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Visit us on the Internet.

For a world of information about
Flathead Valley Community College,
visit our home page on the
World Wide Web:
www.fvcc.edu

FVCC reserves the right to change its policies and fees, and revise curricula in this catalog at any time during the period this publication is in effect. For the most current revisions, visit our web site at: www.fvcc.edu.

This catalog is published by Flathead Valley Community College as a guide for students, faculty and others. Students are expected to be familiar with the college regulations and information which are set forth in this publication. This catalog is effective beginning Fall 2004. Each student is entitled to one copy of this catalog.

FVCC reserves the right to change its policies and fees, and revise curricula in this catalog at any time during the period this publication is in effect. For the most current revisions, visit our website at: www.fvcc.edu. For further information write to: Admissions and Records Office, Flathead Valley Community College, 777 Grandview Drive, Kalispell, MT 59901.

Accommodations for persons with disabilities can be provided upon request by calling (406) 756-3881. Any qualified student with a disability who believes that an auxiliary aid is necessary for participation in any course activity or degree program is strongly urged to indicate a need for services to the Advocate for Students with Disabilities a minimum of six weeks prior to the beginning of the academic semester. This will provide sufficient time to assess student need and obtain any necessary auxiliary aid. If you have any questions, please call (406) 756-3881 (voice or TTY).

Flathead Valley Community College does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to: Vice President of Educational Services, Blake Hall, Rm. 136, 777 Grandview Drive, Kalispell, MT 59901, (406) 756-3894; or the Montana Human Rights Commission, 1236 Sixth Avenue, P.O. Box 1728, Helena, MT 59624, (406) 444-2884 / 1-800-542-0807.

Fall Semester 2004

August 6**	(F)	New Student Orientation/ Registration for Fall Semester 2004 (Session I)
August 13	(F)	Fall Semester Tuition Due for Early Registered Students
August 18**	(W)	New Student Orientation/ Registration for Fall Semester 2004 (Session II)
August 19**	(Th)	Student Schedule Changes- Fall Semester 2004 (Early Registered Students Only)
August 26	(Th)	Faculty/Staff In-service (College Closed)
August 27	(F)	Faculty In-service (College Open)
August 30, 31	(M, T) ...	Registration/Advising for Fall Semester 2004 (New and Returning Students) Online Registration Available with Limited Student Access - www.fvcc.edu
September 1	(W)	First Day of Class
September 6	(M)	Labor Day Holiday (College Closed)
September 7	(T)	Last Day to Register Without Instructor's Permission
September 15*	(W)	Last Day to Return Textbooks for a Full Refund at the Bookstore
September 22	(W)	Last Day to Register or Add New Classes
September 23	(Th)	Last Day to Drop & Receive a Partial Refund (Full Semester Classes)
October 11	(M)	Columbus Day (Classes will meet)
November 8	(M)	Last Day to Drop Full Semester Classes
November 11	(Th)	Veterans' Day (Classes will meet)
November 25, 26	(Th, F) ..	Thanksgiving Holiday (College Closed)
December 1	(W)	Early Registration for Spring Semester 2005 (Sophomore Students Only)
December 1-Jan.11	Online Registration for Spring Semester 2005 (Limited Student Access)- www.fvcc.edu
December 2, 3	(Th, F) ..	Early Registration for Spring Semester 2005 (Returning Students Only)
December 6-20	Early Registration for Spring Semester 2005 (New and Returning Students)
December 13-22	Textbook Buy Back at the Bookstore
December 20	(M)	Last Day of Class
December 21, 22	(T, W) ...	Finals
December 22	(W)	Last Faculty Duty Day
Dec. 23-Jan. 2	College Closed
Dec. 23-Jan. 11	Semester Break
January 3	(M)	Grades Due

Spring Semester 2005

January 7	(F)	Spring Semester Tuition Due for Early Registered Students
January 7**	(F)	New Student Orientation
January 10, 11	(M, T) ...	Registration/Advising for Spring Semester 2005 (New and Returning Students)- Online Registration Available with Limited Student Access - www.fvcc.edu
January 12	(W)	First Day of Class
January 17	(M)	Martin Luther King Holiday (College Closed)
January 18	(T)	Last Day to Register Without Instructor's Permission
January 26*	(W)	Last Day to Return Textbooks for a Full Refund at the Bookstore
February 2	(W)	Last Day to Register or Add New Classes
February 3	(Th)	Last Day to Drop & Receive a Partial Refund (Full Semester Classes)
February 21	(M)	President's Day Holiday (College Closed)
March 17	(Th)	Graduation Applications Due
March 18	(F)	College In-Service (No Classes/Administrative Offices Open)
March 21-25**	(M -F) ...	Spring Break (No Classes/Administrative Offices Open)
March 29**	(T)	Last Day to Drop Full Semester Classes
April 12-May 10	Early Registration for Summer Semester 2005 (New and Returning Students)
April 12-June 3	Online Registration for Summer Semester 2005 (Limited Student Access)- www.fvcc.edu
April 27	(W)	Early Registration for Fall Semester 2005 (Sophomore Students Only)
April 27-August 26**	Online Registration for Fall Semester 2005 (Limited Student Access)- www.fvcc.edu
April 28	(Th)	Advising for Summer and Fall Semester 2005 (No Classes/Administrative Offices Open)
April 28-May 10	Early Registration for Fall Semester 2005 (All Returning Students)
May 9-13	(M-F)	Textbook Buy Back at the Bookstore
May 10	(T)	Last Day of Class
May 11-13	(W-F)	Finals
May 13	(F)	Commencement
May 13	(F)	Last Faculty Duty Day
May 17	(T)	Grades Due

*Certain conditions must be met.

See the College Bookstore for further details.

**TENTATIVE: Dates subject to change.

Summer Semester 2005

April 12-May 10	Early Registration for Summer Semester 2005 (New and Returning Students)
April 12-June 3	Online Registration for Summer Semester 2005 (Limited Student Access)- www.fvcc.edu
April 27	(W)	Early Registration for Fall Semester 2005 (Sophomore Students Only)
April 27-August 26**	Online Registration for Fall Semester 2005 (Limited Student Access)- www.fvcc.edu
April 28	(Th)	Advising for Summer and Fall Semester 2005 (No Classes/Administrative Offices Open)
April 28-May 10	Early Registration for Fall Semester 2005 (Returning Students Only)
May 20	(F)	Summer Semester Tuition Due for Early Registered Students
May 25-June 3	Registration for Summer Semester 2005 (New and Returning Students)
May 30	(M)	Memorial Day Holiday (College Closed)
June 6	(M)	First Day of Class
June 10	(F)	Last Day to Register Without Instructor's Permission
June 10*	(F)	Last Day to Return Textbooks for a Full Refund at the Bookstore
June 24	(F)	Last Day to Register or Add New Classes
June 27	(M)	Last Day to Drop and Receive a Partial Refund (Full Semester Classes)
July 4	(M)	Fourth of July Holiday (College Closed)
July 18	(M)	Last Day to Drop Full Semester Classes
August 5**	(F)	New Student Orientation/Registration for Fall Semester 2005 (Session I)
August 10-12	(W-F)	Textbook Buy Back at the Bookstore
August 12	(F)	Last Day of Class
August 16	(T)	Grades Due
August 17**	(W)	New Student Orientation/Registration for Fall Semester 2005 (Session II)

*Certain conditions must be met.

See the College Bookstore for further details.

**TENTATIVE: Dates subject to change.

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 of Trustees 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, focused on student success and community needs.

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.

Goal #2

We will increase lifelong learning opportunities for our students and our community.

Goal #3

We will be responsive to the community's economic and workforce training needs.

Goal #4

We will promote programs and activities that enhance the cultural and social well-being of our students and communities.

Goal #5

We will foster a positive learning and working environment and provide support services for student success.

Strategic Initiatives

At FVCC, we will:

- Add value to students' lives;
- Provide meaningful learning experiences;
- Excel as a preferred community resource and regional resource;
- Increase resources to support continuous growth and improvement;
- Foster a climate that enhances the well-being and productivity of college employees;
- Continue to serve as an accountable steward of public funds and trust; and
- Maintain facilities and infrastructure to meet changing community needs.

Flathead Valley Community College History

In the 1960s, Flathead Valley residents recognized a need for post-secondary educational opportunities. 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 enacted by the 1965 Montana legislative assembly.

In 1983, the voters of Lincoln County agreed to create a community college service region of FVCC to serve the residents of Lincoln County. In 1984-85, the College partnered with the Glacier Institute program in Glacier National Park.

Following the successful bond election in 1988 to construct a new campus north of Kalispell on Highway 93, the Kalispell Campus of Flathead Valley Community College was dedicated in fall 1990. Receiving the Montana Chapter of the American Institute of Architects Award for Excellence, the college's campus then was comprised of four single-story buildings and housed on 77 scenic acres. Over the years, the buildings have kept up with the rapid advances in technology.

With the acquisition in 2001 of just over 48 acres adjacent to the Kalispell campus, the college became well positioned to meet the workforce development needs of the Flathead Valley. In May 2001, FVCC's Lincoln County Campus acquired the United States Forest Service building in Libby and moved to its new 27,400 square-foot facility. The facility was dedicated in January 2002 and is equipped for distance delivery of educational courses throughout its rural service region.

With the successful passage of a \$15.8 million bond election in December 2002, FVCC's Kalispell Campus plans to build three new buildings over the next several years.

Today, Flathead Valley Community College is a comprehensive community college, providing college transfer, occupational-technical and continuing education classes for residents of Northwestern Montana.

Accreditation

Flathead Valley Community College is accredited by the Northwest Commission on Colleges and Universities. 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. Members 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 policies 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-mil 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 (AA) and Associate of Science (AS) degrees are general transfer degrees. They signify that the student has completed a course of study equivalent to the first two years of a bachelor degree. These degrees do not officially include major or minor courses of study.

The Associate of Applied Science (AAS) 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 the institutions. Students can prepare for transfer to four-year colleges or universities and select from a variety of academic transfer programs; obtain two-year degrees in occupational programs; or register for non-credit, special interest courses. Instructional laboratories are well-equipped, and the Learning Center provides support services for 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 Eureka students. Classrooms in Lincoln County High School are linked to college courses offered at the Lincoln County Campus via Vision Net. Students converse with instructors and other students via two-way audio/video systems while viewing television monitors of the live classroom in Libby. Admission and registration processes are handled through the Lincoln County Campus.

An AAS degree may be earned in:

- Building Trades;
- Business Administration;
- Early Childhood Education;
- Human Services;
- Medical Assistant (AAMA Accreditation Pending);
- Office Technology - Medical Secretary; and
- Office Technology - Word Processing.

Coursework toward AA and AS 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 local high schools. Students may register at the high schools or at the LCC Administration Office in Libby.

Degree Completion Opportunities in the Flathead Valley

College students in the Flathead Valley have several opportunities to earn bachelor and master degrees upon graduating with their associate degree. Students can earn Associate of Arts or Associate of Science degrees at FVCC which prepare them to successfully transfer to any four-year college or university as a junior. For those interested in pursuing terminal vocational degrees, students can earn a variety of Associate of Applied Science degrees at FVCC. Students who earn their AAS degrees and choose to continue their education can easily apply their degrees toward Bachelor of Applied Science degrees. In partnership with several Montana universities, FVCC provides the setting for students to complete bachelor and master 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:

- **Master of Business Administration**
For more information, please contact Dr. Clyde Neu at clyde.neu@business.umt.edu or (406) 243-2097, or visit www.mba_macct.umt.edu.
- **Master of Arts in Counselor Education**
(Three-year cohort in Missoula)
For more information, please contact Dr. Darrell Stolle at stolle@selway.umt.edu or (406) 243-2291; or the Dept. of Educational Leadership and Counseling at edld@selway.umt.edu or (406) 243-5586.
- **Doctor of Education** (cohort in Missoula)
For more information, please contact Dr. Dean Sorenson at sorenson@selway.umt.edu or (406) 243-5610.
- **Master of Public Administration** (online degree)
For more information, please contact Dr. Jonathan Tompkins at tompkins@selway.umt.edu or (406) 243-5202, or visit www.umt.edu/polsci.
- **Library Media Endorsement** (online program)
For more information, please contact Michael Schulz at m_schulz@umwestern.edu or (406) 683-7492.
- **For online classes, please see**
<http://umtonline.umt.edu/>

Montana State University - Bozeman

In partnership with Montana State University, students may complete their entire nursing degree in the Flathead Valley, if accepted into the Kalispell clinical site.

- **Bachelor of Science in Nursing**
For more information, please contact Dr. Sue Justis at sjustis@fvcc.edu or (406) 756-3866.

Montana State University - Billings

In partnership with Montana State University - Billings, students may earn the following bachelor degrees online. For more information, please contact Cindi Goffena at cgoffena@msubillings.edu, call (406) 657-2240 or (800) 565-6782 x2240, or visit www.msubonline.org.

- **Bachelor of Science in Liberal Studies**
- **Bachelor of Arts in Communication**
- **Bachelor of Applied Science**
- **Bachelor of Science in Public Relations**
- **Master of Science in Public Relations**
- **Master of Health Administration**

University of Great Falls

In partnership with the University of Great Falls (UGF), students may earn the following bachelor degrees via TELECOM (combination of videotape, computer and telephone) on the FVCC Campus.

For more information on any of the UGF programs, please contact Jo-Ann Swanson, MFA, at (406) 756-8042 or jswanson@ugf.edu.

- **Business Administration**
- **Psychology**
- **Criminal Justice**
- **Paralegal Studies**
- **Elementary Education**
Faculty from UGF, FVCC and local professional educators provide regular live instruction to complete this degree in the Flathead Valley and endorsements in reading instruction and special education.
- **Master of Human Services Administration**
- **Master of Information Science**

Housing

Flathead Valley Community College does not offer 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 by calling (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 majestic 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.

The campus, built entirely on one level, provides maximum access for persons with disabilities throughout its facilities.

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

Blake Hall is the college's administration building. In addition to accessing information about FVCC and its many student services, students can register, pay fees, eat breakfast, lunch or a snack and purchase books. Student government and club offices are conveniently located between the cafeteria and bookstore.

Learning Resource Center (LRC) Building

Many support services are available to students 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 News* student newspaper office, Flathead Valley Community Theatre, Career Center, Job Placement Office, Academic Reinforcement Center (ARC), Upward Bound and Carl Perkins programs.

Library

Flathead Valley Community College's library is located in the Learning Resource Center. Our growing collection includes 26,000 volumes and 130 periodical subscriptions. The newly-equipped library features seating for over 110 in a variety of settings including individual study carrels, lounge seating and traditional study tables. A staff of three is available to assist students with their information needs.

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;
- Email and computer lab, quiet study rooms for group study;
- A non-circulating collection of college textbooks;
- Faculty reserves;
- A circulating video collection;
- Periodical online databases including INFOTRAC, SCIENCE SOURCE, NEWSBANK, and SIRSI;
- Montana periodicals index;
- An extensive USGS topographic map collection;
- Bibliographic instruction and tours in the use of the library for classes or groups; and
- Montana and Northwest city phone books and telefacsimile (Fax) service.

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 Friday. 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 center provides instructional materials and support services of non-print media required for instructional and training programs. The 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 Media Center is open from 8 a.m. - 8 p.m. Monday through Thursday, and 8 a.m. - 4:30 p.m. on Friday. Summer hours vary. The 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 as well as Internet courses. The building also houses classrooms and faculty offices for Business and Social Science programs.

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.

Kalispell Regional Medical Center

Kalispell Regional Medical Center houses classrooms, labs and faculty offices to support the Radiologic Technology, Surgical Technology and Paramedicine programs.

Lincoln County Campus

The Lincoln County Campus is located at 225 Commerce Way in Libby. The building houses the LCC administrative offices, numerous classrooms, bookstore, art lab, science lab and computer laboratories. The remodeled building 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 the 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 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 computer lab with eight workstations.

Admissions, Registration, Financial Aid

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Admissions

*Marlene Stoltz, Coordinator, Admissions and Records
Blake Hall / Student Center and 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. FVCC does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, gender or sexual orientation in the education programs and activities which it operates. The College encourages students to seek admission if its programs and services will meet their educational needs. The admissions process is based on self-selection, and students may enroll at any time throughout the year.

It's Easy to Enroll!

For non-degree students, a complete admission file consists of the following:

- A completed application for admissions form (due no later than the time of registration);
- Measles, mumps and rubella (MMR) immunization records for anyone born on or after January 1, 1957 **if taking six (6) or more credits a semester**; and
- Residency verification when required.

For degree students, a complete admission file includes:

- A completed application for admissions form with a \$15 application fee (due at the time of application);
- High School transcript, GED certificate or "Ability to Benefit" (take a placement test at the Learning Center for verification);
- Official copy of college transcripts;
- College placement scores ;
- MMR immunization records for anyone born on or after January 1, 1957; and
- Residency verification when required.

Selective program admission: FVCC has additional requirements for selective programs. To be considered for selective program admission, applications must be submitted to the Admissions Office by the appropriate deadlines. Currently, our selective programs include:

- Radiological Technology;
- Surgical Technology;
- Medical Assistant;
- Surveying;

Application deadlines and requirements for admission into selective programs vary by program. Contact the Admissions Office by calling (406) 756-3846 for more information.

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 UM or MSU campuses if they meet criteria for transfer under the agreement. These conditions include having a minimum 2.0 grade point average 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 UM 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 by calling (406) 756-3846 for the appropriate forms.

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

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 following institutions:

- Carroll College;
- Eastern Washington University;
- Montana State University - Billings;
- Montana State University - Bozeman;
- Montana State University - Northern;
- Montana Tech of The University of Montana;
- The University of Montana;
- The University of Montana - Western;
- University of Great Falls; and
- Upper Iowa University (in progress).

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.

Steps to FVCC Enrollment for Home School Students

If you are under the age of 16:

1. Contact the Admissions and Records Coordinator by calling (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 subject to Federal guidelines for "Ability to Benefit"; and
 - d. Submit a non-degree Application for Admissions form 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; and
 - 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 Application for Admissions form and required immunization records;
2. A copy of your GED certificate OR take the ASSET/COMPASS test and have College Counselor, George Shryock, evaluate test scores to determine college readiness. (subject to Federal guidelines for "Ability to Benefit"); and
3. Complete financial aid forms if applying for financial aid.

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 Admissions form;
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. Present "Declaration of Finances" or other evidence of funds necessary to pay all living expenses and travel to and from Flathead Valley Community College (approximately \$14,128) or the signature of a United States 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.

Immunizations

Legislative House Bill 364 requires immunization records from all students born on or after January 1, 1957. Proof of two doses of measles, mumps and rubella (MMR) immunizations must be provided before students can be allowed to register. To fulfill this requirement, students should meet the following guidelines:

1. Recent high school graduates should be able to request a high school immunization record from the school and ask for an official high school stamp or signature to verify authenticity.
2. If high school record of required immunization is not available, a physician's office or health department record may be substituted with an official signature to verify authenticity.
3. If no record is available, you **MUST** be immunized and submit a written medical verification signed by a licensed physician or provide a notarized religious form or medical exemption form.

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.
- **Note: Time enrolled at FVCC when taking seven or more credits a semester cannot count towards residency requirements.**

In-State Students:

- Include 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:

- Include students who are not Montana residents or who 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** he/she intends to remain **permanently and indefinitely** in the college district, and is a resident of the district; and
- Provide evidence he/she has **taken all reasonable steps to establish residency** (e.g., registered automobile, registered to vote, obtained state driver's license).
- **Note: Time enrolled at FVCC when taking seven (7) 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 BH/SCA (room 111) or call (406) 756-3846.

Change of Residence Status

For tuition and fee purposes, anyone wanting to change from out-of-state or out-of-district status to in-district status is required to change prior to registering for the upcoming semester. **No exceptions will be made.** To change residency status, individuals must:

1. Provide proof of one continuous year of residency in Flathead County;
2. Provide proof he/she is making Flathead County his/her permanent residence such as obtaining a Montana driver's license, car registration or Flathead County voter registration.
3. Remain in part-time status (six [6] or less credits a semester) for the first year. Residency cannot be established while taking seven (7) or more credits a semester.

Students registering for the first time should contact the Admissions Office at (406) 756-3846 for residency information.

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, (406) 444-6570; or from WICHE Student Exchange Program, P.O. Drawer P, Boulder, CO 80301-9752, (303) 497-0210.

New Student Orientation

New Student Orientation is a program designed to help students learn about college life, student services, and advising and registration. To inquire about orientation, contact the FVCC Recruitment Office at (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 who plan to take math or English classes, must take the ASSET or COMPASS placement test (\$10 testing fee). Testing is scheduled 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 students' successes. 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 students' permanent transcripts 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 advisors 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 advisors to determine which classes best meet their needs and to obtain the advisors' signatures.

Registration

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

Early Registration

Early registration is held three to five weeks before the start of each semester.

Online Registration

See Academic Calendar on page 2 for dates.

General Registration

All registrations should be completed by the first day of the semester. Registrations will be accepted through the third week, but permission from the instructor will be required to register for classes after the first week of the semester. See the academic calendar for specific registration dates and deadlines.

How to Register

1. Fill out an Application for Admissions form 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 web site, 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 at (406) 756-3965, telephone at (406) 756-3851 or online at www.fvcc.edu. 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 one-fourth of tuition and fees 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 the loans are paid. A \$15 fee is charged for the deferred tuition. Visit the Business Services Office in BH/SCA (room 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 if registering 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 the 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; and
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 Veterans' benefits, have the Financial Aid Director and/or Veterans' Coordinator sign the Schedule Change form.

Classes may only be added during the **first three weeks** of the semester - **does not apply to late starting classes**.

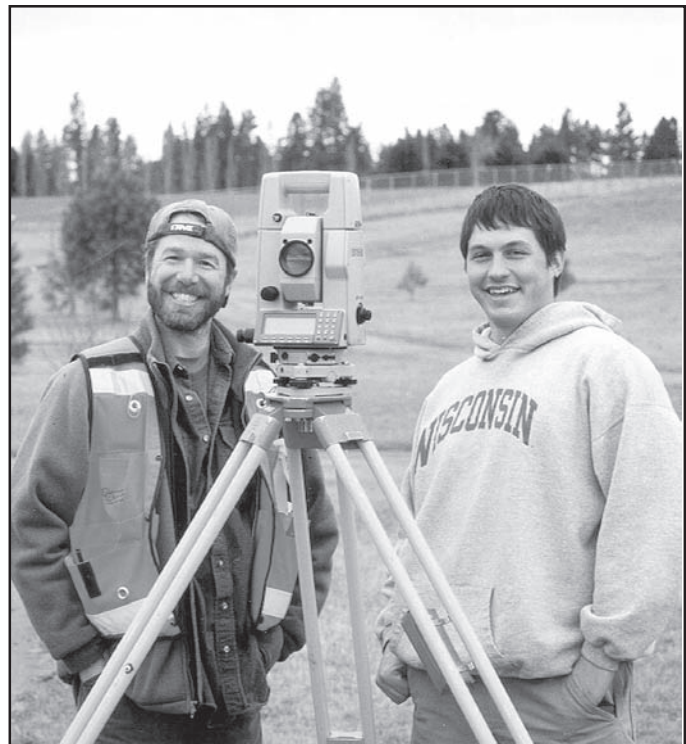
The last day to drop a class is the 60 percent point of the semester (calculated using calendar days). If you wish to drop a class and have no record appear on your transcript, you are required to drop the class during the first three weeks of the semester. See the academic calendar in this catalog for exact dates. (The above information applies to classes that meet the full semester.) Ceasing to attend class **DOES NOT** constitute withdrawal.

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 semester classes dropped after the third week of the semester. Refer to the refund schedule on page 16.

Cancelled Classes

If you are enrolled in a class which is cancelled, all tuition and fees automatically will be 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 11 of this catalog for residency information. This fee schedule is for Fall 2004. 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	\$ 41.26	\$ 59.41	\$ 129.41
1	82.50	118.80	258.80
2	161.00	233.60	513.60
3	239.50	348.40	768.40
4	331.00	476.20	1036.20
5	407.50	589.00	1289.00
6	484.00	701.80	1541.80
7	560.50	814.60	1794.60
8	637.00	927.40	2047.40
9	713.50	1040.20	2300.20
10	790.00	1153.00	2553.00
11	866.50	1265.80	2805.80
12	943.00	1378.60	3058.60
13	1019.50	1491.40	3311.40
14-18	1096.00	1604.20	3564.20
19	1172.50	1717.00	3817.00
20	1249.00	1829.80	4069.80
add for each additional credit	\$76.50	\$112.80	\$252.80

Payment of Fees

- Non-payment of tuition and fees 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 \$15 per check fee is charged for any personal check returned for nonsufficient funds.

Senior Citizen Discount

Senior Citizens are charged \$19.75 per credit and an equipment fee of \$3 - \$25 per credit (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 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. Costs may vary.

	<u>Tuition/Fees</u>	<u>Books/Supplies</u>	<u>TOTAL</u>
In-District	\$2192.00	\$500.00	\$2692.00
Out-of-District	\$3208.40	\$500.00	\$3708.40
Out-of-State	\$7128.40	\$500.00	\$7628.40

Refund of Tuition and Per Credit Fees

When a student makes an official withdrawal from college at the Admissions and Records 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 BH/SCA (room 132) or call (406) 756-3831.

Refund Schedule

The length of a course determines which refund schedule applies when a student drops a course.

	Refund of Tuition and Fees
9 to 16 week courses:	
Courses that last at least 63 calendar days.	
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%
4th week of class/semester	NONE
4 to 8 week courses:	
Courses that last less than 63 calendar days but are at least 28 calendar days in length.	
Last business day before start of class	100%
1st week of class	90%
2nd week of class	50%
3rd week of class	NONE
Fewer than 4 week courses:	
Courses that last less than 28 calendar days.	
Last business day before start of class	100%
Fewer than 24 hours before start of class	NONE
After start date of class	NONE

The refund schedule outlined above applies to non-Title IV students (*students who do not receive 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 the 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 typed letters explaining their particular circumstances to the Chief Financial Officer.

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.

Grounds and Maintenance Fee

The grounds and maintenance fee of \$1 per credit is used to maintain and improve the campus grounds and existing parking, and to construct new parking areas.

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.

Late Registration Fee

A \$40 late registration fee is 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 if registering 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 \$20 is charged at the time of application for graduation.

NSF Check

A penalty fee of \$15 is charged for non-sufficient fund checks.

Technology Fee

Online courses using the eCollegeSM platform are charged the following fees: \$20 flat fee for hybrid (partially online) courses; \$20 per credit for fully online courses.

Testing Fee

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

Transcript Fee

Transcripts are \$3 each. Upon graduation from FVCC, one complimentary transcript per graduate is issued.

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 FVCC money cannot register for the succeeding semester, secure transcripts, records, grades, diplomas or degrees until the obligations are paid or satisfactorily adjusted through the Business Services Office.

Financial Aid

Bonnie Whitehouse, Director, Financial Aid
Blake Hall / Student Center and 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, Baker Grant (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.studentaid.ed.gov.

How to Apply

- Complete the FVCC admission process for a degree or certificate program; and
- Complete the Free Application for Federal Student Aid (FAFSA). This application can take six to eight weeks to process, so early application is encouraged.

FAFSA forms are available from high school counselors, other colleges, the FVCC 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 students' needs 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, or a certificate in two or three 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 of the total tuition. A \$15 fee is charged for the deferred tuition option. This fee is nonrefundable.

Emergency Student Loans

Short-term loans of 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 percent of the first \$1,000 of tuition and fees paid and 50 percent 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. Application deadlines exist 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, www.fastweb.com or www.wiredscholar.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 Scholarships

Activity Scholarships:

- Athletics*
- Logger Sports*

Activity Stipends:

- Intramurals
- Student Newspaper
- Theater

Scholarships awarded by major/field of study:

Art

- Marjory E. Jacobson Endowed
- Jean Houseworth Memorial

Building Trades

- Mike Laabs Memorial
- Lawrence A. Goroski Memorial Endowed

Business

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

Criminal Justice

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

Economics

- Dick Uhde Memorial Endowed
- Philip J. Rygg Memorial

Education

- Christopher Savage Memorial Endowed
- Viola Jore Memorial Endowed

- Owen E. Sowerwine

Health/Medical related fields

- Alton Pearce
- Owen E. Sowerwine
- Rick Fister
- Phil Caperton
- Nurse's Aide Discretionary*

Hospitality Management

- Flathead County Tavern Association Endowed
- WestCoast Hotels Endowed

Human Services

- Christopher Savage Memorial Endowed
- Owen E. Sowerwine
- United Way

Humanities

- Barbara P. Graf Memorial

Math

- Certainty

Natural Resources

- Lawrence A. Goroski Memorial Endowed
- Northern Rockies Hotshot Program Group
- Ray Gardner Memorial
- Society of American Foresters
- Sustainability Fund

Natural Sciences

- Christopher Savage Memorial Endowed
- Owen E. Sowerwine
- Certainty
- Jim Gordley Memorial Endowed
- Sustainability Fund

Political Science

- Philip J. Rygg Memorial

Pre-Nursing

- Heather Smith Memorial
- Phil Caperton
- Rick Fister
- Charlotte Kempf Johnson Endowed
- Owen E. Sowerwine
- Selma Dodge Endowed

Social Science (education, social work)

- Christopher Savage Memorial Endowed
- Owen E. Sowerwine

Surveying

- Tiny Tillotson
- Lawrence A. Goroski Memorial Endowed
- 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 specific field of study requirements:

- American Association of University Women
- Dr. Larry Blake Sr. Endowed, Founding President
- Jerome & Rebecca Broussard Family Endowed
- The Cobb Foundation
- Steve and Sue Cummings
- Datatel Scholars
- Express Personnel
- Mary Fetter Memorial Endowed
- Flathead Extension
- FVCC Foundation
- FVCC/LCC Adjunct Faculty Union
- FVCC/LCC Employee Sponsored
- FVCC Merit Award
- Glenn Ford Memorial
- Glenn Ford Memorial & Recycling
- Ora and Stanley Halvorson Endowed
- Ella Hanley and Jacobson Family Endowed
- Mark Hodgson and Dorothy Jaquette Hodgson Endowed
- Kalispell Farmers' Market
- Melton Memorial
- P.E.O. Chapters BM and C
- Pointer Scenic Cruises Endowed
- Rhoades Family Endowed
- Sport Car Club of America
- Sullivan Family Endowed
- Sunrise Business Group
- Sunshine Lioness Club
- T&D Lindsey
- Dennis and Phyllis Washington Foundation
- Whitefish Credit Union Community Pride

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:

- FVCC Foundation Lincoln County High School
- High School Honors*
- Montana University System High School Honors Scholarships

Activity Scholarships:

- Student Government*

Other Tuition Waiver Scholarships:

- Academic*

Scholarships awarded by major/field of study:

Art

- Jean Houseworth Memorial

Building Trades

- Mike Laabs Memorial
- Lawrence A. Goroski Memorial Endowed

Business

- Glacier Bank Endowed
- Barce Family

Education

- Viola Jore Memorial Endowed

Math and Science

- Certainty

Natural Resources

- Lawrence A. Goroski Memorial Endowed

Pre-Nursing

- Charlotte Kempf Johnson Endowed

Scholarships with no specific field of study requirements:

- American Association of University Women
- Datatel Scholars
- FVCC Foundation
- FVCC/LCC Adjunct Faculty Union
- FVCC/LCC Employee Sponsored
- Pointer Scenic Cruises Endowed
- Rhoades Family Endowed
- Ora and Stanley Halvorson Endowed



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

Withdrawal Policy Return of Title IV Funds

Financial aid recipients of Pell Grant, SEOG, Stafford or PLUS Loan funds are required to contact the Director of Financial Aid to begin the process of completely withdrawing. This will benefit the student, so he/she understands the consequences before any action is taken. In many cases, alternatives exist that would preserve the student's eligibility for future aid, since complete withdrawal results in financial aid suspension. The Director will discuss the alternatives with the student.

For financial aid purposes only, the student's withdrawal date is either the date he/she began the withdrawal process or last attended classes as reported by instructors. If the student completed/attended 60 percent or more of the semester, no aid is returned. If the student completed less than 60 percent of the semester, funds will need to be returned to the federal government by FVCC and the student as explained below.

1. Determine the percentage of the semester that the student completed by calculating the number of calendar days that the student completed compared to the number in the semester, excluding any scheduled breaks of five days in length or longer;
2. Subtract this percentage from 100 to arrive at the percentage of the semester that the student did not complete. Multiply this percentage by the amount of Title IV aid the student received for the semester; the result is the total amount of funds to be returned or repaid;
3. The amount of funds to be returned or repaid is split between FVCC and the student;
4. FVCC returns the amount of tuition and fees charged to the student for the semester multiplied by the percentage of the semester that the student did not complete. This creates a balance due on the student's account, which the student will owe to the college; and
5. The amount returned by FVCC, in step 4, is subtracted from the total amount to be returned, in step 2, leaving the amount that the student owes to the federal government. The student will only have funds to repay from this step if the student received financial aid funds to help with living expenses.

The full version of this policy, along with examples, is available from the Financial Aid Office.

Veterans' Benefits

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

The Veterans' Benefits 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 BH/SCA (room 111) or by calling (406) 756-3850. Students should be prepared to provide a certified copy of Form DD-214 along with some personal history. To receive advance payment, students need to contact the Veterans' Coordinator at FVCC at least 90 days in advance of the semester for which they plan to register.

All degree and certificate programs offered at FVCC are approved for benefits under the current G.I. Bills. If students are veterans and served on active duty after January 1, 1977, and were released under conditions other than dishonorable, they 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. The person 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 10 years from date of discharge to use their VA educational benefits.

Rates of benefits vary. For the most recent information check with the FVCC Veterans' 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 GI Bill are required to report PROMPTLY to the Veterans' Administration any changes which may affect the amount of money being received. Students must report when they drop courses, withdraw from school, change marital status or stop attending classes for any reason. Students 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. Students may not use a "no grade" option. If they are receiving educational benefits, students may not take more than one-half of their credit load or five (5) semester credits, whichever is less, as telecourse classes.

Satisfactory progress is defined as a 2.0 cumulative and semester grade point average. If students fail to maintain a minimum 2.0 GPA, they 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, students must bring their semester and cumulative GPA back to a 2.0 or above.

VA laws are subject to change without notice. Students should check with the FVCC 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 is held in April, one month prior to end of spring semester.

The 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.

Athletics

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

Christian Student Ministries

Christian Student Ministries is committed to helping students discover the truths of the Bible through study 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.

Human Service Club

The Human Service Club was organized in fall 1988 to identify and meet the needs of students and their families.

For students entering the Human Service field, the club is a valuable opportunity to learn more by reaching out and becoming involved in our community. For new students in the Human Service program, the Human Service Club is a valuable resource. Students will be given the opportunity to receive service learning credit. For more information, contact Rick Halverson at (406) 756-3871.

Forestry and Natural Resources Club

The Forestry and Natural Resources Club was organized for all FVCC students who are interested in the outdoors, who want to create student awareness in forestry and other natural resources. The club holds noon seminars on resource management and wildlife, as well as numerous fun-filled outdoor activities. The club raises funds to support the community, the Ray Gardner Memorial 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) 756-3981 or forestry@fvcc.edu.

Habitat for Humanity

Habitat for Humanity recently established an FVCC chapter. The non-profit organization builds houses using volunteer labor and donated materials. The houses are sold at no interest and no profit to low-income families who are unable to secure bank loans. Students can give back to their community and have the opportunity to receive service learning credit for participating. For further information, contact Carole Bergin at (406) 756-3902 or Don Hickethier at (406) 756-3361.

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, ultimate frisbee and flag football. 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 at 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.

Global Friends (Multicultural Club)

The FVCC Global Friends 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.

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 serve as volunteers who share their experiences and input on academic, social and personal issues from student viewpoints. Peer counselors are trained and supervised by college counselors and are familiar with campus and community resources. Students can request a peer counselor by leaving messages at (406) 756-3367 or by contacting FVCC Counselor Kathleen Brown at (406) 756-3880. All contacts are confidential.

