcategorize split and schedule transactions of any type; print checks; pay bills electronically; download stock quotes; and more. Requirements: Internet access, E-mail, Netscape or Internet Explorer Web browser, Quicken 98, 99, 2000, or 2001 (basic or deluxe). (Internet course only.)

CASC 135 Creating Web Graphics

1 credit (D)

Prerequisite: CASC 116.

Learn how to create stunning titles, logos, icons, buttons, backgrounds, animated images, drop shadows, 3-D effects, and more. Learn several exciting strategies to keep your image sizes as small as possible and how to work with interlacing, transparent backgrounds, and color palettes. (Internet course only.)



CASC 136 Advanced Web Publication

1 credit (D)

Prerequisite: CASC 116.

Beef up the fun factor of your web site by learning how to incorporate tables, forms, frames, audio, scrolling text and interactive buttons, counters, cooperative banner ads, digital cash capabilities, and more. HTML experience or completion of the 'Creating Web Pages' class required. (Internet course only.)

CASC 145 Search Engine Positioning

1 credit (D)

Prerequisite: CASC 116.

With nearly 90% of web traffic coming from search engines, the most important thing you can do to increase your web site's traffic is to increase your search engine ranking. Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines. (Internet course only.)

CASC 160 Introduction to PC Troubleshooting

1 credit (D)

This course takes you step by step through the typical hardware and operating system problems encountered by technicians, and teaches you troubleshooting techniques to decipher any problem and gives you the skills you need to solve them. Once you've mastered the basics, the course launches into some of the more advanced and nasty problems that sometimes crop up on the PC, teaching you how to diagnose and fix those problems. Finally, this course will show you how to maintain and optimize a Windows PC. Course Requirements: Internet access, E-mail, Netscape or Internet Explorer Web browser. (Internet course only.)

CASC 170 Microsoft Publisher

1 credit (D)

Learn the basics of Publisher 2000, plus how to create a professional brochure, a newsletter, and a web site. Whether you are creating marketing materials for print or for the web, this small but powerful program can take you to levels of design expertise you did not know you had, and without any formal graphic design experience or training. Course Requirements: Internet access; E-mail; Netscape or Internet Explorer Web browser; Microsoft Publisher 2000. (Internet course only.)

CASC 200 Introduction to Visual Basic 6.0

1 credit (D)

Visual Basic is the most popular development tool in the world and is probably the easiest to learn. In twelve lessons, you'll learn how to maneuver through the Visual Basic environment and how to use the VB language. You'll also learn the basics of window design and how to add various controls to your user interfaces. You'll also learn about databases and Structured Query Language (SQL) and how to use these powerful tools in your own applications. Course Requirements: Visual Basic 6.0 Professional or Enterprise Edition, Microsoft Access 97 or Microsoft Access 2000 for database lessons, Internet access, E-mail, Netscape or Internet Explorer Web browser. (Internet course only.)

CASC 208 Intermediate Microsoft Access

1 credit (D)

Learn how to build a fully automated database management system complete with your own custom data entry forms. You'll also learn how to add graphics, sound, and macros to your database, and some advanced reporting techniques. Requirements: Internet access, E-mail, Netscape or Internet Explorer Web browser, Microsoft Access 97 or 2000 or the Microsoft Office 97 or 2000. (Internet course only.)

CHEMISTRY

CHEM 100 Environmental Science

4 credits (S)

Provides an overview of environmental science including: science, public policy and economics, ecosystems and ecological responses, and managing biological and physical resources (water, soil, forests, rangelands, air wildlife, minerals, etc.). Upon completion of this course a student should have a strong foundation to make sound environmental decisions. Includes lab and a service component.

CHEM 101 Introduction to Chemistry

4 credits (A)

Corequisite: MATH 103 or appropriate placement score. Introductory course for students with little background in science. Atomic structure, chemical bonding, acid-based chemistry, chemical reactions and organic chemistry. Includes lab work.

CHEM 121 General Chemistry I

5 credits (F)

Prerequisites: a grade of "C" or better in CHEM 101, or one year high school chemistry with a grade of "C" or better. *Corequisite:* MATH 104 or equivalent. Fundamental principles of chemistry with emphasis on stoichiometry, atomic structure, bonding, states of matter, chemical reactivity. Includes the experimental nature of the science of chemistry and the mathematical treatment of data. Lab included.

CHEM 122 General Chemistry II

5 credits (S)

Prerequisite: CHEM 121. A continuation of CHEM 121 including topics such as equilibria, kinetics, acids and bases, thermodynamics, electrochemistry, coordination compounds, organic and biochemical compounds. Lab included.

CHEM 134 Organic and Biological Chemistry

4 credits (S)

Prerequisites: CHEM 101, CHEM 121 or equivalent. Structure, nomenclature, and reactions of simple organic molecules. Selected areas of biological chemistry including the important biological molecules. Includes lab work.

**CHEM 150 Pharmacology**

3 credits (F)

Students are prepared to calculate drug dosages and learn legal aspects of pharmacology, specific terminology, specific drug regulations, classifications and therapeutic implications. Various groups of drugs are studied in detail. This course is cross-referenced with MED 150.

CHEM 210 Forensic Science I

4 credits (F)

Corequisites: ENGL 111, MATH 78.

Presentation of the techniques, skills and limitations of the modern crime laboratory for a student without background in forensic science. Introduction to the areas of chemistry and biology relating to analysis of physical evidence. Includes crime scene processing; types of physical evidence; physical and chemical properties; refractive index; organic analysis; analysis of glass, soil, hair, fibers, paint, fingerprints, voiceprint, questioned documents; and case histories. First of a two semester sequence.

CHEM 211 Forensic Science II

4 credits (S)

Prerequisite: CHEM 210.

Presentation of the techniques, skills and limitations of the modern crime laboratory. Introduction to inorganic chemistry and instrumentation. Focus on drugs, toxicology, arson and explosives, serology, DNA, firearms, tool marks, serial number restoration, other impressions, the internet, and overall approach to crime scene analysis. Second semester of a two semester sequence.

CHEM 221 Organic Chemistry I

5 credits (F)

Prerequisite: CHEM 122.

First semester of a one-year sequence with emphasis on fundamental concepts of structure, nomenclature, properties and reaction mechanisms of organic compounds and an introduction to biochemical molecules. Includes lab work.

CHEM 222 Organic Chemistry II

5 credits (S)

Prerequisite: CHEM 221.

Second semester of a one-year sequence with emphasis on fundamental concepts of structure, nomenclature, properties and reaction mechanisms of organic compounds and an introduction to biochemical molecules. Includes lab work.

CHEM 231 General Biochemistry

3 credits (D)

Prerequisites: CHEM 134, CHEM 221 or equivalent.

Cell organization, carbohydrate and lipid structure; protein and nucleic acid structure; enzyme kinetics; energetics, major metabolic pathways for carbohydrates; lipids and amino acids; photosynthesis; regulation of gene function.

CRIMINAL JUSTICE**CJ 100 Reserve and Auxiliary Officers Training Program**

5 credits (D)

Prerequisite: instructor's consent.

This course covers 90 hours of time, approximately 60 hours lecture and 30 hours lab. Topics covered include Policy Ethics and Professionalism, Criminal Law, Evidence and Laws of Arrest, Communications and Report Writing. There are also aspects of the course which will take place partially via the lab. These include Patrolling, Defensive Tactics and Crowd Control Tactics and Firearms training. The course is not a substitute for the Montana Police Academy, but rather to give Reserve Officers a minimum amount of information necessary to function as Reserve Officers.

CJ 105 Introduction to Criminal Justice

3 credits (D)

This course introduces the student to the functions and practices of the agencies that make up the criminal justice system: police, courts and corrections. The various stages in the CJ process are the focus. Ideological and organizational factors influencing decision-making throughout the criminal justice system are examined. This course is cross-referenced with SOC 105

CJ 112 Handgun Marksmanship

1 credit (F)

Prerequisite: instructor's consent.

This course will enable students to become aware of the responsibility, ethics and need for safe handling and firing of handguns. The standard NRA pistol protocols are followed and firing is conducted in an indoor 50 ft. range. Students take the national NRA examination and receive the official NRA certificate of completion, which can be used to apply to local authorities for concealed carry permits. Combat shooting and self-defense instruction are not a formal part of the instruction. .22 caliber handgun required of all class participants. Course may be repeated for a total of two (2) credits. This course is cross-referenced with PE 112.

CJ 220 Corrections

3 credits (D)

Institutional correctional systems at local, state and federal levels and community based corrections, including probation and parole, are studied. The demographics of the prison population along with an examination of the inmate subculture and issues pertaining to special populations are also explored.

CJ 225 Criminal Law

3 credits (D)

Introduction to substantive criminal law, with appropriate examples from particular crimes. Historical development of substantive criminal law and its role in society.



CJ 230 Police Organization and Behavior

3 credits (D)
 Covers the basic structure of law enforcement and the historical development of police departments, as applied to federal, state and municipal agencies. Examines current police practices and timely issues, such as police community relations, civil liability and ethics.

CJ 231 Criminal Procedure

2 credits (D)
 A practical approach to criminal procedure that emphasizes the relationship between law and procedure is the focus. Up-to-date analysis of U.S. Supreme Court decisions affecting criminal procedure are reviewed.

CJ 255 Introduction to Criminology

3 credits (D)
 This course will take a comprehensive approach to crime, criminality and criminological theory. Theory and research are applied to specific criminal offenses. This course is cross-referenced with SOC 255.

CJ 260 Introduction to Juvenile Delinquency

3 credits (D)
 Theories of causation, social function and treatment of juvenile delinquency; specific attention to juvenile court systems and correctional/treatment methods as they relate to deviance prior to adulthood. This course is cross-referenced with SOC 260.

CJ 271 Seminar (Courts)

1 credit (D)
 The structure and organization of local, state and federal court systems and the roles and responsibilities of the key figures in the trial process are explored. Various problems faced by the judiciary are also addressed.

COMPUTER APPLICATIONS

CMPA 100 Introduction to Microcomputers

1 credit (F,S)
Prerequisite or Corequisite: OT 100.
 An introduction to computers and their capabilities for those people with no prior experience. A straight forward hands-on approach to provide people with basic skills to pursue additional computer courses. Basic concepts of word processing, spreadsheets and database are presented.

CMPA 126 Networking Fundamentals

4 credits (D)
Prerequisites: CMPA 166, CS 100 or instructor's consent.
 This course is an introduction to networking fundamentals with both lecture and hands-on activities. Topics include the OSI model and industry standards, network topologies, IP addressing (including subnet masks), and basic network design. This course is the first course in a four-course series that leads towards certification as a CCNA (Cisco Certified Networking Associate).

CMPA 130 Integrated Software Application

2 credits (F,S)
Prerequisites: CMPA 100, OT 100 (or equivalent or currently enrolled in OT 110), MATH 78 or BUS 120.
 A course designed to introduce people, with little computer experience, to the expanding world of computing. The integrated application program of Microsoft Works will be used as the vehicle to accomplish this. Basic concepts in word processing, database, spreadsheets and charting will be explored utilizing a hands-on approach.

CMPA 131 Business Software

4 credits (F,S)
Prerequisites: CMPA 100, OT 100 (or equivalent or currently enrolled in OT 110, OT 111, OT 112), MATH 78 or BUS 120.
 A course that provides an overview of Operating Systems and word processing, spreadsheet, and database software to solve business problems. Integration among the various portions of the software will be explored. New features of Excel and problem solving techniques will be introduced as needed.

CMPA 141 Beginning Word Processing

3 credits (F,S)
Prerequisites: OT 100, or currently enrolled in OT 110, CAS 102, CMPA 115.
 A course in word processing using the Microsoft Word for Windows program. The course includes creating, retrieving and editing documents, as well as an introduction to some advanced features such as mail merge, graphics, WordArt, macros, and tables.

CMPA 151 Spreadsheets

3 credits (F,S)
Prerequisites: OT 100, CMPA 100 (or equivalent), MATH 78 or BUS 120.
 A comprehensive look at the features and processing capabilities of spreadsheet software. Topics include developing and editing spreadsheets, manipulating formulas, presenting information in proper format, linking and embedding information, graphics applications, and macro programming.

CMPA 166 Computer Operating Systems

3 credits (D)
Prerequisite: CS 100.
 This course examines the role of operating system software and other user interfaces. The primary focus will be on the operation of microcomputer operating systems including both single program and multi-tasking operating systems. File management and system/diagnostic utilities will also be examined.

CMPA 172 Computer Repair and Maintenance (A+)

3 credits (D)
Prerequisites: CMPA 100, CMPA 131, CMPA 166.
 This course covers the basic to more advanced features of maintaining, troubleshooting and repairing the PC. Topics include safety, memory management, operating systems, managing files, software and hardware replacement, upgrades and installations.



CMPA 176 Introduction to Router Technology

4 credits (D)

Prerequisite: CMPA 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 is the second course in a four-course series that leads toward certification as a CCNA (Cisco Certified Networking Associate).

CMPA 220 Desktop Publishing

3 credits (D)

Prerequisite: CASC 102 or CMPA 115.

Using software for the IBM PC and compatible microcomputers, topics covered will include document planning, page design and text layout for newsletters, brochures, and manuscripts. The use of graphic tools, files, typographic control and printing will be emphasized.

CMPA 226 Routing and Switching

4 credits (D)

Prerequisite: CMPA 176.

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

CMPA 261 Introduction to Database Processing

4 credits (F)

Prerequisites: CMPA 151, MATH 103 or instructor's consent.

A comprehensive orientation into the use of microcomputer database processing software. Topics include creating, modifying, searching, and manipulating single databases. Emphasis on report, label, and screen generators, and various data input/output methods.

CMPA 262 Advanced Database Processing

4 credits (S)

Prerequisite: BUS 275 is recommended; CMPA 261 or instructor's consent.

This course is designed for those students wishing to expand their knowledge of the capabilities of database processing packages. Topics include file management, and environment control; working with multiple databases; and business problem solving through database programming. Structured programming principles are taught with emphasis on situation analysis and database design.

CMPA 270 Web Publishing: HTML and Web Page Design

3 credits (D)

Prerequisites: CASC 102, CASC 115 or instructor's consent.

This course covers the basic to more advanced features of the latest version of HTML for web site creation. Links, tables, frames, an introduction to JavaScript and extending a web page with multimedia and Java applets will be covered. Special emphasis is placed on good web page design.

CMPA 271 Web Page Programming

4 credits (D)

Prerequisite: CMPA 270 or instructor's consent.

This course will introduce the use of Java Script and programming Java Applets for use in web pages. Emphasis will be on structured programming techniques, understanding Object Oriented Programming, developing new Java Applets and modifying existing Applets. Java as a programming language will also be explored.

CMPA 272 Image Editing on the Web

3 credits (D)

Prerequisite: CMPA 270.

This course deals with creating and editing custom images for use in web documents. Topics include web color theory, bandwidth considerations file format issues, color correction, format conversion, image retouching, and animated images. Adobe Photoshp, or the currently accepted industry standard software, will be used.

CMPA 273 Data Driven Websites

3 credits (D)

Prerequisite: CMPA 270.

This course will use popular development and server software to create dynamic data-driven web pages. The emphasis will be on linking a Web site to databases for queries, manipulations, and updates. Conditional on-the-fly code can then be executed to customize responses for specific situations. Macromedia's ColdFusion is the software currently used in the course but is subject to change based on technology and job market demands.

CMPA 276 Network Design

4 credits (D)

Prerequisite: CMPA 226.

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

COMMUNICATIONS

COMM 153 Digital Imagery

3 credits (D)

Prerequisite: working knowledge of computers and cameras.

This course will use conventional cameras or digital cameras to capture images, but the resulting image must be in digital format by either film or flatbed scanner. Then using Photoshop or similar software, the student will manipulate the image for publication on the World Wide Web. This course is cross-referenced with ART 153 and JRNL 153.



COMM 158 Basic Videomaking

3 credits (D)

Prerequisite: instructor's consent.

Basic Videography teaches basic methodology of videomaking. Students will use tools and techniques of sound and motion to produce short videos for professional and personal growth in the medium. This course is cross-referenced with ART 158 and JRNL 158.

COMM 253 Advanced Digital Imagery

3 credits (D)

Prerequisites: ART /COMM/JRNL 153, working knowledge of computers and graphic applications.

This course will cover wider application and use of photo enhancement software/hardware. This course places a heavy emphasis on technology. This course is cross-referenced with ART 253 and JRNL 253.

COMPUTER SCIENCE

CS 100 Introduction to Computer Science: Computer Literacy

4 credits (F,S)

An introductory course that will present a broad overview of computers including the evolution, applications, current uses, social impact, and a survey of languages. Includes laboratory hands-on exposure to computers. A course designed to meet the needs of the computer science students, the business students, the secretarial students, the liberal arts students, and anyone who has an interest in computers.

CS 131 Visual Basic Programming

4 credits (F,S-odd years)

Creating Graphical User Interface applications through programming in Visual Basic. Topics covered are arithmetic statements, conditional statements, looping structures, data structures, sequential files, random files, design and graphics.

CS 171 Fundamentals of Computer Science I: JAVA

4 credits (F)

Prerequisite: MATH 103 or equivalent.

Fundamental Computer Science concepts using the high level object-oriented programming language, JAVA. Lectures cover object-oriented design, encapsulation, inheritance, polymorphism, data abstraction, detail hiding and JAVA swing components for graphical user interface.

CS 172 Fundamentals of Computer Science II: JAVA

4 credits (S)

Prerequisite: CS 171.

A continuation of CS 171. Topics include user defined ordinal types, multidimensional arrays, data file structures, set structures, abstract data structures via pointers (linked lists, queues and stacks), data management and applications development.

CS 204 C++ Programming

4 credits (Fall 2002, Spring 2003 & 2004)

Prerequisite: one programming class.

Computer programming in the language C and C++. Topics covered are procedures, function, control statements, arrays, pointer and address notation, character strings, structures, data files (sequential and random access), linked lists, stacks, queues, tree structures and graphics.

CS 212 Data Communications

2 credits (D)

Prerequisites: CS 100, and a programming class or instructor's consent.

Introduction to the concepts and terminology of data communications systems within a computer network. Hardware, cost efficiency, transmission modes and media are discussed.

CS 220 Systems Analysis and Design

3 credits (D)

Prerequisites: CS 100, and one programming class.

Introduce the student to the fundamental concepts of systems analysis and design, and the role of the systems analyst.

CS 222 Data Structures

3 credits (Spring 2004)

Prerequisites: CS 172, MATH 231.

A study of static and dynamic data structures including queues, stacks, trees and graphs. Application of these structures to problem-solving and consideration of trade-offs incurred in choice of implementation.

CS 231 Assembly Language I

4 credits (Fall 2003)

Prerequisites: CS 171, CS 204 or instructor's consent.

Hardware of a microcomputer system, instruction sets, program control, addressing, interrupt routines, exception handling routines, assemblers.

CS 232 Assembly Language II

3 credits (D)

Prerequisite: CS 231.

A continuation of CS 231. This course will include string instructions, sorting, binary I/O and flags register, file manipulation, structures, records, macros, linkers and numeric processor.



ECONOMICS

ECON 140 Introduction to Political Economy

3 credits (D)

A critical study of social issues using the constructs of incentives and the role of markets. This course will provide a framework of basic and analytical tools useful in the analysis of contemporary social issues. The influences of government regulation and deregulation, market power, income distribution, welfare policies, changing economic structure within the U.S. economy, and free-market environmentalism are discussed in the context of economic analysis.

ECON 211 Economic Principles: Microeconomics

3 credits (A)

Foundation of economics, the market system, economic decisions of the household and firm, economic functions of government, American capitalism, resource allocation, costs of production, price and outputs, wage determination, selected current economic problems including the poor and minorities.

ECON 212 Economic Principles: Macroeconomics

3 credits (A)

National economic activity, unemployment, inflation, fiscal policy, banking system and monetary policy, budget deficits, public debt, economic growth, balance of payments and selected current economic problems.

EDUCATION

EDUC 100 Introduction to Education

3 credits (F,S)

An introduction to public education and its place in society. A preview of the teaching profession, preparation, rewards, development, structure, support and control of schools in America. Numerous educational topics will be introduced including Effective Schools Research, A Nation at Risk, America 2000, philosophies of education, career goals, and Gallup Poll results. Forty-five (45) hours of classroom observation are required.

EDUC 101 Introduction to Early Childhood Education

3 credits (D)

This course provides an overview of early childhood history, practice and relevant issues. It will focus on program philosophies and the importance of developmentally appropriate practices in early childhood settings. Students will learn of the unique needs of young children and families. Students will also learn about the professional opportunities in the field of early childhood education.

EDUC 102 Early Childhood Developmental Themes

3 credits (D)

This course will explore themes in early childhood; attachment, separation, autonomy, accomplishment and failure provide a foundation in which individual developmental needs of children can be assessed by parents and teachers. Early childhood themes will be looked at in the context of the dominant culture child, the bi-cultural child and the child with disabilities. Students will be introduced to the techniques of observing, recording and interpreting the behavior of children. Students will examine research, theories, issues and stages in a social/political context. Students will learn the importance of parents as children's first and most important teachers.

EDUC 105 Human Development: Authentic Infant

1 credit (D)

This course will cover the physical, emotional, psychological, educational development of children from birth to infancy. Particular attention will be paid to language and skill development along with developmental mile markers.

EDUC 106 Human Development: The Preschool Years

1 credit (D)

This course will cover the physical, emotional, psychological, and social development of children from infancy to preschool.

EDUC 107 Safe Learning Environments

1 credit (D)

This course will focus on creating an environmentally safe learning environment, promoting health and nutritional habits and creating a secure, interesting learning environment that promotes exploration and learning.

EDUC 108 Children and Self Esteem

1 credit (D)

This course will focus on the various theories on self esteem and will provide guidance for developing the infant, toddler and preschool age child's sense of security, self esteem, and ego development.

EDUC 109 Working with Families

1 credit (D)

This course focuses on the role of the teacher and parent within the educational environment. This course will address effective communication, and the development of cooperative learning environment.

EDUC 110 Ethics and Child Care

1 credit (D)

This course will focus on the professional and ethical role(s) of the child care provider. Child care regulations and laws will be reviewed along with the Codes of Ethics for child care providers.

EDUC 111 Program Operation in Child Care

1 credit (D)

This course will focus on the child care administration and program operation. Students will learn record keeping and budgeting skills.



EDUC 112 Observation and Assessment of Young Children

1 credit (D)
 This course will focus on child assessment and planning. The use of various assessment procedures will be covered along with how to use assessment in planning age appropriate educational planning.

EDUC 125 Teaching Strategies: Fresh Approach

2 credits (D)
 This class is developed to re-energize the seasoned teacher and stimulate the new educator. The kaleidoscope of ideas is intended to freshen the days in the elementary classroom. This workshop is especially appropriate for classroom aides, student teachers, and beginning teachers, as well as classroom teachers.

EDUC 127 Health, Safety and Nutrition in Early Childhood

3 credits (D)
Prerequisite: EDUC 101.
 This course is designed to increase teachers and parents understandings of the unique health and safety needs of young children. Students will learn how to incorporate transitions and scheduling into learning goals.

EDUC 128 Child, Family and Community Relations

3 credits (D)
Prerequisites: EDUC 101, EDUC 102.
 This course includes the development of child advocacy skills through awareness of the child's role in the family and society. The student will increase the understanding of diverse family structure and techniques to encourage parent-teacher partnerships. Students will learn about existing community resources and develop the ability to access resources to meet the needs of children and families.

EDUC 130 Language and Literature for Young Children

2 credits (D)
Prerequisites: EDUC 101, EDUC 102, EDUC 231.
 This course will explore when and how to use books and language to meet specific needs, and how to create an environment that encourages and promotes the emergence of literacy in young children.

