Celebrating 40 Years of Lifelong Learning

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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 2007. Each student is entitled to one copy of the catalog at time of initial enrollment.

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 2007

May 2	(W)	Early Registration, Sophomores
May 2-Aug. 29		Online Registration/Schedule Changes, Limited Student Access
May 3-18		Early Registration, Returning Students
August 3	(F)	New Student Orientation--Session I
August 15	(W)	New Student Orientation--Session II
August 16	(Th)	Schedule Changes (On Campus)
August 16	(Th)	Registration, Running Start Students
August 24	(F)	Tuition Due, Early Registered Students
August 27	(M)	College In-service (College Closed)
August 28, 29	(T,W)	Advising/Registration, New and Returning Students
August 30	(Th)	Classes Begin
September 3	(M)	Labor Day Holiday (College Closed)
September 5	(W)	Last Day to Register for Full Semester Classes without Instructor's Permission
September 14*	(F)	Last Day to Return Textbooks for a Full Refund at the Bookstore
September 20	(Th)	Last Day to Register or Add Full Semester Classes
September 21	(F)	Last Day to Drop Full Semester Classes and Receive a Partial Refund
October 8	(M)	Columbus Day (Classes will Meet)
October 18	(Th)	College In-service (College Open; No Classes)
November 5	(M)	Last Day to Drop Full Semester Classes
November 12	(M)	Veterans' Day Observed (Classes will Meet)
November 22, 23	(Th,F)	Thanksgiving Holiday (No Classes/College Closed)
November 26	(M)	Graduation Applications Due
December 12-21		Textbook Buy Back at the Bookstore
December 19-21	(W-F)	Finals
December 21	(F)	End of Semester
Dec. 22-Jan. 1		Semester Break (College Closed)

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

Spring Semester 2008

November 28	(W)	Early Registration, Sophomores
Nov. 28-Jan. 18		Online Registration/Schedule Changes, Limited Student Access
Nov. 29, 30	(Th,F)	Early Registration, Returning Students
December 3-21		Early Registration, New and Returning Students
December 11	(T)	Early Registration, Running Start Students
January 2-18		Intersession
January 7–18		Registration, New and Returning Students
January 11	(F)	Tuition Due, Early Registered Students
January 16**	(W)	New Student Orientation
January 17-18	(Th,F)	Advising/Registration, New and Returning Students
January 21	(M)	Martin Luther King Holiday (College Closed)
January 22	(T)	Classes Begin
January 28	(M)	Last Day to Register for Full Semester Classes without Instructor's Permission
February 1*	(F)	Last Day to Return Textbooks for a Full Refund at the Bookstore
February 11	(M)	Last Day to Register or Add Full Semester Classes
February 12	(T)	Last Day to Drop Full Semester Classes and Receive a Partial Refund
February 18	(M)	Presidents' Day Holiday (No Classes/College Closed)
February 19	(T)	College In-service (No Classes/College Closed)
March 17-21	(M-F)	Spring Break (No Classes/College Open)
March 24	(M)	Graduation Applications Due
April 3	(Th)	Last Day to Drop Full Semester Classes
May 12-16	(M-F)	Textbook Buy Back at the Bookstore
May 14-16	(W-F)	Finals
May 16	(F)	End of Semester
May 16	(F)	Commencement

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

***Dates are subject to change.*

Summer Semester 2008

April 15-June 6		Registration, New and Returning Students
April 15-June 6		Online Registration/Schedule Changes, Limited Student Access
May 6	(T)	Registration, Running Start Students
May 19-June 6		Intersession
May 26	(M)	Memorial Day Holiday (College Closed)
May 30	(F)	Tuition Due, Early Registered Students
June 9	(M)	Classes Begin
June 9-July 11		Session A
June 13	(F)	Last Day to Register for Full Semester Classes without Instructor's Permission
June 13*	(F)	Last Day to Return Textbooks for a Full Refund at the Bookstore
June 27	(F)	Last Day to Register or Add Full Semester Classes
June 30	(M)	Last Day to Drop Full Semester Classes and Receive a Partial Refund
July 4	(F)	Fourth of July Holiday (College Closed)
July 14-August 15		Session B
July 18	(F)	Last Day to Drop Full Semester Classes
July 28	(M)	Graduation Applications Due
August 13-15	(W-F)	Textbook Buy Back at the Bookstore
August 15	(F)	End of Semester

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

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 an affordable 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 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 certificates or two-year degrees in career and technical 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 six single-story buildings and one two-story building incorporating 193,062 square feet, is situated on 209 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 11 general use computer labs and six special use labs, including the First Interstate Bank Workforce Training Lab, the Plum Creek Foundation Adult Basic Education Lab, the Plum Creek Foundation Math lab, forestry and science lab, surveying lab and a new graphic arts lab.

The campus provides maximum access for students with disabilities.

The campus recently completed an expansion with the construction of three new buildings: Occupational Trades Building, Arts and Technology Building and Early Childhood Education and Care Center.

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 its 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 expands 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:

- Administrative Assistant
- Business Administration;
- Early Childhood Education;
- Human Services;
- Medical Assistant; and
- Medical Administrative Assistant

Certificates of Applied Science in:

- Accounting Technology;
- Business Administration;
- Medical Coding; and
- Medical Transcription

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 responded to record enrollments by planning to construct three new buildings.

In September 2005, the college broke ground on three new buildings: Occupational Trades Building completed in January 2007; Arts and Technology Building completed in May 2007; and Early Childhood Education and Care Center completed in summer 2007.

In January 2006, the college completed a land transaction, trading 25 acres of its northernmost property for 109 acres, a payment of $300,000 and an additional $250,000 for easements. The transcaction nearly doubled the size of the Kalispell campus from 109 acres to 209 acres.

Accreditation and Memberships

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 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.

The FVCC Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The Commission on Accreditation of Allied Health Education Programs is located at 1361 Park Avenue, Clearwater, FL 33756, (727)210-2350.

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 are held 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 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 students to successfully transfer to any four-year colleges or universities as juniors. Students 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 degree programs without leaving the 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 (800) 823-2416, or visit www.mba-macct.umt.edu.
- **Doctor of Education** (co-hort in Missoula)
  For more information, please contact Dr. Terry Souhrada at terry.souhrada@mso.umt.edu or (406) 243-5586.
- **Master of Education in Curriculum Studies** (online degree) For more information, please contact David Erickson at david.erickson@mso.umt.edu or (406) 243-5318, or visit www.umt.edu/grad.
- **Master of Education in Educational Leadership** (online degree) For more information, please contact Dr. Terry Souhrada at terry.souhrada@mso.umt.edu or (406) 243-5586, or visit www.soe.umt.edu/edld.
- **Master of Public Administration** (online degree)
  For more information, please contact Dr. Jonathan Tompkins at jonathan.tompkins@umontana.edu or (406) 243-6883, 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.

Please visit http://umtonline.umt.edu/ for online classes or contact Candice Merrill at edp@mso.umt.edu or (406)243-6431 for additional information regarding any of UM's external degree programs or visit www.umt.edu/ce and select *Extended Degree Programs*.

Montana State University-Billings

In partnership with Montana State University-Billings, students may earn the following bachelor and graduate degrees online. For more information, please contact Jessica Baker at jbaker@msubillings.edu or (406)657-2240 or (800)565-6782, ext. 2240, or visit www.msubonline.org.

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

Montana State University-Bozeman

In partnership with Montana State University, students may complete their entire nursing degree in the 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 at (406)756-3866, or visit www.montana.edu/nursing.

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 Carol Ohman at ugffvcc@ugf.edu or (406)756-8042.

- **Bachelor of Arts in Elementary Education and Secondary Education**
  Faculty from UGF, FVCC and local professional educators provide regular live instruction to complete education degrees in the Flathead and endorsements in reading and special education.
- **Bachelor of Arts in Paralegal Studies**
- **Bachelor of Arts in Psychology**
- **Bachelor of Science in Criminal Justice**
- **Master of Arts in Human Services Administration**
- **Master of Science in Information Systems**
- **Master of Arts in Teaching**

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 provides maximum access for persons with disabilities throughout its facilities.

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

Blake Hall serves as 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, 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 36,400 volumes and 130 periodical subscriptions. The well-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 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;
- Telefacsimile (Fax) service;
- Wireless Internet Node;
- Member of Montana Shared Catalog (MSC), a consortium of 88 member libraries.

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 is also in charge of two ITV (two-way interactive compressed video) systems. Montana Educational Telecommunications Network (METNet) and VisionNet.

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, nursing and paramedicine programs.

Occupational Trades (OT) Building

The OT building provides students with a fully-equipped environment for hands-on training and learning. The building is home to trades programs, including plumbing, electrical and carpentry; manufacturing, metal fabrication and woods products; heating, ventilation, air conditioning/refrigeration; welding; boiler operations; and heavy equipment operations and maintenance. The building is equipped with five shop bays, a receiving/storage area, classrooms, student resource area and student conference room.

Arts and Technology (AT) Building

The AT building provides additional classroom space with state-of-the-art technology. The facility houses one large and two small community meeting rooms with teleconferencing capabilities and cutting-edge technology for community use, workforce training and student instruction. It also contains a fully-equipped instructional kitchen for the culinary arts program and a black box instructional theatre lab with seating to accommodate up to 200 people for the theatre arts program. The facility is home to the Continuing Education Center. In addition, the building houses an arts courtyard, gallery and plaza area.

Early Childhood Education and Care Center (ECC)

The Early Childhood Education and Care Center serves as a learning lab for students pursuing careers as early childhood educators. The 7,140-square-foot-facility also supplies space to care for up to 50 children, providing FVCC students and the community access to affordable and quality daycare.

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 style guides and Internet access are available in a modern computer lab with seven workstations.

Student Services and Activities

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.

Admission to Degree/Certification program shall be open to anyone who has earned a high school diploma from an accredited high school or received a GED certificate. Exceptions may be made for students enrolled in Running Start/Dual Enrollment Programs. Exceptions will be approved by the Registrar/Director of Admissions and Records.

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 non-refundable $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.

Application and records will be held for one year after which one must apply and re-submit all records.

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;
- Surveying; and
- Practical Nursing

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.

Steps to FVCC Enrollment for Home School Students and Students Under the Age of 16.

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 forAdmission* 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 the 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, minimum score of 173 for the computer-based test or a minimum score of 61 for the internet-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 $16,100) 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

- Own, reside and pay taxes on real property located within the college district;

or

- Are dependents whose parents own, reside and pay taxes on real property located within the college district.

also

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).

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.

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

An individual wanting to change residency status is required to change status prior to registering for the upcoming semester. **No exceptions will be made.**

For tuition and fee purposes, an individual wanting to change from **in-state to in-district** (Flathead or Lincoln County) status is required to:

1. **Provide clear evidence** he/she has been a resident for one continuous year in Flathead or Lincoln County and intends to remain **permanently and indefinitely** in the college district.

For tuition and fee purposes, an individual wanting to change from **out-of-state to in-district** (Flathead or Lincoln County) status is required to:

1. Provide proof of one continuous year of residency in Flathead or Lincoln County;
2. Provide proof he/she is making Flathead or Lincoln County his/her permanent residence by obtaining a Montana driver's license, automobile registration and voter registration; and
3. **Remain in part-time status** (six or less credits a semester) for the first year. Residency cannot be established while taking seven 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, Systems Analyst,
Admissions and Records
Blake Hall / Student Center and Administration Building
Room BH/SCA 115 - (406) 756-3845 - snau@fvcc.edu

Early Registration

Early registration dates vary by semester. For the most accurate information, see the academic calendar on page 2 for specific dates and deadlines.

Online Registration

Online Registration is available from early registration through general registration. Student access is limited. Students should stop by the Admissions and Records office or call (406) 756-3845 for assistance in registering online. See the academic calendar on page 2 for specific dates and deadlines.

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 Systems Analyst, 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. Account balances are required to be paid before the end of the semester. Students with unpaid account balances will not receive grades, transcripts, diplomas or other academic documents until the account balances 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 registers for the class after it has ended.

Student ID cards can be obtained from the Student Senate Office. Dates and times of student ID photo shoots are posted on campus bulletin boards at the beginning of each semester.

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.

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.

Tuition and Fees

Linda Sadler, Vice President of Administration and Finance, Business Services Office
Blake Hall / Student Center and Administration Building
Room BH/SCA 128 - (406) 756-3808 - lsadler@fvcc.edu

Payment of Fees

- All accounts are due in full at the time of Registration.
- The Business Office accepts cash, personal checks, money orders, Visa, Mastercard, or American Express.
- Deferred Payment Plans are available at the Business Office.
- A $15.00 Deferred Payment Fee is added to all accounts not paid in full at the start of the semester unless these accounts are **already covered in full** by financial aid and/or scholarships.
- A $15.00 fee is charged for any personal check returned for insufficient funds.
- Grades and/or transcripts will not be released to students who have hold flags like unpaid library fines or outstanding balances owed the college.
- Registration for subsequent semesters is blocked for students with unpaid balances.
- Non-payment of tuition and fees may result in turning the account over for collections to Montana Department of Revenue. Collection costs will be added to the balance.

Release of Information

The Business Office will not release a student's account information without written permission of the student. Students age 18 and over may complete an Information Release Form at the Business Office which will permit the Business Office to discuss payment arrangements with parents, spouses, or others designated by the student.

It is assumed if a student has an authorization for payment from a third party (a contractual agreement) that the Business Office can discuss the student's account with the payer.

Senior Citizen Discount

The senior citizen discount is available to adults 62 years of age and older who register during or after the scheduled senior citizen registration or after general registration. For information on tuition and fees, contact the Admissions and Records office at (406) 756-3852.

Running Start

Classes taken as part of the Running Start program are offered at a reduced **tuition** cost for one through ten credits per semester. Fees, payment policies and refund policies apply as stated for all students.

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 2007. 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
0.5	$55.00	$76.00	$165.00
1	110.00	152.00	330.00
2	220.00	304.00	660.00
3	330.00	456.00	990.00
4	440.00	608.00	1320.00
5	550.00	760.00	1650.00
6	660.00	912.00	1980.00
7	770.00	1064.00	2310.00
8	880.00	1216.00	2640.00
9	990.00	1368.00	2970.00
10	1100.00	1520.00	3300.00
11	1210.00	1672.00	3630.00
12	1320.00	1824.00	3960.00
13	1430.00	1976.00	4290.00
14-18	**1540.00**	**2128.00**	**4620.00**
add for each additional credit	$110.00	$152.00	$330.00

Deferred Payment Plan

A $15.00 fee is added to all accounts not paid in full by the start of the semester.

Deferred Payment Plans are available in the Business Office.

For fall and spring semesters, a fourth of the total tuition and fees is required prior to the start of the semester. The remaining balance is payable in three monthly installments.

For summer semester, a third of the total tuition is required prior to the start of the semester.

For interim or short classes, half of the total is required prior to the start of the class and the remainder must be paid before the end of the class.

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 obligations for the debt.

Students receiving financial aid may be liable for a repayment of funds to the college. They should consult with the Financial Aid department **before** withdrawing.

Students receiving payment from an employer or job retraining program are responsible for the remaining balance of the account if they withdraw before fulfilling those contractual agreements. Check with your sponsor before withdrawing.

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	$3080.00	$1,000.00	$4080.00
In-State	$4256.00	$1,000.00	$5256.00
Out-of-State	$9240.00	$1,000.00	$10,240.00

1098T Forms/Hope Tax Credit

FVCC will send a 1098T form to all students completing credits during the calendar year. A billing statement for the entire year will be provided upon request.

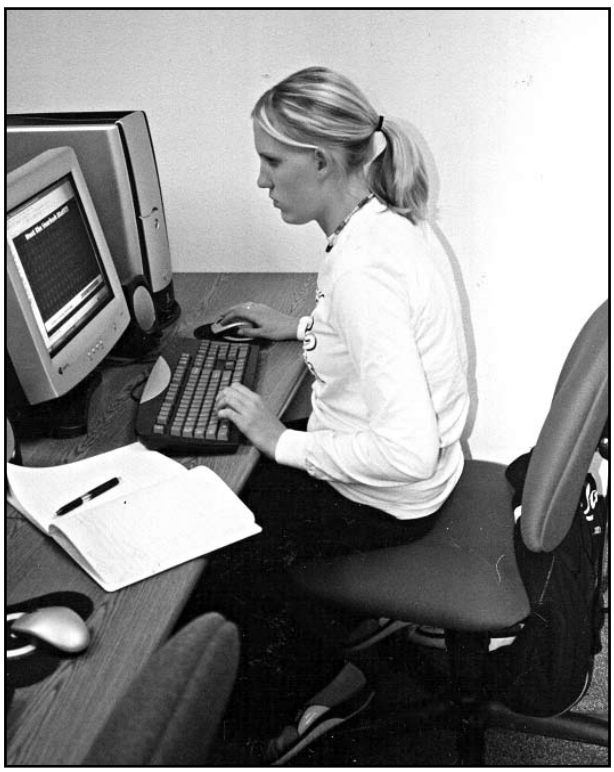
The *Taxpayer Relief Act of 1997* provides for a federal tax credit of 100 percent of the first $1,000 of tuition and fees paid and 50 percent of the second $1,000 for **qualifying** students or their families. For more information, visit a tax advisor.

Refund of Tuition and Per Credit Fees

Refunds of tuition and fees are made according to the following guidelines:

- Students must officially withdraw from the college at the Admissions and Records Office located in Blake Hall.
- Tuition and fees are refunded at the time the student officially withdraws according to the refund schedule listed below.
- The amount (percentage) of the refund is calculated based on the TOTAL tuition and fee charges.
- When a student whose tuition and fees are paid under contractual agreement withdraws, he/she is required to make full payment on the balance owed.
- Refunds are calculated from the date of official withdrawal, not from the date the student stopped attending classes.
- The college makes all refunds by check after the third week of the semester.
- Refund checks are mailed to the student's address on file with the Admissions and Records Office.
- When the college cancels classes, refunds of all tuition and fees for the cancelled classes are issued automatically.

Questions regarding refunds should be directed to the Business Services Office in BH/SCA 132, or call (406) 756-3831.



Refund Schedule

The refund schedule presumes the account is paid in full at the time of registration. It is based on the total amount owed the college, not the amount paid. The refund schedule is date specific.

Refunds calculated ***from the day the Schedule Change form is received*** in the Registration Office. Students who do not officially withdraw owe full tuition and fees and may receive an "F" for the course. **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

In order to prevent a course from appearing on a student's transcript he/she is required to drop the class during its refund period.

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.

Appeals

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

Students wishing to appeal the refund policy may do so by submitting a written appeal explaining their particular circumstances to the college's Vice President of Administration and Finance.

Students with Third Party Sponsors should meet with their sponsor prior to making changes to their schedules. Sponsorship payment of tuition and fees may be withheld making the student responsible for payment to the college.

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 $14 per credit is used to maintain and improve existing facilities, to construct facilities and to purchase new land or buildings.

Technology Fee

A technology fee of $8.00 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 $4.00 per credit is used to maintain and update instructional equipment.

Grounds and Maintenance Fee

A grounds and maintenance fee of $2.00 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 non-refundable $15 application fee at the time of application.

Calculator Late Fee

A fee of $10.00 is added to the student's account if the math calculator is not returned by the end of the semester.

Calculator Replacement Fee

A fee of $100.00 is added to the student's account if the math calculator is lost or damaged.

Deferred Payment Fee

A fee of $15.00 is added to all student accounts not paid in full at the start of the semester unless these accounts are already covered in full by financial aid, scholarships, and/or a sponsor agreement.

Distance Learning Fee

Fully online courses using the eCollege[SM] platform are charged an additional $65 per a one credit class or $30 per credit for all other classes.

Hybrid (partially online) courses using the eCollege 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 fee of $30 per credit.

Distance Learning fees are nonrefundable once the class has begun.

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.

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

Cynthia Kiefer, Director, Financial Aid
Blake Hall / Student Center and Administration Building
Room BH/SCA 113 - (406) 756-3843 - ckiefer@fvcc.edu

Federal and State Aid

Flathead Valley Community College administers a variety of government financial assistance programs for degree-seeking students who can provide evidence of financial need. Students are required to complete the FAFSA (Free Application for Federal Student Aid) to determine eligibility.

- **Federal Pell Grant**
  The value of this grant varies from year to year depending on the appropriations from Congress. The current maximum annual award is $4,310 for two semesters of full-time attendance. Full and part-time students are eligible. A student's particular dollar amount depends on the student's expected family contribution (EFC) from the FAFSA and enrollment status term by term during the year.

- **Academic Competitiveness Grant (ACG)**
  This grant is awarded to full-time students showing financial need who are eligible for a Pell grant and are in their first or second year of college who also completed a "rigorous course of study" during high school. Students must have graduated from high school after January 2006 to be considered for the first year ACG and after January 2005 to be considered for the second year ACG. The first year ACG value is $750, and the second year ACG value is $1300.

- **Federal Supplemental Educational Opportunity Grant (SEOG)**
  This grant is awarded to students with the lowest EFCs who are also eligible for the Pell Grant. Full and part-time students are eligible. Annual awards range from $200 to $1,000 depending on the student's enrollment status.

- **Montana Higher Education Grant (MHEG)**
  This grant is awarded to full-and part-time students with Montana residency and high financial need. Annual awards range from $200 to $1,000.

- **Montana Tuition Assistance Program (MTAP)**
  This grant is awarded to full-time students with Montana residency. Annual awards range from $100 to $1,000.

- **Work Study**
  Through part-time employment on campus, students who show financial need may earn a portion of their educational expenses. Ten to 15 hours per week is the recommended work load. Students are paid a competitive wage and may gain experience in their career field. Paychecks are available on the 10th of the month following the month the hours were worked. A list of job openings is available the week before classes start in the fall.

- **Stafford Student Loans**
  Eligible students may borrow up to $3,500/$4,500 per year. Additional eligibility may exist for an independent student. The interest rate is fixed at 6.8%. Repayment of principal and interest begins six months after the student is no longer enrolled or drops below half-time attendance.

- **Plus Loans**
  Eligible parents may borrow for their dependent undergraduate students(s) enrolled at least half-time. The interest rate is fixed at 8.5%.

In addition to the above programs, FVCC also works with Third Party Sponsors who provide payment. These include Job Service, Project Challenge, Northwest Montana Human Resources, Vocational Rehabilitation, Worker's Comp, Head Start, various employers, and others. All sponsorship authorizations must be sent to the Financial Aid Office. Authorization letters must be received prior to General Registration.

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 successfully completed 67% of their attempted hours.

- At the time federal and/or state aid is awarded, the student receives a copy of the satisfactory academic progress requirements. The document explains how to continue to be eligible for financial aid at FVCC and how to regain eligibility once it has been suspended.

- Degree requirements must be completed within a specific time frame. The maximum time frame for a program of study at FVCC is 150% of the program requirements (i.e. an AS degree requires 60 credits for graduation so maximum time frame would be 90 attempted credits). Hours earned at FVCC, as well as hours transferred and accepted by FVCC, are considered in this maximum time frame.

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 two to four 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 August) 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.

Changes in Enrollment Status

Financial aid will be awarded based on the student's FAFSA application. Enrollment verification will be completed after the 16th class day and financial aid awards will be adjusted based on the student's current registration at that point in time. Any changes to enrollment after that date will not affect the value of a student's award package, unless a student "withdraws" from a course that has not started.

Students who are withdrawing from classes after the 15th class day should review the "Eligibility" section or request a copy of the Satisfactory Academic Progress Requirements from the financial aid office to ensure they are maintaining the required academic standards.

Financial Aid Refunds

If a student is receiving more financial aid than their direct institutional costs, they will receive a "refund" check from the college. These checks will be issued after the 15th class day of the semester.

Withdrawal/Return of Title IV Funds

Financial aid recipients of Pell Grant, SEOG, ACG, Stafford or Plus loan funds are advised to first meet with the Director of Financial Aid before completely withdrawing from all classes for the semester. The Director will explain the consequences of a withdrawal, as well as the financial implications of this action.

If a student officially or unofficially withdraws (stops attending classes) before the 60% point of the semester, federal regulations require that the school complete the Return of Title IV Funds calculation.

The student's withdrawal date, in calendar days, is used to determine the percentage of the semester that the student completed. This percentage is used to determine the "earned" aid that a student is eligible to retain. The student will be responsible for any "unearned" aid that MUST be returned. Examples of this calculation can be provided by the financial aid office.

The student's withdrawal date is either the date they began the withdrawal process or last day they attended classes, whichever is earliest. For a student who didn't officially withdraw, the withdrawal date is the last date of attendance as reported by the instructor.

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 due March 15th for the following academic year.

The following list includes scholarships regularly awarded on an annual basis. Additional information can be found in the financial aid section on the college's web site at www.fvcc.edu . A notebook of national and statewide scholarship information and internet scholarship search information is also available in the Financial Aid office.

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;
- FVCC High School Honors*;
- Northwest Montana Attendance Area Waiver*;
- Governor's Post Secondary;
- Hawkins;
- Jennet and Edith Orr;
- Ruder Educational Fund;
- Montana University System Honors Scholarships;

Activity Stipends:

- Intramurals;
- Student Newspaper; and
- Theater.

Scholarships awarded by major/field of study include:

Art
- Marjory and Alvin Jacobson Memorial Endowed Art;
- Jean Houseworth Memorial;

Building Trades
- Kalispell Exchange Club
- 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
- Flathead County Sheriff's Posse;

Culinary Arts
- Flathead Tavern Association Endowed
- Montana Innkeepers Association
- Red Lion Hotels Endowed

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;
- Governor's Post Secondary
- Owen E. Sowerwine;
- Nurse's Aide Discretionary*;

Human Services
- Christopher Savage Memorial Endowed;
- Owen E. Sowerwine;
- United Way;

Humanities
- Barbara P. Graf Memorial;

Math
- Certainty;

Natural Resources
- Lawrence A. Goroski Memorial Endowed;
- Ray Gardner Memorial;
- Society of American Foresters;
- Sustainability Fund;
- Cal Tassinari;

Natural Sciences
- Cal Tassinari
- Christopher Savage Memorial Endowed;
- Owen E. Sowerwine;
- Certainty;
- Jim Gordley Memorial Endowed;
- Sustainability Fund;

Political Science
- Philip J. Rygg Memorial;

Pre-Nursing
- Bigfork Lady Lions;
- Heather Smith Memorial;
- Charlotte Kempf Johnson Endowed;
- Owen E. Sowerwine;
- Selma Dodge Endowed;

Radiologic Technology
- Dustin Petersen Memorial
- Ellen and John MacMillan

Social Science (education, social work)
- Christopher Savage Memorial Endowed;
- Owen E. Sowerwine;

Surveying
- Tiny Tillotson;
- Lawrence A. Goroski Memorial Endowed;
- Roy Bandy;

Technology
- Governor's Post Secondary

Theatre
- Keith and Annie Robinson; and
- Flathead Valley Community Theatre.

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

Scholarships with no specific field of study requirements include:

- American Association of University Women;
- Dr. Larry Blake Sr. Endowed, Founding President;
- Jerome & Rebecca Broussard Family Endowed;
- CK Logue;
- Class of '61;
- Cobb Foundation;
- Steve and Sue Cummings;
- Datatel Scholars;
- Express Personnel;
- Mary Fetter Memorial Endowed;
- Flathead Extension;
- Flathead Electric Coop
- Flathead Farm Mutual Insurance
- FVCC Foundation;
- FVCC/LCC Adjunct Faculty Union;
- FVCC/LCC Employee Sponsored;
- FVCC Merit Award;
- Glenn Ford Memorial;
- Glenn Ford Memorial & Recycling;
- Governor's Post Secondary
- 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;
- Rhoades Family Endowed;
- Sport Car Club of America;
- Sullivan Family Endowed;
- Sunrise Business Group;
- T&D Lindsey;
- Dennis and Phyllis Washington Foundation; and
- Whitefish Credit Union Community Pride.

Tuition waivers are available for the following scholarships:

- High School Honors
  High school seniors who graduate in the top 10 percent of their class from Flathead, Bigfork, Columbia Falls, Whitefish, Eureka, Libby or Troy high schools. In-district tuition for two semesters at either campus. Eligibility good for two years. Student must maintain a 2.5 GPA. Recipients are determined by high school.
- Montana University System Honors
  Top ranking graduates with a minimum 3.5 GPA from accredited Montana high schools. Recipients determined by high schools, for use at either campus. Renewable.
- FVCC/LCC Academic
  Degree-seeking, either campus, completed 30 credits at FVCC, minimum 3.5 GPA. Provide Financial Aid office with most recent copy of grade report. Tuition for two semesters. Eligibility good for two years after meeting requirements. No deadline.
- Athletics and Logger Sports

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;
- FVCC High School Honors*; and
- Montana University System Honors Scholarships.

Other tuition waiver scholarships include:

- Academic*.

Scholarships awarded by major/field of study include:

Art
- Jean Houseworth Memorial;

Building Trades
- Kalispell Exchange Club;
- 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;
- Cal Tassinari; and

Pre-Nursing
- Charlotte Kempf Johnson Endowed.

Scholarships with no specific field of study requirements include:

- American Association of University Women;
- Datatel Scholars;
- Mary Fetter Memorial Endowed;
- FVCC Foundation;
- FVCC/LCC Adjunct Faculty Union;
- FVCC/LCC Employee Sponsored;
- Governor's Post Secondary
- 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.

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

Applications 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 their *DD-214* and/or *DD Form 2384* (notice of basic eligibility) along with some personal history. To receive advance payment, students are required to have a complete admissions file and 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.

Widows and children of veterans who died of service-connected disabilities or who have total and permanent service-connected disabilities may be eligible for Chapter 35 educational benefits.

The Montgomery GI Bill-Active Duty Educational Assistance Program, Chapter 30– may provide benefits for individuals who first entered on active duty after July 1, 1985.

The Montgomery GI Bill, Chapter 1606 – Selected Reserve Educational Assistance Program (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 Ronald Reagan National Defense Authorization Act established Chapter 1607– Department of Defense Educational Program to provide educational assistance to members of the reserve components called or ordered to active duty in response to a war or national emergency (contingency operations) as declared by the President or Congress.

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

Rates of benefits vary. For the most recent information or more information on all VA educational programs, visit the VA web site at **www.gibill.va.gov** or call toll free 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.

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, 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 Student Support Services 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 - awandler@fvcc.edu

The Adult Basic Education Center offers FREE day and evening classes in Flathead and Lincoln Counties. The center assists individuals age 16 and older who wish to:

- Improve reading, writing, math, language, computer and study skills;
- Prepare for the General Education Development (GED) test;
- Refresh skills before entering college or vocational training;
- 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) 756-3884 in Flathead County or (406) 293-2721 ext. 235 in Lincoln County for testing schedules and registration.

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

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.

English as a Second Language (ESL) - Individualized and small group instruction in basic reading, phonics and written communication skills for adults whose native language is not English.

Testing

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

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; and alternative testing site for classroom support.

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 coordinates advising for early registration, new student orientations and general registration periods. A TRIO advisor provides transfer advising. Learning Center staff assists 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
Lynn Farris - lfarris@fvcc.edu
Russ Lamson - rlamson@fvcc.edu
George Shryock - gshryock@fvcc.edu
Dan Voermans - dvoerman@fvcc.edu

The counseling staff will assist any student seeking counseling services including personal, career, or academic, or provide appropriate referral if necessary.

Disability Support Services

For appointments, call (406) 756-3880 or (406) 756-3890.
Learning Resource Center Building
Room LRC 129
Robbie Sullivan - rsulliva@fvcc.edu

Disability Support 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 Disability Support Services office 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 Disability Support Services office.

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, 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
Russ Lamson - rlamson@fvcc.edu

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

Learning Labs

Math Lab Instructor
Learning Resource Center Building
Room LRC 148 - (406) 756-3892
Jim Soular, Writing Lab Instructor
Room LRC 147 - (406) 756-3891 - jsoular@fvcc.edu
Reading Lab Instructor
Room LRC 147 - (406) 756-3376

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.

TRIO Student Support Services

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 TRIO/SSS assists program-eligible students to succeed in college. Services include: career and personal counseling, tutoring, academic, transfer 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 diplomas. The EOC encourages individuals to return to high school or enter college by providing:

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

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

Student Development

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

Through the Healthy Lifestyle Awareness Center, students are involved in promoting a healthy FVCC campus. The following committees continue to welcome new members: Natural High, General Health, HIV/STD, Women's Resource Group, Emotional/Spiritual, Healthy Relationships and Men's Group. Membership includes students, staff, faculty and community members. The committees meet separately and promote their specific areas, 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
Room LRC 129 - (406) 756-3880 - rsulliva@fvcc.edu

The Carl Perkins Vocational Retention Project is committed to helping financially or academically disadvantaged students enrolled in vocational programs complete Associate of Applied Science degrees and certificates.

The project helps students overcome barriers that might hinder progress toward receiving degrees. 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 (beginning of term)
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. **New shrink-wrapped textbooks may not be returned if unwrapped – *no exceptions.***
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. Mint conditions include:
   a. No marks or blemishes;
   b. Clean pages; and
   c. No folded corners.
   No exceptions.
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.

Textbook Buy-back Policy (at the end of the semester)
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 up to 50 percent of the current new price of books to be used in the coming term. Overstocked 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. Book buy-back periods are limited to the week of finals; and
7. 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 federal/state grants, student loans or other scholarships may request that the bookstore take the cost of books out of their financial aid.
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.

Food Service

The Eagle's Nest Cafeteria, located in Blake Hall, serves breakfast, lunch and snacks on weekdays when classes are in session. A cooler with grab and go items is located by the coffee cart for the evening classes. Dining cards of $10 and $20 values are available in the Eagle's Nest and in the business office. 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.

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 sophomore senators and officers election is held in April while the freshman senators election is conducted in September. The Student Government works towards involving students in the decision-making process on campus by acting as a liaison with administration and encouraging active participation in campus activities and student organizations, thereby promoting a positive educational environment for the campus community.

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. The free ambassador program can be used to obtain volunteer hours required for Service Learning. To qualify for the program, students are required to have attended FVCC for at least one semester before applying to the program. Please contact Beth Kelly at (406) 756-3847 or email ***ekelly@fvcc.edu*** for more information.

Athletics

The college offers men's and women's intercollegiate soccer and cross-country running teams. FVCC competes against other junior colleges, state colleges and universities in the northwest U. S. and Canada. Athletic scholarships are available to student athletes who qualify. For more information, contact David Diffenderfer at (406) 756-3893.

Business Professionals of America

Business Professionals of America (BPA) is a nationally recognized organization for students interested in developing their business and professional skills. Students may gain experience in business relations and represent the college at divisional, state and national competitions. Students are encouraged to use the skills they have learned through course work 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.***

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, emotional and physical needs of students on campus by becoming personally involved in the lives of others. For more information, contact (406) 756-3981.

College Republicans

The FVCC College Republicans are affiliated with the Montana College Republican Federation and the College Republicans National Committee. The club also works with the Flathead County Central Committee, the Flathead County Republican Women's Club and the Flathead County Republican Assembly on local elections and political events. The club promotes the Republican Party, aids in the election of candidates and assists in the active functioning of Republicans at all levels. Participants will develop political skills and leadership activities to provide service to the party and the community. For further information, contact Sharon Randolph at 756-3981.

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***.

Global Friends (Multicultural Club)

Global Friends welcomes all individuals who are interested in multicultural 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.

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.

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.

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, golf, ultimate frisbee and flag football. The intramural program has a faculty advisor and is organized and administered by student assistants. For more information, contact David Diffenderfer 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.***

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***.

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 Janaya Okerlund at (406) 756-3908 or (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 is available 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.

The Mercury News

The Mercury News, FVCC's student newspaper, covers campus events, issues and 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.

Only FVCC students are eligible to be staff members who may earn up to three credits per semester (see journalism course offerings) while working on *The Mercury News*. To be recognized as a staff member, students must be registered for a minimum of three (3) credits each semester. 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 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, fundraising, 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.

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;
- 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 sub-poenaed 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.

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 many other colleges and universities, 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 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 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.

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.

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:

1) have a completed application on file in the Admissions Office; and
2) arrange to have an official transcript of previously attended institutions mailed to the FVCC Admissions and Records Office. 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. Students will be given written notification of the evaluation. The number of credits accepted will be posted on the student's FVCC transcript.

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 Course Grades

All students must earn a "D-" or better in all classes used to satisfy so-called elective credits in an associate or baccalaureate degree program; a "C-" or better in all classes used to satisfy a general education program; and a "C-" or better in all classes used to satisfy the prerequisites or required courses in a major, minor, option or certificate.

NOTE: Students need to be aware that although "C-" grades are accepted in general education, pre-requisite and required courses (with some exceptions), students must maintain a cumulative grade point average of 2.0 ("C") to graduate. The grade point equivalent of the "C-" grade is 1.7 which does not meet the 2.0 GPA graduation requirement.

The minimum course grades policy applies to all students who enter or are re-admitted to the Montana University System or the three community colleges on or after fall 2005.

Copies of the Minimum Course Grades policy (MUS policy 301.5.3) are available from the FVCC Admissions Office or from Montana Board of Regents' web site at http://www.montana.edu/wochelp/borpol/

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.

FVCC, as a public institution legally committed to church-state separation, cannot accept as fulfilling the Humanities requirement those doctrinally-oriented courses in religion, scripture study and theology which are taught at Bible schools, seminaries, and theological institutes or which are directed primarily toward training clergy and lay missionaries in a specific faith or set of religious beliefs.

Transfer Appeal Process

The following process has been implemented to assist students in resolving any questions or concerns they may have regarding the evaluation and acceptance of their transferred credits:

1. The student should complete the *Request to Appeal Evaluation of Credits Transferred to FVCC* form. (Forms are available in the Admissions and Records office.)
2. The student should obtain a copy of the description for the course(s) in question; if it is available, the course syllabus is preferred.
3. If the course(s) under review will be applied toward either an AA or AS degree, the student should take this information and any other pertinent information they may have to the appropriate division chair. If the course(s) in question will be applied toward an AAS degree or certificate program, the student is directed to see the faculty in the appropriate program of study.
4. The division chair or progam faculty review the material supplied by the student and either concur with the decision of the Admissions Office or agree to accept the credit.
5. If the division chair/program faculty agrees with the decision of the Admissions Office, the student can appeal the decision to FVCC's Vice President of Instruction.
6. The decision of the Vice President of Instruction will be final.

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.

Single Admissions File

In order to assist undergraduate, degree-seeking students who (1) transfer between units of the Montana University System; or (2) enroll in coursework at more than one unit of the Montana University System in the same semester, the Montana Board of Regents authorizes a "single admissions file" that will follow the student throughout the System, much like a patient's medical records, regardless of which campus(es) the student enrolls in.

If a student decides to attend another unit of the Montana University System under the two (2) situations described above, the student must complete a Request for Transmittal of Application Materials and submit it to the Flathead Valley Community College Admissions Office. The Admissions Office will prepare a certified copy of the student's admissions file and pass it along to the unit or units identified in the admissions file transmittal form. **An $8.00 fee will be assessed for the transmittal of records.**

Copies of the Single Admissions policy (MUS policy 301.5.4) are available from the FVCC Admissions Office or from Montana Board of Regents' web site at http://www.montana.edu/wochelp/borpol/ 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 Systems Analyst, 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.**

Credit for Prior Experiential Learning/Work Experience

Course Substitution: A student who believes he/she possesses skill proficiency due to work experience can request a substitute class. The appropriate Division will review the student's credentials that support proficiency, and if satisfied the student meets the class requirements, can approve a substitute class of equal or greater academic or technical content to be completed in substitution for the required class. This can include independent study course offerings.

Course Challenge: A student who believes he/she possesses skill proficiency due to work experience can register and pay for a course challenge. The appropriate Division for the class would approve a challenge criteria equivalent to a final test, project, and /or skill performance test.

Advanced Placement (AP) and CLEP Credit

Students may earn college credit by taking Advanced Placement (AP) Programs tests while in high school and providing official transcripts showing satisfactory scores. The College Level Entrance Exam (CLEP) Program can also be used by anyone who can demonstrate competency in a variety of subjects by receiving a satisfactory grade on a CLEP general or subject test. FVCC awards credit based on ACE (American Council on Education) recommendations for both AP and CLEP.

The closest CLEP testing site is at The University of Montana, and their testing center can be reached at 406-243-2175. Official transcripts can be obtained from CLEP Transcript Service, PO Box 6600, Princeton, NJ 08541-6600 or calling 609-771-7865. Tests cost $70 each and are instantly scored (except the English Writing Test with Essay).

The FVCC policy for accepting either AP or CLEP credit is:

1. Students must be degree-seeking.
2. Official transcripts showing scores at the ACE minimums or above will be awarded credit with an "S" (satisfactory) grade. This grade is not used for calculation of the student's grade point average. The number of credits awarded per test is determined by the Admissions office.
3. There is no limit to the number of credits that may be granted.
4. General Education courses may be satisfied with CLEP/AP credit. The Admissions Office makes these designations on the student's FVCC transcript. Caution: Every college and university makes their own policies on the acceptance of CLEP and AP credit, and if you intend to transfer you cannot automatically assume every school will accept these credits as FVCC does. Verify for yourself your intended school's policy.

Department approval may be necessary to replace specific requirements with CLEP/AP scores in the major.

International Baccalaureate

Students may earn college credit by taking International Baccalaureate tests while in high school and providing official transcripts showing satisfactory scores. International Baccalaureate credits will be accepted for college credit on a case by case basis until an official college policy is put in place.

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 ten 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 2007-2008 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 courses 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 available after all financial obligations to the college are met. Grade reports are available online at www.fvcc.edu or students can provide a self-addressed, stamped envelope to the Admissions and Records office.

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.

All of the campuses that make up the Montana University System have adopted a grading system that includes pluses and minuses. This means that faculty system-wide now have the right to award letter grades that include a plus or a minus (i.e., B+, B and B-; or C+, C and C-). Students should be aware of the following details; however, faculty members are not required to attach a plus or minus to their letter grades. That flexibility is based on the very important principle that faculty have the right to determine grades in their classes, based on their evaluation of student work. The highest grade a student can earn is an A. An A+ grade is not possible. Pluses and minuses will not be attached to an F. If a student has failed a class, the amount or degree of failure is unimportant.

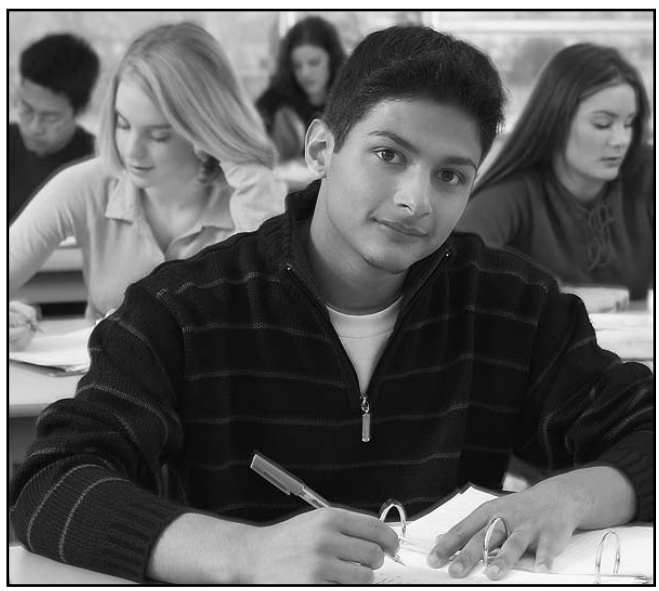
GRADE	INTERPRETATION	GRADE POINTS
A	High degree of excellence	4.0
A-		3.7
B+		3.3
B	Above average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Below average	1.0
D-		0.7
F	Failure	0.0
S	Satisfactory (Equivalent to a "C" or better)	N/A
SA*	Satisfactory/Advance The student has achieved the needed 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 only available for developmental courses that are repeated for credit.

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.



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 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. In order to prevent a course from appearing on a student's transcript, he/she is required to drop the class during its refund period.
- 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.

Medical Withdrawal

A student may be eligible to withdraw from college classes due to certain medical conditions.