Phi Beta Lambda

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

Phi Theta Kappa

Phi Theta Kappa is a national scholastic honorary society for two-year colleges. Alpha Iota Pi Chapter was organized on the Kalispell campus in 1983 as Montana's first two-year college honor society. Beta Theta Theta Chapter at the Libby campus was organized in 1999. Students who achieve outstanding academic records are eligible for membership (completed 12 semester credits and has a minimum 3.50 GPA). For more information, contact Deb Miller at (406) 756-3923 or Janaya Okerlund at (406) 756-3908.

Renewable Resource Education Club

The Renewable Resource Education Club welcomes all students interested in recycling and environmental awareness. RREC, through education, promotes the reduction of waste on the FVCC campus as well as in the greater Flathead community. All proceeds from recycling on campus will go to an established scholarship available to FVCC students. For more information, contact advisor Anita Ho at (406) 756-3873.

Service Learning Club

The Service Learning Club was organized fall 2003 to assist the Service Learning office and service learning class. *Seussville University*, *Make a Difference Day*, and *Youth Service Day* are just a few of the community activities in which the club is involved. The Service Learning Club is dedicated to education, new ideas and promoting interest in community service among the students. For more information, contact Lowell Jaeger at (406) 756-3907 or Janaya Okerlund at (406) 756-3908.

Single Parents Group

The Single Parents Group was chartered fall 1994 to promote a day care establishment on campus and to form a strong support group for parents who are working and going to school while raising children. They welcome new students and have a variety of activities involving parents and children. For more information, contact the Student Development office at (406) 756-3981.

Scrub Club

The Scrub Club welcomes all students who are interested in health care occupations. Established by the Surgical Technology program, the club provides mentoring and study sessions for all students taking prerequisite courses for the professional programs. In addition, members plan recreational and fundraising activities. For more information, contact Linda Hunt.

The Mercury News

The Mercury News, FVCC's student publication, covers campus events as well as community issues and global news of interest to FVCC students. The paper is written by students, although anyone is welcome to submit articles, stories or photographs for publication.

Student staff members may earn up to three credits per semester (see Journalism course offerings) while working on *The Mercury News*. 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 David Ackroyd at (406) 756-3382 or fvct@fvcc.edu.

Veterans' Association

The FVCC Veterans' 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, fund-raising, direct support of other student organization activities and internal social events.

All students, veterans and non-veterans, are encouraged to participate as a member of the association. For more information, contact Bill Roope at (406) 756-3968.

For further information on student activities, stop by the Student Activities Office in BH/SCA (room 160) or call (406) 756-3981.

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, certificates, and transfer), in coordination with faculty advisors;
- Counseling (group and individual personal, academic, and career);
- Disability services;
- Career exploration;
- Placement services;
- Tutoring (individual and group);
- Learning labs (math, language arts); and
- Developmental courses.

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

Flathead County

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

Lincoln County

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

The Adult Basic Education Center offers FREE day and evening classes in Flathead and Lincoln Counties. The center provides academic study programs for persons age 16 and older who wish to:

- Improve reading, writing, math, language, computer, study, or workplace skills;
- Prepare for the General Education Development (GED) test;
- Refresh skills before entering college or vocational training; or
- Build English as a Second Language (ESL) communication skills if their native language is not English.

GED testing is also conducted in both counties. Call (406) 756-3880 in Flathead County or (406) 293-2721 ext. 235 in Lincoln County for testing schedules and registration.

Adult Communications / ESL - One-on-one and small group instruction in basic reading, phonics and writing communication skills for 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 and small group instruction in basic math skills and problem solving whole numbers, fractions, decimals, percents, measurement, algebra and geometry.

General Basic Education - Individualized program of 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 LRC 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 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).

Advising

For appointments, call (406) 756-3880 or (406) 756-3890.
 Learning Resource Center Building
 Room LRC 129

Learning Center staff provides advising for AA, AS, AAS, certificate and transfer students in coordination with faculty advisors. The college counselor serves as 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). Learning Center staff assist with 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 - edavis@fvcc.edu
 Lynn Farris - lfarris@fvcc.edu
 George Shryock - gshryock@fvcc.edu

The Counseling staff will assist 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 - edavis@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.

Qualified students with a disability who believe that an auxiliary aid is necessary for participation in any course activity or degree program are strongly urged to contact the Advocate for Students with Disabilities a minimum of six weeks prior to the beginning of the semester in order to allow sufficient time for assessing needs and obtaining any necessary auxiliary aids.

Americans with Disabilities Act

Flathead Valley Community College, as required by the Americans with Disabilities Act (ADA), 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 the courses are not program requirements. The 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 to students and the community.

Services include:

- Assisting students in the selection of college majors or providing 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 and goal setting;
- Individual and group counseling; and
- Library of career and college information.

Employment self-marketing services include:

- Job search skills, resume writing and networking; and
- Access to state labor market information.

Placement Services

*Karen Darrow, Student Placement Coordinator
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 include:

- Job Board listing current job openings;
- Employer information;
- Job search skills :
(workshops & individual appointments)
 - Resumes;
 - Interviewing; and
 - Effective job search techniques; and
- Graduate Placement Survey information.

Tutoring

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

Tutors are available for most classes at FVCC and LCC. The 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*

Students who are not ready for college-level course work are advised to take developmental courses to improve their academic skills and chances for success in postsecondary education. Students who are undecided about majors and/or who have not been exposed to 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 degrees but may be counted for credit for Pell grant purposes.

Academic



A Federally Funded Program

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



A Federally Funded Program

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

The Educational Opportunity Center caters to individuals who are no longer in school but want to pursue high school, GED or college diplomas. The EOC encourages individuals to return to high school or enter college by providing:

- Career guidance;
- Academic advising;
- Financial aid assistance;
- College application; and
- 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.

Student Development

Sharon Randolph, Coordinator, Student Development
Blake Hall / Student Center and Administration Building
Room BH 161 - (406) 756-3981 - srandolp@fvcc.edu

Through the Healthy Lifestyle Awareness Center, students are involved in promoting a healthy FVCC campus. The following 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 members. The committees meet separately and promote their specific areas, with all committees meeting together monthly.

Upward Bound



A Federally Funded Program

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 FVCC 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 and 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 (AAS) degree.

This project helps students overcome barriers that might hinder progress toward receiving degrees. Financial incentives/honorariums are paid on a per credit basis twice 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 available opportunities are limited.

Multicultural Services

Gerda Reeb, Coordinator
Business and Social Science Building
Room BSS 101 - (406) 756-3945 - greeb@fvcc.edu

In recognition of the unique and culturally based needs of Native American students, the Multicultural Services 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 qualify.

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

Bookstore

Denise Shuman, Bookstore Manager

Blake Hall / Student Center and Administration Building
Room BH/SCA 164 - (406) 756-3814 - dshuman@fvcc.edu

The Bookstore supplies all textbooks, school supplies and art supplies required for classes. The Bookstore also stocks study aids, computer supplies, postage stamps, snack items, college T-shirts and sweatshirts, greeting cards and gift items. Visa and Mastercard are accepted.

Textbooks

Textbook Refund Return Policy on textbooks:

Attention: Do not write in a new book until you are sure it is the correct textbook.

- Books must be returned during the first two weeks of class for a full refund.
- All refunds or exchanges require the cash register receipt – **no exceptions.**
- Price stickers must be left on textbooks.
- After the first two weeks of the term, textbook returns must be made within three days of purchase for a full refund.
- Textbooks purchased for classes that are not full-semester must be returned within three days of the first day of class.
- New books must be in mint condition – **no exceptions.** Mint conditions include:
 - No marks or blemishes;
 - Clean pages; and
 - No folded corners.
- Be sure you return the book immediately if:
 - You have the incorrect book;
 - You dropped a class or class was cancelled; or
 - You decide you do not need the book.
- Any defective, new or used book must be exchanged at least four weeks before finals.
- New textbooks which are shrink-wrapped may not be returned if unwrapped – **no exceptions.**

Textbook Buy-back Policy:

If a textbook is purchased from the FVCC Bookstore:

- The Bookstore cannot guarantee the buy back of a book at any time;
- The Bookstore pays 50 percent of the current new price for books to be used in the coming term. Overstocked books do not qualify for the 50 percent;
- The best national wholesale prices available will be offered for books which are not in use on the FVCC campus or are overstocked;
- Study guides, books with question and/or answer spaces filled in, and reproduced materials will not be bought back;
- Student ID is required;
- Receipts are required for buy back;

- Book buy-back periods are limited to the week of finals; and
- Books classified as old editions or out-of-print may have no monetary value to the Bookstore or the used book dealer. Students may want to keep them for reference or donate them.

Textbook Reservations

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

Check policy: Student ID# is required. Checks may only be written for \$5 over the amount of purchase. Visa and Mastercard accepted.

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 BH/SCA, serves breakfast, lunch and snacks on weekdays when classes are in session. Menus and prices are established with student budgets in mind.

Health Insurance

Student health insurance is not offered through the college. Students must make their own arrangements for health insurance. For information on obtaining insurance, contact the Admissions Office by calling (406) 756-3846.

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 \$10 fee and student ID number are required for the rental of the lock and the locker space, per semester. Upon return of both lock and key at the end of each semester, \$5 of the fee 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.

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 Kootenai 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

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. A jewel of the national park system, Glacier is a scenic wonderland offering excellent hiking, camping and backpacking for the novice and the expert. In the winter, the park is a paradise for cross-country skiing and snowshoeing.

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

Kalispell is also the home of the Conrad Mansion, a national historic site. Woodland Park is a popular spot for outdoor relaxation during the summer and winter seasons. The 27-hole Buffalo Hill Golf Course is a golfer's dream offering gorgeous mountain views.

Whitefish

Whitefish is a center for year-round recreation. Big Mountain ski area 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. Whitefish summers bring sailing, water skiing and hydro-boat races to glistening Whitefish Lake.

Columbia Falls

Located at the entrance to Bad Rock Canyon and on the North Fork of the Flathead River lies Columbia Falls. The peaks of Glacier National Park can be viewed above the river and through the canyon. The 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 serves as one of the water sports centers of the Valley. In May, Bigfork hosts the exciting Whitewater Festival with whitewater kayak races and games, a triathlon and other exhibitions. Flathead Lake, the largest natural fresh-water lake west of the Mississippi River, is 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 Kootenai Reservoir and the Canadian Border, the logging community is noted for excellent hunting, fishing and other outdoor recreational activities.

Libby

Libby is home to FVCC's Lincoln County Campus. The community provides access to the beautiful Cabinet Mountains, alpine lakes and the famous Kootenai Reservoir, consisting of 60 miles of scenic water and mountains behind the Libby Dam, and the Kootenai River. Both the river and the reservoir 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.

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;
- Phone number;
- Temporary or permanent address;
- Email address;
- Enrollment status;
- Schedule of classes;
- Area of study; and
- Degrees/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 students wish 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 Director of Enrollment Planning and Research.

According to Family Educational Rights and Privacy Act (FERPA) regulations, a 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 degree-seeking student will be placed on academic probation anytime his/her 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 his/her GPA above 2.0 for two semesters in a row, he/she will have two options— to 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 prescribed plan, he/she will be immediately suspended for no less than one year.

Student Conduct and Standards

In order to promote an atmosphere that protects students' rights and is responsive to students' needs, all students are expected to 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; and
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 Educational 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) was 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, classified staff, professional and temporary employees. Copies of the current policy, procedures 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, 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 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 Director of Enrollment Planning and Research 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 Director of Enrollment Planning and Research 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 Director of Enrollment Planning and Research.

Within 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.

Cell Phones

Cell phones and other noise-making devices are to be turned off in classrooms, labs, library and study areas and at other functions where they may be disruptive.

Student Publications

Flathead Valley Community College recognizes that student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion, and intellectual exploration. They serve as a means of bringing student concerns to the attention of the college community and the public, and of formulating student opinion on various issues.

As citizens, students enjoy the same basic rights and are bound by the same responsibilities as are all citizens. Among these rights are freedom of speech and freedom of press. The Board, faculty and staff shall not exercise editorial control over student publications, except where specifically provided by FVCC policies and procedures. The college shall not be deemed to endorse the content of these publications unless so stated.

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 Director of Enrollment Planning and Research.

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; and
- 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 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 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 form of sexual harassment or you have questions about sexual harassment, contact the Vice President of Educational 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 web site 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
LCC Student Services: (406) 293-2721
Adult Basic Education (ABE): (406) 756-3884

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

Graduation Completion Rate

- Completion rate of general student body
- Completion rate for athletes

Admissions & Records (406) 756-3846

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/financial_aid

Sexual Harassment Policy

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

Vice President of Educational Services:
(406) 756-3894

Transfer to Other Institutions

FVCC is fully accredited, enabling students to transfer to other colleges or universities with ease. Courses numbered 100 or above are considered transfer courses. FVCC keeps in frequent contact with other Montana colleges and universities in order to accommodate changes in curriculum and programs and to 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 toward 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. A 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 been met.

Contact the Transfer Advisor, Brenda Hanson at (406) 756-3887 for assistance with transfer.

How to Transfer

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

Plan Ahead

- Obtain a current catalog of the transfer institution. Many college catalogs are available in the Career Center or online.
- Review transfer and major requirements of the transfer institution. Enroll in the classes a typical freshman and sophomore take for the major field of interest selected; and
- Review the course equivalency guides of the transfer institution. All advisors have a copy of the current course equivalency guides for all public and private colleges in Montana.

Keep in Touch and Pay Attention

- Confer with the faculty advisor about fulfilling FVCC's and the transfer institution's general education and major requirements.
- Contact the transfer advisor to assist in the transfer process;
- Contact the admissions office and/or the major department of the transfer institution to learn about applicable transfer regulations. 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; and
- Meet with the 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 transcripts to the transfer institution. College applications for all public and private colleges in Montana are available in the FVCC Career Center.

Transcripts

A transcript is an official record of each student's course work at FVCC and is maintained in the Admissions and Records Office. 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 10 days and cost \$3 each. Upon graduation from FVCC, one complimentary transcript is issued. 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. The transcripts should be submitted at least 30 days before the semester begins. Credits will be evaluated by the Admissions Office and accepted according to current scholastic standards, and results posted on your FVCC transcript.

Students who have transcripts mailed to FVCC from another college must be sure to have an Application for Admissions form 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 50 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-seeking 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." A student is required to 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 an "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; and
- At least twelve (12) credits must be satisfactorily completed at FVCC before AP credit will be awarded and posted on a student's FVCC transcript.

Transfer students should check their transfer institutions' policies 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 BH/SCA building (room 111) or call (406) 756-3846.

Subject	AP 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 three 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; and
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 at (406) 756-3886, or Marlene Stoltz at (406) 756-3846, for more information.

CLEP tests are given at The University of Montana Test Center. For more information, contact (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)	---	BADM 175
Principles of Accounting	8	55	(45)	---	ACCT 201-202
Intro. Business Law	4	57	(51)	---	BUS 271
Principles of Marketing	3	50	(50)	---	BADM 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

Janaya Okerlund, Coordinator

*Blake Hall/Student Center and Administration Building
Room BH/SCA 161 - (406) 756-3908 jokerlun@fvcc.edu*

Some courses offer Service Learning components in which students volunteer 15 hours of community *service* with non-profit agencies whose work reinforces *learning* in the classroom. Agency supervisors evaluate the student's work and this evaluation is used by the instructors as part of assigned course work. Upon completion students receive special designators 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 in which students earn credit simultaneously for high school graduation and toward college degrees. Flathead Valley Community College and high schools in Flathead and Lincoln Counties offer the program to expand the educational opportunities for juniors and seniors in high school. Students should contact their high school counselors for procedures to enroll in courses under the Running Start program. The high schools determine if the courses meet the high school graduation requirements, and how many high school credits college courses are worth.

The Running Start program enables eligible high school students to seek an expanded educational challenge. The students enroll simultaneously in high school and college classes for the purpose of earning credit to be awarded both by the high schools and the colleges. 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 for one (1) through nine (9) credits per semester.

High schools currently under agreement with FVCC for the Running Start program include: Bigfork, Columbia Falls, Lincoln County, Flathead, Libby, Troy and Whitefish. If a school or association is not listed and students would like to participate, please contact the Learning Resource Center at (406) 755-3880.

Tech-Prep Advanced Placement

Students from secondary schools that have articulation agreements with Flathead Valley Community College may earn Tech-Prep credits 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 high school Tech-Prep program can be obtained by contacting the high school counselor and/or teacher.

Participating high schools for the 2004-2005 school year 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 at (406) 756-3968.

Repeating Courses

Students may repeat any courses offered by FVCC. However, credits will be granted for the courses only once unless the catalog lists the classes as repeatable for credit. Each time students take the classes, the grade and credits will be recorded on their transcripts. 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 students receive financial aid or veterans' benefits they should check with the Financial Aid Office before repeating a course.

Course Challenge

The Course Challenge allows a student to earn credit for prior learning by taking comprehensive examinations or performing some other specific demonstration of knowledge or skills, normally at the current highest level of knowledge or skills. 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 Educational Services 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 OT 100 and CMPA 100. Regular tuition and fees will be charged for every credit of challenge. Registration must be completed by the third week of the semester.

Online Courses

Online courses allow students and instructors greater flexibility. Credit for these classes may be applied to certificate or degree programs. Students are responsible for obtaining access to a computer with Internet access, the required browser and software, and a personal email account. For specific requirements, visit www.mtcconline.org and click on "Technical Requirements." Students may use the campus computer labs as scheduling permits. Technical support is available 24 hours a day, seven days a week through eCollegeSM, FVCC's platform provider. Additional technology fees apply. There are two types of online courses available, hybrid and fully online.

Some hybrid courses add an online component (such as discussions, journaling, Web resources, assignment downloads, etc.) without substantially changing the format of the traditional course. Other hybrid courses replace some face-to-face time with an online requirement.

Fully online classes have no requirement for coming to campus or meeting face-to-face with instructors and take place completely online. However, online courses are *not* self-paced. Student's are responsible for meeting course due dates and deadlines.

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 Educational Services, Division Chair and Curriculum Committee must approve all Independent Study proposals. Each credit of Independent Study should involve 45 plus hours of study. Regularly scheduled classes are not available for Independent Study.

Regular tuition and fee costs will be charged for Independent Study courses, and registration must be completed before starting the course.

A \$40 late registration fee will be assessed to students registering for Independent Study after the third week of the semester or after the start of the course (whichever is later).

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 full-time instructors at the same level as regularly scheduled courses.

The Directed Study option can be utilized only in unusual circumstances and is not an alternative to inadequate planning or inconvenient timing. Only persons who normally teach the courses are expected to teach the Directed Study courses. Regular tuition and fees will be charged for every credit of Directed Study. Registration must be completed within the first three weeks of the semester.

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 grades and credits. The course will not be recorded on the official transcripts unless one of the below 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
SA*	Satisfactory/Advance The student has achieved the needed competencies to advance to a higher level course.	N/A
SR*	Satisfactory/Repeat The student has met individual expectations but must repeat before advancing to a higher level course.	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
NG	The instructor has not submitted a grade for the student at the time of posting.	N/A

* This grading option is available for developmental courses only.

Grade Point Average (GPA) is determined by dividing total grade points by number of semester hours attempted. S, SA, SR, U, I, W, WI, N and NG grades are not included in the 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, NG or I grade).

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

Grade changes will be allowed on grades earned during the last 10 years (i.e., 10 years previous to requested change) only.

Satisfactory/Unsatisfactory

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 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

A student who audits a class attends class but does not receive credit for the course. 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. 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 once grades have been posted to the student's transcript. A statement from the instructor and the student rescinding the audit grade option will be required, prior to the end of the semester, to the Admissions and Records office in order to change to receive a letter grade in the course.

Withdrawal

- A Withdrawal ("W") grade is initiated by a 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. 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 60 percent point of the semester. The student can withdraw from Short or late starting courses until the 60 percent point of the course.

Withdrawal by Instructor

A Withdrawal by Instructor ("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

A student 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, accompanied by medical documentation, signed by a doctor and attesting to an inability to complete classes because of health problems and 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 "W"s. "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 final cumulative grade point averages of at least 3.75, will receive Honors designations on their college transcripts. To be acknowledged at the graduation ceremony with high honors, students must have a cumulative GPA of at least 3.75 as of the semester prior to graduation.

Academic Requirements

Student's Responsibilities

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.

Students are responsible for following their curriculum, meeting graduation requirements and/or meeting transfer requirements. Assistance in planning acceptable programs is available from faculty advisors and FVCC counselors.

Application for Graduation

Official applications are due **in mid-March and mid-December**. There is a mandatory, non-refundable graduation fee of \$20. Applications for Graduation are available from the Admissions and Records Office in the BH/SCA building (room 111).

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-year period 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 the student's advisor and the Division Chair.

A single course may not be used to meet more than one group requirement, e.g., if LANG 101 is used to meet the humanities requirement, it cannot be used to meet the multicultural requirement.

Student Learner Outcomes

The ability to exchange ideas and information is essential to personal growth, productive work, and societal vitality. Reason and imagination are fundamental to problem solving and critical examination of ideas. Effective social interaction in the 21st century demands understanding and tolerance of those different from us in order to promote effective membership in the global community.

For these reasons, General Education outcomes provide introduction and practice for students to communicate effectively, think critically, and interact responsibly with others. The FVCC culture encourages faculty, staff, and students to: recognize the value of continuous intellectual inquiry, personal responsibility and ethical behavior; discover the interdisciplinary and interrelated nature of knowledge; demonstrate a willingness to learn from many cultures, persons, methods and viewpoints; be actively involved in the community; and, find joy in the process of life-long learning self-discovery, and creative expression.

ASSOCIATE OF ARTS (AA) DEGREE

The Associate of Arts (AA) 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 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 typically 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 AA degree, the following requirements must be met:

- I. **Completion of sixty (60) semester credits in courses numbered 100 level and above for an AA 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 typically transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have been met.

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.

WRITING 3 credits

___ ENGL 111* English Composition 3

COMMUNICATIONS 3 credits

Three (3) semester credits selected from the following:

___	BUS	130*	Business Communications	3
___	COMM	201	Voice and Speech I	2
___	COMM	202*	Voice and Speech II	2
___	ENGL	150*	Technical Writing	3
___	ENGL	201*	Advanced Composition	3
___	HS	120	Interpersonal Relations/ Communications	3
___	JRNL	101*	News Writing and Reporting	3
___	JRNL	111*	College Publications I	3
___	SP	110	Public Speaking	3
___	SP	120	Interpersonal Relations/ Communications	3
___	SP	160	Oral Interpretation	3
___	THEA	201	Voice and Speech I	2
___	THEA	202*	Voice and Speech II	2

QUANTITATIVE SKILLS 3+ credits

++Elementary Education transfer students ONLY may satisfy this requirement with MATH 141* and MATH 142*. A minimum of three (3) semester credits selected from the following:

___	MATH	104*	College Algebra	4
___	MATH	105*	Trigonometry	3
___	MATH	106*	Liberal Arts Mathematics	3
___	MATH	121*	Calculus and Analytic Geometry I	5
___	MATH	122*	Calculus and Analytic Geometry II	5
___	MATH	141* & 142*	Theory of Arithmetic I & II++	9
___	MATH	175*	Applied Calculus	5
___	MATH	201*	Linear Algebra	4
___	MATH	210*	Elementary Statistics	4
___	MATH	221*	Calculus and Analytic Geometry III	5
___	MATH	222*	Differential Equations	5
___	MATH	231*	Discrete Mathematics	4

HUMANITIES 6+ credits

A minimum of six (6) semester credits selected from the following:

___	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
___	ENGL	110	Exploration in Literature	3

*Indicates a prerequisite is needed. Check course description.

___	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
___	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
___	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 215*	Intermediate Italian I	4
___	LANG 216*	Intermediate Italian II	4
___	LANG 221*	Intermediate Spanish I	4
___	LANG 222*	Intermediate Spanish II	4
___	PHIL 110	Introduction to Philosophy	3
___	PHIL 120	Introduction to Ethics	3
___	PHIL 170	Introduction to Existentialism	3
___	PHIL 250	Political Theory	3
___	PLSC 250	Political Theory	3
___	REL 229	Bible as Literature	3
___	THEA 100	Introduction to Theatre	3
___	THEA 230	Theatre as Literature	3

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):

___	ANTH 100	Introduction to Anthropology	3
___	ANTH 220*	Race and Minorities	3
___	CJ 105	Introduction to Criminal Justice	3
___	GEOG 105	World Regional Geography	3
___	GEOG 201	Human Geography	3
___	HS 100*	Introduction to Human Services/ Social Work	3
___	HS 235*	Developmental Psychology	3
___	PSY 110	Introduction to Psychology	4
___	PSY 210*	Social Psychology	3

___	PSY 225*	Physiological Psychology	3
___	PSY 235*	Developmental Psychology	3
___	PSY 245*	Abnormal Psychology	3
___	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):

___	ECON 211	Economic Principles: Microeconomics	3
___	ECON 212	Economic Principles: Macroeconomics	3
___	HIST 111	History of Western Civilization I	4
___	HIST 112	History of Western Civilization II	4
___	HIST 211	US History: Colonial Era to 1860's	4
___	HIST 212	US History: 1860's to Present	4
___	HIST 250	Montana History	3
___	PHIL 250	Political Theory	3
___	PLSC 100	American Government	3
___	PLSC 200	American Government: Issues and Policy Making	3
___	PLSC 250	Political Theory	3

NATURAL SCIENCE 6+ credits

Students must successfully complete 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):

___	BIOL 101	General Biology I: Principles of Biology	4
___	BIOL 103*&104*	Biology II: The Diversity of Life w/Lab	5
___	BIOL 110 & 111*	Basic Anatomy & Physiology w/Lab	4
___	BIOL 120	General Botany	3
___	BIOL 121*&122*	Introductory Ecology w/Lab	4
___	BIOL 207*	Microbiology of Infectious Diseases w/Lab	4
___	BIOL 208*	Microbiology Lab	1
___	BIOL 221*	Cell and 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
___	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
___	GEOG 101	Introduction to Physical Geography	4
___	GEOL 100	Introduction to Earth Science	4
___	GEOL 101	Introduction to Physical Geology	4
___	NSCI 100	Introduction to Earth Science	4
___	NSCI 101	Introduction to Physical Geography	4
___	NSCI 102	The Nature of Science	4
___	NSCI 103	Basic Physical Science	4
___	NSCI 104	Environmental 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

* Indicates a prerequisite is needed. Check course description.

Group B (Non-Conventional Lab):

___	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
___	GEOL	130	Geology of NW Montana	3
___	HLTH	221*	Basic Human Nutrition	3
___	NR	270	Wildlife Habitat and Conservation	3
___	NSCI	105	Introduction to Astronomy	3
___	PHYS	105	Introduction to Astronomy	3
___	PHYS	106*	Radiation Physics	4
___	PSY	225*	Physiological Psychology	3

GLOBAL ISSUES/ MULTICULTURAL/DIVERSITY	3+ credits
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A minimum of three (3) semester credits selected from the following:

___	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
___	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
___	ECON	212	Economic Principles: Macroeconomics	3
___	ENGL	206*	European Literature of the 20th Century	3
___	ENGL	215	African-American Writers	3
___	ENGL	246	Major Women Writers	3
___	GEOG	105	World Regional Geography	3
___	GEOG	201	Human Geography	3
___	GEOG	256	Geography of North America	3
___	HIST	270	Environmental History	3
___	HUM	206*	European Literature of the 20th Century	3
___	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	215*	Intermediate Italian I	4
___	LANG	216*	Intermediate Italian II	4
___	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
___	LANG	243*	Advanced American Sign Language (ASL)	2
___	MUS	222	Cultural Music Appreciation	3
___	NAS	105	Today's Native American	3
___	REL	110	Introduction to the Study of Religion	3
___	REL	115	Religion in America	3
___	SOC	130	Cultural Diversity	3
___	SOC	220*	Race and Minorities	3

* Indicates a prerequisite is needed. Check course description.

Additional Degree Requirements for Associates of Arts:

FINE ARTS	3+ credits
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A minimum of three (3) semester credits selected from the following:

___	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	154*	Digital Photography I	3
___	ART	158*	Basic Videomaking	3
___	ART	161	Ceramics I	3
___	ART	162	Ceramics II	3
___	ART	201*	Drawing II	3
___	ART	202*	Drawing III	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
___	ART	243*	Jewelry & Metalsmithing III	3
___	ART	261*	Ceramics III	3
___	COMM	158*	Basic Videomaking	3
___	ENGL	251*	Creative Writing in Fiction	3
___	ENGL	252*	Creative Writing in Poetry	3
___	JRNL	150	Art Photography I	3
___	JRNL	154*	Digital Photography I	3
___	JRNL	158*	Basic Videomaking	3
___	JRNL	205*	Art Photography II	3
___	MUS	115*	Music Fundamentals/ Introduction to Music Theory	3
___	MUS	221	Music Appreciation	3
___	MUS	222	Cultural Music Appreciation	3
___	SP	160	Oral Interpretation	3
___	THEA	100	Introduction to Theatre	3
___	THEA	111	Acting I	3
___	THEA	113*	Acting II	3
___	THEA	211*	Acting III	3
___	THEA	213*	Acting IV	3

SOCIAL SCIENCES, HUMANITIES, COMMUNICATIONS	3+ credits
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ELECTIVES	20+/- credits
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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, the degree requirements for BOTH degrees must be met. An additional fifteen (15) credits are required as specified below:

- ___ **A. MATH (selected from the list on page 44) and/or Natural Science** 3 credits
- ___ **B. Natural Science or Math** 3 credits
- ___ **C. Communications, Quantitative Skills, Humanities, Social Science, Natural Science, or Global Issues** 9 credits
- ___ **D. A total of 75 credits numbered 100 or above.**

ASSOCIATE OF SCIENCE (AS) DEGREE

The Associate of Science (AS) 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 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 typically 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 AS degree, the following requirements must be met:

- I. **Completion of sixty (60) semester credits in courses numbered 100 level and above for an AS 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 typically transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have been met.

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.

WRITING 3 credits

___ ENGL 111* English Composition 3

COMMUNICATIONS 3 credits

Three (3) semester credits selected from the following:

___	BUS	130*	Business Communications	3
___	COMM	201	Voice and Speech I	2
___	COMM	202*	Voice and Speech II	2
___	ENGL	150*	Technical Writing	3
___	ENGL	201*	Advanced Composition	3
___	HS	120	Interpersonal Relations/ Communications	3
___	JRNL	101*	News Writing and Reporting	3
___	JRNL	111*	College Publications I	3
___	SP	110	Public Speaking	3
___	SP	120	Interpersonal Relations/ Communications	3
___	SP	160	Oral Interpretation	3
___	THEA	201	Voice and Speech I	2
___	THEA	202*	Voice and Speech II	2

QUANTITATIVE SKILLS 3+ credits

A minimum of three (3) semester credits selected from the following:

___	MATH	104*	College Algebra	4
___	MATH	105*	Trigonometry	3
___	MATH	121*	Calculus and Analytic Geometry I	5
___	MATH	122*	Calculus and Analytic Geometry II	5
___	MATH	175*	Applied Calculus	5
___	MATH	201*	Linear Algebra	4
___	MATH	210*	Elementary Statistics	4
___	MATH	221*	Calculus and Analytic Geometry III	5
___	MATH	222*	Differential Equations	5
___	MATH	231*	Discrete Mathematics	4

HUMANITIES 6+ credits

A minimum of six (6) semester credits selected from the following:

___	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
___	ENGL	110	Exploration in Literature	3
___	ENGL	115	Introduction to Poetry	3
___	ENGL	116	Introduction to Fiction	3
___	ENGL	206*	European Literature of the 20th Century	3

* Indicates a prerequisite is needed. Check course description.

___ 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
___ 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
___ 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 215*	Intermediate Italian I	4
___ LANG 216*	Intermediate Italian II	4
___ LANG 221*	Intermediate Spanish I	4
___ LANG 222*	Intermediate Spanish II	4
___ PHIL 110	Introduction to Philosophy	3
___ PHIL 120	Introduction to Ethics	3
___ PHIL 170	Introduction to Existentialism	3
___ PHIL 250	Political Theory	3
___ PLSC 250	Political Theory	3
___ REL 229	Bible as Literature	3
___ THEA 100	Introduction to Theatre	3
___ THEA 230	Theatre as Literature	3

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):

___ ANTH 100	Introduction to Anthropology	3
___ ANTH 220*	Race and Minorities	3
___ CJ 105	Introduction to Criminal Justice	3
___ GEOG 105	World Regional Geography	3
___ GEOG 201	Human Geography	3
___ HS 100*	Introduction to Human Services/Social Work	3
___ HS 235*	Developmental Psychology	3
___ PSY 110	Introduction to Psychology	4
___ PSY 210*	Social Psychology	3
___ PSY 225*	Physiological Psychology	3
___ PSY 235*	Developmental Psychology	3

___ PSY 245*	Abnormal Psychology	3
___ 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):

___ ECON 211	Economic Principles: Microeconomics	3
___ ECON 212	Economic Principles: Macroeconomics	3
___ 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
___ PHIL 250	Political Theory	3
___ PLSC 100	American Government	3
___ PLSC 200	American Government: Issues and Policy Making	3
___ PLSC 250	Political Theory	3

NATURAL SCIENCE**6+ credits**

Students must successfully complete 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):

___ BIOL 101	General Biology I: Principles of Biology	4
___ BIOL 103*&104*	Biology II: The Diversity of Life w/Lab	5
___ BIOL 110 & 111*	Basic Anatomy & Physiology w/Lab	4
___ BIOL 120	General Botany	3
___ BIOL 121*&122*	Introductory Ecology w/Lab	4
___ BIOL 207*	Microbiology of Infectious Diseases w/Lab	4
___ BIOL 208*	Microbiology Lab	1
___ BIOL 221*	Cell and 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
___ 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
___ GEOG 101	Introduction to Physical Geography	4
___ GEOL 100	Introduction to Earth Science	4
___ GEOL 101	Introduction to Physical Geology	4
___ NSCI 100	Introduction to Earth Scienc	4
___ NSCI 101	Introduction to Physical Geography	4
___ NSCI 102	The Nature of Science	4
___ NSCI 103	Basic Physical Science	4
___ NSCI 104	Environmental 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

*Indicates a prerequisite is needed. Check course description.

Group B (Non-Conventional Lab):

___	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
___	GEOL	130	Geology of NW Montana	3
___	HLTH	221*	Basic Human Nutrition	3
___	NR	270	Wildlife Habitat and Conservation	3
___	NSCI	105	Introduction to Astronomy	3
___	PHYS	105	Introduction to Astronomy	3
___	PHYS	106*	Radiation Physics	4
___	PSY	225*	Physiological Psychology	3

**GLOBAL ISSUES/
MULTICULTURAL/DIVERSITY** 3+ credits

A minimum of three (3) semester credits selected from the following:

___	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
___	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
___	ECON	212	Economic Principles: Macroeconomics	3
___	ENGL	206*	European Literature of the 20th Century	3
___	ENGL	215	African-American Writers	3
___	ENGL	246	Major Women Writers	3
___	GEOG	105	World Regional Geography	3
___	GEOG	201	Human Geography	3
___	GEOG	256	Geography of North America	3
___	HIST	270	Environmental History	3
___	HUM	206*	European Literature of the 20th Century	3
___	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	215*	Intermediate Italian I	4
___	LANG	216*	Intermediate Italian II	4
___	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
___	LANG	243*	Advanced American Sign Language (ASL)	2
___	MUS	222	Cultural Music Appreciation	3
___	NAS	105	Today's Native American	3
___	REL	110	Introduction to the Study of Religion	3
___	REL	115	Religion in America	3
___	SOC	130	Cultural Diversity	3
___	SOC	220*	Race and Minorities	3

Additional Degree Requirements for Associate of Science:

Math (selected from the list on page 44) and/or Natural Science 6+ credits

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, the degree requirements for BOTH degrees must be met. 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. | |

* Indicates a prerequisite is needed. Check course description.

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.

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:
 - (a) they include a significant, systematic, coherent and continuous attention to basic principles of the natural sciences, or
 - (b) 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 stereo-typing 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.