EDUC 202 Introduction to Gifted Education

2 credits (D)
 This course is designed for prospective teachers who require current research, trends, and practices within the field of education of the gifted and talented. Gifted and talented students have special needs that require instructional and curricular modifications commensurate to their abilities. This course provides the students with an overview of giftedness as it relates to young people and provides an introduction to virtually all aspects of program planning and development. The course will also explore special identification and programming needs for the culturally different, economically disadvantaged, handicapped, and underachieving gifted student.

EDUC 215 Behavior Modification

3 credits (D)
Prerequisite: PSY 110.
 An in-depth study of behavior modification from the viewpoint of the program developer, writer, implementer, recorder, and evaluator including correct identification of behavior modification terms. Beginning with identification of the behavior to be changed, the entire process of behavior modification through the implementation of a programmed intervention will be examined and practiced. This course is cross-referenced with HS 215 and PSY 215.

EDUC 220 The Middle School: An Introduction

2 credits (D)
 It is clear that the middle school is no longer simply a phenomenon and that it has moved into the organizational mainstream. This course will develop, in the potential teacher, an understanding of the middle school student, the rationale, origins, advantages, functions and tasks of the middle school classroom. It will also stress program concepts, organizational patterns, and instructional strategies.

EDUC 230 Strategies of Learning

3 credits (D)
 The process of cognitive development of children, stages of learning that they go through, the factors influencing learning and the strategies employed by them—all essential knowledge for the care giver—are presented.

EDUC 231 Curriculum Development for Young Children

3 credits (D)
Prerequisites: EDUC 101, EDUC 102 or instructor's consent.
 The student will learn and explore methods and materials for planning and implementing an integrated program for young children, including methods of planning developmentally appropriate activities to enhance children's development. Emphasis on designing an environment for learning related to curriculum goals.

EDUC 232 Instructional Technology

3 credits (D)
 This course is designed for prospective teachers who require current research, trends, and practices within the field of instructional technology. It provides students with an overview of various media and technology appropriate to teaching and pupil development, with special emphasis on the instructional strategies and procedures for implementing and evaluating major instructional media and programs. Discussions will be held regarding the impact of computers on society and the curriculum, and the ability to incorporate the use of IBM and Macintosh computers into the instructional process in various fields of specialization. Students will learn several software programs, how to operate instructional multimedia machines, and create multimedia presentations (including web pages) which incorporate the use of technology. The preservice teacher will complete a practicum experience.

**EDUC 235 Creative Art for the Developing Child**

2 credits (D)

Prerequisites: EDUC 101, EDUC 102, EDUC 231 or instructor's consent.

Focuses on the development of children's art and ways to implement developmentally appropriate art activities in learning environments for young children. Focuses on children's spontaneous art experiences as enhancers of creativity and self-esteem.

EDUC 241 Administration of Early Childhood Programs

3 credits (D)

Prerequisites: EDUC 101, EDUC 102, EDUC 230, EDUC 247, EDUC 257 or instructor's consent.

The student will learn the principles and practices of administration and supervision of programs for young children. Areas covered include types of schools, maintenance and operation of the physical plant, regulatory agencies and legal requirements, personnel policies and practices, records, accounting, and communication procedure.

EDUC 243 Early Intervention Programs

3 credits (D)

Prerequisite: PSY 110 or instructor's consent.

Examination of the etiology, characteristics, classifications, identification and diagnosis of the developmentally disabled and multi-handicapped child. Includes educational considerations, implications of P.L. 94-142 for education (K-12), community services and parent involvement. This course is cross-referenced with PSY 243.

EDUC 244 Learning Disabilities

3 credits (S)

Prerequisite: EDUC 100 or instructor's consent.

Examination of the characteristics (academic and behavioral), identification, diagnosis, and educational placement for the learning disabled child (K-12) will be investigated. Educational opportunities, current controversies and emerging trends will be presented.

EDUC 247 Guidance of Young Children

3 credits (D)

Prerequisites: EDUC 101, EDUC 102 or instructor's consent.

This course will focus on understanding children's behavior and to develop effective guidance techniques. Emphasis on how parents and teachers can promote the child's self control, self esteem and competence.

EDUC 250 Strategies of Classroom Management

3 credits (D)

Prerequisite: EDUC 100 or instructor's consent.

This course presents a practical guide to classroom management at the elementary school level. A variety of models for classroom management will be examined.

EDUC 252 Music and Movement for Young Children

2 credits (D)

Prerequisites: EDUC 101, EDUC 102, EDUC 231 or instructor's consent.

This course is designed to increase the understanding of children's rhythmic movement capabilities and the interaction of play in the development of cognitive, social, emotional and physical domains. Emphasis on how teachers can use movement as a way of learning for young children.

EDUC 253 Math and Science for Early Childhood

2 credits (D)

Prerequisites: EDUC 101, EDUC 102, EDUC 231 or instructor's consent.

This course will focus on developmentally appropriate activities that construct scientific and mathematical knowledge in meaningful and long lasting ways for children using their spontaneous ideas and creativity.

EDUC 254 Creativity and You

3 credits (D)

This course is designed to explore elements of the creative process and the nature of the creative product as it relates to humor, poetry, art, music and science. Examination of creative development in children and reflection on one's own creative nature will be explored.

EDUC 255 Foundations of Reading

3 credits (D)

Prerequisite: EDUC 100.

This course will acquaint prospective teachers with reading approaches and programs currently used in the teaching of reading and familiarize students with reading theories and techniques.

EDUC 256 Instruction of Special Students

3 credits (F)

Introduction to special behavior patterns, with and without physical deviations from the norm, which constitute need for special education. Techniques of teaching to meet these needs in special or regular classrooms.

EDUC 257 Field Practicum I

3 credits (D)

Prerequisites: EDUC 101, EDUC 102 or instructor's consent.

Provides close supervision at approved, quality early childhood education sites. Students will apply child development, curriculum and guidance knowledge while implementing and evaluating learning experiences in all areas of learning. Conducting group times, handling routines of the classroom and responding to the individual and group needs will be required.



EDUC 258 Field Practicum II

3 credits (D)

Prerequisites: EDUC 101, EDUC 102, EDUC 231, EDUC 247, EDUC 257 or instructor's consent.

Provides close supervision at approved, quality early childhood education sites. Students will apply child development, curriculum and guidance knowledge while implementing and evaluating learning experiences in all areas of learning. Students will work closely with families. Students will observe, assess and plan programs for individual children.

EDUC 260-269 Children in Crisis Workshops

1 credit (D)

Course title will vary. Each workshop will provide information dealing with current concerns in the field of education. Topics will include but not be limited to: at-risk students, communication, learning styles, discipline, attention deficit, mainstreaming, divorce, grief, abuse, chemical dependency, media, suicide and gifted students.

EDUC 270-279 Professional Development Conferences

1 credit (D)

These courses are designed for the practicing educator as well as other professionals who work with children. This inservice training is aimed primarily toward the development and improvement of teaching skills. The conference will provide participants with the opportunity to meet and exchange ideas with colleagues in education as well as improve educational programs.

EMERGENCY MEDICAL SERVICES

EMS 240 Instructional Methods for Emergency Services

3 credits

(Course description under development.) This course will involve skill development in instructional design, delivery and evaluation, organization of training programs, preparation of training materials, and the study of public relations as it relates to emergency services in the community. See your advisor.

EMS 253 Basic ECG Interpretation

1 credit (D)

This course is designed to prepare health care providers and pre-hospital personnel in the recognition of life threatening dysrhythmias. Students will be instructed in basic ECG interpretation, recognition of impending demise, response to CODE situations, and defibrillation techniques.

EMS 255 Basic Rescue Skills for EMS Providers

3 credits (S)

(Course undergoing revision to include defensive driving.) Fire department and emergency medical personnel are often confronted with managing medical needs while involved in rescue or extrication situations. This course will give an overview of a wide range of rescue and extrication scenarios with the primary focus being on scene safety and incident stabilization.

EMS 264 First Responder/Advanced First Aid

3 credits (D)

This course is designed to teach patient care and scene stabilization to individuals most likely to be first on the scene of illness or injury but who do not have the responsibility of patient packaging and transportation.

EMS 265 First Responder/Wilderness

4 credits (D)

This course will follow the Department of Transportation (DOT) and State of Montana course curriculum for First Responder and substitute a wilderness and back country component for the current Ambulance module currently in place. Students will be eligible to test for state licensure as a First Responder upon successful completion of this 90 hour course. CPR and First Aid skills will be stressed, as will survival, pathfinding, injury prevention, environmental injuries, nutrition, veterinary emergencies, medical kits and common back country mishaps. A certificate of completion of the wilderness component will be awarded after successful completion of this course.

EMS 269 First Responder: Ambulance

2 credits (Fall 2002, Spring 2004)

This course is designed to teach patient care and scene stabilization to individuals most likely to be first on the scene of an injury.

EMS 270 EMT-B

5 credits (Spring 2003, Fall 2003)

Emergency Medical Technician-Basic (EMT-B). An introduction to the field of emergency trauma medicine. Upon completion of this class and with the consent of the instructor the student will be qualified to sit for the National Written and Practical Examinations for certification as an Emergency Medical Technician-Basic.

EMS 271 First Responder to EMT-Bridge

4 credits (D)

Prerequisites: current First Responder Certification, current CPR Card (AHA Healthcare Provider or Red Cross Professional Rescuer).

This course follows the Department of Transportations (DOT) curriculum. It is required for students to successfully complete this course in order to sit for the Montana and National Registry EMT-Basic certification examinations. Topics included in this course are: medical terminology, comprehensive patient assessment, airway management and ventilation, patient packaging, splinting, indications and use of the AED, pharmacology, and scene techniques. This course provides the EMT-B student with the knowledge and skills necessary to assess medical and trauma patients in an out of hospital situation.

**EMS 273 EMT-I**

4 credits (D)

Prerequisites: instructor's consent, EMS 270, current State of Montana EMT-B.

Emergency Medical Technician-Intermediate (EMT-I). This course is designed for those advanced students who are wishing to study endotracheal intubation, esophageal obturator airways and intravenous fluid therapy.

EMS 274 Paramedic I

9 credits (F-even years)

Prerequisites: instructor's consent, EMS 270.

This course follows the Department of Transportation's (DOT) EMT-P curriculum. It is required for students to successfully complete this course in order to sit for the Montana and National Registry certification examinations. Topics included in this course are: roles and responsibilities, professional conduct, EMS system design, communication/documentation, quality improvement, medical legal considerations, major incident response, rescue, stress management, medical terminology, comprehensive patient assessment, airway management and ventilation, a review of paramedic pharmacology, trauma assessment, mechanism of injury, an introduction to medical assessment/emergencies, Advanced Cardiac Life Support, and Pediatric Advanced Life Support. This course introduces the EMT-P student to the knowledge and skills necessary to assess medical and trauma patients in an out of hospital situation. The course prepares students for state and national registry examination.

EMS 275 Paramedic Clinical I

4 credits (F-even years)

Prerequisites: instructor's consent, EMS 270, current State of Montana EMT-B.

Corequisite: EMS 274.

Topics included in this course are: medical terminology, comprehensive patient assessment, airway management/ventilation, review of paramedic pharmacology, introduction to the clinical setting, skills lab/skills evaluation stations, medication administration, intravenous infusions, and medical documentation/communication. This course will take place in various hospital settings, fire departments, ambulance services, and in practical lab settings. Clinical preceptors will be assigned to students at all times when they are in the hospital or ambulance setting. This course provides the EMT-P student with the knowledge and skills necessary to assess medical and trauma patients in clinical and field settings.

EMS 276 Paramedic II

9 credits (S-odd years)

Prerequisites: EMS 270, EMS 274, EMS 275.

This course provides the EMT-P student with the knowledge and skills necessary to assess a variety of patients in an out of hospital situation. The course prepares students for state and national registry examinations and builds on the foundation created in Paramedic I, ACLS and PALS.

EMS 277 Paramedic Clinical II

6 credits (S-odd years)

Prerequisites: EMS 270, EMS 274, EMS 275.

Corequisite: EMS 276.

Topics included in this course are: medical terminology, comprehensive patient assessment, airway management and ventilation, and a review of paramedic pharmacology. This course helps to provide the EMT-P student with the knowledge and skills necessary to assess medical and trauma patients in an out of hospital situation. Students will complete shift rotations with local ambulance services and in the Emergency, Pediatrics, Psychiatric or Recovery departments. Students will be a clinical preceptor at all times when they are in the hospital or ambulance setting.

EMS 278 EMT-Intermediate Transition Part I

5.5 credits (D)

Prerequisite: current State of Montana EMT-I.

This course follows the Department of Transportation's (DOT) EMT-Intermediate Transition curriculum. Students successfully completing this course and the EMT-I Transition Part II will have met the requirements to test in order to recertify at the new intermediate level with the National Registry and Montana State.

EMS 279 Paramedic Refresher

2.5 credits (D)

Prerequisite: current State of Montana EMT-P.

This course follows the Department of Transportation's (DOT) EMT-P Refresher curriculum. It is required for students to successfully complete this course in order to recertify at the paramedic level with the National Registry and Montana State.

ENGLISH**ENGL 15 ~ English Review**

3 credits (A)

Prerequisites: placement by compass or asset test, or recommendation of instructor, advisor or counselor.

Small group and individualized instruction in basic language skills, especially sentence accuracy, punctuation, fundamentals of grammar, spelling, use of dictionary. Emphasis is on correcting individual writing problems. Course may be repeated for a total of nine (9) credits. Prepares student for English 78, Writing Skills Workshop.

ENGL 78 ~ Writing Skills Workshop

3 credits (A)

Prerequisites: a grade of "C" or better in ENGL 15, or appropriate placement test score.

Small group and individualized instruction especially for students experiencing difficulty in expository writing. Emphasizes paragraph development and organization; reviews basic skills including sentence structure, word choice, transitions, punctuation, grammar, word economy and level of usage. Prepares students for ENGL 111 English Composition. (Note: Students may be initially placed in this and other courses in the English writing curriculum according to their scores on the placement test given by the Learning Resource Center.)



ENGL 110 Explorations in Literature

3 credits (A)

An introduction to the reading, interpretation and critical analysis of selected fiction, poetry and drama.

ENGL 111 English Composition

3 credits (A)

Prerequisite: appropriate placement test score or a grade of "C" or better in ENGL 78.

Instruction and practice in expository writing. Emphasizes specific writing and revision techniques to develop coherence, conciseness, clear and forceful style and voice, and thinking skills. Assignments range from short pieces to essays and a short research paper. Mastery of the basics of grammar and mechanics is assumed.

ENGL 114 Freshman Composition: Honors

3 credits (D)

Prerequisite: instructor's consent.

An especially challenging composition course for students who have scored 52 or better on the ASSET test. Qualified students may take this course to satisfy their English composition requirement for graduation. Course content is much the same as ENGL 111, but includes an "honors essay" requirement.

ENGL 115 Introduction to Poetry

3 credits (F)

An introduction to the reading, enjoyment, interpretation, critical analysis and appreciation of selected poetry.

ENGL 116 Introduction to Fiction

3 credits (S)

Introduces students to the reading, interpretation and critical analysis of selected short stories and novels.

ENGL 140-149 Specific Author Mini-Course

1 credit (D)

These short courses will allow the participants to make an intensive but concentrated study of a significant author. The courses are meant to be more than an introduction, but less than a complete study of the author's work.

ENGL 150 Technical Writing

3 credits (F,S)

Prerequisites: a grade of "C" or better in BUS 130, or ENGL 111.

This course develops skills in writing for technical application: resumes, reports, business letters and fundamentals of research—the type of writing found in business, science and industry.

ENGL 160 Vocabulary: A Word to the Wise

3 credits (D)

This course includes the study of prefixes, suffixes, Latin and Greek roots, words derived from other languages. Class activities emphasize directed practice to expand usable vocabulary.

ENGL 201 Advanced Composition

3 credits (F,S)

Prerequisites: instructor's consent or a grade of "B" or better in ENGL 111.

Refines specific writing techniques and develops control of style and voice. Emphasizes the essay form, writing for a specific audience. Advanced rhetorical and persuasive forms, elementary logic and research techniques.

ENGL 206 European Literature of the 20th Century

3 credits (D)

Prerequisite: ENGL 111 or equivalent.

"The old country..." mysterious, exotic, sophisticated, and full of contradictions: yet a much romanticized and nostalgically remembered "home" for so many Americans. This lecture and discussion course will focus on great writings and films of 20th Century Europe, and familiarize students with crucial events of European art and history. This course is cross-referenced with HUM 206.

ENGL 211 American Literature I

3 credits (F)

An introduction to the literature of early America (Puritanism to Romanticism), the attitudes and forces that shaped our national character from 1620 to 1865. Writers include Bradstreet, Poe, Hawthorne, Melville, Whitman and Dickinson.

ENGL 212 American Literature II

3 credits (S)

An introduction to the literature of America from 1865 to present: including Twain, Chopin, Frost, Hemingway, Hughes, Fitzgerald and Oates.

ENGL 215 African-American Writers

3 credits (F)

This is a survey course that introduces students to American literature and examines the evolving canon of American literature since the late 1700's, comparing and contrasting the contributions of women and African-American writers, such as Zora Neale Hurston, Toni Morrison, and James Baldwin, with those of more traditional canonical authors such as Nathaniel Hawthorne, Mark Twain, and Vladimir Nabokov. The course will study works that deal with the following subject areas: utopias, race and race consciousness, nature, religion and mythology, love and sex, war and gender. The course will focus on the question of whether or not art can ever be separate from the politics of culture and of time. Students will read different genres (poetry, novels, essays, short stories and memoirs) and contrast different critics' ideas on literary theory.

ENGL 220 Classical Mythology

3 credits (F,S)

A lecture and discussion class that explores the Greek and Roman mythologies, their plausibility, supposed purpose, and applications, historical and contemporary.



ENGL 228 Women of the Bible: A Literary Approach
3 credits (D)

This course will focus upon the important role biblical women played in the development of biblical history and the consequent status of women within the larger Judeo-Christian social and cultural milieu. Emphasis will be upon the Old Testament (or Hebrew Bible) with some investigation into the New Testament and the presence (or non-presence) of women there. Students will analyze what the Bible says—and does not say—about women and their role in society in ancient times and its effect upon women through the ages. With an emphasis upon, but not limited to, feminist scholarship of the last 25 years, the Bible will be examined as literature produced by humans for humans, a “literary” canon as opposed to a “theological” canon. Sexism, androcentrism, pagan sources, powerlessness, positive stages of women, and female symbolism will be discussed as will problems of textual authorship, translation, redaction, and interpolation. Material covered will include modern archaeology’s impact upon both biblical criticism and the historical accuracy of the biblical stories. This course is cross-referenced with REL 228.

ENGL 229 Bible as Literature

3 credits (S)

This course will examine the pivotal books of the Bible (Old Testament and Revelations) as a literary and cultural document—not as a theological tract. Students will analyze it as a collection of books, including history, poetry, letters, apocalyptic literature, wisdom literature, mythological material, prophetic books and laws. Literary types, appropriate historical background, problems of authorship and the use of language will be discussed. This course is cross-referenced with REL 229.

ENGL 230 Theatre as Literature

3 credits (F,S)

This course will examine a variety of plays from ancient Greece to modern times. The types of drama studied range from tragedy to comedy. The styles of drama studied will also vary including classicism, realism and absurdism. This course focuses on drama as a literary genre. This course is cross-referenced with THEA 230.

**ENGL 231 British Literature I:
Beginnings to 18th Century**

3 credits (F)

This introduction to British writers and works begins with the ancient heroes and monsters in Beowulf and continues through the Middle Ages with readings from “The Canterbury Tales”, as well as King Arthur and the Knights of the Round Table. The adventure continues during the Renaissance with “The Tragedy of Dr. Faustus”, then moves on to a variety of works during the Restoration and 18th century: from the stinging satire, “Gulliver’s Travels” to the hilarious comedy “She Stoops to Conquer”. Literature read throughout the course will include a number of poems, essays, plays and stories.

**ENGL 232 British Literature II:
19th Century to Present**

3 credits (S)

The course includes Romantic poets Woodsworth and Keats, Victorians Bronte, Tennyson, and Elizabeth Barret Browning as well as 20th century writers DH Lawrence, Virginia Woolf, Tom Stoppard and Seamus Heaney.

ENGL 235 The Author: Life and Works

3 credits (D)

The literary work of a significant author and the life that created the works. Each offering of this course will study the life and the literary contribution of a different author; e.g. Frost, Sexton, Hemingway, Dickinson.

ENGL 240 American Short Story

3 credits (S)

This course will trace the popular literary genre known as the short story from its inception in the early nineteenth century through the present. The course will examine the role of the short story in American history, and will focus on stories that reflect the various social, economic, and gender concerns of male and female authors from diverse ethnic backgrounds.

ENGL 246 Major Women Writers

3 credits (S,Su)

This is a survey course that introduces students to distinguished writing by major women writers from 1750 to the present and that seeks to acquaint students with an essential literary history often omitted from ‘canonical’ classes. The course includes minority writers and writers from other countries, such as Bangladesh and Japan, and examines several genres of writing (poems, stories, novels, essays, letters, screenplays, plays).

ENGL 250 English as a Second Language

3 credits (D)

Instruction and practice in academic English skills including speaking, reading, writing, and grammatical English for students who are not native speakers of English. Emphasizes specific academic writing, reading techniques, vocabulary learning and other pragmatic aspects of English. This course is strongly recommended to all foreign students with TOEFL scores below 525 and to all foreign students who have entered the college without TOEFL scores.

ENGL 251 Creative Writing in Fiction

3 credits (A)

Prerequisite: ENGL 111 or instructor’s consent.
Introduces students to techniques of writing short fiction.

ENGL 252 Creative Writing in Poetry

3 credits (A)

Prerequisite: ENGL 115 or instructor’s consent.
The reading and writing of poetry with emphasis on the techniques of imaginative writing and critical appraisal.



**ENGL 261 Introduction to Humanities:
Origins and Influences I**

4 credits (F)
This course offers an interdisciplinary survey of human creative achievements from Prehistory through the Late Middle Ages. By examining major works of art, architecture, music, literature and philosophy, students will gain an awareness of human productivity and the historical contexts that provided its inspiration, as well as an enhanced appreciation of the rich cultural heritage that informs our own contemporary identity. This course is cross-referenced with HUM 261.

**ENGL 262 Introduction to Humanities:
Origins and Influences II**

4 credits (S)
This course offers an interdisciplinary survey of human creative achievements from Early Renaissance to Postmodernism. By examining major works of art, architecture, music, literature and philosophy, students will gain an awareness of human productivity and the historical contexts that provided its inspiration, as well as an enhanced appreciation of the rich cultural heritage that informs our own contemporary identity. This course is cross-referenced with HUM 262.

ENGL 267 Shakespeare: Tragedies, History

3 credits (F)
In this course students will read, discuss and—if possible—see a presentation of selected tragedies and history plays of Shakespeare: Hamlet, Othello, MacBeth, Henry IV, Part I, Richard II and others.

ENGL 268 Shakespeare: Tragedies, Comedies

3 credits (S)
In this course students will read, discuss and—if possible—see a presentation of selected tragedies and comedies: King Lear, Julius Caesar, The Tempest, A Midsummer Night's Dream and others.

ENGL 270 Introduction to Linguistics

3 credits (D)
This course will introduce students to the field of modern linguistics and to the nature of language. Students will gain an understanding of the fundamentals of linguistics, including syntax, semantics, phonology, pragmatics, language change, and language acquisition. This course is cross-referenced with LANG 270.

ENGL 271 Creative Writing Workshop: Fiction

3 credits (A)
Prerequisite: ENGL 251 or instructor's consent.
An advanced course in the writing of short fiction.