In order to qualify for this benefit, a student must complete an official withdrawal form, accompanied by medical documentation, signed by a doctor and attesting to an inability to complete classes due to health problems. Submit these two items to the Admissions and Records Office with a completed medical withdrawal form. Forms are available in the Admissions and Records Office.

The documents will be reviewed, and if they are approved, all grades for the semester in question will be removed and replaced with "W"s. "Medical Withdrawal" will be printed across the semester in question.

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** to graduate at the end of spring, **mid-August** to graduate at the end of summer and **mid-December** to graduate at the end of fall semester. Graduation information will be recorded on the student's transcript by the following month after the student has graduated**.** 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.

Note: Summer graduates are invited to participate in the graduation ceremony the following spring semester.

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.

Course substitutions for graduation requirements: Individuals with prior work experience may request an appropriate course substitution for a program requirement(s). The substitute course must be of equal or greater academic or technical content as that of the required course and must have the approval of the Division Chair and program director.

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

At FVCC, emphasis on acquiring the abilities needed to put knowledge to use – commonly called "ability-based education" - forms the general education for all students. Beginning in 2003, faculty began developing and implementing ability-based education, redefining education in terms of abilities needed for effectiveness in the worlds of work, family and civic community. These abilities compliment the content students learn in the classroom. The distinctive feature of an ability-based approach is that we make explicit the expectation that students should be able to do something with what they know. The specific abilities that follow are identified by our faculty as central to our approach to general education:

- Aesthetic Literacy
- Communication
- Critical Thinking
- Global Perspective
- Interactions
- Quantitative Literacy
- Technology Literacy

Classes designated for General Education provide introduction and practice in one or more of the abilities.

I. Aesthetic Literacy

Definition: Aesthetic Literacy, whether visual, musical, dramatic or literary, focuses on the student's need to recognize, appreciate, and interpret the multitude of aesthetic expressions, historical and contemporary, that make up our world.

Components:

1. ***Perceive/Observe***
   a. Examines and appreciates an aesthetic expression from an historical/cultural perspective
   b. Identify major works within an historical period/cultural setting
   c. Identifies/recognizes artists/creators in various media and from various historical periods/cultures

2. ***Respond/Critique***
   a. Articulate a personal response to various aesthetic expressions
   b. Discuss the structure and construct of an aesthetic expressions
   c. Demonstrate the ability to analyze and interpret an aesthetic expression
   d. Fashion and communicate a critique of an aesthetic expression

3. ***Create/Perform***
   a. Initiate, invent or create an aesthetic work
   b. Integrate/synthesize a variety of techniques/forms in the creative process
   c. Exhibit/perform in a public place

II. Communication

Definition: Communication is the development of abilities using a variety of modes (reading, writing, speaking and listening).

Components:

1. ***Reading***
   a. Uses varied critical reading skills and strategies to understand what is read
   b. Demonstrates comprehension and retention of information from reading assignments
   c. Determines meaning of new vocabulary through context clues
   d. Applies reading as a tool to evaluate material with insight.

2. ***Writing***
   a. Effectively uses relevant, adequate support details, examples, reasons, logical arguments, facts, and/or statistics.
   b. Organizes and connects major ideas with effective transitions.
   c. Demonstrates the ability to use a variety of sentence structures and appropriate word choice in the expression of ideas for readers and purposes
   d. Uses appropriate conventions in areas of mechanics, usage, sentence structure, spelling and format

3. ***Speaking***
   a. Develops the main point of a speech/presentation with specific, concrete examples and details
   b. Presents in an organized manner, connecting sections with effective transitions
   c. Uses appropriate delivery strategies and techniques
   d. Uses outside sources, vocabulary and visual aids with accuracy and relevancy

4. ***Listening***
   a. Attends to detail and relates it to the speaker's overall purpose
   b. Evaluates the message and its effect, including nonverbal communication
   c. Develops the ability to answer questions coherently and concisely, as well as follow spoken instructions
   d. Develops the ability to identify and comprehend the main and subordinate ideas in lectures, discussions, and meetings, then report accurately what others have said

III. Critical Thinking

Definition: Critical Thinking is "a process which begins with an open mind, stresses an attitude of suspended judgment, incorporates logical inquiry and problem solving, and leads to an evaluative decision or action."

Components:

1. *Open-mindedness*
   a. Recognizes the benefits of an open mind
   b. Recognizes the dangers of pre-judgment
   c. Desires/motivated to listen, tolerate, respect and understand
   d. Demonstrates ability to change views based on new, valid information
   e. Weighs views with an awareness of the influence of bias
   f. Recognizes there are multiple views, not a single resolution

2. *Problem Solving*
   a. Identifies the problem
   b. Accesses and uses appropriate sources of information
   c. Evaluates the merit and efficacy of approaches to the problem
   d. Selects the most appropriate solution(s) to the problem
   e. Assesses outcome of solution(s) and uses a outcome(s) if necessary to continue the problem solving process

3. *Reasoning*
   a. Recognizes and uses valid methods for reaching supportable conclusions
   b. Applies knowledge and experience
   c. Maintains objectivity, with an awareness of the influence of prejudice, emotionality, and subjectivity
   d. Discriminates relevant evidence/information from non-relevant evidence
   e. Demonstrates equity, fairness, and justice

4. *Analysis*
   a. Applies appropriate reasoning framework for the subject
   b. Differentiates between facts and opinions
   c. Recognizes the components of arguments and how to assess validity
   d. Deduces and evaluates consequences
   e. Develop legitimate generalizations focusing on one or several elements
   f. Constructs new meaning

IV. Global Perspective

Definition: The global perspective is a viewpoint that develops through experiences and exploration and leads to an understanding and appreciation of the importance and impact of worldwide interconnectedness upon self, society and the environment.

Components:

1. *Self*
   a. Recognizes personal perspective
   b. Demonstrates an understanding of human choices
   c. Demonstrate an understanding of the impact of human choices

2. *Society*
   a. Recognizes society's perspective
   b. Demonstrates cross-cultural consciousness
   c. Demonstrates an understanding of societal choices
   d. Demonstrate an understanding of the impact of societal choices.

3. *Environment*
   a. Demonstrates an understanding of global dynamics
   b. Demonstrates an understanding of the impact of global dynamics

V. Interactions

Definition: Interactions focuses on one's ability to act and interact ethically and effectively in diverse and complex environments.

1. *Self: Constructive choices made for/about one's self.*
   a. Demonstrates responsibility for one's self
   b. Demonstrates accountability for one's actions
   c. Recognizes healthy lifestyle choices
   d. Values one's skill, abilities, ideas, and dreams
   e. Conducts one's self in a personally and socially constructive manner

2. *Others: How one interacts with others.*
   a. Acknowledge and appreciate diverse ideas, values, perspectives, and cultures
   b. Recognize ethical issues
   c. Elicits a sense of moral and civic responsibility
   d. Stimulates the moral imagination
   e. Interacts effectively with others
   f. Practices civility, empathy, honesty, and integrity toward others.
   g. Acts on ethical issues
   h. Acts to encourage common ground, understanding, tolerance, and unity by reducing ambiguity, misunderstanding, intolerance, and divisiveness

3. Place: How one interacts with one's environment.
a. Becomes intellectually informed of conditions and issues relating to one's natural and human environment
b. Becomes personally engaged
c. Acts in the best, long-term, sustainable interests of the natural and human environment, at local and global levels
d. Demonstrates active involvement in civic and community programs of improvement of the natural and human environment
e. Acts to support, encourage, and promote responsible, long-term, sustainable choices in private, civic, commercial, and government sectors

VI. Quantitative Literacy

Definition: Quantitative Literacy is the ability to identify, formulate, evaluate and communicate inferences from quantitative information

Components:

1. Problem Solving
a. Recognizes the need for analysis and comprehension.
b. Identifies relevant and irrelevant information needed to address the problem
c. Lays out the order needed for future intentions
d. Puts these intentions into action
e. Evaluates results for acceptable solutions and communicate the results in terms of the original problem

2. Number Sense
a. Demonstrates the ability to organize, analyze and interpret various representations of data including graphs and tables
b. Manipulates basic descriptive statistics
c. Recognizes similarities or differences from one set of data to another
d. Understands the quantification characteristics of an object or occurrence

3. Computation
a. Performs arithmetic operations.
b. Represents numerical data visually
c. Demonstrates the ability to compute, change, and/or convert numerical data

VII. Technology Literacy

Definition: Technology Abilities are those abilities needed for the application of electronic and/or digital tools employed in contemporary society. Students will develop technology skills relevant to their field of study.

Components:

1. Hardware
a. Utilizes input devices to interact with the technology tool being used such as keyboard/keypad, mouse, scanner, voice, other
b. Utilizes output devices to view input and calculated output such as printer, monitor, voice, other
c. Utilizes storage devices to save work as a permanent record and/or for future manipulation such as hard drive, network drive, thumb drive, dvd/cd-r –rw, flash memory, other
d. Utilizes peripherals to use for input or output such as printer, camera, scanner, PDU, other

2. Software
a. Demonstrates a command of communication software used to send and receive messages and access information such as email, web browsers, other
b. Demonstrates a command of operating systems used to manipulate and control hardware such as desktop, mainframe, PDU other
c. Demonstrates a command of application software used to accomplish a task or tasks such as word processing, spreadsheet, database, presentation, accounting, cad, other

3. Access and interact with community and industry specific resources
a. Uses search techniques to utilize the communication software in a way that allows the student to find needed resources in a sea of information
b. Uses search engines
c. Uses research techniques that will help the student find relevant and reliable information
d. Uses communication techniques to share information with a select group or the community at large

4. Limits of technology
a. Recognizes technology for dynamic, evolving tools which include the next generation of technology
b. Recognizes technology for its capability to support lifelong learning that includes global experiences via electronic media such as the internet, webinars, teleconferencing, etc.
c. Recognizes technology for the human limitations which include the cost and accessibility to current and next generation technology, the value of face to face interaction, and appropriate uses of technology in the interests of interpersonal communication

5. Understand ethical issues related to the use of technology and behave responsibly
a. Exercises responsibilities for the privacy of others (individuals, groups, or institutions)
b. Exercises responsibilities for how information about others is used paying particular attention to the possible misuse of this information
c. Exercises responsibilities for the law regarding copyright, freedom of speech, stealing information
d. Exercises responsibilities for the consequences of misusing information

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. A grade of "C-" or better is required for all general education core requirements unless otherwise stated.
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.

TECHNOLOGY SKILLS (T) 1+ credits

Technology 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.

_____	ART	153T*	Digital Imaging I	3
_____	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 Applications	2
_____	CMPA	131T*	Business Software	4
_____	CMPA	135T*	Microsoft Publisher	4
_____	CMPA	141T*	Beginning Word Processing	3
_____	CMPA	151T*	Spreadsheets	3
____	CMPA	153T*	Digital Imaging I	3
_____	CMPA	166T*	Computer Operating Systems	3
_____	CMPA	172T*	Computer Repair and Maintenance (A+)	3
_____	CMPA	176T*	Introduction to Router Technology	4
_____	CMPA	210T*	Network Operating Systems	4
_____	CMPA	226T*	Routing and Switching	4
_____	CMPA	228T*	Wireless Networks	3
_____	CMPA	235T*	IT Design Lab	2
_____	CMPA	241T*	Active Directory	2
_____	CMPA	253T*	Information Technology Security	3
_____	CMPA	261T*	Introduction to Database Processing	4
_____	CMPA	262T*	Advanced Database Processing	4
____	CMPA	270T*	Web Publishing: HTML and Web Page Design	3
____	CMPA	271T*	Web Page Programming	4
_____	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 and Architecture	4

WRITING (W) 3 credits

_____	ENGL	111W*	English Composition	3

COMMUNICATIONS (C) 3+ credits

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

_____	BUS	130C*	Business Communications	3
_____	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

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

_____	SP	110C	Public Speaking	3
_____	SP	120C	Interpersonal Relations/ Communications	3
_____	SP	150CF	Video Communication	3
_____	SP	160CF	Oral Interpretation	3
_____	THEA	114C	Acting for Non-majors	3
_____	THEA	150CF	Video Communication	3

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	117M*	Linear Math and Probability	3
_____	MATH	121M*	Calculus and Analytic Geometry I	5
_____	MATH	122M*	Calculus and 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 and 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	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	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
_____	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	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 and 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):

_____	ANTH	210NL*	Forensic Science I	4
_____	ANTH	211NL*	Forensic Science II	4
_____	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 and 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	231NL*	General Entomology	3
_____	BIOL	250NL	Rocky Mountain Flora	3
_____	BIOL	261NL*	Human Anatomy and Physiology I	4
_____	BIOL	262NL*	Human Anatomy and Physiology II	4
_____	CHEM	101NL*	Introduction to Chemistry	4
_____	CHEM	121NL*	General Chemistry I	5
_____	CHEM	122NL*	General Chemistry II	5
_____	CHEM	134NL*	Organic and 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
_____	CHEM	231NL*	General Biochemistry	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	223N*	Genetics and Change	4
_____	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	3
_____	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)	3
_____	LANG	242G*	Intermediate American Sign Language (ASL)	3
_____	LANG	243G*	Advanced American Sign Language (ASL)	3
_____	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

Additional degree requirements for the Associate of Arts:

FINE ARTS (F) 3+ credits

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

_____	ART	101F	Drawing I	3
_____	ART	103F	Understanding Photography	3
_____	ART	106F*	Intermediate Photography	3
_____	ART	114F	Painting 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	204F*	Introduction to Color Photography	3
_____	ART	206F*	Intermediate Black and White Photography	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 and Metalsmithing I	3
_____	ART	242F*	Jewelry and Metalsmithing II	3
_____	ART	243F*	Jewelry and Metalsmithing III	3
_____	ART	254F*	Digital Photography II	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	154F*	Digital Photography I	3
_____	JRNL	158F*	Basic Videomaking	3
_____	JRNL	254F*	Digital Photography II	3
_____	MUS	115F*	Music Fundamentals/ Introduction to Music Theory	2
_____	MUS	125F	History of Jazz	3
_____	MUS	133F	History of Rock and Roll	3
_____	MUS	221F	Music Appreciation	3
_____	MUS	222FG	Cultural Music Appreciation	3
_____	SP	150CF	Video Communication	3
_____	SP	160CF	Oral Interpretation	3
_____	THEA	100FH	Introduction to Theatre	3
_____	THEA	111F	Acting I	3
_____	THEA	113F*	Acting II	3
_____	THEA	125F	Beginning Design in Theatre Arts	3
_____	THEA	150CF	Video Communication	3
_____	THEA	211F*	Acting III	3
_____	THEA	213F*	Acting IV	3

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

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

_____
_____
_____

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 BOTH degrees must be met. An additional fifteen (15) credits are required as specified below:

_____ **A. Math (M) (selected from the list on page 49) 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. A grade of "C-" or better is required for all general education core requirements unless otherwise stated.
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.

TECHNOLOGY SKILLS (T) 1+ credits

Technology 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.

_____	ART	153T*	Digital Imaging I	3
_____	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 Applications	2
_____	CMPA	131T*	Business Software	4
_____	CMPA	135T*	Microsoft Publisher	4
_____	CMPA	141T*	Beginning Word Processing	3
_____	CMPA	151T*	Spreadsheets	3
_____	CMPA	153T*	Digital Imaging I	3
_____	CMPA	166T*	Computer Operating Systems	3
_____	CMPA	172T*	Computer Repair and Maintenance (A+)	3
_____	CMPA	176T*	Introduction to Router Technology	4
_____	CMPA	210T*	Network Operating Systems	4
_____	CMPA	226T*	Routing and Switching	4
_____	CMPA	228T*	Wireless Networks	3
_____	CMPA	235T*	IT Design Lab	2
_____	CMPA	241T*	Active Directory	2
_____	CMPA	253T*	Information Technology Security	3
_____	CMPA	261T*	Introduction to Database Processing	4
_____	CMPA	262T*	Advanced Database Processing	4
_____	CMPA	270T*	Web Publishing: HTML and Web Page Design	3
_____	CMPA	271T*	Web Page Programming	4
_____	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 and Architecture	4

WRITING (W) 3 credits

_____	ENGL	111W*	English Composition	3

COMMUNICATIONS (C) 3+ credits

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

_____	BUS	130C*	Business Communications	3
_____	ENGL	150C*	Technical Writing	3
_____	ENGL	201C*	Advanced Composition	3
_____	HS	120C	Interpersonal Relations/ Communications	3

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

____	JRNL	101C*	News Writing and Reporting	3
____	JRNL	111C*	College Publications I	3
____	SP	110C	Public Speaking	3
____	SP	120C	Interpersonal Relations/ Communications	3
____	SP	150CF	Video Communication	3
____	SP	160CF	Oral Interpretation	3
____	THEA	114C	Acting for Non-majors	3
____	THEA	150CF	Video Communication	3

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	117M*	Linear Math and Probability	3
____	MATH	121M*	Calculus and Analytic Geometry I	5
____	MATH	122M*	Calculus and Analytic Geometry II	5
____	MATH	175M*	Applied Calculus	5
____	MATH	201M*	Linear Algebra	4
____	MATH	210M*	Elementary Statistics	4
____	MATH	221M*	Calculus and 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	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
____	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 and 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):

____	ANTH	210NL*	Forensic Science I	4
____	ANTH	211NL*	Forensic Science II	4
____	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 and 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	231NL*	General Entomology	3
____	BIOL	250NL	Rocky Mountain Flora	3
____	BIOL	261NL*	Human Anatomy and Physiology I	4
____	BIOL	262NL*	Human Anatomy and Physiology II	4
____	CHEM	101NL*	Introduction to Chemistry	4
____	CHEM	121NL*	General Chemistry I	5
____	CHEM	122NL*	General Chemistry II	5
____	CHEM	134NL*	Organic and 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
____	CHEM	231NL*	General Biochemistry	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	223N*	Genetics and Change	4
____	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	3
____	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)	3
____	LANG	242G*	Intermediate American Sign Language (ASL)	3
____	LANG	243G*	Advanced American Sign Language (ASL)	3
____	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 53) and/or Natural Science (NL or N) 6+ credits

Complete six (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 the student'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 a 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
___	_____	____	Elective	2
___	_____	____	Humanities (H) or Global Issues (G) Requirement	3
___	_____	____	Math (M) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**30**

Second Year

✔	Course	#	Title	Credits
___	ART	101F	Drawing I	3
___	ART	103F	Understanding Photography	3
___	ART	106F*	Intermediate Photography	3
___	ART	114F	Painting I	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	151F	Design I	3
___	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
	or			
___	ART	103F	Understanding Photography[1]	3
___	ENGL	111W*	English Composition	3
___	SP	110C	Public Speaking	3
___	_____	____	Humanities (H) or Global Issues (G) Requirement	3
___	_____	____	Math (M) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3-4
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**31-32**

[1]Photography option students

Second Year

✔	Course	#	Title	Credits
___	ART	101F	Drawing I	3
___	ART	114F	Painting I	3
___	ART	151F	Design I	3
___	ART	152F*	Design II	3
___	ART	251*	Life Drawing I	2
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (SA) Requirement	3
___	_____	____	Social Sciences (SB) Requirement	3
___	_____	____	Electives	3
			Second Year Total	**29**

Total Credits **60-61**

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

Students who wish to pursue the Photography option should take the following courses instead of some of the suggested:

___	ART	106F*	Intermediate Photography
___	ART	204F*	Introduction to Color Photography
___	ART	206F*	Intermediate Black & White Photography

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.

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 52 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	#	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
___	_____	____	CHEM 101NL*[1] & CHEM 134NL*[1] or CHEM 121NL*[2] & CHEM 122NL*[2]	8-10
___	_____	____	Communications (C) Requirement	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**35-37**

Second Year

✔	Course	#	Title	Credits
___	BIOL	221NL*	Cell and Molecular Biology [3]	5
___	BIOL	223N*	Genetics and Change[3]	4
___	MATH	210M*	Elementary Statistics	4
___	_____	____	Humanities (H) Requirement	3
___	_____	____	PHYS 111NL*[3] & PHYS 112NL*[3] or GEOL 101NL[4]	4-10
___	_____	____	PSY 110SA[6] or Social Sciences (SA) Requirement	3-4
___	_____	____	Social Sciences (SB) Requirement	3
			Second Year Total	**26-33**
			Total Credits	**61-70[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*. If pursing the Cellular or Molecular Biology option, take 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 and Physiology I	4
___	BIOL	262NL*	Human Anatomy and 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
___	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 and Analytic Geometry I	5
___	MATH	122M*	Calculus and Analytic Geometry II	5
___	_____	____	Humanities (H) Requirement	3
			First Year Total	**38**

Second Year

✔	Course	#	Title	Credits
___	CMPA	151T*	Spreadsheets	3
___	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	**32**
			Total Credits	**70[1]**

[1]If time permits students may consider taking the following courses:

___	BIOL	120NL	General Botany	3
___	BIOL	250NL	Rocky Mountain Flora	3
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHEM	134NL*	Organic and Biological Chemistry	4
___	CHEM	221NL*	Organic Chemistry I	5
___	CHEM	222NL*	Organic Chemistry II	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.

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
___	_____	____	ENGL 201C*[5] or SP 110C[5] or ENGL 150C*[5] or Communications (C) Requirement	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	MATH 121M[2]* or MATH 175M*	5
___	_____	____	Technology Skills (T) Requirement	1
			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 courses if pursuing the Biomedical Sciences option:

___	BIOL	206N*	Microbiology of Infectious Diseases	3
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHEM	221NL*	Organic Chemistry I	5
___	CHEM	222NL*	Organic Chemistry II	5
___	CHEM	231NL*	General Biochemistry	5

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
___	CHEM	231NL*	General Biochemistry	5

[5] If pursuing the Ecology and Evolution option, take ENGL 201C*. If pursuing the Organismal Biology option, take SP 110C. If pursuing the Biomedical Sciences option, take ENGL 150C*.

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	117M*	Linear Math and Probability	3
___	SP	110C	Public Speaking	3
___	_____	____	Elective	1
___	_____	____	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	275*	Fundamentals of Management Information Systems	3
___	MATH	210M*	Elementary Statistics	4
___	_____	____	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**

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

First Year

✔	Course	#	Title	Credits
___	BUS	130C*	Business Communications	3
___	CS	100T	Introduction to Computer Science: Computer Literacy	4
___	ECON	212GSB	Economic Principles: Macroeconomics	3
___	ENGL	111W*	English Composition	3
___	_____	____	ENGL 201C*[1] or Elective	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M) or Natural Science (N or NL) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Social Sciences (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
___	BUS	275*	Fundamentals of Management Information Systems	3
___	ECON	211SB	Economic Principles: Microeconomics	3
___	MATH	175M*	Applied Calculus	5
___	MATH	210M*	Elementary Statistics	4
___	_____	____	Elective	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
			Second Year Total	**32**
			Total Credits	**60**

[1] If pursuing finance option.

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

Advisor:
Tom Jay
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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.

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
___	CMPA	131T*	Business Software	4
___	ECON	211SB	Economic Principles: Microeconomics	3
___	ECON	212GSB	Economic Principles: Macroeconomics	3
___	ENGL	111W*	English Composition	3
___	MATH	117M*	Linear Math and Probability	3
___	MATH	210M*	Elementary Statistics	4
___	_____	____	Communications (C) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL) Requirement	4
			First Year Total	**34**

Second Year

✔	Course	#	Title	Credits
___	ACCT	201	Principles of Accounting I	4
___	ACCT	202*	Principles of Accounting II	4
___	BADM	215*	Business Ethics	3
___	BUS	130C*	Business Communications	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	**26**
			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 52 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** offers bachelor degrees in chemistry and biochemistry with professional, and teaching options. **Montana Tech** offers bachelor programs in chemistry and biochemistry. **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 52 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
___	CMPA	131T*	Business Software	4
___	ENGL	111W*	English Composition	3
___	MATH	121M*	Calculus and Analytic Geometry I	5
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	CHEM	122NL*	General Chemistry II	5
___	MATH	122M*	Calculus and 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 and 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	223N*	Genetics and Change	4
___	CHEM	231NL*	General Biochemistry	5
___	GEOL	101NL	Introduction to Physical Geology	4

Suggested course of study for Chemistry 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 and Analytic Geometry I	5
___	_____	____	Social Sciences (SA) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	CHEM	122NL*	General Chemistry II	5
___	MATH	122M*	Calculus and Analytic Geometry II	5
___	PHYS	201NL*[1]	General Physics I	6
___	_____	____	Communications (C) Requirement	3
			Second Semester Total	**19**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHEM	221NL*	Organic Chemistry I	5
___	MATH	221M*	Calculus and Analytic Geometry III	5
___	PHYS	202NL*	General Physics II	6
___	_____	____	Humanities (H) Requirement	3
			First Semester Total	**19**

Spring Semester

✔	Course	#	Title	Credits
___	CHEM	222NL*	Organic Chemistry II	5
___	CHEM	231NL*	General Biochemistry	5
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (SB) Requirement	3
___	_____	____	Global Issues (G) Requirement	3
			Second Semester Total	**19**

Total Credits **74**

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

[1] Physics option. A student can take the alternate College Physics option (PHYS 111NL/112NL) during the second year by moving 6 credits of General Education courses up to this semester. Check with a Chemistry advisor on this option. A student who does not place into MATH121M would need to follow the College Physics option in order to complete the AS degree in two years.

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

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	175M*	Applied Calculus	5
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**18**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	103N*	Biology II: The Diversity of Life	3
___	BIOL	104L*	Biology II: The Diversity of Life Laboratory	2
___	CHEM	122NL*	General Chemistry II	5
___	_____	____	Communications (C) Requirement	3
___	_____	____	Global Issues (G) Requirement	3
			Second Semester Total	**16**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHEM	221NL*	Organic Chemistry I	5
___	PHYS	111NL*	College Physics I	5
___	_____	____	Social Sciences (SA) Requirement	3
___	_____	____	Social Sciences (SB) Requirement	3
___	_____	____	Humanities (H) Requirement	3
			First Semester Total	**19**

Spring Semester

✔	Course	#	Title	Credits
___	CHEM	222NL*	Organic Chemistry II	5
___	CHEM	231NL*	General Biochemistry	5
___	PHYS	112NL*	College Physic II	5
___	_____	____	Humanities (H) Requirement	3
			Second Semester Total	**18**

Total Credits **71**

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

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

Suggested course of study for Biochemistry majors transferring to **Montana Tech:**

First Year

Fall Semester

✔	Course	#	Title	Credits
___	CHEM	121NL*	General Chemistry I	5
___	ENGL	111W*	English Composition	3
___	MATH	121M*	Calculus and Analytic Geometry I	5
___	_____	____	Technology Skills (T) Requirement	1
___	_____	____	Social Sciences (SA) Requirement	3
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	221NL*	Cell and Molecular Biology	5
___	CHEM	122NL*	General Chemistry II	5
___	MATH	122M*	Calculus and Analytic Geometry II	5
___	_____	____	Humanities (H), Communications (C), Global Issues (G) or Social Sciences (SB) Requirement	3
			Second Semester Total	**18**

Summer Semester

✔	Course	#	Title	Credits
___	_____	____	Humanities (H), Communications (C), Global Issues (G) or Social Sciences (SB) Requirement(s)	6
			Semester Total	**6**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHEM	221NL*	Organic Chemistry I	5
___	MATH	210M *	Elementary Statistics	4
___	PHYS	111NL*	College Physics I	5
___	_____	____	Humanities (H), Communications (C), Global Issues (G) or Social Sciences (SB) Requirement	3
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	207NL*	Microbiology of Infectious Diseases w/Lab	4
___	CHEM	222NL*	Organic Chemistry II	5
___	PHYS	112NL*	College Physics II	5
___	____	____	Remaining Humanities (H), Global Issues (G) or Social Sciences (SB) Requirement	3
			Second Semester Total	**17**
			Total Credits	**75**

In addition, BIOL 261NL, Anatomy and Physiology I is also recommended prior to transferring. The rigor of this program may necessitate it be completed with a third year and/or by attending additional semesters.

Montana Tech's Chemistry major has a curriculum very similar to that of Biochemistry. See an advisor for the specific differences.

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	117M*	Linear Math and Probability	3
___	SP	110C	Public Speaking	3
___	SP	120C	Interpersonal Relations/Communications	3
___	_____	____	Elective	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
___	_____	____	Technology Skills (T) Requirement	1
			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 SOC 270*[2] or Elective[1,3]	3
___	_____	____	SOC 210SA*[2] or SOC 270*[2] or Elective[1,3]	3
			Second Year Total	**31-32**
			Total Credits	**60-62**

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

Advisor: Joe Legate, ATB, (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 and 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 and 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 and 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 52 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 and 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 and 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 and Architecture	4
___	MATH	201M*	Linear Algebra	4
___	MATH	221M*	Calculus and 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 and 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 and 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 and 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
___	_____	____	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 or Montana State University - Billings** 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
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Math (M) Requirement	3
			First Year Total	**35**

Second Year

✔	Course	#	Title	Credits
___	CHEM	210NL*	Forensic Science I	4
___	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
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	PE Electives	3
___	_____	____	REL 110G or REL 115G	3
			Second Year Total	**30**
			Total Credits	**65**

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

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

First Year

✔	Course	#	Title	Credits
___	CJ	105SA	Introduction to Criminal Justice	3
___	CJ	230	Police Organization and Behavior	3
___	CMPA	131T*	Business Software	4
___	ENGL	111W*	English Composition	3
___	MATH	210M*	Elementary Statistics	4
___	SOC	110SA	Introduction to Sociology	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Major Content Course[1]	3
___	_____	____	Social Sciences (SB) Requirement	3
			First Year Total	**32**

Second Year

✔	Course	#	Title	Credits
___	CJ	220	Corrections	3
___	CJ	231*	Criminal Procedure	2
___	CJ	260	Introduction to Juvenile Delinquency	3
___	CJ	271*	Seminar (Courts)	1
___	_____	____	Elective	1
___	_____	____	Elective	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Global Issues (G) Requirement or Elective (if completed SOC 220GSA*)	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
			Second Year Total	**28**
			Total Credits	**60**

[1] Select one course from the following list of Major Content classes:

___	CJ/SOC 260	Introduction to Juvenile Delinquency	3
___	SOC 220GSA*	Race and Minorities	3
___	SOC 270*	Family: Change and Continuity	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 State University-Billings:

First Year

✔	Course	#	Title	Credits
___	CHEM	210NL*	Forensic Science I	4
___	CJ	105SA	Introduction to Criminal Justice	3
___	CJ	230	Police Organization and Behavior	3
___	SOC	110SA	Introduction to Sociology	3
___	ENGL	111W*	English Composition	3
___	MATH	104M*	College Algebra	4
___	PLSC	100SB	American Government	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**30**

Second Year

✔	Course	#	Title	Credits
___	CHEM	211NL*	Forensic Science II	4
___	CJ	220	Corrections	3
___	CJ	225	Criminal Law	3
___	CJ	260	Introduction to Juvenile Delinquency	3
___	MATH	117M*	Linear Math and Probability	3
___	MATH	210M*	Elementary Statistics	4
___	PHIL	120H	Introduction to Ethics	3
___	SOC	120	Social Problems	3
___	SOC	220GSA	Race and Minorities	3
___	_____	____	Electives	1-3
			Second Year Total	**30-32**
			Total Credits	**60-62**

Some of the third and fourth year required courses can be taken on-line. However, at the present time the entire program is not available on-line.
*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.

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 117M* & MATH 175M* or MATH 121M* & MATH 122M*	8-10
___	_____	____	Communications (C) Requirement	3
___	_____	____	Elective	3
___	_____	____	Elective	3
___	_____	____	Elective	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**33-35**

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 **63-65**

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
___	MATH	121M*	Calculus and Analytic Geometry I	5
___	_____	____	BUS 130C* or ENGL 150C*	3
___	_____	____	Elective	3
___	_____	____	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**

*Indicates prerequisite and/or corequisite 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 52 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. For example, students transferring to **The University of Montana – Missoula** can fulfill additional education requirements by completing EDUC 232, EDUC 256, and ART 226 (specifically for elementary majors). 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
___	_____	____	GEOG 105GSA or GEOG 201GSA	3
___	_____	____	HIST 211SB or HIST 212SB	4
___	_____	____	Technology Skills (T) Requirement	1
			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
___	_____	____	Technology 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
___	_____	____	HIST 211SB or HIST 212SB	4
___	_____	____	Technology Skills (T) Requirement	1
			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 ART 161F or THEA 111F	3
___	_____	____	Elective	4
___	_____	____	ENGL 110H, ENGL 211H, ENGL 212H, ENGL 232H or ENGL 240H	3
___	_____	____	GEOG 101NL or GEOL 100NL	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
___	EDUC	100	Introduction to Education	3
___	ENGL	111W*	English Composition	3
___	PLSC	100SB	American Government	3
___	SP	110C	Public Speaking	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	GEOG 105GSA or GEOG 201GSA	3
___	_____	____	HIST 211SB or HIST 212SB	4
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**33**

Second Year

✔	Course	#	Title	Credits
___	GEOL	101NL	Introduction to Physical Geology	4
___	HLTH	230	School Health	3
___	MATH	141MA*	Theory of Arithmetic I	5
___	MATH	142MA*	Theory of Arithmetic II	4
___	_____	____	CHEM 101NL* or NSCI 103NL*	4
___	_____	____	ENGL 110H or ENGL 251F*	3
___	_____	____	HLTH 201 or current CPR card	0-2
___	_____	____	Humanities (H) Requirement (if did not take ENGL 110H or THEA 100FH) or Elective	3
___	_____	____	MUS 250 or THEA 100FH	3
___	_____	____	PSY 110SA or SOC 110SA	3-4
			Second Year Total	**32-35**
			Total Credits	**65-68**

*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	110N	Basic Anatomy and Physiology	3
___	BIOL	111L	Basic Anatomy and Physiology Lab	1
___	EDUC	100	Introduction to Education	3
___	ENGL	110H	Exploration in Literature	3
___	ENGL	111W*	English Composition	3
___	HIST	250SB	Montana History	3
___	PSY	110SA	Introduction to Psychology	4
___	PSY	235SA*	Developmental Psychology	3
___	SP	120C	Interpersonal Relations/ Communications	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**30**

Second Year

✔	Course	#	Title	Credits
___	ENGL	201C*	Advanced Composition	3
___	HLTH	230	School Health	3
___	MATH	104M*	College Algebra	4
___	MATH	141MA*	Theory of Arithmetic I	5
___	MUS	221F	Music Appreciation	3
___	NSCI	103NL*	Basic Physical Science	4
___	PLSC	100SB	American Government	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
___	_____	____	Humanities (H) Requirement	3
			Second Year Total	**34-37**
			Total Credits	**64-67**

*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 – 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
___	EDUC	232	Instructional Technology	3
___	ENGL	111W*	English Composition	3
___	GEOG	201GSA	Human Geography	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
___	_____	____	SP 110C or SP 120C	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**39**

Second Year

✔	Course	#	Title	Credits
___	EDUC	230	Strategies of Learning	3
___	EDUC	244*	Learning Disabilities	3
___	ENGL	201C*	Advanced Composition	3
___	NSCI	103NL*	Basic Physical Science	4
___	PLSC	100SB	American Government	3
___	PSY	110SA	Introduction to Psychology	4
___	PSY	235SA*	Developmental Psychology	3
___	_____	____	ANTH 230G or ANTH 232G	3
___	_____	____	HIST 211SB or HIST 212SB	4
___	_____	____	Humanities (H) Requirement	3
___	_____	____	PHIL 110H, PHIL 120H, ART 221FGH, ART 222FGH, ART 228FGH, ART 229FGH, ENGL 229H, HUM 261H or HUM 262H	3-4
			Second Year Total	**36-37**
			Total Credits	**75-76**

*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.

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	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	Not Required	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	Recommended**	Required	Not Required	Not Required	Not Required	Not Required
BIOL 101NL	General Biology I: Principles of Biology	Required	Required	Required	Required	Take BIOL 110N and BIOL 111L* instead	Required
CHEM 101NL*	Introduction to Chemistry	Not Required	Not Required	CHEM 101NL* or NSCI 103NL*	Not Required	Not required	CHEM 101NL* or NSCI 103NL*
CMPA 130T*	Integrated Software Applications	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required
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	** Recommended	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	** Recommended	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	Not Required
GEOG 105GSA	World Regional Geography	GEOG 105GSA or GEOG 201GSA	Required	Required	Not Required	Not Required	GEOG 105GSA or GEOG 201GSA
GEOG 201GSA	Human Geography	GEOG 105GSA or GEOG 201GSA	Not Required	Not Required	Required	Not Required	GEOG 105GSA or GEOG 201GSA
GEOL 100NL	Introduction to Earth Science	Required	Not Required	GEOL 100NL or GEOL 101NL	Not Required	Not Required	Not Required
GEOL 101NL	Introduction to Physical Geology	Not Required	Not Required	GEOL 100NL or GEOL 101NL	Not Required	Not Required	Required

*Indicates prerequisite and/or corequisite needed. Check course description.
**Recommended to take at FVCC and will apply toward UM requirements.

Elementary Education Major Requirements Continued

	FVCC	UM-Missoula	UGF	MSU-Bozeman	MSU-Billings	MSU-Northern	UM-Western
HIST 112SB	History of Western Civilization II	Not Required	Not Required	Not Required	Required	Not Required	Not Required
HIST 211SB	U.S. History: Colonial Era to 1860's	HIST 211SB or HIST 212SB	Required	HIST 211SB or HIST 212SB	HIST 211SB or HIST 212SB	Not Required	HIST 211SB or HIST 212SB
HIST 212SB	U.S. History: 1860's to Present	HIST 211SB or HIST 212SB	Required	HIST 211SB or HIST 212SB	HIST 211SB or HIST 212SB	Not Required	HIST 211SB or HIST 212SB
HIST 250SB	Montana History	Required	Not Required	Not Required	Not Required	Required	Not 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
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	Take MATH 104M* Instead	Required
MUS 221F	Music Appreciation	Not Required	Not Required	ART221FGH, ART 222FGH, MUS 221F or MUS 222FG	Required	Not Required	Not Required
MUS 250	Elementary School Music	Not Required	Required	Not Required	Not Required	Not Required	MUS 250 or THEA 100FH
NSCI 102NL*	The Nature of Science	Not Required	Required	Not Required	Not Required	Not Required	Not Required
NSCI 103NL*	Basic Physical Science	Required	Required	CHEM 101NL* or NSCI 103NL*	Required	Required	CHEM 101NL* or NSCI 103NL*
PHIL 120H	Introduction to Ethics	Not Required	PHIL 120H or REL 225*	Not Required	PHIL 110H or PHIL 120H	Not Required	Not Required
PLSC 100SB	American Government	Required	Not Required	Required	Required	Required	Required
PSY 110SA	Introduction to Psychology	Required	Required	Not Required	Required	Prerequisite for PSY 235SA*	PSY 110SA or SOC 110SA
PSY 235SA*	Developmental Psychology	Not Required	Not Required	Required	Required	Required	Not 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	Take SP 120C Instead	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	#	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 52 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
___	_____	____	MATH (M) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			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
___	_____	____	Math (M) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (SB), Humanities (H), Communications (C) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**35**

Second Year

✔	Course	#	Title	Credits
___	ART	114F	Painting I	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	**27-29**
			Total Credits	**62-64**

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

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

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 and Biological 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	223N*	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
___	_____	____	HLTH 201 or current CPR card	0-2
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (SB) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			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
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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 52 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	275*	Fundamentals of Management Information Systems	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
___	_____	____	Elective	3
___	_____	____	ENGL 115H, ENGL 231H, ENGL 252F* or ENGL 272*	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			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:
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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.

Associate of Arts Degree

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

First Year

✔	Course	#	Title	Credits
___	EDUC	100	Introduction to Education	3
___	EDUC	232	Instructional Technology	3
___	ENGL	111W*	English Composition	3
___	ENGL	211H	American Literature I	3
___	ENGL	212H	American Literature II	3
___	PHIL	120H	Introduction to Ethics	3
___	SP	110C	Public Speaking	3
___	_____	____	Elective	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Social Sciences (SA) Requirement	3
___	_____	____	Technology Skills (T) Requirement	3
			First Year Total	**36**

Second Year

✔	Course	#	Title	Credits
___	EDUC	256	Instruction of Special Students	3
___	ENGL	231H	British Literature I: Beginnings to 18th Century	3
___	ENGL	232H	British Literature II: 19th Century to Present	3
___	ENGL	267H	Shakespeare: Tragedies, History	3
___	ENGL	268H	Shakespeare: Tragedies, Comedies	3
___	ENGL	270	Introduction to Linguistics	3
___	HLTH	230	School Health	3
___	_____	____	HIST 111SB & HIST 112SB or HIST 211SB & HIST 212SB	8
___	_____	____	Math (M) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	REL 110G, REL 115G or REL 125	3
			Second Year Total	**38**
			Total Credits	**74**

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

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
___	_____	____	Humanities (H) Requirement	3
___	_____	____	MATH 121M* or MATH 175M*	5
___	_____	____	Social Sciences (SB) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**45**

Second Year

✔	Course	#	Title	Credits
___	BIOL	221NL*	Cell and Molecular Biology	5
___	BIOL	223N*	Genetics and Change	4
___	CHEM	134NL*	Organic and 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	Public Speaking	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M) Requirement	3
			First Year Total	**39**

Second Year

✔	Course	#	Title	Credits
___	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
___	_____	____	CMPA 100T* or CS 100T	1-4
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (SB) Requirement	3
			Second Year Total	**34-37**
			Total Credits	**73-76**[1]

[1] If time permits, students may consider taking the following courses:

___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4

*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 52 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 and Analytic Geometry I	5
___	NSCI	102NL*	The Nature of Science	4
___	_____	____	ART, MUS, or THEA Elective	3
___	_____	____	Any Literature course from the Humanities (H) Requirement	3
___	_____	____	REL 110G or REL 115G	3
___	_____	____	Social Sciences (SA) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			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
			Second Year Total	**44-46**
			Total Credits	**91-93**

Please note that approximately 11 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 curricula.

*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.

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
___	_____	____	Elective	3
___	_____	____	Elective	3
___	_____	____	ANTH 230G* or ANTH 232G	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			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 Communications (C) Requirement	3
			Second Year Total	**30-32**
			Total Credits	**61-63**

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

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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
___	_____	____	ANTH 230G* or ANTH 232G	3
___	_____	____	HIST 111SB or HIST 112SB	4
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**31**

Second Year

✔	Course	#	Title	Credits
___	HIST	250SB	Montana History	3
___	PHIL	250HSB	Political Theory	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
___	_____	____	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.

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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 – 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
___	_____	____	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
___	_____	____	Technology Skills (T) Requirement	1
			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
___	SP	110C	Public Speaking	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
			First Year Total	**29**

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
___	_____	____	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 N) Requirement	3
___	_____	____	PLSC, PSY or SOC Elective	3
___	_____	____	Technology Skills (T) Requirement	1
			Second Year Total	**33**
			Total Credits	**62**

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

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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 52 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 and Analytic Geometry I[2]	5
___	SP	110C	Public Speaking	3
			Fall Semester Total	**17**

Spring Semester

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

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	MATH	221M*	Calculus and 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 85 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	5
___	ENGR	116*	Introduction to Electrical Fundamentals	2
___	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	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
___	CHEM	122NL*	General Chemistry II	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*	Computer Organization and Architecture	4
___	ENGR	116*	Introduction to Electrical Fundamentals	2
___	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	2
___	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	2
___	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	2
___	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	2
___	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
___	ENGR	111	Engineering Graphics	3
___	ENGR	200*	Applied Analysis	2
___	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	111W*	English Composition	3
___	ENGR	110	Introduction to Engineering	1
___	MATH	121M*	Calculus and Analytic Geometry I	5
___	____	____	Humanities (H) Requirement	3
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	CHEM	122NL*	General Chemistry II	5
___	MATH	122M*	Calculus and 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[1]	3
___	____	____	Communications (C) Requirement	3
___	____	____	Social Sciences (SA) Requirement	3
			Third Semester Total	**9**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	ENGR	201*	Engineering Mechanics: Statics	4
___	MATH	221M*	Calculus and Analytic Geometry III	5
___	PHYS	202NL*	General Physics II	6
___	____	____	Humanities (H) Requirement	3
			First Semester Total	**18**

Spring Semester

✔	Course	#	Title	Credits
___	ECON	212GSB	Economic Principles: Macroeconomics[1]	3
___	ENGR	204*	Mechanics of Materials [2]	4
___	MATH	222M*	Differential Equations	5
___	____	____	Additional Engineering Requirements**	3+
___	____	____	Technology Skills (T) Requirement	1
			Second Semester Total	**16+**
			Total Credits	**79+**

[1] The School of Mine and Engineering requires students majoring in engineering to complete both ECON 211SB & ECON 212GSB.