Transfer Programs

Biology	49
Business Administration	50
Chemistry	51
Communication Studies	52
Computer Science	53
Criminal Justice	55
Economics	57
Education - Elementary Education	58
Secondary Education	64
Engineering	71
English	75
Environmental Science	76
Environmental Studies	76
Forestry	77
Geography	79
Geology	80
Health and Human Performance	81
History	84
Liberal Studies	85
Mathematics	86
Nursing	87
Pharmacy	92
Physics	93
Political Science	94
Pre-Health Professions	95
Pre-Social Work	100
Psychology	98
Sociology	101
Theatre Arts Studies	102
Wildlife Biology	103

Introduction

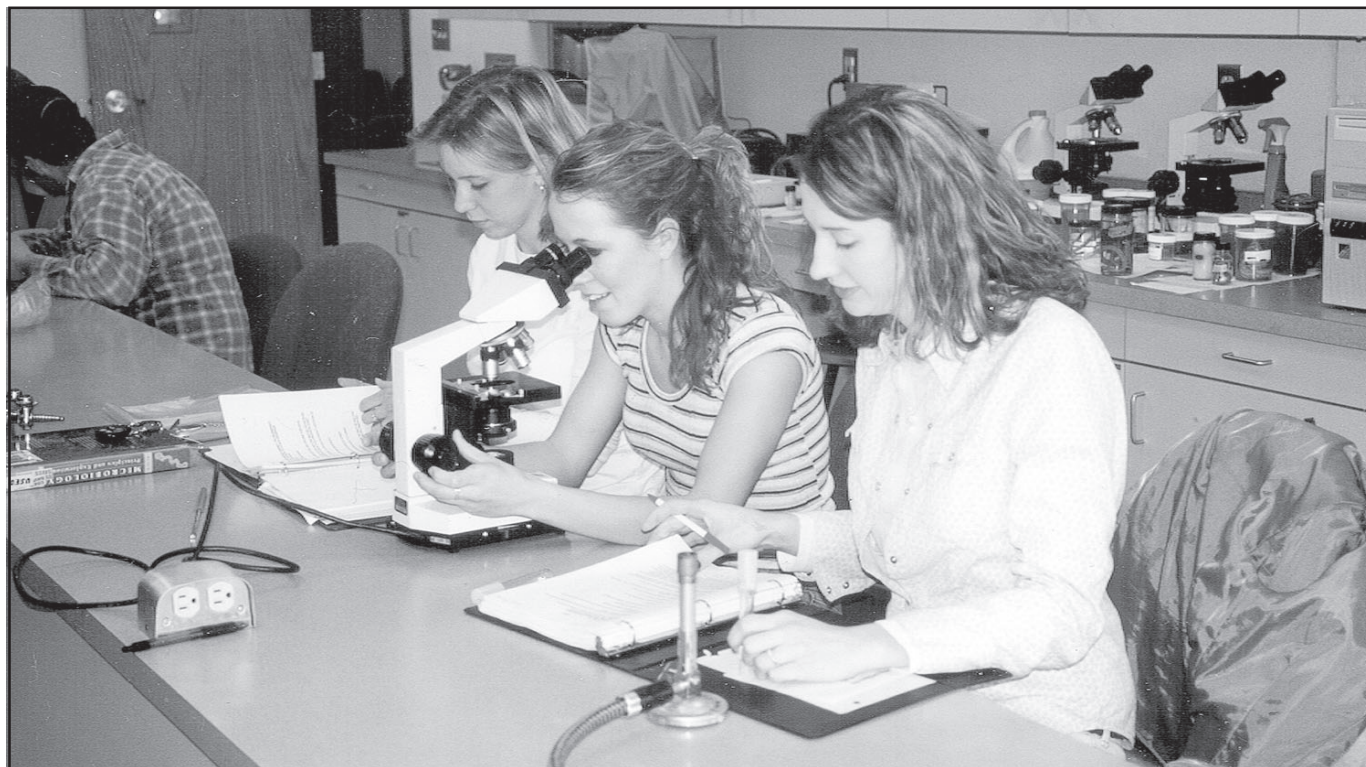
FVCC has developed the following curricula to assist students in planning a two-year course of study. These programs emphasize particular academic or occupational areas and are recommended to students planning careers and/or further college work in those areas. Where FVCC has a formal transfer agreement 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. Indicate the name and number of courses selected as 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:

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

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) 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 BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 44 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS 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:

<u>First Year</u>				
✓	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BIOL	101	General Biology I: Principles of Biology	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				35-37²
<u>Second Year</u>				
✓	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
—	BIOL	221*	Cell and Molecular Biology ³	5
—	BIOL	223*	Genetics and Change ³	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				33-35²
Total Credits				68-72²

*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.

²If 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

³Consult with your advisor for an alternative course if not transferring to the University of Montana.

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 Science Degree

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

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

<u>Second Year</u>				
<input checked="" type="checkbox"/>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	ACCT	201	Principles of Accounting I	4
<input type="checkbox"/>	ACCT	202*	Principles of Accounting II	4
<input type="checkbox"/>	BUS	273*	Quantitative Business Applications	3
<input type="checkbox"/>	MATH	210*	Elementary Statistics	4
<input type="checkbox"/>	_____	_____	Elective	3
<input type="checkbox"/>	_____	_____	Humanities Requirement	3
<input type="checkbox"/>	_____	_____	Natural Science Group A or B Requirement	3
<input type="checkbox"/>	_____	_____	Social Science Group A Requirement	3
<input type="checkbox"/>	_____	_____	Math or Natural Science Requirement	<u>3</u>
Second Year Total				30
Total Credits				60

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

<u>First Year</u>				
<input checked="" type="checkbox"/>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	BUS	130*	Business Communications	3
<input type="checkbox"/>	CS	100	Intro. to Computer Science - Computer Literacy	4
<input type="checkbox"/>	ECON	212	Economic Principles: Macroeconomics	3
<input type="checkbox"/>	ENGL	111*	English Composition	3
<input type="checkbox"/>	MATH	104*	College Algebra	4
<input type="checkbox"/>	MATH	105*	Trigonometry	3
<input type="checkbox"/>	_____	_____	Humanities Requirement	3
<input type="checkbox"/>	_____	_____	Natural Science Group A Requirement	3
<input type="checkbox"/>	_____	_____	Social Science Group A Requirement	<u>3</u>
First Year Total				29

<u>Second Year</u>				
<input checked="" type="checkbox"/>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	ACCT	201	Principles of Accounting I	4
<input type="checkbox"/>	ACCT	202*	Principles of Accounting II	4
<input type="checkbox"/>	ECON	211	Economic Principles: Microeconomics	3
<input type="checkbox"/>	MATH	175*	Applied Calculus	5
<input type="checkbox"/>	MATH	210*	Elementary Statistics	4
<input type="checkbox"/>	_____	_____	Elective	3
<input type="checkbox"/>	_____	_____	Elective	2
<input type="checkbox"/>	_____	_____	Humanities Requirement	3
<input type="checkbox"/>	_____	_____	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:

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.

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 (AS) 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 bachelor 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 MS and PhD degrees.

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) 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 BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 44 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS 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 a transfer to
The University of Montana - Missoula:

First Year

Fall Semester

✓	Course #	Title	Credits
—	CHEM 121*	General Chemistry I	5
—	ENGL 111*	English Composition	3
—	MATH 121*	Calculus & Analytic Geometry I	5
—	CPMA 131*	Business Software	4
First Semester Total			17

Spring Semester

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

Summer Semester

✓	Course #	Title	Credits
—	—	Humanities or Global Issues/ Multicultural/Diversity Requirement	3
—	—	Social Science Group A Requirement	3
—	—	Social Science Group B Requirement	3
Third Semester Total			9

Second Year

Fall Semester

✓	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	5
First Semester Total			21

Spring Semester

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

Total Credits

80**

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

**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 I: Principles of 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**

✓	Course #	Title	Credits
—	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

✓	Course #	Title	Credits
—	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**

✓	Course #	Title	Credits
—	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

✓	Course #	Title	Credits
—	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 **65-72**

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

¹ Chemistry Majors

² Biochemistry Majors

Advisors:

Dr. Paul Martino	Dr. Janice Alexander
SAT 108	SAT 110
(406) 756-3895	(406) 756-3948
pmartino@fvcc.edu	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 or student services coordinator.

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

✓	Course #	Title	Credits
—	ENGL 111*	English Composition	3
—	MATH 104*	College Algebra	4
—	PSY 110	Introduction to Psychology	4
—	SOC 110	Introduction to Sociology	3
—	SP 110	Public Speaking	3
—	HS/SP 120	Interpersonal Relations/ Communications	3
—	—	Computer Skills Requirement	1
—	—	ENGL 110 or ENGL 116	3
—	—	Fine Arts Requirement	3
—	—	Natural Science Group A Requirement	3
First Year Total			30

Second Year

✓	Course #	Title	Credits
—	ANTH 110*	Cultural Anthropology	3
—	HIST 212	U.S. History: 1860's to Present	4
—	MATH 210*	Elementary Statistics	4
—	PHIL 250	Political Theory	3
—	PSY 235*	Developmental Psychology	3
—	SOC 210*	Social Psychology	3
—	SOC 270	Family: Change and Continuity	3
—	SP 215	Negotiations	3
—	—	Natural Science Group A or B Requirement	3
—	—	Elective	1
Second Year Total			30
Total Credits			60

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

Advisor:

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

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

Spring Semester

✓	Course	#	Title	Credits
—	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

Summer Semester

✓	Course	#	Title	Credits
—	—	—	Social Science Group A Requirement	3
—	—	—	Social Science Group B Requirement ¹	3
Third Semester Total				6

Second Year

Fall Semester

✓	Course	#	Title	Credits
—	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

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

Total Credits

73**

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

**If time permits, in addition to the general education requirements and to further broaden their educational experience, students must complete three (3) additional credits in courses that transfer as MSU's Inquiry - Humanities, Inquiry - Social Sciences or Inquiry - Arts.

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) 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 BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 44 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS 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.

Suggested course of study for a transfer to **Montana Tech:****First Year****Fall Semester**

✓	Course #	Title	Credits
—	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

✓	Course #	Title	Credits
—	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**

✓	Course #	Title	Credits
—	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

✓	Course #	Title	Credits
—	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**66-69**

**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
—	BADM 140	Principles of Marketing	3
—	BADM 175	Principles of Management	3
—	BUS 271	Business Law	4

Suggested course of study for a transfer to **The University of Montana – Missoula:****First Year****Fall Semester**

✓	Course #	Title	Credits
—	CS 171*	Fundamentals of Computer Science I: JAVA	4
—	ENGL 111*	English Composition	3
—	MATH 121*	Calculus & Analytic Geometry I	5
—	PSY 110	Introduction to Psychology	4
—	—	Humanities Requirement	3
First Semester Total			19

Spring Semester

✓	Course #	Title	Credits
—	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**

✓	Course #	Title	Credits
—	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

✓	Course #	Title	Credits
—	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**74****

**If time permits, students should consider taking one of the following science electives:

—	BIOL 101	General Biology I: Principles of Biology	4
—	CHEM 121*	General Chemistry I	4
—	GEOL 101	Introduction to Physical Geology	4
—	NSCI 104	Environmental Science	4

Advisor:

Dr. Effat Rady
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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:**

<u>First Year</u>			
✓	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BADM 176	Human Relations in Business	3
___	CJ 105	Introduction to Criminal Justice	3
___	CJ 220	Corrections	3
___	CJ 225	Criminal Law	3
___	CJ 231	Criminal Procedure	2
___	CPMA 131*	Business Software	4
___	ENGL 111*	English Composition	3
___	MATH 103*	Intermediate Algebra	4
___	SP 110	Public Speaking	3
___	___	Quantitative Skills Requirement	3
___	___	Fine Arts Requirement	3
First Year Total			34
<u>Second Year</u>			
✓	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	CHEM 210*	Forensic Science I	4
___	CJ 255	Introduction to Criminology	3
___	CJ 260	Introduction to Juvenile Delinquency	3
___	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 or B Requirement	3
___	___	REL 110 or 115	3
Second Year Total			33
Total Credits			67

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

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

<u>First Year</u>			
✓	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	CJ 105	Introduction to Criminal Justice	3
___	CPMA 131*	Business Software	4
___	ENGL 111*	English Composition	3
___	MATH 104*	College Algebra	4
___	SOC 110	Introduction to Sociology	3
___	___	Communications Requirement	3
___	___	Elective	3
___	___	Elective	3
___	___	Humanities Requirement	3
___	___	Social Science Group B Requirement	3
First Year Total			32
<u>Second Year</u>			
✓	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	SOC 220*	Race and Minorities	3
___	MATH 210*	Elementary Statistics	4
___	___	CJ 255 or 260	3
___	___	SOC 210, 255 or 270	3
___	___	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			28
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			
✓	Course #	Title	Credits
—	CJ 105	Introduction to Criminal Justice	3
—	ENGL 111*	English Composition	3
—	MATH 104*	College Algebra	4
—	SOC 110	Introduction to Sociology	3
—	—	Communications Requirement	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	3
First Year Total			29

Second Year			
	Course #	Title	Credits
—	MATH 210*	Elementary Statistics	4
—	SOC 120	Social Problems	3
—	—	Criminal Justice or Sociology Elective	3
—	—	Criminal Justice or Sociology Elective	3
—	—	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	3
Second Year Total			34

Total Credits **63**

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

Advisor:

Dr. Deb Miller
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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.



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 bachelor 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 Science Degree

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

<u>First Year</u>				
✓	<u>Course</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
—	—	—	Elective	3
—	—	—	Humanities Requirement	3
First Year Total				30

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

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

<u>First Year</u>				
✓	<u>Course</u>	#	<u>Title</u>	<u>Credits</u>
—	CS	100	Introduction to Computer Science – 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
—	—	—	Elective	3
—	—	—	Humanities Requirement	3
First Year Total				30

<u>Second Year</u>				
✓	<u>Course</u>	#	<u>Title</u>	<u>Credits</u>
—	ACCT	201	Principles of Accounting I	4
—	—	—	BUS 130* or ENGL 150*	3
—	—	—	Elective	3
—	—	—	Humanities Requirement	3
—	—	—	Math or Natural Science 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	3
Second Year Total				30

Total Credits **60**

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

Advisor:

Dr. Gregg Davis
BSS 128
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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 five to ten 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 and strong recommendations. Some schools require 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.

If time permits, students may consider taking additional course work to fulfill concentration or endorsement requirements at their transfer institutions. Students should consult their advisors and their transfer institutions for specific recommendations.

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
✓	Course #	Title		
___	BIOL 101	General Biology I: Principles of Biology	4	4
___	EDUC 100	Introduction to Education	3	3
___	ENGL 111*	English Composition	3	3
___	GEOL 100	Introduction to Earth Science	4	4
___	PLSC 100	American Government	3	3
___	PSY 110	Introduction to Psychology	4	4
___	___	Any Literature course from the Humanities Requirement	3	3
___	___	Computer Skills Requirement	1	1
___	___	GEOG 105 or 201	3	3
___	___	HIST 211 or 212	4	4
First Year Total			32	32
		Second Year		Credits
✓	Course #	Title		
___	HIST 250	Montana History	3	3
___	HLTH 230	School Health	3	3
___	MATH 141*	Theory of Arithmetic I	5	5
___	MATH 142*	Theory of Arithmetic II	4	4
___	NSCI 103	Basic Physical Science	4	4
___	___	ANTH 230, 232 or NAS 105	3	3
___	___	Communications Requirement	3	3
___	___	Fine Arts Requirement	3	3
___	___	HLTH 201 or current CPR card	0-2	0-2
___	___	Humanities Requirement	3	3
Second Year Total			31-33	31-33
Total Credits			63-65	63-65

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

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

<u>First Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	ART 226	Methods in Elementary Art	3
<input type="checkbox"/>	BIOL 101	General Biology I: Principles of Biology	4
<input type="checkbox"/>	EDUC 100	Introduction to Education	3
<input type="checkbox"/>	EDUC 232	Instructional Technology	3
<input type="checkbox"/>	EDUC 256	Instruction of Special Students	3
<input type="checkbox"/>	ENGL 111*	English Composition	3
<input type="checkbox"/>	HIST 211	U.S. History: Colonial Era to 1860's	4
<input type="checkbox"/>	HIST 212	U.S. History: 1860's to Present	4
<input type="checkbox"/>	MATH 103*	Intermediate Algebra	4
<input type="checkbox"/>	SP 110	Public Speaking	3
<input type="checkbox"/>	_____	Computer Skills Requirement	1
First Year Total			35

<u>Second Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	GEOG 105	World Regional Geography	3
<input type="checkbox"/>	HLTH 230	School Health	3
<input type="checkbox"/>	MATH 141*	Theory of Arithmetic I	5
<input type="checkbox"/>	MATH 142*	Theory of Arithmetic II	4
<input type="checkbox"/>	MUS 250	Elementary School Music	3
<input type="checkbox"/>	NSCI 102	The Nature of Science	4
<input type="checkbox"/>	NSCI 103	Basic Physical Science	4
<input type="checkbox"/>	PSY 110	Introduction to Psychology	4
<input type="checkbox"/>	_____	Any Literature Course from the	
<input type="checkbox"/>	_____	Humanities Requirement	3
<input type="checkbox"/>	_____	Fine Arts Requirement	3
<input type="checkbox"/>	_____	REL 110, 115, 125, or 228	3
<input type="checkbox"/>	_____	PHIL 120 or REL 225	3
<input type="checkbox"/>	_____	Humanities Requirement (if did not take PHIL 120)	0-3
Second Year Total			42-45

Total Credits 77-80

*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:

<u>First Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	BIOL 101	General Biology I: Principles of Biology	4
<input type="checkbox"/>	EDUC 100	Introduction to Education	3
<input type="checkbox"/>	ENGL 111*	English Composition	3
<input type="checkbox"/>	PLSC 100	American Government	3
<input type="checkbox"/>	PSY 110	Introduction to Psychology	4
<input type="checkbox"/>	SP 110	Public Speaking	3
<input type="checkbox"/>	_____	ANTH 110, ANTH 220*, ECON 212, GEOG 201 or NAS 105	3
<input type="checkbox"/>	_____	ART 221, ART 222, MUS 221 or MUS 222	3
<input type="checkbox"/>	_____	CHEM 101* or NSCI 103	4
<input type="checkbox"/>	_____	Computer Skills Requirement	1
<input type="checkbox"/>	_____	HIST 211 or 212	4
First Year Total			35

<u>Second Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	GEOG 105	World Regional Geography	3
<input type="checkbox"/>	HLTH 230	School Health	3
<input type="checkbox"/>	MATH 141*	Theory of Arithmetic I	5
<input type="checkbox"/>	MATH 142*	Theory of Arithmetic II	4
<input type="checkbox"/>	PSY 235*	Developmental Psychology	3
<input type="checkbox"/>	_____	ART 101, 161, 201*, THEA 100 or 111	3
<input type="checkbox"/>	_____	ENGL 110, 211, 212, 232, 240 or 262	3-4
<input type="checkbox"/>	_____	GEOG 100 or GEOL 101	4
<input type="checkbox"/>	_____	HLTH 201 or current CPR card	0-2
<input type="checkbox"/>	_____	Humanities Requirement (if did not take ART 221 or 222)	0-3
Second Year Total			28-34
Total Credits			63-69

*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 – Western:

<u>First Year</u>			
✓	Course #	Title	Credits
—	ART 101	Drawing I	3
—	BIOL 101	General Biology I: Principles of Biology	4
—	CHEM 101*	Introduction to Chemistry	4
—	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
—	—	CS 100 or CMPA 130*	2-4
—	—	HIST 111 or 112	4
—	—	HUM 261 or 262	4
—	—	PLSC 100, HIST 211 or 212	3-4
First Year Total			40-43

<u>Second Year</u>			
✓	Course #	Title	Credits
—	ENGL 110	Exploration 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 230	School Health	3
—	MATH 141*	Theory of Arithmetic I	5
—	MATH 142*	Theory of Arithmetic II	4
—	MUS 250	Elementary School Music	3
—	NSCI 103	Basic Physical Science	4
—	PSY 235*	Developmental Psychology	3
—	—	HLTH 201 or Current CPR Card	0-2
Second Year Total			38-40

Total Credits 78-83

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

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

<u>First Year</u>			
✓	Course #	Title	Credits
—	EDUC 100	Introduction to Education	3
—	ENGL 110	Exploration 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 NSCI 103	4
—	—	Computer Skill Requirement	1
—	—	HIST 111, 112, 211, 212 or 250	3-4
First Year Total			30-31

<u>Second Year</u>			
✓	Course #	Title	Credits
—	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 NSCI 103	4
—	—	Humanities Requirement	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 61-65

*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.

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:

<u>First Year</u>				
<input checked="" type="checkbox"/>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	BIOL	101	General Biology I: Principles of Biology	4
<input type="checkbox"/>	EDUC	100	Introduction to Education	3
<input type="checkbox"/>	ENGL	111*	English Composition	3
<input type="checkbox"/>	HIST	112	History of Western Civilization II	4
<input type="checkbox"/>	HLTH	230	School Health	3
<input type="checkbox"/>	MATH	141*	Theory of Arithmetic I	5
<input type="checkbox"/>	MATH	142*	Theory of Arithmetic II	4
<input type="checkbox"/>	MUS	221	Music Appreciation	3
<input type="checkbox"/>	_____	_____	Computer Skills Requirement	1
<input type="checkbox"/>	_____	_____	SP 110 or 120	3
			First Year Total	33

<u>Second Year</u>				
<input checked="" type="checkbox"/>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	ANTH	232	Indians of Montana	3
<input type="checkbox"/>	EDUC	230	Strategies of Learning	3
<input type="checkbox"/>	EDUC	244*	Learning Disabilities	3
<input type="checkbox"/>	NSCI	103	Basic Physical Science	4
<input type="checkbox"/>	PLSC	100	American Government	3
<input type="checkbox"/>	PSY	110	Introduction to Psychology	4
<input type="checkbox"/>	PSY	235*	Developmental Psychology	3
<input type="checkbox"/>	_____	_____	HIST 211 or 212	4
<input type="checkbox"/>	_____	_____	Humanities Requirement	3
<input type="checkbox"/>	_____	_____	PHIL 110 or 120	3
			Second Year Total	33

Total Credits 66

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

Advisors:

In Kalispell

Dr. David Scott
 BSS 120
 (406) 756-3859
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Linda Soper
 SAT 145
 (406) 756-3354
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Jo Swanson (UGF only)
 SAT 175
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 jswanson@ugf.edu

Don Hickethier
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 dhicketh@fvcc.edu

In Libby

Dorothy Hintz
 Room #107
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 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.

Elementary Education Major Requirements

	FVCC	UM-Missoula	UGF	MSU-Bozeman	MSU-Billings	MSU-Northern	UM-Western
ANTH 110	Cultural Anthropology	Not Required	Not Required	ANTH 110 or ANTH 220* or ECON 212 or GEOG 201 or NAS 105	Not Required	Not Required	Not Required
ANTH 230	Indians of North America	ANTH 230 or ANTH 232 or NAS 105	Not Required	Not Required	Not Required	Not Required	Not Required
ANTH 232	Indians of Montana	ANTH 232 or ANTH 230 or NAS 105	Not Required	Not Required	Required	Not Required	Not Required
ART 101	Drawing I	Not Required	Not Required	ART 101 or ART 161 or ART 201* or THEA 100 or THEA 111	Not Required	ART 101, ART 114, ART 150, ART 151, ART 152*, ART 161, ART 162, ART 241, ART 242* (pick one)	Required
ART 221	Art History Survey I: Ancient to Middle Ages	Not Required	Not Required	ART 221 or ART 222 or MUS 221 or MUS 222	Not Required	Not Required	Not Required
ART 226	Methods in Elementary Art	Not Required	Required	Not Required	Not Required	Not Required	Not Required
BIOL 101	General Biology I: Principles of Biology	Required	Required	Required	Required	BIOL 101 or CHEM 101* or GEOL 100 or NSCI 103 (pick two)	Required
CHEM 101*	Introduction to Chemistry	Not Required	Not Required	CHEM 101* or NSCI 103	Not Required	CHEM 101* or BIOL 101 or GEOL 100 or NSCI 103 (pick two)	Required
CMPA 130*	Integrated Software Application	Not Required	Not Required	Not Required	Not Required	Not Required	CMPA 130 or CS 100
EDUC 100	Introduction to Education	Required	Required	Required	Required	Required	Required
EDUC 230	Strategies of Learning	Not Required	Not Required	Not Required	Required	Not Required	Not Required
EDUC 232	Instructional Technology	Not Required	Required	Not Required	Not Required	Not Required	Not Required
EDUC 244*	Learning Disabilities	Not Required	Not Required	Not Required	Required	Not Required	Not Required
EDUC 256	Instruction of Special Students	Not Required	Required	Not Required	Not Required	Not Required	Not Required
ENGL 110	Exploration in Literature	Any Literature course from the Humanities Requirement	Any Literature course from the Humanities Requirement	ENGL 110 or ENGL 211 or ENGL 212 or ENGL 232 or ENGL 240 or ENGL 262	Not Required	Required	Required
ENGL 111*	English Composition	Required	Required	Required	Required	Required	Required
ENGL 201*	Advanced Composition	Not Required	Not Required	Not Required	Not Required	Required	Required
GEOG 105	World Regional Geography	GEOG 105 or GEOG 201	Required	Required	Not Required	Not Required	Not Required
GEOG 201	Human Geography	GEOG 201 or GEOG 105	Not Required	Not Required	Not Required	Not Required	Required
GEOL 100	Introduction to Earth Science	Required	Not Required	GEOL 100 or GEOL 101	Not Required	GEOL 100 or BIOL 101 or CHEM 101* or NSCI 103 (pick two)	Not Required
GEOL 101	Introduction to Physical Geology	Not Required	Not Required	GEOL 101 or GEOL 100	Not Required	Not Required	Required
HIST 112	History of Western Civilization II	Not Required	Not Required	Not Required	Required	HIST 112 or HIST 111 or HIST 211 or HIST 212 or HIST 250 (pick two)	HIST 112 or HIST 111

Elementary Education Major Requirements Continued

	FVCC	UM-Missoula	UGF	MSU-Bozeman	MSU-Billings	MSU-Northern	UM-Western
HIST 211	US History: Colonial Era to 1860's	HIST 211 or HIST 212	Required	HIST 211 or HIST 212	HIST 211 or HIST 212	HIST 111, HIST 112, HIST 211, HIST 212, HIST 250 (pick two)	HIST 211 or HIST 212 or PLSC 100
HIST 212	US History: 1860's to Present	HIST 212 or HIST 211	Required	HIST 212 or HIST 211	HIST 212 or HIST 211	HIST 111, HIST 112, HIST 211, HIST 212, HIST 250 (pick two)	HIST 212 or HIST 211 or PLSC 100
HIST 250	Montana History	Required	Not Required	Not Required	Not Required	HIST 111, HIST 112, HIST 211, HIST 212, HIST 250 (pick two)	Required
HLTH 201	First Aid	HLTH 201 or current CPR card	Not Required	HLTH 201 or current CPR card	Not Required	HLTH 201 or current CPR card	HLTH 201 or current CPR card
HLTH 230	School Health	Required	Required	Required	Required	Required	Required
HUM 261	Introduction to Humanities: Origins and Influences I	Not Required	Not Required	Not Required	Not Required	Not Required	HUM 261 or HUM 262
MATH 103*	Intermediate Algebra	Not Required	Required	Not Required	Not Required	Not Required	Not Required
MATH 141*	Theory of Arithmetic I	Required	Required	Required	Required	Required	Required
MATH 142*	Theory of Arithmetic II	Required	Required	Required	Required	Required	Required
MUS 221	Music Appreciation	Not Required	Not Required	Not Required	Required	Required	Not Required
MUS 250	Elementary School Music	Not Required	Required	Not Required	Not Required	Not Required	Required
NSCI 102	The Nature of Science	Not Required	Required	Not Required	Not Required	Not Required	Not Required
NSCI 103	Basic Physical Science	Required	Required	NSCI 103 or CHEM 101*	Required	BIOL 101, CHEM 101*, GEOL 100, NSCI 103 (pick two)	Required
PHIL 120	Introduction to Ethics	Not Required	PHIL 120 or REL 225	Not Required	PHIL 120 or PHIL 110	Not Required	Not Required
PLSC 100	American Government	Required	Not Required	Required	Required	Not Required	PLSC 100 or HIST 211 or HIST 212
PSY 110	Introduction to Psychology	Required	Required	Required	Required	Required	Required
PSY 235*	Developmental Psychology	Not Required	Not Required	Required	Not Required	Required	Required
REL 110	Introduction to the Study of Religion	Not Required	REL 110 or REL 115 or REL 125 or REL 228	Not Required	Not Required	Not Required	Not Required
SP 110	Public Speaking	Not Required	Required	Required	SP 110 or SP 120	Required	Required

Secondary Education

Transfer to all Montana Colleges and Universities

In Montana, those desiring to become secondary teachers (grades 5-12) must pursue a bachelor 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 for most Secondary Education Majors

✓	Course	No.	Title	Credits
___	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

See requirements listed on page 41 of this catalog. Completion of FVCC's general education core requirements satisfies the lower division 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.

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 – Art

Associate of Arts Degree

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

<u>First Year</u>				
✓	Course	#	Title	Credits
___	ART	101	Drawing I	3
___	ART	150	Art Photography I	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

<u>Second Year</u>				
✓	Course	#	Title	Credits
___	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, 115, 125, 228 or 229	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	Cognitive Psychology Applied to 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	472	Pre-professional Integrative Experience (Middle School)	2
___	EDU	482	Pre-professional Integrative Experience (High School)	2
___	EDU	489	Elementary/Secondary Education Internship Seminar	2
___	EDU	498	Secondary Internship	10

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			
✓	Course #	Title	Credits
—	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
—	—	Communications Requirement	3
—	—	Computer Skills Requirement	1
—	—	Social Science, Humanities, Communications Requirement	3
—	—	Quantitative Skills Requirement	3
—	—	Natural Science Group A or B Requirement	3
First Year Total			32
Second Year			
✓	Course #	Title	Credits
—	ART 114	Painting I	3
—	ART 150	Art Photography I	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
—	HLTH 230	School Health	3
—	—	ANTH 230, ANTH 232 or NAS 105	3
—	—	HLTH 201 or Current CPR Card	0-2
—	—	Natural Science Group A Requirement	3
—	—	Social Science Group B	3
Second Year Total			30-32
Total Credits			62-64

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

Advisor:
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			
✓	Course #	Title	Credits
—	BIOL 101	General Biology I: Principles of Biology	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
—	PSY 110	Introduction to Psychology	4
—	—	MATH 121* or MATH 175*	5
—	—	ANTH 230, ANTH 232 or NAS 105	3
—	—	Humanities Requirement	3
First Year Total			35
Second Year			
✓	Course #	Title	Credits
—	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:
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:

<u>First Year</u>			
✓	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
—	BUS 271	Business Law	4
—	ECON 211	Economic Principles: Microeconomics	3
—	ECON 212	Economic Principles: Macroeconomics	3
—	EDUC 100	Introduction to Education	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
—	—	ANTH 230, ANTH 232 or NAS 105	3
First Year Total			33

<u>Second Year</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 273*	Quantitative Business Applications	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	3
—	—	Group A or B Requirement	3
Second Year Total			31-33

Total Credits 64-66

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

Advisor:

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:

<u>First Year</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, 231, 252* or 272*	3
—	—	Fine Arts Requirement	3
—	—	Natural Science Group A Requirement	3
First Year Total			32

<u>Second Year</u>			
✓	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
—	ENGL 232	British Literature II: 19 th Century to Present	3
—	HLTH 230	School Health	3
—	—	Elective	1
—	—	Elective	3
—	—	English Elective	3
—	—	English Elective	3
—	—	ANTH 230, ANTH 232 or NAS 105	3
—	—	HLTH 201 or current CPR card	0-2
—	—	Quantitative Skills Requirement	3
—	—	Natural Science	3
—	—	Group A or B Requirement	3
—	—	Social Science Group B Requirement	3
Second Year Total			28-30

Total Credits 60-62

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

Advisor:

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

Secondary Education –

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.

General Science Broadfield

Associate of Science Degree

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

First Year			
✓	Course #	Title	Credits
___	BIOL 101	General Biology I: Principles of Biology	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 210*	Elementary Statistics	4
___	PSY 110	Introduction to Psychology	4
___	___	Computer Skills Requirement	1
___	___	Humanities Requirement	3
___	___	MATH 121* or MATH 175*	5
___	___	Social Science Group B Requirement	3
First Year Total			45
Second Year			
✓	Course #	Title	Credits
___	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
___	___	ANTH 230, ANTH 232 or NAS 105	3
___	___	HLTH 201 or current CPR card	0-2
___	___	Humanities Requirement	3
___	___	PHYS 111* & 112* or PHYS 201* & 202*	10-12
Second Year Total			39-43
Total Credits			84-88

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

Suggested course of study for a transfer to

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.

Montana State University – Northern:

First Year			
✓	Course #	Title	Credits
___	BIOL 101	General Biology I: Principles of Biology	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 or SP 120	3
___	___	Humanities Requirement	3
First Year Total			37
Second Year			
✓	Course #	Title	Credits
___	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
___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	Humanities Requirement	3
___	___	Social Science Group B Requirement	3
Second Year Total			37
Total Credits			74

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

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) 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 BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 44 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS 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 the
University of Great Falls:

<u>First Year</u>			
✓	Course #	Title	Credits
—	BIOL 101	General Biology I: Principles of Biology	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
—	NSCI 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

<u>Second Year</u>			
✓	Course #	Title	Credits
—	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
—	NSCI 105	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 HIST 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

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

Advisor:

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.

under the Art Education transfer program.

Secondary Education – Government

Associate of Arts Degree

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

<u>First Year</u>			
✓	Course #	Title	Credits
—	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
—	—	ANTH 230, ANTH 232 or NAS 105	3
—	—	Fine Arts Requirement	3
—	—	Natural Science Group A Requirement	3
First Year Total			31

<u>Second Year</u>			
✓	Course #	Title	Credits
—	PHIL 250	Political Theory	3
—	PSY 110	Introduction to Psychology	4
—	—	Elective	2
—	—	Elective	3
—	—	Elective	3
—	—	Elective	3
—	—	Elective	3
—	—	HLTH 201 or current CPR card	0-2
—	—	Humanities Requirement	3
—	—	Quantitative Skills Requirement	3
—	—	Natural Science Group A or B Requirement	3
—	—	Social Sciences, Humanities, Communication Requirement	3
Second Year Total			30-32

Total Credits **61-63**

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

Advisor:

Dr. C. Jonathan 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:

<u>First Year</u>				
✓	Course	#	Title	Credits
—	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
—	—	—	ANTH 230, ANTH 232 or NAS 105	3
—	—	—	HIST 111 or 112	4
—	—	—	Humanities Requirement	3
—	—	—	Natural Science Group A Requirement	3
First Year Total				31

<u>Second Year</u>				
✓	Course	#	Title	Credits
—	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
—	—	—	Quantitative Skills Requirement	3
—	—	—	Natural Science Group A or B Requirement	3
Second Year Total				29-31
Total Credits				60-62

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

Advisor:

Dr. C. Jonathan 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:

<u>First Year</u>				
✓	Course	#	Title	Credits
—	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

<u>Second Year</u>				
✓	Course	#	Title	Credits
—	ECON	211	Economic Principles: Microeconomics	3
—	ECON	212	Economic Principles: Macroeconomics	3
—	GEOG	201	Human Geography	3
—	HLTH	230	School Health	3
—	PSY	110	Introduction to Psychology	4
—	—	—	ANTH 230, ANTH 232 or NAS 105	3
—	—	—	HIST 111, 112, 211 or 212	4
—	—	—	HLTH 201 or current CPR card	0-2
—	—	—	Humanities Requirement	3
—	—	—	Quantitative Skills Requirement	3
—	—	—	Natural Science Group A or B Requirement	3
Second Year Total				32-34
Total Credits				62-64

*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

✓	Course #	Title	Credits
___	ANTH 232	Indians of Montana	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
___	___	Quantitative Skills Requirement	3
___	___	Natural Science Group A	3
		First Year Total	33

Second Year

✓	Course #	Title	Credits
___	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
___	PLSC 100	American Government	3
___	___	Computer Skills Requirement	1
___	___	ECON 211 or 212	3
___	___	PLSC, PSY or SOC Elective	3
___	___	Fine Arts Requirement	3
___	___	GEOG 105 or 201	3
___	___	Humanities Requirement	3
___	___	Humanities Requirement	3
___	___	Natural Science Group A or B Requirement	3
		Second Year Total	36

Total Credits **69**

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

Advisor:

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(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.