ENGL 272 Creative Writing Workshop: Poetry

3 credits (A)
Prerequisite: ENGL 252 or instructor's consent.
An advanced course in the writing of poetry which will consider special problems in this area as well as refinement of the student's skill.

ENGINEERING

ENGR 110 Introduction to Engineering

1 credit (F)
Topics in engineering including its practice, communications, ethics, education, history, disasters, mechanics, electricity and computers.

ENGR 111 Engineering Graphics

3 credits (S)
Introductory course developing freehand sketching and computer-aided modeling techniques for engineering design graphics. Skills will be developed for sketching and interpreting dimensioned multi-view drawings, pictorials, sections, tolerancing and assemblies for mechanical designs.

**ENGR 116 Introduction to Electrical
Fundamentals Lab**

1 credit (F)
Corequisite: MATH 104.
This is an introductory course, in a lecture/lab format, in electrical fundamentals including Kirchhoff's Laws, power and energy in resistive circuits, use of meters and oscilloscopes, time-varying signals in electric circuits, inductors and capacitors, series and parallel resonance circuits, and digital circuits. The primary objective of this course is to introduce students, in a hands-on setting, to the proper use of basic electrical instruments, including multi-meters, DC power supplies, function generators, and oscilloscopes in the measurement, testing, construction, and analysis of basic electrical and electronic components, circuits, and devices.

ENGR 200 Applied Analysis

1 credit (F)
Prerequisite: MATH 121.
Computer applications in engineering using spreadsheets, math-based software and programming language.

ENGR 201 Engineering Mechanics: Statics

4 credits (F)
Prerequisite: MATH 122.
Vector treatment of static mechanics in two and three dimensions; discrete and distributed force systems; analysis of trusses, beams and cables; coulomb friction on surfaces, screws and belts; the distributive properties of areas and volumes; and the methods of virtual work and stationary potential energy.

ENGR 202 Engineering Mechanics: Dynamics

4 credits (S)
Prerequisite: ENGR 201.
For particles: kinematics and kinetics, energy and momentum methods. For rigid bodies: relative motion, plane motion, energy and impulse-momentum methods, dynamics of general motion, vibrations.

**ENGR 204 Mechanics of Materials**

4 credits (S)

Prerequisite: ENGR 201.

The principles of engineering mechanics applied to deformable bodies including: stress, strain, Hooke's Law, thermal stress, torsion combined stresses, stress transformations, deflection of beams, columns.

ENGR 206 Circuits I

4 credits (S)

Prerequisites: ENGR 116, MATH 122, PHYS 202.

An introductory course which covers Ohm's Law, Kirchhoff's Laws, nodal and mesh analysis method, network theorems, capacitors, inductors, RC-RL response, complex frequency, phasors, steady state AC circuits, and three phase circuits.

FOOD SERVICE**FS 101 Professional Chef I**

9 credits (D)

Corequisite: FS 143.

This course exposes students to a variety of cooking methods including braising, broiling, sauteing, poaching, steaming and grilling. The nine-credit course also covers sanitation, knife skills, food preparation, product identification and handling, recipe and menu development, food cost, sanitation, inventory management and basic kitchen math. After successfully completing the course work, students can serve a 150 hour internship to apply the skills they've acquired in a professional kitchen.

FS 143 Basic Sanitation

2 credits (D)

(AHLA and ServSafe Certification). Presents a systems approach to complying with Federal, state and local health regulations governing convenience stores, restaurants, bed and breakfasts, and institutions. Students can receive ServSafe Certification from the National Restaurant Association.

FS 148 Food and Beverage Service

3 credits (F)

(AHLA Certification). Comprehensive review of principles and procedures for developing an effective food and beverage control system including standards determination, budgeting, income and cost control, cost-volume profit analysis, menu pricing, labor cost control and computer applications for cost and profit analysis.

**FS 201 Professional Chef II:
Intermediate Cook's Training**

9 credits (D)

Prerequisites: instructor's consent or a grade of "C" or better in FS 101.

This course will offer students an opportunity to broaden their skills in a variety of cooking methods. The course will include classic food preparation, plate presentation and garnishing, complex sauces, introductory baking and desserts, and sanitation.

FS 248 Bar and Beverage Management

2 credits (S)

(AHLA Certification). Includes balancing marketing and control objectives, employee selection and training, and establishing effective control systems. Also includes purchasing and sale of a variety of beverage products and in-depth coverage of responsible alcohol service.

FS 264 Food and Beverage Controls

2 credits (S)

(AHLA Certification). This course covers the principles and procedures involved in an effective food and beverage control system including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications for cost-volume and profit analysis.

FS 275 Food Service Internship

3 credits (D)

Prerequisites: a grade of "B" or better in FS 101, and maintain a grade of "B" or better in FS 201.

Students will be required to complete a 150 hour internship with an approved restaurant. Hours will be arranged to fit student and employer schedules.

GEOGRAPHY**GEOG 101 Introduction to Physical Geography**

4 credits (F)

Introduction to physical earth systems—meteorology, soils, vegetation types and distribution, oceanography, landforms. Focus on the use of geographic tools and analysis to understand spatial relationships of physical and biological phenomena on Earth, and how these relationships affect humans.

GEOG 105 World Regional Geography

3 credits (F,S)

A survey of world geographical regions, including the unique physical environment, population and settlement patterns, cultural diversity, political systems and economic and social status. Focus is on globalization, its effect on the region's environment, politics and economics, and how the regions effect globalization trends.

GEOG 201 Human Geography

3 credits (S)

A topical approach to geographic analysis of humans and their environment, including population, migration, culture, development, industry, urban patterns. Uses natural science concepts to understand human behavior. Focus is on key issues within a geographic framework, answering where and why.

GEOG 256 Geography of North America

3 credits (S-odd years)

An in-depth examination of North America (U.S. and Canada) that focuses on the spatial arrangement and interaction of physical, cultural, economic and social elements that shape the unique identity of this region.

**GEOG 257 Geography of the Pacific Northwest**

3 credits (S-even years)

An in-depth look at the physical and socioeconomic characteristics of Washington, Oregon, Idaho and western Montana, with particular emphasis on the regional economy, resource problems and policies.

GEOLOGY**GEOL 100 Introduction to Earth Science**

4 credits (F,S)

A survey, non-sequence course designed for the non-science major. Subjects include origin and history of the earth and solar system; Earth materials (minerals and rocks), action of wind, water and ice on the Earth's surface; landforms and mountain-building processes; the physical ocean environment. Labs stress the application of lecture topics.

GEOL 101 Introduction to Physical Geology

4 credits (Fall 2002, Spring 2004)

Basic concepts of earth materials and processes—minerals, sedimentary, igneous and metamorphic rocks, the rock cycle, weathering, erosion and development of landforms. Introduction to plate tectonics, volcanism, mountain building, continental structure, evolution and structural geology. Lab exercises to illustrate all aspects of lectures.

GEOL 120 Field Paleontology

1 credit (Su)

Learn how paleontologists use fossils, rocks, and modern environments to formulate interpretations about the past. This is an introductory field course that covers regional geology including sedimentology, natural history and paleontology of fossil localities in the northwest. Learn how to recognize fossils in the rocks, understand where fossils are formed and why fossils are found in specific locations.

GEOL 130 Geology of Northwest Montana

3 credits (All Summers, Spring 2003, Fall 2004)

Lectures and field trips designed to acquaint the student with the geologic history, rock types, structural features, landforms, and natural resources of Northwest Montana. Field trips in the Flathead and Mission Valleys and Glacier Park.

GLACIER INSTITUTE**GLAC 180- 189 Special Topics**

1-3 credits (A)

In partnership with FVCC, the Glacier Institute provides an array of field based educational courses focused on the natural and cultural values of the Crown of the Continent Ecosystem.

HISTORY**HIST 111 History of Western Civilization I**

4 credits (F)

Prehistoric days to the mid-17th Century, with emphasis on the political, social, cultural, and economic aspects of the great civilizations of the earlier period, and the revolutions in politics, commerce, industry and science which ushered in the modern era.

HIST 112 History of Western Civilization II

4 credits (S)

Early modern period to the present with emphasis on the rise of national systems, and the on-going revolutions in Western Civilization with attendant philosophic, economic and political conflicts and influences.

HIST 211 US History: Colonial Era to 1860's

4 credits (F)

A comprehensive introductory history of Colonial, Revolutionary, Jeffersonian, Jacksonian, and Civil War era America.

HIST 212 US History: 1860's to Present

4 credits (S)

A comprehensive introductory history of America from the Gilded Age (1870's) to the present.

HIST 250 Montana History

3 credits (A)

An examination and evaluation of the political, social, cultural, economic and intellectual heritage of Montana as a territory and a state.

HIST 270 American Environmental History

3 credits (D)

This course will examine the American relationship with the natural environment, from European roots to modern industrial realities. A major focus of the course will be the evolution of Americans from an adversarial environmental outlook to one of environmental awareness, protection and enhancement. Examination of the various individuals, groups, philosophies, and strategies involved in this chronological evolution of environmental awareness will provide the basic structure of the course.



HEALTH

HLTH 200 Foundations of Physical Education

3 credits (D)

This is a survey class dealing with all the introductory aspects of physical education, philosophies, history, objectives, career opportunities, adapted programs, sociology, psychology, physiology of sport.

HLTH 201 First Aid

2 credits (F,S)

Procedures and techniques of immediate emergency care for injury or sudden illness are learned. This includes first aid for minor injuries, rescue breathing, CPR and other life-saving techniques. CPR certification is available.

HLTH 203 Health for the Individual

3 credits (D)

The study of health principles enabling the student to make the essential choices for a more healthful lifestyle.

HLTH 204 Sports Medicine I

3 credits (S)

The physiology effects of the different types of exercise on the systems of the body; studying aerobic fitness, muscular fitness, medical fitness, flexibility, weight control, ergogenic aids and lifestyles.

HLTH 221 Basic Human Nutrition

3 credits (F,S)

Prerequisite: CHEM 101.

Corequisites: BIOL 261 or BIOL 262.

This course relates nutritional needs during different stages of the life cycle. Basic concepts of human nutrition including carbohydrates, lipids, proteins, vitamins, minerals, absorption, digestions, metabolism, and energy utilization and how they relate to health and food consumption are covered.

HLTH 230 School Health

3 credits (F,S)

This course allows the student to develop a knowledge base of the various health topics in which an elementary education teacher needs to be trained. Also incorporated into the course is designing a health curriculum with lesson plans, which is accomplished throughout the semester by participation in: student work groups (in-class and out-of-class), small group class discussions, class presentations, designing a health curriculum assignment and presenting it in report, and presenting lesson plans to the class.

HOSPITALITY MANAGEMENT

HM 100 Destination Geography

3 credits (S)

Could be called "World Literacy." This course offers a study of U.S. and world geography and introduces a variety of travel resources and guides to develop travel itineraries. Includes transportation, physical and cultural attributes, activities and events of interest to potential visitors. A great course for anyone in the travel and hospitality field.

HM 123 Tour and Travel Management

3 credits (F)

An introduction to the travel and tourism industry and its seven major components: the travel mart, surface travel, air travel, hospitality, business travel, cruises and recreation. Also included in the course is an introduction to SABRE® computerized reservations system. SABRE® is taught through a computerized tutorial.

HM 132 Hotel Management

3 credits (F)

(AHLA Certification). A systematic approach to front office procedures from reservations to checkout, settlement, night audit and yield management. Planning and evaluation of front office operations, communications, and guest service.

HM 171 Hospitality Law

3 credits (S-2003,2005)

(AHLA Certification). A comprehensive review of the legal rights and responsibilities to guests and employees and the consequences of failure to satisfy those obligations. Includes contract law, tort, liability and loss, food service regulation, antitrust, copyright and employment law. Taught Spring semesters when the Montana legislature meets.

HM 221 Tourism and the Hospitality Industry

2 credits (F)

(AHLA Certification). A cross-disciplinary approach to studying the many facets of tourism locally, nationally and internationally. Course includes tourist psychology, social impacts, environmental impacts, economics, strategic planning, marketing research, and legislation.

HM 271 Marketing of Hospitality Services

2 credits (F)

(AHLA Certification). Reviews the distinctive nature of service marketing as it applies to the hospitality industry. Students will learn to do strategic market planning analyzing the environment, competition, and market trends and opportunities.

HM 272 Hotel/Motel Sales Promotion

3 credits (S)

(AHLA Certification). This course offers students a solid background in hospitality sale and advertising. Although marketing concepts are also discussed, the focus is on practical sales techniques, proven approaches for selling to targeted markets, and advertising's role in sales.



HM 275 Hospitality Internship I

3 credits (A)

Prerequisites: HM 123, and one AHLA Certificate of Specialization. Completion of 30 semester credits with a grade point average of 2.0 or better and admission to the Hospitality Management program. Only with consent of internship advisor. 150 hours combined work experience and training in a hospitality business setting designed to enhance a student's abilities and knowledge of the various aspects of managing and operating the business on a day to day basis. Hours will be arranged to fit student's and employer's schedules.

HM 276 Hospitality Internship II

3 credits (A)

Prerequisites: HM 275, consent of internship coordinator and advisor.

Placement in an organization corresponding with one of the student's areas of specialization. Students design and complete a project developed in cooperation with their internship employer. Students will prepare a portfolio to document their 150 hour internship experience.

HM 278 Convention Management and Service

2 credits (S)

(AHLA Certification). Defines the scope of the convention and group travel market. Approaches the meeting and convention market from both the hotel and meeting planner's perspectives. Describes marketing and sales strategies to attract meetings and conventions. Provides methods to identify and meet the expectations of the group market.

HONORS SYMPOSIUM

HONS 210 Honor's Symposium

1 credit (S)

Prerequisite: committee selection.

Credit in honors studies will be granted to those students who attend at least 20 hours of Honors Symposium activities, and who serve on the steering committee to produce the Honors Symposium activities. Students must qualify, submit applications, and be selected. Course may be repeated for a total of six (6) credits.

HUMAN SERVICES

**HS 100 Introduction to Human Services/
Social Work**

3 credits (A)

Prerequisites: ENGL 111 or satisfactory placement scores on the reading and writing section.

Overview and orientation to the field of human services and related helping fields. Identification of basic helping skills and areas of knowledge needed for working with people. Review of theoretical perspectives, careers, social policies, issues, and controversies in the field of Human Services.

HS 102 Drugs and Society

3 credits (F,S)

A study of substance use and abuse in society, relative to controlled substances in general, and to specific classes of drugs as well. Personal and societal attitudes and responses toward the drug phenomenon are explored. This course is cross-referenced with PSY 102 and SA 102.

HS 120 Interpersonal Relations/Communications

3 credits (A)

Study of and practice in communication skills in professional life and in daily relationships. This course is cross-referenced with SP 120.

HS 210 Case Management

2 credits (D)

Prerequisites: HS 100, HS/SA 250, PSY 110.

This course will introduce the student to service planning and the continuum of care in Human Services and Addiction Counseling. Students will understand and demonstrate activities associated with case management such as consumer identification, outreach, prevention, relapse, assessment of needs, service planning, advocacy, referral, etc. This course is cross-referenced with SA 210.

HS 215 Behavior Modification

3 credits (D)

Prerequisite: PSY 110.

An in-depth study of behavior modification from the viewpoint of the program developer, writer, implementer, recorder, and evaluator including correct identification of behavior modification terms. Beginning with identification of the behavior to be changed, the entire process of behavior modification through the implementation of a programmed intervention will be examined and practiced. This course is cross-referenced with EDUC 215 and PSY 215.

HS 235 Developmental Psychology

3 credits (A)

Prerequisite: PSY 110.

An examination of the stages of normal development with the intent to provide a broad, comprehensive background in the study of human development from conception through adulthood with an emphasis on infancy through adolescence. The basic theme will focus on what can be done to facilitate the development of more fully functioning individuals at each particular stage of life. This course is cross-referenced with PSY 235.

HS 245 Gerontology

3 credits (D)

Prerequisite: HS 100.

The process of aging and its effects. Factors involved in disengagement from work life. Knowledge and skills needed in working with elderly and retired clients. Exploration of services available for the elderly.

**HS 250 Interviewing/Crisis Intervention**

4 credits (D)

Prerequisite: HS 100 or PSY 110.

Basic interviewing and interpersonal communication skills will be introduced and practiced. As basic skills are mastered the class will move into the skills associated with counseling and crisis intervention. Theoretical and conceptual information related to effective intervention will be presented. Practical guidelines and techniques that will apply to a wide variety of intervention settings will be discussed and practiced. This course is cross-referenced with SA 250.

HS 260 Group Process

3 credits (S)

Prerequisites: HS 100, PSY 110.

An introduction to the function of groups in society; group dynamics as a helping process and a means of giving and receiving information. Problem solving within the group setting will be highlighted. This course is cross-referenced with SA 260.

HS 261 Placement Seminar

1 credit (D)

Corequisite: HS 262.

Monitoring of field placement (HS 262). Students' participation in field setting is reviewed and evaluated. Specific topics/issues related to specific placements will be addressed. Course may be repeated for a total of two (2) credits.

HS 262 Field Experience

3 credits (D)

*Prerequisites: instructor's consent, HS 100, HS/SP 120, HS/SA 250, PSY 110 or SOC 110, one of the following—ENGL 111, CMPA 130, CMPA 131 or CMPA 141.**Corequisite: HS 261.*

Practical work experience in a local human services agency. Placements are arranged to allow practical application of knowledge gained in academic classes to real settings and problems. Course may be repeated for a total of six (6) credits.

HS 263 Placement Seminar

1 credit (D)

Corequisite: HS 264.

Monitoring of field placement (HS 264). Students' participation in field setting is reviewed and evaluated. Specific topics/issues related to specific placements will be addressed. Course may be repeated for a total of two (2) credits.

HS 264 Field Experience

3 credits (D)

*Prerequisites: instructor's consent, HS 100, HS/SP 120, HS/SA 250, PSY 110 or SOC 110, one of the following—ENGL 111, CMPA 130, CMPA 131 or CMPA 141.**Corequisite: HS 263.*

Practical work experience in a local human services agency. Placements are arranged to allow practical application of knowledge gained in academic classes to real settings and problems. Course may be repeated for a total of six (6) credits.

HS 265 Placement Seminar

1 credit (D)

Corequisite: HS 266.

Monitoring of field placement (HS 266). Students' participation in field setting is reviewed and evaluated. Specific topics/issues related to specific placements will be addressed. Course may be repeated for a total of two (2) credits.

HS 266 Field Experience

3 credits (D)

*Prerequisites: instructor's consent, HS 100, HS/SP 120, HS/SA 250, PSY 110 or SOC 110, one of the following—ENGL 111, CMPA 130, CMPA 131, CMPA 141.**Corequisite: HS 265.*

Practical work experience in a local human services agency. Placements are arranged to allow practical application of knowledge gained in academic classes to real settings and problems. Course may be repeated for a total of six (6) credits.

HS 270 Family: Change and Continuity

3 credits (D)

Prerequisite: SOC 110.

Contemporary issues and patterns within family life and the influence of larger social trends are studied. The implication of these changes on the state of the family as an institution will be explored. This course is cross-referenced with SOC 270.

HS 279 Legal/Ethical/Professional Issues

3 credits (S)

Prerequisites: HS 100, PSY 110 or instructor's consent.

An overview of the ethical and professional issues associated with the provisions of social services. Values, morality and the major ethic issues facing practitioners will be addressed. This course is cross-referenced with SA 279.



HUMANITIES

HUM 206 European Literature of the 20th Century
3 credits (D)

Prerequisite: ENGL 111 or equivalent.

“The old country...” mysterious, exotic, sophisticated, and full of contradictions: yet a much romanticized and nostalgically remembered “home” for so many Americans. This lecture and discussion course will focus on great writings and films of 20th Century Europe, and familiarize students with crucial events of European art and history. This course is cross-referenced with ENGL 206.

**HUM 261 Introduction to the Humanities:
Origins And Influences I**

4 credits (F)

This course offers an interdisciplinary survey of human creative achievements from Prehistory through the Late Middle Ages. By examining major works of art, architecture, music, literature and philosophy, students will gain an awareness of human productivity and the historical contexts that provided its inspiration, as well as an enhanced appreciation of the rich cultural heritage that informs our own contemporary identity. This course is cross-referenced with ENGL 261.

**HUM 262 Introduction to the Humanities:
Origins And Influences II**

4 credits (S)

This course offers an interdisciplinary survey of human creative achievements from Early Renaissance to Postmodernism. By examining major works of art, architecture, music, literature and philosophy, students will gain an awareness of human productivity and the historical contexts that provided its inspiration, as well as an enhanced appreciation of the rich cultural heritage that informs our own contemporary identity. This course is cross-referenced with ENGL 262.

**HEATING / VENTILATION /
AIR-CONDITIONING / REFRIGERATION**

HVACR 101 HVAC/R Fundamentals
3 credits (F)

Corequisite: HVACR 102.

This course is designed to explore the common aspects of Heating, Ventilation, Air Conditioning, Refrigeration (HVAC/R) technology. Discussion will focus on such topics as heat transfer methods, basic terminology and definitions, industry specific safety topics, and applied physics for HVAC/R systems. This is the required foundation course for students enrolled in the HVAC/R Program. (Internet course only.)

HVACR 102 HVAC/R Fundamental Work Experience
1 credit (F)

Corequisite: HVACR 101.

This course is designed to provide students with career-related experience and an opportunity to benefit from those experiences. The field experience (the job) gives the student the chance to apply the skills and knowledge gained in internet related theory courses in the actual workplace. This experience is facilitated by an appropriately selected series of “related competencies” supplied through the theory course and verified by the work site mentor employer. Mentor/ employer verification of 75% or more of the related competencies is required for satisfactory completion.

HVACR 131 HVAC/R Electrical I
3 credits (F)

Corequisite: HVACR 132.

Basic electrical safety and electrical theory such as Ohms Law, circuit schematic symbols, circuit characteristics, will be discussed as it specifically applies to DC & AC circuits in the HVAC/R industry. Additional theory will be presented regarding magnetism as it applies to AC power generation. The course will also include discussions and calculation of the effects of capacitive, induction and resistive circuits. The course concludes with an overview of transformers. This course is a prerequisite to HVAC/R Electrical II. Students enrolled in the HVAC/R program are required to take this course. (Internet course only.)

HVACR 132 HVAC/R Electrical I Work Experience
1 credit (F)

Corequisite: HVACR 131.

This course is designed to provide students with career related experience and an opportunity to benefit from those experiences. The field experience (the job) gives the student the chance to apply the skills and knowledge gained in internet—related theory courses in the actual workplace. This experience is facilitated by an appropriately selected series of “related competencies” supplied through the theory course and verified by the work site mentor/ employer. Mentor/ employer verification of 75% or more of the related competencies is required for satisfactory completion.

HVACR 141 HVAC/R Systems I
3 credits (F)

Prerequisite: HVACR 101.

Corequisite: HVACR 142.

This course is a logical continuation of the HVAC/R Fundamentals class. Topics covered will include human comfort, psychometrics, introduction to basic air distribution systems, air-flow measurement calculations and balance considerations. The course will culminate with the student doing a basic heat load calculation for a residential structure and selecting heating equipment to be installed. Students enrolled in the HVAC/R program are required to take this class. (Internet course only.)

**HVACR 142 HVAC/R Systems I Work Experience**

1 credit (F)

Corequisite: HVACR 141.

This course is designed to provide students with career-related experience and an opportunity to benefit from those experiences. The field experience (the job) gives the student the chance to supply the skills and knowledge gained in internet related theory courses in the actual workplace. This experience is facilitated by an appropriately selected series of "related competencies" supplied through the theory course and verified by the work site mentor/ employer. Mentor/ employer verification of 75% or more of the related competencies is required for satisfactory completion.