[2]Not required for geophysical 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):

___	ENGR	202*	Engineering Mechanics: Dynamics	4
___	SURV	141*	Surveying I	5

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

____	ENGR	202*	Engineering Mechanics: Dynamics	4

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

____	ENGR	202*	Engineering Mechanics: Dynamics	4
____	MATH	210M*	Elementary Statistics	3

** Additional courses for Metallurgical & Materials Engineering (MT Tech):

____	MATH	210M*	Elementary Statistics	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.

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 and Analytic Geometry I	5
___	_____	____	SP 110C or SP 120C	3
			First Semester Total	**16**

Spring Semester

✔	Course	#	Title	Credits
___	CHEM	122NL*	General Chemistry II	5
___	ENGR	111	Engineering Graphics	3
___	MATH	122M*	Calculus and 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
___	ECON	212GSB	Economic Principles: Macroeconomics	3
___	ENGR	201*	Engineering Mechanics: Statics	4
___	MATH	221M*	Calculus and Analytic Geometry III	5
___	PHYS	202NL*	General Physics II	6
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**19**

Spring Semester

✔	Course	#	Title	Credits
___	ENGR	204*	Mechanics of Materials	4
___	ENGR	206*	Circuits I	4
___	MATH	201M*	Linear Algebra	4
			Second Semester Total	**12**
			Total Credits	**78****

*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 110
(406) 756-3375
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
___	_____	____	Elective	1
___	_____	____	Elective	3
___	_____	____	English Elective	3
___	_____	____	Math (M) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Social Sciences (SA) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			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 electives 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

** Recommended electives for Literature Option:

___	ENGL	110H	Exploration in Literature	3
___	ENGL	116H	Introduction to Fiction	3
___	ENGL	120GH	Comparative Mythology	3
___	ENGL	206GH	European Literature of the 20th Century	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	246GH	Major Women Writers	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.

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 and Analytic Geometry I	5
___	MATH	210M*	Elementary Statistics	4
___	PHYS	201NL*	General Physics I	6
___	_____	___	Elective	1
___	_____	___	Technology Skills (T) Requirement	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	223N*	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 and Analytic Geometry II	5
___	MATH	201M*	Linear Algebra	4
___	MATH	221M*	Calculus and 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
___	MATH	117M*	Linear Math and Probability	3
___	NSCI	104NL	Environmental Science	4
___	_____	___	Elective	4
___	_____	___	Elective**	3
___	_____	___	Elective**	3
___	_____	___	Humanities (H) Requirement	3
___	_____	___	Technology Skills (T) Requirement	1
			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
___	_____	___	Elective	3
___	_____	___	Global Issues (G) Requirement	3
___	_____	___	Humanities (H) 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 Introduction	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 and 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	270N	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 Geographic Information Systems	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
___	_____	____	Elective[4] or PLSC 100SB[3]	3
___	_____	____	Technology Skills (T) Requirement or CMPA 131T*[1]	1-4
			Second Semester Total	**13-18**

Summer Semester

✔	Course	#	Title	Credits
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (SA) Requirement	3
			Third 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 Natural 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 Geographic Information Systems	4
___	NR	235*	Introduction to GPS	2
___	NR	260	Natural Resource Issues	3
___	NR	270N	Wildlife Habitat and Conservation	3

[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 152, NR 230* and NR 270N.
If pursuing the Terrestrial Sciences option, students should take GEOL 101NL, PHYS 201NL* and PHYS 202NL*.

*Indicates prerequisite and/or corequisite 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 52 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
___	_____	____	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
___	_____	____	Technology Skills (T) Requirement	1
			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:

___	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 electives 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
___	MATH	117M*	Linear Math and Probability	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Elective	1
___	_____	____	Elective	3
___	_____	____	Elective	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M) Requirement[1]	3
___	_____	____	Technology Skills (T) Requirement	1
			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[2]	3
___	_____	____	Math (M) or Natural Science (NL or N) Requirement[3]	3
___	_____	____	Natural Science (NL or N) Requirement[2]	3
___	_____	____	Social Sciences (SB) Requirement	3
			Second Year Total	**30**

Total Credits **60**

[1] Recommend MATH 104M* and MATH 210M* for options in Physical Geography, Community Environmental Planning, Central and Southwest Asian Studies and Cartography and GIS.
[2] Recommend CHEM 101NL* and CHEM 134NL* or BIOL 120NL and BIOL 121N* or PHYS 111NL* and PHYS 112NL* for the Physical Geography option.
[3] Recommend MATH 175M* for the Physical Geography option.

*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.

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 and Analytic Geometry I	5
___	MATH	122M*	Calculus and Analytic Geometry II	5
___	____	____	Communications (C) Requirement	3
___	____	____	Technology 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, Mineralogy and Earth Materials Emphasis:

___	MATH	221M*	Calculus and 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 and Analytic Geometry I	5
___	MATH	122M*	Calculus and 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
___	MATH	117M	Linear Math and Probability	3
___	PHYS	105N	Introduction to Astronomy	3

[2]Recommended elective for the Environmental Geology Option:

___	BIOL	205N*	Microbiology	3
___	MATH	221M*	Calculus and 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 52 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	117M*	Linear Math and Probability	3
___	MATH	210M*	Elementary Statistics	4
___	PSY	110SA	Introduction to Psychology	4
___	SOC	110SA	Introduction to Sociology	3
___	SP	110C	Public Speaking	3
___	_____	____	CHEM 101NL*	4
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**28**

Second Year

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and 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	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
			Second Year Total	**32**
			Total Credits	**60**

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
___	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
___	HLTH	210*	Basic Exercise Prescription	3
___	MATH	117M*	Linear Math and Probability	3
___	PSY	110SA	Introduction to Psychology	4
___	SP	110C	Public Speaking	3
___	_____	____	SA 102[1] or MATH 210M*[2]	3-4
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**34-35**

Second Year

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	ENGL	150C*	Technical Writing	3
___	HLTH	201	First Aid	2
___	HLTH	205	Care and Prevention of Athletic Injuries[1]	3
___	_____	___	BIOL 101NL[1] or PHYS 111NL*[2]	4-5
___	_____	____	BIOL 206N*[1] or HLTH 221N*[2]	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (SB) Requirement	3
			Second Year Total	**35-36**
			Total Credits	**69-71**

[1] If pursuing Athletic Training.
[2] If pursuing Exercise Science.

*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
in Exercise Science:

First Year

✔	Course	#	Title	Credits
___	CHEM	121NL*	General Chemistry I	5
___	CHEM	122NL*	General Chemistry II	5
___	ENGL	111W*	English Composition	3
___	MATH	175M*	Applied Calculus	5
___	PSY	110SA	Introduction to Psychology	4
___	_____	____	Communications (C) Requirement	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**32**

Second Year

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	HLTH	221N*	Basic Human Nutrition	3
___	MATH	210M*	Elementary Statistics	4
___	_____	____	Humanities (H) Requirement	3
___	_____	____	PHYS 111NL* & PHYS 112NL*	10
___	_____	____	Social Sciences (SB) Requirement	3
			Second Year Total	**31**
			Total Credits	**63**

*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
___	CHEM	101NL*	Introduction to Chemistry	4
___	ENGL	111W*	English Composition	3
___	HLTH	200	Foundations of Physical Education	3
___	HLTH	203	Health for the Individual	3
___	MATH	117M	Linear Math & Probability	3
___	MATH	210M*	Elementary Statistics[1] or Elective[2]	4
___	PSY	110SA	Introduction to Psychology	4
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**32**

Second Year

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	HLTH	201	First Aid	2
___	HLTH	210	Basic Exercise Prescription	3
___	HLTH	221N*	Basic Human Nutrition	3
___	SP	110C	Public Speaking	3
___	_____	____	ENGL 150C*[2] or PSY 235SA*	3
___	_____	____	Global Issues (G) Requirement[2] or ANTH 230G or ANTH 232G	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (SB) Requirement	3
			Second Year Total	**34**
			Total Credits	**66**

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

___	EDUC	100	Introduction to Education	3
___	HLTH	230	School Health	3

[2] If pursuing the Applied Health Sciences option.

*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
in Dietetics 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
___	_____	____	Humanities (H) Requirement	3
___	_____	____	MATH 117M or MATH 175M[1]	3-5
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**33-35**

Second Year

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHEM	221NL*	Organic Chemistry I	5
___	CHEM	231NL*	General Biochemistry	5
___	HLTH	221N*	Basic Human Nutrition	3
___	MATH	210M*	Elementary Statistics	4
___	_____	____	ACCT 101 or ACCT 201	4
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
			Second Year Total	**35**
			Total Credits	**68-70**

[1] Nutrition majors should also take the following additional courses:

___	BIOL	101NL	General Biology I: Principles of Biology	4
___	BIOL	103N*	Biology II: The Diversity of Life	3
___	CHEM	222NL*	Organic Chemistry II	5
___	PHYS	111NL*	College Physics I	5
___	PHYS	112NL*	College Physics II	5

See advisor for recommendations on fulfilling these requirements.

*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 52 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
___	HIST	111SB	History of Western Civilizations I	4
___	HIST	112SB	History of Western Civilization II	4
___	HIST	250SB	Montana History	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Humanities (H) Requirement[1]	3
___	_____	____	Math (M) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3-4
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**30-31**

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
___	HIST	270G	Environmental History	3
___	PHIL	250HSB	Political Theory	3
___	_____	____	Natural Science (NL or N)	3
___	_____	____	Social Sciences (SA) Requirement	3
___	_____	____	Electives[1]	9-10
			Second Year Total	**29-30**

Total Credits **61**

[1] An Art History course is a recommended humanities course(s). In addition, History majors at the University of Montana must take two semesters of the same foreign language and could complete that requirement here. Students who have an interest in a specific international history should discuss that interest with an advisor and choose their foreign language accordingly. An advisor will know what additional foreign languages are offered a the U of M.

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

First Year

✔	Course	#	Title	Credits
___	ENGL	111W*	English Composition	3
___	HIST	111SB	History of Western Civilization I	4
___	HIST	112SB	History of Western Civilization II	4
___	HIST	250SB	Montana History	3
___	SP	110C	Public Speaking	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3-4
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**30-31**

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
_____	HIST	270G	Environmental History	3
____	PHIL	250HSB	Political Theory	3
___	_____	____	Natural Science (NL or N)	3
___	_____	____	Social Sciences (SA) Requirement	3
___	_____	____	Electives	9-10
			Second Year Total	**29-30**

Total Credits **60**

*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.

Human Services
(Pre-Social Work)
Transfer Curricula

An Associate of Arts degree with an emphasis in Human Services prepares the student for transfer to a university for a major in Human Services, Social Work or other similar programs. 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 this transfer program 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.

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 52 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 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
___	_____	____	Elective	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			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.

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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.

Associate of Arts Degree

Suggested course of study for a transfer to **Salish Kootenai College**:

First Year

✔	Course	#	Title	Credits
___	ANTH	230G	Indians of North America	3
___	BIOL	101NL	General Biology I: Principles of Biology	4
___	CMPA	100T*	Introduction to Microcomputers	1
___	ENGL	111W*	English Composition	3
___	HS	100SA*	Introduction to Human Services/ Social Work	3
___	ID	100	College Success Strategies	2
___	MATH	104M*	College Algebra	4
___	PSY	110SA	Introduction to Psychology	4
___	SOC	110SA	Introduction to Sociology	3
___	SOC	220GSA*	Race and Minorities	3
___	SP	110C	Public Speaking	3
___	_____	____	HUM 261H or HUM 262H	4
			First Year Total	**37**

Second Year

✔	Course	#	Title	Credits
___	ENGL	201C*	Advanced Composition	3
___	HS	102	Drugs and Society	3
___	MATH	210M*	Elementary Statistics	4
___	PLSC	100SB	American Government	3
___	SA	200*	Introduction to Chemical Dependency Counseling	3
___	SA	220*	Assessment and Evaluation Procedures of Substance Abuse	3
___	SOC	271	Family Violence	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	HIST 112SB or HIST 212SB	4
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Psychology Elective	3
			Second Year Total	**38**
			Total Credits	**75**

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 and Influences I	4
___	HUM	262H	Introduction to Humanities: Origins and Influences II	4
___	_____	____	ANTH 230G* or ANTH 232G	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	HIST 111SB or HIST 112SB	4
___	_____	____	HIST 211SB or HIST 212SB	4
___	_____	____	Math (M) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			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 PHIL 225 or PLSC 100SB or PLSC 200SB 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.

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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 and Analytic Geometry I	5
___	MATH	122M*	Calculus and Analytic Geometry II	5
___	SP	110C	Public Speaking	3
___	_____	____	CS 171T[2] or CS204T*[2] or Technology Skills (T) Requirement	1-4
___	_____	____	Elective	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL) Requirement[1]	3
___	_____	____	Social Sciences (SA) Requirement	3
			First Year Total	**29-32**

Second Year

✔	Course	#	Title	Credits
___	MATH	201M*	Linear Algebra	4
___	MATH	221M*	Calculus and Analytic Geometry III	5
___	_____	___	Elective	2
___	_____	____	Elective	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	MATH 222M*[3] or Elective	5
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (SB) Requirement	3
			Second Year Total	**31**
			Total Credits	**60**

[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 your transfer institution.
[2] Selection of computer class depends on what option you are seeking or to which school you are transferring. CS 171T is required for students pursuing the Applied Mathematics or Statistics option at MSU-Bozeman. The University of Montana requires two computer programming classes. Check with your advisor and catalog of your transfer institution, if you intend to transfer elsewhere.
[3] If transferring to MSU-Bozeman.

*Indicates prerequisite and/or corequisite 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 52 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 March 1, and **Carroll College** due May 20.

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 grade point average 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 grade point average 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	
	or			
___	SP	120C	Interpersonal Relations/ Communications	3
___	____	____	Technology Skills (T) Requirement	1
			First Semester Total	**15**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	206N*	Microbiology of Infectious Diseases**	3
___	CHEM	134NL*	Organic and Biological Chemistry	4
___	MATH	117M*	Linear Math and Probability	3
___	PSY	110SA	Introduction to Psychology	4
___	SOC	110SA	Introduction to Sociology	3
			Second Semester Total	**17**

Summer Semester

✔	Course	#	Title	Credits
___	____	____	Humanities (H) Requirement	3
			Third Semester Total	**3**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	PSY	235SA*	Developmental Psychology	3
___	____	____	Global Issues (G) Requirement	3
___	____	____	Humanities (H) Requirement	3
___	____	____	Social Sciences (SB) Requirement	3
			First Semester Total	**16**

Spring Semester

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

Total Credits **66**

*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
___	ENGL	111W*	English Composition	3
___	_____	____	CMPA 100T* or CS 100T	1-4
			First Semester Total	**12-15**

Spring Semester

✔	Course	#	Title	Credits
___	CHEM	134NL*	Organic and 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 and 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 and Physiology II	4
___	ENGL	201C*	Advanced Composition	3
___	MATH	210M*	Elementary Statistics[1]	4
___	SP	110C	Public Speaking	3
___	_____	____	Elective	2
			Second Semester Total	**16**
			Total Credits	**60-63**

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

*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
___	BIOL	101NL	General Biology I: Principles of Biology	4
___	CHEM	101NL*	Introduction to Chemistry	4
___	ENGL	111W*	English Composition	3
___	SP	110C	Public Speaking	
	or			
___	SP	120C	Interpersonal Relations/ Communications	3
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**15**

Spring Semester

✔	Course	#	Title	Credits
___	CHEM	134NL*	Organic and Biological Chemistry	4
___	MATH	117M*	Linear Math and Probability	3
___	PHIL	120H	Introduction to Ethics	3
___	PSY	110SA	Introduction to Psychology	4
___	SOC	110SA	Introduction to Sociology	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 and 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 and 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	**63-64****

*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 and 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 and Physiology II	4
___	ENGL	201C*	Advanced Composition	3
___	PSY	235SA*	Developmental Psychology	3
___	MATH	117M*	Linear Math and Probability	3
___	NURS	101	Nurse's Aide Training	5
			Second Semester Total	**18**

Second Year

Fall Semester

✔	Course	#	Title	Credits
____	BIOL	101NL	General Biology I: Principles of Biology	4
___	HUM	261H	Introduction to Humanities: Origins and 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
___	CHEM	134NL*	Organic and Biological Chemistry	4
___	_____	____	Humanities (H) Requirement	3
			Second Semester Total	**14**
			Total Credits	**62**

*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 Tech of The University of Montana**:

First Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	CHEM	101NL*	Introduction to Chemistry	4
___	ENGL	111W*	English Composition	3
___	MATH	104M*	College Algebra	4
___	NURS	100	Introduction to Nursing	1
___	PSY	110SA	Introduction to Psychology	4
			First Semester Total	**20**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHEM	134NL*	Organic and Biological Chemistry	4
___	HLTH	221N*	Basic Human Nutrition	3
___	MATH	210M*	Elementary Statistics	4
			Second Semester Total	**15**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	207NL*	Microbiology of Infectious Diseases w/Lab	4
___	PSY	235SA*	Developmental Psychology	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**14**

Spring Semester

✔	Course	#	Title	Credits
___	SOC	110SA	Introduction to Sociology	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Science (SB) Requirement	3
			Second Semester Total	**12**
			Total Credits	**61**

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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 207NL*	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	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
BIOL 261NL*	Human Anatomy and Physiology I	Required	Required	Required	Required	Required
BIOL 262NL*	Human Anatomy and 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	Required	Required	Prerequisite for CHEM 134NL*	Required
CHEM 134NL*	Organic and Biological Chemistry	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	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
ENGL 111W*	English Composition	Required	Required	Required	Required	Required
ENGL 201C*	Advanced Composition	Not Required	Required	Not Required	Required	Not Required
HLTH 221N*	Basic Human Nutrition	Required	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
MATH 104M*	College Algebra	Not Required	Not Required	Not Required	Required	Required
MATH 117M*	Linear Math and Probability	Prerequisite for MATH 210M*	Prerequisite for MATH 210M* if pursuing a BSN degree.* Otherwise MATH 103* is sufficient	Prerequisite for MATH 210M*	Not Required	Not Required
MATH 210M*	Elementary Statistics	Required	Required for the BSN Degree	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not a Nursing Program Prerequisite, But Fulfills a BSN Degree Requirement	Not Required
NURS 100	Introduction to Nursing	Not Required	Not Required	Not Required	Not Required	Required
NURS 101	Nurse's AideTraining	Not Required	Required	Not Required	Not Required	Not Required
PHIL 120H	Introduction to Ethics	Not Required	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not Required	Not Required
PSY 110SA	Introduction to Psychology	Required	Required	Required	Required	Required
PSY 235SA*	Developmental Psychology	Required	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
SOC 110SA	Introduction to Sociology	Required	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
SP 110C	Public Speaking	One is Required	Not a Nursing Program Prerequisite, But SP 110C Fulfills a Major Requirement	One is Required	SP 110C is Required	Not Required
SP 120C	Interpersonal Relations/ Communications					

* 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 March 1.

Carroll College 1-800-992-3648 www.carroll.edu
BA - Applications for Admissions to the nursing major are available from the Department of Nursing and are due May 20 each year for admision into the major the following fall semester. Students seeking admission into the nursing major must meet the criteria listed on the previous page to be eligible along with NU 101 offered only at Carroll College to be eligible to make application to the Department of Nursing.

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 October 28 for a January start date.

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.

Due to the PCAT exam subject areas, students are advised to have completed MATH 175M, MATH 210M, BIOL 101NL, BIOL 221NL, CHEM 121NL, CHEM 122NL and CHEM 221NL prior to taking the PCAT.

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 52 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
___	ENGL	111W*	English Composition	3
___	MATH	175M*	Applied Calculus	5
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	221NL*	Cell and Molecular Biology	5
___	CHEM	122NL*	General Chemistry II	5
___	MATH	210M*	Elementary Statistics	4
___	_____	____	PSY 110SA or SOC 110SA	3-4
			Second Semester Total	**17-18**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHEM	221NL*	Organic Chemistry I	5
___	PHYS	111NL*	College Physics I	5
___	_____	____	Humanities (H) Requirement	3
___	_____	____	SP 110C or SP 120C	3
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	CHEM	222NL*	Organic Chemistry II	5
___	CHEM	231NL*	General Biochemistry	5
___	_____	____	ECON 211SB or ECON 212GSB	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
			Second Semester Total	**19**

Total Credits **70-71**

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

Advisor:

Dr. Janice Alexander
RH/SAT 144
(406) 756-3948
jalexand@fvcc.edu

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 and Analytic Geometry I	5
___	MATH	122M*	Calculus and 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 and Analytic Geometry III	5
___	MATH	222M*	Differential Equations	5
___	PHYS	202NL*	General Physics II	6
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (SA) Requirement	3
___	_____	____	Social Sciences (SB) Requirement	3
___	_____	____	Natural Science (NL) Non-Physics Elective**	4
___	_____	____	Technology Skills (T) Requirement	1
			Second Year Total	**30**

Total Credits **62**

**This elective requirement may be selected from Astronomy, 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 and Analytic Geometry I	5
___	MATH	122M*	Calculus and 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 and Analytic Geometry III	5
___	MATH	231M*	Discrete Mathematics[2]	4
___	PHYS	202NL*	General Physics II	6
___	_____	____	Elective	1
___	_____	____	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	**32**

Total Credits **64-65**

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

Advisor:
For general information, contact the Admissions office at (406) 756-3846.

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
___	HIST	270G	Environmental History	3
___	PLSC	100SB	American Government	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Elective	3
___	_____	____	Elective	3
___	_____	____	Elective	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**31**

Second Year

✔	Course	#	Title	Credits
___	PLSC	200SB	American Government: Issues and Policy Making	3
___	PHIL	250HSB	Political Theory	3
___	_____	____	Elective[1]	3
___	_____	____	Elective[1]	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**

1 Recommend LANG 101GH and LANG 102GH* or LANG 111GH and LANG 112GH* or LANG 121GH and LANG 122GH* or LANG 131GH and LANG 132GH* if pursuing an option in International Relations and Comparative Politics.

*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.

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.

Montana does not have a medical school, thus Montana residents are served by the WWAMI program. WWAMI is a partnership between the University of Washington School of Medicine and Montana. The tuition paid by Montana students is the same as that paid by Washington state residents. Those who enter as residents of Montana are accepted conditional upon agreement to spend their first year at the Montana State University Bozeman WWAMI site. Students may wish to obtain additional information on the WWAMI website. http://www.montana.edu/wwwwami/

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 Mountain College's PA program should be aware that students must complete one year minimum 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
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (SB) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			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 and 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 and Physiology I	4
___	HLTH	201	First Aid	2
___	PHYS	111NL*	College Physics I	5
___	PSY	235SA*	Developmental Psychology	3
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**15**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and 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 and Physiology I	4
___	ENGL	111W*	English Composition	3
___	MATH	104M*	College Algebra	
	or			
___	MATH	106MA	Liberal Arts Mathematics	3-4
___	PSY	110SA	Introduction to Psychology	4
			First Semester Total	**18-19**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	207NL*	Microbiology of Infectious Diseases w/Lab	4
___	BIOL	262NL*	Human Anatomy and 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
___	_____	____	Elective	2
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			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	**60-61**

*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	121NL*	General Chemistry I	5
___	ENGL	111W*	English Composition	3
___	_____	____	MATH[1]	3-4
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**16-17**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	133	Medical Terminology	3
___	CHEM	122NL*	General Chemistry II	5
___	ENGL	201C*	Advanced Composition	3
___	SP	110C	Public Speaking	3
___	_____	____	MATH[1]	3-4
			Second Semester Total	**17-18**

[1] Students can select the MATH 104M/105M sequence or the MATH 117M/210M sequence.

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	ECON	211SB	Economic Principles: Microeconomics	
	or			
___	ECON	212GSB	Economic Principles: Macroeconomics	3
___	PSY	110SA	Introduction to Psychology	4
___	_____	____	Any Literature or Philosophy course from the Humanities (H) Requirement	3
___	_____	____	REL 110G or REL115G	3
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	207NL*	Microbiology of Infectious Diseases w/Lab	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	PSY	235SA*	Developmental Psychology	3
___	_____	____	ART 221FGH or ART 222FGH	3
___	_____	____	Any History course from the Social Sciences (SB) Requirement	3-4
			Second Semester Total	**17-18**

			Total Credits	**67-70****

*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, PLSC, or SOC	3
___	_____	____	PE 116, 124, 127, 130, 134, 137, 145, 156, 157*, 158*, 161 162 or 163.	1

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 **Palmer College of Chiropractic** in pre-chiropractic:

First Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	CHEM	121NL*	General Chemistry I	5
___	ENGL	111W*	English Composition	3
___	MATH	104M*	College Algebra	4
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHEM	122NL*	General Chemistry II	5
___	PSY	110SA	Introduction to Psychology	4
___	SP	110C	Public Speaking	3
			Second Semester Total	**16**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHEM	221NL*	Organic Chemistry I	5
___	PHYS	111NL*	College Physics I	5
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
			First Semester Total	**16**

Spring Semester

✔	Course	#	Title	Credits
___	CHEM	222NL*	Organic Chemistry II	5
___	PHYS	112NL*	College Physics II	5
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (SB) Requirement	3
			Second Semester Total	**16**

			Total Credits	**65**[1]

[1] If time permits, students should consider taking the following classes:

___	_____	____	Humanities (H), Social Sciences (SA or SB) or Communications (C) Elective	3
___	_____	____	Electives (with Palmer College's approval)	20

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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
___	PSY	235SA*	Developmental Psychology	3
___	SP	110C	Public Speaking	3
___	_____	____	Fine Arts (F) Requirement	3
			First Year Total	**31**

Second Year

✔	Course	#	Title	Credits
___	PSY	210SA*	Social Psychology	3
___	PSY	245SA*	Abnormal 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
___	_____	____	REL 110G or REL 115G	3
			Second Year Total	**29**
			Total Credits	**60**

*Indicates prerequisite and/or corequisite 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
___	_____	____	Communications (C) Requirement	3
___	_____	____	Elective	3
___	_____	____	Elective	3
___	_____	____	Elective	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	MATH 117M* or MATH 121M* or MATH 175M*	3-5
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**29-31**

Second Year

✔	Course	#	Title	Credits
___	PSY	210SA*	Social Psychology	3
___	PSY	235SA*	Developmental Psychology	3
___	PSY	225NSA*	Physiological Psychology	3
___	PSY	245SA*	Abnormal Psychology	3
___	_____	____	Elective	1
___	_____	____	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	**60-62**

*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
___	ENGL	111W*	English Composition	3
___	PSY	110SA	Introduction to Psychology	4
___	SP	110C	Public Speaking	3
___	_____	____	Elective	1
___	_____	____	Elective	3
___	_____	____	Elective	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M) Requirement	3
___	_____	___	Natural Science (NL) Requirement	3
___	_____	____	Psychology Elective	3
___	_____	____	Technololgy Skills (T) Requirement	1
			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 Communications (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.

Associate of Arts Degree

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

First Year

✔	Course	#	Title	Credits
___	CJ	230	Police Organization and Behavior	3
___	CMPA	131T*	Business Software	4
___	ENGL	111W*	English Composition	3
___	MATH	117M*	Linear Math and Probability	3
___	SOC	110SA	Introduction to Sociology	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Elective	2
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Major Content Course[1]	3
___	_____	____	Natural Science (NL) Requirement	3
			First Year Total	**33**

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	105SA	Introduction to Criminal Justice	3
___	_____	____	Elective	2
___	_____	____	Global Issues (G) Requirement or Elective (if completed SOC 220GSA*)	3
___	_____	____	Major Content Course[1]	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (SB) Requirement	3
			Second Year Total	**30**
			Total Credits	**63**

[1] Select two courses from the following list of Major Content classes:

___	SOC	210SA*	Social Psychology	3
___	SOC	220GSA*	Race and Minorities	3
___	SOC	260	Introduction to Juvenile Delinquency	3
___	SOC	270*	Family: Change and Continuity	3

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

Associate of Arts Degree

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

First Year

✔	Course	#	Title	Credits
___	ENGL	111W*	English Composition	3
___	SOC	110SA	Introduction to Sociology	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Elective	1
___	_____	____	Elective	3
___	_____	____	Elective	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Social Sciences (SA or SB), Humanities (H), or Communications (C) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**29**

Second Year

✔	Course	#	Title	Credits
___	MATH	210M*	Elementary Statistics	4
___	_____	____	Elective	3
___	_____	____	Elective	3
___	_____	____	Elective	3
___	_____	____	Elective	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (SB) Requirement	3
___	_____	____	Sociology Elective	3
			Second Year Total	**31**
			Total Credits	**60**

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

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
___	CMPA	100T*	Introduction to Microcomputers	1
___	ENGL	111W*	English Composition	3
___	MATH	106M*	Liberal Arts Mathematics	34
___	THEA	100FH	Introduction to Theatre	3
___	THEA	110	Theatre Workshop	1
___	THEA	111F	Acting I	3
___	THEA	120	Stagecraft I	3
___	THEA	130	Theatre Design and Production	1
___	____	____	Natural Science (NL) Requirement	3
___	____	____	Electives	9
			First Year Total	**30-31**

Second Year

✔	Course	#	Title	Credits
___	SP	110C	Public Speaking (or THEA 150CF or 114C)	3
___	THEA	110	Theatre Workshop	1
___	THEA	113F*	Acting II	3
___	THEA	121	Stagecraft II	3
___	THEA	130	Theatre Design and Production	1
___	____	____	Global Issues (G) Requirement	3
___	____	____	Humanities (H) requirement	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
___	____	____	Electives	4-6
			Second Year Total	**33-35**
			Total	**63-66**

SUGGESTED ELECTIVE LIST:

✔	Course	#	Title	Credits
___	ART	221FGH	Art History Survey I: Ancient to Middle Ages	3
___	ART	222FGH	Art History Survey II: Renaissance to Modern	3
___	FILM	105	Motion Appreciation Workshop	1
___	THEA	110	Theatre Workshop	1
___	THEA	112	Dance Theatre Workshop	3
___	THEA	114C	Acting for Non-Majors	3
___	THEA	115	Beginning Directing	3
___	THEA	125F	Beginning Design in Theatre Arts	3
___	THEA	130	Theatre Design and Production	1
___	THEA	150CF	Video Communication	3
___	THEA	211F*	Acting III	3
___	THEA	213F*	Acting IV	3
___	THEA	230H*	Theatre as Literature	3
___	THEA	267H	Shakespeare: Tragedies, History	3
___	THEA	268H	Shakespeare: Tragedies, Comedies	3

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

Advisor:
Joe Legate
ATB
(406) 756-3906
jlegate@fvcc.edu

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

Wildlife Biology
Transfer 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 University of Montana's and other four-year schools' requirements for the first two years. There are three options in Wildlife Biology at University of Montana: 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. Montana State University'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 and 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	223N*	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
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (SB) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			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 and 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
___	ECON	211SB	Economic Principles: Microeconomics	3
___	GEOG	101NL	Introduction to Physical Geography	4
___	MATH	175M*	Applied Calculus	5
___	MATH	210M*	Elementary Statistics	4
___	PHYS	111NL*	College Physics I	5
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			Second Year Total	**31**
			Total Credits	**63**

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

Advisor:
Dr. Robert Beall
RH/SAT 155
(406) 756-3898
rbeall@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 52 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 credit hours.
II. Final cumulative grade point average of 2.0 or above. A grade of "C-" or better is required for all program requirements unless otherwise stated.
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 five Related Instruction requirements which are built into the program listings: Communication; Interactions; Quantitative Literacy; Technology; and Critical Thinking.
VI. Courses within the department "SR" (Senior) cannot be used toward an AAS degree.
VII. Substitutions for Related Instruction areas must have Curriculum Committee approval.

(One course cannot satisfy more than two Related Instruction areas.)

CERTIFICATE OF APPLIED SCIENCE REQUIREMENTS

To receive a Certificate of Applied Science, the following must be met:

I. Completion of a minimum of thirty (30) semester credit hours for each certificate.
II. Final cumulative grade point average of 2.0 or above. A grade of "C-" or better is required for all program requirements unless otherwise stated.
III. Completion of course requirements as outlined for the specific Certificate program listed in the "Programs" section of the catalog, PLUS the following three Related Instruction requirements which are built into the program listings: Communication; Interactions; and Quantitative Literacy.
IV. Courses within the department "SR" (Senior) cannot be used toward a certificate.
V. Substitutions for Related Instruction areas must have Curriculum Committee approval.

CERTIFICATE REQUIREMENTS

To receive a Certificate, the following must be met:

I. Completion of a minimum of sixteen (16) semester credit hours for each certificate.
II. Final cumulative grade point average of 2.0 or above. A grade of "C-" or better is required for all program requirements unless otherwise stated.
III. Completion of course requirements as outlined for the specific Certificate program listed in the "Programs" section of the catalog.
IV. Courses within the department "SR" (Senior) cannot be used toward a certificate.
V. Substitutions for Related Instruction areas must have Curriculum Committee approval.

COMMUNICATION COURSES:

(two courses)
Groups A & B

A. (choose one)

ART	144
CA	148
HS	120C
REAL	241
SP	110C
SP	120C
SP	215
SURG	101*
XRT	130*

B. (choose one)

BADM	176
BADM	220*
BUS	121*
BUS	130C*
ENGL	111W*
ENGL	150C*

**Prerequisite*

INTERACTIONS COURSES:

(any one course)

ART	221FGH
ART	247*
ART	249*
ART	259*
BADM	170*
BADM	176
BADM	240*
BADM	277*
BUS	130C*
BUS	220*
CA	250*
CJ	105SA
ECON	212GSB
HLTH	202
HS	100SA*
HS	120C
MED	130
SOC	105SA
SP	120C
SP	215
SURV	142*
SURV	273.1*
XRT	240*

**Prerequisite*

QUANTITATIVE LITERACY COURSES:
(any one course)

ACCT	122
ACCT	123*
ACCT	124*
BUS	120*
BUS	121*
CMPA	274T*
MATH	78*
MATH	103*
MATH	104M*
MATH	106MA*
MATH	117M*
MATH	134*
MED	120
NR	153
OT	120
PHYS	106N*
REAL	230*
REAL	241

** Prerequisite*

TECHNOLOGY COURSES;
(any one course)

ACCT	123*
ART	157*
CASC	102T, 105T, 107T, 108T (all of these)
CMPA	126T*
CMPA	130T*
CMPA	131T*
CMPA	141T*
CMPA	151T*
CMPA	166T*
CMPA	172T*
CMPA	210T*
CMPA	226T*
CMPA	228T*
CMPA	235T*
CMPA	253T*
CMPA	261T*
IT	175*
NR	151
OT	220*
REAL	241
REAL	261*
SURV	271*
XRT	105*
XRT	215*
XRT	220*

** Prerequisite*

RELATED INSTRUCTION REQUIREMENTS

Instruction in the Related Instruction areas may be either embedded within the program curriculum or taught in blocks of specialized instruction. Each approach, however, must have clearly identified content that is pertinent to the general program of study. The goal for students is independent lifelong learning. The development and demonstration of specific abilities in disciplinary and interdisciplinary contexts are a means to that end.

(One course cannot satisfy more than two Related Instruction areas.)

COMMUNICATION

Students will develop skills in reading, writing, listening, oral and nonverbal communication selected from the following:

I. 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.
II. Be clear and fluent in oral and written communication, following acceptable rules of grammar and usage.
III. Write and speak using effective organizational patterns to achieve desired outcomes - i.e. , persuasive, direct, indirect.
IV. Speak effectively using appropriate eye contact, posture, and gestures.
V. Be aware of cultural differences in oral, written, and nonverbal communication.
VI. Understand implications of nonverbal communication.
VII. Be effective listeners by focusing on the message and avoiding distractions and premature judgments about content.
VIII. Understand implications of ethical issues involved in communication.

QUANTITATIVE LITERACY

Students will develop appropriate computation skills selected from the following:

I. Apply mathematical skills to everyday, realistic life and vocational situations. (mathematical reasoning)
II. Determine which computation must be made, making that computation and then evaluating the answer for correctness. (problem solving)
III. Explain the computations and the reasoning behind the methods used and appropriateness of the solution (mathematical communication)
IV. 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)
V. Describe the differences between and appropriate uses for measurement units available within their discipline - i.e., metric, lbs., etc. (measurement)
VI. Identify and distinguish between two and three dimensional shapes and work with the concepts of parallel, perpendicular, area, and volume. (geometry)
VII. Compute ratios and the related proportions from the ratios computed. (ratio and proportion)
VIII. 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)
IX. Possess confidence in one's own computational ability.

INTERACTIONS

Students will gain appropriate human relations skills to negotiate and work with a diversity of people in a variety of settings selected from the following:

I. 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.

II. Demonstrate knowledge of basic employment laws and regulations.
III. Work effectively in a diverse population.
IV. Demonstrate an awareness of international culture.
V. Lead individuals and organizations through change.

CRITICAL THINKING

Students will develop the following critical thinking skills:

I. Be inquisitive and eager to acquire new knowledge, even if the knowledge/answers are not immediately known.
II. Possess a desire to find the best knowledge, even if the knowledge does not support pre-conceived ideas and self-interests.
III. Demonstrate a willingness to continually expand knowledge to reduce the "blind spots" on any given topic area.
IV. Develop and communicate focused and clear arguments to support a position or issue.
V. Apply problem-solving skills to analytically and systematically use knowledge for the problems presented and encountered.
VI. Develop an understanding that many solutions may be present and that revision of original solutions may be necessary.
VII. Possess self-confidence in the students' own reasoning ability.

TECHNOLOGY

Students will gain pertinent technology skills selected from the following, relevant to their occupational program:

I. Use input device(s) with proficiency, including but not limited to the keyboard, mouse and keypad.
II. Demonstrate technological literacy as defined by the use of software packages appropriate to the area of study which may include but is not limited to:
   a. a working knowledge of word processing, spreadsheets, databases and presentation graphics
   b. a working knowledge of operating systems
   c. a working knowledge of the Internet
   d. a working knowledge of specialized industry software
III. Use technology effectively to access community and industry specific resources.
IV. Recognize the limits of technology and be aware of ethical considerations.
V. Transfer knowledge to new technology/software as it changes.

CRITICAL THINKING COURSES:

(any one course)

ACCT	122
ACCT	123*
ACCT	124*
ANTH	220GSA*
BADM	170*
BADM	176
BADM	277*
BUS	130C*
ECON	211SB
ECON	212GSB
ELEC	204*
EMS	275.5*
ENGL	111W*
MATH	78*
MATH	103*
MATH	104M*
MED	215
MED	252*
PHIL	160
PHYS	106N*
PLMB	170
PSY	110SA
PSY	160
REAL	241
REAL	270
SOC	220GSA*

**Prerequisite*

New Programs

• Electrical Technology
AAS degree

• Fire and Rescue
AAS Degree*

• Graphic Arts
Certificate of Applied Science

• Pharmacy Technology
Certificate

• Plumbing Technology
AAS degree

• Practical Nursing
Certificate

For more information on these programs, please call 756-3968.

Career and Technical Degrees and Certificates

Associate Degree Programs (AAS)

Certificates of Applied Science

Certificates

* The Fire and Rescue program is offered through a partnership with the University of Montana-Helena College of Technology.

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. Upon completion of the program, students will:

- Understand different types of business organizations;
- Understand the internal control structure of a business organization;
- Analyze and record financial transactions in a manual and computerized general ledger;
- Prepare financial statements according to generally accepted accounting standards;
- Analyze and prepare financial information for management decision making;
- Prepare personal income tax returns;
- Process payroll transactions in accordance with current payroll reporting requirements;
- Develop and apply flexible solutions to accounting problems with the use of spreadsheets;
- Complete tasks for the accounting cycle using general ledger accounting software; and
- Communicate financial information effectively within a business environment.

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.

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

For general information, contact the Admissions office: (406) 756-3846.

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 of Applied Science

(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. Upon completion of the program, students will:

- Understand different types of business organizations;
- Understand the internal control structure of a business organization;
- Prepare financial statements according to generally accepted accounting standards;
- Complete tasks for the accounting cycle using general ledger accounting software;
- Communicate financial information effectively within a business environment; and
- Record financial transactions in a manual and computerized general ledger.

Fall Semester

✔	Course	#	Title	Credits
___	ACCT	201	Principles of Accounting I	4
___	BADM	176	Human Relations in Business	3
___	BUS	120*	Business Math	4
___	CASC	120	Fundamentals of QuickBooks Pro	1
___	CASC	121*	Advanced QuickBooks Pro	1
___	CMPA	151T*	Spreadsheets	3
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	ACCT	121*	Payroll Accounting	2
___	ACCT	122	Accounting and Business Decisions	2
___	ACCT	150*	Accounting on Microcomputers	3
___	ACCT	202*	Principles of Accounting II	4
___	ACCT	265*	Advanced Accounting on Microcomputers	2
___	BUS	130C*	Business Communications	3
___	CASC	108T*	Fundamentals of Database: Access	1
			Total Credits	**17**

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

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

For general information, contact the Admissions office: (406) 756-3846.

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.*

Administrative Assistant

AAS Degree

(Also offered at Lincoln County Campus)

This program combines business background with heavy emphasis on computer skills including spreadsheets, database, word processing, and some computer graphics. Graduates of this program will:

- Possess appropriate skills in integrating office applications using word processing; spreadsheet, database, presentation and page layout software;
- Demonstrate appropriate interpersonal, human relations skills;
- Demonstrate speed and accuracy in keyboarding skills;
- Read, understand and prepare standard types of business communications;
- Demonstrate professionalism in work environment; and
- Demonstrate appropriate use of English.

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
___	ACCT	150*	Accounting on Microcomputers	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
___	BUS	130C*	Business Communications	3
___	CMPA	131T*	Business Software	4
___	CMPA	141T*	Beginning Word Processing	3
___	OT	201*	Production Keyboarding	3
___	OT	202*	Machine Transcription I	2
___	____	____	Elective(s)	2
			Total Credits	**17**

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	
	or			
___	CMPA	275T*	Web Development Tools: Dreamweaver	3
___	OT	210*	Office Procedures	3
___	OT	275*	Secretarial/Medical Secretarial Internship I	3
			Total Credits	**14**

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 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 Costs

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

Opportunities After Graduation

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

Advisors:

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

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

For general information, contact the Admissions office: (406) 756-3846.

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

Administrative Assistant

Certificate of Applied Science

(Also offered at Lincoln County Campus)

The following one-year Certificate of Applied Science 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. Graduates of this program will:

- Possess appropriate skills in integrating office applications using word processing; spreadsheet, database, presentation and page layout software;
- Demonstrate appropriate interpersonal, human relations skills;
- Demonstrate speed and accuracy in keyboarding skills;
- Read, understand and prepare standard types of business communications;
- Demonstrate professionalism in work environment; and
- Demonstrate appropriate use of English.

Fall Semester

✔	Course	#	Title	Credits
___	ACCT	101	Vocational Accounting I	4
___	BADM	176	Human Relations in Business	3
___	CASC	102T*	Fundamentals of Windows	1
___	CMPA	130T*	Integrated Software Applications	2
___	CMPA	141T*	Beginning Word Processing	3
___	OT	110	Beginning Keyboarding	1
___	OT	111*	Keyboard Formatting	1
___	OT	112*	Keyboard Skillbuilding	1
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	ACCT	150*	Accounting on Microcomputers	3
___	BUS	120*	Business Math	4
___	BUS	130C*	Business Communications	3
___	OT	113*	Intermediate Keyboarding	3
___	OT	125*	Editing Skills for Information Processing	2
___	OT	170*	Electronic Calculators	2
			Total Credits	**17**

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

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 certificate program. The certification examination is given at FVCC by appointment. See your advisor for details.

