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For a world of information about
Flathead Valley Community College,
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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 2005. 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 web site 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. For more information, 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 Instruction, 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 2005

| | | |
|---|---|---|
| August 5 | (F) ..... | New Student Orientation / Registration for Fall Semester 2005— Session I |
| August 17 | (W) ..... | New Student Orientation / Registration for Fall Semester 2005—Session II |
| August 18 | (Th) ..... | Student Schedule Changes—Fall Semester 2005 (Early Registered Students Only) |
| August 19 | (F) ..... | Fall Semester Tuition Due for Early Registered Students |
| August 25 | (Th) ..... | Faculty / Staff In-service (College Closed) |
| August 29, 30 | (M,T) .. | Registration / Advising for Fall Semester 2005 (New and Returning Students)—Online Reg. Available with Limited Student Access—www.fvcc.edu |
| August 31 | (W) ..... | First Day of Class |
| September 5 | (M) ..... | Labor Day Holiday (College Closed) |
| September 6 | (T) ..... | Last Day to Register Without Instructor's Permission |
| September 14 * | (W) ..... | Last Day to Return Textbooks for a Full Refund at the Bookstore |
| September 21 | (W) ..... | Last Day to Register or Add New Classes |
| September 22 | (Th) ..... | Last Day to Drop and Receive a Partial Refund (Full Semester Classes) |
| October 10 | (M) ..... | Columbus Day (Classes will meet) |
| November 4 | (F) ..... | Last Day to Drop Full Semester Classes |
| November 11 | (F) ..... | Veteran's Day (Classes will meet) |
| November 23 | (W) ..... | Thanksgiving Holiday (No Classes, Administrative Offices Open) |
| November 24, 25 | (Th,F) . | Thanksgiving Holiday (No Classes, College Closed) |
| November 30 | (W) ..... | Early Registration for Spring Semester 2006 (Sophomore Students Only) |
| November 30–Jan. 20 | ..... | Online Registration for Spring Semester 2006 (Limited Student Access—www.fvcc.edu) |
| December 1, 2 | (Th,F) . | Early Registration for Spring Semester 2006 (All Returning Students) |
| December 5–19 | ..... | Early Registration for Spring Semester 2006 (New and Returning Students) |
| December 19-22 | (M-Th) | Textbook Buy Back at the Bookstore |
| December 19 | (M) ..... | Last Day of Class |
| December 20-22 | (T-Th) . | Finals |
| December 22 | (Th) ..... | Fall Graduation Applications Due |
| December 22 | (Th) ..... | Last Faculty Duty Day |
| Dec. 23–Jan. 20 | ..... | Semester Break |
| Dec. 23–Jan. 2 | ..... | College Closed |
| January 3 | (T) ..... | Grades Due |

* *Certain conditions must be met. See the College Bookstore for further details.*

## Spring Semester 2006

| | | |
|---|---|---|
| January 13 | (F) ..... | Spring Semester Tuition Due for Early Registered Students |
| January 16 | (M) ..... | Martin Luther King Holiday (College Closed) |
| January 18 | (W) ..... | New Student Orientation / Registration for Spring Semester 2006 |
| January 19, 20 | (Th,F) .. | Registration / Advising for Spring Semester 2006 (New and Returning Students)—Online Reg. Available with Limited Student Access—www.fvcc.edu |
| January 23 | (M) ..... | First Day of Class |
| January 27 | (F) ..... | Last Day to Register Without Instructor's Permission |
| February 6 * | (M) ..... | Last Day to Return Textbooks for a Full Refund at the Bookstore |
| February 10 | (F) ..... | Last Day to Register or Add New Classes |
| February 13 | (M) ..... | Last Day to Drop and Receive a Partial Refund (Full Semester Classes) |
| February 20 | (M) ..... | President's Day Holiday (College Closed) |
| February 21 | (T) ..... | College In-service (No Classes / College Closed) |
| March 24 | (F) ..... | Spring / Summer Graduation Applications Due |
| March 27-31 ** | (M-F) .. | Spring Break (No Classes / College Open) |
| April 6 | (Th) ..... | Last Day to Drop Full Semester Classes |
| April 18-May 16 | ..... | Early Registration for Summer Semester 2006 (New and Returning Students) |
| April 18–June 2 | ..... | Online Registration for Summer Semester 2006 (Limited Student Access—www.fvcc.edu) |
| May 3 | (W) ..... | Early Registration for Fall Semester 2006 (Sophomore Students Only) |
| May 3 - August 29 ** | .... | Online Registration for Fall Semester 2006 (Limited Student Access—www.fvcc.edu) |
| May 4–May 16 | ..... | Early Registration for Fall Semester 2006 (All Returning Students) |
| May 15-19 | (M-F) .. | Textbook Buy Back at the Bookstore |
| May 16 | (T) ..... | Last Day of Class |
| May 17-19 | (W-F) .. | Finals |
| May 19 | (F) ..... | Commencement |
| May 19 | (F) ..... | Last Faculty Duty Day |
| May 23 | (T) ..... | Grades Due |

* *Certain conditions must be met. See the College Bookstore for further details.*

** *Dates are subject to change.*

### Summer Semester 2006
(TENTATIVE)

| | | |
|---|---|---|
| April 18–May 16 | ..... | Early Registration for Summer Semester 2006 (New and Returning Students) |
| April 18–June 2 | ..... | Online Registration for Summer Semester 2006—(Limited Student Access—www.fvcc.edu) |
| May 3 | (W) ..... | Early Registration for Fall Semester 2006 (Sophomore Students Only) |
| May 3–August 29** | ..... | Online Registration for Fall Semester 2006 (Limited Student Access—www.fvcc.edu) |
| May 4–May 16 | ..... | Early Registration for Fall Semester 2006 (All Returning Students) |
| May 26 | (F) ..... | Summer Semester Tuition Due for Early Registered Students |
| May 24–June 2 | ..... | Registration for Summer Semester 2006 (New and Returning Students) |
| May 29 | (M) ..... | Memorial Day Holiday (College Closed) |
| June 5 | (M) ..... | First Day of Summer Semester 2006 (Full Semester Classes) |
| June 5–July 7 | ..... | Session A, Summer Semester 2006 |
| June 9 | (F) ..... | Last Day to Register Without Instructor's Permission (Full Semester Classes) |
| June 9 * | (F) ..... | Last Day to Return Textbooks for a Full Refund at the Bookstore |
| June 23 | (F) ..... | Last Day to Register or Add New Classes (Full Semester Classes) |
| June 26 | (M) ..... | Last Day to Drop and Receive a Partial Refund (Full Semester Classes) |
| July 4 | (T) ..... | Fourth of July Holiday (College Closed) |
| July 10–August 11 | ..... | Session B, Summer Semester 2006 |
| July 17 | (M) ..... | Last Day to Drop (Full Semester Classes) |
| August 4 ** | (F) ..... | New Student Orientation / Registration for Fall Semester 2006—Session I |
| August 9-11 | (W-F) .. | Textbook Buy Back at the Bookstore |
| August 11 | (F) ..... | Last Day of Summer Semester 2006 (Full Semester Classes) |
| August 15 | (T) ..... | Grades Due |
| August 16 ** | (W) ..... | New Student Orientation / Registration for Fall Semester 2006—Session II |

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** *Dates are subject to change.*

## *Mission, Operations, Facilities*



## *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.

# About FVCC

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

Associate of Arts (AA) and Associate of Science (AS) degrees are general transfer degrees. They signify that the students have completed courses of study equivalent to the first two years of bachelor degrees. 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.

### Kalispell (Main) Campus

The FVCC Kalispell Campus is located in one of Montana's fastest growing areas. The campus, consisting of four single-story buildings incorporating 99,232 square feet, is situated on 125 acres in the spectacular northern Rocky Mountains in Northwest Montana. The campus gives students the opportunity to learn in an attractive and unique setting with panoramic views of Glacier National Park, Big Mountain Ski Resort and the expansive Columbia Range.

The campus creates an intimate learning environment with classrooms designed for approximately 30 students to uphold 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 Kalispell Campus houses nine general use computer labs with a total of 154 computer stations. The campus also has five special use labs, including the First Interstate Bank Workforce Training Lab, the Plum Creek Foundation Adult Basic Education Lab, the Plum Creek Foundation Math, Forestry and Science Lab, and a surveying lab.

The campus provides maximum access for students with disabilities.

### Lincoln County Campus

The Lincoln County Campus of FVCC, located in Libby, was established in 1984. The Libby area provides access to the beautiful Cabinet Mountains, alpine lakes and the famous Koocanusa Reservoir, with it's 60 miles of scenic water and mountains behind the Libby Dam and the Kootenai River.

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 campus provides a well-balanced educational curriculum in the academic transfer, occupational, and adult education areas.

The campus houses nine classrooms, one art lab, two computer labs, the Glacier Bank Adult Basic Education Learning Center and one science lab.

In September 2004, the college opened the RUS Distance Learning Classroom and Lab which expand educational opportunities to students in the rural Montana communities of Eureka, St. Regis and Lustre. Through state-of-the-art video conferencing equipment, the facilities provide simultaneous broadcasts of classes giving students opportunities to take a number of the same college classes Libby students take. In addition, the facilities expand overall course offerings by allowing transmission of classes between both FVCC campuses.

The following AAS degrees are offered at the Lincoln County Campus:

- 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. Degree requirements are listed in this catalog.

# History

On April 1, 1967, the voters of Flathead County approved the creation of a community college district in accordance with Montana laws pertaining to community colleges. In 1983, the voters of Lincoln County agreed to create a community college service region of FVCC to serve the residents of Lincoln County.

Following the successful bond election in 1988 to construct a new campus, the Kalispell Campus was dedicated in fall 1990. In 2001, the college acquired an additional 48 acres adjacent to its present site.

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.

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 to respond to record enrollments.

# Accreditation

Flathead Valley Community College is accredited by the Northwest Commission on Colleges and Universities. The College is an institutional member of various organizations including: American Association of Community Colleges, Association of Community College Trustees, Montana Association of Community College Trustees, Mountain States Association of Community Colleges, Association of Student Financial Aid Administrators, Kalispell Chamber of Commerce, Columbia Falls Chamber of Commerce, Bigfork Chamber of Commerce, Whitefish Chamber of Commerce and 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. The Surgical Technology program is accredited through the Commission on Accreditation of Allied Health Programs (CAAHEP), in cooperation with the Accreditation Review Committee on Education in Surgical Technology.

# 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, 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-supportive. 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.

# 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*

Lincoln County Campus offers courses in Eureka at Lincoln County High School and serves Troy students and the Lincoln County Campus in Libby. Students may request admission and registration information by calling the LCC Administration office at 293-2721.

### *St. Regis and Frazer*

Through state-of-the-art video conferencing equipment installed in the summer of 2004 at both FVCC campuses, the college is able to provide distance learning to students at St. Regis Public Schools in St. Regis, and Lustre Christian High School in Frazer.

# 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 degrees. At FVCC, students can earn Associate of Arts or Associate of Science degrees which prepare the students to successfully transfer to any four-year colleges or universities as juniors. Students who are interested in pursuing terminal vocational degrees 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 visit 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, (406) 657-2240 or (800) 565-6782 x2240, or visit www.msubonline.org.

- **Bachelor of Science in Business Administration**
- **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 Kalispell 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 Blake Hall.

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 numerous student services, students can register, pay fees, eat breakfast, lunch or snacks and purchase books from the college bookstore. 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 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. Its growing collection includes 31,500 volumes and 130 periodical subscriptions. The newly-equipped library features seating for over 110 in a variety of settings including individual study areas, 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;
- Non-circulating collection of college textbooks;
- Faculty reserves;
- Circulating video and CD collection;
- Periodical online databases including INFOTRAC, SCIENCE SOURCE, NEWSBANK and SIRS;
- Montana periodicals index;
- Extensive USGS topographic map collection;
- Bibliographic instruction and tours in the use of the library for classes or groups;
- Montana and Northwest city phone books; and
- Telefacsimile (Fax) service.

While school is in session, the library is open five days per week. During fall and spring semesters, the library is open Monday through Thursday from 8 a.m. - 8 p.m. and Friday from 8 a.m. - 5 p.m. Summer hours are 8 a.m. - 5 p.m. daily during the summer session. The library is closed on weekends and during 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 Monday through Thursday from 8 a.m. - 8 p.m. and Friday from 8 a.m. - 5 p.m. 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.

### *Ross Hall/Science and Technology (RH/SAT) Building*

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

### *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 facility is home to LCC's administrative offices, numerous classrooms, bookstore, art lab, science lab and computer laboratories. The single-story remodeled building is accessible to persons with disabilities and provides a comfortable, pleasant learning environment.

### *Lincoln County Library*

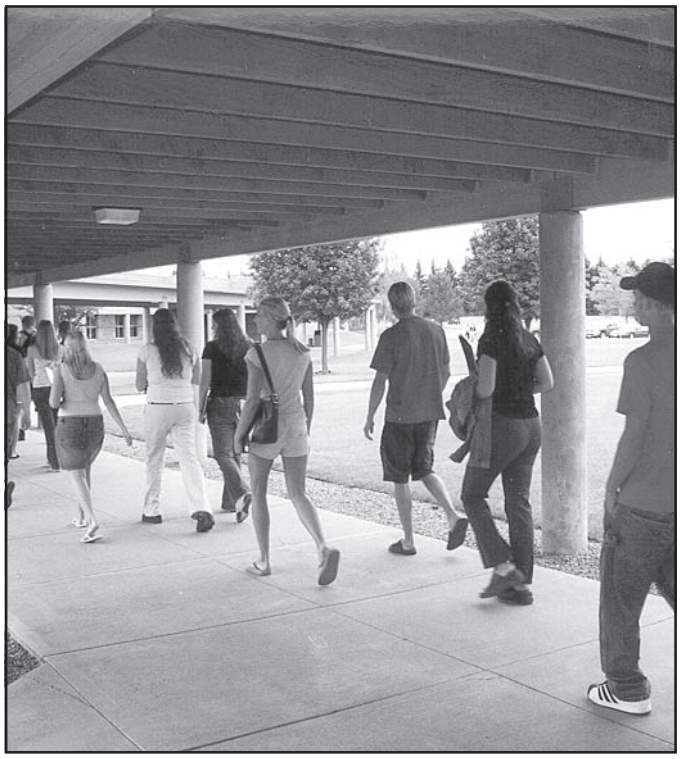
The Lincoln County Library serves as a resource center for the Lincoln County Campus. The library has an extensive collection of books and periodicals available to students and is connected electronically with a network of university libraries providing extraordinary access to academic data.

### *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





# Admissions

*Marlene Stoltz, Registrar/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. FVCC encourages individuals to seek admission into the college if they feel their educational needs will be met by the programs and services offered by the college. 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 Admission* 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 Admission* 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 copies of all 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 and Records Office by the appropriate deadlines. Currently, our selective programs include:

- Radiologic Technology;
- Surgical Technology;
- Medical Assistant; and
- Surveying.

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

## Dual Admissions

Applicants may apply for joint admission to Flathead Valley Community College, Montana State University, The University of Montana and their affiliate schools. Applicants accepted for dual admission will not pay additional application fees when they transfer to UM or MSU campuses if they meet criteria for transfer under the agreements. These conditions include having a minimum 2.0 grade point average from all colleges or universities previously attended and an Associate Degree from FVCC. Students admitted to the dual admissions program are entitled to obtain student identification cards from UM or MSU campuses that entitle them to certain privileges at these schools, such as library use. These privileges begin as soon as the students enter FVCC under the dual admissions program. Appropriate forms can be attained by calling the Admissions and Records Office at (406) 756-3846.

**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 credits once specific curriculums have been satisfactorily completed. Students interested in transferring under articulation agreements should discuss their plans with their academic advisors early in their studies.

Transfer agreements exist with and additional credits may transfer to the following institutions:

- Capella University (in progress);
- 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 registrars or department heads of the receiving institutions evaluate transcripts to determine how credits will be received.

## Steps to FVCC Enrollment for Home School Students

**An applicant under the age of 16 is required to complete the following:**

1. Contact the Registrar / Coordinator, Admissions and Records by calling (406) 756-3846 to petition the Admissions and Records Office for an exception.
2. Complete the following:
   a. Provide a written statement from the County Superintendent verifying need;
   b. Provide written permission from parents;
   c. Complete the COMPASS test and meet with College Counselor George Shryock at (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 Admission* form and provide required immunization records.
3. The applicant should also acknowledge the following guidelines:
   a. A maximum of six credits can be taken the first term;
   b. He / she will be enrolled as "non-degree" status until he / she has reached 16 years of age and has successfully completed the GED. At that point, the student can be enrolled as "degree" status;
   c. Because of federal regulations, financial aid is not available until he / she is 16 years of age; and
   d. An instructor in any course in which he / she is enrolled can recommend withdrawal if the student is not socially and / or emotionally mature enough to fully benefit or if his / her participation in the course should in any way slow the normal progress of the course.

**An applicant who is 16 years of age or older or has graduated from a religious/private school not accredited by the state of Montana, is required to provide the following:**

1. Completed *Application for Admission* form and required immunization records;
2. A copy of his / her GED certificate or proof of completion of the COMPASS test. Call College Counselor George Shryock at (406) 756-3886 to schedule an appointment for test score evaluation and 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, each international applicant is required to furnish the following documents in order to be considered for admission as a full-time / degree-seeking student:

1. A completed *Application for Admission* 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. "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. 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, applicants should meet the following guidelines:

1. If high school required records of immunization are not available, records from physicians' offices or health departments may be substituted with official signatures to verify authenticity.

2. If no records are available, applicants are required to be immunized and submit written medical verifications signed by licensed physicians or provide notorized religious forms or medical exemption forms.

## Residency

### *In-District Students:*

- Include students who have lived in the college district (Flathead or Lincoln County) for one continuous year;

**or**

- Are dependents 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 dependents 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 does not count toward residency requirements.**

### *In-State Students:*

- Include students who have been permanent residents of Montana for **one continuous year**, real property taxpayers in Montana who live in the state or dependents of Montana residents 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**

- Are real property taxpayers of Montana but 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 is a resident of the district and intends to remain **permanently** and **indefinitely** in the college district; and
- Provide evidence he / she has **taken all reasonable steps to establish residency** (i.e. has registered automobile, has registered to vote, has obtained state driver's license).
- **Note: Time enrolled at FVCC when taking seven (7) or more credits a semester does not count toward residency requirements.**

**The above qualifications do not apply to international students. See the section on international students on page 11 for more information.**

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

For further information about admission to FVCC, visit the Admissions and Records Office in BH / SCA 111, or call (406) 756-3846.

## *Change of Residence Status*

For tuition and fee purposes, an individual wanting to change from out-of-state or in-state 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, an individual is required to:

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 and Flathead County voter registration; and
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 and Records 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 and Records 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 are not allowed to calculate the time as a WUE student toward in-district or in-state residency.**

Information about WUE programs 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, advising and registration. For more information, contact the FVCC Recuitment Office at (406) 756-3847.

### Placement Tests

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

Degree-seeking and / or full-time students who plan to take math or English classes **are required** to complete the COMPASS placement test. Testing is scheduled by appointment in the Learning Center, and a $10 testing fee applies. The test is used for placement purposes only.

Advisors use the COMPASS test scores to determine accurate course placements which maximize 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.

Appointments for testing should be made **after** applying for admission. Call the Learning Center at (406) 756-3880 to schedule 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 in developing appropriate class schedules, registering for classes, preparing for graduation, transferring and maximizing the college experience to meet personal, educational and career goals.

To register for classes, students are required to meet with their advisors to determine which classes best suit their needs and to obtain the advisors' signatures.

## Registration

*Sharon Nau, Administrative Specialist,*
*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 the 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. Refer to the academic calendar on page 2 for specific registration dates and deadlines.

### How to Register

To register for classes, a student is required to complete the following process:

1. Complete an *Application for Admission* form and return it to the Admissions and Records Office. (This should be done only when the student initially enrolls);

2. Complete placement testing;

3. Obtain a semester course schedule from FVCC, area libraries or the college web site, www.fvcc.edu; and

4. With assistance of his / her assigned advisor, select the courses he / she wishes to enroll in for the semester and ask the advisor to sign the registration form. To obtain the name of the assigned advisor, contact the Admissions and Records Office at (406) 756-3846. **The Registrar/ Coordinator or Administrative Specialist, Admissions and Records is required to approve course loads over 18 credits.**

Non-degree students can register by mail, fax at (406) 756-3965, telephone at (406) 756-3851 or online at www.fvcc.edu. Registrations are required to be accompanied by check, money order, VISA, Master Card or American Express for payment of tuition and fees.

**Students registering during general registration are required to make arrangements for payment of tuition and fees on the day they 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 students who have extenuating personal circumstances or proof of forthcoming financial aid. Loans are required to be repaid before the end of the semester. Students with unpaid loans will not receive grades, transcripts, diplomas or other academic documents until the loans are paid. Each student is charged a $15 fee for the deferred tuition. Visit the Business Services Office in BH / SCA 132, or call (406) 756-3831 for additional information.

A student who registers or adds classes after the third week of the semester is charged a $40 late registration fee. For short or late starting classes, a late fee will be charged to a student who attends a class but does not register for the class until after it has ended.

## *Change of Class Schedule*

Adding or dropping classes requires advisor consultation. A student who decides to change his / her class schedule should complete the following process:

1. Obtain a schedule change form from the Registration Office;

2. With the help of the assigned advisor, complete the schedule change form and ask the advisor to sign it;

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.

A student who receives financial aid or veterans' benefits, is required to have the financial aid director and / or veterans' coordinator sign the schedule change form.

**NOTE:** Classes may only be added during the **first three weeks** of the semester **with the exception of late starting classes.**

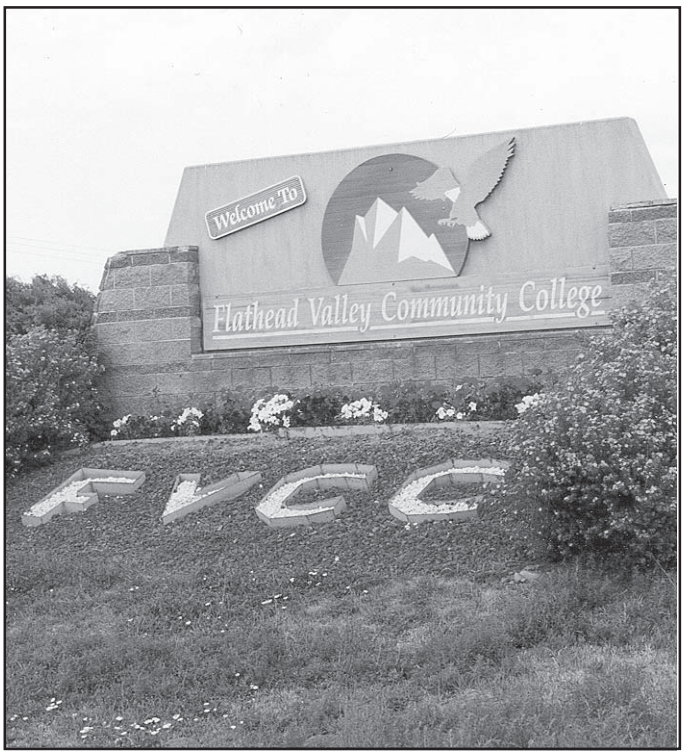
**The last day to drop a class is the 60 percent point of the semester (calculated using calendar days)**. A student who wishes to drop a class without the class appearing on his / her transcript is required to drop the class during the first three weeks of the semester. See the academic calendar on page 2 for exact dates. *(The above information applies to classes that meet the full semester.)* Failure to attend class **DOES NOT** constitute withdrawal.

In order to prevent short or late starting classes from appearing on a student's transcript he / she is required to 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 a student is enrolled in a class that is cancelled, all tuition and fees automatically will be refunded to him / her 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 2005. 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 (In-State) | Out-of-State |
|---|---|---|---|
| .5 | $ 45.93 | $ 65.88 | $ 142.48 |
| 1 | 89.85 | 129.75 | 282.95 |
| 2 | 173.70 | 253.50 | 559.90 |
| 3 | 257.55 | 377.25 | 836.85 |
| 4 | 355.65 | 515.25 | 1128.05 |
| 5 | 437.50 | 637.00 | 1403.00 |
| 6 | 519.35 | 758.75 | 1677.95 |
| 7 | 601.20 | 880.50 | 1952.90 |
| 8 | 683.05 | 1002.25 | 2227.85 |
| 9 | 764.90 | 1124.00 | 2502.80 |
| 10 | 846.75 | 1245.75 | 2777.75 |
| 11 | 928.60 | 1367.50 | 3052.70 |
| 12 | 1010.45 | 1489.25 | 3327.65 |
| 13 | 1092.30 | 1611.00 | 3602.60 |
| **14-18** | **1174.15** | **1732.75** | **3877.55** |
| 19 | 1256.00 | 1854.50 | 4152.50 |
| 20 | 1337.85 | 1976.25 | 4427.45 |
| add for each additional credit | $81.85 | $121.75 | $274.95 |

## 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 owed the college.
- A $15 fee is charged for any personal check returned for nonsufficient funds.

## Senior Citizen Discount

Senior citizens are charged $19.75 per credit and equipment fees of $5 - $28.25 per credit (plus lab fees). The senior rate is available to adults 62 years of age 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, grade changes and other original student records are kept for a 10-year period. If errors on transcripts or other student records exist, changes must be made within the 10- year period.

## 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.

| | Tuition/Fees | Books/Supplies | TOTAL |
|---|---|---|---|
| In-District | $2348.30 | $600.00 | $2948.30 |
| In-State | $3465.50 | $600.00 | $4065.50 |
| Out-of-State | $7755.10 | $600.00 | $8355.10 |

## 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. A student whose tuition and fees are paid under a contractual agreement and withdraws is 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 cancelled classes are automatically refunded. Questions regarding refunds should be directed to the Business Services Office in BH / SCA 132, or call (406) 756-3831.

## Refund Schedule

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

| **9 to 16-week courses:** *Courses that last at least 63 calendar days* | **Refund of Tuition and Fees** |
|---|---|
| Classes beginning the 1st week of semester | |
| Last business day before start of semester | 100% |
| 1st week of semester | 90% |
| 2nd week of semester | 75% |
| 3rd week of semester | 50% |
| After 3rd week of semester | N / A |
| Classes beginning before or after the 1st week of the semester | |
| Last business day before start of class | 100% |
| 1st week of class | 90% |
| 2nd week of class | 75% |
| 3rd week of class | 50% |
| After 3rd week of class | N / A |

| **4 to 8-week courses:** *Courses that last less than 63 calendar days but are at least 28 calendar days* | |
|---|---|
| Last business day before start of class | 100% |
| 1st week of class | 90% |
| 2nd week of class | 50% |
| After 2nd week of class | N / A |

| **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 | N / A |
| After start date of class | N / A |

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 college's chief financial officer.

## Semester Fees

### Activity Fee

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

### Building Fee

A 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

A 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 instructional programs.

### Equipment Fee

An equipment fee of $5-$28.25 *(varies depending on number of credits)* is used to maintain and update instructional equipment.

### Grounds and Maintenance Fee

A 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 each student registering or adding classes after the third week of the semester. For short and late starting classes, the fee will be charged if registering after the class has ended.

## Special Fees

### Application Fee

Each degree-seeking student is charged a $15 application fee at the time of application.

### Graduation Fee

A graduating student is charged a $20 fee at the time of application for graduation.

### NSF Check

A penalty fee of $15 is charged for each non-sufficient fund check written to the college.

### *Technology Fee*

Fully online courses using the eCollege[SM] platform are charged an additional $30 per credit.

Hybrid (partially online ) courses using the eCollege[SM] platform are charged an additional $45 flat fee (regardless of the number of credits).

Students receiving a course delivered via interactive television (ITV) are charged an additional technology fee of $30 per credit.

Technology fees are nonrefundable once the class has begun.

### *Testing Fee*

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

### *Transcript Fee*

Transcripts are $3 each. Upon graduation, FVCC issues each graduate one complimentary transcript.

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 provide evidence of financial need. Programs include Pell Grants, Supplemental Educational Opportunity Grants (SEOG), College Work Study (CWS), Montana Higher Education Grants (MHEG), Stafford and PLUS Loans, Bureau of Indian Affairs Education Grants, Baker Grants (MTAP), and State of Montana Work Study. Additional information on the above can be found in *The Student Guide* published by the U.S. Department of Education, the *Financial Aid at FVCC* brochure and online 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, FVCC Financial Aid Office and online at **www.fafsa.ed.gov**.

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 students and / or their 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, Student Rights and Responsibilities.* The document 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 nonrefundable $15 fee is charged for the deferred tuition option.

### Emergency Student Loans

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

## Financial Liability

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

## Hope Tax Credit

The *Taxpayer Relief Act of 1997* provides for a federal tax credit of 100 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, visit a tax advisor.

## Scholarships

Flathead Valley Community College offers numerous 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 scholarships regularly awarded on an annual basis. In addition to the following 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** and **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 include:**

- FVCC Foundation Lincoln County High School;
- 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; and
- Theater.

**Scholarships awarded by major/field of study include:**

Art
- Kay Schlueter Memorial;
- 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;

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

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;
- Kay Schlueter Memorial;
- Owen E. Sowerwine;
- Certainty;
- Jim Gordley Memorial Endowed;
- Sustainability Fund;

Political Science
- Philip J. Rygg Memorial;

Pre-Nursing
- Bigfork Lady Lions;
- 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; and
- Flathead Valley Community Theatre.

**Scholarships with no specific field of study requirements include:**
- American Association of University Women;
- CK Logue;
- 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; and
- Whitefish Credit Union Community Pride.

**Other tuition waiver scholarships include:**
- Student Services Discretionary*;
- Division*;
- Academic*;
- Young Women of the Year*;
- Public Safety; and
- Native American*.

**Libby Campus**

**Scholarships available through one or more area high schools include:**
- FVCC Foundation Lincoln County High School;
- High School Honors*; and
- Montana University System High School Honors Scholarships.

**Activity scholarships include:**
- Student Government*.

**Other tuition waiver scholarships include:**
- Academic*.

**Scholarships awarded by major/field of study include:**

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; and

Pre-Nursing
- Charlotte Kempf Johnson Endowed.

**Scholarships with no specific field of study requirements include:**
- 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; and
- 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 are returned to the federal government by FVCC and the student as explained by the below process:

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 that percentage from 100 to arrive at the percentage of the semester that the student did not complete. Multiply the 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 divided 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.

To obtain the full version of this policy, along with examples, visit FVCC's 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 Affairs when benefit payments are delayed, securing tutorial assistance and arranging transfer to other institutions so that payment of educational benefits will not be unnecessarily interrupted.

Application for veterans' educational benefits should be initiated through the Veterans Affairs Office in BH / SCA 111 or by calling (406) 756-3850. Veterans should be prepared to provide a certified copy of form *DD-214* along with some personal history. To receive advance payment, students are required 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 GI 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 GI Bill for Selected Reserve (including National Guard) provides benefits for individuals who enlist, extend or reenlist for at least six years after July 1, 1985. Those individuals are required to have completed an initial active duty for training.

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

Veterans have 10 years from their dates of discharge to use their VA educational benefits.

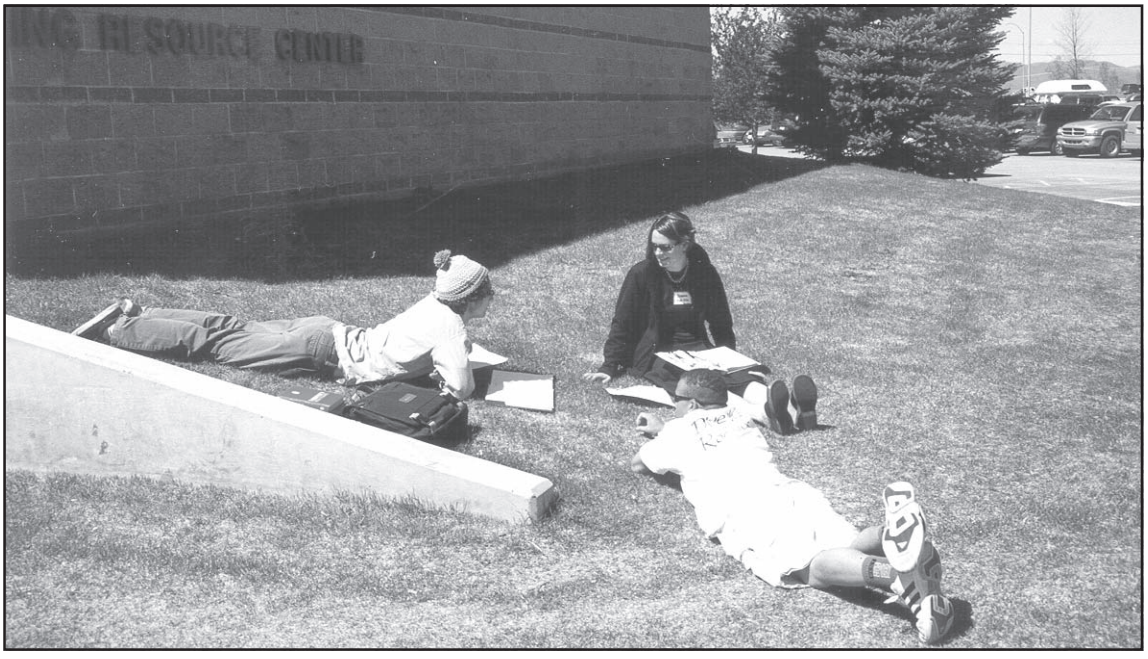
Rates of benefits vary. For the most recent information, check with the FVCC Veterans Affairs Office or the Regional Veterans Administration, Fort Harrison, MT 59636, or call toll free 1-800-827-1000 or 1-888-442-4551.

All veterans and eligible individuals receiving subsistence allowances under the GI Bill are required to report PROMPTLY to the Veterans Affairs any changes which may affect the amount of money being received. Students are required to report when they drop courses, withdraw from school, change marital status or stop attending classes for any reason. Students are not only expected to achieve satisfactory progress but to regularly pursue goals 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 a F, the course may be repeated for veteran's credit. Veterans' educational benefits will not pay for audited classes or course challenges. Students may not use the "no grade" option. If they receive educational benefits, students may not take more than one-half of their credit loads or five semester credits, whichever is less, as telecourse classes.

Satisfactory progress is defined as 2.0 cumulative and semester grade point averages. If a student fails to maintain a minimum 2.0 GPA, he/she will be placed on academic probation. FVCC will report an unsatisfactory progress termination to the VA for any veteran or other eligible individual who remains on academic probation for two semesters. The termination may be appealed to the VA counselor. For re-certification, the student is required to raise his/her 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.



# Student Affairs



# 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 Government. The Student Government elections are held in April, one month prior to end of spring semester.

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

For more information, contact the Student Government Office at (406) 756-3668.

## Ambassador Program

The FVCC Ambassador program provides a leadership opportunity for college students to promote FVCC. As Ambassadors, students serve as spokespersons for the college, develop leadership traits, enhance interpersonal skills, network with faculty and administration, interact with other students, influence prospective students and improve communication and public speaking skills. The program also serves as a great opportunity for students to develop leadership skills to enhance their resumes. To qualify for the program, students are required to have attended FVCC for at least one semester before applying to the program. Please contact Marca Vogele at (406) 756-3847 or email ***mvogele@fvcc.edu*** for more information.

## Athletics

The college offers men's and women's intercollegiate soccer and cross-country teams. 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. The organization 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 the 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 participating in the program. 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 and 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 email ***abeall@fvcc.edu***.

## Habitat for Humanity

Habitat for Humanity recently established a chapter at FVCC. 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 the AmeriCorps Office at (406) 756-3908.

## 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 offered 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.

## 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, email ***abeall@fvcc.edu.***

## Global Friends (Multicultural Club)

FVCC's student club Global Friends welcomes all individuals who are interested in mulitcultural issues and global, as well as local issues. Students, staff and community members interested in promoting cultural awareness and diversity on campus are invited to participate. The club meets once a week and sponsors various activities on campus, including the monthly Multicultural Film Festival. 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 email ***tdyer@fvcc.edu***.

## Peer Counselors

Peer counselors are second year students at FVCC who 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. A student can request a peer counselor by leaving a message 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 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 email ***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. A student who achieves outstanding academic record, has completed 12 semester credits and has a minimum 3.5 GPA is eligible for membership. For more information, contact Deb Miller at (406) 756-3923, Janaya Okerlund at (406) 756-3908 or Jon Reny at (406) 293-2721 in Libby.

## Renewable Resource Education Club

The Renewable Resource Education Club welcomes all students interested in recycling and environmental awareness. Through education, RREC promotes waste reduction on the FVCC campus as well as in the greater Flathead community. All proceeds from recycling on campus go toward 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. The club participates in various community activities such as *Seussville University*, *Make a Difference Day*, and *Youth Service Day*. 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. The group welcomes new students and offers 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 at (406) 751-6965.

## The Mercury News

*The Mercury News*, FVCC's student newspaper, covers campus events as well as community issues and global news of interest to FVCC students. The paper is written by FVCC 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 Dean Conklin at (406) 756-3917 or email ***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 FVCC students, employees and members of the community. For more information, contact Joe Legate at (406) 756-3906, or David Ackroyd at (406) 756-3382, or email ***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 members 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 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 FVCC Learning Center 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 (COMPASS placement testing, ACT, SAT, GRE, GED, career, personality, and learning disabilities);
- Advising for Associate of Arts, Associate of Science, Associate of Applied Science, transfer degrees and certificates 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 individuals 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 -*** Individualized and small group instruction in basic reading, phonics and written 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 -*** Individualized and small group instruction to improve vocabulary and comprehension skills.

***Basic Mathematics -*** Individualized and small group instruction in basic math and problem solving skills with 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 the COMPASS placement tests 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 Associate of Arts, Associate of Science, Associate of Applied Science, 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 Academic Reinforcement Center advisor provides transfer advising and also serves as an advisor for The University of Montana and University of Great Falls students (funded with UM and UGF). Learning Center staff assist with new student orientation, conduct workshops, train and update faculty on advising issues and provide direct student advising.

# Counseling

*For appointments, call (406) 756-3880 or (406) 756-3890.*
*Learning Resource Center Building*
*Room LRC 129*
*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 including 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 disabilities who believe that auxiliary aids are necessary for participation in any course activities 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 103, 104M, and 106MA, provided the courses are not program requirements. The waivers apply only to potential Associate of Arts graduates. All students may petition for math course substitutions. Applicants should make requests 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*
*Learning Resource Center Building*
*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, Coordinator, Student Placement*
*Learning Resource Center Building*
*Room LRC 130 - (406) 756-3900 - kdarrow@fvcc.edu*

The Placement Services office is a resource for students interested in finding either full or part-time employment. Job placement services 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*
*Learning Resource Center Building*
*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. COMPASS scores indicate the appropriate levels for students to begin.

Courses numbered under 100 may not be applied to an Associate of Arts or Associate of Science degree but may be counted for credit for Pell Grant purposes.

## Academic Reinforcement Center

A Federally Funded Program

*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, courses in developmental math and language arts, career awareness and study skills.

## Educational Opportunity Center

A Federally Funded Program

*A Department of Education TRIO Program*
*Linda Ornowski, EOC Outreach Counselor*
*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 dip.0lomas. 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, as needed to share information. Also, the coordinator is a resource for all student organizations on campus and serves as co-advisor for Student Government.

## 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 two-year (Associate of Applied Science) degrees.

The 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, the program was expanded to serve all of the ethnically diverse students on campus. The office is staffed with 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 FVCC 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, Mastercard and American Express are accepted.

## Textbooks

**Textbook Refund Return Policy**

*Students: Do not write in new textbooks until you are certain they are for the course in which you are enrolled.*

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

**Textbook Buy-back Policy**

If a textbook is purchased from the FVCC Bookstore:

1. The bookstore cannot guarantee the buy back of a book at any time;
2. The bookstore pays 50 percent of the current new price of books to be used in the coming term. Over-stocked books do not qualify for the 50 percent return rate;
3. The best national wholesale prices available will be offered for books which are not in use on the FVCC campus or are overstocked;
4. The bookstore will not buy back study guides, books with question and / or answer spaces filled in, and reproduced materials.
5. Student ID is required at the time of the transaction;
6. Receipts are required for buy back;
7. Book buy-back periods are limited to the week of finals; and
8. Books classified as outdated 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 addresses. Payment may be made by cash, check or credit card. Students receiving Pell Grants or other scholarships may request that the bookstore take the cost of books out of the grant or scholarships.