HVACR 231 HVAC/R Electrical II

3 credits (S)

*Prerequisite: HVACR 131.**Corequisite: HVACR 232.*

Areas of study will include basic control circuits, sequence of operation of basic HVAC/R applications, electric motor theory and specific information on HVAC/R electrical component devices. The main focus of this course is the various types of AC electric motors and starting components used by single phase and three-phase motors found in residential and light commercial applications. Students enrolled in the HVAC/R program are required to take this course. (Internet course only.)

HVACR 232 HVAC/R Electrical II Work Experience

1 credit (S)

*Prerequisites: HVACR 131, HVACR 132.**Corequisite: HVACR 231.*

This course is designed to provide students with career related experience and an opportunity to benefit from those experiences. The field experience (the job) gives the student the chance to apply the skills and knowledge gained in internet related theory courses in the actual workplace. This experience is facilitated by an appropriately selected series of "related competencies" supplied through the theory course and verified by the work site mentor/ employer. Mentor/ employer verification of 75% or more of the related competencies is required for satisfactory completion.

HVACR 241 HVAC/R Systems II

3 credits (S)

*Prerequisite: HVACR 141.**Corequisite: HVACR 242.*

This course is a continuation of HVAC/R Systems I. Topics covered include duct sizing with activities based on previous work in the Systems I course. Additional activities will include a residential cooling load calculation and selection of cooling equipment. The course will conclude with an overview of accessories utilized in a residential HVAC/R system. Students enrolled in the HVAC/R program are required to take this class. (Internet course only.)

HVACR 242 HVAC/R Systems II Work Experience

1 credit (S)

Corequisite: HVACR 241.

This course is designed to provide students with career related experience and an opportunity to benefit from those experiences. The field experience (the job) gives the student the chance to apply the skills and knowledge gained in internet related theory courses in the actual workplace. This experience is facilitated by an appropriately selected series of "related competencies" supplied through the theory course and verified by the work site mentor/ employer. Mentor/ employer verification of 75% or more of the related competencies is required for satisfactory completion.

HVACR 251 HVAC/R Refrigeration I

3 credits (S)

*Prerequisite: HVACR 141.**Corequisite: HVACR 252.*

This course provides an introduction to the mechanical compression refrigeration cycle and the necessary components. Students will be introduced to the common terms and definitions of the cycle as well as what, when and where to measure temperatures and pressures for diagnostics. An in-depth discussion of the four major components i.e.; Compressor, Condenser, Metering Device and Evaporator will conclude with all of them working together in a hypothetical system moving heat energy. Students enrolled in the HVAC/R program are required to take this course. (Internet course only.)

HVACR 252 HVAC/R Refrigeration Work Experience

1 credit (S)

Corequisite: HVACR 251.

This course is designed to provide students with career related experience and an opportunity to benefit from those experiences. The field experience (the job) gives the student the chance to apply the skills and knowledge gained in internet related theory courses in the actual workplace. This experience is facilitated by an appropriately selected series of "related competencies" supplied through the theory course and verified by the work site mentor/ employer. Mentor/ employer verification of 75% or more of the related competencies is required for satisfactory completion.

HVACR 264 HVAC/R Field Experience I

10 credit (D)

Prerequisite: Instructor's consent.

(Course description is under development). This course is designed to provide students with career related experience and an opportunity to benefit from those experiences. The field experience (the job) gives the student the chance to apply the skills and knowledge gained in the actual workplace.



INDIVIDUAL DEVELOPMENT

ID 8 ~ Personalized Mathematics

3 credits (F,S)

The basic topics of Arithmetic are covered usually in preparation for Introductory Algebra or Business Math. Introductory Algebra will be offered under special circumstances. Course may be repeated for a total of twelve (12) credits. This course is cross-referenced with MATH 8.

ID 31 ~ Reading Strategies for Success

3 credits (F,S)

Instruction and reinforcement in reading strategies, literal and inferential comprehension skills, analysis skills and techniques for reading illustrations. Allows students to adjust personal reading styles as needed for materials encountered in college. Course may be repeated for a total of six (6) credits.

ID 41 ~ Spelling and Vocabulary Building

2 credits (F,S)

Designed to increase word knowledge and spelling skills needed for college success. Skill development and strategies for both understanding the written word and utilizing new vocabulary in student writing will be covered. This course is strongly recommended for students also enrolled in ID 31—Reading Strategies for Success, but is not limited to these students. Course may be repeated for a total of four (4) credits.

ID 51 ~ College Reading Strategies

2 credits (F,S)

Prerequisite: instructor's consent.

This course offers an overview of the skills and strategies needed to successfully manage the demands of reading college-level materials. Emphasis will be on specific strategies for different subject areas as well as the critical thinking and reading skills needed in most courses. This course is especially beneficial for the individual who has been away from the textbook reading for a period of time. Course may be repeated for a total of four (4) credits.

ID 61 ~ Personalized Language Arts

1-3 credits (D)

Provides individualized instruction in any of the language arts skills needed to enhance student success in college work. Students can enroll in this lab-based course at any time in the semester prior to the final drop/add date. Individual contracts will be developed and will vary according to student need. Course may be repeated for up to a total of six (6) credits.

ID 100 College Success Strategies

2 credits (A)

This course is intended for students entering higher education for the first time. It will provide information, experience and activities designed to acquaint students with resources and learning opportunities available at FVCC. Students will learn how to succeed in college, will examine and clarify personal, academic and career choices.

ID 101 Freshman Seminar

1 credit (A)

This course is intended for students entering higher education for the first time. It will provide information, experience and activities designed to acquaint students with resources and learning opportunities available at FVCC. Students will learn how to succeed in college, will examine and clarify personal, academic and career choices.

ID 110 Career Awareness

2 credits (F,S)

A must class for the undecided, general studies student or people who are considering re-careering. An exploration of self, career options, and employment trends through the use of personal inventories and computerized search systems. Students establish a career plan and the development of job search skills.

INTERDISCIPLINARY STUDIES

IDS 110 Honor's Symposium Workshop

1 credit (S)

Each Spring semester a variety of activities will be organized by the Honors Symposium Steering Committee concerning that year's theme. Students who wish to document participation in 20 hours of activities will be given credit. Activities may take the form of lectures, theater, films, debates, etc. Course may be repeated for a total of two (2) credits.

INTERNATIONAL BUSINESS

INTB 210 Introduction to International Business

3 credits (D)

Prerequisites: BM 160, BM 175, BM 176, ECON 212, MKT 140 or instructor's consent.

An introduction to the international business activities of small, medium-sized and large firms new to the international business arena as well as the giant multi-national corporations. Policy aspects of international business reflecting the concerns of the U.S. government, foreign governments, and international institutions will be covered. This course is cross-referenced with BUS 210.

INTB 220 International Marketing

3 credits (S)

Prerequisites: INTB 210, MKT 140.

International marketing is a course that will help develop the skills needed to survive in a business world of international competition. The course will explore the contemporary environment, problems, and practices of international marketing.



INDUSTRIAL TECHNOLOGY

IT 11 ~ Small Engines

2 credits (D)

This course is designed to introduce the student to the parts, functions, and operating principles of the 4 stroke-cycle engine, the 2 stroke-cycle engine, and the rotary engine. Upon completion of the introduction, study will focus on an in-depth study of the 4 stroke-cycle Briggs & Stratton engine with hands on activities.

IT 126 Architectural Design and Drafting

2 credits (D)

Develop design and construction drawings per industry standards.

IT 130 Industrial Electricity (AC/DC)

3 credits (D)

An introduction to the fundamentals of electricity in the industrial setting.

IT 131 DC Fundamentals

3 credits (D)

Introductory course to the basic principles of electricity and its uses. Industrial and commercial applications are stressed.

IT 132 AC Fundamentals

3 credits (D)

Prerequisite: IT 131 or instructor's consent.

Introduction to AC voltage, frequency, mechanical and electrical degrees, and wave forms. Covers series and parallel circuits containing resistance, inductance and capacitance. Mathematical solutions of problems include inductive circuits, capacitive circuits, RL & RC series and parallel circuits, RLC series and parallel circuits and three phase power circuits.

IT 133 National Electrical Code

3 credits (D)

Prerequisites: IT 131, IT 132 or equivalent.

Interpretations, explanations and applications of the National Electrical Code. Review of basic electricity, electrical practices and code study in preparation for Montana State Electricians' License examinations. Course may be certified for 16 hours education requirement for Montana State Electricians' License renewal. Check with FVCC Educational Services.

IT 134 Control Systems

3 credits (D)

Prerequisites: IT 131, IT 132 or instructor's consent.

This course covers the principles of motor control fundamentals. Overload protection of motors, reversing and non-reversing starters, design of control schematics wiring diagrams, use of relays, timers, counters and other control devices used in the control of electric motors. Application of programmable controllers to control electric motors.

IT 135 Power Distribution and Lighting

4 credits (D)

Prerequisites: IT 131, IT 132 or equivalent.

Material covered includes principles and applications of industrial and commercial power distribution, heating and lighting. Design and installation of substations, primary distribution, transformers, and heating and lighting systems will also be covered. Successful course completion will count as 16 hours of upgrade approved by the Montana State Electrical Board.

IT 141 Beginning Woodworking

2 credits (D)

Acquisition of skills in the safe use of tools and machines. Basic concepts and techniques of woodworking.

IT 142 Applied Woodworking Problems

2 credits (D)

Prerequisite: IT 141 or instructor's consent.

Acquisition of (a) skills in the safe use of tools and machines, and (b) a working knowledge of the concepts and techniques of woodworking.

IT 175 Introduction to AutoCad

3 credits (F,S)

Prerequisite: CMPA 100 or instructor's consent.

A systems-oriented class designed to introduce students to the concepts, techniques, and applications of PC-based computed aided drafting. The course will provide students with the competencies required to create, edit and output drawings in both digital and printed format. Command structures, coordinate drawing, text dimensions, and fill structures will be covered.

JOURNALISM

JRNL 100 Introduction to Mass Media

3 credits (F,S)

A survey of the history, development and current status of the mass media in society, including newspapers, magazines, radio, television, books, movies and recordings. A critical analysis of the impact of the media, the role of advertising, public relations, and business in its production, and the ethical dilemmas confronting practitioners and audiences.

JRNL 101 News Writing and Reporting

3 credits (F,S)

Prerequisite: ENGL 111 or instructor's consent.

Introduction to newspaper reporting, layout and editing; development of basic journalism tools including interviewing, research and writing news and feature stories.



JRNL 111 College Publications I

3 credits (F)

Prerequisites: ENGL 111, JRNL 101 or instructor's consent.

Students participate in publication of the student newspaper. Students will be required to complete basic cub reporter assignments—covering meetings, re-writing press releases, doing short profiles, along with, where applicable, selling ads and taking pictures.

JRNL 112 College Publications II

3 credits (S)

Prerequisites: ENGL 111, JRNL 101, JRNL 111 or instructor's consent.

Students will develop reporting techniques in conjunction with publication of student newspaper. In addition to general assignment reporting, students will be expected to cover a beat, such as Student Senate or Board of Trustees. Students interested in advertising and business will be expected to develop, manage, design and maintain ad accounts. Photographers will not only do spot news pictures, but also work on photo feature assignments.

JRNL 150 Art Photography I

3 credits (D)

A beginning course about photography as an artistic medium. Students shoot and develop black-and-white film and learn to make fine art prints from their negatives. Students are encouraged to explore making statements visually while instructor provides media presentations of history, artistic trends and the work of successful artists. Creativity and participation stressed. This course is cross-referenced with ART 150.

JRNL 153 Digital Imagery

3 credits (D)

Prerequisite: working knowledge of computers and cameras.

This course will use conventional cameras or digital cameras to capture images, but the resulting image must be in digital format by either film or flatbed scanner. Then using Photoshop or similar software, the student will manipulate the image for publication on the World Wide Web. This course is cross-referenced with ART 153 and COMM 153.

JRNL 158 Basic Videomaking

3 credits (D)

Prerequisite: instructor's consent.

Basic Videography teaches basic methodology of videomaking. Students will use tools and techniques of sound and motion to produce short videos for professional and personal growth in the medium. This course is cross-referenced with ART 158 and COMM 158.

JRNL 201 Feature Writing and Reporting

3 credits (S)

Prerequisite: JRNL 101 or instructor's consent.

Three hours seminar per week and eight hours field work in more advanced forms of news reporting per week. Generally designed to give students experience in covering specialized areas of reporting along with study of libel and ethics.

JRNL 205 Art Photography II

3 credits (D)

Prerequisites: ART /JRNL 150.

This course has students beginning to produce various photographic projects. These involve groups or series of images that combine to build and reinforce meaning. Some different products are explored as well as some alternative processes in the darkroom. Classroom critique sessions stress learning to evaluate images. Exhibition of projects on campus or elsewhere is encouraged. This course is cross-referenced with ART 205.

JRNL 211 Advanced Student Publications I

3 credits (F)

Prerequisites: JRNL 101, JRNL 111, JRNL 112 or instructor's consent.

Students will assume roles as senior writers and editors, with corresponding responsibilities, such as generating story ideas, doing investigative reporting pieces, writing in-depth features and beginning editing of new reporter's work. Advertising personnel will oversee all aspects of ad sales, production and marketing. Photo editors will oversee all aspects of news photography, from darkroom management to generating photo essay and maintaining a photo library.

JRNL 212 Advanced Student Publications II

3 credits (S)

Prerequisites: JRNL 101, JRNL 111, JRNL 112 or instructor's consent.

Student editors and senior writers will meet, oversee and set policy for paper. They will make all news assignments; follow-up with editing and assisting cub reporters with their stories; make decisions about editorial pages, special sections and issues; and they will completely design and lay-out paper. Photo editors and advertising managers will work in conjunction with editorial staff. All editors will participate in the design and production of an annual FVCC literary edition.

JRNL 253 Advanced Digital Imagery

3 credits (D)

Prerequisites: ART/COMM/JRNL 153, working knowledge of computers and graphic applications.

This course will cover wider application and use of photo enhancement software/hardware. This course places a heavy emphasis on technology. This course is cross-referenced with ART 253 and COMM 253.



LANGUAGE

LANG 26 ~ Conversational Italian

3 credits (D)

Students can enter at any level. This course will focus on understanding and using conversational Italian. Course may be repeated for a total of six (6) credits.

LANG 36 ~ Conversational Russian

3 credits (D)

Students can come in at any level; beginning, intermediate or advanced. The course will be focused on understanding and using conversational Russian. Course may be repeated for a total of six (6) credits.

LANG 46 ~ Conversational French

3 credits (D)

Prerequisites: complete understanding of English grammar, reading and writing.

Students can come in at any level: beginning, intermediate or advanced. Course may be repeated for a total of six (6) credits.

LANG 56 ~ Conversational German

3 credits (D)

Prerequisites: complete understanding of English grammar, reading and writing.

Students can come in at any level: beginning, intermediate or advanced. Course may be repeated for a total of six (6) credits.

LANG 66 ~ Conversational Spanish

3 credits (F,S)

Opportunity for students at all levels to expand their knowledge of writing, reading and speaking in Spanish. Course may be repeated for a total of six (6) credits.

LANG 76 ~ Conversational Japanese I

3 credits (D)

Students will be introduced to the basics of the Japanese language. The course will focus on understanding and using conversational Japanese and on reading and writing simple short stories by the end of the semester in HIRAGANA and KATAKANA. Course may be repeated for a total of six (6) credits.

LANG 77 ~ Conversational Japanese II

3 credits (D)

Through the continued study of basic Japanese, students will strengthen their reading, writing and conversational skills. Course may be repeated for a total of six (6) credits.

LANG 101 Elementary French I

5 credits (D)

Study of the French Language with attention to pronunciation, conversation, grammar and reading.

LANG 102 Elementary French II

5 credits (S)

Prerequisite: LANG 101 or instructor's consent.

Study of the French language with attention to pronunciation, conversation, grammar and reading.

LANG 111 Elementary German I

5 credits (D)

Study of the German language with attention to pronunciation, conversation, grammar and reading.

LANG 112 Elementary German II

5 credits (D)

Prerequisite: LANG 111.

Study of the German language with attention to pronunciation, conversation, grammar and reading.

LANG 115 Elementary Italian I

5 credits (D)

This course's primary goal is to bring students directly in touch with the language and culture of contemporary Italy. The course format and structure will enable students to acquire solid grammar and conversational skills but also get acquainted with the Italian culture.

LANG 116 Elementary Italian II

5 credits (D)

Prerequisite: LANG 115 or equivalent.

This course will broaden your Italian language skills and deal more in depth with Italian culture and history.

LANG 121 Elementary Spanish I

5 credits (F)

Introduction to reading, writing and speaking Spanish.

LANG 122 Elementary Spanish II

5 credits (S)

Prerequisite: LANG 121.

Introduction to reading, writing and speaking Spanish.

LANG 131 Elementary Russian I

5 credits (D)

Elementary Russian gives a basic understanding of grammar and sentence structure, with extensive practice in conversation and oral comprehension. Extensive use is made of language tapes by native speakers.

LANG 132 Elementary Russian II

5 credits (D)

Prerequisite: LANG 131.

Continuation of Elementary Russian I.

LANG 141 Introduction to Sign Language

2 credits (F)

Explore the art of signing and open the doors to intercultural communication. Develop an understanding of deafness and the communication process. Learn about sign systems used in America today, their history and application. This introduction class will prepare you for future sign language classes.



LANG 221 Intermediate Spanish I

4 credits (D)

Prerequisites: LANG 121, LANG 122.

Continued practice in the oral skills with added emphasis on grammar and reading proficiency.

LANG 222 Intermediate Spanish II

4 credits (D)

Prerequisite: LANG 221.

Continuation of Intermediate Spanish I with some introduction to Spanish literature.

LANG 231 Beginning S.E.E. Sign Language

2 credits (F)

An introduction to finger spelling and sign language, using a sign for every word.

LANG 232 Intermediate S.E.E. Sign Language

2 credits (S)

Prerequisite: LANG 231.

Continued study in sign language using a sign for every word said and building accuracy, clarity, and fluency in signing skills.

LANG 233 Advanced S.E.E. Sign Language

2 credits (D)

Prerequisites: LANG 231, LANG 232.

Advance study of Signing Exact English preparing to educate and interpret for the hearing impaired at an advanced vocabulary level. Maintaining and improving signing skills.

LANG 241 Beginning American Sign Language (A.S.L.)

2 credits (F)

Learn to communicate with the deaf using the language most widely employed by the deaf population. Includes expressive and receptive skills in finger spelling, basic word and phrase sign, facial expression and body language, conceptual signing and basic deaf culture.

LANG 242 Intermediate American Sign Language (A.S.L.)

2 credits (S)

Prerequisites: LANG 241 or knowledge of some sign language.

Learn to communicate with the deaf, using American Sign Language. Includes finger spelling and conceptual signing, facial expression and body language and deaf culture.

LANG 251 Advanced Russian

4 credits (D)

Prerequisite: LANG 132 or instructor's consent.

This second year program activates the essentials of Russian Grammar and expands the learner's vocabulary by approximately 900 words. The program consists of a main textbook, student workbook, two 90-minute audiotapes, a supplemental grammar key, and a videotape. These updated tools reflect recent advances in both theory and practice of a second language acquisition.

LANG 270 Introduction to Linguistics

3 credits (D)

This course will introduce students to the field of modern linguistics and to the nature of language. Students will gain an understanding of the fundamentals of linguistics, including syntax, semantics, phonology, pragmatics, language change, and language acquisition. This course is cross-referenced with ENGL 270.

MATHEMATICS

MATH 8 Personalized Mathematics

3 credits (F,S)

The basic topics of Arithmetic are covered usually in preparation for Introductory Algebra or Business Math. Introductory Algebra will be offered under special circumstances. Course may be repeated for a total of twelve (12) credits. This course is cross-referenced with ID 8.

MATH 10 Arithmetic

3 credits (A)

A review of arithmetic skills.

MATH 78 Introductory Algebra

4 credits (A)

Prerequisite: appropriate placement test score or a grade of "C" or better in MATH 10.

This course reviews the topics of pre-algebra. The course covers the topics of real numbers, solving linear equations and inequalities, data analysis and graphs of linear equations, exponents, polynomials, factoring, solving quadratic equations by factoring, rational expressions and functions, and solving rational equations by factoring.

MATH 103 Intermediate Algebra

4 credits (A)

Prerequisite: appropriate placement test score or a grade of "C" or better in MATH 78.

This course reviews the topics of solving equations and inequalities, and polynomials. The course covers the topics of graphs of equations and inequalities, system of equations and inequalities, rational expressions and equations, radical expressions and equations, quadratic equations, exponential and logarithmic equations.

MATH 104 College Algebra

4 credits (A)

Prerequisite: appropriate placement test score or a grade of "C" or better in MATH 103.

This course consists of equations, systems of equations and methods of solution, exponents and radicals, linear and quadratic functions and their graphs, linear programming, conics, sequences and series, induction, and the binomial expansion.

**MATH 105 Trigonometry**

3 credits (A)

Prerequisite: appropriate placement test score or a grade of "C" or better in MATH 104.

Trigonometric and logarithmic functions, graphs, both circular and angular functions, identities, equations, applications.

MATH 106 Liberal Arts Mathematics

3 credits (A)

Prerequisite: appropriate placement test score or a grade of "C" or better in MATH 103.

This course covers linear and quadratic models with algebra, basic trigonometry, mathematics of finance and probability and statistics.

MATH 121 Calculus and Analytic Geometry I

5 credits (F)

Prerequisites: appropriate placement test score or a grade of "C" or better in MATH 104 and a grade of "C" or better in MATH 105.

This is the first of three standard courses in calculus, the others are MATH 122 and 221. The course includes limits and continuity, derivatives, applications of derivatives and integration. The types of functions studied include algebraic, trigonometric, exponential, and logarithmic.

MATH 122 Calculus and Analytic Geometry II

5 credits (S)

Prerequisite: a grade of "C" or better in MATH 121.

This is the second of three standard courses in calculus. The course includes transcendental functions, applications and techniques of integration, infinite series, parametrized curves and polar curves.

MATH 134 Surveying Math I

2 credits (F)

Corequisites: MATH 103 or appropriate placement test score.

This course includes geometry, particularly perimeter, circumference, area and volume, and trigonometry. Trigonometry topics are both right angle and oblique angle triangles.

MATH 135 Surveying Math II

3 credits (S)

Prerequisites: a grade of "C" or better in MATH 103, a grade of "C" or better in MATH 134.

This course includes analytical geometry and calculus. The calculus topics are derivatives and integrals of functions of one variable.

MATH 141 Theory of Arithmetic I

5 credits (F)

Prerequisite: appropriate placement test score or a grade of "C" or better in MATH 103.

This course includes problem solving; sets and functions; numeration systems; arithmetic operations; systems of whole numbers, integers, rational, and real numbers; number theory; and decimals.

MATH 142 Theory of Arithmetic II

4 credits (S)

Prerequisite: appropriate placement test score or a grade of "C" or better in MATH 103.

This course includes introductory geometry from an intuitive approach; constructions, congruence, and similarity; concepts of measurements; coordinate geometry; and an introduction to the computer language Logo and geometry software.

MATH 175 Applied Calculus

5 credits (F)

Prerequisite: appropriate placement test score or a grade of "C" or better in MATH 104.

This course is an applications oriented approach to differential and integral calculus. Topics covered are limits, derivatives, applications of derivatives, definite integrals, and applications of the definite integral; these topics are covered for functions of one variable, including exponential, logarithmic and trigonometric functions. Applications of the calculus will be demonstrated through a technology component for the course.

MATH 201 Linear Algebra

4 credits (F)

Corequisite: MATH 121 or instructor's consent.

The study of vectors in the plane and space, systems of linear equations, matrices, determinants, linear transformations, eigenvalues and eigenvectors. Calculators and/or computers are used where appropriate.

MATH 210 Elementary Statistics

4 credits (A)

Prerequisite: appropriate placement test score, or a grade of "C" or better in MATH 104.