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 (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) 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 BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 44 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS 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				
✓	Course #	Title		Credits
___	CHEM 121*	General Chemistry I ¹		5
___	ENGL 111*	English Composition		3
___	ENGR 110	Introduction to Engineering		1
___	MATH 121*	Calculus & Analytic Geometry I ²		5
___	SP 110	Public Speaking		<u>3</u>
Fall Semester Total				17

Spring Semester

✓	Course #	Title		Credits
___	MATH 122*	Calculus & Analytic Geometry II ²		5
___	PHYS 201*	General Physics I ³		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				
✓	Course #	Title		Credits
___	MATH 221*	Calculus & Analytic Geometry III ²		5
___	PHYS 202*	General Physics II ³		6
___	___	Additional Engineering Requirements **	3+	
___	___	Humanities Requirement		<u>3</u>
Fall Semester Total				17

Spring Semester

✓	Course #	Title		Credits
___	MATH 222*	Differential Equations ²		5
___	___	Humanities Requirement		3
___	___	Social Science Group B Requirement		3
___	___	Global Issues/Multicultural/ Diversity Requirement		3
___	___	Additional Engineering Requirements **	3+	<u>3</u>
Second Semester Total				17+

Total Credits

69+

¹ Not required for computer engineering majors.

² 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*.

³ Construction engineering technology, electrical and electronics engineering technology, and mechanical engineering technology majors instead need PHYS 111* & PHYS 112*.

*Indicates prerequisite and/or co-requisite needed.

** See page 72 for additional courses.

****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 Fundamentals 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	Fundamentals of Computer Science I: JAVA	4
___	CS	204*	C++ Programming	4
___	ENGR	116*	Introduction to Electrical Fundamentals 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	Fundamentals of Computer Science I: JAVA	4
___	CS	204*	C++ Programming	4
___	ENGR	111	Engineering Graphics	3
___	ENGR	116*	Introduction to Electrical Fundamentals 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*	Introduction to Electrical Fundamentals 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	Fundamentals of Computer 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>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 & Analytic Geometry I ³	5
First Semester Total			14

Spring Semester

✓	<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>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>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>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 or 210*
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

✓	Course #	Title	Credits
—	CHEM 121*	General Chemistry I	5
—	ENGL 111*	English Composition	3
—	MATH 121*	Calculus & Analytic Geometry I	5
—	SP 110	Public Speaking	3
First Semester Total			16

Spring Semester

✓	Course #	Title	Credits
—	CHEM 122*	General Chemistry II	5
—	ENGR 111	Engineering Graphics	3
—	MATH 122*	Calculus & Analytic Geometry II	5
—	PHYS 201*	General Physics I	6
Second Semester Total			19

Summer Semester

✓	Course #	Title	Credits
—	—	Any History course from Social Science Group B	3
—	—	Any Literature course from Humanities Requirement	3
—	—	PHIL 110, 120, 170, or 250	3
—	—	Social Science Group A Requirement	3
Third Semester Total			12

Second Year

Fall Semester

✓	Course #	Title	Credits
—	—	Computer Skills Requirement	1
—	ENGR 201*	Engineering Mechanics: Statics	4
—	MATH 221*	Calculus & Analytic Geometry III	5
—	PHYS 202*	General Physics II	6
—	—	REL 110, 115, 125, 228 or 229	3
First Semester Total			19

Spring Semester

✓	Course #	Title	Credits
—	ECON 212	Economic Principles: Macroeconomics	3
—	ENGR 204*	Mechanics of Materials	4
—	ENGR 206*	Circuits I	4
—	MATH 201*	Linear Algebra	4
Second Semester Total			15
Total Credits			81**

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

** A maximum of 60 lower division (100-200 level) credits may be transferred into Carroll College.

Advisor:

Dr. Effat Rady
SAT 129
(406) 756-3610
erady@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:

<u>First Year</u>			
✓	Course #	Title	Credits
___	ENGL 111*	English Composition	3
___	ENGL 211	American Literature I	3
___	ENGL 212	American Literature II	3
___	___	Communications Requirement	3
___	___	Computer Skills Requirement	1
___	___	Elective	1
___	___	Elective**	3
___	___	Elective	3
___	___	Quantitative Skills Requirement	3
___	___	Natural Science Group A Requirement	3
___	___	Social Science Group A Requirement	3
First Year Total			29
<u>Second Year</u>			
✓	Course #	Title	Credits
___	ENGL 231	British Literature I	3
___	ENGL 232	British Literature II	3
___	___	LANG 101 & 102* or 111 & 112* or 115 & 116* or 121 & 122* or 131 & 132*	10
___	___	Elective	3
___	___	Elective**	3
___	___	Fine Arts Requirement	3
___	___	Natural Science Group A or B Requirement	3
___	___	Social Science Group B Requirement	3
Second Year Total			31
Total Credits			60

**Recommended elective for the Creative Writing Option:

___ ENGL 115 Introduction to Poetry 3

**Recommended elective for the Linguistics Option:

___ ENGL 270 Introduction to Linguistics 3

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

Advisors:

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Christy Kabler LRC 145 (406) 756-3905 ckabler@fvcc.edu	Carole Bergin LRC 139 (406) 756-3902 cbergin@fvcc.edu
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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 a related area to compliment their major. These related areas include applied mathematical science, biology, geology, wildlands interpretation, wildlands therapy, wildlife biology, sustainable natural resource management and environmental geochemistry.

Associate of Science Degree

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

First Year				Credits
✓	Course #	Title		
—	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				Credits
✓	Course #	Title		
—	—	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
Second Year Total				30
Total Credits				60

**Depending on which related area you choose to pursue, the following electives may be worthwhile to take at FVCC:

—	BIOL 120	General Botany		3
—	BIOL 121*	Introductory Ecology		3
—	BIOL 205*	Microbiology		3
—	BIOL 208*	Microbiology Laboratory		1
—	BIOL 223*	Genetics and Change		4
—	BIOL 231*	General Entomology		3
—	CHEM 221*	Organic Chemistry I		5
—	CHEM 222*	Organic Chemistry II		5
—	HLTH 201	First Aid		2
—	MATH 122*	Calculus & Analytic Geometry II		5
—	MATH 201*	Linear Algebra		4
—	MATH 221*	Calculus & Analytic Geometry III		5
—	PHYS 202*	General Physics II		6

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				Credits
✓	Course #	Title		
—	CHEM 101*	Introduction to Chemistry		4
—	ENGL 111*	English Composition		3
—	MATH 104*	College Algebra		4
—	NSCI 104	Environmental Science		4
—	—	Computer Skills Requirement		1
—	—	Elective		3
—	—	Elective**		3
—	—	Elective**		3
—	—	Humanities Requirement		3
First Year Total				28

Second Year				Credits
✓	Course #	Title		
—	BIOL 101	General Biology I: Principles of Biology		4
—	MATH 210*	Elementary Statistics		4
—	—	Social Science Group B Requirement		3
—	—	Elective		3
—	—	Humanities Requirement		3
—	—	Communications Requirement		3
—	—	Elective**		3
—	—	Elective**		3
—	—	Global Issues/Multicultural/ Diversity Requirement		3
—	—	Social Science Group A Requirement		3
Second Year Total				32
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 273*	Quantitative Business Applications		3

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

Advisor:

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 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 for students majoring in Forestry:**

First Year

Fall Semester				
✓	Course	#	Title	Credits
—	ENGL	111*	English Composition	3
—	MATH	104*	College Algebra	4
—	SP	110	Public Speaking	3
—	—	—	Elective or GEOG 101 ¹	3-4
—	—	—	Humanities Requirement	<u>3</u>
First Semester Total				16-17

Spring Semester

✓	Course	#	Title	Credits
—	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				
✓	Course	#	Title	Credits
—	CHEM	101*	Introduction to Chemistry	4
—	MATH	175*	Applied Calculus	5
—	NR	231*	Photogrammetry & Remote Sensing	3
—	—	—	Social Science Group A Requirement	<u>3</u>
First Semester Total				15

Spring Semester				
✓	Course	#	Title	Credits
—	—	—	Elective	1
—	—	—	Elective or BIOL 250 ¹	3
—	—	—	Elective or NR 232* ²	3
—	—	—	Global Issues/Multicultural/ Diversity Requirement	3
—	—	—	Humanities Requirement	<u>3</u>
Second Semester Total				13

Total Credits 60-61**

**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 Introduction	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

¹ If pursuing the Range Resources Management Option.

² If pursuing the Forest Resource Management Option.

*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.

Associate of Science Degree

Suggested course of study for a transfer to
**The University of Montana – Missoula for students
majoring in Resource Conservation:**

First Year**Fall Semester**

✓	Course #	Title	Credits
—	ENGL 111*	English Composition	3
—	MATH 104*	College Algebra	4
—	SP 110	Public Speaking	3
—	—	Elective or BIOL 101 ^{1,2}	4
—	—	Humanities Requirement	3
First Semester Total			17

First Year**Spring Semester**

✓	Course #	Title	Credits
—	ENGL 150*	Technical Writing	3
—	MATH 105*	Trigonometry	3
—	—	BIOL 121* & BIOL 122* ¹ or BIOL 103* & BIOL 104* ² or BIOL 120 ³	3-5
—	—	Computer Skills Requirement or CMPA 131* ¹	1-4
—	—	Elective ⁴	3
Second Semester Total			13-18

Second Year**Fall Semester**

✓	Course #	Title	Credits
—	CHEM 101*	Introduction to Chemistry	4
—	—	ECON 211 or PLSC 100 or Social Science Group B Requirement ²	3
—	—	Elective ⁴	3
—	—	Elective or MATH 121* ²	3-5
—	—	Social Science Group A Requirement	3
First Semester Total			16-18

Spring Semester

✓	Course #	Title	Credits
—	—	Elective or MATH 122* ² or MATH 222* ²	5
—	—	MATH 210* ¹ or CHEM 134* ² or Math / Science Requirement ³	4
—	—	ECON 212 ^{1,3} or Global Issues / Multicultural /Diversity Requirement	3
—	—	Humanities Requirement	3
Second Semester Total			15

Total Credits 61-68**

¹ If pursuing the Land and People Option.

² If pursuing the Terrestrial Sciences Option

³ If pursuing the Conservation Option

⁴ If pursuing the Land and People Option, students should take NR 230. If pursuing the Terrestrial Sciences Option, students should take PHYS 201*, PHYS 202* and GEOL 101.

**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 Introduction	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.

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Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) 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 BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 44 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS 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:

<u>First Year</u>			
✓	Course #	Title	Credits
—	ENGL 111*	English Composition	3
—	GEOG 101	Introduction to Physical Geography	4
—	GEOL 101	Introduction to Physical Geology	4
—	—	Computer Skills Requirement	1
—	—	Elective	3
—	—	Elective	3
—	—	Elective ¹	3
—	—	Elective ¹	3
—	—	Elective ¹	3
—	—	Math or Natural Science Requirement	3
First Year Total			30

<u>Second Year</u>			
✓	Course #	Title	Credits
—	GEOG 105	World Regional Geography	3
—	GEOG 201	Human Geography	3
—	MATH 210*	Elementary Statistics	4
—	—	Communications Requirement	1
—	—	Elective ¹	3
—	—	LANG 101 & 102* or 111 & 112* or 115 & 116* or 121 & 122* or 131 & 132*	10
—	—	Math or Natural Science Requirement	3
—	—	Social Science Group B Requirement	3
Second Year Total			30
Total Credits			60

¹Recommended electives for the Human Geography Emphasis:

—	ANTH 100	Introduction to Anthropology	3
—	ECON 211	Economic Principles: Microeconomics	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
—	BIOL 103*	Biology II: The Diversity of Life	3
—	BIOL 104*	Biology II: The Diversity of Life Laboratory	2

Associate of Arts Degree

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

<u>First Year</u>			
✓	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
—	—	Quantitative Skills Requirement	3
—	—	Humanities Requirement	3
First Year Total			28

<u>Second Year</u>			
✓	Course #	Title	Credits
—	CS 131	Visual Basic Programming	4
—	CS 171*	Fundamentals of Computer Science I – JAVA	4
—	GEOG 201	Human Geography	3
—	—	Geography Elective	3
—	—	Elective	3
—	—	Fine Arts Requirement	3
—	—	Humanities Requirement	3
—	—	Natural Science Group A or B Requirement	3
—	—	Social Science Group B Requirement	3
—	—	Communications, Humanities, Social Sciences Requirement	3
Second Year Total			32
Total Credits			60

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

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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 the majority of courses needed for the first two years of a bachelor degree, 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:

<u>First Year</u>			
✓	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

<u>Second Year</u>			
✓	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
___	___	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			30
Total Credits			65**

**If time permits, students can take the following courses if pursuing the Crystallography, Mineralogy and Earth Materials Emphasis:

___	MATH 221*	Calculus & Analytical Geometry III	5
___	MATH 222*	Differential Equations	5

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

<u>First Year</u>			
✓	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
<u>Second Year</u>			
✓	Course #	Title	Credits
___	CMPA 131*	Business Software	4
___	___	Communications Requirement	3
___	___	Elective ^{1,2}	3
___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	Humanities Requirement	3
___	___	Humanities Requirement	3
___	___	PHYS 111* ³ & 112* ³ or PHYS 201* ³ & 202* ³	10-12
___	___	Social Science Group A Requirement	3
___	___	Social Science Group B Requirement	3
Second Year Total			35-37
Total Credits			65-67

¹Recommended electives for the General Option:

___	BIOL 101	General Biology I: Principles of Biology	4
___	BIOL 121*	Introductory Ecology	3
___	PHYS 105	Introduction to Astronomy	3

²Recommended elective for the Environmental Geology Option:

___	BIOL 205*	Microbiology	3
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³Physics is not required for the General Option. Take an elective instead.

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

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Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) 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 BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 44 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS 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:

<u>First Year</u>			
✓	Course #	Title	Credits
—	ENGL 111*	English Composition	3
—	MATH 104*	College Algebra	4
—	MATH 210*	Elementary Statistics	4
—	PSY 110	Introduction to Psychology	4
—	SOC 110	Introduction to Sociology	3
—	SP 110	Public Speaking	3
—	—	CHEM 101* or 121*	4-5
—	—	Computer Skills Requirement	1
—	—	Humanities Requirement	3
First Year Total			29-30

<u>Second Year</u>			
✓	Course #	Title	Credits
—	BIOL 261*	Human Anatomy & Physiology I	4
—	BIOL 262*	Human Anatomy & Physiology II	4
—	ENGL 150*	Technical Writing	3
—	HLTH 201	First Aid	2
—	HLTH 221*	Basic Human Nutrition	3
—	PLSC 100	American Government	3
—	PSY 102	Drugs and Society	3
—	—	Elective	3
—	—	Global Issues/Multicultural/ Diversity Requirement	3
—	—	Humanities Requirement	3
Second Year Total			31
Total Credits			60-61

Suggested course of study for a transfer to **The University of Montana – Missoula** majoring in Athletic Training or Exercise Science:

<u>First Year</u>			
✓	Course #	Title	Credits
—	BIOL 101	General Biology I: Principles of Biology ¹	4
—	BIOL 206*	Microbiology of Infectious Diseases ¹	3
—	CHEM 101*	Introduction to Chemistry	4
—	CHEM 134*	Organic and Biological 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
First Year Total			32

<u>Second Year</u>			
✓	Course #	Title	Credits
—	BIOL 261*	Human Anatomy and Physiology I	4
—	BIOL 262*	Human Anatomy and Physiology II	4
—	ENGL 150*	Technical Writing	3
—	HLTH 201	First Aid	2
—	MATH 104*	College Algebra	4
—	MATH 210*	Elementary Statistics	4
—	—	Global Issues/Multicultural/ Diversity Requirement	3
—	—	Humanities Requirement	3
—	—	Humanities Requirement	3
—	—	Social Science Group B Requirement	3
Second Year Total			33

Total Credits 65

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

¹ Exercise Science majors should take HLTH 221* and PHYS 111* instead.

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:

<u>First Year</u>			
✓	Course #	Title	Credits
___	BIOL 101	General Biology I: Principles of Biology	4
___	CHEM 121*	General Chemistry I	5
___	CHEM 122*	General Chemistry II	5
___	ENGL 111*	English Composition	3
___	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			33
<u>Second Year</u>			
✓	Course #	Title	Credits
___	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			67-69

*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 Applied Health Sciences:

<u>First Year</u>			
✓	Course #	Title	Credits
___	BIOL 101	General Biology I: Principles of Biology ¹	4
___	BIOL 206*	Microbiology of Infectious Diseases	3
___	BIOL 121*	Introductory Ecology	3
___	CHEM 101*	Introduction to Chemistry	4
___	ENGL 111*	English Composition	3
___	HLTH 200	Foundations of Physical Education	3
___	MATH 104*	College Algebra	4
___	PSY 110	Introduction to Psychology	4
___	___	Computer Skills Requirement	1
___	___	HLTH 203 or Elective ¹	3
___	___	Quantitative Skills Requirement	3
First Year Total			35
<u>Second Year</u>			
✓	Course #	Title	Credits
___	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
___	SP 110	Public Speaking	3
___	___	CHEM 134* or Elective ¹	4
___	___	ENGL 150* or Elective ¹	3
___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	Humanities Requirement	3
___	___	Humanities Requirement	3
___	___	Social Science Group B Requirement	3
Second Year Total			35
Total Credits			70

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

¹Health Studies majors pursuing the Health Enhancement Emphasis should instead take the following courses:

___	___	ANTH 230, ANTH 232 or NAS 105	3
___	EDUC 100	Introduction to Education	3
___	HLTH 230	School Health	3
___	MATH 210*	Elementary Statistics	4
___	PSY 235*	Developmental Psychology	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:

<u>First Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	CHEM 121*	General Chemistry I	5
<input type="checkbox"/>	CHEM 122*	General Chemistry II	5
<input type="checkbox"/>	ECON 211	Economic Principles: Microeconomics	3
<input type="checkbox"/>	ENGL 111*	English Composition	3
<input type="checkbox"/>	PSY 110	Introduction to Psychology	4
<input type="checkbox"/>	SP 110	Public Speaking	3
<input type="checkbox"/>	_____	ANTH 100 or SOC 110	3
<input type="checkbox"/>	_____	Computer Skills Requirement	1
<input type="checkbox"/>	_____	Humanities Requirement	3
		First Year Total	30
<u>Second Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	BIOL 261*	Human Anatomy & Physiology I	4
<input type="checkbox"/>	BIOL 262*	Human Anatomy & Physiology II	4
<input type="checkbox"/>	CHEM 221*	Organic Chemistry I	5
<input type="checkbox"/>	CHEM 222*	Organic Chemistry II	5
<input type="checkbox"/>	HLTH 221*	Basic Human Nutrition	3
<input type="checkbox"/>	MATH 210*	Elementary Statistics	4
<input type="checkbox"/>	_____	ACCT 101 or 201	4
<input type="checkbox"/>	_____	Global Issues/Multicultural/ Diversity Requirement	3
<input type="checkbox"/>	_____	Humanities Requirement	3
		Second Year Total	35
		Total Credits	65

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

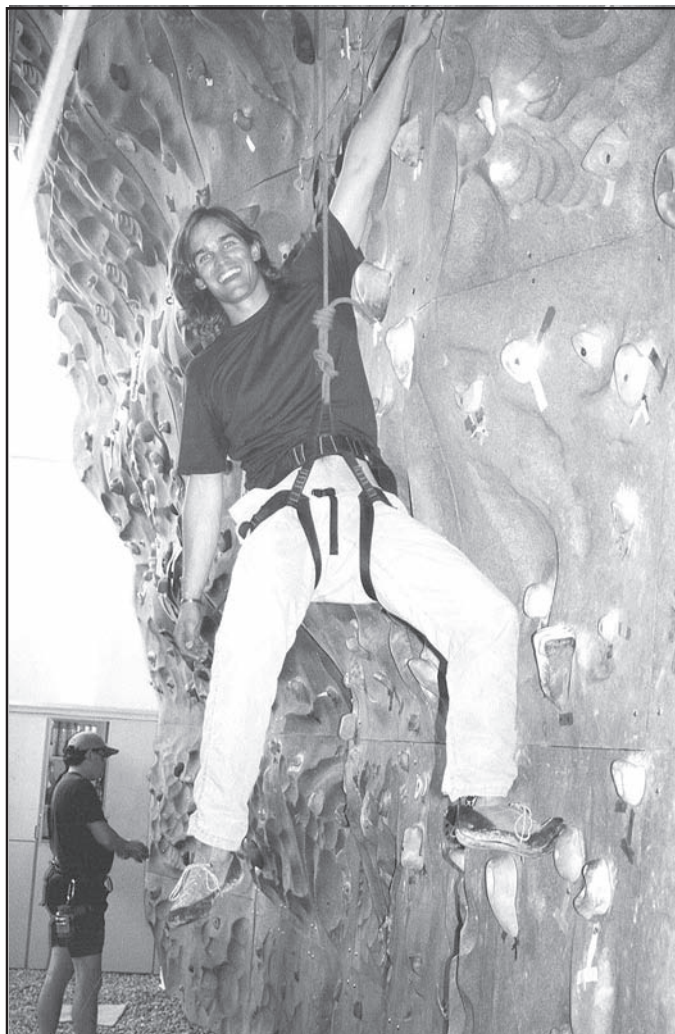
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Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) 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 BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 44 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS 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.

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:

<u>First Year</u>			
✓	Course #	Title	Credits
—	ENGL 111*	English Composition	3
—	—	Communications Requirement	3
—	—	Computer Skills Requirement	1
—	—	Elective	3
—	—	Elective	3
—	—	HIST 111 & 112 or HIST 211 & 212	8
—	—	LANG 101 & 102* or 111 & 112* or 115 & 116* or 121 & 122* or 131 & 132*	10
First Year Total			31

<u>Second Year</u>			
✓	Course #	Title	Credits
—	HIST 250	Montana History	3
—	HIST 270	Environmental History	3
—	—	Elective	3
—	—	Elective	3
—	—	Elective	3
—	—	Fine Arts Requirement	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:

<u>First Year</u>			
✓	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

<u>Second Year</u>			
✓	Course #	Title	Credits
—	—	Elective ¹	3
—	—	Elective	3
—	—	Elective	3
—	—	Elective	3
—	—	Elective	3
—	—	Fine Arts Requirement	3
—	—	Humanities or Global Issues/ Multicultural/Diversity 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

¹To further enhance their educational experience, students may consider taking the following elective courses:

—	HIST 250	Montana History	3
—	HIST 270	Environmental History	3

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

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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 pursuing 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 Bachelor 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 Bachelor of Science degree in Liberal Studies through **Montana State University - Billings'** online campus. After earning a generic Associate of Arts or Associate of Science degree, students may complete this degree online through **Montana State University - Billings** with various thematic concentrations. For more information please refer to www.msubonline.org.

Associate of Arts Degree

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

<u>First Year</u>				
✓	Course	#	Title	Credits
—	ENGL	111*	English Composition	3
—	HUM	261	Introduction to Humanities: Origins & Influences I	4
—	HUM	262	Introduction to Humanities: Origins & Influences II	4
—	MATH	106*	Liberal Arts Mathematics	3
—	—	—	Any ANTH, GEOG, PSY or SOC course from the Soc. Science Group A Requirement	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

<u>Second Year</u>				
✓	Course	#	Title	Credits
—	—	—	Any ANTH, GEOG, NAS, PSY or SOC Course	3
—	—	—	Any ANTH, GEOG, NAS, PSY or SOC Course	3
—	—	—	Any ECON, HIST, or PLSC course	3
—	—	—	Any ECON, HIST, or PLSC course from the Social Science Group B Requirement	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
—	—	—	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 Bachelor degree in Liberal Studies from The University of Montana - Missoula:

—	LANG 101 & 102* or 111 & 112* or 131 & 132 or 215* or 221*	4-10
—	Any ECON, HIST, or PLSC course	3

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

Advisors:

Carole Bergin LRC 134 (406) 756-3905 cbergin@fvcc.edu	Michael Ober LRC 103 (406) 756-3853 mober@fvcc.edu
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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 institutions:

				<u>First Year</u>	
✓	Course	#	Title		Credits
—	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		3
First Year Total					30

				<u>Second Year</u>	
✓	Course	#	Title		Credits
—	MATH	201*	Linear Algebra		4
—	MATH	221*	Calculus & Analytic Geometry III		5
—	MATH	222*	Differential Equations		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		3
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. PHYS 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.

Advisors:

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Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) 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 BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 44 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS 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 two and a half 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 are due prior to entrance: **Montana State University - Northern** due January 1, **Salish Kootenai College** due April 1, and **Carroll College** due upon admission.

At FVCC, students may complete the prerequisites for 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. **Montana State University - Bozeman** offers 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>
✓	<u>Course #</u>	<u>Title</u>		
—	BIOL 101	General Biology I: Principles of Biology		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

✓	<u>Course #</u>	<u>Title</u>		<u>Credits</u>
—	CHEM 134*	Organic & Biological Chemistry		4
—	PSY 110	Introduction to Psychology		4
—	SOC 110	Introduction to Sociology		3
—	—	Global Issues/Multicultural/ Diversity Requirement		<u>3</u>
—	—	Humanities Requirement		<u>3</u>
Second Semester Total				17

Second Year

Fall Semester				<u>Credits</u>
✓	<u>Course #</u>	<u>Title</u>		
—	BIOL 206*	Microbiology of Infectious Diseases**		3
—	BIOL 261*	Human Anatomy & Physiology I		4
—	PSY 235*	Developmental Psychology		3
—	—	Humanities Requirement		3
—	—	Social Science Group B Requirement		<u>3</u>
First Semester Total				16

Spring Semester

✓	<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
—	BIOL 270*	Pathophysiology		<u>4</u>
Second Semester Total				15

Total Credits **63**

*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:

<u>First Year</u>				
Fall Semester				
✓	Course	#	Title	Credits
___	BIOL	101	General Biology I: Principles of Biology	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				
✓	Course	#	Title	Credits
___	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

<u>Second Year</u>				
Fall Semester				
✓	Course	#	Title	Credits
___	BIOL	207*	Microbiology of Infectious Diseases 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				
✓	Course	#	Title	Credits
___	BIOL	262*	Human Anatomy & Physiology II	4
___	ENGL	201*	Advanced Composition	3
___	MATH	210*	Elementary Statistics ¹	4
___	SP	110	Public Speaking	3
Second Semester Total				14
Total Credits				61

*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:

<u>First Year</u>				
Fall Semester				
✓	Course	#	Title	Credits
___	BIOL	101	General Biology I: Principles of Biology	4
___	CHEM	101*	Introduction to Chemistry	4
___	ENGL	111*	English Composition	3
___	SP	110	Public Speaking	3
___	___	___	Computer Skills Requirement	1
First Semester Total				15

Spring Semester				
✓	Course	#	Title	Credits
___	CHEM	134*	Organic & Biological Chemistry	4
___	MATH	104*	College Algebra	4
___	PHIL	120	Introduction to Ethics	3
___	PSY	110	Introduction to Psychology	4
___	SOC	110	Introduction to Sociology	3
Second Semester Total				18

<u>Second Year</u>				
Fall Semester				
✓	Course	#	Title	Credits
___	BIOL	205*	Microbiology	3
___	BIOL	208*	Microbiology Lab	1
___	BIOL	261*	Human Anatomy & Physiology I	4
___	PSY	235*	Developmental Psychology	3
___	___	___	Any Literature course from the Humanities Requirement	3
___	___	___	HIST 111, 112, 211, 212 or 250	3-4
First Semester Total				17-18

Spring Semester				
✓	Course	#	Title	Credits
___	BIOL	262*	Human Anatomy & Physiology II	4
___	HLTH	221*	Basic Human Nutrition	3
___	MATH	210*	Elementary Statistics	4
___	___	___	REL 110 or 115	3
Second Semester Total				14
Total Credits				64-65**

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

**A maximum of 60 lower-level credits (100-200 level) may be transferred to Carroll College.

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

✓	Course #	Title	Credits
___	BIOL 261*	Human Anatomy & Physiology I	4
___	CHEM 101*	Introduction to Chemistry	4
___	CMPA 100*	Introduction to Microcomputers	1
___	ENGL 111*	English Composition	3
___	PSY 110	Introduction to Psychology	4
First Semester Total			16

Spring Semester

✓	Course #	Title	Credits
___	BIOL 262*	Human Anatomy & Physiology II	4
___	CHEM 134*	Organic & Biological Chemistry	4
___	MATH 104*	College Algebra	4
___	NURS 101	Nurse's Aide Training	5
Second Semester Total			17

Second Year

Fall Semester

✓	Course #	Title	Credits
___	BIOL 101	General Biology I: Principles of Biology	4
___	HUM 261	Introduction to Humanities: Origins & Influences I	4
___	SP 110	Public Speaking	3
___	___	Social Science Group B Requirement	3
First Semester Total			14

Spring Semester

✓	Course #	Title	Credits
___	ANTH 230	Indians of North America	3
___	BIOL 207*	Microbiology of Infectious Diseases w/ Lab	4
___	ENGL 201*	Advanced Composition	3
___	PSY 235*	Developmental Psychology	3
___	___	Humanities Requirement	3
Second Semester Total			16

Total Credits **63**

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

Advisor:

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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.

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) 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 BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 44 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS 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.



Pre-Nursing Major Requirements and Prerequisites

	FVCC	MSU-Bozeman	SKC	Carroll	MSU-Northern	MT Tech
BIOL 101	General Biology I: Principles of Biology	Prerequisite for BIOL 207*	Prerequisite for BIOL 207*	Prerequisite for BIOL 205*	Prerequisite for BIOL 207*	Prerequisite for BIOL 207*
BIOL 207*	Microbiology of Infectious Diseases w/Lab	BIOL 207* or BIOL 206*	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Take BIOL 205* and BIOL 208* Instead	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
BIOL 261*	Human Anatomy & Physiology I	Required	Required	Required	Required	Required
BIOL 262*	Human Anatomy & Physiology II	Required	Required	Required	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
BIOL 270*	Pathophysiology	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not Required	Not Required	Not Required	Not Required
CHEM 101*	Introduction to Chemistry	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Required	Required	Required
CHEM 134*	Organic and Biological Chemistry	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
CS 100	Introduction to Computer Science: Computer Literacy	Not Required	Take CMPA 100 instead	Not Required	Required	Not Required
ENG 111*	English Composition	Required	Required	Required	Required	Required
ENGL 201*	Advanced Composition	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not Required, But Fulfills a Carroll Core Requirement	Not Required, But Fulfills a BSN Degree Requirement	Not Required
HLTH 221*	Basic Human Nutrition	Required	Not Required	Required	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
MATH 104*	College Algebra	Prerequisite for MATH 210*	Prerequisite for MATH 210*, if pursuing a BSN degree. * Otherwise MATH 103* is sufficient	Prerequisite for MATH 210*	MATH 104* or MATH 106*	Required
MATH 210*	Elementary Statistics	Required	Required for the BSN Degree	Required	Not a Nursing Program Prerequisite, But Fulfills a BSN Degree Requirement	Not Required
NURS 101	Nurse's Aide Training	Not Required	Required	Not Required	Not Required	Not Required
PHIL 120	Introduction to Ethics	Not Required	Not Required	Required	Not Required	Not Required
PSY 110	Introduction to Psychology	Required	Required	Required	Required	Required
PSY 235*	Developmental Psychology	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Required	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
SOC 110	Introduction to Sociology	Required	Not Required	Required	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
SP 110	Public Speaking	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Required	Required	Not Required

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

Contact Information for Area Nursing Programs

MSU-Bozeman 1-888-678-2287 www.montana.edu

BSN - Application deadline is April 30 for upper division placement. Apply at least one year prior to anticipated upper division placement.

Salish Kootenai College 1-877-752-6553 www.skcc.edu

ASRN/BSN - Application deadline for fall semester is April 1.

Carroll College 1-800-992-3648 www.carroll.edu

BA - Transfer students will make application to progress as nursing majors and be advised by the Department of Nursing on an individual basis.

MSU - Northern 1-800-662-6132 www.msun.edu

ASRN/BSN - Application deadline for fall semester is January 15.

MT Tech 1-800-445-8324 www.mtech.edu

ASRN/BSN - Application Deadline is December 1 for a January start date. In addition to the prerequisite courses listed on the previous page, students must take NURS 1016 offered each fall at MT Tech.

Miles Community College 1-800-541-9281 www.milesc.edu

ASRN - Application deadline for fall semester placement is April 1. Students must take the NLN Pre-Admission Exam in Miles City prior to applying to the nursing program. Major requirements include ENGL 111*, CS 100, PSY 110, PSY 235*, BIOL 261*, BIOL 262*, BIOL 207*, SP 110, PHIL 120 and MATH 106* or MATH 210*

Spokane Community College 1-800-248-5644 www.scc.spokane.edu

ASRN - The application process begins on December 1 for a fall quarter start date. Program prerequisites include CHEM 101*, MATH 78* and BIOL 101. Preference will be given to students who have also completed BIOL 207*, BIOL 261*, BIOL 262*, ENGL 111*, PSY 110 and PSY 235*.

ASRN = Associate of Science Registered Nurse
BA or BSN = Baccalaureate Registered Nurse

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

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 Doctor of Pharmacy 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>Credits</u>
✓	<u>Course #</u>	<u>Title</u>	
—	BIOL 101	General Biology I: Principles of Biology	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>Course #</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>Credits</u>
✓	<u>Course #</u>	<u>Title</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>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:

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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.

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) 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 BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 44 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS 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.

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 (AS) 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:

<u>First Year</u>				
✓	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
—	—	—	Communications Requirement	3
—	—	—	Elective	3
—	—	—	Global Issues/Multicultural/ Diversity Requirement	3
—	—	—	Humanities Requirement	3
First Year Total				31

<u>Second Year</u>				
✓	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 Group A Non-Physics Elective	3
Second Year Total				29
Total Credits				60

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

<u>First Year</u>				
✓	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

<u>Second Year</u>				
✓	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

¹If time permits, CS 172* is recommended for students pursuing the computational physics option.

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

Advisor:

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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

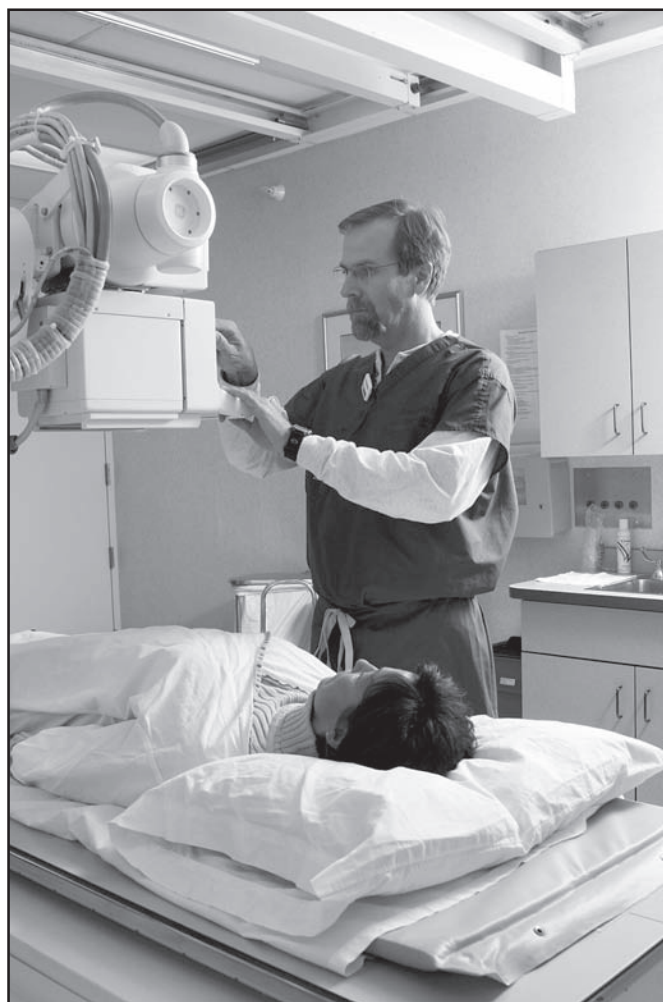
Suggested course of study for a transfer to
The University of Montana - Missoula:

First Year			
✓	Course #	Title	Credits
—	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			
✓	Course #	Title	Credits
—	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.