***Check policy:*** *Student ID number is required. Checks may be written for $5 over the amount of purchase. Visa, Mastercard and Amercian Express are accepted.*

## JAVA²

The coffee cart is operated by the FVCC Bookstore and is located in the Blake Hall lobby. 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 Blake Hall, 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 are responsible for making their own arrangements for health insurance. For information on obtaining insurance, contact the Admissions and Records Office by calling (406) 756-3846.

# Locker Rental

Lockers are available for rent in the BSS building and in the student study hall inside the RH / SAT building. Locker rental forms can be picked up in the bookstore. A $10 fee and student ID number are required for the lock and locker space rental 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 Koocanusa Reservoir.

The Flathead County campus of Flathead Valley Community College 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 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 triathalon 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 Koocanusa 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 Koocanusa 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 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;
- Dates of attendance;
- Area of study;
- Degrees / certificates awarded;
- Participation in officially recognized activites and sports;
- Honors and awards received; and
- Grade level.

If a student chooses not to have any or all of the directory information released, he / she is required to 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 and academic records. The Admissions and Records Office requires at least 48 hours notice if a student wishes to review his / her records. A student may request an amendment to his / her records on the grounds he / she feels the records are inaccurate, misleading or violate his / her rights. If the amendment is denied, the contents can be challenged through a hearing process with the Director, 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 Educational 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 grade point average (GPA) falls below 2.0.

A student on probation will be required to meet with a retention advisor before starting the next semester to discuss academic goals and barriers and ways to achieve the goals. A review of the academic assistance available at FVCC and the development of a plan to assist the individual in achieving his / her 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 suspended immediately 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:

- Deliberate disruption in the classroom or at any college activities;
- Cheating, plagiarism and other forms of dishonesty including knowingly giving false information to the college;
- Forgery, alteration or misuse of community college documents, records or identification or computer programs or accounts;
- Physical abuse or harassment toward another person;
- Theft or damage to property of the college;
- Use / possession of illegal drugs or alcohol on campus;
- Carrying / discharging firearms on campus; and
- 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 another person's writing or works as one's own. Plagiarism is an intolerable offense in the academic community and is strictly forbidden. Students must always carefully acknowledge others' ideas as well as words.

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

In addition, academic dishonesty is grounds for disciplinary action under the *Student Conduct and Standards* rules. The student found guilty of academic dishonesty may be reported to the Vice President of Instruction 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 board 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 of Instruction'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, 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, 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, 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 required 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 vehicles to bring student concerns to the college community's and public's attention, and formulate student opinions 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 Flathead Valley Community College 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 contained in this catalog have been adopted by the Flathead Valley Community College faculty, administration and Board of Trustees and are subject to modification and revision. Students who feel that extenuating circumstances might justify the waiver of any college regulation may file a petition with the Director, 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 every individual's personal dignity 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 serving as 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 comfortable and productive education and work environments.

It is also unlawful and against college policy to retaliate against an employee or student for filing a complaint of sexual harassment or cooperate 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.

### Student's Responsibility

A student should speak up about sexual harassment when he / she witnesses or experiences it, either among students or staff. Retaliation is illegal.

A student who has been a victim of any form of sexual harassment, knows someone who has been a victim, or has questions regarding sexual harassment should contact the Vice President of Instruction 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 information to obtain additional 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 allocated 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 Office:* *(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 and Records* *(406) 756-3846*

## Refund Policy

- College refund policy - Course schedule, FVCC catalog

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

- ***Financial Aid Withdrawal Policy***

*Financial Aid Office:* *(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 Instruction:*
*(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, University of Great Falls and Eastern Washington University, are available from advisors or in the Admissions 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. A student will be expected to meet the program requirements in effect at the institution to which he / she transfers. A FVCC student who has completed the FVCC general education core requirements can transfer to any Montana University System school and be guaranteed the transfer institution's lower division core requirements have been met.

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

## How to Transfer

A student who plans to transfer to a four-year college or university, should follow these steps:

**1. Plan Ahead**

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

**2. Keep in Touch and Pay Attention**

a. Confer with the faculty advisor about fulfilling FVCC's and the transfer institution's general education and major requirements;
b. Contact the transfer advisor to assist in the transfer process;
c. 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
d. Meet with the faculty advisor and transfer advisor often to assure a smooth transfer and appropriate course selection.

**3. Apply for Admissions**

a. Apply for admissions and send official copies 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 and Records Office at FVCC. Transcripts should be submitted at least 30 days before the semester begins. Credits will be evaluated by the Admissions and Records Office and accepted according to current scholastic standards, and results posted on the students' FVCC transcripts.

Each student who has transcripts mailed to FVCC from other colleges is required to first complete an *Application for Admission* form.

# Transfer of Credits from FVCC

Pending approval of new policies being drafted by the Montana Board of Regents, students need to be aware of the following items concerning the transfer of credits from FVCC or any other accredited institution of higher education that may go into effect after this catalog is published:

### Outdated course Work

In evaluating coursework from postsecondary institutions, the campuses within the Montana University System will:

1) guarantee that any postsecondary coursework taken within five (5) years of being admitted or readmitted to the campus will be included in the transfer analysis of specific required classes in a major, minor, option or certificate;
2) guarantee that any postsecondary coursework taken within fifteen (15) years of being admitted or readmitted to the campus will be included in the transfer analysis of general education coursework; and
3) guarantee that any postsecondary coursework taken within fifteen (15) years of being admitted or readmitted to the campus will be included in the transfer analysis of elective coursework.

Coursework that falls outside these guarantee periods may be included in the evaluation, at the discretion of the individual campuses. Since it is a discretionary decision, it cannot be challenged by students.

### Minimum GPA

In evaluating undergraduate coursework from other postsecondary institutions, the four-year campuses within the Montana University System will only accept courses with a grade of "C" or better.

### General Education Core

An undergraduate student entering or moving from one institution to another within the Montana Unversity System who has not completed the general education core at the sending institution will be required to either complete the general education core at the campus to which they transfer or complete the MUS core.

# 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 earned fewer than 30 semester credits. Degree-seeking students 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 enrolled in 12 or more credit hours per semester. A part-time student is enrolled in 11 or fewer credits per semester. However, other definitions of full-time and part-time loads exist specifically pertaining to athletes, veterans, Social Security recipients, etc.

In order to earn a degree in two years, a student must enroll in an average of 15 credits per semester. For more information see the assigned academic advisor.

Students registering for more than 18 credits are required to obtain special approval from the Registrar / Coordinator or Administrative Specialist, 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 credits, placement or both, based on performance in the Advanced Placement (AP) program sponsored by the College Board. The college

offers AP exams in a number of academic disciplines.

FVCC credits or placement for students who successfully participate in the program is granted under the following conditions:

- Placement or credits will be granted to students who achieve approved AP test scores;
- Students who apply for AP credits are required to arrange for an official transcript of advanced placement scores be sent directly from the College Entrance Examination Board to FVCC's Admissions and Records Office;
- AP credits earned will be recorded on official transcripts with an "S(AP)" (satisfactory) grade;
- AP credits 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 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 credits will not affect the student's FVCC grade point average; and
- At least 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 credits. Placement or credits granted at FVCC for individual subject examinations offered through AP has been determined by appropriate academic departments. Contact the Admissions and Records Office in BH / SCA 111 or call (406) 756-3846.

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

AP credits are available for biology, chemistry, and physics if the AP score is three or greater under the following conditions:

1. AP credits may be granted for the lecture portion of the course at the discretion of the appropriate college department; and
2. AP credits 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 college department.

Credits 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 credits at FVCC when satisfactory performance levels are reached.

FVCC accepts CLEP (administered in the Armed Forces) as well as DANTES and USAFI 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 111W |
| American Literature | 6 | 50 | (46) | Humanities | ENGL 211H-212H |
| Analyzing & Interpreting Lit. | 6 | 50 | (47) | Humanities | Elective |
| English Literature | 6 | 50 | (46) | Humanities | ENGL 231H-232H |
| **Foreign Languages** | | | | | |
| College French-Level 1 | 10 | 50 | (39) | Global / Humanities | LANG 101GH-102GH |
| College French-Level 2 | 10 | 56 | (45) | Global / Humanities | LANG 101GH-102GH |
| College Level German Lang. I | 10 | 50 | (36) | Global / Humanities | LANG 111GH-112GH |
| College Level German Lang. II | 10 | 56 | (42) | Global / Humanities | LANG 111GH-112GH |
| College Level Spanish Lang. I | 10 | 50 | (45) | Global / Humanities | LANG 121GH-122GH |
| College Level Spanish Lang. II | 10 | 56 | (50) | Global / Humanities | LANG 121GH-122GH |
| **History & Social Sciences** | | | | | |
| American Government | 3 | 50 | (47) | Soc. Sci. | PSLC 100SB |
| History of the U.S. I: Early Colonizations to 1877 | 4 | 50 | (47) | Soc. Sci. | HIST 211SB |
| History of the U.S. II: 1865 to the Present | 4 | 50 | (46) | Group SB-Soc. Sci. | HIST 212SB |
| Human Growth & Development | 3 | 50 | (45) | Group SA-Soc. Sci. | PSY 235SA |
| Introduction to Educational Psychology | 3 | 50 | (47) | --- | Elective |
| Principles of Macroeconomics | 3 | 50 | (44) | Global / Group SB-Soc. Sci. | ECON 212GSB |
| Principles of Microeconomics | 3 | 50 | (41) | Group SB-Soc. Sci. | ECON 211SB |
| Introductory Psychology | 4 | 50 | (47) | Group SA-Soc. Sci. | PSY 110SA |
| Introductory Sociology | 3 | 50 | (47) | Group SA-Soc. Sci. | SOC 110SA |
| Western Civilization I: Ancient Near East to 1648 | 4 | 50 | (46) | Group SB-Soc. Sci. | HIST 111SB |
| Western Civilization II: 1648 to the Present | 4 | 50 | (47) | Group SB-Soc. Sci. | HIST 112SB |
| **Science & Mathematics** | | | | | |
| Calculus with Elem. Func. | 10 | 50 | (41) | Mathematics | MATH 121M-122M |
| College Algebra | 4 | 46 | (46) | Mathematics | MATH 104M |
| Trigonometry | 3 | 50 | (50) | Mathematics | MATH 105M |
| College Algebra-Trigonometry | 3 | 45 | (45) | Mathematics | Elective |
| General Biology** | 4 | 50 | (46) | Group NL-Science | BIOL 101NL |
| General Chemistry** | 4/5 | 50 | (50) | Group NL-Science | CHEM 101NL or 121NL |

*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 requirements with departmental approval.

**Separate evidence of equivalent laboratory experience must be presented to be granted 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 students' work and the evaluation is used by the instructors as part of assigned course work. Upon completion, students receive special designators on their transcripts.

The mission of the FVCC AmeriCorps program is to engage more students in community service. Current programs at FVCC include 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 credits 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 program. The high schools' administrators determine if the courses meet the high school graduation requirements and the number of high school credits each college course is worth.

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 through nine 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 FVCC's 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 credits in high school Tech-Prep courses and the extent of the high school Tech-Prep program can be obtained by contacting high school counselors and / or teachers.

Participating high schools for the 2005-2006 school year include: 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 include: 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 grades and credits will be recorded on their transcripts. This information will not be removed, but only the last grades and credits will affect the grade point averages 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. The student is required to obtain approval by the instructor who will give the exam, the division chair, and the Vice President of Instruction before taking the test. **Challenge credits will not be granted for a course that already appears on a student's transcript.**

Performance on 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 100T. Regular tuition and fees will be charged for every credit of challenge. Registration must be completed by the third week of the semester.

## Interactive Television (ITV) Courses

State-of-the-art interactive television (ITV) allows both the Kalispell campus and the Libby campus to televise and receive live, two-way audio and video transmissions of select FVCC courses. Students in some areas of Western Montana will be able to attend courses televised from either campus. Additional technology fees apply only to students registering to attend at a remote site. These course will have section numbers in the 70's in semester schedules.

### Online Courses

Online courses allow students and instructors greater flexibility. Credit for these courses may be applied to certificate or degree programs. Additional technology fees apply. 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.

There are two types of online courses available at FVCC, hybrid and fully online. Hybrid courses replace some face-to-face time with an online requirement, but there will still be some required meetings on campus. These courses will have section numbers in the 90's in semester schedules.

Fully online courses 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. Students are responsible for accessing their courses promptly and for meeting course due dates and deadlines. These courses will have section numbers in the 80's in semester schedules.

For complete information regarding online courses at FVCC, including how to access your courses once you have registered, please visit "Online Instruction for Academic Credit" (**http://www.fvcc.edu/onlineinstr/credit/credit.shtml**) on the FVCC web site.

Students in fully online courses have access to technical support 24 hours a day, seven days a week through eCollege[SM], FVCC's platform provider. If you are registered for a fully online course and have technical problems, email **helpdesk@mtcconline.org** or call 1-303-873-0005 for assistance.

### Independent Study

Credits through independent study are available to allow students to study in subject areas outside existing courses.

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

An independent study course is developed with the guidance of a supervising full-time faculty member. The Vice President of Instruction, 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 directed study credit. 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 are required to meet course requirements to receive grades and credits. The courses will not be recorded on official transcripts unless one of the below grades is received.

| GRADE | INTERPRETATION | GRADE POINT |
|---|---|---|
| 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 with the exception of W, WI, N, NG or I grades.

If a student receives a grade he / she feels is inaccurate or inequitable, the student should consult with 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. The 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, Enrollment Planning and Research at (406) 756-3812.

**Grade changes will be allowed on grades earned during the last 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 12 semester credits graded "S" may count toward an associate degree at FVCC.

**Note:** Transfer students must check their transfer institutions' policies 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 if the student's situation complies with the following guidelines:

- The student has been in attendance and doing passing work up to three weeks before the end of the semester; and
- 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. Instructor's approval is required before a student may audit a class. 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. In order to receive a letter grade in the course, 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.

## 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.
- Failing to attend class **DOES NOT** constitute withdrawal.
- To withdraw from a course lasting the full semester, the student must have a schedule change 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 due to health problems and submit these two items to the Administrative Specialist, Admissions and Records with a completed medical withdrawal form.

The Administrative Specialist, 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

A student 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 distributed each semester to area newspapers for publishing 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 cumulative GPAs 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. Any questions should be directed 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** and a mandatory, non-refundable graduation fee of $20 applies to each graduate. Applications for Graduation are available from the Admissions and Records Office in BH / SCA 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 affect 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 101GH is used to meet the humanities requirement, it cannot be used to meet the global 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 responsibliity 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 lower division 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 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 (T) — 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 100T 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 100T.

| | | | | |
|---|---|---|---|---|
| ___ | CASC | 102T* | Fundamentals of Windows | 1 |
| ___ | CASC | 103T* | Fundamentals of Word Processing: WordPerfect | 1 |
| ___ | CASC | 105T* | Fundamentals of Word Processing: Word | 1 |
| ___ | CASC | 107T* | Fundamentals of Spreadsheets: Excel | 1 |
| ___ | CASC | 108T* | Fundamentals of Database: Access | 1 |
| ___ | CASC | 109T* | Fundamentals of Presentation Graphics: PowerPoint | 1 |
| ___ | CASC | 115T* | Fundamentals of Internet | 1 |
| ___ | CMPA | 100T* | Introduction to Microcomputers | 1 |
| ___ | CMPA | 126T* | Networking Fundamentals | 4 |
| ___ | CMPA | 130T* | Integrated Software Application | 2 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | CMPA | 135T* | Microsoft Publisher | 4 |
| ___ | CMPA | 141T* | Beginning Word Processing | 3 |
| ___ | CMPA | 151T* | Spreadsheets | 3 |
| ___ | CMPA | 166T* | Computer Operating Systems | 3 |
| ___ | CMPA | 172T* | Computer Repair & Maintenance (A+) | 3 |
| ___ | CMPA | 176T* | Introduction to Router Technology | 4 |
| ___ | CMPA | 210T* | Network Operating Systems | 4 |
| ___ | CMPA | 226T* | Routing & Switching | 4 |
| ___ | CMPA | 261T* | Introduction to Database Processing | 4 |
| ___ | CMPA | 262T* | Advanced Database Processing | 4 |
| ___ | CMPA | 270T* | Web Publishing: HTML & Web Page Design | 3 |
| ___ | CMPA | 271T* | Web Page Programming | 4 |
| ___ | CMPA | 272T* | Image Editing on the Web | 3 |
| ___ | CMPA | 273T* | Data Driven Web Sites | 3 |
| ___ | CMPA | 274T* | Interactive Media for the Web | 3 |
| ___ | CMPA | 275T* | Web Development Tools: Dreamweaver | 3 |
| ___ | CMPA | 276T* | Network Design | 4 |
| ___ | CS | 100T | Introduction to Computer Science: Computer Literacy | 4 |
| ___ | CS | 131T | Visual Basic Programming | 4 |
| ___ | CS | 171T | Fundamentals of Computer Science I: JAVA | 4 |
| ___ | CS | 172T* | Fundamentals of Computer Science II: JAVA | 4 |
| ___ | CS | 204T* | C++ Programming | 4 |
| ___ | CS | 212T* | Data Communications | 2 |
| ___ | CS | 222T* | Data Structures | 3 |
| ___ | CS | 231T* | Computer Organization & Architecture | 4 |

## WRITING (W) — 3 credits

| | | | | |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |

## COMMUNICATIONS (C) — 3 credits

**Three (3) semester credits selected from the following:**

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

*Indicates a prerequisite and/or corequisite is needed. Check course description.

| | | | | |
|---|---|---|---|---|
| ___ | SP | 160CF | Oral Interpretation | 3 |
| ___ | THEA | 201C | Voice and Speech I | 2 |
| ___ | THEA | 202C* | Voice and Speech II | 2 |

## MATH (M, MA) — 3+ credits

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

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

**++Elementary Education transfer students ONLY may satisfy this requirement with MATH 141MA* *and* MATH 142MA*.**

## HUMANITIES (H) — 6+ credits

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

| | | | | |
|---|---|---|---|---|
| ___ | ART | 221FGH | Art History Survey I: Ancient to Middle Ages | 3 |
| ___ | ART | 222FGH | Art History Survey II: Renaissance to Modern | 3 |
| ___ | ART | 22 8FGH | History of Early Italian Renaissance | 3 |
| ___ | ART | 229FGH | History: Italian Renaissance II | 3 |
| ___ | ENGL | 110H | Exploration in Literature | 3 |
| ___ | ENGL | 115H | Introduction to Poetry | 3 |
| ___ | ENGL | 116H | Introduction to Fiction | 3 |
| ___ | ENGL | 120GH | Comparative Mythology | 3 |
| ___ | ENGL | 206GH* | European Literature of the 20th Century | 3 |
| ___ | ENGL | 211H | American Literature I | 3 |
| ___ | ENGL | 212H | American Literature II | 3 |
| ___ | ENGL | 215GH | African-American Writers | 3 |
| ___ | ENGL | 220H | Classical Mythology | 3 |
| ___ | ENGL | 229H | Bible as Literature | 3 |
| ___ | ENGL | 230H | Theatre as Literature | 3 |
| ___ | ENGL | 231H | British Literature I: Beginnings to 18th Century | 3 |
| ___ | ENGL | 232H | British Literature II: 19th Century to Present | 3 |
| ___ | ENGL | 240H | American Short Story | 3 |
| ___ | ENGL | 246GH | Major Women Writers | 3 |
| ___ | ENGL | 261H | Introduction to Humanities: Origins & Influences I | 4 |
| ___ | ENGL | 262H | Introduction to Humanities: Origins & Influences II | 4 |
| ___ | ENGL | 267H | Shakespeare: Tragedies, History | 3 |
| ___ | ENGL | 268H | Shakespeare: Tragedies, Comedies | 3 |
| ___ | HUM | 261H | Introduction to Humanities: Origins & Influences I | 4 |
| ___ | HUM | 262H | Introduction to Humanities: Origins & Influences II | 4 |
| ___ | LANG | 101GH | Elementary French I | 5 |
| ___ | LANG | 102GH* | Elementary French II | 5 |
| ___ | LANG | 111GH | Elementary German I | 5 |
| ___ | LANG | 112GH* | Elementary German II | 5 |
| ___ | LANG | 115GH | Elementary Italian I | 5 |
| ___ | LANG | 116GH* | Elementary Italian II | 5 |
| ___ | LANG | 121GH | Elementary Spanish I | 5 |
| ___ | LANG | 122GH* | Elementary Spanish II | 5 |
| ___ | LANG | 131GH | Elementary Russian I | 5 |
| ___ | LANG | 132GH* | Elementary Russian II | 5 |
| ___ | LANG | 215GH* | Intermediate Italian I | 4 |
| ___ | LANG | 216GH* | Intermediate Italian II | 4 |
| ___ | LANG | 221GH* | Intermediate Spanish I | 4 |
| ___ | LANG | 222GH* | Intermediate Spanish II | 4 |
| ___ | PHIL | 110H | Introduction to Philosophy | 3 |
| ___ | PHIL | 120H | Introduction to Ethics | 3 |
| ___ | PHIL | 250HSB | Political Theory | 3 |
| ___ | PLSC | 250HSB | Political Theory | 3 |
| ___ | REL | 229H | Bible as Literature | 3 |
| ___ | THEA | 100FH | Introduction to Theatre | 3 |
| ___ | THEA | 230H | Theatre as Literature | 3 |

## SOCIAL SCIENCES (SA,SB) — 6+ credits

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

**Group SA (one course):**

| | | | | |
|---|---|---|---|---|
| ___ | ANTH | 100SA | Introduction to Anthropology | 3 |
| ___ | ANTH | 220GSA | Race and Minorities | 3 |
| ___ | CJ | 105SA | Introduction to Criminal Justice | 3 |
| ___ | GEOG | 105GSA | World Regional Geography | 3 |
| ___ | GEOG | 201GSA | Human Geography | 3 |
| ___ | HS | 100SA* | Introduction to Human Services / Social Work | 3 |
| ___ | HS | 235SA* | Developmental Psychology | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | PSY | 210SA* | Social Psychology | 3 |
| ___ | PSY | 225NSA* | Physiological Psychology | 3 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | PSY | 245SA* | Abnormal Psychology | 3 |
| ___ | SOC | 105SA | Introduction to Criminal Justice | 3 |
| ___ | SOC | 110SA | Introduction to Sociology | 3 |
| ___ | SOC | 210SA* | Social Psychology | 3 |
| ___ | SOC | 220GSA | Race and Minorities | 3 |

**Group SB (one course):**

| | | | | |
|---|---|---|---|---|
| | ECON | 140SB | Introduction to Political Economy | 3 |
| | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | ECON | 212 GSB | Economic Principles: Macroeconomics | 3 |
| ___ | HIST | 111SB | History of Western Civilization I | 4 |
| ___ | HIST | 112SB | History of Western Civilization II | 4 |
| ___ | HIST | 211SB | US History: Colonial Era to 1860's | 4 |
| ___ | HIST | 212SB | US History: 1860's to Present | 4 |
| ___ | HIST | 250SB | Montana History | 3 |
| ___ | PHIL | 250HSB | Political Theory | 3 |
| ___ | PLSC | 100SB | American Government | 3 |
| ___ | PLSC | 200SB | American Government: Issues & Policy Making | 3 |
| ___ | PLSC | 250HSB | Political Theory | 3 |

*Indicates a prerequisite and/or corequisite is needed. Check course description.

## NATURAL SCIENCE (NL, N) — 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 NL):**

**Group NL (Laboratory Courses):**

| | | | | |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | BIOL | 103N* & 104L* | Biology II: The Diversity of Life and Lab | 5 |
| ___ | BIOL | 110N & 111L* | Basic Anatomy & Physiology and Lab | 4 |
| ___ | BIOL | 120NL | General Botany | 3 |
| ___ | BIOL | 121N* & 122L* | Introductory Ecology and Lab | 4 |
| ___ | BIOL | 205N* & 208L* | Microbiology and Lab | 4 |
| ___ | BIOL | 206N* & 208L* | Microbiology of Infectious Diseases and Lab | 4 |
| ___ | BIOL | 207NL* | Microbiology of Infectious Diseases w / Lab | 4 |
| ___ | BIOL | 221NL* | Cell and Molecular Biology | 5 |
| ___ | BIOL | 223NL* | Genetics and Change | 4 |
| ___ | BIOL | 231NL* | General Entomology | 3 |
| ___ | BIOL | 250NL | Rocky Mountain Flora | 3 |
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | BIOL | 262NL* | Human Anatomy & Physiology II | 4 |
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | CHEM | 134NL* | Organic & Biological Chemistry | 4 |
| ___ | CHEM | 210NL* | Forensic Science I | 4 |
| ___ | CHEM | 211NL* | Forensic Science II | 4 |
| ___ | CHEM | 221NL* | Organic Chemistry I | 5 |
| ___ | CHEM | 222NL* | Organic Chemistry II | 5 |
| ___ | GEOG | 101NL | Introduction to Physical Geography | 4 |
| ___ | GEOL | 100NL | Introduction to Earth Science | 4 |
| ___ | GEOL | 101NL | Introduction to Physical Geology | 4 |
| ___ | NSCI | 100NL | Introduction to Earth Science | 4 |
| ___ | NSCI | 101NL | Introduction to Physical Geography | 4 |
| ___ | NSCI | 102NL* | The Nature of Science | 4 |
| ___ | NSCI | 103NL* | Basic Physical Science | 4 |
| ___ | NSCI | 104NL | Environmental Science | 4 |
| ___ | PHYS | 111NL* | College Physics I | 5 |
| ___ | PHYS | 112NL* | College Physics II | 5 |
| ___ | PHYS | 201NL* | General Physics I | 6 |
| ___ | PHYS | 202NL* | General Physics II | 6 |

**Group N (Non-Conventional Lab):**

| | | | | |
|---|---|---|---|---|
| ___ | BIOL | 103N* | Biology II: The Diversity of Life (Lecture) | 3 |
| ___ | BIOL | 110N | Basic Anatomy and Physiology | 3 |
| ___ | BIOL | 115N | Practical Botany: An Overview of Useful Plants | 3 |
| ___ | BIOL | 121N* | Introductory Ecology | 3 |
| ___ | BIOL | 200N | Field Botany | 3 |
| ___ | BIOL | 205N* | Microbiology | 3 |
| ___ | BIOL | 206N* | Microbiology of Infectious Diseases | 3 |
| ___ | BIOL | 270N* | Pathophysiology | 4 |
| ___ | GEOL | 130N | Geology of Northwest Montana | 3 |
| ___ | HLTH | 221N* | Basic Human Nutrition | 3 |
| ___ | NR | 270N | Wildlife Habitat and Conservation | 3 |
| ___ | NSCI | 105N | Introduction to Astronomy | 3 |
| ___ | PHYS | 105N | Introduction to Astronomy | 3 |
| ___ | PHYS | 106N* | Radiation Physics | 4 |
| ___ | PSY | 225NSA* | Physiological Psychology | 3 |

## GLOBAL ISSUES (G) — 3+ credits

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

| | | | | |
|---|---|---|---|---|
| ___ | ANTH | 110G* | Cultural Anthropology | 3 |
| ___ | ANTH | 220GSA | Race and Minorities | 3 |
| ___ | ANTH | 230G | Indians of North America | 3 |
| ___ | ANTH | 232G | Indians of Montana | 3 |
| ___ | ART | 221FGH | Art History Survey I: Ancient to Middle Ages | 3 |
| ___ | ART | 222FGH | Art History Survey II: Renaissance to Modern | 3 |
| ___ | ART | 228FGH | History of Early Italian Renaissance | 3 |
| ___ | ART | 229FGH | History: Italian Renaissance II | 3 |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | ENGL | 120GH | Comparative Mythology | 3 |
| ___ | ENGL | 206GH* | European Literature of the 20th Century | 3 |
| ___ | ENGL | 215GH | African-American Writers | 3 |
| ___ | ENGL | 246GH | Major Women Writers | 3 |
| ___ | GEOG | 105GSA | World Regional Geography | 3 |
| ___ | GEOG | 201GSA | Human Geography | 3 |
| ___ | GEOG | 256G | Geography of North America | 3 |
| ___ | HIST | 270G | Environmental History | 3 |
| ___ | LANG | 101GH | Elementary French I | 5 |
| ___ | LANG | 102GH* | Elementary French II | 5 |
| ___ | LANG | 111GH | Elementary German I | 5 |
| ___ | LANG | 112GH* | Elementary German II | 5 |
| ___ | LANG | 115GH | Elementary Italian I | 5 |
| ___ | LANG | 116GH* | Elementary Italian II | 5 |
| ___ | LANG | 121GH | Elementary Spanish I | 5 |
| ___ | LANG | 122GH* | Elementary Spanish II | 5 |
| ___ | LANG | 131GH | Elementary Russian I | 5 |
| ___ | LANG | 132GH* | Elementary Russian II | 5 |
| ___ | LANG | 215GH* | Intermediate Italian I | 4 |
| ___ | LANG | 216GH* | Intermediate Italian II | 4 |
| ___ | LANG | 221GH* | Intermediate Spanish I | 4 |
| ___ | LANG | 222GH* | Intermediate Spanish II | 4 |
| ___ | LANG | 241G | Beginning American Sign Language (ASL) | 2 |
| ___ | LANG | 242G* | Intermediate American Sign Language (ASL) | 2 |
| ___ | LANG | 243G* | Advanced American Sign Language (ASL) | 2 |
| ___ | MUS | 222FG | Cultural Music Appreciation | 3 |
| ___ | REL | 110G | Introduction to the Study of Religion | 3 |
| ___ | REL | 115G | Religion in America | 3 |
| ___ | SOC | 220GSA | Race and Minorities | 3 |

*Indicates a prerequisite or corequisite is needed. Check course description.

**Additional degree requirements for Associates of Arts:**

**FINE ARTS (F) 3+ credits**

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

| | | | | |
|---|---|---|---|---|
| ___ | ART | 101F | Drawing I | 3 |
| ___ | ART | 114F | Painting I | 3 |
| ___ | ART | 150F | Art Photography I | 3 |
| ___ | ART | 151F | Design I | 3 |
| ___ | ART | 152F* | Design II | 3 |
| ___ | ART | 154F* | Digital Photography I | 3 |
| ___ | ART | 158F* | Basic Videomaking | 3 |
| ___ | ART | 161F | Ceramics I | 3 |
| ___ | ART | 162F | Ceramics II | 3 |
| ___ | ART | 201F* | Drawing II | 3 |
| ___ | ART | 202F* | Drawing III | 3 |
| ___ | ART | 205F* | Art Photography II | 3 |
| ___ | ART | 215F* | Painting II | 3 |
| ___ | ART | 221FGH | Art History Survey I: Ancient to Middle Ages | 3 |
| ___ | ART | 222FGH | Art History Survey II: Renaissance to Modern | 3 |
| ___ | ART | 228FGH | History of Early Italian Renaissance | 3 |
| ___ | ART | 229FGH | History: Italian Renaissance II | 3 |
| ___ | ART | 230F | Watercolor I | 3 |
| ___ | ART | 231F* | Watercolor II | 3 |
| ___ | ART | 241F | Jewelry & Metalsmithing I | 3 |
| ___ | ART | 242F* | Jewelry & Metalsmithing II | 3 |
| ___ | ART | 243F* | Jewelry & Metalsmithing III | 3 |
| ___ | ART | 261F* | Ceramics III | 3 |
| ___ | COMM | 158F* | Basic Videomaking | 3 |
| ___ | ENGL | 251F* | Creative Writing in Fiction | 3 |
| ___ | ENGL | 252F* | Creative Writing in Poetry | 3 |
| ___ | JRNL | 150F | Art Photography I | 3 |
| ___ | JRNL | 154F* | Digital Photography I | 3 |
| ___ | JRNL | 158F* | Basic Videomaking | 3 |
| ___ | JRNL | 205F* | Art Photography II | 3 |
| ___ | MUS | 115F* | Music Fundamentals / Introduction to Music Theory | 3 |
| ___ | MUS | 221F | Music Appreciation | 3 |
| ___ | MUS | 222FG | Cultural Music Appreciation | 3 |
| ___ | SP | 160CF | Oral Interpretation | 3 |
| ___ | THEA | 100FH | Introduction to Theatre | 3 |
| ___ | THEA | 111F | Acting I | 3 |
| ___ | THEA | 113F* | Acting II | 3 |
| ___ | THEA | 211F* | Acting III | 3 |
| ___ | THEA | 213F* | Acting IV | 3 |

**SOCIAL SCIENCES (SA or SB), HUMANITIES (H), COMMUNICATIONS (C) 3+ credits**

**Complete 3 credits from Social Sciences (SA or SB), Humanities (H) or Communications (C).**

_____

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**ELECTIVES 20+/- credits**

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

_____

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**TOTAL CREDITS 60**

**To receive both an Associate of Arts and an Associate of Science degree, the degree requirements for <u>BOTH</u> degrees must be met. An additional fifteen (15) credits are required as specified below:**

- ___ **A. Math (M) (selected from the list on page 47) and/or Natural Science (NL or N) 3 credits**
- ___ **B. Natural Science (NL or N) or Math (M) 3 credits**
- ___ **C. Communications (C), Math (M), Humanities (H), Social Sciences (SA or SB), Natural Science (NL or N), or Global Issues (G) 9 credits**
- ___ **D. A total of 75 credits numbered 100 or above.**

*Indicates a prerequisite or corequisite is needed. Check course description.

# 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 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 (T) — 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 100T 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 100T.

| | | | | |
|---|---|---|---|---|
| ___ | CASC | 102T* | Fundamentals of Windows | 1 |
| ___ | CASC | 103T* | Fundamentals of Word Processing: WordPerfect | 1 |
| ___ | CASC | 105T* | Fundamentals of Word Processing: Word | 1 |
| ___ | CASC | 107T* | Fundamentals of Spreadsheets: Excel | 1 |
| ___ | CASC | 108T* | Fundamentals of Database: Access | 1 |
| ___ | CASC | 109T* | Fundamentals of Presentation Graphics: PowerPoint | 1 |
| ___ | CASC | 115T* | Fundamentals of Internet | 1 |
| ___ | CMPA | 100T* | Introduction to Microcomputers | 1 |
| ___ | CMPA | 126T* | Networking Fundamentals | 4 |
| ___ | CMPA | 130T* | Integrated Software Application | 2 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | CMPA | 135T* | Microsoft Publisher | 4 |
| ___ | CMPA | 141T* | Beginning Work Processing | 3 |
| ___ | CMPA | 151T* | Spreadsheets | 3 |
| ___ | CMPA | 166T* | Computer Operating Systems | 3 |
| ___ | CMPA | 172T* | Computer Repair & Maintenance (A+) | 3 |
| ___ | CMPA | 176T* | Introduction to Router Technology | 4 |
| ___ | CMPA | 210T* | Network Operating Systems | 4 |
| ___ | CMPA | 226T* | Routing & Switching | 4 |
| ___ | CMPA | 261T* | Introduction to Database Processing | 4 |
| ___ | CMPA | 262T* | Advanced Database Processing | 4 |
| ___ | CMPA | 270T* | Web Publishing: HTML & Web Page Design | 3 |
| ___ | CMPA | 271T* | Web Page Programming | 4 |
| ___ | CMPA | 272T* | Image Editing on the Web | 3 |
| ___ | CMPA | 273T* | Data Driven Web Sites | 3 |
| ___ | CMPA | 274T* | Interactive Media for the Web | 3 |
| ___ | CMPA | 275T* | Web Development Tools: Dreamweaver | 3 |
| ___ | CMPA | 276T* | Network Design | 4 |
| ___ | CS | 100T | Introduction to Computer Science: Computer Literacy | 4 |
| ___ | CS | 131T | Visual Basic Programming | 4 |
| ___ | CS | 171T | Fundamentals of Computer Science I: JAVA | 4 |
| ___ | CS | 172T* | Fundamentals of Computer Science II: JAVA | 4 |
| ___ | CS | 204T* | C++ Programming | 4 |
| ___ | CS | 212T* | Data Communications | 2 |
| ___ | CS | 222T* | Data Structures | 3 |
| ___ | CS | 231T* | Computer Organization & Architecture | 4 |

## WRITING (W) — 3 credits

| | | | | |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |

## COMMUNICATIONS (C) — 3 credits

**Three (3) semester credits selected from the following:**

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

*Indicates a prerequisite and/or corequisite is needed. Check course description.

| | | | | |
|---|---|---|---|---|
| ___ | SP | 160CF | Oral Interpretation | 3 |
| ___ | THEA | 201C | Voice and Speech I | 2 |
| ___ | THEA | 202C* | Voice and Speech II | 2 |

## MATH (M) — 3+ credits

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

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

## HUMANITIES (H) — 6+ credits

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

| | | | | |
|---|---|---|---|---|
| ___ | ART | 221FGH | Art History Survey I: Ancient to Middle Ages | 3 |
| ___ | ART | 222FGH | Art History Survey II: Renaissance to Modern | 3 |
| ___ | ART | 228FGH | History of Early Italian Renaissance | 3 |
| ___ | ART | 229FGH | History: Italian Renaissance II | 3 |
| ___ | ENGL | 110H | Exploration in Literature | 3 |
| ___ | ENGL | 115H | Introduction to Poetry | 3 |
| ___ | ENGL | 116H | Introduction to Fiction | 3 |
| ___ | ENGL | 120GH | Comparative Mythology | 3 |
| ___ | ENGL | 206GH* | European Literature of the 20th Century | 3 |
| ___ | ENGL | 211H | American Literature I | 3 |
| ___ | ENGL | 212H | American Literature II | 3 |
| ___ | ENGL | 215GH | African-American Writers | 3 |
| ___ | ENGL | 220H | Classical Mythology | 3 |
| ___ | ENGL | 229H | Bible as Literature | 3 |
| ___ | ENGL | 230H | Theatre as Literature | 3 |
| ___ | ENGL | 231H | British Literature I: Beginnings to 18th Century | 3 |
| ___ | ENGL | 232H | British Literature II: 19th Century to Present | 3 |
| ___ | ENGL | 240H | American Short Story | 3 |
| ___ | ENGL | 246GH | Major Women Writers | 3 |
| ___ | ENGL | 261H | Introduction to Humanities: Origins & Influences I | 4 |
| ___ | ENGL | 262H | Introduction to Humanities: Origins & Influences II | 4 |
| ___ | ENGL | 267H | Shakespeare: Tragedies, History | 3 |
| ___ | ENGL | 268H | Shakespeare: Tragedies, Comedies | 3 |
| ___ | HUM | 261H | Introduction to Humanities: Origins & Influences I | 4 |
| ___ | HUM | 262H | Introduction to Humanities: Origins & Influences II | 4 |
| ___ | LANG | 101GH | Elementary French I | 5 |
| ___ | LANG | 102GH* | Elementary French II | 5 |
| ___ | LANG | 111GH | Elementary German I | 5 |
| ___ | LANG | 112GH* | Elementary German II | 5 |
| ___ | LANG | 115GH | Elementary Italian I | 5 |
| ___ | LANG | 116GH* | Elementary Italian II | 5 |
| ___ | LANG | 121GH | Elementary Spanish I | 5 |
| ___ | LANG | 122GH* | Elementary Spanish II | 5 |
| ___ | LANG | 131GH | Elementary Russian I | 5 |
| ___ | LANG | 132GH* | Elementary Russian II | 5 |
| ___ | LANG | 215GH* | Intermediate Italian I | 4 |
| ___ | LANG | 216GH* | Intermediate Italian II | 4 |
| ___ | LANG | 221GH* | Intermediate Spanish I | 4 |
| ___ | LANG | 222GH* | Intermediate Spanish II | 4 |
| ___ | PHIL | 110H | Introduction to Philosophy | 3 |
| ___ | PHIL | 120H | Introduction to Ethics | 3 |
| ___ | PHIL | 250HSB | Political Theory | 3 |
| ___ | PLSC | 250HSB | Political Theory | 3 |
| ___ | REL | 229H | Bible as Literature | 3 |
| ___ | THEA | 100FH | Introduction to Theatre | 3 |
| ___ | THEA | 230H | Theatre as Literature | 3 |

## SOCIAL SCIENCES (SA, SB) — 6+ credits

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

**Group SA (one course):**

| | | | | |
|---|---|---|---|---|
| ___ | ANTH | 100SA | Introduction to Anthropology | 3 |
| ___ | ANTH | 220GSA | Race and Minorities | 3 |
| ___ | CJ | 105SA | Introduction to Criminal Justice | 3 |
| ___ | GEOG | 105GSA | World Regional Geography | 3 |
| ___ | GEOG | 201GSA | Human Geography | 3 |
| ___ | HS | 100SA* | Introduction to Human Services / Social Work | 3 |
| ___ | HS | 235SA* | Developmental Psychology | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | PSY | 210SA* | Social Psychology | 3 |
| ___ | PSY | 225NSA* | Physiological Psychology | 3 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | PSY | 245SA* | Abnormal Psychology | 3 |
| ___ | SOC | 105SA | Introduction to Criminal Justice | 3 |
| ___ | SOC | 110SA | Introduction to Sociology | 3 |
| ___ | SOC | 210SA* | Social Psychology | 3 |
| ___ | SOC | 220GSA | Race and Minorities | 3 |

**Group SB (one course):**

| | | | | |
|---|---|---|---|---|
| ___ | ECON | 140SB | Introduction to Political Economy | 3 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | HIST | 111SB | History of Western Civilization I | 4 |
| ___ | HIST | 112SB | History of Western Civilization II | 4 |
| ___ | HIST | 211SB | U.S. History: Colonial Era to 1860's | 4 |
| ___ | HIST | 212SB | U.S. History: 1860's to Present | 4 |
| ___ | HIST | 250SB | Montana History | 3 |
| ___ | PHIL | 250HSB | Political Theory | 3 |
| ___ | PLSC | 100SB | American Government | 3 |
| ___ | PLSC | 200SB | American Government: Issues & Policy Making | 3 |
| ___ | PLSC | 250HSB | Political Theory | 3 |

* Indicates a prerequisite and / or corequisite is needed. Check course description.