Graphical methods, measures of location and dispersion, probability, commonly used distributions, estimation, and tests of hypotheses through analysis of variance are introduced. Five major probability distributions are discussed: the binomial, normal, student's t, chi-square, and the F distribution.

MATH 221 Calculus and Analytic Geometry III

5 credits (F)

Prerequisite: a grade of "C" or better in MATH 122.

This is the third semester of a three semester sequence in calculus, intended for students majoring in engineering, mathematics, chemistry or physics. It includes vectors, vector valued functions, partial derivatives, multiple integrals, and integration in vector fields.

MATH 222 Differential Equations

5 credits (S)

Prerequisite: a grade of "C" or better in MATH 221.

This is a first course in ordinary differential equations. Topics include: linear and non-linear first order differential equations and systems, existence and uniqueness for initial value problems, series solutions, Laplace Transformations, and linear equations of second and higher order. Applications include: forced oscillation, resonance, electrical circuits, and modeling differential equations.



MATH 231 Discrete Mathematics

4 credits (F-2003)

Prerequisite: a grade of "C" or better in MATH 121.

The study of mathematical elements of computer science including propositional logic, predicate logic, sets, functions, and relations, combinatorics, mathematical induction, recursion, and algorithms, matrices, graphs, trees, structures, morphisms, Boolean algebra and computer logic.

MEDICAL ASSISTANT

MED 120 Records Information Management

3 credits (D)

This course explores the need for information management, the technology and systems used to maintain information throughout its life cycle, retention and legal considerations in maintaining records, security, disaster preparedness and recovery, and standardized procedures for handling information. A comparison between medical, public, and corporate information management will be presented. This course is cross-referenced with OT 120.

MED 130 Medical Law and Ethics

3 credits (D)

This course is designed to prepare the medical office assistant for a variety of legal situations that arise in the medical office setting. This course will stress the importance of medical office personnel having knowledge of the law, personal protection, patient protection, physician protection, the duties of the physician, responsibility and standard of care. The course will also examine the difference between civil and criminal law, contracts, malpractice, and the economic impacts. This course will also offer a comprehensive vocabulary of legal terms. Case law will be examined in groups.

MED 150 Pharmacology

3 credits (F)

Students are prepared to calculate drug dosages and learn legal aspects of pharmacology, specific terminology, specific drug regulations, classifications and therapeutic implications. Various groups of drugs are studied in detail. This course is cross-referenced with CHEM 150.

MED 204 Medical Machine Transcription

3 credits (D)

Prerequisites: OT 113, BIOL 131, BIOL 132, CMPA 141 or instructor's consent.

This course provides practice in machine transcription for the medical field. Students transcribe dictation emphasizing reports in the following medical areas: history and physical, x-ray, surgical, pathology, and discharge summary. This course is cross-referenced with OT 204.

MED 208 Medical Transcription II

3 credits (D)

Prerequisites: BIOL 131, MED/OT 204.

This course is a continuation of Medical Transcription I. The course includes transcription and terminology in specific specialty areas including but not limited to OBGYN, surgery, orthopedics, etc. This course is cross-referenced with OT 208.

MED 211 Medical Office Procedures

4 credits (D)

Prerequisites: instructor's consent or sophomore standing in the Medical Secretary or Medical Assistant program.

Sophomore level course designed for students pursuing medical field careers. A comprehensive course in office procedures, telephone skills, medical law, employment law, medical office billing, ICD and CPT coding, appointment scheduling, and medical record/bookkeeping. This course is cross-referenced with OT 211.

MED 221 Basic Medical Coding

3 credits (D)

Coding outpatient health records using ICD-9-CM (International Classification of Diseases), and CPT-4 (Current Procedural Terminology). Topics covered include diagnoses coding guideline, ICD-9-CM procedure coding, CPT coding, and HCPCS. The course also covers components for compliance with Medicare guidelines.

MED 222 Computerized Medical Billing

2 credits (D)

Course designed to provide hands-on training to the student seeking employment in the medical office. It will cover the fundamentals of ICD-9, SPT and HCPCS coding and would be appropriate for the beginner or intermediate level office staff as well. This course is cross-referenced with OT 222.

MED 230 Clinical Practicum I

2 credits (D)

Prerequisites: a grade of "C" or better in BIOL 110, BIOL 131, BUS 120.

A course designed to allow the student to begin to develop a basic knowledge of medical assistant skills required for completing the AAS degree of Medical Assistant. The student learns how to perform vital signs, ready patients/clients for the physical examination, perform proper care and usage of the microscope and centrifuge, understand basic physical therapy and nutrition principles, learn pharmacology and injection concepts.

**MED 231 Clinical Practicum II**

3 credits (D)

Prerequisites: a grade of "B" or better in MED 230, a grade of "C" or better in BIOL 132, a grade of "C" or better in HLTH 201.

A course designed to allow the student to advance the knowledge and skills required for completing the AAS degree of Medical Assistant. The student is trained in allergy testing, urinalysis, giving injections, performing phlebotomy, handling specimens, and principles of radiology. Throughout the course, emphasis on courteous treatment of the patient/client will be covered. CPR is also offered, as it is a requirement for those that advance to MED 232, Clinical Externship.

MED 232 Clinical Externship

4 credits (D)

Prerequisites: instructor's consent, MED 231.

Course designed to provide on-site clinical experience in a physician's office or a clinic setting. Provides opportunities to perform various clinical and administrative procedures under the supervision of a doctor and office staff.

MARKETING**MKT 140 Principles of Marketing**

3 credits (F,S)

An introduction to the structure and function of marketing; analysis of consumer and industrial markets; production, planning and development; distributive structure; price determination and policies; social responsibility; and a brief look at international marketing.

MKT 145 Marketing Management

3 credits (F,S)

Prerequisite: MKT 140.

This is an intermediate level course in marketing, stressing the application of marketing principles, concepts, and techniques. This course will study consumers and their behavior, industrial markets and their behavior, new product development, and the management of a trading network and relationships of suppliers, distributors, and customers. Marketing management decision making is stressed throughout the course. A strong emphasis will be placed on the market economy.

MKT 250 Principles of Advertising

3 credits (S)

Prerequisite: MKT 140 or instructor's consent.

An introductory course offering students a broad overview of the history, purpose, and role of advertising in our multifaceted economy. Included will be a discussion of the techniques and execution of advertising in both small and large organizations.

MKT 260 Principles of Salesmanship

3 credits (F)

Prerequisite: MKT 140.

An introduction to personal selling and its relationship to mainstream marketing. Included in the course will be a history of personal selling, an overview of the marketing function, and the role that personal selling plays within that function. The most common types of selling will be covered.

MUSIC**MUS 100-109 Beginning Instrument / Voice**

1 credit (D)

Prerequisite: instructor's consent.

Students currently taking private music lessons (for example brass, guitar, piano, violin, voice) may be able to earn college credit. Each course may be repeated for a total of four (4) credits.

MUS 100 Beginning Instrument**MUS 101 Beginning Instrument/Bass****MUS 102 Beginning Instrument/Guitar****MUS 103 Beginning Instrument/Piano****MUS 104 Beginning Instrument/Strings****MUS 105 Beginning Instrument/Voice****MUS 106 Beginning Instrument/Woodwind****MUS 107 Beginning Instrument/Brass****MUS 108 Beginning Instrument/Percussion****MUS 109 Beginning Instrument****MUS 111 Beginning Guitar**

3 credits (F,S)

Basic guitar techniques and fundamentals of music for the beginner. Chords and playing techniques needed to accompany singing or other instruments and sufficient theory for understanding the scales and chords. Particularly useful for K-9 teachers. Not necessary to read music in order to take this course.

**MUS 115 Music Fundamentals/
Introduction to Music Theory**

3 credits (D)

Prerequisite: high school music theory or instructor's consent.

A course designed to give the student a basic working knowledge of the fundamentals of music theory. The pace of this course will be determined by the collective musical experience of the class and the student's ability to learn the presented material. Each session will consist of lecture and exercises on written theory, ear training, and dictation topics.

MUS 211 Intermediate Guitar

3 credits (S)

Prerequisite: MUS 111 or instructor's consent.

A continuation of MUS 111 for students wanting additional instruction. Students will learn a greater understanding of music theory, note reading, advanced playing techniques and chords.



MUS 221 Music Appreciation

3 credits (D)

A music course designed to develop informed, perceptive listening and musical understanding within students. Examines the language and forms of music, plus styles and genres of the Baroque, Classical, Romantic and Contemporary periods.

MUS 222 Cultural Music Appreciation

3 credits (D)

Explores the rhythms of the world and learn how to use music to enhance life. This course looks at the music of a variety of cultures: Ireland, Africa, South America, India, Native American, American Folk and more. The course also explores different ways to use music to energize, relax, improve the learning process and create interest and excitement.

MUS 231 Glacier Orchestra/Chorale

1 credit (D)

Prerequisite: instructor's consent.

Students may receive college credit for participating in Glacier Orchestra/Chorale. The Orchestra prepares and performs orchestral literature of the past and present, and requires intensive rehearsal and public performances. To qualify, students must audition and supply their own musical instrument. This course may be repeated for a total of three (3) credits.

MUS 235 Computer Applications in Music

1 credit (D)

An introduction to Musical Instrument Digital Interface (MIDI), music notation, sequencing and song arranging using computers and synthesizer. Provides students with an overview of recording, arranging and notating musical compositions using computers and MIDI.

MUS 240 Choir

1 credit (D)

A musical organization open to all students. Audition not a prerequisite but may be used for proper section placement.

MUS 250 Elementary School Music

3 credits (S)

Elementary School Music is designed for elementary education students only. The course will acquaint (or reacquaint) students with music fundamentals, music theory, and methods for teaching or supervising music in the elementary classroom.

NATIVE AMERICAN STUDIES

NAS 105 Today's Native American

3 credits (D)

An introduction to modern society resulting from heritage, government, education and integration.

NATURAL RESOURCES

NR 151 Field Surveying/Global Positioning System Introduction

5 credits (F)

An introduction to basic land measurements and surveying techniques. Exercises include measuring horizontal, vertical and slope distances; measuring angles and direction, conducting closed traverses and computation and drafting of field data. Historical development of maps, the U.S. Public Land Survey System, and an introduction to Global Positioning Systems is presented.

NR 152 Silvicultural Relationships and Habitat Typing

4 credits (S)

An introduction to silvicultural relationships, concepts of forest ecology, classification of forest ecology, classification of forest vegetation according to habitat types, and their management implications.

NR 153 Resource Calculations

2 credits (F)

Resource data manipulation for planning and analysis. Concentration on typical natural resource problems encountered in the daily work routine.

NR 161 Resource Measurements I

5 credits (F)

Corequisite: NR 151.

An introductory course in the techniques and principles of resource measurements, log scaling, tree scaling and conventional cruising. Emphasis is placed on tree species identification, compilation of field data for various resources and technical reporting.

NR 162 Resource Measurement II

5 credits (S)

Prerequisite: NR 161.

The theory and application of variable plot cruising, fixed plot resource sampling and grading of standing timber. Practical applications of normal statistics to natural resource data.

NR 230 Forest Fire Management

3 credits (S)

Prerequisite: instructor's consent.

Forest fire prevention, presuppression, suppression, and the uses of fire in land management practices. The measurement of fire weather and the factors that influence fire control.

**NR 231 Photogrammetry and Remote Sensing**

3 credits (F)

Prerequisite: MATH 104.

The theory and application of photo and electro-optical remote sensing for mapping resources and developing information systems. This course is cross-referenced with SURV 275.

NR 232 Forest Insects and Disease

3 credits (S)

Prerequisite: BIOL 101 or NR 152.

Identification, significance of and remedies for insect infestations and infectious and non-infectious diseases of forests and forest products.

NR 233 Introduction to Geographic Information Systems

4 credits (S)

Prerequisites: MATH 104, NR 231 or SURV 275.

Introduction to the basic concepts and techniques of computerized spatial data management and analysis systems with application to natural resource/surveying assessment. This course is cross-referenced with SURV 276.

NR 234 Projects in GIS

2 credits (S)

Prerequisite: NR 233 or SURV 276.

Student designed project with staff supervision to extend GIS and remote sensing knowledge and experience. Students will select a project within their field of interest and design/implement a GIS for the project. Some opportunities exist for internships with local agencies. This course is cross-referenced with SURV 277.

NR 235 Introduction to GPS

2 credits (F)

Prerequisite: instructor's consent.

An introductory course on the fundamentals of the Global Positioning System as it applies to digital mapping and navigation. It is useful as well to anyone who needs to apply this technology but lacks the basic understanding necessary to make decisions about it. Emphasis is on practical information for real-world applications. This course is cross-referenced with SURV 271.

NR 240 Forest Resources Field Trip

2 credits (S)

Prerequisite: instructor's consent.

Attendance at annual western Forestry School's Conclave held at various locations throughout the West. Educational tours focus on forest management techniques used by managers to solve local problems.

NR 260 Natural Resource Issues

3 credits (S)

This course may contain presentations by visiting experts and discussions of historical and current issues in politics, law, economics and biological areas important to Natural Resource Management. Non-natural resource majors are encouraged to take this course.

NR 270 Wildlife Habitat and Conservation

3 credits (S)

Principles of wildlife ecology and wildlife administration as a basis for the conservation of species with their habitat. Non-natural resource majors are encouraged to take this course.

NR 272 Resource Field Problems

5 credits (F)

Prerequisite: NR 162.

Advanced methods of resource measurements, variable plot cruising, resource inventory procedures, growth studies, volume table construction and resource appraisal.

NURSING**NURS 101 Nurse's Aide Training**

5 credits (A)

Concepts and practices in basic skills for CNA. Course includes basic medical terminology, basic human anatomy and physiology, and the aging process. Students will gain understanding and application of the skills required to address the needs of the chronically ill residents in long term care facilities. State of Montana approved CNA testing at the end of course.

NURS 102 Acute Care Training

2 credits (F,S)

Prerequisite: NURS 101 or CNA license.

The course will focus on upgrading skills to care for operative, medical, orthopedic and neurological patients. It is designed to use their CNA knowledge and skills as a foundation.

OFFICE TECHNOLOGY**OT 100 Basic Keyboarding**

1 credit (A)

To develop touch keyboarding skills for alphabetic and some punctuation keys on a standard keyboard. Keyboarding by touch at a rate of 25 words a minute for two minutes with no more than five errors. This course is self-paced.

OT 110 Beginning Keyboarding

1 credit (A)

A course for those with no previous keyboarding experience. It is in a regular classroom setting and designed to develop touch keyboarding skill for the alphabetic, numeric and punctuation keys on a standard keyboard. The student should achieve keyboarding by touch at a rate of 25 words a minute with no more than 5 errors.



OT 111 Keyboard Formatting

1 credit (A)

Prerequisites: OT 110, Tech Prep equivalent or instructor's consent.

This course is designed to develop formatting skills for letters, reports, tables, and memos. The skills learned will be applicable to business as well as personal situations.

OT 112 Keyboard Skillbuilding

1 credit (A)

Prerequisites: OT 110, OT 111 or instructor's consent.

An individualized method for developing keyboarding accuracy and speed based on error analysis and corrective practice.

OT 113 Intermediate Keyboarding

3 credits (A)

Prerequisites: OT 110, OT 111, OT 112 or instructor's consent.

A continuation of the development of basic typing skills which emphasizes the production of various kinds of business correspondence, reports, tabulation, and forms from unarranged and rough draft and copy sources.

OT 120 Records Information Management

3 credits (D)

This course explores the need for information management, the technology and systems used to maintain information throughout its life cycle, retention and legal considerations in maintaining records, security, disaster preparedness and recovery, and standardized procedures for handling information. A comparison between medical, public and corporate information management will be presented. This course is cross-referenced with MED 120.

OT 125 Editing Skills for Information Processing

2 credits (F,S)

Prerequisites: ENGL 78, OT 110, OT 111 or instructor's consent.

A course emphasizing language arts skills used in today's business office—grammar, punctuation, number usage, capitalization, abbreviations, and spelling. In addition, students will be expected to be able to make decisions and to use proper judgment in preparing a variety of business documents.

OT 151 Speedwriting

5 credits (F)

Speedwriting is an alphabetic shorthand system that is easier to learn and transcribe than symbolic shorthand systems. The course includes study of theory, brief forms, dictation, vocabulary and reinforcement of basic English, spelling, punctuation, proofreading and other necessary transcription skills. It is especially useful to the vocational student for jobs requiring dictation skills, as well as the nonvocational and/or college-bound student for personal note taking.

OT 170 Electronic Calculators

2 credits (D)

Prerequisite: BUS 120 or instructor's consent.

Practice and procedures in the operation of different models of electronic calculators. Application of calculators to business math problems.

OT 201 Production Keyboarding

3 credits (F)

Prerequisites: instructor's consent or a grade of "C" or better in OT 113.

Individual development of speed and accuracy using a diagnostic approach plus the development of a high level of skill in typical office typing situations with practice in a variety of typing forms and business documents. Typing speeds in excess of 55 words per minute are to be expected.

OT 202 Machine Transcription I

2 credits (F)

Prerequisites: OT 113, OT 125 or instructor's consent.

A course designed to develop skill and accuracy in transcribing from cassette tapes and producing mailable typewritten copy. Transcription will begin with sentences and build to basic letters, memos and reports. Emphasis will be placed on punctuation, spelling, grammar and vocabulary building.

OT 204 Medical Machine Transcription

3 credits (D)

Prerequisites: OT 113, BIOL 131, BIOL 132, CMPA 141 or instructor's consent.

This course provides practice in machine transcription for the medical field. Students transcribe dictation emphasizing reports in the following medical areas: history and physical, x-ray, surgical, pathology, and discharge summary. This course is cross-referenced with MED 204.

OT 205 Legal Machine Transcription

3 credits (D)

Prerequisites: OT 113, CMPA 141, (50 wpm minimum typing speed or instructor's consent).

A course designed to teach students how to prepare legal correspondence and legal documents directly from dictation using word processing skills. The course will also include legal terminology and case research.

OT 208 Medical Transcription II

3 credits (D)

Prerequisites: BIOL 131, MED/OT 204.

This course is a continuation of Medical Transcription I. The course includes transcription and terminology in specific specialty areas including but not limited to OBGYN, surgery, orthopedics, etc. This course is cross-referenced with MED 208.

**OT 210 Office Procedures**

3 credits (S)

Prerequisites: instructor's consent or sophomore standing in the Office Technology program.

A finishing course in office procedures and duties with emphasis on office ethics, public relations and attitudes. Job search and interviewing techniques will be covered, as well as records management.

OT 211 Medical Office Procedures

4 credits (D)

Prerequisites: instructor's consent or sophomore standing in the Medical Secretary or Medical Assistant program.

Sophomore level course designed for students pursuing medical field careers. A comprehensive course in office procedures, telephone skills, medical law, employment law, medical office billing, ICD and CPT coding, appointment scheduling and medical record bookkeeping. This course is cross-referenced with MED 211.

OT 222 Computerized Medical Billing

2 credits (D)

Course designed to provide hands-on training to the student seeking employment in the medical office. It will cover the fundamentals of ICD-9, SPT and HCPCS coding and would be appropriate for the beginner or intermediate level office staff as well. This course is cross-referenced with MED 222.

OT 275 Secretarial Internship I

3 credits (A)

Prerequisites: OT 113, CMPA 141, completion of 30 semester credits with a grade point average of 2.0 or better and only with consent of internship coordinator and advisor.

Students will be required to complete 150 hours of supervised training in secretarial skills through on-the-job training in an approved business or organization. Hours will be arranged to fit student's and employer's schedules.

OT 276 Secretarial Internship II

3 credits (A)

Prerequisites: OT 275, consent of internship coordinator and advisor.

A continuation of OT 275. Students design and complete a project developed in cooperation with their internship employer. Students prepare a portfolio to document their 150-hour internship experience.

PHYSICAL EDUCATION

Physical Education classes offer background and participation in the activity indicated, and may be repeated for a total of two (2) credits.

PE 112 Handgun Marksmanship

1 credit (F)

Prerequisite: instructor's consent.

This course will enable students to become aware of the responsibility, ethics and need for safe handling and firing of handguns. The standard NRA pistol protocols are followed and firing is conducted in an indoor 50 ft. range. Students take the national NRA examination and receive the official NRA certificate of completion, which can be used to apply to local authorities for concealed carry permits. Combat shooting and self-defense instruction are not a formal part of the instruction. .22 caliber handgun required of all class participants. This course is cross-referenced with CJ 112.

PE 115 Strength Training for Women

1 credit (D)

This basic course provides a great workout through weight training on Nautilus Equipment and free weights. Students will be introduced to goal setting, weight training exercises to meet personal needs and knowledge to make weight training a life long skill. The course will also emphasize sensible eating, aerobic exercises and flexibility training.

PE 116 Weight Training: Fit and Trim

1 credit (A)

Personalized workouts are designed for each student's future goals in fitness and desired look. A comfortable combination of cardiovascular work and weight training are prescribed to give the proper balance for weight loss and muscle growth. Excellent for both men and women.

PE 117 Body Building

1 credit (F,S)

Orientation to the specifics of resistance training. Focus primarily on free weights and universal equipment. Students receive instruction on anatomy, calisthenics, body mechanics and the basic principles of resistance training as it is applied to the goals of body building.

PE 119 Total Fitness for Women

1 credit (F,S)

Prerequisite: doctor's approval if necessary.

This course will provide women with a well-rounded fitness routine designed to meet the special needs of women. Phase I will cover nutritional guidelines and information; Phase II will cover aerobic conditioning including the use of various aerobic machines; Phase III will cover resistance training including the use of machines and free weight instruction for those that are interested; Phase IV will introduce stretching.

PE 127 Aquarobics

1 credit (A)

A fitness class, without joint stress, working totally in the water to tone and stretch muscles while developing cardiovascular fitness.



PE 128 Swim Out Stress (SOS)

1 credit (D)

Prerequisite: must be able to swim.

Swim Out Stress with a variety of physical and mental water workouts. Class consists of intensity and guided imagery swims using different strokes and stretching/toning exercises. Ideal for stress reduction while having fun.

PE 130 Beginning Yoga

1 credit (F,S)

The purpose of this class is to introduce students to Hatha Yoga physical exercise. The Yoga postures exercise every part of the body; stretching and toning the muscles and joints, the spine and the entire skeletal system. Postures also work on the internal organs, glands and nerves. By releasing physical and mental tension, they also liberate vast resources of energy as well as maintaining the balance between the mind and the body.

PE 133 Racquetball

1 credit (D)

Students will become familiar with basic racquetball skills such as how to hit the ball using forehand, backhand, and various types of shots, including serving, back-wall shots, and the ceiling game. Racquetball rules and scorekeeping will be taught. For more advanced students instruction in strategy and game plan will be offered.

PE 134 Beginning and Intermediate Tennis

1 credit (D)

Fundamentals of tennis.

PE 137 Golf

1 credit (Su)

All phases of golf—fundamentals, rules and etiquette.

PE 142 Logger Sports

1 credit (F,S)

Prerequisite: instructor's consent.

An introduction to the safe and proper use of crosscut saws, axes and chain saws as they are used in intercollegiate Logger Sports competition. Emphasis is placed on equipment maintenance, safety of use and proper techniques for competition. The last third of the term, students will compete in Logger Sports contests throughout the Northwest.

PE 145 Basic Rock Climbing

1 credit (F,S)

This course introduces the student to movement on rock and to the techniques and safety systems to set up your own short climbs—top rope climbing systems and rappelling.

PE 148 Basic Outdoor Climbing

0.5 credits (D)

This course is designed to be an initial introduction to outdoor rock climbing, suitable for students who have never rock climbed, climbed only on artificial climbing walls, or have some experience, but would like to increase their knowledge and skill. Students will learn how to set up

anchors, how to rappel, how to belay, and of course, how to climb. At the completion of this course, each student should be able to go out climbing with their friends in a knowledgeable and safe manner.