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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 a 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:

				<u>First Year</u>	
Fall Semester					
✓	<u>Course</u>	<u>#</u>	<u>Title</u>		<u>Credits</u>
—	BIOL	101	General Biology I: Principles of Biology		4
—	CHEM	121*	General Chemistry I		5
—	ENGL	111*	English Composition		3
—	MATH	104*	College Algebra		4
				First Semester Total	16
Spring Semester					
✓	<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
—	CHEM	122*	General Chemistry II		5
—	MATH	210*	Elementary Statistics		4
—	—	—	Humanities Requirement		3
				Second Semester Total	17
				<u>Second Year</u>	
Fall Semester					
✓	<u>Course</u>	<u>#</u>	<u>Title</u>		<u>Credits</u>
—	CHEM	221*	Organic Chemistry I		5
—	PHYS	111*	College Physics I		5
—	SP	110	Public Speaking		3
—	—	—	Global Issues/Multicultural/ Diversity Requirement		3
—	—	—	Social Science Group A Requirement		3
				First Semester Total	19
Spring Semester					
✓	<u>Course</u>	<u>#</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		3
				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:

<u>First Year</u>				
Fall Semester				
✓	Course #	Title		Credits
___	BIOL 101	General Biology I: Principles of Biology		4
___	CHEM 101*	Introduction to Chemistry		4
___	ENGL 111*	English Composition		3
___	MATH 104*	College Algebra		4
___	___	Humanities Requirement		<u>3</u>
First Semester Total				18

Spring Semester				
✓	Course #	Title		Credits
___	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		<u>3</u>
Second Semester Total				18

<u>Second Year</u>				
Fall Semester				
✓	Course #	Title		Credits
___	BIOL 261*	Human Anatomy & Physiology I		4
___	HLTH 201	First Aid		2
___	PHYS 111*	College Physics I		5
___	PSY 235*	Developmental Psychology		3
___	___	Computer Skills Requirement		<u>1</u>
First Semester Total				15

Spring Semester				
✓	Course #	Title		Credits
___	BIOL 262*	Human Anatomy & Physiology II		4
___	PHYS 112*	College Physics II		5
___	___	Global Issues/Multicultural/ Diversity Requirement		3
___	___	Humanities Requirement		3
___	___	Social Science Group B Requirement		<u>3</u>
Second Semester Total				18

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
**Montana State University – Great Falls College
of Technology** in pre-dental hygiene:

<u>First Year</u>				
Fall Semester				
✓	Course #	Title		Credits
___	BIOL 261*	Human Anatomy & Physiology I		4
___	ENGL 111*	English Composition		3
___	MATH 104*	College Algebra		4
___	PSY 110	Introduction to Psychology		<u>4</u>
First Semester Total				15

Spring Semester				
✓	Course #	Title		Credits
___	BIOL 262*	Human Anatomy & Physiology II		4
___	CHEM 101*	Introduction to Chemistry		4
___	SOC 110	Introduction to Sociology		3
___	___	SP 110 or SP 120		<u>3</u>
Second Semester Total				14

<u>Second Year</u>				
Fall Semester				
✓	Course #	Title		Credits
___	BIOL 101	General Biology I: Principles of Biology		4
___	CHEM 150	Pharmacology		3
___	HLTH 221*	Basic Human Nutrition		3
___	___	Computer Skills Requirement		1
___	___	Elective		1
___	___	Humanities Requirement		<u>3</u>
First Semester Total				15

Spring Semester				
✓	Course #	Title		Credits
___	BIOL 207*	Microbiology of Infectious Diseases w/Lab		4
___	___	Elective		3
___	___	Global Issues/Multicultural/ Diversity Requirement		3
___	___	Humanities Requirement		3
___	___	Social Science Group B Requirement		<u>3</u>
Second Semester Total				16

Total Credits **60**

*Indicates prerequisite and/or co-requisite needed.

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.

Check course description.

Suggested course of study for a transfer to

Rocky Mountain College in pre-physician assistant:

First Year

Fall Semester

✓	Course #	Title	Credits
—	BIOL 101	General Biology I: Principles of Biology	4
—	CHEM 101*	Introduction to Chemistry	4
—	ENGL 111*	English Composition	3
—	MATH 104*	College Algebra	4
—	PSY 110	Introduction to Psychology	4
First Semester Total			19

Spring Semester

✓	Course #	Title	Credits
—	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	3
Second Semester Total			18

Second Year

Fall Semester

✓	Course #	Title	Credits
—	BIOL 223*	Genetics and Change	4
—	BIOL 261*	Human Anatomy & Physiology I	4
—	—	Computer Skills Requirement	1
—	—	Any Literature or Philosophy course from the Humanities Requirement	3
—	—	REL 110 or 115	3
First Semester Total			15

Spring Semester

✓	Course #	Title	Credits
—	BIOL 133	Medical Terminology	3
—	BIOL 262*	Human Anatomy & Physiology II	4
—	SP 110	Public Speaking	3
—	—	ART 221 or 222	3
—	—	Any History course from the Social Science Group B Requirement	3-4
Second Semester Total			16-17

Total Credits 68-69**

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

**The following classes are recommended in order to fulfill Rocky Mountain College's general education requirements. However, a maximum of 64 credits from a two-year college may be transferred to Rocky Mountain College.

—	MUS 221 or 222 or THEA 100, 111, 120 or 230	3
—	One Elective course from ANTH, ECON, PLSC, or SOC	3
—	PE 116, 124, 127, 128, 130, 134, 137, 145, 156, 157, 158, 161, 162, 163, 172 or 175	1

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Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) 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 BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 44 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS 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.

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**:

<u>First Year</u>			
✓	Course #	Title	Credits
—	CPMA 131*	Business Software	4
—	ENGL 111*	English Composition	3
—	MATH 103*	Intermediate Algebra	4
—	MATH 104*	College Algebra	4
—	PHIL 120	Introduction to Ethics	3
—	PSY 110	Introduction to Psychology	4
—	SP 110	Public Speaking	3
—	—	Fine Arts Requirement	3
—	—	REL 110 or 115	3
First Year Total			31

<u>Second Year</u>			
✓	Course #	Title	Credits
—	PSY 200	Psychology of Adjustment	3
—	PSY 210*	Social Psychology	3
—	PSY 235*	Developmental Psychology	3
—	—	HIST 111 & 112 or HIST 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	3
Second Year Total			29
Total Credits			60

*Indicates prerequisite needed. Check course description.

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

<u>First Year</u>			
✓	Course #	Title	Credits
—	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 106 ¹ , 121* or 175 ¹	3-5
—	—	Natural Science Group A Requirement	3
First Year Total			29-31

<u>Second Year</u>			
✓	Course #	Title	Credits
—	PSY 235*	Developmental Psychology	3
—	—	Elective	1
—	—	Elective	3
—	—	Elective	3
—	—	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
—	—	Social Science Group B Requirement	3
Second Year Total			31
Total Credits			60-62

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

¹ Students will need to take MATH 117 Probability and Linear Math at UM, if MATH 106* Liberal Arts Math is selected at FVCC.

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:

<u>First Year</u>				
<u>✓</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
—	BIOL	101	General Biology I: Principles of Biology	4
—	ENGL	111*	English Composition	3
—	PSY	110	Introduction to Psychology	4
—	SP	110	Public Speaking	3
—	—	—	Computer Skills Requirement	1
—	—	—	Elective	3
—	—	—	Elective	3
—	—	—	Humanities Requirement	3
—	—	—	Psychology Elective	3
—	—	—	Quantitative Skills Requirement	3
			First Year Total	30
<u>Second Year</u>				
<u>✓</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

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

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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 (seven of which are offered at FVCC: ANTH 220*, BIOL 101, ECON 140, PLSC 100, PSY 110, PSY 235*, SOC 110) 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:

				<u>First Year</u>	
✓	<u>Course</u>	#	<u>Title</u>		<u>Credits</u>
—	BIOL	101	General Biology I: Principles of Biology		4
—	ECON	140	Introduction to Political Economy		3
—	ENGL	111*	English Composition		3
—	HS	100*	Introduction to Human Services/ Social Work		3
—	HS/SP	120	Interpersonal Relations/ Communications		3
—	PSY	110	Introduction to Psychology		4
—	SOC	110	Introduction to Sociology		3
—	—	—	Computer Skills Requirement		1
—	—	—	Elective		3
—	—	—	Humanities Requirement		3
				First Year Total	30
				<u>Second Year</u>	
✓	<u>Course</u>	#	<u>Title</u>		<u>Credits</u>
—	HS	250*	Interviewing/Crisis Intervention		4
—	MATH	106*	Liberal Arts Mathematics		3
—	SOC	220*	Race and Minorities		3
—	PLSC	100	American Government		3
—	PSY	235*	Developmental Psychology		3
—	—	—	Elective		3
—	—	—	Elective		3
—	—	—	Fine Arts Requirement		3
—	—	—	Humanities Requirement		3
—	—	—	Natural Science		3
—	—	—	Group A or B Requirement		3
				Second Year Total	31
				Total Credits	61

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

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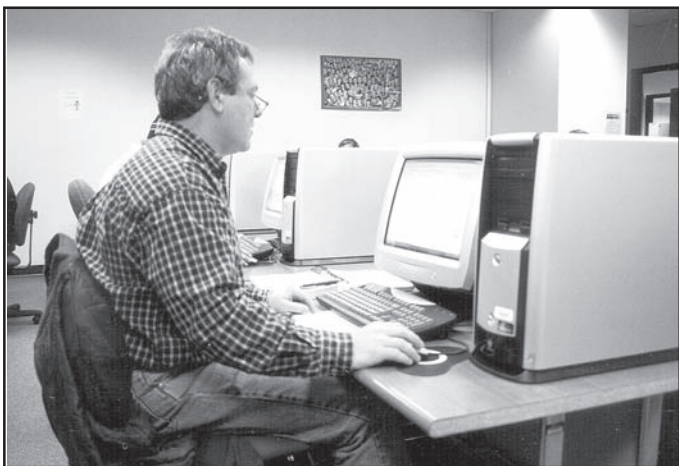
The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

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.



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 Arts Degree

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

First Year			
✓	Course #	Title	Credits
—	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
—	—	Communications Requirement	3
—	—	Fine Arts Requirement	3
—	—	Humanities Requirement	3
—	—	Major Content Course++	3
—	—	Natural Science Group A Requirement	3
First Year Total			32

Second Year			
✓	Course #	Title	Credits
—	MATH 210*	Elementary Statistics	4
—	SOC 105	Introduction to Criminal Justice	3
—	SOC 260	Introduction to Juvenile Delinquency	3
—	—	Elective	3
—	—	Global Issues/Multicultural/ Diversity Requirement or Elective (if took SOC 220*)	3
—	—	Major Content Course++	3
—	—	Humanities Requirement	3
—	—	Natural Science Group A or B Requirement	3
—	—	Social Science Group B Requirement	3
Second Year Total			28

Total Credits **60**

++Select two courses from the following list to fulfill half of UM's Sociology major.

Content Requirement:

✓	Course #	Title	Credits
—	SOC 210*	Social Psychology	3
—	SOC 220*	Race and Minorities	3
—	SOC 255	Introduction to Criminology	3
—	SOC 270*	Family: Change and Continuity	3

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

Advisor:

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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 **The University of Montana-Missoula in Theatre Arts Studies:**

<u>First Year</u>				
✓	Course	#	Title	Credits
—	ENGL	111*	English Composition	3
—	THEA	111	Acting I	3
—	THEA	113*	Acting II	3
—	THEA	120	Stagecraft I	3
—	THEA	130	Theatre Design and Production	1
—	THEA	201	Voice and Speech I	2
—	THEA	202*	Voice and Speech II	2
—	—	—	Computer Skills Requirement	1
—	—	—	Humanities Requirement	3
—	—	—	Natural Science Group A Requirement	3
—	—	—	Quantitative Skills Requirement	3
—	—	—	Communications, Humanities, Social Sciences, Requirement	<u>3</u>
First Year Total				30

<u>Second Year</u>				
✓	Course	#	Title	Credits
—	THEA	110	Theatre Workshop	1
—	THEA	115	Beginning Directing	3
—	THEA	121	Stagecraft II	3
—	THEA	211*	Acting III	3
—	THEA	213*	Acting IV	3
—	—	—	Elective or THEA 221	2
—	—	—	Global Issues/Multicultural/ Diversity Requirement	3
—	—	—	Humanities Requirement	3
—	—	—	Natural Science Group A or B Requirement	3
—	—	—	Social Science Group A Requirement	3
—	—	—	Social Science Group B Requirement	<u>3</u>
Second Year Total				30
Total Credits				60**

** If time permits, to further broaden their educational experience, students may consider taking the following elective courses.

—	ENGL	230	Theatre as Literature	3
—	ENGL	267	Shakespeare: Tragedies, History	3
—	ENGL	268	Shakespeare: Tragedies, Comedies	3
—	THEA	100	Introduction to Theatre	3
—	THEA	105	Motion Picture Appreciation	1
—	THEA	140	Issues in Contemporary Theatre	1
—	THEA	222*	Stage Movement II	2
—	THEA	225*	Acting for Film	3

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

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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-year schools' 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:

<u>First Year</u>			
✓	Course #	Title	Credits
___	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	3
First Year Total			31

<u>Second Year</u>			
✓	Course #	Title	Credits
___	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 and Conservation	3
___	___	Computer Skills Requirement	1
___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	Humanities Requirement	3
___	___	Social Science Group B Requirement	3
Second Year Total			34
Total Credits			65

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

<u>First Year</u>			
✓	Course #	Title	Credits
___	BIOL 101	General Biology I: Principles of Biology	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
___	SP 110	Public Speaking	3
___	___	ENGL 150* or 201*	3
___	___	Humanities Requirement	3
___	___	Social Science Group A Requirement	3
First Year Total			32
<u>Second Year</u>			
✓	Course #	Title	Credits
___	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
___	___	Computer Skills Requirement	1
___	___	Elective	1
___	___	Global Issues/Multicultural/ Diversity Requirement	3
___	___	Humanities Requirement	3
Second Year Total			29
Total Credits			61

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

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Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) 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 BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 44 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS 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 APPLIED SCIENCE DEGREE (AAS)

The Associate of Applied Science (AAS) 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.
- V. Completion of course requirements as outlined for the specific AAS 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).
- VI. Courses within the department "SR" (Senior) cannot be used toward an AAS degree.
- VII. Substitutions for benchmarks must have Curriculum Committee approval.
(One course cannot satisfy more than two core benchmark areas.)

BENCHMARK AREAS

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.

COMMUNICATIONS COURSES:

(two courses)
Groups A & B

A. (choose one)	
BUS	275*
SP	110
HS/SP	120
SP	210*
SP	215
THEA	110
XRT	130*

B. (choose one)	
BADM	176
BUS	121*
BUS	130*
ENGL	111*
ENGL	116
ENGL	150*
ENGL	220
SBM	150

Courses listed are under review.

**Prerequisite*

HUMAN RELATIONS/ LEADERSHIP COURSES:

(any one course)

ART	221
ART	222
BADM	176
BADM	240
BUS	220*
CJ/SOC	105
CJ	220
ECON	212
ENGL	116
JRNL	211*
JRNL	212*
HS	100
HS/SP	120
MED	130
SBM	150
SP	215
SURV	142*
SURV	273A*
XRT	230*

Courses listed are under review.

**Prerequisite*

COMPUTATION COURSES:

(any one course)

BUS	120*
BUS	121*
MATH	78*
MATH	103*
MATH	105*
MATH	134*
NR	153
PHYS	106*
SBM	150

*Courses listed are under review.***TECHNOLOGY COURSES:**

(any one course or grouping)

ART/JRNL	154*
CPMA	130*
CPMA	131*
CASC	102*, 105*, 107*, 108* (all of these)
CPMA	135*
CPMA	141*, 151*, 166*, 261*
ENGR	200*
IT	175*
MED	215
NR	151 231*, 235*
OT	220*
SBM	150
SURV	271*, 272* 275*

*Courses listed are under review.***Prerequisite***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.

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.

CRITICAL THINKING COURSES:

(any one course)

ANTH/SOC	220*
BADM	176
BUS	130*
BUS	275*
CMPA	135*
ECON	211
ECON	212
ENGL	111*
ENGL	116
ENGL	201*
ENGL	220
MATH	78*
MATH	103*
MED	215
MED	252*
MED	262*
OT	220*
PHIL	110
PHIL	120
PHYS	106*
PSY	110
SBM	150
SOC	110
SOC	120
SP	110

Courses listed are under review.

Occupational Programs

Accounting Technology	108
Building Trades	110
Business Administration	111
Call Center Management	113
Criminal Justice	114
Early Childhood Education	115
Professional Goldsmithing	117
Hospitality Management	120
Marketing & Sales Management	120
Food and Beverage Management	121
Professional Chef Management	122
Human Resource Management	123
Human Services	124
Information Technology	125
Web Technology	126
Medical Assistant	128
Natural Resources Management	132
Office Technology	133
Executive Secretary/Legal Secretary	133
Medical Secretary	134
Word Processing	135
Paramedicine	137
Radiologic Technology	138
Small Business Management	139
Substance Abuse Counseling	140
Surveying	142

Certificate Programs

Accounting Technology	109
Building Trades	110
Business Administration	112
Call Center Specialist	113
Goldsmithing Bench	116
Heating, Ventilation, Air Conditioning, and Refrigeration	118
Heavy Equipment Maintenance Program	119
Information Technology	127
Medical Coding	130
Medical Transcription	131
Office Technology Clerical	136
Surgical Technology	141



Accounting Technology

AAS Degree

This program 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.

First Year

Fall Semester

✓	Course	No.	Title	Credits
—	ACCT	201	Principles of Accounting I	4
—	BADM	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 Semester

✓	Course	No.	Title	Credits
—	ACCT	121*	Payroll Accounting	2
—	ACCT	202*	Principles of Accounting II	4
—	BUS	271	Business Law	4
—	CMPA	131*	Business Software	4
—	ECON	211	Economic Principles: Microeconomics	3
Total Credits				17

Second Year

Fall Semester

✓	Course	No.	Title	Credits
—	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 Information Systems	3
Total Credits				15

Spring Semester

✓	Course	No.	Title	Credits
—	ACCT	220*	Cost and Advanced Accounting	4
—	ACCT	265*	Advanced Accounting on Microcomputers	2
—	ACCT	275*	Accounting Internship	3
—	BADM	260*	Principles of Finance	4
—	—	—	Elective(s) - ACCT, BADM, BUS, CASC, CMPA	4
Total Credits				17

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

General Academic Requirements

- 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 on this page, the student is required to meet the general education requirements of the Associate of Applied Science degree.

Program Internship

- An internship is required in this program. Please consult and discuss this with your advisor and/or the internship coordinator.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Graduates work as bookkeepers, accounts payable/receivable clerks, staff accountants and office managers. The majority of new jobs will be created in small, rapidly growing organizations. Many opportunities for temporary and part-time work should be available. Experienced bookkeeping and accounting clerks may move into management positions.

Advisor:

Ronnie Laudati
BSS 127
(406) 756-3990
rlaudati@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 Division prior to enrolling Fall Semester.

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.

Fall Semester

✓	Course	No.	Title	Credits
—	ACCT	201	Principles of Accounting I	4
—	BADM	176	Human Relations in Business	3
—	BUS	130*	Business Communications	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 Semester

✓	Course	No.	Title	Credits
—	ACCT	121*	Payroll Accounting	2
—	ACCT	150*	Accounting on Microcomputers	2
—	ACCT	202*	Principles of Accounting II	4
—	CMPA	131*	Business Software	4
—	ECON	211	Economic Principles: Microeconomics	3
			Total Credits	15

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

Program Information

- This program is also offered at both the Kalispell Campus and the Lincoln County Campus

General Academic Requirements

- All courses within the certificate must be taken for a letter grade. No courses may be taken on a Satisfactory/Unsatisfactory (S/U) basis.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- This certificate will prepare students for entry level positions in bookkeeping, accounts payables or receivables, or as billing clerks or office assistants. Opportunities for advancement will grow with increased skills and experience.

Advisors:

Kalispell

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Room #105

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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 Division prior to enrolling Fall Semester.

Building Trades

AAS Degree or Certificate

(Also offered at Lincoln County Campus)

This is a program of study oriented toward preparing a student for entry level positions within the Building Trades field. The program encompasses all trades involved with the construction of a single-family residence 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 Semester

<u>✓</u> Course	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___ BT	130++	Introduction to Building Trades I	3
___ BT	135*++	Building Trades Field Experience I	10
___ BUS	121*++	Math and Communications for the Trades	<u>5</u>
Total Credits			18

Spring Semester

<u>✓</u> Course	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___ BT	140*++	Introduction to Building Trades II	3
___ BT	145*++	Building Trades Field Experience II	10
___ CMPA	100*++	Introduction to Microcomputers	1
___ SP	110	Public Speaking	<u>3</u>
Total Credits			17

Second Year

Fall Semester

<u>✓</u> Course	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___ BADM	176	Human Relations in Business	3
___ BT	230*++	Construction Project Management I	6
___ IT	175*	Introduction to AutoCAD	3
___ SBM	160	Entrepreneurship/ Small Business Startup	<u>3</u>
Total Credits			15

Spring Semester

<u>✓</u> Course	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___ BADM	250*	Business Planning	3
___ BT	240*++	Construction Project Management II	6
___ BUS	271	Business Law	4
___ CASC	___	Elective	<u>1</u>
Total Credits			14

++Required courses for a one-year certificate (BT 230 and 240) should be taken concurrently during summer semester.

* Indicates prerequisite and/or co-requisite needed.

Program Information

- The program is sponsored by the Flathead Builders Association
- Building Trades (BT) classes meet four hours per day, five days per week

General Academic Requirements

- Students in the Building Trades Program must earn a "C" or better in all Building Trades (BT) classes.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- In Montana, faster than average growth is anticipated in the building trade industry.
- Graduates with certificates may start as construction helpers or as electrician or plumbing apprentices. Further education and experience will offer many opportunities for advancement.

Advisor:

Bill Roope
SAT 172
(406) 756-3968
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Business Administration

AAS Degree

(Also offered at Lincoln County Campus)

The program is designed to give the student a high level of proficiency as a technical business manager/marketer and leads to an Associate of Applied Science degree (AAS) in business administration.

First Year

Fall Semester

✓	Course	No.	Title	Credits
___	ACCT	201	Principles for Accounting I	4
___	BADM	140	Principles of Marketing	3
___	BADM	176	Human Relations in Business	3
___	CPMA	131*	Business Software	4
___	SP	110	Public Speaking	
	or			
___	SP	120	Interpersonal Relations/Communications	3
			Total Credits	17

Spring Semester

✓	Course	No.	Title	Credits
___	ACCT	202*	Principles of Accounting II	4
___	BADM	175	Principles of Management	3
___	BUS	130*	Business Communications	3
___	ECON	211	Economic Principles: Microeconomics	
	or			
___	ECON	212	Economic Principles: Macroeconomics	3
___	MATH	103*	Intermediate Algebra	4
			Total Credits	17

Second Year

Fall Semester

✓	Course	No.	Title	Credits
___	BADM	215*	Business Ethics	3
___	BADM	240*	Human Resources Management	3
___	BADM	250*	Business Planning	3
___	BUS	271	Business Law	4

Electives: Three credits from the following:

___	BADM	275*	Business Internship I	3
___	BUS	220*	E-Commerce	3
___	CASC	___	108*, 109*, 115*, 120 and/or 121*	1-3
___	CPMA	270*	Web Publishing: HTML and Web Page Design	3
			Total Credits	16

Spring Semester

✓	Course	No.	Title	Credits
___	BADM	210*	Introduction to International Business	3
___	BADM	260*	Principles of Finance	4
___	BUS	270*	Business Simulation	3

Electives: Two courses from the following:

___	ACCT	121*	Payroll Accounting	2
___	ACCT	150*	Accounting on Microcomputers	2
___	BADM	220*	Marketing Communications	3
___	BADM	276*	Business Internship II	3
___	BUS	132	Leadership	3
			Total Credits	14-16

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

Program Information

- Technical business manager/marketer skill development
- Primary for entry level management/supervisory positions
- An internship is an option for this degree. Discuss this option with your advisor.

Evening Option

- A student going to class part-time in the evenings only should be able to complete the Business Administration or Small Business Management AAS degree in eight semesters or less.

General Academic Requirements

- All required courses within the degree program must be taken for a letter grade.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- This degree prepares graduates for employment in entry level management positions with both small & large businesses in retail, wholesale trade, manufacturing or banking industries along with local and state governments. Graduates may work as employment specialists, cashiers, administrative assistants, shipping/receiving, project managers, assistant managers or management trainees. Growth opportunities vary with industry.

Advisor:

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 Division prior to enrolling Fall Semester.

Business Administration Certificate

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.

Fall Semester

✓	Course	No.	Title	Credits
—	ACCT	201	Principles of Accounting I	4
—	BADM	140	Principles of Marketing	3
—	BADM	176	Human Relations in Business	3
—	CMPA	131*	Business Software	4
—	SP	110	Public Speaking	
	or			
—	SP	120	Interpersonal Relations/ Communications	3
			Total Credits	17

Spring Semester

✓	Course	No.	Title	Credits
—	ACCT	202*	Principles of Accounting II	4
—	BADM	175	Principles of Management	3
—	BUS	130*	Business Communications	3
—	ECON	211	Economic Principles: Macroeconomics	
	or			
—	ECON	212	Economic Principles: Microeconomics	3
—	MATH	103*	Intermediate Algebra	4
			Total Credits	17

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

Program Information

- Technical business manager/marketer skill development.
- Primary for entry level management/supervisory positions.

General Academic Requirements

- English, math placement exams are required for admission to some core courses.
- All courses within the certificate must be taken for a letter grade. No course may be taken on a Satisfactory/Unsatisfactory (S/U) basis. Final grade point average of 2.0 or above is required for completion of the certificate.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- This certificate will prepare students for entry level positions assisting managers with customer service, sales or marketing. Faster than average growth is anticipated for this industry both nationwide and in Montana.

Advisor:

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Call Center Management

Call Center Manager AAS 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.

First Year

<u>Fall Semester</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
✓	ACCT	101	Vocational Accounting I	
—	or			
—	ACCT	201	Principles of Accounting I	4
—	BUS	105	Customer Service	3
—	BUS	120*	Business Math	
—	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 Semester

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>	
✓	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

<u>Fall Semester</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
✓	BADM	215*	Business Ethics	3
—	BADM	225	Training and Development	3
—	BADM	240*	Human Resources Management	3
—	CASC	115*	Fundamentals of Internet	1
—	CMPA	131*	Business Software	4
—	CMPA	172*	Computer Repair and Maintenance (A+)	3
			Total Credits	17

Spring Semester

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>	
✓	BADM	175	Principles of Management	3
—	BADM	176	Human Relations in Business	3
—	BUS	240*	Customer Service Management	3
—	CMPA	151*	Spreadsheets	3
—	OT	275*	Secretarial/Medical Secretarial	
			Internship I	3
			Total Credits	15

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

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 Semester

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>	
✓	BADM	176	Human Relations in Business	3
—	BUS	105	Customer Service	3
—	BUS	120*	Business Math	4
—	BUS	130*	Business Communications	3
—	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 Semester

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>	
✓	BUS	132	Leadership	3
—	CMPA	131*	Business Software	4
—	CMPA	166*	Computer Operating Systems	3
—	ENGL	111*	English Composition	3
—	SP	215	Negotiations	3
			Total Credits	16

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

Program Information

- 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, online 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.
- Students complete an internship to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.

Advisor:

Brenda Rudolph
BSS 106
(406) 756-3858
brudolph@fvcc.edu

Criminal Justice

AAS 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. This program does not prepare you to be a police officer (or any other specific job in the field).

Fall Semester (even years)

✓	Course	No.	Title	Credits
—	CJ	230	Police Organization and Behavior	3
—	CHEM	210*	Forensic Science I	4
—	ENGL	111*++	English Composition	3
—	MATH	78*++	Introductory Algebra	4
			Total Credits	14

Spring Semester (odd years)

✓	Course	No.	Title	Credits
—	CHEM	211*	Forensic Science II	4
—	CJ	105	Introduction to Criminal Justice	3
—	CPMA	131*	Business Software	4
—	ENGL	150*	Technical Writing	3
—	SOC	110++	Introduction to Sociology	3
			Total Credits	17

Fall Semester (odd years)

✓	Course	No.	Title	Credits
—	CJ	112	Handgun Marksmanship (Optional)	1
—	CJ	231	Criminal Procedure	2
—	CJ	271	Seminar (Courts)	1
—	HIST	211	US History: Colonial Era to 1860's	4
—	PLSC	100	American Government	3
—	SOC	120	Social Problems	3
	or			
—	SOC	220*	Race and Minorities	3
—	SP	110++	Public Speaking	3
			Total Credits	17

Spring Semester (even years)

✓	Course	No.	Title	Credits
—	CJ	220	Corrections	3
—	CJ	225	Criminal Law	3
—	CJ	260	Introduction to Juvenile Delinquency	3
—	HIST	212	US History: 1860's to Present	4
—	PSY	110	Introduction to Psychology	4
			Total Credits	17

*Indicates prerequisite and/or co-requisite needed.

Check course description.

++ Indicates course may be taken in summer.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.
- .22-caliber handgun is required for CJ 112 (optional class).

Opportunities After Graduation

- Criminal Justice graduates work as bailiffs, security guards, in correctional facilities, investigators and as border patrol agents and homeland security positions. The law enforcement industry in Montana is growing faster than the statewide and national average.

Advisor:

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



Early Childhood Education

AAS 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.

First Year

Fall Semester

<input checked="" type="checkbox"/>	Course	No.	Title	Credits
<input type="checkbox"/>	EDUC	101	Introduction to Early Childhood Education	3
<input type="checkbox"/>	EDUC	102	Early Childhood Developmental Themes	3
<input type="checkbox"/>	EDUC	127*	Health, Safety & Nutrition in Early Childhood	3
<input type="checkbox"/>	PSY	110	Introduction to Psychology	4
<input type="checkbox"/>	SP	120	Interpersonal Relations/Communications	3
Total Credits				16

Spring Semester

<input checked="" type="checkbox"/>	Course	No.	Title	Credits
<input type="checkbox"/>	EDUC	128*	Child, Family and Community Relations	3
<input type="checkbox"/>	EDUC	231*	Curriculum Development for Young Children	3
<input type="checkbox"/>	EDUC	257*	Field Practicum I	3
<input type="checkbox"/>	ENGL	111*	English Composition	3
<input type="checkbox"/>	SOC	110	Introduction to Sociology	3
Total Credits				15

Second Year

Fall Semester

<input checked="" type="checkbox"/>	Course	No.	Title	Credits
<input type="checkbox"/>	CMPA	130*	Integrated Software Applications	
	or			
<input type="checkbox"/>	CMPA	131*	Business Software	2-4
<input type="checkbox"/>	EDUC	130*	Language and Literature for Young Children	2
<input type="checkbox"/>	EDUC	235*	Creative Art for the Developing Child	2
<input type="checkbox"/>	EDUC	247*	Guidance of Young Children	3
<input type="checkbox"/>	MATH	104*	College Algebra	
	or			
<input type="checkbox"/>	BUS	120*	Business Math	4
<input type="checkbox"/>	PSY	235*	Developmental Psychology	3
Total Credits				16-18

Spring Semester

<input checked="" type="checkbox"/>	Course	No.	Title	Credits
<input type="checkbox"/>	ANTH	110	Cultural Anthropology	3
<input type="checkbox"/>	EDUC	241*	Administration of Early Childhood Programs	3
<input type="checkbox"/>	EDUC	252*	Music and Movement for Young Children	2
<input type="checkbox"/>	EDUC	253*	Math and Science for Early Childhood	2
<input type="checkbox"/>	EDUC	258*	Field Practicum II	3
<input type="checkbox"/>			Electives	3-5
Total Credits				16-18

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

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- The demand for workers in this occupation is growing faster than the statewide average. Graduates may work in public and private day care facilities, federal Head Start Programs, pre-schools or social service agencies. With additional training and experience, workers may advance to education specialist, kindergarten or early childhood teaching positions.

Advisor:

Rick Halverson
BSS 129
(406) 756-3871
rhalvers@fvcc.edu

Goldsmithing

Bench Certificate

The following curriculum develops the competencies needed to pass the Bench Certificate awarded through the FVCC Goldsmithing Program. The curriculum 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. This program prepares the student with a wide variety of skills including basic fabrication, casting, stone setting, repair and design within a CAD/CAM environment.

First Year

Fall Semester

✓	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ART	101	Drawing I	3
___	ART	157*	3D Jewelry Design & Modeling I	4
___	ART	241	Jewelry & Metalsmithing I	3
___	ART	277*	Forging & Smithing I	3
___	BUS	120*	Business Math	<u>4</u>
			Total Credits	17

Spring Semester

✓	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ART	155	Jewelry Design & Rendering I	3
___	ART	235	Wax Modeling & Casting I	3
___	ART	242*	Jewelry & Metalsmithing II	3
___	ART	245*	Stone Setting I	3
___	ART	257*	3D Jewelry Design & Modeling II	4
___	ART	274*	Portfolio Presentation	<u>3</u>
			Total Credits	19

Second Year

Fall Semester

✓	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ART	243*	Jewelry & Metalsmithing III	3
___	ART	246*	Stone Setting II	3
___	ART	272*	Surface Embellishments I	3
___	ART	278*	Forging & Smithing II	3
___	BUS	130*	Business Communications	<u>3</u>
			Total Credits	15

Spring Semester

✓	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ART	244*	Jewelry Repair I	3
___	ART	247*	Stone Setting III	3
___	ART	269*	Jewelry & Metalsmithing IV	3
___	ART	270*	Wax Modeling & Casting II	3
___	ART	276*	Surface Embellishments II	<u>3</u>
			Total Credits	15

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

General Academic Requirements

- 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.

Certifications

- Successful completion of this program will also prepare the student for certification testing for the Jewelers of America Technician Exam. A certificate in this field will improve students' marketability in a highly competitive field.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- This certificate will prepare students for entry level bench positions in the jewelry industry and/or further study in the field of jewelry manufacturing.
- Graduates will be prepared to work in a wide range of entry level positions, from custom shops to large scale manufacturing.

Advisor:

Jim Flaherty
 SAT 106
 (406) 756-3897
 jflahert@fvcc.edu

Professional Goldsmithing

AAS Degree

The Professional Goldsmithing program teaches modern methods of jewelry repair, stone setting, wax modeling/casting, along with forging and CAD/CAM design. Technical proficiency, artistic craftsmanship and professional integrity will be emphasized. The student will gain an advanced understanding of modern goldsmithing.

First Year

Fall Semester

✓	Course	No.	Title	Credits
___	ART	101	Drawing I	3
___	ART	151	Design I	3
___	ART	241	Jewelry & Metalsmithing I	3
___	ART	277*	Forging and Smithing I	
	or			
___	ART	157*	3D Jewelry Design & Modeling I	3-4
___	BUS	130*	Business Communications	3
			Total Credits	15-16

Spring Semester

✓	Course	No.	Title	Credits
___	ART	155	Jewelry Design & Rendering I	3
___	ART	235	Wax Modeling and Casting I	3
___	ART	242*	Jewelry and Metalsmithing II	3
___	CMPA	131*	Business Software	4
___	HS/SP	120	Interpersonal Relations/ Communications	
	or			
___	SP	110	Public Speaking	3
			Total Credits	16

Second Year

Fall Semester

✓	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 I	3
___	BADM	140	Principles of Marketing	3
___	SBM	160	Entrepreneurship/ Small Business Startup	3
___	___	___	Elective	1
			Total Credits	16

Spring Semester

✓	Course	No.	Title	Credits
___	ACCT	101	Vocational Accounting I	
	or			
___	ACCT	201	Principles of Accounting I	4
___	ART	222	Art History Survey II: Renaissance to Modern	3
___	ART	244*	Jewelry Repair I	3
___	ART	246*	Stone Setting II	3
___	BUS	120*	Business Math	4
			Total Credits	17

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

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Nationally, 30% of goldsmithers are self-employed. They may display and sell their jewelry in the many local galleries, at craft shows or through artist's cooperatives. Employment opportunities are available with jewelry stores or manufacturers.