## NATURAL SCIENCE (NL, N) 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 NL):**

**Group NL (Laboratory Courses):**

| | | | | |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | BIOL | 103N*&104L* | Biology II: The Diversity of Life and Lab | 5 |
| ___ | BIOL | 110N & 111L* | Basic Anatomy & Physiology and Lab | 4 |
| ___ | BIOL | 120NL | General Botany | 3 |
| ___ | BIOL | 121N*&122L* | Introductory Ecology w/Lab | 4 |
| ___ | BIOL | 205N*&208L* | Microbiology and Lab | 4 |
| ___ | BIOL | 206N*&208L* | Microbiology of Infectious Diseases and Lab | 4 |
| ___ | BIOL | 207NL* | Microbiology of Infectious Diseases and Lab | 4 |
| ___ | BIOL | 221NL* | Cell and Molecular Biology | 5 |
| ___ | BIOL | 223NL* | Genetics and Change | 4 |
| ___ | BIOL | 231NL* | General Entomology | 3 |
| ___ | BIOL | 250NL | Rocky Mountain Flora | 3 |
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | BIOL | 262NL* | Human Anatomy & Physiology II | 4 |
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | CHEM | 134NL* | Organic & Biological Chemistry | 4 |
| ___ | CHEM | 210NL* | Forensic Science I | 4 |
| ___ | CHEM | 211NL* | Forensic Science II | 4 |
| ___ | CHEM | 221NL* | Organic Chemistry I | 5 |
| ___ | CHEM | 222NL* | Organic Chemistry II | 5 |
| ___ | GEOG | 101NL | Introduction to Physical Geography | 4 |
| ___ | GEOL | 100NL | Introduction to Earth Science | 4 |
| ___ | GEOL | 101NL | Introduction to Physical Geology | 4 |
| ___ | NSCI | 100NL | Introduction to Earth Science | 4 |
| ___ | NSCI | 101NL | Introduction to Physical Geography | 4 |
| ___ | NSCI | 102NL* | The Nature of Science | 4 |
| ___ | NSCI | 103NL* | Basic Physical Science | 4 |
| ___ | NSCI | 104NL | Environmental Science | 4 |
| ___ | PHYS | 111NL* | College Physics I | 5 |
| ___ | PHYS | 112NL* | College Physics II | 5 |
| ___ | PHYS | 201NL* | General Physics I | 6 |
| ___ | PHYS | 202NL* | General Physics II | 6 |

**Group N (Non-Conventional Lab):**

| | | | | |
|---|---|---|---|---|
| ___ | BIOL | 103N* | Biology II: The Diversity of Life (Lecture) | 3 |
| ___ | BIOL | 110N | Basic Anatomy and Physiology | 3 |
| ___ | BIOL | 115N | Practical Botany: An Overview of Useful Plants | 3 |
| ___ | BIOL | 121N* | Introductory Ecology | 3 |
| ___ | BIOL | 200N | Field Botany | 3 |
| ___ | BIOL | 205N* | Microbiology | 3 |
| ___ | BIOL | 206N* | Microbiology of Infectious Diseases | 3 |
| ___ | BIOL | 270N* | Pathophysiology | 4 |
| ___ | GEOL | 130N | Geology of Northwest Montana | 3 |
| ___ | HLTH | 221N* | Basic Human Nutrition | 3 |
| ___ | NR | 270N | Wildlife Habitat and Conservation | 3 |
| ___ | NSCI | 105N | Introduction to Astronomy | 3 |
| ___ | PHYS | 105N | Introduction to Astronomy | 3 |
| ___ | PHYS | 106N* | Radiation Physics | 4 |
| ___ | PSY | 225NSA* | Physiological Psychology | 3 |

## GLOBAL ISSUES (G) 3+ credits

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

| | | | | |
|---|---|---|---|---|
| ___ | ANTH | 110G* | Cultural Anthropology | 3 |
| ___ | ANTH | 220GSA | Race and Minorities | 3 |
| ___ | ANTH | 230G | Indians of North America | 3 |
| ___ | ANTH | 232G | Indians of Montana | 3 |
| ___ | ART | 221FGH | Art History Survey I: Ancient to Middle Ages | 3 |
| ___ | ART | 222FGH | Art History Survey II: Renaissance to Modern | 3 |
| ___ | ART | 228FGH | History of Early Italian Renaissance | 3 |
| ___ | ART | 229FGH | History: Italian Renaissance II | 3 |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | ENGL | 120GH | Comparative Mythology | 3 |
| ___ | ENGL | 215GH | African-American Writers | 3 |
| ___ | ENGL | 246GH | Major Women Writers | 3 |
| ___ | GEOG | 105GSA | World Regional Geography | 3 |
| ___ | GEOG | 201GSA | Human Geography | 3 |
| ___ | GEOG | 256G | Geography of North America | 3 |
| ___ | HIST | 270G | Environmental History | 3 |
| ___ | LANG | 101GH | Elementary French I | 5 |
| ___ | LANG | 102GH* | Elementary French II | 5 |
| ___ | LANG | 111GH | Elementary German I | 5 |
| ___ | LANG | 112GH* | Elementary German II | 5 |
| ___ | LANG | 115GH | Elementary Italian I | 5 |
| ___ | LANG | 116GH* | Elementary Italian II | 5 |
| ___ | LANG | 121GH | Elementary Spanish I | 5 |
| ___ | LANG | 122GH* | Elementary Spanish II | 5 |
| ___ | LANG | 131GH | Elementary Russian I | 5 |
| ___ | LANG | 132GH* | Elementary Russian II | 5 |
| ___ | LANG | 215GH* | Intermediate Italian I | 4 |
| ___ | LANG | 216GH* | Intermediate Italian II | 4 |
| ___ | LANG | 221GH* | Intermediate Spanish I | 4 |
| ___ | LANG | 222GH* | Intermediate Spanish II | 4 |
| ___ | LANG | 241G | Beginning American Sign Language (ASL) | 2 |
| ___ | LANG | 242G* | Intermediate American Sign Language (ASL) | 2 |
| ___ | LANG | 243G* | Advanced American Sign Language (ASL) | 2 |
| ___ | MUS | 222FG | Cultural Music Appreciation | 3 |
| ___ | REL | 110G | Introduction to the Study of Religion | 3 |
| ___ | REL | 115G | Religion in America | 3 |
| ___ | SOC | 220GSA | Race and Minorities | 3 |

* Indicates a prerequisite and/or corequisite is needed. Check course description.

**Additional degree requirements for Associate of Science:**

**Math (M) (selected from the list on page 47) and/or Natural Science (NL or N) 6+ credits**

**Complete 6 credits from Math (M) and/or Natural Science (NL or N).**

_____

_____

**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 (F) 3 credits**
**___B. Communications (C), Humanities (H) or Social Sciences (SA or SB) 3 credits**
**___C. Communications (C), Math (M), Humanities (H), Social Sciences (SA or SB), Natural Sciences (NL or N), and Global Issues (G) listings. 9 credits**
**___D. A total of 75 credits numbered 100 or above.**

## Criteria for General Education Courses:

**Humanities:**

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

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

The cultural-language-literature component must contain a majority of the following dimensions:
(1) value-centered;
(2) creativity;
(3) critical-analytical;
(4) traditional-cultural;
(5) oral / written;
(6) linguistic; and
(7) reflective.

Language instruction should emphasize the following:
(1) conversation principally in the target language; and
(2) cultural dimensions of the target language and its people.

**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 Science:**

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; and
(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:**

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

**Fine Arts:**

Courses in this category are intended to emphasize the visual, creative, and performing arts -- each of which may be studied expressively or appreciatively.

Specifically, the expressive art courses require students to :
(1) attain art skills while in the process of creating a work of art;
(2) develop an aesthetic sense; and
(3) write about art.

Art appreciation courses require students to:
(1) study significant works of art within their cultural context;
(2) critically evaluate works of art; and
(3) write analytically.

# Transfer Curricula



# 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.

# Art

## Transfer Curricula

The School of Fine Arts at **The University of Montana-Missoula** and the School of Art at **Montana State University-Bozeman** provide students with intensive professional training for students interested in careers in the field of art. Admission into the Bachelor of Fine Arts program is competitive at both schools. Students will need to submit a portfolio and adhere to specific application deadlines. **The University of Montana-Missoula** offers a BA and BFA in Sculpture, Ceramics, Printmaking, Photography, Painting and Drawing and degree in Art Education K-12. **Montana State University-Bozeman** offers a BFA in Studio Arts and Graphic Design and a BA in Art History, Art Education K-12 and Liberal Arts Studio.

Associate of Arts Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 161F | Ceramics I | 3 |
| ___ | ART | 162F* | Ceramics II | 3 |
| ___ | ART | 221FGH | Art History Survey I: Ancient to Middle Ages | 3 |
| ___ | ART | 222FGH | Art History Survey II: Renaissance to Modern | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 2 |
| ___ | _____ | ____ | Humanities (H) or Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 101F | Drawing I | 3 |
| ___ | ART | 114F | Painting I | 3 |
| ___ | ART | 150F | Art Photography I | 3 |
| ___ | ART | 205F* | Art Photography II | 3 |
| ___ | ART | 215F* | Painting II | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Humanities (H), Communications (C), or Social Sciences (SA or SB) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **30** |

**Total Credits** **60**

Suggested course of study for a transfer to **Montana State University-Bozeman** in **Fine Arts**:

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 161F | Ceramics I | 3 |
| ___ | ART | 221FGH | Art History Survey I: Ancient to Middle Ages | 3 |
| ___ | ART | 222FGH | Art History Survey II: Renaissance to Modern | 3 |
| ___ | ART | 241F | Jewelry and Metalsmithing I | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 2 |
| ___ | _____ | ____ | Humanities (H) or Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 101F | Drawing I | 3 |
| ___ | ART | 114F | Painting I | 3 |
| ___ | ART | 150F | Art Photography I | 3 |
| ___ | ART | 151F | Design I | 3 |
| ___ | ART | 152F* | Design II | 3 |
| ___ | ART | 251* | Life Drawing I | 2 |
| ___ | _____ | ____ | Elective | 1 |
| ___ | _____ | ____ | Humanities (H), Communications (C), or Social Sciences (SA or SB) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **30** |

**Total Credits** **60**

*Indicates prerequisite and/or corequisite needed.
Check course description.

Advisors:

John Rawlings
RH/SAT 107
(406)756-3896
jrawlings@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.*

# Biology

## Transfer Curricula

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: Ecology and Evolution, Biomedical Sciences, Biology Teaching (see Education in this catalog), and Fish and Wildlife 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
RH / 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 as 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 46 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**

**First Year**

| ✓ | Course | No. | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | BIOL | 103N* | Biology II: The Diversity of Life | 3 |
| ___ | BIOL | 104L* | Biology II: The Diversity of Life Lab | 2 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 175M* | Applied Calculus | 5 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | CHEM 101NL*[1] & CHEM 134NL*[1] or CHEM 121NL*[2] & CHEM 122NL*[2] | 8-10 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Year Total** | **35-37** |

**Second Year**

| ✓ | Course | No. | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 221NL* | Cell and Molecular Biology [3] | 5 |
| ___ | BIOL | 223NL* | Genetics and Change[3] | 4 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | PHYS 111NL*[3] & PHYS 112NL*[3] or PHYS 201NL*[3] & PHYS 202NL*[3] or GEOL 101NL[4] | 10-12 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **33-35** |
| | | | **Total Credits** | **68-72[5]** |

*Indicates prerequisite and / or co-requisite needed.
[1] If pursuing the Ecology or Natural History option.
[2] If pursuing the Botanical Sciences, Human Biological Sciences or Zoological Sciences option students should take either CHEM 101NL* and CHEM 134NL* or CHEM 121NL*, CHEM 122NL*, CHEM 221NL* and CHEM 222NL*.
[3] If pursuing the Botanical Sciences, Cellular and Molecular Biology, Ecology, Human Biological Sciences or Zoological Sciences option, students may select either PHYS 111NL* and PHYS 112NL* or PHYS 201NL* and PHYS 202NL*.
[4] If pursuing the Natural History option.
[5] If time permits, students pursuing the Human Biological Sciences option may consider taking the following courses:

| | | | | |
|---|---|---|---|---|
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | BIOL | 262NL* | Human Anatomy & Physiology II | 4 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |

If time permits, students pursuing the Botanical Sciences or Natural History option may consider taking the following course:

| | | | | |
|---|---|---|---|---|
| ___ | BIOL | 250NL | Rocky Mountain Flora | 3 |

*Indicates prerequisite and / or corequisite 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 **Montana Tech**:

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | BIOL | 121N* | Introductory Ecology | 3 |
| ___ | BIOL | 122L* | Ecology Lab | 1 |
| ___ | BIOL | 205N* | Microbiology | 3 |
| ___ | BIOL | 208L* | Microbiology Lab | 1 |
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I | 5 |
| ___ | MATH | 122M* | Calculus & Analytic Geometry II | 5 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Year Total** | **42** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 250NL | Rocky Mountain Flora | 3 |
| ___ | BIOL | 261NL* | Human Anatomy and Physiology I | 4 |
| ___ | BIOL | 262NL* | Human Anatomy and Physiology II | 4 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | PHYS | 111NL* | College Physics I | 5 |
| ___ | PHYS | 112NL* | College Physics II | 5 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **40** |
| | | | **Total Credits** | **82** |

*Indicates prerequisite and/or corequisite 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 **Montana State University-Bozeman**:

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | BIOL | 103N* | Biology II: The Diversity of Life | 3 |
| ___ | BIOL | 104L* | Biology II: The Diversity of Life Lab | 2 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | _____ | ____ | CHEM 101NL* & CHEM 134NL* or CHEM 121NL[1]* & CHEM 122NL[1]* | 8-10 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | MATH 121M[2]* or MATH 175M* | 5 |
| | | | **First Year Total** | **35-37** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | _____ | ____ | PHYS 111NL* & PHYS 112NL* or PHYS 201NL[3]* & PHYS 202NL[3]* | 10-12 |
| ___ | _____ | ____ | Elective[4] | 3+ |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **26-28+** |
| | | | **Total Credits** | **61-65+** |

[1] If pursuing the Ecology and Evolution option, students may select either chemistry sequence. If pursuing the Organismal Biology or Biomedical Sciences or Cell Biology and Neuroscience option, students should take CHEM 121NL* & CHEM 122NL*.

[2] If pursuing the Cell Biology and Neuroscience option, students should take MATH 121M* & MATH 122M*. For all other options, students should consult with their advisor for the best course selection.

[3] If pursuing the Ecology and Evolution option, students may select either physics sequence. If pursuing the Organismal Biology, Biomedical Sciences, or Cell Biology and Neuroscience option, students should take PHYS 111NL* and PHYS 112NL*.

[4] If time permits, students may consider taking the following elective if pursuing the Ecology and Evolution Option:

| | | | | |
|---|---|---|---|---|
| ___ | ENGL | 201C* | Advanced Composition | 3 |

If time permits, students may consider taking the following courses if pursuing the Biomedical Sciences option:

| | | | | |
|---|---|---|---|---|
| ___ | BIOL | 206N* | Microbiology of Infectious Diseases | 3 |
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | BIOL | 262NL* | Human Anatomy & Physiology II | 4 |
| ___ | CHEM | 221NL* | Organic Chemistry I | 5 |
| ___ | CHEM | 222NL* | Organic Chemistry II | 5 |
| ___ | ENGL | 150C* | Technical Writing | 3 |

If time permits, students may consider taking the following courses if pursuing the Cell Biology and Neuroscience option:

| | | | | |
|---|---|---|---|---|
| ___ | CHEM | 221NL* | Organic Chemistry I | 5 |
| ___ | CHEM | 222NL* | Organic Chemistry II | 5 |

# Business Administration

## Transfer Curricula

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**:

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BUS | 271 | Business Law | 4 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 104M* | College Algebra | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 201 | Principles of Accounting I | 4 |
| ___ | ACCT | 202* | Principles of Accounting II | 4 |
| ___ | BUS | 273* | Quantitative Business Applications | 3 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| ___ | _____ | ____ | Math (M) or Natural Science (NL or N) Requirement | 3 |
| | | | **Second Year Total** | **30** |
| | | | **Total Credits** | **60** |

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BUS | 130C* | Business Communications | 3 |
| ___ | CS | 100T | Intro. to Computer Science: Computer Literacy | 4 |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | ENGL | 201C* | Advanced Composition | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| ___ | _____ | ____ | Social Science (SA) Requirement | 3 |
| | | | **First Year Total** | **28** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 201 | Principles of Accounting I | 4 |
| ___ | ACCT | 202* | Principles of Accounting II | 4 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | MATH | 175M* | Applied Calculus | 5 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| | | | **Second Year Total** | **32** |
| | | | **Total Credits** | **60** |

*Indicates prerequisite and/or corequisite 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.*

Associate of Science Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BUS | 271 | Business Law | 4 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | ____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Math (M) or Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 201 | Principles of Accounting I | 4 |
| ___ | ACCT | 202* | Principles of Accounting II | 4 |
| ___ | _____ | ____ | Elective | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Math (M) or Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **Second Year Total** | **30** |
| | | | **Total Credits** | **60** |

**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 as 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 46 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 Arts Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BUS | 271 | Business Law | 4 |
| ___ | CMPA | 151T* | Spreadsheets | 3 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 103* | Intermediate Algebra | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Any Literature Course from the Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | MATH 104M* or MATH 106MA* | 3-4 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **35-36** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 201 | Principles of Accounting I | 4 |
| ___ | ACCT | 202* | Principles of Accounting II | 4 |
| ___ | SOC | 110SA | Introduction to Sociology | 3 |
| ___ | _____ | ____ | HIST 111SB & HIST 112SB or HIST 211SB & HIST 212SB | 8 |
| ___ | _____ | ____ | Humanities (H) Requirement (if completed REL 225* instead of PHIL 120H) | 3 |
| ___ | _____ | ____ | PHIL 120H or REL 225* | 3 |
| ___ | _____ | ____ | REL 110G, REL 115G, REL 125, or REL 228 | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| | | | **Second Year Total** | **31** |
| | | | **Total Credits** | **66-67** |

*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.*

# Chemistry

## *Transfer Curricula*

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 as 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 46 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 | 121NL* | General Chemistry I | 5 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I | 5 |
| ___ | CMPA | 131T* | Business Software | 4 |
| | | | **First Semester Total** | **17** |

**Spring Semester**

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

**Summer Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | _____ | ____ | Humanities (H) or Global Issues (G) Requirement | 3 |
| | | | Social Sciences (SA) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Third Semester Total** | **9** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 221NL* | Organic Chemistry I | 5 |
| ___ | MATH | 221M* | Calculus & Analytic Geometry III | 5 |
| ___ | PHYS | 202NL* | General Physics II | 6 |
| ___ | _____ | ____ | LANG 101GH, LANG 111GH, LANG 115GH , LANG 121GH or LANG 131GH | 5 |
| | | | **First Semester Total** | **21** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 222NL* | Organic Chemistry II | 5 |
| ___ | MATH | 201M* | Linear Algebra | 4 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | LANG 102GH*, LANG 112GH*, LANG 116GH*, LANG 122GH* or LANG 132GH* | 5 |
| | | | **Second Semester Total** | **17** |

**Total Credits** **80****

*Indicates prerequisite and/or corequisite 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 | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | BIOL | 221NL* | Cell and Molecular Biology | 5 |
| ___ | BIOL | 223NL* | Genetics and Change | 4 |
| ___ | GEOL | 101NL | Introduction to Physical Geology | 4 |
| ___ | PHYS | 111NL* | College Physics I | 5 |
| ___ | PHYS | 112NL* | 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 | 121NL* | General Chemistry I | 5 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I | 5 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **First Semester Total** | **17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | MATH 122M*[1] or MATH 210M*[2] | 4-5 |
| | | | **Second Semester Total** | **15-16** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 221NL* | Organic Chemistry I | 5 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | MATH 221M*[1] or BIOL 101NL[2] | 4-5 |
| ___ | _____ | ____ | PHYS 111NL*[1,2] or PHYS 201NL*[1] | 5-6 |
| | | | **First Semester Total** | **17-19** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 222NL* | Organic Chemistry II | 5 |
| ___ | _____ | ____ | BIOL 103N*[2] & BIOL 104L*[2] | 0-5 |
| ___ | _____ | ____ | PHYS 112NL*[1,2] or PHYS 202NL*[1] | 5-6 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Semester Total** | **16-22** |

**Total Credits** **65-74**

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

[1] Chemistry Majors
[2] Biochemistry Majors

Advisors:

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Dr. Janice Alexander
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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.*

# *Communication Studies*

## *Transfer Curricula*

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.

Associate of Arts Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 104M* | College Algebra | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | SP | 120C | Interpersonal Relations / Communications | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | ENGL 110H[3] or ENGL 116H[3] or Humanities (H) Requirement[1,2] | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| ___ | _____ | ____ | PSY 110SA[2], SOC 110SA[1] or Social Sciences (SA) Requirement[3] | 3-4 |
| | | | **First Year Total** | **29-30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | SP | 215 | Negotiations | 3 |
| ___ | _____ | ____ | ANTH 110G*[1] or Global Issues (G) Requirement[2,3] | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | HIST 212SB[3] or Social Sciences (SB) Requirement[1,2] | 3-4 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | PHIL 250HSB[3] or Humanities (H) Requirement[1,2] | 3 |
| ___ | _____ | ____ | PSY 235SA*[2] or Elective[1,3] | 3 |
| ___ | _____ | ____ | SOC 210SA*[2] or Elective[1,3] | 3 |
| ___ | _____ | ____ | SOC 270[2] or Elective[1,3] | 3 |
| | | | **Second Year Total** | **31-32** |

**Total Credits** **60-62**

*Indicates prerequisite and / or corequisite needed.
Check course description.
[1] If pursuing the Organizational Communication option
[2] If pursuing the Communication and Human Relationships option.
[3] If pursuing the Rhetoric and Public Discourse option.

Advisor:

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

# Computer Science

## *Transfer Curricula*

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 | 171T | Fundamentals of Computer Science I: JAVA | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I | 5 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Semester Total** | **15** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CS | 172T* | Fundamentals of Computer Science II : JAVA | 4 |
| ___ | MATH | 122M* | Calculus & Analytic Geometry II | 5 |
| ___ | PHYS | 201NL* | General Physics I | 6 |
| ___ | SP | 110C | Public Speaking | 3 |
| | | | **Second Semester Total** | **18** |

**Summer Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | _____ | ____ | Social Sciences (SA)Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Third Semester Total** | **6** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CS | 231T* | Computer Organization & Architecture | 4 |
| ___ | MATH | 201M* | Linear Algebra | 4 |
| ___ | MATH | 231M* | Discrete Mathematics | 4 |
| ___ | PHYS | 202NL* | General Physics II | 6 |
| | | | **First Semester Total** | **18** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CS | 204T* | C++ Programming | 4 |
| ___ | CS | 222T* | Data Structures | 3 |
| ___ | ENGL | 150C* | Technical Writing | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 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 as 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 46 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 | 171T | Fundamentals of Computer Science I: JAVA | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I | 5 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **First Semester Total** | **18** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CS | 172T* | Fundamentals of Computer Science II: JAVA | 4 |
| ___ | MATH | 122M* | Calculus & Analytic Geometry II | 5 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement ** | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Semester Total** | **18** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ____ | CS | 231T* | Computer Organization & Architecture | 4 |
| ___ | MATH | 201M* | Linear Algebra | 4 |
| ___ | MATH | 221M* | Calculus & Analytic Geometry III | 5 |
| ___ | _____ | ____ | Elective *** | 0-3 |
| ____ | ____ | ____ | Natural Science (NL or N) Requirement** | 3 |
| | | | **First Semester Total** | **16-19** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CS | 222T* | Data Structures | 3 |
| ___ | MATH | 222M* | Differential Equations | 5 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) 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 121NL* & CHEM 122NL* and two additional science credits OR PHYS 201NL* & PHYS 202NL*. 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 | 171T | Fundamentals of Computer Science I: JAVA | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I | 5 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Semester Total** | **19** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CS | 172T* | Fundamentals of Computer Science II: JAVA | 4 |
| ___ | MATH | 122M* | Calculus & Analytic Geometry II | 5 |
| ___ | PHYS | 201NL* | General Physics I | 6 |
| ___ | SP | 110C | Public Speaking | 3 |
| | | | **Second Semester Total** | **18** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ____ | CS | 231T* | Computer Organization & Architecture | 4 |
| ___ | MATH | 201M* | Linear Algebra | 4 |
| ___ | MATH | 231M* | Discrete Mathematics | 4 |
| ___ | PHYS | 202NL* | General Physics II | 6 |
| | | | **First Semester Total** | **18** |

**Spring Semester**

| | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CS | 2204T* | C++ Programming | 4 |
| ___ | CS | 222T* | Data Structures | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Semester Total** | **16** |

**Total Credits** **71****

*Indicates prerequisite and/or corequisite needed. Check course description.

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

| | | | | |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | GEOL | 101NL | Introduction to Physical Geology | 4 |
| ___ | NSCI | 104NL | Environmental Science | 4 |

Advisor:

Tim Weide, BSS 107, (406) 756-3857, tweide@fvcc.edu

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

# Criminal Justice

## Transfer Curricula

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

Associate of Arts Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BADM | 176 | Human Relations in Business | 3 |
| ___ | CJ | 105SA | Introduction to Criminal Justice | 3 |
| ___ | CJ | 220 | Corrections | 3 |
| ___ | CJ | 225 | Criminal Law | 3 |
| ___ | CJ | 231* | Criminal Procedure | 2 |
| ___ | CJ | 271* | Seminar (Courts) | 1 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 103* | Intermediate Algebra | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| | | | **First Year Total** | **35** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 210NL* | Forensic Science I | 4 |
| ___ | CJ | 255 | Introduction to Criminology | 3 |
| ___ | CJ | 260 | Introduction to Juvenile Delinquency | 3 |
| ___ | PHIL | 120H | Introduction to Ethics | 3 |
| ___ | _____ | ____ | Any Literature Course from the Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | HIST 111SB & HIST 112SB or HIST 211SB & HIST 212SB | 8 |
| ___ | _____ | ____ | PE Electives | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | REL 110G or REL 115G | 3 |
| | | | **Second Year Total** | **33** |
| | | | **Total Credits** | **68** |

*Indicates prerequisite and/or corequisite needed. Check course description.

Suggested course of study for a transfer to T**he University of Montana – Missoula:**

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CJ | 105SA | Introduction to Criminal Justice | 3 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | CJ | 230 | Police Organization & Behavior | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 104M* | College Algebra | 4 |
| ___ | SOC | 110SA | Introduction to Sociology | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **First Year Total** | **35** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CJ | 220 | Corrections | 3 |
| ___ | CJ | 231* | Criminal Procedure | 2 |
| ___ | CJ | 271* | Seminar (Courts) | 1 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | SOC | 220GSA | Race and Minorities | 3 |
| ___ | _____ | ____ | CJ 255 or CJ 260 | 3 |
| ___ | _____ | ____ | Elective | 2 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| | | | **Second Year Total** | **30** |
| | | | **Total Credits** | **65** |

*Indicates prerequisite and/or corequisite 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 | 105SA | Introduction to Criminal Justice | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | SOC | 110SA | Introduction to Sociology | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 4 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ____ | ____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **First Year Total** | **29** |

**Second Year**

| | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | _____ | ____ | Criminal Justice or Sociology Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| | | | **Second Year Total** | **31** |
| | | | **Total Credits** | **60** |

*Indicates prerequisite and/or corequisite needed.
Check course description.

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

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

# Economics

## Transfer Curricula

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:**

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | _____ | ____ | MATH 121M* & MATH 122M* or MATH 175M* | 5-10 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Year Total** | **30-35** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 2 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Math (M) or Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| ___ | ____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **Second Year Total** | **30** |

**Total Credits** **60-65**

*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 |
|---|---|---|---|---|
| ___ | CS | 100T | Introduction to Computer Science: Computer Literacy | 4 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | ENGL | 201C* | Advanced Composition | 3 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Elective | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Year Total** | **30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 201 | Principles of Accounting I | 4 |
| ___ | _____ | ____ | BUS 130C* or ENGL 150C* | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Math (M) or Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | MATH 121M* or MATH 175M* | 5 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **Second Year Total** | **30** |

**Total Credits** **60**

*Indicates prerequisite and/or corequisite needed. Check course description.

Advisor:
Dr. Gregg Davis, BSS 128
(406) 756-3870, gdavis@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 as 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 46 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.

# Education
## Transfer Curricula

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 Curricula

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**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | GEOL | 100NL | Introduction to Earth Science | 4 |
| ___ | PLSC | 100SB | American Government | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | Any Literature course from the Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | GEOG 105GSA or GEOG 201GSA | 3 |
| ___ | _____ | ____ | HIST 211SB or HIST 212SB | 4 |
| | | | **First Year Total** | **32** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | HIST | 250SB | Montana History | 3 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | MATH | 141MA* | Theory of Arithmetic I | 5 |
| ___ | MATH | 142MA* | Theory of Arithmetic II | 4 |
| ___ | NSCI | 103NL* | Basic Physical Science | 4 |
| ___ | _____ | ____ | ANTH 230G or ANTH 232G | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | HLTH 201 or current CPR card | 0-2 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **Second Year Total** | **31-33** |

**Total Credits** **63-65**

*Indicates prerequisite and/or corequisite needed. Check course description.

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 226 | Methods in Elementary Art | 3 |
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | EDUC | 232 | Instructional Technology | 3 |
| ___ | EDUC | 256 | Instruction of Special Students | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | HIST | 211SB | U.S. History: Colonial Era to 1860's | 4 |
| ___ | HIST | 212SB | U.S. History: 1860's to Present | 4 |
| ___ | MATH | 103* | Intermediate Algebra | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| | | | **First Year Total** | **35** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | GEOG | 105GSA | World Regional Geography | 3 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | MATH | 141MA* | Theory of Arithmetic I | 5 |
| ___ | MATH | 142MA* | Theory of Arithmetic II | 4 |
| ___ | MUS | 250 | Elementary School Music | 3 |
| ___ | NSCI | 102NL* | The Nature of Science | 4 |
| ___ | NSCI | 103NL* | Basic Physical Science | 4 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | Any Literature Course from the Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement (if did not take PHIL 120H) | 0-3 |
| ___ | _____ | ____ | PHIL 120H or REL 225* | 3 |
| ___ | _____ | ____ | REL 110G, REL 115G, REL 125, or REL 228 | 3 |
| | | | **Second Year Total** | **42-45** |
| | | | **Total Credits** | **77-80** |

*Indicates prerequisite and/or corequisite 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 | 232G | Indians of Montana | 3 |
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | PLSC | 100SB | American Government | 3 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | ART 221FGH, ART 222FGH, MUS 221F or MUS 222FG | 3 |
| ___ | _____ | ____ | CHEM 101NL* or NSCI 103NL* | 4 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | HIST 211SB or HIST 212SB | 4 |
| | | | **First Year Total** | **31** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | GEOG | 105GSA | World Regional Geography | 3 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | MATH | 141MA* | Theory of Arithmetic I | 5 |
| ___ | MATH | 142MA* | Theory of Arithmetic II | 4 |
| ___ | _____ | ____ | ART 101F or THEA 111F or ART 161F | 3 |
| ___ | _____ | ____ | Elective | 4 |
| ___ | _____ | ____ | ENGL 110H, ENGL 211H, ENGL 212H, ENGL 232H or ENGL 240H | 3 |
| ___ | _____ | ____ | GEOL 100NL or GEOG 101NL | 4 |
| ___ | _____ | ____ | HLTH 201 or current CPR card | 0-2 |
| ___ | _____ | ____ | Humanities (H) Requirement (if did not take ART 221FGH or ART 222FGH) | 0-3 |
| | | | **Second Year Total** | **29-34** |
| | | | **Total Credits** | **60-65**** |

*Indicates prerequisite and/or corequisite needed. Check course description.

**If time permits, students may take PSY 110SA and PSY 235SA* at FVCC or just take HDCF 150 at MSU-Bozeman.

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

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 101F | Drawing I | 3 |
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | GEOG | 105GSA | World Regional Geography | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | CS 100T or CMPA 130T* | 2-4 |
| ___ | _____ | ____ | HIST 111SB or HIST 112SB | 4 |
| ___ | _____ | ____ | HUM 261H or HUM 262H | 4 |
| ___ | _____ | ____ | PLSC 100SB, HIST 211SB or HIST 212SB | 3-4 |
| | | | **First Year Total** | **40-43** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 110H | Exploration in Literature | 3 |
| ___ | ENGL | 201C* | Advanced Composition | 3 |
| ___ | GEOG | 201GSA | Human Geography | 3 |
| ___ | GEOL | 101NL | Introduction to Physical Geology | 4 |
| ___ | HIST | 250SB | Montana History | 3 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | MATH | 141MA* | Theory of Arithmetic I | 5 |
| ___ | MATH | 142MA* | Theory of Arithmetic II | 4 |
| ___ | MUS | 250 | Elementary School Music | 3 |
| ___ | NSCI | 103NL* | Basic Physical Science | 4 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | _____ | ____ | HLTH 201 or current CPR card | 0-2 |
| | | | **Second Year Total** | **38-40** |
| | | | **Total Credits** | **78-83** |

*Indicates prerequisite and/or corequisite needed.
Check course description.

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

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 110H | Exploration in Literature | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | ART 101F, ART 114F, ART 150F, ART 151F, ART 152F*, ART 161F, ART 162F*, ART 241F or ART 242F* | 3 |
| ___ | _____ | ____ | BIOL 101NL, CHEM 101NL*, GEOL 100NL or NSCI 103NL* | 4 |
| ___ | _____ | ____ | Computer Skill (T) Requirement | 1 |
| ___ | _____ | ____ | HIST 111SB, HIST 112SB, HIST 211SB, HIST 212SB or HIST 250SB | 3-4 |
| | | | **First Year Total** | **30-31** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 201C* | Advanced Composition | 3 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | MATH | 141MA* | Theory of Arithmetic I | 5 |
| ___ | MATH | 142MA* | Theory of Arithmetic II | 4 |
| ___ | MUS | 221F | Music Appreciation | 3 |
| ___ | _____ | ____ | BIOL 101NL, CHEM 101NL*, or NSCI 103NL* | 4 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | HIST 111SB, HIST 112SB, HIST 211SB, HIST 212SB or HIST 250SB | 3-4 |
| ___ | _____ | ____ | HLTH 201 or current CPR card | 0-2 |
| | | | **Second Year Total** | **31-34** |
| | | | **Total Credits** | **61-65** |

*Indicates prerequisite and/or corequisite needed.
Check course description.

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

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | HIST | 112SB | History of Western Civilization II | 4 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | MATH | 141MA* | Theory of Arithmetic I | 5 |
| ___ | MATH | 142MA* | Theory of Arithmetic II | 4 |
| ___ | MUS | 221F | Music Appreciation | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | SP 110C or SP 120C | 3 |
| | | | **First Year Total** | **33** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ANTH | 232G | Indians of Montana | 3 |
| ___ | EDUC | 230 | Strategies of Learning | 3 |
| ___ | EDUC | 244* | Learning Disabilities | 3 |
| ___ | NSCI | 103NL* | Basic Physical Science | 4 |
| ___ | PLSC | 100SB | American Government | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | _____ | ____ | HIST 211SB or HIST 212SB | 4 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | PHIL 110H or PHIL 120H | 3 |
| | | | **Second Year Total** | **33** |
| | | | **Total Credits** | **66** |

*Indicates prerequisite and/or corequisite needed.
Check course description.

Advisors:

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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.*

# *Elementary Education Major Requirements*

| | FVCC | UM-Missoula | UGF | MSU-Bozeman | MSU-Billings | MSU-Northern | UM-Western |
|---|---|---|---|---|---|---|---|
| **ANTH 230G** | Indians of North America | ANTH 230G or ANTH 232G | Not Required | Not Required | Not Required | Not Required | Not Required |
| **ANTH 232G** | Indians of Montana | ANTH 232G or ANTH 230G or NAS 105G | Not Required | Required | Required | Not Required | Not Required |
| **ART 101F** | Drawing I | Not Required | Not Required | ART 101F or ART 161F or THEA 111F | Not Required | ART 101F, ART 114F, ART 150F, ART 151F, ART 152F*, ART 161F, ART 162F ART 241F, ART 242F* (pick one) | Required |
| **ART 221FGH** | Art History Survey I: Ancient to Middle Ages | Not Required | Not Required | ART 221FGH or ART 222FGH or MUS 221F or MUS 222FG | Not Required | Not Required | Not Required |
| **ART 226** | Methods in Elementary Art | Not Required | Required | Not Required | Not Required | Not Required | Not Required |
| **BIOL 101NL** | General Biology I: Principles of Biology | Required | Required | Required | Required | BIOL 101NL or CHEM 101NL* or GEOL 100NL or NSCI 103NL* (pick two) | Required |
| **CHEM 101NL*** | Introduction to Chemistry | Not Required | Not Required | CHEM 101NL* or NSCI 103NL* | Not Required | CHEM 101NL* or BIOL 101NL or GEOL 100NL or NSCI 103NL* (pick two) | Required |
| **CMPA 130T*** | Integrated Software Application | Not Required | Not Required | Not Required | Not Required | Not Required | CMPA 130T* or CS 100T |
| **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 110H** | Exploration in Literature | Any Literature course from the Humanities (H) Requirement | Any Literature course from the Humanities (H) Requirement | ENGL 110H or ENGL 211H or ENGL 212H or ENGL 232H or ENGL 240H | Not Required | Required | Required |
| **ENGL 111W*** | English Composition | Required | Required | Required | Required | Required | Required |
| **ENGL 201C*** | Advanced Composition | Not Required | Not Required | Not Required | Not Required | Required | Required |
| **GEOG 105GSA** | World Regional Geography | GEOG 105GSA or GEOG 201GSA | Required | Required | Not Required | Not Required | Not Required |
| **GEOG 201GSA** | Human Geography | GEOG 201GSA or GEOG 105GSA | Not Required | Not Required | Not Required | Not Required | Required |

*Indicates prerequisite and/or corequisite needed. Check course description.