PE 149 Intermediate Outdoor Climbing

0.5 credits (D)

This course is designed to be a follow-up to the Basic Outdoor Climbing course. It is intended for those who have taken the basic course, or for those who have some rock climbing experience, and want to increase their knowledge about climbing technique, anchors, rescue and self-rescue.

PE 156 Boarding Basics

1 credit (S)

For riders first strapping into their snowboards. An introduction to the fastest growing sport.

PE 157 Cruising at the Big Mountain

1 credit (S)

Prerequisite: must be able to ride green and blue terrain.

Working through all aspects of snowboarding from riding blue trails, keeping up with your kids, riding the board on the snow, not through the air. Mostly just feeling more confident all over the mountain.

PE 158 Free-Style Riding at the Big Mountain

1 credit (S)

Prerequisite: advanced riders only.

Trying to keep up with your coach through steeps, bumps, powder, trees, park and half-pipe.

PE 161 Alpine Skiing I

1 credit (S)

An introduction to the fundamentals of downhill skiing. Emphasis will be on the development of basic skills and tactics. Students will start with walking and sliding and progress to turning and stopping. Students will be able to ski intermediate slopes by the end of the course.

PE 162 Alpine Skiing II

1 credit (S)

Ski program for intermediate level skiers which will increase their technical knowledge and skill level. Emphasis will be in developing parallel and advanced parallel skills.

PE 163 Alpine Skiing III

1 credit (S)

A program for intermediate/advanced skiers to develop the technical and tactical skills to ski all conditions and all terrain. The course will include an introduction to gate racing, mogules and steep terrain.

PE 172 Aerobic Exercise

1 credit (D)

Traditional dance aerobic course. Course provides low, intermediate and high impact aerobics. Dimensions of course include warm-up, calisthenics, aerobics, cool-down. Stretching is done during warm-up and cool-down. No prerequisite required.

**PE 175 Jogging/Running**

1 credit (D)

This course consists of getting started, basic physiology of jogging/running, planning workout, pacing, common mistakes, form evaluation, stretching, injuries, eating, shoes and equipment, as well as the workout.

PE 250 Varsity Soccer

1 credit (F)

Prerequisite: instructor's consent.

Corequisite: students must be enrolled for a minimum of twelve (12) credits per semester.

Practice and compete in soccer matches at the National Junior College Athletic Association level.

PE 251 Varsity Cross-Country Running

1 credit (F)

Prerequisite: instructor's consent.

Corequisite: students must be enrolled for a minimum of twelve (12) credits per semester.

Practice and compete in cross-country running at the National Junior College Athletic Association level.

PE 252 Varsity Golf

1 credit (F)

Prerequisite: instructor's consent.

Corequisite: students must be enrolled for a minimum of twelve (12) credits per semester.

Practice and compete in golf at the National Junior College Athletic Association level.

PHILOSOPHY**PHIL 110 Introduction to Philosophy**

3 credits (F)

This course is an examination of current topics such as pornography and censorship, the criminal justice system and theories of punishment, free will and determinism, the existence of God, faith and reason, critique and defense of democracy, various ethical theories and other topics, in relation to the classical concerns of philosophy.

PHIL 120 Introduction to Ethics

3 credits (S)

An examination of moral decision making and behavior, primarily within the western tradition. Students will critically examine various theories of both personal and societal ethics from the classical period until present day. Readings from Plato, Aristotle, St. Augustine, Kant, and Mill, as well as from numerous contemporary philosophers on such issues as good and evil, free will and determinism, ethical relativism, and egoism; courage, wisdom, compassion, and self-respect; hypocrisy, self-deception, jealousy and lying; birth control, abortion, euthanasia, racism and sexism.

PHIL 170 Introduction to Existentialism

3 credits (D)

This course examines the existential point of view both as an attitude and as a philosophy. Students are encouraged to see how the existentialists resolve the debilitating effects of anxiety, accept the ambiguities of life and exercise their moral imperatives of making choices to create an individual life.

PHIL 250 Political Theory

3 credits (D)

Analysis of the various attempts (from Plato to Marx) to explain, instruct and justify the distribution of political power in society. Emphasis is placed upon those theories whose primary concern is to define the nature of the ethical "good" society. This course is cross-referenced with PLSC 250.

PHYSICS**PHYS 100 Introduction to Astronomy**

3 credits (F-odd years)

An introduction to the history of astronomy, tools of the astronomer, the solar system, stellar bodies and phenomena, and the origin and evolution of the universe.

PHYS 101 Basic Physical Science

4 credits (F,S)

A conceptual introduction to the basic principles of physics, chemistry, and the properties of matter. Material is presented in the context of observable, everyday phenomena emphasizing concepts rather than theory. A course for students with little or no background in science. Laboratory work is included.

PHYS 102 The Nature of Science

4 credits (S)

Prerequisite: MATH 78.

Corequisites: ENGL 111, MATH 103.

This is a conceptual introduction to the basic principles embodied in the natural sciences, including chemistry, physics, geology, and biology. Fundamental themes of the course are the unifying concepts of the natural sciences as they have evolved, the history of scientific discoveries, and the evolution of scientific thought and the scientific process. The development of the inquiry processes used by scientists to test hypotheses will be stressed. A major focus will be on critical thinking, in a scientific context, applied to competing hypotheses in the history of science as well as to examples of borderline and pseudo-science. The creative generation of alternative hypotheses, and their winnowing by critical scrutiny, will also be stressed. This course is suitable for students with little or no background in science. Laboratory work is included.

PHYS 106 Radiation Physics

3 credits (S)

Prerequisite: instructor's consent.

(Course description is under development.) This course is designed for the Radiologic Technology students. See your advisor.



PHYS 111 College Physics I

5 credits (F)

Prerequisites: MATH 104 or equivalent, and high school trigonometry.

This is the first semester of a two-semester sequence for students who need physics to support work in other fields. It may not be used as a prerequisite for advanced work in physics. The mathematical study, using algebraic, trigonometric, and vector methods, of Newtonian mechanics of solids and fluids including forces, motion both linear and rotational, equilibrium, work and energy, momentum, conservation laws, kinetic theory and thermodynamics, and vibrational and wave motion. Laboratory work is included.

PHYS 112 College Physics II

5 credits (S)

Prerequisite: PHYS 111.

This is the second semester of a two-semester sequence for students who need physics to support work in other fields. It may not be used as a prerequisite for advanced work in physics. The mathematical study, using algebraic, trigonometric, and vector methods, of electricity and magnetism including forces, fields, and energy, induction, and AC and DC circuits; light, geometric and wave optics and optical devices; and selected topics from modern physics including special relativity, atomic physics, and nuclear and quantum physics applications. Laboratory work is included.

PHYS 201 General Physics I

6 credits (S)

Prerequisite: MATH 121.

Corequisite: MATH 122.

This is the first semester of a two-semester calculus-based sequence for engineering, physics, computer science, and mathematics majors. The mathematical study, using methods of differential and integral calculus, of classical Newtonian mechanics of solids and fluids, including forces, motion both linear and rotational, equilibrium, work and energy, momentum, and conservation laws; oscillations, mechanical waves, and sound; Kinetic theory and thermodynamics. Laboratory work is included.

PHYS 202 General Physics II

6 credits (F)

Prerequisites: MATH 122, PHYS 201.

This is the second semester of a two-semester calculus-based sequence for engineering, physics, computer science, and mathematics majors. The mathematical study, using methods of differential and integral calculus, of electricity and magnetism, including forces, fields, and energy, induction, and AC and DC circuits; light, geometric and wave optics and optical devices; and selected topics from modern physics including special relativity, atomic physics, and an introduction to quantum physics such as the Bohr model of the atom, matter/electron waves, deBroglie wavelength, Heisenberg uncertainty principle, wave-particle duality, and Schrodinger's equation. Laboratory work is included.

PARALEGAL

PLGL 120 Family Law

3 credits (D)

This course is designed to introduce non-lawyers and legal assistants to the effect of Montana laws on family relationships. Emphasis will be on the Montana Code, recent case law, use and adaptation of legal forms, and contract with clients and the Court system. Areas of study will include Prenuptial Agreements, Common Law Marriages, Marital Support, Paternity, Termination of Parental Rights, Adoption, Jurisdictional Issues and Choice of Laws.

POLITICAL SCIENCE

PLSC 100 American Government

3 credits (F)

Nature, purpose and forms of the American government; relationship between function and structure; dynamics of political change; governmental problems of modern society; emphasis upon constitutional principles, political processes, public opinion, interest groups, political parties, elections, congress, the Presidency and the Courts.

PLSC 200 American Government: Issues and Policy Making

3 credits (S)

Introduction to the theory and practice of public policy making process with emphasis on national government. Selected topics from domestic and foreign policy.

PLSC 250 Political Theory

3 credits (D)

Analysis of the various attempts (from Plato to Marx) to explain, instruct and justify the distribution of political power in society. Emphasis is placed upon those theories whose primary concern is to define the nature of the ethical "good" society. This course is cross-referenced with PHIL 250.

PSYCHOLOGY

PSY 102 Drugs and Society

3 credits (F,S)

A study of substance use and abuse in society, relative to controlled substances in general, and to specific classes of drugs as well. Personal and societal attitudes and responses toward the drug phenomenon are explored. This course is cross-referenced with HS 102 and SA 102.

PSY 105 Human Potential Seminar

3 credits (D)

A small group seminar based on the assumption that learning what is right with you can be fun and stimulate personal growth. Students will become more self-aware, self-motivating, self-affirming and develop greater empathy for others.



PSY 110 Introduction to Psychology

4 credits (A)

Scientific study of behavior in human and sub-human species. Topics include learning and memory, intelligence, emotion, motivation, conflict and stress, abnormal behavior, therapies, altered states of awareness and others.

PSY 130 Stress Management

3 credits (D)

Examines the impact of today's stressful world on the physical and mental health of the individual. Techniques for coping with these stressors are explored and practiced in class (e.g., meditation, relaxation, breathing, etc.). Topics include personality and disease, job burnout, optimal performance, family stress, and others.

PSY 200 Psychology of Adjustment

3 credits (S)

Application of basic psychological principles in coping with the problems of modern living. Topics will include: emotional stress and disorders, environmental stress and control, loving and liking, relationships and divorce, human sexuality, personality development and others.

PSY 210 Social Psychology

3 credits (F,S)

Prerequisite: PSY 110.

The study of human behaviors as social beings, and how social situations effect individual behavior. Topics would include aggression, prejudice, conformity, communications and a variety of social experiences. This course is cross-referenced with SOC 210.

PSY 215 Behavior Modification

3 credits (D)

Prerequisite: PSY 110.

An in-depth study of behavior modification from the viewpoint of the program developer, writer, implementer, recorder, and evaluator including correct identification of behavior modification terms. Beginning with identification of the behavior to be changed, the entire process of behavior modification through the implementation of a programmed intervention will be examined and practiced. This course is cross-referenced with EDUC 215 and HS 215.

PSY 225 Physiological Psychology

3 credits (F,S)

Prerequisite: PSY 110.

The basic neural mechanisms underlying behavior are studied including the central and peripheral nervous systems, the senses, and basic endocrine functioning. Drugs, sleep, emotion and learning/memory are also examined.

PSY 235 Developmental Psychology

3 credits (A)

Prerequisite: PSY 110.

An examination of the stages of normal development with the intent to provide a broad, comprehensive background in the study of human development from conception

through adulthood with an emphasis on infancy through adolescence. The basic theme will focus on what can be done to facilitate the development of more fully functioning individuals at each particular stage of life. This course is cross-referenced with HS 235.

PSY 243 Early Intervention Programs

3 credits (D)

Prerequisite: PSY 110 or instructor's consent.

Examination of the etiology, characteristics, classifications, identification and diagnosis of the developmentally disabled and multi-handicapped child. Includes educational considerations, implications of P.L. 94-142 for education (K-12), community services and parent involvement. This course is cross-referenced with EDUC 243.

PSY 252 Peer Counseling

3 credits (F,S)

Prerequisite: selection as a peer counselor by counseling staff during previous academic year.

Under the supervision of the professional counseling staff, three to six peer counselors provide additional support services for FVCC students. In addition to meeting with clients six to eight hours per week, each peer counselor will meet bi-monthly with a supervisor and will participate in a weekly seminar with the supervisors and other peer counselors. This course may be repeated for a total of six (6) credits.

RADIOLOGIC TECHNICIAN (X-RAY)

For course descriptions, see page 196.

RELIGION

REL 110 Introduction to the Study of Religion

3 credits (F)

This course examines religion as a universal aspect of human culture. Through this academic approach to the subject, numerous religious traditions will be studied. Common elements such as symbols, rites, scriptures, language, and mythologies will be examined. The course will utilize classroom presentation, videos, text and supplementary reading.

REL 115 Religion in America

3 credits (D)

This course is a historical look at the role of religion in American society from 1600 to present. The course will examine the distinctive themes and characteristics of religion in America including the rise of denominationalism, Roman Catholic, Orthodox, and Protestant forms of Christianity, secularism, pluralism, cults, religious diversity, and constitutional understanding of religion. Videos, classroom presentations, text reading, and supplementary reading will be used in the teaching of this course.



REL 125 Introduction to the World of the New Testament

3 credits (S)
 This academic adventure will explore the historical, cultural, political, and religious contexts out of which the Christian church emerged. The historical period which will be examined extends from writing of the Old Testament in Greek (255 Before Common Era [BCE]) to the baptism of Constantine (337 Common Era [CE]). This course will be taught utilizing videos, classroom presentations, text and supplementary reading.

REL 228 Women of the Bible: A Literary Approach
 3 credits (D)

This course will focus upon the important role biblical women played in the development of biblical history and the consequent status of women within the larger Judeo-Christian social and cultural milieu. Emphasis will be upon the Old Testament (or Hebrew Bible) with some investigation into the New Testament and the presence (or non-presence) of women there. Students will analyze what the Bible says—and does not say—about women and their role in society in ancient times and its effect upon women through the ages. With an emphasis upon, but not limited to, feminist scholarship of the last 25 years, the Bible will be examined as literature produced by humans for humans, a “literary” canon as opposed to a “theological” canon. Sexism, androcentrism, pagan sources, powerlessness, positive stages of women, and female symbolism will be discussed as will problems of textual authorship, translation, redaction, and interpolation. Material covered will include modern archaeology’s impact upon both biblical criticism and the historical accuracy of the biblical stories. This course is cross-referenced with ENGL 228.

REL 229 Bible as Literature
 3 credits (S)

This course will examine the pivotal books of the Bible (Old Testament and Revelations) as a literary and cultural document—not as a theological tract. Students will analyze it as a collection of books, including history, poetry, letters, apocalyptic literature, wisdom literature, mythological material, prophetic books and laws. Literary types, appropriate historical background, problems of authorship and the use of language will be discussed. This course is cross-referenced with ENGL 229.

SUBSTANCE ABUSE

SA 102 Drugs and Society
 3 credits (F,S)

A study of substance use and abuse in society, relative to controlled substances in general, and to specific classes of drugs as well. Personal and societal attitudes and responses toward the drug phenomenon are explored. This course is cross-referenced with HS 102 and PSY 102.

SA 140 Cultural Issues in Addiction Recovery
 1 credit (D)

Addiction affects all members of society. Because of this, the substance abuse counselor must be knowledgeable of cultural, ethnic needs, and differences of the mosaic society where he or she is practicing. This course is designed to provide a working knowledge of the diversity needed for addiction counseling in a multicultural society.

SA 200 Introduction to Chemical Dependency Counseling
 3 credits (D)

Prerequisites: HS/PSY/SA 102, PSY 110 or instructor’s consent.
 This course is an introduction to the field of addiction counseling. It will focus on current therapeutic trends, strategies, and modalities used in the treatment of addictions. Relapse and prevention strategies along with treatment of special populations will also be covered.

SA 210 Case Management
 2 credits (D)

Prerequisites: HS 100, HS/SA 250, PSY 110.
 This course will introduce the student to service planning and the continuum of care in Human Services and Addiction Counseling. Students will understand and demonstrate activities associated with case management such as consumer identification, outreach, prevention, relapse, assessment of needs, service planning, advocacy, referral, etc. This course is cross-referenced with HS 210.

SA 220 Assessment and Evaluation Procedures of Substance Abuse
 2 credits (D)

Prerequisites: HS/PSY 102, SA 102, PSY 110, SA 200.
 This course will introduce the student to assessment and evaluation procedures used in addiction counseling. The student will be able to understand, describe, administer and interpret the various testing and evaluation tools used in addiction counseling.

SA 230 Clinical Internship I
 6 credits (D)

Prerequisites: instructor’s consent, PSY 110, SA 200, HS/SA 210, SA 220, HS/SA 250, acceptance into the Substance Abuse Counseling program.
 This course will provide the student in the clinical setting with supervised experience counseling individuals, families, and groups. An emphasis will be placed on skill acquisition of intake interviewing, data gathering, diagnosis, counseling skills—both individual and group. The student will gain practical experience in the twelve core areas of substance abuse counseling.

**SA 235 Clinical Internship II**

6 credits (D)

Prerequisites: instructor's consent, PSY 110, SA 200, HS 210, SA 210, SA 220, HS 250, SA 250, acceptance into the Substance Abuse Counseling program.

This course is a continuation of SA 230 and will provide the student in the clinical setting with supervised experience counseling individuals, families, and groups. An emphasis will be placed on skill acquisition of intake interviewing, data gathering, diagnosis, counseling skills—both individual and group. The student will gain practical experience in the twelve core areas of substance abuse counseling.

SA 240 Substance Abuse Counseling II

3 credits (D)

Prerequisite: SA 200.

The purpose of this course is to present the student with advanced knowledge in the counseling process and specifically, will address substance abuse. The objective is to increase the students knowledge of counseling strategies.

SA 250 Interviewing/Crisis Intervention

4 credits (D)

Prerequisite: HS 100 or PSY 110.

Basic interviewing and interpersonal communication skills will be introduced and practiced. As basic skills are mastered the class will move into the skills associated with counseling and crisis intervention. Theoretical and conceptual information related to effective intervention will be presented. Practical guidelines and techniques that will apply to a wide variety of intervention settings will be discussed and practiced. This course is cross-referenced with HS 250.

SA 260 Group Process

3 credits (S)

Prerequisites: HS 100, PSY 110.

An introduction to the function of groups in society; group dynamics as a helping process and a means of giving and receiving information. Problem solving within the group setting will be highlighted. This course is cross-referenced with HS 260.

SA 279 Legal/Ethical/Professional Issues

3 credits (S)

Prerequisite: instructor's consent HS 100 or PSY 110.

An overview of the ethical and professional issues associated with the provisions of social services. Values, morality and the major ethical issues facing practitioners will be addressed. This course is cross-referenced with HS 279.

SMALL BUSINESS MANAGEMENT**SBM 160 Entrepreneurship/Small Business Startup**

3 credits (D)

(This course is undergoing revision to include the development of a marketing plan.) This course will focus on two major themes. First, what is the current research saying about typical personality styles and entrepreneurship success; and what is the student's personality style. The second half of the semester includes an overview of how to get a small business up and running, selecting a form of business, and use of local, state and national small business resources.

SBM 165 Small Business Risk Management

1 credit (S)

This course covers the various methods of organizing small business risk management policies and explain the benefits and liabilities of each. Includes resources, safety programs and job descriptions.

SBM 170 Small Business Location/ Home Based Business

1 credit (S)

This course covers the important points of locating a business based on market, available labor, transportation, traffic patterns, and other essential aspects of aid in business success. Home based business plans will also be covered.

SBM 240 Business Essentials for Builders

3 credits (S)

Prerequisite: SBM 160.

(Course description under development.) This course is designed for students enrolled in the FVCC Building Trades program but is open to anyone interested in receiving a level of proficiency in business topics that impact construction businesses. Topics addressed in the course are updated each year with feedback from local industry and include: Local Building Trends, Project Management, Risk Management; Federal and State Laws regulating construction; Real Estate, Banking, Vendor, and Employee Relations; Business Promotion, and Business Planning.

SBM 250 Nx Level Small Business Planning

3 credits (D)

A capstone course for the Small Business Management degree. Covers the practical aspects of starting and managing a small enterprise. Students will write a business plan. Also address accounting and financing considerations, location layout, financial and inventory control, personnel management, marketing, and the legal environment.

SBM 269 Small Business Control

1 credit (S)

Prerequisites: ACCT 101, BM 176.

This course covers the use of financial statements to control the small business. Basic ratio analysis and interpretation will be covered as well as methods of improving ratios. Inventory control will also be covered.



SBM 271 Small Business Simulation

1 credit (S)

Prerequisites: ACCT 101, ACCT 102, BM 176, and three credits of SBM.

Students will take entrepreneurial roles as managers in a computer driven business simulation. Students will make key decisions about pricing, ordering, advertising, personnel and leasing or buying equipment.

SOCIOLOGY

SOC 105 Introduction to Criminal Justice

3 credits (D)

This course introduces the student to the functions and practices of the agencies that make up the criminal justice system: police, courts and corrections. The various stages in the CJ process are the focus. Ideological and organizational factors influencing decision-making throughout the criminal justice system are examined. This course is cross-referenced with CJ 105.

SOC 110 Introduction to Sociology

3 credits (A)

A course designed to introduce the student to the concepts and terms used in the study of man as a social being. It addresses group life of humans: culture, society, association, institutions, collective behavior, and social interaction.

SOC 120 Social Problems

3 credits (D)

Analysis of forces in society which contribute to such modern social problems as war, crime, delinquency, family disorganization, racial and ethnic tensions, suicide, etc.; possible solutions to social problems.

SOC 130 Cultural Diversity

3 credits (D)

An overview of the various racial/ethnic, economic, and social groups and their contributions to the American "melting pot." Special emphasis will be placed upon the past, current and future relational dynamics of these groups with the mainstream and how these relational dynamics help define being an "American." This course is cross-referenced with ANTH 130.

SOC 210 Social Psychology

3 credits (D)

Prerequisite: PSY 110.

The study of human behaviors as social beings, and how social situations effect individual behavior. Topics would include aggression, prejudice, conformity, communications and a variety of social experiences. This course is cross-referenced with PSY 210.

SOC 220 Race and Minorities

3 credits (F)

Prerequisite: SOC 110 or instructor's consent.

Racial and minority differentiation, with emphasis upon the major ethnic groups of the United States and their

problems of assimilation. Historical acculturation and its effect on today's minority groups. Legal remedies and social changes as they are developing are presented. This course is cross-referenced with ANTH 220.

SOC 255 Introduction to Criminology

3 credits (D)

This course will take a comprehensive approach to crime, criminality and criminological theory. Theory and research are applied to specific criminal offenses. This course is cross-referenced with CJ 255.

SOC 260 Introduction to Juvenile Delinquency

3 credits (D)

Theories of causation, social function and treatment of juvenile delinquency; specific attention to juvenile court systems and correctional/treatment methods as they relate to deviance prior to adulthood. This course is cross-referenced with CJ 260.

SOC 270 Family: Change and Continuity

3 credits (D)

Prerequisite: SOC 110.

Contemporary issues and patterns within family life and the influence of larger social trends are studied. The implication of these changes on the state of the family as an institution will be explored. This course is cross-referenced with HS 270.

SOC 271 Family Violence

3 credits (D)

The theories which have been advanced to explain various types of family violence and the related research will be studied. The question of how family violence became a social problem and how it has been defined will be the focus of the course.

SPEECH

SP 110 Public Speaking

3 credits (A)

Fundamentals of oral communication. Study of theories and principles of public speaking, plus practice in writing and informal speeches; emphasis on voice, gesture and content.