Additional Costs

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

Opportunities After Graduation

- This certificate will prepare students for positions as file clerks, general clerks or entry level administrative assistants. Major employers are colleges and universities, temporary worker agencies, state and local government agencies and wholesale trade companies. Opportunities for advancement will grow with increased skills and experience.

Advisors:

Kalispell	Libby
Brenda Rudolph	Chad Shilling
BSS 106	Room #105
(406) 756-3858	(406) 293-2721, ext.233
brudolph@fvcc.edu	cshillin@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

Building Trades

AAS Degree
Certificate of Applied Science

(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 of Applied Science or two-year AAS degree program. Graduates of the Building Trades program will be able to:

- Solve construction problems using accepted principles, tools and skills;
- Apply techniques and principles appropriate to building science;
- Investigate basic construction business operational strategies;
- Model professional and ethical behavior;
- Demonstrate appropriate interpersonal relationship skills;
- Analyze the environmental impacts of building practices; and
- Apply safety practices and procedures in the work area.

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
___	HLTH	202++	Health and Behavioral Emergencies in the Workplace	1
			Total Credits	**15**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	BADM	176	Human Relations in Business	3
___	BT	230*++	Construction Project Management I	6
___	IT	175*	Introduction to AutoCAD	3
___	SP	110C	Public Speaking	3
	or			
	SP	120C	Interpersonal Relations/ Communications	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	BADM	175	Principles of Management	3
___	BT	240*++	Construction Project Management II	6
___	CASC	____	Elective	1
___	WLD	110	Oxyacetylene/Arc Welding	4
___	_____	____	Elective	2
			Total Credits	**16**

Program Information

- The program is sponsored by the Flathead Builders Association.
- Building Trades (BT) classes meet four hours per day, five days per week.
- Successful completion of the AAS degree program will lead to National Center for Construction Education and Research (NCCER) Certification.

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.

Admission Guidelines:

- This program is open to all students. See college admissions requirements on page 10.

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
OTB 108
(406) 756-3968
broope@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

++Required courses for a one-year Certificate of Applied Science (BT 230 and 240) should be taken concurrently during summer semester.
* Indicates prerequisite and/or corequisite needed. Check course description.

Business Administration

AAS Degree

(Also offered at Lincoln County Campus)

This 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. Upon completion of this program, students will:

- Read, understand, explain, and use basic financial statements to make management and marketing decisions;
- Be able to use Microsoft Office, Word, and Excel as related to business applications;
- Explain how marketing relates to the over all management and success of a business enterprise;
- Understand and apply basic business law applications to daily business operations and personnel;
- Develop a basic business plan, marketing plan and financial projections as commonly used in business; and
- Explain the importance of Human Resource Management to the over all management of an organization including job analysis, job descriptions, job specifications, hiring, training and employee appraisal.

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
___	BADM	220*	Marketing Communications	3
___	BUS	130C*	Business Communications	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
___	BUS	271	Business Law	4
___	ECON	211SB	Economic Principles: Microeconomics	
	or			
___	ECON	212GSB	Economic Principles: Macroeconomics	3
Electives: Take one class from the following:				
___	BADM	170*	Consumer Behavior	3
___	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	**14-16**

Spring Semester

✔	Course	#	Title	Credits
___	BADM	210*	Introduction to International Business	3
___	BADM	250*	Business Planning	3
___	BADM	260*	Principles of Finance	4
___	BUS	270*	Business Simulation	3
Electives: Take one class from the following:				
___	ACCT	121*	Payroll Accounting	2
___	ACCT	150*	Accounting on Microcomputers	2
____	BADM	276*	Business Internship II	3
___	BADM	277*	Principles of Retailing	3
___	BUS	132	Leadership	3
			Total Credits	**15-16**

*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.

Admission Guidelines

- This program is open to all students. See college admissions requirements on page 10.

Opportunities After Graduation

- This degree prepares graduates for employment in entry level management positions with both small and 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
For general information, contact the Admissions office: (406) 756-3846

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 of Applied Science

(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 Business Administration AAS degree at a future date. Upon completion of this program, students will:

- Read, understand, explain and use basic financial statements to make management decisions;
- Use Microsoft Office, Word and Excel as related to business applications;
- Explain how marketing and management are interrelated to overall success of a business; and
- Explain the importance of human relations to the overall management of an organization including job analysis, job descriptions, job specifications, hiring, training, employee appraisal, and discipline.

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 and 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.

Admission Guidelines

- Open to all students. See college admissions requirements on page 10.

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

For general information, contact the Admissions office: (406) 756-3846.

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. Students will:

- Define, describe and analyze the various components of the criminal justice system including the courts, law enforcement and corrections;
- Describe, discuss and identify various causes of crime;
- Critically examine various sources of crime data and patterns;
- Describe and assess multicultural communities; and
- Evaluate, plan and formulate the most effective law enforcement actions to reduce crime.

(The semesters that the core Criminal Justice classes listed below are offered are subject to change based on program needs.)

First Year

Fall Semester

✔	Course	#	Title	Credits
___	CJ	105SA	Introduction to Criminal Justice	3
___	ENGL	111W*++	English Composition	3
___	OT	113*	Intermediate Keyboarding	3
___	PSY	110SA	Introduction to Psychology	4
___	SP	110C++	Public Speaking	3
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	CJ	230	Police Organization and Behavior (odd years)	3
___	CMPA	131T*	Business Software	4
___	MATH	103*	Intermediate Algebra	4
___	SOC	110SA++	Introduction to Sociology	3
___	_____	____	Elective	2
			Total Credits	**16**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHEM	210NL*	Forensic Science I	4
___	CJ	231*+	Criminal Procedure (odd years)	2
___	CJ	271*+	Seminar (Courts) (odd years)	1
___	PLSC	100SB	American Government	3
___	SOC	120	Social Problems	
	or			
___	SOC	220GSA*	Race and Minorities	3
___	SP	215C	Negotiations/Conflict Resolution	3
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	CHEM	211NL*	Forensic Science II	4
___	CJ	220	Corrections (even years)	3
___	CJ	225	Criminal Law (even years)	3
___	CJ	260	Introduction to Juvenile Delinquency (even years)	3
___	ENGL	150C*	Technical Writing	3
			Total Credits	**16**

*Indicates prerequisite and/or corequisite needed. Check course description.
+ Indicates courses that must be taken concurrently.
++ Indicates course may be taken in the summer.

Optional Courses

___	CJ	112*	Handgun Marksmanship	1

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).

Admission Guidelines

- This program is open to all students. See college admissions requirements on page 10.

Internships

- Internships can be arranged in this program. Contact your advisor for information.

Opportunities After Graduation

- Criminal Justice graduates work as bailiffs, security guards, investigators, border patrol agents, and in positions in law enforcement and 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

For general information, contact the Admissions office: (406) 756-3846.

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:

- Learn and effectively practice basic and advanced technical skills in food preparation and service;
- Explain and apply sanitation guidelines related to food handling;
- Understand usage, storage, nutrition and identification of product;
- Define and describe classic cooking terminology and methods;
- Gain experience in the proper use and maintenance of professional culinary equipment;
- Employ station organization and line management;
- Become familiar with production, layout and workflow of professional kitchens and bakeshops;
- Gain an appreciation for the history, evolution, and international diversity of culinary arts;
- Illustrate skill in completing various components of Front-of-House operations, particularly those related to food and beverage service and customer relations;
- Implement human resource management strategies to increase motivation and productivity;
- Use basic accounting procedures for: creating a financial plan or budget, cost controls, and forecasting or projecting sales; and
- Develop a sense of professionalism and management skills necessary for successfully operating within a foodservice facility.

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*	Hospitality Supervision	2
___	CMPA	130T*	Integrated Software Applications	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
___	CA	201*	Professional Chef III	9
___	CA	230*	Nutritional Cooking	2
___	CA	248*	Bar and Beverage Management	3
___	SBM	150	Entrepreneurship	3
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	CA	202*	Professional Chef IV	9
___	CA	220*	Purchasing and Cost Control	3
___	CA	240*	Menu Planning	2
___	CA	276*	Culinary Arts Internship II	3
			Total Credits	**17**

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

Admission Guidelines

- Participation in and/or hosting of outside/community events is an integral part of the curriculum each semester and is mandatory to receive a letter grade.
- Students must complete two internships to incorporate techniques and theories learned throughout their course of study with practical industry experience.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule. These fees cover the cost of food and consumable supplies.
- Uniforms and equipment for the Professional Chef classes must also be purchased by the student.

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.

Advisor:

Hillary Ginepra
BSS 103
(406) 756-3862
hginepra@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

Customer Service

Certificate

This endorsement is designed for the employee or employer who desires to enhance their customer service skills. The curriculum provides the basic skills necessary to improve customer service thereby improving profitability of the organization. Upon completing the program students will:

- Develop effective customer relations and use correspondence and communications technology in appropriate ways to improve customer service and relations;
- Describe the marketing process and explain the variables that make up the marketing mix;
- Use negotiation techniques to resolve issues with customers and vendors; and
- Use spoken and written communications effectively utilizing appropriate technology.

✔	Course	#	Title	Credits
___	BADM	140	Principles of Marketing	3
___	BUS	105	Customer Service	3
___	BUS	240*	Customer Service Management	3
___	CASC	108T*	Fundamentals of Database: Access	1
___	SP	120C	Interpersonal Relations/Communications	
	or			
___	BUS	130C*	Business Communications	3
___	SP	215	Negotiations	3
			Total Credits	**16**

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

Program Information

- Contact your advisor for program information.

General Academic Requirements

- Must place into BUS 130C* with a COMPASS score of 75 or above on the Writing test. All courses must be successfully completed with a grade of "C-" or better to complete the certificate.

Additional Costs

- There are no additional costs associated with this certificate.

Admission Guidelines

- This program is open to all students. See college admissions requirements on page 10.

Opportunities After Graduation

- The trend in the business world today is toward improved customer service. This certificate is aimed at helping the employee or employer attain a higher level of customer service in their businesses.

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

For general information, contact the Admissions office: (406) 756-3846.

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. Students will:

- Apply child development theory to practice;
- Observe, record, and assess child growth and development;
- Implement developmentally appropriate curriculum;
- Incorporate developmentally appropriate guidance strategies;
- Integrate health, safety, and nutrition practices according to local, state and national standards;
- Provide a respectful, diverse and inclusive program;
- Use interpersonal skills to develop respectful relationships with children and adults;
- Demonstrate professional and ethical standards; and
- Advocate for children, families and the profession.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	ECE	101	Introduction to Early Childhood Education	3
___	ECE	102	Early Childhood Developmental Themes	3
___	ECE	127	Health, Safety and 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
___	ECE	128	Child, Family and Community Relations	3
___	ECE	231*	Curriculum Development for Young Children	3
___	ECE	257*	Field Practicum I	3
___	ENGL	111W*	English Composition	3
___	SOC	110SA	Introduction to Sociology	3
			Total Credits	**15**

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

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CMPA	130T*	Integrated Software Applications	
	or			
___	CMPA	131T*	Business Software	2-4
___	ECE	130*	Language and Literature for Young Children	2
___	ECE	235*	Creative Art for the Developing Child	2
___	ECE	247*	Guidance of Young Children	3
___	MATH	103*	Intermediate Algebra	4
___	PSY	235SA*	Developmental Psychology	
	or			
___	BIOL	101NL[1]	General Biology I: Principles of Biology	3-4
			Total Credits	**16-19**

Spring Semester

✔	Course	#	Title	Credits
____	ANTH	110G	Cultural Anthropology	
	or			
____	ANTH	232G	Indians of Montana	3
__	ECE	241*	Administration of Early Childhood Programs	3
___	ECE	252*	Music and Movement for Young Children	2
___	ECE	253*	Math and Science for Early Childhood	2
___	ECE	258*	Field Practicum II	3
___	_____	____	Electives	3-5
			Total Credits	**16-18**

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

Program Information

All ECE coursework is offered on a 2 year rotation with the exception of ECE 101, which is offered each fall.

Additional Costs

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

Admission Guidelines

- This program is open to all students. See college admissions requirements on page 10.

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

For general information, contact the Admissions office: (406) 756-3846.

Electrical Technology

Certificate of Applied Science

This program is designed to give students the skills necessary for job attainment, as well as interpersonal skills, to prepare them for advanced placement into the electrician apprentice program. Licensure as a state recognized electrician requires 8,000 work experience hours and specific academic course work. This program is compliant with the academic requirements and provides the opportunity to articulate work experience for lab and internship experience. Program materials include study of electrical theory, applied math, code study, and residential wiring. Lab experience will be provided for AutoCAD, test equipment, electric motors, magnetic motor starters, programmable controllers, electronic devices, and residential wiring. Upon completion of this program, students will:

- Analyze, configure, troubleshoot and assist in designing and measuring electrical and electronic circuits and systems;
- Learn new technologies and procedures, adapting this knowledge to effectively advance in the field and/or matriculate into the "plus two" section of a Bachelors of Science in Electrical Engineering Technology (BSEET) program;
- Work effectively in a team environment;
- Communicate clearly and effectively in speaking and writing with peers, engineers, teams and customers using appropriate technologies including audio, visual and graphics; and
- Employ motor and analytical skills to solve problems;

Fall Semester

✔	Course	#	Title	Credits
___	CMPA	100T*	Introduction to Microcomputers	1
___	ELEC	100	Introduction to Electricity	3
___	ELEC	101	Electrical Fundamentals I	5
___	ELEC	133	Basic Wiring	3
___	ELEC	137	Electrical Drafting	2
___	HLTH	202	Health and Behavioral Emergencies in the Workplace	1
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	BUS	121*	Math and Communications for the Trades	5
___	ELEC	102*	Electrical Fundamentals II	5
___	ELEC	103	Electrical Code Study Fundamentals	2
___	ELEC	111	Electric Meters and Motors	3
			Total Credits	**15**

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

Program Information

- Students must achieve 85% or above in all classes to count toward their apprenticeship training.

Admission Guidelines

- Applicants must have a minimum mathematics score of 30 for Algebra on the COMPASS/ESL exam. They must also have a minimum score of 80 for the COMPASS/ESL English/Reading and Writing tests. Applicants not meeting the above requirements may be admitted on an extended track to complete remedial math/communications classes before enrolling in ELEC 102 or higher ELEC classes.

Additional Costs

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

Opportunities After Graduation

- Advanced placement into the Montana Electrician Apprenticeship program.

Apprenticeship Information

- For apprenticeship information, contact the Montana Department of Labor Apprentice Training Board at (406) 444-3556.

Advisor(s):
Bill Roope/Dick Frisk
OTB Room 108/132
756-3968/756-3875
broope@fvcc.edu
dfrisk@fvcc.eduu

For general information, contact the Admissions office:
(406) 756-3846.

Electrical Technology

AAS Degree

(Pending State Board of Regents' Approval)

The Associate of Applied Science degree in Electrical Technology expands upon the certificate foundation and provides students the background necessary to enter the field of electrical wiring in residential, commercial, and industrial construction sites. The AAS provides additional course offerings in planning and estimating, commercial wiring, advanced code study, and motor controls. Graduates of this option will be prepared to meet the challenges of today's modern equipment and wiring systems and be eligible for advanced placement into a registered apprentice position. Upon completion of this program, students will:

- Analyze, configure, troubleshoot and assist in designing and measuring electrical and electronic circuits and systems;
- Learn new technologies and procedures, adapting this knowledge to effectively advance in the field and/or matriculate into the "plus two" section of a Bachelors of Science in Electrical Engineering Technology (BSEET) program;
- Employ computer-based tools to effectively complete technicla tasks;
- Work effectively in a team environment;
- Communicate clearly and effectively in speaking and writing with peers, engineers, teams and customers using appropriate technologies including audio, visual and graphics;
- Employ motor and analytical skills to solve problems; and
- Use time management, project management and safety while contributing to an engineering project.

First Year

Fall Semester

✔ Course	#	Title	Credits
___ ELEC	100	Introduction to Electricity	3
___ ELEC	101	Electrical Fundamentals I	5
___ CMPA	100T*	Introduction to Microcomputers	1
___ BUS	121*	Math and Communications for the Trades	5
___ ELEC	137	Electrical Drafting	2
		Total Credits	**16**

Spring Semester

✔ Course	#	Title	Credits
___ ELEC	102*	Electrical Fundamentals II	5
___ ELEC	103	Electrical Code Study Fundamentals	2
___ ELEC	111	Electric Meters and Motors	3
___ ELEC	133	Basic Wiring	3
___ HLTH	202	Health and Behavioral Emergencies in the Workplace	1
___ IT	175*	Introduction to AutoCAD	3
		Total Credits	**17**

Second Year

Fall Semester

✔ Course	#	Title	Credits
___ ELEC	139*	Electrical Code Study-Residential	3
___ ELEC	201*	Alternating Current Theory	5
___ ELEC	204 *	Electrical Planning and Estimating	3
___ ELEC	205	Electrical Design and Lighting	3
___ ELEC	211*	AC Measurements	3
		Total Credits	**17**

Spring Semester

✔ Course	#	Title	Credits
___ ELEC	233*	Commercial Wiring Lab	3
___ ELEC	236*	Conduit, Raceways and Code Lab	3
___ ELEC	239	Grounding/Bonding Fundamentals	3
___ ELEC	241	Electric Motor Controls	3
___ ELEC	247	Medium and High Voltage	3
___ SP	120C	Interpersonal Relations/Communications	3
		Total Credits	**18**

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

Program Information

- Design, analyze, configure, troubleshoot and construct electrical and electronic circuits and systems.
- Gain the knowledge and skills necessary to effectively pursue licensure as an Electrician.

Program Accreditation:

- The program is articulated with the Montana Department of Labor Apprentice Training Board and equates to 3,750 hours of job experience and 2 years of apprentice course requirements.

Admission Guidelines

- A minimum mathematics score of 30 for Algebra on the COMPASS/ESL test is required for entry into the program.
- A minimum score of 80 for the COMPASS/ESL English/Reading and Writing tests is required for entry into the program.
- Applicants not meeting the above requirements may be admitted on an extended track to complete remedial math/communications classes before enrolling in ELEC 102 or higher ELEC classes.

Certifications

- Recognized by the Montana Department of Labor as an apprentice compliant program of study.

Additional Costs

- There are lab fees associated with some of the courses in this program. The lab fees will be listed in the semester schedule.
- There are personal hand tool purchases total approximately $250 per year.

Opportunities after Graduation

- Advanced placement into the Montana Department of Labor Apprentice Training program.

Advisor(s):
Bill Roope/Dick Frisk
OTB Room 108/132
756-3968/756-3875
broope@fvcc.edu
dfrisk@fvcc.edu

For general information, contact the Admissions office:
(406) 756-3846.

Entrepreneurship

Certificate of Applied Science

The following curriculum develops the basic skills necessary for success in the entrepreneur world. The classes provide a foundation for understanding entrepreneurship and how the business process works. This leads to a Certificate of Entrepreneurship and represents the first year of a two-year AAS degree in Small Business Management. Students will:

- Be given the basic proficiencies needed to operate a successful small business;
- Understand and be able to explain a broad overview of the basics of entrepreneurship;
- Identify the various services provided by the S.B.A;
- Be able to explain the various components of a business plan;
- Identify the pros and cons of various forms of business organization; and
- Discuss the start up of a new business and outline the steps necessary to get the business open and running.

Fall Semester

✔	Course	#	Title	Credits
___	ACCT	101	Vocational Accounting I	4
___	BADM	140	Principles of Marketing	3
___	BADM	176	Human Relations in Business	3
___	BUS	120*	Business Math	4
___	ECON	211SB	Economic Principles: Microeconomics	
	or			
___	ECON	212GSB	Economic Principles: Macroeconomics	3
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	BADM	220*	Marketing Communications	3
___	BADM	250*	Business Planning	3
___	CMPA	131T*	Business Software	4
___	SBM	150	Entrepreneurship	3
			Total Credits	**13**

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

Program Information

- Contact your advisor for program information.
- This program provides students with the basic proficiencies needed to operate a successful small business.
- The program will give the students a broad overview of the basics of entrepreneurship.

General Academic Requirements

- Some courses require satisfactory scores on placement exams before being admitted. See the course descriptions for details.

Additional Costs

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

Certifications

- There are no certifications associated with this certificate.

Admission Guidelines

- This program is open to all students. See college admissions requirements on page 10.

Opportunities After Graduation

- This certificate prepares students for entry level positions in small business as an employee or management trainee. Self employment as an owner/operator of a personal business is also an option for those completing this certificate.

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

For general information, contact the Admissions office:
(406) 756-3846

Executive/Legal Administrative Assistant

AAS Degree

This program offers the student a good base of business knowledge and the skills necessary to succeed in top-level positions. Upon completion of this program, students will:

- Demonstrate knowledge of legal system;
- Possess appropriate skills in integrating office applications using word processing, spreadsheet, database, presentation and page layout software;
- Demonstrate appropriate interpersonal, human relations skills;
- Demonstrate speed and accuracy in keyboarding skills;
- Read, understand and prepare standard types of business communications;
- Demonstrate professionalism in work environment; and
- Demonstrate appropriate use of English.

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
___	CMPA	141T*	Beginning Word Processing	3
___	ENGL	111W*	English Composition	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	ACCT	150*	Accounting on Microcomputers	3
___	BUS	130C*	Business Communications	3
___	OT	113*	Intermediate Keyboarding	3
___	OT	125*	Editing Skills for Information Processing	2
___	OT	170*	Electronic Calculators	2
___	PSY	110SA	Introduction to Psychology	4
			Total Credits	**17**

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 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 administrative assistants. With more people and more businesses, there will be a need for more legal services. Major employers are law firms and federal, state and local government agencies.

Advisor:

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

For general information, contact the Admissions office: (406) 756-3846.

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.*

Fire and Rescue

AAS Degree

(Offered through a partnership with the University of Montana-Helena College of Technology)

This program will provide applied entry-level career training for firefighters and candidates. Fire and Rescue courses concentrate on training in fire behavior, extinguishing agents, apparatus, tactics, rescue, and safety. Students will experience live fire situations in training mock-ups and will be able to enter careers in aircraft rescue and firefighting and community based fire departments.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	CMPA	100T*	Introduction to Microcomputers	1
___	EMS	270*	EMT-B	5
___	FIRE	101	Introduction to Fire Service	3
___	FIRE	103	Firefighter Safety	3
___	FIRE	120	Fire and Rescue Customer Service	2
___	FIRE	121	Incident Command	1
___	PE	116	Weight Training: Fit and Trim	1
___	PS	125	Emergency Equipment Maintenance	2
			Total Credits	**18**

Spring Semester

✔	Course	#	Title	Credits
___	CMPA	130T*	Integrated Software Applications	2
___	ENGL	111W*	English Composition	3
___	FIRE	106	Basic Wildland Fire Fighting	3
___	FIRE	110	Hazardous Materials	3
___	FIRE	123	Electronic Communications	1
___	FIRE	130	Fire Apparatus Operation	3
___	FIRE	140	Firefighting Tactics and Strategies	3
___	PE	140	Pilates	1
			Total Credits	**19**

Second Year

Fall Semester

✔	Course	#	Title	Credit
___	EMS	240	Instructional Methods for Emergency Services	2
___	EMS	255	Basic Rescue Skills for EMS Providers	3
___	FIRE	261	Building Construction	1
___	FIRE	234	Fire Protection Systems	3
___	FIRE	241	Fire Inspection	3
___	FIRE	260	Fire Investigation	3
___	MATH	78*	Introductory Algebra	4
			Total Credits	**19**

Spring Semester

✔	Course	#	Title	Credit
___	BUS	130C*	Business Communications	3
___	FIRE	210	ARFF Basic Training	2
___	FIRE	215	Fire Streams	2
___	FIRE	225	Fire Officer	2
___	FIRE	232	Basic Wildland Fire Supervisor	2
___	FIRE	250	Fire Ground Operations	2
___	FIRE	270	Prevention	3
___	FIRE	288	Capstone	
	or			
___	FIRE	289	Internship	2
			Total Credits	**1**

*Indicates prerequisite and/or corequisite needed. Check course description. Course descriptions for the FIRE courses can be found on the University of Montana College of Technology-Helena website at www. www.cte.umt.edu.

Program Information

- The Fire and Rescue program is offered through a partnership with the University of Montana–Helena College of Technology.
- Completion of the program leads to an Associate of Applied Science degree in Fire and Rescue from UM-Helena C.O.T.
- General education requirements completed at FVCC will apply to UM-Helena C.O.T.'s degree requirements.
- All courses, except one 2 day course, will be taught on the FVCC campus.
- A total of 74 credits in the required courses are needed to earn this degree.
- The earned Fire and Rescue degree will be conferred by the UM-Helena at either the FVCC or UMH graduation ceremony.

Admission Guidelines

- Students must pass a physical examination by their family doctor.
- Students must pass a physical agility test that includes – One mile run in under 10 minutes, 50 sit ups in under 2 minutes, 25 push ups in under 2 minutes, lift and drag a 175 pound mannequin 50 feet, climb a 24 foot ladder.
- No disqualifying criminal history.
- Pass a comprehensive background check.

Additional Costs

- Personal Protective Equipment; gloves, nomex hood, and firefighter boots approximately $250
- Turnout rental – $105.00 per semester includes fire suit jacket, pants, and helmet.
- Uniforms approximately $300
- There are lab fees associated with the classes in this program. They are listed in the semester schedule.
- Background check $50

Opportunities After Graduation

- Education and training required for this degree program prepares a student for competitive entry into the professional fire rescue service with local, state, and federal agencies. Placement is not guaranteed.

Advisor(s):

Jim Neal at FVCC
KRMC – Paramedicine
(406) 751-6969
jneal@fvcc.edu

Dave Kneebone at UM-Helena
(406)444-6864
kneeboned@umh.umt.edu

For general information, contact the Admissions office: (406) 756-3846.

Gerontology

Certificate

Baby boomers begin turning age 60 in 2006. Therefore, aging population growth trends will result in a demand for professionals with knowledge and expertise in gerontology. Expanded career opportunities in gerontology and geriatrics are forecast in many disciplines and professions.

The certificate is designed for those who wish to prepare for work with older adults and for professionals already working with the elderly. The certificate is also applicable to those who are interested in aging as it affects quality of life for themselves and family. The certificate provides a background of basic knowledge in gerontology and permits students to acquire specialized skills in a variety of disciplines.

The 16 credit certificate includes a practicum relevant to student interests. Examples include: geriatric rehabilitation, assistive care and extended care facilities, non-profit organizations, support groups, case management, recreation and athletic training for healthy aging and disabled individuals and other agency programs and businesses. A student completing this program will:

- Understand the basic terms and concepts in multi-disciplinary gerontology;
- Explain the inter-relatedness of biological, psychological, and social aspects of aging, death and dying;
- Identify and understand societal and individual consequences of demographic changes in an aging society;
- Understand research methods used by gerontologists.
- Access and use library and electronic data sources on aging;
- Translate current research on exercise and activity engagement into prolonging quality of life for healthy and disabled older adults;
- Understand and be able to discuss public policies related to aging;
- Relate knowledge of aging processes to real life experiences and a variety of settings, including businesses; and
- Translate research on aging to implications for practice with older adults.

Required Core Courses (6 credits)

✔	Course	#	Title	Credits
___	GERO	201*	Aging in America	3
___	GERO	212*	Aging Brain and Body	3

Electives (Minimum of 6 credits)

___	BADM	250*	Business Planning	3
___	GERO	215*	Therapeutic Recreation	2
___	GERO	220*	Elderly in Film and the Arts	3
___	GERO	225*	Disability and Aging	2
___	GERO	255*	Management of Dementia	2
___	GERO	270*	Death, Dying and Decision Making	2

Required Practicum (4 credits)

___	HS 262*, 264* or 266*	Field Experience	3
___	HS 261*, 263* or 265*	Placement Seminar	1
		Total Credits	**16**

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

Program Information

- The certificate can be completed in two semesters. Students who wish to take an independent study course or another course that meets their particular interests may do so with permission from the Gerontology Certificate Program Director.

Additional Costs

- Students will be responsible for their transportation to field experience locations and other destinations associated with course/certificate requirements.

Admission Guidelines

- See normal prerequisites as noted in catalog course descriptions.

Opportunities After Graduation

Upon completion of this program, students will:

- Provide direct services to individuals, groups and community elderly;
- Support services and information for individuals, families and agencies;
- Provide assessment and resource referral;
- Develop new businesses that serve the elderly;
- Consult as board members for organizations serving the elderly;
- Coach or provide athletic training; and
- Administer programs that serve the elderly.

Work settings may include:

- Home care;
- Adult day care;
- Hospital;
- Nursing home;
- Educational settings;
- Recreational settings;
- Businesses;
- Hospice care; and Government and community agencies.

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

For general information, contact the Admissions office:
(406) 756-3846

Goldsmithing and Jewelry Arts

AAS Degree

The curriculum prepares the student for an entry-level 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. Upon completion of this program, students will:

- Successfully design and fabricate jewelry;
- Have a working knowledge of anticlastic and synclastic forging, casting, surface treatments and stone setting;
- Perform basic jewelry repair;
- Have a working knowledge of CAD/CAM jewelry design and production; and
- Form jewelry on the hydraulic press and make dies for the hydraulic press.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	ART	101F	Drawing I	3
___	ART	157*	3D Jewelry Design and Modeling I	4
___	ART	241F	Jewelry and Metalsmithing I	3
___	ART	277*	Forging and Smithing I	3
___	BUS	121*	Math and Communications for the Trades	5
			Total Credits	**18**

Spring Semester

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

Second Year

Fall Semester

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

Spring Semester

✔	Course	#	Title	Credits
___	ART	244*	Jewelry Repair I	3
___	ART	259*	3D Jewelry Design and Modeling IV	4
___	ART	269*	Jewelry and Metalsmithing IV	3
___	ART	270*	Wax Modeling and Casting II	3
___	ART	276*	Surface Embellishments II	3
			Total Credits	**16**

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

General Academic Requirements

- All courses within this 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 program will prepare students for entry level 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.

Admission Guidelines:

- This program is open to all students. See college admissions guidelines on page 10.

Advisor:
Jim Flaherty
RH/SAT 106
(406) 756-3897
jflahert@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

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

Graphic Arts

Certificate of Applied Science

Specific skills learned in this program include graphic design methodologies, such as the design process, output production and presentation. The certificate prepares students to gain competence with the industry standards for digital images. The students will learn the Adobe software: Photoshop, Illustrator, InDesign, Dreamweaver, and Flash. Color, resolution, input and output, production process, photography, and drawing are core competencies. Upon completion of the certificate, the student may find a job as a production artist, illustrator, graphic artist, or in digital imaging. Upon completion of this program, students will:

- Demonstrate skills, techniques, and manipulation of tools and equipment necessary for studio graphic arts that meet industry standards;
- Interpret and incorporate formal elements of design into digital images;
- Know and understand the impact of graphic communications on society;
- Design and develop media such as animations, music videos and web pages; and
- Compile a digital portfolio reflecting knowledge, techniques and creativity gained during the student's course of study.

Fall Semester

✔	Course	#	Title	Credits
___	ART	101F	Drawing I	3
___	ART	144	Design for Graphic Communications	3
___	ART	148	Digital Illustration I	3
___	ART	153T*	Digital Imaging I	3
___	CMPA	275T*	Web Development Tools: Dreamweaver	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	ART	149	Digital Publishing	3
___	ART	247*	Digital Portfolio Preparation	3
___	ART	248*	Digital Illustration II	3
___	ART	249*	Digital Imaging II	3
___	CMPA	274T*	Interactive Media for the Web	3
			Total Credits	**15**

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

Program Information

Upon completion of this program students will:

- Produce graphic works of a quality and standard that meets industry standards
- Be proficient in the use of software and hardware that meets industry standards
- Develop a sense of professionalism necessary to compete within the industry
- Students must have access to a digital camera and/or scanner, as well as specified photo editing software, which is available on the Kalispell campus.

Admission Guidelines

- This program is open to students who demonstrate previous computer experience.

Additional Costs

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

Opportunities After Graduation

- This program prepares students for a global market where they can find work as a productions artist, illustrator, graphic artist, web designer, or in digital imaging.

Advisor:
Dawn Rauscher
BSS 105
(406) 756-3861
drausche@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

Heating, Ventilation and Air Conditioning

Certificate of Applied Science

This program will prepare students for entry-level positions within the HVAC career field. The curriculum consists of a series of theory courses provided through distance learning and relational plumbing and electrical classes that provide the "hands-on" experience of applying the theory. All courses are taught to the standards of performance required for the North AmericanTechnician Excellence (NATE) certification. Graduates of the HVAC short term certificate possess the entry level skills required to:

- Install a light commercial and residential heating, air conditioning, ventilation and/or refrigeration system;
- Start up and evaluate new systems for proper performance;
- Maintain existing heating, air conditioning, ventilation and/or refrigeration systems;
- Troubleshoot and repair systems that are not performing to standards; and
- Design systems for light commercial and residential application including choosing the correct equipment and the proper distribution of the conditioned air.

Fall Semester

✔	Course	#	Title	Credits
___	BUS	121*	Math and Communications for the Trades	5
___	ELEC	100	Intoduction to Electricity	3
___	HVAC	101	HVAC Fundamentals	2
___	HVAC	120	Boiler Operator Certification	2
___	HVAC	141*	HVAC Systems I	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	CMPA	100T*	Introduction to Microcomputers	1
___	HVAC	231*	HVAC Electrical II	3
___	HVAC	241*	HVAC Systems II	3
___	HLTH	202	Health and Behavioral Emergencies in the Workplace	1
___	IT	175*	Introduction to AutoCAD	3
___	PLMB	100	Introduction to Plumbing Trades	4
			Total Credits	**15**

Additional Professional Development Program Offerings

✔	Course	#	Title	Credits
___	HVAC	251*	HVAC Refrigeration I	3
___	HVAC	264*	HVAC Field Experience I	10

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

Program Information

- This program is sponsored by local Refrigeration Service Engineers Society (RSES) employers.

General Academic Requirements

- Students in the Heating, Ventilation and Air Conditioning program must earn a "C-" or better in all Heating, Ventilation and Air Conditioning (HVAC) 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.

Admission Guidelines:

- This program is open to all students. See college admissions guidelines on page 10.

Opportunities After Graduation

- Graduates may work as HVAC 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
OTB 108
(406) 756-3968
broope@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

Heavy Equipment Operator

Certificate of Applied Science

The Heavy Equipment Operator Certificate of Applied Science will prepare the student to enter the equipment operations career field as an entry level operator. The program contains instruction and "hands-on" operation experience on bulldozer, backhoes, track excavators, wheel loaders, Skidsters, motor graders, dump trucks, and equipment transports. Students will also become proficient with grade reading, laser level operation, engineering stake interpretation, safety procedures, and equipment maintenance as they apply to Heavy Equipment Operation. Class "A" Commercial Driver License (CDL) training and testing are an integral part of this program. Upon completion of this program, the student will:

- Operate heavy equipment (dozer, grader, loader, excavator, backhoe, skidsteer) and drive commercial trucks over 28,000 lbs to NCCER (National Center for Construction Education Research) standards in a job site environment ;
- Maintain and service heavy equipment;
- Read and interpret grade and survey markings and stakes;
- Safely work in a construction setting, requiring HAZWOPER and MINE Safety certifications; and
- Apply critical thinking skills to evaluate and solve problems.

Fall Semester

✔	Course	#	Title	Credits
___	EQOP	105	Introduction to Heavy Equipment Operator	10
___	HLTH	202	Health and Behavioral Emergencies in the Workplace	1
___	WLD	110	Oxyacetylene/Arc Welding	4
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	BUS	121*	Math and Communications for the Trades	5
___	EQOP	110*	Heavy Equipment Operator II	10
			Total Credits	**15**

Optional Class Offering

✔	Course	#	Title	Credits
___	EQOP	120	Introduction to Landscape Design	3
___	EQOP	125	Landscape Construction	5
___	EQOP	215*	Heavy Equipment Operator Internship	10

Program Information

- This program is sponsored by the Montana Contractor Association and is NCCER accredited.

Additional Costs

- The additional fee for this program is $850.

Admission Guidelines

- Students must satisfactorily pass a physical and drug screening medical exam.

Certifications

- The National Center for Construction Education and Research
- HAZWOPER - Hazardous Waste Operator
- DOT - Mine Safety

Opportunities After Graduation

- Today's construction and excavation industry offers unlimited job opportunities. As the population grows, so does the demand for skilled construction and excavation workers. From highway and road construction to residential housing, from industrial development to recreational facility and park maintenance, the chances of employment for someone skilled in heavy equipment operation are very good.

- The employer can be a national construction firm or a "Mom and Pop" company, a private utility company or the Federal Department of Transportation. Whatever the case, one can expect stable employment with respectable wages.

Advisor:
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(406) 756-3968
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For general information, contact the Admissions office: (406) 756-3846.

Human Services

AAS Degree

(Also offered at Lincoln County Campus)

The pioneers of human services training and education programs felt that the answer to the workforce shortage was not to train another group of specialized professionals but to develop an entirely new kind of worker, the "generalist".

Generalists are trained in a wide variety of helping interventions so that they may provide direct services to individuals or groups with a diversity of needs. These generalists also work in many different service settings integrating and coordinating the efforts of specialized professionals. Although graduates may vary from program to program in response to local needs, human service generalists are trained in basic helping skills essential to the helping relationship. These skills include:

- interviewing;
- observing and recording pertinent information;
- conducting groups;
- implementing treatment plans;
- consulting with other workers and agencies;
- mobilizing and utilizing community resources;
- problem solving; and
- advocating for clients.

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 Applications	
	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**

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	260	Introduction to Juvenile Delinquency	3
___	SOC	271	Family Violence	3

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

Admission Guidelines:

- This program is open to all students. See college admissions guidelines on page 10.

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

For general information, contact the Admissions office: (406) 756-3846.

Information Technology

AAS Degree

The Information Technology program deals with the application of computers and networks 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. Students will:

- Learn to configure, use and troubleshoot desktop and network operating systems;
- Understand and apply network theory and security principles;
- Gain knowledge on computer and network hardware and apply troubleshooting techniques;
- Understand and be able to develop and maintain a database using a desktop database management system; and
- Develop a sense of professionalism necessary for working successfully in Information Technology.

General Education and Support Courses

✔	Course	#	Title	Credits
___	ACCT	201	Principles of Accounting I	4
___	BADM	176	Human Relations in Business	3
___	BUS	130C*	Business Communications	3
___	CMPA	151T*	Spreadsheets (Spring only)	3
___	CMPA	270T*	Web Publishing: HTML and Web Page Design	3
___	ECON	211SB	Economic Principles: Microeconomics	3
	or			
___	ECON	212GSB	Economic Principles: Macroeconomics	3
___	MATH	103*	Intermediate Algebra	4
___	SP	110C	Public Speaking	3

Program Courses

Fall Semester

✔	Course	#	Title	Credits
___	CMPA	126T*	Networking Fundamentals Offered 2008/10	4
___	CMPA	166T*	Computer Operating Systems Offered 2008/10	3
___	CMPA	172T*	Computer Repair and Maintenance(A+) Offered 2007/09	3
___	CMPA	210T*	Network Operating Systems Offered 2007/09	4
___	CMPA	261T*	Introduction to Database Processing Offered 2007/09	4

Spring Semester

✔	Course	#	Title	Credits
___	BUS	221*	Information Technology Project Management	3
___	BUS	276*	Management Information Systems Internship	3
___	CMPA	226T*	Routing and Switching Offered 2009/11	4
___	CMPA	228T*	Wireless Networks Offered 2009/11	3
___	CMPA	235T*	IT Design Lab Offered As Needed	2
___	CMPA	241T*	Active Directory Offered 2008/10	2
___	CMPA	253T*	Information Technology Security Offered 2008/10	3

Fall semester courses are prerequisites for the spring semester courses with the exception of CMPA 270T* and CMPA 151T*. All prerequisites must be adhered to by the student.

Students must consult the program advisor for course sequencing.

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 and MS office. If not, students must take CASC 102T*, CASC 115T* and CMPA 130T*.
- Students should be aware that this program of study requires extensive mathematical application and related analytical thinking.

Certifications

- After completion of the program, and with additional study, students will have the knowledge to sit for the following certification exams:
  * A+ Certification
  * Expert level MOUS (Microsoft Office User Specialist) in Excel and Access
  * CCNA (Cisco Certified Network Associate),
  * Network + Certification

Additional Costs

- There are lab fees associated with most 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.

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

Advisor:
Phil MacGregor
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(406) 756-3865
pmacgreg@fvcc.edu

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Information Technology

Web Technology

AAS Degree

The Web Technology program is ideal for individuals interested in web site production and management. While enrolled in the web technologies program, students will learn the creative and technical skills necessary to design and develop professional web sites. Upon completion of this program, students will:

- Identify qualities of good web page design by evaluating color, layout, navigation, and content;
- Create quality web sites using a mix of HTML, Dreamweaver, and Photoshop;
- Design and develop media such as animations, music videos, web pages, and games using Macromedia Flash;
- Create interactive web documents using JavaScript, a client-side scripting language;
- Knowledge of network protocols and operating systems found within a network structure;
- Knowledge and skills to design and build databases for web applications;
- Integrate server-side programming and database technologies to create dynamic web applications; and
- Demonstrate marketing and managing techniques while working in a team environment to analyze, design, develop, and evaluate a web site for a client.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	ART	151F	Design I	3
___	BUS	130C*	Business Communications	
	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	
	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	153T*	Digital Imaging I	3
___	CMPA	275*	Web Development Tools: Dreamweaver	3
___	MATH	103*	Intermediate Algebra	4
			Total Credits	**16**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CMPA	210T*	Network Operating Systems	4
___	CMPA	261T*	Introduction to Database Processing	4
___	CMPA	271T*	Web Page Programming	4
___	CMPA	274T*	Interactive Media for the Web	3
___	SP	110C	Public Speaking	3
			Total Credits	**18**

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 Technology Elective	3
			Total Credits	**15**

Approved Electives

Business or Technology Electives:

✔	Course	#	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	Entrepreneurship	3

*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.
- Students must have access to a digital camera and/or scanner, as well as specified photo editing software, which is available on the Kalispell campus.

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.

Opportunities After Graduation

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

Advisor:
Dawn Rauscher
BSS 105
(406) 756-3861
drausche@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

Marketing/Sales Specialist

Certificate of Applied Science

This program is designed for students currently employed in marketing or sales and wishing to develop additional skills or for an employer attempting to develop an employee currently within the organization. The program will cover the essentials of the core classes in the study of sales and marketing. This program could be extended into an AAS degree in business administration. Upon completing the program students will:

- Be able to explain the importance of customer service to a business;
- Describe the marketing process and explain the variables that make up the marketing mix;
- Explain the variables that impact consumer behavior in the market place; and
- Develop effective customer relations and use correspondence and communications technology in appropriate ways to improve customer service and relations.

Fall Semester

✔	Course	#	Title	Credits
___	BADM	140	Principles of Marketing	3
___	BADM	170*	Consumer Behavior	3
___	BADM	176	Human Relations in Business	3
___	BUS	105	Customer Service	3
___	BUS	120*	Business Math	4
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	BADM	220*	Marketing Communications	3
___	BUS	130C*	Business Communications	
	or			
___	SP	120C	Interpersonal Relations/	
	or		Communications	3
___	SP	215	Negotiations	3
___	ECON	211SB	Economic Principles: Microeconomics	
	or			
___	ECON	212GSB	Economic Principles: Macroeconomics	3

Take two of the following:

✔	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
			Total Credits	**14**

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

Program Information

- Contact your advisor for program information.
- This program provides students with the basic proficiencies needed in the field of marketing/sales.
- The program will give the students a broad overview of the basics of salesmanship and principles of marketing.

General Academic Requirements

- Some courses require satisfactory scores on placement exams before being admitted. See course descriptions for details.

Additional Costs

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

Certifications

- There are no certifications associated with this certificate.