## Elementary Education Major Requirements Continued

| | FVCC | UM-Missoula | UGF | MSU-Bozeman | MSU-Billings | MSU-Northern | UM-Western |
|---|---|---|---|---|---|---|---|
| **GEOL 100NL** | Introduction to Earth Science | Required | Not Required | GEOL 100NL or GEOL 101NL | Not Required | GEOL 100NL or BIOL 101NL or CHEM 101NL* or NSCI 103NL* (pick two) | Not Required |
| **GEOL 101NL** | Introduction to Physical Geology | Not Required | Not Required | GEOL 101NL or GEOL 100NL | Not Required | Not Required | Required |
| **HIST 112SB** | History of Western Civilization II | Not Required | Not Required | Not Required | Required | HIST 112SB, HIST 111SB, HIST 211SB, HIST 212SB, HIST 250SB (pick two) | HIST 112SB or HIST 111SB |
| **HIST 211SB** | US History: Colonial Era to 1860's | HIST 211SB or HIST 212SB | Required | HIST 211SB or HIST 212SB | HIST 211SB or HIST 212SB | HIST 111SB, HIST 112SB, HIST 211SB, HIST 212SB, HIST 250SB (pick two) | HIST 211SB or HIST 212SB or PLSC 100SB |
| **HIST 212SB** | US History: 1860's to Present | HIST 212SB2 or HIST 211SB | Required | HIST 212SB or HIST 211SB | HIST 212SB or HIST 211SB | HIST 111SB, HIST 112SB, HIST 211SB, HIST 212SB, HIST 250SB (pick two) | HIST 212SB or HIST 211SB or PLSC 100SB |
| **HIST 250SB** | Montana History | Required | Not Required | Not Required | Not Required | HIST 111SB, HIST 112SB, HIST 211SB, HIST 212SB, HIST 250SB (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 261H** | Introduction to Humanities: Origins and Influences I | Not Required | Not Required | Not Required | Not Required | Not Required | HUM 261H or HUM 262H |
| **MATH 103*** | Intermediate Algebra | Not Required | Required | Not Required | Not Required | Not Required | Not Required |
| **MATH 141MA*** | Theory of Arithmetic I | Required | Required | Required | Required | Required | Required |
| **MATH 142MA*** | Theory of Arithmetic II | Required | Required | Required | Required | Required | Required |
| **MUS 221F** | Music Appreciation | Not Required | Not Required | ART221FGH, ART 222FGH, MUS 221F or MUS 222FG | Required | Required | Not Required |
| **MUS 250** | Elementary School Music | Not Required | Required | Not Required | Not Required | Not Required | Required |
| **NSCI 102NL*** | The Nature of Science | Not Required | Required | Not Required | Not Required | Not Required | Not Required |
| **NSCI 103NL*** | Basic Physical Science | Required | Required | NSCI 103NL* or CHEM 101NL* | Required | BIOL 101NL, CHEM 101NL*, GEOL 100NL, NSCI 103NL* (pick two) | Required |
| **PHIL 120H** | Introduction to Ethics | Not Required | PHIL 120H or REL 225* | Not Required | PHIL 120H or PHIL 110H | Not Required | Not Required |
| **PLSC 100SB** | American Government | Required | Not Required | Required | Required | Not Required | PLSC 100SB or HIST 211SB or HIST 212SB |
| **PSY 110SA** | Introduction to Psychology | Required | Required | Not Required | Required | Required | Required |
| **PSY 235SA*** | Developmental Psychology | Not Required | Not Required | Required | Not Required | Required | Required |
| **REL 110G** | Introduction to the Study of Religion | Not Required | REL 110G or REL 115G or REL 125 or REL 228 | Not Required | Not Required | Not Required | Not Required |
| **SP 110C** | Public Speaking | Not Required | Required | Required | SP 110C or SP 120C | Required | Required |

*Indicates prerequisite and/or corequisite needed. Check course description.

# 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 | 110SA | Introduction to Psychology | 4 |

**II. General Education Core Requirements**

See requirements listed on page 42 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.

*Indicates prerequisite and/or corequisite 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.*

## Secondary Education – Art

Associate of Arts Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 101F | Drawing I | 3 |
| ___ | ART | 150F | Art Photography I | 3 |
| ___ | ART | 151F | Design I | 3 |
| ___ | ART | 152F* | Design II | 3 |
| ___ | ART | 218* | Printmaking I: Etching | 3 |
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | EDUC | 232 | Instructional Technology | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 103* | Intermediate Algebra | 4 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | MATH (M) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **42** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 114F | Painting I | 3 |
| ___ | ART | 161F | 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 |
| ___ | PHIL | 120H | Introduction to Ethics | 3 |
| ___ | _____ | ____ | Any Literature course from the Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | ART 221FGH or ART 222FGH | 3 |
| ___ | _____ | ____ | HIST 111SB & HIST 112SB or HIST 211SB & HIST 212SB | 8 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | REL 110G, REL 115G, REL 125, REL 228 or REL 229H | 3 |
| | | | **Second Year Total** | **39** |
| | | | **Total Credits** | **81** |

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 | 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 | 101F | Drawing I | 3 |
| ___ | ART | 151F | Design I | 3 |
| ___ | ART | 152F* | Design II | 3 |
| ___ | ART | 161F | Ceramics I | 3 |
| ___ | ART | 162F* | Ceramics II | 3 |
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB), Humanities (H), Communications (C) Requirement | 3 |
| | | | **First Year Total** | **35** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 114F | Painting I | 3 |
| ___ | ART | 150F | Art Photography I | 3 |
| ___ | ART | 205F* | Art Photography II | 3 |
| ___ | ART | 215F* | Painting II | 3 |
| ___ | ART | 221FGH | Art History Survey I: Ancient to Middle Ages | 3 |
| ___ | ART | 222FGH | Art History Survey II: Renaissance to Modern | 3 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | _____ | ____ | ANTH 230G* or ANTH 232G | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | HLTH 201 or current CPR card | 0-2 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **33-35** |
| | | | **Total Credits** | **68-70** |

*Indicates prerequisite and/or corequisite needed.
Check course description.

Advisor:
John Rawlings
RH/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 | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | BIOL | 103N* | Biology II: The Diversity of Life | 3 |
| ___ | BIOL | 104L* | Biology II: The Diversity of Life Lab | 2 |
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | CHEM | 134NL* | Organic & Biologic Chemistry | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | ANTH 230G* or ANTH 232G | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | MATH 121M* or MATH 175M* | 5 |
| | | | **First Year Total** | **35** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 221NL* | Cell and Molecular Biology | 5 |
| ___ | BIOL | 223NL* | Genetics and Change | 4 |
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | PHYS | 111NL* | College Physics I | 5 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | HLTH 201 or current CPR card | 0-2 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **34-36** |
| | | | **Total Credits** | **69-71** |

*Indicates prerequisite and/or corequisite needed.
Check course description.

Advisor:
Dr. Jeanette Oliver, RH/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 as 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 46 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.

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

Associate of Arts Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BUS | 271 | Business Law | 4 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 104M* | College Algebra | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| ___ | _____ | ____ | ANTH 230G* or ANTH 232G | 3 |
| | | | **First Year Total** | **36** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | 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 | 210M* | Elementary Statistics | 4 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | HLTH 201 or current CPR card | 0-2 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| | | | **Second Year Total** | **31-33** |
| | | | **Total Credits** | **67-69** |

*Indicates prerequisite and/or corequisite 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:**

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | ENGL | 211H | American Literature I | 3 |
| ___ | ENGL | 212H | American Literature II | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | ENGL 115H, ENGL 231H, ENGL 252F or ENGL 272* | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **32** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 232H | British Literature II: 19th Century to Present | 3 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | _____ | ____ | Elective | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | English Elective | 3 |
| ___ | _____ | ____ | English Elective | 3 |
| ___ | _____ | ____ | ANTH 230G* or ANTH 232G | 3 |
| ___ | _____ | ____ | HLTH 201 or current CPR card | 0-2 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **28-30** |
| | | | **Total Credits** | **60-62** |

*Indicates prerequisite and/or corequisite needed.
Check course description.

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

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

## *Secondary Education – General Science Broadfield*

Associate of Science Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | BIOL | 103N* | Biology II: The Diversity of Life | 3 |
| ___ | BIOL | 104L* | Biology II: The Diversity of Life Lab | 2 |
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | MATH 121M* or MATH 175M* | 5 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **First Year Total** | **45** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 221NL* | Cell and Molecular Biology | 5 |
| ___ | BIOL | 223NL* | Genetics and Change | 4 |
| ___ | CHEM | 134NL* | Organic & Biological Chemistry | 4 |
| ___ | GEOL | 101NL | Introduction to Physical Geology | 4 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | ANTH 230G* or ANTH 232G | 3 |
| ___ | _____ | ____ | HLTH 201 or current CPR card | 0-2 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | PHYS 111NL* & PHYS 112NL* or PHYS 201NL* & PHYS 202NL* | 10-12 |
| | | | **Second Year Total** | **39-43** |

**Total Credits** **84-88**

*Indicates prerequisite and/or corequisite needed.
Check course description.

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

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | BIOL | 120NL | General Botany | 3 |
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | _____ | ____ | SP 110C or SP 120C | 3 |
| ___ | _____ | ____ | MATH (M) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Year Total** | **39** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CS | 100T | Introduction to Computer Science: Computer Literacy | 4 |
| ___ | ENGL | 201C* | Advanced Composition | 3 |
| ___ | GEOL | 100NL | Introduction to Earth Science | 4 |
| ___ | GEOL | 101NL | Introduction to Physical Geology | 4 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | PHYS | 111NL* | College Physics I | 5 |
| ___ | PHYS | 112NL* | College Physics II | 5 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **37** |

**Total Credits** **76**

*Indicates prerequisite and/or corequisite 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 as 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 46 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:**

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | BIOL | 103N* | Biology II: The Diversity of Life | 3 |
| ___ | BIOL | 104L* | Biology II: The Diversity of Life Lab | 2 |
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I | 5 |
| ___ | NSCI | 102NL* | The Nature of Science | 4 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | ART, MUS, or THEA Elective | 3 |
| ___ | _____ | ____ | Any Literature from the Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | REL 110G or REL 115G | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **First Year Total** | **47** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 221NL* | Organic Chemistry I | 5 |
| ___ | EDUC | 232 | Instructional Technology | 3 |
| ___ | EDUC | 256 | Instruction of Special Students | 3 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | NSCI | 105N | Introduction to Astronomy | 3 |
| ___ | PHIL | 120H | Introduction to Ethics | 3 |
| ___ | PHYS | 111NL* | College Physics I | 5 |
| ___ | PHYS | 112NL* | College Physics II | 5 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | BIOL 120NL or CHEM 222NL* | 3-5 |
| ___ | _____ | ____ | HIST 111SB & HIST 112SB or HIST 211SB & HIST 212SB | 8 |
| ___ | _____ | ____ | MATH (M) Requirement | 3 |
| | | | **Second Year Total** | **47-49** |
| | | | **Total Credits** | **94-96** |

Please note that approximately 15 credits must be taken at the University of Great Falls campus in Great Falls to complete the degree in addition to the classes UGF offers at FVCC as noted under the Art Education transfer program.

*Indicates prerequisite and/or corequisite needed. Check course description.

Advisor:
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RH/SAT 132
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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.*

## *Secondary Education – Government*

Associate of Arts Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | PLSC | 100SB | American Government | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | ANTH 230G* or ANTH 232G | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **31** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | PHIL | 250HSB | Political Theory | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | Elective | 2 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | HLTH 201 or current CPR card | 0-2 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or L) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA or SB), Humanities (H), or Communication (C) Requirement | 3 |
| | | | **Second Year Total** | **30-32** |
| | | | **Total Credits** | **61-63** |

*Indicates prerequisite and/or corequisite 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:**

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | HIST | 211SB | U.S. History: Colonial Era to 1860's | 4 |
| ___ | HIST | 212SB | U.S. History: 1860's to Present | 4 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | ANTH 230G* or ANTH 232G | 3 |
| ___ | _____ | ____ | HIST 111SB or HIST 112SB | 4 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **31** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | HIST | 250SB | Montana History | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Elective | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | HLTH 201 or current CPR card | 0-2 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| | | | **Second Year Total** | **29-31** |

**Total Credits** **60-62**

*Indicates prerequisite and/or corequisite 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:**

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | PLSC | 100SB | American Government | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | Geography Elective | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | HIST 111SB, HIST 112SB, HIST 211SB or HIST 212SB | 4 |
| ___ | _____ | ____ | HIST 111SB, HIST 112SB, HIST 211SB or HIST 212SB | 4 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **33** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | GEOG | 201GSA | Human Geography | 3 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | ANTH 230G* or ANTH 232G | 3 |
| ___ | _____ | ____ | HIST 111SB, HIST 112SB, HIST 211SB or HIST 212SB | 4 |
| ___ | _____ | ____ | HLTH 201 or current CPR card | 0-2 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| | | | **Second Year Total** | **32-34** |

**Total Credits** **65-67**

*Indicates prerequisite and/or corequisite 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 | 232G | Indians of Montana | 3 |
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | HIST | 111SB | History of Western Civilization I | 4 |
| ___ | HIST | 112SB | History of Western Civilization II | 4 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **33** |

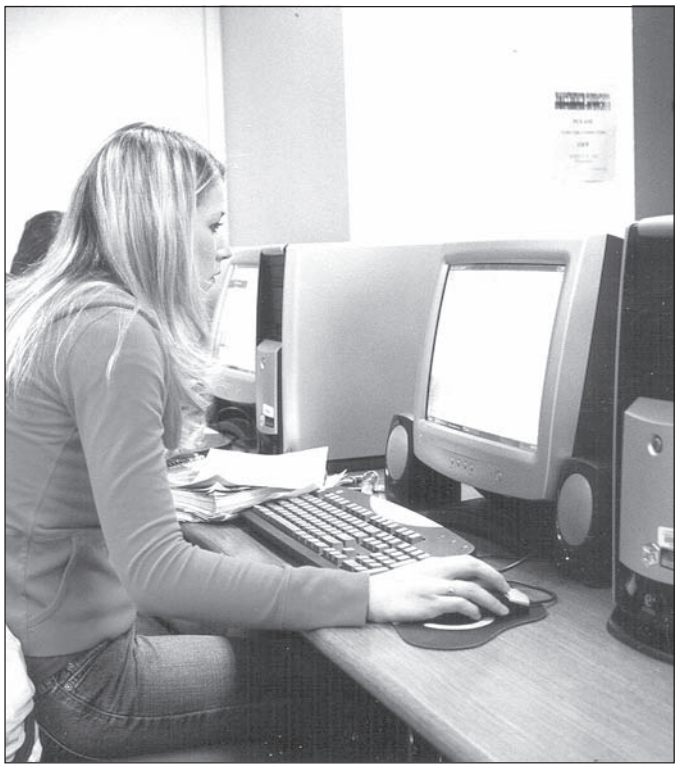
**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | HIST | 211SB | U.S. History: Colonial Era to 1860's | 4 |
| ___ | HIST | 212SB | U.S. History: 1860's to Present` | 4 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | PLSC | 100SB | American Government | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | ECON 211SB or ECON 212GSB | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | GEOG 105GSA or GEOG 201GSA | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or L) Requirement | 3 |
| ___ | _____ | ____ | PLSC, PSY or SOC Elective | 3 |
| | | | **Second Year Total** | **33** |
| | | | **Total Credits** | **66** |

*Indicates prerequisite and/or corequisite 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.*



# Engineering

## Transfer Curricula

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 as 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 46 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 | 121NL* | General Chemistry I[1] | 5 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | ENGR | 110 | Introduction to Engineering | 1 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I[2] | 5 |
| ___ | SP | 110C | Public Speaking | 3 |
| | | | **Fall Semester Total** | **17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | MATH | 122M* | Calculus & Analytic Geometry II[2] | 5 |
| ___ | PHYS | 201NL* | General Physics I[3] | 6 |
| ___ | _____ | ____ | Additional Engineering Requirements ** | 3+ |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **Spring Semester Total** | **18+** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | MATH | 221M* | Calculus & Analytic Geometry III[2] | 5 |
| ___ | PHYS | 202NL* | General Physics II[3] | 6 |
| ___ | _____ | ____ | Additional Engineering Requirements ** | 3+ |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **Fall Semester Total** | **17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | MATH | 222M* | Differential Equations[2] | 5 |
| ___ | _____ | ____ | Additional Engineering Requirements ** | 3+ |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Semester Total** | **17+** |
| | | | **Total Credits** | **69+** |

[1] Not required for computer engineering majors.

[2] MATH 175M* and MATH 210M* 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 175M*.

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

*Indicates prerequisite and/or corequisite needed.
** See page 78 for additional courses.

**Additional courses for Bio-Resources Engineering (MSU):

| | | | | |
|---|---|---|---|---|
| ___ | BIOL | 207NL* | Microbiology of Infectious Diseases w/ Lab | 4 |
| ___ | BUS | 130C* | Business Communications | 3 |
| ___ | ENGR | 111 | Engineering Graphics | 3 |
| ___ | ENGR | 200* | Applied Analysis | 2 |
| ___ | ENGR | 201* | Engineering Mechanics: Statics | 4 |
| ___ | ENGR | 202* | Engineering Mechanics: Dynamics | 4 |
| ___ | ENGR | 204* | Mechanics of Materials | 4 |
| ___ | SURV | 141* | Surveying I | 5 |
| ___ | _____ | ____ | BIOL 103N* & BIOL 104L* or CHEM 122NL* | 5 |

**Additional courses for Chemical Engineering (MSU):

| | | | | |
|---|---|---|---|---|
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | CHEM | 221NL* | Organic Chemistry I | 5 |
| ___ | CHEM | 222NL* | Organic Chemistry II | 5 |
| ___ | CHEM | 231NL* | General Biochemistry | 3 |
| ___ | ENGR | 116* | Introduction to Electrical Fund. Lab | 1 |
| ___ | ENGR | 200* | Applied Analysis | 2 |
| ___ | ENGR | 206* | Circuits I | 4 |

**Additional courses for Civil Engineering (MSU):

| | | | | |
|---|---|---|---|---|
| ___ | BUS | 130C* | 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 122NL* or GEOL 101NL | 4-5 |

**Additional courses for Computer Engineering (MSU):

| | | | | |
|---|---|---|---|---|
| ___ | CS | 171T | Fundamentals of Computer Science I: JAVA | 4 |
| ___ | CS | 172T* | Fundamentals of Computer Science II: JAVA | 4 |
| ___ | CS | 204T* | C++ Programming | 4 |
| ___ | CS | 222T* | Data Structures | 3 |
| ___ | CS | 231T* | Assembly Language I | 4 |
| ___ | ENGR | 116* | Introduction to Electrical Fund. Lab | 1 |
| ___ | ENGR | 206* | Circuits I | 4 |
| ___ | MATH | 231M* | Discrete Mathematics | 4 |

**Additional courses for Construction Engineering Technology (MSU):

| | | | | |
|---|---|---|---|---|
| ___ | ACCT | 101 | Vocational Accounting I | 4 |
| ___ | BUS | 130C* | Business Communications | 3 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | ENGR | 111 | Engineering Graphics | 3 |
| ___ | ENGR | 200* | Applied Analysis | 2 |
| ___ | GEOL | 101NL | 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 | 130C* | Business Communications | 3 |
| ___ | CS | 171T | Fundamentals of Computer Science I: JAVA | 4 |
| ___ | CS | 204T* | C++ Programming | 4 |
| ___ | ENGR | 116* | Introduction to Electrical Fundamentals Lab | 1 |
| ___ | ENGR | 201* | Engineering Mechanics: Statics | 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 | 130C* | Business Communications | 3 |
| ___ | CS | 171T | Fundamentals of Computer Science I: JAVA | 4 |
| ___ | CS | 204T* | C++ Programming | 4 |
| ___ | ENGR | 116* | Introduction to Electrical Fundamentals Lab | 1 |
| ___ | ENGR | 201* | Engineering Mechanics: Statics | 4 |
| ___ | ENGR | 206* | Circuits I | 4 |

**Additional courses for Industrial and Management Engineering (MSU):

| | | | | |
|---|---|---|---|---|
| ___ | _____ | ____ | BIOL 261NL* or CHEM 122NL* | 4-5 |
| ___ | CS | 171T | Fundamentals of Computer Science I: JAVA | 4 |
| ___ | CS | 204T* | 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 | 130C* | Business Communications | 3 |
| ___ | CS | 171T | Fundamentals of Computer Science I: JAVA | 4 |
| ___ | CS | 204T* | 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**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | ENGL | 111* | English Composition | 3 |
| ___ | ENGR | 110 | Introduction to Engineering | 1 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I[3] | 5 |
| | | | **First Semester Total** | **14** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | MATH | 122M* | Calculus & Analytic Geometry II | 5 |
| ___ | PHYS | 201NL* | General Physics I | 6 |
| ___ | _____ | ____ | Additional Engineering Requirements** | 3 |
| | | | **Second Semester Total** | **19** |

**Summer Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement [1] | 3 |
| | | | **Summer Semester Total** | **9** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGR | 201* | Engineering Mechanics: Statics | 4 |
| ___ | MATH | 221M* | Calculus & Analytic Geometry III | 5 |
| ___ | PHYS | 202NL* | General Physics II | 6 |
| ___ | _____ | ____ | Humanities (H) Requirement[1] | 3 |
| | | | **First Semester Total** | **18** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | ENGR | 204* | Mechanics of Materials [2] | 4 |
| ___ | MATH | 222M* | Differential Equations | 5 |
| ___ | _____ | ____ | Additional Engineering Requirements** | 3+ |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Humanities (H) 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 211SB & ECON 212GSB. Acceptable sequences for MT Tech's School of Mines and Engineering include:

Humanities: ENGL 115H and ENGL 116H, or ENGL 211H and ENGL 212H, or ENGL 231H and ENGL 232H; or LANG 101GH and LANG 102GH*, or LANG 111GH and LANG 112GH*, or LANG 115GH and LANG 116GH*, or LANG 121GH and LANG 122GH*, or LANG 131GH and LANG 132GH*
Social Sciences (SA): PSY 110SA and PSY 210SA* or PSY 235SA*; or SOC 110SA and SOC 210SA* Social Sciences (SB): HIST 111SB and HIST 112SB, or HIST 211SB and HIST 212SB (Please note that HIST is actually considered a humanities at MT Tech); or PLSC 100SB and PLSC 200SB.

[2]Not required for geophysical engineering majors.

[3]Not required for metalurgical and materials engineering majors.

**Additional courses for Environmental Engineering (MT Tech):

| | | | | |
|---|---|---|---|---|
| ___ | MATH | 210M* | Elementary Statistics | 4 |

**Additional courses for General Engineering (MT Tech):

| | | | | |
|---|---|---|---|---|
| ___ | ENGR | 111 | Engineering Graphics | 3 |
| ___ | ENGR | 202* | Engineering Mechanics: Dynamics | 4 |
| ___ | MATH | 201M* | Linear Algebra | 4 |

**Additional courses for Geophysical Engineering (MT Tech):

| | | | | |
|---|---|---|---|---|
| ___ | CS | 204T* | C++ Programming | 4 |
| ___ | ENGR | 202* | Engineering Mechanics: Dynamics | 4 |
| ___ | MATH | 201M* | Linear Algebra | 4 |
| ___ | SURV | 141* | Surveying I | 5 |

**Additional courses for Geological Engineering (MT Tech):

| | | | | |
|---|---|---|---|---|
| ___ | SURV | 141* | Surveying I | 5 |

**Additional courses for Mining Engineering (MT Tech):

| | | | | |
|---|---|---|---|---|
| ___ | SURV | 141* | Surveying I | 5 |

*Indicates prerequisite and/or corequisite 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 | 121NL* | General Chemistry I | 5 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I | 5 |
| ___ | SP | 110C | Public Speaking | 3 |
| | | | **First Semester Total** | **16** |

**Spring Semester**

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

**Summer Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | _____ | ____ | Any History course from Social Science (SB) Requirement | 3 |
| ___ | _____ | ____ | Any Literature course from Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | PHIL 110H, PHIL 120H or PHIL 250HSB | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **Third Semester Total** | **12** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGR | 201* | Engineering Mechanics: Statics | 4 |
| ___ | MATH | 221M* | Calculus & Analytic Geometry III | 5 |
| ___ | PHYS | 202NL* | General Physics II | 6 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | REL 110G, REL 115G, REL 125, REL 228 or REL 229H | 3 |
| | | | **First Semester Total** | **19** |

**Spring Semester**

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

*Indicates prerequisite and/or corequisite needed.
Check course description.
** A maximum of 60 lower division (100-200 level) credits may be transferred into Carroll College.

Advisor:
Dr. Effat Rady
RH/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 Curricula

Students who study English pursue high school teaching careers or complete graduate-level programs to become journalists, lawyers, creative writers, business professionals, public relations and advertising specialists, or college professors. Some students also study English to gain critical insight, to enrich their lives, to improve their proficiency in the language or to express creativity. Completion of the following courses results in an associate degree and fulfills the lower division general core requirements at **The University of Montana - Missoula** and many other four-year institutions. English majors have the following options to pursue—literature, creative writing, English linguistics, and English teaching (see Education in this catalog).

Associate of Arts Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | ENGL | 211H | American Literature I | 3 |
| ___ | ENGL | 212H | American Literature II | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | English Elective | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **First Year Total** | **29** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 231H | British Literature I: Beginnings to 18th Century | 3 |
| ___ | ENGL | 232H | British Literature II: 19th Century to Present | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective** | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | LANG 101GH & LANG 102GH* or LANG 111GH & LANG 112GH* or LANG 121GH & LANG 122GH* or LANG 131GH & LANG 132GH* | 10 |
| ___ | _____ | ____ | Natural Science (NL or L) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **31** |
| | | | **Total Credits** | **60** |

**Recommended elective for the Creative Writing Option:

| | | | | |
|---|---|---|---|---|
| ___ | ENGL | 115H | Introduction to Poetry | 3 |
| ___ | ENGL | 251F* | Creative Writing in Fiction | 3 |
| ___ | ENGL | 252F | Creative Writing in Poetry | 3 |

**Recommended elective for the Linguistics Option:

| | | | | |
|---|---|---|---|---|
| ___ | ENGL | 270 | Introduction to Linguistics | 3 |

*Indicates prerequisite and/or corequisite needed. Check course description.

Advisors:

Brian Bechtold
LRC 141
(406) 756-3904
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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 Curricula

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**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I | 5 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | PHYS | 201NL* | General Physics I | 6 |
| ___ | _____ | ____ | Computers Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 1 |
| | | | **First Year Total** | **30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) 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 | 120NL | General Botany | 3 |
| ___ | BIOL | 121N* | Introductory Ecology | 3 |
| ___ | BIOL | 205N* | Microbiology | 3 |
| ___ | BIOL | 208L* | Microbiology Laboratory | 1 |
| ___ | BIOL | 223NL* | Genetics and Change | 4 |
| ___ | BIOL | 231NL* | General Entomology | 3 |
| ___ | CHEM | 221NL* | Organic Chemistry I | 5 |
| ___ | CHEM | 222NL* | Organic Chemistry II | 5 |
| ___ | HLTH | 201 | First Aid | 2 |
| ___ | MATH | 122M* | Calculus & Analytic Geometry II | 5 |
| ___ | MATH | 201M* | Linear Algebra | 4 |
| ___ | MATH | 221M* | Calculus & Analytic Geometry III | 5 |
| ___ | PHYS | 202NL* | General Physics II | 6 |

# Environmental Studies

## Transfer Curricula

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**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | NSCI | 104NL | Environmental Science | 4 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 4 |
| ___ | _____ | ___ | Elective | 3 |
| ___ | _____ | ____ | Elective** | 3 |
| ___ | _____ | ____ | Elective** | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Year Total** | **28** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Elective** | 3 |
| ___ | _____ | ____ | Elective** | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Math (M) or Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) 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 corequisite needed.
Check course description.

Advisor:
Dr. Anita Ho
RH/SAT 177, (406) 756-3873, aho@fvcc.edu

# Forestry

## Transfer Curricula

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 College of Forestry and Conservation 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 | 111W* | English Composition | 3 |
| ___ | MATH | 104M* | College Algebra | 4 |
| ___ | NR | 151 | Field Surveying/Global Positioning System Instruction | 5 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Semester Total** | **18** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 120NL | General Botany | 3 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | ENGL | 150C* | Technical Writing | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| ___ | _____ | ____ | Elective or BIOL 250NL[1] | 3 |
| | | | **Second Semester Total** | **16** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | MATH | 175M* | Applied Calculus | 5 |
| ___ | NR | 161* | Resource Measurements I | 5 |
| ___ | NR | 231* | Photogrammetry & Remote Sensing | 3 |
| | | | **First Semester Total** | **17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | NR | 152*[2] | Silvicultural Relationships and Habitat Typing | 4 |
| ___ | NR | 230* | Forest Fire Management | 3 |
| ___ | NR | 232*[2] | Forest Insects and Disease | 3 |
| ___ | NR | 270 | Wildlife Habitat and Conservation | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **Second Semester Total** | **19** |

**Total Credits** **70****

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

| | | | | |
|---|---|---|---|---|
| ___ | BIOL | 250NL | Rocky Mountain Flora | 3 |
| ___ | NR | 233* | Introduction to GIS | 4 |
| ___ | NR | 235* | Introduction to GPS | 2 |
| ___ | NR | 260 | Natural Resource Issues | 3 |

[1] If pursuing the Range Resources Management Option.
[2] If pursuing the Forest Resources Management Option. Also take NR 162* and NR 272*, if time permits.
*Indicates prerequisite and/or corequisite 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 | 111W* | English Composition | 3 |
| ___ | MATH | 104M* | College Algebra | 4 |
| ___ | NR | 151 | Field Surveying/Global Positioning System Introduction | 5 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Elective[3] or BIOL 101NL[1,2] | 4 |
| | | | **First Semester Total** | **19** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 150C* | Technical Writing | 3 |
| ___ | MATH | 105M* | Trigonometry | 3 |
| ___ | _____ | ____ | BIOL 121N* & BIOL 122L*[1] or BIOL 103N* & BIOL 104L*[2] or BIOL 120NL[3] | 3-5 |
| ___ | _____ | ____ | Computer Skills (T) Requirement or CMPA 131T*[1] | 1-4 |
| ___ | _____ | ____ | Elective[4] or PLSC 100SB[3] | 3 |
| | | | **Second Semester Total** | **13-18** |

**Summer Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **Summer Semester Total** | **6** |

### Second Year

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | NR | 161 | Resource Measurements I | 5 |
| ___ | _____ | ____ | ECON 211SB[1,3] or Social Sciences (SB) Requirement[2] | 3 |
| ___ | _____ | ____ | Elective[4] | 3 |
| ___ | _____ | ____ | Elective[1,3] or MATH 121M*[2] | 3-5 |
| | | | **First Semester Total** | **18-20** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | _____ | ____ | Elective[1,3] or MATH 122M*[2] or MATH 222M*[2] | 5 |
| ___ | _____ | ____ | MATH 210M*[1] or CHEM 134NL*[2] or Math (M) or Science (NL or N) Requirement[3] | 4 |
| ___ | _____ | ____ | ECON 212GSB[1,3] or Global Issues (G) Requirement[2] | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **Second Semester Total** | **15** |
| | | | **Total Credits** | **71-78**** |

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

| | | | | |
|---|---|---|---|---|
| ___ | BIOL | 250NL | Rocky Mountain Flora | 3 |
| ___ | NR | 152 | Silvicultural Relationships and Habitat Typing | 4 |
| ___ | NR | 231* | Photogrammetry and Remote Sensing | 3 |
| ___ | NR | 232* | Forest Insects and Disease | 3 |
| ___ | NR | 233* | Introduction to GIS | 4 |
| ___ | NR | 235* | Introduction to GPS | 2 |
| ___ | NR | 260 | Natural Resource Issues | 3 |
| ___ | NR | 270N | Wildlife Habitat and Conservation | 3 |

*Indicates prerequisite and/or corequisite needed. Check course description.

[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, NR 270N and NR 152.
If pursuing the Terrestrial Sciences Option, students should take PHYS 201NL*, PHYS 202NL* and GEOL 101NL.

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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 as 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 46 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 Curricula

Geography provides a broad perspective on the earth as it is inhabited and transformed by the human systems, including the land, water, air and biota living in all of these. Cultural, historical, social, economic and political structures of humans are affected by the physical Earth, and transform it as well. The interactions of the physical and human systems create a diversity of regions and places. There are many areas of specialty within the field of geography. The student is encouraged to consult the particular requirements of the transfer school in order to prepare most efficiently for ongoing coursework.

Associate of Science Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | GEOG | 101NL | Introduction to Physical Geography | 4 |
| ___ | GEOL | 101NL | Introduction to Physical Geology | 4 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective[1,2] | 3 |
| ___ | _____ | ____ | Elective[1,2] | 3 |
| ___ | _____ | ____ | Elective[1,2] | 3 |
| ___ | _____ | ____ | Math (M) or Natural Science (NL or N) Requirement | 3 |
| | | | **First Year Total** | **30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | GEOG | 105GSA | World Regional Geography | 3 |
| ___ | GEOG | 201GSA | Human Geography | 3 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | _____ | ____ | Communications (C) Requirement | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | LANG 101GH & LANG 102GH* or LANG 111GH & LANG 112GH* or LANG 115GH & LANG 116GH* or LANG 121GH & LANG 122GH* or LANG 131GH & LANG 132GH* | 10 |
| ___ | _____ | ____ | Math (M) or Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **30** |

**Total Credits** **60**

[1]Recommended electives for the Human Geography Emphasis: (Select 12 credits max)

| | | | | |
|---|---|---|---|---|
| ___ | ANTH | 100SA | Introduction to Anthropology | 3 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | PLSC | 100SB | American Government | 3 |
| ___ | SOC | 110SA | Introduction to Sociology | 3 |

[2]Recommended elective for the Physical Geography Emphasis:

| | | | | |
|---|---|---|---|---|
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | BIOL | 103N* | Biology II: The Diversity of Life | 3 |
| ___ | BIOL | 104L* | Biology II: The Diversity of Life Laboratory | 2 |

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | GEOG | 101NL | Introduction to Physical Geography | 4 |
| ___ | GEOG | 105GSA | World Regional Geography | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Math (M) Requirement[1] | 3 |
| | | | **First Year Total** | **30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | GEOG | 201GSA | Human Geography | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Geography Elective | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Math (M) or Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Math (M) or Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement[2] | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **30** |

**Total Credits** **60**

*Indicates prerequisite and/or corequisite needed. Check course description.
[1] Recommend MATH 210M* for the Cartography and GIS option, Community and Environmental Planning option and Physical Geography option. Also recommend MATH 175M* for the Physical Geography option.
[2] Recommend CHEM 101NL* and CHEM 134NL* or BIOL 120NL and BIOL 121N* or PHYS 111NL* and PHYS 112NL* for the Physical Geography option.

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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 Curricula

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:**

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | GEOG | 101NL | Introduction to Physical Geography | 4 |
| ___ | GEOL | 101NL | Introduction to Physical Geology | 4 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I | 5 |
| ___ | MATH | 122M* | Calculus & Analytic Geometry II | 5 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| | | | **First Year Total** | **35** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 103N* | Biology II: The Diversity of Life | 3 |
| ___ | BIOL | 104L* | Biology II: The Diversity of Life Lab | 2 |
| ___ | PHYS | 111NL* | College Physics I | 5 |
| ___ | PHYS | 112NL* | College Physics II | 5 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **30** |

**Total Credits** **65****

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

| | | | | |
|---|---|---|---|---|
| ___ | MATH | 221M* | Calculus & Analytic Geometry III | 5 |
| ___ | MATH | 222M* | Differential Equations | 5 |

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | GEOL | 101NL | Introduction to Physical Geology | 4 |
| ___ | GEOL | 130N | Geology of Northwest Montana | 3 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I | 5 |
| ___ | MATH | 122M* | Calculus & Analytic Geometry II | 5 |
| | | | **First Year Total** | **30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Elective[1,2] | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | PHYS 111NL* & PHYS 112NL* or PHYS 201NL* & PHYS 202NL* | 10-12 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **35-37** |

**Total Credits** **65-67**

[1]Recommended electives for the General Option:

| | | | | |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | PHYS | 105N | Introduction to Astronomy | 3 |

[2]Recommended elective for the Environmental Geology Option:

| | | | | |
|---|---|---|---|---|
| ___ | BIOL | 205N* | Microbiology | 3 |
| ___ | MATH | 221M* | Calculus & Analytic Geometry III | 5 |

*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 as 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 46 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 Curricula

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. Getting accepted into the Athletic Training Education Program is very competitive.

At **Montana State University – Bozeman** the Department of Health and Human Development administers a variety of curricula that prepare students for various careers. Students may pursue a bachelor degree in Health and Human Development with options in Community Health and Exercise Science, Family and Consumer Sciences, Food and Nutrition, Health Enhancement, and Health Promotion. Like **The University of Montana – Missoula**, graduates from MSU should possess the knowledge and skills to qualify for state or national certification in their specialized field of study.

Associate of Science Degree

Suggested course of study for a transfer to
**Montana State University – Bozeman**
in the Community Health and Health Promotion Options:

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 104M* | College Algebra | 4 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | SOC | 110SA | Introduction to Sociology | 3 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | CHEM 101NL* or CHEM 121NL* | 4-5 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Year Total** | **29-30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | BIOL | 262NL* | Human Anatomy & Physiology II | 4 |
| ___ | ENGL | 150C* | Technical Writing | 3 |
| ___ | HLTH | 221N* | Basic Human Nutrition | 3 |
| ___ | PLSC | 100SB | American Government | 3 |
| ___ | PSY | 102 | Drugs and Society | 3 |
| ___ | _____ | ____ | BIOL 206N* or SOC 120 | 3 |
| ___ | _____ | ____ | Elective | 2 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) 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:

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology[1] | 4 |
| ___ | BIOL | 206N* | Microbiology of Infectious Diseases[1] | 3 |
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | CHEM | 134NL* | Organic and Biological Chemistry | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | HLTH | 200 | Foundations of Physical Education | 3 |
| ___ | HLTH | 203 | Health for the Individual | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| | | | **First Year Total** | **32** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | BIOL | 262NL* | Human Anatomy & Physiology II | 4 |
| ___ | ENGL | 150C* | Technical Writing | 3 |
| ___ | HLTH | 201 | First Aid | 2 |
| ___ | MATH | 104M* | College Algebra | 4 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **33** |
| | | | **Total Credits** | **65** |

*Indicates prerequisite and/or corequisite needed. Check course description.

[1] Exercise Science majors should take HLTH 221N* and PHYS 111NL* 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:

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | MATH 121M* or MATH 175M* | 5 |
| | | | **First Year Total** | **33** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | BIOL | 262NL* | Human Anatomy & Physiology II | 4 |
| ___ | HLTH | 221N* | Basic Human Nutrition | 3 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | PHYS 111NL* & PHYS 112NL* or PHYS 201NL* & PHYS 202NL* | 10-12 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **34-36** |
| | | | **Total Credits** | **67-69** |

*Indicates prerequisite and/or corequisite 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 or Health Enhancement:

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | BIOL | 206N* | Microbiology of Infectious Diseases | 3 |
| ___ | BIOL | 121N* | Introductory Ecology | 3 |
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | HLTH | 200 | Foundations of Physical Education | 3 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | HLTH 203[2] or Elective[1] | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| | | | **First Year Total** | **35** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | BIOL | 262NL* | Human Anatomy & Physiology II | 4 |
| ___ | HLTH | 201 | First Aid | 2 |
| ___ | HLTH | 221N* | Basic Human Nutrition | 3 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Elective[1] | 4 |
| ___ | _____ | ____ | ENGL 150C*[2] or Elective[1] | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement[2] or ANTH 230G*, ANTH 232G or NAS 105G | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **35** |
| | | | **Total Credits** | **70** |

*Indicates prerequisite and/or corequisite needed.
Check course description.

[1] Students pursuing the Health Enhancement option should instead take the following courses:

| | | | | |
|---|---|---|---|---|
| ___ | _____ | ____ | ANTH 230G* or ANTH 232G | 3 |
| ___ | EDUC | 100 | Introduction to Education | 3 |
| ___ | HLTH | 230 | School Health | 3 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |

[2] For students pursuing the Applied Health Sciences option.

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

Suggested course of study for a transfer to
**Montana State University – Bozeman**
in Food and Nutrition:

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | SOC | 110SA | Introduction to Sociology | 3 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Year Total** | **30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | BIOL | 262NL* | Human Anatomy & Physiology II | 4 |
| ___ | CHEM | 221NL* | Organic Chemistry I | 5 |
| ___ | CHEM | 222NL* | Organic Chemistry II | 5 |
| ___ | HLTH | 221N* | Basic Human Nutrition | 3 |
| ___ | _____ | ____ | ACCT 101 or ACCT 201 | 4 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| | | | **Second Year Total** | **34** |
| | | | **Total Credits** | **64** |

*Indicates prerequisite and/or corequisite needed.
Check course description.

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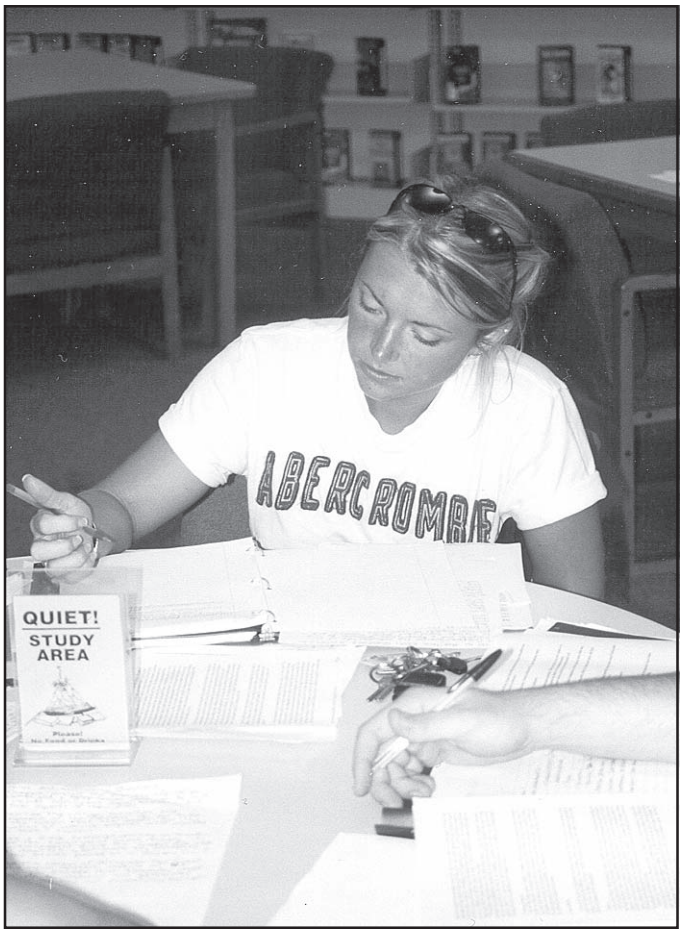
*The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.*

**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 as 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 46 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.