Advisor:

Jim Flaherty
SAT 106
(406) 756-3897
jflahert@fvcc.edu



If you are considering transfer to a four-year college, some of the courses will transfer as electives only. See your advisor.

Heating, Ventilation, Air Conditioning and Refrigeration Certificate

This program will prepare students for entry-level positions within the HVACR career field. The curriculum consists of a series of theory courses provided through distance learning and relational lab classes that provide the "hands-on" experience of applying the theory. All courses are taught to the standards of performance required for the National Association of Technical Excellence (NATE) certification.

Fall Semester

<u>✓</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BUS	121*	Math and Communications for the Trades	5
___	HVACR	101*	HVAC/R Fundamentals	3
___	HVACR	102*	HVAC/R Fundamental Work Experience	1
___	HVACR	131*	HVAC/R Electrical I	3
___	HVACR	132*	HVAC/R Electrical I Work Experience	1
___	HVACR	141*	HVAC/R Systems I	3
___	HVACR	142*	HVAC/R Systems I Work Experience	1
			Total Credits	17

Spring Semester

<u>✓</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	HVACR	231*	HVAC/R Electrical II	3
___	HVACR	232*	HVAC/R Electrical II Work Experience	1
___	HVACR	241*	HVAC/R Systems II	3
___	HVACR	242*	HVAC/R Systems II Work Experience	1
___	HVACR	251*	HVAC/R Refrigeration I	3
___	HVACR	252*	HVAC/R Refrigeration Work Experience	1
___	IT	175*	HVAC/R Introduction to AutoCAD	3
			Total Credits	15

Summer Semester

<u>✓</u>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	HVACR	264*	HVAC/R Field Experience I	10
			Total Credits	10

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

Program Information

- This program is sponsored by local Refrigeration Service Engineers Society (RSES) employers.
- Work study programs are available through local employers.

General Academic Requirements

- Students in the Heating, Ventilation, Air Conditioning and Refrigeration Program must earn a "C" or better in all Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) classes.

Certifications

- State Refrigeration license
- NATE Certified curriculum
- RSES membership program

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Graduates may work as HVACR technicians, refrigeration specialists or facility maintenance technicians. Growth in the construction industry has led to increased demand for workers in this area. Experience may lead to management and self-employment opportunities.

Advisor:

Bill Roope
SAT 172
(406) 756-3968
broope@fvcc.edu

Heavy Equipment Maintenance Program Certificate

This program prepares students for entry level maintenance positions in the Auto/Diesel Mechanic career field. Areas of study include basic gas and diesel engines, electronic diagnostics, brake systems, and fundamental hydraulics.

Fall Semester

✓	Course	No.	Title	Credits
—	AD	200	Introduction to Engines Gas/Diesel	4
—	AD	220	Auto/Diesel Electronic Systems	4
—	WLD	110	Oxyacetylene/Arc Welding	4
Total Credits				12

Spring Semester

✓	Course	No.	Title	Credits
—	AD	210	Diesel Technology	4
—	AD	230	Hydraulics and Pneumatics	4
—	IT	175*	Introduction to AutoCad	3
—	BUS	121*	Math and Communications for the Trades	5
Total Credits				16

Summer Schedule

✓	Course	No.	Title	Credits
—	AD	275*	Cooperative Education	6
Total Credits				6

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



Program Information

- This program is articulated with Montana State University-Northern's two year Diesel Technology and four year Industrial Technology degrees.
- This program is articulated with University of Montana College of Technology, Missoula, Diesel Tech and Small Engines certificate programs.

General Academic Requirements

- Students in the Heavy Equipment Maintenance Program must earn a "C" or better in all Auto/Diesel (AD) courses.

Certifications

- Automatic Service Excellence (ASE) certification test for engines, brakes, and electronics.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- This program prepares students for entry level positions as auto mechanics, diesel mechanics, heavy equipment service representatives or auto techs at quick service businesses. Major employers are heavy equipment dealers, federal, state and local government agencies, equipment rental companies and heavy construction contractors.

Advisor:

Bill Roope
SAT 172
(406) 756-3968
broope@fvcc.edu

Hospitality Management

Marketing & Sales Management

AAS Degree

This 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.

First Year

Fall Semester

<input checked="" type="checkbox"/>	Course	No.	Title	Credits
<input type="checkbox"/>	BUS	120*	Business Math	4
<input type="checkbox"/>	BUS	130*	Business Communications	3
<input type="checkbox"/>	CPMA	130*	Integrated Software Application	2
<input type="checkbox"/>	HM	123	Tour and Travel Management	3
<input type="checkbox"/>	HM	132 ¹	Hotel Management	<u>3</u>
Total Credits				15

Spring Semester

<input checked="" type="checkbox"/>	Course	No.	Title	Credits
<input type="checkbox"/>	BADM	175 ²	Principles of Management	3
<input type="checkbox"/>	BADM	176	Human Relations in Business	3
<input type="checkbox"/>	HM	100	Destination Geography	3
<input type="checkbox"/>	HM	171 ¹	Hospitality Law (Spring 2005, 2007)	3
<input type="checkbox"/>	—	—	Electives - CASC or CPMA	<u>4</u>
Total Credits				16

Second Year

Fall Semester

<input checked="" type="checkbox"/>	Course	No.	Title	Credits
<input type="checkbox"/>	ACCT	101	Vocational Accounting I	4
<input type="checkbox"/>	BUS	105	Customer Service	3
<input type="checkbox"/>	HM	221 ^{1, 2}	Tourism and the Hospitality Industry	2
<input type="checkbox"/>	HM	271 ^{1, 2}	Marketing of Hospitality Services	2
<input type="checkbox"/>	HM	275*	Hospitality Internship I	3
<input type="checkbox"/>	PSY	110	Introduction to Psychology	<u>4</u>
Total Credits				18

Spring Semester

<input checked="" type="checkbox"/>	Course	No.	Title	Credits
<input type="checkbox"/>	BADM	210*	Introduction to International Business	3
<input type="checkbox"/>	BADM	250*	Business Planning	3
<input type="checkbox"/>	HM	272 ^{1, 2}	Hotel/Motel Sales Promotion	3
<input type="checkbox"/>	HM	276*	Hospitality Internship II	3
<input type="checkbox"/>	HM	278 ^{1, 2}	Convention Management and Service	2
<input type="checkbox"/>	SP	120	Interpersonal Relations/ Communications	<u>3</u>
Total Credits				17

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

¹ Indicates course taught in affiliation with the Educational Institute of the American Hotel and Lodging Association (AHLA), East Lansing, MI.

² Indicates courses required for AHLA Certification

Program Information

- The program provides individuals currently employed in the hospitality and travel industry with an opportunity to upgrade their knowledge and skills and to receive American Hotel and Lodging Association (AHLA) Certification.
- Students complete two internships to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.

Certifications

- To receive certification from the Educational Institute of AHLA, students must successfully pass BADM 175 and the AHLA's comprehensive final examination (a score of 69% or better) for each of the courses indicated with a ². The final is administered by the instructor of the Hospitality Management courses at FVCC.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Graduates may work at resorts, hotels, motels and bed and breakfast inns holding positions such as front desk persons, housekeeping supervisors, marketing assistants, convention organizers and sales associates. Opportunities are very good for people who have a college degree in hotel or restaurant management.

For general information contact:

Admissions Office
BH/SCA
(406) 756-3846
mstoltz@fvcc.edu

Hospitality Management

Food and Beverage Management

AAS Degree

This 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 with an emphasis on Food and Beverage Management

First Year

Fall Semester

✓	<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
___	FS	143 ²	Basic Sanitation	2
___	FS	148 ^{1,2}	Food and Beverage Service	3
___	HM	123	Tour and Travel Management	3
			Total Credits	17

Spring Semester

✓	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BADM	175 ²	Principles of Management	3
___	BADM	176	Human Relations in Business	3
___	FS	248 ^{1,2}	Bar and Beverage Management	2
___	FS	264 ^{1,2}	Food and Beverage Controls	2
___	HM	100	Destination Geography	3
___	HM	171	Hospitality Law (Spring 2005, 2007)	3
			Total Credits	16

Second Year

Fall Semester

✓	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	101	Vocational Accounting I	4
___	BUS	105	Customer Service	
			or	
___	HM	132 ¹	Hotel Management	3
___	HM	271 ¹	Marketing of Hospitality Services	2
___	HM	275*	Hospitality Internship I	3
___	PSY	110	Introduction to Psychology	4
			Total Credits	16

Spring Semester

✓	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BADM	210*	Introduction to International Business	3
___	BADM	250*	Business Planning	3
___	HM	276*	Hospitality Internship II	3
___	HM	278 ¹	Convention Management and Service	2
___	HS	120	Interpersonal Relations/Communications	3
___	___	___	Electives - CASC or CMPA	3
			Total Credits	17

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

¹ Indicates course taught in affiliation with the Educational Institute of the American Hotel and Lodging Association (AHLA), East Lansing, MI.

² Indicates courses required for AHLA Certification

Program Information

- This program provides individuals currently employed in the hospitality and travel industry with an opportunity to upgrade their knowledge and skills and to receive American Hotel and Lodging Association (AHLA Certification).
- Students complete two internships to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.

Certifications

- To receive certification from the Educational Institute of AHLA, students must successfully pass BADM 175 and the AHLA's comprehensive final examination (a core of 69% or better) for each of the courses indicated with a (2). The final is administered by the instructor of the Hospitality Management courses at FVCC.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Due to growth in the population and the growing number of restaurants in the Flathead Valley, graduates of this program will have good opportunities to find positions as assistant managers or managers for these establishments.

For general information, please contact:

Admissions Office
BH/SCA 111
(406) 756-3846
mstoltz@fvcc.edu

Hospitality Management

Professional Chef Management

AAS Degree

This 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 with an emphasis on Professional Chef Management.

First Year

Fall Semester

✓	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 Semester

✓	Course	No.	Title	Credits
—	FS	201*	Professional Chef II: Intermediate Cook's Training	9
—	FS	264 ²	Food and Beverage Controls	2
—	FS	275*	Food Service Internship	3
—	HM	171 ²	Hospitality Law (Spring 2005, 2007)	
	or			
—	FS	248 ²	Bar and Beverage Management	2-3
Total Credits				16-17

Second Year

Fall Semester

✓	Course	No.	Title	Credits
—	BADM	176	Human Relations in Business	3
—	BUS	105	Customer Service	3
—	CMPA	130*	Integrated Software Application	2
—	HM	132 ²	Hotel Management	3
—	HS	120	Interpersonal Relations/ Communications	3
—	PSY	110	Introduction to Psychology	4
Total Credits				18

Spring Semester

✓	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 2005, 2007)	
	or			
—	FS	248 ²	Bar and Beverage Management	2-3
—	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.

Program Information

- Students complete two internships to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.

Additional Costs

- Lab fees for the FS 101 Professional Chef I and FS 201 Professional Chef II are \$250 each. These fees cover the cost of food and consumable supplies used in training.

Opportunities After Graduation

- Graduates work in restaurants, resorts, schools, hotels and nursing and residential care facilities. Employment for restaurant cooks is projected to grow faster than average nationally. The Flat-head Valley offers many opportunities in the industry.

For general information, please contact:

Admissions Office
BH/SCA 111
(406) 756-3846
mstoltz@fvcc.edu



Human Resource Management

AAS 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.

First Year

Fall Semester

✓	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
—	CPMA	131*	Business Software	4
Total Credits				16

Spring Semester

✓	Course	No.	Title	Credits
—	ACCT	102*	Vocational Accounting II	4
—	BADM	175	Principles of Management	
	or			
—	BADM	176	Human Relations in Business	3
—	PSY	110	Introduction to Psychology	4
—	SOC	110	Introduction to Sociology	
	or			
—	HIST	250	Montana History	3
—	SP	120	Interpersonal Relations/Communications	3
Total Credits				17

Second Year

Fall Semester

✓	Course	No.	Title	Credits
—	BADM	215*	Business Ethics	3
—	BADM	240*	Human Resources Management	3
—	BUS	271	Business Law	4
—	HS	102	Drugs and Society	
	or			
—	SOC	270*	Family: Change and Continuity	3
—	PSY	200	Psychology of Adjustment	3
Total Credits				16

Spring Semester

✓	Course	No.	Title	Credits
—	ACCT	121*	Payroll Accounting	2
—	BADM	225	Training and Development	3
—	BADM	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.

Program Information

- Human Resource professionals are responsible for the functional areas of personnel management, job design, recruitment, staffing, development, compensation and benefits, employee and labor relations, and employee health and safety.
- Students complete an internship to gain real world experience. Discuss this with your advisor.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- This program prepares students to work in entry level positions as interviewers, trainers, recruiters generally for large businesses or organizations, within the temporary staffing industry or alongside a human resource consultant. Growth in this industry may result from increasing efforts to recruit good employees, employers devoting more resources to training programs and the complexity of administering benefits packages.

For general information, please contact:

Admissions Office
BH/SCA 111
(406) 756-3846
mstoltz@fvcc.edu

Human Services

AAS Degree

(Also offered at Lincoln County Campus)

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. Students must have a total of 25 credits in specialty courses.

First Year

Fall Semester

✓	Course	No.	Title	Credits
—	BUS	120*	Business Math	4
—	ENGL	111*	English Composition	3
—	HS	100*	Introduction to Human Services/Social Work	3
—	HS	120	Interpersonal Relations/Communications	3
—	—	—	Specialty Course	2-3
Total Credits				15-16

Spring Semester

✓	Course	No.	Title	Credits
—	CMPA	130*	Integrated Software	
or				
—	CMPA	131*	Business Software	2-4
—	ENGL	150*	Technical Writing	3
—	HS	279*	Legal/Ethical/Professional Issues	3
—	PSY	110	Introduction to Psychology	4
—	—	—	Specialty Course	2-3
—	—	—	Specialty Course	2-3
—	—	—	Specialty Course	2-3
Total Credits				18-23

Second Year

Fall Semester

✓	Course	No.	Title	Credits
—	HS	210*	Case Management	2
—	HS	250*	Interviewing/Crisis Intervention	4
—	HS	261*	Placement Seminar	
or				
—	HS	263*	Placement Seminar	
or				
—	HS	265*	Placement Seminar	1
—	HS	262*	Field Experience	
or				
—	HS	264*	Field Experience	
or				
—	HS	266*	Field Experience	3
—	—	—	Specialty Course	2-3
—	—	—	Specialty Course	2-3
—	—	—	Specialty Course	2-3
Total Credits				16-19

Spring Semester

✓	Course	No.	Title	Credits
—	HS	260*	Group Process	3
—	HS	261*	Placement Seminar	
or				
—	HS	263*	Placement Seminar	
or				
—	HS	265*	Field Placement Seminar	1
—	HS	262*	Field Experience	
or				
—	HS	264*	Field Experience	
or				
—	HS	266*	Field Experience	3
—	—	—	Specialty Course	2-3
—	—	—	Specialty Course	2-3
—	—	—	Electives	4
Total Credits				15-17

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

Specialty Courses: Minimum of 25 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
—	PSY	245*	Abnormal 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

Opportunities After Graduation

- Graduates will have 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.

Advisor:

Rick Halverson
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 rhalvers@fvcc.edu

Information Technology

AAS Degree

The Information Technology 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.

First Year

Fall Semester

✓	Course	No.	Title	Credits
___	ACCT	201	Principles of Accounting I	4
___	BUS	130*	Business Communications	
	or			
___	ENGL	111*	English Composition	3
___	CMPA	126*	Networking Fundamentals	4
___	MATH	103*	Intermediate Algebra	4
			Total Credits	15

Spring Semester

✓	Course	No.	Title	Credits
___	BADM	176	Human Relations in Business	3
___	CMPA	151*	Spreadsheets	3
___	CMPA	166*	Computer Operating Systems	3
___	CMPA	176*	Introduction to Router Technology	4
___	ECON	211	Economic Principles: Microeconomics	
	or			
___	ECON	212	Economic Principles: Macroeconomics	3
			Total Credits	16

Second Year

Fall Semester

✓	Course	No.	Title	Credits
___	CMPA	172*	Computer Repair & Maintenance (A+)	3
___	CMPA	210*	Network Operating Systems	4
___	CMPA	261*	Introduction to Database Processing	4
___	CMPA or CS		Electives	2-4
___	SP	110	Public Speaking	3
			Total Credits	16-18

Spring Semester

✓	Course	No.	Title	Credits
___	BUS	221*	Information Technology Project Management	3
___	BUS	276*	Management Information Systems Internship	3
___	CMPA	262*	Advanced Database Processing	4
___	CMPA	270*	Web Publishing: HTML and Web Design	3
___	CMPA or CS		Electives	2-4
			Total Credits	15-17

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

Advisor:

Phil MacGregor, BSS 124, (406) 756-3865, pmacgreg@fvcc.edu

Program Information

- Students develop skills in computer hardware and software, database development, network management and desktop and network operating systems.
- Students complete an internship to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.
- 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.

Admission Guidelines

- Students are expected to have fundamental knowledge of the Windows Operating System and Internet usage. If not, students must take CASC 102* and 115*. See your advisor.
- Students with little computer software background will need to take CMPA 130* in their first semester.
- Students should be aware that this program of study requires extensive mathematical application and related analytical thinking.

Certifications

- After completion of the program, students will have the knowledge to sit for the following certification exams:
 - * A+ Certification
 - * Expert level MOUS (Microsoft Office User Specialist) in Excel & Access
 - * CCNA (Cisco Certified Network Associate), if CMPA 126, 176, 226, & 276 are taken

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- In the ever growing technology industry, graduates will have opportunities for employment as computer support specialists who provide end user support, perform troubleshooting, maintain Local Area Network (LAN) systems, or develop and maintain databases. Graduates may work with larger employers in IT Departments, largely in the service, manufacturing or wholesale trade industries, or at educational institutions.

Approved Electives

✓	Course	No.	Title	Credits
___	CMPA	130*	Integrated Software Application	2
___	CMPA	141*	Beginning Word Processing	3
___	CMPA	226*	Routing & Switching	4
___	CMPA	276*	Network Design	4
___	CS	131	Visual Basic Programming	4
___	CS	171	Fundamentals of Computer Science I: JAVA	4
___	CS	204*	C++ Programming	4

Information Technology

Web Technology AAS Degree

The Web Technology program is ideal for individuals interested in website production and management. The intent of the program is to give students the basic skills necessary to use the Internet as a business and communications tool.

First Year

Fall Semester

✓	Course	No.	Title	Credits
___	BUS	130*	Business Communications	
	or			
___	ENGL	111*	English Composition	3
___	CMPA	126*	Networking Fundamentals	4
___	CMPA	270*	Web Publishing: HTML and Web Page Design	3
___	CS	171	Fundamentals of Computer Science I: JAVA	4
		Total Credits		14

Spring Semester

✓	Course	No.	Title	Credits
___	ART	151	Design I	3
___	BADM	140	Principles of Marketing	3
___	BADM	175	Principles of Management	3
___	CMPA	271*	Web Page Programming	4
___	MATH	103*	Intermediate Algebra	4
		Total Credits		17

Second Year

Fall Semester

✓	Course	No.	Title	Credits
___	CMPA	210*	Network Operating Systems	4
___	CMPA	261*	Introduction to Database Processing	4
___	CMPA	272*	Image Editing on the Web	3
___	CMPA	274*	Web Animation	3
___	SP	110	Public Speaking	4
		Total Credits		18

Spring Semester

✓	Course	No.	Title	Credits
___	BUS	220*	E-Commerce	3
___	BUS	221*	Information Technology Project Management	3
___	BUS	274*	Web Technology Internship	3
___	CMPA	273*	Data Driven Web Sites	3
___	ECON	211	Economic Principles: Microeconomics	
	or			
___	ECON	212	Economic Principles: Macroeconomics	3
___	___	___	Business or Computer Electives	3
		Total Credits		18

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

Program Information

- Program emphasis is on developing skills in three areas of web site responsibilities: content development, business management, and technical operations.
- 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.
- Students complete an internship to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.

Admission Guidelines

- Students with insufficient computer skills must complete CS 100 – Introduction to Computer Science and CASC 115* – Fundamentals of the Internet before beginning the curriculum. Consult with your advisor to see if these courses are required.

Certifications

- After completing this program, students can test for proficiency levels sponsored by the Word Organization of Webmasters™

Approved Electives

Business or Computer Electives:

✓	Course	No.	Title	Credits
___	BUS	271	Business Law	4
___	CMPA	166*	Computer Operating Systems	3
___	CS	172*	Fundamentals of Computer Science II: JAVA	4
___	CS	204*	C++ Programming	4
___	SBM	150	Small Business Management	3
___	SBM	160	Entrepreneurship/Small Business Startup	3

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities after graduation

- Graduates may work for businesses who specialize in web hosting, website design, Internet consulting, Internet security or e-commerce. Employment opportunities may be available at educational institutions, government agencies or with larger companies who house their own websites. Many are self-employed or work as consultants.

Advisor:

Laurie Murphy

BSS 105

(406) 756-3861

lmurphy@fvcc.edu

Information Technology 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 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.

Fall Semester

✓	Course	No.	Title	Credits
—	BADM	176	Human Relations in Business	3
—	CPMA	126*	Networking Fundamentals	4
—	CPMA	172*	Computer Repair and Maintenance (A+)	3
—	CPMA	261*	Introduction to Database Processing	4
—	MATH	78*	Introductory Algebra	4
			Total Credits	18

Spring Semester

✓	Course	No.	Title	Credits
—	BUS	130*	Business Communications	3
—	BUS	221*	Information Technology Project Management	3
—	CPMA	151*	Spreadsheets	3
—	CPMA	166*	Computer Operating Systems	3
—	CPMA	176*	Introduction to Router Technology	4
			Total Credits	16

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

Program Information

- 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.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Major employers for this occupation are computer and data processing companies, wholesale trade firms, temporary worker agencies, banks, savings institutions, and credit unions. Graduates may work as data entry, word processors, page layout processors or retail computer sales. With additional training and experience, they may move into network operations, support or programming.

Advisor:

Phil MacGregor
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Medical Assistant

AAS Degree

(Also offered at Lincoln County Campus)

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.

First Year

Fall Semester

✓	Course	No.	Title	Credits
—	BIOL	110	Basic Anatomy and Physiology	3
—	BIOL	133	Medical Terminology	3
—	BUS	120*	Business Math	4
—	BUS	130*	Business Communications	3
—	OT	113*	Intermediate Keyboarding	
	or			
—	BIOL	208*	Microbiology Lab	<u>1-3</u>
			Total Credits	14-16

(Also recommended: BIOL 111* - Basic A&P Lab, 1 credit)

Spring Semester

✓	Course	No.	Title	Credits
—	ACCT	101	Vocational Accounting I	4
—	CMPA	130*	Integrated Software Application	2
—	HLTH	201	First Aid	2
—	MED	120	Records Information Management	3
—	MED	150	Pharmacology	3
—	MED	230*	Clinical Practicum I**	<u>2</u>
			Total Credits	16

Summer Semester

✓	Course	No.	Title	Credits
—	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 Semester

✓	Course	No.	Title	Credits
—	MED	130	Medical Law and Ethics	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	15

Spring Semester

✓	Course	No.	Title	Credits
—	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. Students are expected to have their own health insurance before starting the externship.

Program Information

- 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.
- Copies of the handbook are available from the program director in BSS 108.

General Academic Requirements:

- Students in the Medical Assistant program must earn a "C" or better in ALL classes.

Admission Guidelines

- Students are admitted on a first come, first served basis. The Medical Assistant program has a maximum of 12 students in each graduating class. This may result in students taking more than 2 years to complete the program.
- 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.
- The Medical Assistant program demands high academic and personal standards. Any student who exhibits unsuitable performance and/or behavior may be denied the right to complete the program.

Program Accreditation

- American Association of Medical Assistants

Certifications

- Graduates of this program qualify to take the National Certified Medical Assistant Exam

Additional Costs

- Approximately \$250-300 for uniforms, supplies, and immunizations which are required for the program

Opportunities After Graduation

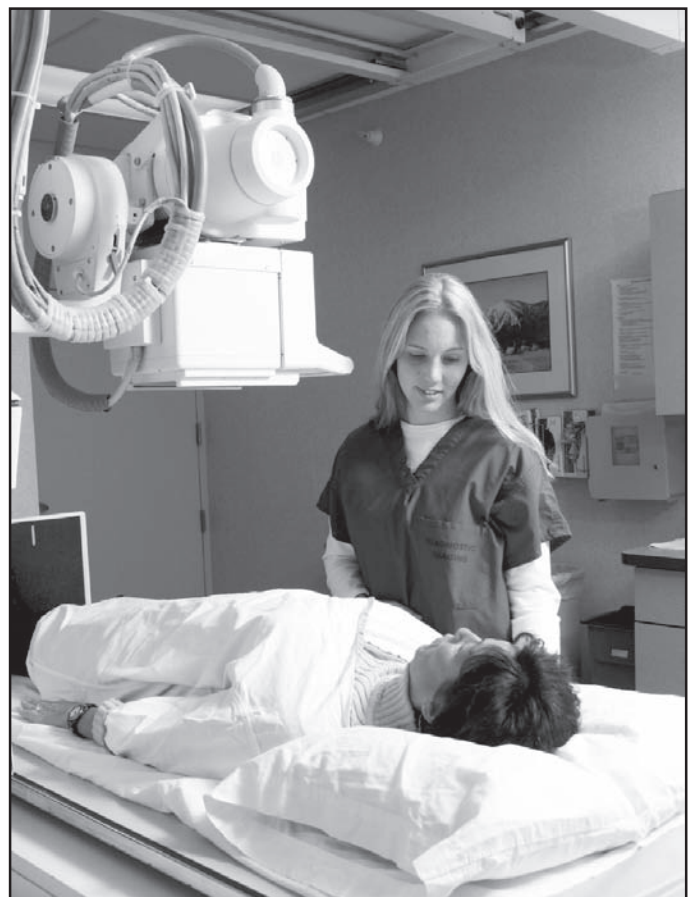
- America's Career Info Net has listed Medical Assistant positions 12th in the top 25 occupations showing growth in Montana
- On a national level, medical assistant is the 10th fastest growing occupation with a 57% growth rate
- The continued aging of the population and growth of medical facilities in the Flathead Valley will provide further demand for Medical Assistants

Advisors:**Kalispell**

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Libby

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Medical Coding Certificate

Health information coding is the transformation of verbal descriptions of diseases, injuries, and procedures into alphanumeric designations. Currently, reimbursement of hospital and physical claims for patients depends entirely on the assignment of codes. Coding is one of the fastest growing professions in the United States.

Fall Semester

✓	Course	No.	Title	Credits
___	BIOL	110	Basic Anatomy and Physiology	3
___	BIOL	111*	Basic Anatomy & Physiology Lab	1
___	BIOL	133	Medical Terminology	3
___	CMPA	100*	Introduction to Microcomputers	1
___	MED	101	Healthcare Delivery Systems	3
___	MED	120	Records Information Management	3
Total Credits				14

Spring Semester

✓	Course	No.	Title	Credits
___	BIOL	170*	Disease Processes/Pharmacology	3
___	BUS	130*	Business Communications	3
___	MED	130	Medical Law and Ethics	3
___	MED	221	Basic Medical Coding	3
___	MED	222	Computerized Medical Billing	2
Total Credits				14

Summer Semester

___	MED	252*	Intermediate ICD- 9-CM Coding	3
___	MED	262*	Intermediate CPT Coding	3
___	MED	275*	Secretarial/Medical Secretarial Internship I	<u>3</u>
Total Credits				9

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

Program Information

- Coding is one of the fastest growing professions in the United States.

General Academic Requirements

- Students in the Medical Coding Program must receive a "C" or better in MED 221, MED 252*, and MED 262* to receive this certificate.
- All courses within the certificate must be taken for a letter grade. No courses may be taken on a Satisfactory/Unsatisfactory (S/U) basis.
- Students complete an internship to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.

Certifications

- Students who complete this coding certificate program should be ready to sit for the Certified Coding Associate (CCA) examination.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Rapid growth in the health services industry as a whole and the expansion of the medical community in the area should fuel growth within this occupation. Positions for Health Information Technicians in Montana are projected to experience a 41% growth increase from 2000-2010.

Advisor:

Brenda Rudolph
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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.

Fall Semester

✓	Course	No.	Title	Credits
—	BIOL	110	Basic Anatomy and Physiology	3
—	BIOL	111*	Basic Anatomy and Physiology Lab	1
—	BIOL	133	Medical Terminology	3
—	BUS	130*	Business Communications	3
—	CMPA	141*	Beginning Word Processing	3
—	OT	204*	Medical Machine Transcription	3
Total Credits				16

Spring Semester

✓	Course	No.	Title	Credits
—	BIOL	170*	Disease Processes/Pharmacology	3
—	MED	120	Records Information Management	3
—	MED	130	Medical Law and Ethics	3
—	MED	215	E-Scripting	2
—	OT	125*	Editing Skills for Information Processing	2
—	OT	208*	Medical Transcription II	3
—	—	—	Elective	1
Total Credits				17

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

College Preparation

- 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, including:
 - Internet and Computing Core Certification (IC³) or
 - CMPA 100* Introduction to Microcomputers and CASC 102* Fundamentals of Windows or
 - Instructor's consent

Certifications

- CMT Certified Medical Transcriptionist
- Microsoft Office User Specialist (MOUS) Certification for Word is recommended for this Office Technology (OT) degree program. The certification examination is given at FVCC by appointment. See your advisor for details.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Rapid growth in the health services industry as a whole and the expansion of the medical community in the area should fuel growth within this occupation. Positions for Health Information Technicians in Montana are projected to experience a 41% growth increase from 2000-2010.

Advisor:

Brenda Rudolph
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 brudolph@fvcc.edu

Natural Resources Management AAS 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.

First Year

Fall Semester

✓	<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 Semester

✓	<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 Semester

✓	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ENGL	150*	Technical Writing	
	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 Semester

✓	<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 Geographic Information Systems	4
___	NR	260	Natural Resource Issues	3
___	___	___	Elective(s) - Group II	<u>3-4</u>
Total Credits				16-17

Group I Electives

✓	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	101	General Biology I: Principles of Biology	4
___	BIOL	120	General Botany	3
___	BIOL	200	Field Botany	3

Group II Electives

✓	<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.

Program Information

- This program is an ideal vehicle from which to launch a pursuit of baccalaureate level studies in forest range recreation, wildlife and watershed management fields.

College Preparation

- This 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.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Although most employment opportunities are with state and federal government agencies, some natural resource technicians work in private industry at wood product companies, forest nurseries or tree farms. Many employers prefer applicants who have an associate degree in Natural Resources Management.

Advisor:

Joseph Bortz
SAT 156
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Office Technology

Executive Secretary/Legal Secretary AAS Degree

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

First Year

Fall Semester

✓	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	101	Vocational Accounting I	
	or			
___	ACCT	201	Principles of Accounting I	4
___	BUS	120*	Business Math	4
___	CASC	102*	Fundamentals of Windows	1
___	ENGL	111*	English Composition	3
___	PSY	110	Introduction to Psychology	<u>4</u>
			Total Credits	16

Spring Semester

✓	<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

Second Year

Fall Semester

✓	<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	
	or			
___	SP	215	Negotiations	<u>3</u>
			Total Credits	17

Spring

✓	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	CMPA	131*	Business Software	4
___	OT	205*	Legal Machine Transcription	3
___	OT	210*	Office Procedures	3
___	OT	220*	Legal Research	3
___	OT	275*	Secretarial/Medical Secretarial Internship I	<u>3</u>
			Total Credits	16

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

Program Information

- 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.
- Students complete an internship to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.

Certifications

- MOUS (Microsoft Office User Specialist) Certification for Word is recommended for this Office Technology (OT) degree program. The certification examination is given at FVCC by appointment. See your advisor for details.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedules.

Opportunities After Graduation

- The expected growth in the population should create more jobs for legal secretaries. With more people and more businesses, there will be a need for more legal services. Major employers are law firms and federal, state and local government agencies.

Advisor:

Brenda Rudolph
BSS 106
(406) 756-3858
brudolph@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 Division prior to enrolling Fall Semester.

Office Technology

Medical Secretary

AAS Degree

(Also offered at Lincoln County Campus)

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.

First Year

Fall Semester

<input checked="" type="checkbox"/>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	BIOL	133	Medical Terminology	3
<input type="checkbox"/>	BUS	120*	Business Math	
	or			
<input type="checkbox"/>	MATH	103*	Intermediate Algebra	4
<input type="checkbox"/>	CASC	102*	Fundamentals of Windows	1
<input type="checkbox"/>	CMPA	130*	Integrated Software Application	2
<input type="checkbox"/>	HLTH	201	First Aid	2
<input type="checkbox"/>	PSY	110	Introduction to Psychology	4
			Total Credits	16

Spring Semester

<input checked="" type="checkbox"/>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	CMPA	141*	Beginning Word Processing	3
<input type="checkbox"/>	ENGL	111*	English Composition	3
<input type="checkbox"/>	OT	113*	Intermediate Keyboarding	3
<input type="checkbox"/>	OT	125*	Editing Skills for Information Processing	2
<input type="checkbox"/>	OT	170*	Electronic Calculators	2
<input type="checkbox"/>	SP	120	Interpersonal Relations/Communications	
	or			
<input type="checkbox"/>	SP	215	Negotiations	3
			Total Credits	16

Second Year

Fall Semester

<input checked="" type="checkbox"/>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	BIOL	110	Basic Anatomy and Physiology	3
<input type="checkbox"/>	BUS	130*	Business Communications	3
<input type="checkbox"/>	MED	120	Records Information Management	3
<input type="checkbox"/>	MED	221	Basic Medical Coding	3
<input type="checkbox"/>	OT	201*	Production Keyboarding	3
<input type="checkbox"/>	_____	_____	Elective(s)	1
			Total Credits	16

Spring Semester

<input checked="" type="checkbox"/>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	ACCT	101	Vocational Accounting I	
	or			
<input type="checkbox"/>	ACCT	201	Principles of Accounting I	4
<input type="checkbox"/>	MED	222	Computerized Medical Billing	2
<input type="checkbox"/>	OT	204*	Medical Machine Transcription	3
<input type="checkbox"/>	OT	211*	Medical Office Procedures	4
<input type="checkbox"/>	OT	275*	Secretarial/Medical Secretarial Internship I	3
			Total Credits	16

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

General Academic Requirements

- All courses within the certificate must be taken on a Satisfactory/Unsatisfactory (S/U) basis.
- Also recommended: Expert Microsoft Office User Specialist (MOUS) Certification (Word, Excel).
- Students complete an internship to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Although many duties of medical secretaries have become automated, skilled medical secretaries and receptionists will continue to have good opportunities for employment in the rapidly growing health industry.

Advisor:

Brenda Rudolph
BSS 106
(406) 756-3858
sbrudolph@fvcc.edu

Office Technology

Word Processing AAS Degree

(Also offered at Lincoln County Campus)

The Word Processing option combines business background with heavy emphasis on computer skills including spreadsheets, database, word processing, and some computer graphics.