Admission Guidelines

- This program is open to all students. See college admissions requirements on page 10.

Opportunities After Graduation

- This certificate prepares students for entry level positions in business as a salesperson marketing/ sales trainee. Any occupation requiring sales and/or marketing, self employment in the sales marketing field is an option, and this certificate would also benefit the owner/operator of a personal business.

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

For general information, contact the Admissions office: (406) 756-3846.

Marketing/Sales
Certificate

This certificate is designed for students currently employed in the field or considering employment in the field of sales or marketing to introduce the essentials of these two areas of study. This is the first semester of the Marketing/Sales Specialist Certificate program and could be extended into an AAS degree in Business Administration. Upon completing the program students will:

- Explain how firms implement the marketing concept;
- Describe the marketing process and identify the variables that make up the marketing mix;
- Discuss the key differences between relationship selling and traditional selling;
- Understand and use the concept of team building;
- Develop effective customer relations and use correspondence and communications technology in appropriate ways; and
- Describe several methods of effective time management.

✔	Course	#	Title	Credits
___	BADM	140	Principles of Marketing	3
___	BADM	176	Human Relations in Business	3
___	BUS	105	Customer Service	3
___	BUS	120*	Business Math	4
___	ECON	211SB	Economic Principles: Microeconomics	
	or			
___	ECON	212GSB	Economic Principles: Macroeconomics	3
			Total Credits	**16**

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

Program Information

- Contact your advisor for program information.
- This program provides students with the basic proficiencies needed in the field of sales/ marketing
- The program will give the students a broad overview of the basics of salesmanship and principles of marketing.

General Academic Requirements

- Some courses require satisfactory scores on placement exams before being admitted. See course descriptions for details.

Additional Costs

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

Certifications

- There are no certifications associated with this certificate.

Admission Guidelines

- This program is open to all students. See college admissions requirements on page 10.
- See normal prerequisites as noted in the catalog course descriptions.

Opportunities After Graduation

- This certificate prepares students for entry level positions in business as a salesperson marketing/ sales trainee. Any occupation requiring sales and or marketing, self employment in the sales marketing field is an option, and this certificate would also benefit the owner/operator of a personal business.

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

For general information, contact the Admissions office: (406) 756-3846.

Medical Administrative Assistant

AAS Degree

(Also offered at Lincoln County Campus)

The Medical Administrative Assistant 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. Upon completion of this program, students will:

- Possess appropriate skills in integrating office applications using word processing, spread sheet, database, presentation and page layout software;
- Demonstrate appropriate interpersonal, human relations skills;
- Demonstrate speed and accuracy in keyboarding skills;
- Read, understand and prepare standard types of business communications;
- Demonstrate professionalism in work environment;
- Demonstrate appropriate use of English and medical language; and
- Use knowledge of structure, function and terminology related to the human body to communicate healthcare systems.

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 Applications	2
__	CMPA	141T*	Beginning Word Processing	3
___	HLTH	201	First Aid	2
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
____	MED	221*	Basic Medical Coding	3
___	OT	113*	Intermediate Keyboarding	3
___	OT	125*	Editing Skills for Information Processing	2
___	OT	170*	Electronic Calculators	2
___	PSY	110SA	Introduction to Psychology	4
___	SP	120C	Interpersonal Relations/Communications	
	or			
___	SP	215	Negotiations	3
			Total Credits	**17**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	110N	Basic Anatomy and Physiology	3
___	BUS	130C*	Business Communications	3
___	ENGL	111W*	English Composition	3
___	MED	120	Records Information Management	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 administrative assistants have become automated, skilled medical administrative assistants and receptionists will continue to have good opportunities for employment in the rapidly growing health industry.

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

For general information, contact the Admissions office: (406) 756-3846.

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 healthcare 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. Medical Assistant graduates will use modern technology to:

- Perform clerical functions;
- Perform bookkeeping functions;
- Process insurance claims;
- Perform fundamental clinical procedures such as handwashing, sterilization and Universal Precautions
- Perform specimen collection;
- Perform routine diagnostic testing;
- Provide routine patient care as directed by a physician;
- Communicate professionally and effectively;
- Perform within legal and ethical boundaries;
- Provide patient instruction as needed;
- Perform routine office operational functions as needed; and
- Demonstrate professionalism in a healthcare setting.

First Year

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
___	BIOL	208L*	Microbiology Laboratory	1
___	BUS	120*	Business Math	4
___	BUS	130C*	Business Communications	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	ACCT	101	Vocational Accounting I	4
___	HLTH	201	First Aid	2
___	MED	120	Records Information Management	3
___	MED	130	Medical Law and Ethics	3
___	MED	228	Medical Assistant Lab Skills I	1
___	MED	230*	Clinical Practicum I**	3
			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
___	BIOL	170*	Disease Processes/Pharmacology	4
___	MED	211*	Medical Office Procedures	4
___	MED	221*	Basic Medical Coding	3
___	MED	229	Medical Assistant Lab Skills II	1
___	MED	231*	Clinical Practicum II**	3
___	OT	125*	Editing Skills for Information Processing	2
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	MED	222*	Computerized Medical Billing	2
___	MED	232*	Clinical Externship**	4
			Total Credits	**6**

(Strongly recommended: MED 204*, Medical Machine Transcription, 3 credits)

*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.

(continued on next page)

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, except MED 230 and MED 231, which require a "B" or above.

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 I, 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.

Background Information Disclosure (BID) Form

- A criminal background check is required for all Medical Assistant students. The cost is approximately $30. Any changes in a conviction record and/or pending criminal charges which occur between the initial completion of the Background Information Disclosure Form and program completion must be provided in writing to the Program Director within five (5) working days from the date of notification. Failure to provide such information within the aforementioned time frame can result in immediate dismissal from the program.

American Disabilities Act (ADA) Statement

- Students with recognized disabilities, or those who suspect they might have one, are responsibile for identifying themselves as soon as possible to the Advocate for Students with Disabilities. Course standards will not be lowered, but various accommodations are available. A minimum of six weeks (6) will be required to develop and provide appropriate accommodations, so students who qualify should contact Disability Services as soon as possible. It is the college's goal to assist students in their individual educational plans.

Program Accreditation

- The FVCC Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

  Commission on Accreditation of Allied Health Education Programs
  1361 Park Avenue
  Clearwater, FL 33756
  (727) 210-2350

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.

Advisor:
Karla West
BSS 108
(406) 756-3918
kwest@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

Medical Coding

Certificate of Applied Science

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. Graduates of the Medical Coding program will:

- Demonstrate the professional work habits expected in the medical coding profession including confidentiality and ethical practices;
- Apply medical terminology, anatomy and physiology, and disease process knowledge to seek the appropriate code;
- Complete insurance forms (HCFA) using ICD-9-CM, CPT and HCPCS codes;
- Demonstrate the ability to communicate orally and in writing; and
- Abstract code data from medical records.

First Year

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
___	CMPA	130T*	Integrated Software Applications	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
___	MED	130	Medical Law and Ethics	3
___	MED	221*	Basic Medical Coding	3
___	MED	222*	Computerized Medical Billing	2
			Total Credits	**12**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	BUS	130C*	Business Communications	3
___	MED	211*	Medical Office Procedures	4
___	MED	252*	Intermediate ICD-9-CM Coding	3
___	MED	262*	Intermediate CPT Coding	3
			Total Credits	**13**

Spring Semester

✔	Course	#	Title	Credits
___	MED	272*	Advanced Medical Coding	4
___	MED	277*	Medical Coding Internship	3
			Total Credits	**7**

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

For general information, contact the Admissions office: (406) 756-3846.

Medical Transcription

Certificate of Applied Science

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. Graduates of the Medical Transcription program will:

- Demonstrate proper use of the English and medical languages;
- Practice professionalism;
- Use related references and resources for research and practice;
- Use knowledge of standards and regulations in healthcare documentation;
- Transcribe dictation from tapes, CDs and voice recognition into permanent medical records;
- Operate appropriate software and transcription equipment; and
- Use knowledge of structure, function, and terminology related to the human body to communicate in healthcare systems.

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	125*	Editing Skills for Information Processing	2
___	OT	204*	Medical Machine Transcription	3
			Total Credits	**18**

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
___	MED	276*	Medical Transcription Internship	3
___	OT	208*	Medical Transcription II	3
			Total Credits	**18**

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

Program Information

- A msjority of the classes in this program are offered online.

College Preparation

- Before entering the Medical 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 certificate program. The certification examination is given at FVCC by appointment. See your advisor for details.

Additional Costs

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

Opportunities After Graduation

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

Advisor:

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

For general information, contact the Admissions office: (406) 756-3846.

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. Upon completion of this program, students will:

- Understand the complex biological, physical and human interactions as they relate to forestry technology and forest silviculture;
- Demonstrate strong basic math and computer skills;
- Use basic measurement and analysis techniques in field settings to develop volume and growth determinations for inclusion in forest management plans;
- Use and understand state of the art GPS, Remote Sensing and GIS technology and possess sufficient background knowledge and skills to enter a geographic information system entry level position;
- Provide technical support to employers in forestry, wildlife, tree nurseries, urban forestry, recreation and related areas;
- Identify forest trees, shrubs, and forbs native to Montana and Idaho;
- Utilize compasses and GPS receivers, to establish traverses, locate properties and locate sampling plot centers;
- Understand techniques for forest fire prevention, suppression and the uses of fire in land management practices;
- Know the identification and significance of insects and diseases of forests and forest products; and
- Possess strong written and verbal communication skills.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	ENGL	111W*	English Composition	3
___	NR	151	Field Surveying/Global Positioning System 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
___	_____	____	Elective	3
			Total Credits	**15**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	NR	231*	Photogrammetry and Remote Sensing	3
___	NR	235*	Introduction to GPS	2
___	NR	272	Resource Field Problems	5
___	SP	110C	Public Speaking	3
___	_____	____	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 and 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.

Advisor:

Joseph Bortz, RH/SAT 156
(406) 756-3899, jbortz@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

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.

- Students successfully completing Paramedic training will be prepared to take the National Registry certification examinations.
- Students passing the National Registry examinations may apply to the Montana Board of Medical Examiners for a license.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	110N	Basic Anatomy and Physiology	3
___	BIOL	111L*	Basic Anatomy and Physiology Lab	1
___	CHEM	150	Pharmacology	3
___	CMPA	100T*	Introduction to Microcomputers	1
___	ENGL	111W*	English Composition	3
___	MATH	78*	Introductory Algebra	4
___	PSY	110SA	Introduction to Psychology	4
			Total Credits	**19**

Spring Semester

✔	Course	#	Title	Credits
___	CMPA	130T*	Integrated Software Applications	2
___	EMS	274*	Paramedic I (Divisions 1,2,3)	8
___	EMS	275*	Paramedic Clinical I	5
___	SP	110C	Public Speaking	3
			Total Credits	**18**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	EMS	276*	Paramedic II (Divisions 4,5)	8
___	EMS	277*	Paramedic Clinical II	5
___	PSY	130	Stress Management	3
___	SP	120C	Interpersonal Relations/ Communications	3
			Total Credits	**19**

Spring Semester

✔	Course	#	Title	Credits
___	EMS	255	Basic Rescue Skills for EMS Providers	3
___	EMS	278*	Paramedic III (Divisions 6,7,8)	8
___	EMS	279*	Paramedic Clinical III	5
			Total Credits	**16**

EMT B/EMS 270 is offered each fall and spring semester.
*Indicates prerequisite and/or corequisite needed.
Check course description.

Advisor:
Jim Neal, KRMC, (406) 751-6969, jneal@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

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. EMS core courses , EMS 274*, 275*, 276*, 277*, 278* and 279*, require a "B" or better.
- Students wishing to enroll in the core EMS 274*, 275*, 276*, 277*, 278* and 279* must be approved by the program director.
- Students enrolled in the EMS 274*, 275* ,276*, 277*, 278* and 279* classes must maintain an 83% 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/limitations:

- Placement for degree seeking students is not guaranteed within 2 years.
- A maximum of 10 students will be accepted to begin the Paramedic course series.
- All students enrolled in any EMS courses at FVCC must have a current personal health insurance policy.
- Candidates must have a valid Montana EMT - B License.
- Anatomy and 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.

Due to a class size limitation of 10 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 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 fire departments, ambulance services and government agencies.

Payroll Accounting
Certificate of Applied Science

This program will prepare students for entry level positions in the field of payroll. It also provides opportunity for additional knowledge to be gained by those employed in bookkeeping, accounts payable, accounts receivable, billing or office assistance. Opportunities for advancement will grow with increased skills and experience. Upon completion of this program, students will:

- Process payroll transactions in accordance with current payroll reporting requirements;
- Apply flexible solutions to accounting problems using spreadsheets;
- Communicate payroll information effectively within a business environment; and
- Understand types of business organizations.

Fall Semester

✔	Course	#	Title	Credits
___	ACCT	121*	Payroll Accounting	2
___	ACCT	201	Principles of Accounting I	4
___	BADM	176	Human Relations in Business	3
___	BUS	130C*	Business Communications	3
___	CMPA	141T*	Beginning Word Processing	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	ACCT	122	Accounting and Business Decisions	2
___	ACCT	123*	Computerized Payroll Accounting	2
___	ACCT	124*	Payroll Accounting Applications	2
___	ACCT	202*	Principles of Accounting II	4
___	ACCT	265*	Advanced Accounting on Microcomputers	2
___	CMPA	151T*	Spreadsheets	3
			Total Credits	**15**

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

Program Information

- This program is offered only at the Kalispell campus.

General Academic Requirements

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

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 entry level payroll positions. Opportunities for advancement will grow with increased skills and experience.

Advisor:
Ronnie Laudati
BSS 127
(406) 756-3990
rlaudati@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

Personal Trainer

Certificate of Applied Science

Personal Trainers are responsible for safe and effective exercise prescription in health and fitness club settings. Thorough understanding of anatomy, muscle function, exercise prescription, basic nutrition and fitness assessment provide personal trainers with the knowledge to safely structure exercise programs for clients. Students will:

- Learn how to motivate clients in exercise and healthy life choices;
- Gain confidence to create safe and effective exercise programs;
- Understand how the body works to create muscle and metabolize fat;
- Become knowledgeable in fitness assessment techniques; and
- Develop relationships with other fitness professionals for lifelong learning.

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	110N	Basic Anatomy and Physiology	3
___	BIOL	111L*	Basic Anatomy and Physiology Lab	1
___	HLTH	200	Foundations of Physical Education	3
___	HLTH	201	First Aid	2
___	HLTH	203	Health for the Individual	3
___	SP	120C	Interpersonal Relations/ Communications	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	HLTH	210*	Basic Exercise Prescription	3
___	HLTH	215*	Practical Fitness Assessment Techniques	3
___	HLTH	221N*	Basic Human Nutrition	3
___	MATH	78*	Introductory Algebra	4
___	PE	___	Elective(s)	2
			Total Credits	**15**

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

Program Information

- This program is a Certificate of Applied Science program which can be done in two semesters. There are no prerequisite courses and application to the specific program is not required.

Certifications

- Graduates of this program will be prepared to sit for a national certification exam through the American Council on Exercise (ACE), American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA) or Aerobics and Fitness Association of America (AFAA).

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

- Fitness facilities require the expertise of proficient personal trainers. This is a growing industry with many job opportunities.

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

For general information, contact the Admissions office: (406) 756-3846.

Pharmacy Technology

Certificate

Pharmacy Technologists assist and support pharmacists in providing healthcare and medications to patients. Pharmacy Techs often perform many of the same duties as the pharmacist. Upon completion of this program, a student will:

- Describe the Pharmacy Tech's scope of practice
- Demonstrate the following:
- An ability to link the right patient with the right prescriber with the right drug with the right directions, the right dose, and the right formulation.
- Proper interactions with the public – both face-to-face and using the telephone
- An ability to do appropriate calculations within a pharmacy setting
- An understanding of quality control
- An understanding of applicable state and federal laws
- A knowledge of the top brand/generic drug names
- Proper unit dose packaging
- A knowledge of aseptic technique
- An understanding of the role of a technician in both hospital and community workplaces
- Explain the correct protocol in the ordering, receiving, and documenting of drugs
- Manage inventory control
- Compare and contrast between hospital and community settings
- Understand Patient Privacy expectations

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	133	Medical Terminology	3
___	BIOL	110N	Basic Anatomy and Physiology	3
___	BIOL	111L*	Basic Anatomy and Physiology Lab	1
___	PHA	110*	Introduction to Pharmacy Practice	4
___	PHA	150*	Hospital and Community Practice	5
			Total Credits	**16**

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

Program Information

- Pharmacy Technology is a 16 credit short certificate program which can be completed in one semester.
- It is offered once a year during the fall semester.

Admission Guidelines

- This program is a certificate program which can be done in one semester. There are no prerequisite courses and application to the specific program is not required.

Certifications

- Graduates of this program will be prepared to sit for a national certification examination offered through the Pharmacy Technician Certification Board (PTCB)

Additional Costs

- There are lab fees associated with some of the classes in this program, including a $30 charge for a background check. They are listed in the semester schedule.

Opportunities After Graduation

- Pharmacies in both community businesses and hospitals require certified pharmacy technologists to assist pharmacists. Opportunities for advancement grow with increased skills and experience as well as increased levels of certifications.

Advisor:
Dr. Sue Justis
SAT 109
756-3866
sjustis@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

Plumbing Technology

Certificate of Applied Science

This program is designed to provide the students with the basic knowledge of the plumbing codes, trade skills, and academic skills required in the plumbing career pathway. Students will develop entry level skills for job attainment, as well as interpersonal skills, to prepare them for advanced placement into the plumbing apprentice program. Licensure as a state recognized plumber requires 10,000 work experience hours and specific academic course work. This program is compliant with the academic requirements and provides the opportunity to articulate work experience for lab and internship experience. Upon completion of this program, students will:

- Demonstrate health and safety procedures;
- Interpret plumbing blueprints;
- Utilize measurement and hand tools in field applications;
- Interpret isometric drawings;
- Explain the operation of sanitary drain and vent systems; and
- Use trade math in field applications.

Fall Semester

✔	Course	#	Title	Credits
___	BUS	121*	Math and Communications for the Trades	5
___	ELEC	100	Introduction to Electricity	3
___	PLMB	100	Introduction to Plumbing Trades	4
___	PLMB	110	Introduction to Plumbing and Drawing	1
___	PLMB	120	Introduction to Piping Systems	3
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	HLTH	202	Health and Behavioral Emergencies in the Workplace	1
___	HVAC	120	Boiler Operator Certification	2
___	IT	175*	Introduction to AutoCAD	3
___	PLMB	125	Introduction to Plumbing Fixtures	2
___	PLMB	170	Plumbing Theory and Code	2
___	WLD	110	Oxyacetylene/Arc Welding	4
			Total Credits	**14**

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

Program Information

- Students must achieve 85% or above in all classes to count toward their apprenticeship training.

Admission Guidelines

- The applicant must have a minimum mathematics score of 30 for Algebra on the COMPASS/ASSET test. They must also have a minimum score of 80 for the COMPASS/ASSET English/Reading and Writing tests. Applicants not meeting the above requirements may be admitted on an extended track to complete remedial math/communications classes before enrolling in PLMB 120 or higher PLMB classes.

Additional Fees

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

Apprenticeship Information

- For apprenticeship information, contact the Montana Department of Labor Apprentice Training Board at (406) 444-3556.

Opportunities After Graduation

- Advanced placement in the plumbing apprenticeship program.

Advisor(s):

Bill Roope/Gary Berndt
OTB Room 108/132
756-3968/ 756-3875
broope@fvcc.edu
berndt@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

Plumbing Technology

AAS Degree

(Pending State Board of Regents' Approval)

This program expands upon the certificate foundation and provides students the background necessary to enter the field of plumbing services or residential, commercial, and industrial plumbing construction. The AAS provides additional course offerings in hydronic systems, energy management, and control circuits. Graduates of this option will be prepared to meet the challenges of today's modern equipment and plumbing systems and be eligible for advanced placement into a registered apprentice position. Upon completion of this program, students will:

- Demonstrate health and safety procedures;
- Apply plumbing code;
- Interpret plumbing blueprints;
- Utilize measurement and hand tools in field applications;
- Interpret isometric drawings;
- Explain the operation of sanitary drain and vent systems;
- Explain the operation of water distribution systems;
- Explain on-site waste installation; and
- Use trade math in field applications.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	BUS	121*	Math and Communications for the Trades	5
___	CMPA	10T	Introduction to Microcomputers	1
___	HLTH	202	Health and Behavioral Emergencies In the Workplace	1
___	IT	175*	Introduction to AutoCAD	3
___	PLMB	100	Introduction to Plumbing Trades	4
			Total Credits	**14**

Spring Semester

✔	Course	#	Title	Credits
___	PLMB	110	Introduction to Plumbing and Drawing	1
___	PLMB	111	Industrial Safety/Waste Management	2
___	PLMB	120	Introduction to Piping Systems	3
___	PLMB	125	Introduction to Plumbing Fixtures	2
___	PLMB	170	Plumbing Theory and Code	2
___	WLD	110	Oxyacetylene/Arc Welding	4
			Total Credits	**14**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	PLMB	200	Pipe Fitting Tools and Motorized Equipment	5
___	PLMB	210*	Advanced Blueprint Reading	2
___	PLMB	230*	Hangers, Supports and Field Testing	2
___	PLMB	240	Distribution Systems	3
___	SP	120C	Interpersonal Relations/ Communications	3
			Total Credits	**15**

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

Spring Semester

✔	Course	#	Title	Credits
___	ELEC	100	Introduction to Electricity	3
___	HVAC	120*	Boiler Operator Certification	2
___	PLMB	206	Applied Water Hydraulics	3
___	PLMB	250	Special Piping	3
___	PLMB	260*	Introduction to Control Circuit Troubleshooting	2
___	PLMB	270	Hydronic Heating and Cooling Systems	2
___	PLMB	275*	Energy Management	1
___	PLMB	277*	System Startup and Shutdown	1
			Total Credits	**17**
___	_____	____	Elective(s)	4

Program Information

- Design, analyze, configure, troubleshoot and construct plumbing and piping systems.
- Gain the knowledge and skills necessary to effectively pursue licensure as an Plumber.

Program Accreditation:

- The program is articulated with the Montana Department of Labor Apprentice Training Board and equates to 3,750 hours of job experience and 2 years of apprentice course requirements.

Admission Guidelines

- A minimum mathematics score of 30 for Algebra on the COMPASS/ESL test is required for entry into the program.
- A minimum score of 80 for the COMPASS/ESL English/Reading and Writing tests is required for entry into the program.
- Applicants not meeting the above requirements may be admitted on an extended track to complete remedial math/communications classes before enrolling in PLMB 170 or higher PLMB classes.

Certifications

- Recognized by the Montana Department of Labor as an apprentice compliant program of study.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.
- Personal hand tool purchases total approximately $250 per year.

Opportunities After Graduation

- Advanced placement into the Montana Department of Labor Apprenticeship Training Program.

Advisor(s):
Bill Roope/Gary Berndt
OTB Room 108/132
756-3968/ 756-3875
broope@fvcc.edu
gberndt@fvcc.edu

For general information, contact the Admissions office:
(406) 756-3846.

Practical Nursing

Certificate

The focus of the practical nursing curriculum is to provide education leading to basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences and of nursing procedures. This program uses standardized procedures in the observation and care of the ill, injured, and infirm, in the maintenance of health, in action to safeguard life and health, and in the administration of medications and treatments. Upon completion of this program, students will:

- Practice safe, effective and culturally sensitive nursing care under the supervision of other healthcare personnel for all ages in a variety to healthcare settings as a licensed practicing nurse;
- Perform as a participant in the healthcare team contributing to the steps of the nursing process;
- Contribute to the identification of deviations from norman health status, begin appropriate nursing interventions, and communicates this to the healthcare team;
- Perform basic therapeutic nursing procedures safely;
- Recognize the legal and ethical role as a healthcare provider; and
- Communicate effectively with clients, families, and members of the interdisciplinary healthcare team.

Spring Semester (Required prerequisite courses)

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	ENGL	111W*	English Composition	3
___	HLTH	221N*	Basic Human Nutrition	3
___	MATH	104M*	College Algebra	4
			Total Credits	**14**

Fall Semester (Required prerequisite courses)

✔	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHEM	101NL	Introduction to Chemistry	4
___	NURS	100	Introduction to Nursing	1
___	PSY	110SA	Introduction to Psychology	4
			Total Credits	**13**

Spring Semester

✔	Course	#	Title	Credits
___	NURS	210*	Fundamental of Nursing	7
___	NURS	220*	Nursing Pharmacology	3
___	NURS	230*	Gerontology: Nursing Care of the Aging Adult	2
			Total Credits	**12**

Summer Semester

✔	Course	#	Title	Credits
___	NURS	240*	Core Concepts of Mental Health Nursing	2
___	NURS	250*	Core Concepts of Adult Nursing	7
___	NURS	260*	Core Concepts of Maternal Child Nursing	3
___	NURS	270*	Leadership Issues	2
			Total Credits	**14**

Advisor:
Cheryl Richards, BSN, RN, BC (Director)
751-6968
crichard@fvcc.edu

For general information, contact the Admissions office:
(406) 756-3846.

Program Information

This is a demanding program whose graduates will be required to actively participate in and subscribe to the legal and ethical tenets of the discipline.

- A grade of "C" or higher is required for ALL courses, non-nursing and nursing within the nursing curriculum, in order to progress through the practical nursing program. Once a student is accepted into the practical nursing program, each course (nursing and non-nursing) can only be attempted once and must be passed with a grade of at least a "C" for the student to continue in the program. If any course grade is less than a "C," the student must withdraw from the practical nursing program but may apply for re-entry at a later date, ("C-" will not be accepted)
- To assure progression through the program, the student must meet the total academic and clinical requirements. The student must demonstrate a continuing ability to assure patient/client safety and welfare. Therefore, satisfactory classroom academic performance does not, in and of itself, assure progression through the program

Program Accreditation

- The practical nursing program is accredited through the Montana State Board of Nursing

Admission Guidelines

Applications for formal acceptance into the practical nursing program are accepted once a year. Applications are available after Oct. 1 and must be completed and returned by 2 PM on December 1. In order to be considered for acceptance into the practical nursing program the student must have:

1. completed (or be currently enrolled in and complete) all of the following required prerequisite courses with a grade of "C"or higher ("C-" will not be accepted) BIOL 261NL*, BIOL 262NL*, CHEM 101NL*, ENGL 111W*, HLTH 221N*, Math 104M*, NURS 100, PSY 110SA;
2. selective GPA of at least 2.75 (out of 4.0 scale) in all prerequisite courses;
3. completion of human anatomy and physiology and chemistry must be within 6 years of admission date;
4. hepatitis B series complete with antibody titer results (this is a lengthy process which takes over 7 months), don't delay;
5. Proof of two doses of measles, mumps, rubella (MMR) immunization;
6. current CPR card (American Heart Association healthcare provider or American Red Cross professional rescuer;
7. proof of current freedom from tuberculosis (TB skin test or chest x-ray); and
8. admission to FVCC.

Certifications

- Graduates of this program are eligible to take the National Council of State Board of Nursing's National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN). Graduates of United States' nursing programs must pass the national NCLEX exam in order to gain licensure to practice as a licensed practical nurse.

Additional Costs

- Completion of a certificate in practical nursing is costly. In addition to tuition and lab fees, nursing students should be aware that required nursing textbook/reference materials are expensive and that many courses require several texts. The student should also plan for a number of out-of-pocket expenses related to clinical supplies and other course/program requirements.

Opportunities After Graduation

- There is an immediate need for practical nurses to care for the elderly population in long-term care facilities in the Flathead Valley. Employment also includes transitional care units and medical offices.

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.
A student completing this program will:

- Provide patient care during the x-ray examination, which includes positioning the patient and setting and operating controls on the x-ray machines;
- Work as a self-directed, reflective, competent and professional healthcare provider, who is dedicated to the highest healthcare standards;
- Work as hospital-based or private radiological office technologists upon passing the registry exam and applying for state licensure where applicable; and
- Possess the potential to continue education in radiation therapy, nuclear medicine, ultrasound and MRI.

Required prerequisite courses:

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	ENGL	111*	English Composition	3
___	MATH	103*	Intermediate Algebra	4
			Total Credits	15

First Year

Fall Semester

✔	Course	#	Title	Credits
___	PHYS	106N*	Radiation Physics	3
___	XRT	105*	Introduction to Radiography	2
___	XRT	110*	Radiographic Procedures I	2
___	XRT	115*	Radiographic Principles I	2
___	XRT	140*	Clinical Education I	4
			Total Credits	**13**

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	8
			Total Credits	**8**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	XRT	210*	Radiographic Procedures III	2
___	XRT	220*	Radiographic Principles III	2
___	XRT	241*	Clinical Education IV	8
			Total Credits	**12**

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.

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

For general information, contact the Admissions office: (406) 756-3846.

Program Information

- Prior to applying to the the program students must have completed the following classes OR their equivalent: ENGL 111W*, 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*).
- Anatomy and Physiology I and II completed five or more years ago will require program permission for transfer credit.
- Students who test above 103 on the Math Placement exam will be exempt from taking MATH 103, but must take a math class at a higher level.
- Admitted students may contact the Financial Aid office to learn about scholarship opportunities, including the Ellen and John MacMillan Endowed and the Dustin Petersen Memorial.

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.
- Admission to the program is based upon the following:
  1) High school diploma or GED
  2) Evidence of academic achievement in the four prerequisite courses (a minimum of "C" must be earned in each class)
  3) A well-written essay
  4) Positive reference
  5) An interview
- Students admitted into the program are required to have a background check and medical health insurance at the student's expense. In addition, 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 registry examination administered by the American Registry of Radiologic Technologies (ARRT).
- Graduates must apply for licensure with the state of Montana prior to employment.

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.

Real Estate Specialist

Certificate of Applied Science

This certificate is designed for the real estate professional desiring to upgrade their skills. Those in the field of real estate or those wishing to better understand the field of real estate would benefit from this program. Information in these subjects will make you more knowledgeable in the field of real estate and more competent. Upon completing the program, students will:

- Understand and explain the basics of property appraisal to buyers and sellers;
- Understand impacts of economics upon the real estate market and industry;
- Explain the necessity and the various aspects of a home inspection to buyers and sellers;
- Use a variety of technology available in the field to provide information to both buyers and sellers of property; and
- Explain the importance of ethical behavior to the success of the real estate professional.

Fall Semester

✔	Course	#	Title	Credits
___	BUS	130C*	Business Communications	3
___	REAL	230*	Real Estate Math	3
___	REAL	260	Real Estate Sales and Marketing	3
___	REAL	262	Home Inspection	3
___	REAL	264	Economics of Real Estate Markets	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	BADM	176	Human Relations in Business	3
___	REAL	261*	Real Estate Technology	3
___	REAL	263*	Appraisal	3
___	REAL	265*	Real Estate Finance	3
___	REAL	270	Real Estate Law	3
			Total Credits	**15**

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

Program Information

- Contact your advisor for program information.

General Academic Requirements

- Some courses require satisfactory scores on placement exams before being admitted to the class. See course descriptions for details.

Additional Costs

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

Certifications

- These classes qualify for Montana Board of Realty (BRR) Regulation CEU to be used for real estate license annual renewal requirements. *Mandatory* or *Elective* CEU Certificates will be issued upon successful completion of each specific course. Note each course outline for *Mandatory* or *Elective* CEU designations. Check with Montana BRR prior to taking the class.

Admission Guidelines

- This program is open to all students. See college admissions guidelines on page 10.

Opportunities After Graduation

- This program is for those in the real estate industry who desire to upgrade their skills and to renew licenses in the state of Montana. Students should check with the State Board of Realtors for specifics.

Advisor:

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

For general information, contact the Admissions office: (406) 756-3846.

Small Business Management

AAS Degree

This program is designed to give the student a high level of proficiency as a small business manager or entrepreneur. Upon completion of this program, students will:

- Read, understand, explain, and use basic financial statements to make management and marketing decisions;
- Use Microsoft Office, Word, and Excel as related to business applications;
- Understand and apply basic business law applications to daily business operations, organizational issues and personnel;
- Explain the advantages and disadvantages of various organizational formats available to the small business owner;
- Develop a basic business plan, marketing plan and financial projections as commonly used in business;
- Explain the importance of Human Resources Management to the overall management of an organization, including job analysis, job descriptions, job specifications, hiring, training and employee appraisal;
- Explain agencies available to assist the small business owner such as Small Business Administration (SBA), Small Business Development Center (SBDC), Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE); and
- Explain the pros and cons of various funding options available for starting or expanding a business.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	ACCT	101	Vocational Accounting I	4
___	BADM	170*	Consumer Behavior	3
___	BUS	130C*	Business Communications	3
___	CMPA	131T*	Business Software	4
___	MATH	78*	Introductory Algebra	4
			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	Entrepreneurship	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
___	BUS	105	Customer Service	3
___	ECON	211SB	Economic Principles: Microeconomics	
	or			
___	ECON	212GSB	Economic Principles: Macroeconomics	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	ACCT	121*	Payroll Accounting	2
___	ACCT	150*	Accounting on Microcomputers	3
___	BADM	220*	Marketing Communications	3
___	BADM	250*	Business Planning	3
___	BUS	270*	Business Simulation	3
___	_____	____	Electives from ACCT/BADM/CASC/ CMPA	
	or			
___	BADM	277*	Principles of Retailing	3
			Total Credits	**17**

*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:

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

For general information, contact the Admissions office: (406) 756-3846.

Substance Abuse Counseling

AAS Degree

This degree is currently on moratorium. No new students will be admitted into this degree program until further notice.

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. Upon completion of this program, students will:

- Understand addiction
  1. Understand a variety of models and theories of addiction and other problems related to substance abuse.
  2. Describe the behavioral, psychological, physical health, and social effects of psychoactive substances on the user and significant others.
- Understand treatment
  1. Describe the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems.
  2. Recognize the importance of family, social networks, and community systems in the treatment and recovery process.
- Apply knowledge
  1. Understand the established diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care.
  2. Provide treatment services appropriate to the personal and cultural identity and language of the client.
- Demonstrate Professionalism
  1. Understand the importance of self-awareness in one's personal, professional, and cultural life.
  2. Understand the addiction professionals' obligations to adhere to ethical and behavioral standards of conduct in the helping relationship.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	ENGL	111W*	English Composition	3
___	HS	100SA*	Introduction to Human Services/ Social Work	3
___	HS	120C	Interpersonal Relations/ Communications	3
___	PSY	110SA	Introduction to Psychology	4
___	SA	102	Drugs and Society	3
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	BUS	120*	Business Math	4
___	ENGL	150C*	Technical Writing	3
___	SA	200*	Introduction to Chemical Dependency Counseling	3
___	SA	260SA*	Group Process	3
___	SA	279*	Legal/Ethical/Professional Issues	3
			Total Credits	**16**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	SA	210*	Case Management	2
___	SA	220*	Assessment and Evaluation Procedures of Substance Abuse	2
___	SA	230*	Clinical Internship I	6
___	SA	240*	Substance Abuse Counseling II	3
___	SA	250*	Interviewing/Crisis Intervention	4
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	101NL	General Biology I: Principles of Biology	4
___	CMPA	130T*	Integrated Software Applications	2
	or			
___	CMPA	131T*	Business Software	4
___	PSY	235SA*	Developmental Psychology	3
___	SA	140	Cultural Issues in Addiction Recovery	1
___	SA	235*	Clinical Internship II	6
			Total Credits	**16-18**

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

Admission Guidelines

- Prior to applying to the program, students must have successfully completed the following courses: BUS 120*, ENGL 111W*, HS 100SA*, HS/PSY/SA 102, HS/SP 120C, PSY 110SA and SA 200*;
- Students must maintain a minimum grade point average of 3.0.
- Students must submit an application packet, including a copy of their current transcripts.
- If student is in recovery, two full years of abstinence is required, and this is to be documented and included in the application packet.
- Students must successfully complete the admissions evaluation, both the oral and written. (The application packet is the written component.)
- Due to limited clinical sites, enrollment is limited. Students must complete an application, have a 3.0 grade point average, and successfully interview and be accepted into the program the semester prior to applying for the clinical internship. Applications may be picked up at Rick Halverson's office, BSS 129. Curriculum is subject to change as licensing requirements change. *Before a student begins his or her clinical internship, there is a requirement for a background check, CPR training, and documentation of immunizations.*

Additional Costs

- A lab fee is required for each clinical internship, and there may be additional expenses for background check, tine test and shots.

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.
- Subject to change

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

For general information,contact the Admissions office: (406) 756-3846.

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 may be exposed to communicable diseases, unpleasant sights, odors and hazardous materials. Upon completion of the program, the graduate will have the attitude, knowledge and skills necessary to enter the profession of surgical technology. The specific goals are as follows:

- Demonstrate basic knowledge in the biological, behavioral and social sciences in communication and in the concepts, principles and skills of surgical technology;
- Demonstrate independence in performing the skills necessary as a surgical technologist;
- Demonstrate caring behavior and respect for the dignity, worth and rights of the individual;
- Use communications skills effectively with members of the healthcare team;
- Practice within the ethical and legal framework;
- Demonstrate responsibility for continuous learning and self-development; and
- View self as a contributing member to the discipline and a valuable participant in meeting health needs of the community.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	133	Medical Terminology	3
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	ENGL	111W*	English Composition	3
___	MATH	78*	Introductory Algebra	4
___	SURG	101*	Introduction to Surgical Technology	3
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	207NL*	Microbiology of Infectious Diseases w/Lab	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CMPA	130T*	Integrated Software Applications	2
___	PSY	110SA	Introduction to Psychology	4
___	SURG	105*	Surgical Techniques I	5
			Total Credits	**19**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	170*	Disease Processes/Pharmacology	4
___	SP	120C	Interpersonal Relations/ Communications	3
___	SURG	106*	Surgical Techniques II	4
___	SURG	110*	Applied Surgical Technology Procedures	4
___	SURG	120*	Surgical Technology Clinical I	4
			Total Credits	**19**

Spring Semester

✔	Course	#	Title	Credits
___	SURG	107*	Professional Development and Leadership	3
___	SURG	130*	Surgical Technology Clinical II	10
			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 2008 Surgical Technician Program is November 30, 2007.**

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 National Board of Surgical Technology and Surgical Assisting (NBSTSA) receive a national credential as a Certified Surgical Technologist (CST). The Association of Surgical Technologists recommends that all Surgical Technologists obtain this certification.

(continued on next page)

Admission Guidelines

To be admitted, applicants must submit:

1. College application
2. Program application
3. Official transcript from high school 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), and any college transcripts
4. Experience in healthcare, if any
5. Well-written essay/positive references
6. 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. Must have transportation to clinical sites
6. Background check will be conducted by FVCC at the student's expense.
7. A current personal health insurance policy

Please be advised that the above requirements associated with costs will be at the personal expense of the student, 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.

Advisor:
Erin Howardson
Program Director
KRMC
(406) 751-6994
eahowardson@yahoo.com

For general information, contact the Admissions office: (406) 756-3846

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. Graduates of the Surveying program will:

- Be able to function in field work activities including operating current instrumentation, searching for field evidence, taking and reducing field notes, and staking construction projects and boundary monumentation;
- Be able to function in office activities including calculator operations, computer data entry and analysis, manual and computer drafting of various survey-related drawings, and records research;
- Possess sufficient background knowledge and skills to enter a geographic information system entry level position; and
- Possess sufficient theoretical and practical surveying knowledge to sit for the Land Surveyor Intern exam.

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 and 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.

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	#	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 Semester

✔	Course	#	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 at (406) 756-3846 for details.

Opportunities After Graduation

- 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.

Advisor:

Dave Dorsett, PLS
RH/SAT 164
(406) 756-3913
ddorsett@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

3D Jewelry Design and Production

ArtCAM CAD/CAM
Certificate of Applied Science

This program prepares the student for employment in the high-tech field of CAD/CAM jewelry design and production. The central focus of this program integrates a rich and creatively challenging emphasis in computer-aided design/computer-aided manufacturing with fabrication, casting and stone setting. This program is unique to the world, exceeding CAD/CAM requirements and standards of other currently available learning environments. Upon completion of this program, students will:

- Learn and effectively practice basic and advanced technical skills in CAD/CAM;
- Understand the principles of vector based drawing and relief editing;
- Gain experience in the proper use and maintenance of CNC mills; and
- Develop a sense of professionalism necessary for working successfully in the jewelry industry.

✔	Course	#	Title	Credits
___	ART	155*	Jewelry Design and Rendering I	3
___	ART	157*	3D Jewelry Design and Modeling I	4
___	ART	235	Wax Modeling and Casting I	3
___	ART	241F	Jewelry and Metalsmithing I	3
___	ART	257*	3D Jewelry Design and Modeling II	4
___	ART	258*	3D Jewelry Design and Modeling III	4
___	ART	259*	3D Jewelry Design and Modeling IV	4
___	BUS	121*	Math and Communications for the Trades	5
			Total Credits	**30**

Additional professional development program offering:

___	ART	245*	Stone Setting I	3

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

Admission Guidelines

- Any of the Level I classes are open to general students. No prior knowledge of jewelry fabrication is required for Level I classes.

General Academic Requirements

- All courses within this certificate program must be taken for a letter grade.

Additional Fees

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

Opportunities After Graduation

- This certificate will prepare students for high-tech CAD/CAM CNC positions in the jewelry industry.

Advisor:
Jim Flaherty
RH/SAT 106
(406) 756-3897
jflahert@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

Welding and Fabrication Technology

Certificate of Applied Science

The Welding and Fabrication curriculum is designed to provide students experience in metals technology as it pertains to assembly, manufacturing, energy, and construction. This program provides education and training in common welding processes, CNC plasma cutting, press brake operations, inspections, print reading, fabrication, pipe and plate welding, project design, communications, and math competencies as they apply to the trade. Career opportunities offer a wide range of employment possibilities in the manufacturing, steel construction, mining, energy, petroleum, and other production areas. Upon completion of the program, students will:

- Select and demonstrate various joining processes;
- Identify and demonstrate common power tools and accessories;
- Read and interpret fabrication blueprints using a systematic process;
- Perform basic layouts using template paper and patterns;
- Estimate type, quantity, costs and weight of a welded fabrication from information on a blueprint;
- Describe and demonstrate safe and proper use of each type of welding equipment;
- Identify major parts, set up and adjust the press brake for a variety of forming operations;
- Demonstrate proper transport, set up, adjustment and use of Shielded Metal Arc Welding, oxyacetylene equipment;
- Describe employer expectations for employees within the welding industry;
- Use current industry technology to test and repair welding related equipment;
- Consistently use equipment safely in the performance of welding and joinery;
- Demonstrate techniques and devices for controlling heat effect during welding;
- Recognize, inspect and document proper applications of welding processes; and
- Demonstrate proficiency of maintenance and repair operations using welding and joinery procedures.

Fall Semester

✔	Course	#	Title	Credits
___	BUS	121*	Math and Communications for the Trades	5
___	IT	175*	Introduction to AutoCAD	3
___	MFGT	105	Fabrication Methods I	3
___	WLD	110	Oxyacetylene/Arc Welding	4
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	CMPA	100T*	Introduction to Microcomputers	1
___	HLTH	202	Health and Behavioral Emergencies in the Workplace	1
___	MFGT	110	Fabrication Methods II	3
___	MFGT	120	Mill and Lathe Systems	4
___	WLD	115	Arc Mig/Tig Welding	4
___	WLD	120*	Welding Certification	2
			Total Credits	**15**

Program Information

- Training includes all facets of welding and fabrication operations including planning operation sequences, applying knowledge of geometry, heat effects and metal properties, positioning, fitting, welding and material handling. Computer training is included so that WFT graduates can program and operate state-of-the-art computer-controlled machinery. Special projects are also offered for the journey-level weld fabricator desiring to update skills and certification.

Admission Guidelines:

- This program is open to all students. See college admissions guidelines on page 10.

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

The range of job opportunities and skill needs is diverse, including:

- Blueprint reading;
- Layout, cutting and fitting parts;
- Tack and production welding;
- Finishing and material handling;
- Weld fabricators
- Shop supervisors
- Estimators and shop owners

Advisor:

Bill Roope
OTB 108
(406) 756-3968
broope@fvcc.edu

For general information, contact the Admissions office: (406) 756-3846.