# History

## Transfer Curricula

History provides a broad education in an exciting area of instruction. A degree in history prepares students for local, state or federal government service, including domestic and foreign service. A history degree also provides a background for law, journalism, management, and public relations. Graduates are employed in areas that include government, research, and teaching. Students may go on to earn a master or doctoral degree. History affords students with the knowledge and perspective to be intelligent leaders in community affairs.

Associate of Arts Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | HIST 111SB & HIST 112SB or HIST 211SB & HIST 212SB | 8 |
| ___ | _____ | ____ | LANG 101GH & LANG 102GH* or LANG 111GH & LANG 112GH* or LANG 115GH & LANG 116GH* or LANG 121GH & LANG 122GH* or LANG 131GH & LANG 132GH* | 10 |
| | | | **First Year Total** | **31** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | HIST | 250SB | Montana History | 3 |
| ___ | HIST | 270G | Environmental History | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **Second Year Total** | **30** |
| | | | **Total Credits** | **61** |

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | HIST 111SB or HIST 112SB | 4 |
| ___ | _____ | ____ | HIST 211SB or HIST 212SB | 4 |
| ___ | _____ | ____ | LANG 101GH & LANG 102GH* or LANG 111GH & LANG 112GH* or LANG 115GH & LANG 116GH* or LANG 121GH & LANG 122GH* or LANG 131GH & LANG 132GH* | 10 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **31** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | _____ | ____ | Elective[1] | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) or Global Issue (G) Requirement | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **Second Year Total** | **30** |
| | | | **Total Credits** | **61** |

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

| | | | | |
|---|---|---|---|---|
| ___ | HIST | 250SB | Montana History | 3 |
| ___ | HIST | 270G | Environmental History | 3 |

*Indicates prerequisite and/or corequisite 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.*

# Liberal Studies

## Transfer Curricula

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:**

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | HUM | 261H | Introduction to Humanities: Origins & Influences I | 4 |
| ___ | HUM | 262H | Introduction to Humanities: Origins & Influences II | 4 |
| ___ | _____ | ____ | ANTH 230G* or ANTH 232G | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | HIST 111SB or HIST 112SB | 4 |
| ___ | _____ | ____ | HIST 211SB or HIST 212SB | 4 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| | | | **First Year Total** | **32** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | _____ | ____ | ENGL 211H or ENGL 212H | 3 |
| ___ | _____ | ____ | ENGL 206GH* or ENGL 231H or ENGL 232H | 3 |
| ___ | _____ | ____ | LANG 101GH & LANG 102GH* or LANG 111GH & LANG 112GH* or LANG 121GH & LANG 122GH* or LANG 131GH & LANG 132GH* | 10 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | PHIL 110H or PHIL 120H or PLSC 100SB or PLSC 250HSB | 3 |
| ___ | _____ | ____ | REL 110G, REL 115G, REL 125, REL 225*, REL 228 or REL 229H | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **Second Year Total** | **31** |
| | | | **Total Credits** | **63** |

*Indicates prerequisite and/or corequisite 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

*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 Curricula

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:

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I | 5 |
| ___ | MATH | 122M* | Calculus & Analytic Geometry II | 5 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective (Recommend CS 171T or CS 204T*)[2] | 4 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement[1] | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **First Year Total** | **30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | MATH | 201M* | Linear Algebra | 4 |
| ___ | MATH | 221M* | Calculus & Analytic Geometry III | 5 |
| ___ | MATH | 222M* | Differential Equations | 5 |
| ___ | _____ | ____ | Elective | 4 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **30** |
| | | | **Total Credits** | **60** |

*Indicates prerequisite and/or corequisite needed. Check course description.

[1] Selection of science courses depends on what option you are seeking. PHYS 201NL* and PHYS 202NL* 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:

| Pete Wade | Don Hickethier | Linda Soper |
|---|---|---|
| RH/SAT 143 | RH/SAT 146 | RH/SAT 145 |
| (406) 756-3877 | (406) 756-3361 | (406) 756-3354 |
| pwade@fvcc.edu | dhicketh@fvcc.edu | lsoper@fvcc.edu |


**Transfer Notes for Associate of Science Degree Students**

The Associate of Science (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 as 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 46 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 Curricula

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 - Bozeman** 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 15, **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. Not only is it important for students to maintain a high GPA in their Nursing prerequisite classes, but it is also important for students to be aware of additional factors that may give students an extra advantage for placement. For example, at Salish Kootenai College extra preference is given to applicants based on their heritage and the number and GPA of general education courses completed at time of application. Therefore, 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**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| | | | **First Semester Total** | **15** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 134NL* | Organic & Biological Chemistry | 4 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | SOC | 110SA | Introduction to Sociology | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **Second Semester Total** | **17** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 206N* | Microbiology of Infectious Diseases** | 3 |
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **First Semester Total** | **16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 262NL* | Human Anatomy & Physiology II | 4 |
| ___ | HLTH | 221N* | Basic Human Nutrition | 3 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | BIOL | 270N* | Pathophysiology | 4 |
| | | | **Second Semester Total** | **15** |

**Total Credits** **63**

*Indicates prerequisite and/or corequisite needed. Check course description.

**BIOL 207NL* is recommended.

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

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

**First Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | CS | 100T | Introduction to Computer Science: Computer Literacy | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| | | | **First Semester Total** | **15** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 134NL* | Organic & Biological Chemistry | 4 |
| ___ | MATH | 104M* | College Algebra | 4 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Semester Total** | **17** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 207NL* | Microbiology of Infectious Diseases w/Lab | 4 |
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Semester Total** | **15** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 262NL* | Human Anatomy & Physiology II | 4 |
| ___ | ENGL | 201C* | Advanced Composition | 3 |
| ___ | MATH | 210M* | Elementary Statistics[1] | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| | | | **Second Semester Total** | **14** |
| | | | **Total Credits** | **61** |

*Indicates prerequisite and/or corequisite needed.
Check course description.

[1] Required for bachelor degree only at MSU – Northern.

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

Suggested course of study for a transfer to
**Carroll College:**

**First Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| | | | **First Semester Total** | **15** |

**Spring Semester**

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

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 205N* | Microbiology | 3 |
| ___ | BIOL | 208L* | Microbiology Lab | 1 |
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | _____ | ____ | Any Literature course from the Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | HIST 111SB, HIST 112SB, HIST 211SB, HIST 212SB or HIST 250SB | 3-4 |
| | | | **First Semester Total** | **17-18** |

**Spring Semester**

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

*Indicates prerequisite and/or corequisite 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 | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | CMPA | 100T* | Introduction to Microcomputers | 1 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| | | | **First Semester Total** | **16** |

**Spring Semester**

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

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ____ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | HUM | 261H | Introduction to Humanities: Origins & Influences I | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ____ | ____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **First Semester Total** | **14** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ANTH | 230G | Indians of North America | 3 |
| __ | BIOL | 207NL* | Microbiology of Infectious Diseases w/Lab | 4 |
| ___ | ENGL | 201C* | Advanced Composition | 3 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **Second Semester Total** | **16** |
| | | | **Total Credits** | **63** |

*Indicates prerequisite and/or corequisite needed.
Check course description.

Advisor:
Dr. Sue Justis
RH/SAT 109
(406) 756-3866
sjustis@fvcc.edu

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

**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 as 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 46 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 101NL** | General Biology I: Principles of Biology | Prerequisite for BIOL 207NL* | Prerequisite for BIOL 207NL* | Prerequisite for BIOL 205N* | Prerequisite for BIOL 207NL* | Prerequisite for BIOL 207NL* |
| **BIOL 207NL*** | Microbiology of Infectious Diseases w/Lab | BIOL 207NL* or BIOL 206N* | Not a Nursing Program Prerequisite, But Fulfills a Major Requirement | Take BIOL 205N* and BIOL 208L* Instead | Required | Not a Nursing Program Prerequisite, But Fulfills a Major Requirement |
| **BIOL 261NL*** | Human Anatomy & Physiology I | Required | Required | Required | Required | Required |
| **BIOL 262NL*** | Human Anatomy & Physiology II | Required | Required | Required | Required | Not a Nursing Program Prerequisite, But Fulfills a Major Requirement |
| **BIOL 270N*** | Pathophysiology | Not a Nursing Program Prerequisite, But Fulfills a Major Requirement | Not Required | Not Required | Not Required | Not Required |
| **CHEM 101NL*** | Introduction to Chemistry | Required | Not a Nursing Program Prerequisite, But Fulfills a Major Requirement | Required | Prerequisite for CHEM 134NL* | Required |
| **CHEM 134NL*** | Organic and Biological Chemistry | Required | Not a Nursing Program Prerequisite, But Fulfills a Major Requirement | Required | Required | Not a Nursing Program Prerequisite, But Fulfills a Major Requirement |
| **CS 100T** | Introduction to Computer Science: Computer Literacy | Not Required | Take CMPA 100T* instead | Not Required | Required | Not Required |
| **ENG 111W*** | English Composition | Required | Required | Required | Required | Required |
| **ENGL 201C*** | Advanced Composition | Not Required | Not a Nursing Program Prerequisite, But Fulfills a Major Requirement | Not Required | Not Required, But Fulfills a BSN Degree Requirement | Not Required |
| **HLTH 221N*** | Basic Human Nutrition | Required | Not Required | Required | Not Required | Not a Nursing Program Prerequisite, But Fulfills a Major Requirement |
| **MATH 104M*** | College Algebra | Prerequisite for MATH 210M* | Prerequisite for MATH 210M*, if pursuing a BSN degree. * Otherwise MATH 103* is sufficient | Prerequisite for MATH 210M* | MATH 104M* or MATH 106MA* | Required |
| **MATH 210M*** | 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 AideTraining | Not Required | Required | Not Required | Not Required | Not Required |
| **PHIL 120H** | Introduction to Ethics | Not Required | Not Required | Required | Not Required | Not Required |
| **PSY 110SA** | Introduction to Psychology | Required | Required | Required | Required | Required |
| **PSY 235SA*** | 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 110SA** | Introduction to Sociology | Required | Not Required | Required | Not Required | Not a Nursing Program Prerequisite, But Fulfills a Major Requirement |
| **SP 110C** | Public Speaking | Required | Not a Nursing Program Prerequisite, But Fulfills a Major Requirement | Required | Required | Not Required |

* Indicates prerequisite and/or corequisite 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.skc.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.milescc.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 111W*, CS 100T, PSY 110SA, PSY 235SA*, BIOL 261NL*, BIOL 262NL*, BIOL 207NL*, SP 110C, PHIL 120H and MATH 106MA* or MATH 210M*

**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 101NL*, MATH 78* and BIOL 101NL. Preference will be given to students who have also completed BIOL 207NL*, BIOL 261NL*, BIOL 262NL*, ENGL 111W*, PSY 110SA and PSY 235SA*.

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

* Indicates prerequisite and/or corequisite needed. Check course description.

# Pharmacy

## Transfer Curricula

The curriculum offered by the School of Pharmacy at **The University of Montana - Missoula** consists of 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. Additionally, students must take the Pharmacy College Admissions Test (PCAT). The PCAT is usually given in October and January of each year. The test registration deadline typically occurs a month or more prior to the scheduled test dates.

**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 as 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 46 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:**

**First Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | MATH | 175M* | Applied Calculus | 5 |
| ___ | _____ | ____ | PSY 110SA or SOC 110SA | 3-4 |
| | | | **First Semester Total** | **17-18** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 221NL* | Cell and Molecular Biology | 5 |
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| | | | **Second Semester Total** | **17** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 221NL* | Organic Chemistry I | 5 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | PHYS | 111NL* | College Physics I | 5 |
| ___ | _____ | ____ | SP 110C or SP 120C | 3 |
| | | | **First Semester Total** | **16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 222NL* | Organic Chemistry II | 5 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | _____ | ____ | ECON 211SB or ECON 212GSB | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **Second Semester Total** | **15** |

**Total Credits** **65-66**

*Indicates prerequisite and/or corequisite needed.
Check course description.

Advisor:

Dr. Janice Alexander
RH/SAT 110
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Dr. Paul Martino
RH/SAT 108
(406) 756-3895
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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.*

# Physics

## Transfer Curricula

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:**

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I | 5 |
| ___ | MATH | 122M* | Calculus & Analytic Geometry II | 5 |
| ___ | PHYS | 201NL* | General Physics I | 6 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Elective (Recommend MATH 201M*) | 4 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Year Total** | **32** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | MATH | 221M* | Calculus & Analytic Geometry III | 5 |
| ___ | MATH | 222M* | Differential Equations | 5 |
| ___ | PHYS | 202NL* | General Physics II | 6 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Non-Physics Elective** | 4 |
| | | | **Second Year Total** | **30** |
| | | | **Total Credits** | **62** |

**This elective requirement may be selected from Astonomy, Biology, Chemistry or Geology depending on the student's area of interest.

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CS | 171T | Fundamentals of Computer Science I: JAVA | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 121M* | Calculus & Analytic Geometry I | 5 |
| ___ | MATH | 122M* | Calculus & Analytic Geometry II | 5 |
| ___ | PHYS | 201NL* | General Physics I | 6 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | CS 172T*[2] or PHYS 105N[1] | 3-4 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **First Year Total** | **32-33** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | MATH | 221M* | Calculus & Analytic Geometry III | 5 |
| ___ | MATH | 231M* | Discrete Mathematics | 4 |
| ___ | PHYS | 202NL* | General Physics II | 6 |
| ___ | _____ | ____ | Humanities (H) or Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | LANG 101GH & LANG 102GH* or LANG 111GH & LANG 112GH* or LANG 115GH & LANG 116GH* or LANG 121GH & LANG 122GH* or LANG 131GH & LANG 132GH* | 10 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **31** |
| | | | **Total Credits** | **63-64** |

*Indicates prerequisite and/or corequisite needed. Check course description.
[1] If pursuing the Astronomy option.
[2] If pursuing the Computational Physics option.

Advisor:
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# Political Science

## Transfer Curricula

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 | 111W* | English Composition | 3 |
| ___ | PLSC | 100SB | American Government | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **31** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | PLSC | 200SB | American Government: Issues & Policy Making | 3 |
| ___ | PHIL | 250HSB | Political Theory | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **Second Year Total** | **30** |
| | | | **Total Credits** | **61** |

*Indicates prerequisite and/or corequisite needed. Check course description.

Advisor:
Dr. C. Jonathan Moses
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(406) 756-3867
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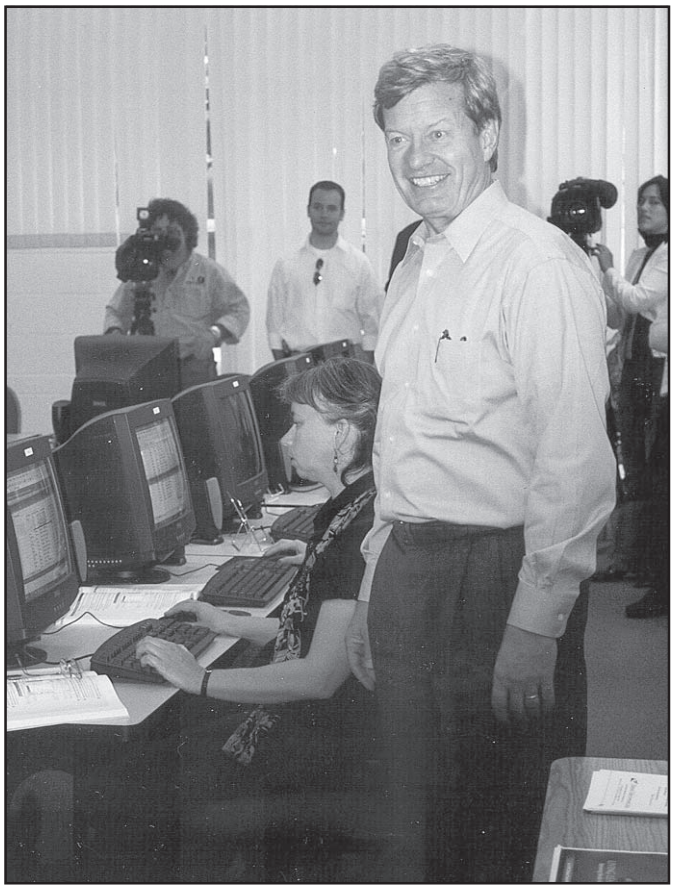

*The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.*

# Pre-Health Professions

## Transfer Curricula

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 prerequisites 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.

Pre-Physician students applying to Rocky Muntain College's PA program should be aware that students must complete on year munimum full-time hands-on health care experience with direct patient contact prior to applying for admission into the program.

Associate of Science Degree

Suggested course of study for a transfer to most pre-medicine programs:

**First Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | CHEM | 121NL* | General Chemistry I | 5 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 104M* | College Algebra | 4 |
| | | | **First Semester Total** | **16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 103N* | Biology II: The Diversity of Life | 3 |
| ___ | BIOL | 104L* | Biology II: The Diversity of Life Lab | 2 |
| ___ | CHEM | 122NL* | General Chemistry II | 5 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **Second Semester Total** | **17** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 221NL* | Organic Chemistry I | 5 |
| ___ | PHYS | 111NL* | College Physics I | 5 |
| ___ | SP | 110C | Public Speaking | 3 |
| ____ | ____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **First Semester Total** | **19** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 222NL* | Organic Chemistry II | 5 |
| ___ | PHYS | 112NL* | College Physics II | 5 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Semester Total** | **17** |
| | | | **Total Credits** | **69** |

*Indicates prerequisite and/or corequisite needed. Check course description.

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

Suggested course of study for a transfer to **The University of Montana – Missoula** in pre-physical therapy:

**First Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **First Semester Total** | **17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 206N* | Microbiology of Infectious Diseases | 3 |
| ___ | CHEM | 134NL* | Organic & Biological Chemistry | 4 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| | | | **Second Semester Total** | **18** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | HLTH | 201 | First Aid | 2 |
| ___ | PHYS | 111NL* | College Physics I | 5 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| | | | **First Semester Total** | **15** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 262NL* | Human Anatomy & Physiology II | 4 |
| ___ | PHYS | 112NL* | College Physics II | 5 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **Second Semester Total** | **15** |
| | | | **Total Credits** | **65** |

*Indicates prerequisite and/or corequisite needed.
Check course description.

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

Suggested course of study for a transfer to **Montana State University – Great Falls College of Technology** in pre-dental hygiene:

**First Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 104M* | College Algebra | 4 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| | | | **First Semester Total** | **19** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 207NL* | Microbiology of Infectious Diseases w/Lab | 4 |
| ___ | BIOL | 262NL* | Human Anatomy & Physiology II | 4 |
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | SOC | 110SA | Introduction to Sociology | 3 |
| ___ | _____ | ___ | SP 110C or SP 120C | 3 |
| | | | **Second Semester Total** | **18** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 150 | Pharmacology | 3 |
| ___ | HLTH | 221N* | Basic Human Nutrition | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 2 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Semester Total** | **12** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Semester Total** | **12** |
| | | | **Total Credits** | **61** |

*Indicates prerequisite and/or corequisite needed.
Check course description.

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

Suggested course of study for a transfer to
**Rocky Mountain College** in pre-physician assistant:

**First Year**

**Fall Semester**

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

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 207NL* | Microbiology of Infectious Diseases w/ Lab | 4 |
| ___ | CHEM | 134NL* | Organic & Biological Chemistry | 4 |
| ___ | ENGL | 201C* | Advanced Composition | 3 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| | | | **Second Semester Total** | **18** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 223NL* | Genetics and Change | 4 |
| ___ | BIOL | 261NL* | Human Anatomy & Physiology I | 4 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Any Literature or Philosophy course from the Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | REL 110G or REL115G | 3 |
| | | | **First Semester Total** | **15** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 133 | Medical Terminology | 3 |
| ___ | BIOL | 262NL* | Human Anatomy & Physiology II | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | ART 221FGH or ART 222FGH | 3 |
| ___ | _____ | ____ | Any History course from the Social Sciences (SB) Requirement | 3-4 |
| | | | **Second Semester Total** | **16-17** |

**Total Credits** **68-69****

*Indicates prerequisite and/or corequisite 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 221F or MUS 222FG or THEA 100FH, THEA 111F, THEA 120 or THEA 230H | 3 |
| ___ | One Elective course from ANTH, ECON, PLSC, or SOC | 3 |
| ___ | PE 116, 124, 127, 130, 134, 137, 145, 156, 157*, 158*, 161, 162 or 163. | 1 |

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Dr. Paul Martino
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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 as 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 46 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.*

# Pre-Social Work

## Transfer Curricula

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 220GSA, BIOL 101NL, ECON 140SB, PLSC 100SB, PSY 110SA, PSY 235SA*, SOC 110SA) must be completed for admission. Often the senior year internship may be completed in the Flathead Valley.

Associate of Arts Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | ECON | 140SB | Introduction to Political Economy | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | HS | 100SA* | Introduction to Human Services / Social Work | 3 |
| ___ | SP | 120C | Interpersonal Relations / Communications | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | SOC | 110SA | Introduction to Sociology | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **First Year Total** | **30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | HS | 250* | Interviewing / Crisis Intervention | 4 |
| ___ | SOC | 220GSA | Race and Minorities | 3 |
| ___ | PLSC | 100SB | American Government | 3 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| | | | **Second Year Total** | **31** |

**Total Credits** **61**

*Indicates prerequisite and / or corequisite needed.
Check course description.

Advisor:
Rick Halverson
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(406) 756-3871
rhalvers@fvcc.edu

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

# Psychology
## Transfer Curricula

The field of psychology prepares students for positions in the correction, substance abuse, welfare, and mental health fields, and for entrance into various graduate programs. Many careers in psychology require graduate study beyond the bachelor degree. By completing the Associate of Arts degree as prescribed below, students will be ready to complete their bachelor degree at **The University of Montana - Missoula, Montana State University - Bozeman,** or the **University of Great Falls**, either transferring to their campus or staying at FVCC via the University of Great Falls' TELECOM program.

Associate of Arts Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 103* | Intermediate Algebra | 4 |
| ___ | MATH | 104M* | College Algebra | 4 |
| ___ | PHIL | 120H | Introduction to Ethics | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | REL 110G or REL 115G | 3 |
| | | | **First Year Total** | **31** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | PSY | 200 | Psychology of Adjustment | 3 |
| ___ | PSY | 210SA* | Social Psychology | 3 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | _____ | ____ | Any Literature course from the Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | HIST 111SB & HIST 112SB or HIST 211SB & HIST 212SB | 8 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | PE Electives | 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:**

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | MATH 106MA*[1], MATH 104M* and MATH 210M*, MATH 121M* or MATH 175M* | 3-8 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **29-34** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | _____ | ____ | Elective | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **31** |
| | | | **Total Credits** | **60-65** |

*Indicates prerequisite and/or corequisite needed. Check course description.

[1] Students will need to take MATH 117 Probability and Linear Math at UM, if MATH 106MA* 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:**

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Math (M) Requirement | 3 |
| ___ | _____ | ____ | Psychology Elective | 3 |
| | | | **First Year Total** | **30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Psychology Elective | 3 |
| ___ | _____ | ____ | Psychology Elective | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA or SB), Humanities (H), or Communication (C) Requirement | 3 |
| | | | **Second Year Total** | **30** |
| | | | **Total Credits** | **60** |

*Indicates prerequisite and/or corequisite needed.
Check course description.

Advisors:

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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 Curricula*

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 |
|---|---|---|---|---|
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | SOC | 110SA | Introduction to Sociology | 3 |
| ___ | SOC | 120 | Social Problems | 3 |
| ___ | _____ | ____ | Communications (C) Requirement | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Fine Arts (F) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Major Content Course++ | 3 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **31** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | SOC | 105SA | Introduction to Criminal Justice | 3 |
| ___ | SOC | 260 | Introduction to Juvenile Delinquency | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 4 |
| ___ | _____ | ____ | Global Issues (G) Requirement or Elective (if completed SOC 220GSA) | 3 |
| ___ | _____ | ____ | Major Content Course++ | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **29** |
| | | | **Total Credits** | **60** |

++Select two courses from the following list of Sociology Major content classes.

Content Requirement:

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

*Indicates prerequisite and/or corequisite needed. Check course description.

Advisor:

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# Theatre Arts Studies

## Transfer Curricula

The program in Theatre Arts Studies helps to prepare students for transferring to a four-year educational institution with a major in Theatre Arts. Theatre Arts Studies provides the student with a broad liberal art education and a general focus in theatre while completing the General Education Requirements.

The student is strongly encouraged to discuss course articulation with the advisor to facilitate transfer to **The University of Montana - Missoula** or other four-year institutions, as some coursework may be accepted as only theatre elective.

Associate of Arts Degree

Suggested course of study for a transfer in Theatre Arts:

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | ENGL | 230H* | Theatre as Literature | 3 |
| ___ | MATH | 106MA* | Liberal Arts Mathematics | 3 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | THEA | 111F | Acting I | 3 |
| ___ | THEA | 113F* | Acting II | 3 |
| ___ | THEA | 120 | Stagecraft I | 3 |
| ___ | THEA | 130 | Theatre Design and Production | 1 |
| ___ | _____ | ____ | Communications (C), Humanities (H), or Social Sciences (SA or SB) Requirement | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Elective | 1 |
| ___ | _____ | ____ | Natural Science (NL) Requirement | 3 |
| | | | **First Year Total** | **30** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | THEA | 100FH | Intoduction to Theatre | 3 |
| ___ | THEA | 110 | Theatre Workshop | 1 |
| ___ | THEA | 115 | Beginning Directing | 3 |
| ___ | THEA | 121 | Stagecraft II | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective | 3 |
| ___ | _____ | ____ | Elective or THEA 221 | 2 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Natural Science (NL or N) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **30** |
| | | | **Total Credits** | **60**** |

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

| | | | | |
|---|---|---|---|---|
| ___ | ART | 221FGH | Art History Survey I: Ancient to Middle Ages | 3 |
| ___ | ART | 222FGH | Art History Survey II: Renaissance to Modern | 3 |
| ___ | ENGL | 267H | Shakespeare: Tragedies, History | 3 |
| ___ | ENGL | 268H | Shakespeare: Tragedies, Comedies | 3 |
| ___ | HUM | 261H | Introduction to Humanities: Origins and Influences I | 4 |
| ___ | HUM | 262H | Introduction to Humanities: Origins and Influences II | 4 |
| ___ | THEA | 105 | Motion Picture Appreciation | 1 |
| ___ | THEA | 112 | Dance Theatre Workshop | 3 |
| ___ | THEA | 140 | Issues in Contemporary Theatre | 1 |
| ___ | THEA | 201C | Voice and Speech I | 2 |
| ___ | THEA | 202C* | Voice and Speech II | 2 |
| ___ | THEA | 211F* | Acting III | 3 |
| ___ | THEA | 213F* | Acting IV | 3 |
| ___ | THEA | 222* | Stage Movement II | 2 |
| ___ | THEA | 225* | Acting for Film | 3 |

*Indicates prerequisite and/or corequisite needed. Check course description.

Advisors:

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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 Curricula*

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 resources management and graduate work. MSU's program emphasizes basic principles of animal ecology with considerable work in related fields.

Associate of Science Degree

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 103N* | Biology II: The Diversity of Life | 3 |
| ___ | BIOL | 104L* | Biology II: The Diversity of Life Lab | 2 |
| ___ | BIOL | 233 | Rangeland Management | 3 |
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | CHEM | 134NL* | Organic & Biological Chemistry | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | ENGL | 150C* | Technical Writing | 3 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **First Year Total** | **31** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 221NL* | Cell and Molecular Biology | 5 |
| ___ | BIOL | 223NL* | Genetics and Change | 4 |
| ___ | BIOL | 250NL | Rocky Mountain Flora | 3 |
| ___ | MATH | 175M* | Applied Calculus | 5 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | NR | 270N | Wildlife Habitat and Conservation | 3 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SB) Requirement | 3 |
| | | | **Second Year Total** | **34** |
| | | | **Total Credits** | **65** |

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

**First Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | BIOL | 103N* | Biology II: The Diversity of Life | 3 |
| ___ | BIOL | 104L* | Biology II: The Diversity of Life Lab | 2 |
| ___ | CHEM | 101NL* | Introduction to Chemistry | 4 |
| ___ | CHEM | 134NL* | Organic & Biological Chemistry | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | _____ | ____ | ENGL 150C* or ENGL 201C* | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| ___ | _____ | ____ | Social Sciences (SA) Requirement | 3 |
| | | | **First Year Total** | **32** |

**Second Year**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 250NL | Rocky Mountain Flora | 3 |
| ___ | GEOG | 101NL | Introduction to Physical Geography | 4 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| ___ | MATH | 175M* | Applied Calculus | 5 |
| ___ | MATH | 210M* | Elementary Statistics | 4 |
| ___ | PHYS | 111NL* | College Physics I | 5 |
| ___ | _____ | ____ | Computer Skills (T) Requirement | 1 |
| ___ | _____ | ____ | Global Issues (G) Requirement | 3 |
| ___ | _____ | ____ | Humanities (H) Requirement | 3 |
| | | | **Second Year Total** | **31** |
| | | | **Total Credits** | **63** |

*Indicates prerequisite and/or corequisite needed. Check course description.

Advisor:
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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 as 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 46 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* |
| HS/SP | 120C |
| SP | 110C |
| SP | 210* |
| SP | 215 |
| SURG | 101* |
| SURG | 110* |
| THEA | 110 |
| XRT | 130* |

B. (choose one)

| | |
|---|---|
| BADM | 176 |
| BUS | 121* |
| BUS | 130C* |
| ENGL | 111W* |
| ENGL | 116H |
| ENGL | 150C* |
| ENGL | 220H |
| SBM | 150 |

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

### *HUMAN RELATIONS/ LEADERSHIP COURSES:*

(any one course)

| | |
|---|---|
| ART | 221FGH |
| ART | 222FGH |
| BADM | 176 |
| BADM | 240* |
| BUS | 220* |
| CJ/SOC | 105SA |
| CJ | 220 |
| ECON | 140SB |
| ECON | 212GSB |
| ENGL | 116H |
| JRNL | 211* |
| JRNL | 212* |
| HS | 100SA* |
| HS/SP | 120C |
| MED | 130 |
| SBM | 150 |
| SP | 215 |
| SURV | 142* |
| SURV | 273.1* |
| XRT | 240* |

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

***COMPUTATION COURSES:***
(any one course)

| | |
|---|---|
| BUS | 120* |
| BUS | 121* |
| MATH | 78* |
| MATH | 103* |
| MATH | 105M* |
| MATH | 106MA* |
| MATH | 134* |
| NR | 153 |
| PHYS | 106N* |
| SBM | 150 |

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

***TECHNOLOGY COURSES:***
(any one course or grouping)

| | |
|---|---|
| ART / JRNL | 154F* |
| ART | 157* |
| CASC | 102T*, 105T*, 107T*, 108T* (all of these) |
| CMPA | 130T* |
| CMPA | 131T* |
| CMPA | 135T* |
| CMPA | 141T*, 151T*, 166T*, 261T* |
| 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:

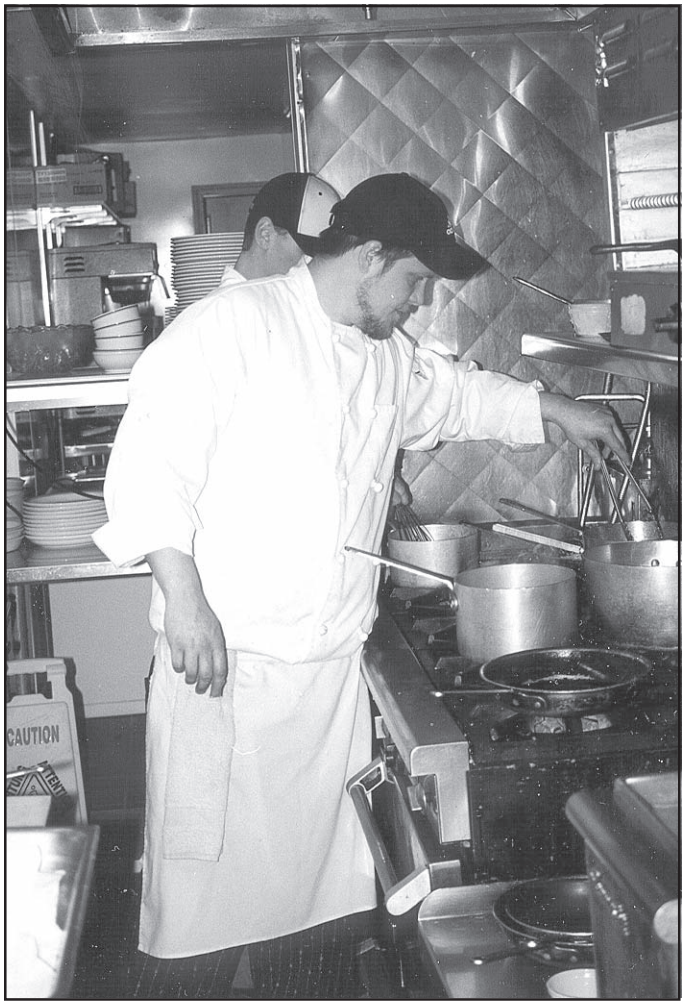
1. Proficiency in keyboarding or use of other input devices.
2. Be technologically literate as defined by use of software packages appropriate to study including but not limited to:
    - Have working knowledge of word processing
    - Have working knowledge of spreadsheets and databases
    - Have basic 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 | 220GSA |
| BADM | 176 |
| BUS | 130C* |
| BUS | 275* |
| CMPA | 135T* |
| ECON | 140SB |
| ECON | 211SB |
| ECON | 212GSB |
| ENGL | 111W* |
| ENGL | 116H |
| ENGL | 201C* |
| ENGL | 220H |
| MATH | 78* |
| MATH | 103* |
| MED | 215 |
| MED | 252* |
| MED | 262* |
| OT | 220* |
| PHIL | 110H |
| PHIL | 120H |
| PHYS | 106N* |
| PSY | 110SA |
| SBM | 150 |
| SOC | 110SA |
| SOC | 120 |
| SP | 110C |

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




## Occupational Programs



## Certificate Programs

# 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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 201 | Principles of Accounting I | 4 |
| ___ | BADM | 176 | Human Relations in Business | 3 |
| ___ | BUS | 130C* | Business Communications | 3 |
| ___ | MATH | 103* | Intermediate Algebra | 4 |
| ___ | SP | 120C | Interpersonal Relations/ Communications | 3 |
| | | | **Total Credits** | **17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 121* | Payroll Accounting | 2 |
| ___ | ACCT | 202* | Principles of Accounting II | 4 |
| ___ | BUS | 271 | Business Law | 4 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| | | | **Total Credits** | **17** |

### Second Year

**Fall Semester**

| ✓ | Course | # | 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 | # | 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 corequisite 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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 201 | Principles of Accounting I | 4 |
| ___ | BADM | 176 | Human Relations in Business | 3 |
| ___ | BUS | 130C* | 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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 121* | Payroll Accounting | 2 |
| ___ | ACCT | 150* | Accounting on Microcomputers | 2 |
| ___ | ACCT | 202* | Principles of Accounting II | 4 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| | | | **Total Credits** | **15** |

*Indicates prerequisite and/or corequisite 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 | Libby |
|---|---|
| Ronnie Laudati | Chad Shilling |
| BSS 127 | Room #105 |
| (406) 756-3990 | (406) 293-2721, ext. 233 |
| rlaudati@fvcc.edu | cshillin@fvcc.edu |

*If you are considering transfer to a four-year college, some of the courses will transfer as electives only.* ***See your advisor.*** *If you are going to graduate in the current academic year,* ***you must see an advisor in the Business 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**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BT | 130++ | Introduction to Building Trades I | 3 |
| ___ | BT | 135*++ | Building Trades Field Experience I | 10 |
| ___ | BUS | 121*++ | Math and Communications for the Trades | 5 |
| | | | **Total Credits** | **18** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BT | 140*++ | Introduction to Building Trades II | 3 |
| ___ | BT | 145*++ | Building Trades Field Experience II | 10 |
| ___ | CMPA | 100T*++ | Introduction to Microcomputers | 1 |
| ___ | SP | 110C | Public Speaking | 3 |
| | | | **Total Credits** | **17** |

### Second Year

**Fall Semester**

| ✓ | Course | No. | Title | Credits |
|---|---|---|---|---|
| ___ | 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 | 3 |
| | | | **Total Credits** | **15** |

**Spring Semester**

| ✓ | Course | No. | Title | Credits |
|---|---|---|---|---|
| ___ | BADM | 250* | Business Planning | 3 |
| ___ | BT | 240*++ | Construction Project Management II | 6 |
| ___ | BUS | 271 | Business Law | 4 |
| ___ | CASC | ____ | Elective | 1 |
| | | | **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 corequisite 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 contruction helpers or as electrician or plumbing apprentices. Further education and experience will offer many opportunities for advancement.

Advisor:
Bill Roope
RH / SAT 172
(406) 756-3968
broope@fvcc.edu

# 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 | # | Title | Credits |
|---|---|---|---|---|
| ____ | ACCT | 201 | Principles of Accounting I | 4 |
| ___ | BADM | 140 | Principles of Marketing | 3 |
| ___ | BADM | 176 | Human Relations in Business | 3 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | SP | 110C | Public Speaking | |
| | or | | | |
| ___ | SP | 120C | Interpersonal Relations / Communications | 3 |
| | | | **Total Credits** | **17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 202* | Principles of Accounting II | 4 |
| ___ | BADM | 175 | Principles of Management | 3 |
| ___ | BUS | 130C* | Business Communications | 3 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | |
| | or | | | |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | MATH | 103* | Intermediate Algebra | 4 |
| | | | **Total Credits** | **17** |

### Second Year

**Fall Semester**

| ✓ | Course | # | 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 | ____ | 108T*, 109T*, 115T*, 120 and / or 121* | 1-3 |
| ___ | CMPA | 270T* | Web Publishing: HTML and Web Page Design | 3 |
| | | | **Total Credits** | **16** |

**Spring Semester**

| ✓ | Course | # | 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 corequisite needed. Check course description.

**Program Information**

- The program provides technical business manager / marketer skill development.
- The program provides primary training 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

**(Also offered at Lincoln County Campus)**

The following curriculum develops entry level competencies necessary for supervisory positions. The curriculum also provides a foundation for the student who may desire to seek a two-year degree at a future date.

**Fall Semester**

| ✓ | Course | # . | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 201 | Principles of Accounting I | 4 |
| ___ | BADM | 140 | Principles of Marketing | 3 |
| ___ | BADM | 176 | Human Relations in Business | 3 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | SP | 110C | Public Speaking | |
| | or | | | |
| ___ | SP | 120C | Interpersonal Relations/ Communications | 3 |
| | | | **Total Credits** | **17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 202* | Principles of Accounting II | 4 |
| ___ | BADM | 175 | Principles of Management | 3 |
| ___ | BUS | 130C* | Business Communications | 3 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | |
| | or | | | |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | MATH | 103* | Intermediate Algebra | 4 |
| | | | **Total Credits** | **17** |

*Indicates prerequisite and/or corequisite 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:

Tom Jay
BSS 104
(406) 756-3860
tjay@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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | CJ | 230 | Police Organization and Behavior | 3 |
| ___ | CHEM | 210NL* | Forensic Science I | 4 |
| ___ | ENGL | 111W*++ | English Composition | 3 |
| ___ | MATH | 78*++ | Introductory Algebra | |
| | or | | | |
| | BUS | 120* | Business Math | 4 |
| | | | **Total Credits** | **14** |

**Spring Semester (odd years)**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CHEM | 211NL* | Forensic Science II | 4 |
| ___ | CJ | 105SA | Introduction to Criminal Justice | 3 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | ENGL | 150C* | Technical Writing | 3 |
| ___ | SOC | 110SA++ | Introduction to Sociology | 3 |
| | | | **Total Credits** | **17** |

**Fall Semester (odd years)**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CJ | 112* | Handgun Marksmanship (Optional) | 1 |
| ___ | CJ | 231* | Criminal Procedure | 2 |
| ___ | CJ | 271* | Seminar (Courts) | 1 |
| ___ | HIST | 211SB | US History: Colonial Era to 1860's | 4 |
| ___ | PLSC | 100SB | American Government | 3 |
| ___ | SOC | 120 | Social Problems | |
| | or | | | |
| ___ | SOC | 220GSA | Race and Minorities | 3 |
| ___ | SP | 110C++ | Public Speaking | 3 |
| | | | **Total Credits** | **17** |

**Spring Semester (even years)**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CJ | 220 | Corrections | 3 |
| ___ | CJ | 225 | Criminal Law | 3 |
| ___ | CJ | 260 | Introduction to Juvenile Delinquency | 3 |
| ___ | HIST | 212SB | US History: 1860's to Present | 4 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| | | | **Total Credits** | **17** |

*Indicates prerequisite and/or corequisite needed.
Check course description.
++ Indicates course may be taken in the 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, investigators, border patrol agents, and in positions in homeland security or corrections. Job opportunities in the criminal justice field are greater in Montana compared to the national average.