First Year

Fall Semester

<input checked="" type="checkbox"/>	Course	No.	Title	Credits
<input type="checkbox"/>	BUS	120*	Business Math	4
<input type="checkbox"/>	CASC	102*	Fundamentals of Windows	1
<input type="checkbox"/>	ENGL	111*	English Composition	3
<input type="checkbox"/>	OT	110	Beginning Keyboarding	1
<input type="checkbox"/>	OT	111*	Keyboard Formatting	1
<input type="checkbox"/>	OT	112*	Keyboard Skillbuilding	1
<input type="checkbox"/>	SP	120	Interpersonal Relations/ Communications	
or				
<input type="checkbox"/>	SP	215	Negotiations	3
<input type="checkbox"/>	_____	_____	Elective(s)	<u>3</u>
			Total Credits	17

Spring Semester

<input checked="" type="checkbox"/>	Course	No.	Title	Credits
<input type="checkbox"/>	ACCT	101	Vocational Accounting I	
or				
<input type="checkbox"/>	ACCT	201	Principles of Accounting I	4
<input type="checkbox"/>	CPMA	141*	Beginning Word Processing	3
<input type="checkbox"/>	OT	113*	Intermediate Keyboarding	3
<input type="checkbox"/>	OT	125*	Editing Skills for Information Processing	2
<input type="checkbox"/>	OT	170*	Electronic Calculators	2
<input type="checkbox"/>	_____	_____	Elective(s)	<u>2</u>
			Total Credits	16

Second Year

Fall Semester

<input checked="" type="checkbox"/>	Course	No.	Title	Credits
<input type="checkbox"/>	ACCT	150*	Accounting on Microcomputers	2
<input type="checkbox"/>	BUS	130*	Business Communications	3
<input type="checkbox"/>	CPMA	131*	Business Software	4
<input type="checkbox"/>	OT	201*	Production Keyboarding	3
<input type="checkbox"/>	OT	202*	Machine Transcription I	2
<input type="checkbox"/>	_____	_____	Elective(s)	<u>2</u>
			Total Credits	16

Spring Semester

<input checked="" type="checkbox"/>	Course	No.	Title	Credits
<input type="checkbox"/>	CASC	115*	Fundamentals of Internet	1
<input type="checkbox"/>	CPMA	135*	Microsoft Publisher	4
<input type="checkbox"/>	CPMA	270*	Web Publishing: HTML and Web Page Design	3
<input type="checkbox"/>	OT	210*	Office Procedures	3
<input type="checkbox"/>	OT	275*	Secretarial/Medical Secretarial Internship I	3
<input type="checkbox"/>	_____	_____	Elective(s)	<u>4</u>
			Total Credits	18

Program Information

- This program is offered at the Kalispell Campus and the Lincoln County Campus.

General Academic Requirements

- 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.
- Microsoft Office User Specialist (MOUS) Certification for Word and Excel is recommended for this Office Technology (OT) degree program. The certification examination is given at FVCC by appointment. See your advisor for details.
- Students complete an internship to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.

Additional Fees

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Secretaries, receptionists, clerks and data entry keyers work in organizations of every type. Major employers are educational institutions, insurance and temporary worker agencies. Secretaries with word processing experience can advance to jobs as word processing trainers, supervisors or managers.

Advisors:

Kalispell

Brenda Rudolph
BSS 106
(406) 756-3858
brudolph@fvcc.edu

Libby

Chad Shilling
Room #105
(406) 293-2721, ext.233
cshillin@fvcc.edu

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

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.

Fall Semester

<input checked="" type="checkbox"/>	Course	No.	Title	Credits
<input type="checkbox"/>	ACCT	101	Vocational Accounting I	4
<input type="checkbox"/>	BADM	176	Human Relations in Business	3
<input type="checkbox"/>	BUS	120*	Business Math	4
<input type="checkbox"/>	CASC	102*	Fundamentals of Windows	1
<input type="checkbox"/>	CMPA	130*	Integrated Software Application	2
<input type="checkbox"/>	OT	110	Beginning Keyboarding	1
<input type="checkbox"/>	OT	111*	Keyboard Formatting	1
<input type="checkbox"/>	OT	112*	Keyboard Skillbuilding	<u>1</u>
			Total Credits	17

Spring Semester

<input checked="" type="checkbox"/>	Course	No.	Title	Credits
<input type="checkbox"/>	ACCT	150*	Accounting on Microcomputers	2
<input type="checkbox"/>	BUS	130*	Business Communications	3
<input type="checkbox"/>	CMPA	141*	Beginning Word Processing	3
<input type="checkbox"/>	OT	113*	Intermediate Keyboarding	3
<input type="checkbox"/>	OT	125*	Editing Skills for Information Processing	2
<input type="checkbox"/>	OT	170*	Electronic Calculators	<u>2</u>
			Total Credits	15

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

Program Information

- This certificate program is offered at the Kalispell Campus and the Lincoln County Campus.

General Academic Requirements

- All courses within the certificate must be taken for a letter grade. No courses may be taken on a Satisfactory/Unsatisfactory (S/U) basis. .
- Microsoft Office User Specialist (MOUS) Certification for Word and Excel is recommended for this Office Technology (OT) degree program. The certification examination is given at FVCC by appointment. See your advisor for details.

Additional Fees

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- This certificate will prepare students for positions as file clerks, general clerks or entry level administrative assistants. Major employers are colleges and universities, temporary worker agencies, state and local government agencies and wholesale trade companies. Opportunities for advancement will grow with increased skills and experience.

Advisors:

Kalispell
 Brenda Rudolph
 BSS 106
 (406) 756-3858
 brudolph@fvcc.edu

Libby
 Chad Shilling
 Room #105
 (406) 293-2721,ext.233
 cshillin@fvcc.edu

Paramedicine

AAS Degree

Paramedicine is a 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.

First Year

Fall Semester

✓	Course	No.	Title	Credits
___	BIOL	110	Basic Anatomy and Physiology	3
___	CHEM	150	Pharmacology	3
___	EMS	270	EMT-B	5
___	ENGL	111*	English Composition	3
Total Credits				14

Spring Semester

✓	Course	No.	Title	Credits
___	EMS	240	Instructional Methods for Emergency Services	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 Semester

✓	Course	No.	Title	Credits
___	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 Semester

✓	Course	No.	Title	Credits
___	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.

General Academic Requirements

- This is a demanding program whose graduates will have maintained high academic and professional standards throughout their course of study and training.
- Students in the paramedicine program must achieve at a minimum a "C" or better grade in all non-core courses. Any grade of less than a "C" will require retaking the course.
- Students wishing to enroll in the core Paramedic I & II and Clinical I & II must be approved by the program director.
- Students enrolled in the Paramedic I & II classes must maintain an 85% grade average throughout the course of the core study to continue in the program. Retesting is available.

Certifications

- Students successfully completing the Paramedicine program will be permitted to take the National Registry exam.
- Students must pass a background check conducted by law enforcement to complete clinical requirements in the field.
- Background clearance is also required by the National Registry and the State of Montana Board of Medical Examiners.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.
- Clinical apparel.
- Compliance with Hospital Clinical Policy Agreement (which includes vaccinations and immunizations).

Opportunities after graduation

- Nationally, the number of jobs for emergency medical technicians is expected to grow faster than average through the year 2010. Major employers are hospitals, fire departments and ambulance services.

Advisor:

Jim Neal
 KRMC
 (406) 751-6969
 jneal@fvcc.edu

Radiologic Technology

AAS Degree

Radiologic Technologists are trained in such procedures as diagnostic x-rays, fluoroscopy, CT scans, digital radiography, cardiac catheterizations and angiographies. They assist and educate patients, maintain patient records and are responsible for radiation safety.

First Year

Fall Semester

✓	Course	No.	Title	Credits
—	XRT	105*	Introduction to Radiography	2
—	XRT	110*	Basic Radiographic Procedures	2
—	XRT	115*	Principles of Radiographic Imaging I	4
—	XRT	140*	Clinical I	6
Total Credits				14

Spring Semester

✓	Course	No.	Title	Credits
—	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	6
Total Credits				17

Summer Semester

✓	Course	No.	Title	Credits
—	XRT	240*	Clinical III	9
Total Credits				9

Second Year

Fall Semester

✓	Course	No.	Title	Credits
—	XRT	210*	Advanced Radiographic Procedures	2
—	XRT	220*	Advanced Imaging Equipment	2
—	XRT	235*	Radiation Biology and Protection	4
—	XRT	241*	Clinical IV	6
Total Credits				14

Spring Semester

✓	Course	No.	Title	Credits
—	XRT	215*	Principles of Radiographic Imaging III	2
—	XRT	230*	Patient Care II	2
—	XRT	242*	Clinical V	8
—	XRT	270*	Registry Review	2
Total Credits				14

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

For general information, please contact:
 Admissions Office
 BH/SCA 111
 (406) 756-3846
 mstoltz@fvcc.edu

Program Information

- All students entering the program must have completed the following classes OR their equivalent: ENGL 111, BIOL 133, 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, prerequisite math courses in preparation for Intermediate Algebra (MATH 103*) and prerequisite English classes in preparation for English Composition (ENGL 111*).

Admission Guidelines

- Students must apply for select admission to this program.
- Applications are available after January 15 and must be completed and returned by the last working day in February.
- Admissions to the program is based upon the following:
 - 1) High school diploma or GED
 - 2) Evidence of academic achievement in the five prerequisite courses (a minimum of "C" must be earned in each class)
 - 3) A well-written essay
 - 4) Positive references
 - 5) An interview
 - 6) On-site observation for 8 hours in the radiology department

General Academic Requirements

- Students in the Radiologic Technology program must earn a "C" or better in ALL classes in the two-year program.

Certifications

- Graduates of this program will be eligible and prepared to take the certification examination administered by the American Registry of Radiologic Technologies (ARRT).

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Employment is projected to grow most rapidly in medical offices, clinics and diagnostic imaging centers. Radiologic technologists have the opportunity for advancement with experience and specialization in areas such as radiation treatment, ultrasound and nuclear medicine.

Small Business Management

AAS 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 Small Business Management.

First Year

Fall Semester

✓	Course	No.	Title	Credits
—	ACCT	101	Vocational Accounting I	4
—	BUS	130*	Business Communications	3
—	MATH	78*	Introductory Algebra	4
—	SBM	160	Entrepreneurship/ Small Business Startup	3
—	—	—	Electives from BADM/CASC/CMPA/SP	3
			Total Credits	17

Spring Semester

✓	Course	No.	Title	Credits
—	ACCT	102*	Vocational Accounting II	4
—	BADM	176	Human Relations in Business	3
—	CMPA	131*	Business Software	4
—	SBM	150	Small Business Management	3
—	SP	120	Interpersonal Relations/Communications	3
			Total Credits	17

Second Year

Fall Semester

✓	Course	No.	Title	Credits
—	BADM	140	Principles of Marketing	3
—	BADM	175	Principles of Management	3
—	BADM	240*	Human Resources Management	3
—	BADM	250*	Business Planning	3
—	BUS	105	Customer Service	3
			Total Credits	15

Spring Semester

✓	Course	No.	Title	Credits
—	ACCT	121*	Payroll Accounting	2
—	ACCT	150*	Accounting on Microcomputers	2
—	BADM	215*	Business Ethics	3
—	BUS	270*	Business Simulation	3
—	ECON	211	Economic Principles: Microeconomics	3
—	—	—	Electives from ACCT/BADM/CASC/ CMPA	3
			Total Credits	16

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

Program Information

- Designed to give the student a high level of proficiency as a small business manager/owner.
- Provide students with the basics of entrepreneurship.

Admission Guidelines

- Normal prerequisites as noted in catalog course descriptions.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- This degree prepares graduates for entry level positions in small business management or provides the basics for starting one's own business. Graduates may gain experience managing others' businesses and then open their own. Self employment is the fastest growing income sector in Flathead County. Small businesses employ over 70% of all employees in Montana and create 50% of all new jobs in the U.S.

Advisor:

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

Substance Abuse Counseling AAS Degree

This program is designed to meet the academic requirement for the State of Montana's Licensed Addiction Counselor. This program is designed to provide the student with the most up-to-date knowledge and experience available.

✓	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	101	General Biology I: Principles of Biology	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>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
___	CMPA	130*	Integrated Software Application	
	or			
___	CMPA	131*	Business Software	<u>2-4</u>
			Total Credits	65 - 67

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

¹Cross-referenced with HS.

Admission Guidelines

- Due to limited clinical sites, enrollment will be limited. Students will have to complete an application and be accepted the semester prior to applying for clinical internship. Curriculum is subject to change as licensing requirements change.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

State of Montana Licensed Addiction Counselor's Test

- After graduating with this option, the student must complete 1,000 hours of supervised work experience in a state-licensed substance abuse program in order to apply for the Montana Licensed Addiction Counselor's test.

Advisor:

Rick Halverson
BSS 129
(406) 756-3871
rhalvers@fvcc.edu

Surgical Technology Certificate

Surgical technologists are integral members of the surgical team, working closely with surgeons, anesthesiologists, registered nurses and other surgical personnel in delivering patient care before, during, and after surgery.

Fall Semester

✓	Course	No.	Title	Credits
—	BIOL	110	Basic Anatomy & Physiology	3
—	BIOL	133	Medical Terminology	3
—	MATH	78*	Introductory Algebra	4
—	SURG	101*	Introduction to Surgical Technology	3
—	SURG	105*	Surgical Techniques I	4
			Total Credits	17

Spring Semester

✓	Course	No.	Title	Credits
—	BIOL	170*	Disease Processes/Pharmacology	3
—	ENGL	111*	English Composition	3
—	SURG	106*	Surgical Techniques II	4
—	SURG	110*	Applied Surgical Technology Procedures	4
—	SURG	120*	Surgical Technology Clinical I	4
			Total Credits	18

Summer Semester

✓	Course	No.	Title	Credits
—	BADM	176	Human Relations in Business	3
—	SURG	107*	Surgical Techniques III	2
—	SURG	130*	Surgical Technology Clinical II	4
			Total Credits	9

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

Program Information

- This program is a three-semester, 12 month curriculum, which includes both classroom (didactic) and hands-on training (clinical) intended to prepare students to assist in surgical operations. **Application deadline for the Fall 2005 Surgical Technician Program is November 1, 2004.**

Program Accreditation

- The college is presently applying for accreditation through the Commission on Accreditation of Allied Health Programs (CAAHEP), in cooperation with the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

Admission Guidelines

To be admitted, applicants must submit:

- College application
- Program application
- Official transcript of high school diploma (GPA 2.5) or GED (if using GED, then grades on the pre-entrance Compass Test must be: reading above 74, math above 44, and writing above 46)
- Experience in healthcare, if any
- Well-written essay/positive references

Admitted students have the following additional requirements:

- Verification of measles, mumps, and rubella
- TB skin test or chest x-ray
- History of chicken pox or vaccination
- Proof of immunization with the vaccine for hepatitis B
- Competency in computer applications
- Proof of personal health insurance
- Must have transportation to clinical sites

Please be advised that the above requirements will be costs in addition to tuition and books.

General Academic Requirements

- Students in the Surgical Technology Program must earn a "C" or better in ALL classes in the 12 month program.

Opportunities After Graduation

- Both in Montana and nationally, employment for surgical technologists is projected to grow much faster than for all occupations through 2010. Hospitals will continue to be the largest employer. However, much faster employment growth is expected in doctors' offices and surgical centers.

For general information, please contact:

Admissions Office
BH/SCA 111
(406) 756-3846
mstoltz@fvcc.edu

Surveying

AAS Degree

This program is designed to prepare students to enter the land surveying profession as surveying technicians, instrument persons, drafters, and/or office technicians.

First Year

Fall Semester

<input checked="" type="checkbox"/>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	CASC	102* ¹	Fundamentals of Windows	1
<input type="checkbox"/>	ENGL	111*	English Composition	3
<input type="checkbox"/>	MATH	103*	Intermediate Algebra	4
<input type="checkbox"/>	MATH	134* ²	Surveying Math I	2
<input type="checkbox"/>	SURV	141*	Surveying I	5
<input type="checkbox"/>	SURV	152	Surveying Graphics	2
Total Credits				17

Spring Semester

<input checked="" type="checkbox"/>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	MATH	135* ²	Surveying Math II	3
<input type="checkbox"/>	SP	110	Public Speaking	3
<input type="checkbox"/>	SURV	142*	Surveying II	5
<input type="checkbox"/>	SURV	155*	Surveying Calculations	3
<input type="checkbox"/>	SURV	163*	Land Survey Systems	3
Total Credits				17

Second Year

Fall Semester

<input checked="" type="checkbox"/>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	NSCI	103 ³	Basic Physical Science	4
<input type="checkbox"/>	SURV	270*	Computer Aided Drafting	4
<input type="checkbox"/>	SURV	271*	Introduction to GPS	2
<input type="checkbox"/>	SURV	272*	Land Surveying I	5
<input type="checkbox"/>	SURV	275*	Photogrammetry and Remote Sensing	3
Total Credits				18

Spring Semester

<input checked="" type="checkbox"/>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	SURV	273A*	Land Surveying II	2
<input type="checkbox"/>	SURV	273B*	Projects in GPS	2
<input type="checkbox"/>	SURV	273C*	Route Surveying	2
<input type="checkbox"/>	SURV	276*	Introduction to Geographic Information Systems	4
<input type="checkbox"/>	SURV	277*	Projects in GIS	2
<input type="checkbox"/>	SURV	278*	Surveying Laws, Planning & Design	2
<input type="checkbox"/>	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.

Advisor:

Dave Dorsett, PLS, SAT 164 (406) 756-3913, ddorsett@fvcc.edu

Program Information

- 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 Semester

<input checked="" type="checkbox"/>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	CMPA	100*	Introduction to Microcomputers	1
<input type="checkbox"/>	ENGL	78*	Basic Writing II - Paragraph to Essay	
			or	
<input type="checkbox"/>	ENGL	111*	English Composition	3
<input type="checkbox"/>	MATH	78*	Introductory Algebra	4
<input type="checkbox"/>	SP	110	Public Speaking	3
<input type="checkbox"/>	SURV	152	Surveying Graphics	2
Total Credits				13

Spring Semester

<input checked="" type="checkbox"/>	<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	CASC	102*	Fundamentals of Windows	1
<input type="checkbox"/>	ENGL	111*	English Composition	3
<input type="checkbox"/>	MATH	103*	Intermediate Algebra	4
<input type="checkbox"/>	_____	_____	Electives (CASC/CMPA/CS/IT)	4-10
Total Credits				9-18

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Program Accreditation

- This program meets the educational requirements for licensing set by the Montana Board of Professional Engineers and Professional Land Surveyors.

College Preparation

- 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.

WUE Participation

- Out-of-state students from Alaska, Arizona, Colorado, Hawaii, Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington 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.

After FVCC

- 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.

Accounting	144
Anthropology	145
Art	146
Automotive/Diesel	145
Aviation	150
Banking	152
Biology	152
Building Trades	154
Business	155
Business Administration	151
Chemistry	157
Communications	161
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Numbering

- The course number (e.g., ENGL 15) indicates the department (English) and the level of the course.
- Courses numbered from:
 - 100 to 199 are freshman level
 - 200 to 299 are sophomore level
- The "~" after courses numbered under 100 indicates these courses are usually nontransferable but may apply towards an AAS degree at FVCC.
- A section number also appears on the class schedule. The two-digit section number follows the course number. Courses designated section 80-85 are fully online courses. Courses designated section 90 are hybrid online courses (see page 16).
- 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.
- Courses with the department of SR (Senior Institute) cannot be used toward any degree.

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 or ACCT 201.

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: CMPA 100 or instructor's consent.

The student will manipulate digital images obtained by capture through digital cameras or scanners for publication in print and on the World Wide Web. Students must have access to a digital camera and/or scanner, as well as specified photo editing software (see schedule of classes). This course is cross-referenced with COMM 153 and JRNL 153.

ART 154 Digital Photography I

3 credits (A)

Prerequisite: CMPA 100 or instructor's consent.

A beginning course about digital photography and the digital darkroom. Students learn about capturing technology of digital cameras and scanners, digital shooting techniques and computer transfer technology of monitors, printers and graphic programs. A photographic project included. Student must have access to digital camera, scanner, photo quality paper, printer and associated software. This course is cross-referenced with JRNL 154.

ART 155 Jewelry Design and Rendering I

3 credits (D)

This course is designed to teach the student the fundamentals of visual design as it applies to jewelry. A basic knowledge of jewelry design will be taught through the CAD/CAM software program JewelSpace. Any beginning student with an interest in jewelry making and computer aided three-dimensional design may successfully take this course. Emailing of images, the manufacture of student designs and client concerns will also be explored.

ART 157 3D Jewelry Design and Modeling I

4 credits (F)

Prerequisite: CMPA 100 or above.

A jewelry foundational course designed to teach the student how to design in a 3D CAD/CAM software environment and to further take those designs and create finished wax models on prototyping CNC mills. Manufacturing issues and techniques that will be found in a production setting will be explored.

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 202 Drawing III

3 credits (F)

Prerequisite: ART 201 or instructor's consent.

This course is a continuation of ART 101 and ART 201. It is aimed at more experienced students. A variety of graphic applications for drawing will be explored.

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 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 plein 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

4 credits (D)

Prerequisite: ART 155.

A jewelry foundational course designed to teach the student how to apply design and rendering skills and concepts learned in ART 155 through the JewelSpace CAD/CAM software program. JewelSpace is compatible with CAC Mill or rapid-prototyping machines.

ART 257 3D Jewelry Design and Modeling II

4 credits (S)

Prerequisite: ART 157.

An advanced jewelry course designed to continue teaching the student how to design in a 3D CAD/CAM software environment and to further take those designs and create finished wax models on prototyping CNC mills. Manufacturing issues and techniques that will be found in a production setting will be explored.

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 I

3 credits (F)

Prerequisite: ART 241.

This course concentrates on textural and chromatic surface treatments for all non-ferrous metals including silver and gold. Included among the topics covered will be reticulation, acid-etching, enameling, fusing, hammer and punch treatments, patination, roller printing, and media blasting among others. These are all vital techniques which are, due to their proliferation and technical nature, beyond the scope of basic jewelry classes.

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 274 Portfolio Presentation

3 credits (S)

Prerequisite: instructor's consent.

Exploration of techniques and formats used for the documentation and presentation of 2D and 3D artworks. Film, Digital and Web based technologies will be used.

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 276 Surface Embellishments II

3 credits (S)

Prerequisite: ART 272.

This course concentrates on an exploration of the following four surface treatments: mokume gane, gold granulation, keum boo, and cloisonne' enameling. Students will make four pieces of jewelry, each incorporating one of the four different techniques.

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 Jewelers 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. Students enrolling in this course will need to make arrangements with an appropriate commercial aviation establishment for aircraft rental, flight instruction and FAA testing.

AVIA 150 Private Pilot

5 credits (D)

Prerequisite: instructor's consent.

This course serves as a preparation for the FAA Private Pilot written and flight examinations. Course content includes pertinent Federal Aviation Regulations (FAR), aviation weather, radio communications, navigation, aerodynamics, flight instruments, flight physiology, emergency procedures, and flight safety. To successfully complete this course, the student must pass the FAA Private Pilot written examination and complete the appropriate flight lessons for Private Pilot. Aircraft rental and flight instruction are not included. Students enrolling in this course will need to make arrangements with an appropriate commercial aviation establishment for aircraft rental, flight instruction and FAA testing.

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 and flight 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 and complete the appropriate flight lessons for the Instrument Pilot rating. Aircraft rental and flight instruction are not included. Students enrolling in this course will need to make arrangements with an appropriate commercial aviation establishment for aircraft rental, flight instruction and FAA testing.

AVIA 250 Professional Pilot

5 credits (D)

Prerequisite: instructor's consent.

This course serves as a preparation for the FAA Commercial Pilot written and flight examinations. Course content includes a detailed study of pertinent Federal Aviation (FAA) regulations, weather, aerodynamics, performance, stability, control, weight and balance, cargo, aircraft systems, emergency procedures, and publications necessary for operating an aircraft commercially in the U.S. national airspace system. To successfully complete this course, the student must pass the FAA Commercial Pilot written examination and complete the appropriate flight lessons for Commercial Pilot. Aircraft rental and flight instruction are not included. Students enrolling in this course will need to make arrangements with an appropriate commercial aviation establishment for aircraft rental, flight instruction and FAA testing.

AVIA 260 Multi-Engine Systems and Procedures

2 credits (D)

Prerequisite: instructor's consent.

This course serves as a preparation for the FAA Multi-Engine rating. Course content includes a detailed study of pertinent Federal Aviation (FAA) regulations for the operations necessary to operate light twin-engine aircraft. Normal and abnormal procedures, and a discussion of the systems, aerodynamics and performance of these aircraft, as well as FAA regulations concerning Commercial Pilots, are included. To successfully complete this course, the student must satisfactorily complete the appropriate flight lessons and flight test for the Multi-Engine Pilot rating. Aircraft rental and flight instruction are not included. Students enrolling in this course will need to make arrangements with an appropriate commercial aviation establishment for aircraft rental, flight instruction and FAA testing.

BUSINESS ADMINISTRATION

BADM 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.

BADM 175 Principles of Management

3 credits (F,S)

A comprehensive introduction to management theory, research and practice. An integration 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.

BADM 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.

BADM 210 Introduction to International Business

3 credits (S)

Prerequisites: BADM 140, BADM 175, BADM 176, BADM 260, ECON 212 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.

BADM 215 Business Ethics

3 credits (F)

Prerequisites: BADM 175, BADM 176 or instructor's consent.

The course will explore what business ethics entails, why business ethics is important, and describe criteria to use in making a business decision. The course will also examine real life examples of ethical/unethical business activities. Ethics in the international arena, the ethics of technology, and personal versus organizational ethics will be studied. Business decisions both successful and unsuccessful in management, marketing, finance, human resources, and computing will be examined and evaluated.

BADM 220 Marketing Communications

3 credits (S)

Prerequisite: BADM 140.

This course will focus on the communications mix of marketing and the function it plays in the field of marketing. Topics covered will be advertising, sales promotion, public relations, and personal selling. The course will focus on integrated marketing communications and reasons for the increasing importance of integrated marketing communications.

BADM 225 Training and Development

3 credits (F,S)

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.

BADM 240 Human Resources Management

3 credits (F)

Prerequisites: BADM 175, BADM 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.

BADM 250 Business Planning

3 credits (F)

Prerequisites: BADM 140, BADM 175 or instructor's consent.

This course will deal with the three essential planning tools of any business, the Business Plan, the Marketing Plan, and the Advertising Plan. The course will explore the necessity of planning, and how to develop mission statements, goals, objectives, and strategies. A variety of planning instruments will be examined and evaluated. Students will develop a business, marketing, and an advertising plan for a real or mythical business.

BADM 260 Principles of Finance

4 credits (D)

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.

BADM 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 the student's and the employer's schedules.

BADM 276 Business Internship II

3 credits (A)

Prerequisites: a grade of "C" or better in BADM 275, consent of internship coordinator and advisor.

A continuation of BADM 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.

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 111 Basic Anatomy and Physiology Lab

1 credit (F)

Prerequisite or Corequisite: BIOL 110.

This course familiarizes the student with the fundamental concepts in the anatomy and physiology of the human body. Anatomical studies include bones, muscles, brain, and heart. Physiological processes in such systems as nervous, cardiovascular, respiratory, and urinary are studied as to how 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)

Prerequisite or Corequisite: BIOL 121.

An introduction to field techniques and ecosystem analysis; consideration of the impact of human activities on the ecosystem.

BIOL 133 Medical Terminology

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 170 Disease Processes/Pharmacology

3 credits (S)

Prerequisites: BIOL 110, BIOL 111.

Pathophysiology (the study of disease) is a close examination of the disease process in the human body. The topics included in this course include: 1) how the body's normal structure and function can be altered, 2) how the body responds to these disruptions in structure and function (i.e. cause and effect), and 3) current approaches to the treatment of these disruptions using drugs. In the emphasis of treatment, particular attention will be given to the area of pharmacology including drug categories, actions, reactions, and interactions.

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)

Prerequisite: CHEM 101 or instructor's consent.

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, muscular and endocrine 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, 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)

Prerequisite: 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.

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 course 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

10 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. All aspects of job site and workplace safety related to residential construction will be practiced and evaluated during this course. 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 135A Building Trades Field Experience I-A

6 credits (F)

*Prerequisite: instructor's consent.**Corequisite: BT 130.*

This course is the first half of the BT 135 course and is designed to accommodate students requiring two semesters to complete the BT 135 requirement. 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. All aspects of job site and workplace safety related to residential construction will be practiced and evaluated during this class. 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 135B Building Trades Field Experience I-B

6 credits (S)

Prerequisite: BT 135A, instructor's consent.

This course is the second half of the BT 135 course and is designed to accommodate students requiring two semesters to complete the BT 135 requirement. 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. All aspects of job site and workplace safety related to residential construction will be practiced and evaluated during this class. 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 course. 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

6 credits (A)

Prerequisite: BT 145.

This course will provide a “hands-on” experience in the management aspects of the Carpentry 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, 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. This course will include rotational assignments with local contractors and team leader assignments with the student built house project. Students participating in the contractor rotations will be paid through local temporary labor business and provided appropriate liability insurance and workman compensation benefits.

BT 240 Construction Project Management II

6 credits (A)

Prerequisite: BT 145.

This course will provide a “hands-on” experience in the management aspects of the Carpentry Trades program and delineate the role of a project leader or lead carpenter in planning and managing a construction site during the finishing phases of a residential home. Course requirements include work scheduling, 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. This course will include rotational assignments with local contractors and team leader assignments with the student built house project. Students participating in the contractor rotations will be paid through a local temporary labor business and provided appropriate liability insurance and workman compensation benefits.

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 120 Business Math

4 credits (F,S)

Prerequisites: Satisfactory score on Mathematics placement test. Knowledge of spreadsheets is preferred.

This course reviews the 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 121 Math and Communications for the Trades

5 credits (F, S)

Prerequisites: OT 110, OT 111 are recommended; appropriate placement test score or instructor's consent.

This course introduces students to business/trades math concepts by employing real-work problems throughout the course. Emphasis is on calculations involved in business operations, decision-making for business, and measurements associated with developing a cost and profit analysis for various projects. The calculations are in turn incorporated into the development and presentation of a technical writing document and/or oral presentation of the business proposal.

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 (S)

This course will examine how leaders are developed. Personalities will be examined using the Myers-Briggs Personality Type Indicator and how this personality contributes to team dynamics. This course will also examine different leadership styles and how the student can become a good leader.

BUS 220 E-Commerce

3 credits (D)

Prerequisites: BADM 140, CMPA 270.

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: BADM 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.

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, BADM 140, BADM 175, BUS 130, CMPA 131 (or ability to work in Microsoft Office/Windows), ECON 211 or ECON 212, MATH 103 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 273 Quantitative Business Applications

3 credits (S)

Prerequisites: CMPA 131, MATH 210 or instructor's consent.

Quantitative Business Applications will introduce students to available management tools that reduce uncertainty. This course will teach students to apply quantitative methods to business problems using the triad of statistical techniques, the resources on the Internet, and the spreadsheet. The quantitative methods include descriptive and univariate statistics, bivariate and multivariate analyses.

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: BUS 130 or ENGL 111, CMPA 130, CMPA 131.

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 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 of Presentation Graphics: PowerPoint

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 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 email; 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 120 Fundamentals of QuickBooks Pro

1 credit (D)

This course provides a quick step-by-step introduction to the terminology, concepts and techniques used in QuickBooks Pro. It is designed for the novice and experienced computer users who wants a basic understanding of the capabilities of QuickBooks Pro.

CASC 121 Advanced QuickBooks Pro

1 credit (D)

Prerequisite: CASC 120.

A second course for QuickBooks Pro. This course covers setting up inventory, creating invoices, customizing forms, creating reports and graphs, payroll, processing payments and using QuickBooks Pro other account.

CHEMISTRY**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 including ancillary services for a student without background in forensic science. Introduction to the areas of chemistry and biology relating to analysis of physical evidence. Includes pathology, odontology, crime scene processing, bloodstain patterns, types of physical evidence, physical and chemical properties, refractive index, organic analysis, microanalysis, analysis of glass, soil, hair, fibers, paint, fingerprints, impressions, firearms, and questioned documents. 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 including ancillary services for a student without background in forensic science. Continuation of organic and inorganic analysis. Introduction to instrumentation. Focus on toxicology, controlled substances, blood and bloodstains, biological fluids and stains, and DNA. Introduction to areas of forensic engineering including structural failures, fire and explosion investigation, and vehicular accident reconstruction. Continuation of CHEM 210.

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. 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 135 Microsoft Publisher

4 credits (S)

Prerequisites: CASC 102, CMPA 141.

Using the Microsoft Publisher software package, 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 141 Beginning Word Processing

3 credits (F,S)

Prerequisites: CASC 102, OT 100 (or currently enrolled in OT 110).

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: CMPA 100 (or equivalent), OT 100, 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 210 Network Operating Systems
4 credits (F)

Prerequisite: CMPA 166.

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

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: CMPA 261 or instructor's consent.

This course is a comprehensive study of programming within a relational database. Students in this course will work with sub and function procedures with a public and private scope, variables, selection structures, and repetition structures in an effort to enhance the use and functionality of a database.

**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 Photoshop, or the currently accepted industry standard software, will be used.

CMPA 273 Data Driven Web Sites
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 274 Web Animation
3 credits (F)

Prerequisite: CMPA 271.

(Beginning Fall 2005) The purpose of this course is to create appealing, interactive, customized Web sites. Topics include basic animation of symbols and buttons, creating and editing movie and sound clips, and action script programming. Macromedia's Flash software package or the currently accepted industry standard software will be used.

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: CMPA 100 or instructor's consent.

The student will manipulate digital images obtained by capture through digital cameras or scanners for publication in print and on the World Wide Web. Students must have access to a digital camera and/or scanner, as well as specified photo editing software (see schedule of classes). 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 201 Voice and Speech I

2 credits (F)

A beginning course dedicated to voice production, phonetics and speech specifically (but not exclusively) for the stage. An introductory course acquainting the student with the mechanics of vocal production and exercises for improvement of voice. This course is cross-referenced with THEA 201.

COMM 202 Voice and Speech II

2 credits (S)

Prerequisite: COMM/THEA 201.

This course is a continuation of Voice and Speech I. Exercises to further develop vocal skills as well as applications to text work will be covered. This course is cross-referenced with THEA 202.

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 (D)

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)

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 (D)

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 (S)

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 (F)

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 and 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)

Prerequisite: 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)

Prerequisite: 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)

Prerequisite: EDUC 101, EDUC 102 or instructor's consent.

This course will focus on understanding children's behavior and developing 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)

Prerequisite: 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 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)

Course title will vary. 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 (S)

This course is designed for individuals pursuing a career in emergency services. It 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.

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)

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

4 credits (F)

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 (F,S)

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 Transportation (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: EMS 270, current State of Montana EMT-B, instructor's consent.

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)

Prerequisites: EMS 270, instructor's consent.

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)

Prerequisites: EMS 270, current State of Montana EMT-B, instructor's consent.

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)

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)

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~ Basic Writing I - Sentence to Paragraph**

3 credits (F, S)

Prerequisite or Corequisite: ID 31 or instructor's consent.

This is the first-level developmental course devoted to improving basic English skills for native speakers. (Note: Non-native speakers are referred to ENGL 50.) Based on assessment of student needs, instruction emphasizes grammar, mechanics, sentence structure and paragraph development with an emphasis on expository writing. Course may be repeated for a total of six (6) credits. This course is cross-referenced with ID 15.

ENGL 50~ English as a Second Language

3 credits (A)

This course assists international students, who have limited English proficiency, to adjust to the academic and cultural demands of college level work. The course will help students improve in the four areas of language: speaking, reading, writing, and listening using an integrated communicative language approach. 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. Course may be repeated for a total of twelve (12) credits.

ENGL 78~ Basic Writing II - Paragraph to Essay
3 credits (A)

Prerequisite: appropriate placement test score or a grade of "C" or better in ENGL/ID 15.

This is the second-level developmental course focused on building skills necessary for expository writing. Based on assessment of student needs, instruction emphasizes paragraph development resulting in unity, coherence, and organization. Students will begin with the well-developed paragraph and extend to the essay. Instruction in grammar, mechanics, and usage is also included. This course cross-referenced with ID 78.

ENGL 110 Exploration in Literature
3 credits (F)

This introductory course focuses on the reading, enjoyment and critical analysis of fiction, poetry and drama. Students will read world literature, as well as works of the American West, contemporary dramatists, minority writers, and works focusing on the lives of immigrants, expatriates and first-generation Americans.

ENGL 111 English Composition
3 credits (A)

Prerequisite: appropriate placement test score or a grade of "C" or better in ENGL/ID 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)

This introductory course focuses on the reading, enjoyment, and critical analysis of the short story and the novel. Students will read world literature, as well as contemporary writers of the American West; minority writers; and writers focusing on the lives of immigrants, expatriates and first-generation Americans.

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)

Prerequisite: a grade of "B" or better in ENGL 111 or instructor's consent.