Course Descriptions

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 71-79 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 39-40).

• Sequential courses have numbers ending in 1, 2 and 3 (e.g., CHEM 221, 222).

• Course numbers ending in "-80 -89" indicate Special Topics courses. These courses 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.

• Course numbers followed by the letters listed below represent courses to be used to satisfy the general education core.

C=Communications	MA=Math - AA degree only
F=Fine Arts	SA=Social Sciences Group SA
G=Global Issues	SB=Social Sciences Group SB
H=Humanities	T=Technology
N=Natural Science (Non-conventional Lab)	W=Writing
L=Natural Science (Lab)	
M=Math	

ACCOUNTING

ACCT 101 Vocational Accounting I
4 credits (Fall and Spring Semesters)
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 (Spring Semester)
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 (Fall and Spring Semesters)
Prerequisite: ACCT 101 or ACCT 201.
An introduction to payroll accounting including relevant federal and state income tax laws and labor laws, pension plans, worker's compensation, unemployment insurance and necessary records and reports.

ACCT 122 Accounting and Business Decisions
2 credits (Spring Semester)
This course covers: selecting a financial entity, registering with the tax authorities, reviewing financial statements and accounting concepts, calculating payroll taxes, selecting a year end, calculating income taxes, cash planning and financing a business.

ACCT 123 Computerized Payroll Accounting
2 credits (Spring Semester)
Prerequisite: ACCT 121. Corequisite: ACCT 124.
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms and journal and general ledger transaction. Emphasis is placed on software application in computation of wages: calculating social security, income and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions.

ACCT 124 Payroll Accounting Applications
2 credits (Spring Semester)
Prerequisite: ACCT 121. Corequisite: ACCT 123.
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms and journal and general ledger transactions. Emphasis is placed on manual computations of wages; calculating social security, income and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions.

ACCT 150 Accounting on Microcomputers
3 credits (Spring Semester)
Prerequisites: ACCT 101 or ACCT 201; CMPA 130T or CMPA 131T. Corequisites: ACCT 102 or ACCT 202.
This course provides students with a realistic approach to computerized accounting principles using QuickBooks Pro. Students will learn QuickBooks functions while completing accounting problems using this software. In addition, students will also complete accounting functions using Access and Excel.

ACCT 201 Principles of Accounting I
4 credits (Fall and Spring Semesters)
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 (Spring Semester)
Prerequisite: a grade of "C-" or better in ACCT 201.
A continuation of ACCT 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 (Fall Semester)
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, Estates and Trusts
4 credits (Fall Semester)
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 (Spring Semester)
Prerequisite: ACCT 241 or instructor's consent.
The use of relevant accounting data and techniques in making management decisions. Covers types of costs and their relationships, 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 (Fall Semester)
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 (Fall Semester)
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 (Fall Semester)
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 (Spring Semester)
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 (Intermittently)
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 110 Introduction to Small Engines (Power Equipment)
4 credits (Intermittently)
This course teaches students how to identify, repair, rebuild, and/or replace small engines used in outdoor power equipment. Students will learn two-stroke and four-stroke combustion engine theory, as well as engine performance criteria. They will gain understanding in the operation and basic principles of the various components in addition to hands-on experience using hand and power tools in performing repairs and maintenance on outdoor power equipment. Instruction will utilize group and individual class projects including a variety of training aids, components, and live student project work.

AD 200 Introduction to Engines Gas/Diesel
4 credits (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 subcomponent 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 (Intermittently)
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 (Fall Semester)
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 (Spring Semester)
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 210NL Forensic Science I
4 credits (Fall Semester)
Corequisites: ENGL 111W, MATH 78.
Presentation of the techniques, skills, and limitations of the modern crime laboratory, including ancillary services. Topics include crime scene processing, pathology, anthropology, odontology, types of physical evidence, trace evidence, impression evidence, friction ridge examination, firearms and questioned documents. Laboratory work included. This course is cross-referenced with CHEM 210NL.

ANTH 211NL Forensic Science II
4 credits (Spring Semester)
Prerequisite: ANTH/CHEM 210NL.
A continuation of ANTH/CHEM 210NL. Presentation of the techniques, skills and limitations of the modern crime laboratory, including ancillary services. An introduction to instrumentation, including GC, GCMS, FTIR and electrophoresis. Topics include toxicology, controlled substances, biological fluids and stains, DNA, fire and explosion investigation and vehicular accident reconstruction. Laboratory work included. This course is cross-referenced with CHEM 211NL.

ANTH 220GSA Race and Minorities
3 credits (Fall Semester)
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 (Spring Semester)
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 (All Semesters)
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 (Fall Semester)
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 103F Understanding Photography
3 credits (Fall Semester)
An introduction to basic photographic theory and visual principles, including camera operation, film and digital. Use of black and white darkroom.

ART 106F Intermediate Photography
3 credits (Spring Semester)
Prerequisite: ART 103F.
This course involves theory and continued application of image control in black and white photography through the use of a variety of 35mm films and digital media. It will include advanced traditional black and white in preparation for portfolio review.

ART 112 Oil Painting I
2 credits (Fall and Spring Semesters)
Starting with a brief history of painting tradition, the study will consider modern materials, methods, and styles. Health and safety concerns will be discussed, and materials and supplies will be evaluated for quality and suitability to each individual's interest. Styles and methods will be demonstrated. Three-fourths of the class time will be devoted to hands-on experience as each student experiments with studio procedure. The emphasis in this class is providing the novice with the opportunity to explore the vast potential for expression this medium offers. Painting is a skill that requires practice. Class size is kept low in order to provide as much personal attention as possible

ART 113 Oil Painting II
2 credits (Fall and Spring Semesters)
A continuation of study for the aspiring painter. In addition to the time for practical experience with brush at the easel, there are periods for open discussion, lecture sharing and critique. The focus of this class is help and direction for the individual student in developing a unique and personal expression.

ART 114F Painting I
3 credits (Fall Semester)
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 121 Introduction to Ceramics
1 credit (Fall and Spring Semesters)
This introductory short course is designed for students interested in learning the fundamentals of wheel throwing and trimming clay, as well as glazing pottery. The course is designed for students who are not sure they can commit to a full semester course. This course may be repeated for a total of two credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

ART 125 Introduction to Jewelry I
1 credit (Fall and Spring Semesters)
Learn to create jewelry without soldering or stone setting skills. This introductory short course teaches basic jewelry fabrication techniques including sawing, piercing, filing, polishing, texturing, and forming metal. Cold connections, bead stringing and wire working will also be covered.

ART 126 Introduction to Jewelry II
1 credit (Fall and Spring Semesters)
Prerequisite: ART 125.
A continuation of ART 125.

ART 144 Design for Graphic Communications
3 credits (Fall Semester)
This course provides an overview of graphic arts, which encompasses computer-based document layout, composition, typesetting, illustration, scanning, image modification, reproduction and distribution. It also explores the history and theory of effective mass communication from prehistoric cave art to invention of the printing press and modern graphic communication techniques using computers and the internet. The class examines communication models revolving around imagery, type, delivery systems and technology. The student will be able to understand and establish the effects of a clear visual message. Learning modules include slide shows, field trips, guest speakers, discussion, lectures and hands-on application with computers and the internet to promote an understanding of graphic communications and visual messages and their impact on society.

ART 148 Digital Illustration I
3 credits (Fall Semester)
This course will focus on using the Macintosh computer as an illustrative/graphic design tool. Students will create graphics and illustrations using vector-based imaging software--Adobe Illustrator. The use of design and illustration is emphasized.

ART 149 Digital Publishing
3 credits (Spring Semester)
Students will prepare professional layouts ready for print by exploring topics such as page layout, electronic composition and text and graphic entry using Adobe InDesign. Students will understand how to apply basic design concepts to the presentation of informative or persuasive material by creating brochures, CD covers, posters and book covers.

ART 151F Design I
3 credits (Fall Semester)
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 (Spring Semester)
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 153T Digital Imaging I
3 credits (Fall and Spring Semesters)
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. Topics include web color theory, bandwidth considerations, color correction, image retouching, and animated images. Adobe Photoshop or the currently accepted industry standard software will be used. This course is cross-referenced with CMPA 153T.

ART 154F Digital Photography I
3 credits (All Semesters)
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 (Spring Semester)
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 (Fall Semester)
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 create 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 (Intermittently)
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 (All Semesters)
This course provides a basic knowledge of clay and glazes.

ART 162F Ceramics II
3 credits (All Semesters)
Prerequisite: ART 161F is desired but not required.
This course encourages students to develop personal techniques in clay.

ART 201F Drawing II
3 credits (Spring Semester)
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 (Fall Semester)
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 204F Introduction to Color Photography
3 credits (Fall Semester)
Prerequisite: a grade of "B-" or better in ART 106F.
This course is an introduction and analysis of color theory, color imagery and color materials. Exploration of image capture via film, scanning and digital cameras will be covered. Technical skills are developed in digital systems, applications and printing. It will also include critical exploration of color, visual language and asthetic issues.

ART 206F Intermediate Black and White Photography
3 credits (Spring Semester)
Prerequisites: ART 106F, ART 204F.
This course is an introduction to large format photography theory and practice. Basic studio and lighting techniques, advanced contrast control through the zone system and exploring digital technologies will be studied. Students will complete a portfolio and presentation of high quality prints for exhibition with a strong emphasis on the art of photography.

ART 215F Painting II
3 credits (Spring Semester)
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 (Fall and Spring Semesters)
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 (Fall and Spring Semesters)
Prerequisite: ART 218.
An extension of ART 218 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 (Fall Semester)
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 (Spring Semester)
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 (Fall Semester)
This course is designed to provide the student with an introduction to theory and methods used in elementary art instruction. This course is cross-referenced with EDUC 226.

ART 228FGH History of Early Italian Renaissance
3 credits (Spring Semester)
This course aims to introduce students to the development of style and meaning in Italian 14th century art. Painting, sculpture and architecture will be the main disciplines explored.

ART 229FGH History: Italian Renaissance II
3 credits (Fall Semester)
This course aims to introduce students to the development of style and meaning in Italian 16th century art. Painting, sculpture and architecture will be the main disciplines explored.

ART 230F Watercolor I
3 credits (Fall and Spring Semesters)
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 (Fall and Spring Semesters)
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 (Intermittently)
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 241F Jewelry and Metalsmithing I
3 credits (Fall and Spring Semesters)
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 (Fall and Spring Semesters)
Prerequisite: ART 241F.
Students are introduced to casting, setting of faceted stones, and lapidary techniques.

ART 243F Jewelry and Metalsmithing III
3 credits (Fall and Spring Semesters)
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
Prerequisite: instructor's consent.
Students will build stone setting skills by completing head settings and assembling tools for channel, flush, pave' and gypsy settings.

ART 247 Digital Portfolio Preparation
3 credits (Spring Semester)
Prerequisite: ART 144.
Students will develop a digital portfolio to showcase their graphic skills and techniques in preparation for the job market. Students will design an interactive interface, compile and package their previously developed content into a professional quality portfolio. Students will also develop a resume and learn interviewing techniques.

ART 248 Digital Illustration II
3 credits (Spring Semester)
Prerequisite: ART 148.
Adobe Illustrator will help students generate new images or convert bit-mapped images in PostScript. Quality levels needed for electronic output will be evaluated. Topics include: printing, separations, working with graphics from multiple applications and production of web graphics. Students will create more complicated illustration and projects using advanced Adobe Illustrator techniques.

ART 249 Digital Imaging II
3 credits (Spring Semester)
Prerequisite: ART 153
The concepts of intermediate/advanced digital imaging with Adobe Photoshop for visual, pictorial and graphic use in all media will be thoroughly covered. Students will learn effective image creation for print, motion graphics, publications and internet for effective visual communications.

ART 251 Life Drawing I
2 credits (Fall and Spring Semesters)
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 (Fall and Spring Semesters)
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 (Intermittently)
Prerequisites: ART/COMM/JRNL 153, working knowledge of computers and graphic applications.
This course will cover wider application and use of photo enhancement software/hardware. This course places a heavy emphasis on technology. This course is cross-referenced with COMM 253 and JRNL 253.

ART 254F Digital Photography II
3 credits (All Semesters)
Prerequisite: ART/JRNL 154F.
This course gives students advanced instruction in specialized digital photography areas: shooting at night, using flash and related tools, shooting portraiture, macro-photographing, indoor shooting and printing. Basic computer skills are required. Students must have access to a digital camera, printer, and associated software. Students must provide their own photo-quality paper. This course is cross-referenced with JRNL 254F.

ART 255 Jewelry Design and Rendering II
4 credits (Intermittently)
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 (Spring Semester)
Prerequisite: ART 157.
An advanced jewelry course designed to continue teaching the student how to design in a 3D CAD/CAM software environment and to further take those designs and create finished wax models on prototyping CNC mills. Manufacturing issues and techniques that will be found in a production setting will be explored.

ART 258 3D Jewelry Design and Modeling III
4 credits (Fall Semester)
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 259 3D Jewelry Design and Modeling IV
4 credits (Spring Semester)
Prerequisite: ART 258.
This advanced CAD/CAM jewelry course is designed to expand skills acquired in the first three semesters of the jewelry CAD/CAM programs. The class will focus on the completion of complex custom designs from inception to ready-for-market pieces. Additionally, students will integrate the preparation of portfolio, marketing, and human relations skills in a simulated jewelry business environment.

ART 261F Ceramics III
3 credits (All Semesters)
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
Prerequisite: ART 235.
A continuation of ART 235.

ART 271 Wax Modeling and Casting III
3 credits (Intermittently)
Prerequisites: ART 235, ART 270.
A continuation of ART 270.

ART 272 Surface Embellishments I
3 credits (Fall Semester)
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 (Intermittently)
Prerequisites: ART 241F, ART 242F, ART 243F, ART 244.
Advanced repair problems in karat golds and sterling silver.

ART 274 Portfolio Presentation
1 credit (Spring Semester)
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 (Intermittently)
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 (Spring Semester)
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 (Fall and Summer Semesters)
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 (Fall and Summer Semesters)
Prerequisites: ART 241F, ART 277.
Second in the series on hammer and anvil based techniques that take advantage of the plastic qualities of metal. This course takes the student further in developing a working knowledge of the principles and techniques of holloware and hammer formed jewelry items utilizing non-ferrous metals such as copper, brass, silver, and gold.

ART 279 Forging and Smithing III
3 credits (Fall and Summer Semesters)
Prerequisites: ART 277, ART 278.
This course is designed to explore the use of the hydraulic press in jewelry and vessel construction. Emphasis will be on die making involved in the processes.

AVIATION

AVIA 140 Fundamentals of Aviation
4 credits (Intermittently)
Prerequisite: instructor's consent.
This course serves as a preparation for the FAA Private Pilot written examination. Course content includes pertinent Federal Aviation Regulations (FAR), and basic elements of: aviation weather, radio communications, navigation, aerodynamics, flight instruments, emergency procedures, flight safety, and flight physiology. To successfully complete this course, the student must pass the FAA Private Pilot written examination.

AVIA 150 Private Pilot
5 credits (Intermittently)
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.

AVIA 240 IFR Regulations and Procedures
3 credits (Intermittently)
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.

AVIA 250 Professional Pilot
5 credits (Intermittently)
Prerequisite: instructor's consent.
This course serves as a preparation for the FAA Commercial Pilot written and flight examinations. Course content includes a detailed study of pertinent Federal Aviation (FAA) regulations, weather, aerodynamics, performance, stability, control, weight and balance, cargo, aircraft systems, emergency procedures, and publications necessary for operating an aircraft commercially in the U.S. national airspace system. To successfully complete this course, the student must pass the FAA Commercial Pilot written examination and complete the appropriate flight lessons for Commercial Pilot. Aircraft rental and flight instruction are not included. Students enrolling in this course will need to make arrangements with an appropriate commercial aviation establishment for aircraft rental, flight instruction and FAA testing.

AVIA 260 Multi-Engine Systems and Procedures
2 credits (Intermittently)
Prerequisite: instructor's consent.
This course serves as a preparation for the FAA Multi-Engine rating. Course content includes a detailed study of pertinent Federal Aviation (FAA) regulations for the operations necessary to operate light twin-engine aircraft. Normal and abnormal procedures and a discussion of the systems, aerodynamics and performance of these aircraft, as well as FAA regulations concerning Commercial Pilots, are included. To successfully complete this course, the student must satisfactorily complete the appropriate flight lessons and flight test for the Multi-Engine Pilot rating. Aircraft rental and flight instruction are not included. Students enrolling in this course will need to make arrangements with an appropriate commercial aviation establishment for aircraft rental, flight instruction and FAA testing.

BUSINESS ADMINISTRATION

BADM 140 Principles of Marketing
3 credits (Fall and Spring Semesters)
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 170 Consumer Behavior
3 credits (Fall Semester)
Prerequisites: BADM 140 or instructor's consent.
This course will focus on four areas of consumer decision making; problem recognition, search for market related information, evaluation and decision making, and post-purchase assessment. How businesses conduct and use consumer research, how culture, family, social class, and reference group's impact consumer behavior will be discussed. The internet and "cyber-consumers" will be integrated throughout the course.

BADM 175 Principles of Management
3 credits (Fall and Spring Semesters)
A comprehensive introduction to management theory, research and practice. An intergration of classical and modern concepts of management practice for a solid grounding in management principles which is essential to successfully guiding today's small or large, profit or not-for-profit organizations in a rapidly changing environment.

BADM 176 Human Relations in Business
3 credits (Fall and Spring Semesters)
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 (Spring Semester)
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 (Fall Semester)
Prerequisites: BADM 175, BADM 176 or instructor's consent.
The course will explore what business ethics entails, why business ethics is important, and describe criteria to use in making a business decision. The course will also examine real life examples of 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 (Spring Semester)
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 (Fall and Spring Semesters)
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 (Fall Semester)
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 (Spring Semester)
Prerequisites: BADM 140, BADM 175 or SBM 150.
Corequisites: ACCT 101 or 201 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 (Intermittently)
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 (All Semesters)
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 (All Semesters)
Prerequisites: a grade of "C-" or better in BADM 275, consent of internship coordinator and advisor.
A continuation of BADM 275. Students design and complete a project developed in cooperation with their internship employer. Interns prepare a portfolio to document their 150-hour internship experience.

BADM 277 Principles of Retailing
3 credits (Intermittently)
Prerequisites: BADM 140, BADM 170 or instructor's consent.
The world of retailing is constantly evolving and there is increased competition for consumers, employees, products, and resources. With the retail sector providing one out of every five jobs in today's economy retailing is a very important part of the business world, a part every business student should comprehend and understand. In a methodical and organized fashion this class gives the students a broad scope of the retail industry. It will explore issues that are faced by individuals at all levels of the retail organization.

BANKING

BANK 120 Teller Training
3 credits (Intermittently)
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 (All Semesters)
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 (Spring Semester)
Prerequisites: BIOL 101NL, advanced high school biology or instructor's consent.
A survey of the major categories of living organisms including study of their structure, adaptations, evolution and ecology.

BIOL 104L Biology II: The Diversity of Life Laboratory
2 credits (Spring Semester)
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 (Fall and Spring Semesters)
This course is designed for students in Allied Health 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 (Fall and Spring Semesters)
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 (Spring Semester)
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
0.50 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

BIOL 120NL General Botany
3 credits (Fall and Spring Semesters)
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 (Spring Semester)
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 (Spring Semester)
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 (All Semesters)
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 (Fall and Spring Semesters)
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 (Fall and Summer Semesters)
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 (Intermittently)
Prerequisites: 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 (Fall and Spring Semesters)
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 (Fall and Spring Semesters)
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 (Fall and Spring Semesters)
Corequisites: BIOL 205N, BIOL 206N is recommended.
The laboratory study of microorganisms, their characteristics and activities.

BIOL 221NL Cell and Molecular Biology
5 credits (Spring Semester)
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 223N Genetics and Change
4 credits (Fall Semester)
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 (Fall and Spring Semesters)
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 (Fall and Spring Semesters)
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 (Spring Semester)
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 (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

BUILDING TRADES

BT 130 Introduction to Building Trades I
3 credits (Fall Semester)
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 (Fall Semester)
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 (Fall Semester)
Prerequisite: instructor's consent. Corequisite: BT 130.
This class is the first half of the BT 135 course and is designed to accommodate students requiring two semesters to complete the BT 135 requirement. This 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 (Spring Semester)
Prerequisites: BT 135.1, instructor's consent.
This class is the second half of the BT 135 course and is designed to accommodate students requiring two semesters to complete the BT 135 requirement. This 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 (Spring Semester)
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 (Spring Semester)
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 (All Semesters)
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 (All Semesters)
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 (Intermittently)
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 (Fall and Spring Semesters)
Prerequisites: CMPA 100T, appropriate placement score, or instructor's consent.
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. Speadsheets are used extensively in this class.

BUS 121 Math and Communications for the Trades
5 credits (Fall and Spring Semesters)
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 (Fall and Spring Semesters)
Prerequisites: OT 110, OT 111 are recommended; ENGL/ID 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 (Spring Semester)
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 (Fall and Spring Semesters)
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 (Spring Semester)
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 (Intermittently)
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 (Fall and Spring Semesters)
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 (Intermittently)
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 (Fall Semester)
Corequisite: CA 143.
An introduction to and application of fundamental cooking and baking theories and techniques for professional cooking. This course prepares students to use a variety of essential cooking and baking principles. In addition, the class will address topics that include: product identification, safe handling of food items/sanitation, and proper storage; knife skills; basic garnishing and food presentation; use and care of equipment and appliances; kitchen structure and organization; culinary history and terminology; simple recipe and menu development; costing; and seasoning, flavoring and palate development.

CA 102 Professional Chef II
9 credits (Spring Semester)
Prerequisites: a grade of "C-" or better in CA 101 or instructor's consent.
Part II in the Professional Culinary Arts Series. This course integrates the fundamental culinary and baking skills learned in Professional Chef I with more advanced techniques, including the production and presentation of full plates and concentration on development of flavor. Topics consist of: basic garde manger; introduction to fish and poultry; fabrication; and cooking, pie and fillings; pastries; and custards and creams.

CA 143 Basic Sanitation
2 credits (Fall Semester)
Corequisites: CA 101.
This course provides a thorough understanding of sanitation as it relates to the production, service, and management of a food service facility. It covers microorganisms, food borne illness, their causes and preventions, and food service workers' responsibilities in maintaining safety and public health. This class meets the necessary requirements of the National Restaurant Association's ServSafe Sanitation Certification.

CA 148 Food and Beverage Service
3 credits (Fall Semester)
A comprehensive review of food and beverage service in various outlets. This course will address the principles and procedures of operating successfully in food and/or beverage facility. Students will also be provided with information and tools to help them understand and apply strategies for improving guest relations inter-relationships between front and back of house staff, and developing labor and revenue control systems. A minimum of 15 hours working as a server in a dining establishment is required for completion of this course.

CA 201 Professional Chef III
9 credits (Fall Semester)
Prerequisites: A grade of "C-" or better in CA 101 and CA 102.
Part III in the Professional Culinary Arts series. This course integrates the fundamental skills of culinary and baking learned in the first year with more advanced techniques. Speed in production, teamwork, presentation/plating, and development of flavor continue to be emphasized and expanded on. Topics to be addressed include: meat fabrication and cookery; advanced garde manger (hot and cold hor d'ouevres, galantine, ballotine, chaud-friod, pate, terrine, sausages, savory mouse, and cheese/fruit carving; advanced custard and creams; frozen desserts; fruit desserts and garnishes; and basic cakes and icings.

CA 202 Professional Chef IV
9 credits (Spring Semester)
Prerequisites: CA 101, CA 102; a grade of "C-" or better in CA 201.
Part IV and the final class in the Professional Culinary Arts Series. This course integrates all culinary and baking skills learned to this point with more advanced techniques. Speed in development of flavor continue to be emphasized and expanded on. Students will incorporate procedures from all previous courses with an exploration of new topics including: International Cuisines, American Regional Cuisine, a la carte dining, cake assembly and decorating, candies, confections, and basic sugar work.

CA 220 Purchasing and Cost Control
3 credits (Spring Semester)
Prerequisites: BUS 120, BUS 130C, CA 143, CA 148, CA 250.
This course addresses the fundamentals of selection, procurement, storage, receiving, issuing, and cost controls used by food service establishments. Principles of purchasing and management cost controls will be examined for their effect on the profitability of hospitality operations. The class will include an introduction to computer software used throughout the industry for inventory and purchasing.

CA 230 Nutritional Cooking
2 credits (Fall Semester)
Prerequisites: A grade of "C-" or better in CA 101 and CA 102.
This course introduces students to the basic elements of nutrition, discusses nutritional menu planning, development of healthy recipes, and describes marketing nutrition in the hospitality industry. As consumer demands for healthful eating continue to increase, professionals in food service must have a thorough knowledge of nutrition to best meet and exceed those needs. The characteristics, functions and food sources of the major nutrients and the procedures used to maximize nutrient retention in preparation and storage of foods will be examined. Students will apply the principles of nutrient needs throughout the life cycle to menu planning and food production.

CA 240 Menu Planning
2 credits (Spring Semester)
Prerequisites: BUS 120, BUS 130C, CA 148, CA 171, CA 250.
This course is an introduction to the fundamentals of menu construction. Emphasis is placed on the importance of the menu in creating a successful business. Throughout the semester, students will examine and analyze various models and learn how changes to the menu can markedly increase/decrease sales, create interest, meet individual tastes and nutritional needs, and be used as an important sales and marketing tool.

CA 248 Bar and Beverage Management
3 credits (Fall Semester)
Prerequisite: CA 148.
This course explores management/operation of beverage service in today's competitive hospitality industry. Emphasis is placed on: knowing your product, the relationship between beverages and food, equipment and procedures for operating a beverage service, laws and procedures related to responsible service of alcohol, and the process of implementing internal control systems. Topics include: learning the basic production processes for distillation and fermentation; distinguishing wines by grape and/or fruit, origin/growing region; various types of spirits and mixology; comparison of different types of beers, profitability of nonalcoholic beverages; safety and sanitation; staffing and supervision; liabilities and the guest; regulations within the industry; promoting the operation; and monitoring costs and profits.

CA 250 Hospitality Supervision
2 credits (Spring Semester)
Prerequisite: CA 148.
A continuation of CA 148. This course addresses the function of management/supervision as it pertains to the hospitality industry. Topics include: history, growth and development of food and beverage service, theories in supervision, organizational and strategic tools for increasing motivation and productivity, human resource management, financial planning and marketing. Beverage management is explored in-depth with an emphasis on discussion of the basic production processes for distillation and fermentation, distinguishing wines by grape and/or fruit, origin/growing region, and production process; evaluation of the relationship between food and beverages; and procedures for operating beverage service and for implementing internal control systems.

CA 275 Culinary Arts Internship I
3 credits (Intermittently)
Prerequisites: Completion of CA 101 and CA 102, or documented equivalent industry experience. Must maintain grade of "B-" or better in both classes.
This course is an integration of techniques and theory learned in courses in the first two semesters with 140 hours of practical work experience in a food service operation. Students benefit from this experience in production and interaction with other professionals by being offered a chance to hone their skills in preparation, build networking relationships, and realize career goals and/or potentially further their job experience or advancement opportunities within the industry.

CA 276 Culinary Arts Internship II
3 credits (Spring Semester)
Prerequisites: Completion of CA 101 and CA 102, or documented equivalent industry experience. Must maintain grade of "B-" or better in both classes.
This course is a comprehensive application of techniques and theory learned throughout the course of study incorporated with 140 hours of practical work experience in a food service operation. Students benefit from this experience in production and interaction with other professionals by being given an opportunity to hone their technical and management skills, build networking relationships, and realize career goals.

COMPUTER APPLICATIONS SHORT COURSES

CASC 102T Fundamentals of Windows
1 credit (Fall and Spring Semesters)
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 105T Fundamentals of Word Processing: Word
1 credit (Intermittently)
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 (Intermittently)
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 (Intermittently)
Prerequisites: CASC 102T, CMPA 100T or instructor's consent.
This course is intended to help develop the skills necessary to work with databases. Topics include creating tables, queries, forms, and reports. Microsoft's Access for Windows will be used as the teaching tool.

CASC 109T Fundamentals of Presentation Graphics: Power Point
1 credit (Intermittently)
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 (Intermittently)
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 e-mail; how to access other computers on the internet; retrieving files from other computer systems; the "how to" for discussion lists, news groups, and mailing lists; as well as basics about web browsers such as Netscape and Explorer.

CASC 119 Fundamentals of Flash
1 credit (Fall Semester)
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 (Intermittently)
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 wants a basic understanding of the capabilities of QuickBooks Pro.

CASC 121 Advanced QuickBooks Pro
1 credit (Intermittently)
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 (All Semesters)
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 (Fall Semester)
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 (Spring Semester)
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 (Fall and Spring Semesters)
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 (Fall and Spring Semesters)
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 (Fall Semester)
Corequisites: ENGL 111W, MATH 78.
Presentation of the techniques, skills and limitations of the modern crime laboratory, including ancillary services. Topics include crime scene processing, pathology, anthropology, odontology, types of physical evidence, trace evidence, impression evidence, friction ridge examination, firearms and questioned documents. Laboratory work included. This course is cross-referenced with ANTH 210NL.

CHEM 211NL Forensic Science II
4 credits (Spring Semester)
Prerequisite: ANTH/CHEM 210NL.
A continuation of ANTH/CHEM 210NL. Presentation of the techniques, skills and limitations of the modern crime laboratory, including ancillary services. An introduction to instrumentation, including GC, GCMS, FTIR and electrophoresis. Topics include toxicology, controlled substances, biological fluids and stains, DNA, fire and explosion investigation and vehicular accident reconstruction. Laboratory work included. This course is cross-referenced with ANTH 211NL.

CHEM 221NL Organic Chemistry I
5 credits (Fall Semester)
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 (Spring Semester)
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 231NL General Biochemistry
5 credits (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 (Fall Semester)
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. A .22 caliber handgun is required of all class participants. Course may be repeated for a total of two credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. This course is cross-referenced with PE 112.

CJ 220 Corrections
3 credits (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 260 Introduction to Juvenile Delinquency
3 credits (Intermittently)
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 (Intermittently)
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 (All Semesters)
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, 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 (Fall and Spring Semesters)
Prerequisite: 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, database, and presentation software are presented.

CMPA 126T Networking Fundamentals
4 credits (Intermittently 2008/2010)
Prerequisites: CMPA 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.

CMPA 130T Integrated Software Applications
2 credits (Fall and Spring Semesters)
Prerequisite: CMPA 100T.
A course designed to introduce people with little computer experience to the expanding world of computing. Beginning and intermediate concepts in word processing, database, spreadsheets, and presentation software will be explored utilizing a hands-on approach.

CMPA 131T Business Software
4 credits (Fall and Spring Semesters)
Prerequisite: CMPA 100T.
A project and problem solving oriented course that focuses on the implementation of spreadsheets and databases to common business problems. Other topics discussed will include operating systems and word processing.

CMPA 135T Microsoft Publisher
4 credits (Spring Semester)
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 (Fall Semester)
Prerequisites: CMPA 100T, OT 100 or instructor's consent.
This is a course in word processing using Microsoft Word or the current industry standard. 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 (Spring Semester)
Prerequisites: BUS 120 , CMPA 100T or instructor's consent.
A comprehensive look at the features and processing capabilities of spreadsheet software. Topics include developing and editing spreadsheets, creating efficient formulas, apply proper formatting, use of what if functions and tools, macro development, and spreadsheet management.

CMPA 153T Digital Imaging I
3 credits (Fall and Spring Semesters)
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. Topics include web color theory, bandwidth considerations, color correction, image retouching, and animated images. Adobe Photoshop or the currently accepted industry standard software will be used. This course is cross-referenced with ART 153T.

CMPA 166T Computer Operating Systems
3 credits (Intermittently 2008/2010)
Prerequisite: CMPA 100T.
This course examines the role of operating system software and other user interfaces. The primary focus will be on the installation, operation, maintenance, and system/diagnostic utilities of microcomputer operating systems in a multitasking operating systems environment.

CMPA 172T Computer Repair and Maintenance (A+)
3 credits (Intermittently)
Prerequisites: CMPA 100T; CMPA 166T preferred.
This course covers the basic to more advanced features of maintaining, troubleshooting, and repairing the PC as required for completion of the A+ Certification Exam. Topics include safety, memory management, operating systems, managing files, software and hardware replacement, upgrades, and installations.

CMPA 210T Network Operating Systems
4 credits (Intermittently)
Prerequisites: CMPA 100T or instructor's consent.
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 (Intermittently 2009/2011)
Prerequisite: CMPA 126T.
This lab based course will focus on network protocols, VLSM, router configuration, router IOS software management, routing protocols, access control lists, network address translation, LAN switching, and network design components. Troubleshooting in a network environment will be required. Objectives of the CCNA exam will be included.

CMPA 228T Wireless Networks
3 credits (Intermittently 2009/2011)
Prerequisite: CMPA 126T.
This hands-on and discussion based course will include IEEE 802.11 standards, site surveys, planning, implementing, troubleshooting, and maintaining a wireless LAN.

CMPA 235T IT Design Lab
2 credits (Intermittently)
Prerequisites: CMPA 210T, CMPA 226T, CMPA 228T.
This is a capstone, controlled environment course allowing the students to plan a network, install software on clients and servers, attach to peripherals, apply security principles, and troubleshoot. Planning and documentation as a necessary component of information technology management will be included.

CMPA 241T Active Directory
2 credits (Intermittently)
Course description under construction.

CMPA 253T Information Technology Security
3 credits (Intermittently)
Prerequisite: CMPA 210T.
This hands-on and theory based course will study computer and network security. Topics will include threats; policy creation; implementing controls; securing hardware, networks, and operating systems; defending against attacks and intrusion detection systems and practices.

CMPA 261T Introduction to Database Processing
4 credits (Intermittently)
Prerequisites: CMPA 100T or instructor's consent.
This course takes a comprehensive look at microcomputer database processing software and database development. Topics include designing, creating and modifying multi-table databases, creation of forms/subforms/ reports/subreports, various kinds of queries, switchboards, macros, and an introduction to Visual Basic for Application.

CMPA 262T Advanced Database Processing
4 credits (Spring Semester)
Prerequisites: CMPA 261T or instructor's consent.
This course is a comprehensive study of programming within a relational dataase. 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 (Fall and Intermittently Spring)
Prerequisites: CASC 102T, CASC 115T or instructor's consent.
This course offers an introduction to web design. Topics will include creating web pages with HTML, applying Cascading Style sheets (CSS) to the formatting of web sites, editing images using Photoshop, and creating short animations using Macromedia Flash. The course will also focus on identifying quality web design by evaluating color, layout, navigation, and content of web sites.

CMPA 271T Web Page Programming
4 credits (Intermittently)
Prerequisites: CMPA 270T or instructor's consent.
This course introduces JavaScript for use in web pages, JavaScript is a popular scripting language that is widely supported in web browsers and other web tools that adds interactive functions to HTML pages. Topics covered are data types and operators, functions and events, the browser object model, form validation, cookie creation, and animation using Dynamic HTML.

CMPA 273T Data Driven Web Sites
3 credits (Intermittently)
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 (Spring Semester)
Prerequisites: CASC 102T, CASC 115T or instructor's consent.
Using Macromedia Flash, students will create appealing, interactive, customized animations to be used in multimedia productions or web sites. Topics include basic animation of symbols and buttons, creating and editing movie and sound clips and action script programming.

CMPA 275T Web Development Tools: Dreamweaver
3 credits (Fall Semester)
Prerequisite: CMPA 270T.
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 (Intermittently
Prerequisite: CMPA 226T.
This course is a project-based course in network design. Topics include advanced network design projects and advanced network management projects.

COMMUNICATIONS

COMM 158F Basic Videomaking
3 credits (Intermittently)
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 253 Advanced Digital Imagery
3 credits (Intermittently)
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 (Fall and Spring Semesters)
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 (Intermittently)
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 171T Fundamentals of Computer Science I: JAVA
4 credits (Fall Semester)
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 (Spring Semester)
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 (Intermittently)
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 (Intermittently)
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 (Spring Semester)
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 (Fall Semester)
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.

EARLY CHILDHOOD EDUCATION

ECE 101 Introduction to Early Childhood Education
3 credits (Fall Semester)
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.

ECE 102 Early Childhood Developmental Themes
3 credits (Fall Semester)
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.

ECE 127 Health, Safety, and Nutrition in Early Childhood
3 credits (Fall Semester)
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.

ECE 128 Child, Family and Community Relations
3 credits (Spring Semester)
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.

ECE 130 Language and Literature for Young Children
2 credits (Fall Semester)
Prerequisites: ECE 101, ECE 102, ECE 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.

ECE 231 Curriculum Development for Young Children
3 credits (Spring Semester)
Prerequisites: ECE 101, ECE 102 or instructor's consent.
This course will provide students with the 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, as well as understanding the relationship between on-going assessments and curriculum planning.

ECE 235 Creative Art for the Developing Child
2 credits (Fall Semester)
Prerequisites: ECE 101, ECE 102, ECE 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.

ECE 241 Administration of Early Childhood Programs
3 credits (Spring Semester)
Prerequisites: ECE 101, ECE 102, ECE 247, ECE 257, ECE 230 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.

ECE 247 Guidance of Young Children
3 credits (Fall Semester)
Prerequisites: ECE 101, ECE 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.

ECE 252 Music and Movement for Young Children
2 credits (Spring Semester)
Prerequisites: ECE 101, ECE 102, ECE 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 is on how teachers can use movement as a way of learning for young children.

ECE 253 Math and Science for Early Childhood
2 credits (Spring Semester)
Prerequisites: ECE 101, ECE 102, ECE 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.

ECE 257 Field Practicum I
3 credits (Spring Semester)
Prerequisites: ECE 101, ECE 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.

ECE 258 Field Practicum II
3 credits (Spring Semester)
Prerequisites: ECE 101, ECE 102, ECE 231, ECE 247, ECE 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.

ECONOMICS

ECON 140SB Introduction to Political Economy
3 credits (Fall and Spring Semesters)
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 (All Semesters)
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 (All Semesters)
Introduction to Macroeconomics is the study of the variables used to measure the performance of our economy, the fiscal and monetary policies implemented to manage it, and the role global economies now play in affecting our own macro policies. A considerable focus of the course is on the role of international trade and finances, especially as it relates to the emerging economies of China and European Union. The productivity and competitiveness of the U.S. economy relative to other economies are also studied. Students will examine various theories concerning macromanagement of the economy, and will develop an ability to interpret economic indicators used to assess the health of the U.S. economy. Upon successful completion of this course students will be able to explain the role international trade and finance have on macro policy and performance.

ECON 250 The Montana Economy
3 credits (Fall Semester)
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 (Fall and Spring Semesters)
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 202 Introduction to Gifted Education
2 credits (Summer Semester)
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 220 The Middle School: An Introduction
2 credits (Intermittently)
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 226 Methods in Elementary Art
3 credits (Fall Semester)
This course is designed to provide the student with an introduction to theory and methods used in elementary art instruction. This course is cross-referenced with ART 226.

EDUC 230 Strategies of Learning
3 credits (Intermittently)
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 232 Instructional Technology
3 credits (Fall and Spring Semesters)
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 244 Learning Disabilities
3 credits (Summer Semester)
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 250 Elementary School Music
3 credits (Fall and Spring Semesters)
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. This course is cross-referenced with MUS 250.

EDUC 256 Instruction of Special Students
3 credits (All Semesters)
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 270-279 Professional Development Conferences
1-3 credits (Intermittently)
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.

ELECTRICAL TECHNOLOGY

ELEC 100 Introduction to Electricity
3 credits (Fall and Spring Semesters)
This is an introductory lecture class in electrical fundamentals. A practical approach will be used for the study of electricity including Ohm's Law; power; series and parallel circuits; direct and alternating current. A strong emphasis will be placed on diagrams and troubleshooting.

ELEC 101 Electrical Fundamentals I
5 credits (Fall and Spring Semesters)
This course will introduce the student to the various electrical properties and the equipment which produces those properties. Basic circuitry will be examined, utilizing algebraic skills to perform the calculations.

ELEC 102 Electrical Fundamentals II
5 credits (Spring Semester)
Prerequisite: ELEC 101.
This course will introduce the student to alternating current. The electrical properties and their affects on the circuit will be examined. Basic trigonometric skills will be utilized to perform calculations for analyzing various electrical circuits.

ELEC 103 Electrical Code Study Fundamentals
2 credits (Fall and Spring Semesters)
This course is a preliminary study of the National Electrical Code. Wiring design and protection, wiring methods and materials, and equipment for general use are covered.

ELEC 111 Electric Meters and Motors
3 credits (Spring Semester)
This course is a practical hands-on course using ammeters, voltmeters, watt meters, and multimeters in testing and troubleshooting electric motors, components and wiring systems. The course also includes a study of single and three phase AC motors, their construction features and operating characteristics. This lecture/laboratory class emphasizes electric motor terminology, identification of motor types, enclosures, mounts, motor selection, connections, maintenance, testing and troubleshooting. Students are also introduced to motor loads, protection, controls, and devices used to connect motors to their loads such as pulleys, V-belts, gear boxes and couplings.

ELEC 133 Basic Wiring
3 credits (Fall and Spring Semesters)
This course consists of lectures giving an introduction to basic wiring circuits, materials and tools used and wiring methods. Students will also perform laboratory work with actual circuit layout and installation in accordance with the rules and regulations of the National Electrical Code. This course deals primarily with residential wiring methods.

ELEC 137 Electrical Drafting
2 credits (Fall Semester)
This course will have students develop techniques of communicating through the use of mechanical drawings; electrical drawings; heating, ventilation and air conditioning drawings. Basic blueprint reading and sketching are included as well as an introduction to CAD.

ELEC 139 Electric Code Study--Residential
3 credits (Fall Semester)
Prerequisite: ELEC 103 or instructor's consent.
This course is an introductory study of National Electrical Code requirements for residential wiring, including protective ground circuits, service entry and electrical safety requirements for routine residential electrical installations.

ELEC 201 Alternating Current Theory
5 credits (Fall Semester)
Prerequisite: ELEC 102.
This course is a study of three phase alternating current circuits and single and three phase transformers and machines. The theory and operation of three phase wye and delta circuits and the relationship of voltage, current and power in these circuits. The use of phasor algebra in the solution of alternating current problems is stressed as are the characteristics and use of electrical instruments such as voltmeters, ammeters, ohmmeters and watt meters. Students learn the theory and operation of transformers with single and three phase connections and are introduced to alternating current machines.

ELEC 204 Electrical Planning and Estimating
3 credits (Fall Semester)
Prerequisite: ELEC 103 or instructor's consent.
This course is an applied course in the planning and cost estimation of electrical installations and rehabs for both commercial and residential applications. The course will use current catalog and electrical supply information to determine rough cost estimates based on blueprint or electrical drawings, as well as using customer requirements to determine the plan and cost estimates for new and old work.

ELEC 205 Electrical Design and Lighting
3 credits (Fall Semester)
This is a class discussion course dealing with electrical material and equipment sizing, layout and application, applicable wiring codes, regulations and rules and characteristics of common electrical distribution systems as used in industrial plants and commercial building locations. Included is a study of short circuit, current limiting and coordination, power factor correction and electrical rates. This course includes the study of modern illumination principles, calculation procedures and equipment for lighting installations. Also included are discussions of building construction, heat loss calculations and electric heating equipment selection.

ELEC 211 AC Measurements
3 credits (Fall Semester)
Corequisite: ELEC 201.
This lecture/lab course consists of a series of experiments to investigate the characteristics of single-phase and three-phase electrical circuits. The connections and testing of transformers in both single-phase and three-phase configurations are stressed. Students also learn the operation of three-phase motors from conventional sources and phase converters with an emphasis on efficiency, operating characteristics and connections.