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

# Culinary Arts

## AAS Degree

The Culinary Arts program provides students with entry-level skills in the culinary arts industry. Students receive instruction in cooking and baking, as well as theoretical knowledge that underlines competency in the field. Additional training involves table services, menus, cost controls, storeroom and stewarding. Students will have the opportunity to:

- Learn and effectively practice basic and advanced technical skills in food preparation and service.
- Understand the principles of food identification, nutrition, and food and beverage composition.
- Gain experience in the proper use and maintenance of professional culinary equipment.
- Become familiar with the layout and workflow of professional kitchens and bakeshops.
- Gain an appreciation for the history, evolution, and international diversity of culinary arts.
- Develop a sense of professionalism necessary for working successfully in the culinary arts.

**First Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BUS | 120* | Business Math | 4 |
| ___ | CA | 101 | Professional Chef I | 9 |
| ___ | CA | 143 | Basic Sanitation | 2 |
| ___ | CA | 148 | Food and Beverage Service | 3 |
| | | | **Total Credits** | **18** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BUS | 130C | Business Communications | 3 |
| ___ | CA | 102* | Professional Chef II | 9 |
| ___ | CA | 250 | Food and Beverage Management | 2 |
| ___ | CMPA | 130T* | Integrated Software Application | 2 |
| | | | **Total Credits** | **16** |

**Summer Semester -Optional**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CA | 275* | Culinary Arts Internship I | 3 |
| | | | **Total Credits** | **3** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BADM | 176 | Human Relations in Business | 3 |
| ___ | CA | 201* | Professional Chef III | 6 |
| ___ | CA | 230 | Nutritional Cooking | 3 |
| ___ | HS | 120C | Interpersonal Relations/Communications | 3 |
| ___ | ____ | ___ | Elective | 3 |
| | | | **Total Credits** | **18** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CA | 202* | Professional Chef IV | 6 |
| ___ | CA | 220 | Purchasing and Cost Controls | 3 |
| ___ | CA | 240 | Menu Design and Layout | 3 |
| ___ | CA | 275* | Culinary Arts Internship I | |
| | or | | | |
| ___ | CA | 276* | Culinary Arts Internship II | 3 |
| | | | **Total Credits** | **15** |

*Indicates prerequisite and/or corequisite needed. Check course description.

### Additional Costs

- Lab fees for the Professional Chef I, II, III and IV are $250 each. These fees cover the cost of food and consumable supplies. There are other lab fees associated with some of the classes in this program. They are listed in the semester schedule.

### Opportunities after Graduation

- Graduates will work in restaurants, resorts, schools, hotels and healthcare facilities. The Flathead Valley offers many job opportunities in the Culinary Arts Industry.

For general information, please contact:

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

# Early Childhood Education

## AAS Degree

**(Also offered at Lincoln County Campus)**

The Early Childhood Education program provides students with the theoretical and practical knowledge needed to create environments that will maximize the developmental and learning potential of all young children (birth to age 8) using developmentally appropriate practices as a foundation for program planning. Issues of diversity, inclusion and professionalism are intricately woven throughout all of the coursework. Students will have an opportunity to gain experience and knowledge through hands-on participation in early education settings.

**First Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | EDUC | 101 | Introduction to Early Childhood Education | 3 |
| ___ | EDUC | 102 | Early Childhood Developmental Themes | 3 |
| ___ | EDUC | 127* | Health, Safety & Nutrition in Early Childhood | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | SP | 120C | Interpersonal Relations/ Communications | 3 |
| | | | **Total Credits** | **16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | EDUC | 128* | Child, Family and Community Relations | 3 |
| ___ | EDUC | 231* | Curriculum Development for Young Children | 3 |
| ___ | EDUC | 257* | Field Practicum I | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | SOC | 110SA | Introduction to Sociology | 3 |
| | | | **Total Credits** | **15** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CMPA | 130T* | Integrated Software Application | |
| | or | | | |
| ___ | CMPA | 131T* | Business Software | 2-4 |
| ___ | EDUC | 130* | Language and Literature for Young Children | 2 |
| ___ | EDUC | 235* | Creative Art for the Developing Child | 2 |
| ___ | EDUC | 247* | Guidance of Young Children | 3 |
| ___ | MATH | 106MA* | Liberal Arts Mathematics | 3 |
| ___ | PSY | 235SA* | Developmental Psychology | |
| | or | | | |
| ___ | BIOL | 101NL~ | Principles of Biology I: Principles of Biology | 3-4 |
| | | | **Total Credits** | **15-18** |

~For students planning on transferring to The University of Montana-Western's B.S. program

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ____ | ANTH | 110G | Cultural Anthropology | |
| | or | | | |
| ____ | ANTH | 230G | Indians of North America | 3 |
| __ | EDUC | 241* | Administration of Early Childhood Programs | 3 |
| ___ | EDUC | 252* | Music and Movement for Young Children | 2 |
| ___ | EDUC | 253* | Math and Science for Early Childhood | 2 |
| ___ | EDUC | 258* | Field Practicum II | 3 |
| ___ | _____ | ____ | Electives | 3-5 |
| | | | **Total Credits** | **16-18** |

*Indicates prerequisite and/or corequisite 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 well-educated early childhood educators continues to increase. Program graduates are qualified to practice in a variety of early education and care settings, including Head Start programs, child care centers, family home care settings, preschools and public school classrooms as primary grade para-educators. Continued education and experience provides opportunities to become teacher trainers, early childhood consultants, early education specialists and program administrators.

The AAS degree in Early Childhood Education also articulates into UM-Western's BS program in Early Childhood Education.

Advisor:
Marlyn James
BSS 123
(406) 756-3869
mjames@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**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 101F | Drawing I | 3 |
| ___ | ART | 157* | 3D Jewelry Design & Modeling I | 4 |
| ___ | ART | 241F | Jewelry & Metalsmithing I | 3 |
| ___ | ART | 277* | Forging & Smithing I | 3 |
| ___ | BUS | 120* | Business Math | 4 |
| | | | **Total Credits** | **17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 155* | Jewelry Design & Rendering I | 3 |
| ___ | ART | 235 | Wax Modeling & Casting I | 3 |
| ___ | ART | 242F* | Jewelry & Metalsmithing II | 3 |
| ___ | ART | 245* | Stone Setting I | 3 |
| ___ | ART | 257* | 3D Jewelry Design & Modeling II | 4 |
| ___ | ART | 274* | Portfolio Presentation | 1 |
| | | | **Total Credits** | **17** |

### Second Year

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 243F* | Jewelry & Metalsmithing III | 3 |
| ___ | ART | 246* | Stone Setting II | 3 |
| ___ | ART | 258* | 3D Jewelry Design & Modeling III | 4 |
| ___ | ART | 272* | Surface Embellishments I | 3 |
| ___ | ART | 278* | Forging & Smithing II | 3 |
| | | | **Total Credits** | **16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 244* | Jewelry Repair I | 3 |
| ___ | ART | 269* | Jewelry & Metalsmithing IV | 3 |
| ___ | ART | 270* | Wax Modeling & Casting II | 3 |
| ___ | ART | 276* | Surface Embellishments II | 3 |
| ___ | BUS | 130C* | Business Communications | 3 |
| | | | **Total Credits** | **15** |

*Indicates prerequisite and/or corequisite 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
RH/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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 101F | Drawing I | 3 |
| ___ | ART | 151F | Design I | 3 |
| ___ | ART | 241F | Jewelry & Metalsmithing I | 3 |
| ___ | ART | 277* | Forging & Smithing I | |
| | or | | | |
| ___ | ART | 157* | 3D Jewelry Design & Modeling I | 3-4 |
| ___ | BUS | 130C* | Business Communications | 3 |
| | | | **Total Credits** | **15-16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 155* | Jewelry Design & Rendering I | 3 |
| ___ | ART | 235 | Wax Modeling & Casting I | 3 |
| ___ | ART | 242F* | Jewelry & Metalsmithing II | 3 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | HS/SP | 120C | Interpersonal Relations/ Communications | |
| | or | | | |
| ___ | SP | 110C | Public Speaking | 3 |
| | | | **Total Credits** | **16** |

### Second Year

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 221FGH | 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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 101 | Vocational Accounting I | |
| | or | | | |
| ___ | ACCT | 201 | Principles of Accounting I | 4 |
| ___ | ART | 222FGH | 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 corequisite 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
RH/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**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | 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**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | 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* | Introduction to AutoCAD | 3 |
| | | | **Total Credits** | **15** |

**Summer Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | HVACR | 264* | HVAC/R Field Experience I | 10 |
| | | | **Total Credits** | **10** |

*Indicates prerequisite and/or corequisite 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
RH/SAT 172
(406) 756-3968
broope@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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | BUS | 120* | Business Math | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | HS | 100SA* | Introduction to Human Services/ Social Work | 3 |
| ___ | HS | 120C | Interpersonal Relations/ Communications | 3 |
| ___ | _____ | ____ | Specialty Course | 2-3 |
| | | | **Total Credits** | **15-16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CMPA | 130T* | Integrated Software Application | |
| | or | | | |
| ___ | CMPA | 131T* | Business Software | 2-4 |
| ___ | ENGL | 150C* | Technical Writing | 3 |
| ___ | HS | 279* | Legal/Ethical/Professional Issues | 3 |
| ___ | PSY | 110SA | 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 | # | 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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | HS | 260* | Group Process | 3 |
| ___ | 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 |
| ___ | _____ | ____ | Electives | 4 |
| | | | **Total Credits** | **15-17** |

*Indicates prerequisite and/or corequisite needed. Check course description.

**Specialty Courses:** Minimum of 25 credits from the 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 | 210SA* | Social Psychology | 3 |
| ___ | PSY | 225NSA* | Physiological Psychology | 3 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | PSY | 245SA* | Abnormal Psychology | 3 |
| ___ | SA | 200* | Introduction to Chemical Dependency Counseling | 3 |
| ___ | SA | 220* | Assessment and Evaluation Procedures of Substance Abuse | 2 |
| ___ | SOC | 110SA | Introduction to Sociology | 3 |
| ___ | SOC | 120 | Social Problems | 3 |
| ___ | SOC | 220GSA | 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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 201 | Principles of Accounting I | 4 |
| ___ | BUS | 130C* | Business Communications | |
| | or | | | |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | CMPA | 126T* | Networking Fundamentals | 4 |
| ___ | MATH | 103* | Intermediate Algebra | 4 |
| | | | **Total Credits** | **15** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BADM | 176 | Human Relations in Business | 3 |
| ___ | CMPA | 151T* | Spreadsheets | 3 |
| ___ | CMPA | 166T* | Computer Operating Systems | 3 |
| ___ | CMPA | 176T* | Introduction to Router Technology | 4 |
| ___ | CMPA | 270T* | Web Publishing: HTML and Web Page Design | 3 |
| | | | **Total Credits** | **16** |

### Second Year

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CMPA | 172T* | Computer Repair & Maintenance (A+) | 3 |
| ___ | CMPA | 210T* | Network Operating Systems | 4 |
| ___ | CMPA | 261T* | Introduction to Database Processing | 4 |
| ___ | CMPA or CS | | Electives | 2-4 |
| ___ | SP | 110C | Public Speaking | 3 |
| | | | **Total Credits** | **16-18** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BUS | 221* | Information Technology Project Management | 3 |
| ___ | BUS | 276* | Management Information Systems Internship | 3 |
| ___ | CMPA | 262T* | Advanced Database Processing | 4 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | |
| | or | | | |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | CMPA or CS | | Electives | 2-4 |
| | | | **Total Credits** | **15 -17** |

*Indicates prerequisite and/or corequisite 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 102T* and 115T*. See your advisor.
- Students with little computer software background will need to take CMPA 130T* 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 126T*, 176T*, 226T*, & 276T* 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 | 130T* | Integrated Software Application | 2 |
| ___ | CMPA | 141T* | Beginning Word Processing | 3 |
| ___ | CMPA | 226T* | Routing & Switching | 4 |
| ___ | CMPA | 276T* | Network Design | 4 |
| ___ | CS | 131T | Visual Basic Programming | 4 |
| ___ | CS | 171T | Fundamentals of Computer Science I: JAVA | 4 |
| ___ | CS | 204T* | C++ Programming | 4 |

# Information Technology

## Web Technology
## AAS Degree

The Web Technology program is ideal for individuals interested in web site 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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | ART | 151F | Design I | 3 |
| ___ | BUS | 130C* | Business Communications | 3 |
| | or | | | |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | CMPA | 126T* | Networking Fundamentals | 4 |
| ___ | CMPA | 270T* | Web Publishing: HTML and Web Page Design | 3 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | 3 |
| | or | | | |
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| | | | **Total Credits** | **16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BADM | 140 | Principles of Marketing | 3 |
| ___ | BADM | 175 | Principles of Management | 3 |
| ___ | CMPA | 271T* | Web Page Programming | 4 |
| ___ | CMPA | 272T* | Image Editing on the Web | 3 |
| ___ | MATH | 103* | Intermediate Algebra | 4 |
| | | | **Total Credits** | **17** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CMPA | 210T* | Network Operating Systems | 3 |
| ___ | CMPA | 261T* | Introduction to Database Processing | 4 |
| ___ | CMPA | 274T* | Interactive Media for the Web | 3 |
| ___ | CMPA | 275* | Web Development Tools: Dreamweaver | 3 |
| ___ | SP | 110C | Public Speaking | 3 |
| | | | **Total Credits** | **17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BUS | 220* | E-Commerce | 3 |
| ___ | BUS | 221* | Information Technology Project Management | 3 |
| ___ | BUS | 276* | Management Information Systems Internship | 3 |
| ___ | CMPA | 273T* | Data Driven Web Sites | 3 |
| ___ | _____ | ____ | Business or Computer Elective | 3 |
| | | | **Total Credits** | **15** |

*Indicates prerequisite and/or corequisite 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.
- No Internet-based classes may be substituted for required courses or electives.

**Admission Guidelines**

- Students with insufficient computer skills must complete CS 100T – Introduction to Computer Science and CASC 115T – 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™.

**Additional Costs**

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

**Approved Electives**

Business or Computer Electives:

| ✓ | Course | No. | Title | Credits |
|---|---|---|---|---|
| ___ | BUS | 271 | Business Law | 4 |
| ___ | CMPA | 166T* | Computer Operating Systems | 3 |
| ___ | CS | 171T | Fundamentals of Computer Science I: JAVA | 4 |
| ___ | CS | 204T* | C++ Programming | 4 |
| ___ | SBM | 150 | Small Business Management | 3 |
| ___ | SBM | 150 | Entrepreneurship / Small Business Startup | 3 |

**Opportunities After Graduation**

- Designing, developing and maintaining Web sites
- Managing Web technology projects or businesses
- Continuing education in the area of Graphic Arts

Advisor:

Laurie Murphy
BSS 105
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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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | CMPA | 126T* | Networking Fundamentals | 4 |
| ___ | CMPA | 172T* | Computer Repair and Maintenance (A+) | 3 |
| ___ | CMPA | 261T* | Introduction to Database Processing | 4 |
| ___ | CMPA | 270T | Web Publishing: HTML & Web Page Design | 3 |
| ___ | MATH | 78* | Introductory Algebra | 4 |
| | | | **Total Credits** | **18** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BUS | 130C* | Business Communications | 3 |
| ___ | BUS | 221* | Information Technology Project Management | 3 |
| ___ | CMPA | 151T* | Spreadsheets | 3 |
| ___ | CMPA | 166T* | Computer Operating Systems | 3 |
| ___ | CMPA | 176T* | Introduction to Router Technology | 4 |
| | | | **Total Credits** | **16** |

*Indicates prerequisite and/or corequisite 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
BSS 124
(406) 756-3865
pmacgreg@fvcc.edu

# Medical Assistant

## AAS Degree

**(Also offered at Lincoln County Campus)**

Medical assistants are multi-skilled practitioners who perform a wide range of roles in physicians' 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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 110N | Basic Anatomy and Physiology | 3 |
| ___ | BIOL | 133 | Medical Terminology | 3 |
| ___ | BUS | 120* | Business Math | 4 |
| ___ | BUS | 130C* | Business Communications | 3 |
| | | | **Total Credits** | **13** |

(Also strongly recommended: BIOL 111L* - Basic A&P Lab, 1 credit and BIOL 208L* -Microbiology Lab, 1 credit)

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 101 | Vocational Accounting I | 4 |
| ___ | CMPA | 130T* | Integrated Software Application | 2 |
| ___ | HLTH | 201 | First Aid | 2 |
| ___ | MED | 120 | Records Information Management | 3 |
| ___ | MED | 150 | Pharmacology | 3 |
| ___ | MED | 230* | Clinical Practicum I** | 2 |
| | | | **Total Credits** | **16** |

**Summer Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CMPA | 141T* | Beginning Word Processing | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | SP | 120C | Interpersonal Relations/ Communications | 3 |
| | | | **Total Credits** | **10** |

### Second Year

**Fall Semester**

| ✓ | Course | # | 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 | 2 |
| | | | **Total Credits** | **15** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | MED | 204* | Medical Machine Transcription | 3 |
| ___ | MED | 222 | Computerized Medical Billing | 2 |
| ___ | MED | 232* | Clinical Externship** | 4 |

Electives: 3 credits from the following:

| | | | | |
|---|---|---|---|---|
| ___ | BIOL | 170* | Disease Processes/Pharmacology | 4 |
| ___ | MED | 101 | Healthcare Delivery Systems | 3 |
| ___ | MED | 215 | E-Scription | 2 |
| | | | **Total Credits** | **12** |

*Indicates prerequisite and/or corequisite 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**

- The Flathead Valley Community College Kalispell and Libby campuses' Medical Assistant programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Curriculum Review Board of the American Association of Medical Assistant's Endowment (AAMAE).

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

**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
Karla West
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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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 110N | Basic Anatomy & Physiology | 3 |
| ___ | BIOL | 111L* | Basic Anatomy & Physiology Lab | 1 |
| ___ | BIOL | 133 | Medical Terminology | 3 |
| ___ | CMPA | 130T* | Integrated Software Application | 2 |
| ___ | MED | 101 | Healthcare Delivery Systems | 3 |
| ___ | MED | 120 | Records Information Management | 3 |
| | | | **Total Credits** | **15** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 170* | Disease Processes/Pharmacology | 4 |
| ___ | BUS | 130C* | Business Communications | 3 |
| ___ | MED | 130 | Medical Law and Ethics | 3 |
| ___ | MED | 221 | Basic Medical Coding | 3 |
| ___ | MED | 222 | Computerized Medical Billing | 2 |
| | | | **Total Credits** | **15** |

**Summer Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | MED | 252* | Intermediate ICD- 9-CM Coding | 3 |
| ___ | MED | 262* | Intermediate CPT Coding | 3 |
| ___ | MED | 277* | Medical Coding Internship | 3 |
| | | | **Total Credits** | **9** |

*Indicates prerequisite and/or corequisite 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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brudolph@fvcc.edu

# 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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 110N | Basic Anatomy and Physiology | 3 |
| ___ | BIOL | 111L* | Basic Anatomy and Physiology Lab | 1 |
| ___ | BIOL | 133 | Medical Terminology | 3 |
| ___ | BUS | 130C* | Business Communications | 3 |
| ___ | CMPA | 141T* | Beginning Word Processing | 3 |
| ___ | OT | 204* | Medical Machine Transcription | 3 |
| | | | **Total Credits** | **16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 170* | Disease Processes / Pharmacology | 4 |
| ___ | MED | 120 | Records Information Management | 3 |
| ___ | MED | 130 | Medical Law and Ethics | 3 |
| ___ | MED | 215 | E-Scription | 2 |
| ___ | OT | 125* | Editing Skills for Information Processing | 2 |
| ___ | OT | 208* | Medical Transcription II | 3 |
| ___ | _____ | ____ | Elective | 1 |
| | | | **Total Credits** | **18** |

*Indicates prerequisite and / or corequisite 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 ($IC^3$) or
     - CMPA 100T* Introduction to Microcomputers and CASC 102T* 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.

**Opportunitites 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.

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# Natural Resources Management

## AAS Degree

The Associate of Applied Science degree in Natural Resources Management prepares students to work as technicians in foresty, wildlife, tree nurseries, urban forestry, recreation, range and many allied fields.

### First Year

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | NR | 151 | Field Surveying/GPS Introduction | 5 |
| ___ | NR | 153 | Resource Calculations | 2 |
| ___ | NR | 161* | Resource Measurements I | 5 |
| ___ | _____ | ____ | Elective(s) - CASC/CMPA | 1 |
| | | | **Total Credits** | **16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | NR | 152 | Silvicultural Relationships and Habitat Typing | 4 |
| ___ | NR | 162* | Resource Measurements II | 5 |
| ___ | _____ | ____ | Human Relations Elective | 3 |
| | | | **Total Credits** | **15** |

### Second Year

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ENGL | 150C* | Technical Writing | |
| | or | | | |
| ___ | SP | 110C | 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 | 3-4 |
| | | | **Total Credits** | **16-17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | NR | 230* | Forest Fire Management | 3 |
| ___ | NR | 232* | Forest Insects and Disease | 3 |
| ___ | NR | 233* | Introduction to Geographic Information Systems | 4 |
| ___ | NR | 260 | Natural Resource Issues | 3 |
| ___ | _____ | ____ | Elective(s) - Group II | 3-4 |
| | | | **Total Credits** | **16-17** |

**Group I Electives**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | BIOL | 120NL | General Botany | 3 |
| ___ | BIOL | 200N | Field Botany | 3 |

**Group II Electives**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 121N* | Introductory Ecology | 3 |
| ___ | BIOL | 122L* | Ecology Laboratory | 1 |
| ___ | NR | 270N | Wildlife Habitat & Conservation | 3 |

*Indicates prerequisite and/or corequisite 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 resourse 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.

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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**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 101 | Vocational Accounting I | |
| | or | | | |
| ___ | ACCT | 201 | Principles of Accounting I | 4 |
| ___ | BUS | 120* | Business Math | 4 |
| ___ | CASC | 102T* | Fundamentals of Windows | 1 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| | | | **Total Credits** | **16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 150* | Accounting on Microcomputers | 2 |
| ___ | BUS | 130C* | Business Communications | 3 |
| ___ | CMPA | 141T* | Beginning Word Processing | 3 |
| ___ | OT | 113* | Intermediate Keyboarding | 3 |
| ___ | OT | 125* | Editing Skills for Information Processing | 2 |
| ___ | OT | 170* | Electronic Calculators | 2 |
| | | | **Total Credits** | **15** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BUS | 271 | Business Law | 4 |
| ___ | OT | 151 | Speedwriting | 5 |
| ___ | OT | 201* | Production Keyboarding | 3 |
| ___ | OT | 202* | Machine Transcription I | 2 |
| ___ | SP | 120C | Interpersonal Relations / Communications | |
| | or | | | |
| ___ | SP | 215 | Negotiations | 3 |
| | | | **Total Credits** | **17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CMPA | 131T* | 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 | 3 |
| | | | **Total Credits** | **16** |

*Indicates prerequisite and / or corequisite 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.

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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.*

# 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**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 133 | Medical Terminology | 3 |
| ___ | BUS | 120* | Business Math | |
| | or | | | |
| ___ | MATH | 103* | Intermediate Algebra | 4 |
| ___ | CASC | 102T* | Fundamentals of Windows | 1 |
| ___ | CMPA | 130T* | Integrated Software Application | 2 |
| ___ | HLTH | 201 | First Aid | 2 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| | | | **Total Credits** | **16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CMPA | 141T* | Beginning Word Processing | 3 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | OT | 113* | Intermediate Keyboarding | 3 |
| ___ | OT | 125* | Editing Skills for Information Processing | 2 |
| ___ | OT | 170* | Electronic Calculators | 2 |
| ___ | SP | 120C | Interpersonal Relations/ Communications | |
| | or | | | |
| ___ | SP | 215 | Negotiations | 3 |
| | | | **Total Credits** | **16** |

### Second Year

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 110N | Basic Anatomy and Physiology | 3 |
| ___ | BUS | 130C* | Business Communications | 3 |
| ___ | MED | 120 | Records Information Management | 3 |
| ___ | MED | 221 | Basic Medical Coding | 3 |
| ___ | OT | 201* | Production Keyboarding | 3 |
| ___ | _____ | ____ | Elective(s) | 1 |
| | | | **Total Credits** | **16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 101 | Vocational Accounting I | |
| | or | | | |
| ___ | ACCT | 201 | Principles of Accounting I | 4 |
| ___ | MED | 222 | Computerized Medical Billing | 2 |
| ___ | OT | 204* | Medical Machine Transcription | 3 |
| ___ | OT | 211* | Medical Office Procedures | 4 |
| ___ | OT | 275* | Secretarial/Medical Secretarial Internship I | 3 |
| | | | **Total Credits** | **16** |

*Indicates prerequisite and/or corequisite 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.

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# 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**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BUS | 120* | Business Math | 4 |
| ___ | CASC | 102T* | Fundamentals of Windows | 1 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | OT | 110 | Beginning Keyboarding | 1 |
| ___ | OT | 111* | Keyboard Formatting | 1 |
| ___ | OT | 112* | Keyboard Skillbuilding | 1 |
| ___ | SP | 120C | Interpersonal Relations/ Communications | |
| | or | | | |
| ___ | SP | 215 | Negotiations | 3 |
| ___ | _____ | ____ | Elective(s) | 3 |
| | | | **Total Credits** | **17** |

**Spring Semester**

| ✓ | Course | #. | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 101 | Vocational Accounting I | |
| | or | | | |
| ___ | ACCT | 201 | Principles of Accounting I | 4 |
| ___ | CMPA | 141T* | Beginning Word Processing | 3 |
| ___ | OT | 113* | Intermediate Keyboarding | 3 |
| ___ | OT | 125* | Editing Skills for Information Processing | 2 |
| ___ | OT | 170* | Electronic Calculators | 2 |
| ___ | _____ | ____ | Elective(s) | 2 |
| | | | **Total Credits** | **16** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 150* | Accounting on Microcomputers | 2 |
| ___ | BUS | 130C* | Business Communications | 3 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | OT | 201* | Production Keyboarding | 3 |
| ___ | OT | 202* | Machine Transcription I | 2 |
| ___ | _____ | ____ | Elective(s) | 2 |
| | | | **Total Credits** | **16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CASC | 115T* | Fundamentals of Internet | 1 |
| ___ | CMPA | 135T* | Microsoft Publisher | 4 |
| ___ | CMPA | 270T* | Web Publishing: HTML and Web Page Design | 3 |
| ___ | OT | 210* | Office Procedures | 3 |
| ___ | OT | 275* | Secretarial/Medical Secretarial Internship I | 3 |
| ___ | _____ | ____ | Elective(s) | 4 |
| | | | **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 processsing experience can advance to jobs as word processing trainers, supervisors or managers.

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*Indicates prerequisite and/or corequisite 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**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 101 | Vocational Accounting I | 4 |
| ___ | BADM | 176 | Human Relations in Business | 3 |
| ___ | BUS | 120* | Business Math | 4 |
| ___ | CASC | 102T* | Fundamentals of Windows | 1 |
| ___ | CMPA | 130T* | Integrated Software Application | 2 |
| ___ | OT | 110 | Beginning Keyboarding | 1 |
| ___ | OT | 111* | Keyboard Formatting | 1 |
| ___ | OT | 112* | Keyboard Skillbuilding | 1 |
| | | | **Total Credits** | **17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 150* | Accounting on Microcomputers | 2 |
| ___ | BUS | 130C* | Business Communications | 3 |
| ___ | CMPA | 141T* | Beginning Word Processing | 3 |
| ___ | OT | 113* | Intermediate Keyboarding | 3 |
| ___ | OT | 125* | Editing Skills for Information Processing | 2 |
| ___ | OT | 170* | Electronic Calculators | 2 |
| | | | **Total Credits** | **15** |

*Indicates prerequisite and/or corequisite 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.

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# 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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 110N | Basic Anatomy and Physiology | 3 |
| ___ | CHEM | 150 | Pharmacology | 3 |
| ___ | EMS | 270 | EMT-B | 5 |
| ___ | ENGL | 111W* | English Composition | 3 |
| | | | **Total Credits** | **14** |

**Spring Semester**

| ✓ | Course | # | 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 | 110SA | Introduction to Psychology | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| | | | **Total Credits** | **17** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CASC | 102T* | Fundamentals of Windows | 1 |
| ___ | EMS | 274* | Paramedic I | 9 |
| ___ | EMS | 275* | Paramedic Clinical I | 4 |
| ___ | SP | 120C | Interpersonal Relations / Communications | 3 |
| | | | **Total Credits** | **17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CASC | 105T* | Fundamentals of Word Processing: Word | 1 |
| ___ | CASC | 107T* | Fundamentals of Spreadsheets: Excel | 1 |
| ___ | CASC | 108T* | Fundamentals of Database: Access | 1 |
| ___ | EMS | 276* | Paramedic II | 9 |
| ___ | EMS | 277* | Paramedic Clinical II | 6 |
| | | | **Total Credits** | **18** |

*Indicates prerequisite and / or corequisite needed. Check course description.

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**General Academic Requirements**

- This is a demanding program whose graduates will have maintained high academic and professional standards.
- 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.

**Admission Guidelines**

Placement / Acceptance in the Paramedic Training Courses are subject to the following conditions:

- Placement for degree seeking students is not guaranteed within 2 years.
- A maximum of 12 students will be accepted to begin the Paramedic course series.
- Candidates must have a valid Montana EMT - B License.
- Anatomy / Physiology and college level mathematics are prerequisites.
- Candidates must pass an entrance examination and screening process including an interview by the selection committee.
- Candidates are subject to a comprehensive background check by the college, clinical sites and field experience agencies, Montana Board of Medical Examiners, and the National Registry of EMT's.
- Compliance with Clinical and Field Experience Provider agencies health and Health Insurance Portability and Accountability Act (HIPAA) policies is mandatory.
- Placement is competitively based.
- Students successfully completing Paramedic training will be permitted to take the National Registry certification examinations.
- Students passing the National Registry examinations can apply to the Montana Board of Medical Examiners for a license.

Due to a class size limitation of 12 students, acceptance into the Paramedic course series is based on a competitive acceptance process. This may result in a student needing more than 2 years to complete their degree requirements.

**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.

# 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 | # | Title | Credits |
|---|---|---|---|---|
| ___ | PHYS | 106N* | Radiation Physics | 4 |
| ___ | XRT | 105* | Introduction to Radiography | 2 |
| ___ | XRT | 110* | Radiographic Procedures I | 2 |
| ___ | XRT | 115* | Radiographic Principles I | 2 |
| ___ | XRT | 140* | Clinical Education I | 8 |
| | | | **Total Credits** | **18** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | XRT | 111* | Radiographic Procedures II | 2 |
| ___ | XRT | 116* | Radiographic Principles II | 2 |
| ___ | XRT | 130* | Patient Care | 2 |
| ___ | XRT | 141* | Clinical Education II | 6 |
| | | | **Total Credits** | **12** |

**Summer Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | XRT | 240* | Clinical Education III | 9 |
| | | | **Total Credits** | **9** |

### Second Year

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | XRT | 210* | Radiographic Procedures III | 2 |
| ___ | XRT | 220* | Radiographic Principles III | 2 |
| ___ | XRT | 235* | Radiation Biology and Protection | 4 |
| ___ | XRT | 241* | Clinical Education IV | 6 |
| | | | **Total Credits** | **14** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | XRT | 215* | Radiographic Procedures IV | 2 |
| ___ | XRT | 242* | Clinical Education V | 8 |
| ___ | XRT | 270* | Registry Review | 2 |
| | | | **Total Credits** | **12** |

*Indicates prerequisite and/or corequisite needed. Check course description.

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**Program Information**

- All students entering the program must have completed the following classes OR their equivalent: ENGL 111W*, BIOL 133, MATH 103*, BIOL 261NL* and BIOL 262NL*. Students may be advised to take General Biology I (BIOL 101NL) 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 111W*).

**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
- Students admitted into the program are required to have a background check at the student's expense. In addition, please be advised that applicants with a felony after age 18 will not be accepted into the program.

**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.

**First Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 101 | Vocational Accounting I | 4 |
| ___ | BUS | 130C* | Business Communications | 3 |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | MATH | 78* | Introductory Algebra | 4 |
| ___ | _____ | ____ | Electives from BADM/CASC/CMPA/SP | 3 |
| | | | **Total Credits** | **18** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 102* | Vocational Accounting II | 4 |
| ___ | BADM | 140 | Principles of Marketing | 3 |
| ___ | BADM | 176 | Human Relations in Business | 3 |
| ___ | SBM | 150 | Small Business Management | 3 |
| ___ | SP | 120C | Interpersonal Relations/Communications | 3 |
| | | | **Total Credits** | **16** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BADM | 175 | Principles of Management | 3 |
| ___ | BADM | 215* | Business Ethics | 3 |
| ___ | BADM | 240* | Human Resources Management | 3 |
| ___ | BADM | 250* | Business Planning | 3 |
| ___ | BUS | 105 | Customer Service | 3 |
| | | | **Total Credits** | **15** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | ACCT | 121* | Payroll Accounting | 2 |
| ___ | ACCT | 150* | Accounting on Microcomputers | 2 |
| ___ | BADM | 220* | Marketing Communications | 3 |
| ___ | BUS | 270* | Business Simulation | 3 |
| ___ | ECON | 211SB | Economic Principles: Microeconomics | |
| | or | | | |
| | ECON | 212GSB | Economic Principles: Macroeconomics | 3 |
| ___ | _____ | ____ | Electives from ACCT/BADM/CASC/CMPA | 3 |
| | | | **Total Credits** | **16** |

*Indicates prerequisite and/or corequisite needed. Check course description.

### Program Information

- The program is designed to give the student a high level of proficiency as a small business manager/owner.
- The program provides students with the basics of entrepreneurship.

### Admission Guidelines

- See 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:

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# 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.

**First Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| | BUS | 120* | Business Math | 4 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | HS | 100SA* | Introduction to Human Services / Social Work | 3 |
| ___ | HS | 120C | Interpersonal Relations / Communications | 3 |
| ___ | SA | 102 | Drugs and Society | 3 |
| | | | **Total Credits** | **16** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 101NL | General Biology I: Principles of Biology | 4 |
| ___ | CMPA | 130T* | Integrated Software Application | 2 |
| | or | | | |
| ___ | CMPA | 131T* | Business Software | 4 |
| ___ | ENGL | 150C* | Technical Writing | 3 |
| ___ | PSY | 110SA | Introduction to Psychology | 4 |
| ___ | SA | 200* | Introduction to Chemical Dependency Counseling | 3 |
| | | | **Total Credits** | **16-18** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | HS/SA | 250* | Interviewing / Crisis Intervention | 4 |
| ___ | SA | 140 | Cultural Issues in Addiction Recovery | 1 |
| ___ | SA | 210* | Case Management | 2 |
| ___ | SA | 220* | Assessment & Evaluation Procedures of Substance Abuse | 2 |
| ___ | SA | 230* | Clinical Internship I | 6 |
| ___ | SA | 240* | Substance Abuse Counseling II | 3 |
| | | | **Total Credits** | **18** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | HS/SA | 260SA* | Group Process | 3 |
| ___ | PSY | 235SA* | Developmental Psychology | 3 |
| ___ | SA | 235* | Clinical Internship II | 6 |
| ___ | SA | 279* | Legal/Ethical/Professional Issues | 3 |
| | | | **Total Credits** | **15** |

**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

*Indicates prerequisite and/or corequisite needed. Check course description.

# Surgical Technology

## AAS Degree

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.

This is a physically demanding job that requires standing for extended periods of time and the ability to lift and move heavy objects. It requires the ability to work with a team of professionals under possible emergency situations. Attention must be focused with a commitment to detail. The surgical technologist can be exposed to communicable diseases, unpleasant sights, odors and hazardous materials.

### First Year

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 133 | Medical Terminology | 3 |
| ___ | BIOL | 261NL* | Human Anatomy and Physiology I | 4 |
| ___ | CMPA | 130T* | Integrated Software Application | 2 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 78* | Introductory Algebra | 4 |
| ___ | SURG | 101* | Introduction to Surgical Technology | 3 |
| | | | **Total Credits** | **19** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BIOL | 207NL* | Microbiology of Infectious Diseases w/Lab | 4 |
| ___ | BIOL | 262NL* | Human Anatomy and Physiology II | 4 |
| ___ | PSY | 110SA | Introduction to Psychology | |
| | or | | | |
| | HS/SP | 120C | Interpersonal Relations/ Communications | 3-4 |
| ___ | SURG | 105* | Surgical Techniques I | 5 |
| | | | **Total Credits** | **16-17** |

### Second Year

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | BADM | 176 | Human Relations in Business | 3 |
| ___ | BIOL | 170* | Disease Processes/Pharmacology | 4 |
| ___ | SURG | 106* | Surgical Techniques II | 3 |
| ___ | SURG | 110* | Applied Surgical Technology Procedures | 4 |
| ___ | SURG | 120* | Surgical Technology Clinical I | 4 |
| | | | **Total Credits** | **18** |

### Second Year

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | SURG | 107* | Professional Development and Leadership | 2 |
| ___ | SURG | 108* | Surgical Techniques III | 2 |
| ___ | SURG | 130* | Surgical Technology Clinical II | 9 |
| | | | **Total Credits** | **13** |

*Indicates prerequisite and/or corequisite needed. Check course description.

### Program Information

- This program is a four-semester, two year 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 2006 Surgical Technician Program is November 1, 2005.**

### Program Accreditation

- The program is accredited through the Commission on Accreditation of Allied Health Programs (CAAHEP), in cooperation with the Accreditation Review Committee on Education in Surgical Technology (ARC-ST) www.arcst.org.
- Only students who have attended CAAHEP accredited programs are eligible to take the national certification exam. Today, the majority of hospitals nationwide require certification as a condition of employment. Surgical technologists who have successfully completed the National Certification Examination offered by the Liaison Council on Certification for the Surgical Technologist (LCC-ST) receive a national credential as a Certified Surgical Technologist (CST). The Association of Surgical Technologists recommends that all surgical technologists obtain this certification.

### Admission Guidelines

To be admitted, applicants must submit:

1. College application
2. Program application
3. 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)
4. Experience in healthcare, if any
5. Well-written essay / positive references
6. No history of a felony after age 18
7. Interview with faculty

**Admitted students have the following additional requirements:**

1. Verification of measles, mumps, and rubella
2. TB skin test or chest x-ray
3. History of chicken pox or vaccination
4. Proof of immunization with the vaccine for hepatitis B
5. Competency in computer applications
6. Must have transportation to clinical sites
7. Background check will be conducted by FVCC at the student's expense.