SP 120 Interpersonal Relations/Communications

3 credits (A)

Study of and practice in communication skills in professional life and in daily relationships. This course is cross-referenced with HS 120.

SP 160 Oral Interpretation

3 credits (F,S)

The techniques, practice and performance of effective oral reading will be the subject of this course. Poetry, drama, children's literature, stories, speeches and articles will be analyzed, practiced and performed before the class.



SP 210 Advanced Public Address

3 credits (D)

Prerequisite: SP 110.

Continuation of the principles applied in SP 110 with increased emphasis on development of speaking skills utilizing supporting data, logic and techniques of argumentation.

SP 215 Negotiations

3 credits (S)

This introductory course will focus on concepts, skills, and strategies for effective resolution of conflicts through negotiation. Emphasis will be placed on the application of concepts learned through the use of simulated exercises and case studies which allow students to apply, practice and evaluate negotiation skills.

SURVEYING

SURV 141 Surveying I

5 credits (F)

Corequisite: MATH 103.

Instruction and practice in the use of various surveying instruments to determine point locations; measurement of horizontal and vertical angles; chaining and use of EDM; leveling to determine elevations; recording of field notes; statistical analysis of data; use of compass; the relationships between angles and bearings/azimuths.

SURV 142 Surveying II

5 credits (S)

Prerequisite: SURV 141.

Corequisite: SURV 155.

A continuation of Surveying 141; additional practice in the measurement of horizontal and zenith angles and distances; sources of random and systematic errors associated with traverses; traverse and coordinate geometry computations using hand calculators; area determination of regular and irregular polygons; calculation and staking of horizontal and vertical curves; site/topographic mapping; state plane coordinates.

SURV 152 Surveying Graphics

2 credits (F)

Instruction and practice in the use of drafting tools, lettering, and line construction. The drafting of surveying related projects such as certificates of survey, topographic maps, easement and encroachment exhibits.

SURV 155 Surveying Calculations

3 credits (S)

Prerequisite: SURV 141.

Corequisite: SURV 142.

Use of personal computers and associated software to solve typical surveying problems: traverse calculations; rotation and translation of coordinates; intersection calculations; area cutoff calculations; subdivision and road right-of-way design.

SURV 163 Land Survey Systems

3 credits (S)

Prerequisite: SURV 141.

A study of the United States Public Land Survey System. Emphasis on the legal principles of boundary location and the retracement of the rectangular survey system. Subdivision of sections. Corner search and remonumentation. Determination of directions using solar observation.

SURV 252 Forest Surveying

4 credits (F)

Prerequisites: MATH 104, NR 162.

A study of the methods and theory of plane surveying field measurements, and the use of forestry and surveying instruments.

SURV 270 Computer Aided Drafting

4 credits (F)

Prerequisite: SURV 152.

Introduction to the use of AutoCAD to generate drawings associated with the surveying profession such as certificates of survey, plan/profile drawings, and preliminary subdivision plats. Use of DXF files. Digitizing of existing drawings into an AutoCAD drawing.

SURV 271 Introduction to GPS

2 credits (F)

Prerequisite: instructor's consent.

An introductory course on the fundamentals of the Global Positioning System as it applies to digital mapping and navigation. It is useful as well to anyone who needs to apply this technology but lacks the basic understanding necessary to make decisions about it. Emphasis is on practical information for real-world applications. This course is cross-referenced with NR 235.

SURV 272 Land Surveying I

5 credits (F)

Prerequisites: SURV 142, SURV 155, SURV 163.

Corequisite: SURV 270.

Legal principles associated with locating boundaries: simultaneously versus sequentially created boundaries; deeds and other legal instruments; easements; research and evidence; use of county courthouse records; law library research with in-class presentation of relevant cases; writing and interpretation of legal descriptions; professional ethics and business practices; retracing/surveying boundaries with total stations; use of data collectors for mapping purposes.

SURV 273A Land Surveying II

2 credits (S)

Prerequisite: SURV 272 or instructor's consent.

Corequisite: SURV 273B, SURV 273C.

More legal principles associated with locating boundaries: additional writing and interpretation of legal descriptions; riparian boundaries and related topics; adverse possession and prescription; road law; advanced PLSS case studies; emphasis on case law research with written reports and oral presentations; professional ethics and business practices.



SURV 273B Projects in GPS

2 credits (S)

Prerequisite: SURV 272 or instructor's consent.

Corequisite: SURV 273A, SURV 273C.

Review of basic Global Positioning System principles; instruction and practice in traversing with survey-grade receivers and computer analysis of data; practical projects to compare horizontal/vertical positioning obtained with resource-grade versus survey-grade receivers; student-designed project with instructor supervision to extend a control network and master field and office techniques.

SURV 273C Route Surveying

2 credits (S)

Prerequisite: SURV 272 or instructor's consent.

Corequisite: SURV 273A SURV 273B.

Instruction and practice in basic road design techniques: review of horizontal and vertical curve calculations; spiral curves; P-line staking; earthwork and mass diagram calculations; slope staking.

SURV 274 Land Surveying III (OJT)

4 credits (D)

Prerequisite: SURV 142.

On-the-job training under the supervision of a registered professional surveyor. A minimum of 120 hours of work is required as well as a daily diary detailing work performed.

SURV 275 Photogrammetry and Remote Sensing

3 credits (F)

Prerequisite: MATH 104.

The theory and application of photo and electro-optical remote sensing for mapping resources and developing information systems. This course is cross-referenced with NR 231.

SURV 276 Introduction to Geographic Information Systems

4 credits (S)

Prerequisites: MATH 104, NR 231 or SURV 275.

Introduction to the basic concepts and techniques of computerized spatial data management and analysis systems with application to natural resource/surveying assessment. This course is cross-referenced with NR 233.

SURV 277 Projects in GIS

2 credits (S)

Prerequisite: NR 233 or SURV 276.

Student designed project with staff supervision to extend GIS and remote sensing knowledge and experience. Students will select a project within their field of interest and design/implement a GIS for the project. Some opportunities exist for internships with local agencies. This course is cross-referenced with NR 234.

SURV 278 Surveying Laws, Planning and Design

2 credits (S)

Prerequisite: SURV 272.

A study of selected state laws and regulations that pertain to the surveying profession; laws that affect the surveying and division of lands in Montana; layout and design of subdivisions.

SURV 279 Land Surveying Computers

2 credits (S)

Prerequisite: SURV 270.

Computer maintenance procedures typically encountered in a surveying office environment including installation and upgrading of hardware and software. Installation and configuration of plotters, digitizer boards and GPS stations is also covered.

THEATRE

THEA 100 Introduction to Theatre

3 credits (D)

The background and theories of theatre arts, appreciation of the theatre and dramatic literature, and the practical aspects of producing a play.

THEA 105 Motion Picture Appreciation

1 credit (D)

A mini-course designed to develop informed, critical understanding within students. Examines the language and historical impact of the motion picture industry from the silent era to contemporary filmmaking. Course may be repeated for a total of four (4) credits.

THEA 110 Theatre Workshop

1 credit (F,S)

This course is designed to give the student the theory, practice, and application of the artistic and technical production in a performance situation. Course may be repeated for a total of four (4) credits.

THEA 111 Acting

3 credits (D)

Introductory acting course. Study of the theories and principles of acting. Practical experience in rehearsal and performance.

THEA 112 Dance Theatre Workshop

1 credit (D)

Offered for students wishing to expand their theatre experience. This course is geared to anyone with an interest in the Theatre Dance Arts. Course may be repeated for a total of four (4) credits.

THEA 115 Beginning Directing

3 credits (D)

This course is offered for students wishing to expand their theatre experience in the area of artistic direction. This course is geared to anyone with an interest in developing the basic skills necessary to understand the role and responsibility of the Artistic Director.

THEA 120 Stagecraft

3 credits

Fundamental theories and application in the areas of scenery, lighting, sound, and stage properties.

**THEA 130 Theatre Design and Production**

1 credit (D)

Students function as a member of the production team in a role of responsibility (i.e. scenic designer, lighting designer, artistic director, technical director...). Course may be repeated for a total of four (4) credits.

THEA 140 Issues in Contemporary Theatre

1 credit (D)

This course is offered for students wishing to expand their theatre experience. In a discussion format, the instructor will present a variety of current events occurring in theatre today from Broadway to community theatre. Trends, dilemmas and the impact on the theatre artist and patron will be the focus of lively discussion. This course is geared to anyone with an interest in the Theatre Arts.

THEA 230 Theatre as Literature

3 credits (F,S)

This course will examine a variety of plays from ancient Greece to modern times. The types of drama studied range from tragedy to comedy. The styles of drama studied will also vary including classicism, realism and absurdism. This course focuses on drama as a literary genre. This course is cross-referenced with ENGL 230.

WELDING**WLD 110 Oxyacetylene/Arc Welding**

4 credits (F)

An introductory course covering care and use of arc and oxyfuel welding equipment, regulators, torches, cylinders, power sources, electrodes, characteristics of operation, welding of steels and special applications. Introduction to techniques of welding mild and medium steel. Mechanical properties of metals and types of joints are also covered.

WLD 115 Arc Welding

4 credits (S)

This course is a continuation of Welding 110 and provides additional training in welding horizontal, vertical, and overhead positions of mild and medium steel. Emphasis is placed on alloys and special applications including TIG and MIG applications.

RADIOLOGIC TECHNICIAN (X-RAY)**XRT 105 Introduction to Radiography**

2 credits (F)

Prerequisite: instructor's consent.

This course is designed to familiarize the radiology student with the process and evolution of radiation and imaging equipment and health care systems.

XRT 110 Basic Radiographic Procedures

2 credits (F)

Prerequisite: instructor's consent.

The basic fundamentals of positioning and radiologic terminology will be covered, along with proper care and manipulation of radiologic equipment.

XRT 111 Intermediate Radiographic Procedures

2 credits (S)

Prerequisite: instructor's consent.

(Course description under development.) The intermediate fundamentals of positioning and radiology terminology will be covered, along with proper care and manipulation of radiology equipments. See you advisor.

XRT 115 Principles of Radiographic Imaging I

4 credits (F)

Prerequisite: instructor's consent.

This course is designed so the radiology student understands the radiation exposure principles and how they related when performing exams on patients with different body structure and size.

XRT 116 Principles of Radiographic Imaging II

2 credits (S)

Prerequisite: instructor's consent.

(Course description under development.) This course is designed so the radiology student understands the radiation exposure principles and how they related when performing exams on patients with different body structure and size. See your advisor.

XRT 120 Radiographic Imaging Equipment

2 credits (S)

Prerequisite: instructor's consent.

(Course description under development.) This course identifies the physics of the x-ray beam and the basic equipment components that are involved. See your advisor.

XRT 130 Patient Care I

2 credits (S)

Prerequisite: instructor's consent.

(Course description under development.) Introduction to imaging professional-patient interaction including profile of imaging professionals, profile of patients in general, elements of effective communication and interaction. Psychosocial, ethical, and medicolegal issues are incorporated. See your advisor.

XRT 140 Clinical I

6 credits (F)

Prerequisite: instructor's consent.

Students perform and demonstrate clinically, the knowledge gained in corresponding courses of curriculum. The opportunity to perform as a practicing radiographer is provided.



XRT 141 Clinical II

6 credits (S)

Prerequisite: instructor's consent.

(Course description under development.) Students perform and demonstrate clinically, the knowledge gained in corresponding courses of curriculum. The opportunity to perform as a practicing radiographer is provided. See your advisor.

XRT 210 Advanced Radiographic Procedures

2 credits (F)

Prerequisite: instructor's consent.

(Course description under development.) The advanced fundamentals of positioning and radiology terminology will be covered, along with proper care and manipulation of radiology equipment. See your advisor.

XRT 215 Principles of Radiographic Imaging III

2 credits (S)

Prerequisite: instructor's consent.

(Course description under development.) This course is designed so the radiology student understands the radiation exposure principles and how they related when performing exams on patients with different body structure and size. See your advisor.

XRT 220 Advanced Imaging Equipment

2 credits (F)

Prerequisite: instructor's consent.

(Course description under development.) This course is an introduction to computer technology and its role in medicine, with emphasis in the area of imaging. See your advisor.

XRT 230 Patient Care II

2 credits (S)

Prerequisite: instructor's consent.

(Course description under development.) This course is designed for the second year student and will cover in depth the responsibilities of the radiographer as related to his/her profession. The student will be able to assess and interact with the patient, their family, visitors, and the rest of the professional care team. See your advisor.

XRT 235 Radiation Biology and Protection

4 credits (F)

Prerequisite: instructor's consent.

(Course description under development.) This course is designed to educate the radiology student on the biological effects of radiation. See your advisor.

XRT 240 Clinical III

9 credits (Su)

Prerequisite: instructor's consent.

(Course description under development.) Students perform and demonstrate clinically, the knowledge gained in corresponding courses of curriculum. The opportunity to perform as a practicing radiographer is provided. See your advisor.

XRT 241 Clinical IV

6 credits (F)

Prerequisite: instructor's consent.

(Course description under development.) Students perform and demonstrate clinically, the knowledge gained in corresponding courses of curriculum. The opportunity to perform as a practicing radiographer is provided. See your advisor.

XRT 242 Clinical V

8 credits (S)

Prerequisite: instructor's consent.

(Course description under development.) Students perform and demonstrate clinically, the knowledge gained in corresponding courses of curriculum. The opportunity to perform as a practicing radiographer is provided. See your advisor.

XRT 270 Registry Review

2 credits (S)

Prerequisite: instructor's consent.

(Course description under development.) Entire course review so student is prepared for the American Registry of Radiology Technologists exam. See your advisor.



The Continuing Education Center

*Kathy Hughes, Associate Dean of Continuing Education
Blake Hall / Student Center Administration Building
Room BH/SCA 105 - (406) 756-3832*

*Andrea Huisentruit, Program Assistant
Lincoln County Campus - Libby, MT
225 Commerce Way
(406) 293-2721 ext. 235*

The Continuing Education Center is committed to providing quality lifelong learning opportunities for anyone seeking personal growth, enrichment, and enhanced employment skills. Our programs and activities are offered to everyone, regardless of educational level.

Continuing Education is one of the three mainstays of a comprehensive community college, along with college transfer studies and occupational education.

The Continuing Education Center serves students in ways that are not always possible through the structure of regular college credit classes. Public lectures, workforce training, adult non-credit classes, workshops and special programs for business people, senior citizens and young people are among the lifelong learning opportunities provided by the Center.

Continuing Education is financed largely by student fees and also by the adult education mill levy which covers some administrative costs. Program planning, instructor selection, advertising, registration and program evaluation are all in one area to allow more flexibility in working with the variety of students served. Registration may be handled by mail, fax, phone or in person.

Workforce Training Programs

Professional Development Workshops

Seminars and workshops on a variety of topics are offered for professional growth. Topics may include Effective Communication Techniques, Time Management, Collective Bargaining Negotiations, Understanding Your Financial Statements, Employment Law, Customer Centered Selling, Serving Safe Food, Spreadsheets, Database, and more.

Contract Training

With over 30 years experience serving clients in the Flathead Valley, FVCC's Continuing Education Center and Workforce Training Services provide organizations with quality, customized training. FVCC trainers provide a unique blend of skills including front-line business experience, academic credentials and proven training talent. Seminars tailored to meet specific staff development needs are available for area businesses and agencies in both Flathead and Lincoln Counties.

Continuing Education Units

Continuing Education offers classes and workshops providing continuing education units (CEU'S), continuing professional education units (CPE'S), continuing legal education units (CLE'S) and other continuing education acknowledgement.

Professional Development Hours (PDH's) are provided for surveyors and post certification credits for law enforcement personnel.

SUPERHOST!

Through a contract with Travel Montana, Montana Department of Commerce, FVCC's Continuing Education Center coordinates Montana's Superhost! customer service seminars statewide. Travel Montana Superhost! provides affordable, fast-paced, motivational customer service training to tourism-related businesses and organizations across Montana.



Non-Credit Classes

Non-credit classes and activities draw upon the wealth of instructors and resource people available throughout the area. The following are samples of what may be offered:

Animals

Birdwatching

Students discover where to find and how to identify 125 common bird species found in the Flathead Valley.

Recreational Horse Packing

This course covers horse packing on the Decker pack saddle with emphasis on the traditional style of Manty Packing. Also included are stock management, wilderness ethics, and no trace camping.

Horse Driving

Students take a trip into the past with a relaxing horse and buggy ride in this hands-on course that covers the basics of horses and driving, from single light horse and pony to draft teams.

Astronomy

Our Amazing Universe-From the Solar System to the Big Bang

Constellations and observing deep sky objects and planets are included.

Arts and Crafts

ABC's of Calligraphy

Italic script letter forms and alphabet are taught in this beginning calligraphy class.

Hand Quilting

Selection of fabrics, piecing and quilting are covered.

Basic Upholstery

Course includes an introduction to basic upholstery terminology and techniques that can be applied to most home projects.

Oil Painting

Course covers selection and mix of the best colors and how to cover the canvas quickly.

Photography

Students learn how to express themselves artistically and precisely through photo prints and/or color slides.

Business

FISH!®

This is a high-energy customer service program based on the principles of Playing, Making Their Day, Being There and Choosing Your Attitude.

Want a Better Letter?

From composition to proofing to formatting, students learn how to compose a letter that is easy to read, gets to the point, and provides a favorable first impression.

What Matters Most®

From Franklin Covey, this time management and life leadership program uses the Franklin Planner and key concepts to address the topics of control, prioritizing, planning and goal setting.

ServSafe® Basics or Certification

This nationally acclaimed program covers how to safeguard a business and its customers through safe food handling.

Customer Centered Selling

Customers go through a predictable pattern when making a buying decision. Students learn more about that process to make sales relationships more effective.

Train the Trainer

Students will find out how to deliver a training program so interesting and effective that even a person wishing they were somewhere else will find it exciting. Explores the top training tools for seminar, class and in-service instructors.

Interviewing: More Than a Gut Feeling

This workshop covers how to be more effective when you conduct a hiring interview, how to predict future job performance and how to hire people who will truly be successful at their jobs.

Conflict In the Workplace

This course is survival training for those who encounter indecisive, hostile, or aggressive people at work. Includes tools to understand the causes and remedies of defensiveness, resolve conflict and defuse anger, be assertive without being aggressive, and build alliances.

Understanding Your Financial Statements

A background in understanding financial information improves performance. Students acquire a better understanding of financial data and how to apply it to daily "on the job" decision making. Business owners, managers or employees benefit from this seminar.

Change is Great . . . You Go First

Today's leaders must know how to move their organizations beyond what they already know and into the realm of innovating thinking. Includes how to plan for change, strategize and capitalize.



Computers

MOUS Certification

The Microsoft Office User Specialist (MOUS®) program is the ONLY Microsoft approved certification program — and it is globally recognized as the standard for demonstrating software skills with the Microsoft Office® suite (Microsoft Word®, Microsoft Excel®, Microsoft PowerPoint®, Microsoft Access® and Microsoft Outlook®).

Adobe® Photoshop

Course covers the tools and techniques for photo manipulation, design and graphic integration.

Digital Cameras

Students learn how to use a digital camera and camera software: how to take the best photos then download, manipulate, print and/or send them on the Internet.

Savvy Seniors

This class is a great beginning computer class with lots of hands-on assistance to include operating systems, word processing, the Internet and e-mail.

QuickBooks®

Includes a complete overview of QuickBooks. Students learn the shortcuts of moving about in QuickBooks, setting up a business, chart of accounts, accounts receivable and accounts payable.

Computers! You Can Do It

This course is designed for those with little or no prior computer experience. Word processing, spreadsheets, windows and discussion of current computer topics are covered in a simple and enjoyable manner in this introductory look at the capabilities of a computer.

Internet Research

Students learn how to narrow the search, ask the right questions, get homework or a project done and generally navigate through millions of sites full of information.

Dance

Western Two-Step

This beginning dance class teaches participants to two-step with confidence.

Traditional Jitterbug

Beginners become more assured and comfortable on the dance floor in this introductory course.

Tap

Tap techniques and combinations are studied. Class includes lots of movement and is almost aerobic.

Waltz

There is a mixture of both ballroom and western styles in this class that teaches students to feel at ease on the dance floor.

Irish Ceili Dance

Ceili (pronounced kay-lee) is the social dancing of Ireland. Requires no previous dance experience, no special shoes and no partner.

English

Authors: Here Are the Way Professionals Sell Their Books

This hard-hitting, one-day workshop focuses on the marketing aspects of selling a book.

You Can Be a Travel Writer!

This one-day intensive workshop shows exactly the way successful travel writers sell their articles to national publications.

Get Published Now: How to Write and Sell Magazine Articles

This course is appropriate for beginning writers seeking to gain the tools and information needed to write and sell articles.

Journal to the Self – Reflective Writing Workshop

The journal is the ultimate tool for self-exploration. It is a healthy activity that helps students record meaningful insights, find creative solutions, nourish self-acceptance and clarify future goals.

Writing the First Novel

Students identify obstacles and eliminate them. Establishing intimacy with the characters and drafting an outline included. Focus is on plot, structure, point of view, sense of place and voice.

Handwriting Analysis

Students apply principles of Graphoanalysis to their own hand writing as personality traits are explored by the class.

Finance

Real Life Investing

This class covers principles of investing including compound interest, stocks, bonds, mutual funds and retirement plans.

Basic Stock Selection Guide

Investing the NAIC way using the Stock Selection Guide will be shown.

Looking Towards a Financial Future

Investment concepts and terminology are covered. Special emphasis is on stocks, bonds, and mutual funds.



Fishing

Fly Tying

This class is an introduction to fly tying, including discussion of tools and materials. Classes cover wet flies, dry flies, nymphs and streamers.

Fly Casting Techniques

Students explore the fine points of basic casting. The grip, wrist snap, and loop control are included.

Fitness and Recreation

Sea Kayaking

The fundamentals of kayaking strokes, techniques, and safety precautions are shown.

Tai Chi

This is an entry-level course in the graceful Chinese art of moving meditation. Students are introduced to the Yang style of Tai Chi through warm up exercises and form practice. Focus is on health and relaxation aspects.

Basic Massage

Course includes valuable knowledge on how to relieve muscular aches and tensions and reduce stress. Instructed by a professional massage therapist, this class teaches how to give and receive relaxing massages to head, neck and shoulders, arms and hands, feet, legs and back.

Open Water Scuba Certification

Students are given instruction on how to become a safe, PADI certified, open water scuba diver.

Using the GPS Receiver for Navigation

Students are shown how to use Geographic Position System (GPS) technology to establish travel routes in remote terrain.

Home and Garden

Introduction to Bonsai

The ancient oriental art of bonsai, an art form combining horticultural and artistic skills to create a living artwork, is covered in this introductory course.

First Time Homebuyers

Course includes the advantages and disadvantages of home ownership and how to overcome the most common hurdles to achieve your dream.

Introduction to Local Medicinal Plants

Identification of medicinal plants and discussion of their medicinal values are covered.

Feng Shui For Your Garden

Ancient Feng Shui's principles to gardens and landscape are discussed.

Language

Conversational Spanish

Learning another language is fun with lots of social interaction. Course covers speaking and understanding conversational Spanish vocabulary.

Latin for Beginners

Latin is one of the "mother tongues" of English. This course provides an excellent grounding in the grammar, syntax and vocabulary of English.

Conversational French

This course is an introduction to reading, writing and speaking French for the beginner as well as those who are more advanced.

Conversational German

This course is an introduction to the German language with emphasis on pronunciation for the beginner as well as those who are more advanced.

Music

Introduction to Bagpiping

Course includes reading music, the scale, grace notes and playing tunes on a practice chanter.

Intermediate Bagpiping

Advanced instruction challenges students to more intricate music and competitive abilities.