ELEC 233 Commercial Wiring Lab
3 credits (Spring Semester)
Prerequisite: ELEC 133.
Corequisite: ELEC 236.
This course is an extension of ELEC 133 with lectures emphasizing commercial wiring methods. Students will perform laboratory work consisting of actual installation of various raceways, as well as connecting of special equipment used in commercial and industrial applications, all in accordance with the National Electrical Code.

ELEC 236 Conduit, Raceways and Code Lab
3 credits (Spring Semester)
Prerequisite: ELEC 133.
Corequisite: ELEC 233.
This course includes laboratory work with Code application relating to conduit bending, as well as National Electrical Code calculations for wire and cable installation. Students will perform lab work consisting of actual installation of conduit, wire and cable.

ELEC 239 Grounding/Bonding Fundamentals
3 credits (Spring Semester)
This course is a combination lecture/lab series of grounding theory, as well as characteristics of grounded and non-grounded systems. Labs include proper grounding practices, various grounding applications, tools and materials usage and methods of compressions and exothermic application and installations.

ELEC 241 Electric Motor Controls
3 credits (Spring Semester)
This course is a lecture/lab class oriented to the study of electromechanical control system concepts. Experiments are designed to illustrate the principles, applications, connection and installation procedures of electrical controllers. Special emphasis is placed on the analysis and development of control circuits.

ELEC 247 Medium and High Voltage
3 credits (Spring Semester)
This course is a lecture/lab course which covers medium and high voltage electrical theory, conductors, insulators, over current devices, testing, termination, safety precautions and safety equipment.

EMERGENCY MEDICAL SERVICES

EMS 240 Instructional Methods for Emergency Services
2 credits (Fall Semester)
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 255 Basic Rescue Skills for EMS Providers
3 credits (Spring Semester)
Fire department and emergency medical personnel are often confronted with managing medical needs while involved in rescue or extrication situations. This course will give an overview of a wide range of rescue and extrication scenarios with the primary focus being on scene safety and incident stabilization. Situations to be included in the course are: MVA's and extrication, rope rescue, confined space, trench and excavation, environmental emergencies, prolonged extrication/extraction issues, avalanche extrication/back country safety, incident command and radio communications, mass casualty incidents (START), water rescue.

EMS 270 EMT-B
5 credits (Fall and Spring Semesters)
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 274 Paramedic I
8 credits (Spring Semester)
Prerequisites: BIOL 110N, BIOL 111L, CHEM/MED 150, MATH 78, Montana EMT-B license and acceptance only with instructor's consent.
Corequisite: EMS 275.
The course topics include: emergency medical systems, paramedic roles, responsibilities, well being, illness, injury prevention, medical/legal issues, ethics, pathophysiology, pharmacology, venous access, medication administration, communications, life span, prehospital trauma life support (PHTLS) certification, advanced airway management, ventilation, patient assessment, history taking, physical examination, clinical decision making and documentation. Students successfully completing the paramedic course series may take National Registry examinations.

EMS 275 Paramedic Clinical I
5 credits (Spring Semester)
Prerequisites: BIOL 110N, BIOL 111L, CHEM/MED 150, MATH 78, Montana EMT-B license and acceptance only with instructor's consent.
Corequisite: EMS 274.
This course provides the EMT-Paramedic student with the practical application of the knowledge and skills gained in the classroom in a variety of clinical settings under the direct supervision of a licensed professional preceptor. Clinical training for this course includes: Emergency, Surgery (OR), Recovery (PACU), Laboratory, Pathology, Pediatrics and Respiratory Departments. Field experience with Kalispell Fire, Three Rivers EMS and Whitefish Fire is part of the course series. Students successfully completing the paramedic course series may take National Registry examinations.

EMS 275.5 Paramedic Clinical I Summer Practicum
4 credits (Summer Semester)
Prerequisites: EMS 274, EMS 275.
This course provides the EMT-Paramedic student with the summer semester opportunity for field application of practical knowledge and skills gained from EMS 275. Students will perform advanced level skills with their ALS licensed agencies under the direct supervision of a licensed professional preceptor.

EMS 276 Paramedic II
8 credits (Fall Semester)
Prerequisites: EMS 274, EMS 275.
Corequisite: EMS 277.
The course topics include: pulmonary, cardiology, advanced cardiac life support (ACLS) certification, neurology, endocrinology, allergies, anaphylaxis, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious/communicable disease, behavioral/psychiatric disorders, gynecology, obstetrics, trauma systems, mechanism of injury, hemorrhage/shock, trauma involving soft tissue, head/facial, thoracic, abdominal and musculoskeletal systems. Students successfully completing the paramedic course series may take National Registry examinations.

EMS 277 Paramedic Clinical II
5 credits (Fall Semester)
Prerequisites: EMS 274, EMS 275.
Corequisite: EMS 276.
This course provides the EMT-Paramedic student with the practical application of the knowledge and skills gained in the classroom in a variety of clinical settings under the direct supervision of a licensed professional preceptor. Clinical training for this course includes: Emergency, Intensive Care, Critical Care, Obstetrics, Nursery, Pediatrics and Respiratory Departments. Field experience with Kalispell Fire, Three Rivers EMS and Whitefish Fire is part of this course series. Students successfully completing the paramedic course series may take National Registry examinations.

EMS 278 Paramedic III
8 credits (Spring Semester)
Prerequisites: EMS 274, EMS 275, EMS 276, EMS 277.
Corequisite: EMS 279.
The course topics include: neonatology, pediatrics, pediatric education for prehospital providers (PEPP) certification, geriatrics, abuse/assault, patients with special challenges, acute interventions for the chronic care patient, assessment based management, ambulance operations, incident command, rescue awareness/operations, hazardous materials incidents, crime scene awareness, terrorism response/weapons of mass destruction. Students successfully completing the paramedic course series may take National Registry examinations.

EMS 279 Paramedic Clinical III
5 credits (Spring Semester)
Prerequisites: EMS 274, EMS 275, EMS 276, EMS 277.
Corequisites: EMS 278.
This course provides the EMT-Paramedic student with the practical application of the knowledge and skills gained in the classroom in a variety of clinical settings under the direct supervision of a licensed professional preceptor. Clinical training for this course includes: Emergency, Intensive Care, Critical Care, Obstetrics, Nursery, Pediatrics, Psychiatric and Geriatric Departments. Field experience with Kalispell Fire, Three Rivers EMS and Whitefish Fire is part of this course series. Students successfully completing the paramedic course series may take National Registry examinations.

ENGLISH

ENGL 15~ Basic Writing I: Sentence to Paragraph
3 credits (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. This course is cross-referenced with ID 15.

ENGL 50~ English as a Second Language
3 credits (All Semesters)
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 (All Semesters)
Prerequisites: score of 67 or better on COMPASS test 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 (Fall Semester)
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 (All Semesters)
Prerequisites: A score of 75 or better on COMPASS test 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 (Fall Semester)
An introduction to the reading, enjoyment, interpretation, critical analysis and appreciation of selected poetry.

ENGL 116H Introduction to Fiction
3 credits (Spring Semester)
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 (Fall Semester)
Comparative mythology 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 150C Technical Writing
3 credits (Fall and Spring Semesters)
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 (Intermittently)
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 (Fall and Spring Semesters)
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 (Intermittently)
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 (Fall Semester)
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 (Spring Semester)
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 (Fall Semester)
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 (Fall and Spring Semesters)
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 (Intermittently)
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 (Spring Semester)
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 (Fall and Spring Semesters)
This course will examine a variety of plays from ancient Greece to modern times. The types of drama studied range from tragedy to comedy. The styles of drama studied will also vary including classicism, realism and absurdism. This course focuses on drama as a literary genre. This course is cross-referenced with THEA 230H.

ENGL 231H British Literature I: Beginnings to 18th Century
3 credits (Fall Semester)
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 (Spring Semester)
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 240H American Short Story
3 credits (Spring Semester)
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 (Spring and Summer Semesters)
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 (Fall and Spring Semesters)
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 (All Semesters)
The reading and writing of poetry with emphasis on the techniques of imaginative writing and critical appraisal.

ENGL 267H Shakespeare: Tragedies, History
3 credits (Fall Semester)
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. This course is cross-referenced with THEA 267H.

ENGL 268H Shakespeare: Tragedies, Comedies
3 credits (Spring Semester)
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. This course is cross-referenced with THEA 268H.

ENGL 270 Introduction to Linguistics
3 credits (Intermittently)
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 (Fall and Spring Semesters)
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 (All Semesters)
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 and Folk Literature
3 credits (Intermittently)
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.

ENGL 276-279 Specialized Studies
3 credits (Intermittently)
This course will offer a variety of specialized studies. Study may include the works of a particular author or genre. This course will offer students the opportunity for specialized study in areas of humanities not normally available.

ENGINEERING

ENGR 110 Introduction to Engineering
1 credit (Fall Semester)
Topics in engineering including its practice, communications, ethics, education, history, disasters, mechanics, electricity and computers.

ENGR 111 Engineering Graphics
3 credits (Spring Semester)
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
2 credits (Fall Semester)
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 (Fall Semester)
Prerequisite: MATH 121M.
This course introduces engineering students to computer tools useful in analysis of problems from various engineering fields. Excel, widely available spreadsheet program will be used to graph functions, solve simultaneous equations, perform data analyses (like regression, interpolation, trending, what-if and statistical analyses, unit conversions, numerical integration, and other.) Mathcad, more specialized mathematics software will be used in solving symbolic equations and scientific visualizations.

ENGR 201 Engineering Mechanics: Statics
4 credits (Fall Semester)
Prerequisite: MATH 122M, PHYS 201NL.
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 (Spring Semester)
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 (Spring Semester)
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 (Spring Semester)
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.

HEAVY EQUIPMENT OPERATOR

EQOP 100 Commercial Truck Driver
4 credits (Intermittently)
Commercial Truck Driving will assist students in gaining a working knowledge of information needed to obtain a Class "A" CDL learners permit through classroom instruction. The class also includes simulator and backing practice, shop time, and the driving experience necessary to pass the pre-trip, skills, and driving exam for the Montana Class "A" CDL. The lab exercises are designed to provide students with the driving skills in a working environment. Loading and dumping trucks, load procedures and practices, and transport of heavy equipment are emphasized in preparation for an entry-level job in "truck driving."

EQOP 101 Commercial Driver's License (Bus)
3 credits (Intermittently)
Prerequisite: Montana State Driver's License.
This course will assist students to gain the knowledge and information needed to obtain a Class "B" CDL learner's permit through classroom instruction. The course also includes vehicle safety inspections, backing techniques, and the driving experience necessary to pass the pre-trip, skills, and driving exam for the Montana Class "B" CDL with passenger and school bus endorsements. The lab exercises are designed to provide students with driving skills in a working environment including town, open-road, and mountain driving. First aid, CPR, and handicap lift operations are embedded in the curriculum.

EQOP 105 Introduction to Heavy Equipment Operator
10 credits (Fall Semester)
This course will prepare students for the Montana Commercial Drivers License written exam and provide the 40 hours of heavy truck/trailer driving experience required in preparation for the CDL road test. In addition, the student will develop proficiency in equipment work site safety, grade stake interpretation, and soil composition and characteristics. The operation of dump trucks, tractors, skidsteers, bulldozers, and front-end loaders to the National Center for Construction Operating Engineers (NCCOE) Level III proficiencies will be presented and tested.

EQOP 110 Heavy Equipment Operator II
10 credits (Spring Semester)
Prerequisite: EQOP 105.
This course is a continuation of EQOP 105 designed to develop student proficiencies in equipment operational safety, soil stabilization and good grade determinations. The operation of backhoes, motor graders, excavators, and telescoping excavators to the National Center for Construction Operating Engineers Level II proficiency will be presented and tested.

EQOP 120 Introduction to Landscape Design
3 credits (Intermittent Spring and Summer Semesters)
This course introduces students to the fundamentals of landscape construction, including reading and interpreting landscape blueprints, site layout employing building levels and measuring devices, emplacement of slope, grade and drainage stakes, and the safe operation of tools and construction equipment commonly employed in landscaping.

EQOP 125 Landscape Construction
5 credits (Intermittent Spring and Summer Semesters)
This course provides the student and orientation to the field of landscape construction employing heavy equipment and hand tools to successfully develop terrain from an unimproved state to a finish grade. Identification of heavy equipment machinery, operational safety, operational procedures, maintenance of equipment and operating conditions will be presented. Each student will be employed in a work experience environment operating a front end loader, bulldozer, landscape tractor, skidster and various hand tools.

EQOP 215 Heavy Equipment Operator Internship
10 credits (Summer Semester)
Prerequisites: EQOP 105, EQOP 110.
This course requires 400 hours of job site experience for the student employed as an inter equipment operator with a local business.

FILM

FILM 105 Motion Picture Appreciation
1 credit (Fall and Spring Semesters)
A mini-course designed to develop informed, critical understanding within students. Examines the language and historical impact of the motion picture industry from the silent era to contemporary filmmaking. Course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

GEOGRAPHY

GEOG 101NL Introduction to Physical Geography
4 credits (Fall Semester)
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 (Fall and Spring Semesters)
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 (Spring Semester)
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 (Intermittently)
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 (Spring Semester)
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 (Fall and Spring Semesters)
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 (Spring Semester)
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 (Summer Semester)
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 (Fall and Summer Semesters)
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.

GERONTOLOGY

GERO 201 Aging in America
3 credits (Fall and Spring Semesters)
Prerequisites: Ability to use internet and word processing.
An introduction to the major issues, research, problems, current service approaches in the study of aging process. Highlights the themes of demographic trends, theories of aging, lifespan development, person/environment interaction, optimal quality of life including economic and housing issues and cross-cultural and societal factors. An overview of information useful for students in the arts and sciences, business, education, and allied health and nursing programs. This course is cross-referenced with SOC 201.

GERO 212 Aging Brain and Body
3 credits (Fall and Spring Semesters)
Prerequisites: ability to use internet and word processing.
Presents current research on neuroscience and physiology of aging. Explores factors that influence health and have implications for preventive measures in disease and health disorders in the aging. Examines nature of health problems and methods of assessing physical, cognitive, and psychological need. Explores aging effects on client and caregiver. This course is cross-referenced with PSY 212.

GERO 215 Therapeutic Recreation
2 credits (Spring Semester)
Prerequisites: ability to use internet and word processing.
Corequisites: GERO/SOC 201, GERO/PSY 212.
Overview of geriatric exercise principles. Exercise approaches for common age-related syndromes such as osteroporosis, osteroarthritis, spinal stenosis, stroke, Parkinson's and Alzheimer's disease and balance disorders.

GERO 220 Elderly in Film and Arts
3 credits (Fall and Summer Semesters)
Prerequisites: ability to use internet and word processing.
Analysis of the portrayal of older adults in film and literature. Class discussions focus on the style and thematic content of film and literature, as well as intergenerational relationships. Discussion and short essays enable consideration of how film and literature help in the study of aging and also how the process of aging can be a creative force within film and literature. Students will have a final project of producing a life review video or a picture scrapbook with a client.

GERO 225 Disability and Aging
2 credits (Spring Semester)
Prerequisites: ability to use internet and word processing.
Corequisites: GERO/SOC 201, GERO/PSY 212.
Explores aging as it affects work, leisure recreation, disability and wellness. Examines rehabilitation theory, research and application to the practice of today's healthcare professional and care of specific populations.

GERO 245 Gerontology
3 credits (Intermittently)
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. This course is cross-referenced with HS 245.

GERO 255 Management of Dementia
2 credits (Spring Semester)
Prerequisites: ability to use internet and word processing.
Corequisites: GERO/SOC 201, GERO/PSY 212.
Focuses on the disease process, caring for people with dementing illnesses in acute, community and long term care settings. Discusses the disease process, effects on performance of activities of daily living, caregiver stress, strategies for managing and evaluating care provided by family caregivers and allied health personnel.

GERO 270 Death, Dying and Decision Making
2 credits (Summer Semester)
Prerequisites: ability to use internet and word processing.
Corequisites: GERO/SOC 201, GERO/PSY 212.
Interdisciplinary examination and analysis of clinical care of the dying, and psychosocial issues related to the processes of death and dying. Special emphasis on applying ethical principles in resolution of complex problems for individuals with life-threatening illnesses and their families as caregivers or decision makers. Decision-maker models provide basis for clinical case discussions related to dying. Questions of futility examined with associated care issues. Current professional and lay literature discussed in the context of socially changing norms and mores surrounding end-of-life decisions. Hospice and alternative palliative care models are explored for terminally ill patients. Policies, laws, and regulations that impact caregivers and health service providers are reviewed, including advance directives, do-not-resuscitate orders, and assisted suicide. Bereavement as a part of the death, dying, and grieving process for family members is presented.

GLACIER iNSTITUTE

GLAC 180-189 Special Topics
1-3 credits (Intermittently)
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 (Fall Semester)
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 (Spring Semester)
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 (Fall Semester)
A comprehensive introductory history of Colonial, Revolutionary, Jeffersonian, Jacksonian, and Civil War era America.

HIST 212SB US History: 1860's to Present
4 credits (Spring Semester)
A comprehensive introductory history of America from the Gilded Age (1870's) to the present.

HIST 250SB Montana History
3 credits (All Semesters)
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 (Intermittently)
An introduction to the Western Civilization background, American development, and current global implications of environmental issues.

HEALTH

HLTH 101 Opportunities in Health and Medical Careers
2 credits (All Semesters)
Prerequisite: ability to use internet and word processing.
Lecture, research, discussion groups, assessments, observations, and field trips provide orientation to make a career choice and set goals to obtain employment in healthcare professions. Students explore characteristics of healthcare personnel, personal assessment as a healthcare worker, levels of education required for various occupations, certification and licensing, healthcare systems, healthcare terms, philosophy and continuity of care, overview of medical law and ethics, client advocacy, current issues trends, legislative, and economic influences.

HLTH 200 Foundations of Physical Education
3 credits (Fall Semester)
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 (Fall and Spring Semesters)
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 202 Health and Behavioral Emergencies in the Workplace
1 credit (Fall and Spring Semesters)
This course complies with American Red Cross Standards for First Aid and CPR training in the workplace. It will use hands-on practice and real life scenarios to train the students and will enable them to retain the skills and tools to respond to a work-related type emergency. The comprehensive course meets training guidelines for first aid established by the Occupational Safety and Health Administration. In addition, this course will emphasize the human relations aspects of individual and group relations responding and treating a patient in a life threatening situation.

HLTH 203 Health for the Individual
3 credits (Fall Semester)
The study of health principles enabling the student to make the essential choices for a more healthful lifestyle.

HLTH 205 Care and Prevention of Athletic Injuries
3 credits (Spring Semester)
This course presents an introduction to the field of athletic training. It presents the foundations of sports trauma, including the recognition and classification of sport injuries, as well as the prevention, evaluation and management of those injuries. Teaching is done through a combination of lecture and hands on (lab) techniques.

HLTH 210 Basic Exercise Prescription
3 credits (Spring Semester)
Prerequisite: HLTH 200.
A dynamic course designed to familiarize students with the concepts of aerobic exercise and resistance training related to the areas of health, fitness, and performance. This course involves a combination of learning techniques, including lecture and hands-on activities.
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HLTH 215 Practical Fitness Assessment Techniques
3 credits (Spring Semester)
Prerequisites: BIOL 110N, BIOL 111L, HLTH 200, HLTH 203.
This course is designed to introduce students to the basic fitness assessment techniques and to provide an opportunity to develop assessment skills through hands-on laboratory experience. Discussions focus on background theory and rationale for each technique, assessment methodology and appropriate utilization of the generated information.

HLTH 221N Basic Human Nutrition
3 credits (Fall and Spring Semesters)
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 utilization and how they relate to health and food consumption are covered.

HLTH 230 School Health
3 credits (Fall and Spring Semesters)
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.

HONORS SYMPOSIUM

HONS 210 Honors Symposium
1-3 credits (Spring Semester)
Prerequisite: By Invitation.
Students are invited to participate in honors studies on the basis of earned GPA and other criteria. Students will he required to attend the course as well as the other activities/events that are planned for that semester. The topic changes each year as does the design of the events. Course may be repeated for a maximum of 6 credits. Students who receive financial aid or veteran's benefits should check with financial aid befor repeating this course.

HUMAN SERVICES

HS 100SA Introduction to Human Services/Social Work
3 credits (All Semesters)
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 (Fall and Spring Semesters)
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 (All Semesters)
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 (Intermittently)
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 (Intermittently)
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 PSY 215.

HS 235SA Developmental Psychology
3 credits (Fall and Spring Semesters)
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 (Intermittently)
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. This course is cross-referenced with GERO 245.

HS 250 Interviewing/Crisis Intervention
4 credits (Intermittently)
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 (Spring Semester)
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 (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

HS 262 Field Experience
3 credits (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

HS 263 Placement Seminar
1 credit (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

HS 264 Field Experience
3 credits (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

HS 265 Placement Seminar
1 credit (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

HS 266 Field Experience
3 credits (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

HS 270 Family: Change and Continuity
3 credits (Intermittently)
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 (Spring Semester)
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 261H Introduction to Humanities: Origins and Influences I
4 credits (Fall Semester)
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.

HUM 262H Introduction to Humanities: Origins and Influences II
4 credits (Spring Semester)
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.

HEATING/VENTILATION/AIR CONDITIONING

HVAC 101 HVAC Fundamentals
2 credits (Fall Semester)
This course is designed to explore the common aspects of Heating, Ventilation, Air Conditioning, (HVAC) technology. Discussion will focus on such topics as heat transfer methods, basic terminology and definitions, industry specific safety topics, and applied physics for HVAC systems. This is the required foundation course for students enrolled in the HVAC Program. (Internet course only.)

HVAC 120 Boiler Operator Certification
2 credits (Fall and Spring Semesters)
This is an introductory course in heating and power low pressure boiler systems. It will introduce the concepts and terminology of commercial, industrial, and residential boiler systems and emphasize troubleshooting and maintenance procedures employed in maintaining hot water systems. Area of focus include boiler fundamentals, boiler types, steam and hydronic boilers, fuels and burner types, valve identification, safety and relief valves, water level controllers, and industry safety issues associated with boiler accidents. The course will prepare students to take the Boiler Operator license exam.

HVAC 141 HVAC Systems I
3 credits (Fall Semester)
Prerequisite: HVAC 101.
This course is a logical continuation of HVAC 101. 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 program are required to take this class. (Internet course only.)

HVAC 231 HVAC Electrical II
3 credits (Spring Semester)
Prerequisite: ELEC 100.
Areas of study will include basic control circuits, sequency of operation of basic HVAC applications, electric motor theory and specific information on HVAC 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 program are required to take this course. (Internet course only.)

HVAC 241 HVAC Systems II
3 credits (Spring Semester)
Prerequisite: HVAC 141.
This course is a continuation of HVAC 141. 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 system. Students enrolled in the HVAC program are required to take this class. (Internet course only.)

HVAC 251 HVAC Refrigeration I
3 credits (Spring Semester)
Prerequisite: HVAC 141.
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 program are required to take this course. (Internet course only.)

HVAC 264 HVAC Field Experience I
10 credits (Intermittently)
Prerequisite: instructor's consent.
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 (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. This course is cross-referenced with MATH 8.

ID 15~ Basic Writing I: Sentence to Paragraph
3 credits (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. This course is cross-referenced with ENGL 15.

ID 31~ Reading Strategies for Success
3 credits (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

ID 41~ Spelling and Vocabulary Building
2 credits (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

ID 51~ College Reading Strategies
2 credits (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

ID 61~ Personalized Language Arts
1-3 credits (Intermittently)
Provides individualized instruction in any of the language arts skills needed to enhance student success in college work. Students can enroll in this lab-based course at any time in the semester prior to the final drop/add date. Individual contracts will be developed and will vary according to student need. Course may be repeated for up to a total of six credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

ID 71~ Computer Basics
1 credit (All Semesters)
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, 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 (All Semesters)
Prerequisites: score of 67 or better on COMPASS test 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 (Fall and Spring Semesters)
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 (All Semesters)
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 (Fall and Spring Semesters)
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 (Fall and Spring Semesters)
Prerequisites: appropriate placement 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 (Spring Semester)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

INDUSTRIAL TECHNOLOGY

IT 126 Architectural Design and Drafting
2 credits (Intermittently)
Develop design and construction drawings per industry standards.

IT 130 Industrial Electricity (AC/DC)
3 credits (Intermittently)
An introduction to the fundamentals of electricity in the industrial setting.

IT 131 DC Fundamentals
3 credits (Intermittently)
Introductory course to the basic principles of electricity and its uses. Industrial and commercial applications are stressed.

IT 132 AC Fundamentals
3 credits (Intermittently)
Prerequisite: IT 131 or instructor's consent.
Introduction to AC voltage, frequency, mechanical and electrical degrees, and wave forms. Covers series and parallel circuits containing resistance, inductance and capacitance. Mathematical solutions of problems include inductive circuits, capacitive circuits, RL and RC series and parallel circuits, RLC series and parallel circuits and three phase power circuits.

IT 133 National Electrical Code
3 credits (Intermittently))
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
Acquisition of skills in the safe use of tools and machines. Basic concepts and techniques of woodworking.

IT 142 Applied Woodworking Problems
2 credits (Intermittently)
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 (Fall and Spring Semesters)
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 (Fall and Spring Semesters)
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 (Fall and Spring Semesters)
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 (Fall Semester)
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 (Spring Semester)
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 154F Digital Photography I
3 credits (All Semesters)
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 (Intermittently)
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 211 Advanced Student Publications I
3 credits (Fall Semester)
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 reporters' 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 (Spring Semester)
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 (Intermittently)
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.

JRNL 254F Digital Photography II
3 credits (All Semesters)
Prerequisite: ART/JRNL 154F.
This course gives students advanced instruction in specialized digital photography areas: shooting at night, using flash and related tools, shooting portraiture, macro-photographing, indoor shooting and printing. Basic computer skills are required. Students must have access to a digital camera, printer, and associated software. Students must provide their own photo-quality paper. This course is cross-referenced with ART 254F.

LANGUAGE

LANG 26~ Conversational Italian
3 credits (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

LANG 36~ Conversational Russian
3 credits (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

LANG 66~ Conversational Spanish
3 credits (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

LANG 101GH Elementary French I
5 credits (Intermittently)
Study of the French language with attention to pronunciation, conversation, grammar and reading.

LANG 102GH Elementary French II
5 credits (Intermittently)
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 (Intermittently)
Study of the German language with attention to pronunciation, conversation, grammar and reading.

LANG 112GH Elementary German II
5 credits (Intermittently)
Prerequisite: LANG 111GH.
Study of the German language with attention to pronunciation, conversation, grammar and reading.

LANG 115GH Elementary Italian I
5 credits (Intermittently)
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 (Intermittently)
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 (Fall Semester)
Introduction to reading, writing and speaking Spanish.

LANG 122GH Elementary Spanish II
5 credits (Spring Semester)
Prerequisite: LANG 121GH.
Introduction to reading, writing and speaking Spanish.

LANG 131GH Elementary Russian I
5 credits (Intermittently)
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 (Intermittently)
Prerequisite: LANG 131GH.
Continuation of Elementary Russian I.

LANG 141 Introduction to Sign Language
2 credits (Fall Semester)
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
Prerequisite: LANG 221GH.
Continuation of Intermediate Spanish I with some introduction to Spanish literature.

LANG 231 Beginning S.E.E. Sign Language
2 credits (Fall Semester)
An introduction to finger spelling and sign language, using a sign for every word.

LANG 232 Intermediate S.E.E. Sign Language
2 credits (Spring Semester)
Prerequisite: LANG 231.
Continued study in sign language using a sign for every word said and building accuracy, clarity, and fluency in signing skills.

LANG 233 Advanced S.E.E. Sign Language
2 credits (Intermittently)
Prerequisites: LANG 231, LANG 232.
Advanced 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 (A.S.L.)
3 credits (Fall and Spring Semesters)
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 (A.S.L.)
3 credits (Fall and Spring Semesters)
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 (A.S.L.)
3 credits (Fall Semester - Odd Years)
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 244 American Sign Language Advanced Vocabulary
3 credits (Spring Semester - Even Years)
Prerequisites: LANG 241G, LANG 242G.
ASL Advanced Vocabulary is designed to make the desire for deeper understanding and more meaningful conversation a reality. In this course, the student will examine vocabulary beyond elementary concepts of the beginning signer. The student will delve into signs which convey abstract and difficult concepts. The focus of learning is to gain receptive and expressive confidence and skill and examine the connection between the language and the culture of the deaf world.

LANG 245 Beginning Interpreting in ASL
3 credits (Intermittently)
Prerequisites: LANG 241G, LANG 242G, LANG 243G.
Beginning Interpreting will provide the student with specific skills and practical activities for interpreting from English into American Sign Language and from American Sign Language into English (verbal and written). Students will also focus specifically on the community of the Deaf and their needs, abilities, and differences. The interpreter's code of ethics and conduct and interpreter certification requirements will also be covered.

LANG 246 Beginning Interpreting in ASL - Practicum Lab
3 credits (Intermittently)
Prerequisites: LANG 241G, LANG 242G, LANG 243G.
Beginning Interpreting Practicum Lab will provide the student with the practical opportunity to use the specific skills for interpreting from English into American Sign Language and from American Sign Language into English. The student will also have the opportunity to experience the community of the Deaf and their needs, abilities, and differences. The interpreters code of ethics and conduct will be practiced, as well.

LANG 249 American Sign Language on the Stage
3 credits (Summer Semester)
Prerequisite: LANG 241G or instructor's consent.
Stage signing will introduce the student to the history of the National Theatre for the Deaf as students venture into the arena of performing arts using the primary medium of American Sign Language. This course is cross-referenced with THEA 249.

LANG 251 Advanced Russian
4 credits (Intermittently)
Prerequisites: 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 (Intermittently)
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.

MATH

MATH 8~ Personalized Mathematics
3 credits (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. This course is cross-referenced with ID 8.

MATH 10~ Arithmetic
3 credits (All Semesters)
This first-level mathematics course is devoted to instruction in basic skills necessary for advancement in the college math sequence. The course content is the same as ID/MATH 8, but is presented in a more structured manner. Students learn the basic principles of arithmetic in preparation for MATH 78 or BUS 120.

MATH 78~ Introductory Algebra
4 credits (All Semesters)
Prerequisites: appropriate placement test score, a grade of "SA" in ID/MATH 8, a grade of "C-" or better in MATH 10 or instructor's consent.
Introductory Algebra reviews the topics of pre-algebra. This course covers the topics of real numbers, solving linear equations and inequalities, data analysis, functions, graphs of linear equations, exponents, polynomials, factoring, solving quadratic equations by factoring. This course is not eligible for transfer.

MATH 101 Introduction to Graphing Calculators
1 credit (Fall Semester)
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 TI83+ 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 (All Semesters)
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 (All Semesters)
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 (All Semesters)
Prerequisite: 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 (All Semesters)
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 117M Linear Math and Probability
3 credits (All Semesters)
Prerequisite: MATH 103.
The course will cover systems of linear equations and matrix algebra including linear programming. An introduction to probability with emphasis on models and probabilistic reasoning will be covered. Examples of applications will be demonstrated from a wide variety of fields.

MATH 121M Calculus and Analytic Geometry I
5 credits (Fall Semester)
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 (Spring Semester)
Prerequisite: 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 (Fall Semester)
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 (Spring Semester)
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 (Fall Semester)
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 (Spring Semester)
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 interactive geometry software. It also covers elementary statistics.

MATH 175M Applied Calculus
5 credits (Fall Semester)
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 (Intermittently)
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 (All Semesters)
Prerequisite: MATH 117M.
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 (Fall Semester)
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 (Spring Semester)
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 (Intermittently)
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 Systems
3 credits (Fall Semester)
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 (Fall and Spring Semesters)
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. In addition, students will calculate and interpret measures of central tendency from data, identify patterns, and prepare and interpret charts and graphs. 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 (Spring Semester)
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 (Fall and Spring Semesters)
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 (Intermittently)
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 (Intermittently)
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 (Fall Semester)
Prerequisites: sophomore standing in the Medical Administrative Assistant 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 (Intermittently)
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 (Fall and Spring Semesters)
Prerequisite: BIOL 133.
This course will cover the introduction and basic coding information for CPT, HCPCS, and ICD-9-CM coding sets. The focus of this class is learning guidelines and assigning CPT, HCPCS, and ICD-9-CM codes to a wide range of abbreviated coding scenarios covering different body systems and medical specialties. Complete source documents will be used periodically. AHIMA's Standards of Ethical Coding will be reviewed. Basic billing and reimbursement issues will be discussed. (Coding will be taught for the physician reimbursement, not the facility, so ICD-9-CM procedure codes will not be covered. These are covered in the Intermediate Coding classes.)

MED 222 Computerized Medical Billing
2 credits (Spring Semester)
Prerequisite: MED 221.
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 228 Medical Assistant Lab Skills I
1 credit (Spring Semester)
This course gives the medical assistant student an opportunity to become proficient at performing the clinical skills required in Clinical Practicum I and II.

MED 229 Medical Assistant Lab Skills II
1 credit (Fall Semester)
This course gives the medical assistant student an opportunity to become proficient at performing the clinical skills required in Clinical Practicum I and II.

MED 230 Clinical Practicum I
3 credits (Spring Semester)
Prerequisites: a grade of "C-" or better in BIOL 110N, BIOL 133, BUS 120.
A course designed to allow the student to advance the knowledge and skills required for completing the Medical Assistant AAS degree. 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 231 Clinical Practicum II
3 credits (Fall Semester)
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 Medical Assistant AAS degree. 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 (Spring Semester)
Prerequisites: MED 231, instructor's consent.
Course designed to provide on-site clinical experience in a physician's office or a clinic setting. Provides opportunities to perform various clinical and administrative procedures under the supervision of a doctor and office staff.

MED 252 Intermediate ICD-9-CM Coding
3 credits (Summer Semester)
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 (Summer Semester)
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 272 Advanced Medical Coding
4 credits (Spring Semester)
Prerequisites: MED 221, MED 252, MED 262.
This capstone course provides students the opportunity to code from medical files using ICD-9-CM and CPT codes as necessary, complete appropriate insurance forms, and place the necessary codes on the 3M encoder software system. This course will help students bridge the gap between theoretical class work and practical application.

MED 275 Secretarial/Medical Secretarial Internship I
3 credits (All Semesters)
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 OT 275.

MED 276 Medical Transcription Internship
3 credits (Spring Semester)
Prerequisites: MED/OT 204, MED/OT 208.
Students will be required to complete 150 hours of supervised training in the medical transcription field in an approved facility. Hours will be arranged to fit students' and employers' schedules.

MED 277 Medical Coding Internship
3 credits (All Semesters)
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.

MANUFACTURING TECHNOLOGY

MFGT 105 Fabrication Methods I
3 credits (Fall Semester)
This course covers basic fabrication techniques as they relate to product manufacturing, maintenance and repair. Topics presented include bending, forming, shearing, punching operations, flat pattern layouts basic jig and fixture applications, and assembly methods

MFGT 110 Fabrication Methods II
3 credits (Fall Semester)
This course is a lecture/lab introductory course that introduces students to robotics and automated systems and their operating characteristics. Students will learn basic coordinate systems and how to design, lay out and produce a manufacturing project employing the PlasmaCAM system integrated welding and metal process techniques.

MFGT 120 Mill and Lathe Systems
4 credits (Spring Semester)
This course is the study of basic machine tool operations and forming processes. Topics addressed include lathe work, milling, drilling operations, tooling, and fixture work.

MUSIC

MUS 100 Beginning Instrument
1 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 101 Beginning Instrument/Bass
1 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 102 Beginning Instrument/Guitar
1 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 103 Beginning Instrument/Piano
1 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course
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MUS 104 Beginning Instrument/Strings
1 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 105 Beginning Instrument/Voice
1 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 106 Beginning Instrument/Woodwind
1 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 107 Beginning Instrument/Brass
1 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 108 Beginning Instrument/Percussion
1 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 109 Beginning Instrument
1 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 111 Beginning Guitar
3 credits (Fall and Spring Semesters)
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
2 credits (Intermittently)
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 125F History of Jazz
3 credits (Spring Semester)
This course surveys the development of American jazz music from its roots in the late 19th century to the present decade. Students will become familiar with the various stylistic jazz eras through lecture, listening, analysis, discussion and student projects. Students will learn varieties and lineage of an important American musical art and acquire the tools to identify and compare various historical styles.

MUS 133F History of Rock and Roll
3 credits (Fall Semester)
This course surveys the development of Rock and Roll music from its early blues roots to the present decade. The student will become familiar with the various stylistic music eras through lecture, listening, analysis, discussion and the student projects. Students will learn varieties and lineage of an important popular musical art and acquire the tools to identify and compare various historical styles.

MUS 211 Intermediate Guitar
3 credits (Spring Semester)
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 (Fall and Spring Semesters)
This course traces the development of art music through the past 1000 years. Vocal and instrumental music and composers from the Middle Ages, Renaissance, Baroque, Classical, Romantic, and 20th century will be examined through listening, reading and writing. Students will be presented with the analytical and comparative tools to identify and understand the various historical musical eras.

MUS 222FG Cultural Music Appreciation
3 credits (Fall and Spring Semesters)
This course surveys the diversity of music among the world's peoples. Music systems, instruments and artists representing various indigenous peoples over seven continents are examined through cultural, social, religious, ceremonial, and performance traditions. Students will be introduced to universal musical elements and techniques for active listening.

MUS 231 Glacier Symphony/Chorale
1 credit (Intermittently)
Prerequisite: instructor's consent.
Students may receive college credit for participating in Glacier Symphony/Chorale. The Symphony 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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 235 Computer Applications in Music
1 credit (Intermittently)
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 (Intermittently)
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 (Fall and Spring Semesters)
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. This course is cross-referenced with EDUC 250.

NATURAL RESOURCES

NR 151 Field Surveying/Global Positioning System Introduction
5 credits (Fall Semester)
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 (Spring Semester)
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 (Fall Semester)
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 (Fall Semester)
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 (Spring Semester)
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 (Spring Semester)
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 (Fall Semester)
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 (Spring Semester)
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 (Spring Semester)
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 (Spring Semester)
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 (Fall Semester)
Prerequisite: GEOG 101NL , NR 151, SURV 141 or instructor's consent.
An introductory course on the fundamentals of the Global Positioning System as it applies to digital mapping and navigation. Instruction and practice in the use of mapping-grade GPS receivers. Analysis of positional accuracy and precision. Course concludes with students selecting and implementing an individual mapping project with final report and class presentation. This course is cross-referenced with SURV 271.

NR 240 Forest Resources Field Trip
2 credits (Spring Semester)
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 (Spring Semester)
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 (Spring Semester)
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 (Fall Semester)
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 (Fall and Spring Semesters)
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 (Fall Semester)
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 (Spring Semester)
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 (Fall Semester)
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 (Spring Semester)
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 (Spring Semester)
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 credit (Intermittently)
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 credit (Intermittently)
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 100 Introduction to Nursing
1 credit (Spring Semester)
Socializes the student to the roles/functions/expectations of the nurse. This course provides an introduction to nursing history and current views of nursing as discipline (including various types of nursing occupations and educational requirements). Scholastic expectations required to complete a program of study in nursing are introduced as well as professional expectations of the practicing nurse. The following core concepts related to nursing practice are presented: the caring nature of the nursing profession; the importance of critical thinking/clinical judgment; legal/ethical/cultural issues in nursing; need to understand human motivation and behavior; and use of the nursing process.

NURS 101 Nurse's Aide Training
5 credits (All Semesters)
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. The ability to lift 25 pounds is required.

NURS 102 Acute Care Training
2 credits (Intermittently)
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.

NURS 210 Fundamentals of Nursing
7 credits (Spring Semester)
Prerequisites: BIOL 261NL, BIOL 262NL, CHEM 101NL, ENGL 111W, HLTH 221N, MATH 104M, NURS 100, and PSY 110SA.
Introduces learners to the clinical skills essential for the nursing role. Also includes complex concepts and behaviors of nursing roles within the context of the nursing process, holistic care and health care. Emphasizes the theoretical practical concepts of nursing skills required to meet the needs of clients in a variety of settings.

NURS 220 Nursing Pharmacology
3 credits (Spring Semester)
Prerequisites: BIOL 261NL, BIOL 262NL, CHEM 101NL, ENGL 111W, HLTH 221N, MATH 104M, NURS 100 and PSY 110SA.
Through caring, communication, professionalism, critical thinking, and clinical judgment, students learn a structured systematic approach to the study of drug therapy. Medications are studied according to drug classes and therapeutic families. Students will learn to apply the nursing process to drug therapy with an emphasis on accessing relevant information to ensure client safety.

NURS 230 Gerontology: Nursing Care of the Aging Adult
2 credits (Spring Semester)
Prerequisites: BIOL 261NL, BIOL 262NL, CHEM 101NL, ENGL 111W, HLTH 221N, MATH 104M, PSY 110SA.
Corequisites: NURS 210 and NURS 220.
This course introduces the student to the skills and knowledge needed to provide nursing care to aging clients. Topics explored include current trends (including legal and ethical issues) in gerontological nursing, developmental stages and transitions associated with aging, expected age related physiological changes and assessment findings, recognition and management of acute and chronic illnesses that commonly occur in the older adult population, promotion of health for the older adult client , end-of-life issues and care.

NURS 240 Core Concepts of Mental Health Nursing
2 credits (Summer Semester)
Prerequisites: NURS 210, NURS 220, NURS 230.
Corequisites: NURS 250, NURS 260, NURS 270.
This course explores physiological, psychological, sociocultural, spiritual and environmental factors associated with mental health/illness affecting individuals and families throughout the life span. Focus is placed on basic concepts of psychiatric nursing, therapeutic modalities, as well as psychiatric disorders including psychotherapeutic drug management.

NURS 250 Core Concepts of Adult Nursing
7 credits (Summer Semester)
Prerequisites: NURS 210, NURS 220, NURS 230.
Corequisites: NURS 240, NURS 260, NURS 270.
This course prepares the student to care for clients experiencing common, well-defined health alterations in settings where stable clients are anticipated. Students are introduced to standardized nursing procedures and customary nursing and collaborative therapeutic modalities. The following body systems are addressed: neurological, cardiac, respiratory, renal/urological, gastrointestinal, musculoskeletal, endocrine, reproductive, integumentary, sensory, and homological. The topics of perioperative care, pain, infection/immunity and cancer are addressed. Additionally, recognition and emergent treatment of rapidly changing conditions are introduced.

NURS 260 Core Concepts of Maternal Child Nursing
3 credits (Summer Semester)
Prerequisites: NURS 210, NURS 220, NURS 230.
Corequisites: NURS 240, NURS 250, NURS 270.
Emphasizing caring, communication, professionalism, and critical thinking, the course provides information about fetal development and prenatal and postnatal care of the mother and newborn. Role of the nurse in meeting the needs of the family is emphasized. Clinical application of caring for the mother and newborn allows the student to demonstrate acquired knowledge. The course also includes growth and development patterns as well as care of the well and sick child.

NURS 270 Leadership Issues
2 credits (Summer Semester)
Prerequisites: NURS 210, NURS 220, NURS 230.
Corequisites: NURS 240, NURS 250, NURS 260.
This capstone course provides the practical nursing student information regarding the current status of vocational nursing. This course assists the nursing student to bridge the role between student and employee. Leadership/management skills, healthcare delivery systems continuing educational needs, licensure requirements, legal issues and standards of practice are investigated. Personal and professional identity and entry into the job market are explored. There is a 45 hour clinical/precepted component to provide the student opportunity to apply theoretical knowledge in the long-term care setting.

OFFICE TECHNOLOGY

OT 100 Basic Keyboarding
1 credit (All Semesters)
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 (All Semesters)
A course for those with no previous keyboarding experience. It is in a regular classroom setting and designed to develop touch keyboarding skills 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 (All Semesters)
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 (All Semesters)
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. A goal of 40-45 wam is expected.

OT 113 Intermediate Keyboarding
3 credits (All Semesters)
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. A goal fo 55-60 wam is expected.