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 two year 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**

- 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**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | CASC | 102T*[1] | Fundamentals of Windows | 1 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 103* | Intermediate Algebra | 4 |
| ___ | MATH | 134* [2] | Surveying Math I | 2 |
| ___ | SURV | 141* | Surveying I | 5 |
| ___ | SURV | 152 | Surveying Graphics | 2 |
| | | | **Total Credits** | **17** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | MATH | 135*[2] | Surveying Math II | 3 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | SURV | 142* | Surveying II | 5 |
| ___ | SURV | 155* | Surveying Calculations | 3 |
| ___ | SURV | 163* | Land Survey Systems | 3 |
| | | | **Total Credits** | **17** |

**Second Year**

**Fall Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | NSCI | 103NL[3] | Basic Physical Science | 4 |
| ___ | SURV | 270* | Computer Aided Drafting | 4 |
| ___ | SURV | 271* | Introduction to GPS | 2 |
| ___ | SURV | 272* | Land Surveying I | 5 |
| ___ | SURV | 275* | Photogrammetry and Remote Sensing | 3 |
| | | | **Total Credits** | **18** |

**Spring Semester**

| ✓ | Course | # | Title | Credits |
|---|---|---|---|---|
| ___ | SURV | 273.1* | Land Surveying II | 2 |
| ___ | SURV | 273.2* | Projects in GPS | 2 |
| ___ | SURV | 273.3* | Route Surveying | 2 |
| ___ | SURV | 276* | Introduction to Geographic Information Systems | 4 |
| ___ | SURV | 277* | Projects in GIS | 2 |
| ___ | SURV | 278* | Surveying Laws, Planning & Design | 2 |
| ___ | SURV | 279* | Land Surveying Computers | 2 |
| | | | **Total Credits** | **16** |

*Indicates prerequisite and / or corequisite 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, RH / 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**

| ✓ | Course | No. | Title | Credits |
|---|---|---|---|---|
| ___ | CMPA | 100T* | Introduction to Microcomputers | 1 |
| ___ | ENGL | 78* | Basic Writing II: Paragraph to Essay | |
| | or | | | |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 78* | Introductory Algebra | 4 |
| ___ | SP | 110C | Public Speaking | 3 |
| ___ | SURV | 152 | Surveying Graphics | 2 |
| | | | **Total Credits** | **13** |

**Spring Semsester**

| ✓ | Course | No. | Title | Credits |
|---|---|---|---|---|
| ___ | CASC | 102T* | Fundamentals of Windows | 1 |
| ___ | ENGL | 111W* | English Composition | 3 |
| ___ | MATH | 103* | Intermediate Algebra | 4 |
| ___ | _____ | ____ | Electives (CASC / CMPA / CS / IT) | 4-10 |
| | | | **Total Credits** | **12-18** |

**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.

# *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 70-79 are Interactive Video (ITV) courses. Courses designated section 80-89 are fully online courses. Courses designated section 90-99 are hybrid online courses (see pages 38-39).
- 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.
- Course 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.

- **Effective fall 2005, course numbers followed by the letters listed below represent courses to be used to satisfy the general education core.**

| | |
|---|---|
| C=Communications | M=Math |
| F=Fine Arts | MA=Math - AA degree only |
| G=Global Issues | SA=Social Sciences Group SA |
| H=Humanities | SB=Social Sciences Group SB |
| N=Natural Science (Non-conventional Lab) | T=Computer Skills |
| | W=Writing |
| L=Natural Science (Lab) | |

## 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)
*Prerequisites: 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)
*Prerequisites: 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)
*Prerequisites: 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 131T, CMPA 151T 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 100SA 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 110G Cultural Anthropology**
3 credits (S)
*Prerequisite: ANTH 100SA 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 220GSA Race and Minorities**
3 credits (F)
*Prerequisites: SOC 110SA 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 220GSA.

**ANTH 230G Indians of North America**
3 credits (S)
*Prerequisites: ANTH 100SA or ANTH 110G 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 232G 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 101F 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 draftsperson 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 114F 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 150F 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 150F.

**ART 151F 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 152F Design II**
3 credits (S)
*Prerequisite: ART 151F.*
This course is a continuation of ART 151F. 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)
P*rerequisites: CMPA 100T 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 154F Digital Photography I**
3 credits (A)
*Prerequisites: CMPA 100T 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 paper and associated software. This course is cross-referenced with JRNL 154F.

**ART 155 Jewelry Design and Rendering I**
3 credits (S)
*Prerequisite: ART 241F.*
This course provides a complete study on recognizing and visualizing concepts from drawing and design fundamentals to crafting metals. Students learn to create and construct from their own ideas.

**ART 157 3D Jewelry Design and Modeling I**
4 credits (F)
*Prerequisite: CMPA 100T 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 created finished wax models on prototyping CNC mills. Manufacturing issues and techniques that will be found in a production setting will be explored.

**ART 158F 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 158F and JRNL 158F.

**ART 161F Ceramics I**
3 credits (A)
This course provides a basic knowledge of clay and glazes.

**ART 162F Ceramics II**
3 credits (A)
*Prerequisite: ART 161F 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 201F Drawing II**
3 credits (S)
*Prerequisite: ART 101F.*
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 202F Drawing III**
3 credits (F)
*Prerequisites: ART 201F or instructor's consent.*
This course is a continuation of ART 101F and ART 201F. 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 150F, 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 205F Art Photography II**
3 credits (D)
*Prerequisite: ART/JRNL 150F.*
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 205F.

**ART 215F Painting II**
3 credits (S)
*Prerequisite: ART 114F.*
A continuation of ART 114F 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 101F.*
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 221FGH 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 222FGH 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 228FGH 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 229FGH 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 230F 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 231F Watercolor II**
3 credits (F,S)
*Prerequisites: ART 230F 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 230F.

**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 241F 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 242F Jewelry and Metalsmithing II**
3 credits (F,S)
*Prerequisite: ART 241F.*
Students are introduced to casting, setting of faceted stones, lapidary techniques.

**ART 243F Jewelry and Metalsmithing III**
3 credits (F,S)
*Prerequisites: ART 241F, ART 242F.*
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 241F, ART 242F.*
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 251 Life Drawing I**
2 credits (F,S)
*Prerequisite: ART 101F.*
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 knowlege 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-protyping 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 well be explored.

**ART 258 3D Jewelry Design and Modeling III**
4 credits (D)
*Prerequisite: ART 257.*
This upper level jewelry course is designed to further the education of students who have completed the first and second semester of the CAD/CAM programs. The class will focus on more complex design and milling projects including making galleries, sculpting tools, two and three sided projects, two-color metal projects and design and milling of metal molds.

**ART 261F Ceramics III**
3 credits (D)
*Prerequisites: ART 161F, ART 162F, or one year's experience in ceramics.*
This course concentrates on development of glazes.

**ART 262 Ceramics IV**
3 credits (S)
*Prerequisites: ART 161F, ART 162F 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 241F, ART 242F, ART 243F.*
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 241F.*
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 241F, ART 242F, ART 243F, ART 244.*
Advanced repair problems in karat golds and sterling silver.

**ART 274 Portfolio Presentation**
1 credit (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 241F.*
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 241F, ART 277F.*
Second in the series on hammer and anvil based techniques that take advantage of the plastic qualities of metal. This course takes the student further in developing a working knowledge of the principles and techniques of holloware and hammer formed jewelry items utilizing non-ferrous metals such as copper, brass, silver, and gold.

**ART 279 Jewelers of America Bench Technician Exam Preparation Course**
1 credit (D)
*Prerequisite: all courses required for Bench Certificate.*
This course covers the Jeweler's of America Bench Technician exams. Students will still be required to sit for the national exam which will be administered at FVCC.

## AVIATION

**AVIA 140 Fundamentals of Aviation**
4 credits (D)
*Prerequisite: instructor's consent.*
This course serves as a preparation for the FAA Private Pilot written examination. Course content includes pertinent Federal Aviation Regulations (FAR), and basic elements of: aviation weather, radio communications, navigation, aerodynamics, flight instruments, emergency procedures, flight safety, and flight physiology. To successfully complete this course, the student must pass the FAA Private Pilot written examination. 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 intruction 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 intruction 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 intruction 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 intruction 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 212GSB 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.*
This 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 ethics/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 tolls 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 211SB, 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 student's and 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 BM 275. Students design and complete a project developed in cooperation with their internship employer. Interns prepare a portfolio to document their 150-hour internship experience.

## 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 101NL 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 103N Biology II: The Diversity of Life**
3 credits (S)
*Prerequisites: BIOL 101NL, advanced high school biology or intructor's consent.*
A survey of the major categories of living organisms including study of their structure, adaptations, evolution and ecology.

**BIOL 104L Biology II: The Diversity of Life Laboratory**
2 credits (S)
*Corequisite: BIOL 103N.*
A laboratory study of the major categories of living organisms including study of their structure, adaptations, evolution, and ecology.

**BIOL 110N 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 111L Basic Anatomy and Physiology Lab**
1 credit (F)
*Prerequisite or Corequisite: BIOL 110N.*
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 115N 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 credits to emphasize different types of areas, i.e. prairie, high altitude environments, etc.

**BIOL 120NL 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 121N Introductory Ecology**
3 credits (S)
*Prerequisites: BIOL 101NL or equivalent or instructor's consent. Corequisite: BIOL 122L is advised.*
A study of the principles of ecology with emphasis on ecosystems; consideration of the impact of human activities on the ecosystem.

**BIOL 122L Ecology Laboratory**
1 credit (S)
*Prerequisite or Corequisite: BIOL 121N.*
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**
4 credits (F,S)
*Prerequisites: BIOL 110N, BIOL 111L.*
Pathophysiology (the study of disease) is a close examination of the disease process in the human body. Topics 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 200N 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 205N Microbiology**
3 credits (D)
*Prequisites: BIOL 101NL or equivalent or instructor's consent. Corequisite: BIOL 208L is advised.*
A survey of the morphology, physiology, and classification of bacteria and other microorganisms. Consideration of the applied aspects of microbiology.

**BIOL 206N Microbiology of Infectious Diseases**
3 credits (F,S)
*Prerequisites: BIOL 101NL or equivalent or instructor's consent.*
Introduction to the causative agents, epidemiology, prevention and treatment of infectious diseases.

**BIOL 207NL Microbiology of Infectious Diseases w/Lab**
4 credits (F,S)
*Prerequisites: BIOL 101NL or equivalent or instructor's consent.*
Introduction to the causative agents, epidemiology, prevention and treatment of infectious diseases. Laboratory included.

**BIOL 208L Microbiology Laboratory**
1 credit (F,S)
*Corequisites: BIOL 205N, BIOL 206N is recommended.*
The laboratory study of microorganisms, their characteristics and activities.

**BIOL 221NL Cell and Molecular Biology**
5 credits (S)
*Prerequisites: BIOL 101NL or equivalent, (also CHEM 134NL 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 223NL Genetics and Change**
4 credits (F)
*Prerequisites: BIOL 101NL or equivalent.*
Principles and mechanisms of inheritance and gene expression; analysis of variability at individual and population levels; chromosomal changes and speciation.

**BIOL 231NL General Entomology**
3 credits (D)
*Prerequisites: BIOL 101NL 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 250NL Rocky Mountain Flora**
3 credits (D)
Identification of native Montana flora. Includes methods of collection, preservation, and nomenclature of local flora. Laboratory included.

**BIOL 261NL Human Anatomy and Physiology I**
4 credits (F)
*Prerequisites: CHEM 101NL 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 262NL Human Anatomy and Physiology II**
4 credits (S)
*Prerequisites: BIOL 261NL or instructor's consent.*
This is a continuation of BIOL 261NL, 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 270N Pathophysiology**
4 credits (S)
*Prerequisite: BIOL 261NL.*
This course reviews normal, homeostatic functioning of the body, examines how alterations in structure and function disrupt homeostasis, and how the body responds to the disease process.

**BIOL 275 Human Dissection**
2 credits (D)
*Prerequisites: BIOL 261NL, 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 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. During this course all aspects of job site and workplace safety related to residential construction will be practiced and evaluated. This course is part of the Building Trades core course selection and is taught in conjunction with BT 130, Introduction to Building Trades I, in which the student studies the principles and concepts of the Building Trades profession.

**BT 135.1 Building Trades Field Experience I-A**
6 credits (F)
*Prerequisite: instructor's consent. Corequisite: BT 130.*
This class is the first 1/2 of the BT 135 course and is designed to accommodate students requiring two semesters to complete the BT 135 requirement. This class 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 135.2 Building Trades Field Experience I-B**
6 credits (S)
*Prerequisite: BT 153.1, instructor's consent.*
This class is the second 1/2 of the BT 135 course and is designed to accommodate students requiring two semesters to complete the BT 135 requirement. This class 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 140-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 be 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 130C 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 270T.*
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 100T.*
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 130C, CMPA 131T (or ability to work in Microsoft Office/Windows), ECON 211SB or ECON 212GSB, 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 131T, MATH 210M 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 261T, CMPA 271T, CMPA 272T.*
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 130C or ENGL 111W, CMPA 130T, CMPA 131T.*
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 261T 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.

## CULINARY ARTS

**CA 101 Professional Chef I**
9 credits (F)
*Corequisite: CA 143.* This course offers students a basic skills application in a variety of cooking methods. The course will also include knife skills, food presentation, product identification, basic recipe and menu development and sanitation.

**CA 102 Professional Chef II:**
9 credits (F)
*Prerequisites: a grade of "C" or better in CA 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.

**CA 143 Basic Sanitation**
2 credits (F)
This course 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.

**CA 148 Food and Beverage Service**
3 credits (F)
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.

**CA 201 Professional Chef III**
6 credits (F)
(Course description under construction.)

**CA 202 Professional Chef III**
6 credits (S)
(Course description under construction.)

**CA 220 Purchasing and Cost Controls**
3 credits (S)
(Course description under construction.)

**CA 230 Nutritional Cooking**
3 credits (F)
(Course description under construction.)

**CA 240 Menu Design and Layout**
3 credits (S)
(Course description under construction.)

**CA 250 Food and Beverage Management**
2 credits (S)
(Course description under construction.)

**CA 275 Culinary Arts Internship I**
3 credits (D)
*Prerequisites: a grade of "B" or better in CA 101, and maintain a grade of "B" or better in CA 102.*
(Course description under construction.)

**CA 276 Culinary Arts Internship II**
3 credits (S)
(Course description under construction.)

## COMPUTER APPLICATIONS SHORT COURSES

**CASC 102T Fundamentals of Windows**
1 credit (F,S)
*Prerequisites: CMPA 100T 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 103T Fundamentals of Word Processing: WordPerfect**
1 credit (D)
*Prerequisite: CASC 102T.*
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 105T Fund of Word Processing: Word**
1 credit (D)
*Prerequisite: CASC 102T.*
A course covering the basics of the Microsoft Word for Windows including creating, saving, retrieving, and editing documents; line, character, and page formatting, and using the Speller/Thesaurus.

**CASC 107T Fundamentals of Spreadsheets: Excel**
1 credit (D)
*Prerequisites: CASC 102T, CMPA 100T 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 108T Fundamentals of Database: Access**
1 credit (D)
*Prerequisites: CASC 102T, CMPA 100T or instructor's consen*t.
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 109T Fundamentals of Presentation Graphics: Power Point**
1 credit (D)
*Prerequisites: CASC 102T, CMPA 100T 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 115T Fundamentals of Internet**
1 credit (D)
*Prerequisites: CMPA 100T 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 119 Fundamentals of Flash**
1 credit (D)
This course is intended to develop the basic skills necessary to create Flash movies for display on the Web. The students will gain an overview of the Macromedia FlashMX software and learn to create vector objects using the Flash drawing tools. The students will also explore fast-loading animation techniques using motion tweening and simple Action-Script methods. Special features such as adding a preloader animation, sounds, and interactivity to movies will also be covered.

**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 Quick Books Pro. It is designed for the novice and experienced computer users who want 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 101NL 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 121NL General Chemistry I**
5 credits (F)
*Prerequisites: a grade of "C" or better in CHEM 101NL or one year high school chemistry with a grade of "C" or better.*
*Corequisite: MATH 104M 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 122NL General Chemistry II**
5 credits (S)
*Prerequisite: CHEM 121NL.*
A continuation of CHEM 121NL including topics such as equilibria, kinetics, acids and bases, thermodynamics, electrochemistry, coordination compounds, organic and biochemical compounds. Lab included.

**CHEM 134NL Organic and Biological Chemistry**
4 credits (S)
*Prerequisites: CHEM 101NL, CHEM 121NL 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 210NL Forensic Science I**
4 credits (F)
*Corequisites: ENGL 111W, 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 211NL Forensic Science II**
4 credits (S)
*Prerequisite: CHEM 210NL.*
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 210NL.

**CHEM 221NL Organic Chemistry I**
5 credits (F)
*Prerequisite: CHEM 122NL.*
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 222NL Organic Chemistry II**
5 credits (S)
*Prerequisite: CHEM 221NL.*
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 134NL, CHEM 221NL 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 105SA 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 105SA.

**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 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)
*Corequisite: CJ 271.*
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)
*Corequisite: CJ 231.*
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 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. This course is cross-referenced with ID 71.

**CMPA 100T Introduction to Microcomputers**
1 credit (F,S)
*Prerequite 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 126T Networking Fundamentals**
4 credits (D)
*Prerequisites: CMPA 166T, CS 100T 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 130T Integrated Software Application**
2 credits (F,S)
*Prerequisites: CMPA 100T, 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 131T Business Software**
4 credits (F,S)
*Prerequisites: CMPA 100T, 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 135T Microsoft Publisher**
4 credits (S)
*Prerequisites: CASC 102T, CMPA 141T.*
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 141T Beginning Word Processing**
3 credits (F,S)
*Prerequisites: CASC 102T, 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 151T Spreadsheets**
3 credits (F,S)
*Prerequisites: CMPA 100T (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 166T Computer Operating Systems**
3 credits (D)
*Prerequisite: CS 100T.*
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 172T Computer Repair and Maintenance (A+)**
3 credits (D)
*Prerequisites: CMPA 100T, CMPA 131T, CMPA 166T.*
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, up grades and installations.

**CMPA 176T Introduction to Router Technology**
4 credits (D)
*Prerequisite: CMPA 126T.*
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 210T Network Operating Systems**
4 credits (F)
*Prerequisite: CMPA 166T.*
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 226T Routing and Switching**
4 credits (D)
*Prerequisite: CMPA 176T.*
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 261T Introduction to Database Processing**
4 credits (F)
*Prerequisites: CMPA 151T, 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 262T Advanced Database Processing**
4 credits (S)
*Prerequisites: CMPA 261T 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 270T Web Publishing: HTML and Web Page Design**
3 credits (D)
*Prerequisites: CASC 102T, CASC 115T 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 271T Web Page Programming**
4 credits (D)
*Prerequisites: CMPA 270T or instructor's consent.*
This course will introduce the use of JavaScript 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 272T Image Editing on the Web**
3 credits (D)
*Prerequisite: CMPA 270T.*
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 273T Data Driven Web Sites**
3 credits (D)
*Prerequisite: CMPA 270T.*
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 274T Interactive Media for the Web**
3 credits (F)
*Prerequisite: CMPA 270T, CMPA 272T.*
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 275T Web Development Tools: Dreamweaver**
3 credits (F)
*Prerequisite: CMPA 270T.*
(Beginning Fall 2006). The purpose of this course is to introduce students to a web site creation and management tool that focuses on planning the web site structure and design before creating the individual web pages. Macromedia's Dreamweaver software package or the currently accepted industry standard software will be used.

**CMPA 276T Network Design**
4 credits (D)
*Prerequisite: CMPA 226T.*
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)
*Prerequisites: CMPA 100T 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 158F 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 158F and JRNL 158F.

**COMM 201C 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 201C.

**COMM 202C Voice and Speech II**
2 credits (S)
*Prerequisite: COMM/THEA 201C.*
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 202C.

**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 100T 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 131T 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 172T Fundamentals of Computer Science II: JAVA**
4 credits (S)
*Prerequisite: CS 171T.*
A continuation of CS 171T. 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 204T 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 212T Data Communications**
2 credits (D)
*Prerequisites: CS 100T 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 222T Data Structures**
3 credits (S)
*Prerequisites: CS 172T, MATH 231M.*
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 231T Computer Organization and Architecture**
4 credits (F)
*Prerequisites: CS 171T or CS 204T or instructor's consent.*
Fundamentals of computer architecture and organization, assembly language programming, instruction sets, program control, addressing, I/O, computer arithmetic and memory hierarchies.

## ECONOMICS

**ECON 140SB Introduction to Political Economy**
3 credits (F,S)
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 211SB 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 212GSB 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.

**ECON 250 The Montana Economy**
3 credits (F)
A study of the microeconomic and macroeconomic fundamentals of the Montana economy, including workforce, industry clusters, technology, transportation, business climate and economic development policy. Differing perspectives on the future of the local economy are discussed as well.

## 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 (F)
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 (F)
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 127 Health, Safety, and Nutrition in Early Childhood**
3 credits (F)
*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 (S)
*Prerequisites: EDUC 101, EDUC 102.*
This course includes the development of child advocacy skills through awareness of the child's role in the family and society. The student will increase the understanding of diverse family structure and techniques to encourage parent-teacher partnerships. Students will learn about existing community resources and develop the ability to access resources to meet the needs of children and families.

**EDUC 130 Language and Literature for Young Children**
2 credits (F)
*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 110SA.*
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 (S)
*Prerequisites: EDUC 101, EDUC 102 or instructor's consent.*
The student will learn and explore methods and materials for planning and implementing an integrated program for young children, including methods of planning developmentally appropriate activities to enhance children's development. Emphasis on designing an environment for learning related to curriculum goals.

**EDUC 232 Instructional Technology**
3 credits (D)
This course is designed for prospective teachers who require current research, trends, and practices within the field of instructional technology. It provides students with an overview of various media and technology appropriate to teaching and pupil development, with special emphasis on the instructional strategies and procedures for implementing and evaluating major instructional media and programs. Discussions will be held regarding the impact of computers on society and the curriculum, and the ability to incorporate the use of IBM and Macintosh computers into the instructional process in various fields of specialization. Students will learn several software programs, how to operate instructional multimedia machines, and create multimedia presentations (including web pages) which incorporate the use of technology. The preservice teacher will complete a practicum experience.

**EDUC 235 Creative Art for the Developing Child**
2 credits (F)
*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 (S)
*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 244 Learning Disabilities**
3 credits (D)
*Prerequisites: 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 (F)
*Prerequisites: EDUC 101, EDUC 102 or instructor's consent.*
This course will focus on understanding children's behavior and to develop effective guidance techniques. Emphasis on how parents and teachers can promote the child's self control, self esteem and competence.

**EDUC 250 Strategies of Classroom Management**
3 credits (D)
*Prerequisites: 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 (S)
*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 (S)
*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 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 (S)
*Prerequisites: EDUC 101, EDUC 102 or instructor's consent.*
Provides close supervision at approved, quality early childhood education sites. Students will apply child development, curriculum and guidance knowledge while implementing and evaluating learning experiences in all areas of learning. Conducting group times, handling routines of the classroom and responding to the individual and group needs will be required.

**EDUC 258 Field Practicum II**
3 credits (S)
*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 270-279 Professional Development Conferences**
1 credit (D)
These courses are designed for the practicing educator as well as other professionals who work with children. This inservice training is aimed primarily toward the development and improvement of teaching skills. The conference will provide participants with the opportunity to meet and exchange ideas with colleagues in education as well as improve educational programs.

## EMERGENCY MEDICAL SERVICES

**EMS 240 Instructional Methods for Emergency Services**
3 credits (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 healthcare 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)
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.

**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)
*Prerequisite: instructor's consent*
An introduction to the field of emergency trauma medicine. Upon completion of this course 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. This course requires a minimum of 120 hours which includes both classroom and clinical experiences.

**EMS 271 First Responder to EMT-Bridge**
4 credits (D)
*Prerequisites: current First Responder Certification, current CPR card (AHA Healthcare Provider or Red Cross Professional Rescuer).*
This course follows the Department of Transportations (DOT) curriculum. It is required for students to successfully complete this course in order to sit for the Montana and National Registry EMT-Basic certification examinations. Topics included in this course are: medical terminology, comprehensive patient assessment, airway management and ventilation, patient packaging, splinting, indications and use of the AED, pharmacology, and scene techniques. This course provides the EMT-B student with the knowledge and skills necessary to assess medical and trauma patients in an out of hospital situation.

**EMS 273 EMT-I**
4 credits (D)
*Prerequisites: 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 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.

**ENGL 78~ Basic Writing II: Paragraph to Essay**
3 credits (A)
*Prerequisites: 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 is cross-referenced with ID 78.

**ENGL 110H 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 111W English Composition**
3 credits (A)
*Prerequisites: 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 115H Introduction to Poetry**
3 credits (F)
An introduction to the reading, enjoyment, interpretation, critical analysis and appreciation of selected poetry.

**ENGL 116H 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 120GH Comparative Mythology**
3 credits (D)
This course examines the fundamental principles and motifs present in mythologies from around the world. Students in this course will study eight mythic types: the mono-myth; shamanism; the concept of feminine and masculine principles; the four functions of mythology and mythological symbolism. Each of these components will be examined through myths from Egyptian, Asian, African, Norse, European, Celtic and Indigenous North and South American traditions.

**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 150C Technical Writing**
3 credits (F,S)
*Prerequisites: a grade of "C" or better in BUS 130C or ENGL 111W.*
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 201C Advanced Composition**
3 credits (F,S)
*Prerequisites: a grade of "B" or better in ENGL 111W 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 206GH European Literature of the 20th Century**
3 credits (D)
*Prerequisites: ENGL 111W 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.

**ENGL 211H 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 212H 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 215GH 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 Vladmir 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 220H 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 229H 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 229H.

**ENGL 230H Theatre as Literature**
3 credits (F,S)
This course will examine a variety of plays from ancient Greece to mode 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 230H.

**ENGL 231H 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 232H British Literature II: 19th Century to Present**
3 credits (S)
The course includes Romantic poets Woodsworth and Keats, Victorians Bronte, Tennyson, and Elizabeth Barret Browning as well as 20th century writers DH Lawrence, Virginia Woolf, Tom Stoppard and Seamus Heaney.

**ENGL 235 The Author: Life and Works**
3 credits (D)
The literary work of a significant author and the life that created the works. Each offering of this course will study the life and the literary contribution of a different author; e.g. Frost, Sexton, Hemingway, Dickinson.

**ENGL 240H 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 246GH 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 251F Creative Writing in Fiction**
3 credits (F,S)
*Prerequisites: ENGL 111W 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 252F Creative Writing in Poetry**
3 credits (A)
The reading and writing of poetry with emphasis on the techniques of imaginative writing and critical appraisal.

**ENGL 261H 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 261H.

**ENGL 262H 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 262H.

**ENGL 267H 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 268H 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)
*Prerequisites: ENGL 251F 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)
*Prerequisites: ENGL 252F 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 104M.*
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**
2 credits (F)
*Prerequisite: MATH 121M.*
Computer applications in engineering using spreadsheets, math-based software and programming language.

**ENGR 201 Engineering Mechanics: Statics**
4 credits (F)
*Prerequisite: MATH 122M.*
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 122M, PHYS 202NL.*
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.

## GEOGRAPHY

**GEOG 101NL 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 101NL.

**GEOG 105GSA 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 201GSA 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 256G 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

**GEOL 100NL 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 100NL.

**GEOL 101NL Introduction to Physical Geology**
4 credits (F)
Basic concepts of earth materials and processes—minerals, sedimentary, igneous and metamorphic rocks, the rock cycle, weathering, erosion and development of landforms. Introduction to plate tectonics, volcanism, mountain building, continental structure, evolution and structural geology. Lab exercises to illustrate all aspects of lectures.

**GEOL 120 Field Paleontology**
1 credit (Su)
Learn how paleontologists use fossils, rocks, and modern environments to formulate interpretations about the past. This is an introductory field course that covers regional geology including sedimentology, natural history and paleontology of fossil localities in the northwest. Learn how to recognize fossils in the rocks, understand where fossils are formed and why fossils are found in specific locations.

**GEOL 130N 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 continent Ecosystem.

## HISTORY

**HIST 111SB 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 112SB 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 211SB 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 212SB 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 250SB 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 270G 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 221N Basic Human Nutrition**
3 credits (F,S)
*Prerequisite: CHEM 101NL. Corequisites: BIOL 261NL, BIOL 262NL.*
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 ilization and how they relate to health and food consumption are covered.

**HLTH 230 School Health**
3 credits (F,S)
This course allows the student to develop a knowledge base of the various health topics in which an elementary education teacher needs to be trained. Also incorporated into the course is designing a health curriculum with lesson plans, which is accomplished throughout the semester by participation in: student work groups (in-class and out-of-class), small group class discussions, class presentations, designing a health curriculum assignment and presenting it in report, and presenting lesson plans to the class.

## HOSPITALITY MANAGEMENT

**HM 100 Destination Geography**
3 credits (S)
Could be called "World Literacy." This course offers a study of U.S. and world geography and introduces a variety of travel resources and guides to develop travel itineraries. Includes transportation, physical and cultural attributes, activities and events of interest to potential visitors. A great course for anyone in the travel and hospitality field.

**HM 123 Tour and Travel Management**
3 credits (F)
An introduction to the travel and tourism industry and its seven major components: the travel mart, surface travel, air travel, hospitality, business travel, cruises and recreation. Also included in the course is an introduction to SABRE computerized reservations system. SABRE is taught through a computerized tutorial.

**HM 132 Hotel Management**
3 credits (F)
(AHLA Certification). A systematic approach to front office procedures from reservations to checkout, settlement, night audit and yield management. Planning and evaluation of front office operations, communications, and guest service.

**HM 171 Hospitality Law**
3 credits (S)
(Spring 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.*
One hundred fifty 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 credits.

## HUMAN SERVICES

**HS 100SA Introduction to Human Services/ Social Work**
3 credits (A)
*Prerequisites: ENGL 111W 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 120C 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 120C.

**HS 210 Case Management**
2 credits (D)
*Prerequisites: HS 100SA, HS/SA 250, PSY 110SA.*
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 110SA.*
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 235SA Developmental Psychology**
3 credits (A)
*Prerequisite: PSY 110SA.*
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 235SA.

**HS 245 Gerontology**
3 credits (D)
*Prerequisite: HS 100SA.*
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)
*Prerequisites: HS 100SA or PSY 110SA.*
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 100SA, PSY 110SA.*
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 credits.

**HS 262 Field Experience**
3 credits (D)
*Prerequisites: HS 100SA, HS/SP 120C, HS/SA 250, PSY 110SA or SOC 110SA, one of the following—ENGL 111W, CMPA 130T, CMPA 131T or CMPA 141T, 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 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 credits.

**HS 264 Field Experience**
3 credits (D)
*Prerequisites: HS 100SA, HS/SP 120C, HS/SA 250, PSY 110SA or SOC 110SA, one of the following—ENGL 111W, CMPA 130T, CMPA 131T or CMPA 141T, 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 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 credits.

**HS 266 Field Experience**
3 credits (D)
*Prerequisites: HS 100SA, HS/SP 120C, HS/SA 250, PSY 110SA or SOC 110SA, one of the following—ENGL 111W, CMPA 130T, CMPA 131T, or CMPA 141T, 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 credits.

**HS 270 Family: Change and Continuity**
3 credits (D)
*Prerequisite: SOC 110SA.*
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 100SA, PSY 110SA 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 credits. This course is cross-referenced with THEA-105.

**HUM 261H 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 261H.

**HUM 262H Introduction to Humanities: Origins and Influences II**
4 credits (S)
This course offers an interdisciplinary survey of human creative achievements from Early Renaissance to Postmoderism. 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 262H.

## 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)
*Corerequisite: 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)
*Corerequisite: 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 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 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 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 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 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 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 a total of six 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. This course is cross-referenced with CMPA 71.

**ID 78~ Basic Writing II: Paragraph to Essay**
3 credits (A)
*Prerequisites: 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 (F,S)
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)
*Prerequisites: 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 inquiry, reflection and the consideration of alternatives utilized throughout college courses. This course is cross-referenced with PHIL 151.

## 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 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 & Straton 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)
*Prerequisites: 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)
*Prerequisites: 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)
*Prerequisites: CMPA 100T or instructor's consent.*
A systems-oriented class designed to introduce students to the concepts, techniques, and applications of PC-based computed aided drafting. The course will provide students with the competencies required to create, edit and output drawings in both digital and printed format. Command structures, coordinate drawing, text dimensions, and fill structures will be covered.

## JOURNALISM

**JRNL 100 Introduction to Mass Media**
3 credits (F,S)
A survey of the history, development and current status of the mass media in society, including newspapers, magazines, radio, television, books, movies and recordings. A critical analysis of the impact of the media, the role of advertising, public relations, and business in its production, and the ethical dilemmas confronting practitioners and audiences.

**JRNL 101C News Writing and Reporting**
3 credits (F,S)
*Prerequisites: ENGL 111W 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 111C College Publications I**
3 credits (F)
*Prerequisites: ENGL 111W, JRNL 101C 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 111W, JRNL 101C, JRNL 111C 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 150F 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 150F.

**JRNL 153 Digital Imagery**
3 credits (D)
*Prerequisites: CMPA 100T 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 154F Digital Photography I**
3 credits (A)
*Prerequisites: CMPA 100T 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 paper and associated software. This course is cross-referenced with ART 154F.

**JRNL 158F 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 158F and COMM 158F.

**JRNL 205F Art Photography II**
3 credits (D)
*Prerequisite: ART/JRNL 150F.*
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 205F.

**JRNL 211 Advanced Student Publications I**
3 credits (F)
*Prerequisites: JRNL 101C, JRNL 111C, 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 101C, JRNL 111C, 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 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 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 credits

**LANG 101GH Elementary French I**
5 credits (D)
Study of the French language with attention to pronunciation, conversation, grammar and reading.

**LANG 102GH Elementary French II**
5 credits (S)
*Prerequisites: LANG 101GH or instructor's consent.*
Study of the French language with attention to pronunciation, conversation, grammar and reading.

**LANG 111GH Elementary German I**
5 credits (D)
Study of the German language with attention to pronunciation, conversation, grammar and reading.

**LANG 112GH Elementary German II**
5 credits (D)
*Prerequisite: LANG 111GH.*
Study of the German language with attention to pronunciation, conversation, grammar and reading.

**LANG 115GH 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 116GH Elementary Italian II**
5 credits (D)
*Prerequisites: LANG 115GH or equivalent.*
This course will broaden your Italian language skills and deal more in depth with Italian culture and history.

**LANG 121GH Elementary Spanish I**
5 credits (F)
Introduction to reading, writing and speaking Spanish.

**LANG 122GH Elementary Spanish II**
5 credits (S)
*Prerequisite: LANG 121GH.*
Introduction to reading, writing and speaking Spanish.

**LANG 131GH 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 132GH Elementary Russian II**
5 credits (D)
*Prerequisite: LANG 131GH.*
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 215GH Intermediate Italian I**
4 credits (D)
*Prerequisites: LANG 115GH, LANG 116GH 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 216GH Intermediate Italian II**
4 credits (D)
*Prerequisite: LANG 215GH 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 221GH Intermediate Spanish I**
4 credits (D)
*Prerequisites: LANG 121GH, LANG 122GH.*
Continued practice in the oral skills with added emphasis on grammar and reading proficiency.

**LANG 222GH Intermediate Spanish II**
4 credits (D)
*Prerequisite: LANG 221GH.*
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 241G 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 242G Intermediate American Sign Language (ASL)**
2 credits (S)
*Prerequisites: LANG 241G 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 243G Advanced American Sign Language (ASL)**
2 credits (F)
*Prerequisites: LANG 241G, LANG 242G.*
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 241G, LANG 242G, LANG 243G.*
*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). We 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 241G, LANG 242G, LANG 243G.*
*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.

**LANG 251 Advanced Russian**
4 credits (D)
*Prerequisite: LANG 132GH 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 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 MATH 8, but is presented in a more structured manner. Students learn the basic principles of arithmetic in preparation for MATH 78 or Business Math.

**MATH 78~ Introductory Algebra**
4 credits (A)
*Prerequisites: appropriate placement test score, a grade of "SA" in ID/MATH 8, a grade of "C" or better in MATH 10 or intructor'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. This course is not eligible for transfer.

**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)
*Prerequisites: 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 104M College Algebra**
4 credits (A)
*Prerequisites: 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 105M Trigonometry**
3 credits (A)
*Prerequisites: appropriate placement test score, a grade of "C" or better in MATH 104M 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 106MA Liberal Arts Mathematics**
3 credits (A)
*Prerequisites: 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 121M Calculus and Analytic Geometry I**
5 credits (F)
*Prerequisites: appropriate placement test score or a grade of "C" or better in MATH 104M, a grade of "C" or better in MATH 105M.*
This is the first of three standard courses in calculus, the others are MATH 122M and 221M. The course includes limits and continuity, derivatives, applications of derivatives and integration. The types of functions studied include algebraic, trigonometric, exponential, and logarithmic.

**MATH 122M Calculus and Analytic Geometry II**
5 credits (S)
*Prerequisites: a grade of "C" or better in MATH 121M.*
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 141MA Theory of Arithmetic I**
5 credits (F)
*Prerequisites: 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 142MA Theory of Arithmetic II**
4 credits (S)
*Prerequisites: 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 175M Applied Calculus**
5 credits (F)
*Prerequisites: appropriate placement test score or a grade of "C" or better in MATH 104M.*
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 201M Linear Algebra**
4 credits (F)
*Corequisite: MATH 121M 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 210M Elementary Statistics**
4 credits (A)
*Prerequisites: appropriate placement test score or a grade of "C" or better in MATH 104M.*
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 221M Calculus and Analytic Geometry III**
5 credits (F)
*Prerequisite: a grade of "C" or better in MATH 122M.*
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 222M Differential Equations**
5 credits (S)
*Prerequisite: a grade of "C" or better in MATH 221M.*
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 231M Discrete Mathematics**
4 credits (F)
*Prerequisite: a grade of "C" or better in MATH 121M.*
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 System**
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 141T, 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-Scription**
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, 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 110N, 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 LCD-9-CM Coding**
3 credits (Su)
*Prerequisite: MED 221.*
This course is a continuation of the 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 the 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 141T, 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.

**MED 277 Medical Coding Internship**
3 credits (A)
*Prerequisites: BIOL 110N, BIOL 111L, BIOL 133, BIOL 170, BUS 130C, CMPA 100T, MED 101, MED 120, MED 221, MED 222.*
Students will be required to complete 150 hours of supervised training in medical coding through on-the-job training in an approved business or organization. Hours will be arranged to fit students' and employers' schedules.

## 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 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 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 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 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 credits.

**MUS 105 Beginning Instrument/Voice**
1 credit (D)
*Prerequisites: 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 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 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 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 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 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 115F Music Fundamentals/Introduction to Music Theory**
3 credits (D)
*Prerequisites: 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)
*Prerequisites: 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 221F 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 genies of the Baroque, Classical, Romantic and Contemporary periods.

**MUS 222FG 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 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.

## 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 Measurements 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 104M.*
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 101NL 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 104M, 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)
*Prerequisites: 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)
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 270N 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)
Advanced methods of resource measurements, variable plot cruising, resource inventory procedures, growth studies, volume table construction and resource appraisal.

## NATURAL SCIENCE

**NSCI 100NL 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 100NL.

**NSCI 101NL 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 101NL.

**NSCI 102NL The Nature of Science**
4 credits (S)
*Corequisites: ENGL 111W, 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 103NL 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 104NL 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 105N 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 105N.

**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)
*Prerequisites: 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)
*Prerequisites: 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 141T, 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 141T, 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, 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 141T, 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 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 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 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 Cardioboxing**
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 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 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 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 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.

**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.

## PHILOSOPHY

**PHIL 110H 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 120H 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 151 Critical Reading and Thinking**
2 credits (F,S)
*Prerequisites: 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 inquiry, reflection and the consideration of alternatives utilized throughout college courses. This course is cross-referenced with ID 151.

**PHIL 170 Introduction to Existentialism**
3 credits (D)
This course explores the existentialists, Kierkegaard, Jaspers, Heidegger, Sartre, Marcel, Camus and Maurice Merleau-Ponty, on such topics as the mystery of existence, the limits of language and knowledge, time consciousness, anxiety, freedom, feeling, finitude, guilt, the poetry of inwardness, transcendence, the search for meaning, and the authentic life.

**PHIL 225 The Religion and Philosophy of Non-Violence: Gandhi and King**
3 credits (D)
*Prerequisites: PHIL 110H, REL 110G 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 Luter 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 250HSB 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 250HSB.

## PHYSICS

**PHYS 105N 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 105N.

**PHYS 106N 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 111NL College Physics I**
5 credits (F)
*Prerequisites: MATH 104M 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 112NL College Physics II**
5 credits (S)
*Prerequisite: PHYS 111NL.*
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 201NL General Physics I**
6 credits (S)
*Prerequisite: MATH 121M. Corequisite: MATH 122M.*
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 202NL General Physics II**
6 credits (F)
*Prerequisites: MATH 122M, PHYS 201NL.*
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 100SB 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 200SB 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 250HSB 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 250HSB.

## 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 110SA 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 210SA Social Psychology**
3 credits (F,S)
*Prerequisite: PSY 110SA.*
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 210SA.