Instant Blues & Boogie Piano

This hands-on workshop introduces beginners and experts alike to the uniquely American piano form known as the blues. It sets the stage for learning many different styles including rock, gospel, jazz, boogie-woogie, and improvising techniques.

Instant Piano for Hopelessly Busy People

This course teaches the chords needed to play any song in just one session and how to create songs from sheet music.

Advanced Instant Piano

Students learn how to find areas in songs that can be varied, expanded or embellished.



Special Programs

Kids College

Kids College is lots of fun! Hands-on activities encourage children to explore, discover and learn by actually doing. The teaching staff provides extraordinary learning opportunities that stimulate creative minds, build healthy bodies and challenge adventurous souls.

Expanding Your Horizons

An annual half-day conference targeting young women in grades 6-12 to introduce them to career opportunities primarily in math and science-related fields. Women professionals, now working in these fields, conduct small group workshops for students.

Community Lectures

Lectures and seminars on current cultural, political and economic topics are offered during the year to the community.

Educational Excursions

Participants explore Montana's own backyard or travel to far away places. Educational Excursions are exciting opportunities for adults to participate in programs led by quality instructors with creative itineraries.

Elderhostel

Elderhostel is a week-long, residential learning experience for people age 55 and older. Flathead Valley Community College and Lincoln County Campus participate in this national program with "supersite" status offering twenty or more programs a year. Participants can take college level classes while staying at The Big Mountain Ski Resort, Glacier Park Lodges, or The Glacier Institute's Big Creek Outdoor Education Center. Commuter status is also available with participants attending classes and daytime activities.

Leadership Flathead

In cooperation with the Kalispell Area Chamber of Commerce, the Continuing Education Center assists with a year-long training program for leaders in the Flathead. Program goals include: identifying and motivating emerging leaders; acquainting those emerging leaders with current leaders and community issues; and offering training which enables leaders to maximize their contribution to the community.

Montana Motorcycle Rider Safety Program

In cooperation with Montana State University Northern, Motorcycle Rider Safety classes are offered at FVCC. Students may contact 1-800-922-BIKE for more information.

Renewal Units for Educators

Special workshops of interest to educators are offered with approval from the Office of Public Instruction for certification renewal.

FREE

In cooperation with North Valley Hospital, outdoor education programs are offered for people living beyond cancer.

Shakespeare in the Park

The Center cosponsors Shakespeare in the Park each summer with the Bigfork Players.

Tuition Waivers and Refunds

Adults age 62 or older receive a \$5 discount on any non-credit class that has a regular fee of \$20 or more. A \$4 service charge is included in the total fee for Continuing Education programs.

If the Continuing Education Center cancels a class or workshop in which a student has enrolled, the student will receive a full refund including all fees. The College reserves the right to cancel any class with an insufficient enrollment.

Students unable to attend a non-credit Continuing Education class or workshop for which they have registered, must notify the Center and officially withdraw.

Refund Schedule

1. Classes and workshops

Seven or more days prior to the start date —
100% refund
Less than seven days prior to the start date —
50% refund or 100% credit
After first class — 50% credit
After second class — no refund or credit.

2. Special Programs — Some programs, due to requirements for early commitments of funds or other special circumstances, will have refund procedures particular to those programs. These will be noted with the class description in the schedule.



Glacier Institute

Home to the legendary gray wolf and the largest grizzly population in the lower 48 states, the Crown of the Continent Ecosystem includes Glacier Park, the adjoining Bob Marshall Wilderness Complex, National Forest, and state, tribal and private lands. This vast 2.5 million-acre wilderness offers a wide variety of habitats and rich cultural resources which provide an unparalleled learning environment.

Recognizing a need for the knowledge and decision-making skills critical to the long-term sustainability of this ecosystem, The Glacier Institute was founded in 1983. A private, nonprofit organization, the Institute provides education and interpretation of the region's cultural and natural resources while increasing public awareness of ecosystem management and sustainability issues.

Courses offered by The Glacier Institute:

The Hunters and the Hunted

Don't miss this rare chance to spend a weekend with the predators of the North Fork Valley. Let the wolf, coyote, and cougar be your teacher as we travel on snowshoes to track their movements through the snow. We will search for clues left behind in the bones and fur of prey carcasses to determine the cause of death, so we can better understand the relationship between predator and prey. Participants should be in good physical condition.

Glacier's Grizzlies

The wild and rugged backcountry of Glacier and Waterton parks forms a large block of secure grizzly habitat. Here, throughout the summer, grizzly bears make their way into the higher elevations, feeding on succulent plants and berries and digging for ground squirrels. We'll experience the lifestyle of both grizzlies and black bears during our two days together as we visit their habitat, sample their foods, and learn about their behavior from the signs they leave behind. We'll also explore the complex relationship between humans and bears and the controversy that often arises when our habitats overlap.

Blackfeet Culture and Tradition

Blackfeet Tribal member Darrell Norman will welcome a limited number of students into his home where they will eat traditional Blackfeet food and sleep in tipis. Norman, who is an accomplished artist and storyteller, will introduce students to blackfeet history and culture from their genesis to contemporary life. Field trips to the Two Medicine Buffalo Jump, the Museum of the Plains Indian, and Chief Mountain will highlight the weekend.

Wolves of the North Fork Valley

Fourteen years ago the Magic Pack made its way from Canada to re-colonize the North Fork Valley. Since then, researchers in the North Fork have been providing fascinating insight into the lives of the wolves. Examine the life histories and population dynamics of the packs as they have grown, split and dispersed in one of their few natural, refuges in the Lower 48. Through lecture and field study, we'll take an in-depth look at wolf biology and ecology, as well as the delicate balance between this predator's needs and the role of humans in their survival.

Wildlife in Glacier: Bull Trout to Big Horn Sheep

Glacier Park is home to an abundance of wild creatures, including wolverines, boreal toads, and white-tailed ptarmigan ... to name a few. Through lecture and field trips, we will learn about the habitats, survival needs and life histories of the multitude of animal who dwell in glacier's streams, forests, meadows and mountain tops.

Birds of Prey

Fall prey to the most powerful predators of the sky: raptors! From the massive golden eagle to the elusive goshawk, these birds of prey exhibit tremendous skill and precision. We will investigate the biology and conservation of Glacier's hawks, eagles, owls and falcons and examine the trends in recent population fluctuations.

Butterflies At Home and Afield

Butterflies! Observe these beautiful and delicate "flying flowers" at close range, through binoculars or camera lens. Students will study species in the field, learn about butterfly tribes, flight patterns, field marks, and nectaring plants. Instruction will focus on basic scientific methods of keeping a field journal, net and release techniques, and observing and photographing butterflies. The role butterflies play in wild native landscapes, domestic gardens, and overall habitat health will be actively explored.



Archeology of Glacier National Park

There is a rich and significant record of human harvesting in the Crown of the Continent Ecosystem dating back to the last Ice Age 10,000 years ago. Through examination of artifacts and field visits to various sites, we will explore the nature of historic occupants, their relationships to the land, their role as land managers, and the impact their displacement has had on the ecosystem. Based out of St. Mary.

Ungulates on the Range: Glacier's Hoofed Mammals

Historically, nine species of hoofed mammals have inhabited Glacier's mountain-prairie interface. Discover how six species that remain today, including mule deer, white tailed deer, elk, moose, bighorn sheep, and mountain goats have adapted to survive on the park's east side. We will discuss life histories and ecology of these ungulates, using the Many Glacier Valley as our classroom to view them leaving their winter ranges.

Geology of Glacier: A walk through Earth's History

Take a journey back in time through Glacier's breathtaking geologic history. The awesome forces of nature that carved Glacier's ancient rock will be uncovered during three full days of excursions into Glacier's high country. Whether you are a layman or an avid geomorphology enthusiast, you will come away with an understanding of the sedimentation and glaciation that created Glacier's dramatic landscape. We will also see how moving and melting glaciers, erosion, and other present geologic forces continue to shape the landscape of Glacier National Park.

Academic Credit

Credits are based on the semester system and may apply toward teacher re-certification in Montana. Consult your school district and the State of Office of Public Instruction for verification.

Flathead Valley Community College: The classes listed include optional FVCC lower division credit. For those wishing credit, a registration fee, payable on arrival, is required in addition to the course fee. Minimum age is 16.

In addition to the courses listed, The Glacier Institute also offers:

University of Montana:

U of M classes offer optional semester credit. In some cases, graduate credit may apply. For those wishing credit, a registration fee, payable on arrival, is required in addition to the course fee. Minimum age is 16.

OPI Renewal Units:

Many courses are available for renewal units through the State Office of Public Instruction. Contact the Institute for details.

Non-credit courses:

These courses are offered for personal enrichment.



The GLACIER INSTITUTE
Educating Today For A Sustainable Tomorrow

***For a complete catalog
or more information contact:***

***The Glacier Institute
P.O. Box 7457
Kalispell, MT 59904
406/755-1211
e-mail: glacinst@digisys.net
www.glacierinstitute.org***



Boards, Personnel, Advisory Committees

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Administration, Staff and Full-time Faculty

Flathead County Campus

Ruth Ackroyd, CFRE

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B.S.W., Southern Connecticut State University

Janice Alexander

Chemistry Instructor
Chairperson, Math/Science Division
Ph.D., University of Virginia
B.S., Michigan State University

Sheila Applekamp

Assistant II, Human Resources
A.B., Northern Michigan University

Coleen Baars

Coordinator, Budgeting Services
A.A., A.A.S., Flathead Valley Community College

Michelle Baker

Accounts Technician (Payables)
B.S., University of Montana

Deb Barrett

Assistant I, Human Resources

Robert C. Beall

Forest Technology Instructor
Ph.D., M.S., University of Montana
B.S., University of Michigan

Brian Bechtold

English Instructor
Chairperson, Humanities Division
M.A., B.A., University of Montana

Eleanor Bell

Custodial Helper

Carole Bergin

English/Humanities Instructor
M.A., Clark University
B.A., Worcester State College

Paula J. Betthausen

Secretary, Student Services

Lisa Bloom

Assistant, Instructional Media Services

Bill Bond

Director, Management Information Systems
M.S., Utah State University
B.A., Adams State College

Joseph Bortz

Natural Resources Instructor
M.S., B.S., University of Montana
B.S., Montana State University

Kathleen Brown

Counselor, ARC
M.S., B.S., Montana State University at Billings

Gwen Burtch

Secretary, Financial Aid
B.S., Florida State University

Joy Carson

Administrative Assistant, Learning Center

Nora Christensen

Custodian II

Ronnie Cobbett, CPA

Accounting/Business Instructor
M.B.A., St. John's University
B.B.A., City University of New York

Malinda C. Crawford

Coordinator, Instructional Media Services
A.S., Flathead Valley Community College

Karen Darrow

Coordinator, Student Placement /
Business Internships
B.A., University of Montana
M.A., Gonzaga University

Elaine Davis

Counselor, Disabilities Services / ARC
M.A., B.A., Adams State College

Gregg Davis

Economics Instructor
Chairperson, Social Science Division
Ph.D., West Virginia University
M.A., B.A., University of Montana

Susan Dennis

Gifts Officer/Development Associate
M.Ed., Lesley College
B.S., George Mason University



Joseph L. Dickinson
Custodian II

Dave Dorsett
Surveying Instructor
B.A., University of Montana
B.S., University of Oklahoma

Tom Dyer
Supervisor, Custodial Services

Jackie Erickson
Bookstore Assistant

David Evans
Maintenance Worker II

Michael Evans
Assistant, Instructional Media Services
B.F.A., University of Utah
A.A.S., Utah Technical College

Cathy Fabel
Secretary/Receptionist, Career Center
A.S., Montana State University

Lynn Farris
TRIO Director
M.Ed., Oregon State University
M.S.S.Ed., Eastern Montana College
B.S., University of Montana

James V. Flaherty
Art Instructor
M.F.A., Alfred University
B.F.A., Kansas City Art University

Kari S. Gabriel, APR
Public Information Officer
M.Ed., Lesley College
B.S., Northern State University

Lori Gibson
Accounts Technician, Bookstore
B.S., Montana State University

Margaret Girkins
Director, Adult Basic Education
M.A., Western Kentucky University
B.S., Ohio State University

Connee Greig
Receptionist/Registration Assistant
Continuing Education
A.A., A.A.S., Flathead Valley Community College

Sharon Hall
Assistant Coordinator, Admissions and Records
A.A., A.A.S., Flathead Valley Community College

Rick Halverson
Human Services Instructor
M.Ed., Western Montana College
B.A., Carroll College
Licensed Clinical Professional Counselor

Nancy Hanchett
Coordinator, Work Study and Veterans' Affairs

Brenda Hanson
Transfer Advisor, ARC
M.A., University of Phoenix
B.A., University of Montana

Rob Harper
Student Recruiter/Admissions Representative
B.A., Hampden-Sydney College

Pam Herring
Administrative Assistant, Business Services

Charlene Herron
Paraprofessional Career Counselor
B.A.S., Montana State University - Billings
A.A., A.A.S., Flathead Valley Community College

Donald Hickethier
Mathematics Instructor
M.S., Oregon State University
B.S., Montana College of Mineral Science & Technology

Faith Hodges
Director, Institutional Research and Planning
M.B.A., B.S., University of Montana
A.A.S., Flathead Valley Community College

Sandra Hough
Secretary/Receptionist, Learning Center
A.A.S., Flathead Valley Community College

Kathy Hughes
Associate Dean, Continuing Education
M.Ed., North Texas State University
B.A., Southern Methodist University

Lowell Jaeger
English Instructor
M.A., M.F.A., University of Iowa
B.S., Northern Arizona University



Thomas Jay
Business Administration/
Management Instructor
M.A., B.A., Northern Arizona University

Mary Lynn Jordt
Assistant Director, Upward Bound
M.S.W., Walla Walla College
B.A., University of Montana
A.A., Flathead Valley Community College

Sue Justis
Medical Biology Instructor
Ph.D., Miami University
M.S., Miami University
B.A., Ottawa University

Christine Kabler
English Instructor
M.F.A., University of Montana
B.A., Mount Holyoke College

Jane A. Karas
College President
Ph.D., Heller School, Brandeis University
B.A., Wellesley College

Susan Kelly
Secretary, Educational Services

Connie Keltner
Clerk, Copy & Mail Room
A.A.S., Flathead Valley Community College

R. Joe Legate
Speech/Drama Instructor
M.F.A., University of Southern Mississippi
M.A., B.S.E., Arkansas State University

Ivan J. Lorentzen
Psychology Instructor
M.A., University of Montana
M.S., B.S., Montana State University

Jerry Lundgren
Psychology/Human Services Instructor
M.A., Texas Tech University
B.A., University of Montana
A.A., Flathead Valley Community College
Licensed Clinical Professional Counselor

Rene Lynch
Instructional/Tutorial Assistant, Computer Lab
A.A.S., Flathead Valley Community College

Phil MacGregor
Computer Applications/Accounting Instructor
Chairperson, Business/Technology Division
M.S., B.S., University of North Dakota

Paul Martino
Chemistry Instructor
Ph.D., University of Virginia
B.S., Shepherd College

Mike McGarvey
School Coordinator, Upward Bound
B.S. Montana State University

Mike McLean
School Coordinator, Upward Bound
B.A., Rowan University

Deb Miller
Sociology Instructor
Ph.D., M.A., B.A., Kent State University

C. Jonathan Moses
History/Political Science Instructor
Ph.D., University of Washington
M.A., San Jose State University
B.A., Seattle Pacific University

Laurie Murphy
Web Technology/CISCO Certification Instructor
M.B.A., University of St. Thomas
B.S., University of Wyoming
CCNA - Certified Cisco Network Associate
CCAI - Certified Cisco Academy Instructor

Michael J. Ober
Librarian
M.L.S., University of Denver
M.A., B.A., University of Montana

Janaya Okerlund
Graphics Technician

Jeanette Oliver
Biology Instructor
Ph.D., M.S., B.S., Purdue University

Rick Owens
Systems Analyst - Systems Operations

Jennifer Petry
Campus Receptionist

Sinda M. Puryer
Technician II, Library
A.A., Flathead Valley Community College



Sharon Randolph

Coordinator, Student Development
M.S.W., University of Minnesota
B.S., Bemidji State University

John Rawlings

Art Instructor
B.Ed., Torrens College
M.F.A., University of Guanajuato

Gerda Reeb

Coordinator, Native American/Multicultural Affairs
Ph.D., M.A., University of Oregon
B.A., University of Stuttgart, Germany

P.J. Rismon-Beckley

Director, Human Resources
B.A., University of Montana

John (Jack) Roark

Director, Maintenance Services
B.S., Northern Montana College

Leslie Rogers

Coordinator, Continuing Education

Bill Roope

Director, NW Montana Regional
 Tech-Prep Consortium
M.Ed., University of Louisville
B.A., Adams State College

Jeri Mae Rowley

Hospitality Management/Business Instructor
M.S.S., Utah State University
B.S., University of Idaho

Brenda Rudolph

Office Technology/Business Instructor
M.B.A., University of Montana
B.A., University of Northern Colorado

Menford (Bud) Sather

Instructional/Tutorial Assistant; Math Lab
B.S., Northern Montana College

Cherlene Schara

Accounts Technician (Receivables)

Richard H. Schaus

Physics/Geophysics/Mathematics Instructor
M.S., Naval Postgraduate School
B.S., University of Michigan

David Scott

Education Instructor
Ed.D., University of Montana
M.Div., Garrett Theological Sem.
B.A., University of Alabama

Melanie Settle

Secretary, Educational Services

Judy Sheafer

Receptionist/Clerk, Financial Aid

Ron Sheets

Senior Systems Analyst - Data Communications

Carolyn Shriver

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George Shryock

Counselor
Ed.S., University of Montana
M.A., B.S., Idaho State University

Denise Shuman

Bookstore Manager
A.A., Butte Community College

Pete Skarstedt

Computer Science Instructor
B.S., California State University - Chico
A.A., College of San Mateo

Jodi Smith

Director, Workforce Training
M.Ed., Peabody College of Vanderbilt University
B.A., St. Olaf College

Linda Soper

Mathematics Instructor
M.S., Montana State University
B.S., Andrews University

Jim Soular

Instructional/Tutorial Assistant, Writing Lab
M.A., M.F.A., University of Montana
B.A., St. Cloud State University

Lorraine Springer

Technician, Admissions and Records

Lisa K. Stich

Vice President of Instruction and Student Services
M.S., Cardinal Stritch College
B.M.S., Emory University
B.A., Ripon College



Larry Stidmon
Custodian II
B.A., University of Montana

Marlene Stoltz
Coordinator, Admissions and Records

Debbie Struck
Secretary, Continuing Education

Roberta Sullivan
Vocational Retention Advisor
I/T Assistant, Reading Lab
M.Ed., B.S., University of Central Oklahoma

Colleen Wade
Technician II, Library
B.S., Regents College

Ronald (Pete) Wade
Math/Biology Instructor
M.A., B.A., University of Montana
M.A., Princeton University

Pam Walker
Clerk, Copy & Mail Room

Karla West
Medical Assistant Program Instructor
M.S., Montana State University
B.A., Concordia College

Bonnie Whitehouse
Director, Financial Aid
M.A., B.S., Michigan State University

Margie Williams
Assistant Director, Financial Aid
M.P.A., Montana State University
B.A., Washington College

K. C. Zwisler
Program Director, Continuing Education
B.S., University of Utah

Lincoln County Campus

Dorothy Hintz
Director of Instruction and Student Services
English/Humanities Instructor
M.A., University of Montana
M.S., B.S., Indiana University

Andrea Huisenruit
Program Assistant III, Community Education LCC
A.A., Flathead Valley Community College

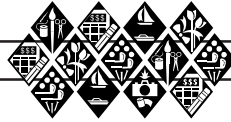
Debbie Huisenruit
Coordinator, LCC Student Services
M.H.S., University of Great Falls
B.S., College of Great Falls
A.A., Flathead Valley Community College

Connie Malyevac
Instructional/Tutorial Assistant
B.A., Gonzaga University

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 Frank Garner – Kalispell Police Department
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 Clancy King – Montana Highway Patrol
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Mike Cummins – Flathead Valley Chemical
 Dependency Program
 John Gardner - Office of Public Assistance
 Mary Harris – Job Service
 Randy Kenyon – Opportunity Inc.
 Randy Moddrell – Summit Independent Living Program
 Doug Nelson

Linda Shearer, BSW – Immanuel Lutheran Home
 Vona Sundberg – Vocational Rehabilitation
 Sherry Stevens-Wulf – United Way
 Judy Yeats – Office of Public Assistance

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 Steve Caudill – Diesel Shop
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 Scott Copeland – Hanson Trucking
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 Peter Crites – Big Mountain
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 Jeff Denton - NUPAC
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Human Services

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 Mary Harris – Job Service
 Randy Kenyon – Opportunity Inc.
 Randy Moddrell – Summit Independent Living Program
 Doug Nelson
 Linda Shearer, BSW – Immanuel Lutheran Home
 Vona Sundberg – Vocational Rehabilitation
 Sherry Stevens-Wulf – United Way
 Judy Yeats – Office of Public Assistance

Medical Assistant

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 Terri Benedict – Kalispell Regional Medical Center
 Pat Brown – Medical Office Management Services
 Craig Harrison, MD – Kalispell Gastroenterology
 Sue Justis, PH. D. – Flathead Valley Community College
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 Terry Peterson – Kalispell Regional Medical Center
 Karla West – Flathead Valley Community College
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 Caroline Woods, CMA – Flathead Valley Community College

Medical Transcription

Coni Barnes – FVCC Student
 Gaylene Birkey – Flathead Travel
 Keith Fowler – Flathead Valley Community College
 Richard Griffin – Stream International
 Cindy Jones – Flathead High School
 Brenda Rudolph – Flathead Valley Community College
 Michael Torres – Merlyn Communications

Professional Goldsmithing

Tony Asa – Local Goldsmith
 Damian Flaherty – Fast Fix (Portland, OR)
 Jim Flaherty – Flathead Valley Community College
 Ben Fredenbery – (Great Falls)
 Gerry Hagen – Riddles Jewelry (Great Falls)
 Tom Jay – Flathead Valley Community College
 James Kehoe – Kehoe's Agate Shop
 Aric King – Aric King Goldsmiths
 Murphy McMahon – Murphy McMahon & Co.
 Bill Sargeant – Sargeant's Jewelry
 Walter Teats – American Goldwork (Great Falls)

Web Technology

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 Gary Bruce – President, CyberPort Montana
 Seth Schnebel – Technical Director, Wellspring Studios
 Pete Thomas – Creative Director, Wellspring Studios
 Gary Riecke – Owner, Bayside Gallery
 Kyle Dennis – Site Designer, CenturyTel
 Dan Fey – School-to-Work Coordinator, Flathead High School
 Daryl Blasing – Student, FVCC
 Marsh Larimore – Student, FVCC

Paramedicine

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 Marv Berg
 Randy Brodehl – Kalispell Fire Department
 Vern Childers – Bigfork Fire Department
 Ken Cox – Evergreen Fire Department
 Rod Dresback – West Valley Fire Department
 Randy Feller – Smith Valley Fire Department
 Bill Glaspey – Department of National Resources and Conservation
 Jay Golladay – Helena College of Technology
 Rick Hagen – Badrock Fire Department
 Bob Kienas – Somers-Lakeside Fire Department
 Chris Kukulski – Kalispell City Manager
 Tom Lindell – Creston Fire Department
 Tom Maloney – Polson Fire Department
 Steve McCoy
 Tech Mower – Kalispell Fire Department
 Terry Phillips – State Fire Marshall's Office
 Dave Sipe – Whitefish Fire Department
 Tim Soule – Flathead Valley Community College
 Roger Stevens – South Kalispell Fire Department
 Butch Weedon – Montana State University

Surveying

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 Joseph L. Kauffman, PLS – Vice President
 Jamie M. Reed, LSI – Secretary



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