OT 120 Records Information Management
3 credits (Fall and Spring Semesters)
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. In addition, students will calculate and interpret measures of central tendency from data, identify patterns, and prepare and interpret charts and graphs. 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 (Fall and Spring Semesters)
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 (Fall Semester)
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 (Intermittently)
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 (Intermittently)
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 (Fall Semester)
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 (Fall Semester)
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 (Spring Semester)
Prerequisites: sophomore standing in the Aministrative Assistant 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 (Fall Semester)
Prerequisites: sophomore standing in the Medical Aministrative Assistant 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 (Spring Semester)
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 (Spring Semester)
Prerequisite: MED 221.
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 (All Semesters)
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 (All Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating a course.

PE 112 Handgun Marksmanship
1 credit (Fall Semester)
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. A .22 caliber handgun is required of all class participants. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. This course is cross- referenced with CJ 112.

PE 116 Weight Training: Fit and Trim
1 credit (All Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 117 Body Building
1 credit (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 119 Total Fitness for Women
1 credit (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 120 Women's Circuit Training
1 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 121 Circuit Aerobics
1 credit (Fall and Spring Semesters)
This course introduces students to five different styles of aerobic exercise: step aerobics; circuit with step aerobics; Pilates; aerobox; and floor (low-pact) aerobics. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 124 Cardioboxing
1 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 127 Aquaerobics
1 credit (All Semesters)
A fitness class, without joint stress, working totally in the water to tone and stretch muscles while developing cardiovascular fitness. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 130 Beginning Yoga
1 credit (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 134 Beginning and Intermediate Tennis
1 credit (Intermittently)
Fundamentals of tennis. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 137 Golf
1 credit (Summer Semester)
All phases of golf--fundamentals, rules and etiquette. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 140 Pilates
1 credit (Intermittently)
A mind/body form of exercise designed to improve breathing, strength, balance, and flexibility--all functioning to change the posture and promote wellness. Focusing on the "powerhouse" of the body (the abdominal and low back region). Pilates has been used for rehabilitation, sport training, and general conditioning. Pilates programs consist of fundamental movements as well as specific movement forms utilizing the postures of the fundamentals. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 142 Logger Sports
1 credit (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 145 Basic Rock Climbing
1 credit (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 148 Basic Outdoor Climbing
0.50 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 156 Boarding Basics
1 credit (Spring Semester)
For riders first strapping into their snowboards. An introduction to the fastest growing sport. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 157 Cruising at the Big Mountain
1 credit (Spring Semester)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 158 Free-Style Riding at the Big Mountain
1 credit (Spring Semester)
Prerequisite: advanced riders only.
Trying to keep up with your coach through steeps, bumps, powder, trees, park and half-pipe. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 161 Alpine Skiing I
1 credit (Spring Semester)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 162 Alpine Skiing II
1 credit (Spring Semester)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 163 Alpine Skiing III
1 credit (Spring Semester)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 250 Varsity Soccer
1 credit (Fall Semester)
Prerequisite: instructor's consent.
Corequisite: students must be enrolled for a minimum of 12 credits per semester.
Practice and compete in soccer matches. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 251 Varsity Cross-Country Running
1 credit (Fall Semester)
Prerequisite: instructor's consent.
Corequisite: students must be enrolled for a minimum of 12 credits per semester.
Practice and compete in cross-country running. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PHARMACY

PHA 110 Introduction to Pharmacy Practice
4 credits (Fall Semester)
Corequisites: BIOL 110N, BIOL 111L, PHA 150.
This is an introduction to the field of pharmacy (its history and role in the medical community), Montana state and federal laws regulating the pharmacy industry and the roles and responsibilities of a pharmacy technician. Included is a background in the profession including correctly keeping pharmacy records and appropriate interactions with the public according to HIPPA regulations. Students are taught the skills necessary for a technologist including interacting with the public, the pharmacist and other healthcare professionals.

PHA 150 Hospital and Community Practice
5 credits (Fall Semester)
Corequisites: BIOL 110N, BIOL 11L, PHA 110.
This class provides training and on-the-job experience in a variety of hospital and community pharmacies under the supervision of professional pharmacists. Emphasis is placed on practical experience in effective communication, outpatient and inpatient dispensing, unit-dose systems, IV admixture systems, bulk and sterile compounding, and purchasing and inventory control.

PHILOSOPHY

PHIL 110H Introduction to Philosophy
3 credits (Fall Semester)
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 (Spring Semester)
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 (Fall and Spring Semesters)
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 160 Introduction to Critical Thinking
3 credits (Fall Semester)
Students taking this class will gain knowledge and application skills in critical thinking. Specific topics include examining what critical thinking is, informal fallacies, problem solving, and logical analysis. Students will learn to analyze information from a wide range of contexts and reach well reasoned conclusions. This course is cross-referenced with PSY 160.

PHIL 170 Introduction to Existentialism
3 credits (Intermittently)
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 (Intermittently)
Prerequisites: PHIL 110H, REL 110G or instructor's consent.
The 20th century experienced the development of two of the most important social movements in history, the freedom movement in India and the civil rights movement in the United States. Both these movements were based on and directed by the idea of non-violence as a religion/philosophy of social change. This course will explore the development of the intellectual ideas and the social manifestation of this religion/philosophy of non-violence. Using the lives of M.K. Gandhi and Martin Luther King, Jr. as the guides, the course will consider how the religion/philosophy of non-violence was developed and how it was used to change the largest democracy in the world (India) and the most powerful nation in the world (the United States). This course is cross-referenced with REL 225.

PHIL 250HSB Political Theory
3 credits (Intermittently)
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 (Spring Semester)
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
3 credits (Fall Semester)
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 (Fall Semester)
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 (Spring Semester)
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 (Spring Semester)
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 (Fall Semester)
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 (Intermittently)
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.

PLUMBING TECHNOLOGY

PLMB 100 Introduction to Plumbing Trades
4 credits (Fall Semester)
This course covers the tools employed in the plumbing trade and the proper use of them. The student will employ electric, battery, and pressurized air tools including drills, saws, grinders, sanders, slings, hardware, hoist, and rigging. Safe use, safety issues, and acceptable rigging will be emphasized.

PLMB 110 Introduction to Plumbing and Drawing
1 credit (Spring Semester)
This course introduces basic blueprints typically employed in building construction and then orients on the specific plumbing drawings and overlays. This course includes isometric and oblique pictorial drawings, orthographic drawings, and schematic overlays. Fixtures, assembly, and cutaway symbols will also be covered. The history of plumbing from ancient to modern times will be explored. This course also examines professional practices, career opportunities and basic job safety. Basic plumbing math and measuring are also studied.

PLMB 111 Industrial Safety/Waste Management
2 credits (Spring Semester)
A course designed to familiarize the student with proper safety practices and procedures. Course content will include protective clothing, handling of hazardous materials, OSHA regulation, worker's compensation and first aid. Safe practices in using hand and power tools, scaffolds and ladders, chains and cables, compressed gases, proper storage of tools and chemicals and handling of hazardous waste will also be addressed.

PLMB 120 Introduction to Piping Systems
3 credits (Spring Semester)
This course introduces the concepts and techniques of employing various types of piping and fittings. It includes the proper use of materials, measuring, cutting, and joining techniques for each material type; hangers and supports used with various pipe including plastic, copper, black pipe, hub and no-hub cast iron pipe. An overview of drain, waste, and vent systems, the basics of traps, drains, vents, fittings, and cleanouts in addition to water distribution systems will be presented.

PLMB 125 Introduction to Plumbing Fixtures
2 credits (Spring Semester)
This course examines the various plumbing fixtures for residential and commercial construction. Application of proper installation techniques, as well as current code requirements, will also be stressed.

PLMB 170 Plumbing Theory and Code
2 credits (Spring Semester)
This course is a study of the State of Montana plumbing code and how it applies regulations to ensure environmental sanitation for the protection of public health. The theory of minimum service and maintenance installation methods will also be presented.

PLMB 200 Pipe Fitting Tools and Motorized Equipment
5 credits (Fall Semester)
Identification and general safety in the use of hand tools is covered in this course. The procedures for selection and use and the inspection of and caring for tools will be presented. Tools covered will include pipe vises and stands, pipe wrenches, levels, pipe fabrication tools, and pipe bending and flaring tools.

PLMB 206 Applied Water Hydraulics
3 credits (Spring Semester)
This course examines the unique characteristics of water and its application to the plumbing trade. Water power systems, pressure calculations, wastes and vent applications will be examined.

PLMB 210 Advanced Blueprint Reading
2 credits (Fall Semester)
Prerequisite: PLMB 110.
Students taking this course will apply knowledge gained in PLMB 110. Students will create isometric drawings from plans and blueprints and use these drawings to plan and estimate residential and commercial structures.

PLMB 230 Hangers, Supports and Field Testing
2 credits (Fall Semester)
Prerequisite: PLMB 120.
This course describes pipe hangers and supports found on a job site and describes the selection of these materials. Performance of field testing of installation according to Plumbing Code is covered.

PLMB 240 Distribution Systems
3 credits (Fall Semester)
This course examines various private and municipal sewer and water systems from septic systems to sewage treatment plants. Water distribution systems from small private systems to local municipal water plants will be examined. Direct observation will be through field trips.

PLMB 250 Special Piping
3 credits (Spring Semester)
This course employs the assembly of flared and compression joints using copper tubing. Hydronic piping installation is also covered in this course.

PLMB 260 Introduction to Control Circuit Troubleshooting
2 credits (Spring Semester)
Corequisite: ELEC 100.
This course covers the operation, testing and adjustment of conventional and electronic circuit's thermostats, as well as the operation of common electrical and electronic circuits used to control HVAC systems.

PLMB 270 Hydronic Heating and Cooling Systems
2 credits (Spring Semester)
This course covers operating principles, piping systems and preventative maintenance pertaining to the servicing of boilers, chillers, chilled water systems, absorption systems, steam systems and system traps.

PLMB 275 Energy Management
1 credit (Spring Semester)
Prerequisite: PLMB 260.
This course explores the use of computer and microprocessor controls in managing zoned HVAC systems in residential and commercial buildings.

PLMB 277 System Startup and Shutdown
1 credit (Spring Semester)
Corequisites: HVAC 120, PLMB 270, PLMB 275.
This course covers procedures for the startup of hot water and steam heating systems and chilled water systems. Emphasis is on startup after initial equipment installation or after an extended period of shutdown.

POLITICAL SCIENCE

PLSC 100SB American Government
3 credits (Fall Semester)
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 (Spring Semester)
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 (Intermittently)
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 (Fall and Spring Semesters)
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 (All Semesters)
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 (Intermittently)
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 160 Introduction to Critical Thinking
3 credits (Fall Semester)
Students taking this class will gain knowledge and application skills in critical thinking. Specific topics include examining what critical thinking is, informal fallacies, problem solving, and logical analysis. Students will learn to analyze information from a wide range of contexts and reach well reasoned conclusions. This course is cross-referenced with PHIL 160.

PSY 200 Psychology of Adjustment
3 credits (Spring Semester)
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 (Fall and Spring Semesters)
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 212 Aging Brain and Body
3 credits (Fall and Spring Semesters)
Prerequisites: ability to use internet and word processing.
Presents current research on neuroscience and physiology of aging. Explores factors that influence health and have implications for preventive measures in disease and health disorders in the aging. Examines nature of health problems and methods of assessing physical, cognitive, and psychological need. Explores aging effects on client and caregiver. This course is cross-referenced with GERO 212.

PSY 215 Behavior Modification
3 credits (Intermittently)
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.

PSY 225NSA Physiological Psychology
3 credits (Fall and Spring Semesters)
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, learning/memory, reproduction and mental illness are also examined.

PSY 235SA Developmental Psychology
3 credits (Fall and Spring Semesters)
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 (Fall Semester)
Prerequisite: PSY 110SA.
An introduction to the scientific study of abnormal behavior to try to describe, predict and explain psychopathology. Topics will include classification schemes, the major disorders, and appropriate therapies.

PSY 252 Peer Counseling
3 credits (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

RADIOLOGIC (X-RAY) TECHNOLOGY

For course descriptions, see page 230.

REAL ESTATE

REAL 230 Real Estate Math
3 credits (Fall Semester)
Prerequisites: Satisfactory score on the math placement test.
An understanding of real estate math is essential to being a successful real estate agent. This comprehensive class will improve your math skills and prepare students for actual real estate practice. Mathematical calculations required of the real estate professional will be covered in this class. Fractions, percentages, decimals, list and sales price and net price, appreciation and depreciation, compensation, Ad Valorem taxes, property and transfer taxes, legal descriptions, area and volume, interest, mathematics of real estate finance, appraisal methods, investment analysis, pro-rations, and other real estate math applications will be covered in this class.

REAL 241 Principles of Real Estate
4 credits (Fall Semester)
This course meets the required hours of certified instruction necessary to take the Montana real estate examination, as well as provides pre-designed practice exams. In addition to meeting the basic requirements, this course provides students with accurate and authoritative information for understanding Modern Real Estate Practices. Topics include but are not limited to real estate business, real property and law, concepts of homeownership, agency/representation, contracts/agreements, real estate brokerage, forms of ownership/title, property interests/rights, describing real estate, leases, taxes/liens, financing, management, appraisal, land use/zoning, land development, fair housing, ethics/practices, environment issues, real estate transactions, investment and other relevant information resources.

REAL 260 Real Estate Sales and Marketing
3 credits (Fall Semester)
This course will deal with the psychology of marketing and advertising, obtaining listings, buyer behavior, markets, competition, and sales techniques. This course will concentrate on residential real estate sales and marketing techniques but commercial real estate sales persons can benefit from these techniques as well. Real estate professionalism and ethics will be embedded within this course.

REAL 261 Real Estate Technology
3 credits (Spring Semester)
Prerequisites: CMPA 100T or instructor's consent.
This course is designed to assist current and future real estate professionals in developing and understanding of technology and learn how to use that technology to enhance productivity and profitability. Included will be discussions on choosing computer packages, use of the internet, creating real estate lyers, power point presentations, and computer enhancements such as digital cameras, palm pilots, and other hand held devices.

REAL 262 Home Inspection
3 credits (Fall Semester)
This course offers a complete introduction to performing a home inspection. The basic tools of performing the home inspection are offered in clear and concise format. The home inspection business frequently asked questions and the tools necessary to perform a complete interior/exterior inspection will be presented. Codes of Ethics and Standards of Practice will be covered as well as the requirements for licensure will be explored. There will be some field experience in the course.

REAL 263 Appraisal
3 credits (Spring Semester)
Prerequisites: REAL 230 or acceptable math substitute or instructor's consent.
This class is a thorough outline of current appraisal theory and practice, providing a practical guide to real estate appraisal for students, real estate professionals, and consumers. How computers are used in appraisals including their use to access on-line appraisal data services and other resources on the internet will be covered. Typical appraisal tasks and problems will be described and illustrated. This class will introduce all of the topics listed in the educational requirements for state licensing and certification.

REAL 264 Economics of Real Estate Markets
3 credits (Fall Semester)
This course will introduce students to the fundamental economic properties required to understand the interactions of space and capital markets impacting real estate markets today. Both micro and macro economic factors that directly or indirectly affect the real estate market are explored. Students will gain first-hand knowledge of the various economic indicators and interpret how they impact present and future real estate sales. Federal Reserve policy will be addressed as it relates to the availability of funds in the capital markets. The economics of real estate will be discussed in the context of residential, office, and industrial properties.

REAL 265 Real Estate Finance
3 credits (Spring Semester)
Prerequisites: REAL 230, or acceptable math substitute or instructor's consent. REAL 264 is recommended.
This class will use a blend of theory and practice as related to how residential and commercial real estate financial markets work. Financial principles will be used to explain how real estate financial institutions developed, how they function, and the legislation that impacts real estate finance and investments. This course is divided into three sections; The real estate lending environment, introduces the nature of real estate borrowing and lending and explains the organizational structure of the mortgage lending market. The institutional structure of real estate lending, this is the nuts and bolts of borrowing and lending.

REAL 270 Real Estate Law
3 credits (Spring Semester)
This course is a comprehensive survey of real estate law in layman terms. The course will cover latest legal trends, and topics relating to the residential and commercial real estate market, such as land, water, and air rights; landlord-tenant relationships; fraud and deceit; fair housing; land use and Montana related laws from Title 70 of the Montana Code Annotated.

RELIGION

REL 110G Introduction to the Study of Religion
3 credits (Intermittently)
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 (Intermittently)
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 (Spring Semester)
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 (Intermittently)
Prerequisites: PHIL 110H, REL 110G or instructor's consent.
The 20th 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 (Intermittently)
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 (Spring Semester)
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 (Fall and Spring Semesters)
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 credit (Intermittently))
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 (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 (Spring Semester)
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 (Spring Semester)
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 Entrepreneurship
3 credits (Spring Semester)
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.

SOCIOLOGY

SOC 105SA Introduction to Criminal Justice
3 credits (Intermittently)
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 (All Semesters)
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 (Intermittently)
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 142 20th Century Popular Culture
3 credits (Intermittently)
This course investigates popular culture, its nature, its role in our lives and its broad effects on American society and democratic ideals.

SOC 201 Aging in America
3 credits (Fall and Spring Semesters)
Prerequisites: Ability to use internet and word processing.
An introduction to the major issues, research, problems, current service approaches in the study of aging process. Highlights the themes of demographic trends, theories of aging, lifespan development, person/environment interaction, optimal quality of life including economic and housing issues and cross-cultural and societal factors. An overview of information useful for students in the arts and sciences, business, education, and allied health and nursing programs. This course is cross-referenced with GERO 201.
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SOC 210SA Social Psychology
3 credits (Fall and Spring Semesters)
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 (Fall Semester)
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 ANTH 220GSA.

SOC 260 Introduction to Juvenile Delinquency
3 credits (Intermittently)
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 (Intermittently)
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 (Intermittently)
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 (All Semesters)
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 (All Semesters)
Study of and practice in communication skills in professional life and in daily relationships. This course is cross-referenced with HS 120C.

SP 150CF Video Communication
3 credits (Fall and Spring Semesters)
This course introduces video as a tool for human communication. It gives students experience in using video to design, produce, and deliver communication in publishing, advertising, entertainments, and education. Students learn to use basic computer tools and digital cameras to build works of communication applicable for television, film and internet. This course is cross-referenced with THEA 150CF.

SP 160CF Oral Interpretation
3 credits (Fall and Spring Semesters)
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/Conflict Resolution
3 credits (Fall and Spring Semesters)
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 (Fall Semester)
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 (Spring Semester)
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
4 credits (Fall Semester)
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
3 credits (Spring Semester)
Prerequisites: SURG 101, SURG 105, SURG 106, SURG 110, SURG 120.
Corequisites: SURG 130.
This course provides study and discussion on topics of special interest to surgical technologists. It includes resume writing, simulated job interview, review for the National Certification Exam, writing in-depth case study reports prior to the surgical procedure and documentation of surgeries to meet graduation requirements. Students will complete the Program Assessment Exam conducted by the Association of Surgical Technologists.

SURG 110 Applied Surgical Technology Procedures
4 credits (Fall Semester)
Prerequisites: SURG 101, SURG 105.
Corequisites: SURG 106, SURG 120.
This course emphasizes specialty procedures in ophthalmology, laser surgery, laparoscopic, gastrointestinal surgery, neurological, orthopedic, gynecological/genitourinary, otolaryngology, thoracic, vascular, non-invasive, plastic surgery, robotics and physics/electricity. PowerPoint and internet research skills are utilized for students' presentations.

SURG 120 Surgical Technology Clinical I
4 credits (Fall Semester)
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
10 credits (Spring Semester)
Prerequisite: all course work in the Surgical Technology program.
Corequisite: SURG 107.
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.

SURVEYING

SURV 141 Surveying I
5 credits (Fall Semester)
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 (Spring Semester)
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 (Fall Semester)
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 (Spring Semester)
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 (Spring Semester)
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 (Fall Semester)
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 (Fall Semester)
Prerequisite: GEOG 101NL, NR 151 SURV 141 or instructor's consent.
An introductory course on the fundamentals of the Global Positioning System as it applies to digital mapping and navigation. Instruction and practice in the use of mapping-grade GPS receivers. Analysis of positional accuracy and precision. Course concludes with students selecting and implementing an individual mapping project with final report and class presentation. This course is cross-referenced with NR 235.

SURV 272 Land Surveying I
5 credits (Fall Semester)
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 (Spring Semester)
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 (Spring Semester)
Prerequisites: SURV 172 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 (Spring Semester)
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 (Intermittently)
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 (Fall Semester)
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 (Spring Semester)
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 (Spring Semester)
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 NR 234.

SURV 278 Surveying Laws, Planning and Design
2 credits (Spring Semester)
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 (Spring Semester)
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 (Intermittently)
The background and theories of theatre arts, appreciation of the theatre and dramatic literature, and the practical aspects of producing a play.

THEA 110 Theatre Workshop
1 credit (Fall and Spring Semesters)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

THEA 111F Acting I
3 credits (Fall Semester)
Intensive development of basic acting skills through psycho-physical technique: dramatic action, image-making and improvisation.

THEA 112 Dance Theatre Workshop
3 credits (Intermittently)
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 (Spring Semester)
Prerequisite: instructor's consent.
Continuation of THEA 111F. Further exploration of improvisation, textual links and development of performance project.

THEA 114C Acting for Non-Majors
3 credits (Fall and Spring Semesters)
An introduction to the skills and techniques required of the actor to be effective in communication with others on stage and off stage.

THEA 115 Beginning Directing
3 credits (Intermittently)
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 (Fall Semester)
Fundamental theories and application in the areas of scenery, lighting, sound, and stage properties.

THEA 121 Stagecraft II
3 credits (Spring Semester)
A continuation of the fundamental theories and application in the areas of scenery, lighting, sound and stage properties and painting.

THEA 125F Beginning Design in Theatre Arts
3 credits (Spring Semester)
This course will provide a basic understanding of the principles of design for the theatre including the production elements of scenery, sound, digital media and lighting.

THEA 130 Theatre Design and Production
1 credit (Intermittently)
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. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

THEA 150CF Video Communication
3 credits (Fall and Spring Semesters)
This course introduces video as a tool for human communication. It gives students experience in using video to design, produce, and deliver communication in publishing, advertising, entertainments, and education. Students learn to use basic computer tools and digital cameras to build works of communication applicable for television, film and internet. This course is cross-referenced with SP 150CF.

THEA 211F Acting III
3 credits (Fall Semester)
Prerequisite: instructor's consent.
Scene study and characterization. Works selected from realism and poetic realism.

THEA 213F Acting IV
3 credits (Spring Semester)
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 225 Acting for Film
3 credits (Spring Semester)
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 (Fall and Spring Semesters)
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 249 American Sign Language on the Stage
3 credits (Summer Semester)
Prerequisite: LANG 241G or instructor's consent.
Stage signing will introduce the student to the history of the National Theatre for the Deaf as students venture into the arena of performing arts using the primary medium of American Sign Language. This course is cross-referenced with LANG 249.

THEA 267H Shakespeare: Tragedies, History
3 credits (Fall Semester)
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. This course is cross-referenced with ENGL 267H.

THEA 268H Shakespeare: Tragedies, Comedies
3 credits (Spring Semester)
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. This course is cross-referenced with ENGL 268H.

WELDING

WLD 110 Oxyacetylene/Arc Welding
4 credits (Fall and Spring Semesters)
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 (Spring Semester)
This course is a continuation of WLD 110 and provides additional training in welding horizontal, vertical, and overhead positions of mild and medium steel. Emphasis is placed on alloys and special applications including TIG and MIG applications.

WLD 120 Welding Certification
2 credits (Spring Semester)
Prerequisites: 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 (Fall Semester)
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 (Fall Semester)
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 (Spring Semester)
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 (Fall Semester)
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 (Spring Semester)
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 (Spring Semester)
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
4 credits (Fall Semester)
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 (Spring Semester)
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 (Fall Semester)
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 (Spring Semester)
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 (Fall Semester)
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 (Fall Semester)
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
8 credits (Summer Semester)
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
8 credits (Fall Semester)
Prerequisites: XRT 240.
This course is designed to compliment 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 (Spring Semester)
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 the 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 the possible specialization in the future.

XRT 270 Registry Review
2 credits (Spring Semester)
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 (Intermittently)
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.

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225 Commerce Way
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At every stage and any age, lifelong learners want education for information, enjoyment, advancement, and fulfillment. Those lifelong learning opportunities are waiting for you right here at FVCC's Continuing Education Center.

The following programs are all part of the Continuing Education Center:

- *Non-credit classes*
- *Business Workshops*
- *Computer Classes*
- *Customized Training*
- *Elderhostel Programs*
- *Kid's College*
- *Learning Adventures*
- *Montana Superhost*
- *On-line Learning*
- *Professional Development*

Whether during the daytime, evening hours or on weekends, the Continuing Education Center serves students in ways that are not always possible through the structure of regular college credit classes. Our programs and activities are offered to everyone, regardless of educational level.

Let us know what you are interested in and find out what we are currently offering!

Email: ceinfo@fvcc.edu

Visit Online: www.fvcc.edu

Non-Credit Classes

Non-credit classes and activities draw upon the wealth of instructors and resource people available throughout the area.

NON-CREDIT Class Highlights

Feeling like more FUN in your life?
- Salsa, Cha Cha or Jitterbug
- Cooking Classes
- Robot Building
- Skiing, Skating or Kayaking

Yearning for more CULTURE?
- Chinese Medicine
- History and Genealogy
- Spanish, French, German or Latin Language

Looking for a new CREATIVE outlet?
- Beading or Stained Glass
- Watercolor Painting
- Mandolin or Harmonica
- Quilting or Sewing
- Photography

Wanting to UPGRADE JOB SKILLS?
- Leadership and Communication
- Writing and Publishing
- Human Resources
- Fireline Safety
- Financial Statements
- Entrepreneurship

Getting a handle on TECHNOLOGY?
- Microsoft Office Programs
- QuickBooks
- Digital Cameras and Photography
- Web Design

Seeking RELAXATION?
- Basic Massage
- Tai Chi and Qi Gong
- Knitting and Crocheting
- Gardening
- Fishing
- Armchair Tours

Desiring some mental STIMULATION?
- Critical Thinking
- Public Speaking
- Bridge

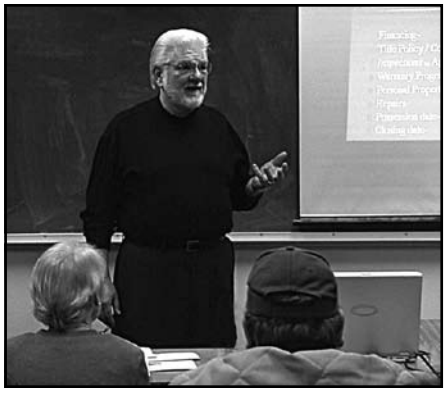
Business and Computer Workshops

Attend applicable workshops and short courses each semester to upgrade and expand skills that may include business development, basic computing, career transition, customer service, web page design, financial statements, communications, firefighting, leadership, management or supervision, non-profit development and more.

Contract Training

With a multitude of resources and trained instructors available, training programs can be custom designed to achieve specific business goals in areas such as: Leadership, Supervisory Skills, Performance Improvement, Interpersonal Skills, Human Resource Functions, Technical Skills, and Computer Programs. Needs assessment, training, meeting or retreat facilitation and strategic planning are also available. Our satisfied repeat customers represent such services as: Healthcare, High Tech, Park Concessions, Utilities, Construction, Manufacturing, Wilderness Guiding, Banking, Real Estate, Travel, Skilled Nursing, Resort Operations, Equipment Rental, and Timber Processing.

Workforce Training



Elderhostel

Elderhostel is a week-long, residential learning experience for people age 55 and older. Flathead Valley Community College and Lincoln County Campus sites 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.

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.

Montana Superhost

Travel Montana Superhost provides affordable, fast-paced, motivational customer service training to tourism-related businesses and organizations across Montana.

Through a contract with Travel Montana, Montana Department of Commerce, FVCC's Continuing Education Center coordinates Montana's Superhost customer service seminars statewide.

Online Classes

Online classes are highly interactive. Classes are offered on a variety of subjects from computers to business administration to art and language. Students can choose from over 300 course listings that have been carefully engineered to provide quick and easy access at times convenient to the learner.

- Classes start every month
- Convenient – learn at home or at work
- Lessons available on Wednesdays and Fridays
- Classes accessed over the Internet anytime – day or night
- Most classes are 6-8 weeks long and do not require textbooks

Professional Development

FVCC Workforce training can provide CEU, CPE, CLE or other certification for employees. Managers, supervisors, bankers, administrators and other professionals are provided with a record of completed continuing education programs.

We can also help sponsor and coordinate CEU, CPE, CLE or other certification for a program you are conducting. We can approve the course content and instructor, register participants, run rosters, award Continuing Education Units, maintain permanent records and run transcripts for participants as needed.

Renewal Units for Educators

Special workshops of interest to educators are offered with approval from the Office of Public Instruction for certification renewal.

In our constant quest to ensure that our programs deliver what our community requests, the Continuing Education Center has developed partnerships with many groups, organizations and agencies. Some of these partner organizations include:

- Northwest Montana Business Expansion and Retention (BEAR) Program
- Flathead Regional Business Center
- The Glacier Institute
- Travel Montana
- Non-Profit Development Partnership
- Montana Motorcycle Rider Safety Program

Interested in Teaching?

Our adjunct faculty members:

- have an expertise in an area of interest,
- are motivated by others' interest in learning,
- excel at explaining challenging concepts in a way others understand, and
- are enthusiastic with excellent communication skills.

Let's explore the possibilities…

LEARNING GONE WILD
The GLACIER INSTITUTE
www.glacierinstitute.org

THE GLACIER INSTITUTE

The Glacier Institute, a private nonprofit organization, serves adults and children as an educational leader in the Crown of the Continent ecosystem with Glacier National Park and the Flathead National Forest 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 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 and operate under special use permit with the Flathead National Forest.

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

OWLS OF THE MISSION VALLEY
Montana boasts the largest number of breeding owl species of any state, from the massive great horned owl to the miniature pygmy owl. Join Denver Holt, a celebrated owl expert, to learn about the habitats, adaptations for silent flight, hunting, breeding, and the life histories of these impressive creatures. Our field excursions will involve short hikes through level, but brushy terrain into owl habitat to investigate snags and look for nests.

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. With a world renowned bear researcher, Dr. Chuck Jonkel, experience the life of grizzlies and black bears as we learn about their 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
Nineteen 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
This course investigates the biology and conservation of Glacier's hawks, eagles, owls and falcons along with all twenty-nine species of birds of prey found in Glacier National Park. Students will examine feeding and roosting sites along the lower McDonald Creek, the former world renowned bald eagle congregation site when the bald eagle population rose to world record numbers.

SUMMER MUSHROOM EXTRAVAGANZA
As the spring rains come and the air begins to warm, the forest and meadow floors burst with a fungal feast. This extensive course offers a thorough introduction to the enormous number of fungi and their role in the northern Rockies ecosystem as a source of nutrition for the entire forest. On Flathead National Forest land, we'll focus on mushrooms growing in such specialized habitats as melting snow banks and recent forest burns, with an emphasis on burn ecology. We will learn how to use a botanical key to identify fungi. Each evening we will taste test the edible mushrooms collected during the day and enjoy a potluck dinner while viewing slides of different spore groups. Those familiar with mushrooms outside of the northern Rockies will discover a plethora of new species that are unique to this area.

GLACIER POETRY WORKSHOP
This poetry workshop will be filled with short hikes (easy to moderate) to peaceful, inspiring locations near rushing streams, ancient cedar groves, and alpine meadows in and around Glacier National Park. These excursions will allow participants time and space to work on their writing under the guidance of an accomplished writer and teacher, Lowell Jaeger. The focus of this course will be on poetry and short prose, with emphasis on structured and unstructured time to explore the park, complete writing assignments, and critique each other's writing in a professional workshop environment.

GEOLOGY OF GLACIER NATIONAL PARK: A WALK THROUGH EARTH'S HISTORY
The forces of nature that deposited and later carved Glacier's ancient rock will be explored during this three-day program that reveals the unique geology of Glacier National Park. Participants will see how moving and melting glaciers, erosion and other present geologic forces continue to shape this dynamic landscape. Suitable for both laymen and geology enthusiasts, the course includes hikes to Hidden Lake Overlook, Highline Trail, Grinnell Glacier and Apikuni Falls

CLIMATE CHANGE AND GLACIAL RECESSION IN GLACIER NATIONAL PARK
Currently, a great deal of scientific research is focused on documenting and understanding the causes and effects of global climate change. The most obvious and easily observed of these effects is the radical recession of glaciers on a worldwide scale. Mid-latitude glaciers, such as those in Glacier National Park, are some of the best and most easily observed indicators of climate change. Experts predict that the Park's remaining twenty-six named glaciers will disappear completely by 2030. This course will explore the impact of climate change in Glacier National Park as evidenced by the Park's glaciers. Day hikes will be made to Grinnell Glacier in the Swiftcurrent Valley and Sperry Glacier (or an alternate glacier) in the McDonald Valley.

RAILROAD HISTORY AND FOLKLORE OF GLACIER NATIONAL PARK
For fifty years, the Great Northern Railway held a monopoly on Glacier National Park services and drew people from far and wide to travel its rail lines. The legacy of the Great Northern in the Park is still seen in the magnificent hotels, roads, trails, and advertising created to attract visitors. This scenic trip on the Empire Builder from West Glacier to East Glacier will give you a taste of the railroad's early days as we tour the historic structures developed for passengers such as the Glacier Park Lodge, the Izaak Walton Inn and the Belton Chalet.

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. Experience the unexpected on this geologically unique and stunning hike along the Highline Trail about seven miles with 1,000 feet elevation gain. From a towering vantage point amidst Glacier's high peaks, explore the origins of the mountains and billion-year old rocks, and the work of the glaciers that carved the fantastic arêtes, cirques, horns and valleys of the present day Glacier National Park.

GEOGRAPHY AND GEOLOGIC HISTORY OF THE BOB MARSHALL WILDERNESS AND ROCKY MOUNTAIN FRONT BY BACKPACK
Join us for a glimpse into this vast wilderness and learn about the geography, geology, rich human history, and ecology that make this region so unique. We will begin our hike into the backcountry where we will spend two nights and take day hikes to explore the botany of this region. Evenings will be spent sharing colorful stories about the Bob Marshall's regional history, legends and personal experiences. Although this is not an extremely strenuous backpacking trip, students must be prepared for backcountry hiking conditions.

FLATHEAD LAKE AND WILDHORSE ISLAND NATURAL HISTORY BY SEA KAYAK
Explore Flathead Lake's beautiful shorelines as you head for Wildhorse Island, an incredible 2,000 acre island that provides habitat for more than one hundred species of birds along with bighorn sheep and mule deer. We'll start with an on shore orientation by Silver Moon Kayak Company to learn the basic sea kayak skills. Paddling behind Cromwell Island towards Skeeko Bay (four miles round trip), we'll examine the incredible geologic activity that created the dips and valleys of the landscape and the island itself.

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 $135 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 Montana Office of Public Instruction (OPI) renewal units, a $20 fee, payable upon arrival to the class in addition to the Institute's course fee.

The Glacier Institute is an equal opportunity provider of education. For a complete catalogue or information on our "LEARNING GONE WILD" adventure courses, contact:

LEARNING GONE WILD
The GLACIER INSTITUTE

P.O. Box 1887
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Tel: (406) 755-1211
www.glacierinstitute.org
register@glacierinstitute.org

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Susan Smith – Coldwell Banker Wachholz & Co.
Steve Tartaglino – Cornerstone Construction NW, Inc.

Business Administration/Small Business Management

Lad Barney – SBDC
Cliff Bennett
Bill Burg
Kayleen Duffy – Plum Creek
Chris Hanchett – Wholesale Greenhouses
Margaret Lekander – Wheaton's
Virginia Sloan – Flathead Job Service
Jodi Smith – Workforce Development, FVCC
Joe Unterreiner – Kalispell Chamber of Commerce

Criminal Justice

Bob Burch – Burch's Photo/Kalispell Police Advisory Council
Brett Corbett – KPD/FHS Resource Officer
Bill Dial – Whitefish Police Department
Jim Dupont – Flathead County Sheriff's Department
Ike Eisentraut – Moonlighting Detective Agency
Frank Garner – Kalispell Police Department
Jerry Gillies – U.S. Department of Homeland Security
Al Johnson - Retired Law Enforcement
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 – Capers
Rick Delany – KRMC
Ken Degitz – El Topo Cantina
Terri Feury – Finn Biscuit
Rhonda Fitzgerald – Garden Wall
Amy Foot – KRMC
Marc Guizot – La Provence
Joan Herzog – Flathead High School
Tim Larson – Costco
Ken Lyons – Iron Horse Golf Club
Steve Marqueson – Nite Owl
Keith Matthews – Painted Horse Grille
Scott Nagle – Wasabi
Ray Negron – Cimarron Café and Catering
Steven Nogal – McGarry's Roadhouse
Bob Riso – Hellroaring Saloon
John Shryock
Les Simon – Simply Sweet Baking Company

Early Childhood Education

Chris Bilant – School District 5
Collette Box – Discovery Developmental Center
Helen Joyce Brown
Susan Christofferson – Nurturing Center
Peggy Seaman – A Joyful Noise Childcare

Electrical Technology

Mark Bobb – Semitool
Dick Frisk – Frisk Electric
Mark Heider – Heider Electric
Rick Howell – The WATT Doctor
Larry Langley – IBEW
Jim Michlig – Kalispell Electric

Graphic Arts

Jamie Checket – Jay Franco & Sons Inc.
Wes Hines - Flathead High School
Jason Meuter – SnowDog Web Production, Inc.
Brian Wantaja – Proven Graphics Inc.

Heating, Ventilation and Air Conditioning (HVAC)

Diane Yarus – Airworks, Inc.

Heavy Equipment Operator

Montana Contractors' Association –Jerry Laughery
Settle Construction – Steve Settle
Flathead County Road Department – Charlie Johnson
Timberlake Construction – Mike Wilson
LHC Construction – Pat Flarity
U of M COT Missoula – Rob Frost
Salish-Kootni College – Jim Reynolds
Hanson Trucking – Dave Weaver
Mt. Fish Wildlife and Parks - Dave Landstrom

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
Laird Reed – Jordahl & Sliter Financial Solutions
Charlie Richmond
Ron Sheets – FVCC Management Information Systems
Glen Wehe – Evergreen School District

Information Technology – Web Technology

Carol Buchanan – Byte Savvy
Bill Brockett
Mike Callaghan – Bigfork Web Development
Kyle Dennis – CenturyTel
Jason Meuter – SnowDog Web Production, Inc.
Gary Riecke – Bayside Gallery
Seth Schnebel – SnowDog Web Production, Inc.

Goldsmithing and Jewelry Arts

Tony Asa
Damian Flaherty – Fast Fix
Wes Hines – Flathead High School
Stephen Isley – Stephen Isley Jewelry
Aric King – Aric King Goldsmiths
Murphy McMahon – Murphy, McMahon, & Co.
Bill Sargent – Sargent's Jewelry

Medical Assistant

Pat Brown
Chris Degenhart – Northwest Women's Health Care
Brenda Eby – Hosanna Health Care
Craig Harrison, MD – Kalispell Gastroenterology
Jim Oliverson – KRMC
Diane Paxil – KRMC
Diane Sather – Drs. Kiley and Palchak
Deb Wolfshorndl

Medical Coding, Medical Transcription, and Medical Administrative Assistant

Stacey Bradley – KRMC
Yvonne Peck
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.

Paramedicine

Rob Bates, MD – KRMC
Marty Boehm – Flathead Valley EMS
Julie Ann Brester – Polson Emergency Services
Dan Diehl – Kalispell Fire Department
Rod Dresbach – West Valley Volunteer Fire/EMS
Mary Granger – Lakeside QRU
Doreen Hannam – KRMC
Cory Horsens – Kalispell Fire Department
Keith Lara, MD – KRMC
Fran Laukatis – KRMC
Gary Mahugh – Creston Volunteer Fire Department
Alison Meilicke – KRMC
Scott Rundle, MD – North Valley Hospital
Dave Sipe – Whitefish Fire Department
Eda Taylor – Bigfork QRU
Tim Thorton – ALERT/Three Rivers EMS
Gary Troutman – Marion Ambulance
Cherie Watson – Three Rivers EMS, ETC of Montana

Personal Trainer

Mike Baker – City Parks and Recreation
Jim Clay – Personal Trainer
Dan DePinto – The Summit
Stu Levitt – The Summit
Cathy Lisowski – The Summit
Doug Mahlum – The Wave
Lena Morrill – The Summit
Brad Roy – The Summit
Cherri Schmaus – Kalispell Athletic Club
April Terry – Flathead High School

Radiologic Technology

Anders Engdahl – MD, KRMC
Tom McFarlane – KRMC
Jana Rupp – KRMC
Lea Salois – KRMC

Real Estate

Chris Ahner – Northwest MT Association of Realtors
Kelly Bernard – Total Home Inspectors, LLC
Katie & Tom Brown – Trails West/Eagle Bend Realty
Ted Dykstra, Jr. – Ted Dykstra Real Estate
Jane Foley – Glacier Bank
Linda Hewitt – Hammer, Hewitt, & Sandler, PLLC
Warren Illi – Illi Appraisal Company
Tom McElwain – Stewart Title of Kalispell
Serena Pierce – Re/Max of Bigfork
Gary Ryan – Glacier Bank
Cal Scott – The Homeownership Education Center
Joel Vessie – Guardian Home Loans

Pharmacy Technology

Scott Allen – At Home Solutions
Nate Barbour – Good Medicine Pharmacy
Mark Donaldson, MD – KRMC
Cheryl Gervasi – Pamida Pharmacy
Dave Grady – Big Sky IV Care
Erin Guzinsky – WalMart
Randy Jensen – Walgreen's
Debra Llewllyn – Bigfork Drug
Barb McEvoy – North Valley Hospital
Paul Mitchell – Medical Arts
Gary Morrison – KRMC
Dave Powers – Safeway Pharmacy
Toby Schule – Sykes Pharmacy
Del Stern – Rosauer's Pharmacy
Becky Stillo – Haines Drug
David Stoick – Stoick Drug
Wendy Sunde – KMart Pharmacy
Mark Walters – ShopKo Pharmacy
Jason Williams
John Wisher – Smith's Pharmacy

Plumbing Technology

John Daigle – CB Plumbing
Dave Dickie – Diamond Plumbing
Kirk Katzenmeyer – Plumb-Rite
Bob Mack – Master Plumbing
Dave Micone – Montana State Plumbing Inspector
Tim Stutzman

Practical Nursing

Jean Schreffler-Grant – Montana State University
Joren Underdahl – Montana Veteran's Nursing Home
Boni Stout– Flathead County Health Department
Cindy Kollenbor – Immanual Lutheran Home
Fran Laukatis – Kalispell Regional Medical Center
Patty Shea – Brendan House
Deb Wilson – Brendan House
Alaine Streme – NW Women's Health Care
Linda Schroeckenstein – Kalispell Regional Medical Center
Betty Haas – Heritage Place
Shelley Gysler – Brendan House
Jackie Hare – St. John's Lutheran Hospital
Jacque Dolberry – Salish Kootenai College
Maura Fields – North Valley Hospital
Charlene Dale – Riverside Senior Living
Angela St. John – MNA District President

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
Trish Hart – Job Service Workforce Center
Donna Holland – North Valley Hospital
Victoria Johnson – HealthCare Northwest
Fran Laukaitis – KRMC
Karen Lee – KRMC
Tammy Margerrison, LST – KRMC
Deanna Walker – KRMC

Surveying

Jane Eby, PE, PLS – Eby & Associates
Jamie Reed, LSI – Sands Surveying, Inc.
Greg Thurston, PLS – City of Kalispell Engineering

Welding and Fabrication Technology

Sonju Manufacturing – Dick Sonju
Semitool Inc. - Steve Eutie
Reibi Machine Shop – Dick Reibi
Montana Tech – Rick Donaldson
Gibson Associates – Steve Gates
King Machines HAAS – George Cobb
Plumb Creek Manufacturing – Bob Hickey
JORE Corp. – Charlie Rice
Countryside Welding and Fabrication – Scott Yarde

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