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)

A survey course designed to give students a broad overview of the evolving canon of influential literary works produced in America from approximately 1600 through 1865. Students will read a variety of exemplary texts from a historical perspective in order to critically analyze the formation of our American identity.

ENGL 212 American Literature II
3 credits (S)

Survey course designed to give students a broad overview of the evolving canon of influential works produced in American Literature from 1865 to the present. Students will examine a variety of authors including African-American, Native-American, Asian, and Hispanic writers, and will focus on increasing awareness of how historical, economic, social, and geographical concerns help to mold our unique American identity.

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 Wordsworth 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 19th 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 251 Creative Writing in Fiction

3 credits (F,S)

Prerequisite: ENGL 111 or instructor's consent.

This introductory writers' workshop focuses on the critique and revision of students' short fiction. Contemporary literary short stories, short shorts and parables will be emphasized. Students will study fiction elements and techniques, including character sketches, beginnings, dialogue, point of view, plot, authorial distance, significant detail, scene, characterization, and endings.

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 (F,S)

Prerequisite: ENGL 251 or instructor's consent.

This intermediate course focuses on critique and revision of students' short fiction or on chapters of students' novels. Students will be expected to finish three stories of literary quality.

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.

ENGL 275 Folklore & Folk Literature

3 credits (D)

This course examines and explores the interesting and intriguing items of our lives that we take for granted everyday. Even as we examine our lives, we'll be able to begin a journey into the discipline of folklore and discover its importance in the various fields of science.

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)

(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: a grade of "C" or better in FS 101 or instructor's consent.

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. This course is cross-referenced with NSCI 101.

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 (D)

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)

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**GEOLOG 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. This course is cross-referenced with NSCI 100.

GEOLOG 101 Introduction to Physical Geology

4 credits (S)

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.

GEOLOG 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.

GEOLOG 130 Geology of Northwest Montana

3 credits (F)

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 (D)

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 Environmental History

3 credits (D)

An introduction to the Western Civilization background, American development, and current global implications of environmental issues.

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, 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 (Spring 2005, 2007)

(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**

1-3 credits (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: 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, instructor's consent.**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: 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, instructor's consent.**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: 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, instructor's consent.**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 105 Motion Picture Appreciation**

1 credit (F,S)

A mini-course designed to develop informed, critical understanding of cinema. Examines the language of criticism and historical impact of the motion picture industry from the silent era to contemporary film making. Course may be repeated for a total of four (4) credits. This course is cross-referenced with THEA 105.

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 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 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, sequency 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 credits (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)

This first-level mathematics course is devoted to instruction in basic skills necessary for advancement in the college math sequence. The course is self-paced and students work with the instructor to set and achieve the math skill level goals needed to meet academic, personal or vocational objectives. Course may be repeated for a total of nine (9) credits. This course is cross-referenced with MATH 8.

ID 15~ Basic Writing I - Sentence to Paragraph

3 credits (F, S)

Prerequisite or Corequisite: ID 31 or instructor's consent.

This is the first-level developmental course devoted to improving basic English skills for native speakers. (Note: Non-native speakers are referred to ENGL 50.) Based on assessment of student needs, instruction emphasizes grammar, mechanics, sentence structure and paragraph development with an emphasis on expository writing. Course may be repeated for a total of six (6) credits. This course is cross-referenced with ENGL 15.

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 71~ Computer Basics

1 credit (A)

Basic hands-on skills for non-computer users will be addressed allowing students to learn what a computer can do for them. After learning about the computer itself, students will have the opportunity to explore the word processing program, campus email services and Internet searches. Course may be repeated for a total of two (2) credits.

ID 78~ Basic Writing II - Paragraph to Essay

3 credits (A)

Prerequisite: appropriate placement test score or a grade of "C" or better in ENGL/ID 15.

This is the second level developmental course focused on building skills necessary for expository writing. Based on assessment of student needs, instruction emphasizes paragraph development resulting in unity, coherence, and organization. Students will begin with the well-developed paragraph and extend to the essay. Instruction in grammar, mechanic and usage is also included. This course cross-referenced with ENGL 78.

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 First Year Experience

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, and 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 a career change. Learn to explore and evaluate career options and to set career goals consistent with personal values, needs, interests and skills. Students establish a career plan and develop job search skills through the use of personal inventories and computerized search systems. Emphasis will be placed on developing skills that enable students to continue this process throughout life.

ID 151 Critical Reading and Thinking

2 credits (F,S)

Prerequisite: appropriate placement test score or instructor's consent.

This course is a college level reading course that emphasizes critical thinking/critical reading skills needed for success in college. The course will develop a college level vocabulary associated with critical thinking exercises and activities, higher order thinking skills and critical reading techniques essential for inquire, reflection and the consideration of alternatives utilized throughout college courses.

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.

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 computer 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)

Prerequisite: 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: CMPA 100 or instructor's consent.

The student will manipulate digital images obtained by capture through digital cameras or scanners for publication in print and on the World Wide Web. Students must have access to a digital camera and/or scanner, as well as specified photo editing software (see schedule of classes). This course is cross-referenced with ART 153 and COMM 153.

JRNL 154 Digital Photography I

3 credits (A)

Prerequisite: CMPA 100 or instructor's consent.

A beginning course about digital photography and the digital darkroom. Students learn about capturing technology of digital cameras and scanners, digital shooting techniques and computer transfer technology of monitors, printers and graphic programs. A photographic project included. Student must have access to digital camera, scanner, photo quality paper, printer and associated software. This course is cross-referenced with ART 154.

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 215 Intermediate Italian I

4 credits (D)

Prerequisites: LANG 115, LANG 116 or instructor's consent.

This course broadens your language skills acquired in first year Italian, by offering a thorough review of grammar, supplemented by a number of readings and communicative activities. Students will deepen their knowledge of Italian language and culture, as well as greatly increase their language proficiency.

LANG 216 Intermediate Italian II

4 credits (D)

Prerequisite: LANG 215 or instructor's consent.

A continuation of Intermediate Italian I, this course will continue to broaden your Italian language skills and deal with current events in Italian culture through incorporation of media and some Italian literature.

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 SEE Sign Language

2 credits (F)

An introduction to finger spelling and sign language, using a sign for every word.

LANG 232 Intermediate SEE 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 SEE 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 (ASL)

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 (ASL)

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 243 Advanced American Sign Language (ASL)

2 credits (F)

Prerequisites: LANG 241, LANG 242.

Advanced ASL will take the student further into the world of the deaf by means of cultural experiences, more training with receptive and expressive skills, and skill building for interpreting English into ASL concepts.

LANG 245 Beginning Interpreting in ASL

2 credits (S)

*Prerequisites: LANG 241, LANG 242, LANG 243.**Corequisite: LANG 246.*

Beginning Interpreting will provide the student with specific skills and practical activities for interpreting from English into American Sign Language and from American Sign Language into English (verbal and written). Students will also focus specifically on the community of the deaf and their needs, abilities, and differences. The interpreters code of ethics and conduct, and interpreter certification requirements will also be covered.

LANG 246 Beginning Interpreting in ASL - Practicum Lab

3 credits (S)

Prerequisites: LANG 241, LANG 242, LANG 243.*Corequisite:* LANG 245.

Beginning Interpreting Practicum Lab will provide the student with the practical opportunity to use the specific skills for interpreting from English into American Sign Language and from American Sign Language into English. The student will also have the opportunity to experience the community of the Deaf and their needs, abilities, and differences. The interpreters code of ethics and conduct will be practiced, as well.

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)

This first-level mathematics course is devoted to instruction in basic skills necessary for advancement in the college math sequence. The course is self-paced and students work with the instructor to set and achieve the math skill level goals needed to meet academic, personal or vocational objectives. Course may be repeated for a total of nine (9) credits. This course is cross-referenced with ID 8.

MATH 10~ Arithmetic

3 credits (A)

This first-level mathematics course is devoted to instruction in basic skills necessary for advancement in the college math sequence. The course content is the same as ID/MATH 8, but is presented in a more structured manner. Students learn the basic principles of arithmetic in preparation for MATH 78 or BUS 120.

MATH 78~ Introductory Algebra

4 credits (A)

Prerequisites: a grade of "SA" in ID/MATH 8, a grade of "C" or better in MATH 10, appropriate placement test score, or instructor's consent.

Introductory Algebra reviews the topics of pre-algebra. This course covers the topics of real numbers, solving linear equations and inequalities, data analysis, functions, graphs of linear equations, exponents, polynomials, factoring, solving quadratic equations by factoring.

MATH 101 Introduction to Graphing Calculators

1 credit (F)

Prerequisites: a grade of "C" or better in MATH 78 or instructor's consent.

This course is designed as an introduction to the Texas Instruments TI-83+ graphing calculator. The topics covered in the class will include an introduction to basic arithmetic computing, graphing capabilities, statistics, regression analysis, the solver and finance packages, and simple programming.

MATH 103 Intermediate Algebra

4 credits (A)

Prerequisite: appropriate placement test score, a grade of "C" or better in MATH 78 or instructor's consent.

Intermediate Algebra covers the topics of graphs of functions and inequalities. The course covers polynomial and rational functions, graphs of functions and inequalities, system of equations and inequalities, radical expressions and equations, quadratic functions, exponential and logarithmic functions.

MATH 104 College Algebra

4 credits (A)

Prerequisite: appropriate placement test score, a grade of "C" or better in MATH 103 or instructor's consent.

This course consists of equations, systems of equations and methods of solution, exponents and radicals, linear and quadratic functions and their graphs, linear programming, exponential and logarithmic functions, sequences and series, induction, and the binomial expansion.

MATH 105 Trigonometry

3 credits (A)

Prerequisite: appropriate placement test score, a grade of "C" or better in MATH 104 or instructor's consent.

This course is the second semester of a pre-calculus series. Trigonometric functions are introduced using the circular and angular definitions. Trigonometric graphs, identities, equations, and applications are investigated. Polar coordinates, polar graphs and conic sections are also covered.

MATH 106 Liberal Arts Mathematics

3 credits (A)

Prerequisite: appropriate placement test score, a passing grade in MATH 103 or instructor's consent.

This course covers linear, quadratic and exponential functions, and basic trigonometry. It also covers topics from some of the following: geometry, financial mathematics, probability, statistics, and calculus.

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, 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)

Prerequisite: appropriate placement test score.

Corequisite: MATH 103.

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 and 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)

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 101 Healthcare Delivery Systems**

3 credits (F)

The purpose of this course is to familiarize the student with the history and development of today's healthcare system in the United States. The lessons will provide an overview of the development of different types of facilities, the "continuum of care" concept that is the basis for modern healthcare, and examine the quality management process. Reimbursement mechanisms and managed care concepts that affect healthcare delivery are also included.

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: BIOL 133, CMPA 141, OT 113 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 133, 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: sophomore standing in the Medical Secretary or Medical Assistant program or instructor's consent.

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 215 E-Scripting

2 credits (D)

This course will provide students with the skills to voice input data into the computer and be able to edit content as necessary. Students will be using voice software and training the software to their own voice. Students will also be able to drag and drop others' voice input data for editing into a finalized medical document.

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-CM, 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 133, 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 133, 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: MED 231, instructor's consent.

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.

MED 252 Intermediate ICD-9-CM Coding

3 credits (Su)

Prerequisite: MED 221.

This course is a continuation of Basic Medical Coding. Students will be coding using the current ICD-9-CM coding book. Students will be coding from cases and medical records provided by the program.

MED 262 Intermediate CPT Coding

3 credits (Su)

Prerequisite: MED 221.

This course is a continuation of Basic Medical Coding. Students will continue coding using the current CPT manual and coding from medical records and cases.

MED 275 Secretarial/Medical Secretarial Internship I

3 credits (A)

Prerequisites: CMPA 141, OT 113, 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/medical secretarial skills through on-the-job training in an approved business or organization. Hours will be arranged to fit students' and employers' schedules. This course is cross-referenced with OT 275.

MUSIC**MUS 100 Beginning Instrument**

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. This course may be repeated for a total of four (4) credits.

MUS 101 Beginning Instrument/Bass

1 credit (D)

Prerequisite: instructor's consent.

Students currently taking private music lessons in bass may be able to earn college credit. This course may be repeated for a total of four (4) credits.

MUS 102 Beginning Instrument/Guitar

1 credit (D)

Prerequisite: instructor's consent.

Students currently taking private music lessons in guitar may be able to earn college credit. This course may be repeated for a total of four (4) credits.

MUS 103 Beginning Instrument/Piano

1 credit (D)

Prerequisite: instructor's consent.

Students currently taking private music lessons in piano may be able to earn college credit. This course may be repeated for a total of four (4) credits.

MUS 104 Beginning Instrument/Strings

1 credit (D)

Prerequisite: instructor's consent.

Students currently taking private music lessons in strings may be able to earn college credit. This course may be repeated for a total of four (4) credits.

MUS 105 Beginning Instrument/Voice

1 credit (D)

Prerequisite: instructor's consent.

Students currently taking private music lessons in voice may be able to earn college credit. This course may be repeated for a total of four (4) credits.

MUS 106 Beginning Instrument/Woodwind

1 credit (D)

Prerequisite: instructor's consent.

Students currently taking private music lessons in woodwinds may be able to earn college credit. This course may be repeated for a total of four (4) credits.

MUS 107 Beginning Instrument/Brass

1 credit (D)

Prerequisite: instructor's consent.

Students currently taking private music lessons in brass may be able to earn college credit. This course may be repeated for a total of four (4) credits.

MUS 108 Beginning Instrument/Percussion

1 credit (D)

Prerequisite: instructor's consent.

Students currently taking private music lessons in percussion may be able to earn college credit. This course may be repeated for a total of four (4) credits.

MUS 109 Beginning Instrument

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. This course may be repeated for a total of four (4) credits.

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.

NATURAL SCIENCE**NSCI 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. This course is cross-referenced with GEOL 100.

NSCI 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. This course is cross-referenced with GEOG 101.

NSCI 102 The Nature of Science

4 credits (S)

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. This course is suitable for students with little or no background in science. Laboratory work is included.

NSCI 103 Basic Physical Science

4 credits (F,S)

Corequisite: MATH 103.

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.

NSCI 104 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.

NSCI 105 Introduction to Astronomy

3 credits (S)

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. This course is cross-referenced with PHYS 105.

NSCI 170 Field Experience in Science

1-3 credits (D)

Prerequisite: instructor's consent.

Work, either paid or volunteer, involving supervised field and laboratory experiences in public or private agencies under the supervision of a full time faculty member. Training involves the application of scientific principles in the work environment. Students must submit a proposal which must be approved by the supervising instructor, the supervisor from the outside agency, and the Division Chairperson.

NSCI 270 Undergraduate Research

1-3 credits (D)

Prerequisite: instructor's consent.

Scientific investigation into topics relative to the discipline done on an individual basis and under the supervision of a full time faculty member. May involve extensive reading, development of research techniques and skills and experimental work. Students must submit a proposal of their study. The proposal must be approved by the supervising instructor and the Division Chairperson.

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. Students are required to attend all classes.

NURS 102 Acute Care Training

2 credits (D)

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/ID 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 152 Speedwriting II

3 credits (D)

Prerequisite: OT 151.

A follow-up to the theory presentation of the speedwriting shorthand system, designed to develop dictation-taking ability to 80-100 words per minute and to increase transcription skills in order to produce mailable documents.

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: a grade of "C" or better in OT 113 or instructor's consent.

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: BIOL 133, CMPA 141, OT 113 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: CMPA 141, OT 113 (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 133, 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: sophomore standing in the Office Technology program or instructor's consent.

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: sophomore standing in the Medical Secretary or Medical Assistant program or instructor's consent.

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 220 Legal Research

3 credits (S)

Prerequisite: OT 201.

Students will be able to perform legal research. Students will be familiar with the legal library, be able to look up court cases, and appropriately cite case references. Students will also observe court in session as part of the lab experience.

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-CM, 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/Medical Secretarial Internship I

3 credits (A)

Prerequisites: CMPA 141, OT 113, 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/medical secretarial skills through on-the-job training in an approved business or organization. Hours will be arranged to fit students' and employers' schedules. This course is cross-referenced with MED 275.

OT 276 Secretarial Internship II

3 credits (A)

Prerequisites: MED/OT 275, consent of internship coordinator and advisor.

A continuation of MED/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. 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 120 Women's Circuit Training

1 credit (D)

Traditional circuit training class taught at a continuous fat-burning pace. Class uses a variety of weight training equipment to strengthen and tone all major muscle groups. Appropriate for all fitness levels.

PE 124 Cardio Boxing

1 credit (D)

A high cardio class with upbeat music which utilizes basic boxing techniques. Students work out with gloves on a free-standing bag. Also referred to as Boot Camp Boxing.

PE 127 Aquaerobics

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.

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)

Prerequisites: 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.

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 225 The Religion and Philosophy of Non-violence: Gandhi and King

3 credits (D)

Prerequisites: PHIL 110, REL 110 or instructor's consent.

The twentieth century experienced the development of two of the most important social movements in history, the freedom movement in India and the civil rights movement in the United States. Both these movements were based on and directed by the idea of non-violence as a religion/philosophy of social change. This course will explore the development of the intellectual ideas and the social manifestation of this religion/philosophy of non-violence. Using the lives of M.K. Gandhi and Martin Luther King, Jr. as the guides, the course will consider how the religion/philosophy of non-violence was developed and how it was used to change the largest democracy in the world (India) and the most powerful nation in the world (the United States). This course is cross-referenced with REL 225.

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 105 Introduction to Astronomy

3 credits (S)

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. This course is cross-referenced with NSCI 105.

PHYS 106 Radiation Physics

4 credits (F)

Prerequisites: appropriate placement test score, a grade of "B" or better in MATH 103.

This course is an introduction to the basic physics of ionizing electromagnetic radiation with specific applications to diagnostic x-ray radiography. Topics include the principles, concepts, and practices of scientific measurement, the basic principles of atomic and molecular structure, matter, work, energy, power, electricity including electrostatics, electrodynamics, and electromagnetism, the production of ionizing electromagnetic radiation, its properties, its interaction with matter, and fundamentals of radiation dosimetry.

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 245 Abnormal Psychology

3 credits (F)

Prerequisite: PSY 110.

An introduction to the scientific study of abnormal behavior to try and describe, predict and explain psychopathology. Topics will include classification schemes, the major disorders, and appropriate therapies.

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 (X-RAY) TECHNOLOGY

For course descriptions, see page 202.

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 225 The Religion and Philosophy of Non-violence: Gandhi and King

3 credits (D)

Prerequisites: PHIL 110, REL 110 or instructor's consent.

The twentieth century experienced the development of two of the most important social movements in history, the freedom movement in India and the civil rights movement in the United States. Both these movements were based on and directed by the idea of non-violence as a religion/philosophy of social change. This course will explore the development of the intellectual ideas and the social manifestation of this religion/philosophy of non-violence. Using the lives of M.K. Gandhi and Martin Luther King, Jr. as the guides, the course will consider how the religion/philosophy of non-violence was developed and how it was used to change the largest democracy in the world (India) and the most powerful nation in the world (the United States). This course is cross-referenced with PHIL 225.

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/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: PSY 110, SA 200, HS/SA 210, SA 220, HS/SA 250, acceptance into the Substance Abuse Counseling program, instructor's consent.

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: PSY 110, SA 200, HS/SA 210, SA 220, HS/SA 250, acceptance into the Substance Abuse Counseling program, instructor's consent.

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 student's 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: 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 HS 279.

SMALL BUSINESS MANAGEMENT**SBM 150 Small Business Management**

3 credits (F)

This course is a practical, down-to-earth approach to planning, organizing, and managing a small business. While based on current research, theory, and practice, the material is presented from a "how-to" perspective, with many practical examples and applications from the business world. This course will also explore arguments both for and against owning a small business.

SBM 160 Entrepreneurship/Small Business Startup

3 credits (F)

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. A marketing plan will be developed.

SBM 240 Business Essentials for Builders

3 credits (S)

Prerequisite: SBM 160.

This course is designed for students enrolled in the FVCC Building Trades program but is open to anyone interested in the management aspects directly associated with managing a building construction business. These include local building trends, project management of sub-contractors, employee relations, risk management analysis, federal and state laws regulating construction.

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 (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 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 (F,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.

SURGICAL TECHNOLOGY**SURG 101 Introduction to Surgical Technology**

3 credits (F)

Prerequisite: admission into the Surgical Technology program.

Provides an introduction to the field of Surgical Technology. Emphasis on history, roles, education of the surgical technologist; work environment, safety, principles of asepsis, pharmacology, anesthesia, instrumentation, equipment, supplies; and professional behaviors, certification, national organization, legal issues.

SURG 105 Surgical Techniques I

4 credits (F)

*Prerequisite: admission into the Surgical Technology program.**Corequisite: SURG 101.*

Students learn through class and laboratory experience. Provides sterile technique, surgical conscience, picking/spreading/opening a case in a sterile fashion, knowing sterile boundaries and how to move safely in the operating room, ability to communicate well, be a team player, techniques of sterilization, and use of surgical instrumentation.

SURG 106 Surgical Techniques II

4 credits (S)

*Prerequisites: SURG 101, SURG 105.**Corequisites: SURG 110, SURG 120.*

A continuation of SURG 105. Presents a study of basic patient care and advocacy in the perioperative setting as performed by the surgical technologist. It emphasizes infection control, sterilization, pharmacological applications, wound care, principles of microbiology, and surgery-specific anatomy and physiology. Students learn through class and laboratory experience.

SURG 107 Surgical Techniques III

2 credits (Su)

*Prerequisites: SURG 101, SURG 105, SURG 106, SURG 110, SURG 120.**Corequisite: SURG 130.*

Provides a study and discussion of topics of special interest to surgical technologists. It includes selected management activities, further examination of the role of an operating room first assistant, certification exam review, resume writing, and simulated job interviews.

SURG 110 Applied Surgical Technology Procedures

4 credits (S)

*Prerequisites: SURG 101, SURG 105.**Corequisite: SURG 106, SURG 120.*

Emphasizes procedures in ophthalmology, laser surgery, laparoscopic/gastrointestinal surgery, neurological, orthopedic, gynecological/genitourinary, otolaryngology, neurology, thoracic, vascular, non-invasive, robotics, plastic surgery and general surgery.

SURG 120 Surgical Technology Clinical I

4 credits (S)

*Prerequisites: SURG 101, SURG 105.**Corequisites: SURG 106, SURG 110.*

Provides prearranged scheduled experiences in the operating room, rotating the students through a variety of roles and departments related to the field. Observation progresses to hands-on experiences as skills develop. Students will meet with instructor for discussion, assignments, and a student presentation on a specific type of surgery.

SURG 130 Surgical Technology Clinical II

4 credits (Su)

*Prerequisite: all coursework in the Surgical Technology program.**Corequisite: SURG 107.*

Continues the study of patient care in the perioperative setting as performed by the surgical technologist. Prepares students to perform in the position of first scrub surgical technologist. Students will assist the registered nurse with circulating duties and will apply skills in a clinical environment.

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 SURV 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 (F,S)

A mini-course designed to develop informed, critical understanding of cinema. Examines the language of criticism and historical impact of the motion picture industry from the silent era to contemporary film making. Course may be repeated for a total of four (4) credits. This course is cross-referenced with HUM 105.

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 I

3 credits (F)

Intensive development of basic acting skills through psycho-physical technique: dramatic action, image-making and improvisation.

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 113 Acting II

3 credits (S)

Prerequisite: instructor's consent.

Continuation of Acting I. Further exploration of improvisation, textual links and development of performance project.

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 I

3 credits (F)

Fundamental theories and application in the areas of scenery, lighting, sound and stage properties.

THEA 121 Stagecraft II

3 credits (S)

A continuation of the fundamental theories and application in the areas of scenery, lighting, sound and stage properties and painting.

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 201 Voice and Speech I

2 credits (F)

A beginning course dedicated to voice production, phonetics and speech specifically (but not exclusively) for the stage. An introductory course acquainting the student with the mechanics of vocal production and exercises for improvement of voice. This course is cross-referenced with COMM 201.

THEA 202 Voice and Speech II

2 credits (S)

Prerequisite: COMM/THEA 201.

This course is a continuation of Voice and Speech I. Exercises to further develop vocal skills as well as applications to text work will be covered. This course is cross-referenced with COMM 202.

THEA 211 Acting III

3 credits (F)

Prerequisite: instructor's consent.

Scene study and characterization. Works selected from realism and poetic realism.

THEA 213 Acting IV

3 credits (S)

Prerequisite: instructor's consent.

Selected scenes and projects from European and American realistic texts such as Chekhov, Ibsen, Strindberg, Shaw, O'Neill, Williams and Miller.

THEA 221 Stage Movement I

2 credits (F)

Concentration, centering, balance, agility, and stage movement skills through the Alexander Technique and Principles of Movement.

THEA 222 Stage Movement II

2 credits (S)

Prerequisite: THEA 221.

A continuation of THEA 221. This course aims to deepen students' awareness of specialized skills for the stage: mime, stage combat, musical theatre dance, physical improvisation, circus skills and clowning.

THEA 225 Acting for Film

3 credits (S)

Prerequisites: THEA 111, THEA 113, or by audition.

This course is an exploration of the techniques of acting for film and television. Since film acting demands a very different set of skills than those required for acting in the theatre, yet is derivative of them, this course will concentrate on scaling down a performance from theatrical to cinematic style and other methods of adapting stage skills to this unique medium.

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.

THEA 240 Theatre History I

3 credits (F)

A survey of the major developments of the theatre from primitive beginnings to the 19th century, including various cultures and their representative plays and performances throughout the world.

THEA 241 Theatre History II

3 credits (S)

A continuation of THEA 240. The many and varied periods of the 19th and 20th centuries as reflected in the theatre of the times.

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)

A continuation of WLD 110. This course 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.

WLD 120 Welding Certification

2 credits (S)

Prerequisite: WLD 110.

This class provides experienced welders the opportunity to prepare for, practice, and complete the AWS National Welding Certificate exam. The training will include flat, horizontal, vertical, overhead positions of mild and medium steel. Emphasis is placed on heat and rod selection for various metals, techniques and exam requirements. Both stick and tig welders will be employed.

RADIOLOGIC (X-RAY) TECHNOLOGY

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)

Prerequisites: XRT 110, instructor's consent.

The intermediate fundamentals of positioning and radiology terminology will be covered, along with proper care and manipulation of radiology equipments.

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)

Prerequisites: XRT 115, instructor's consent.

This course is designed so the radiology student understands the radiation exposure principles and how they relate when performing exams on patients with different body structure and size.

XRT 120 Radiographic Imaging Equipment

2 credits (S)

Prerequisite: instructor's consent.

This course identifies the physics of the x-ray beam and the basic equipment components that are involved.

XRT 130 Patient Care I

2 credits (S)

Prerequisite: instructor's consent.

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.

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)

Prerequisites: XRT 140, 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 210 Advanced Radiographic Procedures

2 credits (F)

Prerequisites: XRT 110.

The advanced fundamentals of positioning and radiology terminology will be covered, along with proper care and manipulation of radiology equipment.

XRT 215 Principles of Radiographic Imaging III

2 credits (S)

Prerequisites: XRT 115, XRT 116.

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 220 Advanced Imaging Equipment

2 credits (F)

Prerequisites: XRT 120.

This course is an introduction to computer technology and its role in medicine, with emphasis in the area of imaging.

XRT 230 Patient Care II

2 credits (S)

Prerequisites: XRT 130.

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. It will cover a wide range of topics to include: legal aspects of radiology, patient identification, communication with patients, assessment of patient condition, patient privacy, disinfection and cleaning, routine monitoring, support equipment, and management of common medical emergencies.

XRT 235 Radiation Biology and Protection

4 credits (F)

Prerequisites: XRT 130.

This course is designed to educate the radiology student on the biological effects of radiation.

XRT 240 Clinical III

9 credits (Su)

Prerequisites: XRT 141.

Students perform and demonstrate clinically, the knowledge gained in corresponding courses of curriculum. The opportunity to perform as a practicing radiographer is provided.

XRT 241 Clinical IV

6 credits (F)

Prerequisites: XRT 240.

Students perform and demonstrate clinically, the knowledge gained in corresponding courses of curriculum. The opportunity to perform as a practicing radiographer is provided.

XRT 242 Clinical V

8 credits (S)

Prerequisite: XRT 241.

Students perform and demonstrate clinically, the knowledge gained in corresponding courses of curriculum. Students are provided with detailed education, training and work based experiences and direct patient/client care, generally at a clinical site. Opportunity to perform as a practicing radiographer is provided.

XRT 270 Registry Review

2 credits (S)

Prerequisites: XRT 210, XRT 220, XRT 235, XRT 241.

Entire XRT program is reviewed so the student will be prepared for "The American Registry of Radiology Technologists" exam. This review will include theory as well as practical skills.



The Continuing Education Center

Kathy Hughes, Director of Continuing Education and Workforce Development

*Blake Hall / Student Center Administration Building
Room BH/SCA 105 - (406) 756-3832*

*Andrea Wandler, Program Assistant
Lincoln County Campus - Libby, MT
225 Commerce Way
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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, 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 Program 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.

Montana 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.

Continuing Education Units

Continuing Education offers classes and workshops providing continuing education units (CEU'S), and other continuing education acknowledgement.

Professional Development Hours (PDH's) are provided for surveyors and post certification credits are provided for law enforcement personnel. Certification renewal units are provided for educators.

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.

Drafts and Driving

This course covers the basics of care, harnessing, and ground driving with hands-on experience driving Belgian draft horses.

Astronomy

Our Amazing Universe

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.

Oil and Acrylic 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.

The Art of Rubber Stamping

Students create beautiful cards, scrapbook pages and creative gifts using two-step stamping, wheels, and embossing.

Create a Wreath

Participants learn the basics of wreath making.

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.

FOCUS

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.

Good Grammar is Good Business

This course will help you unravel your uncertainties about punctuation and grammar.

The Principles of Real Estate

This course covers real estate principles including economic and social impact, property rights, contracts, deeds, mortgages, leases, liens, home ownership, title search, real property insurance, city planning and zoning, appraising, brokerage, listing, selling, and financing.

Firefighter Training

Students gain basic fire fighting skills in this class and receive an NWCG certificate upon successful completion.

Train the Trainer

Students learn how to deliver a training program so interesting and effective that even a person wishing they were somewhere else will find it exciting. This class explores the top training tools for seminar, class and in-service instructors.

Conflict In the Workplace

This course is survival training for those who encounter indecisive, hostile, or aggressive people at work. Tools to understand the causes and remedies of defensiveness, resolve conflict and defuse anger, and build alliances are included.

Introduction to Grant Writing

The basics of grant writing including researching potential funders, approaching the funding source and proposal writing are covered in this course.

Understanding Your Financial Statements

A background in understanding financial information improves performance. This course helps participants acquire a better understanding of financial data and how to apply it to daily "on the job" decision making.

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.

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.

Computers

MOS® Certification

The Microsoft Office Specialist (MOS®) 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 elements and techniques for photo manipulation, design and graphic integration.

All About Scanners

Students learn how to use a digital flatbed scanner and associated software. Course includes how to scan text, photos and how to download, manipulate, send and print.

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®

This class 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.

Overcoming Computerphobia

Students gain a fundamental understanding of computer hardware, the operating system, word processing, the Internet, and email in this beginning computer class.

CD Burning

Course includes how to copy programs, photos, music and make back-up files and folders. Students discover the "tips and tricks" to make this hardware useable.

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.

Web Publishing with HTML

Students learn the basics of creating a personal or business web site using the latest version of HTML. Course includes learning to display and format text, insert graphics and create links to other documents and web sites.

Microsoft XP: Upgrade Features

This class covers what you need to do to upgrade and keep programs up to date. The basics of installing, removing and upgrading software are covered.

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.

Salsa

This class covers dancing to a Latin or Salsa beat.

Line Dancing

Line dancing is fun and great exercise. New dances and favorites are taught.

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.

Educational Excursions

Wild Horse Island-Wildflower Discovery Day

Spectacular scenery, wildlife viewing, hiking and traveling by stable, serene sea kayaks all combine for a special day on Flathead Lake.

Grizzlies Exposed

This course begins with a slide presentation depicting bear behavior, food sources and other habitat. Included in this course is an all day field outing to Glacier Park to look at and study grizzly habitat.

English

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.

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.

How to Get An Agent in 50 Rejections or Less

Students gain an overview of the process for submitting work for agents or editor review. Participants complete a query letter and refine a one-sentence pitch of a novel.

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.

Finance

Real Life Investing

This class covers principles of investing including compound interest, stocks, bonds, mutual funds and retirement plans.

Planning for Success: Financial Strategies for Women

This class includes the language of money, the planning process, cash flow management, funding education and retirement, life insurance and long term care insurance.

Looking Towards a Financial Future

Investment concepts and terminology are covered. Special emphasis is on stocks, bonds, and mutual funds.

Fitness and Recreation

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. Students explore the fine points of basic casting. The grip, wrist snap, and loop control are included.

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.

Basic Bicycle Tune-Up

In this hands-on class, students get experience working with bearings, derailleur and brake adjustments, tire repair and wheel truing.

Ski and Tea

This course covers efficient ways to cross-country ski from diagonal stride to skate skiing and more. Clothing, equipment and favorite places to ski are discussed.

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 ownership.

Introduction to Local Medicinal Plants

Identification of medicinal plants and discussion of their medicinal values are included.

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.

Sewing**Hand Quilting**

The selection of fabrics, piecing and quilting are covered in this introductory class.

Basic Upholstery

Course includes an introduction to basic upholstery terminology and techniques that can be applied to most home projects.

Beginning Quilting

This class covers the types of fabric to use, quilting terminology, proper use of quilting tools, cutting, and binding.

Four Harness Loom Weaving

The basics of hand weaving on a loom and working with threads on a multi-harness loom are included.

Special Programs**Kid's College**

Kid's 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.

Community Lectures

Lectures and seminars on current cultural, political and economic topics are offered during the year to the community.

Learning Adventures

Participants explore Montana's own backyard or travel to far away places. Learning Adventures 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, or in Glacier Park Lodges. Commuter status is also available with participants attending classes and daytime activities.

Online Classes

Online classes are highly interactive. Six to eight week classes on a variety of subjects from computers to business to art and language are offered. Students can take the classes from any location where Internet access is available.

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.

Shakespeare in the Park

The Center cosponsors Shakespeare in the Park each summer with the Bigfork Players.

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:

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.

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.

Middle Fork Ecology By Raft

The Middle Fork of the Flathead River forms the southern boundary of Glacier National Park and offers many opportunities to see firsthand the dynamic processes that shape this dramatic landscape. We'll float the flatwater of the pristine Nyack flood plain, learning how rivers function. Along the way we'll explore the diversity of its aquatic and terrestrial habitats and the bountiful plants and wildlife that rely upon them. We may encounter bears, elk, beaver, eagles, and deer. Then we'll get wild, finishing the trip with an exciting descent through a canyon of whitewater. From the raft as well as on foot we'll witness the complexity of habitat in the Nyack floodplain. This is a great way to turn a raft trip into an exciting learning adventure.

Watercolors Along the Trail

For nearly a century, landscape painters such as the legendary Charles M. Russell, have been inspired by Glacier National Park's peaks, forests and meadows. In fact, the artistic renditions of painters in Glacier that reached Congress were a major influence on its designation as a Park. We will discuss watercolor supplies and have a hands-on demonstration of how to set up a portable palette, and create washes and thumbnail (quick preliminary) sketches. Once we're grounded in the basics, we'll hike to the open vista of McGee Meadow and to the Trail of the Cedars to work on thumbnail sketches followed by more extended paintings and experiments with graduated washes, wet-on-wet and dry-brush techniques. You'll have ample opportunities for one-on-one instruction during demonstrations and field work.

Nature's Healer: Wild Medicinal Herbs

Nature has provided us with a whole host of medicines and remedies from plants that cultures have used for centuries to heal and restore. Thriving in Glacier's riparian, meadow, and old-growth habitats are many important medicinal herbs that have almost vanished in other habitats. Our emphasis will be on the current medicinal uses, Native and historic uses and modern research of plants of the northwest region. During this course, we will not harvest herbs, but rather focus on learning to identify them and appreciate their vast uses. If you are also interested in learning how to harvest and prepare medicinal herbs, be sure to sign up for "Making Wild Medicines".

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.

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These courses are offered for personal enrichment.



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