**PSY 215 Behavior Modification**
3 credits (D)
*Prerequisite: PSY 110SA.*
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 225NSA Physiological Psychology**
3 credits (F,S)
*Prerequisite: PSY 110SA.*
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 235SA Developmental Psychology**
3 credits (A)
*Prerequisite: PSY 110SA.*
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 235SA.

**PSY 245SA Abnormal Psychology**
3 credits (F)
*Prerequisite: PSY 110SA.*
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 credits.

## RADIOLOGIC (X-RAY) TECHNOLOGY

For course descriptions, see page 203.

## RELIGION

**REL 110G 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 115G 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 110H, REL 110G 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 229H 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 229H.

## 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 110SA 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 100SA, HS/SA 250, PSY 110SA.*
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 110SA, 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 110SA, 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 110SA, 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)
*Prerequisites: HS 100SA or PSY 110SA.*
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 100SA, PSY 110SA.*
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)
*Prerequisites: HS 100SA, PSY 110SA 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 (S)
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 subcontractors, employee relations, risk management analysis, federal and state laws regulating construction.

## SOCIOLOGY

**SOC 105SA 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 105SA.

**SOC 110SA 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 210SA Social Psychology**
3 credits (F,S)
*Prerequisite: PSY 110SA.*
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 210SA.

**SOC 220GSA Race and Minorities**
3 credits (F)
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 220GSA.

**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 110SA.*
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 110C 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 120C 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 120C.

**SP 160CF 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 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, safe patient care, principles of asepsis, anesthesia, instrumentation, equipment, supplies; and professional behaviors including utilizing the therapeutic-self, engaging in effective interpersonal relations and interactions. Students will be introduced to the importance of obtaining certification, joining the national organization and legal issues surrounding the profession.

**SURG 105 Surgical Techniques I**
5 credits (S)
*Prerequisite: SURG 101.*
Introduces knowledge and techniques essential to the surgical technologist in preparation of the patient for surgical procedures. Emphasizes instrumentation, preparation and use of equipment and supplies, and duties of the surgical technologist and the circulator. Provides an introduction to the physical organization of the surgical suite.

**SURG 106 Surgical Techniques II**
3 credits (F)
*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, medical terminology, related nursing procedures, pharmacological applications, wound care and healing, principles of microbiology and surgery-specific anatomy and physiology. Students learn through class and laboratory experience.

**SURG 107 Professional Development and Leadership**
2 credits (S)
*Prerequisites: SURG 101, SURG 105, SURG 106, SURG 110, SURG 120. Corequisites: SURG 108, SURG 130.*
Provides study and discussion on 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. Students will complete the Program Assessment Exam conducted by the Association of Surgical Technologists.

**SURG 108 Surgical Techniques III**
2 credits (S)
*Prerequisites: SURG 101, SURG, 105, SURG 106, SURG 110, SURG 120. Corequisites: SURG 107, SURG 130.*
This course involves students in activities of writing in-depth surgery case reports prior to the surgical procedure, documentation of surgeries required for graduation, researching surgery topics, discussing clinical experiences.

**SURG 110 Applied Surgical Technology Procedures**
4 credits (F)
*Prerequisites: SURG 101, SURG 105. Corequisites: SURG 106, SURG 120.*
Emphasizes specialty procedures in ophthalmology, laser surgery, laparoscopic/gastrointestine surgery, neurological, orthopedic, gynecological/genitourinary, otolaryngology, neurology, thoracic, vascular, non-invasive, plastic surgery, robotics, pharmacology, and physics/electricity. Word processing, PowerPoint and Internet research skills are utilized for students' presentations.

**SURG 120 Surgical Technology Clinical I**
4 credits (S)
*Prerequisites: SURG 101, SURG 105. Corequisites: SURG 106, SURG 110.*
This first clinical course provides prearranged scheduled experiences in the operating room for the surgical technologist. Students will rotate through a variety of roles and departments related to the field. Some expericences will be observational, progressing to hands-on experiences as skills develop.

**SURG 130 Surgical Technology Clinical II**
9 credits (S)
*Prerequisite: all course work in the Surgical Technology program. Corequisite: SURG 107, SURG 108.*
Consists of students being in a hospital operating room clinical setting. Prepares students to perform in the role of first scrub. Students will assist in a variety of duties and will apply their knowledge of surgical techniques and procedures, equipment, instruments and supplies and increasingly develop their skills to more complex procedures. This class may also consist of an emergency room and labor and delivery rotation.

## 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 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 273.1 Land Surveying II**
2 credits (S)
*Prerequisites: SURV 272 or instructor's consent.*
*Corequisites: SURV 273.2, SURV 273.3.*
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 273.2 Projects in GPS**
2 credits (S)
*Prerequisites: SURV 272 or instructor's consent.*
*Corequisites: SURV 273.1, SURV 273.3.*
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 273.3 Route Surveying**
2 credits (S)
*Prerequisites: SURV 272 or instructor's consent.*
*Corequisites: SURV 273.1, SURV 273.2.*
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 104M.*
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 104M, 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 100FH 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 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 credits.

**THEA 111F 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**
3 credits (D)
The focus of this course is to instruct the student in the awareness of the body used in the theatre performance style. This is done through understanding, practicing, and executing the basic technical moves of this form of dance. The vocabulary of stops and moves are taught carefully so that the student can learn, appreciate, and understand how the body and muscles work together for a fluid and strong performance.

**THEA 113F Acting II**
3 credits (S)
*Prerequisite: instructor's consent.*
Continuation of THEA 111F. 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 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 201C 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 201C.

**THEA 202C Voice and Speech II**
2 credits (S)
*Prerequisite: COMM/THEA 201C.*
This course is a continuation of COMM/THEA 201C. Exercises to further develop vocal skills as well as applications to text work will be covered. This course is cross-referenced with COMM 202C.

**THEA 211F Acting III**
3 credits (F)
*Prerequisite: instructor's consent.*
Scene study and characterization. Works selected from realism and poetic realism.

**THEA 213F 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.

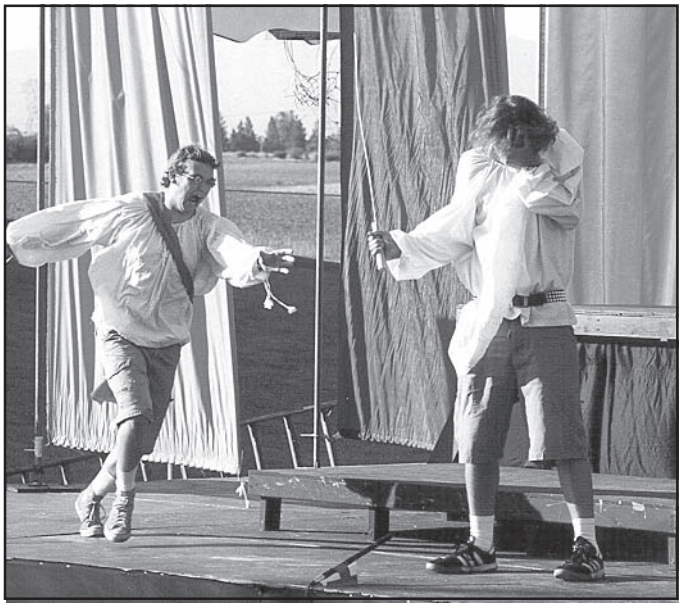
**THEA 222 Stage Movement II**
2 credits (S)
*Prerequisite: THEA 221.*
A continuation of THEA 221, this course aims to deepen students' awareness of specialized skills for the stage: mime, stage combat, musical theatre dance, physical improvisation, circus skills and clowning.

**THEA 225 Acting for Film**
3 credits (S)
*Prerequisites: THEA 111F, THEA 113F 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 230H 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 230H.

**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 Mig/Tig Welding**
4 credits (S)
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 or instructor's consent.*
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 introduce the student to the basic concepts, organization, techniques, and equipment of radiologic technology in general and of the KRMC Imaging department in particular. The course, presented in lecture format supported by clinical orientation, will also present the school's policies and procedures so that the students will have the optimum resources to be successful in their training.

**XRT 110 Radiographic Procedures I**
2 credits (F)
*Prerequisite: instructor's consent.*
The purpose of this course is to introduce the student to the principles and techniques that will be applied in the performance of specific exams, to include anatomy and pathology that affects positioning and patient care.

**XRT 111 Radiographic Procedures II**
2 credits (S)
*Prerequisites: XRT 110, instructor's consent.*
This course is designed to build on the knowledge and experience gained from the previous Procedures course to reinforce the principles and techniques of applicable anatomy, physiology, patient considerations, and positioning for the systems and examinations covered. Presented in lecture and lab environments.

**XRT 115 Radiographic Principles I**
2 credits (F)
*Prerequisite: instructor's consent.*
This course is intended to introduce the student to the basics of the radiologic examination, including patient care/preparation, equipment operation/maintenance, image production/evaluation, radiation protection, and medical law/ethics.

**XRT 116 Radiographic Principles II**
*2 credits (S)*
*Prerequisites: XRT 115, instructor's consent.*
This course is designed to introduce the student to the basic concepts, organization, techniques, and equipment of radiologic technology in general and of the KRMC Imaging department in particular. The course, presented in lecture format supported by clinical orientation, will also present the school's policies and procedures so that the students will have the optimum resources to be successful in their training.

**XRT 130 Patient Care**
2 credits (S)
*Prerequisite: instructor's consent.*
This course is designed to provide the student with a working knowledge of the patient care considerations applicable to radiologic technology, and of the legal and ethical aspects of its practice. Presented in lecture format.

**XRT 140 Clinical Education I**
8 credits (F)
*Prerequisite: instructor's consent.*
This course is designed to orient the student to the organization and operation of the Imaging department and provide basic instruction in areas of patient care in which the radiologic technologist has responsibility. This will be accomplished by assignment of students on a rotating basis to areas of the department for observation and instruction in those areas by staff, and by in-service presentations in specialty areas of the medical center.

**XRT 141 Clinical Education II**
6 credits (S)
*Prerequisites: XRT 140, instructor's consent.*
In the clinical setting of the Imaging department and various off-campus sites, students will apply classroom and lab material to their participation in patient examinations under the direct supervision of either staff technologists or the clinical instructor.

**XRT 210 Radiographic Procedures III**
2 credits (F)
*Prerequisites: XRT 110.*
This course is designed to prepare the student for observation and supervised participation in correlative modalities within the Imaging department. Lecture material will include circulatory and nervous system anatomy and physiology related to the specific modalities and exams, and basic concepts of image production and evaluation.

**XRT 215 Radiographic Procedures IV**
2 credits (S)
*Prerequisites: XRT 115, XRT 116.*
This course is designed to provide the student with an understanding of the nature and techniques of management and image quality assessment and control. Lectures will also include more detailed material on fluoroscopy and tomography, chemical film processing, and applicable pharmacology. Review of "specialty" images (CT, MRI, Nuc. Med.) will be conducted for a basic appreciation of these modalities.

**XRT 220 Radiographic Principles III**
2 credits (F)
*Prerequisite: XRT 120.*
This course is designed to provide the student with a thorough understanding of the principles involved in the production and evaluation of images in both the film-screen and digital systems. Material will include operation and maintenance, standards and measurement systems for quality control, and processing and image evaluation for the different systems.

**XRT 235 Radiation Biology and Protection**
4 credits (F)
*Prerequisite: XRT 130.*
This course is designed to provide the student an understanding of the nature, measurement, effects, and established limits of exposure regarding radiation used in diagnostic imaging. Lecture material will further cover systems of monitoring and radiation protection for both the patients and staff.

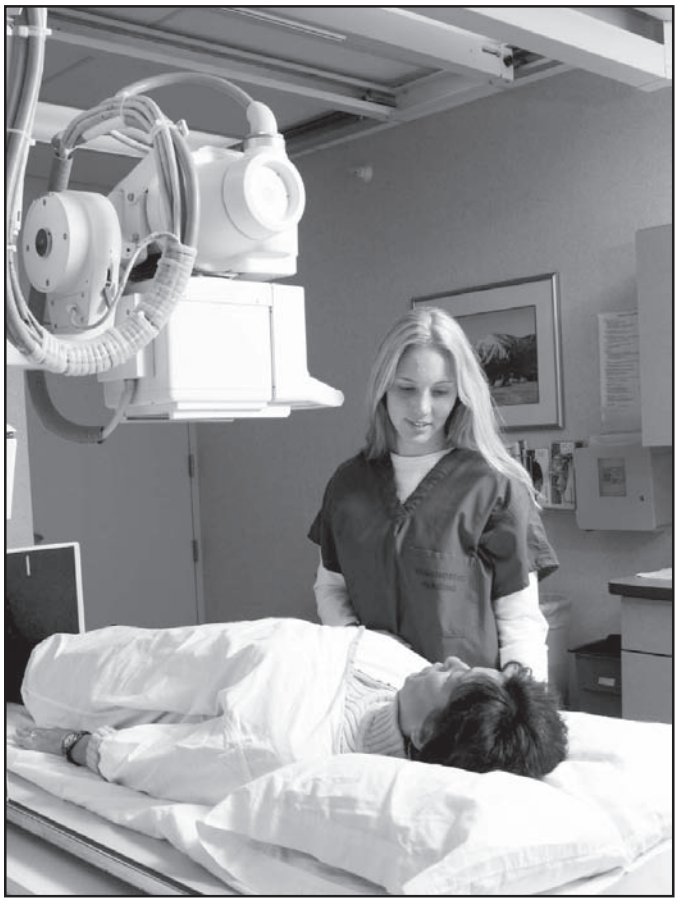
**XRT 240 Clinical Education III**
9 credits (Su)
*Prerequisite: XRT 141.*
In the clinical setting of the KRMC Imaging department and various off-campus sites, students will perform exams under supervision of staff technologists. Students will be assigned to evening and weekend shifts as well as day shifts to expose them to the organizational and patient-care considerations particular to those shifts. Through this additional exposure, students will have the opportunity to become more confident in their performance of a larger variety of patient conditions and exams.

**XRT 241 Clinical Education IV**
6 credits (F)
*Prerequisites: XRT 240.*
This course is designed to complement XRT 210 Radiographic Procedures III with rotation of students through the modalities listed. They will observe and receive instruction initially, and then participate in the performance of patient exams under the supervision of staff technologists on subsequent rotations. When not assigned to these specialized modalities, students will perform exams in the diagnostic area of the department and other clinical sites with limited supervision and continued support of staff technologists or the clinical instructor.

**XRT 242 Clinical Education V**
8 credits (S)
*Prerequisite: XRT 241.*
This course will provide the student with the opportunity to perform independently as a technologist with support available at all times from a staff technologist or their clinical instructor. Rotations through the specialty areas of the imaging department and other sites will be scheduled. Students will have the opportunity for hands on participation in these modalities in preparation for their possible specialization in the future.

**XRT 270 Registry Review**
2 credits (S)
*Prerequisites: XRT 210, XRT 220, XRT 235, XRT 241.*
This course is designed as a comprehensive review of program material in preparation for the national registry exam for radiologic technology. Format will include review work assignments, computerized review material, and "mock registry" exams.

**XRT 272 MRI Procedure and Practice**
1 credit (D)
*Prerequisites: The student must be a Radiologic Technologist with ARRT certification or a student in the last semester of their Radiology program.*
This course presents the physics of magnetization, image production, image weighting, pulse sequences, scanning procedures and the role of the technologist.



# The Continuing Education Center

*K.C. Zwisler, Interim 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*
*(406) 293-2721 ext. 235*

The Continuing Education Center is committed to providing quality lifelong learning opportunities for anyone seeking personal growth, enrichment, and enhanced employment skills. Our programs and activities are offered to everyone, regardless of educational level.

Continuing Education is one of the three mainstays of a comprehensive community college, along with college transfer studies and occupational education.

The Continuing Education Center serves students in ways that are not always possible through the structure of regular college credit classes. Public lectures, workforce training, 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

### *Business Workshops (Classroom & Online)*

Seminars and workshops on a variety of topics are offered for professional growth. Topics may include Effective Communication Techniques, Time Management, Personal Care Attendant, Leadership Skills, Real Estate, Understanding Your Financial Statements, Employment Law, Customer Centered Selling, Spreadsheets, Database, and more.

### *Customized 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. Other customized services may include needs assessment, meeting or retreat facilitation and strategic planning.

### *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), continuing professional education units (CPE'S), continuing legal education units (CLE'S) and other continuing education acknowledgement.

Professional Development Hours (PDH's) are provided for surveyors and post certification credits 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.

### Arts and Crafts

***ABC's of Calligraphy***
Italic script letter forms and alphabet are taught in this beginning calligraphy class.

***Watercolor Painting***
Students learn how to express themselves artistically. Course covers selection and mix of the best colors and how to cover the canvas quickly.

***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

***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.

***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.

***Running Better Meetings***
This fact is not too surprising: 50 percent or more of meeting time is wasted. Knowing how to lead meetings is a vital skill and key tool of leadership.

***NxLevel™ for Business Start-ups***
In this course participants will develop a start-up business plan to test the feasibility of your business concept and to act as a blueprint for their start-up venture.

***Sales Is Not A Dirty Word***
Using humorous examples everyone can relate to, this class will address practical sales techniques that can be applied to every client transaction.

***Personal Care Attendant***
This program prepares students to work in long term care settings, as well as in the community to assist patients with activities daily. Employment opportunities are available through nursing homes, assisted living centers and home health care agencies.

***Generations at Work***
This workshop will provide a forum to come together and learn about generational factors which influence workplace effectiveness. After gaining an understanding of each generation, participants will discuss common misperceptions, strengths of each generation, and generational specific ways to motivate and reward everyone in their organization.

***Essential Skills of Leadership***
In this course participants will build a foundation that enables them to manage their team toward to a shared goal: achieving an organization's strategic objectives.

## Computers

### MOS Certification Prep
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®).

### 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.

### Internet: The Word At Your Fingertips
In this course participants will use the Internet to read the news, send a post card, find a hotel for their next vacation, do research on FDA labeling requirements, and find a car show.

### 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.

### Microsoft Project®
This course is a straight-forward beginner's guide with real-world examples that take participants step-by-step through the project management life-cycle using Microsoft Project® software, performing basic functions.

### Web Page Design
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.

## 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. The journal is the ultimate tool for self-exploration. It is a healthy activity that helps students record It is a healthy activity that helps students record meaningful insights, find creative solutions, nourish meaningful insights, find creative solutions, nourish self-acceptance and clarify future goals.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.

## Health, 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 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.

***Homebuyers Certified Education Course***

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, Quilting and Knitting*

### *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.

### *Beginning Knitting*
Learn the basics of knitting including knit stitch, purl stitch, casting - on, binding off, and finishing.

## *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.

### *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.

### *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 Montana State University.

## *Tuition Waivers and Refunds*

Adults age 62 or older receive a $5 discount on any non-credit class that has a regular fee of $20 or more. A $5 service charge is included in the total fee for all 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.


## The Glacier Institute

The Glacier Institute serves adults and children as an educational leader in the Crown of the Continent ecosystem with Glacier National Park at its center. Emphasizing field-based learning experiences, the Institute provides an objective and science based understanding of the area's ecology and its interaction with people. Through this non-advocacy approach to outdoor education, participants can be better prepared to make informed and constructive decisions which impact this and other ecosystems.

## Our Classroom

The Glacier Institute courses take place in a spectacular outdoor classroom throughout the Crown of the Continent ecosystem.

The Crown of the Continent was a phrase coined by Glacier National Park advocate, George Bird Grinnell nearly 100 years ago to describe the magnificence of Glacier's peaks and valleys. Today, the phrase is used to describe the larger ecosystem that boasts millions of acres and spans the U.S.-Canadian border. Besides Glacier-Waterton International Peace Park, the ecosystem includes the Bob Marshall Wilderness Complex, the North Fork Valley, the Blackfeet Reservation and thousands of additional acres of public, private and tribal lands spanning from Banff National Park to the Scapegoat Wilderness.

The Crown of the Continent is the only ecosystem in the lower forty eight where all indigenous predator and prey species are naturally occurring including grizzly bears and gray wolves. It is a place rich in biological diversity, Native American heritage and unique geological features.

## About Some of Our Field Courses

### Glacier's Grizzlies

The wild and rugged backcountry of Glacier and Waterton parks forms a large block of secure grizzly habitat. 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 days together as we visit their habitat, sample their foods, and learn about heir behavior from the signs they leave behind. Also, we will explore the complex relationship between humans and bears and the controversy that often arises when our habitats overlap.

### Wolves of the North Fork Valley

Seventeen years ago the Magic Pack made their way from Canada to naturally colonize the North Fork Valley. Since then, researchers have provided fascinating insight into the lives of these wolves. Join us to 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 forty eight. We will look at slides and biological specimens (skulls, pelts, tracks), and 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

### Glacier's Birds of Prey

Glacier's many powerful raptors exhibit tremendous skill and precision. Sharp talons and strong beaks are just two of the important adaptations that allow them to hunt on the wing. Join us to investigate the biology and conservation of Glacier's hawks, eagles, owls, and falcons and examine the trends in recent population fluctuations. During our days together, we will discuss the life histories, physical characteristics, distribution, and management policies of all twenty nine species of birds of prey found in Glacier National Park.

### Middle Fork River 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 flat water of the pristine Nyack floodplain, 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 will encounter local wildlife and finish 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. A great way to turn a raft trip into an exciting learning adventure.

### Watercolors Along the Trail: The Naturalist's Palette

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. You too can learn to capture the essence of this majestic landscape through watercolors, a classic art that remains a creative way to take away memories of Glacier's beauty without leaving a trace on the land. We will discuss watercolor supplies and have a hands on demonstration of how to set up a portable palette, and create washes and 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 sketches followed by more extensive 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.

### Flora of Glacier National Park: Plant Identification Demystified

Glacier has over 1000 native plant species nearly half of the total number found in the whole state of Montana. This makes Glacier an ideal place to learn plant identification. Learning this diverse and interesting flora can be a daunting task without assistance in using technical plant keys. Join us as Peter Lesica, author of *Flora of Glacier National Park*, presents an introduction to plant taxonomy and the common families of flowering plants found in the Northern Rocky Mountains. You will enhance your plant identification skills by learning how to recognize plant families and keying mysterious plants you encounter. This course is suited to those with a beginner to intermediate knowledge of plant identification who want to increase their skills in plant taxonomy.

### Nature's Healers: Wild Medicinal Herbs

The natural world is your medicine cabinet if you know what to look for. 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 elsewhere. 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.

### Archaeology of Glacier National Park

Human inhabitation in the Crown of the Continent ecosystem dates back to the last Ice Age 10,000 years ago, with a rich and very significant record of human activities such as bison and sheep driving, fishing, plant harvesting and vision questing. Join us for this mind opening look at the human occupancy of Glacier through its archaeological sites on the eastern slopes and alpine areas of the Park. Waterton-Glacier International Peace Park has the largest number and highest density of archaeological sites of any protected area in the Northern Rockies. You will develop an understanding of the nature of historic occupants and their relationships to the land, their role as land managers, and the impact their displacement has had on the ecosystem. This course is sure to broaden your perspective of the roots of human history in Glacier National Park.

### Geology Along the Highline Trail

Sit on the shore of a 1.5 billion year old sea. Hold the remains of fossilized ancient algae, one of the earth's first life forms, in the palm of your hand. Walk in the carved out paths of massive ice sheets. Come experience the unexpected as we hike the geologically unique and stunning Highline Trail after the summer crowds have diminished. While traversing the continental divide on one of Glacier's most spectacular trails, you will learn the story of how this breathtaking landscape came to be. From a towering vantage point amidst Glacier's high peaks, we will explore the origin of the mountains and billion-year-old rocks, and the work of the glaciers that carved the fantastic arêtes, cirques, horns, and valleys of present day Glacier National Park. Our route along the Highline Trail will take us to Haystack Butte about seven miles with 1,000 feet elevation gain and loss. The geologic features along the Highline Trail offer a vivid representation of Glacier's history and give a visual demonstration of past glaciations to help you learn about the typical features of a glaciated topography.

### Academic Credit

Credit, based on a semester system, is available for many of The Glacier Institute adult programs through the University of Montana (UM) and Flathead Valley Community College (FVCC). For teacher recertification in Montana, renewal units are available from the Office of Public Instruction (OPI) and credit courses may apply. Consult your school district and state Office of Public Instruction for verification. Academic credit fees are separate and are paid upon arrival to the class. Grades are submitted by course instructors upon receipt of final projects.

**UM:** These classes are offered for lower and upper division credit. In some cases, graduate credit may apply. A $115 credit fee is payable upon arrival to the class in addition to the Institute's course fee. Minimum age is 16.

**FVCC:** These classes may be taken for lower division credit. The college is accredited by the Northwest Association of Schools and Colleges. A $70 credit fee is payable upon arrival to the class in addition to the Institute's course fee. Minimum age is 16.

**OPI:** For OPI renewal units, a $20 fee, payable upon arrival to the class in addition to the Institute's course fee.

LEARNING GONE WILD
The GLACIER INSTITUTE
Educating Today For A Sustainable Tomorrow

For a complete catalogue or information on our "Learning Gone Wild" Adventures, contact:

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English Instructor
*MA, BA, University of Montana*

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Chairperson, Humanities Division
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*MS, Utah State University*
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**Joseph Bortz**
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*BS, Montana State University*

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*BS, Montana State University*

**David Brown**
Dining Services Technician

**Tara E. Roth Burkhalter**
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**Gwen Burtch**
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*BS, Northern Illinois University*

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*BA, University of Montana*

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*AAS, Utah Technical College*

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*AS, Montana State University*

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*MSSEd, Eastern Montana College*
*BS, University of Montana*

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*BFA, Kansas City Art University*

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Transfer Advisor, ARC
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*BA, University of Montana*

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*AS, Grossmont College*

**Thomas Jay**
Business Administration / Management Instructor
*MA, BA, Northern Arizona University*

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*AS, Iowa Lakes Community College*

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*MSW, Walla Walla College*
*BA, University of Montana*
*AA, Flathead Valley Community College*

**Sue Justis**
Medical Biology Instructor
Chairperson, Allied Health Division
*PhD, Miami University*
*MS, Miami University*
*BA, Ottawa University*

**Christine Kabler**
English Instructor
*MFA, University of Montana*
*BA, Mount Holyoke College*

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College President
*PhD, Heller School, Brandeis University*
*BA, Wellesley College*

**Susan Kelly**
Faculty Secretary

**Connie Keltner**
Clerk, Copy & Mail Room
*AAS, Flathead Valley Community College*

**Danette Lale**
Accounting and Budgeting Manager
*MPA, BA, Eastern Washington University*

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Purchasing Officer
*BA, University of Washington*

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*MBA, St. John's University*
*BBA, City University of New York*

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Speech / Drama Instructor
*MFA, University of Southern Mississippi*
*MA, BSE, Arkansas State University*

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*MA, University of Montana*
*MS, BS, Montana State University*

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Psychology and Human Services
*MA, Texas Tech University*
*BA, University of Montana*
*AA, Flathead Valley Community College*
*Licensed Clinical Professional Counselor*

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Instructional / Tutorial Assistant, Computer Lab
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Chairperson, Business Division
*MS, BS, University of North Dakota*

**Paul Martino**
Chemistry Instructor
Chairperson, Math / Science Division
*PhD, University of Virginia*
*BS, Shepherd College*

**Mike McGarvey**
School Coordinator, Upward Bound
*BS, Montana State University*

**Mike McLean**
School Coordinator, Upward Bound
*BA, Rowan University*

**Deb Miller**
Sociology Instructor
*PhD, MA, BA, Kent State University*

**C. Jonathan Moses**
History / Political Science Instructor
*PhD, University of Washington*
*MA, San Jose State University*
*BA, Seattle Pacific University*

**Laurie Murphy**
Web Technology / CISCO Certification Instructor
*MBA, University of St. Thomas*
*BS, University of Wyoming*
*CCNA - Certified Cisco Network Associate*
*CCAI - Certified Cisco Academy Instructor*

**Sharon Nau**
Administrative Specialist, Admissions and Records
*AA, AAS, Flathead Valley Community College*

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Paramedic Instructor
*BS, Eastern Oregon State College*

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Technician III (Technical Processing), Library
*BS, Montana State University*
*AA, Flathead Valley Community College*

**Michael J. Ober**
Librarian
*MLS, University of Denver*
*MA, BA, University of Montana*

**Janaya Okerlund**
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**Jeanette Oliver**
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*PhD, MS, BS, Purdue University*

**Rick Owens**
Advanced Systems Analyst - Systems Operations

**Jennifer Petry**
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*AAS, Flathead Valley Communiy College*

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Technician II, Library
*AA, Flathead Valley Community College*

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Engineering / Mathematics Instructor
*PhD, MS, Massachusetts Institute of Technology*
*BS, Cairo University*

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*MSW, University of Minnesota*
*BS, Bemidji State University*

**John Rawlings**
Art Instructor
*BEd, Torrens College*
*MFA, University of Guanajuato*

**Gerda Reeb**
Coordinator, Multicultural Services
*PhD, MA, University of Oregon*
*BA, University of Stuttgart, Germany*

**Roberta Reese**
Head Cashier, Bookstore

**John (Jack) Roark**
Director, Maintenance Services
*BS, Northern Montana College*

**Leslie Rogers**
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*AA, Flathead Valley Community College*

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Director, NW Montana Regional
Tech-Prep Consortium
*MEd, University of Louisville*
*BA, Adams State College*

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Office Technology / Business / Allied Health Instructor
*MBA, University of Montana*
*BA, University of Northern Colorado*

**Rose Sacco**
School Coordinator, Upward Bound
*BA, Pacific Lutheran University*

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Instructional / Tutorial Assistant; Math Lab
*BS, Northern Montana College*

**Richard H. Schaus**
Physics / Geophysics / Mathematics Instructor
*MS, Naval Postgraduate School*
*BS, University of Michigan*

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Education / Philosophy / Religion Instructor
*EdD, University of Montana*
*MDiv, Garrett Theological Sem., Northwestern University*
*BA, University of Alabama*

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Accounts Technician, Payables
*BS, Montana State University-Billings*

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*AAS, Flathead Valley Community College*

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Receptionist / Clerk, Financial Aid

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Senior Systems Analyst - Data Communications

**Carolyn Shriver**
Executive Secretary to the President

**George Shryock**
Counselor
*EdS, University of Montana*
*MA, BS, Idaho State University*

**Denise Shuman**
Bookstore Manager
*AA, Butte Community College*

**Jodi Smith**
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*MEd, Peabody College of Vanderbilt University*
*BA, St. Olaf College*

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*MS, Montana State University*
*BS, Andrews University*

**Jim Soular**
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*MA, MFA, University of Montana*
*BA, St. Cloud State University*

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**Julie Stanton**
Systems Analyst-User Support Services
*BS, University of Houston*

**Alexandra (Zandy) Startin**
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*MEd, University of Montana*
*BS, Montana State University*

**Marlene Stoltz**
Registrar / Coordinator, Admissions and Records

**Debbie Struck**
Program Assistant, Continuing Education
*AAS, Flathead Valley Community College*

**Roberta Sullivan**
Instructional / Tutorial Assistant, Reading Lab;
Vocational Retention Advisor
*MEd, BS, University of Central Oklahoma*

**Eric Sutter**
Custodian II

**Matthew Thompson**
Custodian II

**Warren D. Tolley**
Director, Human Resources
*BS, Brigham Young University*

**Ben Traina**
Program Assistant, Workforce Training
*Business Technology Cert., Shoreline CC*

**Colleen Unterreiner**
Director, Educational Services
*MPA, Arizona State University*
*BA, Washington State University*

**Kathy VanBemmel**
Administrative Assistant, Human Resources

**Marca Vogele**
Student Recruiter / Admissions Representative
*BA, Rocky Mountain College*

**Ronald (Pete) Wade**
Math / Biology Instructor
*MA, BA, University of Montana*
*MA, Princeton University*

**Pam Walker**
Clerk, Copy & Mail Room

**Timothy Weide**
Computer Science Instructor
*MS, AirForce Institute of Technology*
*BS, Arizona State University*

**Karla West**
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*MS, Montana State University*
*BA, Concordia College*

**Bonnie Whitehouse**
Director, Financial Aid
*MA, BS, Michigan State University*

**Margie Williams**
Assistant Director, Financial Aid
*MPA, Montana State University*
*BA, Washington College*

**Kirk D. Zander**
Accountant
*MBA, BS, University of Montana*

**K. C. Zwisler**
Program Director, Continuing Education and
Workforce Development
*BS, University of Utah*

## *Lincoln County Campus*

**Kerri Fahland**
LCC Bookstore Clerk / Receptionist

**Susan Gillen**
Home Educator, Lincoln County
Even Start Project (Eureka)

**Janet Haines**
LCC Administrative Assistant / AR & AP Technician
AR & AP Technician

**Dorothy Hintz**
English / Humanities Instructor
*MA, University of Montana*
*MS, BS, Indiana University*

**Debbie Huisentruit**
Coordinator, LCC Student Services
*MHS, University of Great Falls*
*BS, College of Great Falls*
*AA, Flathead Valley Community College*

**Connie Malyevac**
Instructional / Tutorial Assistant
*BA, Gonzaga University*

**David McGuire**
Custodian II

**Jan Meadows**
Home Educator, Lincoln County
Even Start Project (Libby)
*AA, Flathead Valley Community College*

**Margie Munts**
Home Educator, Lincoln County
Even Start Project (Troy)
*BS, Northern Montana College*

**Patrick Pezzelle**
Director, Lincoln County Campus
*MA, University of Phoenix*
*BS, Illinois State University*

**DeAnna Shaw-Berget**
Coordinator, Lincoln County
Even Start Project
*MEd, Montana State University*
*BA, University of Northern Colorado*

**Chad Shilling**
Business Instructor
*MBA, BS, University of Montana*

**Steven Shuey**
Maintenance Worker II

**Andrea Wandler**
Program Assistant III, Community Education
*AA, Flathead Valley Community College*

## Occupational Advisory Committees

### Accounting Technology

Julie Adkins – Julie M. Adkins, CPA
Reed Gunlikson – Gunlikson CPA's and Consultants
Don Kisler – Jordahl and Sliter
Connie Schnackenberg –
Automated Business Services, Inc.

### Building Trades

Carol Nelson - Carol Nelson Design
Brad Reedstrom – Bigfork Builders
Susan Smith – Coldwell Banker Wachholz & Co.
Steve Tartaglino – Cornerstone Construction NW, Inc.
Greg Waldrop – FVCC

### Business Administration/Small Business Management

Lad Barney – SBDC
Cliff Bennett
Bill Burg
John Carabin – FVCC
Ty Vogele – First Interstate Bank
Kayleen Duffy – Plum Creek
Chris Hanchett – FVCC
Margaret Lekander – Wheaton's
Jerry Probst – Flathead Electric
Virginia Sloan – Flathead Job Service
Jodi Smith – Workforce Development, FVCC
Joe Unterreiner – Kalispell Chamber of Commerce

### Criminal Justice

Bob Burch – Kalispell Police Advisory Council
Bill Dial – Whitefish Police Department
Jim Dupont – Flathead County Sheriff
Frank Garner – Kalispell Police Department
Jerry Gillies – U.S. Department of Homeland Security
Steve Liss - Federal Bureau of Investigation
David Perry – Columbia Falls Police Department

### Culinary Arts

Andy Blanton – Café Kandahar
Kevin Barrows – Flathead Lake Lodge
Zach Bernheim – Corner House Grill
Doug and Vonnie Day – Café Max
Rick Delany – KRMC
Ken Degitz – El Topo Cantina
Terri Feury – Finn Biscuit
Rhonda Fitzgerald – Garden Wall
Amy Foot – West Coast Hotels
Marc Guizot – La Provence
Joan Herzog – Flathead High School
Tim Larson – Costco
Ken Lyons – Iron Horse Golf Club
Steve Marqueson – Nite Owl
Keith Matthews – Iron Horse Grill
Scott Nagle – Wasabi
Ray Negron – Cimarron Café and Catering
Bob Riso – Café Kandahar
John Shryock
Les Simon – Simply Sweet Baking Company
Joel Stanley – West Coast Hotels

### Early Childhood Education

Collette Box – Discovery Developmental Center
Susan Christofferson – Nurturing Center
John Gardner – Office of Public Assistance
Peggy Seaman – A Joyful Noise Childcare

### Heating, Ventilation, Air Conditioning and Refrigeration (HVACR)

Diane Yarus – Airworks, Inc.

### Human Services

Mike Cummins – Flathead Valley Chemical Dependency Program
John Gardner – Office of Public Assistance
Randy Kenyon – Opportunity, Inc.
Randy Moddrell – Summit Independent Living
Doug Nelson
Linda Shearer – Immanuel Lutheran Home
Vona Sundberg – Vocational Rehabilitation
Sherry Wulf – United Way
Judy Yeats – Office of Public Instruction

### Information Technology

Dick Buchanan – Byte Savvy
Dennis Dortch – Kalispell Regional Medical Center
Ed Holt – Innovative System Solutions
Ron Sheets – FVCC
Glen Wehe – Evergreen School District

### Information Technology – Web Technology

Carol Buchanan – Byte Savvy
Daryl Blasing – Byte Savvy
Kyle Dennis – CenturyTel
Jason Meuter – SnowDog Web Production, Inc.
Gary Riecke – Bayside Gallery
Seth Schnebel – SnowDog Web Production, Inc.

### *Medical Assistant*

Sandy Absalonson – Kalispell Gastroenterology
Pat Brown
Suzanne Burgess – Northwest Women's Health Care
Chris Degenhart – Northwest Women's Health Care
Brenda Eby – Hosanna Health Care
Craig Harrison, MD – Kalispell Gastroenterology
Linda Hunt - FVCC
Jim Oliverson – KRMC
Diane Paxil – KRMC
Diane Sather – Drs. Kiley and Palchak

### *Medical Coding, Transcription, and Medical Secretary*

Stacey Bradley – KRMC
Yvonne Peck – FVCC
Stacy Warner – Northwest Women's Health Care
Traci Waugh – North Valley Hospital
Vicki Wilcutt – KRMC
Deb Wolfshorndahl - KRMC

### *Natural Resources*

Patrick Heffernan – PAFTI, Inc.
Dave Jones – DNRC
Jim Kranz – Plum Creek Timber
Ed Lieser – U.S. Forest Service
Larry Magone
William Morgan
Roger Rettenmeier
Lorrie Woods – Plum Creek Timber
Chuck Roady – Stoltz Land and Lumber Co.

### *Office Technology, Legal Secretary, Executive Secretary, Clerical*

Marie Bennett – FVCC
Karen Burgess – Bottomly & Ellingson Law
Danette Livingston – FVCC

### *Paramedicine*

Rob Bates, MD – KRMC
Marty Boehm – Flathead Valley EMS
Julie Ann Brester – Polson Emergency Services
Rod Dresbach – West Valley Volunteer Fire / EMS
Mary Granger – Lakeside QRU
Doreen Hannam – KRMC
Keith Lara, MD – KRMC
Fran Laukatis – KRMC
Gary Mahugh – Creston Volunteer Fire Department
Dee McCluskey – Kalispell Fire Department
Alison Meilicke – KRMC
Dave Sipe – Whitefish Fire Department
Leah Smith, MD – KRMC
Tim Soule – Kalispell Fire Department
Eda Taylor – Bigfork QRU
Gary Troutman – Marion Ambulance
Cherie Watson – Three Rivers EMS, ETC of Montana
Betty Woods – ALERT / Three Rivers EMS

### *Professional Goldsmithing*

Tony Asa
Ben Fedenberg – Autumn Gold
Damian Flaherty – Fast Fix
Gerry Hagen – Riddles Jewelry
James Kehoe – Kehoe's Agate Shop
Aric King – Aric King Goldsmiths
Murphy McMahon – Murphy, McMahon, & Co.
M. Mark Rudio
Bill Sargent – Sargent's Jewelry
Walter Teats
Randy Hays

### *Radiologic Technology*

Anders Engdahl, MD–KRMC
Tom McFarlane – KRMC
Jana Rupp – KRMC
Lea Salois – KRMC

### *Substance Abuse Counseling*

LeAnn BeBee, MSW – Pathways Treatment Program
Mike Cummins, MA, LAC – Flathead Valley Chemical Dependency Program
Joe Keller, MSW, LAC
Jim MacIntosh, LAC

### *Surgical Technology*

Ben Dykstra, MD – KRMC
Bonnie Eckert – KRMC
Donna Holland - North Valley Hospital
Victoria Johnson – HealthCare Northwest
Fran Laukaitis – KRMC
Karen Lee – KRMC
Chad Miller – KRMC
John Romine - KRMC

### *Surveying*

Jane Eby, PE, PLS – Eby & Associates
Jamie Reed, LSI – Sands Surveying, Inc.
Greg Thurston, PLS – City of Kalispell Engineering

## A



## B



## C



## D

### E



### F



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